



# Welcome to the 29<sup>th</sup> Annual AB 1058 Conference

September 18, 2025

# AB 1058 Timekeeping



**Oliver Greene**  
**Attorney, Judicial Council of California**

September 18, 2025




Timekeeping

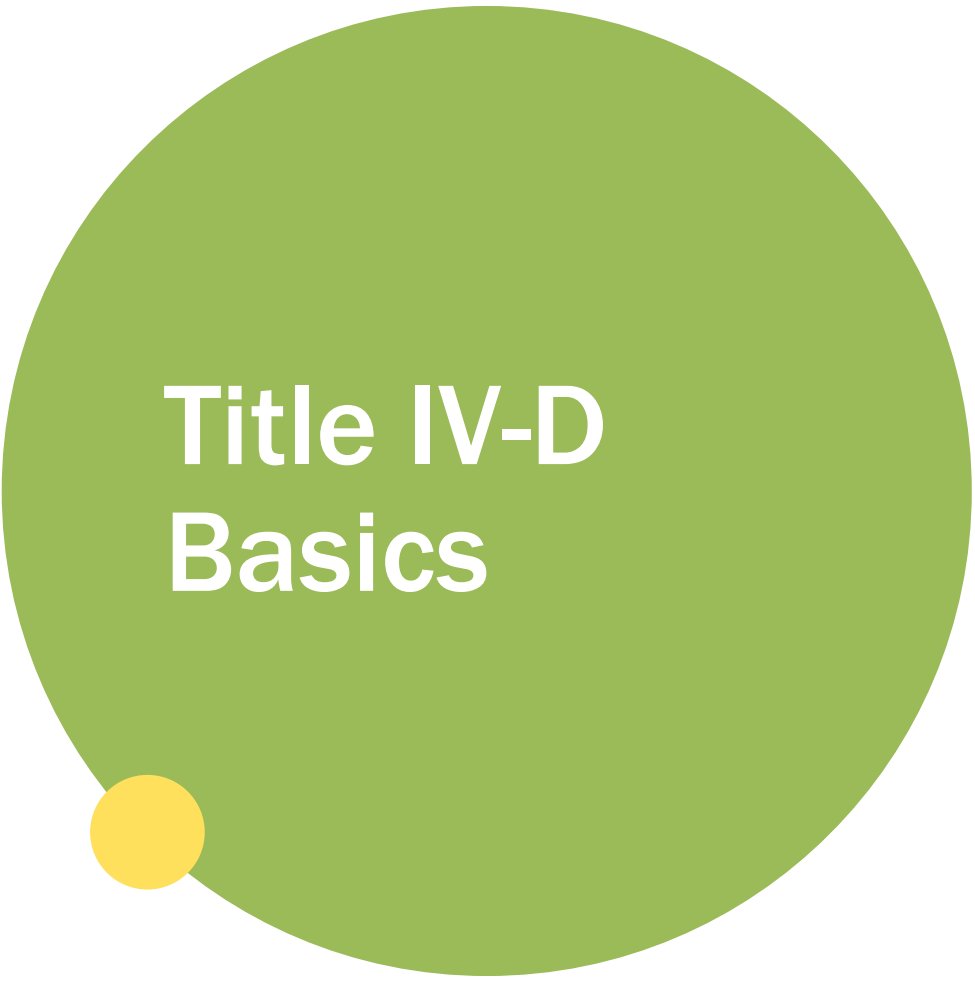
# Overview

- Title IV-D Funding
- Reimbursable IV-D activities
- Hypotheticals
- 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

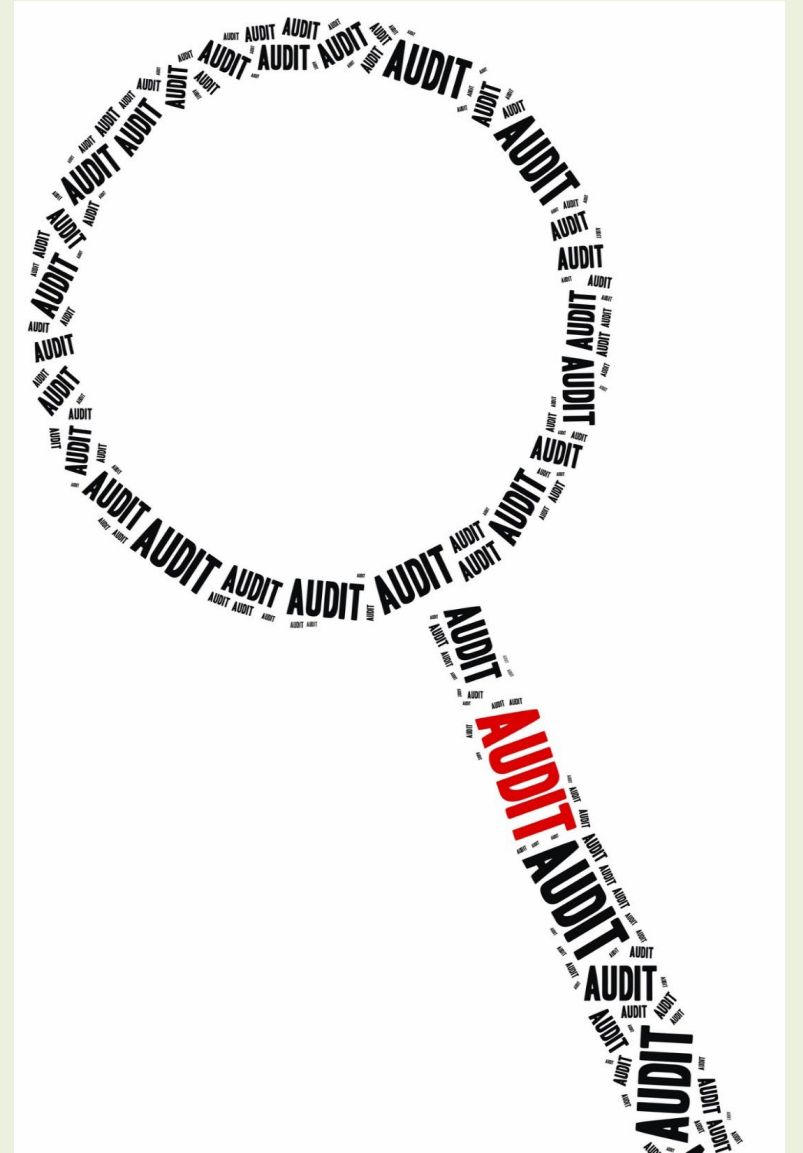
## Court Accountability

- 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



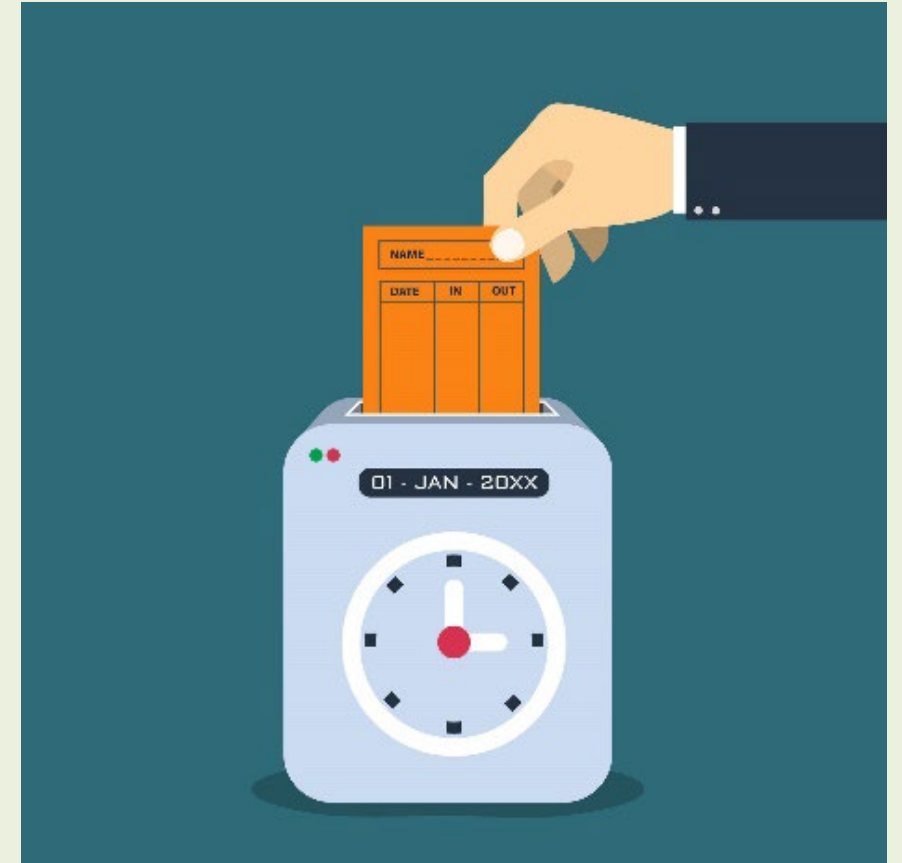
# Audit Findings

- 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

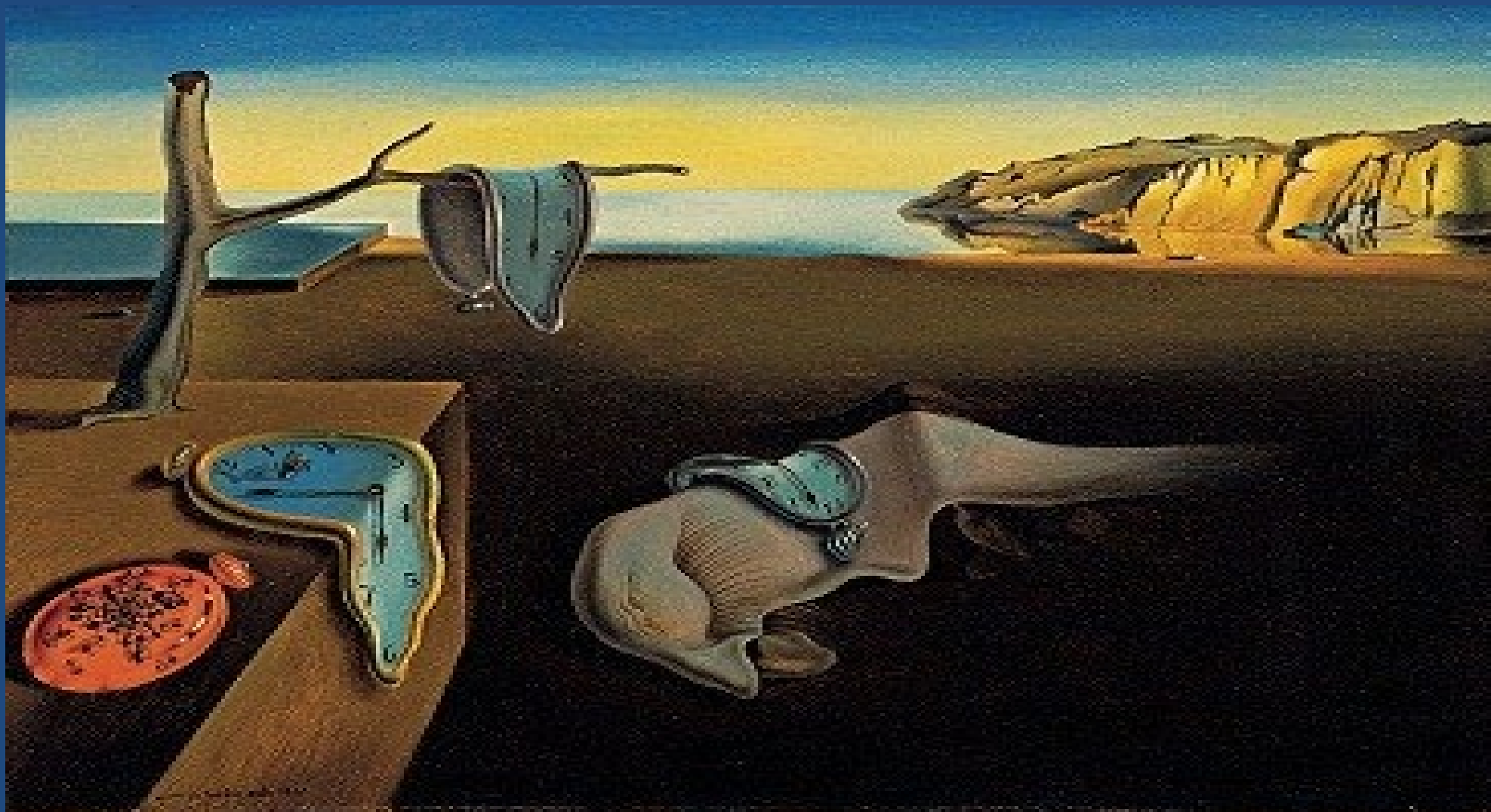


# JCC Grant Timesheet

STATE OF CALIFORNIA JC-4 TIMESHEET (REV 07-19)				JUDICIAL COUNCIL OF CALIFORNIA GRANT TIMESHEET										
SUPERIOR COURT OF CALIFORNIA, COUNTY OF														
EMPLOYEE NAME:				PAY PERIOD START:			PAY PERIOD END:							
EMPLOYEE STATUS:				PART TIME			FULL 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 = (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														
2														
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 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				

- 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

## Weekly Time Tracking Log (FLF)

<b>Example</b>	<b>Self-Help</b>	<b>IV-D</b>
Monday	1+2.6=3.6	1+.8+.7+1.3=3.8

(Note 1: For Self-Help and IV-D hours; 6 minutes = .1 hour.)

Week 1 (___ to ___)	Self-Help	IV-D
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		

Name: \_\_\_\_\_

<b>Brief Info: #</b>	<b>Total time</b>
IIII	.6

(Note 2: Info, referrals, triage < 5 minutes.)

Brief Info: #	Total time

Non 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

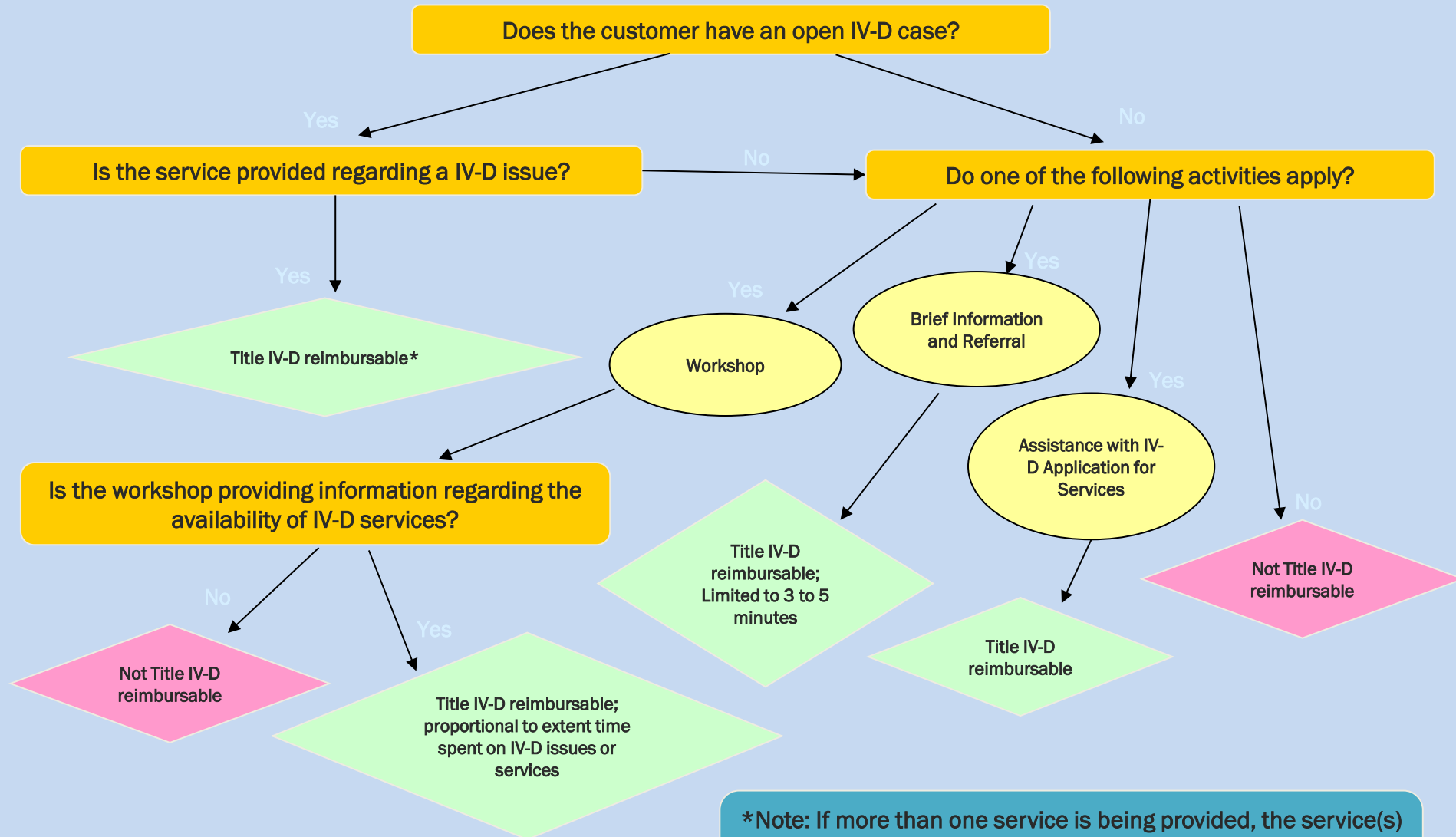
- Bar dues
- **NO** open case with LCSA → but:
  - Providing info, brief explanation of court process & referrals (i.e. triage) **< 5 Minutes**
  - Distributing court forms
  - Some Workshops\*  
next slide)

(\* See

# 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

# FLF Reimbursability Decision Tree



\*Note: If more than one service is being provided, the service(s) is/are only Title IV-D reimbursable to the extent that time is spent on IV-D issues.

# 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

# Proportionality

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



# Documentation

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



# 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)

		Week of				
Name: Candace Commissioner		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)

		Week of				
Name: Candace Commissioner		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)

		Week of 9/16				
Name: Candace Commissioner		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!

		Week of				
Name: Candace Commissioner		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!

		Week of 9/16				
Name: Candace Commissioner		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											
JC-4 TIMESHEET (REV 07-19)		GRANT TIMESHEET											
SUPERIOR COURT OF CALIFORNIA, COUNTY OF		Yolo											
EMPLOYEE NAME:		PAY PERIOD START:				PAY PERIOD END:							
Candace Commissioner		9/16/2019				9/22/2019							
EMPLOYEE STATUS:		FULL TIME					PART TIME						
		X											
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=(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	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	7.00							1.00	8.00		-	8.00
5	09/20/19	-							-			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%
COMMENTS:													
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			

# Rolling Time Study



# Development of Rolling Time Study (RTS)

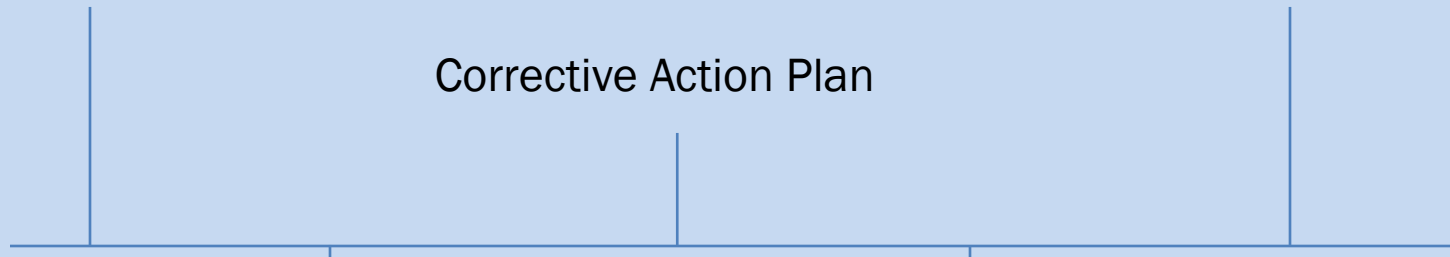
DCSS audits find  
problems with time  
tracking

DCSS approves JCC's RTS  
method

Corrective Action Plan

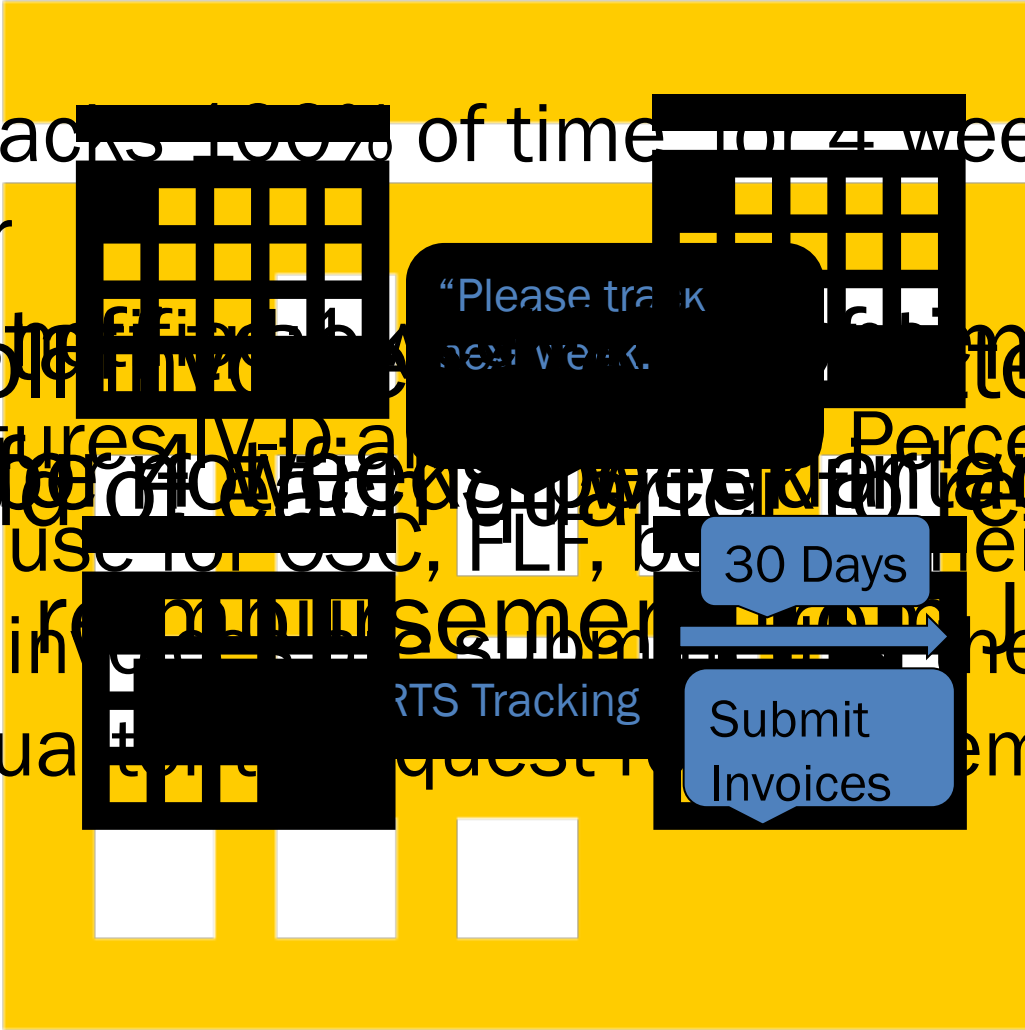
Courts concerned with  
reporting workload

JCC reviews, develops and  
proposes alternate  
methods



# RTS Process

- Staff tracks 100% of time for 4 weeks per quarter
- Will be submitted at the end of each quarter
- Captures V-I-a, Percentages
- When done, request for invoice
- Can use for OSC, FLF, or JCC
- Payroll in each semester
- Submit Invoices
- 30 Days
- JCC
- RTS Tracking
- Request
- JCC



# Benefits of RTS

Courts will still use current granted  
Payroll invoices similar to the tracking  
Automated Summary Page  
system as current system



# 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 Facilitator 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 *open?*



Questions?



# Thank you!

Oliver Greene

[Oliver.greene@jud.ca.gov](mailto:Oliver.greene@jud.ca.gov)