

DEPARTMENT OF SOCIAL SERVICES

744 P Street, Sacramento, CA 95814



December 18, 2006

COUNTY FISCAL LETTER (CFL) No. 06/07-19

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 2007
 QUARTER

This CFL provides counties time study and claiming instructions for the January through March 2007 quarter which includes information and reminders regarding the following functions/programs:

	Functions/Programs	Time Study Instructions	Claiming Instructions	General Information	Page Number
I	Social Services	No	No	No	2
II	CalWORKs	No	No	No	2
III	Other Public Welfare				
	A. Statewide Automated Welfare System (SAWS) Food Stamp (FS) – County Share Toward Maintenance of Effort (MOE)	Yes	Yes	Yes	2
IV	Child Care	No	No	No	2
V	Non-Welfare	No	No	No	2
VI	General				
	A. Direct Charge Methodology	No	No	Yes	2
	B. Child Welfare Services Outcome Improvement Program (CWSOIP) costs.	No	Yes	Yes	3

The Program Code Descriptions (PCDs) and Support Staff Time Reporting Instructions for county use during the January through March 2007 quarter are as follows:

<u>Section</u>	<u>Revised</u>
Social Services	12/06
CalWORKs	09/05
Other Public Welfare	09/05
Child Care	09/05
Non-Welfare	09/05
Staff Development	03/06
Electronic Data Processing	03/01

Support Staff Time Reporting Instructions	06/06
Direct-to-Program (DTP)/Function Support Staff Codes	09/05
Direct Service Delivery (DSD) Codes	09/04
General Time Study Instructions	06/04

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

I. SOCIAL SERVICES

No. changes.

II. CalWORKs

No changes.

III. OTHER PUBLIC WELFARE

A. Statewide Automated Welfare System (SAWS) Food Stamp (FS) – County Share Toward Maintenance of Effort (MOE)

This is a reminder to counties that they should be using Program Code (PC) 069, SAWS FS – County Share Toward MOE, for reporting their FS program maintenance and operations county share on the quarterly County Expense Claim (CEC). In lieu of adjusting the county's MOE for these eligible expenditures during the close out process, PC 069 was established for counties to capture these costs on a quarterly basis. The claimed amount will be included in the adjustment made to the county MOE via PC 321, State Use Only (SUO) FS County Share Reduction.

IV. CHILD CARE

No changes.

V. NON-WELFARE

No changes.

VI. GENERAL

A. Direct Charge Methodology

County Fiscal Letter (CFL) 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 to Direct Charge. CFL 04/05-34, dated January 6, 2005, informed counties that beginning July 1, 2005, CDSS will no longer recognize the DFA 327.9 and the only acceptable method of notifying CDSS of your intent to direct charge support operating costs will be a Letter of Intent to Direct Charge addressed to, Fiscal Systems Bureau, 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 of the Letter of Intent to Direct Charge. A new sample of the Letter of Intent to Direct Charge is listed as enclosure 1 to this CFL. All State and federal laws/regulations/guidelines with respect to claiming direct costs still apply. This is to remind

counties that a new Letter of Intent to Direct Charge is required annually by the 15th of the month prior to implementation and must remain in effect until the end of the fiscal year.

B. Child Welfare Services Outcome Improvement Program (CWSOIP) Costs

Counties are reminded that there are no State Children's Trust Funds (SCTF) currently budgeted for counties to claim CWSOIP costs. Therefore, PCs 032 and 072 should not be used. Any costs claimed to these codes in the September quarter were moved to county only cost during the audit process. If your county used these codes, you will need to submit an adjustment claim at the appropriate time. For subsequent quarters, please refer to CFL 06/07-17 for claiming instructions.

Counties having any questions regarding this CFL should use the fiscal.systems@dss.ca.gov e-mail address to make any related inquiries.

Sincerely,

*Original Signed by Douglas D. Park
On December 14, 2006*

DOUGLAS D. PARK, Chief
Fiscal Systems and Accounting Branch

Enclosure

c: CWDA

DATE

**SAMPLE LETTER OF
INTENT FOR SUPPORT
OPERATING COSTS
DIRECT CHARGE
METHODOLOGY**

Fiscal Systems Bureau
Department of Social Services
744 P Street, MS 12-03
Sacramento, CA 95814

SUBJECT: DIRECT CHARGE METHODOLOGY

This is to inform the California Department of Social Services (CDSS), Fiscal Systems Bureau, of (Name) County' s intent to implement a Direct Charge Methodology for identifying Support Operating Costs. This methodology for direct charging a specific operating cost to a function or program will be implemented beginning the (March/June/September/December) Quarter, 20___. We understand that a request to implement a direct charge methodology is due by the 15th of the month prior to implementation and must remain in effect until the end of the fiscal year. We understand that a Letter of Intent must be filed with CDSS on an annual basis. (Name) County also acknowledges that all State and federal laws/regulations/guidelines with respect to claiming direct costs still apply.

If additional information is required, please contact (Name and phone number of contact person).

Sincerely,

Authorized Signature

Title

Phone Number