

September 13, 2019

CALIFORNIA DEPARTMENT OF SOCIAL SERVICES

EXECUTIVE SUMMARY

COUNTY FISCAL LETTER NO. 19/20-28

This letter informs counties of the Fiscal Year 2019-20 In-Home Supportive Services Program administration allocation, which includes funding for counties and Public Authorities.



KIM JOHNSON
DIRECTOR

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DEPARTMENT OF SOCIAL SERVICES
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GAVIN NEWSOM
GOVERNOR

September 13, 2019

COUNTY FISCAL LETTER (CFL) No. 19/20-28

TO: COUNTY WELFARE DIRECTORS
COUNTY WELFARE FISCAL OFFICERS

SUBJECT: FISCAL YEAR 2019-20 IN-HOME SUPPORTIVE SERVICES
PROGRAM ADMINISTRATION ALLOCATION

REFERENCE: [SENATE BILL \(SB\) 90 \(CHAPTER 25, STATUTES OF 2017\)](#)
CFL No. 17/18-44, DATED JANUARY 3, 2018
CFL No. 18/19-53, DATED JANUARY 8, 2019
CFL No. 19/20-22, DATED SEPTEMBER 4, 2019
[SB 80 \(CHAPTER 27, STATUTES OF 2019\)](#)

This letter informs counties and Public Authorities (PA) of the FY 2019-20 General Fund (GF) allocation for the In-Home Supportive Services (IHSS) program administration activities. A total capped allocation of \$325.7 million GF is available based on the Budget Act of 2019, as displayed in the attachment. The GF allocation for Electronic Visit Verification administrative activities will be provided in a forthcoming CFL.

In consultation with the California State Association of Counties, the California Association of PAs, and the County Welfare Directors Association, the Fiscal Year (FY) 2019-20 GF allocation for the IHSS administration is distributed as follows:

County Administration

Counties will receive the same IHSS administration allocation amounts that were provided in FY 2018-19 (see CFL No. 18/19-53), plus application of the growth that is based on revised workload assumptions. The distribution of the growth in funding for FY 2019-20 IHSS county administration was based on each county's percent to total estimated costs using regional hourly rates, projected caseload, and annual hours per case to complete mandated activities.

PA Administration

Each county's GF for PA administration is distributed to ensure that each county receives an equitable adjustment with an emphasis on creating similar allocations for PAs with similar caseload sizes.

Advisory Committees

Each county will also receive \$3,000 GF to operate an advisory committee. The committee's purpose is to submit recommendations to their respective county board of supervisors on the preferred mode of IHSS service to be utilized in their counties.

County Employer of Record

Alpine and Tuolumne counties act as the employer of record for IHSS Individual Providers for collective bargaining purposes. Therefore, these two counties will receive funding to perform the county employer of record activities.

Claiming for County and PA Administration

Effective July 1, 2019, [SB 80 \(Chapter 27, Statutes of 2019\)](#) modifies the existing County IHSS MOE structure and implements a new statewide County IHSS MOE base that includes modified cost sharing arrangements between the state and the counties. As part of the changes, IHSS administration will no longer be a component of the IHSS MOE. Instead, counties will receive a GF allocation for the IHSS administration activities which will be used as match to draw down federal Title XIX funds for eligible costs.

To simplify the reimbursement process now that IHSS administration is no longer part of the MOE, the claiming process has changed. County expenditures for IHSS administration will be reimbursed using 100 percent GF for the nonfederal share. Once a county's allocation is fully expended, the GF share will shift to 100 percent county only for the nonfederal share of cost.

Counties will claim IHSS county administration expenditures through the County Expense Claim using the existing county administration program codes. The PA administration expenditures will continue to be claimed using the SOC 448 invoice as well as any Advisory Committee expenditures for those counties that have Public Authorities. More information about the modifications to the IHSS administration claiming instructions can be found in CFL No. 19/20-22.

The IHSS administration costs are to be claimed to the following [Program Codes](#) (PCs) on the CEC:

- 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

Expenditures exceeding the GF allocation will be shifted to county-only funding via State Use Only Code 193.

Counties may direct any questions related to the PA administration claiming and reimbursement process to Adult Programs Division, Financial Management Unit at APD_FMU@dss.ca.gov. Questions or requests for clarification regarding these claiming instructions should be directed to the Fiscal Policy and Analysis Bureau at fiscal.systems@dss.ca.gov.

Sincerely,

Original Document Signed By:

SALENA CHOW, Chief
Fiscal Forecasting and Policy Branch

Attachment

FISCAL YEAR 2019-20 IN-HOME SUPPORTIVE SERVICES ADMINISTRATION GENERAL FUND ALLOCATION

COUNTY	COUNTY ADMINISTRATION	PUBLIC AUTHORITY ADMINISTRATION	ADVISORY COMMITTEES	COUNTY EMPLOYER OF RECORD	TOTAL
ALAMEDA	\$16,910,025	\$903,963	\$3,000	\$0	\$17,816,988
ALPINE*	\$96,418	\$0	\$3,000	\$7,687	\$107,105
AMADOR	\$175,616	\$122,842	\$3,000	\$0	\$301,458
BUTTE	\$1,871,460	\$168,675	\$3,000	\$0	\$2,043,135
CALAVERAS	\$334,975	\$214,762	\$3,000	\$0	\$552,737
COLUSA	\$208,745	\$163,709	\$3,000	\$0	\$375,454
CONTRA COSTA	\$4,819,574	\$882,373	\$3,000	\$0	\$5,704,947
DEL NORTE	\$260,596	\$70,000	\$3,000	\$0	\$333,596
EL DORADO	\$1,304,725	\$204,145	\$3,000	\$0	\$1,511,870
FRESNO	\$8,348,146	\$722,006	\$3,000	\$0	\$9,073,152
GLENN	\$231,537	\$228,489	\$3,000	\$0	\$463,026
HUMBOLDT	\$1,305,401	\$130,834	\$3,000	\$0	\$1,439,235
IMPERIAL	\$2,627,282	\$377,473	\$3,000	\$0	\$3,007,755
INYO	\$146,658	\$70,000	\$3,000	\$0	\$219,658
KERN	\$3,469,402	\$304,422	\$3,000	\$0	\$3,776,824
KINGS	\$1,303,776	\$234,806	\$3,000	\$0	\$1,541,582
LAKE	\$1,221,152	\$227,003	\$3,000	\$0	\$1,451,155
LASSEN	\$199,042	\$70,000	\$3,000	\$0	\$272,042
LOS ANGELES	\$88,800,483	\$2,144,252	\$3,000	\$0	\$90,947,735
MADERA	\$1,133,005	\$110,073	\$3,000	\$0	\$1,246,078
MARIN	\$2,393,602	\$231,835	\$3,000	\$0	\$2,628,437
MARIPOSA	\$330,156	\$143,052	\$3,000	\$0	\$476,208
MENDOCINO	\$1,993,642	\$130,930	\$3,000	\$0	\$2,127,572
MERCED	\$1,522,821	\$140,676	\$3,000	\$0	\$1,666,497
MODOC	\$115,081	\$70,000	\$3,000	\$0	\$188,081
MONO	\$111,821	\$70,000	\$3,000	\$0	\$184,821
MONTEREY	\$4,125,296	\$346,115	\$3,000	\$0	\$4,474,411
NAPA	\$1,266,958	\$217,218	\$3,000	\$0	\$1,487,176
NEVADA**	\$923,498	\$418,342	\$3,000	\$0	\$1,344,840
ORANGE	\$10,450,851	\$1,088,615	\$3,000	\$0	\$11,542,466
PLACER	\$2,092,523	\$430,274	\$3,000	\$0	\$2,525,797
PLUMAS**	\$223,496	\$0	\$3,000	\$0	\$226,496
RIVERSIDE	\$15,264,320	\$2,643,278	\$3,000	\$0	\$17,910,598
SACRAMENTO	\$15,222,949	\$901,168	\$3,000	\$0	\$16,127,117
SAN BENITO	\$558,382	\$211,427	\$3,000	\$0	\$772,809
SAN BERNARDINO	\$13,466,505	\$1,168,437	\$3,000	\$0	\$14,637,942
SAN DIEGO	\$15,700,446	\$2,078,205	\$3,000	\$0	\$17,781,651
SAN FRANCISCO	\$17,868,395	\$1,377,152	\$3,000	\$0	\$19,248,547
SAN JOAQUIN	\$5,281,680	\$516,810	\$3,000	\$0	\$5,801,490
SAN LUIS OBISPO	\$2,005,817	\$251,424	\$3,000	\$0	\$2,260,241
SAN MATEO	\$5,361,656	\$528,832	\$3,000	\$0	\$5,893,488
SANTA BARBARA	\$2,906,126	\$223,664	\$3,000	\$0	\$3,132,790
SANTA CLARA	\$15,251,592	\$915,822	\$3,000	\$0	\$16,170,414
SANTA CRUZ	\$2,629,088	\$414,627	\$3,000	\$0	\$3,046,715
SHASTA	\$1,740,895	\$221,923	\$3,000	\$0	\$1,965,818
SIERRA**	\$95,006	\$0	\$3,000	\$0	\$98,006
SISKIYOU	\$370,484	\$124,502	\$3,000	\$0	\$497,986
SOLANO	\$4,122,701	\$437,063	\$3,000	\$0	\$4,562,764
SONOMA	\$6,565,436	\$546,089	\$3,000	\$0	\$7,114,525
STANISLAUS	\$3,561,909	\$436,569	\$3,000	\$0	\$4,001,478
SUTTER	\$322,577	\$149,489	\$3,000	\$0	\$475,066
TEHAMA	\$608,323	\$202,225	\$3,000	\$0	\$813,548
TRINITY	\$271,673	\$70,000	\$3,000	\$0	\$344,673
TULARE	\$2,147,901	\$165,096	\$3,000	\$0	\$2,315,997
TUOLUMNE*	\$337,741	\$0	\$3,000	\$29,124	\$369,865
VENTURA	\$5,300,804	\$432,013	\$3,000	\$0	\$5,735,817
YOLO	\$2,529,362	\$230,301	\$3,000	\$0	\$2,762,663
YUBA	\$764,469	\$70,000	\$3,000	\$0	\$837,469
TOTAL	\$300,574,000	\$24,953,000	\$174,000	\$36,811	\$325,737,811

*Alpine and Tuolumne counties act as employer of record and do not have public authorities.

**Nevada is the fiscal intermediary for Nevada, Plumas, and Sierra counties, which operate as joint power of authorities; therefore, administrative funding for Public Authority is reflected in that county.