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DEPARTMENT OF SOCIAL SERVICES
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ARNOLD SCHWARZENEGGER
GOVERNOR

September 3, 2009

ALL-COUNTY LETTER NO. 09-44

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 IHSS PROGRAM MANAGERS

SUBJECT: CHANGE IN FILE FORMAT FOR INFORMATION RECEIVED FROM COUNTY CONTRACTORS

This All-County Letter provides guidance to counties currently using contractor mode to provide services to In-Home Supportive Services recipients.

The California Department of Social Services is currently finishing the design of the new Case Management, Information, and Payrolling System (CMIPS) II and a necessary format change has been identified for the claiming of hours on county contractor invoices.

When CMIPS II rolls out, county contractor providers will have to claim time worked in hours and minutes (HH:MM) rather than the current decimal (999.9) format. The CMIPS II will be unable to convert the decimal format into hours and minutes so counties will have to instruct their contractors to make this change to their invoices.

For any questions or concerns regarding this change, please contact the Fiscal and Administrative Bureau at (916) 653-3850.

Sincerely,

Original Document Signed By:

EVA L. LOPEZ
Deputy Director
Adult Programs Division