



CDSS

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

NOVEMBER 18, 2016

COUNTY FISCAL LETTER NO. 16/17-20

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

SUBJECT: FOSTER PARENT RECRUITMENT, RETENTION AND SUPPORT  
FUNDING OPPORTUNITY CHILD CARE

REFERENCE: [ALL COUNTY LETTER NO. 15-76](#), DATED OCTOBER 8, 2015;  
[ALL COUNTY LETTER NO. 16-52](#), DATED JULY 14, 2016;  
[ALL COUNTY LETTER NO. 16-52E](#), DATED NOVEMBER 16, 2016;  
[ALL COUNTY LETTER NO. 15-88](#), DATED NOVEMBER 20, 2015;  
[COUNTY FISCAL LETTER NO. 15/16-37E](#),  
DATED FEBRUARY 19, 2016;  
[COUNTY FISCAL LETTER NO. 15/16-37](#),  
DATED DECEMBER 30, 2015;  
[SOCIAL SECURITY ACT SECTION 475\(4\)\(A\)](#);  
[TITLE 42 UNITED STATES CODE SECTION 675](#);  
[45 CODE OF FEDERAL REGULATIONS 1355.20](#)  
[CHILD WELFARE POLICY MANUAL, SECTION 8.3B.1,](#)  
[QUESTION 3](#)  
[ASSEMBLY BILL 403](#) (CHAPTER 773, STATUTES OF 2015);  
[WELFARE AND INSTITUTIONS CODE SECTIONS 16003.5](#)  
AND [11460](#);  
[CALIFORNIA CODE OF REGULATIONS, TITLE 22, DIVISION 12,](#)  
[SECTION 1101152\(c\)\(3\)](#)

The purpose of this County Fiscal Letter (CFL) is to provide claiming instructions for counties choosing to provide child care as part of their approved Foster Parent Recruitment, Retention and Support (FPRRS) plan (see All County Letter

[\[ACL\] No. 16-52E](#)). A separate allocation award letter will be sent to those counties who received approval of their plan and opt to provide child care. While the amount allocated is General Fund (GF), some of these funds may be used as a match for Title IV-E funding for child care. These funds are to be used to supplement, not supplant, existing funding.

### **Background**

The [Welfare and Institutions Code \(W&IC\) section 16003.5](#) enacted by [Assembly Bill \(AB\) 403](#) (Chapter 773, Statutes of 2015) provided authority and funding to the counties for recruiting, retaining and supporting foster caregivers. The state budget included funding for child care as an allowable activity for licensed foster parents, approved resource families and relative caregivers.

As stated in [ACL No. 16-52](#), the counties must identify an amount from their FPRRS General Fund allocation that will be used specifically for child care and notify the California Department of Social Services (CDSS). The GF amount identified for child care will be subtracted from the county's FPRRS amount and provided in a separate allocation.

### **Allowable Child Care Costs**

As outlined in [Social Security Act Section 475\(4\)\(A\), Title 42 United States Code \(USC\) Section 675](#) and [W&IC section 11460\(b\)](#) and [California Code of Regulations, Title 22, Division 12, section 101152\(c\)\(3\)](#), allowable costs for foster care programs include payments for the cost of (and providing) food, clothing, shelter, daily supervision, school supplies, personal incidentals for a child, liability insurance with respect to a child, reasonable travel to the child's home for visitation and reasonable travel for the child to remain in the school in which the child is enrolled at the time of placement.

Child care is an allowable federal cost as it is considered to fall under the term "daily supervision". However, costs are not reimbursable while children are in school. Child care costs are federally reimbursable under Title IV-E under certain conditions. Per federal regulations at [45 Code of Federal Regulations 1355.20](#), "[d]aily supervision' for which foster care maintenance payments may be made includes: licensed child care, when work responsibilities preclude foster parents from being at home when the child for whom they have care and responsibility in foster care is not in school."

The [Child Welfare Policy Manual, Section 8.3B.1, Question 3](#) further clarifies that in order for the state to claim Title IV-E reimbursement, child care services for children in foster care must be rendered by a provider that is licensed, certified, or has some other formal status under state or local regulations.

Per [ACL No. 16-52E](#), the following conditions must be met if a county that subsidizes child care costs using FPRRS funds intends to claim Title IV-E reimbursement for those costs:

- Child care is reimbursable only when all caregivers in the home are working (i.e., in a two-parent household, both parents must work).
- Child care is not reimbursable during times when the child is in school.
- Child care is only reimbursable during the parents' work hours, or when the parent is attending activities (such as court hearings, trainings or case planning meetings) that are related to foster care and are beyond the scope of "ordinary parental duties."
- Child care is not reimbursable for circumstances or activities which fall under "ordinary parental duties," such as a caregiver's illness or school meetings. See the [Child Welfare Policy Manual, Section 8.3B.1, Question 3](#), for more examples of activities which are or are not considered "ordinary parental duties."
- Child care is only reimbursable when provided by a licensed child care provider. License-exempt child care is not reimbursable.
- Respite care is not eligible for Title IV-E reimbursement because this is considered a Title IV-B reimbursable child welfare activity.

Child care costs for federally eligible children are eligible for a Title IV-E match and non-federal children are funded entirely with GF.

Child care should not be interchanged with respite care. Respite care is defined in [42 USC, section 629\(a\)\(1\)\(D\)](#) as "care of children to provide temporary relief for parents and other caregivers (including foster parents)." Per [Manual of Policies and Procedures 31-002\(6\)](#), "Respite care services are offered as part of a case plan to allow a temporary respite of parental duties, so that a parent(s)/guardian(s) or foster parent(s) is able to fulfill other responsibilities necessary to improve or maintain the parenting function. Respite care services do not exceed 72 hours per session. These services are not provided for the purpose of routine, on-going child day care." Respite care as an administrative cost is eligible under Title IV-B and Title XX, but is not a Title IV-E eligible activity. For claiming instructions regarding respite care, refer to [CFL No. 15/16-37](#).

For more information on eligibility requirements and guidelines that counties need to meet in order to subsidize child care costs using FPRRS funds to claim Title IV-E reimbursements, refer to ACL No. 16-52E.

### **Claiming Instructions**

Beginning July 1, 2016, counties will claim FPRRS child care assistance costs on the County Assistance 800 (CA 800) claim form titled "Summary Report of Assistance Expenditures Foster Parent Recruitment, Retention Support (FPRRS) Child Care Federal and Nonfederal Temporary Claim (CA 800 FPRRS TEMP)" (Attachment 1A) to the appropriate Aid Code as follows:

- Title IV-E eligible foster care cases (Aid Code 42)
- Title IV-E ineligible foster care cases (Aid Code 40)
- Emergency Assistance (5K).

Child care for Approved Relative Caregiver (ARC) cases will be claimed on the “CA 800 ARC Claim” (Attachment 2A) using the appropriate aid code. The ARC child care will be funded with 100 percent GF from the FPRRS allocation.

Corresponding instructions are also included as Attachment 1B and 2B, titled “Instructions for Form CA 800 FPRRS Summary Report of Assistance Expenditures Foster Parent Recruitment, Retention Support (FPRRS) Child Care Federal and Nonfederal Temporary Claim” and “Instructions for Form CA 800 ARC Summary Report of Assistance Expenditures Approved Relative Caregiver (ARC).”

For questions regarding the FPRRS program, contact the Foster Caregiver Policy and Support Unit at (916) 651-7465 or by email at [kinship.care@dss.ca.gov](mailto:kinship.care@dss.ca.gov). Questions regarding the fiscal information in this letter should be directed to [fiscal.systems@dss.ca.gov](mailto:fiscal.systems@dss.ca.gov).

Sincerely,

***Original Document Signed By:***

SALENA CHOW, Chief  
Fiscal Forecasting and Policy Branch

Attachments

**SUMMARY REPORT OF ASSISTANCE EXPENDITURES  
 FOSTER PARENT RECRUITMENT, RETENTION AND SUPPORT (FPRRS)  
 CHILD CARE  
 FEDERAL AND NONFEDERAL  
 TEMPORARY CLAIM**

County	Date (Month/Year)
Claim Contact	Telephone

		Foster Care (FC)		Emergency Assistance (EA)
<b>Aid Code</b>		42	40	5K
1	FPRRS Child Care			

Summary by Funding		Federal	State	County	Total
2	FC (Federal) Aid Code 42	-	-		-
3	FC (Non-federal) Aid Code 40		-		-
4	EA Aid Code 5K		-		-
5	Total	-	-		-

**COUNTY WELFARE DIRECTOR'S CERTIFICATION**

I hereby certify, under penalty of perjury, that I am the official responsible for the administration of the public welfare programs in said county; that I have not violated any of the provisions of Sections 1090 to 1096, inclusive, of the Government Code; that the amounts that the aid payments, aid repayments and adjustments reflected herein have been made in accordance with all provisions of the Welfare and Institutions Code and the rules and regulations of the California Department of Social Services.

Signature of County Welfare Director	Date
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**COUNTY AUDITOR'S CERTIFICATION**

I hereby certify under penalty of perjury, that I am the officer in aforesaid county responsible for the examination and settlement of accounts; that I have not violated any of the provisions of Section 1090 to 1096, inclusive, of the Government Code; that the amounts claimed herein are in accordance with authorizations for the above-referenced public assistance programs made by the county; that said amounts correctly reflect Federal, State and County shares in the aid payments claimed and that warrants therefore have been issued, according to law and the rules and regulations of the California Department of Social Services.

Signature of County Auditor	Date
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Last Modified: 09/20/2016

**INSTRUCTIONS FOR FORM CA 800 FPRRS TEMP  
SUMMARY REPORT OF ASSISTANCE EXPENDITURES  
FOSTER PARENT RECRUITMENT, RETENTION AND SUPPORT (FPRRS)  
CHILD CARE  
FEDERAL AND NONFEDERAL  
TEMPORARY CLAIM**

**GENERAL INFORMATION**

1. This form is pre-programmed to round all amounts to the nearest dollar.
2. Enter county name, month and year of claim in space provided.
3. Enter name and telephone number of county staff person to be contacted if there are any questions regarding the claim.
4. Line 1: Enter the FPRRS child care expenditures for the appropriate aid code.

**Summary by Funding**

5. Line 2 through 5: These lines will calculate automatically at the appropriate funding ratios.

**SUMMARY REPORT OF ASSISTANCE EXPENDITURES  
CALIFORNIA WORK OPPORTUNITY AND RESPONSIBILITY TO KIDS (CalWORKs)  
APPROVED RELATIVE CAREGIVER (ARC)**

County	Date (Month/Year)
Claim Contact	Telephone

	CalWORKs Federal	CalWORKs State	CalWORKs State (Non-Minor Dependents)	ARC Only	ARC Only (Non-Minor Dependents)	Total
Aid Code	2S	2T	2U	2P	2R	
<u>Current Month</u>						
1 Main Payroll						-
2 Current Month Supplemental Payroll						-
3 Current Month Cancellation Contra Roll						-
4 Prior Month Supplemental Payroll						-
5 Current Month Adjustment						-
6 <b>Subtotal (Lines 1 - 5)</b>	-	-	-	-	-	-
<u>Prior Month</u>						
7 Prior Month Cancellation Contra Roll						-
8 Recoveries of Aid						-
9 Prior Month Negative Adjustment						-
10 Prior Month Positive Adjustment						-
11 <b>Subtotal (Lines 7 - 10)</b>	-	-	-	-	-	-
12 Foster Parent Recruitment, Retention and Services (FPRRS) Child Care						
13 <b>TOTAL AID PAYMENTS, Current + Prior Months</b>	-	-	-	-	-	-
14 Assistance Units						-
15 CalWORKs Portion						-
16 <b>ARC Portion</b>	-	-	-	-	-	-

SUMMARY BY FUNDING	ARC (State)	State	State/County 2011*	Fed/State/County 2011*	County	AB85 MAP Increase (State)**	Total
17 CalWORKs Federal (2S)	-			-	-	-	-
18 FPRRS Child Care		-					-
19 <b>CalWORKs Federal (2S) Total Payments</b>	-	-		-	-	-	-
20 CalWORKs State (2T)	-		-		-	-	-
21 FPRRS Child Care		-					-
22 <b>CalWORKs State (2T) Total Payments</b>	-	-	-	-	-	-	-
23 <b>CalWORKs State (2U) - Non-Minor Dependents Total Payments</b>	-		-		-	-	-
24 ARC (2P)	-						-
25 FPRRS Child Care		-					-
26 <b>ARC (2P) Total Payments</b>	-	-					-
27 <b>ARC (2R) - Non-Minor Dependents Total Payments</b>	-						-
28 <b>ARC Total Payments</b>	-	-	-	-	-	-	-

\* As it relates to CalWORKs Maintenance of Effort (MOE) and the Realignment Family Support subaccounts

\*\* As it relates to Child Poverty Supplemental subaccount

Last Modified: 10/11/2016

**INSTRUCTIONS FOR FORM CA 800 ARC  
SUMMARY REPORT OF ASSISTANCE EXPENDITURES  
APPROVED RELATIVE CAREGIVER (ARC)**

**General Information**

1. Enter county name, and month and year of claim in space provided.
2. Enter name and telephone number of county staff person to be contacted if there are any questions regarding the claim.
3. This form is pre-programmed to round all amounts to the nearest dollar.

**Current Month**

For each column:

4. Lines 1 through 5: Enter the amounts shown on the integrated payroll summary. For non-integrated payrolls, enter the grand totals shown for each payroll. Retroactive ARC payments should be detailed on Line 4 and an Assistant Unit (AU) Count should not be included on Line 13. Only current month adjustments should be entered on Line 5.
5. Line 6: Subtotal of Lines 1 through 5. This amount will calculate automatically.

**Prior Month**

For each column:

6. Line 7: Enter the amounts shown on the integrated payroll summary. For non-integrated payrolls, enter the grand totals shown for each contra-roll.
7. Line 8: Enter the total of all cash recovered in this month for aid paid in a prior month. This includes cash abatements or repayments of overpayments received during this report month and must be a negative number. Do not add a number to the Assistance Units line (Line 13) when including cash abatements or repayments of overpayments received on this line.
8. Line 9: Enter the total of all prior month negative adjustments which decrease money amounts that were claimed in a prior month summary report.
9. Line 10: Enter the amounts shown on the separate listing for prior month positive adjustments which were or should have been claimed on a prior month Summary Report.
10. Line 11: Subtotal of Lines 7 through 10. This amount will calculate automatically.

**Foster Parent Recruitment, Retention and Services (FPRRS) Child Care**

11. Line 12: Enter the FPRRS child care expenditures for the appropriate aid code.

**Total Aid Payments, Current + Prior Months**

12. Line 13: Total Aid Payments, current and prior months. This amount will calculate automatically.

**Assistance Unit**

13. Line 14: Enter the Assistance Unit(s). This must be an unduplicated count that represents only the number of AUs that received a full aid payment or a partial (pro-rated) payment during the month. Retroactive months should not be included in Line 13. There should only be one AU count for a case during the claiming month.

**CalWORKs Portion**

14. Line 15: Enter the total CalWORKs Portion of the amount listed on Line 1 for all payments made under the aid codes 2S, 2T, and 2U. This includes the CalWORKs portion of all pro-rated payments and the CalWORKs portion attributable to the AU counts in Line 13.



**ARC Portion**

15. Line 16: Total ARC share. This amount will calculate automatically.

**Summary by Funding**

15. Lines 16 through 28: This form will calculate the ARC, state/county 2011, federal/state/county 2011, county and AB85 MAP increase shares automatically by aid code.