

**DEPARTMENT OF SOCIAL SERVICES**

744 P Street, Sacramento, CA 95814



January 6, 2005

COUNTY FISCAL LETTER (CFL) No. 04/05-34

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 MARCH 2005  
 QUARTER

This CFL provides time study and claiming instructions for the January through March 2005 quarter and includes information and reminders on the following programs:

	<b>Function/Program</b>	<b>Time Study Instructions</b>	<b>Claiming Instructions</b>	<b>General Information</b>	<b>Page Number</b>
<b>I</b>	<b>Social Services</b>				
	A. In-Home Supportive Services – Quality Assurance	Yes	Yes	No	2
<b>II</b>	<b>CalWORKs</b>	No	No	No	2
<b>III</b>	<b>Other Public Welfare</b>				
	A. Rosales v. Thompson	Yes	Yes	Yes	3
<b>IV</b>	<b>Child Care</b>	No	No	No	3
<b>V</b>	<b>Non-Welfare</b>	No	No	No	3
<b>VI</b>	<b>General</b>				
	A. Direct Charge Methodology	No	No	Yes	3
	B. Code Changes between Functions	No	No	Yes	4

The Program Code Descriptions (PCDs) and Support Staff Time Reporting Instructions for use during the January through March 2005 quarter are as follows:

<u>Section</u>	<u>Revised</u>
Social Services	03/05
CalWORKs	09/04
Other Public Welfare	03/05
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	03/05
Direct Service Delivery	09/04
General Time Study Instructions	12/02

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. In-Home Supportive Services (IHSS) - Quality Assurance**

Senate Bill 1104 added Section 12305.71 to the Welfare and Institutions Code which requires that each county establish a dedicated, specialized unit or function to ensure quality assurance and program integrity, including fraud detection and prevention, in the provision of supportive services. Staff in the dedicated, specialized unit or function are required to perform routine, scheduled reviews of cases to ensure that recipients' needs are assessed accurately. County quality assurance staff are also required to resolve and respond appropriately to claims data match discrepancies or other state level quality assurance and program integrity information that indicates potential overpayments to providers or recipients or third-party liability for supportive services. Additionally, county quality assurance staff are required to monitor the delivery of supportive services to detect and prevent potential fraud by providers, recipients and others and maximize the recovery of overpayments from providers and recipients.

#### Time Study Instructions:

Effective with the March 2005 quarter, the following Time Study Codes have been established:

Time Study Code	0031	IHSS-Quality Assurance
Direct-To-Program (DTP) Support Staff Code	A13	IHSS-Quality Assurance

Claiming Instructions:

Effective with the March 2005 quarter, the following Program Code (PC) has been established to capture the costs for IHSS-Quality Assurance:

Program Code	003	IHSS-Quality Assurance
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Costs will be funded at 0/32.5/50/17.5 (Federal/State/Health/County).

**II. CalWORKs**

No changes.

**III. OTHER PUBLIC WELFARE**

**A. Rosales v. Thompson**

CFL No. 03/04-63 issued Time Study and Claiming instructions for “prospective” Rosales v. Thompson cases. This letter provides Time Study and Claiming instructions for reviewing and determining eligibility for the “retroactive” portion of the costs. “Retroactive” activities are the costs associated with reviewing Rosales v. Thompson cases that were open on March 3, 2003, for retroactive eligibility between December 23, 1997, and March 2, 2003. Cases that were open on March 3, 2003, which met all the Rosales eligibility criteria outlined in All County Letter (ACL) No. 03-43 and ACL No. 04-12 are eligible for the retroactive period. For these cases, it is necessary to review the records for the time period prior to March 3, 2003, in order to determine foster care eligibility.

Counties should report the costs associated with retroactive Rosales v. Thompson activities as instructed in CFL No. 03/04-63 effective with the June 2004 quarter. Please refer to that CFL for appropriate Time Study and Claiming instructions.

**IV. CHILD CARE**

No changes.

**V. NON-WELFARE**

No changes.

**VI. GENERAL**

**A. Direct Charge Methodology**

County Fiscal Letter 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. Counties that had a DFA 327.9 on file were not required to submit a Letter of Intent unless there was a change in the direct charge methodology detailed on their DFA 327.9 on file with the California Department of Social Services (CDSS). Counties initiating a new direct charge methodology were instructed to file a

Letter of Intent with CDSS by the 15<sup>th</sup> of the month prior to the quarter of implementation of the new methodology.

Beginning July 1, 2005, CDSS will no longer recognize the DFA 327.9. The only acceptable method of notifying CDSS of your intent to direct charge support operating costs will be a Letter of Intent addressed to Ramon S. Lopez, Manager, County Support Section, Department of Social Services, 744 P Street, M.S. 12-03, Sacramento, CA 95814. Please refer to CFL 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, 2005 in order to direct charge for State Fiscal Year 2005/06. A new Letter of Intent will be required annually.

**B. Code Changes between Functions**

County Fiscal Letter No. 04/05-29, dated October 6, 2004, transferred the following Program Codes (PCs) from the Other Public Welfare Function to the Social Services Function.

Program Code	030	Federal KinGAP Program Eligibility
Program Code	031	Nonfederal KinGAP Program Eligibility
Program Code	044	SUO-Nonfederal KinGAP
Program Code	667	SUO-KinGAP
Program Code	345	AFDC-Foster Care Eligibility

After re-evaluating the intent of the function designations, it was determined that the appropriate function for these codes is Other Public Welfare. Therefore, the PCs and related Time Study Codes and Program Identifier Numbers are being restored to the Other Public Welfare function retroactive to the September 2004 quarter.

CDSS will transfer September 2004 quarter caseworker time study hours and expenditures for these codes back to the Other Public Welfare function during the office audit process. However, CDSS does not have sufficient time to obtain necessary data from counties on the associated EDP case count and support staff hours to meet the due dates for payment of the September 2004 county claims and to meet federal reporting requirements for FFY 2004 expenditures. Therefore, counties are requested to transfer this data back to the Other Public Welfare function via the September 2004 supplemental claim process. We apologize for any inconvenience these transactions may have created or will cause for county staff.

If you have any questions regarding this CFL, please use the [fiscal.systems@dss.ca.gov](mailto:fiscal.systems@dss.ca.gov) E-mail address.

Sincerely,

Douglas D. Park, Chief  
Fiscal Systems and Accounting Branch

c: CWDA