

# AB 1058 Administration & Accounting Training

19<sup>th</sup> Annual Child Support Training Conference  
October 15, 2015

Anna L. Maves, AB 1058 Program Manager/Supervising Attorney  
Paul Fontaine, Supervising Accountant  
Abutaha Shaheen, Grant Accountant

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## Agenda

- Introductions
- Program Manager's Update
- Program Changes
- Discrepancy Rate and Impacts
- AB 1058 Accounting Forms
- Administrative and Grant Reporting Requirements
- Cost Treatments and Methods of Allocation
- Request for Program Modifications - Enhancements
- Invoicing Cycle
- General FAQ Session
- One on One FAQ Discussion

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## AB 1058 Program Manager Update



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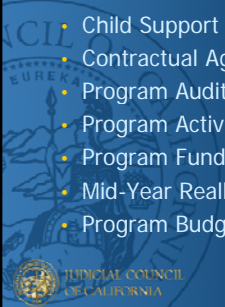
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## Agenda

- Child Support Program Overview
- Contractual Agreements and Deliverables
- Program Audits
- Program Activities and time reporting
- Program Funding Status and Updates
- Mid-Year Reallocation Process
- Program Budget Implications and Solutions



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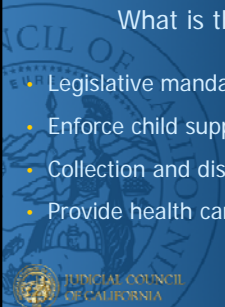
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## AB 1058 Program Overview

What is the AB 1058 Program?

- Legislative mandated IV-D program
- Enforce child support cases
- Collection and distribution of payments
- Provide health care coverage to support child



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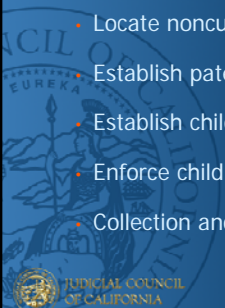
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## Title IV-D Program Services

- Locate noncustodial parents
- Establish paternity
- Establish child support orders
- Enforce child support orders
- Collection and distribution of support



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## AB 1058 Program Overview

Government Roles

- Federal (Office Of Child Support Enforcement, OCSE)
  - Funding to establish program
  - Policies & Regulations
- State Administer (DCSS & Judicial Council)
  - Child Support Commissioner (CSC)
  - Family Law Facilitator (FLF)
- Local services provided
  - Courts
  - LCSA



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## AB 1058 Program Contracts

- Contract between DCSS and Judicial Council
- Contract between Judicial Council and Local Court
  - Block grant subject to expectation of a standard package of "services"
  - Court Deliverables



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## Standard Service Package

- Expectations
  - CSC calendar time, FTEs and support staff
- Court reporters & interpreters
- Security
- Training Requirements



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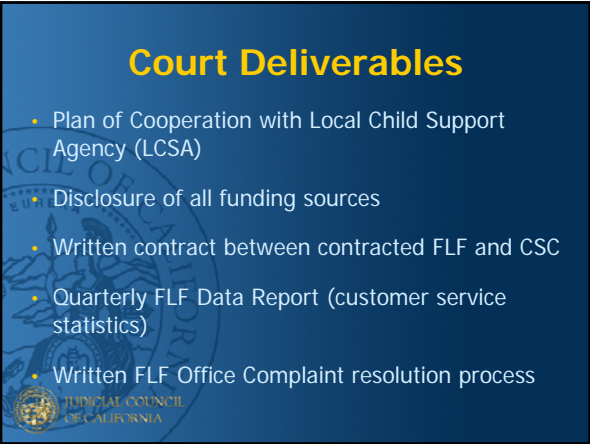
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### Court Deliverables

- Plan of Cooperation with Local Child Support Agency (LCSA)
- Disclosure of all funding sources
- Written contract between contracted FLF and CSC
- Quarterly FLF Data Report (customer service statistics)
- Written FLF Office Complaint resolution process



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### New Contract Provisions

- Judicial Council – DCSS contract requires an Annual Report containing data collection for Child Support Commissioners and Family Law Facilitators.
- Judicial Council – Trial Court contract requires the trial court to collect the data and provide to the Judicial Council.
- DCSS will hold back and not advance payment for December pending submission of the Annual Report.



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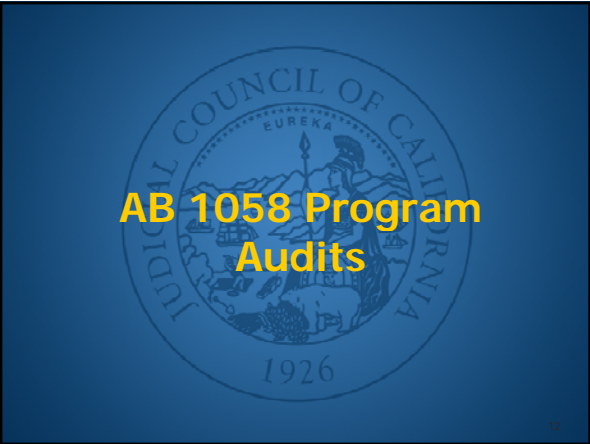
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### AB 1058 Program Audits



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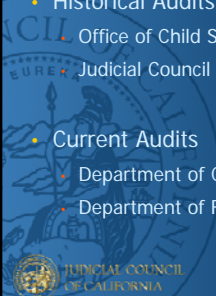
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### AB 1058 Program Audits

- Historical Audits
  - Office of Child Support Enforcement (OCSE)
  - Judicial Council
- Current Audits
  - Department of Child Support Audit (DCSS)
  - Department of Finance



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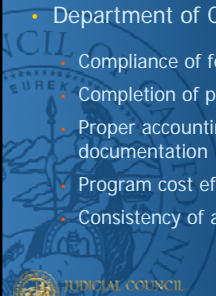
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### AB 1058 Program Audits

- Department of Child Support Audit Update
  - Compliance of federal and state regulations
  - Completion of program deliverables
  - Proper accounting records and adequate documentation
  - Program cost efficiencies
  - Consistency of application of cost



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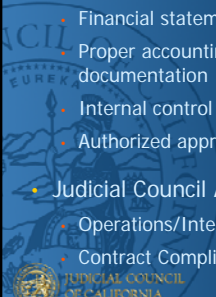
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### AB 1058 Program Audits

- Department of Finance Audit
  - Financial statements
  - Proper accounting records and adequate documentation
  - Internal control - Segregation of duties
  - Authorized approvals
- Judicial Council Audit
  - Operations/Internal Control
  - Contract Compliance



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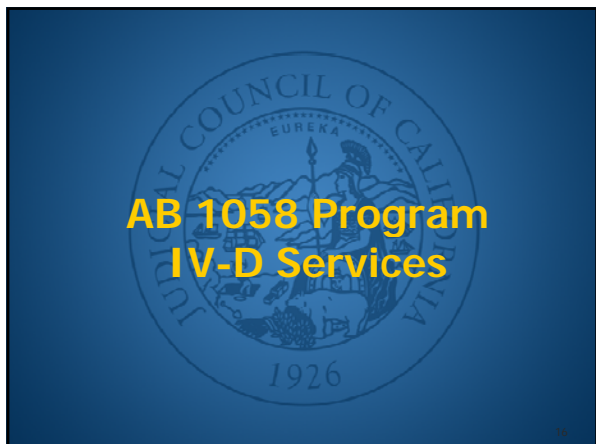
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## AB 1058 Family Law Facilitator Functions

### Title IV-D

- Child support cases opened at LCSA
- Child Support matters
- Paternity matters
- Companion Spousal support matters
- Health insurance matters

### Outreach Activities

- Child support cases not yet filed at the LCSA.
- Providing information & referral services
- Distributing court forms
- Brief Explanation of court process




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## Self-Help and Other Family Law Functions

- Domestic Violence
- Custody and Visitation
- Dissolution of marriage issues other than support
- Adoptions
- Juvenile Delinquency
- Non-Child Support Related Activities
- Other non-grant activities, i.e. General court administration




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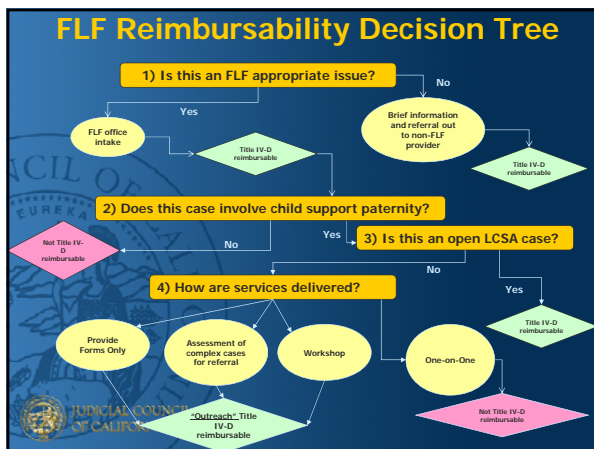
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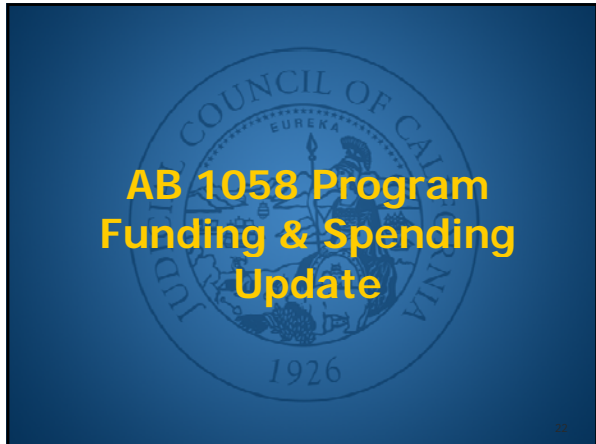
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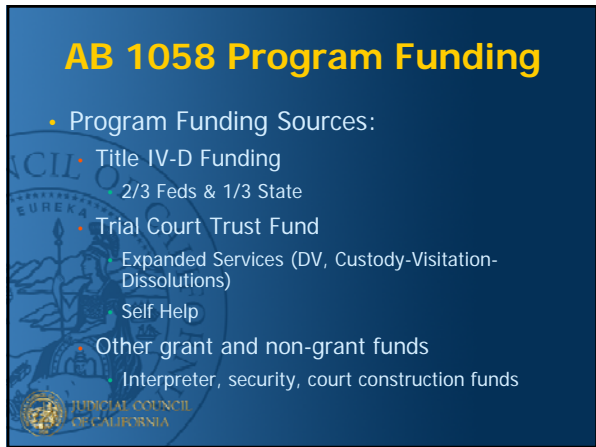
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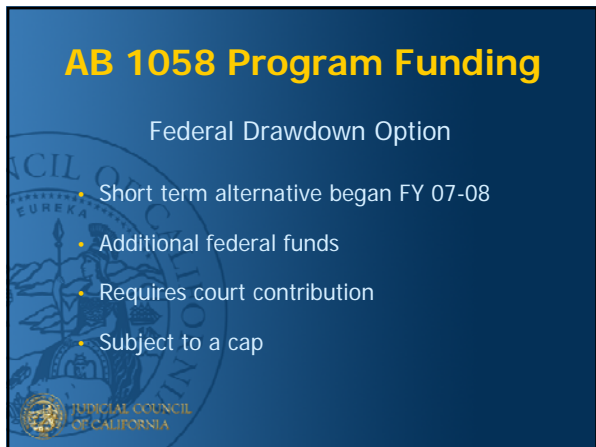
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## Federal Drawdown Option

Mechanism for the courts to recover two-thirds of additional program costs beyond the base maximum

Example:

Court expenses exceed base allocation by \$300.

- Court Share (1/3) - \$100
- Federal Share (2/3) - \$200




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## AB 1058 Program Funding

- Fiscal Year 2015-2016 –
  - Child Support Commissioners - \$32 million in base fund \$12 million in federal drawdown
  - Family Law Facilitator - \$11 million in base funding and \$4 million in federal drawdown
- Decrease in Child Support Program base funding for FY 08-09 + increase in federal draw down option
- Flat funded in Child Support Program for FY 07-08 + federal draw down option




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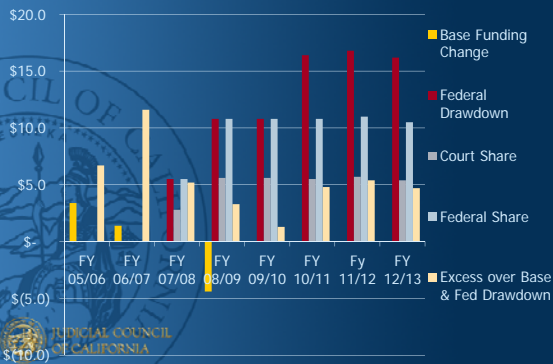
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## Program Funding History




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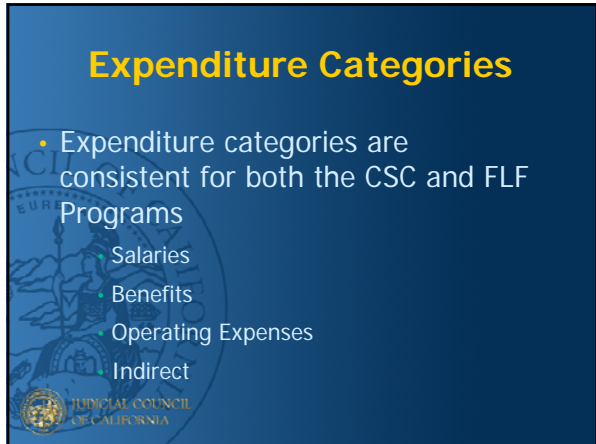
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## Expenditure Categories

• Expenditure categories are consistent for both the CSC and FLF Programs

- Salaries
- Benefits
- Operating Expenses
- Indirect



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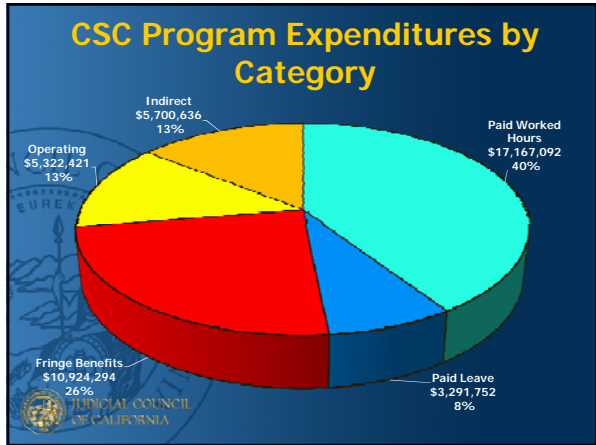
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## CSC Program Expenditures by Category



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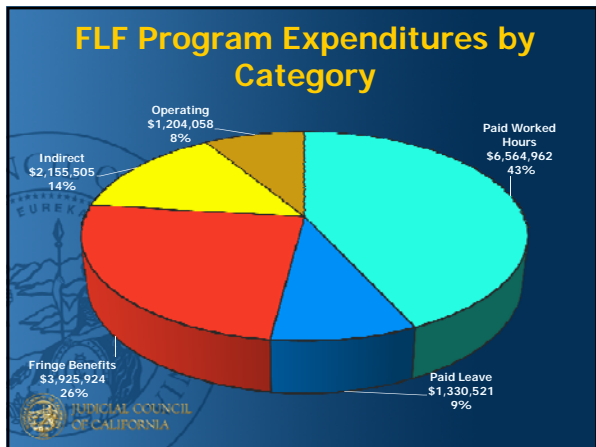
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## FLF Program Expenditures by Category



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### AB 1058 Program Mid-Year Reallocation

- Annual Court Questionnaire
  - Assume current program level
  - Exclude program expansion
  - Exclude program enhancements and new facility leases
  - Expenditures to date (used to calculate funding for remainder of year)
- Review and evaluation by Judicial Council
- Judicial Council-Court contract amendment
- Continue reimbursement process using amended budget amounts



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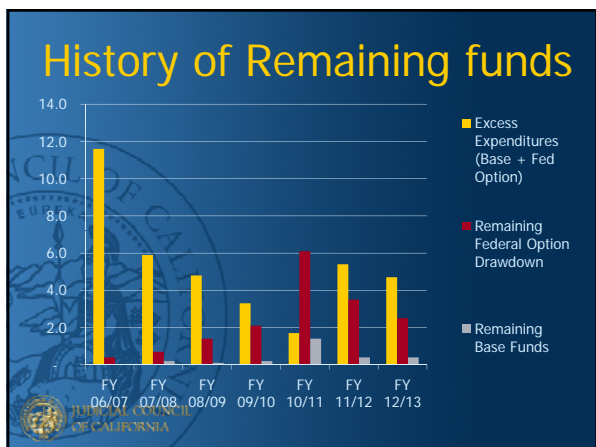
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### AB 1058 Funding Allocation Joint Subcommittee

- Joint Subcommittee comprised of representatives from three Judicial Council Advisory Committees and DCSS
- Charged by the Judicial Council to reconsider the funding allocation to the trial courts. This includes:
  - Beginning of the FY allocations, and
  - Reallocation of funds at Mid-year



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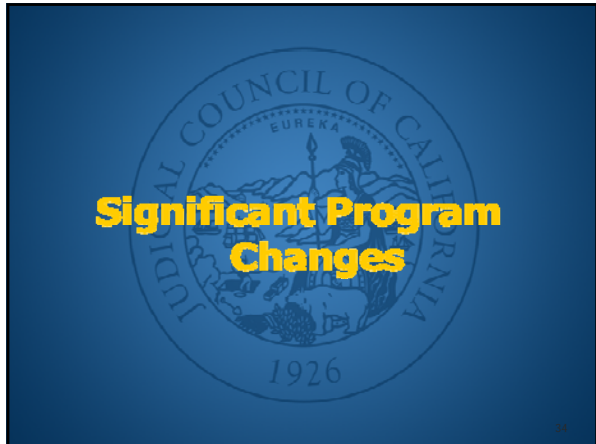
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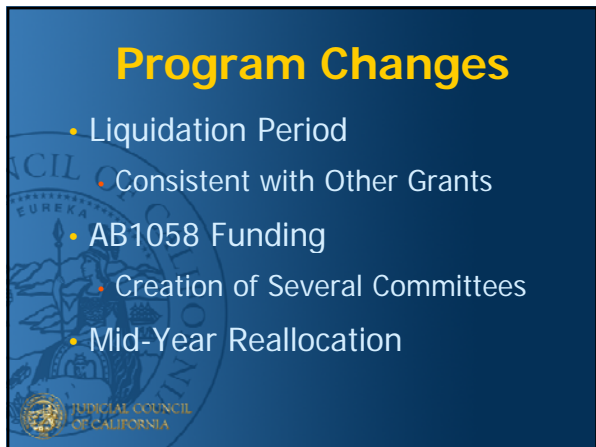
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### Prior Reimbursement Process

**Court**

- Court incurs monthly expenses
- Court summarizes data and invoices Judicial Council
- Judicial Council receives invoice
- Judicial Council Grant Accountant combines invoice with other invoices for review and approval
- Judicial Council accounts payable unit processes and produces claim schedules

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July 1 – July 30
August 20 <sup>th</sup>
August 24 <sup>th</sup> (2-3 days)
September 7 <sup>th</sup> (2 weeks)
September 12 <sup>th</sup> (4-5 days)

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### Prior Reimbursement Process

**Judicial Council**

- Judicial Council Grant Accountant summarizes transactions for the week and submit a request to DCSS for reimbursement
- DCSS reviews and processes invoices
- DCSS sends reimbursement to Judicial Council

**JUDICIAL COUNCIL OF CALIFORNIA**

September 13 <sup>th</sup>
September 20 <sup>th</sup> (1 week)
October 11 <sup>th</sup> (3 weeks)

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### Prior Reimbursement Process

**Judicial Council**

- Judicial Council releases claim schedules to State Controller's Office (SCO)
- SCO receives claim schedules and combines with claims from other agencies

**JUDICIAL COUNCIL OF CALIFORNIA**

October 12 <sup>th</sup>
October 15 <sup>th</sup> (2-3 days)

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### Prior Reimbursement Process

- SCO reviews claim schedules October 19<sup>th</sup>  
(1 week)
- SCO processes check payments October 26<sup>th</sup>  
(1 week)
- SCO sends checks to courts November 5<sup>th</sup>  
(2-3 days)
- Court receives payment November 8<sup>th</sup>  
(2-3 days)

More than **THREE months** before court receives payment

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### Prior Reimbursement Process

- Factors that may delay reimbursement:
  - Errors
  - Omissions
  - Late Submissions
  - Vacations
  - Monetary Thresholds
  - Budget Implications
  - Cash Implications
  - Contract Implications
  - Court Issues

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### New Reimbursement Process

- Court incurs monthly expenses July 1 – July 30
- Court summarizes data and invoices Judicial Council August 20<sup>th</sup>
- Judicial Council summarizes all invoices received and notifies Grantor August 20<sup>th</sup>
- Grantor transfers funds to SCO September 1<sup>st</sup>
- Judicial Council processes and produces claim schedules August 21<sup>st</sup> –  
September 15<sup>th</sup>

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### New Reimbursement Process

- Judicial Council releases claim schedules to State Controller's Office (SCO) September 15<sup>th</sup>
- SCO receives claim schedules and combines claims with other agencies September 17<sup>th</sup>

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### New Reimbursement Process

- SCO reviews claim schedules September 10 - 24<sup>th</sup> (1 week)
- SCO processes check payments September 17 - 30<sup>th</sup> (1 week)
- SCO sends checks to courts September 19<sup>th</sup> - October 2<sup>nd</sup> (3 days)
- Court receives payment September 21<sup>th</sup> - October 4<sup>th</sup> (3 days)

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### New Reimbursement Process

- Judicial Council advises Grantor of claims released from July cycle September 20<sup>th</sup>
- Judicial Council advises Grantor of claims received for August cycle September 20<sup>th</sup>
- Grantor transfers net funds to SCO October 1<sup>st</sup>

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## New Reimbursement Process



**Invoice Cycle  
Decreased by at least  
4 to 6 weeks**

\* DSCC Allows 1 Billing per Month

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## New Reimbursement Process

- Factors that may delay reimbursement:
  - All factors included in existing process
  - Missed deadlines
- All delayed claims revert to old processing method
- Advance funding is a one time opportunity  
Per Cycle

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## New Reimbursement Process

- Priority given to complete accurate claims
- Claims with errors/ommissions reviewed after complete claims processed
- Priority given to claims submitted on time

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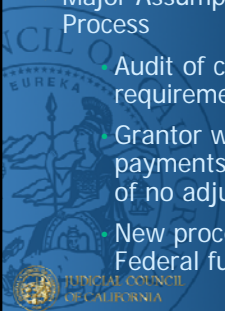
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### New Reimbursement Process

- Major Assumption With New Invoice Process
- Audit of claims - Grantor requirement
- Grantor will accommodate payments to claimants with history of no adjustments
- New process only applies with Federal funds



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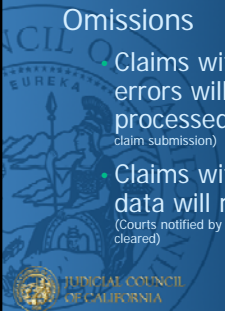
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### New Reimbursement Process

#### Process Treatment for Errors or Omissions

- Claims with simple and obvious errors will be adjusted and processed (Courts notified of adjustment by email at time of claim submission)
- Claims with missing or incomplete data will revert to standard process (Courts notified by email that claim is abayed until error or omission is cleared)



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### New Reimbursement Process

#### Process Treatment for Errors or Omissions

- Claims submitted for payment are deemed complete once received by SCO
- No further payments can be made on a submitted claim



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**New Contract Cycle  
Timeline**

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**New Reimbursement Timeline**

Contract Cycle  
Decreased by 2 to 7  
Months



Initial Invoice Cycle  
Decreased by 2 to 7  
Months



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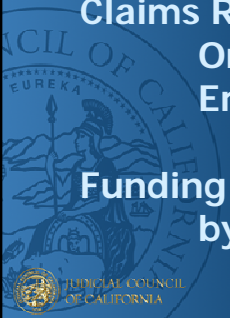
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**New Reimbursement Timeline**

Claims Received  
On Time  
Error Free

Funding Cycle Reduced  
by 4 to 6 Weeks



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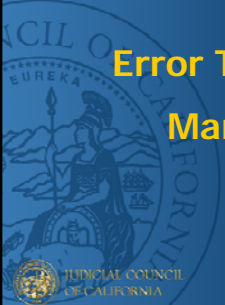
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## New Reimbursement Timeline

### Error Tracking and Management



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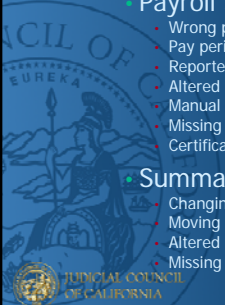
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## AB 1058 Funding Impacts

Examples of claim deficiencies

- Payroll summary form
  - Wrong pay period
  - Pay period not matching time sheets
  - Reported hours not matching time sheets
  - Altered formulas
  - Manual entry over-ride on formulas
  - Missing approver title and signature
  - Certification clause missing
- Summary form
  - Changing budget line items
  - Moving categories without approval
  - Altered forms
  - Missing court name



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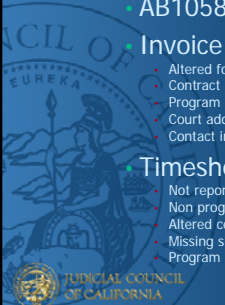
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## AB 1058 Funding Impacts

Examples of claim deficiencies

- AB1058 contract not active
- Invoice Form
  - Altered form
  - Contract number wrong or missing
  - Program period wrong
  - Court address wrong
  - Contact information wrong
- Timesheet Form
  - Not reporting 100% of time
  - Non program hours missing
  - Altered certification
  - Missing signatures
  - Program titles missing



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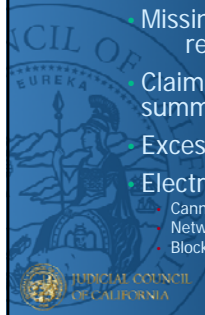
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## AB 1058 Funding Impacts

Examples of claim deficiencies

- Missing expenses on operating recap form
- Claims in excess of amount on summary
- Excessive Documents
- Electronically Submitted
  - Cannot be used to Substantiate Claims
  - Network cannot support claims (storing/transmitting)
  - Blocked on entry




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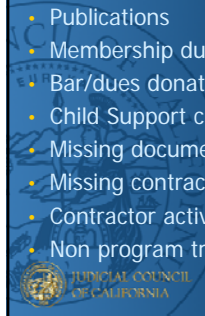
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## Examples of operating Expenses Errors

- Publications
- Membership dues
- Bar/dues donations
- Child Support calculator
- Missing documentation
- Missing contracts
- Contractor activity log
- Non program training
- Phoenix Printouts
- Calculations wrong
- Duplicate indirect cost
- Expenses over \$5k
- Missing Payment information
- No program benefit
- Avoidable Costs




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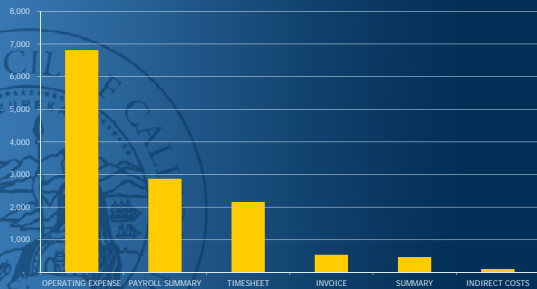
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## ERROR RATE BY TYPE OF FORM




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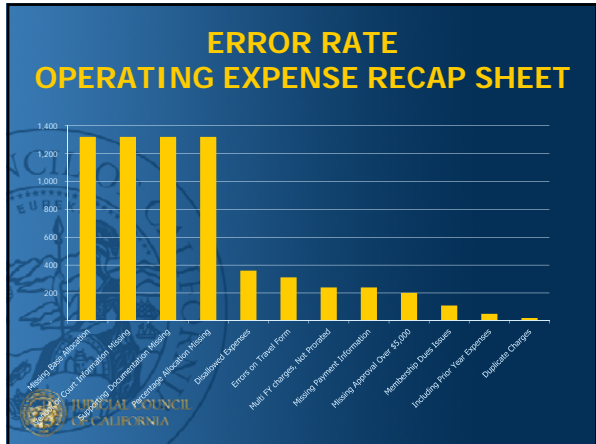
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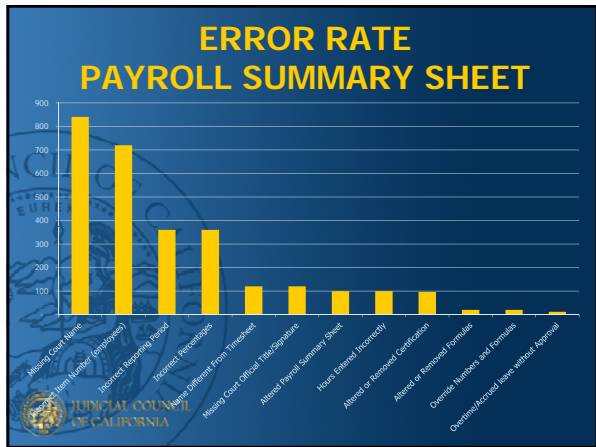
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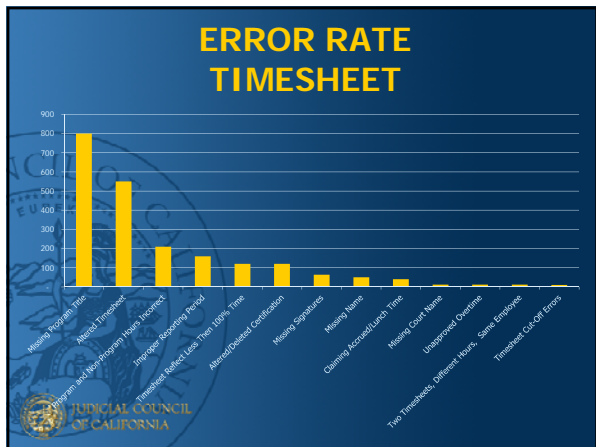
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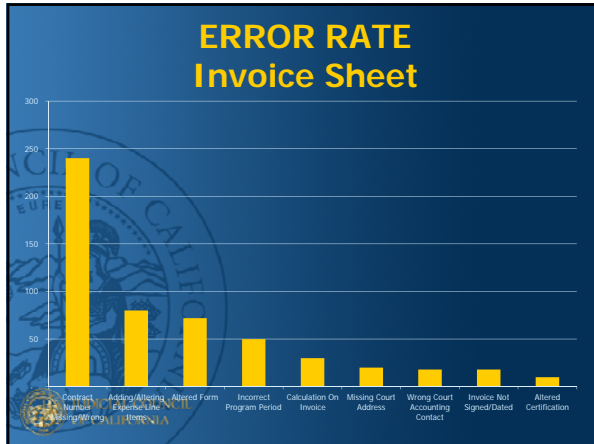
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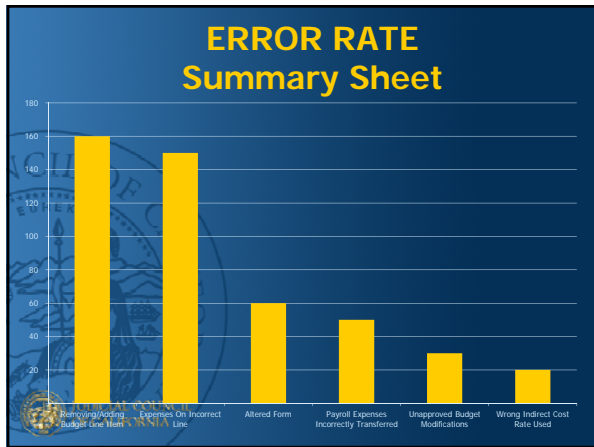
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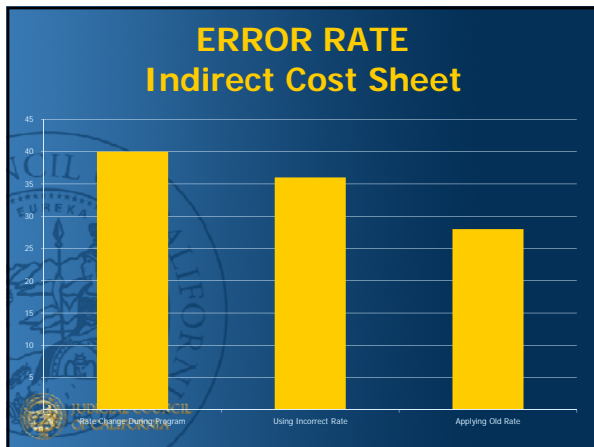
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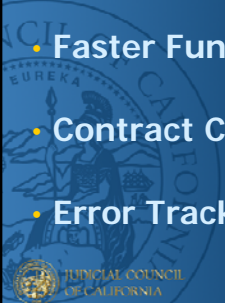
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### Grant Reimbursement Improvements

- Faster Funding from DCSS
- Contract Cycle Decrease
- Error Tracking / Management



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### Proposed Grant Improvements

At Judicial Council's Request Provide Data Necessary To:

- Modified Mid-Year Reallocation
- Provides Additional Contract Options For Review



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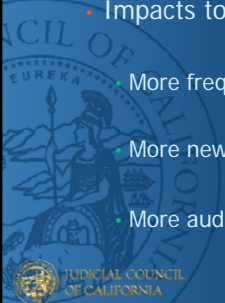
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### AB 1058 Funding Impacts

- Impacts to the Grant Processing
- More frequent claims submissions
- More new charges
- More audit items



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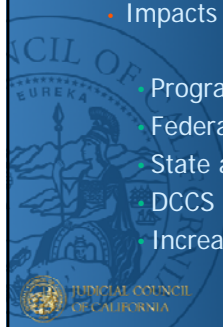
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## AB 1058 Funding Impacts

- Impacts to the Courts
    - Program audit requirements
    - Federal audit requirements
    - State audit requirements
    - DCCS audit require
    - Increase in processing time
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## AB 1058 Program Reporting Forms



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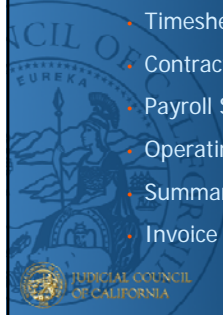
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## AB 1058 Grant Forms

- Timesheet
  - Contractor Activity Log
  - Payroll Summary Sheet
  - Operating Recap Sheet
  - Summary Sheet
  - Invoice Face Sheet
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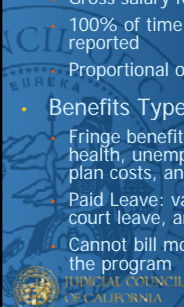
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## AB 1058 Payroll Summary Sheet

- Salaries & Wages
  - Gross salary for the pay period
  - 100% of time distribution for the pay periods being reported
  - Proportional overtime wages related to Title IV-D matters
- Benefits Types
  - Fringe benefits: social security, employee insurance; life, health, unemployment, workers compensation, pension plan costs, and other similar benefits
  - Paid Leave: vacation, annual leave, sick leave, holidays, court leave, and military leave
  - Cannot bill more leave hours than earned while working on the program




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## AB 1058 Payroll Summary Sheet


**PAYROLL SUMMARY SHEET**  
 PROGRAM TITLE: **CHILD SUPPORT COMMISSIONER PROGRAM** FISCAL YEAR: **2009-2010**  
 REPORTING PERIOD: FROM: \_\_\_\_\_ TO: \_\_\_\_\_

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z
Line No.	Job Title	Gross Pay	Gross Benefits	Program Hours	Max Program Hours	Total Hours	Benefit Hours	Total Paid Hours	Total Program Hours	Program Payable Hours	Program Payable Hours	Program Payable Hours	Program Payable Hours	Program Payable Hours	Program Payable Hours	Program Payable Hours	Program Payable Hours	Program Payable Hours	Program Payable Hours	Program Payable Hours	Program Payable Hours	Program Payable Hours	Program Payable Hours	Program Payable Hours	Program Payable Hours
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**CERTIFICATION:** I hereby certify under penalty of perjury that the information provided here accurately represents official records and is in compliance with the program contract.

**AUTHORIZED OFFICIAL:** \_\_\_\_\_ **TITLE:** \_\_\_\_\_  
**SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

650-3 PAYROLL SUMMARY SHEET (REV 07-03)




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## AB 1058 Operating Recap Sheet

AB 1058 Operating Recap Sheet Child Support Commissioner Program FY 2009-2010

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### 100% Reimbursable Expenses

- Contracted Facilitators and Commissioners
- Contracted Temporary Employees
- Court Interpreter Expenses
- Bailiff Expenses (proportionate to Commissioner hrs)
- Travel expenses
- Pre-approved Training/Conferences (1 per year)
- Pre-approved memberships



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### Partially Reimbursable Expenses

- Perimeter security
- Rent
- Office Supplies
- Equipment



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### Pre-Approved Expenses

- Written prior approvals required:
  - Minor Remodeling
  - Equipment Purchases > \$5,000



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## Grant Reporting Requirements

- Administrative Requirements
  - Financial and Accounting Records
  - Proper supporting documentation
  - Approval and Authorized signature
  - Recommended/Approved Forms
- Record Retention and Access to Records
  - Access by Grantor & Auditors
  - Retained for 3 years

Electronic Files

Paper files



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## Costs Treatment



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## Direct vs. Indirect Costs

- **Direct Cost** are identified with a particular cost objective
- **Indirect Costs** are incurred for common or joint objectives of an organization and cannot be readily identified with a particular program objective



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### Direct/Indirect Determination

- Does the cost result in a direct benefit to a federal program?
- Can it be easily and accurately traced to the federal program?
- Does it benefit more than 1 federal program?
- Is it normally charged indirect?
- Have you calculated the proportional benefit?



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### Costs Allowability Requirements

- Allocable
- Necessary and Reasonable
- Treated Consistently
- Determined according to GAAP
- Net of applicable credits
- Not used for cost sharing/matching on another federal award
- Adequately documented
- Authorized under state/local laws & regulations
- Conforms to limits & exclusions in costs principles, federal laws and award T&C
- Consistent with recipient policies for federally and non-federally funded activities



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### Costs Allocability

- Must meet ONE of these criteria:
  - Incurred specifically for the program award
  - Benefits both program award and other work and can be distributed in reasonable proportion to benefits received
  - Necessary to organization's overall operation



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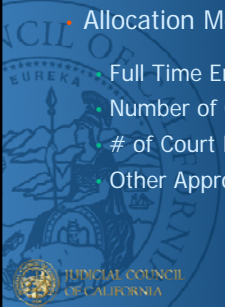
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### Methods of Allocation

- Allocation Methods:
  - Full Time Employee (FTE)
  - Number of Child Support Cases
  - # of Court Departments
  - Other Approved Methods



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### Note:

A cost which is allocable to an award isn't necessarily allowable or reasonable



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### Administrative/Grant Reporting

- Sell-back, Cash out, unproductive time charges, workers compensation, etc.
- Furlough Reporting
- Bailiff/Security costs plans
- Post employment benefits
  - Retirement benefits
  - Medical benefits
  - Unemployment benefits



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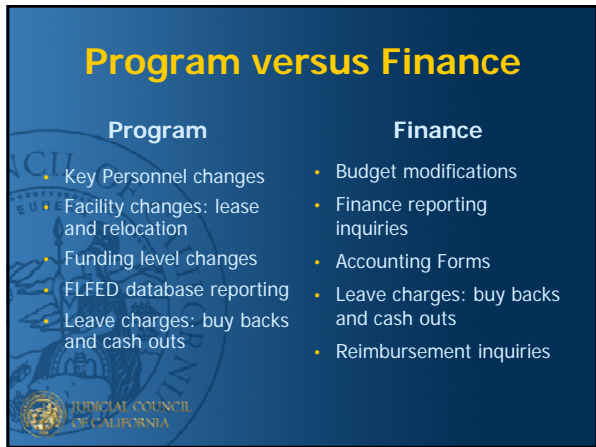
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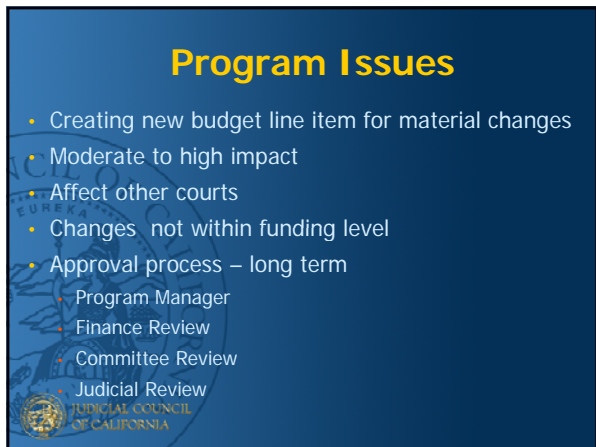
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### Finance Issues

- Creating new budget line item for minor changes
- Budget category change
- Low impact
- Affect only one court
- Changes within funding level
- Approval process – short term
  - Program Manager
  - Finance Review



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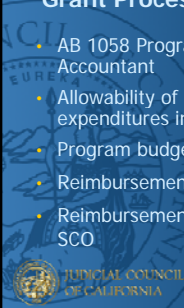
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### Grant Processing versus GL Accounting

Grant Processing	GL Accounting
<ul style="list-style-type: none"><li>• AB 1058 Program Grant Accountant</li><li>• Allowability of program expenditures inquiries</li><li>• Program budget inquiries</li><li>• Reimbursement inquiries</li><li>• Reimbursements through SCO</li></ul>	<ul style="list-style-type: none"><li>• SAP General Ledger Accountant</li><li>• Recording financial transactions<ul style="list-style-type: none"><li>• Accounts Receivable</li><li>• Accounts Payable</li><li>• General Ledger</li></ul></li><li>• Payments through court specific accounts</li></ul>



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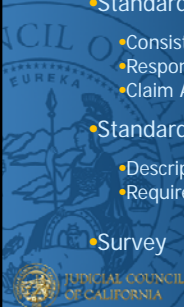
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### Grant Discrepancy Processing

- Standardized Communications
  - Consistent Message
  - Response Cycle
  - Claim Adjustment Treatment
- Standardized Form
  - Description of Deficiency
  - Required Action
- Survey



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## Grant Discrepancy Processing

### Standardized Communication

Your claim as described above in the subject line requires additional documentation and correction. These additional documents and corrections are described on the attached Discrepancy Notification Form.

Because of the advance payment cycle time required by the Grantor, we must receive your documentation and correction within 5 days of this email. Should you be unable to provide documentation and corrections within the prescribed 5 days, you may resubmit with proper requirements with your next reimbursement request. Your reimbursement request, per the Grantor, must be reduced for any missing documentation or errors to qualify for the advance payment processing. Payments to your court will be affected if we do not receive the documentation.

This determination has been reviewed by both the Judicial Council Grant Accounting and AB1058 Program Management Staff.

Should you have any question please contact me or, Paul Fontaine, Supervisor at (415) 865-7785 or [pfontaine@jud.ca.gov](mailto:pfontaine@jud.ca.gov) or, Anna Maves, Program Manager at (916) 263-8624 or [amaves@jud.ca.gov](mailto:amaves@jud.ca.gov).



Best Regards,

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## Grant Discrepancy Processing

### Standardized Communications

JUDICIAL COUNCIL OF CALIFORNIA  
GRANT ACCOUNTING/PROGRAM MANAGEMENT


SUPERIOR COURT OF CALIFORNIA, COUNTY OF \_\_\_\_\_ CONTRACT NUMBER: \_\_\_\_\_  
BILLING PERIOD: \_\_\_\_\_ FISCAL YEAR: 015-16 DATE: \_\_\_\_\_

Your claim as describe above requires the following items as identified, documentation, corrections, or adjustments to process for payment. The determination has been reviewed by Judicial Council Grant Accounting and AB 1058 Program Management staff. To include the claim in the current payment cycle, documentation and/or corrections must be received by **INSERT DATE**. Otherwise, adjustments will be made and the reduced claim will be processed for payment.

PLEASE KEEP A COPY OF THIS NOTIFICATION TO RESOLVE FUTURE INQUIRIES

ITEM	DISCREPANCY	REQUIRED
INVOICE:		
Signature, Contract Number, or Certification	_____	_____
Payroll, Operating Expenses, or Indirect Costs	_____	_____
Total Expenditures or Federal Share	_____	_____
Other	_____	_____
SUMMARY SHEET:		
Summary Sheet Missing	_____	_____

(FORM CONTINUES.....)




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## Grant Discrepancy Processing

### SURVEY

The Judicial Council Staff strives to provide each court with the tools necessary to maximize grant funding opportunities and also to enable an efficient reimbursement process. Various tools are available to effect this goal including annual grant training, grant contracts, grant manuals, staff, both program and accounting, program committees chartered by the Judicial Council to relook funding allocations, reimbursement efficiencies and mid-year re-distributions and Federal and State Grant pronouncements. To this end, the Judicial Council Staff works diligently to provide the best service possible considering the constraints set by the Grantors, California State Controllers, Auditors and Budgeting Offices and by Generally Accepted Accounting Standards adopted by each funding entity.

Considering the above, we are requesting the following:

- 1) Feedback on when the Judicial Council Staff meets the overall grant allocation and funding objectives.
- 2) Feedback on when the Judicial Council Staff could facilitate a more effective grant allocation and funding objective.
- 3) Feedback on when your court could enable or suggest a more effective grant allocation and funding process.

Thank you very much for your feedback.




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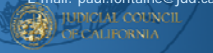
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**Contact Information:**

<p><b>Anna Maves</b> Program Manager Center for Families, Children &amp; the Courts Phone: (916) 263-8624 Email: <a href="mailto:anna.maves@jud.ca.gov">anna.maves@jud.ca.gov</a></p>	<p><b>Shaheen Abutaha</b> Grant Accountant Finance, Grant Accounting Unit Phone: (415) 865-8958 E-mail: <a href="mailto:abutaha.shaheen@jud.ca.gov">abutaha.shaheen@jud.ca.gov</a></p>
<p><b>Paul Fontaine</b> Supervising Accountant Finance, Grant Accounting Unit Phone: (415) 865-7785 E-mail: <a href="mailto:paul.fontaine@jud.ca.gov">paul.fontaine@jud.ca.gov</a></p>	



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**Q&A**

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