

July 31, 2018

COUNTY FISCAL LETTER (CFL) NO. 18/19-02

TO: ALL COUNTY WELFARE DIRECTORS
ALL CHIEF PROBATION OFFICERS
ALL LOCAL MENTAL HEALTH DIRECTORS
ALL COUNTY ADOPTION AGENCIES
ALL ADOPTION DISTRICT OFFICES
ALL GROUP HOME PROVIDERS
ALL FOSTER FAMILY AGENCIES
ALL TITLE IV-E AGREEMENT TRIBES
ALL OUT-OF-STATE GROUP HOMES
ALL COUNTY ELIGIBILITY SUPERVISORS

SUBJECT: CLAIMING INSTRUCTIONS FOR ESTABLISHMENT OF A SERVICES ONLY RATE TO SECURE ADDITIONAL SERVICES AND SUPPORTS

REFERENCE: ALL COUNTY LETTER (ACL) NO. 18-88

The purpose of this CFL is to provide claiming instructions to counties choosing to participate in the establishment of a Services Only (SO) rate. This SO rate was described in [ACL No. 18-88](#), dated July 20, 2018.

Background

The goal of the county-optional SO rate is to provide additional resources to counties to secure services and supports for children/youth placed with Resource Families (RF) not already affiliated with a Foster Family Agency (FFA). Effective July 1, 2018, the SO rate may be used by the county to secure services and supports from a FFA, Short Term Residential Therapeutic Program (STRTP), Community Based Organization (CBO), or other appropriate public or private entity for children/youth placed with RFs in order to stabilize the placement. The SO rate may also be used for supporting children/youth who are transitioning from a group home or STRTP to placement with a RF. The SO rate may not be used to support a placement with a RF that is already affiliated with an FFA. The SO rate is intended to be used flexibly based on the needs of the child/youth and families to support permanency and/or placement stability efforts. Service needs should be identified through the Child and Family Team and the completion of the Child and Adolescent Needs and Strengths tool.

Services provided through the SO rate should be documented in the child/youth's case plan. Please see ACL No. 18-88 for additional information.

Claiming Instructions

Participating counties will claim eligible SO administrative costs on the County Expense Claim (CEC) using the following new Program Code (PC), Time Study Code (TSC) and Program Identifier Numbers (PINs).

Effective with the September 2018 quarter, PC 391 is established specifically for County Welfare Departments (CWDs) and County Probation Departments (CPDs) to collaborate and claim SO administrative costs associated with the state-funded SO rate. Additionally, TSC 3911 will be effective the date of this letter and counties are not allowed to time study retroactively prior to the date of this CFL. Costs claimed in excess of the SO allocation will be shifted using State Use Only (SUO) code 412 (SUO CCR Services Only Overmatch) and funded with 100 percent county funds. The allocation will track against Ledger 178 (CCR Services Only). The SO funds are a one-time capped allocation and counties are expected to develop interagency protocols to identify how to best serve youth in the county. Funding is being allocated based on the caseloads of both CWDs and CPDs. County specific allocation amounts will be issued in a forthcoming CFL.

PC	391	CCR Services Only
TSC	3911	CCR Services Only
PIN	391031	Contracted Activities
PIN	391068	Direct Cost
PIN	391088-91	Support Operating*
PIN	391092	Casework- OT/CTO Cost
PIN	391093	Support Staff- OT/CTO Cost
DTP	A84	

The sharing ratio for services only is 00/100/00/00 (Federal/State/Health/County).

*Per [CFL No. 00/01-78](#), dated May 21, 2001, counties must have a Letter of Intent on file with CDSS to use Support/ Operating PIN codes (88-91).

Time Study Code (TSC) Instructions

CODE 3911 CCR SERVICES ONLY

The SO rate is available to children/youth placed with RFs or those who are transitioning to a home based setting in order to stabilize the placement. The county may secure services and supports from a FFA, STRTP, CBO or other appropriate public or private entity for children/youth placed with RFs.

Allowable activities include, but are not limited to, the following:

- Additional visits to a RF home when a foster youth has recently transitioned from an STRTP or Intensive Services Foster Care (ISFC) program to support the youth and caregiver.
- Securing new RF placements to avoid placement in a higher level of care.
- Supporting visits to the RF home for a youth who is on extended visits in anticipation of discharging from an STRTP or moving from an ISFC or a Therapeutic Foster Care RF (particularly helpful if the youth was placed out-of-county).
- Acquisition of services or tangible items to secure the placement, such as covering the costs of registration, equipment and incidentals for extracurricular activities to support youth well-being, or tangible items to enable a RF to accommodate a foster youth (e.g. furniture, clothes, etc.).

Counties should direct any questions regarding these claiming instructions to the Fiscal Policy and Analysis Bureau at fiscal.systems@dss.ca.gov. Questions regarding the SO rate may be directed to the Foster Care Audits and Rates Branch at (916) 651-9152 or LOC@dss.ca.gov.

Sincerely,

Original Document Signed By:

SALENA CHOW, Chief
Fiscal Forecasting and Policy Branch