

June 26, 2020

CALIFORNIA DEPARTMENT OF SOCIAL SERVICES

**EXECUTIVE SUMMARY**

**COUNTY FISCAL LETTER NO. 19/20-94**

The purpose of this letter is to notify counties of updated claiming instructions for funds allocated for the In-Home Supportive Services (IHSS) Emergency Provider Back-Up System, Essential Protective Gear, IHSS Provider Paid Sick Leave, IHSS Provider Name-Based Criminal Background Check, and APS Outreach program components during the current public health crisis caused by COVID-19. These claiming instructions are an update to the instructions for these components that were provided for the June 2020 quarter in [County Fiscal Letter No. 19/20-91](#), dated June 2, 2020.



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**GAVIN NEWSOM**  
GOVERNOR

June 26, 2020

COUNTY FISCAL LETTER (CFL) NO. 19/20-94

TO: ALL COUNTY WELFARE DIRECTORS  
ALL COUNTY WELFARE FISCAL OFFICERS

SUBJECT: UPDATED COVID-19 CLAIMING INSTRUCTIONS FOR IN-HOME SUPPORTIVE SERVICES EMERGENCY BACK-UP PROVIDER SYSTEM, ESSENTIAL PROTECTIVE GEAR, PROVIDER PAID SICK LEAVE, NAME-BASED CRIMINAL BACKGROUND CHECK, AND ADULT PROTECTIVE SERVICES OUTREACH COMPONENTS

REFERENCE: [ALL COUNTY LETTER \(ACL\) NO. 20-29, MARCH 30, 2020](#);  
[ACL NO. 20-40, APRIL 14, 2020](#);  
[ACL NO. 20-41, APRIL 17, 2020](#);  
[ACL NO. 20-50, MAY 4, 2020](#);  
[CFL NO. 19/20-82, APRIL 30, 2020](#);  
[CFL NO. 19/20-91, JUNE 2, 2020](#);  
[ASSEMBLY BILL \(AB\) 75 \(STATUTES OF 2020\)](#);  
[EXECUTIVE ORDER \(EO\) N-52-20, MARCH 4, 2020](#);  
[EO N-25-20, MARCH 12, 2020](#);  
[EO N-29-20, MARCH 17, 2020](#);  
[FAMILIES FIRST CORONAVIRUS RESPONSE ACT \(FFCRA\)](#),  
[HOUSE RESOLUTION 6201 \(HR 6201\), DIVISION E,](#)  
[EMERGENCY PAID SICK LEAVE ACT](#)

The purpose of this letter is to notify counties of updated claiming instructions for funds allocated for the In-Home Supportive Services (IHSS) Emergency Provider Back-Up System, Essential Protective Gear, IHSS Provider Paid Sick Leave, IHSS Provider Name-Based Criminal Background Check, and Adult Protective Services (APS) Outreach program components during the current public health crisis caused by COVID-19. These claiming instructions are an update to the instructions for these components that were provided for the June 2020 quarter in [CFL No. 19/20-91](#), dated June 2, 2020.

## **Background**

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. The COVID-19 pandemic has caused impacts to multiple social services programs and resulted in the need for additional funding for COVID-19 response-related activities. The California Department of Social Services (CDSS) has issued program implementation instructions related to these components in [ACL No. 20-29](#), dated March 30, 2020, [ACL No. 20-40](#), dated April 14, 2020, and [ACL No. 20-50](#), dated May 4, 2020.

## **COVID-19 Response Type of Expense (TOE) Code**

As described in [CFL No. 19/20-91](#), for the implementation of the COVID-19 response in the June 2020 quarter, counties were instructed to claim to general IHSS program codes (PCs) using already existing TOE codes. However, effective with the September 2020 quarter, TOE code 96 has been created to separately identify COVID-19 specific direct charged costs. This TOE code will be added to the PCs, as indicated below, where funding has specifically been set aside for COVID-19 direct costs. The description for this new TOE code can be found within the attachment of this letter.

## **IHSS Emergency Provider Back-Up System**

In response to the COVID-19 crisis, CDSS is providing funding to support the establishment of emergency back-up provider systems so that new IHSS providers can be quickly assigned to IHSS recipients when their former providers can no longer work due to COVID-19 or impacts related to COVID-19. The back-up systems will focus on activities such as, but not limited to:

- Ensuring that phone calls requesting back-up providers are answered and/or returned as quickly as possible.
- Creating a system or network of providers that can be contacted and deployed in emergency situations to provide services to IHSS recipients whose providers are not able to work due to COVID-19 impacts.
- Creating business processes that support the timely assignment of back-up providers to IHSS recipient cases in the Case Management, Information, and Payrolling System, ensuring that timesheets are issued, and that providers are paid at the appropriate pay rate.

Additional information regarding the Emergency Back-Up Provider System component can be found in ACL No. 20-29.

### **IHSS Emergency Back-Up Provider System Claiming Instructions**

As described in CFL No. 19/20-91, PC 103 (IHSS Personal Care Services Program [PCSP] Health Related [HR]) and PC 104 (IHSS – Non-HR/Non-PCSP) will continue to be used to capture the costs associated with the IHSS Emergency Provider Back-Up System component. However, effective with the September 2020 quarter, counties should claim the time associated with these activities to the newly created Time Study Code (TSC) 1036 (IHSS Emergency Provider Back-Up System – PCSP HR) and TSC 1043 (IHSS Emergency Provider Back-Up System – Non-HR/Non-PCSP). Counties should claim the direct charged costs associated with the IHSS Emergency Provider Back-up System component to the Program Identifier Numbers (PINs) found within the attachment of this letter.

Non-case specific direct charged costs related to the implementation of the IHSS emergency provider back-up system should be claimed to PIN 103696. Case-specific direct charged costs should be claimed to the appropriate PIN corresponding to the eligibility of the case.

### **Time Study Instructions**

The descriptions for the new time study codes associated with the IHSS Emergency Provider Back-Up system component can be found within the attachment of this letter. Non-case specific time spent on the implementation of the IHSS emergency provider backup system should be time studied to TSC 1036. Case-specific time should be time studied to the appropriate TSC corresponding to the eligibility of the case.

Activities performed by county staff that have been redirected to work on IHSS Emergency Provider Back-Up System activities should be claimed to either TSC 1036 or TSC 1043, instead of the TSCs customarily used by those county staff.

### **Essential Protective Gear**

In addition, CDSS is allowing some flexibility with IHSS Emergency Back-Up Provider System funding. Counties can work with their Public Authorities (PA) to determine the level of funding needed for IHSS Emergency Back-up Provider System activities and the remaining funds can be utilized by the PAs for the distribution of Essential Protective Gear (EPG). PAs should claim EPG distribution costs on their quarterly SOC 448 claim and clearly identify the costs as being for EPG distribution activities. CDSS will work with the California Welfare Directors Association, California Association of Public

Authorities, and the Department of Finance to redistribute any unspent IHSS Emergency Back-up Provider System funding to the PAs to cover any EPG costs claimed on the SOC 448 claims. Additionally, the EPG distribution costs will not count towards the PA administrative rate calculation and will not result in a Maintenance of Effort adjustment.

### **IHSS Provider Paid Sick Leave**

On March 18, 2020, the President signed into law [HR 6201](#), also known as the FFCRA. Division E of the FFCRA, the Emergency Paid Sick Leave Act (EPSLA), provides for two weeks of emergency paid sick leave when a covered employee is unable to work due to the COVID-19 pandemic. The FFCRA became effective on April 2, 2020, and will remain in effect until December 31, 2020. The CDSS is providing funding to counties to support the implementation of EPSLA leave for IHSS providers. Additional information regarding the IHSS Provider Paid Sick Leave component can be found in ACL No. 20-40.

### **IHSS Provider Paid Sick Leave Claiming Instructions**

As described in CFL No. 19/20-91, PC 103 and PC 104 will continue to be used to capture the costs associated with the IHSS Provider Paid Sick Leave component. However, effective with the September 2020 quarter, counties should claim the time associated with these activities to the newly created TSC 1037 (IHSS Provider Paid Sick Leave – PCSP HR) and TSC 1044 (IHSS Provider Paid Sick Leave – Non-HR/Non-PCSP). Counties should claim the direct charged costs associated with the IHSS Provider Paid Sick Leave component to the PINs found within the attachment of this letter.

### **Time Study Instructions**

The descriptions for the new time study codes associated with the IHSS Provider Paid Sick Leave component can be found within the attachment of this letter.

Activities performed by county staff that have been redirected to work on IHSS Provider Paid Sick Leave activities should be claimed to either TSC 1037 or TSC 1044, instead of the TSCs customarily used by those county staff.

### **IHSS Provider Name-Based Criminal Background Check**

On April 16, 2020, Governor Newsom signed [EO N-52-20](#), which provided for temporary changes to certain state-mandated requirements, including the suspension of fingerprinting requirements for criminal background checks of individuals attempting to

enroll as IHSS providers. Additional information regarding the Department of Justice Name-Based Criminal Background Check component can be found in ACL No. 20-50.

### **IHSS Provider Name-Based Criminal Background Check Claiming Instructions**

As described in CFL No. 19/20-91, PC 739 (IHSS Anti-Fraud Background Checks) will continue to capture the costs associated with the IHSS Provider Name-Based Criminal Background Check component. Counties will continue to time study related activities to the existing TSC 7391 (IHSS Anti-Fraud Background Checks). However, effective with the September 2020 quarter, counties should claim the direct charged costs associated with the IHSS Provider Name-Based Criminal Background Check component to the PIN found within the attachment of this letter.

### **Time Study Instructions**

Existing eligible activities for TSC 7391 may be found in the most recent version of the [Program Code Description Manual](#).

Activities performed by county staff that have been redirected to work on IHSS Provider Name-Based Criminal Background Check activities should be claimed to TSC 7391, instead of the TSCs customarily used by those county staff.

### **IHSS Overmatch**

Costs claimed in excess of funds allocated for the above IHSS components will be overmatched by leftover state general funds corresponding to general IHSS county administration funding, as PC 103 and PC 104 are tracked to Ledger 001 (IHSS). Costs claimed in excess of the total amounts allocated to Ledger 001 will be shifted to county-only via State Use Only (SUO) code 193 (SUO IHSS).

### **APS Outreach Update**

On January 9, 2020, guidance was issued via a Program Manager Letter to inform counties of temporary funding for any APS activities performed by county staff for Public Safety Power Shutoffs (PSPS) as a result of wildfires, power outages, and/or future disaster or emergency needs. Originally, counties were instructed to claim any costs related to these activities through the APS Reimbursement Form and not through the County Expense Claim (CEC). However, counties should now utilize PC 992 (APS Outreach COVID-19), described in [CFL No. 19/20-83](#), dated May 22, 2020, to claim any costs related to PSPS APS activities that have not yet been invoiced. Counties that have already submitted an APS Reimbursement Form will be reimbursed and should not claim these costs through the CEC. Those counties that have not yet claimed

PSPS costs should submit any future claims only through the CEC. Counties should either claim their PSPS costs through the CEC or through the APS Reimbursement Form (but not both) to avoid any type of double claiming.

Additionally, under the provisions of [AB 75](#), which was signed into law as part of the [Budget Act of 2020](#), counties can now utilize leftover PSPS APS funding for COVID-19 APS Outreach activities through that same code. After paying expenditures claimed through the APS Reimbursement form, any remaining PSPS funds have been moved to Ledger 112 (APS/County Services Block Grant) in order to cover APS Outreach activities and any other PSPS expenditures for which counties intend to seek reimbursement through the CEC. Once the state General Funds provided for APS Outreach are exhausted, the state share will be shifted 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.

### **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](mailto: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](mailto:APD_FMU@dss.ca.gov).

Sincerely,

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

Salena Chow, Chief  
Fiscal Forecasting and Policy Branch

Attachment

### Claiming Attachment

This attachment contains descriptions and tables of the Program Codes (PCs), Time Study Codes (TSCs), and Type of Expense (TOE) codes/Program Identifier Numbers (PINs) associated with the claiming instructions contained in this letter.

#### **Coronavirus Disease 19 (COVID-19) Response TOE Code**

The description for this new TOE code is as follows:

##### TOE 96 (COVID-19 Response)

*This code is used to claim direct costs associated with the response to the Coronavirus Disease 19 (COVID-19) pandemic.*

#### **In-Home Supportive Services (IHSS) Emergency Provider Back-Up System**

Counties should claim the direct charged costs associated with the IHSS Emergency Provider Back-up System component to the following PINs:

PC	103	IHSS Personal Care Services Program (PCSP) Health Related (HR)
TSC	1036	IHSS Emergency Provider Back-Up System – PCSP HR
PIN	103696	COVID-19 Response

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

PC	104	IHSS – Non-HR/Non-PCSP
TSC	1043	IHSS Emergency Provider Back-Up System – Non-HR/Non-PCSP
PIN	104396	COVID-19 Response

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

#### **Time Study Instructions**

The descriptions for the new time study codes associated with the IHSS Emergency Provider Back-Up system component can be found below:

##### TSC 1036 (IHSS Emergency Provider Back-Up System – PCSP HR)

*Includes IHSS emergency provider back-up system activities applicable to federally eligible IHSS clients related to the COVID-19 pandemic. Activities include, but are not*



*limited to, administrative time related to the implementation of the IHSS emergency provider back-up system and the administrative time associated with assigning back-up providers.*

**TSC 1043 (IHSS Emergency Provider Back-Up System – Non-HR/Non-PCSP)**

*Includes IHSS emergency provider back-up system activities applicable to non-federally eligible IHSS clients related to the COVID-19 pandemic. Activities include, but are not limited to, administrative time related to the implementation of the IHSS emergency provider back-up system and the administrative time associated with assigning back-up providers.*

**IHSS Provider Paid Sick Leave**

Counties should claim the direct charged costs associated with the IHSS Provider Paid Sick Leave component to the following PINs:

<b>PC</b>	<b>103</b>	<b>IHSS PCSP HR</b>
TSC	1037	IHSS Provider Paid Sick Leave – PCSP HR
PIN	103796	COVID-19 Response

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

<b>PC</b>	<b>104</b>	<b>IHSS – Non-HR/Non-PCSP</b>
TSC	1044	IHSS Provider Paid Sick Leave – Non-HR/Non-PCSP
PIN	104496	COVID-19 Response

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

**Time Study Instructions**

The descriptions for the new time study codes associated with the IHSS Provider Paid Sick Leave component are as follows:

**TSC 1037 (IHSS Provider Paid Sick Leave – PCSP HR)**

*Includes IHSS provider paid sick leave activities applicable to federally eligible IHSS clients related to the COVID-19 pandemic. Activities include, but are not limited to, administrative time required for internal processing of COVID-19 sick leave benefits forms and requests.*

**TSC 1044 (IHSS Provider Paid Sick Leave – Non-HR/Non-PCSP)**

*Includes IHSS provider paid sick leave activities applicable to non-federally eligible IHSS clients related to the COVID-19 pandemic. Activities include, but are not limited to, administrative time required for internal processing of COVID-19 sick leave benefits forms and requests.*

**IHSS Provider Name-Based Criminal Background Check**

Effective with the September 2020 quarter, counties should claim the direct charged costs associated with the IHSS Provider Name-Based Criminal Background Check component to the following PIN:

<b>PC</b>	<b>739</b>	<b>IHSS Anti-Fraud Background Checks</b>
TSC	7391	IHSS Anti-Fraud Background Checks
PIN	739096	COVID-19 Response

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