

September 4, 2019

CALIFORNIA DEPARTMENT OF SOCIAL SERVICES

EXECUTIVE SUMMARY

COUNTY FISCAL LETTER NO. 19/20-22

The purpose of this letter is to update county administrative claiming and reimbursement instructions for the In-Home Supportive Services (IHSS) program as a result of the rebasing of the county IHSS Maintenance of Effort (MOE), effective with Fiscal Year 2019-20. As part of this change, the county IHSS MOE has been limited to only IHSS services expenditures. Counties will receive a capped General Fund (GF) allocation for administrative expenditures and the county expenditures will no longer be counted towards the IHSS MOE. This letter informs counties of the deletion of two state use only codes and the modification of sharing ratios to existing IHSS program codes to eliminate the county share to costs required to draw down the allocated GF.



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DIRECTOR

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GOVERNOR

September 4, 2019

COUNTY FISCAL LETTER (CFL) NO. 19/20-22

TO: ALL COUNTY WELFARE DIRECTORS
ALL COUNTY FISCAL OFFICERS

SUBJECT: UPDATED CLAIMING INSTRUCTIONS DUE TO THE REBASED
COUNTY IN-HOME SUPPORTIVE SERVICES MAINTENANCE OF
EFFORT

REFERENCE: [CFL NO. 18/19-56, DATED FEBRUARY 12, 2019](#); [CFL NO. 18/19-53, DATED JANUARY 8, 2019](#); [CFL NO. 17/18-56, DATED MARCH 23, 2018](#); [WELFARE AND INSTITUTIONS CODE \(W&IC\) SECTION 12306.16](#)

The purpose of this letter is to update county administrative cost claiming and reimbursement instructions for the In-Home Supportive Services (IHSS) program as a result of the rebasing of the county IHSS Maintenance of Effort (MOE) pursuant to [W&IC 12306.16](#), effective Fiscal Year 2019-20. As part of this change, the county IHSS MOE is limited to only IHSS services expenditures, and counties will receive a capped General Fund (GF) allocation for administrative expenditures. To facilitate this change, two state use only (SUO) codes will be deleted and the sharing ratios used for existing IHSS Program Codes (PCs) will be modified to eliminate the county share of costs required to draw down the allocated GF.

Background on IHSS SUO Codes

The [CFL No. 17/18-56](#), dated March 23, 2018, stipulated that SUO code 366, SUO code 792, and SUO code 193 would be utilized to ensure that each county would be able to maximize the expenditure of GF appropriated for IHSS administration and meet their county MOE requirements. The SUO code 366 shifted the GF share to county funds to ensure the county meets their MOE, and SUO code 792 shifted MOE overmatch from county funds to GF if GF is still available.

Rebasing the County IHSS MOE and the Elimination of County and Public Authority Administration Components

As specified in W&IC section 12306.16(a), effective July 1, 2019, the IHSS MOE was rebased. As part of the rebase, the county and Public Authority (PA) IHSS administration are no longer a part of the IHSS MOE. The county IHSS MOE now is limited only to the IHSS services costs. Therefore, SUO code 366 and SUO code 792 are no longer needed and will be deleted, effective with the September 2019 claiming quarter.

The California Department of Social Services (CDSS) will continue to provide counties with a GF allocation to fund the non-federal IHSS administration costs up to the amount allocated to each county. Along with the elimination of the county and PA administration from the IHSS MOE, counties now will be able to draw from the county administrative GF allocation without any local share, as specified in W&IC section 12306.16(b)(3)(B). Counties will continue to claim IHSS county administrative expenditures on the County Expense Claim using the existing administrative PCs listed below. The sharing ratios for these codes will be revised to reflect a 100 percent GF share of the nonfederal costs. The SUO code 193 will remain active to shift any IHSS administrative expenditures that exceed the GF allocation amount to county only funds.

The table below reflects all existing IHSS administrative PCs with the previous sharing ratios and the new sharing ratios that are effective with the September 2019 claiming quarter, pursuant to the change described in this letter.

Program Code	Previous Sharing Ratio Federal/Welfare/Health/County	New Sharing Ratio Federal/Welfare/Health/County
PC 003: IHSS – Quality Assurance	00/35/50/15	00/50/50/00
PC 102: IHSS – Skilled Professional Medical Personnel (SPMP)	00/17.5/75/7.5	00/25/75/00
PC 103: IHSS – Personal Care Services Program (PCSP) Health Related (HR)	00/35/50/15	00/50/50/00
PC 104: IHSS – Non-HR/Non-PCSP	00/70/00/30	00/100/00/00
PC 272: IHSS – Conlan v. Bonta PCSP	00/35/50/15	00/50/50/00
PC 330: IHSS – Non-HR/PCSP/Plus Option Fraud	00/70/00/30	00/100/00/00

Program Code	Previous Sharing Ratio Federal/Welfare/Health/County	New Sharing Ratio Federal/Welfare/Health/County
PC 739: IHSS – Anti-Fraud Background Checks	00/50/50/00	Remains the same
PC 743: IHSS – Anti-Fraud Initiative	00/35/50/15	00/50/50/00
PC 836: IHSS – Provider Exclusions	00/70/00/30	00/100/00/00

It is important to note that, based on W&IC section 12306.16(b)(3)(C), amounts expended by counties on county IHSS and PA administration in excess of the appropriated GF will no longer be counted towards meeting the rebased county IHSS MOE requirement. Only IHSS services expenditures will count toward the rebased county IHSS MOE. The rebased MOE will consist of only the IHSS services expenditures and each county's share of the MOE will be billed through 12 monthly invoiced payments. The CDSS will issue additional guidance and claiming details in a forthcoming CFL.

Counties may direct any claiming questions regarding this letter to 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,

SALENA CHOW, Chief
Fiscal Forecasting and Policy Branch