

**DEPARTMENT OF SOCIAL SERVICES**

744 P Street, Sacramento, CA 95814



March 23, 2005

COUNTY FISCAL LETTER (CFL) No. 04/05-42

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 2005 QUARTER

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

Function/Program	Time Study Instructions	Claiming Instructions	General Information	Page Number
<b>I Social Services</b>				
A. Peer Quality Case Review (PQCR)	Yes	Yes	Yes	2
<b>II CalWORKs</b>	No	No	No	3
<b>III Other Public Welfare</b>	No	No	No	3
<b>IV Child Care</b>	No	No	No	3
<b>V Non-Welfare</b>	No	No	No	3
<b>VI General</b>	No	No	No	3
A. Change in Type of Expense (TOE) Code 60 – Direct Service Delivery	No	No	Yes	3

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

<u>Section</u>	<u>Revised</u>
Social Services	06/05
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, highlighted, or strikethrough format reflecting each quarterly update.

**I. SOCIAL SERVICES**

**A. Peer Quality Case Review (PQCR)**

Assembly Bill (AB) 636 requires all counties to participate in outcome based reviews to learn through intensive examination of county child welfare systems, how to improve child welfare services and practices. The following program codes have been established for counties to claim costs to the PQCR.

Time Study Instructions:

Counties who tracked their time spent completing allowable activities can claim retroactively to the September 2004 quarter. Those counties that received a PQCR allocation and are participating as either a host county or as a county peer reviewer will time study their respective PQCR activities to the following Time Study Code (TSC):

Time Study Code	0881	Peer Quality Case Review
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Activities include travel and review time for county peer reviewers to chair, conduct, or participate in county peer reviews and include: conducting entrance meetings, oversight coordination of on-site interviews, conducting focus and/or stakeholder interviews, facilitating daily debriefings, conducting exit meetings, collecting and analyzing completed review tools, summarizing findings and writing reports, and conducting post review meetings to present findings. Additionally, reviewers of the host and peer quality case review counties perform the following activities: participate in entrance meetings and interview training, review case file information, prepare and complete interview tool, conduct on-site interviews, present interview findings and discuss emerging themes, trends, program strengths, and areas for improvement at daily debriefings, and participate in exit meetings.

Funding has been allocated to the following counties in which reviews are scheduled (or have been completed) during the Fiscal Year (FY): El Dorado, Imperial, Inyo, Kern, Kings, Lassen, Los Angeles, Nevada, Sacramento, San Diego, San Luis Obispo, Santa Clara, and Tulare. Federally-eligible costs are shared 50 percent federal Title IV-E and 50 percent nonfederal. Nonfederal costs are shared 70 percent State General Fund and 30 percent county. The Title IV-E nonfederal discount ratio will be applied to Program Code (PC) 088 to determine the nonfederal costs which will then be shifted to SUO 089 – SUO Peer Quality Case Review.

Claiming Instructions:

Counties that did not receive a PQCR allocation but are participating as peer reviewers will be reimbursed for their travel and per diem costs by the host county under the Interagency Agreement process. The host county will claim these costs to PIN 088088 – Operating Cost – Travel or PIN 088031 – Contracted Services, on their County Expense Claim. The following Program Code and Program Identifier Numbers (PINs) have been established to capture the costs for the PQCR:

<b>Program Code or PIN</b>	<b>ID</b>	<b>Subject</b>
Program Code	088	Peer Quality Case Review
PIN	088031	Contracted Services
PIN	088088-91	Support Operating Cost
PIN	088092	Casework OT/CTO Costs

Costs will be funded at 50/35/15 (Federal/State/County).

**II. CalWORKs**

No changes.

**III. OTHER PUBLIC WELFARE**

No changes.

**IV. CHILD CARE**

No changes.

**V. NON-WELFARE**

No changes.

**VI. GENERAL**

**Change in Type of Expense (TOE) Code 60 – Direct Service Delivery**

CFL 03/04-35, dated December 4, 2003, contains the definitions of the TOE Codes used in the County Expense Claim. Due to county requests, TOE Code 60 – Direct Service Delivery, has been redefined as follows:

Salaries and benefits of support staff transporting **clients** to and from the following, including but not limited to:

1. Proceedings, adjudication, detention hearings.
2. Visitations, medical appointments or other service related appointments.

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,

*Original Signed by Douglas D. Park on  
March 23, 2005*

Douglas D. Park, Chief  
Fiscal Systems and Accounting Branch

c: CWD