



CDSS

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EDMUND G. BROWN JR.
GOVERNOR

January 27, 2017

ERRATA

COUNTY FISCAL LETTER (CFL) NO. 16/17-23E

TO: ALL COUNTY WELFARE DIRECTORS
ALL COUNTY FISCAL OFFICERS
ALL COUNTY AUDITOR CONTROLLERS
ALL COUNTY PROBATION OFFICERS
ALL TITLE IV-E AGREEMENT TRIBES
ALL COUNTY ELECTRONIC BENEFIT TRANSFER
PROJECT MANAGERS

SUBJECT: ERRATA TO COUNTY WELFARE DEPARTMENT (CWD)
COUNTY EXPENSE CLAIM (CEC) TIME STUDY AND
CLAIMING INSTRUCTIONS FOR THE
DECEMBER 2016 QUARTER

This erratum to [CFL No. 16/17-23](#), dated September 30, 2016, provides updated claiming instructions for the end of Assembly Bill 98 subsidized employment resulting from AB 1603 (Chapter 25, Statutes of 2016). Additional Expanded Subsidized Employment (ESE) codes have been created to serve adults in the Safety Net and Long-Term Sanction (LTS) populations.

Claiming Instructions

Eligible ESE costs claimed in the September 2016 quarter or a subsequent quarter should be claimed to one of the following: Program Code (PC) 372 (ESE Administration, Federal), PC 374 (ESE Non-Administration, Federal), PC 376 (ESE Administration, Non-Federal) or PC 378 (ESE Non-Administration, Non-Federal) as explained in [CFL No. 13/14-22](#), dated September 30, 2013. The PC 633 (Welfare-to-Work [WTW] General) and PC 451 (Non-Federal WTW) are also available as described in the [CFL No. 13/14-22](#).

In addition to the ESE codes noted above, PC 949 (ESE Administration, Non-Maintenance of Effort [MOE]) and PC 950 (ESE Non-Administration Non-MOE) are being added as of the September 2016 quarter to capture costs associated with providing ESE services to the Safety Net and Long-Term Sanctioned population defined in [ACL No. 15-37](#), dated April 17, 2015. Safety Net cases are those in which all adults have been discontinued from cash aid and removed from the Assistance Unit (AU) due to reaching the CalWORKs

48-month time limit, as defined in the Manual of Policies and Procedures (MPP) section 82-833. Long-Term Sanction cases are those that include a parent/caretaker who has been sanctioned due to failing or refusing to comply with WTW program requirements, without good cause. Long-Term Sanction cases have been sanctioned for 12 consecutive months or longer, without a break in aid of one month or more. The sanctioned population is eligible for ESE per MPP section 42-716.8. Additional updates to the ESE program can be found in [ACL No. 16-95](#), dated November 18, 2016. The alphanumeric Direct-to-Program (DTP) support staff code B5 has also been created to capture non-MOE support staff costs. As a reminder, counties cannot retroactively time study to the ESE Non-MOE codes.

CODE 9491 ESE Administration Non-MOE

This code includes activities necessary for the proper administration of the ESE Program performed on behalf of the Safety Net or Long-Term Sanction population (i.e., general administration, salaries and benefits of staff performing administration and coordination functions of monitoring programs and projects, costs for the goods and services, contract costs, etc.).

PC	949	ESE Administration Non-MOE
PIN	949070	Contractor Admin
PIN	949088-91	Support Operating*
PIN	949092	Casework OT/CTO Costs
PIN	949094	Start Up/Nonrecurring Costs
DTP	B5	ESE Non-MOE
Costs were funded at 00/100/00/00 (Federal/State/Health/County)		

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

CODE 9501 ESE Non-Administration Non-MOE

This code includes but is not limited to case management activities and direct costs for the Safety Net or Long-Term Sanction participants of the ESE Program (i.e., salaries and benefit costs for staff providing program services and contracts devoted entirely to such activities. Program services include, but are not limited to, program case management, providing information to clients, screening and assessments related to the placement, development of employability plans, work site recruitment, payment of work subsidies, placement, etc.). General administration and/or coordination of the ESE Program is not considered non-administration.

PC	950	ESE Non-Administration Non-MOE
PIN	950028	Work-Related Activities and Expense - Employed
PIN	950071	Contractor Non Admin
PIN	950088-91	Support Operating*
PIN	950092	Casework OT/CTO Costs
PIN	950094	Start Up/Nonrecurring Costs
PIN	950098	Work Subsidy
DTP	B5	ESE Non-MOE
Costs were funded at 00/100/00/00 (Federal/State/Health/County)		

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

If counties have any questions regarding this erratum, please direct them to fiscal.systems@dss.ca.gov.

Sincerely,

Original Document Signed By:

SALENA CHOW, Chief
Fiscal Forecasting and Policy Branch