

The background of the slide features a large, faint, circular seal of the Judicial Council of California. The seal contains a central figure holding a scale of justice, surrounded by various symbols of law and order, and the text "JUDICIAL COUNCIL OF CALIFORNIA" and "1926" is visible around the perimeter.

AB 1058

Timekeeping Webinar

June 23, 2017

Anna L. Maves, AB 1058 Program Manager

Gary Slossberg, AB 1058 Attorney

Agenda

- Federal Grant and Contractual requirements
- AB 1058 Program Audits
- Reimbursable AB 1058 activities
- Timekeeping best practices
- Sample Timesheets with Supporting Documentation



Federal Grant Requirements

- What services are reimbursable under the AB 1058 grant is dictated by the Federal IV-D program.
- Expenditures which are not reimbursable or which lack appropriate documentation cannot be charged to the program.



Grant Reporting Requirements

- Codes of Federal Regulation
 - CFR Part 45, Subtitle B, Chapter III, Office of Child Support Enforcement (Child Support Enforcement Program)
 - 2 CFR 200 – Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards
- Contractual Agreement between JCC and the Courts
- Title IV-D (AB 1058) Child Support Commissioner and Family Law Facilitator Program Accounting and Reporting Instructions



AB 1058 Contractual Responsibilities

- 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



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



AB 1058 Program Audits

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



Reimbursability Principles

- No “magic wand”
- Proportionality
- Transparency
- Documentation



Reimbursable AB 1058 Commissioner/Clerk Services

Reimbursable Services

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

Non-reimbursable Services

- Non-LCSA parentage/child support cases heard by commissioner
- Domestic Violence
- Custody and Visitation
- Dissolution of marriage issues other than support
- Adoptions
- Juvenile Delinquency



Hypothetical 1

- Mom has a case with the local child support agency (LCSA). She files a motion to modify custody and child support.
 - How should the clerk bill time to the grant for processing the motion?
 - If the support and custody issues are heard by the Child Support Commissioner (CSC), can all of the time be billed to the program?



Hypothetical 1

- How should the clerk bill time to the grant for processing the motion?
 - If the clerk schedules one hearing for both issues and does not do any additional work related solely to the custody issues, all time can be billed to the grant.
 - However, if time is spent scheduling a second hearing for custody, scheduling a CCRC session, or handling other custody-related work, all time spent on the custody issue must be documented and billed to a different funding stream.



Hypothetical 1

- If the support and custody issues are heard by the Child Support Commissioner (CSC), can all of the time be billed to the program?
- **No, the time spent on the custody issue cannot be billed to the grant.**



Hypothetical 2

- Dad does not have a case with the LCSA. He obtains a child support order at a hearing in his divorce case. Before completing his Order After Hearing (OAH), he opens up a case with the LCSA, who files a FL-632 (Notice Regarding Payment of Support).
 - Can the clerk bill to the grant:
 - for the work at the hearing?
 - for the processing of the OAH?
 - for any new filings in the divorce case related to child support?



Hypothetical 2

- Can the clerk bill to the grant:
 - for work at the hearing?
 - **No, because there was no IV-D case yet.**
 - for the processing of the OAH?
 - **Yes, because the FL-632 already has been filed by the LCSA telling the clerk that the LCSA has intervened in the case to enforce the order.**
 - for any new filings in the divorce case related to child support?
 - **Yes. It's a child support issue in a IV-D case.**



Hypothetical 3

- The CSC is unavailable to hear a child support hearing in a IV-D case, so it is heard by a judge in another department.
 - Can the judge's time be billed to the grant?
 - Can the courtroom clerk's time be billed to the grant?



Hypothetical 3

- Can the judge's time be billed to the grant?
 - **No. Federal law prohibits paying state judges with federal funds, including title IV-D funds.**
- Can the courtroom clerk's time be billed to the grant?
 - **No. Since the clerk's time is spent supporting a judge who cannot be paid with federal funds, the clerk's time also cannot be paid with federal funds.**



Reimbursable AB 1058 Facilitator Services

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
 - Some Workshops(* See next slide)



Workshops

- Must be delivered to more than one person
- Time billed to the grant must be limited to time spent on the following issues:
 - Child support
 - Establishment of paternity
 - Health Insurance issues
 - Title IV-D services
- The workshop must provide information about the available title IV-D services



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



Hypothetical 4

- The FLF assisted a customer in requesting a domestic violence restraining order. There is an open child support case at the LCSA. Is the time spent with the customer reimbursable?
- **No, even if a IV-D case is open, only work on IV-D issues is reimbursable.**



Hypothetical 5

- The FLF assisted a customer with a restraining order, child support order and helped to respond to an unlawful detainer action. There is a child support case at the LCSA. Is the time spent reimbursable?
- **Only the time spent on the child support order is reimbursable. All other time must be billed to a different funding stream.**



Hypothetical 6

- Customer is seeking assistance in requesting a child support order. Services were provided through a workshop. There is no child support case open at the LCSA. Is the time spent reimbursable?
- **The time is reimbursable as Outreach to the extent that information about the LCSA and opening a case and information about child support issues is provided to the group as a whole.**



Hypothetical 7

- Assume the same fact pattern as Hypothetical 6, except only one person shows up for the publicized workshop.
- **Despite being publicized as a workshop, which would entail services being provided in a group setting, if the services themselves are provided on a one-on-one basis, this time cannot be billed as Outreach to the grant.**



Hypothetical 8

- The FLF sits individually with a customer who is seeking help on a child support order. Staff assists with the motion, income & expense declaration & does a guideline calculation. No case at the LCSA. Reimbursable???
- **No, because there is no open IV-D case. Even if information is provided about the IV-D program, it is still not reimbursable as Outreach because info is not provided in a group setting.**



Hypothetical 9

- Customer seeks information about filing for a divorce. FLF provides brief information about an upcoming divorce workshop and gives the customer divorce forms. Is this reimbursable?
 - **Yes, as brief information and referral (i.e., triage). However, triage services should be limited to less than 5 minutes per customer.**



Timekeeping Principles = CBS

- C - Complete timesheet fully
- B – Back-up documentation
- S – Share costs



Complete Timesheets Fully

- The mandatory timesheets were developed in cooperation with DCSS and the federal government after the federal audit in the early years of the program.
- Staff must track all time worked, whether or not the time is spent on the IV-D program.
- The federal standard is “100% positive reporting,” which requires recording all time that an employee is compensated for and not simply the portion associated with a federal grant.
- Ex: 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

STATE OF CALIFORNIA

JC-4 TIMESHEET (REV 07-16)

JUDICIAL COUNCIL OF CALIFORNIA GRANT TIMESHEET

SUPERIOR COURT OF CALIFORNIA, COUNTY OF

EMPLOYEE NAME:

PAY PERIOD START:

PAY PERIOD END:

The electronic version of the timesheet is designed to automatically calculate the total hours worked by program.

A	B	C	D	E	F	G	H	I	J = (B thru I)	K	L = (J+K)
Date	TITLE IV-D HOURS CSC	TITLE IV-D HOURS FLF	TITLE IV-D HOURS OUTREACH	Family Law Information Center	Self-Help Center	(Insert Program Name)	(Insert Program Name)	Other Hours	Total Hours Worked	Total PTO Used (vac/sick/holiday)	Total Hours Including Paid Time Off
Total Hours											

I hereby certify under penalty of perjury that this time sheet accurately represents actual time worked and any leave time charged or authorized to any grant included does not exceed leave time earned while working on the grant.

Employee Signature

Date

Supervisor Signature

Date



JUDICIAL COUNCIL
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JCC Grant Timesheet

STATE OF CALIFORNIA

JC-4 TIMESHEET (REV 07-16)

JUDICIAL COUNCIL OF CALIFORNIA GRANT TIMESHEET

SUPERIOR COURT OF CALIFORNIA, COUNTY OF

EMPLOYEE NAME:

PAY PERIOD START:

PAY PERIOD END:

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A	B	C	D	E	F	G	H	I	J = (B thru I)	K	L = (J+K)
Date	TITLE IV-D HOURS CSC	TITLE IV-D HOURS FLF	TITLE IV-D HOURS OUTREACH	Family Law Information Center	Self-Help Center	(Insert Program Name)	(Insert Program Name)	Other Hours	Total Hours Worked	Total PTO Used (vac/sick/holiday)	Total Hours Including Paid Time Off
Total Hours											

I hereby certify under penalty of perjury that this time sheet accurately represents actual time worked and any leave time charged or authorized to any grant included does not exceed leave time earned while working on the grant.

Employee Signature

Date

Supervisor Signature

Date

- This form must be signed under penalty of perjury.
- Other program names can be inserted into the form to track time worked on those programs.



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Back-up Documentation

- Staff should provide support for all reimbursable activities (e.g., scratch sheets, daily schedule, database, etc.).
- If your court has an established practice for documenting time, this practice must be followed.



Sample CSC/Clerk Scratch Sheet

Name:

Week of:

	Monday	Tuesday	Wednesday	Thursday	Friday
IV-D					
Total IV-D Time					
Other Non IV-D Time					
Total Non IV-D Time					
Leave					



Sample FLF Scratch Sheet

Name:

Week of:

	Monday	Tuesday	Wednesday	Thursday	Friday
IV-D					
Outreach					
Total IV-D Time					
Self-help					
Other Non IV-D Time					
Total Non IV-D Time					
Leave					



Sample Scratch Sheet

Name:

Week of:

	Monday	Tuesday	Wednesday	Thursday	Friday
IV-D					
Total IV-D Time					
Other Non IV-D Time					
Total Non IV-D Time					
Leave					

- Hash marks can indicate increments of time or numbers/specific time frames can be used to indicate time spent.



Share Costs

- If an expense benefits more than one program, the costs must be shared proportional to the benefits to each program.
- Ex: A CSC travels from one court location to another to handle a court calendar. If the half the time is spent hearing IV-D cases and half the time is spent hearing non IV-D cases, the travel time and travel expenses must be billed half to the IV-D program and half to the other program(s) (e.g., general Trial Court Funding).



CSC Scenario

- Monday:
 - 8 – 5: AB 1058 Court Calendar (including hearing 3 custody issues in the morning, which took a total of 45 minutes)
- Tuesday:
 - 8 – 5: General Family Law Court Calendar
- 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)
- 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: Mandatory Training (Required as condition of employment by court)
- Friday
 - Vacation



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: Candance Commissioner Week of: 6/19

	Monday	Tuesday	Wednesday	Thursday	Friday
IV-D	3:15, 4				
Total IV-D Time	7:15				
Other 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: Candance Commissioner Week of: 6/19

	Monday	Tuesday	Wednesday	Thursday	Friday
IV-D	3:15, 4				
Total IV-D Time	7:15				
Other 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: Candance Commissioner Week of: 6/19

	Monday	Tuesday	Wednesday	Thursday	Friday
IV-D	3:15, 4		4, 30 min., 1:30		
Total IV-D Time	7:15		6		
Other 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: Mandatory Training (Required as condition of employment by court)

Name: Candance Commissioner Week of: 6/19

	Monday	Tuesday	Wednesday	Thursday	Friday
IV-D	3:15, 4		4, 30 min., 1:30	2, 1, 4	
Total IV-D Time	7:15		6	7	
Other 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: Candance Commissioner Week of: 6/19

	Monday	Tuesday	Wednesday	Thursday	Friday
IV-D	3:15, 4		4, 30 min., 1:30	2, 1, 4	
Total IV-D Time	7:15		6	7	
Other 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

JC-4 TIMESHEET (REV 07-16)

JUDICIAL COUNCIL OF CALIFORNIA GRANT TIMESHEET

SUPERIOR COURT OF CALIFORNIA, COUNTY OF

Ames

EMPLOYEE NAME:

Candance Commissioner

PAY PERIOD START:

6/1/2017

PAY PERIOD END:

6/30/2017

The electronic version of the timesheet is designed to automatically calculate the total hours worked by program.

A	B	C	D	E	F	G	H	I	J = (B thru I)	K	L = (J+K)
Date	TITLE IV-D HOURS CSC	TITLE IV-D HOURS FLF	TITLE IV-D HOURS OUTREACH	Family Law Information Center	Self-Help Center	(Insert Program Name)	(Insert Program Name)	Other Hours	Total Hours Worked	Total PTO Used (vac/sick/holiday)	Total Hours Including Paid Time Off
06/19/17	7.25							0.75	8.00		8.00
06/20/17								8.00	8.00		8.00
06/21/17	6.00							2.00	8.00		8.00
06/22/17	7.00							1.00	8.00		8.00
06/23/17										8.00	8.00
Total Hours	20.25							11.75	32.00	8.00	40.00

I hereby certify under penalty of perjury that this time sheet accurately represents actual time worked and any leave time charged or authorized to any grant included does not exceed leave time earned while working on the grant.

Employee Signature

Date

Supervisor Signature

Date



JUDICIAL COUNCIL
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Clerk Scenario

- Monday:
 - 8 – 5: AB 1058 Court Calendar (including the CSC hearing 3 custody issues in the morning, which took a total of 60 minutes)
- Tuesday:
 - 8 – 5: General Family Law Court Calendar
- Wednesday:
 - 8 – 5: Working at the filing counter (all IV-D filings except for 6 filings which took approximately 10 minutes each)
- Thursday:
 - 8 – 11: Working at the filing counter (mostly non IV-D filings except for 3 IV-D filings which took approximately 10 minutes each)
 - 11 – 12: Plan of Cooperation meeting with LCSA
 - 1 – 5: Processing IV-D judgments
- Friday:
 - 8 – 12: AB 1058 Court Calendar
 - 1 – 5: Covering phones (including 3 calls re: IV-D issues which took approximately 10 minutes each)



Sample Clerk Scratch Sheet

- Monday:
 - 8 – 5: AB 1058 Court Calendar (including the CSC hearing 3 custody issues in the morning, which took a total of 60 minutes)

Name: Christopher Clerk

Week of: 6/19

	Monday	Tuesday	Wednesday	Thursday	Friday
IV-D	3, 4				
Total IV-D Time	7				
Other Non IV-D Time	IIIII				
Total Non IV-D Time	1				
Leave					



Sample Clerk Scratch Sheet

- Tuesday:
 - 8 – 5: General Family Law Court Calendar

Name: Christopher Clerk

Week of: 6/19

	Monday	Tuesday	Wednesday	Thursday	Friday
IV-D	3, 4				
Total IV-D Time	7				
Other Non IV-D Time	IIIII	8			
Total Non IV-D Time	1	8			
Leave					



Sample Clerk Scratch Sheet

- Wednesday:
 - 8 – 5: Working at the filing counter (all IV-D filings except for 6 filings which took approximately 10 minutes each)

Name: Christopher Clerk

Week of: 6/19

	Monday	Tuesday	Wednesday	Thursday	Friday
IV-D	3, 4		7		
Total IV-D Time	7		7		
Other Non IV-D Time	IIIIII	8	IIIIII		
Total Non IV-D Time	1	8	1		
Leave					



Sample Clerk Scratch Sheet

- Thursday:
 - 8 – 11: Working at the filing counter (mostly non IV-D filings except for 3 IV-D filings which took approximately 10 minutes each)
 - 11 – 12: Plan of Cooperation meeting with LCSA
 - 1 – 5: Processing IV-D judgments

Name: Christopher Clerk

Week of: 6/19

	Monday	Tuesday	Wednesday	Thursday	Friday
IV-D	3, 4		7	III, 1, 4	
Total IV-D Time	7		7	5:30	
Other Non IV-D Time	IIIIII	8	IIIIII	2:30	
Total Non IV-D Time	1	8	1	2:30	
Leave					



Sample Clerk Scratch Sheet

- Friday
 - 8 – 12: AB 1058 Court Calendar
 - 1 – 5: Covering phones (including 3 calls re: IV-D issues which took approximately 10 minutes each)

Name: Christopher Clerk

Week of: 6/19

	Monday	Tuesday	Wednesday	Thursday	Friday
IV-D	3, 4		7	III, 1, 4	4, III
Total IV-D Time	7		7	5:30	4:30
Other Non IV-D Time	IIIIII	8	IIIIII	2:30	3:30
Total Non IV-D Time	1	8	1	2:30	3:30
Leave					



Sample Clerk Timesheet

STATE OF CALIFORNIA

JC-4 TIMESHEET (REV 07-16)

JUDICIAL COUNCIL OF CALIFORNIA GRANT TIMESHEET

SUPERIOR COURT OF CALIFORNIA, COUNTY OF

Ames

EMPLOYEE NAME:

Christopher Clerk

PAY PERIOD START:

6/1/2017

PAY PERIOD END:

6/30/2017

The electronic version of the timesheet is designed to automatically calculate the total hours worked by program.

A	B	C	D	E	F	G	H	I	J = (B thru I)	K	L = (J+K)
Date	TITLE IV-D HOURS CSC	TITLE IV-D HOURS FLF	TITLE IV-D HOURS OUTREACH	Family Law Information Center	Self-Help Center	(Insert Program Name)	(Insert Program Name)	Other Hours	Total Hours Worked	Total PTO Used (vac/sick/holiday)	Total Hours Including Paid Time Off
06/19/17	7.00							1.00	8.00		8.00
06/20/17								8.00	8.00		8.00
06/21/17	7.00							1.00	8.00		8.00
06/22/17	5.50							2.50	8.00		8.00
06/23/17	4.50							3.50	8.00		8.00
Total Hours	24.00							16.00	40.00		40.00

I hereby certify under penalty of perjury that this time sheet accurately represents actual time worked and any leave time charged or authorized to any grant included does not exceed leave time earned while working on the grant.

Employee Signature

Date

Supervisor Signature

Date



JUDICIAL COUNCIL
OF CALIFORNIA

FLF Scenario

- Monday:
 - 8 – 5: Walk-in Clinic for AB 1058 Calendar (non IV-D customers are given a brief referral only)
- Tuesday:
 - 8 – 5: General Self-Help Walk-in Clinic (including 6 IV-D litigants which took approximately 10 minutes each.)
- Wednesday:
 - 8 – 12: General Self-Help Walk-in Clinic (including 3 IV-D litigants which took approximately 10 minutes each.)
 - 1 – 2: Assisting litigants with restraining orders (through a local grant)
 - 2 – 5: Administrative work (including individual meetings with 2 FLF staff members which took approximately 30 minutes each and 1 ½ hours watching a webinar on the new Child Support Federal Rule)
- Thursday:
 - 8 – 11: Divorce Workshop (including 30 minutes focused on child support issues and information about opening a IV-D case with the LCSA)
 - 11 – 12: Plan of Cooperation meeting with LCSA
 - 1 – 5: Individual appointments to assist with divorce judgments (including 3 judgments that include child support orders (about 10 minutes each) with intervention by the LCSA)
- Friday:
 - 8 – 5: Attendance at FLFED Summit



Sample FLF Scratch Sheet

- Monday:
 - 8 – 5: Walk-in Clinic for AB 1058 Calendar, non IV-D customers are given a brief referral and paperwork only

Name: Frankie Facilitator

Week of: 6/19

	Monday	Tuesday	Wednesday	Thursday	Friday
IV-D	8				
Outreach					
Total IV-D Time	8				
Self-help					
Other Non IV-D Time					
Total Non IV-D Time					
Leave					



Sample FLF Scratch Sheet

- Tuesday:
 - 8 – 5: General Self-Help Walk-in Clinic (including 6 IV-D litigants which took approximately 10 minutes each.)

Name: Frankie Facilitator

Week of: 6/19

	Monday	Tuesday	Wednesday	Thursday	Friday
IV-D	8	IIIIII			
Outreach					
Total IV-D Time	8	1			
Self-help		7			
Other Non IV-D Time					
Total Non IV-D Time		7			
Leave					



Sample FLF Scratch Sheet

- Wednesday:
 - 8 – 12: General Self-Help Walk-in Clinic (including 3 IV-D litigants which took approximately 10 minutes each.)
 - 1 – 2: Assisting litigants with restraining orders (through a local grant)
 - 2 – 5: Administrative work (including individual meetings with 2 FLF staff members which took approximately 30 minutes each and 1 ½ hours watching a webinar on the new Child Support Federal Rule)

Name: Frankie Facilitator		Week of: 6/19			
	Monday	Tuesday	Wednesday	Thursday	Friday
IV-D	8	IIIIII	III, 0.5, 0.5., 1.5		
Outreach					
Total IV-D Time	8	1	3		
Self-help		7	3.5, 0.5		
Other Non IV-D Time			1		
Total Non IV-D Time		7	5		
Leave					



Sample FLF Scratch Sheet

- Thursday:
 - 8 – 11: Divorce Workshop (including 30 minutes focused on child support issues and information about opening a IV-D case with the LCSA)
 - 11 – 12: Plan of Cooperation meeting with LCSA
 - 1 – 5: Individual appointments to assist with divorce judgments (including 3 judgments that include child support orders (about 10 minutes each) with intervention by the LCSA)

Name: Frankie Facilitator

Week of: 6/19

	Monday	Tuesday	Wednesday	Thursday	Friday
IV-D	8	IIIIII	III, 0.5, 0.5., 1.5	1, III	
Outreach				III	
Total IV-D Time	8	1	3	2	
Self-help		7	3.5, 0.5	2.5, 3.5	
Other Non IV-D Time			1		
Total Non IV-D Time		7	5	6	
Leave					



Sample FLF Scratch Sheet

- Friday
 - 8 – 5: Attendance at FLFED Summit

Name: Frankie Facilitator

Week of: 6/19

	Monday	Tuesday	Wednesday	Thursday	Friday
IV-D	8	IIIIII	III, 0.5, 0.5., 1.5	1, III	8
Outreach				III	
Total IV-D Time	8	1	3	2	8
Self-help		7	3.5, 0.5	2.5, 3.5	
Other Non IV-D Time			1		
Total Non IV-D Time		7	5	6	
Leave					



Sample FLF Timesheet

STATE OF CALIFORNIA

JC-4 TIMESHEET (REV 07-16)

JUDICIAL COUNCIL OF CALIFORNIA GRANT TIMESHEET

SUPERIOR COURT OF CALIFORNIA, COUNTY OF

Ames

EMPLOYEE NAME:

Frankie Facilitator

PAY PERIOD START:

6/1/2017

PAY PERIOD END:

6/30/2017

The electronic version of the timesheet is designed to automatically calculate the total hours worked by program.

A	B	C	D	E	F	G	H	I	J = (B thru I)	K	L = (J+K)
Date	TITLE IV-D HOURS CSC	TITLE IV-D HOURS FLF	TITLE IV-D HOURS OUTREACH	Family Law Information Center	Self-Help Center	(Insert Program Name)	(Insert Program Name)	Other Hours	Total Hours Worked	Total PTO Used (vac/sick/holiday)	Total Hours Including Paid Time Off
06/19/17		8.00							8.00		8.00
06/20/17		1.00			7.00				8.00		8.00
06/21/17		3.00			4.00			1.00	8.00		8.00
06/22/17		1.50	0.50		6.00				8.00		8.00
06/23/17		8.00							8.00		8.00
Total Hours		21.50	0.50		17.00			1.00	40.00		40.00

I hereby certify under penalty of perjury that this time sheet accurately represents actual time worked and any leave time charged or authorized to any grant included does not exceed leave time earned while working on the grant.

Employee Signature

Date

Supervisor Signature

Date



JUDICIAL COUNCIL
OF CALIFORNIA

Important Takeaways

- Record your time contemporaneously. Do not rely on your memory to document your time days later.
- Bill to the grant based on time spent on IV-D work rather than the number of cases/encounters.
 - Ex: CSC hears court calendar with $\frac{1}{2}$ IV-D cases and $\frac{1}{2}$ non IV-D cases. The IV-D cases take $\frac{1}{4}$ of the time. **CSC should not bill $\frac{1}{2}$ of time to grant. Only $\frac{1}{4}$ of time should be billed to grant.**
 - Ex: FLF supervises 4 IV-D staff and 4 non IV-D staff. FLF provides support as staff provides direct services, spending $\frac{1}{4}$ of time helping IV-D staff with IV-D issues. **Only $\frac{1}{4}$ of time of FLF Supervisor should be billed to grant, not $\frac{1}{2}$.**



Important Takeaways

- Bill to the time, not to the budget.
 - Ex: A court budgets for a 0.5 CSC, with the rest of the funding coming from general trial court funding to handle non IV-D matters. In June, the CSC spends only 20% of his/her time on IV-D work. **Despite being budgeted as a 0.5 CSC, only 20% of the CSC's time can be billed to the grant in June.**
 - Ex: If in the same court, assume the CSC spends 70% of his/her time on IV-D work in June. **The CSC can bill up to 70% of his/her time to the grant, if approved by the court, even though it exceeds what was initially budgeted for the CSC.**



Important Takeaways

- Each staff person's timekeeping practices should be internally consistent.
- Ex: A clerk uses a scratch sheet to keep track of his/her time. During the last 15 minutes of every day, the clerk transfers the information from the scratch sheet to his/her time sheet.



Questions?

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