



CDSS

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May 12, 2010

COUNTY FISCAL LETTER (CFL) NO. 09/10-64

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

SUBJECT: MARCH 2010 QUARTER BASE CLAIMING INSTRUCTIONS
FOR THE TEMPORARY ASSISTANCE FOR NEEDY
FAMILIES (TANF) EMERGENCY CONTINGENCY FUNDS (ECF):
NON-RECURRENT SHORT-TERM BENEFITS (NSTB)

REFERENCES: CFL 09/10-61 DATED APRIL 19, 2010
CFL 09/10-61E DATED APRIL 29, 2010

This CFL provides County Welfare Departments with base expenditure data for the claiming of TANF ECF NSTB base expenditures in the County Expense Claim (CEC) for the March 2010 quarter. Instructions for subsequent quarters will be sent upon receipt of further clarification from the federal Administration of Children and Families (ACF).

Base Year Methodology

As described in CFL 09/10-61, the NSTB base is separated into two bases, the diversion base and the non-diversion (or other NSTB) base.

The diversion base consists of diversion expenditures by counties on the County Assistance Claim (CA 800) in Federal Fiscal Year (FFY) 2007. Claiming for diversion has not changed under TANF ECF, and counties must continue to claim diversion expenditures on the CA 800.

The other NSTB base consists of all categories of base expenditures identified by each county other than diversion, which includes housing, utilities, food, one-time vouchers, employment support, and family services. This base is only for those counties who had expenditures in FFY 2007, using county/public third-party contributed funds, Single

Allocation funds, and state funds. ***Please note that the California Department of Social Services (CDSS) is still in the process of clarifying with ACF that Child Welfare Services and Promoting Safe and Stable Families funds are eligible sources of funds for determining the base for TANF ECF. Counties will be notified when clarification is received and any necessary changes to claiming instructions will be provided at that time.***

Since CDSS does not have historical expenditure data for the non-diversion portion of the NSTB program, the county-specific quarterly breakdowns of those base expenditures is comprised of a snapshot of March data input by counties into the California TANF ECF county database (www.california-ecf.org) as of April 26, 2010. Due to potential base year changes, claiming instructions in this letter will focus only on providing the base year data for March quarter FFY 2007 (Attachment I) for claiming the March quarter FFY 2010 expenditures. Counties will be informed of base year information for the other quarters not listed in a subsequent CFL. The information provided in this CFL may be subject to change once CDSS receives clarification on pending questions to ACF. Any clarifications and claiming adjustments will be issued in a subsequent CFL.

To ensure that the statewide base is met for NSTB expenditures (Diversion and other NSTB) for the March 2010 quarter, Los Angeles County will cover the base for any county who does not meet their quarterly base level expenditures. Counties must still ensure that their individual county base level is met in order to be eligible to earn TANF ECF. The CDSS, California Welfare Directors Association (CWDA), and county representatives will continue to work collaboratively to develop a final reconciliation process for ensuring the statewide base is met. Counties will receive information of the final reconciliation process in a subsequent CFL.

Counties will have opportunities to update the base in the California TANF ECF county database to add new NSTB categories to their programs as necessary. The CDSS and CWDA will collaborate on the timing of providing this information and will inform counties of the deadlines.

Advances, Reconciliation, and Reimbursement

Advances for TANF ECF NSTB will be determined based upon the March 2010 quarter projections entered in the California TANF ECF county database as of April 26, 2010, as well as adjustments made for certain counties.

Advances will be reconciled when the corresponding quarterly CEC is received and audited. Any offsets will be adjusted in accordance with existing practices. As actual expenditures become available, advances will be based on those actual expenditures.

CFL NO: 09/10-64
Page Three

Therefore, counties should ensure that expenditures are claimed on their original quarter CEC. The current process for advancing and payment of diversion expenditures will remain the same.

Any questions regarding this letter should be directed to fiscal.systems@dss.ca.gov.

Sincerely,

Original Documents Signed By:

FRAN MUELLER
Deputy Director
Administration Division

Attachment

c: CWDA

**Attachment I
Non-Recurrent Short-Term Benefits Base Levels for March Qtr. FFY 2007**

FFY 2007 Counties	Diversion Base Mar 07 Qtr	Other NSTB Base Mar 07 Qtr	Total Combined Base for March Qtr. Of FFY 2007
ALAMEDA	0	0	0
ALPINE	0	0	0
AMADOR	0	0	0
BUTTE	0	75,075	75,075
CALAVERAS	0	0	0
COLUSA	0	0	0
CONTRA COSTA	0	12,269	12,269
DEL NORTE	0	0	0
EL DORADO	0	0	0
FRESNO	0	585	585
GLENN	0	0	0
HUMBOLDT	0	7,611	7,611
IMPERIAL	0	0	0
INYO	21,578	0	21,578
KERN	0	0	0
KINGS	1,158	0	1,158
LAKE	0	0	0
LASSEN	0	0	0
LOS ANGELES*	2,826	1,433,463	1,436,289
MADERA	0	14,125	14,125
MARIN	0	0	0
MARIPOSA	0	0	0
MENDOCINO	0	0	0
MERCED	0	4,031	4,031
MODOC	0	0	0
MONO	0	0	0
MONTEREY	0	0	0
NAPA	0	0	0
NEVADA	10,882	0	10,882
ORANGE	3,490	0	3,490
PLACER	0	0	0
PLUMAS	0	0	0
RIVERSIDE	234,929	0	234,929
SACRAMENTO	0	0	0
SAN BENITO	0	0	0
SAN BERNARDINO	0	0	0
SAN DIEGO	1,385	32,994	34,379
SAN FRANCISCO	0	202,757	202,757
SAN JOAQUIN	0	0	0
SAN LUIS OBISPO	26,980	0	26,980
SAN MATEO	0	0	0
SANTA BARBARA	0	0	0
SANTA CLARA	0	16,670	16,670
SANTA CRUZ	2,100	2,550	4,650
SHASTA	7,108	0	7,108
SIERRA	0	0	0
SISKIYOU	0	0	0
SOLANO	0	0	0
SONOMA	0	0	0
STANISLAUS	0	0	0
SUTTER	0	0	0
TEHAMA	0	0	0
TRINITY	0	165	165
TULARE	2,812	4,850	7,662
TUOLUMNE	0	0	0
VENTURA	0	0	0
YOLO	0	0	0
YUBA	0	0	0
TOTAL	315,248	1,807,145	2,122,393

Source: Diversion expenditures from the California Assistance Claim (CA 800); Other NSTB expenditure data from the California TANF ECF County database as of April 26, 2010.

* Los Angeles (LA) County's base level is subject to change dependent on whether the statewide base expenditures are met. CDSS will notify LA County of such changes and the amount by which their base is changed.