



CDSS

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EDMUND G. BROWN JR.  
GOVERNOR

OCTOBER 11, 2016

COUNTY FISCAL LETTER NO. 16/17-22

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

SUBJECT: CHILD AND FAMILY TEAM CLAIMING INSTRUCTIONS

REFERENCE: [ALL COUNTY INFORMATION NOTICE I-05-06;](#)  
[DATED MAY 12, 2006](#)  
[ALL COUNTY LETTER NO. 16-84/MENTAL HEALTH AND](#)  
[SUBSTANCE USE DISORDER SERVICES INFORMATION NOTICE](#)  
[NO. 16-049](#), DATED OCTOBER 7, 2016;  
[COUNTY FISCAL LETTER NO. 15/16-46](#), DATED MARCH 18, 2016;  
[COUNTY FISCAL LETTER NO. 05/06-26](#),  
[DATED SEPTEMBER 28, 2005;](#)  
[COUNTY FISCAL LETTER NO. 00/01-78](#), DATED MAY 21, 2001  
[ASSEMBLY BILL 403](#) (CHAPTER 773, STATUTES OF 2015);  
[WELFARE AND INSTITUTIONS CODE \(W&IC\) SECTIONS 16501](#)  
[AND 16501.1\(c\) & \(d\)](#)

The purpose of this County Fiscal Letter (CFL) is to provide claiming instructions to counties for Child and Family Team (CFT) activities, as required by [Assembly Bill \(AB\) 403](#) (Chapter 773, Statutes of 2015). One of the fundamental principles of the Continuum of Care Reform (CCR) is that child welfare services are most effective when delivered in the context of a CFT that shares responsibility to assess, plan, intervene, monitor and refine services over time. The [Welfare and Institutions Code \(W&IC\) section 16501.1\(c\) and \(d\)](#) require county placing agencies to convene a CFT meeting to identify supports and services that are needed to achieve permanency, enable a child to live in the least restrictive family setting and promote normal childhood experiences.

## **Background**

As described in All County Letter (ACL) No. 16-84/Mental Health and Substance Use Disorder Services (MHSUDS) Information Notice No. 16-049, dated October 7, 2016, beginning January 1, 2017, a CFT meeting, as defined in [W&IC section 16501](#), shall be convened by the county placing agency. A CFT is a group of individuals that includes the child or youth, family members, professionals, natural community supports and other individuals identified by the family who are invested in the child, youth and family's success. The composition of the team is driven by family members' preferences and is as inclusive as possible so the support system that is developed or strengthened will continue to exist after formal services have been completed and a transition plan is in place. The CFT provides input to, implements, monitors and updates a family-centered case plan. The plan articulates specific needs and services in order to achieve the child, youth and family's goals, including meeting related court orders and building on or developing strengths.

## **Allowable CFT Activities**

The CFT activities the County Welfare Departments (CWDs) or County Probation Departments (CPDs) perform must be associated with the convening of child, youth and family-centered CFTs and CFT meetings to identify, assess, plan and monitor support and services that are needed to achieve child and public safety, permanency and well-being. The activities include, but are not limited to:

- Engaging and preparing the CFT members for CFT meetings.
- Coordinating and conducting a CFT meeting.
- Participation time at the CFT meeting.
- Documenting results of the CFT.

## **Claiming Instructions**

The CFT funding must be used to supplement and not supplant case management activities already currently claimed to Program Code (PC) 148 – CWS Case Management. The CWDs and CPDs will claim allowable CFT administrative costs to the County Expense Claim (CEC) using the following new PCs, Time Study Codes (TSCs), Non-Time Study Codes (NTSCs), Program Identifier Numbers (PINs) and Direct-to-Program codes. The administrative costs associated with these allocated funds are specific to the activities stated in ACL No. 16-84/ MHSUDS Information Notice No. 16-049, dated October 7, 2016. Costs for Behavioral Health staff participation will be addressed in a separate letter from the California Department of Health Care Services (DHCS). All applicable codes described in this letter will have the Title IV-E non-federal discount rate applied. Refer to [County Fiscal Letter \(CFL\) No. 15/16-46](#) for more information regarding the discount rate.

Effective with the March 2017 quarter, CWD CFT costs shall be claimed to the new PC 944 (Child and Family Team – Federal) and PC 945 (Child and Family

Team – Non-Federal). The CPD will claim CFT costs to PC 947 (Probation Child and Family Team – Federal) and PC 948 (Probation Child and Family Team – Non-Federal).

Child and Family Team – County Welfare Department

PC	944	CFT – Federal
TSC	9441	CFT – FED
PIN	944031	Contracted Activities
PIN	944068	Direct Costs
PIN	944088-91	Operating Costs*
PIN	944092	Casework Overtime (OT)/Compensating Time Off Costs (CTO)
PIN	944093	Support Staff – OT/CTO
PIN	944094	Start Up/Nonrecurring Costs
DTP	A6	CFT Support Staff

The sharing ratio for this code is 50/50/00/00 (Federal/State/Health/County).

PC	945	CFT – Non-Federal
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The sharing ratio for this code is 00/100/00/00 (Federal/State/Health/County).

The Title IV-E non-federal discount rate will be applied to PC 944 and will be captured by PC 945. Costs claimed in excess of the CFT allocation will be shifted to State Use Only (SUO) code 933 (SUO CWD CCR Overmatch) which is funded at 100 percent county-only.

\*The County must have a Letter of Intent on file with the California Department of Social Services (CDSS) to use Support/Operating PIN codes ending in 88-91 (see [CFL No. 00/01-78](#) for more information on direct charge process).

*Time Study Instructions*

Counties should claim time spent on administrative activities associated with CFT to TSC 9441. The Program Code Descriptions for the CFT are as follows:

**CODE 9441 CHILD FAMILY TEAM (CFT) – FEDERAL**

This PC captures costs related to the CWD activities associated with the convening of child, youth and family-centered CFT meetings to assess, plan, identify and monitor support and services that are needed to achieve safety, permanency and well-being. Activities include, but are not limited to:

- Providing input for the development of a child and family-centered case plan that articulates specific strategies for achieving the child, youth and the family's goals

based on addressing identified needs, including meeting related court orders when required and building on or developing strengths.

- Providing input into the placement decision made by the CFT and the services to be provided in order to support the child or youth.
- Engaging and developing CFT members.
- Coordinating and conducting a CFT meeting.
- Participation time at the CFT meeting.
- Documenting results of the CFT.

**CODE 945 CHILD FAMILY TEAM (CFT) NON-FEDERAL**

This PC captures the nonfederal costs derived from applying the Title IV-E non-federal discount rate to PC 944 (Child and Family [CFT] – Federal).

Child and Family Team – County Probation Department

PC	947	Probation CFT – Federal
NTSC	9470	Probation Child and Family Team Federal
PIN	947059	Probation Expense

The sharing ratio for this code is 50/50/00/00 (Federal/State/Health/County).

PC	948	Probation CFT – Non-Federal
NTSC	9480	Probation Child and Family Team Non-Federal
PIN	948059	Probation Expense

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

The Title IV-E non-federal discount rate for probation will be applied to PC 947 outside of the CEC and non-federal costs shall be claimed to PC 948.

Costs claimed in excess of the CFT allocation will be shifted to 100 percent county-only probation dollars using SUO code 942 (SUO CPD CCR Overmatch).

*Non-Time Study Instructions*

The following is a description of the NTSC 9470 – Probation CFT:

**CODE 9470 CHILD FAMILY TEAM (CFT) – PROBATION FEDERAL**

This PC is to be used by CPDs to capture the convening of a youth and family-centered CFT meeting to assess, plan, identify and monitor support and services that are needed to achieve youth and public safety, permanency and well-being. Activities include, but are not limited to:

- Providing input for the development of a family-centered case plan that articulates

specific strategies for achieving the youth and the family's goals based on addressing identified needs, including meeting related court orders and building on or developing strengths.

- Providing input into the placement decision made by the CFT and the services to be provided in order to support the youth.
- Engaging and developing CFT members.
- Coordinating and conducting a CFT meeting.
- Participation time at the CFT meeting.
- Documenting results of the CFT.

### **CODE 9480 CHILD FAMILY TEAM (CFT) – PROBATION NON-FEDERAL**

This PC captures the non-federal costs derived from applying the Title IV-E non-federal discount rate to PC 947 (CFT – Probation Federal).

### **Funding and Eligibility Reminder**

Per [All County Information Notice \(ACIN\) I-05-06](#), social workers and/or probation officers from both agencies can provide services and time study to an administrative CFT activity involving a dual status child. For example, in a multi-disciplinary team setting, the social worker and probation officer will be meeting to discuss the same youth, each providing unique information and expertise related to the case. If both a social worker and probation officer are making a referral to services (i.e., counseling), both the social worker and probation officers can time study to the appropriate PC. Page two of the [CFL No. 05/06-26](#), dated September 28, 2005, addresses allowable Title IV-E administrative activities. As a reminder, Title IV-E funds do not pay for direct services. It is paramount that county agencies establish appropriate procedures and methods and agree that each party:

- Perform its duties and functions under the established protocol;
- Ensure no duplication of activities or services occurs;
- Ensure the services are indeed distinct and different; and
- Ensure the CFT claimed cost is not duplicative.

For questions regarding CFTs, contact the Integrated Services Unit at (916) 651-6600 or via email at [CWScoordination@dss.ca.gov](mailto:CWScoordination@dss.ca.gov). Questions regarding the fiscal information in this CFL should be directed to [fiscal.systems@dss.ca.gov](mailto:fiscal.systems@dss.ca.gov).

Sincerely,

### ***Original Document Signed By:***

SALENA CHOW, Chief  
Fiscal Forecasting and Policy Branch