

**DEPARTMENT OF SOCIAL SERVICES**

744 P Street, Sacramento, CA 95814



June 14, 2006

COUNTY FISCAL LETTER (CFL) No. 05/06-60

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 SEPTEMBER 2006  
 QUARTER

This CFL provides counties time study and claiming instructions for the July through September 2006 quarter which includes information and reminders regarding the following functions/programs:

	<b>Functions/Programs</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>				
	<b>A. Options for Recovery</b>	No	No	Yes	2
<b>II</b>	<b>CalWORKs</b>	No	No	No	2
<b>III</b>	<b>Other Public Welfare</b>				
	<b>A. Electronic Benefits Transfer (EBT) Food Stamps (FS) – County Share Toward Maintenance of Effort (MOE)</b>	No	No	No	2
<b>IV</b>	<b>Child Care</b>	No	No	No	2
<b>V</b>	<b>Non-Welfare</b>	No	No	No	2
<b>VI</b>	<b>General</b>				
	<b>A. Deleted Program Codes (PCs)</b>	No	No	Yes	3

The Program Code Descriptions (PCDs) and Support Staff Time Reporting Instructions for county use during the July through September 2006 quarter are as follows:

<u>Section</u>	<u>Revised</u>
Social Services	06/06
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/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. Options for Recovery

In order to be consistent with the State budget and the allocation letter, the title for the Options for Recovery, Program Codes (PCs), are being changed to **SA/HIV Infant**, effective with the September 2006 claiming quarter. The new titles are as follows:

137	SA/HIV Infant-Foster Parent Trg (C9/06)
172	SA/HIV Infant Program (C 9/06)
195	SUO-SA/HIV Infant-FPar Trg NF (C 9/06)
523	SA/HIV Infant-Recruit (C 9/06)
552	SUO-SA/HIV Infant Program (C 9/06)
561	SUO-SA/HIV Infant-Recruit NF (C 9/06)
A49	SA/HIV Infant-Foster Parent Trg

## II. CalWORKs

No changes.

## III. OTHER PUBLIC WELFARE

### A. Electronic Benefits Transfer (EBT) Food Stamps (FS) – County Share Toward Maintenance of Effort (MOE)

This is a reminder to counties that they should be using PC 098, EBT FS – County Share Toward MOE, for reporting their EBT maintenance and operations county share of food stamps on the quarterly CEC. Please refer to CFL No. 03/04-63 for claiming instructions for PC 098. Counties should not claim these costs for reimbursement elsewhere on the CEC as they represent the county share of food stamps that has already been offset against the California Work Opportunity and Responsibility to Kids (CalWORKs) monthly Advance. The offset should be reported on a cash basis using Statement of Cash Advance – AA190 for the quarter or month of the offset, subject to the same requirements for supplemental claims. Counties should also ensure that the amount reported does not include the offset amount for General Assistance/General Relief (GA/GR).

## IV. CHILD CARE

No changes.

## V. NON-WELFARE

No changes.

## VI. GENERAL

### A. Deleted Program Codes (PCs)

As a result of the federal review of the Federal Fiscal Year (FFY) 2004/05 Countywide Cost Allocation Plan (CCAP), it was determined that the following PCs will be deleted. Therefore, effective with the September 2006 quarter, the following PCs and all associated codes (i.e., Program Identification Numbers [PINs], alphanumerics, etc.) will be deleted:

<b>Deleted Program Codes (PCs)</b>	<b>Deleted Program Titles</b>
040	CSA Demo Project
238	Program Income (San Diego County only)
262	US Residency Project - NAFS
309	Medi-Cal Eligibility Common
392	Fraud - CalWORKs AFIRM (LA County only)
393	PAFS AFIRM (LA County only)
394	Fraud - CalWORKs AFIRM - Evaluation
643	Success Evaluation (San Mateo County only)

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

Sincerely,

Douglas D. Park, Chief  
Fiscal Systems and Accounting Branch

c: CWDA