

CALIFORNIA DEPARTMENT OF CHILD SUPPORT SERVICES

P.O. Box 419064, Rancho Cordova, CA 95741-9064



November 14, 2000

CSS LETTER NO: 00-08

TO: ALL IV-D DIRECTORS
ALL DISTRICT ATTORNEYS
ALL COUNTY ADMINISTRATIVE OFFICERS

Reason for this Transmittal

- State Law or Regulation Change
 Federal Law or Regulation Change
 Court Order or Settlement Change
 Clarification requested by One or More Counties
 Initiated by DCSS

SUBJECT: STATE ALLOCATION OF FUNDS FOR PROGRAM COMPLIANCE REVIEWS FOR STATE FISCAL YEAR 2000-2001 (FINAL) AND STATE FISCAL YEAR 2001-2002 (PRELIMINARY)

The purpose of this letter is to provide the final allocation of funds for program compliance reviews and related functions for the State Fiscal Year (SFY) 2000-2001 as well as a preliminary estimate of the allocation of funds for SFY 2001-2002. The allocations will be made in total dollar amounts, without specifying a number of positions or cost categories. Funds for the current year (SFY 2000-2001) are already authorized; however, for SFY 2001-2002, funding is contingent upon passage of the state budget.

The allocation totals are budgeted at 66 percent federal and 34 percent state funds. As in previous years, the intent is to fund (within budgetary limitations) costs associated with county staff engaging in activities consistent with the guidelines identified in this letter. The allocated funds may be used to cover salaries, employee benefits, operating expenses, and indirect costs. The total amount available in the current year (SFY 2000-2001) is \$4,441,000, with \$4,275,854 allocated to the counties, and the remainder reserved for adjustments to the allocations.

In accepting the "self-review" option, counties agree to charge against the allocation for costs associated with conducting the annual program compliance review and in preparing the report to the state. In addition, county staff assigned to this function are expected to:

1. Participate in annual performance review training and other related meetings as appropriate;
2. Coordinate corrective action, program improvement, and other related efforts in the county; and
3. Serve as the county contact for other state or federal reviews or audits to be conducted in the county.

Only the total county allocations are exhibited. This should simplify the allocation process and provide the counties more flexibility in managing the funds. Specific allocations, both the final amount for the current year (SFY 2000-2001) and the planning figure for SFY 2001-2002 (generally the same amount), are listed in Attachment I.

County staff engaging in allowable program compliance review activities are required to time study the program activity identified as "performance review" on the form CS 355 Time Study. The total hours for these activities are brought forward to the IV-D Child Support Program Group A Individual Worksheet (form CS 357), required for claiming direct costs on the form CS 356 Series (Child Support Expenditure Schedule and Certification). Please refer to FSD Letter NO. 00-04, and any subsequent updates, for detailed claiming instructions. Specific staff activities appropriate for time study and claiming under this allocation are detailed in Attachment II.

It should be noted the review period and schedule for the completion of the reviews has changed for the next year. The review period will cover case activity from May 1, 2000 through December 31, 2000, and the reviews will be conducted between February and June 2001. Subsequent reviews will cover the entire calendar year.

If a county prefers to remain "state review" and not participate in the allocation process, program compliance reviews and other related functions will continue to be handled by state staff, as in the past.

Correctly submitted county claims will be reimbursed to the total amount allocated. In an effort to maximize resources, counties whose claims exceed their allocation may eventually be reimbursed in total (or a portion thereof), if surplus funds are available after all county claims have been processed. Consequently, counties are urged to submit all claims as soon as possible. Please be aware, claims under this allocation (including supplemental claims) must be submitted within nine months of the quarter for which costs are claimed. (See Family Code Section 17540.)

Prior to issuing a final allocation letter for SFY 2001-2002, existing allocations will be reviewed and consideration will be given to expenditure histories and any state budget limitations. Individual county allocations may be adjusted to meet statewide needs.

If you have questions regarding the allocations, please contact Mike White, of the Program Review Unit, at (916) 464-5487.

Sincerely,

EDWINA YOUNG
Deputy Director
Child Support Services Division

Attachments

Attachment I

PERFORMANCE REVIEW ALLOCATIONS

COUNTY	SFY 00/01 FINAL	SFY 01/02 ESTIMATED
ALAMEDA	86,492.00	86,472.00
ALPINE	0.00	0.00
AMADOR	41,872.00	41,872.00
BUTTE	90,762.00	90,762.00
CALAVERAS	20,000.00	20,000.00
COLUSA	0.00	41,872.00
CONTRA COSTA	104,523.00	104,523.00
DEL NORTE	0.00	41,872.00
EL DORADO	124,246.00	124,246.00
FRESNO	74,291.00	74,291.00
GLENN	41,872.00	41,872.00
HUMBOLDT	72,998.00	72,998.00
IMPERIAL	120,146.00	120,146.00
INYO	30,000.00	30,000.00
KERN	134,241.00	134,241.00
KINGS	120,815.00	120,815.00
LAKE	41,872.00	41,872.00
LASSEN	41,872.00	41,872.00
LOS ANGELES	209,932.00	209,932.00
MADERA	96,257.00	96,257.00
MARIN	97,920.00	97,920.00
MARIPOSA	41,872.00	41,872.00
MENDOCINO	41,872.00	41,872.00
MERCED	119,707.00	119,707.00
MODOC	5,000.00	5,000.00
MONO	0.00	0.00
MONTEREY	78,587.00	78,587.00
NAPA	66,220.00	66,220.00
NEVADA	41,872.00	41,872.00
ORANGE	119,622.00	119,622.00
PLACER	61,691.00	61,691.00
PLUMAS	41,872.00	41,872.00
RIVERSIDE	109,289.00	109,289.00
SACRAMENTO	128,090.00	128,090.00
SAN BENITO	25,000.00	25,000.00
SAN BERNARDINO	113,867.00	113,867.00
SAN DIEGO	61,000.00	61,000.00
SAN FRANCISCO	72,193.00	72,193.00
SAN JOAQUIN	118,778.00	118,778.00
SAN LUIS OBISPO	60,000.00	75,000.00
SAN MATEO	42,983.00	42,983.00
SANTA BARBARA	114,451.00	114,451.00
SANTA CLARA	158,329.00	158,329.00
SANTA CRUZ	73,159.00	73,159.00
SHASTA	71,657.00	71,657.00
SIERRA	0.00	0.00
SISKIYOU	47,985.00	47,985.00
SOLANO	110,000.00	110,000.00
SONOMA	86,558.00	86,558.00
STANISLAUS	135,390.00	135,390.00
SUTTER	15,381.00	15,381.00
TEHAMA	20,000.00	20,000.00
TRINITY	41,872.00	41,872.00
TULARE	90,223.00	90,223.00
TUOLUMNE	41,872.00	41,872.00
VENTURA	115,801.00	115,801.00
YOLO	119,098.00	119,098.00
YUBA	35,728.00	35,728.00
State Total:	4,177,130.00	4,275,854.00

ALLOWABLE FUNCTIONS FOR PERFORMANCE REVIEW TIME STUDY

PREPARING AND CONDUCTING PERFORMANCE REVIEWS

This function includes: Case list validation, locating cases to be reviewed, conducting case reviews, reviewing expedited process and other program administration components, and completing all necessary review forms and summaries. In addition, county reviewers may conduct other reviews for purposes of ensuring ongoing compliance.

PREPARATION OF PERFORMANCE REVIEW REPORTS

This function includes: Assembling necessary information, preparing the written report, and coordinating its issuance to the state. It may also include ongoing correspondence regarding the review and/or the report.

STATE MONITORING

This function includes: Coordinating the state monitoring visit; providing necessary documentation; meeting with state reviewers; and responding to state reviewer findings.

PROGRAM IMPROVEMENT/CORRECTIVE ACTION

This function includes: All aspects of preparing, submitting, and carrying out provisions of the program improvement report, addressing program improvement and corrective action requirements resulting from performance reviews. This includes determining the cause of problems, identifying solutions, and coordinating necessary action. It also includes preparing and providing information to the state through completion of corrective action and/or interim milestones. It may also include involvement in the revision of county policy and procedures necessary to effect corrective action.

OTHER REVIEWS AND AUDITS

This function includes: Serving as point of contact for other reviews and/or audits conducted by state or federal staff, coordinating the provision of such information and assistance as is necessary to facilitate the completion of the review/audit and any resulting corrective action/program improvement.

STAFF DEVELOPMENT/TRAINING

This function includes: At the discretion of the county district attorney or family support director, serving as advisor to the county on matters pertaining to compliance and overall program performance enhancement; participating in the development and provision of training for county staff to achieve and maintain compliance. It also involves being trained by the state or other entities in the conduct of performance reviews. County reviewers may also assist in the training provided by the state.

MISCELLANEOUS

These functions include: Acting as liaison with other state and/or county agencies regarding performance review activities and preparing and making presentations, such as in the California Family Support Council or other related organizations. May also include assisting the state in conducting reviews in other counties, or in developing and maintaining statewide review procedures and guidelines, as requested by the state.