



DAVID MAXWELL-JOLLY
Director

State of California—Health and Human Services Agency
Department of Health Care Services



ARNOLD SCHWARZENEGGER
Governor

January 8, 2009

CMS Information Notice No.: 09-01

TO: ALL COUNTY CALIFORNIA CHILDREN'S SERVICES (CCS)
ADMINISTRATORS, CHILD HEALTH AND DISABILITY PREVENTION
(CHDP) PROGRAM DIRECTORS, DEPUTY DIRECTORS, MEDICAL
CONSULTANTS, STATE CHILDREN'S MEDICAL SERVICES (CMS)
BRANCH AND REGIONAL OFFICE STAFF

Subject: FISCAL YEAR 2008-2009 PLAN AND BUDGET SUBMISSION

The purpose of this CMS Information Notice is to provide local CCS, CHDP, and Health Care Program for Children in Foster Care (HCPCFC) programs with instructions regarding Plan and Budget Submission for Fiscal Year (FY) 2008-2009. Please see the attached modified version of the Plan and Budget Required Documents Checklist.

This CMS Information Notice will serve as each local program's approved administrative budget authority. No budget approval letter will be issued from the CMS Branch. The CHDP program budget allocation letter was issued as CHDP Program Letter 08-29, dated November 20, 2008. The HCPCFC budget allocation letters were distributed in May 2008 to local programs. Attached are the final budget allocation tables for the CCS program which were communicated via e-mail October 21, 2008 and November 24, 2008. Preliminary Information was provided to counties on December 12, 2008 regarding the development and submission of "county match budgeting for the Medi-Cal component of CCS administrative budgets and is presently available on the CMS Branch website, CCS page, at <http://www.dhcs.ca.gov/services/ccs/Pages/default.aspx>. The concept of CCS "county match" budgets is still being determined.

Each local program remains responsible for overseeing and tracking its administrative budget expenditures and will only be reimbursed up to the local program's allocation.

Local programs should follow the attached modified checklist for budget and plan submissions for FY 2008-2009 only. Please submit your budget documents at your earliest convenience to the CMS Branch Regional Offices.

If local programs have questions regarding plan and budget preparation items, please contact the CMS Branch regional office administrative staff as soon as possible. All local programs must adhere to the CMS Plan and Fiscal Guidelines for determination of enhanced and non-enhanced designation of staff and their activities as well as the provision for Federal Financial Participation determination. Documentation for staff who qualify for enhanced federal participation and/or who work on more than one program must adhere to the CMS Plan and Fiscal Guidelines (Section 8) for time study requirements and guidelines.

All quarterly expenditure reports submitted for reimbursement must be based on accurate and auditable documentation. An audit file must be maintained by each program to support all quarterly expenditure reports and shall include, but not be limited to: time studies, when required and performed during at least one representative month of the quarter for each budgeted position for which Federal Financial Participation is claimed; documentation in support of training and travel costs; and other documents as required to support the claimed expenditures. In addition, documentation of these methods for claiming internal and external overhead must be also maintained.

Acceptance of allocated funds constitutes an agreement that the receiving local agency will comply with all Federal and State requirements pertaining to the CHDP, HCPCFC, and CCS Programs and adhere to all applicable policies and procedures set forth by the Department of Health Care Services and the CMS Branch. Periodically, the federal program responsible for oversight of State expenditures for the administrative costs for the management of the Medicaid program will conduct programmatic audits.

Finding of a federal audit exception and subsequent liability for repayment of federal Medicaid funds relating to the CHDP program audit exception, are the exclusive and sole responsibility of each county.

Original Signed by Luis R. Rico

Luis R. Rico, Acting Chief
Children's Medical Services Branch

Attachments

Plan and Budget Required Documents Checklist

MODIFIED FY 2008-09

County/City:		Fiscal Year: 2008-2009
Document		Page Number
1.	Checklist	Yes
2.	Agency Information Sheet	No
3.	Certification Statements	
	A. Certification Statement (CHDP) – Original and one photocopy	Yes
	B. Certification Statement (CCS) – Original and one photocopy	Yes
4.	Agency Description	
	A. Brief Narrative – CHDP	Yes, CHDP
	B. Organizational Charts for CCS, CHDP, and HCPCFC	Retain locally
	C. CCS Staffing Standards Profile	Retain locally
	D. Incumbent Lists for CCS, CHDP, and HCPCFC	Retain locally
	E. Civil Service Classification Statements – Include if newly established, proposed, or revised	Retain locally
	F. Duty Statements – Include if newly established, proposed, or revised	Retain locally
5.	Implementation of Performance Measures – Performance Measures for FY 2007-08 are due November 30, 2008.	N/A
6.	Data Forms	
	A. CCS Caseload Summary	Yes
	B. CHDP Program Referral Data	Yes
7.	Memoranda of Understanding and Interagency Agreements List	
	A. MOU/IAA List	Retain locally
	B. New, Renewed, or Revised MOUs or IAAs	Retain locally
	C. CHDP IAA with DSS biennially	Retain locally
	D. Interdepartmental MOU for HCPCFC biennially	Retain locally

8.	Budgets			
	A.	CHDP Administrative Budget (No County/City Match)		
		1.	Budget Summary	Yes
		2.	Budget Worksheet	Yes
		3.	Budget Justification Narrative	No
	B.	CHDP Administrative Budget (County/City Match) - Optional		
		1.	Budget Summary	Yes
		2.	Budget Worksheet	Yes
		3.	Budget Justification Narrative	No
	C.	CHDP Foster Care Administrative Budget (County/City Match) - Optional		
		1.	Budget Summary	Yes
		2.	Budget Worksheet	Yes
		3.	Budget Justification Narrative	No
	D.	HCPCFC Administrative Budget		
		1.	Budget Summary	Yes
		2.	Budget Worksheet	Yes
		3.	Budget Justification Narrative	No
	E.	CCS Administrative Budget		
		1.	Budget Summary	Yes
		2.	Budget Worksheet	Yes
		3.	Budget Justification Narrative	No
		4.	Worksheet to Determine Healthy Families Funding Source	No
	F.	Other Forms		
		1.	County/City Capital Expenses Justification Form	Yes, only if applicable
		2.	County/City Other Expenses Justification Form	Yes, only if applicable

SUMMARY
CCS COUNTY ADMINISTRATIVE
BUDGET ALLOCATIONS FY 2008/2009
BASED UPON FY 07/08 ACTUAL EXPENDITURES
(EXCLUDES COUNTY FUNDS)

	(A)	(B)	(C)	(D)	
COUNTY	TOTAL ADMIN ALLOCATIONS FY 08/09 (No County Funds)** [A = B + C + D]	CCS ADMIN BUDGET FY 2008/2009 ALLOCATION (No County Funds)	HF ADMIN BUDGET FY 2008/2009 ALLOCATION (No County Funds)	MEDI-CAL ADMIN BUDGET FY 2008/2009 ALLOCATION (No County Funds)	HAVE NOT RECEIVED ALL OF THE QUARTERLY INVOICES
TOTAL	147,776,000	10,272,000	18,894,000	118,610,000	X = Missing Inv.
Alameda	6,820,663	745,758	433,952	5,640,953	
Alpine	9,588	0	0	9,588	
Amador	114,391	9,470	10,694	94,227	
Butte	1,109,820	84,561	128,804	896,455	
Calaveras	102,735	9,033	15,980	77,723	
Colusa	124,026	12,194	43,557	68,275	
Contra Costa	2,948,697	337,807	228,019	2,382,871	
Del Norte	68,042	3,925	5,013	59,104	
El Dorado	382,755	48,750	59,636	274,369	
Fresno	5,971,327	351,021	510,268	5,110,038	
Glenn	162,193	12,916	35,634	113,644	
Humboldt	875,643	101,422	70,644	703,577	X
Imperial	327,691	43,063	52,585	232,043	
Inyo	75,812	15,035	8,735	52,043	
Kern	4,971,501	409,036	461,443	4,101,022	
Kings	349,367	17,302	30,171	301,894	X
Lake	279,831	19,557	28,905	231,368	
Lassen	110,708	9,627	10,595	90,485	
Los Angeles	39,462,620	1,055,093	5,345,092	33,062,435	
Madera	194,995	18,871	18,500	157,623	
Marin	837,908	177,955	85,087	574,867	
Mariposa	40,745	4,645	7,259	28,842	
Mendocino	842,754	35,565	85,313	721,876	
Merced	1,070,544	44,637	104,339	921,568	
Modoc	148,364	7,649	22,769	117,946	
Mono	183,599	27,784	49,371	106,445	
Monterey	3,257,466	262,952	460,282	2,534,232	
Napa	576,640	70,994	62,465	443,181	
Nevada	200,350	21,152	51,276	127,921	
Orange	10,192,863	900,018	2,252,081	7,040,764	
Placer	862,564	83,418	114,453	664,693	
Plumas	80,978	4,233	18,805	57,940	
Riverside	8,994,287	901,309	1,514,750	6,578,228	
Sacramento	6,074,204	322,695	409,974	5,341,534	
San Benito	138,598	23,094	28,541	86,963	
San Bernard	6,876,573	597,039	780,515	5,499,020	
San Diego	7,208,035	739,186	1,204,899	5,263,950	
San Francisco	3,982,136	425,871	471,167	3,085,098	
San Joaquin	3,929,183	313,169	418,714	3,197,300	X
San Luis Obispo	920,324	118,135	112,463	689,727	
San Mateo	3,534,260	44,608	571,166	2,918,486	
Santa Barbara	2,427,342	155,213	316,793	1,955,336	X
Santa Clara	4,893,802	676,983	429,798	3,787,021	
Santa Cruz	2,073,176	93,003	215,624	1,764,549	
Shasta	916,060	69,320	128,933	717,807	
Sierra	15,334	868	0	14,466	

** Allocation based upon individual funding sources and individual expenditures within the funding sources.

SUMMARY
CCS COUNTY ADMINISTRATIVE
BUDGET ALLOCATIONS FY 2008/2009
BASED UPON FY 07/08 ACTUAL EXPENDITURES
(EXCLUDES COUNTY FUNDS)

	(A)	(B)	(C)	(D)	
COUNTY	TOTAL ADMIN ALLOCATIONS FY 08/09 (No County Funds)** [A = B + C + D]	CCS ADMIN BUDGET FY 2008/2009 ALLOCATION (No County Funds)	HF ADMIN BUDGET FY 2008/2009 ALLOCATION (No County Funds)	MEDI-CAL ADMIN BUDGET FY 2008/2009 ALLOCATION (No County Funds)	HAVE NOT RECEIVED ALL OF THE QUARTERLY INVOICES
TOTAL	147,776,000	10,272,000	18,894,000	118,610,000	X = Missing Inv.
Siskiyou	123,587	21,601	8,662	93,324	
Solano	1,492,490	121,709	73,779	1,297,002	
Sonoma	2,296,218	282,097	385,341	1,628,781	
Stanislaus	2,019,610	210,882	203,611	1,605,116	
Sutter	249,163	12,010	78,565	158,589	
Tehama	333,186	19,487	36,411	277,288	
Trinity	55,273	2,802	7,988	44,482	
Tulare	2,537,811	13,636	195,828	2,328,347	
Tuolumne	128,328	12,390	16,945	98,993	
Ventura	2,808,414	120,890	402,818	2,284,705	
Yolo	804,780	22,907	38,182	743,691	
Yuba	186,644	5,652	30,805	150,187	
TOTAL	147,776,000	10,272,000	18,894,000	118,610,000	4

** Allocation based upon individual funding sources and individual expenditures within the funding sources.