



CDSS

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DEPARTMENT OF SOCIAL SERVICES
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EDMUND G. BROWN JR.
GOVERNOR

February 27, 2014

ERRATA

COUNTY FISCAL LETTER (CFL) NO. 13/14-34E

TO: ALL COUNTY WELFARE DIRECTORS
ALL COUNTY CALFRESH PROGRAM SPECIALISTS
ALL COUNTY CALWORKS PROGRAM SPECIALISTS
ALL COUNTY AUDITOR CONTROLLERS
ALL CONSORTIA REPRESENTATIVES
ALL QUALITY CONTROL COORDINATORS
ALL COUNTY FISCAL OFFICERS

SUBJECT: UPDATED WORK INCENTIVE NUTRITIONAL
SUPPLEMENT (WINS) CLAIMING INSTRUCTIONS

REFERENCES: [CFL No. 13/14-34, DATED DECEMBER 17, 2013](#)

This errata to CFL 13/14-34 provides updated instructions for the claiming of WINS program administration costs. Support staff codes were inadvertently omitted from the previous letter. All support staff activities related to Program Code (PC) 456 – WINS Administration, are to be claimed to Direct-to-Program (DTP) support staff code **C62**. All other previous instructions for PC 456 remain the same. All support staff activities for WINS California Food Assistance Program (CFAP) Administration are to be shifted in the same manner as described in CFL 13/14-34. The WINS CFAP Administration support staff costs should be shifted from **C62** to DTP Support Staff Code **C63** in accordance with the instructions identified below.

Counties should take the following manual steps to shift support staff claiming for WINS CFAP Administration costs:

1. Support staff should report WINS Administrative activities to DTP C62.
2. Take the total reported to DTP code C62 and multiply by the WINS CFAP ratio as calculated per CFL 13/14-34, to provide the resulting WINS CFAP Administration support staff total.
3. Take the resulting WINS CFAP Administration support staff total and report this to DTP C63.

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4. The total reported to DTP C62 shall then be reduced by the support staff total reported to DTP C63.

If you have questions regarding this letter, please direct your questions to fiscal.systems@dss.ca.gov.

Sincerely,

Original Document Signed By:

LILIA A. YOUNG, Chief
Fiscal Forecasting and Policy Branch