


**AB 1058
Timekeeping**

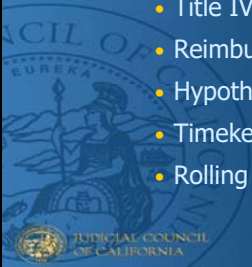
23rd Annual AB 1058 Child Support
Training Conference

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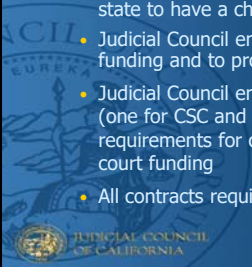
Overview

- Title IV-D Funding
- Reimbursable IV-D activities
- Hypotheticals (table discussion)
- Timekeeping Principles
- Rolling Time Study



Title IV-D Basics

- Social Security Act, Title IV, Part D, requires that every state to have a child support enforcement program.
- Judicial Council enters into a contract with DCSS for funding and to provide AB1058 services
- Judicial Council enters into a contract with each court (one for CSC and one for FLF) with flow-down requirements for compliance, services and to provide court funding
- All contracts require compliance with federal law



Court Accountability



- Ensure all court employees working on the program complete timesheets specifically identifying time spent working on the grant
- Only seek reimbursement for allowable expenses
- Permit records related to performance and AB1058 billing to be audited, and
- Accept liability if the court fails to comply with federal/state law or regulations

Audit Findings



- Federal rules require staff identify and only bill actual time worked on the AB 1058 grant
- Audit findings showed that some court staff reported time using unauthorized methods:
 - Proportion of budget vs. actual hours worked
 - Projections of AB 1058 workload
 - Billing 100% to grant when other work performed

Requirements for Documenting Time



- Courts can only be reimbursed for IV-D work
- Timesheet must reflect **ALL** time worked by staff, whether or not the time is spent on the IV-D program
- This is known as “**100% positive reporting**” and is required by federal regulations
 - Example: If a FLF works 5 hours in a day providing IV-D services and 3 hours providing non IV-D self-help services, all 8 hours must be tracked on the timesheet

JCC Grant Timesheet

The screenshot shows a 'JCC Grant Timesheet' form from the Judicial Council of California. It includes fields for 'SUPERIOR COURT OF CALIFORNIA COUNTY OF', 'JUDICIAL COUNCIL OF CALIFORNIA', 'GRANT NUMBER', 'FUND NAME', 'START DATE', and 'END DATE'. Below these is a table with columns for 'Time' (15, 30, 45, 60, 75, 90, 105, 120, 135, 150, 165, 180, 195, 210, 225, 240, 255, 270, 285, 300) and 'Program Name'. Three green arrows point to the 'Program Name' column.

- Other program names can be inserted into the form to track time worked on those programs

Tips for Keeping Track

- Contemporaneously document time
- Develop logs, scratch sheets, database, etc.
- Organize work in a way that is easy track
- If your court has an established practice for documenting time, this practice must be followed
 - 15 minute vs. 6 minute increments
- Why is this important?
 - Federal regulations require that charges to grant must be based on records that are supported by a "system of internal control"

Time Tracking Log

Weekly Time Tracking Log (FLF)

Example	Self-Help	IV-D
Monday	1+2+6=3.6	1+5+7+1.3=3.8

Name: _____

Brief Info: #	Total time
	6.4

(Note 1: For Self-Help and IV-D hours, 6 minutes = .1 hour.)
(Note 2: Info, referral, triage = 6 minutes.)

Week 1 (to)

	Self-Help	IV-D
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		

Not IV-D Time

IV-D Time

of People (daily stats)

Brief Info/ Triage (\$)



The (2-part) Question

1. Was the activity IV-D reimbursable?
2. How much time was spent?

Title IV-D Reimbursable

All Court Staff

- Required training
- **Open** child support case with LCSA, **AND** it's related to:
 - Child Support
 - Parentage
 - Companion Spousal support
 - Health insurance

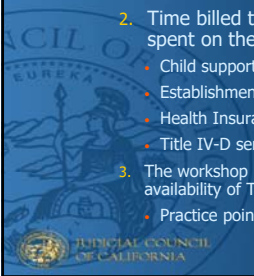
FLF Only

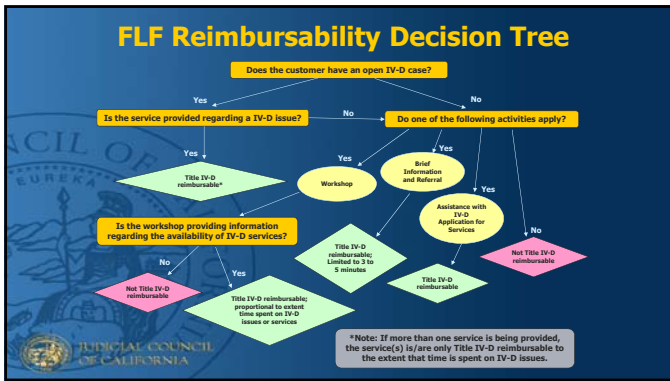
- Bar dues
- **NO** open case with LCSA → but:
 - Providing info, brief explanation of court process & referrals (i.e. triage) **< 5 Minutes**
 - Distributing court forms
 - Some Workshops*
(* See next slide)



FLF Workshops

1. Must be delivered to more than one person,
2. Time billed to the grant must be limited to time spent on the following issues:
 - Child support
 - Establishment of parentage
 - Health Insurance issues
 - Title IV-D services, **AND**
3. The workshop must provide information about the availability of Title IV-D services
 - Practice pointer: Create workshop script or video





Reimbursability Hypos

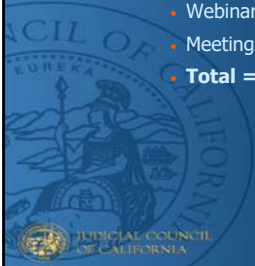
- Hypo 1:
 - Morning: All IV-D (4 hours)
 - Afternoon: IV-D = .5; Non IV-D = 3.5
 - **Total = IV-D = 4.5; Non IV-D = 3.5**
- Hypo 2:
 - Court: IV-D = 1; Non IV-D = 3
 - Driving: IV-D = .5; Non IV-D = 1.5
 - **Total: IV-D = 1.5; Non IV-D = 4.5**

Reimbursability Hypos

- Hypo 3:
 - LCSA office: All IV-D (4 hours)
 - County Fair: All IV-D (? hours)
- Hypo 4:
 - MTV: All IV-D (45 minutes / .8 hours)

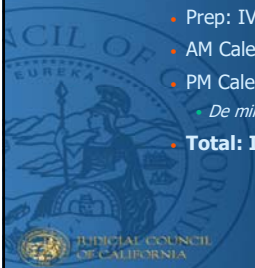
Reimbursability Hypos

- Hypo 5:
 - Webinars: All IV-D (2 hours)
 - Meeting: IV-D = .4; Non IV-D = .6
 - **Total = IV-D = 2.4; Non IV-D = .6**



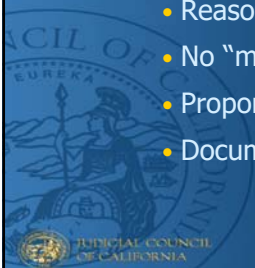
Reimbursability Hypos

- Hypo 6:
 - Prep: IV-D = .3; Non IV-D = .4
 - AM Calendar: IV-D = .7; Non IV-D = 1.6
 - PM Calendar: All IV-D (30 minutes / .5 hours)
 - *De minimis* activity
 - **Total: IV-D = 1.5; Non IV-D = 2**



Reimbursability Principles

- Reasonableness
- No "magic wand"
- Proportionality
- Documentation



Reasonableness

- Costs must be allowable, allocable, and reasonable
- Costs must be necessary for performance of duties



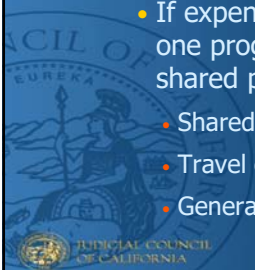
No magic wand

- Open LCSA + IV-D issues = \$\$\$
- It's about time, not budget
- It's about time, not encounters



Proportionality

- If expense benefits more than one program, costs must be shared proportionally
 - Shared office equipment
 - Travel expenses
 - General administration



Documentation

- Track time in **the moment**
- Use logs, scratch sheets, etc.
- Organize work for easy tracking



Development of Rolling Time Study (RTS)

DCSS audits find problems with time tracking

DCSS approves JCC's RTS method

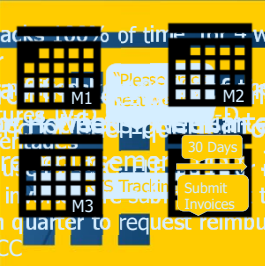
Corrective Action Plan

Courts concerned with reporting workload

JCC reviews, develops and proposes alternate methods

RTS Process

- Staff tracks 100% of time in 15-minute increments
- Will be paid for time worked
- Can't be used for other purposes
- Payroll in each quarter to request reimbursement from JCC



Benefits of RTS

Payroll (and other) issues will still use current system as of 1/1/16
 Courts will still use current Automated Summary Page system as of 1/1/16



Sample CSC Scratch Sheet

Monday:

8 – 5: AB 1058 Court Calendar (including hearing 3 custody issues in the morning, which took a total of 45 minutes)

Name: Candace Commissioner		Week of 9/16			
	Monday	Tuesday	Wednesday	Thursday	Friday
IV-D Time	3:15, 4				
Total IV-D Time	7:15				
Non IV-D Time	45 min				
Total Non IV-D Time	45 min				
Leave					

Sample CSC Scratch Sheet

Tuesday:

8 – 5: General Family Law Court Calendar

Name: Candace Commissioner		Week of 9/16			
	Monday	Tuesday	Wednesday	Thursday	Friday
IV-D Time	3:15, 4				
Total IV-D Time	7:15				
Non IV-D Time	45 min	8			
Total Non IV-D Time	45 min	8			
Leave					

Sample CSC Scratch Sheet

Wednesday:

- 8 – 12: AB 1058 Court Calendar
- 1 – 2: Mid-day travel from one court location to another – 1 hour
- 2 – 5: Mixed Court Calendar (1.5 hour – AB 1058, 1.5 hours – Small Claims)

Name: Candace Commissioner		Week of 9/16				
	Monday	Tuesday	Wednesday	Thursday	Friday	
IV-D Time	3:15, 4		4:30 min 1:30			
Total IV-D Time	7:15		6			
Non IV-D Time	45 min	8	30 min 1:30			
Total Non IV-D Time	45 min	8	2			
Leave						

Sample CSC Scratch Sheet

Thursday:

- 8 – 11: Review of case files (1 hour of review of non IV-D cases)
- 11 – 12: Plan of Cooperation Meeting with LCSA
- 1 – 5: Viewed AB 1058 training webinars (produced by JCC)

Name: Candace Commissioner		Week of 9/16				
	Monday	Tuesday	Wednesday	Thursday	Friday	
IV-D Time	3:15, 4		4:30 min 1:30	2,1,4		
Total IV-D Time	7:15		6	7		
Non IV-D Time	45 min	8	30 min 1:30	1		
Total Non IV-D Time	45 min	8	2	1		
Leave						

Sample CSC Scratch Sheet

Friday:

- Vacation!

Name: Candace Commissioner		Week of 9/16				
	Monday	Tuesday	Wednesday	Thursday	Friday	
IV-D Time	3:15, 4		4:30 min 1:30	2,1,4		
Total IV-D Time	7:15		6	7		
Non IV-D Time	45 min	8	30 min 1:30	1		
Total Non IV-D Time	45 min	8	2	1		
Leave						

Sample CSC Scratch Sheet



Friday:
Vacation!

Name: Candace Commissioner		Week of 9/16			
	Monday	Tuesday	Wednesday	Thursday	Friday
IV-D Time	3:15, 4		4:30 min 1:30	2,1,4	
Total IV-D Time	7:15		6	7	
Non IV-D Time	45 min	8	30 min 1:30	1	
Total Non IV-D Time	45 min	8	2	1	
Leave					

Sample CSC Scratch Sheet



Friday:
Vacation!

Name: Candace Commissioner		Week of 9/16			
	Monday	Tuesday	Wednesday	Thursday	Friday
IV-D Time	3:15, 4		4:30 min 1:30	2,1,4	
Total IV-D Time	7:15		6	7	
Non IV-D Time	45 min	8	30 min 1:30	1	
Total Non IV-D Time	45 min	8	2	1	
Leave					8

Sample CSC Timesheet

STATE OF CALIFORNIA		JUDICIAL COUNCIL OF CALIFORNIA									
J.C. FINANCIAL ADVISOR		GRANT TIMESHEET									
SUPERIOR COURT OF CALIFORNIA, COUNTY OF		9/16									
EMPLOYEE NAME: Candace Commissioner		PAY PERIOD START: 9/16/2018				PAY PERIOD END: 9/22/2018					
EMPLOYEE STATUS: FULL TIME		PART TIME									
Federal regulations require that all hours worked by an employee must be accounted for, regardless of whether or not it is reimbursable by the grant.											
A	B	C	D	E	F	G	H	I	J	K	L
Date	Time to IV-D	Time to IV-D	Time to IV-D	Project	Project	Project	Other	Total Hours	Total Hours	Unpaid Leave	Total PTO Used
Week	Week	Week	Setup	Program	Program	Program	Other	Worked	Worked	Time	Including PTO
Hours	Hours	Hours	Hours	Hours	Hours	Hours	Hours	Hours	Hours	Hours	Hours
9/16/2018	3:15							3:15	3:15		3:15
9/17/2018											
9/18/2018											
9/19/2018											
9/20/2018											
9/21/2018											
9/22/2018											
Total								3:15	3:15		3:15



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