



WILL LIGHTBOURNE
DIRECTOR

STATE OF CALIFORNIA—HEALTH AND HUMAN SERVICES AGENCY
DEPARTMENT OF SOCIAL SERVICES
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EDMUND G. BROWN JR.
GOVERNOR

September 2, 2011

RESIDENTIALLY BASED SERVICES (RBS) LETTER NO. 05-11

TO: SELECTED COUNTY WELFARE DIRECTORS
SELECTED COUNTY FISCAL OFFICERS
SELECTED COUNTY CHILD WELFARE SERVICES
SELECTED RBS PROVIDERS

SUBJECT: REVISED RBS CLAIM FOR THE JANUARY – MARCH 2011
QUARTER, REVISED TO ADD:

NEW AMERICAN RECOVERY AND REINVESTMENT ACT
(ARRA) RATE OF 53.2 PERCENT FOR JANUARY – MARCH
2011

NEW PRIOR PERIOD ADJUSTMENT (PPA) – ARRA REPORT
TAB

REFERENCE: RBS LETTER NO. 03-11, DATED JUNE 21, 2011 (RBS FC
CLAIM FORMS AND INSTRUCTIONS FOR SEPTEMBER AND
DECEMBER 2010 QUARTERS);

CFL NO. 11/12-04, DATED AUGUST 18, 2011, (REVISED
ASSISTANCE CLAIM - CA 800 - INSTRUCTIONS, EFFECTIVE
JANUARY 2011)

This letter transmits the updated RBS Foster Care (FC) claim for use in the January – March 2011 quarter. Claim submissions to CDSS are due by September 15, 2011. This RBS FC claim contains two changes:

1. The SUMMARY REPORT OF ASSISTANCE EXPENDITURES - QUARTERLY CLAIM RBS FC FEDERAL TITLE IV-E WITH ARRA ADJUSTMENTS, FEDERAL EMERGENCY ASSISTANCE (EA) has been updated to apply the new ARRA rate of 53.2 percent (down from 56.2 percent in the prior quarter) to the January – March 2011 quarter. This sheet has been modified to add a new column to report prior period adjustments to RBS claims at various periods during the ARRA rate phase down.

2. A new tab/worksheet has been added, labeled PPA – ARRA Report, to process, by ARRA period, the prior period adjustments reported on the SUMMARY REPORT OF RBS FOSTER CARE PRIOR MONTH ADJUSTMENTS - FEDERAL

UPDATED ARRA RATES AND PRIOR PERIOD ADJUSTMENT COLUMN

Pursuant to the federal legislation authorizing the close-out of the special ARRA Federal Medical Assistance Percentage (FMAP) rates for foster care assistance claiming, the federal ARRA rates are revised for all foster care claiming, which includes RBS. The appropriate FMAP rates are:

<u>FMAP Time Period</u>	<u>FMAP Rate</u>
Prior to 10/01/2008	50%
10/01/2008 to 12/31/2010	56.2%
01/01/2011 to 03/31/2011	53.2%
04/01/2011 to 06/30/2011	51.2%
07/01/2011 forward	50%

The SUMMARY REPORT OF ASSISTANCE EXPENDITURES - QUARTERLY CLAIM RBS FC FEDERAL TITLE IV-E WITH ARRA ADJUSTMENTS, FEDERAL EMERGENCY ASSISTANCE (EA), and RBS FISCAL TRACKING SHEET – FEDERAL CHILDREN have been updated to apply the new ARRA funding rate for the January – March 2011 quarter.

The federal government requires that all recoveries of aid and prior period adjustments be reported at the actual ARRA rate that was in effect when the original payment was made. Use the following guidelines (cash claiming) to correctly report recoveries and prior period adjustments in the SUMMARY REPORT OF ASSISTANCE EXPENDITURES - QUARTERLY CLAIM RBS FC FEDERAL TITLE IV-E WITH ARRA ADJUSTMENTS, FEDERAL EMERGENCY ASSISTANCE (EA).

- All positive adjustments paid in the current period, even for a prior period activity, are reported as current payments in the aid code 42 column, on line seven as prior month positive adjustments to be funded at the ARRA/FMAP rate for the current period.
- If a county discovers that a payment was made in a prior period but was never claimed, the positive adjustment is reported as that prior ARRA funding period positive adjustment.

- All negative adjustments and recoveries of aid must be reported to the original paid ARRA funding period.

A new "Prior Period Adjustment" column has been added to the SUMMARY REPORT OF ASSISTANCE EXPENDITURES - QUARTERLY CLAIM RBS FC FEDERAL TITLE IV-E WITH ARRA ADJUSTMENTS, FEDERAL EMERGENCY ASSISTANCE (EA), for this purpose. Amounts reported in this column are separately identified in a new Summary by Funding box specifically for prior period adjustments.

In addition, a new worksheet has been added to this claim workbook to allow the reporting of prior period adjustments to the correct ARRA period, as discussed below.

SUMMARY REPORT OF RBS FOSTER CARE PRIOR MONTH ADJUSTMENTS – FEDERAL (Attachment II)

This new worksheet, labeled PPA – ARRA REPORT, serves to accumulate, tabulate, and report all prior period negative and positive adjustments and recoveries of aid associated with an RBS case. When properly completed, the amounts will be correctly carried forward to the main RBS FC Claim page for reporting in the new prior period adjustment column.

Note: Only negative adjustments, and positive adjustments that were paid but not claimed in the prior period, are reported on this worksheet. (Refer to page two for cash claiming guidelines.)

Upon opening the form, please complete the headers for County, Date of Claim, Claim Contact and Telephone.

There are two areas to enter information. All summaries and calculations will be performed automatically from the amounts entered in these areas:

Work Tables to determine amount of funds not reimbursable at FMAP rate

When viewing the electronic copy of the SUMMARY REPORT OF RBS FOSTER CARE PRIOR MONTH ADJUSTMENTS – FEDERAL, there are four work tables located to the right side of this sheet, each with an FMAP rate for one of the four ARRA periods. The purpose of these tables is to calculate how much of the recovery of aid or prior period negative/positive adjustment should be refunded to the federal government, based on the original payment made for that case. After entering the amount of the adjustment, and the amount of the federal eligibility rate for the original payment, the table will calculate what portion of the adjustment will be subject to repayment/payment under the ARRA rate for that period.

Example: County A made a payment of \$8,050 in December 2010 for RBS Case #1 to xyz group home. The federal eligibility rate for this payment under the approved RBS funding model was 91.54 percent. It was subsequently determined that the child was not in the home for the full month, and a \$95 repayment was received by the county. In the work table for this ARRA period (56.2 percent), the county should enter the information on the group name and date of the original payment being adjusted, the dollar amount of the adjustment, and the Federal Eligibility Rate for the Original Payment. The worksheet will determine how much of the adjustment is related to the original FMAP payment, and the balance will be reflected as funds not reimbursable at the FMAP rate.

Based on the supporting documentation provided for each recovery of aid or prior period negative/positive adjustment, and original claim payment, the county should enter the appropriate amounts into the appropriate tables by ARRA period.

Note: This worksheet has been constructed for use in all subsequent RBS claiming periods, so the tables applicable to the 53.2 percent and 51.2 percent ARRA periods will be utilized in quarters subsequent to January – March 2011. There should be no RBS-related positive adjustments for the original 50 percent FMAP period prior to October 1, 2008 because RBS did not start until July 2010 and the 18-month claiming period for this older FMAP rate would have already expired. Counties are to report all negative adjustments without regard to the 18-month claiming limitation.

After entering all of the relevant prior period adjustments to this three month ARRA RBS FC FED Worksheet (6/11), the county must enter summary information into the Reconciliation of Prior Period Adjustments box. This box is found on the left side of the form and is surrounded by a pink border. From the information entered in the work tables, the county should summarize the amount of the adjustments as either a recovery of aid, or prior period negative adjustment, or a prior period positive adjustment by ARRA funding period. Enter these summary amounts into the appropriate fields in this table. The amounts will be totaled, and carried forward to the SUMMARY REPORT OF ASSISTANCE EXPENDITURES - QUARTERLY CLAIM RBS FC FEDERAL TITLE IV-E WITH ARRA ADJUSTMENTS, FEDERAL EMERGENCY ASSISTANCE (EA); the worksheet will calculate the amount not subject to FMAP and carry that forward to the main claim.

The upper left portion of the SUMMARY REPORT OF RBS FC PRIOR MONTH ADJUSTMENTS – FEDERAL will compare the amounts that were entered into the Prior Period Adjustment column on the SUMMARY REPORT OF ASSISTANCE EXPENDITURES - QUARTERLY CLAIM RBS FC FEDERAL TITLE IV-E WITH ARRA ADJUSTMENTS, FEDERAL EMERGENCY ASSISTANCE (EA) with the amounts that

total from within the page. Any differences will be displayed as an error and require follow-up to correct the entries.

GENERAL CLAIM INSTRUCTIONS FOR THE JANUARY – MARCH 2011 QUARTER

All RBS demonstration project counties must use this RBS FC Claim for the January – March 2011 quarter claim, as this claim contains the correct federal ARRA funding rates. If an RBS FC Claim was previously submitted for the January through March 2011 quarter using an older RBS FC Claim format, this claim should have been returned by CDSS to the county for resubmission on this new claim form upon its release. Please refer to RBS Letter No. 03-11, dated June 21, 2011, for current RBS assistance claiming instructions, and submit the completed claim via email to:

assistance.claims@dss.ca.gov

If the county reported any RBS costs, RBS-related EA costs, or prior period adjustments specific to an RBS case (for the ARRA periods from July 2010 forward) on the regular foster care CA 800 FC, federal or non-federal claims for the January – March 2011 quarter, the county must remove those costs via a prior period adjustment on the regular CA 800 FC claim, and complete these new RBS FC Claim forms for January through March 2011 so that RBS costs are properly reported to CDSS.

The new RBS FC Claim workbook with the updated ARRA rates, the added PPA – ARRA Report worksheet, and prior period adjustment reporting features may be downloaded at:

<http://www.cdsscounties.ca.gov/AAC/aac.htm>

RBS PRIOR PERIOD ADJUSTMENT SAMPLE DOCUMENTS

Included in this letter are samples of the revised RBS FC Claim reflecting the prior period adjustment column and PPA – ARRA report tab to assist counties in utilizing the forms.

Attachment I: Claim form RBS FC FED – SUMMARY REPORT OF ASSISTANCE EXPENDITURES - QUARTERLY CLAIM RBS FC FEDERAL TITLE IV-E WITH ARRA ADJUSTMENTS, FEDERAL EMERGENCY ASSISTANCE (EA), AND PRIOR PERIOD ADJUSTMENTS - FEDERAL.

Attachment II: Claim form RBS - ARRA RBS FC FEDERAL Worksheet (6/11) – SUMMARY REPORT OF RBS FOSTER CARE PRIOR MONTH ADJUSTMENTS – FEDERAL

Attachment III: Claim form RBS FISCAL TRACKING SHEET – FEDERAL CHILDREN.

Attachment IV: Claim form RBS FC NONFED – SUMMARY REPORT OF ASSISTANCE EXPENDITURES - QUARTERLY CLAIM RBS FC – NONFEDERAL.

Attachment V: Claim form RBS FISCAL TRACKING SHEET – NON-FEDERAL CHILDREN.

Attachment VI: Claim form RBS OVERPAYMENTS FED (6/11) – SUMMARY REPORT OF RBS FOSTER CARE ASSISTANCE OVERPAYMENTS- FEDERAL – JANUARY 2011 – MARCH 2011 QUARTER.

Attachment VII: Claim form RBS FC CERT (6/11) – EXPENDITURE CERTIFICATION FOR THE COUNTY WELFARE DEPARTMENT RBS EXPENDITURES.

FUTURE CHANGES TO THE RBS FC CLAIM DUE TO CHANGES IN FEDERAL FUNDING

Counties are advised that, due to the changes in ARRA funding levels effective January 1, 2011, there will be additional changes to the RBS FC Claim for the April – June 2011 and subsequent quarters. These changes will be described in a future RBS letter and revised RBS FC Claim.

If you have policy questions, please contact Priscilla Duverseau in Fiscal Policy at (916) 651-1090. For claiming issues, please contact the assistance claims mailbox at assistance.claims@dss.ca.gov.

Sincerely,



JANE CHRISTOPHERSON
Branch Chief
Estimates Branch

Attachments

c: CWDA

**SUMMARY REPORT OF ASSISTANCE EXPENDITURES - QUARTERLY CLAIM
RESIDENTIALLY BASED SERVICES (RBS) FOSTER CARE
FEDERAL TITLE IV-E WITH ARRA ADJUSTMENTS
FEDERAL EMERGENCY ASSISTANCE (EA) (FROM RBS NON-FED FISCAL TRACKING SHEET)
ARRA Rates for Jan - March 2011, with Prior Period Adjustments Tab for ARRA periods**

County	Quarter Ending
Claim Contact	Telephone

Aid Code	Foster Care			Prior Period Adjustments	EA
	Persons Count	42	Persons Count		
1 Main Payroll - RBS					5k
2 Current Month Adjustment - RBS					
3 Subtotal (Lines 1-2)					
4 Recoveries of Aid					
5 Prior Month Negative Adjustment					
6 Subtotals (Lines 4 - 5)					
7 Prior Month Positive Adjustment					
8 Claim Validation Adjustment					
9 TOTAL PAYROLL, CURRENT + PRIOR MONTH (Lines 3+6+7+8)					
10 Amount Not Reimbursable at Fed FMAP Rate (Fiscal Tracking, cell AE73) Note: Amounts associated with Prior Period Adjustments is determined on PPA - ARRA tab.					
11 TOTAL - Line 9 - Line 10 (Note Prior Period Adjustments total transferred to PPA - ARRA tab for payment)					
12 Supplemental Clothing Allowance					
13 FFA Administrative Costs for 50% FFP					
14 FFA Administrative Costs not eligible for FFP					
15 County Share Only (100% County Funds)					
16 TOTAL ALL PAYMENTS (Lines 9+12)					
17 Foster Care FMAP Rate (50/6.2/20/-2.48/30/-3.72)					
18 Fed Adm Costs Line 13 (50/0/20/0/30/0)					
19 Non Fed. Admin Costs Line 14 (0/0/40/0/60/0)					
20 Supplemental Clothing Allowance (50/6.2/50/-6.2/0/0)					
21 Federal Emergency Assistance Aid Code 5K (70/0/0/0/30/0)					
22 RBS County Costs (0/0/0/0/100/0)					
23 Total Payment Federal Foster Care					
Summary by Funding - Prior Period Adjustments					
Amounts transferred from PPA - ARRA Report, Summary By Funding					
	Federal	Federal (ARRA)	State	State (ARRA)	County (ARRA)
					Total

ATTACHMENT II

SUMMARY REPORT OF RBS FOSTER CARE PRIOR MONTH ADJUSTMENTS - FEDERAL

County	Date (Month/Year)
Claim Contact	Telephone

Prior Period Adjustments Distribution			
	RBS FC Claim FED	Amount Not Reimbursable at FMAP Rate	Net Amount PPA subject to Funding at ARRA FMAP
	Foster Care (42)		
1	Total Prior Month Adjustment Per Claim		
2	Total net costs prior to 10/01/08 at 50% (Please Note: Negative adjustments only. No positive adjustment allowed. 18 month claiming limit)		
3	Total net costs between 10/01/08 - 12/31/10 at 56.2%		
4	Total net costs between 01/01/11 - 03/31/11 at 53.2%		
5	Total net costs between 04/01/11 - 06/30/11 at 51.2%		
See Subtotal of Itemized prior period net costs			
Does Line 1 match Line 5g?			

Summary ARRA FMAP by Funding			
	Federal	State	County
6			
7			
8			
9	Foster Care (6,212,481-3,72)		
10	Foster Care (3,211,281-1,92)		
11	Foster Care (1,210,491-0,72)		
12	Foster Care Base Sharing @ (.50) -201- .01)		
13			
14			
15	Total Prior Period Adjustment by Fund Source, cumulative for all ARRA periods		

Reconciliation of Prior Period Adjustment Amounts: Note: All numbers are for manual entry from claim documentation.				
	Recovery of Aid	Prior Period Negative Adjustment	Prior Period Positive Adjustment	Total Prior Period Adjustment
ARRA Period - 56.2%				\$ -
ARRA Period - 53.2%				\$ -
ARRA Period - 51.2%				\$ -
ARRA Period - 50.0% Note: No positive adjustments allowed due to 18 month limitation.				\$ -
Total	\$ -	\$ -	\$ -	\$ -

**SUMMARY REPORT OF ASSISTANCE EXPENDITURES - QUARTERLY CLAIM
RESIDENTIALLY BASED SERVICES (RBS) FOSTER CARE
NONFEDERAL**

County	Quarter Ending
Claim Contact	Telephone

Aid Code	Foster Care	Total
1 Main Payroll	40	
2 Current Month Adjustment		
3 Subtotal (Lines 1 - 2)		
4 Recoveries of Aid		
5 Prior Month Negative Adjustment		
6 Subtotals (Lines 4 - 5)		
7 Prior Month Positive Adjustment		
8 Claim Validation Adjustment		
9 TOTAL PAYMENTS, CURRENT + PRIOR MONTH (Line 3+6+7+8)		
10 less: amount to be funded 100% County		
11 NET PAYMENTS FOR FUNDING:		
12 State Share (40%) or EA (0%)		
13 County Share (60%) or EA (30%)		
14 Supplemental Clothing Allowance (100% State) (100% federal for EA)		
15 Total		
16 Persons Count		

17 County Only (100% County Funded RBS Costs - Los Angeles Only)	
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Summary by Funding/Program	State	County	Total
18 Foster Care	-	-	-
19 County Only Funds	-	-	-
20 Supplemental Clothing Allowance (Line 14)	-	-	-
21 Total	-	-	-

ATTACHMENT VI

**SUMMARY REPORT OF RESIDENTIALLY BASED SERVICES (RBS)
FOSTER CARE ASSISTANCE OVERPAYMENTS
FEDERAL - JANUARY 2011 - MARCH 2011 QUARTER**

Country	COURTIER ENDING
Claim Contact	Telephone

FOSTER CARE	
Aid Code	42
OVERPAYMENTS	Identified Overpayments that completed due process for January 2011 - March 2011 quarter paid at the 53.2% FMAP Rate
1	Identified Overpayments that completed due process for September 2010 - December 2010 quarter paid at the 56.2% FMAP Rate
2	Identified Overpayments COLLECTED & adjustments made on RBS FC FED in Current Claiming Quarter
3	Federal Share of Uncollected Newly Identified Overpayments in Current Claiming Quarter (Due to Federal Government)
	Federal Share of Uncollectible Overpayments in Current Claiming Quarter (Due to Federal Government)

	Summary by Funding			Total
	Federal	State Responsibility	County Responsibility	
4	Overpayments Collected (Completion of Due Process Beginning 07/01/10 to 03/31/11) FC(40/60)	-	-	-
5	Overpayments Identified (Completion of Due Process Beginning 07/01/10 to 03/31/11) FC(40/60)	-	-	-
6	Uncollectible Overpayments FC(100/0)	-	-	-
7	Total Overpayments	-	-	-

**EXPENDITURE CERTIFICATION FOR THE
COUNTY WELFARE DEPARTMENT
RESIDENTIALLY BASED SERVICE EXPENDITURES**

COUNTY
MONTH/YEAR

Enter Total Allowable Welfare Costs as Reported on the following claims:

	Form Number	Form Title	Amount
1	RBS FC FED	RBS Foster Care Federal	-
2	RBS FC NONFED	RBS Foster Care Nonfederal	-
3	RBS County Share FC OVERPAYMENT FED	Foster Care Overpayment -	-
		Total	-

COUNTY WELFARE DIRECTOR'S CERTIFICATION

I hereby certify, under penalty of perjury, that I am the official responsible for the administration of the public welfare programs in said county; that I have not violated any of the provisions of Sections 1090 to 1096, inclusive, the Government Code; that the amounts that the aid payments, aid repayments and adjustments reflected herein have been made in accordance with all provisions of the Welfare and Institutions Code and the rules and regulations of the California Department of Social Services.

Signature of County Welfare Director	Date
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COUNTY AUDITOR'S CERTIFICATION

I hereby certify, under penalty of perjury, that I am the officer in aforesaid county responsible for the examination and settlement of accounts; that, I have not violated any of the provisions of Section 1090 to 1096, inclusive, of the Government Code; that the amounts claimed herein are in accordance with authorizations for the above-referenced public assistance programs made by the county; that said amounts correctly reflect Federal, State and County shares in the aid payments claimed and that warrants therefore have been issued, according to law and the rules and regulations of the California Department of Social Services.

Signature of County Auditor	Date
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