



**JOHN A. WAGNER**  
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

September 30, 2009

COUNTY FISCAL LETTER (CFL) No. 09/10-19

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 DECEMBER 2009 QUARTER

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

	<b>Functions/Programs</b>	<b>Time Study Instructions</b>	<b>Claiming Instructions</b>	<b>General Information</b>	<b>Page Number</b>
<b>I</b>	<b>Social Services</b>				
	<b>A.</b> Registered Sex Offender Check	Yes	Yes	No	3
	<b>B.</b> Notification of Relatives	Yes	Yes	No	3
	<b>C.</b> Personalized Transition Plan (P.L. 110-351)	No	Yes	No	4
	<b>D.</b> Chaffee Federal Nat'l Youth in Transition Database (NYTD)	No	Yes	No	5
	<b>E.</b> Increase Relative Search and Engagement (IRSAE)	Yes	Yes	No	5
	<b>F.</b> Increase Funding for Caseworker Visits	Yes	Yes	No	6
	<b>G.</b> Increase Family Case Planning Meetings to Improve Child Welfare Outcomes	Yes	Yes	No	8
	<b>H.</b> Public Law (P.L.) 110-351 IV-E Training	Yes	Yes	No	9

	<b>I. EA Case Management</b>	No	Yes	No	12
<b>II</b>	<b>CalWORKs</b> <b>A. TANF Hardship</b>	Yes	Yes	No	13
<b>III</b>	<b>Other Public Welfare</b> <b>A. Cal-Success Participant Reimbursement</b> <b>B. Cal-Success County Match</b> <b>C. Cal-Success Administrative</b>	No	Yes	No	15
<b>IV</b>	<b>Child Care</b>	No	No	No	17
<b>V</b>	<b>Non-Welfare</b>	No	No	No	17
<b>VI</b>	<b>General</b> <b>A. Indirect Cost Rate</b>	No	No	Yes	17

The Program Code Descriptions (PCDs) and Support Staff Time Reporting Instructions for county use during the October through December 2009 quarter are as follows:

<u>Section</u>	<u>Revised</u>
Social Services	09/09
CalWORKs	09/09
Other Public Welfare	09/09
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 may be shown in an underlined, highlighted, or strikeout format.

## **I. SOCIAL SERVICES**

### **A. REGISTERED SEX OFFENDER CHECK (RSOC)—Relative/NREFM**

This program is to minimize the risk of predictable and preventable harm to vulnerable children in out-of-home care by detecting the presence/residence of a RSOC in prospective and approved licensed facilities and prospective and approved relative/Non-relative Extended Family Member (NREFM) homes.

#### Time Study Instructions

Retroactive to the September 2009 Quarter, counties that have documented their approved expenditures associated with RSOC that were incurred in the September 2009 Quarter may claim those costs. Counties may time study activities associated to the RSOC—Relative/NREFM by using State Mandated Code (SMC) 7091.

State Mandated Code 7091 will amend to include the activities as follows:

Counties that participate in the RSOC will time study to the following activities but not limited to: Includes time spent assessing the relative/NREFM caregivers suitability, performing criminal records checks, checking for prior child abuse/neglect allegations, and completing in-home safety inspections; time spent responding to relative/NREFM concerns and other tasks related to grievance procedure process, performing a RSOC; time spent checking the Megan's Law Public Website for potential address match with prospective and approved relative /NREFM caregiver homes at initial approval and at reassessment, investigation of matches, conducting grievance review hearings associated with a match, and removal and placement of dependent child due to a RSOC address match.

#### Claiming Instructions

Effective with the September 2009 Quarter, administrative costs associated with the RSOC can be captured using PC 709.

Federally eligible costs will be funded at 50/50/0 (fed/state/county).

### **B. NOTIFICATION OF RELATIVES (NOR)**

When a child has been removed from parental custody (as mandated by the federal Fostering Connections to Success and Increasing Adoptions Act (P.L.

110-351) which was signed into law on October 7, 2008) Section 103 of this federal bill requires that counties perform due diligence to identify and provide notice to all adult relatives within 30 days of removal with the exception of potentially abusive relatives. Relatives will be notified that the child has been or is being removed from parental care, the options they have under federal, state, and local laws and the requirements to become a foster family home.

#### Time Study Instructions

Retroactive to the September 2009 Quarter, counties may time study allowable activities to PC 1485 – Notification of Relatives.

Time studies will include but not limited to:

- Providing written and oral notifications to a relative or non-relative extended family member (NREFM) within 30 days of removal from the biological parent(s).

PC	1485	Notification of Relatives
----	------	---------------------------

#### Claiming Instructions

Retroactive to the September 2009 Quarter, administrative costs can be captured using PC 148—CWS Case Management. The nonfed costs will be shifted to SUO code 146. PIN 148031—Contracted Services.

### **C. PERSONALIZED TRANSITION PLAN (P.L. 110-351)**

The Personalized Transition Plan are associated with the federal Fostering Connections to Success and Increasing Adoptions Act [P.L. 110-351, HR 6893] that was signed into law on October 7, 2008. Section 202 of this federal bill mandates states to provide the foster child one final Transitional Independent Living Plan (TILP) within 90 days prior to emancipating from foster care. Social Workers and Probation Officers will conduct the transitional plan with the youth and or any other individuals the youth desires.

#### Claiming Instructions

Retroactive to the September 2009 Quarter, administrative costs can be captured using PC 148—CWS Case Management. The nonfed costs will be shifted to SUO code 146. PIN 148031—Contracted Services is made available.

Federally eligible costs will be funded at 50/35/15 (fed/state/county). The County

must have a Letter of Intent on file with CDSS to use Support/Operating PIN Codes (88-91).

**D. CHAFEE FEDERAL NATIONAL YOUTH IN TRANSITION DATABASE (NYTD)**

All states are required to submit data on the demographics and outcome of foster youth who receive Independent Living Program (ILP) services, pursuant to the final regulations from the Administration for Children and Families (ACF) regarding implementation of the NYTD. ACF has given states two and one half years to develop methodology and capacity for collecting data on all ILP services and foster youth cohorts. ACF has given states until October 1, 2010 to fully implement the regulation requirements and begin collecting required data.

The principle data collection method for the NYTD is a survey of current and former foster youth at ages 17, 19, and 21 years old. The surveys will be conducted with a contractor. Counties are required to inform 17 year olds in foster care of the purpose and scope of the survey, maintain periodic contact with former foster youth to meet federal response requirements, and secure consent forms from youth for participation in the follow-up survey. Social Worker or Probation Officer time will be spent on engaging youth.

Claiming Instructions

Retroactive to the September 2009 Quarter, counties that have documented their approved expenditures associated with Chafee Federal NYTD that were incurred in the September Quarter may claim those costs. PC 148 will capture costs associated with Chafee Federal NYTD. The nonfed costs will be shifted to SUO code 146. PIN 148031—Contracted Services is made available.

Federally eligible costs will be funded at 50/35/15 (fed/state/county). The County must have a Letter of Intent on file with CDSS to use Support/Operating PIN Codes (88-91).

**E. INCREASE RELATIVE SEARCH AND ENGAGEMENT (IRSAE)**

Counties are provided with additional funding sources to increase family finding and engagement efforts statewide in compliance with the state's federal Program Improvement Plan (PIP). Relative placements are more stable than non-relative placements, reduce foster care re-entry rates, and reduce the isolation and negative consequences on youth who exit the foster care system. The additional resources would facilitate the location of relatives as a placement option for children who are not currently placed with relatives upon entry into foster care,

and would establish strong familial connections for youth in non-relative placements approaching emancipation.

Counties are advised that funds will not be made available until mid-year.

Time Study Instructions

Retroactive to the September 2009 Quarter, counties will time study activities associated with IRSAE by using existing Time Study Code (TSC) 7331.

Time studies will include but not limited to:

- Collecting relative/NREFM information including search/identification, engagement, and referral for assessment.

TSC	7331	IRSAE (Increase Relative Search and Engagement)
-----	------	---

Claiming Instructions

Retroactive to the September 2009 Quarter, costs associated with IRSAE are captured to PC 733. The nonfed costs will be shifted to SUO code 146. PINs 88-91 are Operating Cost. PINs 92-94 are Staff, Casework OT/CTO and start up costs.

PC	733	IRSAE (Increase Relative Search and Engagement)
PINs	733088-91	Support Operating Costs
	733092-94	Staff/Casework OT/CTO
	733031	Contracted Services

Federally eligible costs will be funded at 50/35/15 (fed/state/county). The County must have a Letter of Intent on file with CDSS to use Support/Operating PIN Codes (88-91).

**F. INCREASE FUNDING FOR CASEWORKER VISITS**

The Increase Funding for Caseworker Visits reflects the costs associated with the new federal law (Public Law 109-288, known as the Child and Family Services Improvement Act of 2006). The law requires states to increase the percentage of foster children that are visited monthly to 90 percent by the year 2011 in order to continue receiving full Title IV-B funding. In addition, a majority of those visits must occur in the child's home. States are required to submit a plan for approval by the federal Department of Health and Human Services (DHHS) that indicates their goals for improvement each Federal Fiscal Year (FFY). If states do not meet their goals each and every year they will be penalized accordingly.

### Time Study Instructions

Retroactive to the September 2009 Quarter, counties that have documented their approved expenditures associated with Increase Funding for Caseworker Visits that were incurred in the September 2009 Quarter will time study activities associated to TSC 6771—PSSF Monthly Caseworker Visits.

Due to the fact that PSSF funding could be used for those children who are or would have otherwise been granted a visit exception pursuant to MPP 31-320 and 31-325 counties are instructed to use existing TSC 6771 for visit activities associated with the children included below:

- Children who are in stable placement with a relative or foster parent who has had the child at least 12 months;
- Children placed voluntarily and the child's parents/guardians are visiting at least monthly;
- The child is under two years of age and less frequent Social Worker (SW) visit can facilitate more frequent parent/SW visit thus facilitating reunification;
- Children residing out of state in a facility other than a group home;
- A dependent child's case has approval by the court for less frequent visits; and
- A voluntary child's case has approval by a county deputy director for less frequent visits.

### Claiming Instructions

Retroactive to the September 2009 Quarter, counties that have documented their approved expenditures associated with the Increase Funding for Caseworker Visits that were incurred in the September 2009 Quarter may claim those costs. Counties are instructed to use their PSSF grant before using Title IV-E funds. Administrative costs associated with Increase Funding for Caseworker Visits can be captured using existing PC 677—PSSF Monthly Caseworker Visits.

Once a county exceeds their PSSF Caseworker Visits allocation, SUO Code 684 will be utilized to shift the overmatch costs. Since these activities are also eligible CWS activities, the overmatch amount shifted to SUO Code 684 will be shifted to SUO 734, funded at 50/35/15 (fed/state/county), and tracked against the counties CWS Allocation. The nonfed costs will be shifted to SUO code 146.

SUO	734	SUO CWS Case Management
-----	-----	-------------------------

Federally eligible costs will be funded at 100/0/0 (fed/state/county). The County must have a Letter of Intent on file with CDSS to use Support/Operating PIN Codes (88-91).

**G. INCREASE FAMILY CASE PLANNING MEETINGS TO IMPROVE CHILD WELFARE OUTCOMES**

Additional funding for social worker positions throughout California will increase the number of facilitated case planning meetings that will include parents, extended family members, community service providers, and others in order to strengthen reunifications and decrease foster care reentries.

Time Study Instructions

Retroactive to the September 2009 Quarter, counties will time study activities associated to the Increase Family Case Planning Meetings to Improve Child Welfare Outcomes by using existing Time Study Code (TSC) 7321—CWS Case Management. Counties that have documented their approved expenditures associated with the Increase Family Case Planning Meetings to Improve Child Welfare Outcomes that were incurred in the September 2009 Quarter may claim those costs.

Counties participating in the time study of the Increase of Family Case Planning Meetings To Improve Child Welfare Outcomes will have travel time associated with any of the disclosed activities below:

- Includes family in the assessment of the child's/family's needs and developing a case plan as indicated in regulations
- A joint development of safety plan based on safety and risk assessments
- Facilitating a discussion with parents, foster parents, and as appropriate, the children regarding the review of referrals and services associated with the case plan for the child and family
- Team decision meeting/family case conferences that includes facilitating a formal family meeting involving the development of



specific measurable goals and family objectives, upon their participation and agreement

- Administrative arrangement (scheduling) of specific participants: Social Worker, Social Work Supervisor, child, birth parents, foster parents, relatives, CalWORKs staff, professional staff support (therapists, doctor, etc.)
- Documentation of minutes of the meeting in CWS/CMS
- Mediation with family involving specifically court mediation meeting with the family to resolve issues related to the court hearings

TSC	7321	Increase Family Case Planning To Improve Child Welfare Outcomes
-----	------	---

#### Claiming Instructions

Retroactive with the September 2009 Quarter, counties that have documented their approved expenditures associated with the Increase Family Case Planning Meetings to Improve Child Welfare Outcomes that were incurred in the September 2009 Quarter may claim those costs. Costs can be captured using PC 732 and its associated PINs: PINs 88-91 are Operating Costs, and PINs 92-94 are Staff, Casework OT/CTO and start up costs. The nonfed costs will be shifted to SUO code 146.

PC	732	Increase Fmly Case Planning (A 12/09)
PINs	732088-91	Support Operating Costs
	732092-94	Staff/Casework OT/CTO and Start up costs

Federally eligible costs will be funded at 50/35/15 (fed/state/county). The County must have a Letter of Intent on file with CDSS to use Support/Operating PIN Codes (88-91).

#### H. **Public Law (P.L.)110-351 IV-E TRAINING**

Includes a broader description of who can be trained using Title IV-E funds. Provides for additional categories of trainees as eligible to receive Title IV-E short-term training. P.L. 110-351 allows Federal Financial Participation (FFP) for the costs of Title IV-E short-term training for relative guardians, State-licensed or State-approved child welfare agencies providing services, staff members of

abuse and neglect courts, agency attorneys, attorneys representing children or parents, guardians ad litem, or other court-appointed special advocates representing children in proceedings of such courts. Allowable costs include travel, per diem, books, educational supplies, and registration or tuition fees.

The term "State-approved child welfare agencies" includes the following:

- Parent partners/Family Support Partners
- Faith based community
- Extended family members, caregivers and non-caregivers
- Parent and youth advocates
- Educational providers and advocates
- Tribal ICWA workers without a IV-E plan
- Licensed child care providers
- Providers of Mental Health services (public and private)
- Providers of visitation services
- Providers of domestic violence and child abuse services
- Child Abuse Prevention Council
- Regional Center staff, Licensed medical staff, Providers of Mental Health services, Educational providers and advocates
- All licensed medical staff
- Licensed counselors
- Community Based Organizations

Funding is available at differing FFP rates during a five year phase-in period. Expenditures incurred in FFY 2009 will be reimbursed at 55 percent. The reimbursement rate will increase by five percent each FFY until reaching 75 percent in FFY 2013.

Retroactive with the September 2009 Quarter, Program Code (PC) 730, P.L. 110-351 Title IV-E Training has been established to report direct costs only for appropriate training staff. Training costs are funded 60/28/12 (fed/state/county).

The nonfederal discount ratio will be applied to the total training costs. The federally eligible portion is reported on the DFA 325.1B to PINs 730088-91, 730092-94, 730031.

#### Time Study Instructions

Retroactive to the September 2009 Quarter, counties shall time study to TSC 7301 for activities associated with P.L. 110-351 Title IV-E Training.

TSC	7301	P.L. 110-351 IV-E Training
-----	------	----------------------------

Time studies will include but are not limited to: Activities providing short term training to current or prospective relative guardians, State-licensed or State-approved child welfare agencies providing services, staff members of abuse and neglect courts, agency attorneys, attorneys representing children or parents, guardians ad litem, or other court-appointed special advocates representing children in proceedings of such courts. Allowable costs include travel, per diem, books, educational supplies, and registration or tuition fees.

Claiming Instructions

Retroactive to the September 2009 Quarter, training costs shall be claimed to the following Program Code (PC) 730 and Program Identifier Numbers (PINs) on the Staff Development page of the County Expense Claim (CEC) under Purchase of Services Direct Cost of Trainees. The nonfederal costs will be shifted to SUO code 731 at 00/70/30 (fed/state/county).

PC	730	PL 110-351 IV-E Training
PIN	730088	Operating Cost – Travel
	730089	Operating Cost - Space
	730090	Operating Cost – Other Operating
	730091	Operating Cost - POS
	730092	Casework OT/CTO Costs
	730093	Support Staff OT/CTO Costs
	730094	Start Up/Nonrecurring Costs
SUO	731	SUO PL 110-351 IV-E Training

Costs will be funded at 60/28/12/ (Federal/State/County) for administrative costs. The County must have a Letter of Intent on file with CDSS to use Support/Operating PIN Codes (88-91).

In order for support staff to correctly time study when performing this task, a new Direct-to-Program Support Staff Code, A69, has been established effective with the September 2009 Quarter.

Counties must follow the State and Federal training regulations outlined in 45 CFR 1356.60, 45 CFR 235.63, and Manual of Policies and Procedures (MPP) Division 14.

No new State General Fund (GF) dollars will be allocated for training. Each county's normal CWS Basic Allocation will be used to provide the match to pull down Title IV-E funds. Costs will be funded at the determined rate of FFP for each determined FFY. Each county's nonfederal discount rate will be applied.

## **I. Emergency Assistance (EA) Case Management**

### Background

CFL 08/09-47 informed counties that they should continue claiming EA case management activities to PC 148. For those counties that report an EA caseload, EA case management costs were automatically shifted from PC 148 to PC 531 in the CEC. Costs in PC 531 were funded 0/85/15 (fed/state/county).

### Present

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. CDSS has negotiated with ACF and has come to a final decision. CDSS has determined that in order to claim EA case management costs correctly, PC 531 has been deleted and SUO code YYY and SUO code 735 will be establish to capture EA expenditures funded 0/85/15 (fed/state/county).

### Claiming Instructions

Effective the September 2009 Quarter, counties should continue claiming to EA expenditures --PC 148. The nonfederal discount will be shifted to PC 146. For those counties that report an EA caseload, EA case management costs will be captured to PC 148. SUO code 735 will capture non Title IV-E and EA expenditures using the normal non-federal discount rate based on your case counts on the DFA 325.1. The EA caseload ratio will be applied on the DFA 327.5 P1 as a Misc. Adjustment, EA costs will be shifted to SUO 735 funded at 0/85/15 (fed/state/county). The county share will remain 15 percent; therefore, there is no fiscal impact to counties due to this shift in funding.

During the ACF review, CDSS discovered that some counties had reported EA caseload that exceeded their non-federal Caseload. Counties are advised that if their EA ratio is incorrect, EA cases will not get shifted correctly.

As a reminder counties are required to list a federal-nonfederal person count (CFL No. 92/93-16 dated October 1, 1992). CFL No. 93/94-35 dated March 11, 1994 states that EA children must be included when calculating ratio. In the CFLs mentioned above, CWD's are instructed to count Title IV-E eligible cases as federal and all other non IV-E cases as nonfederal for the purposes of calculating the ratio.

## II. CalWORKs

### A. Temporary Assistance for Needy Families (TANF) Hardship

After a recent audit conducted by the Office of Inspector General (OIG), the Department of Social Services (CDSS) cited for the improper TANF basic assistance payments from April 1, 2006 through March 31, 2007. The OIG disagreed with CDSS' interpretation and application of our hardship caseload, citing that federal law (42 U.S.C. 608(a)(7)(C)(ii)) permits a state to use TANF funds to provide aid beyond 60 months due to "hardship;" however, must limit claiming of hardship exceptions to those hardship conditions that occurred and existed in the months after the TANF 60 months have expired. Although, California did not agree with the OIG audit finding, the decision has been made to go forward with a Corrective Compliance Plan, which includes the change in funding and claiming of California's hardship cases.

Previously, counties claimed their administrative costs for timed-out cases to program codes (PC) 687 and PC 689, as instructed in County Fiscal Letter (CFL) 02/03-34. These codes were funded 100 with state general fund (GF). By the September 2005 quarter, the decision to change the funding from GF to TANF for these cases was made and CFL 04/05-57 informed counties that PC 687 and PC 689 were deleted and instructed counties to claim to regular CalWORKs Case Management codes. Since the activities have not changed, PC 687 and PC 689 and their associated time study codes will need to be reinstated, and funded with the state GF, in order for CDSS to comply with the OIG audit findings.

#### Time Study Instructions

Effective with the December 2009 quarter, counties can time study their time associated with the administration of the hardship program to time study code (TSC) 6871 or TSC 6891. These activities include case management and related WTW activities (e.g., determining exemptions, arranging for the participant's entry into the WTW component; performing needs assessment, etc.) provided to individuals who are part of the hardship population. For additional activities, please refer to the Program Code Descriptions for WTW caseworker activities and the following time study codes:

- 6201 WTW Pre-Assessment
- 6211 WTW Post-Assessment: Community Service
- 6221 WTW Post-Assessment: Other
- 6231 Post-Assessment: Vocational Education
- 6231 WTW Assessment

Support staff performing direct-to-program activities associated with the hardship program, will time study to either Direct-to-Program Support Staff Code B58 (Hardship Emp Srv Non-Asst) or B60 (Hardship Emp Srv Asst).

### Claiming Instructions

Retroactive to the September 2009 quarter, the following PCs and program identifier numbers (PIN) have been established to capture the administrative costs associated with hardship population. Counties are instructed to distinguish costs between those employed and unemployed individuals who are part of the hardship population. PC 687 has been reinstated for to capture costs associated with the employed individuals, while PC 689 captures costs associated with the unemployed individuals.

PC	687	Hardship Emp Srv Non-Asst
PIN	687016	Ancillary-Education-Employed
PIN	687028	Work-Related
PIN	687032	Contracted Service

PC	689	Hardship Emp Srv Asst
PIN	689016	Ancillary-Education-Employed
PIN	689028	Work-Related
PIN	689032	Contracted Service

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

### **III. OTHER PUBLIC WELFARE**

#### **Cal Success (formerly known as FSET 3<sup>rd</sup> Party Match)**

The United States Department of Agriculture's Food & Nutrition Service (FNS) requires that all expenditures be shared 50/00/50 (fed/state/county) by the end of each Federal Fiscal Year.

Claiming instructions were originally established for Cal Success in CFL 08/09-47 for counties to claim all their costs to the Program Codes (PCs) funding at 50/00/50 (fed/state/county); however, in light of recent apparent cash flow issues, the need for counties to claim costs as incurred, and establishing a 50/00/50 (fed/state/county) balanced county allocation, new PCs have been established. There are some changes to PC 719 and related PINS. Although the PC 719 PINS are the same, the names and the sharing ratios have changed.

After many discussions regarding cash flow issues, it is anticipated that college/county expenditure trend will vary from quarter-to-quarter; therefore, county expenditure and allocation is not split in the traditional 50/00/50 (fed/state/county) manner each quarter. The close-out process will ensure that counties do not exceed the individual county allocations for Administrative and Participant Reimbursement.

Counties and colleges should note that when they submit their claim for reimbursement, they will receive their federally approved reimbursement portion paid at 100% Federal dollars, the match portion will be claimed separately, and reconciled at close-out to ensure costs are 50 percent Federal and 50 percent County.

**A. Cal Success Participant Reimbursement**

Counties shall claim to this code for participant reimbursement costs associated with Cal Success.

Claiming Instructions

Retroactive to the March 2009 quarter, PC 729 is established to allow counties to claim reimbursement costs associated with participant reimbursement activities. Counties that have actual documented expenditures that were incurred in the March 2009 quarter may claim those costs on the March adjustment claim. Any expenditure exceeding the combined allocation of Administrative and Participant Reimbursement will be shifted to county-only share using SUO Code 339 to ensure that counties do not exceed their combined Federal allocation. During the close-out process, counties will be held at their Participant Reimbursement allocation, and if needed, costs exceeding the allocation will be shifted to county-only share using the new SUO Code 499.

PC	729	Cal Success Part. Reimb.
PINS	729003	Transportation Assistance
	729047	Dependent Care
	729088-91	Support Operating Costs
	729092	Case Work OT/CTO Costs
	729093	Support Staff-OT/CTO Costs
	729094	Start Up/Nonrecurring Costs

**B. Cal Success County Match**

Claiming Instructions

PC 728 is established to claim county only costs that are used as the federal match of 50 percent. Costs are nonfederally reimbursable.

These funds cannot be used as a match for any other purpose.

Retroactive to the March 2009 quarter, counties will be able to claim reimbursement costs associated with this PC. Counties that have actual documented expenditures that were incurred in the March 2009 quarter may claim those costs on the March adjustment quarter. SUO Code 339 will be utilized at close-out to ensure that costs equate to the 50 percent required match and Federal and County costs are split 50/00/50 (fed/state/county).

PC 728—Cal Success County Match
---------------------------------

**C. Cal Success Administrative (formerly known as FSET 3<sup>rd</sup> Party Match)**

PC 719—FSET 3<sup>rd</sup> Party Reimbursement is now renamed to PC 719—Cal Success Admin.

The sharing ratio has also been changed from 50/00/50 (fed/state/county) to sharing ratio 100/00/00 (fed/state/county).

Counties shall claim federally eligible Cal Success Administrative activities to this code.

Claiming Instructions

Retroactive to the March 2009 quarter, counties will be able to claim reimbursement costs associated with this PC. Counties that have actual documented expenditures that were incurred in the March 2009 quarter may claim those costs on the March adjustment quarter. Any expenditure exceeding the combined allocation of Administrative and Participant Reimbursement will be shifted to county-only share using SUO Code 339 to ensure that counties do not exceed their combined Federal allocation. During the close-out process, counties will be held at their Administrative allocation, and if needed, costs exceeding the allocation will be shifted to county-only share using SUO Code 498.

PC 719—Cal Success Admin
--------------------------



Federally eligible costs will be funded at 100/00/00 (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. Indirect Cost Rates (ICRs)**

CDSS has developed ICRs for use by counties during SFY 2009-10 (please see Attachment). ICRs are used to identify overhead costs associated with support staff who perform activities for non-welfare programs with no equivalent casework hours.

CDSS County Allocations Unit develops ICRs based on actual indirect cost (i.e., Travel, Space, Space – CCAP, Other Operating Costs, Public Agencies CCAP, and Public/Private Agencies Direct Billed) that were reported as generic for each county for the four quarters of SFY 2007-08. The totals are divided by the total direct salary and benefit costs (caseworker, administrative/clerical support and electronic data processing [EDP] staff salaries and benefits). The resulting percentages are each county's individual ICR.

CWDs have the option of either using the predetermined ICR developed by CDSS or developing an ICR specific to allocable support staff. An ICR developed by a CWD must be developed in accordance with "A Guide for State, Local and Indian Tribal Government-Cost Principles and Procedures for Developing Cost Allocation Plans and Indirect Cost Rates for Agreements with the Federal Government" (ASMB C-10).

ICRs are applied to the salaries and benefits of support staff performing activities for non-welfare programs only. The salaries and benefits plus overhead are reported as Direct Costs on the CEC using Program Identifier Number (PIN) 805068 (non-welfare Programs) or PIN 806068 (non-welfare Programs-Non EDP). Counties are reminded that non-welfare activities must be reported in the non-welfare function, which will draw down associated overhead through the CEC based on the time study hours of caseworkers performing the non-welfare activity.

CFL 09/10-19  
Page Eighteen

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

Sincerely,

***Original Document Signed By:***

DIDI OKAMOTO, Chief  
Fiscal Systems and Accounting Branch

Attachment

**FY 09/10 INDIRECT  
COST RATE (ICR)**

Data from SFY 2007-08 County Expense Claims

<b>COUNTIES</b>	<b>SFY 2009-10 ICR</b>		
ALAMEDA	0.26	SHASTA	0.22
ALPINE	0.60	SIERRA	0.24
AMADOR	0.47	SISKIYOU	0.35
BUTTE	0.17	SOLANO	0.30
CALAVERAS	0.32	SONOMA	0.18
COLUSA	0.31	STANISLAUS	0.21
CONTRA COSTA	0.33	SUTTER	0.17
DEL NORTE	0.34	TEHAMA	0.19
EL DORADO	0.27	TRINITY	0.23
FRESNO	0.15	TULARE	0.40
GLENN	0.23	TUOLUMNE	0.32
HUMBOLDT	0.27	VENTURA	0.27
IMPERIAL	0.25	YOLO	0.23
INYO	0.30	YUBA	0.23
KERN	0.20	LOS ANGELES DCS	0.23
KINGS	0.18	SAC-DHHS-CHILD	0.34
LAKE	0.23	SAC-DHHS-ADULT	0.27
LASSEN	0.41	SMATEO DP AGING	0.33
LOS ANGELES DPS	0.21	PLACER-ASOC	0.38
MADERA	0.28		
MARIN	0.40	<b>TOTALS</b>	<b>0.23</b>
MARIPOSA	0.41		
MENDOCINO	0.21		
MERCED	0.15		
MODOC	0.32		
MONO	0.59		
MONTEREY	0.21		
NAPA	0.37		
NEVADA	0.33		
ORANGE	0.25		
PLACER	0.45		
PLUMAS	0.31		
RIVERSIDE	0.15		
SACRAMENTO-DHA	0.28		
SAN BENITO	0.39		
SAN BERNARDINO	0.24		
SAN DIEGO	0.18		
SAN FRANCISCO	0.22		
SAN JOAQUIN	0.21		
SAN LUIS OBISPO	0.28		
SAN MATEO	0.30		
SANTA BARBARA	0.21		
SANTA CLARA	0.26		
SANTA CRUZ	0.22		