



CDSS

WILL LIGHTBOURNE
DIRECTOR

STATE OF CALIFORNIA—HEALTH AND HUMAN SERVICES AGENCY
DEPARTMENT OF SOCIAL SERVICES
744 P Street • Sacramento, CA 95814 • www.cdss.ca.gov



EDMUND G. BROWN JR.
GOVERNOR

February 4, 2015

COUNTY FISCAL LETTER (CFL) NO. 14/15-45

TO: ALL COUNTY WELFARE DIRECTORS
ALL COUNTY FISCAL OFFICERS
ALL COUNTY AUDITOR CONTROLLERS
ALL COUNTY REFUGEE COORDINATORS
ALL CALWORKS PROGRAM SPECIALISTS

SUBJECT: APPROVED RELATIVE CAREGIVER (ARC) FUNDING OPTION
METHODOLOGY FOR COUNTIES TO DETERMINE AND
SUBMIT PROGRAM CASELOAD

REFERENCES: [ALL COUNTY LETTER \(ACL\) NO. 14-89,
DATED DECEMBER 16, 2014](#); [ACL NO. 14-44,
DATED JULY 28, 2014](#); [SENATE BILL \(SB\) 855 \(CHAPTER 29,
STATUTES OF 2014\)](#); [WELFARE AND INSTITUTIONS CODE
\(W&I\) SECTION 11461.3](#)

This CFL provides counties with instructions for determining the caseload that will be associated with the ARC program. For details regarding the ARC program, see [ACL No. 14-89](#), dated December 16, 2014, and [ACL No. 14-44](#), dated July 28, 2014.

Background

The SB 855 requires the California Department of Social Services (CDSS) to collaborate with the County Welfare Directors' Association to determine the base caseload eligible for the ARC program. The purpose of establishing a base caseload is to calculate a county cost base for allocating the General Fund (GF) needed to fund the ARC program. Each county will be required to follow the methodology described in this CFL for determining ARC eligible cases from the Child Welfare Services/Case Management System (CWS/CMS). The methodology will satisfy the 'Eligibility Criteria for Children' detailed on page three of ACL No. 14-89. In an effort to ensure the base caseload is fully funded, a one-time opportunity to adjust the GF appropriation will occur as specified on page nine of ACL No. 14-89.

Methodology for Determining ARC Base Caseload from CWS/CMS

- **Step One:** Select all Approved Relative Home Placements active on July 1, 2014. These cases are coded '1421' and '1422' (tribal) within the CWS/CMS Placement Facility Type variable (PLC_FCLC).
- **Step Two:** Exclude non-related extended family members (NREFMs) from the data set produced from step one above. These are coded '1636' and '1637' within the CWS/CMS variable Substitute Care Provider Relationship (SCP_RLTC).
- **Step Three:** Exclude cases residing outside of the state of California from the data set produced from step two. These cases are coded '1828' in CWS/CMS Placement Home Location State variable (HMSTATE).
- **Step Four:** Exclude AFDC-FC and Emergency Assistance cases (aid codes 40, 42 and 5K) from the data set produced from step three.
- **Step Five:** Exclude AFDC-FC eligible non-minor dependents (over 18 years of age [aid codes 43 and 49]) from the data produced from step four.

In order to complete steps four and five, information may be required from the county's consortia. The resulting data set from the above methodology is the county's ARC eligible base caseload.

County data programmers can combine the above steps for efficiency.

For determining the county's base allocation, the ARC base caseload requires the following age categories: 0-4, 5-8, 9-11, 12-14, 15-20 (please see example below). These age categories determine the foster family home rates, which vary by age, and will be used to develop individual county costs.

ARC Eligible Base Caseload (Example)	
Age Category	Number of Cases
0 - 4	50
5 - 8	30
9 - 11	25
12 - 14	20
15 - 20	10
Total ARC Cases	135

Cases receiving payments from another state through the Interstate Compact for the Placement of Children (ICPC) are ineligible for ARC and therefore should not be included in the county's breakout of ARC cases that are submitted to CDSS.

Caseload Submission

Counties should submit their ARC base caseload breakout by using the format shown in the table on page two. A template is provided in this CFL as Attachment I. All caseloads should be submitted by February 18, 2015, and must include the signature of the county's Fiscal Officer or a higher classification.

All counties are required to submit the base caseload using the methodology described in this CFL for CDSS to develop a base allocation should the county opt-in to the ARC program at a future date. If a base caseload is not provided, CDSS is required to develop an ARC eligible base caseload for the county that will not be updated with the exception of the annual California Necessities Index rate as defined on page eight in ACL No. 14-89. Submitting the base caseload information does not require participation in the ARC program; however, it establishes a funding base for counties that opt-in to the ARC program on a future date.

For questions regarding this CFL and to submit your county's caseload, please contact Jon Somma, Research Program Specialist III in the Fiscal Forecasting and Policy Branch, via email at Jon.Somma@dss.ca.gov or by phone at (916) 654-1768.

Sincerely,

Original Document Signed By:

LILIA A. YOUNG, Chief
Fiscal Forecasting and Policy Branch

Attachment

California Department of Social Services (CDSS)
 Approved Relative Caregiver (ARC) Base Caseload

Please see CFL 14/15-45 for instructions and submit this form to CDSS by February 18, 2015.	
County:	

ARC Eligible Base Caseload	
Age Category	Number of Cases
0 - 4	
5 - 8	
9 - 11	
12 - 14	
15 - 20	
Total ARC Cases	

 Fiscal Officer's Signature

 Date