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February 16, 2016

COUNTY FISCAL LETTER NO. 15/16-48

TO: ALL COUNTY WELFARE DIRECTORS
ALL COUNTY FISCAL OFFICERS
ALL TITLE IV-E AGREEMENT TRIBES
ALL CHIEF PROBATION OFFICERS
ALL COUNTY AUDITOR CONTROLLERS

SUBJECT: FOSTER PARENT RECRUITMENT, RETENTION AND SUPPORT
PROGRAM CLAIMING INSTRUCTIONS FOR COUNTY PROBATION
DEPARTMENTS

REFERENCE: [ACIN NO. I-94-15, DATED DECEMBER 22, 2015](#)
[ACL NO. 15-88, DATED NOVEMBER 20, 2015](#)
[ACL NO. 15-76, DATED OCTOBER 8, 2015](#)
[CFL NO. 15/16-37, DATED DECEMBER 30, 2015](#)
[CFL NO. 97/98-26, DATED OCTOBER 15, 1997](#)
[SSA SECTION 475 \(4\)\(A\)](#)
[MPP DIVISION 31, SECTION 31-002\(6\)](#)
[MPP DIVISION 14, SECTION 14-213.1.16](#)
[45 CFR SECTION 1356.60](#)
[45 CFR SECTION 1356.60\(c\)\(2\)\(vii\)](#)
[42 USC SECTION 629\(a\)\(1\)\(D\)](#)
[42 USC SECTION 475 \(4\)\(A\)](#)
[CALIFORNIA CONSTITUTION ARTICLE XIII SECTION 36](#)
[SUBPART \(b\)\(2\)\(c\)\(4\)\(A\)](#)
[CHILD WELFARE POLICY MANUAL, SECTION 8.3B1, QUESTION](#)
[THREE](#)

The purpose of this County Fiscal Letter (CFL) is to provide claiming instructions to County Probation Departments (CPDs) that submitted and received approval of their Foster Parent Recruitment, Retention and Support (FPRRS) plan in accordance with All County Letter (ACL) No. 15-88. A preliminary allocation award letter was recently sent to those CPDs who received approval of their plan. While the amount allocated is General Fund, some of these funds may be used as a match for Title IV-E funding for eligible activities. This funding is to be used to supplement, not supplant, existing funding.

Background

The ACL No. 15-76 allowed County Welfare Departments (CWDs) to submit a FPRRS plan independently or in conjunction with the CPDs. The CFL No. 15/16-37 released claiming instructions for CWD and CWD/CPD joint plans for FPRRS approved activities. For joint plans, although child welfare agencies will be the recipients of the state allocation, local agencies will need to determine a way to ensure that both CWDs and CPDs are funded for their eligible activities/costs. For the separate CPDs FPRRS plans in accordance with ACL 15-88, please refer to the “County Probation Departments” section below for claiming instructions.

County Probation Departments

The CPDs will claim allowable FPRRS administrative costs to the County Expense Claim (CEC) via the CWD using Program Codes (PCs) and Program Identifier Numbers (PINs). The administrative costs associated with these allocated funds are specific to the activities stated in the approved CPD FPRRS plan. Title IV-E maintenance payments, defined at [Social Security Act \(SSA\) section 475 \(4\)\(A\)](#), cover the cost of (and the cost of providing) food, clothing, shelter, daily supervision, school supplies and a child's personal travel to the child's home for visitation will not be eligible for reimbursement using these FPRRS program funds.

Claiming Instructions

Effective with the March 2016 claiming quarter, FPRRS related Title IV-E allowable costs detailed in a county's approved plan shall be claimed to the new PCs 939 (Probation FPRRS-Federal), 940 (Probation FPRRS Staff Training) and 943 (Probation FPRRS FP [Foster Parent] Training-Federal). The CPDs may begin time studying prospectively from the date of this claiming letter. Any augmented and/or new Title IV-E allowable FPRRS plan activities shall be claimed to PC 939. Enhanced training for probation staff performing FPRRS activities shall be claimed to PC 940. Training costs for foster parents shall be claimed to PC 943. Allowable training activities claimed to PCs 940 and 943 will receive the enhanced 75 percent rate based on the Title IV-E training regulations at [45 Code of Federal Regulations \(CFR\) section 1356.60](#). The Title IV-E foster care non-federal discount rate will be applied to the PCs 939, 940 and 943 outside of the CEC.

Costs for activities which are not Title IV-E federally eligible (for example, respite care) shall be claimed to PC 941 (Probation FPRRS Non-federal). Respite care is defined at [42 United States Code section 629\(a\)\(1\)\(D\)](#) as “care of children to provide temporary relief for parents and other caregivers (including foster parents).” Per the [Child Welfare Policy Manual, section 8.3B1, Question Three](#), respite care is not a Title IV-E eligible activity and should be claimed to PIN 941059. Other non-federal costs would include exceptional child needs not covered by the caregiver-specific Title IV-E rate that should normalize the child's experience, stabilize the placement or

enhance the dependent’s well-being. For example, costs associated with parent partners and peer-to-peer mentoring are not Title IV-E allowable and are considered non-federal.

For ongoing activities related to Foster Parent Training and Recruitment implemented prior to the CPD FPRRS plan approval, counties may continue to claim to the existing PC 127 - Probation Title IV-E Case Management.

The following is a list of the PINs for PCs 939, 940, 941 and 943.

PC	939	Probation FPRRS – Federal
PIN	939059	Probation Expense

The sharing ratio for this code is 50/50/00/00 (Federal/State/Health/County). The Title IV-E non-federal discount rate will be applied to this PC outside of the CEC and non-federal costs shall be claimed to PC 941.

PC	940	Probation FPRRS -Training Federal
PIN	940059	Probation Expense

The sharing ratio for this code is 75/25/00/00 (Federal/State/Health/County) for CPD staff training. The Title IV-E non-federal discount rate will be applied to this PC outside of the CEC and non-federal costs shall be claimed to PC 941.

PC	941	Probation FPRRS - Non-Federal
PIN	941059	Probation Expense

The sharing ratio for this code is 00/100/00/00 (Federal/State/Health/County).

PC	943	Probation FPRRS - FPTraining Federal
PIN	943059	Probation Expense

The sharing ratio for this code is 75/25/00/00 (Federal/State/Health/County) for CPD Foster Parent training. The Title IV-E non-federal discount rate will be applied to this PC outside of the CEC and nonfederal costs shall be claimed to PC 941.

For PCs 939, 940, 941 and 943, costs claimed in excess of the FPRRS allocation will be shifted to State Use Only (SUO) 942 (SUO Probation FPRRS Overmatch), and funded at 100 percent county.

Time Study Instructions

The Program Code Descriptions for the CPD FPRRS Program are as follows:

CODE 939 – Probation Foster Parent Recruitment, Retention and Support - Federal

Allowable activities should reflect those outlined in the County Probation Department's approved FPRRS plan. The FPRRS Title IV-E allowable activities include but are not limited to:

- Administrative activities to provide and improve direct services and supports to foster parents, relative caregivers, and resource families;
- Removal of barriers in those areas defined as priorities in the county's FPRRS plan and subsequent reports on outcomes;
- Intensive relative finding, engagement and navigation efforts;
- Emerging technological, evidence-informed, or other non-traditional approaches for outreach to potential foster parents, relative caregivers and resource families;

Non-traditional approaches may be utilized in recruitment as stated in [45 CFR section 1356.60\(c\)\(2\)\(vii\)](#) (per [CFL No. 97/98-26](#)).

CODE 940 – Probation FPRRS Staff Training - Federal

Includes time spent preparing for and providing short-term training to CPD staff. Activities must be included in the CPD's approved FPRRS plan.

CODE 941 – Probation FPRRS Non-Federal

This PC captures the activities which are not Title IV-E eligible as well as non-federal costs associated with the Title IV-E discount rate. Examples of non-federal costs would include respite care and peer-to-peer/foster parent mentoring.

CODE 943 – Probation FPRRS Foster Parent Training - Federal

Includes time spent preparing for and providing short-term training to current and prospective foster parents. Activities must be included in the CPD's approved FPRRS plan (staff development enhanced training for FPRRS should be claimed to PC 940).

The responsibility for child welfare and protective services was realigned to the counties in 2011 as part of 2011 Public Safety Realignment. Pursuant to Proposition 30, legislation enacted after September 30, 2012, that has an overall effect of increasing the costs already borne by a local agency for programs or levels of service mandated by 2011 Realignment shall apply to local agencies only to the extent that the state provides

annual funding for the cost increase. Local agencies are not obligated to provide programs or levels of service required by legislation, above the level for which funding has been provided. Therefore, funding for the remaining non-federal costs is 100 percent GF, up to the amount appropriated in the 2015 Budget Act.

For questions regarding the FPRRS program, contact the Foster Caregiver Policy and Support Unit at (916) 651-7465 or by email at kinship.care@dss.ca.gov. Questions regarding the fiscal information in this letter should be directed to fiscal.systems@dss.ca.gov.

Sincerely,

Original Document Signed By:

SALENA CHOW
Acting Branch Chief
Fiscal Forecasting and Policy Branch