CDSS
WILL LIGHTBOURNE
DIRECTOR

STATE OF CALIFORNIA—HEALTH AND HUMAN SERVICES AGENCY
DEPARTMENT OF SOCIAL SERVICES
744 P Street • Sacramento, CA 95814 • *www.cdss.ca.gov*

EDMUND G. BROWN JR.
GOVERNOR

March 28, 2016

COUNTY FISCAL LETTER NO. 15/16-55

TO: ALL COUNTY WELFARE DIRECTORS
ALL COUNTY FISCAL OFFICERS
ALL COUNTY AUDITOR CONTROLLERS
ALL COUNTY PROBATION OFFICERS

SUBJECT: COUNTY WELFARE DEPARTMENT COUNTY EXPENSE CLAIM TIME STUDY AND CLAIMING INSTRUCTIONS FOR THE JUNE 2016 QUARTER

This County Fiscal Letter (CFL) provides counties time study and claiming instructions for the April through June 2016 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. Commercially Sexually Exploited Children (CSEC)	No	No	Yes	3
	B. Foster Parent Recruitment, Retention and Support (FPRRS)	No	No	Yes	3
	C. Post 2011 Realignment Child Welfare Services (CWS)	No	No	Yes	4
	D. Resource Family Approval (RFA)	No	No	Yes	4
II	**CalWORKs**	No	No	Yes	4
III	**Other Public Welfare**	No	No	Yes	4
IV	**Child Care**	No	No	Yes	4

V	**Non-Welfare**	No	No	No	4
VI	**General**				
	A. Electronic Data Processing (EDP) Methodology Changes (SACWIS and Non-SACWIS)	No	No	Yes	5
	B. County Cash Claiming - Reporting	No	No	Yes	5
	C. Annual County Training Plan	No	No	Yes	5
	D. Support Staff Time Reporting Plan (SSTRP) for Fiscal Year (FY) 2016-17	No	No	Yes	6
	E. Direct Charge Methodology	No	No	Yes	7
	F. Submission of the Countywide Cost Allocation Plan (CCAP) Code of Federal Regulations (CFR) §200.416 (formerly known as A-87) Budget Units and Cover Letter for FY 2016-17	No	No	Yes	7
	G. California Department of Social Services (CDSS) Policy Regarding Late CEC Submissions	No	No	Yes	8
	H. Debarment and Suspension	No	No	Yes	8
	I. Federal Fund Monitoring Responsibilities	No	No	Yes	9

The Program Code Descriptions (PCDs), Support Staff Time Reporting (SSTR) instructions and Type of Expense (TOE) code descriptions for county use during the April through June 2016 quarter are as follows:

Section	Revised Quarter
Social Services	06/16
CalWORKs	09/15
Other Public Welfare	12/15
Child Care	09/15
Non-Welfare	09/05
Staff Development	09/07
Electronic Data Processing	03/01
SSTR Instructions	06/06
Direct-to-Program /Function Support Staff Codes	06/16
Direct Service Delivery Codes	09/14
General Time Study Instructions	03/09
TOE Descriptions	12/15

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 bold, underline or strikeout format.

I. Social Services

A. Commercially Sexually Exploited Children

As a reminder, CFL No. 15/16-41, dated January 25, 2016, provided counties with claiming and time study instructions for the **federally mandated activities** associated with identifying and protecting children and youth at risk of sex trafficking, as required by the Preventing Sex Trafficking and Strengthening Families Act (Public Law 113-183).

B. Foster Parent Recruitment Retention and Support

The All County Letter No. 15-76 dated October 8, 2015, instructed counties to submit plans for the FPRRS program in order to receive funding.
The CFL No. 15/16-37, dated December 30, 2015, provided County Welfare Departments (CWDs) with claiming and time study instructions for allowable activities and costs. Claiming instructions for County Probation Departments (CPDs) were issued in CFL No. 15/16-48, dated February 16, 2016.

C. Post 2011 Realignment CWS

The State-Use-Only (SUO) code 937, SUO-Reduce GF% for Post 2011 and SUO code 938, SUO-Move GF% TO Post 2011 were created as part of the Post 2011 Realignment CWS claiming process. The CDSS will utilize SUO code 937 to reduce the state portion of expenses claimed to existing PCs by a predetermined percentage to account for Post 2011 Realignment CWS premises that allocate additional time for existing activities. The SUO code 938 will shift these costs to CWS Post 2011 Realignment ledger to access the General Fund allocation provided for these programs. Refer to CFL No. 15/16-44 dated February 5, 2016, for additional information.

PC	PC Title
937	SUO-Reduce GF% for Post 2011
938	SUO-Move GF% TO Post 2011

D. Resource Family Approval

The CFL No. 15/16-43 dated February 3, 2016, announces the expansion of the Resource Family Approval (RFA) Program from the original five county Cohort One group to include a Cohort Two group of nine additional counties. It also provides claiming instructions for the RFA Program for CWDs and CPDs in these early implementation counties. These instructions will also be used for all future counties that will participate in the RFA once it implements statewide. Refer to CFL No. 15/16-43 for detailed claiming information.

II. California Work Opportunity and Responsibility to Kids

No changes.

III. Other Public Welfare

No changes.

IV. Child Care

No changes.

V. Non-Welfare

No changes.

VI. General

A. Electronic Data Processing Methodology Changes (SACWIS and Non-SACWIS)

The CFL No. 15/16-23 dated September 30, 2015, has two program codes in which the percentages differ from CFL No. 14/15-23 dated October 1, 2014, and CFL No. 15/16-16 dated August 27, 2015.

PC	CFL No. 15/16-16 & CFL No. 14/15-23	CFL No. 15/16-23
135	.0002	.0001
787	.0011	.0010

Counties should use CFL No. 15/16-16 dated August 27, 2015 for the final FY 2015-16 percentages that should be used to allocate to the EDP benefiting programs.

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 Code of Federal Regulations (CFR) at 45 CFR §95.13, the CEC is a cash based claim and costs must be claimed in the quarter in which the payment is made. The requirement to claim costs on a cash basis through the CEC does not remove a county's responsibility to comply 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. Adjustment claims should include corrections to the original quarter submission. They should not include any corrections for other quarters. The due dates for the adjustment claims are provided annually, in advance, within every March quarterly CFL. Counties must maintain supporting documentation for three years for all claims. Fiscal records must be retained and produced in the event of a federal, state, county or 2 CFR §200 audit as outlined in Manual of Policies and Procedures (MPP) Division 10-119 and MPP Division 23-353.

C. Annual County Training Plan

The reimbursement of staff development expenditures is subject to the completion of the Annual County Training Plan. Please complete your

FY 2016-17 Annual County Training Plan and return the certification page to CDSS by August 1, 2016, to comply with the Manual of Policies and Procedures, Division 14, Staff Development Regulations. An All County Information Notice (ACIN) with the updated Annual County Training Plan Form (GEN 1031) will be forthcoming. Complete the GEN 1031, print it and keep it on file at the county level. Additionally, after completing the GEN 1031, sign the certification statement and mail only the certification page no later than August 1, 2016 to:

California Department of Social Services
County Systems Section
Attn: Racquel Flanagan, Manager
744 P Street, MS 9-5-01
Sacramento, CA 95814

Until a new ACIN is issued, please refer to ACIN No. I-34-15, dated May 1, 2015, for additional instructions on completing the GEN 1031 and a link to the existing form.

D. Support Staff Time Reporting Plan for FY 2016-17

This notice is to remind counties that their SSTRPs for FY 2016-17 are due to CDSS on August 1, 2016. Please refer to CFL No. 00/01-74, dated April 30, 2001, for instructions on the development and submission of the SSTRP. The SSTRPs are required in order to comply with the state's federally approved Cost Allocation Plan (CAP) which requires counties to specify the level to which county clerical and administrative support staff will report their time. Please mail the SSTRP and any revisions to the County Systems Section (CSS) at the following address:

California Department of Social Services
County Systems Section
Attn: Racquel Flanagan, Manager
744 P Street, MS 9-5-01
Sacramento, CA 95814

The SSTRP will be reviewed by CDSS for completeness. The CSS will then review and acknowledge receipt of the SSTRP within 30 days of receiving it. It is important to note that the CDSS' review of the SSTRP constitutes an acknowledgement of a CWD's method for accumulating costs for distribution under the County CAP and does not imply that CDSS has approved the organizational structure of the CWD.

E. Direct Charge Methodology

The CFL No. 00/01-78, dated May 21, 2001, informed the 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 No. 04/05-34, dated January 6, 2005, informed counties that as of July 1, 2005, CDSS no longer recognizes the DFA 327.9. The only acceptable method of notifying CDSS of your 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
County Systems Section
Attn: Racquel Flanagan, Manager
744 P Street, MS 9-5-01
Sacramento, CA 95814

Please refer to CFL No. 00/01-78, dated May 21, 2001, for the letter requirements 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 15, 2016, in order to direct charge for FY 2016-17. A new Letter of Intent is required annually.

F. Submission of the CCAP 2 CFR §200.416 (formerly known as OMB A-87) Budget Units and Cover Letter for FY 2016-17

The CCAP 2 CFR §200.416 must be submitted to and approved by the Office of the State Controller County Cost Plan Section on an annual basis. All counties are required to submit the CCAP Budget Units and Cover Letter before the September CEC Current quarter is due on October 31, 2016, to:

California Department of Social Services
County Claims Unit
744 P Street, MS 9-5-03
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 CFR 200.416). Please refer to CFL No. 97/98-26, dated October 15, 1997, CFL No. 00/01-111, dated June 26, 2001; and CFL No. 02/03-68, dated June 13, 2003, for additional information.

G. California Department Social Services Policy Regarding Late County Expense Claim Submissions

Due to recent policy enforcement by the federal Administration for Children and Families (ACF), CDSS needs to report CEC data within 45 days after the quarter ends (TANF-ACF-PI-2014-02). The ACF Washington D.C. Headquarters requires CEC data for nationwide budgeting and distribution of their federal funds. As a result, CDSS is unable to accept late CECs without jeopardizing federal funding for California. This information was previously shared at the County Welfare Directors Association Fiscal Committee meeting. Additionally, any county requests for extensions must be received by CDSS at least two weeks before the due date and will need to be requested in writing from the County Welfare Director. Requests for extension should be sent to:

California Department of Social Services
County Systems Section
Attn: Racquel Flanagan, Manager
744 P Street, MS 9-5-01
Sacramento, CA 95814

H. 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 submission 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 on or before July 1, 2016, 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. 14/15-77 dated June 26, 2015; and further described in Section I of this CFL.

I. Federal Fund Monitoring Responsibilities

As a reminder, counties have certain responsibilities for monitoring the expenditures of federal funds. Please refer to CFL No. 14/15-77, dated June 26, 2015, for a description of federal requirements and a link to the terms and conditions for each federal grant administered by CDSS. Updated terms and conditions will be posted to this link on an ongoing basis.

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