



CDSS

WILL LIGHTBOURNE
DIRECTOR

STATE OF CALIFORNIA—HEALTH AND HUMAN SERVICES AGENCY
DEPARTMENT OF SOCIAL SERVICES
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EDMUND G. BROWN JR.
GOVERNOR

January 31, 2012

COUNTY FISCAL LETTER (CFL) NO. 11/12-37

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 MARCH 2012 QUARTER

This CFL provides counties time study and claiming instructions for the January through March 2012 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	No	No	Yes	2
	A. Peer Quality Case Review (PQCR)				
	B. Title IV-E Discount Rate	No	No	Yes	3
II	CalWORKs	No	No	No	3
III	Other Public Welfare	No	No	No	3
IV	Child Care	No	No	No	3
V	Non-Welfare	No	No	No	3
VI	General				
	A. County Cash Claiming – Reporting	No	No	Yes	4
	B. County Expense Claim Due Dates for Fiscal Year (FY) 2012/2013	No	No	Yes	4

VI	C. Submission of the Countywide Cost Allocation Plan A-87 Budget Unit and Cover Letter for FY 2012-2013	No	No	Yes	4
	D. Direct Charge Methodology	No	No	Yes	5
	E. Federal Fund Monitoring Responsibilities	No	No	No	5

The Program Code Descriptions (PCDs) and Support Staff Time Reporting (SSTR) Instructions for county use during the January through March 2012 quarter are as follows:

<u>Section</u>	<u>Revised</u>
Social Services	03/12
CalWORKs	03/12
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. Peer Quality Case Review (PQCR)

The federal government is requiring PQCR costs to be allocated to all benefiting programs instead of only Title IV-E. The California Department of Social Services (CDSS)

developed a new cost allocation methodology to meet this requirement. This methodology is explained in detail in CFL No. 11/12-21 dated October 6, 2011.

It has come to the attention of CDSS that no counties have claimed costs to Program Code (PC) 828 in the September 2011 CEC. Per CFL No. 11/12-21, in order for the costs to be claimed to PQCR, the PQCR methodology must be used and Non-Title IV-E costs must be claimed to PC 828. The costs should be correctly charged when the September 2011 Adjustment is submitted to prevent deferral of costs.

B. Title IV-E Discount Rate

The Title IV-E non-federal discount rate is the state's federally approved methodology for allocating costs to the benefiting programs. Each county must calculate their own Title IV-E non-federal discount rate on a quarterly basis following the approved methodology and must be uniformly calculated and applied uniformly statewide to meet federal cost allocation plan requirements for consistent and equitable treatment of costs (Office of Management and Budget Circular A-87, Attachment A, Part C.f.). Effective with the September 2011 Quarter, the following PCs will now have a Title IV-E Discount Rate applied through the use of a State Used Only (SUO) code: PC 121 Nonrecurring Adoption Expenses Reimbursement Program (via SUO code 859) and PC 575 CWS – Training Admin (via SUO code 146).

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

No changes.

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 the March quarterly county fiscal letters. Furthermore, counties are to maintain supporting documentation for all claims.

B. County Expense Claim (CEC) Due Dates for Fiscal Year (FY) 2012/2013

The original CEC is due to CDSS on the first working day, 30 days after the end of the quarter. The following are the due dates for FY 2012-2013 original claims:

<u>Original CEC</u>	<u>Final Filing Date</u>
September 2012	October 31, 2012
December 2012	January 31, 2013
March 2013	May 1, 2013
June 2013	July 31, 2013

Adjustment CECs and the DFA 325.5 (Expenditure Certification for the CWD CEC) are to be received at CDSS by the first working day after the last day of the ninth month from the original claiming quarter. The following are due dates for FY 2011-2012 adjustment quarter claims:

<u>Adjustment CEC</u>	<u>Final Filing Date</u>
September 2011	July 2, 2012
December 2011	October 1, 2012
March 2012	January 2, 2013
June 2012	April 1, 2013

C. Submission of the Countywide Cost Allocation Plan (CCAP) A-87 Budget Units and Cover Letter for FY 2012-2013

The CCAP A-87 must be submitted to and approved by the Office of the State Controller (SCO) County Cost Plan Section on an annual basis. All counties are required to submit the CCAP (A-87 Plan) Budget Units and Cover Letter before the

September CEC Current quarter is due on October 31, 2012 to:

California Department of Social Services
Administrative Claims Unit
744 P Street, MS 9-5-03
Sacramento CA 95814

The cover letter must identify the budget units as provided in the Supplemental Information Checklist (Exhibit 1303) and include the total budgeted amounts from the summary report of the approved plan (CCAP A-87). Please refer to CFL No. 97/98-26 dated October 15, 1997, CFL No. 00/01-111 dated June 26, 2001, and CFL No. 02/03-68 dated June 13, 2003, for additional information.

D. Direct Charge Methodology

The CFL No. 00/01-78 dated May 21, 2001, informed the counties of the discontinuance of the Direct Charge Methodology Detail Certification Form, DFA 327.9. The DFA 327.9 was replaced by a Letter of Intent to Direct Charge. The CFL No. 04/05-34 dated January 6, 2005, informed counties that as of July 1, 2005, CDSS no longer recognizes the DFA 327.9 and the only acceptable method of notifying CDSS of your intent to direct charge support operating costs is through a Letter of Intent to Direct Charge submitted and addressed to:

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

Please refer to CFL No. 00/01-78 for the required contents and a sample of the letter. All state and federal laws/regulations/guidelines with respect to claiming direct costs still apply. The CDSS is requiring all counties to submit a new Letter of Intent by June 15, 2012 in order to direct charge for FY 2012-13. A new Letter of Intent is required annually.

E. Federal Fund Monitoring Responsibilities

As a reminder, counties have certain responsibilities for monitoring the expenditures of federal funds. Please refer to CFL No. 11/12-09 dated August 12, 2011 and CFL No. 11/12-09E dated December 5, 2011, for the specific requirements and link for the terms and conditions of each available federal grant administered by CDSS.

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If counties have any questions regarding this CFL, please 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

c: CWDA