

DEPARTMENT OF SOCIAL SERVICES

744 P Street, Sacramento, CA 95814



October 2, 2002

COUNTY FISCAL LETTER (CFL) NO. 02/03-29

TO: COUNTY WELFARE DIRECTORS
COUNTY FISCAL OFFICERS
COUNTY AUDITOR CONTROLLERS
COUNTY PROBATION OFFICERS

SUBJECT: FISCAL INSTRUCTIONS AND INFORMATION FOR ASSISTANCE
EXPENDITURES UNDER THE CALIFORNIA WORK OPPORTUNITY AND
RESPONSIBILITY TO KIDS (CalWORKs) AND TEMPORARY ASSISTANCE TO
NEEDY FAMILIES (TANF) BLOCK GRANT PROGRAMS - SAFETY NET

REFERENCE: County Fiscal Letter (CFL) No. 01/02-31, dated September 27, 2001; All-County Letter (ACL) Nos. 02-66, dated September 3, 2002; 99-90, dated October 21, 1999; and 01-66, dated September 18, 2001; 02-33, dated May 1, 2002; and All-County Information Notice No. I-52-99, dated August 9, 1999

This letter provides claiming instructions for the assistance provided to families in which all adults in the Assistance Unit (AU) have reached the CalWORKs 60-month time limit established by Welfare and Institutions Code Section 11454. Upon reaching the time limit, families are moved into the "Safety Net" where the children continue to be aided. Please refer to ACL No. 02-66, dated September 3, 2002, for program implementation instructions.

Cases that exceed the CalWORKs time limit must be tracked separately to ensure appropriate reporting and funding. The following aid codes have been established for this purpose effective January 1, 2003.

Aid Code 3A: Safety Net - All Other Families, CalWORKs Timed-Out, Child Only

Cases: All cases categorized as "All Other Families" prior to timing out, including legal non-citizens, in which all adults have reached the CalWORKs 60-month time limit and do not meet a time extender exemption.

Aid Code 3C: Safety Net - Two Parent Families, CalWORKs Timed-Out, Child Only

Cases: All cases categorized as two-parent families prior to timing out, in which all adults have reached the CalWORKs 60-month time limit and do not meet a time extender exemption. Includes recent non-citizen two-parent cases.

Zero-Parent Cases: Current zero-parent cases/child only cases that are in this category for reasons other than because the adult has reached the CalWORKs time limit should not be considered a Safety Net case. Such cases should continue to be coded to Aid Codes 33, 3G, or 3H, as appropriate.

Two-Parent Cases: Current two-parent cases in which only one adult reaches the CalWORKs time limit should not be considered a Safety Net case. Such cases should continue to be coded to Aid Codes 35, 3M, or 3U, as appropriate.

FUNDING

Consistent with the State Fiscal Year 2002/03 Budget, Safety Net grant payments will be shared at 97.5% State and 2.5% County.

CLAIM FORM CHANGES

The CA800S (State), currently used for claiming Two Parent Families (Aid Code 35), has been modified to include Safety Net aid codes, 3A and 3C. This form has also been modified to include the Aid Code 32 for TANF timed-out cases which are currently being reported on the CA 800 (FED). Please note that these changes are effective January 1, 2003. Counties should continue reporting Aid Code 32 cases on the CA 800 (FED) through December 31, 2002. A sample revised CA 800S (Rev. 1/03) is provided as Attachment I.

Camera-ready copies of the CA 800S (State) may be obtained from:

California Department of Social Services
Forms Management Unit
744 P Street, M.S. 7-182
Sacramento, CA 95814
Telephone Number: (916) 657-1907

CURRENT CalWORKs AID CODES

Attachment II is a matrix of all current CalWORKs aid codes, as revised above, with definitions and cross-references to the appropriate reimbursement claim forms.

COUNTY EXPENSE CLAIM (CEC) CHANGES

CEC instructions will be provided in a separate CFL.

DATA REPORTING

Data reporting requirements and instructions will be provided in a separate ACL.

If you have any questions regarding Safety Net, please contact Cora Myers, CalWORKs Eligibility Bureau, at (916) 654-2236. Questions related to fiscal claiming should be directed to your Fiscal Policy Bureau county analyst at (916) 657-3440.

Sincerely,

***Original Signed by Terrie O'Connor for
Marge Dillard on October 2, 2002***

MARGE DILLARD, Chief
Fiscal Systems and Accounting Branch

c: CWDA

**SUMMARY REPORT OF ASSISTANCE
EXPENDITURES FOR CALIFORNIA
WORK OPPORTUNITY AND RESPONSIBILITY
TO KIDS (CalWORKs) - STATE ONLY***(Instructions on Reverse Side of Form)*For State Use: ☐ CDSS ☐ County Welfare ☐ County Auditor

COUNTY	DATE (MONTH/YEAR)
CLAIM CONTACT PERSON	TELEPHONE

☐ Safety Net - All Families ☐ Safety Net - Two-Parent Families ☐ TANF Timed-Out ☐ Two-Parent Families**AID PAYMENTS (AID CODE: 3A, 3C, 32, and 35)****SOURCE DOCUMENT****(A)****CURRENT MONTH**

1. Main Payroll
2. Current Month Supplemental
3. Current Month Cancellation
4. Prior Month Supplemental Payroll
5. Current Month Adjustment
6. **Subtotal**

PRIOR MONTH NEGATIVES

7. Prior Month Cancellation
8. Recoveries of Aid
9. Prior Month Negative Adjustment
10. **Subtotal**

PRIOR MONTH POSITIVES

11. Prior Month Positive Adjustments
12. **Subtotal**

STATE ONLY FUNDS

13. Total Number of Assistance Units
14. **Total Amount Payable with State Funds Only (13A x \$2.00)**

15. GRAND TOTALS

A. Total Aid Payments (6B + 10B + 12B)	B. State Share 14B + (15A x 97.5%) - (14B x 97.5%)	C. County Share (15A x 2.5%) - (14B x 2.5%)	D. Countable TANF MOE (15B + 15C)

Certification and Signatures

I hereby certify under penalty of perjury that I am the official responsible for the administration of California Work Opportunity And Responsibility To Kids (CalWORKs) in and for aforesaid county; that I have not violated any of the provisions of Sections 1090 to 1096, inclusive, of the Government Code; that the aid payments, aid repayments and adjustments reflected herein have been made in accordance with all provisions of the Welfare and Institutions Code and the rules and regulations of the Department of Social Services.

I hereby certify, under penalty of perjury, that I am the officer in aforesaid county responsible for the examination and settlement of accounts; that I have not violated any of the provisions of Sections 1090 to 1096, inclusive, of the Government Code; that the amounts claimed herein are in accordance with authorizations for California Work Opportunity And Responsibility To Kids (CalWORKs) made by the county; that said amounts correctly reflect Federal, State and County Shares in the aid payments claimed and that warrants therefore have been issued, according to law and the rules and regulations of the Department of Social Services.

SIGNATURE OF COUNTY WELFARE DIRECTOR	DATE	SIGNATURE OF COUNTY OR AUDITOR CONTROLLER	DATE
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INSTRUCTIONS FOR USE OF THE FORM CA 800S (STATE ONLY)

GENERAL INFORMATION

1. Enter county name, and month and year of claim in space provided.
2. Enter name and telephone number of county staff person to be contacted if there are any questions regarding the claim.
3. Check the appropriate box: Safety Net - All Families, Safety Net - Two-Parent Families, TANF Timed-Out, or Two-Parent Families.
4. All amounts on this form may be rounded to the nearest dollar.

CURRENT MONTH

5. Line 1A through Line 5A: Complete with the amounts shown on the integrated payroll summary (for non-integrated payrolls, enter the grand totals shown for each payroll). Only current month adjustments should be entered on Line 5A.
6. Line 6B: Enter the subtotal from Lines 1A through 5A.

PRIOR MONTH NEGATIVES

7. Line 7A: Complete with the amounts shown on the integrated payroll summary. (For non-integrated payrolls, enter the grand totals shown for each contra-roll.)
8. Line 8A: Enter the total of all cash recovered in this month for aid paid in a prior month. This includes cash abatements or repayments of overpayments received during this report month.
9. Line 9A: Enter the totals of all prior month negative adjustments which decrease money amounts that were claimed in a prior month Summary Report.
10. Line 10B: Enter the subtotal from Lines 7A through 9A.

PRIOR MONTH POSITIVES

11. Line 11A: Enter the amounts shown on the separate listing for prior month positive adjustments which were or should have been claimed on a prior month Summary Report.
12. Line 12B: Enter the subtotal of the prior months positive adjustments.

STATE ONLY FUNDS

13. Line 13A: Determine and enter the total state assistance units (AUs) represented in the persons counts (children and adults).
14. Line 14B: Determine and enter the amount payable by state funds only [the state share of the \$2.00 grant increase effective June 1, 1973 for state only AUs (*Welfare & Institutions Code 11006.1*)] -- Multiply \$2.00 times 13A.

COMPUTE GRAND TOTALS FOR FEDERAL, STATE AND COUNTY SHARES AND COUNTABLE TANF MOE

15. Line 15A: Enter the total aid payments -- Add 6B, 10B and 12B.
16. Line 15B: Enter the state share -- Multiply 15A by 97.5% and add 14B minus (14B multiplied by 97.5%).
17. Line 15C: Enter the county share -- Multiply 15A by 2.5% minus (14B multiplied by 2.5%).
18. Line 15D: Enter the countable TANF MOE (state and county shares) -- Add 15B and 15C.

AID CODE/ASSISTANCE CLAIM FORMS FOR CalWORKs
EFFECTIVE JANUARY 1, 2003

Claim Type	Aid Code Description	Form
CalWORKs/ TANF Cash Assistance Fed TANF State/Co	<p>(30) CalWORKs-All families: Aid to Families who do not meet the two-parent definition and are federally eligible. Includes sanctioned Cal-Learn families.</p> <p>(33) CalWORKs: Aid to zero-parent cases.</p> <p>(3P) CalWORKs-This population is the same as aid code 30, aid to families who do not meet the two-parent definition and are federally eligible, except that they are exempt from the TANF grant reductions.</p> <p>(3R) CalWORKs-Aid to zero parent cases that are exempt from the TANF grant reductions.</p>	CA 800 (Fed) (08/01)
CalWORKs Cash Assistance (State Only)	<p>(35) CalWORKs- (Non-TANF cash grant/FFP for Medi-Cal eligible): Two-parent families that include two non-disabled natural or adoptive parents of the same minor child, who are living in the home unless both are aided minors and neither is head-of-household.</p> <p>(32) TANF Timed-Out (FFP for Medi-Cal eligible): Recipients who have reached their 60-month TANF time limit but are eligible for CalWORKs.</p> <p>(3A) Safety Net - All Other Families, CalWORKs Timed-Out, - Child Only Cases All cases categorized as "All Other Families" prior to timing out, including legal non-citizens, in which all adults have reached the CalWORKs 60-month time limit and do not meet a time extender exemption.</p> <p>(3C) Safety Net - Two Parent Families, CalWORKs Timed-Out, Child Only Cases: All cases categorized as two-parent families prior to timing out, in which all adults have reached the CalWORKs 60-month time limit and do not meet a time extender exemption. Includes recent non-citizen two-parent cases.</p>	CA 800S (State) (1/03)
New Entrant Legal Immigrant (State Only)	<p>(3L) CalWORKs-Legal Immigrants (Non-TANF cash grant/FFP for Medi-Cal eligible): Eligible CalWORKs families who meet the definition of all families and; include individuals who meet the federal requirements of a qualified alien but who entered the U.S. on or after August 22, 1996 or met the eligibility requirement of an alien described in CDSS EAS 42-431 (7/1/89).</p> <p>(3G) CalWORKs-Zero parent: Cases which meet the definition of 3L.</p> <p>(3M) CalWORKs-Legal Immigrants (Non-TANF cash grant/FFP for Medi-Cal eligible): Eligible CalWORKs families who (1) meet the definition of two-parent families; AND (2) include Individuals who meet the federal requirements of a qualified alien but entered the U.S. on or after August 22, 1996 or met the eligibility requirement of an alien described in CDSS EAS 42-431 (7/1/89).</p>	CA 800L (State) (08/01)
New Entrant Legal Immigrant (Mixed Cases)	<p>(3E) CalWORKs-Legal Immigrants: Aided individuals in a household with at least one federally eligible individual and at least one that is non-federally eligible. The non-federally eligible individual meets the federal requirements of a qualified alien and entered the U.S. on or after August 22, 1996 or meets the eligibility requirement of an alien described in CDSS EAS 42-431 (7/1/89). State law requires that the individual(s) be aided. Provides aid to eligible CalWORKs families meeting the definition of all families.</p> <p>(3H) CalWORKs-Zero parent cases that meet the definition of 3E.</p> <p>(3U) CalWORKs Legal Immigrants: Aided individuals in a household with at least one federally-eligible individual and at least one that is non-federally eligible. The non-federally eligible individual meets the federal requirements of a qualified alien and entered the U.S. on or after August 22, 1996 or meets the eligibility requirement of an alien described in CDSS EAS 42-431 (7/1/89). State law requires that the individual be aided. Provides aid to eligible CalWORKs families meeting the definition of two-parent families.</p> <p>(3W) TANF Timed-Out, Mixed Cases: (FFP for Medi-Cal eligible): TANF timed-out adult, with CalWORKs eligibility, and family includes at least one non-federally eligible individual.</p>	CA 800M (Mixed) (08/01)
CalWORKs/ TANF Diversion	<p>(3J) CalWORKs-Diversion: Diversion payment/services to apparently eligible CalWORKs applicants meeting the definition of all families.</p> <p>(3K) CalWORKs Diversion: Diversion payment/services to apparently eligible CalWORKs applicants meeting the definition of two-parent families.</p>	CA 800D (Fed) (10/99)
CalWORKs Diversion (State Only)	<p>(3X) CalWORKs-Diversion: Diversion payment/services to apparently eligible CalWORKs applicants meeting the definition of all families but who do not meet all federal requirements. State law requires that the individual(s) be aided. Includes legal immigrants.</p> <p>(3Y) CalWORKs Diversion: Diversion payment/services to apparently eligible CalWORKs applicants meeting the definition of two-parent families but who do not meet all federal requirements. State law requires that the individual(s) be aided. Includes legal immigrants.</p>	CA 800D (State) (10/99)