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DIRECTOR

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



EDMUND G. BROWN JR.
GOVERNOR

July 7, 2017

CCS Information Notice: 17-03

TO: ALL LOCAL COUNTY CALIFORNIA CHILDREN'S SERVICES (CCS)
PROGRAM ADMINISTRATORS, CCS MEDICAL CONSULTANTS, AND
SYSTEMS OF CARE DIVISION (SCD) STAFF

SUBJECT: FISCAL YEAR (FY) 2017-2018 COUNTY ALLOCATIONS FOR CCS
COUNTY ADMINISTRATION AND THE CCS MEDICAL THERAPY
PROGRAM (MTP)

The purpose of this CCS Information Notice is to provide the local county CCS programs with their CCS Program County Administrative allocations and MTP allocations for FY 2017-2018. The allocations in these tables are based on the FY 2015-16 County Administration and MTP allocations projected to FY 2017-18 and adjusted to include increases and decreases in CCS Program appropriations in the 2017 Budget Act. This CCS Program Information Notice will serve as each local county CCS program's approved administrative budget and MTP budget authority for FY 2017-2018. Individual budget approval letters will not be issued.

Each local county CCS program remains responsible for overseeing and tracking its administrative budget and MTP expenditures and will only be reimbursed up to the county's authorized allocations. Funding cannot be moved between CCS Program participation categories [i.e., "straight" CCS, CCS/Medi-Cal, and CCS/Optional Targeted Low Income Children Program (OTLICP)].

All local county CCS programs must adhere to the Systems of Care Division (SCD) Plan and Fiscal Guidelines (PFG) for determination of enhanced and non-enhanced designation of local county CCS Program staff and their activities Federal Financial Participation (FFP) determination. Documentation for skilled professional medical personnel (SPMP) staff who qualify for enhanced FFP or who work on more than one program must conform to the PFG (Section 8) 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 local county CCS program to support all quarterly expenditure reports. This audit file should include time study documentation on time studies that are required and performed

during at least one representative month of the fiscal quarter for each budgeted position for which FFP is claimed; documentation in support of training and travel costs and other claimed operational expenditures; documentation in support of other claimed expenditures; and documentation in support of claimed internal and external overhead.

Acceptance of these allocated funds constitutes an agreement that the receiving local agency will comply with all Federal and State requirements pertaining to the CCS Program and adhere to all applicable policies and procedures promulgated by the Department of Health Care Services.

Periodically, the federal Centers for Medicare and Medicaid Services (CMS) conducts financial audits of State expenditures of federal Title XIX and federal Title XXI Medicaid and State Children's Health Program (SCHIP) funds for Medi-Cal. A federal audit exception finding for local county CCS program administration expenditures may result in county liability for repayment of state and federal funds. To avoid such liability, local county CCS programs should submit invoices against these allocations based only on actual CCS Program Administration and MTP expenditures. Invoiced county costs must conform to Section 7, Expenditure Claims and Property Management, and Section 8, Federal Financial Participation, of the PFG Manual. The PFG Manual is available at: <http://www.dhcs.ca.gov/formsandpubs/publications/Pages/CMSPFG.aspx>.

The due date for CCS Program Plans and Budgets for FY 2017-18 is 60 days from the date of this Information Notice. Please submit your Plans and Budgets electronically to DHCSSCAdmin@dhcs.ca.gov.

If you have any questions for CCS administrative staff regarding Plans and Budgets preparation or submission, please contact the SCD Plans Team, Ms. Tracy Johnson at (213) 897-9053 or Mr. Harry Chang at (213) 897-1368. The Plans Team can be contacted by e-mail at DHCSSCAdmin@dhcs.ca.gov.

Sincerely,

ORIGINAL SIGNED BY PATRICIA MCCLELLAND

Patricia McClelland
Systems of Care Division

Attachments