

**DEPARTMENT OF SOCIAL SERVICES**  
**744 P Street, Sacramento, CA 95814**



December 24, 2002

COUNTY FISCAL LETTER (CFL) NO. 02/03-31

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

SUBJECT: COUNTY EXPENSE CLAIM INSTRUCTIONS FOR THE  
CHILD ABUSE PREVENTION, INTERVENTION, AND  
TREATMENT (CAPIT) PROGRAM

References: CFL No. 02/03-35, Dated October 28, 2002  
All County Letter No. 02-79, To be issued

**CAPIT**

In previous fiscal years, counties had to enter into a grant with the California Department of Social Services (CDSS) to receive CAPIT funds. The Office of Child Abuse Prevention (OCAP) allocated the CAPIT grant funds via separate contracts and counties sent invoices to OCAP to claim costs for reimbursement. Counties reported applicable time study hours to Program Code (PC) 167, Other County Only Program, to determine staff salary and benefits and overhead costs.

In order to reduce the workload for the counties and CDSS, a revised CAPIT funding process has been established under which, the County Financial Analysis Bureau (CFAB) allocated the CAPIT funds via CFL No. 02/03-35 and the counties will claim expenditures on the CEC.

**Claim Instructions**

Effective with Fiscal Year (FY) 02/03, the CAPIT funds have been allocated by the CFAB and expenditures claimed on the CEC. PC 167 – CAPIT will be used to claim costs for reimbursement. The funding ratio for PC 167 has been changed from 100 percent county only to 0/90/0/10 (federal/state/health/county).

The CDSS Children and Family Services Division is currently finalizing the review and approval/denial of each county’s CAPIT three-year plan. Although all 58 counties are receiving an allocation, a county’s three-year plan must be approved in order to remain eligible to expend these funds.

Therefore, effective with the September 2002 quarter, the following PC, Time Study Codes (TSC), Program Identifier Numbers (PINs), Direct to Program (DTP) Support Staff Codes and Direct Services Delivery (DSD) codes are available for claiming CAPIT costs on the CEC:

<u>Code</u>	<u>Description</u>
167	CAPIT
1671	CAPIT Time Study Code
167029	Other Support Services
167031	Contract Services
167088-91	Operating Costs
167092	Casework OT/CTO Costs
167093	Support Staff OT/CTO Costs
167094	Start up/Nonrecurring Costs
A56	CAPIT DTP
167060	CAPIT Direct Service Delivery

State Use Only Code 696 will be used to transfer overmatch funds to county only dollars at the end of the fiscal year.

If you have any questions regarding this CFL, please contact your county analyst in the Fiscal Policy Bureau at (916) 657-3440.

Sincerely,

*Original Signed by Marge Dillard  
on December 23, 2002*

MARGE DILLARD, Chief  
Fiscal Systems and Accounting Branch

c: CWDA