

**DEPARTMENT OF SOCIAL SERVICES**  
744 P Street, Sacramento, CA 95814



July 26, 2000

Will Lightbourne, Director  
San Francisco City and County Dept. Of Social Services  
170 Otis Street, 8th Floor  
PO Box 7988  
San Francisco, California 94120

Dear Mr. Lightbourne:

**SUBJECT: NON-CUSTODIAL PARENT EMPLOYMENT AND TRAINING  
DEMONSTRATION PROJECT (NCP) ALLOCATION FOR FISCAL  
YEAR (FY) 2000/01**

The purpose of this letter is to provide you with your county's NCP Demonstration Project allocation for FY 2000/01. Your allocation was based on the average of the percent to total of caseload (as of April 2000), the FY 99/00 allocations and each county's expenditures for FY 99/00 as claimed through the third quarter.

**Temporary Assistance for Needy Families (TANF)**

Your Temporary Assistance for Needy Families (TANF) allocation is \$272,918. TANF funds are 100% Federal funding.

The TANF costs will be charged against your TANF allocation through Program Code 629, NCP Employment and Training Demo Project, on the Quarterly County Expense Claim. Expenditures that exceed the allocation will be transferred to county only share through State Use Only Code 645. At year-end closeout, any statewide TANF surplus will be redistributed to counties that exceed their TANF allocation.

Your TANF allocation and Title IV-D allocation are not interchangeable. Please review Attachment A and Attachment B that identify activities that are either eligible for TANF or Title IV-D funding.

Questions concerning claiming TANF NCP demonstration costs should be directed to Johnny Mez of the Fiscal Policy Bureau at (916) 654-0953.

**Title IV-D**

Your Title IV-D allocation is \$161,389. The Title IV-D allocation is funded 66% federal financial participation (FFP) (\$106,517) and 34% state general fund (\$54,872).

The IV-D related NCP demonstration project costs are claimed on the IV-D Child Support Expenditure Schedule and Certification claims (CS 356 series). The IV-D NCP demonstration project costs are identified using the quarterly time study (CS 355) and the allocation of costs through the IV-D claim. The instructions for claiming NCP demonstration project costs are contained in FSD Letter 00-04, dated March 22, 2000. If the amount claimed for NCP demonstration costs exceed the Title IV-D allocation, the excess will continue to be eligible for 66% (FFP), and the non-federal share (34%) will be a county cost.

Questions concerning claiming Title IV-D NCP demonstration project costs should be directed to Gary Padilla of the Department of Child Support Services at (916) 654-1208.

Questions concerning the NCP project should be directed to Detta Hunt of the Demonstration Projects Bureau at (916) 657-2564. Questions concerning the allocation should be directed to your County Financial Analysis Bureau analyst at (916) 657-3806.

Sincerely,

***Original Document Signed by  
Douglas D. Park on 7/26/00***

DOUGLAS D. PARK, Chief  
Financial Planning Branch

Attachment

c: CWDA  
NCP Project Coordinators

## ATTACHMENT A

### NONCUSTODIAL PARENT DEMONSTRATION PROJECT

#### Title IV-D Activities Eligible For Title IV-D FFP

This document is to identify what activities performed by the participating county Family Support Division on behalf of the NCP Demo project are eligible and not eligible for Title IV-D Federal Financial Participation (FFP).

#### FFP ELIGIBLE

The following are general categories of activities that County Family Support Divisions can be expected to engage in on behalf of the Noncustodial Parent Demonstration Project (NCP Demo):

- 1) Identification and referral of unemployed noncustodial parents to job **training**.
- 2) Coordination with county courts regarding compliance **with court orders**.
- 3) Tracking and data collection through interface with job **training/service providers** participating in the NCP Demo (but not for providing job training/services).
- 4) Coordination of Noncustodial Parent Demonstration Projects with the California Department of Social Services.

Specific actions which may be performed and claimed for FFP by County Family Support Divisions on behalf of the NCP Demo:

- Identification and notifying unemployed noncustodial parents that they are in arrears and employment training may be available.
- Interviewing potential job training participants for the purpose of acquiring stipulated acknowledgment of their unemployment status and intentions to alleviate their arrears problem.
- Preparation of motions for submittal to local courts regarding the appropriate course of action in unemployed obligor cases. (May include motions for civil court orders requiring participation in job training.)
- Monitoring cases to insure job training participation (complying with stipulated agreements and contempt of court orders).
- Determining legal right to work status.
- Development of interface and interagency non-automated information exchange systems. Includes monitoring job training progress through interface with educational and training providers.
- Preparing and submitting progress reports to superior courts and CDSS.
- Preparation and submittal of documents to courts regarding success of training and consequent employment status. Could result in upward modification of child support orders.
- Coordination of any appropriate actions with local courts regarding the unemployed noncustodial parents and job training.

## ATTACHMENT B

### NONCUSTODIAL PARENT (NCP) DEMONSTRATION PROJECT Activities Eligible for TANF Funds

The following activities performed on behalf of the NCP Demo project are eligible for Temporary Assistance to Needy Families (TANF):

- 1) Employment and Training Programs: Orientation, assessment, job search, job club, subsidized and unsubsidized on-the-job training, vocational education and training, job development, and job retention training.
- 2) **Parental Responsibility Training Programs:** Peer support groups, classroom instruction, and monitoring programs.
- 3) Mediation Services: Visitation, custody and family matters which involve the well-being of the child.
- 4) Supportive Services: . Transportation, ancillary expenses, personal counseling, domestic violence counseling, and substance abuse and mental health treatment services to the extent the services provided are non-medical in nature.
- 5) Personnel Services:  
Wages and benefits that cannot be charged to specific 1V-D activities.  
(Please see Attachment A)
- 6) Operating Expenses: Travel, training, space, equipment, furniture, consumable supplies, printing, communications, utilities, and indirect costs.