

DEPARTMENT OF SOCIAL SERVICES

744 P Street, Sacramento, CA 95814



March 8, 2007

COUNTY FISCAL LETTER (CFL) No. 06/07-27

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 2007
 QUARTER

This CFL provides counties time study and claiming instructions for the April through June 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				
	A. Program Code 118 – Adoptions Independent/Nonfed	No	Yes	Yes	2
	B. County Cost Allocation Plan – Program Code Changes	Yes	No	No	2
II	CalWORKs	No	No	No	2
III	Other Public Welfare	Yes	No	No	2
IV	Child Care	No	No	No	2
V	Non-Welfare	No	No	No	2
VI	General				
	A. County Expense Claim (CEC) Due Dates for State Fiscal Year (SFY) 2007/08	No	No	Yes	2

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

<u>Section</u>	<u>Revised</u>
Social Services	06/07
CalWORKs	09/05
Other Public Welfare	06/07
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

A. Program Code 118 – Adoptions Independent/Nonfed

As a result of Assembly Bill (AB) 1808, Chapter 75, Statutes of 2006, Program Identifier Number (PIN) 118031 was added to allow counties to claim appropriate non-federal adoption related activities. All allowable non-federal adoption costs should be claimed on the DFA 325.1B, Direct Cost Input Schedule of the County Expense Claim (CEC). Refer to Section I – Social Services Function – of this Quarter's Program Code Description (PCD) for allowable activities.

B. County Cost Allocation Plan (CCAP)

As a result of the federal review of the 2005/06 CCAP, it was necessary to modify several time-study instructions. Additional clarification and claiming instructions will be issued in a forthcoming CFL.

II. CalWORKs

No changes.

III. OTHER PUBLIC WELFARE

In accordance with federal review of the 2005/06 CCAP, time-study code 3451 has been modified. Additional clarification and claiming instructions will be issued in a forthcoming CFL.

IV. CHILD CARE

No changes.

V. NON-WELFARE

No changes.

VI. GENERAL

A. County Expense Claim (CEC) Due Dates for State Fiscal Year (SFY) 2007/08

The Original CEC is due at CDSS the first working day 30 days after the end of the quarter. The following are due dates for SFY 2007/08 original claims:

<u>Original CEC</u>	<u>Final Filing Date</u>
September 2007	October 31, 2007
December 2007	January 31, 2008
March 2008	May 1, 2008

June 2008

July 31, 2008

Adjustment CECs and the DFA 325.5 (Expenditure Certification for the CWD CEC) are to be received at CDSS by the first working day after the last day of the ninth month from the original claiming quarter. The following are due dates for SFY 2007/08 adjustment quarter claims:

Adjustment CEC

September 2006
December 2006
March 2007
June 2007

Final Filing Date

July 2, 2007
October 1, 2007
January 2, 2008
April 1, 2008

As stated in CFL No. 01/02-58 dated May 7, 2002, CDSS will not accept adjustment claims for processing when they are received in our office beyond the due dates listed above.

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 March 7, 2007*

DOUGLAS D. PARK, Chief
Fiscal Systems and Accounting Branch

Enclosure

c: CWDA