

DEPARTMENT OF SOCIAL SERVICES

744 P Street, Sacramento, CA 95814  
(916) 445-7046



January 28, 1982

ALL-COUNTY LETTER NO. 82-08

TO: ALL COUNTY WELFARE DIRECTORS  
ALL COUNTY AUDITORS  
ALL COUNTY FISCAL OFFICERS  
ALL COUNTY ADMINISTRATIVE SERVICES OFFICERS

SUBJECT: CHILD CARE AND DEVELOPMENT PROGRAM

On December 31, 1981, the State Department of Education (DOE) issued Policy Memorandum No. 81-97 to County Welfare Departments providing Child Care and Development Services pursuant to a standard agreement with the Office of Child Development. This memorandum notified counties that, effective January 1, 1982, funds are available to reimburse County Welfare Departments for administrative costs directly related to the provision of services set forth in each county's individual agreement with DOE.

Effective with the January - March 1982 quarter, the County Administrative Expense Claim will be used to determine administrative costs attributable to Child Care and Development Services. As indicated in Policy Memorandum No. 81-97, counties are to invoice DOE via the CD 9501-CWD, Fiscal Report for Child Care and Development Programs.

Because of the short time frames for implementation, it was not possible to revise the January - March 1982 quarter Social Services Time Study (DFA 46) to include this program. Therefore, for time study purposes, counties are instructed to identify the Child Care and Development Program on Line W of the DFA 46.

Social Services staff are to charge time spent providing Child Care and Development services, i.e., determination of eligibility, need assessment, share of cost determination, service arrangement, and associated case management functions, for the child care provided under the standard agreement between the county and DOE.

Counties are reminded that:

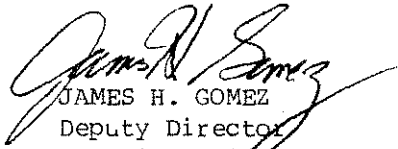
1. The maximum reimbursable amount of the standard agreement was not increased or decreased as a result of including the reimbursement of eligible administrative costs.
2. Reimbursement for the administrative costs shall be actual costs, or twenty percent (20%) of direct payments for child care services, whichever is less.

3. Administrative costs must be directly related to the provision of child care and development services.

The appropriate changes will be made to the administrative expense claim and instructions will be provided to counties under separate cover.

If you have any questions concerning your contract with DOE or completion of the CD 9501-CWD, please contact your assigned consultant at the Department of Education, Office of Child Development at (916) 322-6241. All questions regarding fiscal claiming procedures should be directed to the Department of Social Services, Fiscal Policy and Procedures Bureau, at (916) 445-7046.

Sincerely,



JAMES H. GOMEZ  
Deputy Director  
Administration

cc: CWDA