

**DEPARTMENT OF SOCIAL SERVICES**

744 P Street, Sacramento, CA 95814



June 29, 2007

COUNTY FISCAL LETTER (CFL) No. 06/07-47

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 2007 QUARTER

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

	Functions/Programs	Time Study Instructions	Claiming Instructions	General Information	Page Number
<b>I</b>	<b>Social Services</b>				
	A. Title IV-E Staff Development and Training Costs	No	Yes	Yes	2
<b>II</b>	<b>CalWORKs</b>	No	No	No	3
<b>III</b>	<b>Other Public Welfare</b>				
	A. AFDC Foster Care Eligibility	Yes	No	Yes	3
<b>IV</b>	<b>Child Care</b>	No	No	No	3
<b>V</b>	<b>Non-Welfare</b>	No	No	No	4
<b>VI</b>	<b>General</b>				
	A. Social Services – Title Changes	No	No	Yes	4
	B. Social Services – Time Study Code Modifications	Yes	Yes	Yes	4
	C. Section VI (CAP) – Staff Development	No	No	Yes	5
	D. Title IV-E Child Welfare Waiver Demonstration Capped Allocation Project	Yes	Yes	Yes	5
	E. Support Staff Time Reporting Plan (SSTRP) and Letter of Intent to Direct Charge	No	No	Yes	6

	<b>F. Annual Training Plan (ATP)</b>	No	No	Yes	6
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The Program Code Descriptions (PCDs) and Support Staff Time Reporting Instructions for county use during the July through September 2007 quarter are as follows:

<u>Section</u>	<u>Revised</u>
Social Services	09/07
CalWORKs	09/05
Other Public Welfare	09/07
Child Care	09/05
Non-Welfare	09/05
Staff Development	09/07
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. Title IV-E Staff Development and Training Costs**

This is to remind counties of allowable staff development and training costs that can be claimed to Title IV-E at the enhanced rate of 75 percent and the non-enhanced rate of 50 percent, as stated in CFL 05/06-33. The Administration for Children and Families has provided further guidance by adding eight new training questions and answers to the Child Welfare Policy Manual on April 10, 2007. These questions can be found under Section 8.1H on the internet at:

[http://www.acf.hhs.gov/j2ee/programs/cb/laws\\_policies/laws/cwpm/policy\\_dsp.jsp?citID=116#427](http://www.acf.hhs.gov/j2ee/programs/cb/laws_policies/laws/cwpm/policy_dsp.jsp?citID=116#427).

45 CFR 1356.60(b) provides Federal Financial Participation (FFP) at the rate of 75 percent for the costs of 1) training personnel employed or preparing for employment by the State or local agency administering the plan, and 2) providing short-term training (including travel and per diem expenses) to current or prospective foster or adoptive parents and the members of the state licensed or approved child care institutions providing care to foster and adopted children receiving Title IV-E assistance.

Under the Child Welfare Policy Manual, Section 8.1H, question 1 states costs matchable as training expenditures may include: (1) travel, per diem, tuition, books and registration fees for trainees; (2) salaries, fringe benefits, travel and per diem for staff development personnel assigned to training functions to the extent time is spent performing such

functions; (3) salaries, fringe benefits, travel and per diem for experts outside the agency engaged to develop or conduct training programs; and (4) costs of space, postage, training supplies, and purchase or development of training material.

Title IV-E training topics that the State may claim at the 75 percent match rate must be closely related to one of the examples cited in 45 CFR 1356.60(c)(1). Under the Title IV-E program, CWS training costs entered in the Staff Development section of the CEC should only be for trainers time and costs eligible for 75% federal participation. Refer to the Child Welfare Policy Manual, Section 8.1H question 8 for examples of allowable topics.

The costs for training any other county staff are reimbursable at the 50 percent administrative match rate, provided that the staff is contracted by the CWD to perform a Title IV-E administrative function and training is necessary for such staff to perform the Title IV-E administrative function. Refer to the Child Welfare Policy Manual, Section 8.1H question 10 for allowable training topics. Staff attending training should time study to the appropriate program code(s) related to the subject matter of the training.

Costs not eligible under staff development and training are: 1) salaries of supervisors; and 2) employment of students on a temporary basis. These costs may be claimed under Title IV-E administrative costs.

All Title IV-E allowable training costs will have the non-federal discount rate applied.

Please be aware that training that covers the full spectrum of Child Welfare Services is not all Title IV-E allowable and claimable. Counties must determine appropriate benefiting programs and claim accordingly.

## **II. CalWORKs**

No changes.

## **III. OTHER PUBLIC WELFARE**

### **A. AFDC Foster Care Eligibility**

#### **CODE 3451 – AFDC FOSTER CARE (FC) ELIGIBILITY**

##### Time Study Instructions

The activity descriptions have been modified for Code TSC 3451.

In accordance with the federal review of the FY 2005/06 CCAP, time-study code 3451 has been revised to include referrals to other public assistance programs and services, inter-county transfers and program status changes.

## **IV. CHILD CARE**

No changes.

## **V. NON-WELFARE**

No changes.

## **VI. GENERAL**

As a part of the federal government review of the County Cost Allocation Plan (CAP), the following titles were revised in order to provide clarity and more appropriately reflect allowable activities.

### **A. Social Services – Title Changes**

1. CODE 0311 ENHANCED KinGAP/NonFEDERALLY ELIGIBLE
2. CODE 1431 CWS – PRE-PLACEMENT PROGRAM  
CODE 1432 CWS – FAMILY MAINTENANCE PROGRAM  
CODE 1433 CWS – FAMILY REUNIFICATION PROGRAM  
CODE 1434 CWS – PERMANENT PLACEMENT PROGRAM
3. CODE 1471 CWS – PRE-PLACEMENT PROGRAM  
CODE 1432 CWS – FAMILY MAINTENANCE PROGRAM  
CODE 1433 CWS – FAMILY REUNIFICATION PROGRAM  
CODE 1434 CWS – PERMANENT PLACEMENT PROGRAM
4. CODE 1481 CWS – PRE-PLACEMENT PROGRAM  
CODE 1482 CWS – FAMILY MAINTENANCE PROGRAM  
CODE 1483 CWS - FAMILY REUNIFICATION PROGRAM  
CODE 1484 CWS - PERMANENT PLACEMENT PROGRAM

### **B. Social Services – Time Study Code Modifications**

As part of the federal government review of the County Cost Allocation Place, the following time study codes were modified:

#### **1. CODE 0771 CHILD WELFARE SERVICE (CWS) BASIC NONFEDERAL**

Includes activities performed on behalf of non-federally Title IV-E eligible child, the child's family or the child's foster family, **and non-federal eligible activities on behalf of federally eligible and non-federally eligible children.** This includes all services: **documentation of services in the case plan**, investigative activities and case management activities for children, when these activities do not meet the Title IV-E requirements and are not specific to the CWSOIP. The range of services and activities shall include, but not be limited to the following: prevention and early intervention services, permanency and youth services, and other activities to better serve children and families that are not eligible for Title IV-E funding and cannot be claimed to PC 146 - CWS - Services/Non-Federal.

#### **2. CODE 1591 FAMILY PRESERVATION PROGRAM – SPMP**

The following statement was added to reflect that the activities are performed by a SPMP qualified person. "These activities will be performed by a SPMP qualified person."

### **3. CODE 177 FAMILY PRESERVATION PROGRAM – PRE-PLACEMENT PREVENTION CASE MANAGEMENT**

As a part of the federal government review of the County Cost Allocation Plan, the following code was modified to exclude services and documentation of services that are not allowable administrative activities.

Includes activities directed to a specific child when the child remains in the home to prevent out-of-home placement. This code does not include time associated with the delivery of or documentation of family preservation preventative services. Included with this code is the development of the case plan which indicates specific referral to services necessary to meet the protective needs of the child. Activities include but are not limited to:

The following are allowable case management activities:

- Assessing needs and developing a case plan as required
- Referrals for services
- Monitoring the case plan
- Management and supervision of the case

FPP Training is for people employed or preparing for employment in all classes of positions by the State or local agency administering the program. Training includes the administration of the foster care program such as referral to services, case plan development, case management and supervision.

#### **C. Section VI (CAP) - Staff Development**

As part of the federal government review of the CAP, Section VI-Staff Development was modified to be consistent with CFL 05/06-33, dated December 8, 2005. For information, please see Section VI in the CAP.

#### **D. Title IV-E Child Welfare Waiver Demonstration Capped Allocation Project**

#### **CODE 0161 IV-E WAIVER EVALUATION**

Time Study Code 0161 IV-E WAIVER EVALUATION was added for Los Angeles and Alameda counties participating in the Title IV-E Waiver Demonstration Project.

#### **TITLE IV-E CHILD WELFARE WAIVER DEMONSTRATION CAPPED ALLOCATION PROJECT:**

For counties who are participating in the Title IV-E Child Welfare Waiver Demonstration Project, one-time developmental administrative costs can be claimed at the onset of the program, beginning with the date the demonstration project was approved, March 31, 2006, and continuing to prior to the implementation of the project. Allowable activities for Time Study Code 1761 include but are not limited to the following:

- Developing the letter of interest/intent;

- Development of county plans, proposals, policies and procedures, etc.;
- Developing fiscal data;
- Establishment of new policy and procedures for the demonstration project.

**E. Support Staff Time Reporting Plan (SSTRP) and Letter of Intent to Direct Charge**

This notice is to remind counties that their SSTRP for SFY 2007-08, is due to CDSS, August 1, 2007. Please refer CFL No. 00/01-74, dated April 30, 2001, for instructions on the development and submission of the SSTRP. SSTRPs are required in order to comply with the State's federally approved Cost Allocation Plan (CAP), which requires counties to specify the level to which county clerical and administrative support staff will report their time. Please submit your SSTRP and any Letter of Intent to Direct Charge by August 1, 2007 to:

CDSS  
County Systems & Policy Section  
Fiscal Systems Bureau  
744 P Street, M.S. 12-03  
Sacramento, CA 95814

**F. Annual Training Plan (ATP)**

The ATP for SFY 2007-08 is due to CDSS on August 1, 2007. Please refer to CFL No. 01/02-19, dated July 25, 2001, for complete submission procedures. The plan and certification form are required in accordance with 45 CFR 235.62 and the CDSS Manual of Policy and Procedures (MPP), Division 14, Staff Development and Training Section. If a county's certification is not received by August 2007, funding for Staff Development may be adversely impacted. Please submit the certification to:

CDSS  
Training Bureau  
744 P Street, M.S. 15-73  
Sacramento, CA 95814

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,

*Original signed by Douglas D. Park*

DOUGLAS D. PARK, Chief  
Fiscal Systems and Accounting Branch

c: CWDA