

December 8, 2010

COUNTY FISCAL LETTER (CFL) NO. 10/11-38

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

SUBJECT: TEMPORARY ASSISTANCE FOR NEEDY FAMILIES (TANF)  
EMERGENCY CONTINGENCY FUND (ECF): SUBSIDIZED  
EMPLOYMENT (SE) COSTS FOR CHILD CARE,  
TRANSPORTATION, AND SUPPORTIVE SERVICES

REFERENCES: CFL NO. 10/11-16 DATED AUGUST 13, 2010; CFL NO. 09/10-67  
DATED JULY 2, 2010; CFL NO. 09/10-32 DATED  
OCTOBER 26, 2009; CFL NO. 10/11-16 DATED  
AUGUST 13, 2010; ALL COUNTY LETTER (ACL) NO. 09-42  
DATED SEPTEMBER 15, 2009

This CFL informs County Welfare Departments (CWDs) of instructions for providing the California Department of Social Services (CDSS) with expenditure information regarding the costs associated with Stage One Child Care, transportation, and ancillary expenses provided to participants in the TANF ECF SE program. For base counties (see Base Counties section on page two), the requested information covers quarterly county expenditures beginning with the December 2006 quarter through the September 2010 quarter; all other non-base counties (see Non-Base Counties section on page three) that operated a TANF ECF SE program will provide expenditures beginning with the September 2009 quarter through September 30, 2010.

In July 2010, CDSS received late guidance from the federal Administration for Children and Families (ACF) through a new question and answer published on their website, <http://www.acf.hhs.gov/programs/ofa/recovery/tanf-faq.htm>, allowing states to include supportive services costs in the TANF ECF SE program reimbursement requests. Due to the late federal guidance and for purposes of maximizing earned TANF ECF, CDSS is now requesting that counties identify the respective costs. Supportive services costs

that need to be identified include Stage One Child Care, transportation, and ancillary services provided to SE participants only. According to the ACF guidance, SE costs “may include related training or education as well, if necessary to meet the requirements of the job or to provide an opportunity for advancement, and as long as the subsidized job is the predominant activity.”

### SUPPORTIVE SERVICES EXPENDITURE SPREADSHEET

To minimize county workload, attached is a spreadsheet for counties to report their quarterly supportive services expenditures provided to TANF ECF SE participants for the requested time periods. The data needed for the spreadsheet columns are: quarter claimed; supportive services program identifier number (PIN) claimed to; the total amount claimed to the PIN; and the total claimed to Stage One Child Care, transportation, and/or ancillary services.

This spreadsheet will be used to determine the amount of TANF ECF funding the state will earn. The CDSS will not change or adjust the County Expense Claim (CEC) nor allow adjustment claims since these costs have previously been claimed to the CEC. Instead, this spreadsheet will be used to update and support estimates for the expenditures included in California’s final TANF ECF application submitted to ACF in September and as back-up documentation for CDSS to earn additional TANF ECF funds.

For base counties, CDSS requests that the completed spreadsheets be returned no later than December 27, 2010. For non-base counties, CDSS requests that the completed spreadsheets be returned no later than January 4, 2011. Please scan and email a PDF of the signed copy of the spreadsheet to Glenn Tsang, analyst in the Fiscal Policy Bureau at [Glenn.Tsang@dss.ca.gov](mailto:Glenn.Tsang@dss.ca.gov).

***If a county cannot make the requested due dates for data submittal or if a county does not have sufficient space to input data on the attached spreadsheet, please contact Glenn Tsang, at the above e-mail address or by phone at (916) 651-6806, no later than December 10, 2010.***

### BASE COUNTIES

Counties that operated a SE program in the base years of 2006-07 and 2007-08 must submit expenditure information for those supportive services. As described in CFL NO. 10/11-16, the base counties for which information is requested during the December 2006 through September 2010 time period are as follows:

Humboldt  
Kern  
Los Angeles  
Madera

San Bernardino  
San Francisco

#### NON-BASE COUNTIES WITH A TANF ECF SE PROGRAM

All counties with a TANF ECF SE program must report expenditure information for the quarters beginning with September 2009 through September 30, 2010, providing the county had supportive services costs as described above.

#### ADDITIONAL EARNED TANF ECF

The CDSS will provide counties with 50 percent of any TANF ECF that the state receives above the base expenditures for county SE Stage One Child Care and supportive services, and community college SE Child Care and supportive services. Although these funds are being provided to counties based on the county's Stage One Child Care and other supportive services provided to SE participants, any county that accepts these funds is required to spend them toward that county's share of the California Work Opportunity and Responsibility to Kids program grant costs, beginning with the July 2010 grants, until the funds are exhausted, or through June 30, 2011, whichever occurs first. Further information on distribution of these funds will be provided at a later date.

#### POST-TIPPER

The CDSS cannot guarantee full funding will be available for all TANF ECF costs incurred because the federal government has reached the "tipper" of \$5 billion. However, since CDSS has already received 98 percent of the grant request, it is anticipated that sufficient funds may be available assuming actual claims are less than the estimated amounts requested. The CDSS is still waiting for federal guidance in the event that full funding of TANF ECF costs is not available for reimbursement.

If you have any questions regarding this CFL, please direct them to the Fiscal Systems Bureau electronic mailbox at [fiscal.systems@dss.ca.gov](mailto:fiscal.systems@dss.ca.gov).

Sincerely,

***Original Document Signed By:***

FRAN MUELLER  
Deputy Director  
Administration Division

Attachment

## Attachment 1

CFL No. 10/11- 38

This spreadsheet will be used to determine the amount of TANF ECF funding the state will earn:

## COUNTY WELFARE DIRECTOR'S CERTIFICATION

Signature of County Welfare Director

Date \_\_\_\_\_

I hereby certify, under penalty of perjury, that I am the official responsible for the examination and settlement of accounts; that I have not violated any of the provisions of Code of Federal Regulations (CFR), 7 CFR, Part 3018 and 45 CFR, Part 93, regarding lobbying restrictions, or 45 CFR, Part 76, regarding governmentwide debarment and suspension, and Sections 1090 to 1096, inclusive of the Government Code; that the expenditures reported herein have been authorized by the welfare director; and that warrants therefore have been issued or expenditures otherwise incurred according to law.

Signature of County Auditor

Date \_\_\_\_\_