

**DEPARTMENT OF SOCIAL SERVICES**

744 P Street, Sacramento, California 95814



August 25, 2000

ALL COUNTY INFORMATION NO. I-83-00

TO: MENTAL HEALTH DIRECTORS  
MENTAL HEALTH FISCAL OFFICERS  
ALCOHOL AND DRUG PROGRAM DIRECTORS  
ALCOHOL AND DRUG PROGRAM FISCAL OFFICERS  
COUNTY WELFARE DIRECTORS  
COUNTY FISCAL OFFICERS

**REASON FOR THIS TRANSMITTAL**

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

SUBJECT: MENTAL HEALTH AND SUBSTANCE ABUSE CLAIMING ISSUES

REFERENCE: CFL 91/92-35; CFL 97/98-42; CFL 99/00-28; CFL 99/00-55;  
ACIN I-96-87

The purpose of this letter is to provide Mental Health and Substance Abuse providers information regarding the process County Welfare Departments (CWD) must follow in order to receive reimbursement for contracted services expenditures.

This additional information is being provided at the request of the CalWORKs Joint Committee and is intended to compliment a training video being developed for release in October 2000.

**Memorandum of Understanding**

A Memorandum of Understanding (MOU) or Interagency Agreement (IA) creates local authority for the CWD to claim expenditures through the County Expense Claim (CEC). One of these documents must be in place before counties can claim any expenditure for contracted services for reimbursement.

**Cash Basis of Accounting**

The California Department of Social Services (CDSS) operates on a cash basis of accounting. This is the accounting method in which expenses must be claimed for reimbursement in the quarter in which they are actually paid.

Example 1:

- Alcohol and Drug Programs/Department of Mental Health provide services to a client in March 2000.
- Invoice is submitted to and paid by the County Welfare Department in April 2000.
- The expenditures must be reported on the County Expense Claim in the June quarter for Fiscal Year 99/00.

Example 2:

- Alcohol and Drug Programs/Department of Mental Health provide services to a client in March 2000.
- Invoice is submitted to and paid by the County Welfare Department in September 2000.
- The expenditures must be reported on the County Expense Claim in the September quarter for Fiscal Year 00/01.

**County Expense Claim**

The County Expense Claim is the mechanism used by the County Welfare Departments to claim costs for reimbursement, including those associated with Mental Health and Substance Abuse treatment services. Expenditures made in the provision of Mental Health and Substance Abuse treatment services are claimed via the following Program Codes (PC) and Program Identifier Numbers (PINs):

- CalWORKs Mental Health Services  
PC           625  
PINs       625031       Contracted Services  
             625068       Direct Cost
- CalWORKs Substance Abuse Treatment Services  
PC           628  
PINs       628031       Contracted Services  
             628068       Direct Cost

**Revised/Supplemental (Corrected) Claims**

County Welfare Departments are required to submit their County Expense Claims no later than 30 days after the last calendar day of the fiscal quarter. In instances where the CWD has paid an invoice, but inadvertently neglected to claim the cost, or claimed the costs to the wrong program code, a Revised/Supplemental claim must be filed. Revised/Supplemental claims are due within 9 months of the last day of the quarter in which the original claim was submitted.

Reference: Welfare and Institutions Code Section 10604.5

Example 1:

- The County Welfare Department must file the CEC for the June 2000, quarter by July 30, 2000.
- The county discovers they inadvertently neglected to claim an invoice on the June 2000 CEC.
- The CWD has 9 months after the last calendar day of the fiscal quarter (March 31, 2001) to submit a Revised/Supplemental claim for reimbursement of costs.

Example 2:

- The County Welfare Department must file the CEC for the June 2000, quarter by July 30, 2000.
- The county discovers they have incorrectly claimed mental health costs to the wrong program code.
- The CWD has 9 months after the last calendar day of the fiscal quarter (March 31, 2001) to submit a Revised/Supplemental claim to move those costs to the proper program.

Also included for your information (see Attachment s) are the total expenditures for each county for the first three-quarters of Fiscal Year 1999/00. Including the percentage of the allocation that has been expended.

If you have any questions regarding this ACIN, please contact your Fiscal Policy Bureau analyst at (916) 657-3440.

Sincerely,

***Original Document Signed by  
JARVIO A. GREVIOUS on 8/25/00***

JARVIO GREVIOUS  
Deputy Director  
Administration Division

C: CWDA

Attachments

**FY 1999-00 MENTAL HEALTH ALLOCATION vs.  
EXPENDITURE COMPARISON**

<b>COUNTIES</b>	<b>ALLOCATION (State)</b>	<b>EXPENDITURES (State) 6/99 thru 03/00 QTRS</b>	<b>PERCENTAGE EXPENDED (State)</b>
Alameda	\$2,297,994	\$103,465	4.50%
Alpine	\$24,383	\$726	2.98%
Amador	\$58,062	\$6,080	10.47%
Butte	\$558,918	\$516,286	92.37%
Calaveras	\$136,151	\$0	0.00%
Colusa	\$50,993	\$27,175	53.29%
Contra Costa	\$1,006,924	\$45,888	4.56%
Del Norte	\$190,847	\$0	0.00%
El Dorado	\$140,036	\$0	0.00%
Fresno	\$2,185,011	\$275,007	12.59%
Glenn	\$109,728	\$0	0.00%
Humboldt	\$272,841	\$68,210	25.00%
Imperial	\$528,656	\$369,477	69.89%
Inyo	\$62,942	\$0	0.00%
Kern	\$1,563,109	\$0	0.00%
Kings	\$248,316	\$180,801	72.81%
Lake	\$373,447	\$55,947	14.98%
Lassen	\$140,526	\$105,396	75.00%
Los Angeles	\$17,997,653	\$3,216,235	17.87%
Madera	\$257,878	\$88,340	34.26%
Marin	\$95,648	\$62,166	64.99%
Mariposa	\$63,447	\$40,597	63.99%
Mendocino	\$191,166	\$0	0.00%
Merced	\$779,770	\$113,237	14.52%
Modoc	\$59,913	\$35,614	59.44%
Mono	\$38,447	\$0	0.00%
Monterey	\$498,081	\$167,315	33.59%
Napa	\$111,531	\$67,720	60.72%
Nevada	\$133,121	\$58,739	44.12%
Orange	\$2,485,437	\$0	0.00%
Placer	\$248,027	\$0	0.00%
Plumas	\$62,101	\$31,050	50.00%
Riverside	\$2,190,822	\$0	0.00%
Sacramento	\$3,354,015	\$1,113,253	33.19%
San Benito	\$127,904	\$45	0.04%
San Bernardino	\$4,015,907	\$316,808	7.89%
San Diego	\$3,950,074	\$1,804,546	45.68%
San Francisco	\$790,643	\$371,264	46.96%
San Joaquin	\$1,431,295	\$0	0.00%
San Luis Obispo	\$224,117	\$294,483	131.40%
San Mateo	\$366,898	\$0	0.00%
Santa Barbara	\$418,591	\$124,269	29.69%
Santa Clara	\$1,745,345	\$0	0.00%
Santa Cruz	\$243,040	\$139,992	57.60%
Shasta	\$452,219	\$99,469	22.00%
Sierra	\$31,229	\$915	2.93%
Siskiyou	\$243,691	\$63,608	26.10%
Solano	\$578,983	\$0	0.00%
Sonoma	\$473,510	\$134,862	28.48%
Stanislaus	\$1,018,179	\$245,200	24.08%
Sutter	\$163,557	\$23,743	14.52%
Tehama	\$260,521	\$73,676	28.28%
Trinity	\$57,389	\$0	0.00%
Tulare	\$1,127,919	\$470,578	41.72%
Tuolumne	\$187,817	\$92,593	49.30%
Ventura	\$673,085	\$201,550	29.94%
Yolo	\$313,633	\$77,348	24.66%
Yuba	\$289,513	\$28,264	9.76%
<b>TOTAL</b>	<b>\$57,701,000</b>	<b>\$11,311,937</b>	<b>19.60%</b>

**FY 1999-00 SUBSTANCE ABUSE ALLOCATION vs.  
EXPENDITURE COMPARISON**

<b>COUNTIES</b>	<b>ALLOCATION (State)</b>	<b>EXPENDITURES (State) 6/99 thru 3/00 QTRS</b>	<b>PERCENTAGE EXPENDED (State)</b>
Alameda	\$2,410,303	\$20,005	0.83%
Alpine	\$25,575	\$0	0.00%
Amador	\$60,899	\$43,584	71.57%
Butte	\$586,234	\$88,332	15.07%
Calaveras	\$142,805	\$2,408	1.69%
Colusa	\$53,486	\$0	0.00%
Contra Costa	\$1,056,135	\$0	0.00%
Del Norte	\$200,174	\$0	0.00%
El Dorado	\$146,880	\$0	0.00%
Fresno	\$2,291,799	\$0	0.00%
Glenn	\$115,091	\$0	0.00%
Humboldt	\$286,175	\$71,544	25.00%
Imperial	\$554,493	\$271,456	48.96%
Inyo	\$66,019	\$0	0.00%
Kern	\$1,639,502	\$0	0.00%
Kings	\$260,452	\$0	0.00%
Lake	\$391,698	\$80,611	20.58%
Lassen	\$147,394	\$110,544	75.00%
Los Angeles	\$18,877,242	\$10,667,098	56.51%
Madera	\$270,481	\$44,956	16.62%
Marin	\$100,323	\$61,343	61.15%
Mariposa	\$66,548	\$44,012	66.14%
Mendocino	\$200,509	\$0	0.00%
Merced	\$817,880	\$276,592	33.82%
Modoc	\$62,841	\$28,625	45.55%
Mono	\$40,326	\$0	0.00%
Monterey	\$522,423	\$154,337	29.54%
Napa	\$116,982	\$95,922	82.00%
Nevada	\$139,627	\$50,069	35.86%
Orange	\$2,606,906	\$464,145	17.80%
Placer	\$260,148	\$0	0.00%
Plumas	\$65,136	\$32,568	50.00%
Riverside	\$2,297,894	\$0	0.00%
Sacramento	\$3,517,934	\$830,109	23.60%
San Benito	\$134,155	\$0	0.00%
San Bernardino	\$4,212,175	\$274,809	6.52%
San Diego	\$4,143,125	\$569,832	13.75%
San Francisco	\$829,284	\$0	0.00%
San Joaquin	\$1,501,247	\$1,501,247	100.00%
San Luis Obispo	\$235,070	\$195,289	83.08%
San Mateo	\$384,829	\$0	0.00%
Santa Barbara	\$439,048	\$0	0.00%
Santa Clara	\$1,830,645	\$482,754	26.37%
Santa Cruz	\$254,918	\$155,928	61.17%
Shasta	\$474,320	\$208,866	44.03%
Sierra	\$32,756	\$456	1.39%
Siskiyou	\$255,601	\$17,599	6.89%
Solano	\$607,280	\$136,065	22.41%
Sonoma	\$496,651	\$162,893	32.80%
Stanislaus	\$1,067,940	\$202,833	18.99%
Sutter	\$171,551	\$18,545	10.81%
Tehama	\$273,253	\$144,617	52.92%
Trinity	\$60,193	\$0	0.00%
Tulare	\$1,183,044	\$206,159	17.43%
Tuolumne	\$196,997	\$128,872	65.42%
Ventura	\$705,981	\$280,686	39.76%
Yolo	\$328,961	\$0	0.00%
Yuba	\$303,662	\$21,991	7.24%
<b>TOTAL</b>	<b>\$60,521,000</b>	<b>\$18,147,701</b>	<b>29.99%</b>