

November 29, 2010

COUNTY FISCAL LETTER (CFL) NO. 10/11-39

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

SUBJECT: CLAIMING INSTRUCTIONS FOR THE CLOSEOUT OF THE
TEMPORARY ASSISTANCE FOR NEEDY FAMILIES (TANF)
EMERGENCY CONTINGENCY FUND (ECF): NON-RECURRENT
SHORT-TERM BENEFITS (NSTB) PROGRAM

REFERENCES: CFL 09/10-61 DATED APRIL 19, 2010; CFL 09/10-61E DATED
APRIL 29, 2010; CFL 10/11-26 DATED OCTOBER 28, 2010;
CFL 03/04-63, DATED JUNE 15, 2004

This letter provides County Welfare Departments with claiming instructions related to the closeout of the TANF ECF NSTB program.

TANF ECF Closeout

The current TANF ECF program ended on September 30, 2010. Although there are multiple federal bills that include an extension of TANF ECF and additional funding, there is no active congressional action to extend the existing program.

Claiming Instructions – TANF ECF NSTB

On August 17, 2010, the Administration for Children and Families published the following guidance regarding claiming TANF ECF expenditures for the August through September 2010 quarter.

Q1: Under what circumstances may a jurisdiction receive TANF Emergency Fund reimbursement for electronic transfers, vouchers, gift cards, and basic assistance benefits or services, in light of the September 30, 2010, expiration of the TANF Emergency Fund?

A1: Subject to the availability of funds, the TANF Emergency Fund may reimburse expenditures that result in the provision of benefits or services to recipients on or before September 30, 2010.

In the context of NSTBs, the counties may claim NSTB program expenditures for TANF ECF reimbursement, *incurred on or before September 30, 2010, but paid thereafter*, in the December 2010 quarter. Costs incurred after September 30, 2010, are not eligible for TANF ECF reimbursement, which also includes administrative costs associated with processing claims subsequent to the September 30, 2010 date. Administrative costs for California Work Opportunity and Responsibility to Kids (CalWORKs) program recipients may be funded with Single Allocation funds but not reimbursed with TANF ECF. Furthermore, after the closeout of TANF ECF, counties may still operate their NSTB programs and claim the respective expenditures to the NSTB program codes (PC) as described throughout this letter.

Costs Eligible and Not Eligible to Claim after September 30, 2010

Counties may claim NSTB expenditures for ECF reimbursement incurred on or before September 30, 2010, and paid in the December 2010 quarter. The following costs, however, are NOT eligible for claiming TANF ECF:

Claiming Expenditures for the Federal Fiscal Year 2007 Base:

Expenditures paid in the December 2010 quarter for activities incurred on or before September 30, 2010, will not have a base obligation to meet because the County Expense Claim operates on a cash claim basis where costs are claimed when they actually occur. Since the TANF ECF program ended on September 30, 2010, and costs are being paid and claimed in the December 2010 quarter, there will be no base to compare against the respective costs. Therefore, there will be no claiming to the base codes listed in CFL 09/10-61 and CFL 09/10-61E.

Claiming Non-Base Year Expenditures:

Since administrative costs for processing claims in the December 2010 quarter are not reimbursable with ECF, counties may only utilize the non-administrative codes. Please see Attachment I of this letter for available PCs and program identifier numbers (PIN)

for claiming these costs. Please see Attachment II of this letter for PCs and PINs no longer available for claiming.

Time Study Instructions:

Time studying will not be allowed after the September 30, 2010, closeout date. Therefore, time study codes and direct-to-PCs will be blocked beginning with the December 2010 quarter.

Claiming Instructions for NSTB Effective October 1, 2010

Effective with the December 2010 quarter, counties may resume claiming NSTB expenditures consistent with how they had done so prior to TANF ECF. Once the TANF ECF closeout occurs, the codes utilized for ECF reimbursement will be blocked. Counties will resume claiming NSTB expenditures as described below:

Diversion

Counties will continue to claim all diversion expenditures on the California Assistance Claim (CA 800). The diversion program did not change under TANF ECF.

Non-Diversion

Effective with the December 2010 quarter, counties may resume claiming NSTB expenditures in the same manner prior to the implementation of TANF ECF. In most instances, these costs will be county-only costs. The one exception is short-term non-recurring housing costs as identified by Type of Expense (TOE) Code 028 in CFL 03/04-63, dated June 15, 2004. Allowable activities and costs claimed to TOE Code 028 include, "Short-term non-recurring housing costs provided to current or former CalWORKs recipient for homelessness prevention, such as when recipients are in jeopardy of being evicted or are required to relocate due to employment." Please note that the activities and costs claimed to TOE Code 028 do not include those associated with the CalWORKs Homeless Assistance Program (delineated in the Manual of Policy and Procedures Manual Section 44-211.5).

TANF ECF Reimbursement (Post-Tipper)

Full ECF reimbursement is subject to the availability of ECF funds. Due to the federal government reaching the "tipper" of \$5 billion, the ECF reimbursement will be allocated based on approved ECF funding granted to the state. California has received

98 percent of the ECF funds requested. The ECF funding for the state's final application (approximately \$21 million) is dependent on the state's position in the queue which is based upon the submission date of the final application with subsequent federal approval dependent upon available funding relinquished by other states. Since the federal government has reached the "tipper" of \$5 billion, the California Department of Social Services (CDSS) cannot guarantee full funding will be available for all TANF ECF costs incurred. However, since CDSS has already received 98 percent of our grant request, it is anticipated that sufficient funds may be available assuming actual claims are less than the estimated amount requested. The CDSS is still waiting for federal guidance in the event that full funding of TANF ECF costs is not available for reimbursement.

Claiming Timeframes

Information regarding accelerated claiming time frames were provided in CFL No. 10/11-26 dated October 28, 2010.

Any questions regarding this CFL should be directed to the Fiscal Systems Bureau electronic mailbox at fiscal.systems@dss.ca.gov.

Sincerely,

Original Document Signed By:

FRAN MUELLER
Deputy Director
Administration Division

Attachments

Attachment I

TANF ECF NSTB - Non-Base Year Claiming Codes Available After September 30, 2010

Counties will utilize the below non-base year codes to claim NSTB expenditures that are incurred on or before September 30, 2010 but paid in the December 2010 quarter for ECF reimbursement:

PC	754	NSTB ECF/ County- Non-Admin
PIN	754008	Non-Recurrent Short-Term Benefits

PC	758	NSTB ECF/ Single- Non-Admin
PIN	758008	Non-Recurrent Short-Term Benefits

PC	762	NSTB ECF/ Incentive Non-Admin
PIN	762008	Non-Recurrent Short-Term Benefits

PC	764	Non-Fed NSTB ECF/ Single-Non-Admin
PIN	764008	Non-Recurrent Short-Term Benefits

Note: For more information regarding the above PCs and PINs, please see CFL 09/10-61 and 09/10-61E, dated April 19, 2010, and April 29, 2010, respectively.

Attachment II
TANF ECF NSTB - Unavailable Claiming Codes Effective October 1, 2010

The following PCs and PINs will be unavailable for processing claims effective October 1, 2010:

PC	772	NSTB Base- Remaining Div
PIN	772008	Non-Recurrent Short-Term Benefits

PC	751	NSTB Base County -Admin
PIN	751008	Non-Recurrent Short-Term Benefits

PC	752	NSTB Base County -NonAdmin
PIN	752008	Non-Recurrent Short-Term Benefits

PC	773	NSTB Base Fed Single- Admin
PIN	773008	Non-Recurrent Short-Term Benefits

PC	774	NSTB Base Fed Single- NonAdmin
PIN	774008	Non-Recurrent Short-Term Benefits

PC	775	NSTB Base Non-Fed Single- Admin
PIN	775008	Non-Recurrent Short-Term Benefits

PC	776	NSTB Base Non-Fed Single- NonAdmin
PIN	776008	Non-Recurrent Short-Term Benefits

PC	753	NSTB ECF/ County- Admin
PIN	753008	Non-Recurrent Short-Term Benefits

PC	757	NSTB ECF/ Single- Admin
PIN	757008	Non-Recurrent Short-Term Benefits

PC	761	NSTB ECF/ Incentive - Admin
PIN	761008	Non-Recurrent Short-Term Benefits

PC	763	Non-Fed NSTB ECF/ Single-Admin
PIN	763008	Non-Recurrent Short-Term Benefits

Note: For more information regarding the above PCs and PINs, please see CFL 09/10-61 and 09/10-61E, dated April 19, 2010, and April 29, 2010, respectively.