

December 24, 2013

COUNTY FISCAL LETTER (CFL) NO. 13/14-36

TO: ALL COUNTY WELFARE DIRECTORS
ALL COUNTY FISCAL OFFICERS
ALL COUNTY AUDITOR CONTROLLERS
ALL COUNTY PROBATION OFFICERS
ALL TITLE IV-E AGREEMENT TRIBES

SUBJECT: TRANSITIONAL HOUSING PLACEMENT PLUS FOSTER CARE
(THP+FC) CLAIMING INSTRUCTIONS

REFERENCE: [ALL COUNTY LETTER \(ACL\) NO. 13-09 DATED
FEBRUARY 12, 2013](#)
[\(ACL\) NO. 12-44 DATED SEPTEMBER 11, 2012;](#)
[ACL NO. 11-69 DATED OCTOBER 13, 2011](#)
[SENATE BILL \(SB\) 1013 \(CHAPTER 35, STATUTES OF 2012\)](#)
[ASSEMBLY BILL \(AB\) 12 \(CHAPTER 559, STATUTES OF 2010\)](#)

The purpose of this CFL is to transmit claiming instructions for the new THP+FC placement on the Extended Foster Care (EFC) 18+ Non-Minor Dependents (NMD) Temp claim and the CA 800 Foster Care Facility (FC1) EFC report. The counties must submit or correct their THP+FC expenditures retroactive to when the THP+FC program implemented on July 1, 2012. Provided with this letter is a Question and Answer document to assist the counties in properly submitting expenditures for the THP+FC program.

BACKGROUND

The THP+FC program is a new type of Supervised Independent Living Setting established as a new foster care placement option for eligible Aid to Families with Dependent Children-Foster Care (AFDC-FC) recipients. This placement option may be offered by a qualified licensed transitional housing placement provider to serve NMD from ages 18 up to 21.

As described in [ACL No. 13-09](#), the THP+FC option became effective for NMD in EFC on July 1, 2012. SB 1013 allows a licensed transitional housing placement provider to operate a THP+FC Program for NMD ages 18-21. The THP+FC option offers three placement types: host families, single site housing and remote sites. For additional information regarding THP+FC placements, refer to [ACL No. 12-44](#).

To serve this NMD population, a currently licensed transitional housing placement provider serving youth ages 16-17 must seek certification from a county to operate a THP+FC Program prior to claiming THP+FC costs. AB 12 required all currently licensed transitional housing placement providers to submit a revised Plan of Operation to the applicable county, along with its request for a THP+FC certification. All existing Transitional Housing Placement Program (THPP) providers applying for a THP+FC rate were required to submit a rate application to California Department of Social Services. Counties agreed to pay current THPP rates to providers waiting for THP+FC rate approval for NMD ages 18-21, prior to August 1, 2013. Costs are claimable for NMD placed in THP+FC facilities after August 2013 provided that the facility has been issued a rate letter. For youth placed prior to August 2013, or before the provider has been issued a rate letter, refer to ACL No. 13-09.

The attached THP+FC Question & Answer sheet (Attachment I) provides answers to general inquiries received from counties regarding the new THP+FC placement. For additional information and frequently asked questions regarding EFC benefits, refer to <http://www.childsworld.ca.gov/PG2916.htm>.

CLAIMING INSTRUCTIONS

Current Period Claiming

The assistance costs for THP+FC are claimed on the main payroll line of the CA 800 FC EFC TEMP FED claim. The infant supplement payments awarded to NMD with children should be included with the THP+FC assistance payment. The FC1 has been revised to allow reporting of facility costs, under the section now titled "Group Home/THP+FC." Counties are to report THP+FC assistance and facility costs on the following EFC temporary claims:

- FOSTER CARE FACILITY REPORT EXTENDED FOSTER CARE (EFC) (CA 800 FC1 [EFC TEMP] FED [10/13]) (Attachment II)
- INSTRUCTIONS FOR FORM CA 800 FC1 EFC FED FOSTER CARE FACILITY REPORT (CA 800 FC1 [EFC TEMP] FED [10/13]) (Attachment III)

Prior Period Claiming

- All THP+FC costs previously claimed on the main payroll line of the CA 800 FC (EFC TEMP) FED, and *not* included on the CA 800 FC1 (Attachment II), must be backed out, as follows:
 1. The county must enter costs on line 9 (Prior Month Negative Adjustment) of the CA 800 FC (EFC TEMP) FED claim.
 2. The same amount is entered on line 11 (Prior Month Positive Adjustment) of the CA 800 FC (EFC TEMP) FED to reclaim the costs; and,
 3. The same amount is entered on the CA 800 FC1 (Attachment II) under the Group Homes/THP+FC section.
- All THP+FC costs previously claimed on the main payroll line of the CA 800 FC (EFC TEMP) FED *and* included on the CA 800 FC1 (Attachment II) under the Foster Family Agencies (FFA) section, must be corrected as follows:
 1. Report all previously claimed expenditures as negative costs under the FFA section of the FC1 report (Attachment II).
 2. Report the same costs under the Group Homes/THP+FC section as positive adjustments on the FC1 report (Attachment II).
 3. Adjustments made to correct costs previously reported under the FFA section of the CA 800 FC1 (Attachment II) do *not* require any entries to be made on the main payroll line of the CA 800 FC (EFC TEMP) FED claim.

Questions regarding the EFC 18+ NMD Temp claim should be directed to assistance.claims@dss.ca.gov . Questions regarding the THP+FC program should be directed to AB12@dss.ca.gov.

Sincerely,

Original Document Signed By:

LILIA A. YOUNG, Chief
Fiscal Forecasting and Policy Branch

Attachments

Transitional Housing Plan Plus Foster Care (THP+FC)
Questions and Answers

The following questions have been received from counties regarding the THP+FC program, along with the responses provided by the California Department of Social Services.

1. **The ACL No. 12-44 requires counties to record data about a placement in the THP+FC program. I have looked at the CA 800 EFC FED worksheet and there is no way to differentiate between a regular Non Minor Dependent (NMD) in Foster Care and a THP+FC case. Where would money issued for cases in the THP+FC be claimed on the CA 800?**

Since the THP+FC classification is a new placement type (and not a new foster care maintenance payment), the cost does not need to be separated out on the claim. The rate for the THP+FC placement is to be reflected on the main payroll line of the CA 800 FC (EFC TEMP) FED tab on the EFC claim. The THP+FC cases will be differentiated on the CA 800 Foster Care Facility (FC1) Extended Foster Care (EFC) report (CA 800 FC1 [EFC TEMP] FED [10/13]) by the program identification number (column H) under the Group Home/THP+FC Section.

2. **Would I include the cost of the THP+FC payment on the FC1 report? If so, is it considered a Foster Family Agencies (FFA) or a Group Home (GH) placement? Where do I find the Non-Fed ratio?**

Yes, since the THP+FC rate includes some social worker costs, it should be included on the FC1 report. The THP+FC payment is listed on the FC1 report in the Group Homes/THP+FC section. The ACL No. 12-44, dated September 11, 2012, identifies the three placement options for THP+FC. Please refer to page 13 of the ACL for information regarding the placement types available for THP+FC. Please refer to ACL No. 13-62E for information regarding THP+FC rates. Further information regarding sharing ratios is forthcoming.

Host Family: A placement where the NMD lives with a caring adult who has been selected and approved by the transitional housing placement provider serving NMDs in THP+FC. The NMD receives provider-based supportive services, and it is expected the host family will provide basic board and care for the NMD. See also California Code of Regulations, Title 22, section 86001(h)(3).

Single Site: A placement where an NMD lives in an apartment, single family dwelling or condominium rented or leased by the transitional housing placement provider serving NMD in THP+FC, in which one or more adult employees of the provider reside and provide supervision.

Remote Site: A single housing unit where the NMD lives independently and where provider's staff does not live in the same building. This may include apartments, single family dwellings or condominiums rented or leased by the transitional housing placement provider in various locations, not necessarily near each other. Minor foster children placed prior to October 1, 2012, may remain in this type of housing model; adults living in the remote site with minor foster children are subject to criminal background clearance and Child Abuse Central Index requirements, as required by licensing regulations.

Per the attached CA 800 FC1 (EFC TEMP) FED claiming instructions, the facility name should be entered on the CA 800 FC1 (EFC TEMP) FED report.

3. If an infant supplement is to be issued for a THP+FC case, how should it be claimed?

The cost of the infant supplement will be included with the THP+FC payment and reported on the main payroll line of the CA 800 FC (EFC TEMP) FED claim.

FOSTER CARE FACILITY REPORT EFC/THP+FC

* Use the appropriate Foster Care Rate List for Group Homes/THP+FC for Calculations.

County:	Date:
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**INSTRUCTIONS FOR FORM FOR THE
CA 800 FACILITY REPORT (FC1) EXTENDED FOSTER CARE
(CA 800 FC [EFC TEMP] FED)**

Foster Family Agencies (FFA), Group Homes and THP+ FC

1. Enter County Name and Date (Month and year).
2. Columns A (FFA), G (Group Homes/THP+FC): Enter the facility name.
3. Columns B (FFA) and H (Group Homes/THP+FC): Enter the Program Number from the AFDC FFA or Group Home Rate or THP+FC Letters.
4. Columns C (FFA) and I (Group Homes/THP+FC): Designate maintenance costs as: R-Revised, C-Current, P-Prior, O-Original. (This column is for county use only.)
5. Columns D1 (FFA) and J1 (Group Homes/THP+FC): Enter persons count.
6. Column D2 (FFA) and J2 (Group Homes/THP+FC): Enter the total benefit amount paid to the facility (amounts above the State set rate must not be included).

FFA Only

7. Column D3: The Maintenance Ratio will enter automatically.
8. Column D4: Total Maintenance Costs (Column D2 x Column D3). This amount will calculate automatically.
9. Column D5: Enter the Nonfederal Maintenance Ratio from the appropriate FFA Rate Letter.
10. Column D6: Nonfederal share (Column D4 x Column D5). This amount will calculate automatically.
11. Column E1: Enter the Administrative Cost Ratio from the appropriate FFA Rate Letter.
12. Column E2: Total Administrative Cost (Column D2 x Column E1). This amount will calculate automatically. Columns D4 plus E2 should equal Column D2 Total Aid Paid.
13. Column E3: Enter the Federal Administrative Cost Ratio from the appropriate FFA Rate Letter.
14. Column E4: Total Federal share (Column E2 x Column E3). This amount will calculate automatically.
15. Column F1: The Administrative Cost Nonfederal ratio will enter automatically.
16. Column F2: Nonfederal share (Columns E2 x F1). This amount will calculate automatically. Columns E4 plus F2 should equal the total of Column E2.

Group Homes or THP+FC Only

17. Column J3: Enter the Non-federal Maintenance ratio from the appropriate Group Home or THP+FC rate letter.
18. Column J4: Nonfederal share of maintenance costs (Columns J2 x J3). This amount will calculate automatically

General Instructions

19. The Totals for Columns D1, D2, D3, D4, D6, E2, E4, F1, F2, J1, J2, and J4 will calculate automatically.
20. The Total of Columns D6, E2, (FFAs) and J4 (Group Homes/THP+FC) should match Line 14 on the CA 800FC Fed form.
21. The total of Column E4 should match the total of Line 21 on the CA 800FC Fed form.
22. If any amount, other than zero, appears on the “check calculation” row, this indicates an error. Please correct before submitting.
23. Comments have been inserted in the “Calculation Checked” cells. Point the cursor to the cells and a formula will be displayed to help check for error(s).