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
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 to 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
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
FLF Reimbursability Decision Tree

Is the service provided regarding a IV-D issue?
- Yes: Does the customer have an open IV-D case?
  - Yes: Title IV-D reimbursable; Limited to 3 to 5 minutes
  - No: Is one of the following activities applied?
    - Information and Referral
      - No: Title IV-D reimbursable
      - Yes: Workshop
        - Yes: Title IV-D reimbursable

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

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

Corrective Action Plan

DCSS approves JCC’s RTS method

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 notified 1 week in advance
- Payroll invoices are submitted at the end of each quarter to request reimbursement from JCC

- Can use for CSC, FLF, both, or neither
Benefits of RTS
Payroll methods will still use a manual time tracking system.

But only for 4 weeks.

Courts will still use current grant accounting forms.

Automated Summary Page
Payroll invoices only need to be submitted once per quarter.

Monday:
8 – 5: AB 1098 Court Calendar (including hearing 3 custody issues in the morning, which took a total of 45 minutes).

Name: Candace Commissioner
Week of 9/16

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

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Sample CSC Scratch Sheet
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)

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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)

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Friday:
- Vacation!

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Sample CSC Scratch Sheet

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Sample CSC Timesheet
Contact Information:

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John Henzl:
john.henzl@jud.ca.gov