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GAVIN NEWSOM  
GOVERNOR

July 25, 2019

COUNTY FISCAL LETTER (CFL) NO. 19/20-09

TO: ALL COUNTY WELFARE DIRECTORS  
ALL COUNTY WELFARE FISCAL OFFICERS

SUBJECT: REVISED CLAIMING INSTRUCTIONS AND ADJUSTMENT CLAIM  
CLARIFICATION FOR THE ADOPTION AND LEGAL GUARDIANSHIP  
INCENTIVE PAYMENTS PROGRAM

REFERENCE: [CFL NO. 18/19-66, DATED APRIL 30, 2019](#)  
[CFL NO. 16/17-59, DATED APRIL 17, 2017](#)  
[CFL NO. 16/17-23, DATED SEPTEMBER 30, 2016](#)  
[ALL COUNTY LETTER \(ACL\) NO. 16-35, DATED APRIL 28, 2016](#)

The purpose of this CFL is to provide counties with clarification regarding allowable activities and revised claiming and time study instructions for the Adoption and Legal Guardianship (ALG) Incentive Payments Program. Additionally, it provides clarification regarding the allowance of adjustment claims for the ALG Incentive Payments Program.

### **Background**

As stated in [ACL No. 16-35](#), the ALG Incentive Payments Program provides for payment of incentive funds to eligible states that increase the number of adoptions and guardianships in specific circumstances. The [CFL No. 16/17-23](#) provided claiming instructions for the activities allowed under the ALG Incentives Payments Program. This CFL clarifies these activities and the associated claiming instructions.

### **Revised Claiming Instructions**

Effective with the December 2016 quarter, Program Codes (PCs) 151 (FED Adopt Guardianship Incent) and State Use Only (SUO) code 152 (SUO – Adopt Guardianship Incent) were re-established for counties to claim administrative costs associated with the ALG Incentive Payments Program. Counties should use PC 151 (Federal Adoption and Guardianship Incentive Program) to capture eligible costs relating to the ALG

Incentive Payments Program. Costs exceeding the allocation will be shifted to 100 percent county-only via SUO Code 152.

The following Time Study Code (TSC), Program Identifier Numbers (PINs) and Direct to Program (DTP) code are available:

Please note: A correction to the Type of Expense code list is shown in bold.

PC	151	Federal Adoption and Guardianship Incentive Program
TSC	1511	Federal Adoption and Guardianship Incentive Program
PIN	<b>151031</b>	<b>Contracted Services</b>
	151060	Direct Service Delivery
	151068	Direct Costs
	151088-91*	Support Operating
	151092	Casework–OT/CTO Costs
	151093	Support Staff–OT/CTO Costs
	151094	Start Up/Nonrecurring Costs
DTP	A47	Federal Adoption and Guardianship Incentive Program

The sharing ratio for PC 151 is 100/00/00/00 (Federal/State/Health/County)

\*A County must have a Letter of Intent on file with the California Department of Social Services (CDSS) to direct charge to the support operating PIN codes (88-91).

The [CFL No. 16/17-23](#) indicated that eligible activities and costs were limited to those program activities associated with “serving a child in a finalized adoptive or legal guardianship home.” However, eligible activities and costs more broadly encompass those relating to the range of program activities allowable under Title IV-E or Title IV-B, as further detailed in the following revised time study instructions.

### **Revised Time Study Instructions**

Effective with the December 2016 quarter, the county should time study eligible activities to TSC 1511 (Federal Adoption and Guardianship Incentive Program). Any eligible direct-to-program support staff time will be reported to Direct-to-Program (DTP) Code A47.

#### **CODE 1511 – Federal Adoption and Guardianship Incentive Program**

- Providing post adoption services **to older children and their siblings seeking permanency** to avert adoption disruptions ~~for children and youth~~.
- Conducting family finding to locate relatives willing to make lifelong commitments to **older children and their siblings seeking permanency** ~~youth~~, including adoption and guardianship.

- Recruiting adoptive and guardianship parents who will make homes for entire sibling sets and are committed to keeping sibling sets together.
- Preparing **older children and their siblings seeking permanency** youth for successful permanency options.
- Resolving barriers to adoption and guardianship.
- Providing other services related activities and supports to ensure successful permanency options for **older children and their siblings seeking permanency, foster youth**, including reunification with family members whose reunification services were previously terminated.

Pursuant to [ACL 10-36](#), older children and youth refers to those aged nine years and above. For information regarding reinvestment instructions, which remain unchanged, please refer to [CFL No. 16/17-23](#) and [ACL No. 16-35](#).

### **Adjustment Claims**

Information communicated in [ACL No. 16-35](#) indicated that adjustment claims were not allowable in Fiscal Year (FY) 2017-18 for the ALG Incentives Payments Program. This assertion was based on the presumption that the grant award was one-time funding in FY 2016-17 and that the FY 2017-18 allocation would therefore consist solely of unspent funds from FY 2016-17. Due to limitations imposed by federal obligation and liquidation deadlines for this funding, CDSS anticipated it would not have had the necessary time to process county adjustment claims in FY 2017-18.

However, funding for the ALG Incentive Payments Program has continued each year since FY 2016-17. As a result, CDSS can and will process allowable county adjustment claims for FY 2017-18 and thereafter, contingent upon the continuation of grant award funding. For information regarding the FY 2018-19 allocation and FY 2019-20 planning allocation, please refer to [CFL No. 18/19-66](#).

For more information regarding the Federal ALG Incentive Program, please refer to [ACL No. 16-35](#). Questions regarding the ALG Incentive Payments Program policy should be directed to the Adoptions Policy Unit via email at [APU@dss.ca.gov](mailto:APU@dss.ca.gov). Please direct any questions regarding these claiming instructions 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