

June 2, 2016

COUNTY FISCAL LETTER NO. 15/16-61

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

SUBJECT: TITLE IV-E CANDIDACY CERTIFICATION ADJUSTMENTS

REFERENCE: [COUNTY FISCAL LETTER NO. 14/15-76](#),
DATED JUNE 30, 2015;
[COUNTY FISCAL LETTER NO. 14/15-29](#),
DATED OCTOBER 29, 2014;
[COUNTY FISCAL LETTER NO. 13/14-01](#),
DATED JULY 16, 2013;
[ALL COUNTY LETTER NO. 14-36](#),
DATED MAY 20, 2014;
[ALL COUNTY LETTER NO 04-32](#),
DATED SEPTEMBER 7, 2004

The purpose of this County Fiscal Letter (CFL) is to inform County Welfare Departments (CWDs) and County Probation Departments (CPDs) how to submit adjustments to their previously submitted candidacy certification form, and to remind CPDs of the process to account for and submit candidacy cases via the County Expense Claim (CEC).

Adjustment Process

The CFL No. 14/15-76 instructed CPDs to submit the total number of candidate cases to be claimed each quarter using the "Probation Candidate Cases for Title IV-E Reimbursement" form; without submitting this form, reimbursement of federal funds will be denied. The "Probation Candidate Cases for Title IV-E Reimbursement" form has been modified to clarify the County Welfare Department's continual responsibility in candidacy certification. The "Probation Candidate Cases for Title IV-E Reimbursement" form attached to this CFL should be used for quarterly and revised candidacy reporting. If the case count previously submitted is incorrect, the CPDs must submit a revised candidacy count using the attached revised form as soon as the error is discovered.

The form now requires signatures of the Chief Probation Officer, CWD Director and County Auditor.

The revised candidacy count must be certified by the Chief Probation Officer, CWD Director and County Auditor and submitted to the County System's mailbox at csystems@dss.ca.gov. If the CPD is working with a California Department of Social Services (CDSS) claims auditor, the form should be sent to the auditor's email address. The CDSS will retain all revised candidacy counts reported on a "Probation Candidate Cases for Title IV-E Reimbursement" form together with the previously submitted form for audit purposes. If the county does not submit the revised "Probation Candidate Cases for Title IV-E Reimbursement" form, with the claim, expenses claimed for Title IV-E candidacy expenditures will be moved to Extraneous. Expenditures moved to extraneous, due to omission of the "Probation Candidate Cases for Title IV-E Reimbursement" form, can be claimed during the corresponding adjustment quarter, as long as the "Probation Candidate Cases for Title IV-E Reimbursement" form is included with submission of the adjustment claim.

The CPD's should make the corresponding expenditure adjustments in accordance with normal CEC adjustment claim processes, per [CFL No. 13/14-01](#).

Reminders

For regular quarterly submittal of the candidacy certification form, the CPDs must submit the form to the CWD for submittal along with the certification page of the CEC. The form should be signed by the Chief Probation Officer prior to being submitted to the CWD. As the lead agency, both the CWD Director and Auditor-Controller must sign the candidacy certification form and the CEC certification page prior to submission to CDSS.

The CPDs should claim candidacy activities and costs in accordance with claiming instructions provided in [ACL No. 04-32](#), [ACL No. 14-36](#) and [CFL No. 14/15-29](#). Per the federal Administration for Children and Families, it is critical for CPDs to continue to maintain an internal listing of eligible candidate cases, and maintain supporting case plans and time study documentation for auditing purposes. Regardless of the CPDs time study process (Random Moment Time Study [RMTS], mid-month time study or continuous daily time study), the CPD must maintain an internal listing of all candidate cases. For example, if a CPD uses the RMTS process, the internal listing should include ALL cases and not only those that were involved in the RMTS process.

In addition, Title IV-E Well-Being Project ("Project") counties (Cohort I and Cohort II) must also submit the form; however, candidate cases should only include Title IV-E eligible cases, who continue to meet the federal definition of a candidate. The Project

team will continue to monitor CPDs candidacy counts as part of CDSS' ongoing Project county visits.

The CDSS Foster Care Funding and Eligibility Unit will continue to review and monitor CPDs candidacy cases as part of the ongoing county visits to ensure continued federal Title IV-E compliance.

Questions regarding candidacy eligibility or the ongoing county visits conducted by the Funding and Eligibility Unit should be directed to FC-KGEligibility@dss.ca.gov. Questions regarding ongoing Project county visits should be directed to IV-EWaiver@dss.ca.gov. Questions regarding claiming instructions provided in this CFL should be directed to fiscal.systems@dss.ca.gov.

Sincerely,

Original Document Signed By:

SALENA CHOW, Acting Branch Chief
Fiscal Forecasting and Policy Branch

Attachment

Probation Candidate Cases for Title IV-E Reimbursement

The California Department of Social Services (CDSS) is the single state agency with the authority to administer the Title IV-E program. The CDSS shall receive claims from County Welfare Departments for Title IV-E eligible pre-placement (candidacy) related costs associated with activities on behalf of the County Probation Department (CPD). Per [2 Code of Federal Regulations 225](#), "costs must be necessary and reasonable for proper and efficient performance and administration of federal awards in order to be claimed for reimbursement, and must meet all eligibility requirements for federal Title IV-E reimbursement." Based on direction from ACF and for federal reporting purposes, CPDs are required to submit this form to claim eligible candidacy cases for federal reimbursement, and without this form costs will be denied.

The CPD must provide the number of eligible candidates for each claiming quarter, and submit this certification form with the quarterly County Expense Claim (which includes candidacy costs for reimbursement) certification page.

County: _____ Quarter: _____

County Contact Name: _____

County Contact email: _____

County Contact phone number: _____

Number of eligible Candidate cases for the quarter: _____

CHIEF PROBATION OFFICER'S CERTIFICATION

I hereby certify, under penalty of perjury, that the above is true and correct.

Signature of Chief Probation Officer

Date

Probation Candidate Cases for Title IV-E Reimbursement

The County Welfare Department (CWD) is the lead agency for the Title IV-E program. The CWD and CPD maintain a Memorandum of Understanding that states CPDs are solely responsible for operating and administering the Title IV-E program for Probation Candidate Cases. The Title IV-E costs associated with CPDs eligible candidate cases are submitted to CWD and claimed on the County Expense Claim (CEC) in order to pass-through Title IV-E funding to CPDs. The CWD Director and County Auditor-Controller certify the CEC. By certifying this form, the CWD Director and County Auditor-Controller are certifying that the costs claimed on the CEC are based on the amounts provided by the CPD associated with eligible candidate cases.

COUNTY WELFARE DIRECTOR'S CERTIFICATION

Signature of County Welfare Director

Date

COUNTY AUDITOR'S CERTIFICATION

Signature of County Auditor-Controller

Date

If you have any questions regarding this form, please direct them to fiscal.systems@dss.ca.gov, and reference this CFL.