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Director

State of California—Health and Human Services Agency
California Department of Public Health



ARNOLD SCHWARZENEGGER
Governor

December 28, 2007

TO: MCAH & AFLP DIRECTORS
MCAH, AFLP & BIH FISCAL OFFICERS & COORDINATORS

SUBJECT: CHANGE IN MCAH TITLE XIX TIME STUDY POLICY,
REMOVAL OF 10-DAY MINIMUM TIME STUDY
PROGRAM POLICY ALERT #2007/08-04

This letter provides notice of a policy change regarding Maternal, Child and Adolescent Health (MCAH), Adolescent Family Life Program (AFLP), and Black Infant Health (BIH) Federal Financial Participation (FFP) time studying. To maintain FFP claiming compliance, in addition to our prior policy change (dated 11/2/07) of not allowing averaged time studies, CDPH MCAH is removing the current policy of a 10-day time study minimum, **effective January 1, 2008**.

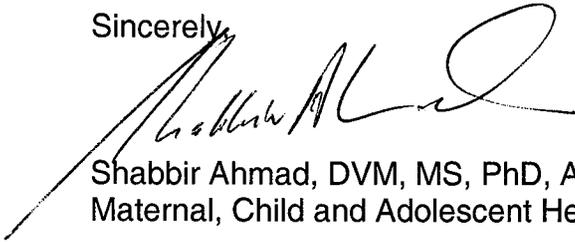
Agencies claiming Title XIX funds are no longer required to time study a minimum of ten (10) days during their designated time study month in order to claim FFP. However, all staff are still required to time study 100% of their time for the month. This means that if you have staff who are on paid or unpaid leave and are not able to document 10 or more working days of time in their FFP time study you can still claim FFP for the time that they actually work during the time study month, as long as it is at least one full day of performing SOW-related activities. The balance of the time study month must be reported as paid or unpaid leave.

Agencies can designate which month they are going to time study. The same time study month applies to all Agency staff. Agencies wanting to change their time study month must notify their Contract Manager and Program Consultant in writing prior to the start of the applicable fiscal year. If an agency does not notify CDPH MCAH of any change in the designated time study month prior to the beginning of a fiscal year, the required time study month will remain the same as the prior fiscal year.

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The 07-08 Fiscal Administration Policy and Procedure Manual will be updated with this information. If you have any questions, please contact your Contract Manager.

Sincerely,

A handwritten signature in black ink, appearing to read 'Shabbir Ahmad', written over a horizontal line.

Shabbir Ahmad, DVM, MS, PhD, Acting Chief
Maternal, Child and Adolescent Health Program

cc: MCAH Program Staff
MCAH Contract Managers
Fred Chow
Sue Lyle
Nancy Smith