



CDSS

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DEPARTMENT OF SOCIAL SERVICES

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GOVERNOR

REASON FOR THIS TRANSMITTAL

- State Law Change
- Federal Law or Regulation Change
- Court Order
- Clarification Requested by One or More Counties
- Initiated by CDSS

May 11, 2012

ALL-COUNTY INFORMATION NOTICE NO. I-29-12

TO: ALL COUNTY WELFARE DIRECTORS

SUBJECT: FEDERAL FISCAL YEAR 2013 PLAN TEMPLATE, PRELIMINARY ALLOCATIONS AND POLICY GUIDELINES FOR COUNTIES PARTICIPATING IN THE CALFRESH EMPLOYMENT AND TRAINING PROGRAM

REFERENCE: MANUAL OF POLICIES AND PROCEDURES, DIVISION 63, SECTIONS 63-407

This letter transmits the Federal Fiscal Year (FFY) 2013 CalFresh Employment and Training (E&T) preliminary allocations, plan template and policy guidelines to be used by counties participating in the E&T program. In accordance with provisions of federal and state regulations, counties who want to participate in CalFresh E&T must submit a completed plan for inclusion in California's statewide E&T plan (7 CFR § 273.7 (c)(6) and California Department of Social Services (CDSS) Manual of Policies and Procedures (MPP) Section 63-407.842).

The deadline for submitting your county's E&T Plan is **June 1, 2012**. Please note that counties who fail to submit their plan by June 1 will be denied participation in the E&T program during FFY 2013 and their E&T allocation will be re-distributed among participating counties. It is essential that counties submit their plans on or before this date if CDSS is to meet federal time parameters for completing the state E&T plan. CDSS has until August 15, 2012 to review, approve, and consolidate county plans into a state plan which is forwarded to the Food and Nutrition Service (FNS) for review.

On March 21, 2012, FNS issued Administrative Notice 12-16 which transmits preliminary 100 percent federal allocations to be used by states and counties in preparing their E&T budgets. California's preliminary allocation for FFY 2013 is \$6,742,582. This represents an increase of \$130,547 when compared to the final allocation for FFY 2012. Upon release of the final allocations by FNS, CDSS will publish an ACIN containing the revised county grants, but this may be as late as July. Thus, counties must use their preliminary allocations for purposes of preparing their E&T plan.

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Twenty-six counties have indicated their intent to operate an E&T program in FFY 2013. CDSS will withhold \$808,000 from the preliminary federal allocation to cover state administrative costs and to provide workers' compensation coverage for program participants. The remaining \$5,934,582 has been distributed among participating counties based on their average monthly caseload. Please refer to the attached list, which shows the distribution of the federal E&T grant among the participating counties.

Nearly all counties will spend more than their 100 percent grant in administering their E&T program. Such counties will be reimbursed for 50 percent of additional E&T expenditures. Participant expenses for transportation and ancillary costs are reimbursed by the county with 50 percent federal cost sharing. Participant reimbursement for dependent care costs are limited to the actual amount paid or the Regional Market Rate, whichever is lowest. Dependent care costs paid by the county which are in excess of this limit must be paid with 100 percent county funds. Additional E&T funding information is contained in Part II of the attached policy guidelines.

The E&T template for FFY 2013 (Enclosure 1) has been significantly revised for greater clarity and simplicity. The updated template must be used for plan completion and all previous versions of the template should be discarded. Counties must complete all sections and tables within the template. If certain optional provisions of the E&T plan are not relevant to the county's E&T program, the county should indicate that these provisions are not applicable.

A clear understanding of E&T terminology, funding rules, and participation requirements is essential in preparing a state-approved E&T plan and effectively administering an E&T program. Therefore, we have attached updated and expanded policy guidelines for use by counties as they design and administer E&T. The guidelines cover a variety of subjects and are provided to help counties gain a more accurate understanding of the world of E&T. We recommend that county staff review the policy guidelines, including the program definitions, prior to or concurrent with the completion of their E&T plans. Counties should also read All County Letter 12-03 which defines revised E&T policies recently implemented by Senate Bill 43.

To ensure that all aspects of the county's E&T program are consistent with CDSS policies and procedures, all entities involved in the design and administration of E&T are encouraged to hold regular meetings. Such meetings will foster a more cohesive approach to E&T administration and allow affected policy and fiscal units to share their expertise when addressing outstanding issues. These meetings will also help counties meet deadlines for submitting the E&T plan. Affected entities include those that have responsibility for the following functions:

- Preparing the E&T plan;
- Negotiating and overseeing contractual agreements;
- Developing the E&T budget;

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- Managing E&T cases and monitoring program participation;
- Submitting E&T financial claims; and
- Compiling data for the STAT 47 and 48 reports.

In preparing their E&T plans, it is important that counties provide reasonably accurate estimates of their work registrant and Able-Bodied Adults Without Dependents (ABAWD) populations for FFY 2013. Data sources for preparing these estimates may include county generated reports, manual counts, and numbers previously reported by the county on the following forms:

- The Annual Work Registrant and CalFresh Employment and Training (E&T) Program Caseload Report (STAT 48); and
- CalFresh Program Work Registrant, Able-Bodied Adults Without Dependents (ABAWD), and CalFresh Employment and Training (E&T) Program Caseload Report (STAT 47).

Data tables for the STAT 48 and STAT 47 can be found at <http://www.dss.cahwnet.gov/research/> under CalFresh and then under CalFresh Data Tables.

Counties are reminded that FNS utilizes the data from the STAT 47 and 48 forms to determine each state's future allocation of E&T funds. Therefore, it is essential that these reports be completed accurately and timely. Please note that CalFresh recipients who are exempt from work registration on October 1 of the federal fiscal year and who subsequently lose their exemption status and either apply for, or continue to receive CalFresh benefits should be included in the count of new work registrants during the year. This includes CalWORKs recipients who have reached their time limit and persons whose youngest child reaches the age of six.

The template accompanying this All County Information Notice (ACIN) is a PDF file and is strictly for informational purposes. Counties will receive a Microsoft Word version of the template for actual use in preparing their plans. The Microsoft Word version of the template will be e-mailed to counties immediately following issuance of this ACIN. Counties should inform CDSS within three working days from the issuance of this ACIN if they did not receive a Microsoft Word copy of the plan template. Those counties that did not receive an e-mailed copy of the template should e-mail updated contact information to Robert Nevins, Policy Analyst at Robert.Nevins@dss.ca.gov. The contact information should include the name, title, address, telephone number, fax, and e-mail address of the individual who will be responsible for preparing the E&T plan.

Please forward an electronic copy of your E&T plan in Microsoft Word to Robert Nevins as soon as your plan is completed. A signed hard copy of your final approved county plan should be mailed to:

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ATTN: Larry Lewis, Manager
Policy Unit - C
California Department of Social Services
CalFresh Branch
744 P Street, M.S. 8-9-32
Sacramento, CA 95814

If you have questions regarding the STAT 47 or STAT 48 reports, please contact Candace Dunham of the Data Systems and Survey Design Bureau at (916) 653-1360. If you have any questions about this letter or the submission of your plan, please contact Robert Nevins at (916) 654-1408, or Chelsea Baxter at (916) 654-2857.

Sincerely,

Original Document Signed By:

LINDA PATTERSON, Chief
CalFresh Branch

Enclosures:
2013 E&T Template (Enclosure 1)
2013 E&T Policy Guidelines (Enclosure 2)