



CDSS

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DIRECTOR

STATE OF CALIFORNIA—HEALTH AND HUMAN SERVICES AGENCY
DEPARTMENT OF SOCIAL SERVICES
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EDMUND G. BROWN JR.
GOVERNOR

December 31, 2014

COUNTY FISCAL LETTER (CFL) NO. 14/15-38

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

SUBJECT: COUNTY WELFARE DEPARTMENT (CWD) COUNTY EXPENSE CLAIM (CEC) TIME STUDY AND CLAIMING INSTRUCTIONS FOR THE MARCH 2015 QUARTER

This CFL provides counties time study and claiming instructions for the January through March 2015 quarter, which includes information and reminders regarding the following functions/programs:

	Functions/Programs	Time Study Instructions	Claiming Instructions	General Information	Page Number
I	Social Services				
	A. County Probation Department Probation IV-E	No	No	Yes	3
	B. Probation Title IV-E Eligibility Determination	No	No	Yes	3
	C. Adoptions County Counsel	No	No	Yes	4
	D. Wraparound Services	No	Yes	Yes	4
	E. Safety Organized Practice/Core Practice Model Case Management Services	No	Yes	No	5
II	California Opportunity and Responsibility to Kids (CalWORKs)				
	A. Temporary Assistance for Needy Families (TANF) Hardship	No	No	Yes	6

III	Other Public Welfare (OPW)				
	A. Automated Fingerprint Image Reporting and Match System	No	No	Yes	7
	B. CalFresh Employment and Training (CFET) Able Bodied Adults Without Dependents (ABAWDs)	No	No	Yes	7
	C. CFET Administrative Activities	Yes	Yes	Yes	8
	D. California Healthcare Eligibility, Enrollment, and Retention System (CalHEERS)	No	No	Yes	9
IV	Child Care	No	No	No	9
V	Non-Welfare	No	No	No	9
VI	General				
	A. California Department of Social Services (CDSS) Policy Regarding Late CEC Submissions	No	No	Yes	9
	B. County Cash Claiming-Reporting	No	No	Yes	10
	C. CEC Due Dates for FY 2015-16	No	No	Yes	10
	D. CEC Adjustment Quarter Due Dates in FY 2015-16	No	No	Yes	10
	E. Submission of the Countywide Cost Allocation Plan (CCAP) A-87 Budget Units and Cover Letter for FY 2015-16	No	No	Yes	11
	F. Direct Charge Methodology	No	No	Yes	11
	G. Debarment and Suspension	No	No	Yes	12
	H. Federal Fund Monitoring Responsibilities	No	No	No	12
I. Donation of Surplus Property	No	No	Yes	12	

The Program Code Descriptions (PCDs) and Support Staff Time Reporting (SSTR) instructions for county use during the January through March 2015 quarter are as follows:

<u>Section</u>	<u>Revised</u>
Social Services	03/15
CaWORKs	12/14
Other Public Welfare	03/15
Child Care	12/14
Non-Welfare	09/05
Staff Development	09/07
Electronic Data Processing	03/01
Support Staff Time Reporting Instructions	06/06
Direct-to-Program (DTP)/Function Support Staff Codes	03/14
Direct Service Delivery (DSD) Codes	03/14
General Time Study Instructions	03/09

For the latest version of the PCD manual, please go to the following link:
<http://www.dss.cahwnet.gov/lettersnotices/PG959.htm>.

Please note that any changes to the PCDs and/or SSTR Instructions may be shown in an underlined, highlighted, bolded, or strikeout format.

I. Social Services

A. County Probation Department (CPD) Title IV-E

Effective with the December 2014 quarter, the claiming instructions for the Title IV-E Foster Care and the Adoptions Assistance Programs under the supervision of CPD have been revised. Please refer to [CFL No. 14/15-29](#), dated October 29, 2014, for the revised claiming instructions.

B. Probation Title IV-E Eligibility Determination

Under the guidance of the federal Administration for Children and Families (ACF), activities related to judicial determinations, placement of the child or periodic court or administrative reviews are not a component of the eligibility determination costs. These costs are considered case management. Effective with the December 2014 quarter, the following program codes (PC) 129-Probation Title IV-E Eligibility Determination and 853-Extended Foster Care (EFC) Probation Title IV-E Eligibility Determination and their associated Program Identifier Number (PIN) code(s) have been deleted:

PC	129	Probation Title IV-E Eligibility Determination
PIN	129059	Probation Expense

PC	853	Extended Foster Care (EFC) Probation Title IV-E Eligibility Determination
PIN	853059	Probation Expense

The costs that are considered case management and the activities previously included in PC 129 are now included in PC 127-Probation Title IV-E Case Management and PC 132-Probation Title IV-E Adoption Assistance Program. The costs that would have been considered case management and the activities previously included in PC 853 for the over 18 population have been included in PC 851-EFC Probation Case Management.

C. Adoptions County Counsel

The [CFL No. 14/15-23](#), dated October 1, 2014 and [CFL No. 13/14-44](#), dated March 28, 2014, retitled program codes associated with the Adoptions County Counsel to "Pre-Adoptions County Counsel." To be consistent with the titles of the associated codes, effective with the December 2014 quarter, the ledger number 005 will be re-titled as follows:

Ledger Number	Current Ledger Title	New Ledger Title
005	Adoptions County Counsel	Pre-Adoption County Counsel

D. Wraparound Services

Wraparound claiming will continue as described in [CFL No. 01/02-51](#), dated June 4 2002 and [CFL No. 01/02-51E](#). Per Welfare and Institutions Code (W&IC) section 18254(c), the county can claim up to 100 percent of the state share of non-federal funds, which must be matched by the county share. As long as there is model fidelity, it is allowable for the county to contract with the provider at a lower, capitated rate or cost reimbursement basis. The county can claim the full Rate Classification Level rate even when their contract with the provider is less than the full rate.

Time Study Instructions

No changes.

Claiming Instructions

Effective with the March 2015 quarter, the current claiming structure for Wraparound expenses for children and youth who are not in an out-of-home placement has been revised.

The CWDs and CPDs providing Wraparound services to Title IV-E ineligible children and youth that are not wards or dependents shall not claim these

expenses on the Assistance Claim. Assigning Aid Code 40 to children and youth who are currently *not* in placement is not appropriate as Aid Code 40 is utilized to identify non-federal, Medi-Cal eligible foster youth.

Counties are to claim Wraparound expenses for children and youth who have not had a Medi-Cal eligibility determination or are not Medi-Cal eligible and who are not in an out-of-home placement to PC 165-Wraparound Services. The county shall fund services to ineligible youth from their county Wraparound trust fund or utilizing the following instructions on the CEC. Counties *electing* to provide Wraparound services to children or youth who are at imminent risk of being placed in a Foster Care placement and have not yet entered Foster Care shall claim Wraparound expenses to the following PINs:

PC	165	Wraparound Services
PIN	165031	Contracted Activities – Unemployed
PIN	165068	Direct Costs – Unemployed

The county also has the option of funding these costs from the county Wraparound Savings Fund.

NOTE: The preceding Wraparound instructions only apply to counties that are not included in the Title IV-E California Well Being Project (Waiver Project). For claiming instructions, Waiver Project counties should refer to [CFL No. 14/15-22](#), dated October 1, 2014.

E. Safety Organized Practice/Core Practice Model (SOP/CPM) Case Management Services

The SOP/CPM is an approach to collaborative teamwork in child welfare that focuses on the safety of the child within the family system. The SOP/CPM methodology is informed by a variety of best- and evidence-informed practices and solution-focused treatment. The SOP/CPM utilizes strategies and techniques in line with the belief that a child and his/her family are the central focus and the partnership exists to find solutions which will ensure safety, permanency and well-being for children.

Time Study Instructions

No changes.

Claiming Instructions

Effective with the December 2014 quarter, the following PIN code has been made available for participating counties in the Title IV-E California Well-Being Project to capture CWD costs incurred for any direct SOP/CPM-related services

provided to children, youth and families being served under the SOP/CPM case management model.

PC	146	CWS – Services Nonfederal
PIN	146076	Safety Organized Practice (SOP)
Costs will be funded is 00/70/00/30 (Federal/State/Health/County).		

Please note, this Type of Expense (TOE) code is restricted to ONLY those counties participating in the Title IV-E California Well Being Project extension, which began October 1, 2014. For additional claiming instructions, please refer to [CFL 14/15-22](#), dated October 1, 2014.

II. California Work Opportunity and Responsibility to Kids (CalWORKs)

A. TANF Hardship

The [CFL No. 09/10-19](#), dated September 30, 2009, contained an incomplete list of PINs for PC's 687-TANF Timed-Out Employment Services Employed and 689-TANF Time-Out Employment Services Unemployed. The correct PINs are updated from what was previously issued in CFL No. 09/10-19 and already reflect what is available in the claim template.

PC	687	TANF Timed-Out Employment Services Employed
TSC	6871	TANF Timed-Out Employment Services Employed
PIN	687016	Ancillary-Education – Employed
	687028	Work-Related Activities and Expenses - Employed
	687032	Contracted Activities - Employed
	687060	Direct Service Delivery
	687088-91	Support Operating*
	687097	Transportation – Employed

PC	689	TANF Timed-Out Employment Services Unemployed
TSC	6891	TANF Timed-Out Employment Services Unemployed
PIN	689003	Transportation – Unemployed
	689029	Other Supportive Services - Unemployed
	689031	Contracted Activities - Unemployed
	689060	Direct Service Delivery
	689088-91	Support Operating*

*The county must have a Letter of Intent on file with California Department Social Services (CDSS) to use Support Operating PIN Codes (88-91).

III. Other Public Welfare

A. Automated Fingerprint Image Reporting and Match (AFIRM) System

The AFIRM system was a three year project that ran from April 1994 through March 1997. This project was operated by the Los Angeles County, Department of Public Social Services under an agreement CDSS. The primary objective of AFIRM was to eliminate duplicate aid. Effective with the March 2014 quarter, the following PCs associated with this demonstration project were deleted.

PC	293	CalWORKs AFIRM – LA County
PC	234	Fraud Non-Assistance CalFresh (NACF) AFIRM – LA County
PC	334	Fraud NACF AFIRM – LA County
PC	393	Fraud PACF AFIRM – LA County

B. CalFresh Employment and Training (CFET) Able Bodied Adults Without Dependents (ABAWDs)

Effective with the December 2014 quarter, the PC 306-CFET ABAWDs – Workfare and PC 307-CFET ABAWDs – Education/Training, will be deleted in order to reflect the elimination of the requirement that 80 percent of the federal CFET dollars must be spent on the ABAWD population. The elimination of this expenditure requirement was communicated in [ACL No. 02-49](#), dated July 12, 2002. Counties are instructed to move costs associated with these PCs to PC 464 effective with the December 2014 quarter. These PCs and all the associated PINs will be deleted effective with the December 2014 quarter.

PC	306	CFET ABAWDs – Workfare
TSC	3061	CFET ABAWDs – Workfare
PIN	306031	Contracted Activities-Unemployed
PIN	306088-91	Support Operating Costs
PIN	306092	Casework OT/CTO Costs
PIN	306093	Support Staff – OT/CTO Costs
PIN	306094	Start Up/Nonrecurring Costs
DTP	C39	CFET ABAWDs – Workfare

PC	307	CFET ABAWDs – Education/Training
TSC	3071	CFET ABAWDs – Education/Training
PIN	307031	Contracted Activities-Unemployed
PIN	307088-91	Support Operating Costs
PIN	307092	Casework OT/CTO Costs
PIN	307093	Support Staff – OT/CTO Costs
PIN	307094	Start Up/Nonrecurring Costs
DTP	G40	CFET ABAWDs – Education/Training

C. CalFresh Employment and Training (CFET) Administrative Activities

Effective with the December 2014 quarter, the title and time study code description for PC 464 have been revised to clarify that all CFET administrative costs may be claimed to this code. This includes costs for the ABAWD population which were previously claimed to PCs 306 and 307.

PC	Old Title	New Title
464	Other CFET Activities	CFET Administrative Activities

Time Study Instructions

The PC 464 captures costs for the employment and training activities for Non-Assistance CalFresh (NACF) applicants and recipients who meet Food & Nutrition Services requirements for CalFresh eligibility.

CODE 4641 OTHER CFET ADMINISTRATIVE ACTIVITIES

This reporting code includes staff time associated with the following activities:

- Conducting assessment, placement, and case management activities for CFET program participants; ~~who are non-ABAWDs or ABAWDs in non-qualifying activities;~~
- Determining deferrals;
- Arranging for supportive services payments;
- Conducting good cause determinations;
- **Administering Employment and Training (E&T) activities; including conducting E&T training;**
- Monitoring and Tracking E&T participation;
- ~~Placing~~ Discussing and disseminating materials related to nonmedical alcohol and other drug rehabilitation services to CFET participants ~~into nonmedical alcohol and other drug rehabilitation services.~~
- ~~Alcohol and other drug rehabilitation services can only be offered in combination with qualifying work activities and cannot exceed 25% of an ABAWD's total work activities. Non-qualifying activities for ABAWDs include stand-alone job search and stand-alone job club.~~

Claiming Instructions

Effective with the December 2014 quarter and the deletion of PC 306 and PC 307, counties are instructed to move PC 306 and PC 307 associated costs to PC 464, which now encompasses all CFET administrative activities. Counties may now use PC 464 CFET Administrative Activities to claim these activities. The table below lists the available PIN and DTP codes available to PC 464:

PC	464	CFET Administrative Activities
TSC	4641	CFET Administrative Activities
PIN	464031	Contracted Activities - Unemployed
PIN	464088-91	Support Operating Costs
PIN	464092	Casework OT/CTO Costs
PIN	464093	Support Staff – OT/CTO Costs
PIN	464094	Start Up/Nonrecurring Costs
DTP	C25	CFET ABAWDs – Education/Training
Costs will be funded at 100/00/00/00 (Federal/State/Health/County).		

*The county must have a Letter of Intent on file with CDSS to use Support Operating PIN Codes (88-91).

D. California Healthcare Eligibility, Enrollment, and Retention System

Retroactive to the September 2014 quarter, PC 890-CalHEERS– Related Local County Call Centers M&O has been moved from the CalWORKs function to the OPW function. Retroactive to the March 2014 quarter, PC 891–LEADER/CalHEERS Interface M&O has been changed from the CalWORKs function to the OPW function. These changes are being made in order to align the PCs with the appropriate function for the associated activities.

IV. Child Care

No changes.

V. Non Welfare

No changes.

VI. General**A. CDSS Policy Regarding Late CEC Submissions**

Due to recent policy enforcement by the federal Administration of Children and Families (ACF), CDSS needs to report CEC data within 45 days after the quarter ends. The ACF Washington D.C. Headquarters requires this information for nationwide budgeting and distribution of their federal funds. As a result, CDSS is

unable to accept late CECs without jeopardizing this funding for California. This information was previously shared at the CWDA's Fiscal Committee meeting.

Therefore, any county requests for extensions must be received by CDSS at least 2 weeks before the due date and will need to be requested in writing from their County Welfare Director. Requests for extension should be sent to:

California Department of Social Services
Fiscal Systems Bureau, Attn: Bureau Chief
744 P Street, MS 9-4-71
Sacramento CA 95814

B. County Cash Claiming--Reporting

As a reminder, costs must be claimed in accordance with cash claiming requirements set forth in [CFL No. 06/07-06](#), dated July 13, 2006. In accordance with Federal Regulations at 45 Code of Federal Regulations (CFR) Part 95.13, the CEC is a cash claim and costs should be claimed according to the date the payment is made. The requirement to claim costs on a cash basis through the CEC does not preclude counties from compliance with Generally Accepted Accounting Principles for county financial statements that are used for purposes other than CEC claiming.

Adjustment claims must be submitted in a timely manner to ensure that the two year limit for claiming federal funds is met. Due dates for these claims are provided annually in advance within every March quarterly CFL. Furthermore, counties are to maintain supporting documentation for all claims.

C. CEC Due Dates for FY 2015-16

The original CEC is due to CDSS on the first business day, 30 days after the end of the quarter. The following are the due dates for FY 2015-16 original claims:

<u>Original CEC</u>	<u>Final Filing Date</u>
September 2015	November 2, 2015
December 2015	February 2, 2016
March 2016	May 2, 2016
June 2016	August 1, 2016

D. CEC Adjustment Quarter Due Dates in FY 2015-16

Adjustment CECs and the DFA 325.5 (Expenditure Certification for the County Welfare Director) must be received at CDSS by the first business day nine months after the end of the original claiming quarter. The following are the due dates for FY 2014-15 adjustment quarter claims:

Adjustment CEC

September 2014
December 2014
March 2015
June 2015

Final Filing Date

July 1, 2015
October 1, 2015
January 4, 2016
April 1, 2016

E. Submission of the CCAP A-87 Budget Units and Cover Letter for FY 2015-16

The County Cost Allocation Plan (CCAP) A-87 must be submitted to and approved by the State Controller's Office County Cost Plan Section on an annual basis. All counties are required to submit the CCAP (A-87 Plan) Budget Units and Cover Letter before the September 2015 Quarter CEC due date on November 2, 2015 to:

California Department of Social Services
Fiscal Systems Bureau
County Claims Unit
744 P Street, MS 9-5-01
Sacramento CA 95814

The cover letter must identify the budget units as provided in the Supplemental Information Checklist (Exhibit 1303) and include the total budgeted amounts from the summary report of the approved plan (CCAP A-87). Please refer to [CFL 97/98-26](#), dated October 15, 1997, [CFL 00/01-111](#), dated June 26, 2001, and [CFL 02/03-68](#), dated June 13, 2003, for additional information.

F. Direct Charge Methodology

The [CFL 00/01-78](#), dated May 21, 2001, informed counties of the discontinuance of the Direct Charge Methodology Detail Certification Form, DFA 327.9. The DFA 327.9 was replaced by a Letter of Intent to Direct Charge. The [CFL 04/05-34](#), dated January 6, 2005, informed counties that as of July 1, 2005, CDSS no longer recognizes the DFA 327.9 and the only acceptable method of notifying CDSS of county's intent to direct charge support operating costs is through a Letter of Intent to Direct Charge submitted and addressed to:

California Department of Social Services
Fiscal Systems Bureau
County Systems Section
744 P Street, MS 9-5-01
Sacramento CA 95814

Please refer to [CFL 00/01-78](#), dated May 21, 2001, for the required contents and a sample of the letter. All state and federal laws/regulations/guidelines with respect to claiming direct costs still apply. The CDSS is requiring all counties to submit a new Letter of Intent by June 16, 2015 in order to direct charge for FY 2015-16. A new Letter of Intent is required annually.

G. Debarment and Suspension

Pursuant to federal regulations, CWDs must be in good standing with the federal government to receive federal funds. To ensure that CWDs are not debarred or suspended from federal financial assistance programs by any federal department or agency, CDSS must verify that the CWD is not listed on the federal Excluded Parties Listing System prior to issuance of any federal funds.

To ensure accuracy of the verification, CDSS requires submissions of the CWD's exact legal name of the entity and Employer Identification Number (EIN) or Tax Identification Number (TIN) as submitted to the Internal Revenue Service when applying for an EIN or a TIN. If a CWD is operating under multiple names or identification numbers, each name and identification number must be submitted. The information requested must be submitted via email by July 1, 2015, to CDSS at Fiscal.Systems@dss.ca.gov with "EIN or TIN for the County of (*insert county name*)" in the subject line. Counties should review the federal fund monitoring responsibilities for counties outlined in [CFL No. 13/14-57](#), dated June 18, 2014, and further described in Section H. below.

H. Federal Fund Monitoring Responsibilities

As a reminder, counties have certain responsibilities for monitoring the expenditures of federal funds. Please refer to [CFL 12/13-37](#), dated June 28, 2013, for a description of federal requirements and a [link](#) to the terms and conditions of each current federal grant administered by CDSS. Additionally, new terms and conditions will be posted to this [link](#) on an ongoing basis.

I. Donation of Surplus Property

The County Board of Supervisors has the authority under Government Code Section 25372 to donate any real or personal property that the board declares to be surplus to a school or community college district, a county children and families commission or an organization exempt from taxation pursuant to specified provisions of federal law (26 United States Code Section 501[c][3]). AB 1998 (Chapter 245, Statutes of 2012) allows CWDs to donate surplus computer equipment directly to persons receiving public benefits under the CalFresh, CalWORKs, County Relief, General Relief, General Assistance or Medi-Cal programs. The property may be donated only as specified and directed by the CWD's Board of Supervisors.

Equipment acquired with federal funds is subject to specific property management standards contained in 45 Code of Federal Regulations, Parts 74.34 and 74.35 – Property Standards for Equipment and Supplies. Equipment donations submitted by CWDs shall be both declared as surplus and also be allowable for donation under these cited regulations, without restrictions from the conditions in which the property was obtained.

If counties have any questions regarding this CFL, please direct them to the Fiscal Systems Bureau at fiscal.systems@dss.ca.gov.

Sincerely,

Original Document Signed By:

DIANNE OKAMOTO, Chief
Fiscal Systems and Accounting Branch

c: CWDA