



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

September 26, 2016

ALL COUNTY INFORMATION LETTER (ACIN) NO: I-70-16

REASON FOR THIS TRANSMITTAL

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

TO: ALL COUNTY WELFARE DIRECTORS
ALL COUNTY FISCAL OFFICERS
ALL IN-HOME SUPPORTIVE SERVICES (IHSS) PROGRAM MANAGERS
ALL PUBLIC AUTHORITY EXECUTIVE DIRECTORS

SUBJECT: UPDATE TO CASE MANAGEMENT INFORMATION AND
PAYROLLING SYSTEM (CMIPS) REPORT PAGES FOR SOC 448
CLAIM

REFERENCE: [ACIN NO. I-03-14, DATED JANUARY 3, 2014](#)

The purpose of this notice is to provide counties with the appropriate pages of the Case Management Information and Payrolling System (CMIPS) Paid Case Summary and Detail Report that should be used when completing a Public Authority Administrative and Health Benefit Claim (SOC 448). The pages in this notice supersede the pages that were identified in ACIN I-03-14.

To complete the SOC 448, counties should generate a CMIPS Paid Case Summary and Detail Report. For Community First Choice Option, counties should refer to Page 12, for Personal Care Services Program, counties should refer to Page 18, for IHSS Plus Option, counties should refer to Page 24 and for IHSS-Residual, counties should refer to Page 30.

The SOC 448 is submitted quarterly by each county. The invoice is received and expenditures are verified by a California Department of Social Services (CDSS) Adult Programs Division (APD) Public Authority Unit (PAU) analyst. The verified invoices are then forwarded to CDSS Accounting, at which time the payment amount is placed on the State Controller's Office warrant schedule.

Counties can scan and submit the completed and signed SOC 448 electronically to their assigned PAU analyst to expedite the approval process. The original SOC 448 must then be sent via the U.S. Postal Service to the following address.

California Department of Social Services
Public Authority Unit:
744 P Street, MS 9-9-04
Sacramento, CA 95814

For any questions or concerns regarding the process, please contact Karen La Rose, Manager, PAU, at (916) 653-1908.

Sincerely,

Original Document Signed By:

SUE QUICHOCHO, Chief
Systems & Administrative Branch
Adult Programs Division

ATTACHMENT

C: CWDA

ATTACHMENT

PAU Analyst:	Analyst Telephone:	Counties:
Zenaida Solis	(916) 653-3911	Amador (3) Butte (4) Colusa (6) Del Norte (8) Glenn (11) Humboldt (12) Lake (17) Lassen (18) Shasta (45) Siskiyou (47) Sutter (51) Tehama (52) Trinity (53) Yuba (58)
Joseph Smith	(916) 651-2787	Contra Costa (7) Imperial (13) Kern (15) Kings (16) Marin (21) Mendocino (23) Monterey (27) Napa (28) San Joaquin (39) San Luis Obispo (40) Santa Cruz (44) Solano (48) Stanislaus (50) Tulare (54) Ventura (56)
Sonja Washburn	(916) 651-1374	Calaveras (5) El Dorado (9) Madera (20) Mariposa (22) Merced (24) San Benito (35) Yolo (57) Alpine (2), IP MODE ONLY Tuolumne (55), IP MODE ONLY Nevada (29), JPA Plumas (32), JPA Sierra (46), JPA Inyo (14), NPC ONLY Modoc (25), NPC ONLY Mono (26), NPC ONLY
Gloria Licea	(916)651-2919	Alameda (1) Fresno (10) Los Angeles (19), CCI County Orange (30), CCI County Placer (31) Sacramento (34) San Bernardino (36), CCI County San Diego (37), CCI County Santa Barbara (42)

		Santa Clara (43), CCI County Sonoma (49) CONTRACT MODE (SOC 432): Riverside (33), CCI County San Francisco (38) San Mateo (41), CCI County
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