

DEPARTMENT OF SOCIAL SERVICES

744 P Street, Sacramento, California 95814



April 23, 2004

COUNTY FISCAL LETTER (CFL) No. 03/04-53

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

SUBJECT: COUNTY WELFARE DEPARTMENT (CWD) COUNTY EXPENSE CLAIM
 (CEC) TIME STUDY AND CLAIMING INSTRUCTIONS FOR THE JUNE
 2004 QUARTER

This CFL provides time study and claiming instructions for the April through June 2004 quarter and includes information/reminders on the following programs:

	Function/Program	Time Study Instructions	Claiming Instructions	General Information	Page Number
I	Social Services				
	A. Educational and Training Voucher Program	Yes	Yes	Yes	2
II	CalWORKs	No	No	No	2
III	Other Public Welfare	No	No	No	2
IV	Child Care	No	No	No	2
V	Non-Welfare	No	No	No	2
VI	General				
	A. Support Staff Time Reporting Plan & Letters of Intent to Direct Charge	No	No	Yes	3
	B. CEC Due Dates for FY 04/05	No	No	Yes	3
	C. Program Code Descriptions	No	No	Yes	3
	D. County Questions	No	No	Yes	4

The Program Code Descriptions (PCDs) and Support Staff Time Reporting Instructions for use during the April through June 2004 quarter are as follows:

<u>Section</u>	<u>Revised</u>
Social Services	06/04
CalWORKs	06/03
Other Public Welfare	12/03
Child Care	06/03
Non-Welfare	03/01
Staff Development	03/01
Electronic Data Processing	03/01
Support Staff Time Reporting Instructions	12/01
Direct-to-Program Function Support Staff Codes	06/04
General Time Study Instructions	06/04

Please note that any changes to PCDs and/or Support Staff Time Reporting Instructions are shown in an underline and strikeout format reflecting each quarterly update.

I. SOCIAL SERVICES

A. Educational and Training Voucher Program

As outlined in CFL No. 03/04-50, dated March 16, 2004, the following program codes have been established for counties to claim Educational and Training Voucher (ETV) program administrative activity costs associated with outreach and notification to former foster youth regarding funding availability for post secondary education and training.

Time Study Instructions:

For counties who tracked staff time performing ETV activities, the following Time Study Code (TSC) has been established retroactive to the March 2004 quarter.

Time Study Code	0671	Edu and Trng Voucher
Direct-to-Program Support Staff Code	A18	Edu and Trng Voucher DTP

The allowable activities may include social work time spent on notifying and counseling former foster youth on the availability and potential eligibility for ETV funds, time spent on the preparation and distribution of flyers, pamphlets, and other outreach activities as necessary to advertise ETV program information.

Claiming Instructions:

Retroactive to the March 2004 quarter the following codes have been established for the ETV Program:

Program Code	067	Edu and Trng Voucher (A 03/04)
Program Identifier Numbers	067068	Direct Cost

Costs for this program will be funded at 100/0/0/0 (Federal/State/Health/County).

II. CalWORKs

No changes.

III. Other Public Welfare

No changes.

IV. Child Care

No changes.

V. Non-Welfare

No changes.

VI. General

A. Support Staff Time Reporting Plan (SSTRP) and Letters of Intent to Direct Charge

Please send your SSTRP and any Letters of Intent to Direct Charge to the following address:

California Department of Social Services
Fiscal Systems Bureau
County Systems and Policy Section
744 P Street, MS 13-71
Sacramento, CA 95814

B. County Expense Claim (CEC) Due Dates for FY 2004/05

General Instructions:

The following are due dates for FY 2004/05 original and adjustment quarter claims:

<u>Original Claim</u>	<u>Final Filing Date</u>
September 2004	November 1, 2004
December 2004	January 31, 2005
March 2005	May 2, 2005
June 2005	August 1, 2005

<u>Adjustment Claim</u>	<u>Final Filing Date</u>
September 2003	July 1, 2004
December 2003	October 1, 2004
March 2004	January 3, 2005
June 2004	April 1, 2005

As stated in CFL No. 01/02-58 dated May 7, 2002, CDSS will not accept adjustment claims for processing if received in the County Systems Fiscal Systems Bureau office beyond the due dates listed above.

C. Program Code Descriptions (PCDs)

As a result of county requests to have the ability to access the PCDs, the PCDs have been placed on the Internet in Word format. The PCDs can be accessed from either of the following links and therefore, effective with this quarter's CFL, will no longer be an attachment to the quarterly claiming CFL:

<http://www.dss.cahwnet.gov/getinfo/cfl/Code/ProgCodeDescriptions.doc>

http://www.dss.cahwnet.gov/lettersnotices/CountyFisc_544.htm

D. County Questions

Due to staff reductions, the department has established the following e-mail address to address all county fiscal related questions, including questions regarding this CFL (CEC, allocations, fiscal policy):

fiscal.systems@dss.ca.gov

All messages will be reviewed daily and forwarded to the appropriate staff to respond to. Please allow a response time of up to five days.

Sincerely,

Original Document Signed By:

Douglas Park, Chief
Fiscal Systems and Accounting Branch

Enclosures

c: CWDA