

May 22, 2020

CALIFORNIA DEPARTMENT OF SOCIAL SERVICES

EXECUTIVE SUMMARY

COUNTY FISCAL LETTER NO. 19/20-83

The purpose of this letter is to provide claiming instructions to counties for funds allocated to support the increased need for social worker outreach activities associated with the In-Home Support Services and Adult Protection Services programs during the current public health crisis caused by Coronavirus Disease 19 (COVID-19). This letter also provides claiming instructions for funds allocated to support social worker overtime for county administrative activities associated with the In-Home Supportive Services program during the COVID-19 public health crisis. Program implementation instructions related to these funds were issued through [All County Letter No. 20-30](#), dated March 30, 2020.



KIM JOHNSON
DIRECTOR

STATE OF CALIFORNIA—HEALTH AND HUMAN SERVICES AGENCY
DEPARTMENT OF SOCIAL SERVICES
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GAVIN NEWSOM
GOVERNOR

May 22, 2020

COUNTY FISCAL LETTER (CFL) NO. 19/20-83

TO: COUNTY WELFARE DIRECTORS
COUNTY WELFARE FISCAL OFFICERS

SUBJECT: CLAIMING INSTRUCTIONS FOR ADDITIONAL IN-HOME
SUPPORTIVE SERVICES AND ADULT PROTECTIVE SERVICES
PROGRAMS FUNDING DUE TO CORONAVIRUS DISEASE 19

REFERENCE: [CALIFORNIA GOVERNOR'S PROCLAMATION OF A STATE OF EMERGENCY, DATED MARCH 4, 2020](#); [CALIFORNIA GOVERNOR'S EXECUTIVE ORDER \(EO\) N-25-20, DATED MARCH 12, 2020](#); [EO N-29-20, DATED MARCH 17, 2020](#); [ALL COUNTY LETTER \(ACL\) NO. 20-30, DATED MARCH 30, 2020](#)

The purpose of this letter is to provide claiming instructions to counties for funds allocated to support the increased need for social worker outreach activities associated with the In-Home Support Services (IHSS) and Adult Protection Services (APS) programs during the current public health crisis caused by Coronavirus Disease 19 (COVID-19). This letter also provides claiming instructions for funds allocated to support social worker overtime for county administrative activities associated with the IHSS program during the COVID-19 public health crisis. Program implementation instructions related to these funds were issued through [ACL No. 20-30](#), dated March 30, 2020.

IHSS and APS Social Worker Outreach

On March 4, 2020, Governor Newsom announced a state of emergency due to the COVID-19 pandemic (refer to the [Proclamation of a State of Emergency, dated March 4, 2020](#)). In connection with this public health crisis, Governor Newsom also issued [EO N-25-20](#), dated March 12, 2020, and [EO N-29-20](#), dated March 17, 2020 to provide support and guidance to state and local government agencies and citizens of California during this time.

During this public health crisis, IHSS and APS social workers have been asked to identify and provide outreach to program recipients who may need additional support during the COVID-19 pandemic, as outlined in [ACL No. 20-30](#).

IHSS Outreach Claiming Instructions

Effective with the June 2020 quarter, Program Code (PC) 990 (IHSS Outreach COVID-19 – HR/PCSP) and PC 991 (IHSS Outreach COVID-19 – Non-HR/Non-PCSP) are established to capture IHSS Outreach costs. Counties will time study related activities to the appropriate time study codes (TSCs) described below. Costs claimed in excess of funds allocated for IHSS Outreach activities may be overmatched by leftover state general funds corresponding to general IHSS county administration funding, as PC 990 and PC 991 are tracked to Ledger 001 (IHSS). Costs claimed in excess of the amounts allocated to Ledger 001 will shift to county-only via State Use Only Code (SUO) 193 (SUO IHSS). It is important to note that costs that are associated with county staff that are redirected to work on IHSS outreach activities are to be claimed to PC 990 and PC 991.

PC	990	IHSS Outreach COVID-19 – HR/PCSP
TSC	9901	IHSS Outreach COVID-19 – HR/PCSP
PIN	990031	Contracted Activities
PIN	990068	Direct Cost – Unemployed
PIN	990088-91	Operating Costs*
PIN	990092	Casework OT/CTO costs
PIN	990093	Support Staff – OT/CTO
PIN	990094	Start Up/Nonrecurring costs
DTP	A32	IHSS Outreach Support Staff

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

PC	991	IHSS Outreach COVID-19 – Non-HR/Non-PCSP
TSC	9911	IHSS Outreach COVID-19 – Non-HR/Non-PCSP
PIN	991031	Contracted Activities
PIN	991068	Direct Cost – Unemployed
PIN	991088-91	Operating Costs*
PIN	991092	Casework OT/CTO costs
PIN	991093	Support Staff – OT/CTO
PIN	991094	Start Up/Nonrecurring costs
DTP	A32	IHSS Outreach Support Staff

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

*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

TSC 9901 (IHSS Outreach COVID-19 – HR/PCSP)

Includes outreach activities for Title XIX, federally eligible IHSS clients related to the COVID-19 pandemic. Additionally, this code should be used for general outreach to potential clients for which eligibility has yet to be determined. Outreach activities include, but are not limited to:

- Internal planning and internal preparations to target program recipients who need additional support due to the COVID-19 pandemic.
- Outreach efforts for existing and new clients which include:
 - Administrative time required to address increased calls for assistance or resources.
 - Administrative time required to ensure the safety of clients in person.

TSC 9911 (IHSS Outreach COVID-19 – Non-HR/Non-PCSP)

Includes outreach activities for IHSS clients related to the COVID-19 pandemic who have been determined to be non-federally eligible. Outreach activities include, but are not limited to:

- Internal planning and internal preparations to target program recipients who need additional support due to the COVID-19 pandemic.
- Outreach efforts for existing and new clients which includes:
 - Administrative time required to address increased calls for assistance or resources.
 - Administrative time required to ensure the safety of clients in person.

APS Outreach Claiming Instructions

Also effective with the June 2020 quarter, PC 992 (APS Outreach COVID-19) is established to capture costs associated with APS outreach, pursuant to EO N-25-20 and EO N-29-20, as outlined in [ACL No. 20-30](#). Counties will time study related activities to TSC 9921. Costs claimed to PC 992 will be tracked to Ledger 112 (APS/CSBG). Once the state General Funds provided for APS Outreach are exhausted, the state share will be shifted back to county Local Revenue Funds via SUO code 656 (SUO – Nonmedical Out-of-Home Care), as the APS program is subject in general to 2011 Realignment. It is important to note that costs that are associated

with county staff that are redirected to work on APS outreach activities are to be claimed to PC 992.

PC	992	APS Outreach COVID-19
TSC	9921	APS Outreach COVID-19
PIN	992031	Contracted Activities
PIN	992068	Direct Cost – Unemployed
PIN	992088-91	Operating Costs*
PIN	992092	Casework OT/CTO costs
PIN	992093	Support Staff OT/CTO
PIN	992094	Start Up/Nonrecurring costs
DTP	A34	APS Outreach Support Staff

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

*The County must have a Letter of Intent on file with the 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

TSC 9921 (APS Outreach COVID-19)

Includes outreach activities for APS clients related to the COVID-19 pandemic. These activities include, but are not limited to:

- Internal planning and internal preparations to target program recipients who need additional support due to the COVID-19 pandemic.
- Outreach efforts for existing and new clients which includes:
 - Administrative time required to address increased calls for assistance or resources.
 - Administrative time required to ensure the safety of clients in person.

IHSS Social Worker Overtime

Counties must ensure the continuity of services during pandemic conditions or periods of social distancing that are consistent with applicable public health guidance. For the IHSS program, it is anticipated that additional county administration overtime may be required due to the effects of COVID-19. County social workers' efforts during these overtime hours should be primarily focused on activities related, but not limited, to:

- Initial face-to-face assessment.

- Reassessments due to a change in the recipient's condition or circumstances, including loss of alternative resources due to the effects of COVID-19.
- Assistance with provider enrollment.
- Ensuring phone calls received by both providers and recipients are answered and/or returned as quickly as possible.

IHSS Overtime Claiming Instructions

Counties will claim IHSS county administration overtime associated with this state of emergency to existing administrative [Program Codes](#) through the appropriate six-digit PINs for charging overtime costs. These PINs are those that utilize either Type of Expense (TOE) code 92 (Casework Overtime [OT]/Compensating Time Off [CTO]) or TOE code 93 (Support Staff – OT/CTO). The IHSS county administration costs are claimed to the following PCs on the County Expense Claim:

- PC 003 – Quality Assurance
- PC 023 – Advisory Committee
- PC 102 – IHSS – Skilled Professional Medical Personnel (SPMP)
- PC 103 – IHSS – Personal Care Services Program (PCSP)/Health Related (HR)
- PC 104 – IHSS – Non-HR/Non-PCSP
- PC 272 – IHSS – Conlan v. Bonta PCSP
- PC 330 – IHSS – Non-HR/PCSP/Plus Option Fraud
- PC 739 – IHSS Anti-Fraud Background Checks
- PC 743 – IHSS Anti-Fraud Initiative
- PC 836 – IHSS Provider Exclusions

The IHSS county administration expenditures exceeding the GF allocation will be shifted to county-only funding via SUO Code 193 (SUO - IHSS).

Disaster Detail Addendum

The activities and other costs outlined in this letter should also be reflected within the welfare portion of the Disaster Detail Addendum of the County Expense Claim in order to properly track these COVID-19 related expenditures.

Contact Information

If counties have any questions or need additional guidance regarding the information in this letter, CDSS requests that they please contact the Fiscal Policy & Analysis Bureau at fiscal.systems@dss.ca.gov. Any programmatic questions may be directed to the Financial Management Unit of the Adult Programs Division at APD_FMU@dss.ca.gov.

Sincerely,

Original Document Signed By:

Salena Chow, Chief
Fiscal Forecasting and Policy Branch