



CDSS

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April 5, 2011

COUNTY FISCAL LETTER (CFL) No. 10/11-57

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
2011 QUARTER

This CFL provides counties time study and claiming instructions for the April through June 2011 quarter, which includes information and reminders regarding the following functions/programs:

	Functions/Programs	Time Study Instructions	Claiming Instructions	General Information	Page Number
I	Social Services				
	A. Child Welfare Services (CWS) – Foster Care	No	No	Yes	2
II	CalWORKs	No	No	No	3
III	Other Public Welfare				
	A. County Maintenance of Effort (MOE) Requirement	No	No	Yes	3
IV	Child Care	No	No	No	4
V	Non-Welfare	No	No	No	4
VI	General				
	A. County Cash Claiming	No	No	Yes	4
	B. Debarment and Suspension	No	No	Yes	4
	C. Support Staff Time Reporting Plan	No	No	Yes	5

The Program Code Descriptions (PCDs) and Support Staff Time Reporting (SSTR) Instructions for county use during the April through June 2011 quarter are as follows:

<u>Section</u>	<u>Revised</u>
Social Services	03/11
CalWORKs	03/11
Other Public Welfare	09/10
Child Care	12/10
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	03/10
Direct Service Delivery (DSD) Codes	06/10
General Time Study Instructions	03/09

For the latest version of the PCD 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 SSTR Instructions may be shown in an underlined, highlighted, or strikeout format.

I. SOCIAL SERVICES

A. Child Welfare Services (CWS) – Foster Care

Assembly Bill (AB) 1512 (Chapter 467, Statutes of 2007) mandates counties to develop urgent procedures to effectively and efficiently disenroll a foster child (who have been placed out-of-county) from a county organized health care system (COHS). Untimely disenrollment causes existing and ongoing health care barriers interfering with access to routine medical care, non-emergency mental health services, dental care, prescription medications, and also causes providers to mistakenly deny children their health care benefits.

Retroactive to December 2010, Program Code (PC) 716 (HEALTH BENEFIT DETERMINATION) was previously funded by Title IV-E. The Administration for Children and Families (ACF) has determined the activities associated with PC 716 are not Title IV-E eligible. The funding source for PC 716 has been changed to reimburse counties case management administrative costs associated with Health Benefits Determination activities mandated by AB 1512 (Chapter 467, Statutes of 2007) with Title XIX funds. The funding is shared 50 percent state and 50 percent reimbursement funds.

II. CalWORKs

No Changes

III. OTHER PUBLIC WELFARE

A. FISCAL YEAR (FY) 2010-11 AND FY 2011-12 COUNTY MAINTENANCE OF EFFORT (MOE) REQUIREMENT

Due to the county match requirement change for the CalFresh Administrative funds for FY 2010-11 and FY 2011-12 per Welfare and Institution Code (W&IC) Section 18906.55, new State Use Only (SUO) codes have been developed. W&IC Section 18906.55 intends to provide relief for counties from their nonfederal share of costs when counties have met their County MOE requirement via CalFresh administrative costs. Counties will be able to access their full General Fund (GF) allocation without being required to pay the county's share of the nonfederal costs for the amount above their county MOE.

In conjunction with the County Welfare Directors Association (CWDA), the following methodology was developed: Once a county meets their County MOE requirement entirely through the expenditures for the administration of the CalFresh program, the overage will be charged to their CalFresh Administration GF allocation (ledger #017) until the county has accessed their full CalFresh GF allocation amount. Once a county meets their County MOE requirement entirely through the expenditures for the administration of the CalFresh program and also meets and exceeds their CalFresh GF allocation amount, the surplus amount over their CalFresh GF allocation shall be shifted to county share via State Use Only (SUO) Code 284.

Effective for the March 2011 quarter, a new SUO code 813 (SUO – COUNTY MOE EXCESS) has been established to shift the amount in excess of a county's MOE requirement out of the county's CalWORKs Single Allocation.

Effective for the March 2011 quarter, a new SUO code 814 (SUO – MOE EXCESS OF ADMIN) has been established to shift the amount in excess of the county's MOE requirement in conjunction with SUO code 813 to the GF of the CalFresh Admin Allocation.

On a quarterly basis for FY 2010-11, these shifts will be done manually through journal entries using SUO codes 813 and 814 as mentioned above. For clarification, irrespective of the shifts, at close-out if a county has met the MOE requirement entirely through expenditures in CalFresh Administration, there will be no impact to the county's CalWORKs Single Allocation.

Due to the delay in the implementation of this new process, any quarterly adjustments required for the September and December 2010 quarters will be reflected in the March 2011 quarter. The process will only occur in the original quarter claims. County MOE requirements are provided within CFL No. 10/11-58, dated March 09, 2011.

A final County MOE adjustment will occur during the closeout process. Automation options are currently being considered for FY 2011-12.

IV. CHILD CARE

No Changes

V. NON-WELFARE

No changes.

VI. GENERAL

A. County Cash Claiming – Reporting

As a reminder, costs must be claimed in accordance with cash claiming requirements set forth in CFL 06/07-06, dated July 13, 2006. Adjustment claims must be submitted in a timely manner to ensure that the two year limit for claiming federal funds is met. Due dates for these claims are provided in advance within quarterly county fiscal letters. Furthermore, counties are to maintain supporting documentation for all adjustments to the claim.

B. Debarment and Suspension

Pursuant to federal regulations, county welfare departments must be in good standing with the federal government to receive federal funds. To ensure that county welfare departments are not debarred or suspended from federal financial assistance programs by any federal department or agency, the California Department of Social Services (CDSS) must verify that the county welfare department is not listed on the federal Excluded Parties Listing System (EPLS) prior to issuance of any federal funds.

To ensure accuracy of the verification, CDSS requires the county welfare department's exact legal name of the entity and Employer Identification Number (EIN) or Tax Identification Number (TIN) as submitted to the Internal Revenue

Service when applying for an EIN or a TIN. If a county welfare department is operating under multiple names or identification numbers, each name and identification number must be submitted.

The information requested must be submitted by July 1, 2011, to CDSS via email to Fiscal.Systems@dss.ca.gov with "EIN or TIN for the County of _____" in the subject line. Please also take time to review the federal fund monitoring responsibilities for counties outlined in CFL 09/10-38.

C. Support Staff Time Reporting Plan (SSTRP)

This notice is to remind counties that their SSTRP for FY 2011-12 is due to the CDSS on August 1, 2011. Please refer to CFL No. 00/01-74, dated April 30, 2001, for instructions on the development and submission of the SSTRP. SSTRPs are required in order to comply with the state's federally approved Cost Allocation Plan (CAP), which requires counties to specify the level to which county clerical and administrative support staff will report their time.

Please mail the SSTRPs and any revisions to the County Systems Section (CSS) at the following address:

California Department of Social Services
County Systems Section
744 P Street, MS 9-5-03
Sacramento, CA 95814

The SSTRP will be reviewed by the county analyst for completeness. CSS will then review and acknowledge receipt of the SSTRP within 30 days of receiving the plan. It is important to note that the CSS review of an SSTRP constitutes an acknowledgement of a CWD's method to accumulating costs for distribution under the cost allocation plan (CAP), and does not imply that the CSS has approved the organizational structure of the CWD.

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

Sincerely,

Original Document Signed By:

DIANNE OKAMOTO, Chief
Fiscal Systems and Accounting Branch