

June 30, 2011

COUNTY FISCAL LETTER (CFL) NO. 10/11-78

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
SEPTEMBER 2011 QUARTER

This CFL provides counties time study and claiming instructions for the July through September 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. Adoptions Independent/ NonFed	No	No	Yes	2
II	CalWORKs				
	A. Assembly Bill 98 Subsidized Employment Type of Expense Code	No	Yes	No	3
	B. County Peer Reviews	Yes	Yes	No	4
	C. Workforce Investment Act	Yes	Yes	No	4
III	Other Public Welfare	No	No	No	7
IV	Child Care	No	No	No	7
V	Non-Welfare	No	No	No	7
VI	General				
	A. County Cash Claiming - Reporting	No	No	Yes	7

The Program Code Descriptions (PCDs) and Support Staff Time Reporting (SSTR) Instructions for county use during the July through September 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, bolded, or strikeout format.

I. Social Services

A. Adoptions Independent/NonFed

It has been determined that there is a need to add additional clarifying language to the PCD to coincide with federal statute 45 Code of Federal Regulations (CFR) 1356.41.

The change to the PCD is as follows:

CODE 1181 ADOPTIONS INDEPENDENT/NONFED

Includes activities directed to a child in adoptive placement or activities involved in an adoptive placement, such as a child adoptability assessment, adoptive applicant screening, and home study. This code is **also** to be used for non-recurring adoption expenses for children who are not eligible for Title IV-E non-recurring adoption expenses. **However, in the event the child is determined to be a child with special needs, as defined in section 473(c) of the Act, and has been placed for adoption in accordance with applicable state and local laws, the child need not meet the categorical eligibility requirements at section 473(a)(2) and non-recurring costs can be claimed to Program Code (PC) 121.**

~~Also, includes activities directed to a child in adoptive placement or activities involved in an adoptive placement, such as a child adoptability assessment, adoptive applicant screening, and home study.~~

II. CalWORKs

A. Assembly Bill (AB) 98 Subsidized Employment Provisions - Type of Expense (TOE) Code

Retroactive to the March 2011 quarter, AB 98 subsidized employment costs may be claimed for costs incurred after March 24, 2011. Two new TOE codes have been established for contractor administrative and non-administrative costs associated with the AB 98 subsidized employment program. The contractor administrative and non-administrative costs are to be claimed to TOE code 70 and 71, respectively. Please refer to CFL No. 10/11-65 for further information.

The descriptions for the TOE codes are as follows:

70	Contractor Admin A contractor's administrative activities include but are not limited to, those activities necessary for planning and coordination of the subsidized employment program, salary and benefit costs, as well as associated overhead costs (lease/rent, supplies, utilities, etc.).
71	Contractor NonAdmin A contractor's non-administrative costs are all of the activities where a direct service or face-to-face interaction is provided associated with the subsidized employment program.

The new TOE codes will be attached to the following PCs for specific use:

PC	PC Title
403	AB 98 SUBSIDIZED EMPLOYMENT
404	NONFED AB 98 SUBSIDIZED EMP
451	NONFEDERAL WTW

If a county wishes to retroactively claim the AB 98 subsidized employment costs, the county must request the codes be made available on the adjustment claim for the March 2011 quarter by contacting the Fiscal Systems Bureau as soon as possible at fiscal.systems@dss.ca.gov.

B. County Peer Reviews

The County Peer Reviews program was created by AB 1808, Chapter 75, Statutes of 2006, and implemented in December 2007 for the California Department of Social Services (CDSS) and the counties to perform on-site reviews of the counties' welfare-to-work programs to be able to identify and share promising practices, opportunities for improvement, and strategies that could positively impact work participation rates. Funding for this program has not been provided for fiscal years 2010-11 and 2011-12. Due to budget constraints, Senate Bill (SB) 72, Chapter 8, Statutes of 2011, suspended the implementation of the program to July 1, 2014.

Time Study Instructions:

Retroactive to the September 2010 quarter, the program funding ratio will be temporarily changed to 00/00/00/100 (Federal/State/Health/County) for the following time study code:

TSC	Description
7121	COUNTY PEER REVIEWS

Claiming Instructions:

Retroactive to the September 2010 quarter, the program funding ratio will be temporarily changed to 00/00/00/100 (Federal/State/Health/County) for the following PC and associated Program Identifier Numbers (PINs):

PC	712	County Peer Review (CPR)
PIN	712031	Contracted Services Activities -Unemployed
PIN	712088-91	Support Operating Cost
PIN	712092	Casework OT/CTO Costs

C. Workforce Investment Act (WIA)

The American Recovery and Reinvestment Act (ARRA) of 2009 provided Departments across the state with increased federal funding affecting multiple programs. Departments in receipt of these funds are required to track these new federal funds separately. Through ARRA, the Employment Development Department (EDD) received increased funding for the WIA program.

Although counties receive WIA funds through EDD, eight PCs were established for county tracking purposes only and are funded 100percent county. The ARRA funding for WIA programs through EDD ends on June 30, 2011.

Time Study Instructions:

Effective July 1, 2011, the following time study codes (TSCs) will be unavailable for activities associated with the provision of services under WIA.

TSC	Description
7201	ARRA WIA DISLOCATED WORKER PROGRAM
7211	ARRA WIA ADULT PGM ACTIVITIES
7221	ARRA WIA YOUTH PGM ACTIVITIES
7231	ARRA WIA RAPID RESPONSE ACTIVITIES
7241	ARRA WIA FORMULA GRANT ACTIVITIES
7251	ARRA WIA RETENTION ACTIVITIES
7261	ARRA WIA WTW 30% - 70% ACTIVITIES
7271	ARRA WIA OTHER ACTIVITIES

The following codes for support staff performing direct-to-program activities associated with the provision of services under WIA funded with ARRA will also be unavailable effective July 1, 2011:

Direct to Program	Description
B55	ARRA WIA DISLOCATED WORKER PGM
B63	ARRA WIA ADULT PGM ACTIVITIES
B64	ARRA WIA YOUTH PGM ACTIVITIES
B65	ARRA WIA RAPID RESPONSE ACTIVITIES
B66	ARRA WIA FORMULA GRANT ACTIVITIES
B67	ARRA WIA RETENTION ACTIVITIES
B68	ARRA WIA WTW 30%-70% ACTIVITIES
B69	ARRA WIA OTHER ACTIVITIES

For activities not funded with ARRA, counties should time study to the existing WIA TSCs found in CFL No. 00/01-48.

Claiming Instructions:

Effective July 1, 2011, the following PCs and PINs established to capture the administrative costs associated with the provision of services under WIA will be unavailable:

PC	720	ARRA WIA DISLOCATED WORKER PROGRAM
PIN	720068	Direct Costs
PIN	720092	Casework OT/CTO Costs
PIN	720093	Support Staff-OT/CTO Costs
PIN	720094	Start up/Nonrecurring Costs

PC	721	ARRA WIA ADULT PGM ACTIVITIES
PIN	721068	Direct Costs
PIN	721092	Casework OT/CTO Costs
PIN	721093	Support Staff-OT/CTO Costs
PIN	721094	Start up/Nonrecurring Costs

PC	722	ARRA WIA YOUTH PGM ACTIVITIES
PIN	722068	Direct Costs
PIN	722092	Casework OT/CTO Costs
PIN	722093	Support Staff-OT/CTO Costs
PIN	722094	Start up/Nonrecurring Costs

PC	723	ARRA WIA RAPID RESPONSE ACTIVITIES
PIN	723068	Direct Costs
PIN	723092	Casework OT/CTO Costs
PIN	723093	Support Staff-OT/CTO Costs
PIN	723094	Start up/Nonrecurring Costs

PC	724	ARRA WIA FORMULA GRANT ACTIVITIES
PIN	724068	Direct Costs
PIN	724092	Casework OT/CTO Costs
PIN	724093	Support Staff-OT/CTO Costs
PIN	724094	Start up/Nonrecurring Costs

PC	725	ARRA WIA RETENTION ACTIVITIES
PIN	725068	Direct Costs
PIN	725092	Casework OT/CTO Costs
PIN	725093	Support Staff-OT/CTO Costs
PIN	725094	Start up/Nonrecurring Costs

PC	726	ARRA WIA WTW 30%-70% ACTIVITIES
PIN	726068	Direct Costs
PIN	726092	Casework OT/CTO Costs
PIN	726093	Support Staff-OT/CTO Costs
PIN	726094	Start up/Nonrecurring Costs

PC	727	ARRA WIA OTHER ACTIVITIES
PIN	727068	Direct Costs
PIN	727092	Casework OT/CTO Costs
PIN	727093	Support Staff-OT/CTO Costs
PIN	727094	Start up/Nonrecurring Costs

For activities not funded with ARRA, counties should claim costs to the existing WIA PCs found in CFL No. 00/01-48.

If a county needs to use any of the WIA codes funded with ARRA for adjustment claims, please contact the Fiscal Systems Bureau as soon as possible at Fiscal.Systems@dss.ca.gov.

III. Other Public Welfare

No changes.

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 No. 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 March quarterly county fiscal letters. The current due dates can be found in CFL No. 10/11-48. Furthermore, counties are to maintain supporting documentation for all adjustments to the claim.

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