



CDSS

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DIRECTOR

STATE OF CALIFORNIA—HEALTH AND HUMAN SERVICES AGENCY  
**DEPARTMENT OF SOCIAL SERVICES**  
744 P Street • Sacramento, CA 95814 • [www.cdss.ca.gov](http://www.cdss.ca.gov)



ARNOLD SCHWARZENEGGER  
GOVERNOR

August 3, 2009

ALL COUNTY LETTER NO. 09-33

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

SUBJECT: AID TO FAMILIES WITH DEPENDENT CHILDREN (AFDC)  
FOSTER CARE (FC) CASELOAD MOVEMENT AND  
EXPENDITURES REPORT [CA 237 FC (7/09)]

REFERENCE: ALL COUNTY LETTER NO. 06-10, dated APRIL 18, 2006

The purpose of this letter is to transmit the revised AFDC FC Caseload Movement and Expenditures Report (CA 237 FC) form and instructions. The report form was revised to delete data items that are no longer required by the California Department of Social Services (CDSS):

- Part A, Applications for Aid and Requests for Restoration, Items 1 through 5
- Part C, Net Expenditures, Child Support Collections, Item 11d, (1) and (2)
- Part D, Special Information, Number of Overdue Reinvestigations, Item 15

In addition, the form was revised to incorporate format standards to provide more uniformity among Data Systems and Survey Design Bureau (DSSDB) reports.

An electronic version of the report form can be completed and e-mailed by following instructions at <http://www.cdss.ca.gov/dssdb/>. CDSS encourages all counties to utilize the automated form. It is a downloadable Excel file which contains several automated features and pre-calculated cells to assist counties in completing the form, running edit checks, and transmitting the cleared data back to CDSS.

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Page Two

Copies of the report form and its instructions can also be viewed and printed in PDF from <http://www.cdss.ca.gov/research/>. The report continues to be due on the 20<sup>th</sup> calendar day of the month following the report month. Therefore, the first revised report, July 2009, is due on or before August 20, 2009. If e-mail submission is not possible, fax or mail it to:

California Department of Social Services  
Data Systems and Survey Design Bureau, M.S. 19-081  
P.O. Box 944243  
Sacramento, CA 94244-2430

**FAX: (916) 657-2074**

If you have questions regarding completion of the form, please contact DSSDB at (916) 651-8269. Program related questions should be directed to Child and Youth Permanency Branch at (916) 651-7464.

Sincerely,

***Original Document Signed By:***

ERIC FUJII  
Deputy Director  
Administration Division

Attachment

# Aid to Families with Dependent Children (AFDC) Foster Care (FC) Caseload Movement and Expenditures Report

DOWNLOAD REPORT FORM (IN EXCEL) AT:  
<http://www.cdss.ca.gov/dssdb/>  
E-MAIL COMPLETED REPORT FORM TO:  
admca237fc@dss.ca.gov  
IF UNABLE TO E-MAIL REPORT FORM, FAX OR MAIL TO:  
**FAX: (916) 657-2074**  
California Department of Social Services  
Data Systems and Survey Design Bureau, M.S. 19-081  
P.O. Box 944243  
Sacramento, CA 94244-2430

COUNTY NAME	VERSION <input type="checkbox"/> INITIAL <input type="checkbox"/> REVISED	REPORT MONTH	REPORT YEAR
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## Part A. AFDC-FC Caseload

1. Children brought forward from last month (Item 1a plus Item 1b).....	1
a. Item 5 from last month.....	2
b. Adjustment to last month's Item 5 (positive or negative number) (explain in Comments).....	3
2. Children added during the month (sum of Items 2a through 2e).....	4
a. Applications approved.....	5
b. Restorations.....	6
c. Transfers from other counties.....	7
d. Kin-GAP Program participant returning to AFDC-FC.....	8
e. Other approvals.....	9
3. Total children (sum of Items 1 and 2 - must equal Item 3a plus Item 3b).....	10
a. Received AFDC-FC (must equal sum of children in Item 6, a through c, Columns A and B).....	11
b. Did not receive AFDC-FC.....	12
4. Discontinued children during the month (sum of Items 4a through 4c).....	13
a. Transfers to other counties.....	14
b. Moved to the Kin-GAP Program.....	15
c. All other AFDC-FC discontinuances.....	16
5. Children carried forward to next month (Item 3 minus Item 4).....	17

## Part B. Net Expenditures (round to nearest \$)

6. Total net expenditures for FC (sum of Items 6a through 6c, Column D).....	18	\$																																						
	<table border="1"> <thead> <tr> <th colspan="2">AFDC-FC Children</th> <th colspan="2">Amount</th> </tr> <tr> <th>Nonfederal (A)</th> <th>Federal (B)</th> <th>Federal (C)</th> <th>Combined Fed/Nonfed (D)</th> </tr> </thead> <tbody> <tr> <td>a. Foster Family Homes.....</td> <td>19</td> <td>20</td> <td>21</td> <td>22</td> </tr> <tr> <td>    </td> <td></td> <td>\$</td> <td>\$</td> <td>\$</td> </tr> <tr> <td>b. Foster Family Agencies.....</td> <td>23</td> <td>24</td> <td>25</td> <td>26</td> </tr> <tr> <td>    </td> <td></td> <td>\$</td> <td>\$</td> <td>\$</td> </tr> <tr> <td>c. Group Homes.....</td> <td>27</td> <td>28</td> <td>29</td> <td>30</td> </tr> <tr> <td>    </td> <td></td> <td>\$</td> <td>\$</td> <td>\$</td> </tr> </tbody> </table>		AFDC-FC Children		Amount		Nonfederal (A)	Federal (B)	Federal (C)	Combined Fed/Nonfed (D)	a. Foster Family Homes.....	19	20	21	22			\$	\$	\$	b. Foster Family Agencies.....	23	24	25	26			\$	\$	\$	c. Group Homes.....	27	28	29	30			\$	\$	\$
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COMMENTS

CONTACT PERSON (PRINT)	TELEPHONE	EXTENSION	FAX
TITLE/CLASSIFICATION	E-MAIL	DATE COMPLETED (Date Submitted/E-mailed)	

**AID TO FAMILIES WITH DEPENDENT CHILDREN (AFDC) FOSTER CARE (FC)  
CASELOAD MOVEMENT AND EXPENDITURES REPORT  
CA 237 FC (7/09)**

**INSTRUCTIONS**

**CONTENT**

The AFDC Foster Care Caseload Movement and Expenditures Report provides data on end of the report month net movement of cases, the number of individuals who received AFDC-FC and the net amount of all cash grant assistance paid during the report month. County welfare departments (CWDs) shall report the status of a case at the end of the report month.

Copies of the report form and instructions can be viewed or printed from the California Department of Social Services (CDSS), Research and Data Reports (RADR) website at <http://www.cdss.ca.gov/research/>.

**PURPOSE**

The purpose of this report is to provide an unduplicated case count for: (1) meeting federal reporting requirements; (2) use by county, state and federal administrators for budgeting, staffing, program planning and other administrative responsibilities; and (3) providing other interested persons and agencies with information on the AFDC Foster Care Program.

**COMPLETION AND SUBMISSION**

The CWD is responsible for ensuring that this report is fully and accurately completed. If portions of the report are completed by more than one entity within the CWD and/or outside agencies, the contact person responsible for submitting the report to the state shall review the report for completeness and accuracy prior to submittal.

Reports are to be received on or before the 20<sup>th</sup> calendar day of the month following the report month. This report may be submitted via e-mail or in hard copy:

E-mail submission: Download an Excel version of the report form from <http://www.cdss.ca.gov/dssdb/> to your PC desktop, complete the downloaded report form, and e-mail to the CDSS, Data Systems and Survey Design Bureau (DSSDB). This e-mail submission process contains automatic computation of some cells.

Hard copy submission: If e-mail submission is not possible, complete a paper copy of the report form and fax or mail to:

California Department of Social Services  
Data Systems and Survey Design Bureau, M.S. 19-081  
P.O. Box 944243  
Sacramento, CA 94244-2430

**FAX: (916) 657-2074**

If you have questions regarding this report, contact DSSDB at (916) 651-8269.

**GENERAL INSTRUCTIONS**

Enter in the boxes near the top of the form the county name, the version (Initial or Revised), report month and year.

Enter the data required for each item. If there is nothing to report for an item, enter "0". **Do not leave any items blank.**

## GENERAL INSTRUCTIONS CONTINUED

Enter in the boxes at the end of the form the name, job title or classification, telephone number, fax number, and e-mail address of the person to contact if there are questions about the report. This person may or may not be the person who completed the report. Enter the date the report was completed (this is usually the date when the report is submitted/e-mailed to our office). **NOTE:** For revised reports, enter the new date the report is submitted/e-mailed.

## DEFINITIONS

**Approvals:** An application or request for restoration of an AFDC-FC cash grant is considered approved when the CWD signs the appropriate documents and authorizes aid.

**CalWORKs Cash Aid Program:** CalWORKs is the California Work Opportunity and Responsibility to Kids program. CalWORKs replaced the Aid to Families with Dependent Children (AFDC) FG/U program, when the Federal Department of Health and Human Services (DHHS) instituted Temporary Assistance to Needy Families (TANF) block grants.

**Cancellations:** An application or request for restoration of an AFDC-FC cash grant is considered “cancelled” if the applicant or child(ren) for which the application is made dies **before** the determination is completed.

**Denials:** An application or request for restoration of an AFDC-FC cash grant, which is rejected. Denial may occur for reasons specified in regulations.

**Dispositions:** An action taken on an application or a request for restoration of an AFDC-FC cash grant (e.g., an approval, denial, cancellation or withdrawal).

**Federal Participation:** Participation by the federal government in sharing the cost of AFDC-FC expenditures.

**Foster Family Homes (FFH):** Defined in Welfare and Institutions Code (WIC) Section 11400 as “the family residency of a licensee in which 24-hour care and supervision are provided for children.”

**Foster Family Agency (FFA):** Defined in WIC Section 11400 as “any individual or organization engaged in the recruiting, certifying, and training of, and providing professional support to, foster parents, or in finding homes or other places for placement of children for temporary or permanent care who require that level of care as an alternative to a group home. Private foster family agencies shall be organized and operated on a nonprofit basis.” The FFA “certifies” homes for its use, and most children placed with FFAs are living in certified family homes. A Certified Family Home is defined in WIC Section 11400 as a “family residence certified by a licensed foster family agency and issued a certificate of approval by that agency as meeting licensing standards, and used only by that foster family agency for placements.” The FFA may also use licensed FFHs, in which case the FFH may only be used for placement of foster children by that FFA. All FFA placements are to be reported as “placements made through an FFA” on the CA 237 FC report.

**Group Homes:** Defined in WIC Section 11400 as “a nondetention privately operated residential home, organized and operated on a nonprofit basis only, of any capacity, that provides services in a group setting to children in need of care and supervision, as required by paragraph (1) of subdivision (a) of Section 1502 of the Health and Safety Code.”

**Intercounty Transfer:** The shift of responsibility for determination of eligibility and for the provision of AFDC-FC from one county to another.

**Kin-GAP Program:** The Kinship-Guardianship Assistance Payment Program as established by Senate Bill 1901, Chapter 1055, Statutes of 1998 and revised by Assembly Bill 1111, Chapter 147, Statutes of 1999. Kin-GAP was established to serve dependent children whose dependencies are dismissed when their relative caregivers assume legal guardianship of them. The effective date of Kin-GAP is January 1, 2000.

**Other Approvals:** Cases approved for reasons other than new applications, restorations, transfers from other counties, or return from the Kin-GAP Program. Include the following: inter program status change from the CalWORKs Cash Aid Program, approval of aid on appeal cases and approval of aid to cases erroneously denied or discontinued.

**DEFINITIONS CONTINUED**

**Other Dispositions:** An action taken on an application or a request for restoration of AFDC-FC, which results in a cancellation or withdrawal. This also includes applications denied because the applicant moved or could not be located (See definitions for Cancellations and Withdrawals).

**Restorations:** The term restoration applies to an applicant who was a recipient of the same category of aid in the same county and his/her grant has been discontinued for 12 months or less at the time of the current application.

**Transfer Period:** The end of the month following the 30<sup>th</sup> day after notification to the second county.

**Withdrawals:** An application or request for restoration that is withdrawn only upon the voluntary initiative of the applicant or person applying on his/her behalf.

**ITEM INSTRUCTIONS****Part A. AFDC-FC Caseload**

1. Children brought forward from last month (Item 1a plus Item 1b): Enter the sum of Items 1a and 1b. [Cell 1]
  - a. Item 5 from last month: Enter the number of children from last month. Entry must equal Item 5, “Children carried forward to next month” (Cell 17) from last month. [Cell 2]
  - b. Adjustment to last month’s Item 5 (positive or negative number) (explain in Comments): *Skip the entry for this item if completing the automated Excel version: it will be automatically calculated.* Enter any changes, plus (+) or minus (-), in caseload resulting from actions authorized (including those authorized by mistake or in error) in prior months and not previously reported. Whenever an adjustment is reported (an entry greater than zero), the CWD must **include a footnote in the Comments** section of the report, explaining why an adjustment was made. If there is no change, enter “0”. [Cell 3]
2. Children added during the month (sum of Items 2a through 2e): *Skip the entry for this item if completing the automated Excel version: it will be automatically calculated.* Enter the sum of Items 2a through 2e (Cells 5 - 9). [Cell 4]
  - a. Applications approved: Enter the number of applications approved to receive an AFDC-FC cash grant. [Cell 5]
  - b. Restorations: Enter the number of restoration requests approved. Restoration applies to an applicant who was a recipient of AFDC-FC in the same county and his/her cash grant has been discontinued for 12 months or less at the time of the current application. [Cell 6]
  - c. Transfers from other counties: Enter the number of children for which the reporting county accepted responsibility for payment of aid during the report month. [Cell 7]
  - d. Kin-GAP Program participant returning to AFDC-FC: Enter the number of applications approved for children moving from the Kin-GAP Program back to AFDC-FC. [Cell 8]
  - e. Other approvals: Enter the number of children approved for reasons other than Items 2a through 2d (Cells 5-8). Include interprogram status changes from CalWORKs Cash Aid Program. [Cell 9]
3. Total Children (sum of Items 1 and 2 – must equal Item 3a plus Item 3b): *Skip the entry for this item if completing the automated Excel version: it will be automatically calculated.* Enter the sum of Items 1 and 2 (Cells 1 and 4). This is the total number of children active during the report month; that is, those children where an official authorization for aid was in effect at some time during the month. This total must equal the sum of Items 3a and 3b (Cells 11 and 12). [Cell 10]

**ITEM INSTRUCTIONS CONTINUED****Part A. AFDC-FC Caseload (Continued)**

- a. Received AFDC-FC (must equal sum of children in Item 6, a through c, Columns A and B): Enter the number of children reported in Item 3 (Cell 10) that received AFDC-FC during the report month. When the child's basis of eligibility changes in either direction between CalWORKs Cash Aid Program and FC during the month, the persons count will be shown in both programs as specified in the CDSS Fiscal Manual Section 25-502.422. [Cell 11]
- b. Did not receive AFDC-FC: Enter the number of children reported in Item 3 (Cell 10) that did not receive AFDC-FC during the month. Do **NOT** include children that have been transferred via Interprogram Status Change. **Do** include the following: Children approved for aid during the report month that will receive an initial warrant dated the following month; children with an authorization to receive aid that were discontinued during the report month, and the warrant was either cancelled or not written; children for which the authorization for the report month was a zero grant to adjust for an overpayment; and children which were fully abated by child support payments. [Cell 12]
4. Discontinued children during the month (sum of Items 4a through 4c): *Skip the entry for this item if completing the automated Excel version: it will be automatically calculated.* Enter the sum of Items 4a through 4c (Cells 14, 15, and 16). This is the number of AFDC-FC children that are discontinued as of the end of the month either due to ineligibility to continue to receive benefits or due to a change in program status. [Cell 13]
  - a. Transfers to other counties: Enter the number of children discontinued by transfer to another county. [Cell 14]
  - b. Moved to the Kin-GAP Program: Enter the number of children moved out of AFDC-FC to the Kin-GAP Program. [Cell 15]
  - c. All other AFDC-FC discontinuances: Enter the number of all other FC discontinuances not already reported in 4a or 4b (Cells 14 or 15). Include interprogram status changes to CalWORKs Cash Aid Program. [Cell 16]
5. Children carried forward to next month (Item 3 minus Item 4): *Skip the entry for this item if completing the automated Excel version: it will be automatically calculated.* Enter the difference of Item 3 less Item 4 (Cell 10 minus Cell 13). This number is carried forward to Item 1 "Children brought forward from last month" (Cell 1) for next month's report. [Cell 17]

**Part B. Net Expenditures**

**NOTE: To avoid duplicate counts of children in Items 6a (Cells 19, 20), 6b (Cells 23, 24) and 6c (Cells 27, 28), please observe the following rule:**

Children in federal AFDC-FC and nonfederal AFDC-FC are reported on the CA 237 FC in the same category as claimed on fiscal reporting documents.

6. Total net expenditures for FC (sum of Items 6a through 6c, Column D): *Skip the entry for this item if completing the automated Excel version: it will be automatically calculated.* Enter the sum of Items 6a through 6c (Cells 22, 26 and 30). This item provides for a summary of the net amount of FC issued to, or on behalf of, recipients during the report month, after accounting for cancellations, repayments of aid and all adjustments for the current and all prior months. [Cell 18]

**ITEM INSTRUCTIONS CONTINUED****Part B. Net Expenditures (Continued)****a. Foster Family Homes****Column (A)** AFDC-FC Children - Nonfederal

Enter the number of children in Foster Family Home placements without federal participation. *[Cell 19]*

**Column (B)** AFDC-FC Children - Federal

Enter the number of children in Foster Family Home placements with federal participation. *[Cell 20]*

**Column (C)** Amount - Federal

Enter the federal share of aid issued to or on behalf of children in Foster Family Home placements with federal participation. *[Cell 21]*

**Column (D)** Amount - Combined Fed/Nonfed

Enter the net issuances for Foster Family Home placements. *[Cell 22]*

**b. Foster Family Agencies****Column (A)** AFDC-FC Children - Nonfederal

Enter the number of children in Foster Family Agency placements without federal participation. *[Cell 23]*

**Column (B)** AFDC-FC Children - Federal

Enter the number of children in Foster Family Agency placements with federal participation. *[Cell 24]*

**Column (C)** Amount - Federal

Enter the federal share of aid issued to or on behalf of children in Foster Family Agency placements with federal participation. *[Cell 25]*

**Column (D)** Amount - Combined Fed/Nonfed

Enter the net issuances for Foster Family Agency placements. *[Cell 26]*

**c. Group Homes****Column (A)** AFDC-FC Children - Nonfederal

Enter the number of children in Group Home placements without federal participation. *[Cell 27]*

**Column (B)** AFDC-FC Children - Federal

Enter the number of children in Group Home placements with federal participation. *[Cell 28]*

**Column (C)** Amount - Federal

Enter the federal share of aid issued to or on behalf of children in Group Home placements with federal participation. *[Cell 29]*

**Column (D)** Amount - Combined Fed/Nonfed

Enter the net issuances for Group Home placements. *[Cell 30]*



## COMMENTS

Use the Comments section to:

- Explain any major fluctuations in data.
- Explain any adjustment entries.
- Provide information as directed in the report instructions.
- Provide any other comments the county determines necessary.

# Aid to Families with Dependent Children (AFDC) Foster Care (FC) Caseload Movement and Expenditures Report CA 237 FC

## VALIDATION RULES AND EDITS

CELLS 1, 2, 4 - 30: Must be equal to or greater than 0.

CELL 3: May be a positive or negative number.

No data cells should be left blank.

### Part A. AFDC-FC Caseload

CELL 1 **Cell 1** must equal to (Cell 2 plus Cell 3)

CELL 2 **Cell 2** must equal to Cell 17 of last month's report

CELL 4 **Cell 4** must equal to (Cell 5 plus Cell 6 plus Cell 7 plus Cell 8 plus Cell 9)

CELL 10 **Cell 10** must equal to (Cell 1 plus Cell 4)

**Cell 10** must equal to (Cell 11 plus Cell 12)

CELL 11 **Cell 11** must equal to (Cell 19 plus Cell 20 plus Cell 23 plus Cell 24 plus Cell 27 plus Cell 28)

CELL 13 **Cell 13** must equal to (Cell 14 plus Cell 15 plus Cell 16)

CELL 17 **Cell 17** must equal to (Cell 10 minus Cell 13)

### Part B. Net Expenditures

CELL 18 **Cell 18** must equal to (Cell 22 plus Cell 26 plus Cell 30)