



Welcome to the 29th Annual AB 1058 Conference







AB 1058 Timekeeping

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September 18, 2025



Overview

- Title IV-D Funding
- Reimbursable IV-D activities
- Hypotheticals
- Timekeeping Principles
- Rolling Time Study



- 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



ACCOUNTABLE

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

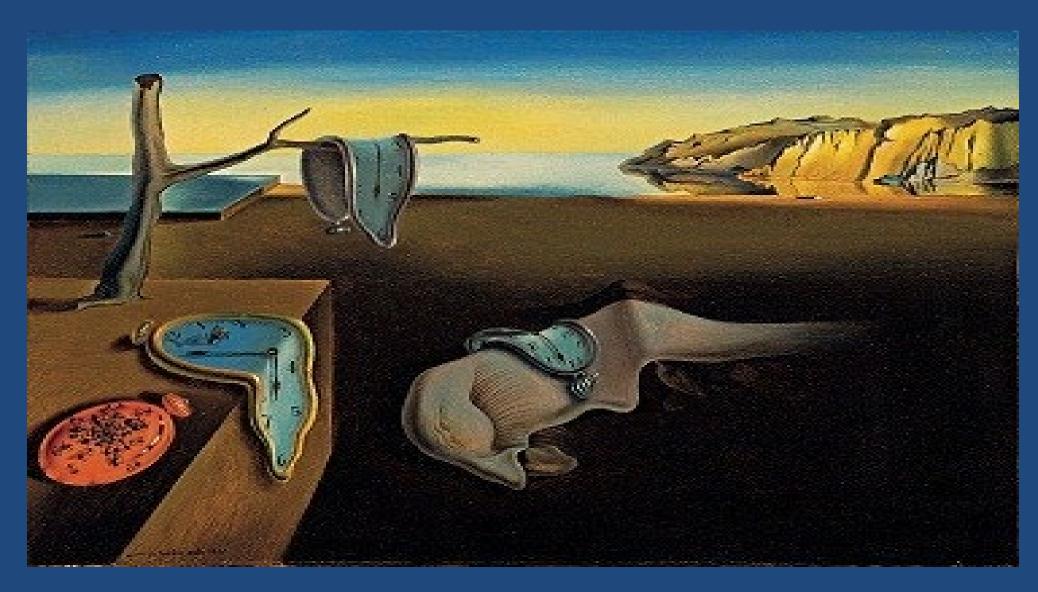


JCC Grant Timesheet

STAT	E OF CALIFOR	NIA				JUDI	CIAL COUNC	IL OF CALIFO	RNIA				
JC-4 TIMESHEET (REV 07-19)							GRANT T	IMESHEET					
SUPE	RIOR COURT O	F CALIFORNIA,	COUNTY OF										
EMPL	OYEE NAME:					PAY PERIOD ST	TART:			PAY PERIOD EN	ID:		
EMPL	OYEE STATUS:												
	FULL	TIME					PART TIME						
Fede	ral regulations	require that all I	hours worked by	an emplovee r	nust be accoun	ted for, regardle	ss of whether o	r not it is reimb	ursable by the g	rant.			
	A	В	С	D	E	F	G	Н	ı	J = (B thru I)	K	L	M = (J+L)
	Date	Title IV-D CSC Hours	Title IV-D FLF Hours	Title IV-D Outreach Hours	Self-Help	(Insert Program Name)	(Insert Program Name)	(Insert Program Name)	Other Hours	Total Hours Worked	Unpaid Leave Time	Total PTO Used	Total Hours Including PTO
1								4					
3													
4								 					
5													
6	Total Hours												
	Percentage					 		 					
COMMENTS: I hereby certify under penalty of perjury that this time sheet accurately represents actual time worked and any Lavel me charged or authorized to any grant included does not exceed leave time earned while working on the grant.													
		_	_										
	Employee	Signature		Date		Superviso	r Signa u e						Date

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

Keeping Track of Time



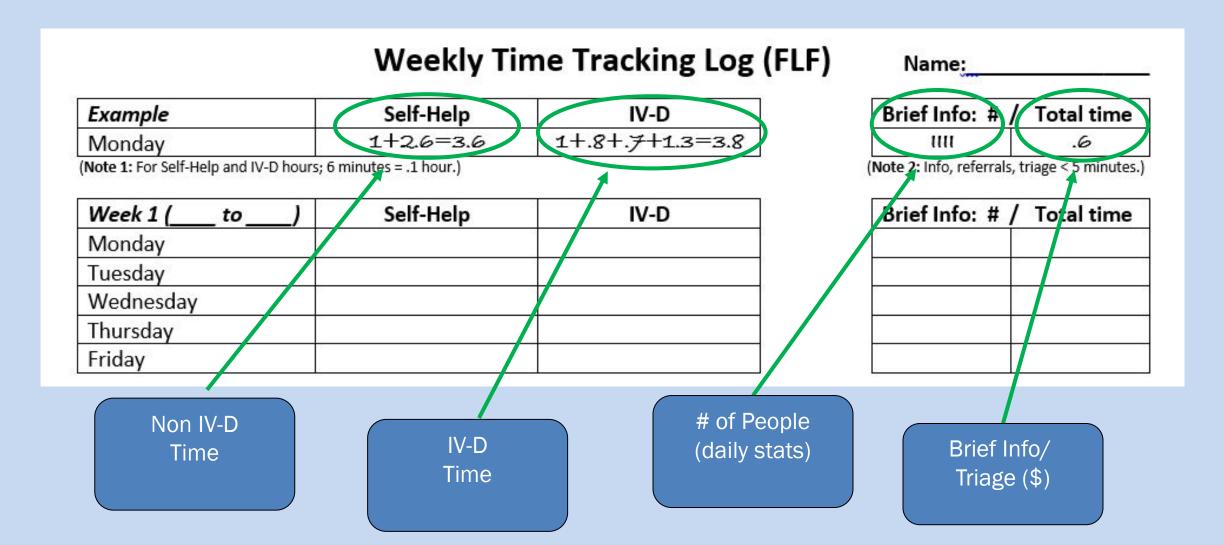


Tips for Keeping Track

- 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





The (2-part) Question

- L. Was the activity IV-D <u>reimbursable</u>?
- 2. How much <u>time</u> 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

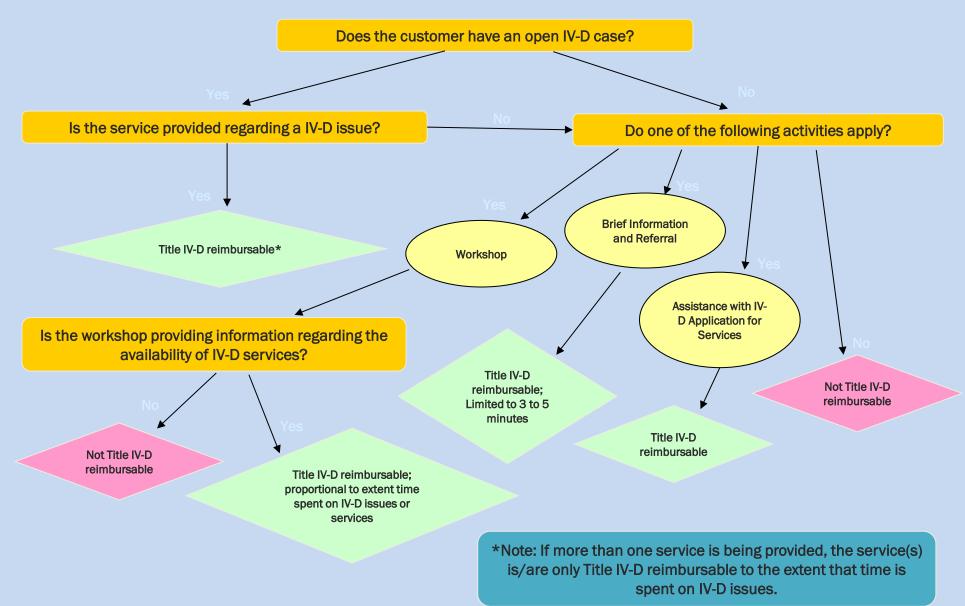
FLF Only

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

FLF Workshops

- 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

FLF Reimbursability Decision Tree



- 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

- 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)

- 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

- 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



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

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





Monday:

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

	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					



Tuesday:

 8 – 5: General Family Law Court Calendar

	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					



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)

	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					



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)

	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					



Friday:

Vacation!

	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					



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Total Non IV-D Time	45 min	8	2	1	
Leave					8

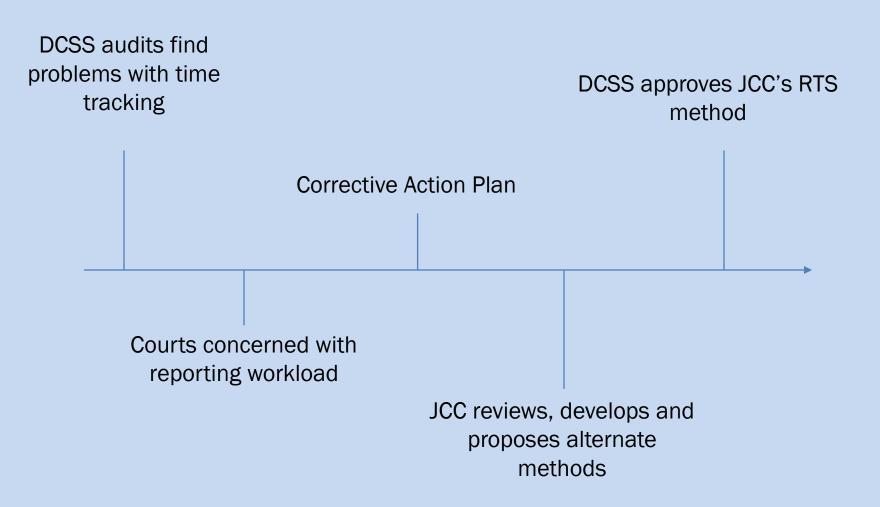
Sample CSC Timesheet

STA	TE OF CALIFOR	NIA		JUDICIAL COUNCIL OF CALIFORNIA									
JC-4	JC-4 TIMESHEET (REV 07-19) GRANT TIMESHEET												
SUP	ERIOR COURT O	F CALIFORNIA,	COUNTY OF			Yolo							
FMP	LOYEE NAME:					PAY PERIOD S	TART:			PAY PERIOD EN	ID:		
	Candace Com	missioner				77172111020	9/16/2019			TAT TELLIOD E	9/22/2019		
							_,,						
EMP	LOYEE STATUS:												
	FULL	TIME)	x			PART TIME						
Fede	eral regulations	require that all I	nours worked by	y an employee i	must be accour	ited for, regardle	ess of whether or	not it is reimb	oursable by the g	rant.			
	Α	В	С	D	E	F	G	Н	1	J = (B thru I)	К	L	M = (J+L)
	Date	Title IV-D CSC Hours	Title IV-D FLF Hours	Title IV-D Outreach Hours	Self-Help	(Insert Program Name)	(Insert Program Name)	(Insert Program Name)	Other Hours	Total Hours Worked	Unpaid Leave Time	Total PTO Used	Total Hours Including PTO
1	09/16/19	7.25							0.75	8.00		-	8.00
2	09/17/19	-							8.00	8.00		-	8.00
3	09/18/19	6.00							2.00	8.00		-	8.00
4	09/19/19 09/20/19	7.00							1.00	8.00		8.00	8.00 8.00
-	Total Hours	20.25							11.75	32.00		8.00	40.00
	Percentage	63.28%							36.72%	80.00%		20.00%	100.00%
COM	IMENTS:												
-													
Ther	eby certify under	penalty of perju	ry that this time:	sheet accurately	y represents act	tual time worked	and any leave tim	e charged or a	uthorized to any gr	ant included do	es not exceed		
leave	e time earned wi	nile working on th	ne grant.										
	Employee	Signature		Date		Superviso	or Signature						Date

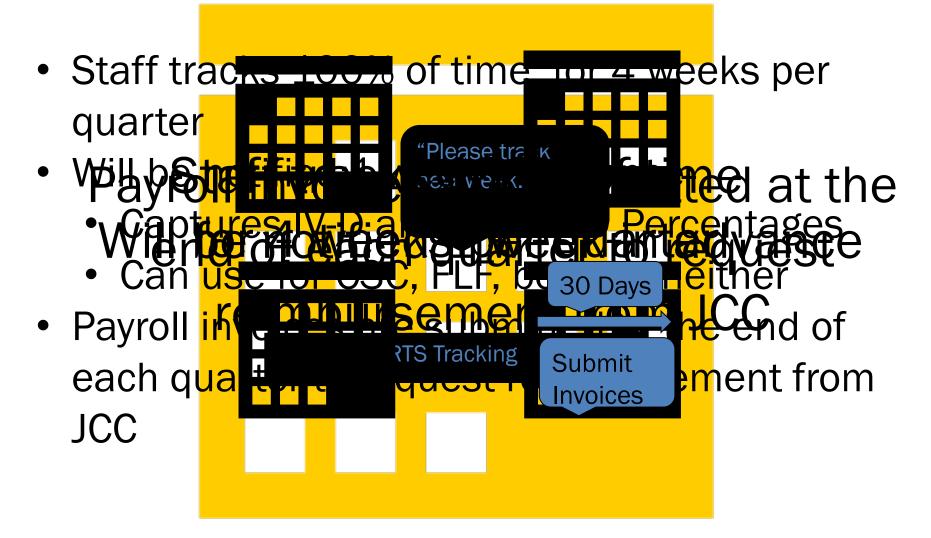
Rolling Time Study



Development of Rolling Time Study (RTS)



RTS Process



Benefits of RTS

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More Hypotheticals

- 8:00am 8:30am review 20 IV-D cases for the morning calendar, spending no more than 1.5 minutes per case
- 8:30am 11:30am In court, working on IV-D cases
- 11:30am 12:00pm the last case of the morning, you find out that DCSS has closed their case – not a IV-D case; you spend 30 minutes on the case
- 1pm 4:30pm 10 non-IV-D cases
- 4:30pm 5pm parents from all 10 non-IV-D cases asked you how they can open a case at the Local Child Support Agency; all 10 were assisted with information, no more than 5 minutes per case.

More Hypotheticals

- 8:00 12:00 A Family Law Faciltitator assists 10 people.
 - 5 litigants have IV-D issues
 - 5 litigants with non-IV-D issues
 - ...
 - Spent 3 hours on the non-IV-D cases, and 1 hour on the IV-D cases
 - Only bill 1 hour to the grant

More Hypotheticals

- Prior to court in the morning, an attorney asks you about "County of Orange LCSA v. Jane Smith" – is it on the morning or afternoon calendar?
 - Despite a state-of-the-art case management system, it takes you 30 minutes to look up the case due to your computer rebooting, installing updates, and having to log-in multiple times
 - You find the case, and tell the attorney to come back in the afternoon, which they would know had they actually read their own motion
 - How much can be billed to the grant?
 - Missing the threshold question is the DCSS case <u>open?</u>



