



CDSS

WILL LIGHTBOURNE
DIRECTOR

STATE OF CALIFORNIA—HEALTH AND HUMAN SERVICES AGENCY
DEPARTMENT OF SOCIAL SERVICES

744 P Street • Sacramento, CA 95814 • www.cdss.ca.gov



EDMUND G. BROWN JR.
GOVERNOR

July 31, 2018

COUNTY FISCAL LETTER (CFL) NO. 18/19-03

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

SUBJECT: FUNDING FOR EMERGENCY CAREGIVERS (EC) WITH
PLACEMENT OF CHILD(REN) AND/OR NON-MINOR
DEPENDENTS (NMD) PRIOR TO RESOURCE FAMILY
APPROVAL (RFA)

REFERENCE: [ASSEMBLY BILL \(AB\) 1811, \(CHAPTER 35, STATUTES OF 2018\);](#)
[AB 110 \(CHAPTER 8, STATUTES OF 2018\);](#)
[ALL COUNTY LETTER \(ACL\) NO. 18-75](#), DATED JUNE 29, 2018
[ACL NO. 18-33](#), DATED MARCH 30, 2018;
[ACL NO. 12-64](#), DATED DECEMBER 3, 2012;
[CFL NO. 17/18-59](#), DATED APRIL 2, 2018
[CFL NO. 16/17-43](#), DATED DECEMBER 29, 2016;
[CFL NO. 16/17-41](#), DATED DECEMBER 19, 2016;
[CFL NO. 15/16-46](#), DATED MARCH 18, 2016;
[CFL NO. 13/14-01](#), DATED JULY 16, 2013

The purpose of this letter is to provide claiming instructions to county Child Welfare Departments and County Probation Departments for the provision of funding for emergency caregivers (EC) who have a pending RFA application. The EC funding, as outlined in [AB 1811](#), is for those caregivers who have taken placement of a child, pursuant to [Welfare and Institutions Code \(W&IC\) Sections 309](#) or [W&IC 361.45](#), or for a compelling reason pursuant to [W&IC section 16519.5](#). Similar to [ACL No. 18-33](#), dated March 30, 2018, this funding is being provided to mitigate the financial burden on families who are caring for children placed with them on an emergency or a compelling reason basis and have a pending RFA application. Counties will provide a payment to

the emergency caregiver in an amount equal to the Continuum of Care Reform (CCR) basic level of the home-based family care rate paid to resource families. This funding and the requirement to pay the emergency caregiver with a pending RFA application are effective July 1, 2018. This letter also outlines the procedure for continued claiming of cases that were previously eligible under AB 110 (hereinafter the AB 110 population). Additionally, claiming instructions are provided for cases that are not eligible for federal Emergency Assistance (referred to as EA-Non-Federal).

Claiming Instructions

All new cases eligible for EA on or after July 1, 2018, and up to June 30, 2019, must be claimed under Aid Code 5K on the CA 800CCR_FED tab under the normal EA-Foster Care claiming procedure. However, counties must ensure the payments to emergency caregivers are limited to 180 days, or 365 days with good cause (or until the emergency caregiver is approved or denied, whichever is first), as outlined in ACL No. 18-33. Counties must track on a case-by-case basis, the amount of time an emergency caregiver has received payments to ensure counties adhere to the time limitations for claiming these payments.

For cases in which the county has determined, based upon existing EA eligibility criteria, that a child is ineligible for EA, the child will still qualify for Emergency Caregiver funding for up to 180 days (or 365 with good cause). In such cases, the state will fund what would have been the federal share of costs if the child had been eligible for EA. For those cases not eligible for EA, a new aid code will be established to capture costs associated with this population. Until the new aid code is available in the Medi-Cal Eligibility Determination System (MEDS), counties are required to maintain the pertinent case/recipient data. Counties shall claim those cases not eligible for EA on the new CA 800EC Funding claim tab within the CA 800CCR workbook. A copy of this new claim and instructions are included as Attachment I and Attachment II, respectively. This tab provides new sharing ratios of 00/70/30 (Federal/State/County) for non-EA eligible cases receiving EC funding. The Statewide Automated Welfare Systems shall create a special indicator or flag so these cases may be tracked by counties to identify payments made to emergency caregivers awaiting RFA.

As a reminder, once the RFA application is approved, counties must shift the funding source to the AFDC-FC (federal or non-federal) or Approved Relative Caregiver (ARC) Aid Codes, as appropriate and consistent with existing eligibility requirements.

The following table outlines the cost sharing ratios for the populations defined in this CFL:

	Federal (EA-TANF)	State	County
EA Non-Federal	0%	70%	30%
EA Eligible Federal	70%	0%	30%

Effective Date of Payments for New Cases

As outlined in AB 1811, for Fiscal Year (FY) 2018-19, emergency or compelling reason placements initiated on or after July 1, 2018 through June 30, 2019, will be funded through the Emergency Assistance (EA) program with federal Temporary Assistance for Needy Families (TANF) funds for up to 180 days, or up to 365 days with good cause (or until the emergency caregiver is approved or denied, whichever is first). The county will be responsible for the non-federal share of the payment. As referenced on page two of ACL No. 18-75, the beginning date of aid for payments **shall be based on the date of the emergency or compelling reason placement**. This differs from the criteria previously conveyed in ACL No. 18-33 and [CFL No. 17/18-59](#), dated April 2, 2018, in which the AB 110 population's beginning date of payment was the date of the signed RFA application.

Counties are not required to continue EC funding beyond 180 days (or 365 days with good cause) but may do so at their own discretion. A county that chooses to continue EC funding beyond the 180 days (or 365 with good cause) shall be responsible for 100 percent of the cost of the payment. If a county chooses to continue to issue payments beyond 180 days (or 365 days with good cause), the county must claim these payments under county-only Aid Codes 9X or 45.

Existing Cases That Are Pending Approval Beyond June 30, 2018

AB 1811 provides continued funding for emergency caregivers who were eligible for funding on June 30, 2018, under AB 110. Commencing July 1, 2018, the AB 110 population, as defined in ACL No. 18-33, will be claimed on the CA 800CCR_FED tab and resume statutory EA cost sharing ratios of 70/00/30 (Federal/State/County). However, the TEMP RFA tab within the CA 800 CCR workbook will remain available for adjustments through the 18-month adjustment claim period for payments made for those eligible under AB 110 between March 30, 2018 and June 30, 2018. For more information on the time limits for claim submission, please see [CFL No. 13/14-01](#), dated

July 16, 2013. Please note, per AB 1811, the AB 110 population receiving payment(s) from the EA program are subject to the 180 days, or 365 days with good cause, limitation for claiming payments. The time an emergency caregiver received AB 110 funding (the date of the signed RFA application) is attributed to the 180 days, or up to 365 days with good cause, limitation.

For emergency caregivers that were receiving payments from the ARC program, please continue to claim on the ARC Assistance claim forms.

Rate Information Addendum

For CCR reconciliation purposes, as outlined in [CFL No. 16/17-41](#), dated December 19, 2016, and [CFL No. 16/17-43](#), dated December 29, 2016, EA is a funding source and not a placement type. All cases will receive the home-based family care basic rate, and therefore these costs are considered “Rates Associated with CCR” and should be included on the Rate Information Addendum on the CA 800 CCR_RIA tab. EC funding costs may be subject to the reconciliation methodology set in conjunction with CWDA, Probation, and CDSS. For FY 2018-19 and FY 2019-20, the CDSS shall determine, on a county-by-county basis, the net assistance costs or savings associated with approval timeframes. The reviews of costs or savings will also determine any impacts that may occur to each county’s Title IV-E funding as a result of implementing the emergency caregiver funding as required by AB 1811. The CDSS and the California State Association of Counties will work jointly to determine the timeframe for subsequent reviews of county costs and savings beyond FY 2019-20.

Discount Rate

As a reminder for development of the non-federal discount rate, counties may report federal Title IV-E eligible EA cases placed with unapproved relatives as federal cases for up to four months when the case is pending RFA. For counties that place children with unapproved relatives as defined in [CFL No. 15/16-46](#), dated March 18, 2016, a tracking mechanism should be in place to ensure federally eligible cases are not claimed as federal beyond the allowable timeframe (four months). Any cases that are placed with unapproved relatives pending RFA that continue to receive EA beyond four months will need to be reported as non-federal cases for the remainder of the 12-month EA funding time limit. Also see [ACL No. 12-64](#), dated December 3, 2012, for additional information regarding NREFMs.

The new EA Non-federal EC funding cases for which an aid code is being created will be considered non-federal cases in the discount rate calculation. This population is not federally eligible under Title IV-E rules and therefore must be included as a non-federal case in the denominator of the Title IV-E discount rate calculation. A CFL with an updated discount rate calculation form will be forthcoming.

Any questions regarding this letter should be directed to fiscal.systems@dss.ca.gov. Policy or program questions related to RFA should be directed to RFA@dss.ca.gov. Please send general program or policy questions related to emergency caregiver funding to ECFunding@dss.ca.gov.

Sincerely,

Original Document Signed By:

SALENA CHOW, Chief
Fiscal Forecasting and Policy Branch
Attachments

Attachment 1A

**INSTRUCTIONS FOR FORM CA 800EC FUNDING
SUMMARY REPORT OF ASSISTANCE EXPENDITURES
CONTINUUM OF CARE REFORM (CCR)
EMERGENCY CAREGIVER (EC) FUNDING**

General Information

1. This form is pre-programmed to round all amounts to the nearest dollar.
2. The county name and month and year will populate when the Certification form is completed.
3. The name and telephone number of county staff person to be contacted if there are any questions regarding the claim will be populated when the Certification form is completed.

Current Month

4. Lines 1 through 5: Enter 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 5.*
5. Line 6: Subtotal of Lines 1 through 5. This amount will calculate automatically.

Prior Month Negatives

6. Lines 7 through 9: Enter the amounts shown on the integrated payroll summary. For non-integrated payrolls, enter the grand totals shown for each contra roll.
7. Line 10: Subtotal of Lines 7 through 9. This amount will calculate automatically.

Prior Month Positive Adjustment

8. Line 11 (Prior Period Adjustment Column): 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.

Total Payroll, Current + Prior Month (Lines 6 + 10 + 11)

9. Line 12: This is the total of all aid payments, current and prior months. This amount will calculate automatically. *The amount on this line should be included in Line 14 (EA-Non-federal) of the RATE INFORMATION ADDENDUM (RIA) form.*

Foster Parent Recruitment, Retention and Support (FPRRS) Child Care

10. Line 13: Enter the FPRRS Child Care expenditures. Refer to [CFL No. 16/17-20](#), dated November 18, 2016 for more details.

Emergency Child Care Bridge (ECCB)

11. Line 14: Enter the Emergency Child Care Bridge (ECCB) expenditures. Refer to [CFL 17/18-45](#), dated December 27, 2017 for more details.

ECCB Alternative Payment Program (APP) Administrative

12. Line 15: Enter the ECCB expenditures associated with APP administrative costs.

Total All Payments (Line 12 to Line 15)

13. Line 16: This is the grand total of all payments. This amount will calculate automatically.

Person Count

14. Line 17: Enter the persons count for cases receiving EC funding.

Summary of Funding

15. Lines 18 through 20 will calculate automatically.

Attachment 1B

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STATE OF CALIFORNIA - HEALTH AND HUMAN SERVICES AGENCY

**SUMMARY REPORT OF ASSISTANCE EXPENDITURES
CONTINUUM OF CARE REFORM (CCR)
EMERGENCY CAREGIVER (EC) FUNDING
EA - NONFEDERAL**

CALIFORNIA DEPARTMENT OF SOCIAL SERVICES	
County	Date (Month/Year)
Claim Contact	Telephone

		Current
Aid Code		EA - Non-federal
1	Main Payroll	
2	Current Month Supplemental Payroll	
3	Current Month Cancellation Contra Roll	
4	Prior Months Supplemental Payroll	
5	Current Month Adjustment	
6	Subtotal (Lines 1 - 5)	
7	Prior Months Cancellation Contra Roll	
8	Recoveries of Aid	
9	Prior Month Negative Adjustment	
10	Subtotals (Lines 7 - 9)	
11	Prior Month Positive Adjustment	
12	TOTAL PAYROLL, CURRENT + PRIOR MONTH (Lines 6+10+11)	
13	<i>FPRRS Child Care</i>	
14	<i>Emergency Child Care Bridge (ECCB)</i>	
15	<i>ECCB Alternative Payment Program Administrative</i>	
16	TOTAL ALL PAYMENTS (Lines 12 through Line 15)	-
17	EA Non-federal Persons Count	

Summary by Funding	Federal	State	County	Total
18	Emergency Caregiver Funding			
19	<i>FPRRS Child Care</i>			
20	<i>ECCB</i>			
21	<i>ECCB Alternative Payment Program Administrative</i>			
22	Total Payments			