



CDSS

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GOVERNOR

November 1, 2011

COUNTY FISCAL LETTER (CFL) NO. 11/12-30

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

SUBJECT: COUNTY WELFARE DEPARTMENT (CWD) COUNTY EXPENSE CLAIM (CEC) TIME STUDY AND CLAIMING INSTRUCTIONS FOR THE DECEMBER 2011 QUARTER

This CFL provides counties time study and claiming instructions for the October through December 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	IHSS FMAP	No	No	Yes	2
I Social Services	IHSS–ADHC Transition	Yes	Yes	Yes	3
I Social Services	Public Law 110-351 IV-E Training	Yes	Yes	Yes	4
II CalWORKs	AB 98 Fraud Performance Incentives	No	No	Yes	6
II CalWORKs	Cal-Learn Program	No	Yes	Yes	7
II CalWORKs	CalWORKs Case Management	Yes	Yes	Yes	8
III Other Public Welfare	CalFresh Outreach	No	Yes	No	9
III Other Public Welfare	County Welfare Department/Local Health Department Expansion for Community Nutrition	Yes	Yes	No	9

IV Child Care	Child Care	No	No	No	11
V Non-Welfare	Non-Welfare	No	No	No	11
VI General	County Cash Claiming – Reporting	No	No	Yes	11
VI General	EDP Methodology Changes	No	No	Yes	11
VI General	Indirect Cost Rate	No	No	Yes	12

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

<u>Section</u>	<u>Revised</u>
Social Services	12/11
CalWORKs	12/11
Other Public Welfare	12/11
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. In-Home Supportive Services (IHSS) Federal Medical Assistance Percentage (FMAP)

Public Law (P.L.) 111-226, Education, Jobs and Medicaid Assistance Act signed by the President on August 10, 2010 included a six-month extension through June 2011 of Medicaid's temporary enhanced FMAP for the states. The effective funding ratio for the Medi-cal beneficiary services after June 30, 2011, is 00/32.5/50/17.5 (Federal/State/Health/County).

B. IHSS– Adult Day Health Care (ADHC) Transition

The Program Code (PC) 783 (IHSS–ADHC Transition) has been established effective with the December 2011 quarter to capture administrative costs associated with IHSS activities as a result of the elimination of the ADHC services as an optional Medi-Cal benefit. The California Department of Social Services (CDSS) will not require a county share for these activities. Only activities associated with the provision of IHSS services to individuals whose ADHC benefit is being eliminated should be claimed to this new PC.

Time Study Instructions:

Effective with the December 2011 quarter, counties with costs associated with individuals whose ADHC benefit has been eliminated will time study to Time Study Code (TSC) 7831. Allowable activities include initial case review, desk review/phone calls to adjust IHSS authorizations, face-to-face reassessment, coordination and referral with other programs such as the Multipurpose Senior Services Program (MSSP), new intakes, issuance of Notices of Action as necessary, eligibility and enrollment of providers.

Claiming Instructions:

Effective with the December 2011 quarter, the following PC and associated Program Identifier Numbers (PINs) are made available to counties to capture IHSS costs associated with the ADHC transition. Costs claimed in excess of a county's General Fund allocation will be shifted to County-Only share using State Use Only (SUO) Code 193.

PC	783	IHSS–ADHC Transition
PIN	783003	Transportation – Assistance
PIN	783031	Contracted Services
PIN	783060	Direct Service Delivery
PIN	783068	Direct Costs
PIN	783088-91	Support Operating Costs
PIN	783092	Casework OT/CTO Costs
PIN	783093	Support Staff-OT/CTO Costs
PIN	783094	Start Up/Nonrecurring Costs
Costs will be funded for PC 783 at 00/50/50/00 (Federal/State/Health/County).		

C. P.L. 110-351 IV-E TRAINING

Funding is available at differing Family Preservation Program (FPP) rates during a five year phase-in period. Starting with the Federal Fiscal Year (FFY) 2009, the federal share of cost started at 55 percent with an annual five percent increase each FFY thereafter until reaching 75 percent in FFY 2013 (refer to All County Letter (ACL) 09-80, dated December 28, 2009 and CFL No. 09/10-19, dated September 30, 2009). For FFY 2011-12, federally-eligible costs are shared 70 percent federal Title IV-E and 30 percent nonfederal, after applying the foster care federal discount rate. With respect to the CDSS, effective July 1, 2011, Assembly Bill (AB) 118 realigns the funding for Adoption Services and Foster Care; refer to CFL No. 11/12-18, dated September 18, 2011, for more detail.

Time Study Instructions:

Per Administration for Children and Families (ACF) findings, additional language has been added to TSC 7301 and TSC 7481 for clarification. This new language does not change existing instructions. See changes below:

CODE 7301 PUBLIC LAW (P.L.) 110-351 IV-E TRAINING –Foster Care

~~Includes costs for activities but not limited to providing short-term training to current or prospective relative guardians, State-licensed or State-approved child welfare agencies providing services, staff members of abuse and neglect courts, agency attorneys, attorneys representing children or parents, guardians ad litem, or other court-appointed special advocates representing children in proceedings of such courts. The State-licensed or State-approved child welfare agencies include all entities and organizations, including county welfare departments that directly engage in the development and/or implementation of the case plan for current foster care and adoptive children and those residing in home who receive Title IV-E assistance. The expanded list of allowable trainees include of these agencies includes any and/or individuals who are invited, contracted or voluntarily participate in support of the child and family so long as they are doing so at the behest of a state-licensed or state-approved child welfare agency. Allowable costs include travel, per diem, books, educational supplies, and registration or tuition fees.~~

~~The term “State-approved child welfare agencies” includes the following:~~

- ~~Parent/Family Support Partners individuals or organizations: **Activities of engagement result in reduced resistance by the family/child and increased readiness to engage and make necessary changes as described in their case plan.**~~

- Faith based community: **Provide culturally relevant sources of support, training, re-assessment and capacity building for family-providing ready access support at the local/community level.**
- Extended family members, caregivers and non-caregivers: **Maintain the continuity of care, connection, and support for children in care. As the child transitions to permanency, sustain and implement the case plan, and support and facilitate visitation.**
- Tribal ICWA workers without a Title IV-E plan: **Provide essential service and supports for tribal children youth and families.**
- Licensed child care providers: **Support families in the implementation of the case plan and address protective issues.**
- Providers of visitation services: **Link providers who support visitation with case plan goals and objectives for children and families.**
- Providers of domestic violence and child abuse services: **Support team members in assessment, case planning, and implementation to address protective issues for children and families.**
- Regional Center staff, Licensed medical staff, Providers of Mental Health services, Educational providers and advocates: **Assess and assist in meeting the child or youth's developmental, medical, mental health, and educational needs in support of the case plan.**
- Licensed counselors: **Support the child and family in resolving key issues and make necessary changes as described in their case plan.**
- CalWORKs Linkages staff: **Support the family and team members in assessment, case planning, and implementation of the case plan to address protective issues for children and families.**

CODE 7481 PUBLIC LAW (P.L.) 110-351 IV-E TRAINING – Adoption

Includes activities providing short term training to current or prospective relative guardians, State-licensed or State approved child welfare agencies providing services, staff members of abuse and neglect courts, agency attorneys, attorneys representing children or parents, guardians ad litem, or other court-appointed special advocates representing children in proceedings of such courts. The State-licensed or State-approved child welfare agencies ~~include all entities and organizations, including county welfare departments that directly~~ engage in the development and/or implementation of the case plan for current ~~foster and~~ adoptive children who receive Title IV-E assistance. “Staff” of these agencies **The expanded list of allowable trainees includes agencies and/or** individuals who are invited, contracted, or voluntarily participate in support of the child and family ~~so long as they are doing so~~ at the behest of a state-licensed or state-approved child welfare agency. Allowable costs include travel, per diem, books, educational supplies, and registration or tuition fees.

The term “~~State-approved child welfare agencies~~” includes the following:

- Parent/Family Support Partners individuals or organizations: **Activities of engagement result in reduced resistance by the family/child and increased readiness to engage and make necessary changes as described in their case plan.**
- Faith based community: **Provide culturally relevant sources of support, training, re-assessment and capacity building for family-providing ready access support at the local/community level.**
- Extended family members, caregivers and non-caregivers: **Maintain the continuity of care, connection, and support for children in care. As the child transitions to permanency, sustain and implement the case plan, and support and facilitate visitation.**
- Tribal ICWA workers without a Title IV-E plan: **Provide essential service and supports for tribal children youth and families.**
- Licensed child care providers: **Support families in the implementation of the case plan and address protective issues.**
- Providers of visitation services: **Link providers who support visitation with case plan goals and objectives for children and families.**
- Providers of domestic violence and child abuse services: **Support team members in assessment, case planning, and implementation to address protective issues for children and families.**
- Regional Center staff, Licensed medical staff, Providers of Mental Health services, Educational providers and advocates: **Assess and assist in meeting the child or youth’s developmental, medical, mental health, and educational needs in support of the case plan.**
- Licensed counselors: **Support the child and family in resolving key issues and make necessary changes as described in their case plan.**
- **CalWORKs Linkages staff: Support the family and team members in assessment, case planning, and implementation of the case plan to address protective issues for children and families.**

II. California Work Opportunity and Responsibility to Kids (CalWORKs)

A. Assembly Bill (AB) 98 – Fraud/Performance Incentives Claiming Instructions

The enactment of Senate Bill (SB) 72 amended Welfare and Institutions Code (W&IC) 11322.63 to increase the state’s contribution for the AB 98 subsidized employment program. The state’s contribution is 50 percent, less \$56, of the AB 98 subsidized employment participant’s total wage costs. The state contribution is also not to exceed 100 percent of the computed grant amount for the Assistance Unit

(AU) in the month prior to participation in subsidized employment. Outside of the state's contribution towards AB 98 costs, counties may fund their subsidized employment program using the Single Allocation, county funds and/or third party contributions, and Fraud/Performance incentives. To utilize county Fraud/Performance Incentives, counties must manually enter the amount on the DFA 335 Fraud/Performance Incentives page. Costs reported on the DFA 335 will be funded at 100/00/00/00 (Federal/State/Health/County) and tracked against the county's Fraud/Performance Incentives Allocation. If the county does not have a sufficient Fraud/Performance Allocation balance to cover the amount claimed, the county will be contacted and will need to move the costs to the Single Allocation, county funds, and/or third party contributions codes as appropriate.

For more information regarding AB 98 claiming instructions, please see CFL No. 10/11-65, dated May 3, 2011.

B. Cal-Learn Program

Pursuant to Senate Bill (SB) 72 (Chapter 8, Statutes of 2011), all funding for the Cal-Learn administration, state support for automation, transportation, ancillary expenses, and case management services for fiscal year (FY) 2011-12 has been suspended. The SB 72 also suspended the Cal-Learn program with the exception of bonuses paid for satisfactory progress and high school graduation. Counties are now required to enroll pregnant and parenting teens who are currently participating in the Cal-Learn program into the CalWORKs' Welfare-to-Work program. Please refer to All County Letter (ACL) No. 11-36, dated April 21, 2011 for further information.

Title changes are made to the following PCs to capture such costs reflected by SB 72 implementation effective to the September 2011 quarter:

PC	Current Title	New Title
026	State Only Cal-Learn Eligibility	State Only WTW Teen Parent Eligibility
027	State Only Cal-Learn - Case Management	State Only WTW Teen Parent Case Management
028	State Only Cal-Learn-Support Services	State Only WTW Teen Parent Support Services
432	Cal-Learn Support Services	WTW Teen Parent Support Services
617	Cal-Learn Case Management	WTW Teen Parent Case Management
630	Cal-Learn Eligibility	WTW Teen Parent Eligibility
640	Nonfed Cal-Learn Eligibility	Nonfed WTW Teen Parent Eligibility

641	Nonfed Cal-Learn Case Management	Nonfed WTW Teen Parent Case Management
649	Nonfed Cal-Learn Support Services	Nonfed WTW Teen Parent Support Services
811	State Only Cal-Learn-Child Care	State Only WTW Teen Parent Child Care
909	Cal-Learn Child Care	WTW Teen Parent Child Care
912	Nonfed Cal-Learn Child Care	Nonfed WTW Teen Parent Child Care

Time Study Instructions:

No changes.

Claiming Instructions:

Counties should continue to claim to these PCs per program instructions.

C. CalWORKs Case Management

The description of activities has been modified for TSC 6631. The changes are as follows:

CODE 6631 CALWORKS CASE MANAGEMENT

Includes time spent performing case management activities. Allowable activities include grant maintenance, responding to inquiries, address and phone changes, case file reviews for Temporary Assistance for Needy Families (TANF)/CalWORKs families (~~including TANF Timed-Out cases~~), and data collection conducted by County Performance Sample staff through the modified Quality Control Information System (QCIS).

Time Study Instructions:

No changes.

Claiming Instructions:

The TANF hardship costs are not to be claimed to PC 663. Counties are to claim administrative costs for timed-out cases to PC 687 and 689.

III. Other Public Welfare

A. CalFresh Outreach

Effective with the December 2011 quarter, a new type of expense (TOE) code 72 has been established to capture the costs for CalFresh outreach activities. This includes activities associated with the implementation of program information in order to inform low-income households about the availability, eligibility requirements, application procedures, and benefits of the CalFresh program. The description for the new TOE code is as follows:

72	<p>CalFresh Outreach Costs Costs associated with CalFresh outreach activities. Activities include:</p> <ul style="list-style-type: none">• Hosting outreach exhibits/booths at community events;• Conducting outreach workshops with outreach partners/community organizations;• Placement of advertisements on radio, television, print or electronic media, including production and distribution of public service announcements;• Development of printed educational or informational materials for clients;• Use or customization of Food & Nutrition Service (FNS) outreach materials for clients;• Training or train-the-trainer programs for CalFresh outreach partners and community organizations;• Translation of materials and bilingual accommodation to convey eligibility requirements and assist persons with limited English proficiency during the application process; and• Program access activities.
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B. County Welfare Department (CWD)/Local Health Department (LHD) Expansion for Community Nutrition

The CWD/LHD Expansion for Community Nutrition (PC 834) is a pilot project within the CalFresh Nutrition Education which was established through a partnership between CDSS and the California Department of Public Health (CDPH). It was approved by the Food and Nutrition Service (FNS) on July 26, 2011 as part of an amended version of the State Supplemental Nutrition Assistance Program-Education (SNAP-Ed) Plan for FFY 2011. The objectives of the project are:

- a) To provide an avenue for CWDs and LHDs to partner together and coordinate efforts to implement community nutrition interventions and educate CalFresh participants on making healthier choices within their limited budget;
- b) To increase nutrition education services in counties with a low percentage of CalFresh participants and counties that have a high percentage of overweight and obese adults; and
- c) To establish successful and long-lasting partnerships between CWDs and LHDs to promote the dietary guidelines, increase fruit and vegetable consumption, and increase physical activity among the CalFresh population.

The project will run for a minimum of two years; will operate in approximately 22 counties; and will be 100 percent federally-funded with the SNAP-Ed grant. Participating LHDs and CWDs will be selected jointly by CDSS and CDPH within the next couple of months based upon mutually developed criteria, which will likely include: high SNAP populations; lack of SNAP-Ed county programs, SNAP-Ed eligible populations, poverty rate, and obesity rate.

Time Study Instructions:

Effective with the December 2011 quarter, counties participating in the CWD/LHD Expansion for Community Nutrition program will time study to TSC 8341. Allowable activities include conducting activities that promote nutrition education and obesity prevention, local media outreach, train-the-trainer events for partners, program planning for evaluating neighborhood nutrition factors that will guide strategic and intensive nutrition education efforts with target neighborhood population.

PC	834	CWD/LHD Expansion for Community Nutrition
TSC	8341	CWD/LHD Expansion for Community Nutrition

Claiming Instructions:

Effective with the December 2011 quarter, the following PCs and associated Program Identifier Numbers (PINs) are made available to participating counties to capture costs associated with the CWD/LHD Expansion for Community Nutrition program. Costs claimed in excess of each participating county's allocation will be shifted to County-Only share using SUO Code 835.

PC	834	CWD/LHD Expansion for Community Nutrition
PIN	834031	CWD/LHD Exp for Comm Nutrition – Contracted Activities-Unemployed

PIN	834032	CWD/LHD Exp for Comm Nutrition – Contracted Activities-Employed
PIN	834068	CWD/LHD Exp for Comm Nutrition – Direct Costs-Unemployed
PIN	834088-91	CWD/LHD Exp for Comm Nutrition – Codes Available
PIN	834092	CWD/LHD Exp for Comm Nutrition – Casework OT/CTO Costs
PIN	834093	CWD/LHD Exp for Comm Nutrition – Support Staff-OT/CTO Costs
PIN	834094	CWD/LHD Exp for Comm Nutrition – Start Up/Nonrecurring Costs
Costs will be funded for PC 834 at 100/00/00/00 (Federal/State/Health/County).		

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 the March quarterly county fiscal letters. The current due dates can be found in CFL No. 10/11-48, dated January 12, 2011. Furthermore, counties are to maintain supporting documentation for all claims.

B. EDP Methodology Changes, Child Welfare Services (CWS)/Case Management System (CMS) Statewide Automated Child Welfare Information System (SACWIS) and Non-CWS/CMS (Non SACWIS)

The following cost allocation methodology for CWS/CMS has been updated for FY 2011-12 and is to be effective retroactive to the September 2011 quarter. Please refer to CFL No. 06/07-36, dated May 21, 2007 for instructions and information. Effective July 1, 2011, AB 118 (Chapter 40, Statutes of 2011) and ABX1 16

(Blumenfield) realigned the funding of CWS and therefore PC 135, PC 175, and PC 588 are subject to the provisions of AB-118 per CFL 11/12-18, dated September 16, 2011. Per CFL 11/12-18, costs will be covered by the county with realignment funding using the SUO overmatch codes. Therefore although these are state programs and listed as such in the below table, these costs will be covered by the county.

Program Code	Program Name	Percent	Program
536	SACWIS	0.7070	IV-E/ IV-B
513	EA-ER	0.1663	TANF
544	CWS MPI (AB 908)	0.0046	TANF
556	CWS-MPS (AB 908)	0.0020	TANF
144	CWS-Health Related	0.1122	Title XIX
150	EPSDT (C6/00)	0.0000	Title XIX
168	FPP-Health Related (C 6/00)	0.0005	Title XIX
182	ILP-Case Management (C 6/00)	0.0027	Chafee
184	ILP-Services (C 6/00)	0.0035	Chafee
135	SSI/SSP OHC	0.0001	State
175	FPP Services/NonFed (C 6/00)	0.0007	State
588	STOP-Assessment/Case Plan	0.0001	State
165	SB 163 Wraparound Services	0.0003	County

C. Indirect Cost Rates (ICRs)

The CDSS has developed ICRs for use by counties during FY 2011-12 (please see Attachment). ICRs are used to identify overhead costs associated with support staff who perform activities for non-welfare programs with no equivalent casework hours. The CDSS County Allocations Unit develops ICRs based on actual indirect cost (i.e., Travel, Space, Space – CCAP, Other Operating Costs, Public Agencies CCAP, and Public/Private Agencies Direct Billed) that were reported as generic by each county for the four quarters of FY 2009-10. The totals are divided by the total direct salary and benefit costs (caseworker, administrative/clerical support and EDP staff salaries and benefits). The resulting percentages are each county's individual ICR.

The CWDs have the option of either using the predetermined ICR developed by CDSS or developing an ICR specific to allocable support staff. An ICR developed by a CWD must be developed in accordance with "A Guide for State, Local and Indian Tribal Government-Cost Principles and Procedures for Developing Cost Allocation Plans and Indirect Cost Rates for Agreements with the Federal Government" (ASMB C-10).

The ICRs are applied to the salaries and benefits of support staff performing activities for non-welfare programs only. The salaries and benefits plus overhead are reported as Direct Costs on the County Expense Claim (CEC) using PIN 805068 (non-welfare Programs) or PIN 806068 (non-welfare Programs-Non EDP). Counties are reminded that non-welfare activities must be reported in the non-welfare function, which will draw down associated overhead through the CEC based on the time study hours of caseworkers performing the non-welfare activity.

Counties having any questions regarding this CFL should direct them to the Fiscal Systems Bureau at fiscal.systems@dss.ca.gov.

Sincerely,

Original Document Signed By:

DIANNE OKAMOTO, Chief
Fiscal Systems and Accounting Branch

Attachment

FY 11/12 INDIRECT COST RATE (ICR)
Data from FY 09/10 County Expense Claims

Attachment

FY 11/12 COUNTIES ICR

ALAMEDA	0.24
ALPINE	0.73
AMADOR	0.43
BUTTE	0.23
CALAVERAS	0.35
COLUSA	0.34
CONTRA COSTA	0.41
DEL NORTE	0.31
EL DORADO	0.22
FRESNO	0.24
GLENN	0.22
HUMBOLDT	0.20
IMPERIAL	0.28
INYO	0.32
KERN	0.19
KINGS	0.21
LAKE	0.21
LASSEN	0.45
LOS ANGELES DPS	0.20
MADERA	0.29
MARIN	0.36
MARIPOSA	0.39
MENDOCINO	0.21
MERCED	0.13
MODOC	0.31
MONO	0.51
MONTEREY	0.21
NAPA	0.39
NEVADA	0.40
ORANGEORANGE	0.23
PLACER	0.44
PLUMAS	0.36
RIVERSIDE	0.10
SACRAMENTO-DHA	0.24
SAN BENITO	0.23
SAN BERNARDINO	0.23
SAN DIEGO	0.18
SAN FRANCISCO	0.15
SAN JOAQUIN	0.18
SAN LUIS OBISPO	0.24
SAN MATEO	0.27
SANTA BARBARA	0.21
SANTA CLARA	0.24
SANTA CRUZ	0.23
SHASTA	0.29
SIERRA	0.20
SISKIYOU	0.21
SOLANO	0.25
SONOMA	0.21
STANISLAUS	0.16
SUTTER	0.21
TEHAMA	0.14
TRINITY	0.30
TULARE	0.39
TUOLUMNE	0.40
VENTURA	0.26
YOLO	0.22
YUBA	0.27
LOS ANGELES DCS	0.23
SAC-DHHS-CHILD	0.32
SAC-DHHS-ADULT	0.25
SMATEO DP AGING	0.19
PLACER-ASOC	0.41
TOTALS	0.22