



CDSS

WILL LIGHTBOURNE  
DIRECTOR

STATE OF CALIFORNIA—HEALTH AND HUMAN SERVICES AGENCY  
**DEPARTMENT OF SOCIAL SERVICES**

744 P Street • Sacramento, CA 95814 • [www.cdss.ca.gov](http://www.cdss.ca.gov)



EDMUND G. BROWN JR.  
GOVERNOR

REASON FOR THIS TRANSMITTAL

- State Law Change
- Federal Law or Regulation Change
- Court Order
- Clarification Requested by One or More Counties
- Initiated by CDSS

Date:

ALL-COUNTY LETTER (ACL) NO:

TO: ALL COUNTY WELFARE DIRECTORS  
ALL COUNTY FISCAL OFFICERS  
ALL IHSS PROGRAM MANAGERS  
PUBLIC AUTHORITY EXECUTIVE DIRECTORS  
STATEWIDE AUTHORITY

SUBJECT: PROCESS FOR REQUESTING PUBLIC AUTHORITY/NON-PROFIT CONSORTIUM RATE CHANGES AND INDIVIDUAL PROVIDER RATE CHANGES FOR COUNTIES THAT HAVE TRANSITIONED TO STATEWIDE AUTHORITY

REFERENCES: [ACL 12-63, DATED DECEMBER 11, 2012](#)  
[ACIN I-03-14, DATED JANUARY 3, 2014](#)  
[ACL 15-23, DATED FEBRUARY 19, 2015](#)

This All County Letter (ACL) provides clarification on the current processes, timelines, and supporting documentation that is required when requesting a Public Authority/Non-Profit Consortium (PA/NPC) rate change and details the process that will be utilized for individual provider (IP) rate changes in counties that are transitioning to Statewide Authority.

**PA/NPC Rate Change Process**

In accordance with the Welfare and Institutions Code (WIC) section 12306.1(b), any change made to the PA/NPC rate shall take effect commencing the **first day of the month** following final approval received by the California Department of Social Services (CDSS) and the California Department of Health Care Services (CDHCS).

A request to change a PA/NPC rate must be made at least 60 days but not more than 90 days prior to the requested effective date. This timeframe is necessary to ensure proper approvals are obtained and the necessary changes are made in the Case Management, Information and Payroll System (CMIPS) prior to the requested effective date.

Example:

For counties wanting to implement a rate change effective November 1, 2015, CDSS must be notified in writing by August 31, 2015. There is no guarantee that CDSS can process a rate change to meet the November 1, 2015 deadline, if it is submitted after August 31, 2015.

Requests for PA/NPC rate changes require approval from CDSS and the CDHCS. In order to process a PA/NPC rate change request, the following documentation is required.

- Letter from the County Welfare Director that includes the requested effective date and requested rate on County letterhead. (*The rate should be broken down by hourly wage, benefits, taxes and administrative costs*)
- SOC 449 (*Updated in February 2015, See attached.*)
- In-Home Supportive Services rate worksheet (*sample format attached*)
- Line item budget (*sample format attached*)
- County Board of Supervisors (BOS) approval (*including appropriate signatures and stamped with County Seal*)
- Current Memorandum of Understanding (*including appropriate signatures*)

In order to initiate the process, scanned copies of the information above can be sent via electronic mail (e-mail) to the CDSS analyst assigned to your county with a copy to the CDSS Public Authority Unit manager at [Karen.LaRose@dss.ca.gov](mailto:Karen.LaRose@dss.ca.gov). However, the originals need to be mailed to the address below via certified mail and received by CDSS prior to the requested effective date.

California Department of Social Services  
744 P Street, MS 9-9-05  
Sacramento, CA 95814

**PLEASE NOTE:**

**THE MOU MAY INCLUDE MORE THAN ONE RATE CHANGE, BUT IF THE RATE CHANGES ARE SET TO OCCUR ON DIFFERENT EFFECTIVE DATES, THEN EACH RATE CHANGE REQUIRES A SEPARATE RATE CHANGE REQUEST PACKAGE WITH ALL THE CORRESPONDING DOCUMENTS. ONLY ONE RATE CHANGE PACKAGE, WITH ONE SINGLE RATE CHANGE WILL BE ACCEPTED, REVIEWED AND APPROVED AT A TIME.**

**WHEN A RATE CHANGE IS LOCALLY NEGOTIATED, IT SHOULD BE INDICATED ON THE LOCALLY NEGOTIATED LINE ON THE SOC 449 AND THE COUNTY MAINTENCE OF EFFORT (MOE) WILL BE ADJUSTED FOR THE COUNTY SHARE OF THAT INCREASE.**

**WHEN A RATE CHANGE IS NON-LOCALLY NEGOTIATED, SUCH AS THE MINIMUM WAGE INCREASE EFFECTIVE ON JANUARY 1, 2016, IT SHOULD BE INDICATED ON THE NON-LOCALLY NEGOTIATED LINE OF THE SOC 449 AND THE RATE CHANGE WILL NOT IMPACT THE COUNTY MOE.**

**IP Rate Changes for Counties that Transition to Statewide Authority with Existing MOUs that Include Rate Changes in the Future**

Counties that transition to Statewide Authority with existing MOUs that include multiple rate changes in the future, shall utilize the same process for submitting IP rate change requests that is utilized for PA/NPC rate change requests. The requests shall be made at least 60 days but no more than 90 days prior to the requested effective date. This will ensure proper approvals are obtained and that the necessary changes are made in the CMIPS II prior to the requested effective date. In order to process the rate change request, the following documentation is required.

- Letter from the County Welfare Director that includes the requested effective date and requested rate. (*The rate should be broken down by hourly wage, benefits, taxes and administrative costs*)
- SOC 449 (*Updated in February, 2015. See Attached.*)
- In-Home Supportive Services rate worksheet (*sample format attached*)
- Line item budget (*sample format attached*)
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**SUBJECT TO MAXIMUM LIMITATIONS AND MAY HAVE IMPACTS TO THE COUNTY MOE AS OUTLINED IN WIC SECTION 12306.15**

**IP Rate Changes for Counties with MOUs Negotiated Through Statewide Authority**

After the Statewide Authority and the recognized employee organization have reached an agreement, the Chair of the Statewide Authority will submit a letter to the CDSS Fiscal and Administrative Bureau along with a copy of the MOU. The Fiscal and Administrative Bureau will complete the appropriate rate change forms and will initiate the programing changes in the CMIPS II.

The rate change will be effective on the first of the month that falls 60 days after the Governor approves the legislation that authorizes the rate change. Once that occurs, the Fiscal and Administrative Bureau will send a letter to the county and to the CDHCS to notify each of the new rates and the date they will take effect.

***NOTE: To help streamline these processes, when requesting a PA/NPC rate change or an IP Rate Change, please also provide to CDSS two points of contact, a primary contact and a secondary contact, including telephone numbers (office and cell, if applicable) and email addresses. This information will be used for notification purposes and/or in the event that information is missing or incomplete.***

For any questions or concerns regarding the processes for PA/NPC rate changes or IP Rate changes for counties under Statewide Authority, please contact Karen La Rose, Manager, Public Authority Unit, at (916) 653-1908.

Sincerely,

Eileen Carroll, Deputy Director  
Adult Programs Division

c: CWDA