



CDSS

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March 27, 2009

COUNTY FISCAL LETTER (CFL) No. 08/09-47

TO: COUNTY WELFARE DIRECTORS  
COUNTY FISCAL OFFICERS  
COUNTY AUDITOR CONTROLLERS  
COUNTY PROBATION OFFICERS

SUBJECT: COUNTY WELFARE DEPARTMENT (CWD) COUNTY EXPENSE  
CLAIM (CEC) TIME STUDY AND CLAIMING INSTRUCTIONS FOR  
THE JUNE 2009 QUARTER

This CFL provides counties time study and claiming instructions for the April through June 2009 quarter, which includes information and reminders regarding the following functions/programs:

	Functions/Programs	Time Study Instructions	Claiming Instructions	General Information	Page Number
<b>I</b>	<b>Social Services</b>				
	A. Emergency Assistance (EA)	Yes	Yes	No	2
	B. CWS Case Management	No	Yes	No	3
	C. Probation PQCR State Use Only (SUO) Code	No	Yes	No	3
<b>II</b>	<b>CalWORKs</b>				
	A. Senate Bill 1569 – Noncitizen	No	Yes	No	3
	B. CalWORKs Data Reporting – E2Lite	Yes	Yes	No	4
<b>III</b>	<b>Other Public Welfare</b>				
	A. FSET 3 <sup>rd</sup> Party Reimbursement (Cal Success)	No	Yes	No	6
<b>IV</b>	<b>Child Care</b>	No	No	No	7
<b>V</b>	<b>Non-Welfare</b>	No	No	No	7
<b>VI</b>	<b>General</b>				
	A. CEC Due Dates for SFY 2009/10	No	No	Yes	7

	<b>B. EDP Methodology Changes</b>	No	No	Yes	8
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The Program Code Descriptions (PCDs) and Support Staff Time Reporting Instructions for county use during the April through June 2009 quarter are as follows:

<u>Section</u>	<u>Revised</u>
Social Services	06/09
CalWORKs	06/09
Other Public Welfare	06/09
Child Care	09/05
Non-Welfare	09/05
Staff Development	09/07
Electronic Data Processing	03/01
Support Staff Time Reporting Instructions	06/06
Direct-to-Program (DTP)/Function Support Staff Codes	06/08
Direct Service Delivery (DSD) Codes	09/04
General Time Study Instructions	03/09

For the latest version of the PCDs manual, please go to the following link:

<http://www.dss.cahwnet.gov/lettersnotices/PG959.htm>

Please note that any changes to the PCDs and/or Support Staff Time Reporting Instructions reflecting each quarterly update are shown in an underlined, highlighted, or strikeout format.

## **I. SOCIAL SERVICES**

### **A. Emergency Assistance (EA)**

In CFL 02/03-38, counties were informed that funding for EA case management activities had changed from TANF to Title IV-E through the use of program code (PC) 695. After a recent County Cost Allocation Plan review, the Administration for Children and Families (ACF) determined that EA case management costs should not have been eligible for Title IV-E funding. Thus, in order to claim EA case management costs correctly, PC 695 was deleted and PC 531 has been reinstated effective with the December 2008 quarter and funded 0/85/15 (Federal/State/County). The California Department of Social Services (CDSS) is continuing to negotiate with ACF and will inform counties of the final outcome as soon as a settlement is reached.

Time Study Instructions:

None.

Claiming Instructions:

Counties will continue claiming EA case management activities to PC 148. For those counties that report an EA caseload, EA case management costs will automatically shift from PC 148 to PC 531 in the CEC. Costs in PC 531 will be funded 0/85/15 (Federal/State/County). The county share of cost has remained at 15 percent and therefore there will be no fiscal impact to counties due to this shift in funding.

**B. CWS Case Management Program Identifier Number (PIN) Code**

Claiming Instructions:

Retroactive to the March 2009 quarter, the following PIN is established to claim the costs associated with providing transportation to children in the Family Maintenance Program. When PC 148 was originally established, TOE code 03 was inadvertently omitted.

PC	PIN	CWS – Case Management
148	148203	Transportation

Costs will be funded at 50/35/00/15 (Federal/State/Health/County).

**C. Probation PQCR SUO Code**

County probation agencies can claim costs associated with the PQCR to PC 004 (Probation PQCR). A new State Use Only (SUO) code has been established to shift the nonfederal costs from PC 004. The nonfederal costs will be shared between the state and county.

Time Study Instructions:

None.

Claiming Instructions:

Retroactive to the March 2009 quarter, nonfederal costs associated with PC 004 will shift to the new SUO Code 718:

SUO	718	SUO – Probation PQCR
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Costs will be funded at 00/70/00/30 (Federal/State/Health/County).

**II. CalWORKs**

**A. Senate Bill (SB) 1569 – Aid and Services for Noncitizen Victims of Human Trafficking, Domestic Violence and Other Serious Crimes**

CFLs 07/08-55 (June 25, 2008) and 08/09-18 provided time study and claiming instructions to claim costs for activities related to providing services to noncitizen victims of human trafficking, domestic violence and other serious crimes. Pursuant to SB 1569, a recipient may be eligible for benefits and services that span numerous programs; therefore, CDSS established one program code for administrative costs and one program code for services costs.

Effective with the March 2009 quarter, Time Study Codes (TSC) 7131 through 7135 and all associated program identifier numbers (PIN) have been combined into the newly named TSC 7131. TSCs 7141 through 7148 and all associated PINs have been combined into the newly named TSC 7141. TSCs 7140 and 7149 (SB 1569 Noncitizen Social Services) are unchanged. TSC 7149 is maintained to allow counties to report activities specific to the Trafficking and Crime Victims Assistance Program.

<b>PC</b>	<b>TSC</b>	<b>PIN</b>	<b>SB 1569 Noncitizen Administrative</b>
713	7131	713103	Transportation Assistance
		713114	Medical Exams
		713118	Child Care Services, Payments-Assistance
		713131	Contracted Services
		713132	Contracted Services Non-Assistance
		713168	Direct Cost
		713180	Evaluation
		713182	Child Care Services, Payments Non Assistance
		713192	Casework OT/CTO Costs
		713193	Support Staff OT/CTO Costs
		713194	Start-Up/Nonrecurring Costs
		713188-91	Support Operating

<b>PC</b>	<b>TSC</b>	<b>PIN</b>	<b>SB 1569 Noncitizen Services</b>
714	7141	714116	Ancillary-Education-Non-Assistance
		714128	Work/Activities/Expense-Non-Assistance
		714131	Contracted Services
		714132	Contracted Services Non-Assistance
		714160	Direct Service Delivery
		714192	Casework OT/CTO Costs
		714193	Support Staff OT/CTO Costs
		714194	Start-Up/Nonrecurring Costs
		714188-91	Support Operating

Costs will be funded at 00/100/00 (Federal/State/County). SUO Code 715 is unchanged.

**B. CalWORKs Data Reporting – Research and Data Enterprise Project (RADEP) and Enterprise, Phase II Lite (E2Lite)**

The Research and Data Enterprise Project (RADEP) and Enterprise, Phase II Lite (E2Lite) are web-based data collection tools that collect disaggregated data used for demographic purposes and to calculate state and county-specific work participation rates. Through a recent County Welfare Directors Association (CWDA) meeting, it was brought to CDSS' attention that some counties have been exceeding their Non-Assistance Food Stamps Allocation sooner than necessary due to incorrect RADEP and E2Lite claiming to program code (PC) 663. PC 663 is an eligibility code that captures case management activities for the CalWORKs and Food Stamp program. Since this code was intended for case management activities that benefit both the CalWORKs and Food Stamp programs, a fund shift was created to determine the portion of case management costs in CalWORKs that would be allocated to the Food Stamp program. Since RADEP and E2Lite benefits only the CalWORKs program, these costs should not be shared between the CalWORKs and Food Stamp programs. CDSS concurred with the findings brought about through the CWDA meeting and therefore, a new PC and TSC have been established for counties to properly capture the administrative costs associated with data reporting. Data reporting activities reported to this new PC will be 100 percent federally funded through the counties' CalWORKs Single Allocation.

**Time Study Instructions:**

Beginning with the June 2009 quarter, counties will time study the following activities associated with CalWORKs data collection and reporting to TSC 3351. County worker activities include time spent performing data reporting activities based on federal data reporting requirements, including actual hours of participation. Allowable activities include identification of sample cases, review of case files (including automated systems) to obtain necessary monthly demographic and participation information for the RADEP for cases in the federal sample and participation information for E2Lite for cases in the county-specific sample. It also includes activities associated with inputting information into RADEP or E2Lite data collection tools and reconciling the data to ensure accurate and consistent reporting.

**Claiming Instructions:**

Effective with the June 2009 quarter, the following program identifier numbers (PINs) have been established with PC 335 to capture the administrative costs associated with RADEP and E2Lite activities.

PC	335	CalWORKs Data Reporting
PIN	335092	Casework OT/CTO Costs
PIN	335093	Support Staff-OT/CTO Costs
PIN	335094	Start up/Nonrecurring Costs
PIN	335088-91	Support Operating

Costs will be funded at 100/00/00/00 (Federal/State/Health/County)

### III. OTHER PUBLIC WELFARE

#### A. FSET 3<sup>rd</sup> Party Match (Cal Success)

The FSET 3<sup>rd</sup> Party Reimbursement PC 719 enables counties to claim for reimbursement associated with Cal Success. This code will also capture federal reimbursement and enable the state and counties to pass funds through to the community colleges.

##### Background

The FSET, as established under the Food Security Act of 1985 (Public Law [P.L.] 99-198) provides job search assistance, work experience and supportive services to eligible Non-Assistance Food Stamp (NAFS) program recipients. Such employment and training opportunities enable recipients to become self-sufficient, thus, reducing their need for food stamps.

Counties administering the Cal Success program may claim the costs submitted via an invoice from the community colleges to match federal dollars spent on the program, and claim these costs as a county expenditure to receive 50 percent federal reimbursement. Once federal reimbursement is received, the counties will pass on these funds (minus a portion for their administrative costs) to the college. For example, community colleges will contribute 100 percent of their costs up front by providing technical education and basic skills courses for FSET eligible participants. The community colleges will claim 100 percent of their costs, and will receive 50 percent federal reimbursement of their allowable expenditures.

##### Time Study Instructions:

Retroactive with the March 2009 quarter, PC 719 has been established to capture costs associated with the FSET 3<sup>rd</sup> Party Reimbursement process also known as Cal Success. Counties will time study their administrative activities to TSC 7191.

Activities will include but are not limited to: FSET referrals, case management, contract administration, meetings, conducting client orientations, invoicing and billing.

##### Claiming Instructions:

**Currently, only Santa Cruz, Santa Clara, and San Mateo are participating in Cal Success. As such, only these three counties may claim costs to PC 719.**

Participating counties that have actual documented expenditures associated with Cal Success that were incurred in the March 2009 quarter may claim those costs. PINs 719031 and 719088-91 for Support Operating costs are to be used to claim costs submitted by the college to the county for reimbursement. Any expenditure exceeding the allocation will be shifted to county-only share using SUO code 339.

PC	719	FSET 3 <sup>rd</sup> Party Reimbursement
TSC	7191	FSET 3 <sup>rd</sup> Party Reimbursement
PIN	719031	Contracted Services
	719088-91	Support Operating
SUO	339	SUO-FSET 3 <sup>rd</sup> Party Reimbursement

Federally eligible costs will be funded at 50/00/50 (federal/state/county). The county must have a Letter of Intent on file with CDSS to use Support/Operating PIN codes (88-91).

#### IV. CHILD CARE

No changes.

#### V. NON-WELFARE

No changes.

#### VI. GENERAL

##### **A. County Expense Claim (CEC) Due Dates for State Fiscal Year (SFY) 2009/2010**

The Original CEC is due to CDSS the first working day 30 days after the end of the quarter. The following are due dates for SFY 2009-10 original claims:

<b><u>Original CEC</u></b>	<b><u>Final Filing Date</u></b>
September 2009	October 30, 2009
December 2009	February 1, 2010
March 2010	April 30, 2010
June 2010	July 30, 2010

Adjustment CECs and the DFA 325.5 (Expenditure Certification for the CWD CEC) are to be received at CDSS by the first working day after the last day of the ninth month from the original claiming quarter. The following are due dates for SFY 2008-09 adjustment quarter claims:

**Adjustment CEC**

September 2009  
 December 2009  
 March 2009  
 June 2009

**Final Filing Date**

July 1, 2010  
 October 1, 2010  
 January 3, 2011  
 April 1, 2011

**B. EDP Methodology Changes, CWS/CMS (SACWIS) and Non-CWS/CMS (Non SACWIS)**

The following cost allocation methodology for CWS/CMS has been updated for FY 2008/09 and is to be effective retroactive to the September 2008 Quarter. Please refer to CFL 06/07-36 for instructions and information.

Program Code	Program Name	Percent	Program
536	SACWIS	0.7579	IV-E/ IV-B
513	EA-ER	0.1506	TANF
544	CWS MPI (AB 908)	0.0033	TANF
556	CWS-MPS (AB 908)	0.0019	TANF
144	CWS-Health Related	0.0767	Title XIX
150	EPSDT (C6/00)	0.0000	Title XIX
168	FPP-Health Related (C 6/00)	0.0005	Title XIX
182	ILP-Case Management (C 6/00)	0.0027	Chafee
184	ILP-Services (C 6/00)	0.0045	Chafee
135	SSI/SSP OHC	0.0002	State
175	FPP Services/NonFed (C 6/00)	0.0003	State
588	STOP-Assessment/Case Plan	0.0009	State
165	SB 163 Wraparound Services	0.0005	County

Counties having any questions regarding this CFL should use the [fiscal.system@dss.ca.gov](mailto:fiscal.system@dss.ca.gov) e-mail address to make any related inquiries.

Sincerely,

***Original Document Signed By:***

DIDI OKAMOTO, Chief  
 Fiscal Systems and Accounting Branch

c: CWDA