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GOVERNOR

January 20, 2012

COUNTY FISCAL LETTER (CFL) 11/12-38

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

SUBJECT: REVISED CLAIMING INSTRUCTIONS AND PROGRAM CODE
TITLE CHANGES FOR THE TRAFFICKING AND CRIME VICTIMS
ASSISTANCE PROGRAM (TCVAP)

REFERENCES: CFL NO. 08/09-47, DATED MARCH 27, 2009
CFL NO. 08/09-18, DATED SEPTEMBER 29, 2008
CFL NO. 07/08-55, DATED JUNE 25, 2008
CFL NO. 97/98-26, DATED OCTOBER 15, 1997

This letter provides counties with revised claiming and time study instructions for the TCVAP program.

Background

The Trafficking Victims Protection Act of 2000 (Public Law [PL] 106-386) and subsequent Trafficking Victims Protection Reauthorization Act (TVPRA) of 2003 (PL 108-193) extended eligibility for federally funded benefits and services to human trafficking victims and certain eligible family members. To receive federally funded benefits and services, adults must be certified as trafficking victims by the federal Office of Refugee Resettlement (ORR).

On January 1, 2007, Senate Bill (SB) 1569 (Chapter 672, Statutes of 2006) established TCVAP, a state-only program to extend interim benefits and services to trafficking victims prior to the victims' ORR certification. The TCVAP also extended benefits and services to noncitizen victims of human trafficking, domestic violence, and other serious crimes.

The benefits and services made available under TCVAP include TCVAP Cash Assistance, State Funded Employment Services, California Food Assistance Program (CFAP), Cash Assistance Program for Immigrants (CAPI), and State Funded California Work Opportunity and Responsibility to Kids (CalWORKs) program, including Welfare-to-Work Services.

Claiming Instructions

Effective with the March 2012 quarter, program codes (PC) 713 and 714, titled SB 1569 Noncitizen Administrative and SB 1569 Noncitizen Services, respectively, have been re-titled to TCVAP Noncitizen Administrative and TCVAP Noncitizen Services.

Listed below are PCs 713 and 714, and the corresponding six-digit Program Identifier Numbers (PINs) for claiming TCVAP administrative and services expenditures. The above described costs will be claimed to the county expense claim accordingly:

Counties will utilize PC 713 to claim all administrative costs for the programs listed above with the exception of CFAP. Consistent with CFL 97/98-26, CFAP administrative costs are captured separately and should not be claimed to PC 713.

PC	713	TCVAP Noncitizen Administrative
PIN	713003	Transportation Assistance
PIN	713014	Medical Exams
PIN	713018	Child Care Services Payments Assistance
PIN	713031	Contracted Services
PIN	713032	Contracted Services Non-Assistance
PIN	713068	Direct Cost
PIN	713080	Evaluation
PIN	713082	Child Care Services Payments Non-Assistance
PIN	713092	Casework OT/CTO Costs
PIN	713093	Support Staff OT/CTO Costs
PIN	713094	Start-Up/Nonrecurring Costs
PIN	713088-91	Support Operating

For PC 714, counties will claim all services costs for all identified programs.

PC	714	TCVAP Noncitizen Services
PIN	714003	Transportation Assistance
PIN	714014	Medical Exams
PIN	714016	Ancillary Education Non-Assistance
PIN	714028	Work/Activities/Expense-Non-Assistance
PIN	714029	Other Support Service Assistance
PIN	714031	Contracted Services
PIN	714032	Contracted Services Non-Assistance
PIN	714060	Direct Service Delivery
PIN	714068	Direct Cost
PIN	714092	Casework OT/CTO Costs
PIN	714093	Support Staff OT/CTO Costs
PIN	714094	Start-up/Nonrecurring Costs
PIN	714097	Transportation Non-Assistance
PIN	714098	Work Subsidy
PIN	714088-91	Support Operating

The funding ratios for costs in PC 713 and PC 714 are 00/100/00/00 (Federal/State/Health/County). State Use Only Code 715 will be used to shift costs from the state General Fund to 100 percent county share if a county exceeds the TCVAP Noncitizen Allocation.

Time Study Instructions

Effective with the March 2012 quarter, time study codes (TSC) 7140 and 7149 (see CFL 08/09-47) will no longer exist. These previous codes will be included in TSC 7141, which will condense time studying for all TCVAP services for both CalWORKs and TCVAP Cash Assistance recipients into one TSC.

Except for the PC 713 title change to TCVAP Noncitizen Administrative, the TSC 7131 is unchanged. Counties will time study to TSC 7131 for all administrative activities for all programs with the exception of CFAP. Consistent with the CFL 97/98-26, the CFAP administrative costs are captured separately and should not be time studied to TSC 7131.

TSC	7131	TCVAP Noncitizen Administrative
TSC	7141	TCVAP Noncitizen Services

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Questions regarding this letter should be directed to: fiscal.systems@dss.ca.gov.

Sincerely,

Original Document Signed By:

Fran Mueller
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Administration Division