1. INCORRECT REDUCTION CLAIM TITLE	For CSM U	Ise Only
	Filing Date:	
	Rece	ived
	November	•
2. CLAIMANT INFORMATION	Commis State Ma	
		37-I-03
Name of Local Agency or School District	12-42	37-1-03
	4. IDENTIFICATION OF STAT EXECUTIVE ORDERS	TUTES OR
Claimant Contact	Please specify the subject statute or execu	
Title	claimaint alleges is not being fully reimb the adopted parameters and guidelines.	ursed pursuant to
Street Address		
City, State, Zip		
Telephone Number	5. AMOUNT OF INCORRECT	REDUCTION
Fax Number	Please specify the fiscal year and amount	
E-Mail Address	than one fiscal year may be claimed. Fiscal Year Amo	unt of Reduction
2 3 3 3 3 3 3 3 3 3 3 3 3 3 3 3 3 3 3 3		
3. CLAIMANT REPRESENTATIVE INFORMATION		
Claimant designates the following person to act as		
its sole representative in this incorrect reduction claim. All correspondence and communications regarding this		
claim shall be forwarded to this representative. Any	TOTAL:	
change in representation must be authorized by the	6. NOTICE OF INTENT TO CO	ONSOLIDATE
claimant in writing, and sent to the Commission on State Mandates.	Please check the box below if there is intthis claim.	tent to consolidate
Claimant Representative Name	Yes, this claim is being filed to consolidate on behalf of	
Title	Sections 7 through 11 are attached as	follows:
Organization	7. Written Detailed	
	Narrative:	pages to
Street Address	8. Documentary Evidence and Declarations:	Exhibit
City, State, Zip	9. Claiming Instructions:	Exhibit
Telephone Number	10. Final State Audit Report or Other Written Notice	
Fax Number	of Adjustment:	Exhibit
E-Mail Address	11. Reimbursement Claims:	Exhibit

LORI E. PEGG, County Counsel (S.B. #129073)
ORRY P. KORB, Assistant County Counsel (S.B. #114399)
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OFFICE OF THE COUNTY COUNSEL
70 West Hedding Street, East Wing, Ninth Floor
San Jose, California 95110-1770
Telephone (408) 299-5900

Attorneys for COUNTY OF SANTA CLARA

STATE OF CALIFORNIA COMMISSION ON STATE MANDATES

In Re:)	No.
)	
STATE CONTROLLER'S OF	FICE)	INCORRECT REDUCTION CLAIM
AUDIT REPORT ON SANTA)	BY THE COUNTY OF SANTA CLARA
CLARA COUNTY CHILD)	
ABDUCTION AND RECOVE	RY)	
PROGRAM)	
)	

On December 4, 2009, the State Controller's Office (hereinafter "SCO") issued its final audit report regarding the County of Santa Clara's (hereinafter "County's") claims for costs incurred based on the legislatively-created Child Abduction and Recovery Program (Test Claim No. CSM 4237; Chapter 1399, Statutes of 1976; Chapter 162, Statutes of 1992; and Chapter 988, Statutes of 1996) for July 1, 2003, through June 30, 2007. A true and correct copy of the SCO's final audit report is attached hereto as Exhibit A and incorporated herein by reference. The SCO incorrectly reduced the County's claim of \$2,480,334 by \$296,732 thus only allowing

\$2,183,602. The County requests that the Commission on State Mandates reverse the audit findings and award the County the full and correct claim amount of \$2,480,334.

FACTS

The Child Abduction and Recovery Program involves locating and recovering minor children who have been taken from a parent, or person with a right of custody of the child, in violation of that person's right of custody. The County has jurisdiction to act in a case when the child is located in Santa Clara County, has been removed from the county or the victim resides in the county at the time of the abduction.

Once a person makes a police report that a child has been abducted by a parent or other family member, the person is referred to the Child Abduction Unit. The person completes a questionnaire and an investigation into the case is opened. The legal clerk coordinates the questionnaire process as well as initial contact and intake. The legal clerk assembles an investigative file and conducts preliminary investigation into the parties.

Upon assembling the file, the paralegal assigned to the team researches the person's right of custody to the child. This may involve reviewing court files to locate the most recent court order.

Once a right of custody has been determined, the case is assigned to the investigative staff. The investigators interview witnesses and, depending on the circumstances, may attempt to contact the abductor.

After the case is assigned to a unit attorney, the attorney confers with the staff to discuss case development, to coordinate court hearings and legal issues, to draft

pleadings and communications with other agencies, and to appear in judicial hearings. In international cases, the unit attorney prepares the documents filed in the cases that fall under the Hague Convention on the Civil Aspects of International Child Abduction, for both incoming and outgoing abductions. The unit attorney is responsible for general unit management and the processing of cases.

This program was found to be a state-mandated reimbursable program by the predecessor to this Commission, the Board of Control, on September 19, 1979. No copy of the Board of Control's Statement of Decision is on file with the Commission or available clsewhere. Thereafter, Parameters and Guidelines were adopted on January 21, 1981. The Parameters and Guidelines used for the claims at issue were amended on August 26, 1999 and again on October 30, 2009, a true and correct copy of which is attached hereto as Exhibits B and C, respectively, and are incorporated herein by reference. Claiming Instructions were duly issued by the SCO, a true and correct copy of which is attached hereto as Exhibit D and is incorporated herein by reference.

The reimbursable components of this program include:

- Ohtaining compliance with court orders relating to child custody or visitation proceedings and the enforcement of child custody or visitation orders, including:
 - a. Contact with child(ren) and other involved persons.
 - (1) Receipt of reports and requests for assistance.
 - (2) Mediating with or advising involved individuals. Mediating services may be provided by other departments. If this is the case, indicate the department.
 - (3) Locating missing or concealed offender and child(ren).
 - b. Utilizing any appropriate civil or criminal court action to secure compliance.

- (1) Preparation and investigation of reports and requests for assistance.
- (2) Seeking physical restraint of offenders and/or the child(ren) to assure compliance with court orders.
- (3) Process services and attendant court fces and costs.
- (4) Depositions.
- c. Physically recovering the child(ren).
 - (1) Travel expenses, food, lodging, and transportation for the escort and child(ren).
 - (2) Other personal necessities for the child. All such items purchased must be itemized.
- 2. Court actions and costs in cases involving child custody or visitation orders from another jurisdiction, which may include, but are not limited to, utilization of the Uniform Child Custody Jurisdiction Act (Family Code Sections 3400 through 3425) and actions relating to the Federal Parental Kidnapping Prevention Act (42 USC 1738A) and The Hague Convention of 25 October 1980 on the Civil Aspects of International Child Abduction (Senate Treaty Document 99-11, 99th Congress, 1st Session).
 - a Cost of providing foster care or other short-term care for any child pending return to the out-of-jurisdiction custodian. The reimbursable period of foster home care or other short-term care may not exceed three days unless special circumstances exist.

 Please explain the special circumstances. A maximum of ten days per child is allowable. Costs must be identified per child, per day. This cost must be reduced by the amount of state reimbursement for foster home care which is received by the county for the child(ren) so placed.
 - b. Cost of transporting the child(ren) to the out-of-jurisdiction custodian.
 - (1) Travel expenses, food, lodging, and transportation for the escort and child(ren).
 - (2) Other personal necessities for the child(ren). All such items purchased must be itemized. Cost recovered from any party, individual or agency, must be shown and used as an offset against costs reported in this section.
 - (3) Securing appearance of offender and/or child(ren) when an arrest warrant has been issued or other order of the court to produce the offender or child(ren).
 - (a) Cost of serving arrest warrant or order and detaining the individual in custody, if necessary, to assure appearance in accordance with the arrest warrant or order.
 - (b) Cost of providing foster home care or other short-term care for any child requiring such because of the detention of the individual having custody. The number of days for the foster home care or short-term care shall

- not exceed the number of days of the detention period of the individual having physical custody of the minor.
- (4) Return of an illegally obtained or concealed child(ren) to the legal custodian or agency.
 - (a) Costs of food, lodging, transportation and other personal necessities for the child(ren) from the time he/she is located until he/she is delivered to the legal custodian or agency. All personal necessities purchased must be itemized.
 - (b) Cost of an escort for the child(ren), including costs of food, lodging, transportation and other expenses where such costs are a proper charge against the county. The type of escort utilized must be specified.

Any funds received as a result of costs assessed against a defendant or other party in a criminal or civil action for the return or care of the minor(s) (or defendant, if not part of a criminal extradition) must be shown and used as an offset against these costs.

Based on the foregoing, the County timely filed its claims for this program for fiscal years 2003-2004, 2004-2005, 2005-2006 and 2006-2007, which are the subject of this incorrect reduction claim. True and correct copies of these reimbursement claims are attached hereto as Exhibits E, F, G, and H, respectively, and are incorporated herein by reference.

The draft audit report was issued on October 14, 2009. Finding 1 of the audit report states that the County's productive hourly rate had been calculated improperly. The report also alleges that the County misstated salaries, benefits and indirect costs.

On November 9, 2009, the County issued its response to the draft findings, taking exception to the characterization that the calculation of the productive hourly rate was improper. The County also explained that its costs were properly and fully

substantiated. A true and correct copy of the County's response is attached hereto as Exhibit I and is incorporated herein by reference.

The final audit report was issued on December 4, 2009, without any change in the findings at issue.

ANALYSIS AND DISCUSSION

A. AUDIT FINDING NUMBER ONE REGARDING COUNTY'S PRODUCTIVE HOURLY RATE CALCULATION IS INCORRECT.

Audit Finding 1 states that the County over-claimed salaries, benefits and related indirect costs in the amount of \$196,391. This finding was based upon the County's computation of its productive hourly rates for employees. The computation was proper and complied with the SCO's Claiming Instructions. Therefore, the County requests that this Commission reverse Audit Finding 1 to allow for the full recovery of costs incurred for this state-mandated program for the reasons discussed helow.

1. The County's Productive Hourly Rate Computation Complies With The SCO-Issued General Claiming Instructions.

The computation of an annual productive hourly rate used by the County removes non-productive time spent on authorized breaks and training. The resulting total countywide annual productive hours of 1,561 for FY 03-04, 1,545 for FY 04-05, 1,544 for FY 05-06, and 1,537 for FY 06-07 are the bases for the annual productive hourly rate used in the County's claim.

In the audit report, the SCO relied upon the Mandated Cost Manual for Local

Agencies with regard to the productive hourly rate computation. To support its

argument that the County's rate was improper, the SCO cited the following text from the Manual:

A productive hourly rate may be computed for each job title whose labor is directly related to the claimed reimbursable cost. A local agency has the option of using any of the following:

- Actual annual productive hours for each job title,
- The local agency's average annual productive hours or, for simplicity,
- An annual average of 1,800* hours to compute the productive hourly rate.

* * *

- * 1,800 annual productive hours include:
 - Paid holidays
 - Vacation carned
 - Sick leave taken
 - Informal time off
 - Jury duty
 - Military leave taken¹

Relying on this section, the SCO argued that the County's figures of 1,561 for FY 03-04, 1,545 for FY 04-05, 1,544 for FY 05-06, and 1,537 for FY 06-07 productive hours were incorrect and that a figure of 1,800 hours should have been used. However, the SCO omitted relevant portions of the Manual which provide that the productive hourly rate can be calculated in three different ways.

A full reading of the Manual indicates that using 1,800 hours is not the only approved approach. As set forth above, the Manual clearly states that use of countywide average annual productive hours is also an approved method. The County

¹ Section 2, General Claiming Instructions, Subsection 7. Direct Labor Costs, Subdivision A. Direct Labor - Determine a Productive Hourly Rate (revised version 9/01) (Emphasis added).

calculated its average annual productive hours in full compliance with the Manual as issued. The County cannot and should not be penalized for using an approved methodology.

To date, the SCO has not been able to cite one reference as to why the County's approach for calculating its annual productive hours is improper.

2. The County's Computation Results in a More Accurate and Consistent Productive Hourly Rate.

The County submits, on average, 25 to 30 S.B. 90 claims annually. As these claims are prepared by numerous County departments and staff members, the process could easily fall victim to inconsistency in approaches, accuracy and documentation with respect to calculating a different productive hourly rate for each claim.

Recognizing this threat and wanting to create a more reliable, county-wide system, the County embarked on the creation of a verifiable and accurate method of establishing a productive hourly rate through the computation of average productive hours. As a result, the County's methodology improves its S.B. 90 program-claiming accuracy, consistency, and documentation. It also facilitates the State audit process because the methodology for the County's annual productive hours calculation is fully documented and supported.

In creating its average annual productive bours, the County carefully ensured that all non-productive time was removed from the total annual hours. In addition to those items suggested by the SCO above, the County removed time spent in training and on breaks. This methodology ensures greater accuracy. The more accurate the

computational factors, the more accurate the result. Indeed, in response to the final audit report, the County made further adjustments solidifying the precision of its productive hours computation.

The SCO's main complaint seems to be that the County used required break times and required training times rather than actual times spent on these activities.

This argument lacks merit for the following reasons.

The Child Abduction Unit employees whose time is the subject of this claim are non-exempt workers who are legally entitled to take two fifteen minute break periods per day. Presumably, these employees took these breaks. The presumption that these breaks were taken is no different from the presumption that paid holidays, which are specifically set forth as properly included in the calculation by the SCO, were also taken. Instead of making this presumption, the SCO would have the County employ a clock-in, clock-out system for breaks to ensure that the break times do not actually add up to 28 or 32 minutes daily. Such an expenditure of time and costs is unwarranted in light of the statistically invalid difference that may be found between actual break time and the required break time. The SCO also raised the issue of whether the County removed the break times from the employee hours it charged to the mandated program. It is evident from the time studies that break times were not included in the hours charged to the program. (See, e.g., Exhibit L, Nov. 17, 2004) Child Abduction Time Study Worksheet of Bytheway, p. 193 (showing break times marked in non-mandated category).)

With respect to training hours, for fiscal years 2002-2003 and beyond, the

County used actual training hours in calculating its productive hourly rates.

The use of a countywide productive hourly rate is explicitly authorized by the State Controller's claiming instructions.² The productive hourly rate used by the County for this claim is fully documented and was accurately calculated by the County Controller's Office. All supporting documents for the calculation of countywide productive hours were provided to the SCO during the state audit.

Further, as shown in the letter of December 27, 2001, from the County

Controller to the State Controller's Office, the State was notified years ago that the

County was electing to use the productive hourly rate methodology authorized by the

State-mandated claiming procedures. A true and correct copy of this letter is attached
hereto as Exhibit J and is incorporated herein by reference. The County reported that
the switch to a countywide methodology for the calculation of average productive
hours per position would improve state mandate claiming accuracy, consistency,
documentation and facilitate the State audit function. Consequently, more than 50
claims were submitted and accepted during 2002 and 2003 using this methodology.

Furthermore, the State Controller has accepted the County's use of the countywide
productive hours methodology for state mandated claims as evidenced by an e-mail
from Jim Spano dated February 6, 2004, a true and correct copy of which is attached
hereto as Exhibit K and is incorporated herein by reference.

Determine a Productive Hourly Rate (revised version 9/01)

Mandated Cost Manual for Local Agencies, Section 2, General Claiming Instructions, Subsection 7. Direct Labor Costs, Subdivision A, Direct Labor -

B. AUDIT FINDING NUMBER TWO REGARDING MISSTATED SALARIES, BENEFITS AND INDIRECT COSTS IS INCORRECT.

The audit report alleges that the application of the time study conducted during the November 15, 2004, through December 10, 2004, period to the fiscal year 2003-2004 claim was improper because the time study was not representative. A true and correct copy of this time study plan and results are attached hereto as Exhibit L and are incorporated herein by reference.

The time study undertaken by the County provided a reliable measure of the time needed to perform the mandated activities. The time study relied on contemporaneous documentation of mandated and non-mandated activities to provide a full accounting of time; it covered four weeks that corresponded with pay periods to assure that the time study documentation could be checked back against payroll information; it was done in close proximity to the claim period and for a reasonable length of time to merit acceptance as representative of the fiscal year; and all employees performing mandated activities participated to eliminate any errors that could have occurred due to small sample size or extrapolation. Moreover, because the activities related to the program are not seasonal and have not changed appreciably over time, the November-December 2004 time study is a reliable indicator of the time spent on the same activities during the claiming period in question.

The SCO failed to recognize that the time study substantiated the County's claims and, consequently, wrongfully applied its own standard. The time study was conducted closer to the claim period than the alternative method used by the SCO and

thus is the more reliable of the two measures.

CONCLUSION

The County has adequately documented its productive hourly rates of 1,561 for FY 03-04, 1,545 for FY 04-05, 1,544 for FY 05-06, and 1,537 for FY 06-07 to be precise and reliable figures consistent with the State's claiming instructions. For the County to now be denied the opportunity to use a methodology that was expressly allowed by the instructions and forced to utilize an 1,800-hour standard is manifestly unfair and would result in the failure to fully reimburse the County for its costs of fulfilling a state mandate.

With respect to the SCO's other allegation regarding the reliability of the County's time study, the County has provided sufficient and reliable documentation to support the claimed costs as explained above.

In light of the arguments presented above, the County requests that the Commission reverse the SCO's audit findings and award the County the full and correct claim amount of \$2,480,334.

Dated: Nov. 27, 2012

Respectfully submitted,

LORI E. PEGG County Counsel

Zianne Keynolds Lizanne Reynolds

Deputy County Counsel

Attorneys for COUNTY OF SANTA CLARA

12. CLAIM CERTIFICATION

Read, sign, and date this section and insert at the end of the incorrect reduction claim submission.*

This claim alleges an incorrect reduction of a reimbursement claim filed with the State Controller's Office pursuant to Government Code section 17561. This incorrect reduction claim is filed pursuant to Government Code section 17551, subdivision (d). I hereby declare, under penalty of perjury under the laws of the State of California, that the information in this incorrect reduction claim submission is true and complete to the best of my own knowledge or information or belief.

County of Santa Clara	Director of Finance Agency
Print or Type Name of Authorized Local Agency or School District Official	Print or Type Title
Llhanna	_11/28/12
Signature of Authorized Local Agency or	Date /
School District Official	

^{*} If the declarant for this Claim Certification is different from the Claimant contact identified in section 2 of the incorrect reduction claim form, please provide the declarant's address, telephone number, fax number, and e-mail address below.

SANTA CLARA COUNTY

Audit Report

CHILD ABDUCTION AND RECOVERY PROGRAM

Chapter 1399, Statutes of 1976; Chapter 162, Statutes of 1992; and Chapter 988, Statutes of 1996

July 1, 2003, through June 30, 2007



JOHN CHIANG
California State Controller

December 2009



December 4, 2009

The Honorable Liz Kniss, President Board of Supervisors Santa Clara County County Government Center, East Wing 70 West Hedding Street San Jose, CA 95110

Dear Ms. Kniss:

The State Controller's Office audited the costs claimed by Santa Clara County for the legislatively mandated Child Abduction and Recovery Program (Chapter 1399, Statutes of 1976; Chapter 162, Statutes of 1992; and Chapter 988, Statutes of 1996) for the period of July 1, 2003, through June 30, 2007.

The county claimed \$2,480,334 for the mandated program. Our audit disclosed that \$2,183,602 is allowable and \$296,732 is unallowable. The costs are unallowable primarily because the county claimed overstated and unsupported costs. The State paid the county \$1,760,125. Allowable costs claimed exceed the amount paid by \$423,477.

If you disagree with the audit findings, you may file an Incorrect Reduction Claim (IRC) with the Commission on State Mandates (CSM). The IRC must be filed within three years following the date that we notify you of a claim reduction. You may obtain IRC information at the CSM's Web site at www.csm.ca.gov/docs/IRCForm.pdf.

If you have any questions, please contact Jim L. Spano, Chief, Mandated Cost Audits Bureau, at (916) 323-5849.

Sincerely,

Original signed by

JEFFREY V. BROWNFIELD Chief, Division of Audits

JVB/sk

cc: Irene Lui, Division Manager

Claims and Cost Management

Controller-Treasurer Department

Santa Clara County

Ram Venkatesan, SB-90 Coordinator

Controller-Treasurer Department

Santa Clara County

George Doorley

Administrative Services Manager III

District Attorney's Office

Santa Clara County

Ginny Brummels, Section Manager

Division of Accounting and Reporting

State Controller's Office

Paula Higashi, Executive Director

Commission on State Mandates

Carla Castañeda, Principal Program Budget Analyst

Department of Finance, Administration

John V. Guthrie, Director of Finance

Santa Clara County

Vinod K. Sharma, Controller-Treasurer

Santa Clara County

Contents

Audit Report

Summary	1
Background	1
Objective, Scope, and Methodology	2
Conclusion	2
Views of Responsible Official	3
Restricted Use	3
Schedule 1—Summary of Program Costs	4
Findings and Recommendations	6
Attachment—County's Response to Draft Audit Report	

Audit Report

Summary

The State Controller's Office (SCO) audited the costs claimed by Santa Clara County for the legislatively mandated Child Abduction and Recovery Program (Chapter 1399, Statutes of 1976; Chapter 162, Statutes of 1992; and Chapter 988, Statutes of 1996) for the period of July 1, 2003, through June 30, 2007.

The county claimed \$2,480,334 for the mandated program. Our audit disclosed that \$2,183,602 is allowable and \$296,732 is unallowable. The costs are unallowable primarily because the county claimed overstated and unsupported costs. The State paid the county \$1,760,125. Allowable costs claimed exceed the amount paid by \$423,477.

Background

Chapter 1399, Statutes of 1976 established the mandated Child Abduction and Recovery Program based on the following laws:

- Civil Code section 4600.1 (repealed and added as Family Code sections 3060–3064 by Chapter 162, Statutes of 1992);
- Penal Code sections 278 and 278.5 (repealed and added as Penal Code sections 277, 278, and 278.5 by Chapter 988, Statutes of 1996); and
- Welfare and Institutions Code section 11478.5 (repealed and added as Family Code section 17506 by Chapter 478, Statutes of 1999, last amended by Chapter 759, Statutes of 2002).

These laws require the District Attorney's Office to assist persons having legal custody of a child in:

- Locating their children when they are unlawfully taken away;
- Gaining enforcement of custody and visitation decrees and orders to appear;
- Defraying expenses related to the return of an illegally detained, abducted, or concealed child;
- Civil court action proceedings; and
- Guaranteeing the appearance of offenders and minors in court actions.

On September 19, 1979, the State Board of Control (now the Commission on State Mandates [CSM]) determined that this legislation imposed a state mandate reimbursable under Government Code section 17561.

The program's parameters and guidelines establish the state mandate and define reimbursement criteria. CSM adopted the parameters and guidelines on January 21, 1981, and last amended them on August 26, 1999. In compliance with Government Code section 17558, the SCO issues claiming instructions to assist local agencies in claiming mandated program reimbursable costs.

Objective, Scope, and Methodology

We conducted the audit to determine whether costs claimed represent increased costs resulting from the Child Abduction and Recovery Program for the period of July 1, 2003, through June 30, 2007.

Our audit scope included, but was not limited to, determining whether costs claimed were supported by appropriate source documents, were not funded by another source, and were not unreasonable and/or excessive.

We conducted this performance audit under the authority of Government Code sections 12410, 17558.5, and 17561. We did not audit the county's financial statements. We conducted the audit in accordance with generally accepted government auditing standards. Those standards require that we plan and perform the audit to obtain sufficient, appropriate evidence to provide a reasonable basis for our findings and conclusions based on our audit objectives. We believe that the evidence obtained provides a reasonable basis for our findings and conclusions based on our audit objectives.

We limited our review of the county's internal controls to gaining an understanding of the transaction flow and claim preparation process as necessary to develop appropriate auditing procedures.

Conclusion

Our audit disclosed instances of noncompliance with the requirements outlined above. These instances are described in the accompanying Summary of Program Costs (Schedule 1) and in the Findings and Recommendations section of this report.

For the audit period, Santa Clara County claimed \$2,480,334 for costs of the Child Abduction and Recovery Program. Our audit disclosed that \$2,183,602 is allowable and \$296,732 is unallowable.

For the fiscal year (FY) 2003-04 claim, the State made no payment to the county. Our audit disclosed that \$535,954 is allowable. The State will pay that amount, contingent upon available appropriations.

For the FY 2004-05 claim, the State paid the county \$353,023. Our audit disclosed that the entire amount is allowable.

For the FY 2005-06 claim, the State paid the county \$656,832. Our audit disclosed that \$605,251 is allowable. The State will offset \$51,581 from other mandated program payments due the county. Alternatively, the county may remit this amount to the State.

For the FY 2006-07 claim, the State paid the county \$750,270. Our audit disclosed that \$689,374 is allowable. The State will offset \$60,896 from other mandated program payments due the county. Alternatively, the county may remit this amount to the State.

Views of Responsible Official

We issued a draft audit report on October 14, 2009. Vinod K. Sharma, Controller-Treasurer, responded by letter dated November 9, 2009 (Attachment), disagreeing with the audit results for Findings 1 and 2 and agreeing with the results for Findings 3 and 4. This final audit report includes the county's response.

Restricted Use

This report is solely for the information and use of Santa Clara County, the California Department of Finance, and the SCO; it is not intended to be and should not be used by anyone other than these specified parties. This restriction is not intended to limit distribution of this report, which is a matter of public record.

Original signed by

JEFFREY V. BROWNFIELD Chief, Division of Audits

December 4, 2009

Schedule 1— Summary of Program Costs July 1, 2003, through June 30, 2007

Cost Elements	A	ctual Costs Claimed	Allowable per Audit	A	Audit Adjustment	Reference 1
July 1, 2003, through June 30, 2004						
Direct costs: Salaries Benefits Travel and training	\$	442,717 123,065 15,811	\$ 329,367 88,419 15,811	\$	(113,350) (34,646)	Findings 1, 2, 3 Findings 1, 2, 3
Total direct costs Indirect costs		581,593 138,616	 433,597 102,357		(147,996) (36,259)	Findings 1, 2, 3
Total program costs Less amount paid by the State	\$	720,209	 535,954	\$	(184,255)	
Allowable costs claimed in excess of (less than) ar	nou	nt paid	\$ 535,954			
July 1, 2004, through June 30, 2005						
Direct costs: Salaries Benefits Travel and training	\$	213,751 57,767 14,820	\$ 392,461 125,054 21,233	\$	178,710 67,287 6,413	Findings 1, 2 Findings 1, 2, 4 Finding 5
Total direct costs Indirect costs		286,338 66,685	538,748 127,102		252,410 60,417	Findings 1, 2, 4
Total direct and indirect costs Less allowable costs that exceed costs claimed ²		353,023	665,850 (312,827)		312,827 (312,827)	
Total program costs Less amount paid by the State	\$	353,023	 353,023 (353,023)	\$		
Allowable costs claimed in excess of (less than) ar	noui	nt paid	\$ 			
July 1, 2005, through June 30, 2006						
Direct costs: Salaries Benefits Travel and training	\$	362,577 165,923 7,200	\$ 333,788 152,749 7,200	\$	(28,789) (13,174)	Finding 1 Finding 1
Total direct costs Indirect costs		535,700 121,132	493,737 111,514		(41,963) (9,618)	Finding 1
Total program costs Less amount paid by the State	\$	656,832	 605,251 (656,832)	\$	(51,581)	
Allowable costs claimed in excess of (less than) ar	nou	nt paid	\$ (51,581)			

Schedule 1 (continued)

Cost Elements	Actual Costs Claimed	Allowable per Audit	Audit Adjustment	Reference 1
July 1, 2006, through June 30, 2007				
Direct costs: Salaries Benefits Services and supplies Travel and training	\$ 410,209 201,314 368 1,887	\$ 376,817 184,922 368 1,887	\$ (33,392) (16,392) — —	Finding 1 Finding 1
Total direct costs Indirect costs	613,778 136,492	563,994 125,380	(49,784) (11,112)	Finding 1
Total program costs Less amount paid by the State	\$ 750,270	689,374 (750,270)	\$ (60,896)	
Allowable costs claimed in excess of (less than) as	mount paid	\$ (60,896)		
Summary: July 1, 2003, through June 30, 2007				
Direct costs: Salaries Benefits Services and supplies Travel and training	\$ 1,429,254 548,069 368 39,718	\$ 1,432,433 551,144 368 46,131	\$ 3,179 3,075 — 6,413	
Total direct costs Indirect costs	2,017,409 462,925	2,030,076 466,353	12,667 3,428	
Total direct and indirect costs Less allowable costs that exceed costs claimed ²	2,480,334	2,496,429 (312,827)	16,095 (312,827)	
Total program costs Less amount paid by the State	\$ 2,480,334	2,183,602 (1,760,125)	\$ (296,732)	
Allowable costs claimed in excess of (less than) as	\$ 423,477			

 $^{^{1}\,}$ See the Findings and Recommendations section.

² Government Code section 17561 stipulates that the State will not reimburse any claim more than one year after the filing deadline specified in the SCO's claiming instructions. That deadline has expired for FY 2004-05.

Findings and Recommendations

FINDING 1— Overstated productive hourly rates The county claimed unallowable salaries totaling \$115,019. The related benefits and indirect costs total \$44,118 and \$37,254, respectively. The costs are unallowable because the county overstated employees' productive hourly rates. The county included unallowable deductions for training time and break time in its calculation of countywide average annual productive hours.

Unallowable Training Hour Deduction

The county deducted training hours from regular hours worked to calculate countywide average annual productive hours. The deduction is unallowable because the county did not provide documentation substantiating the training hours that it deducted. In addition, the deducted training hours include training that benefits specific programs or employee classifications.

The county's payroll system includes a training code to track employees' training hours. The county stated that employees charged time to the training code when they attended non-program-related training. It stated that employees charge time to this code for the following training:

- 1. Training required by employees' bargaining unit agreements, training for licensure/certification requirements, and continuing education for specific job classifications such as attorneys, probation officers, real estate property appraisers, physicians, and nurses
- 2. California Commission on Peace Officer Standards and Training (POST) training for law enforcement personnel
- 3. County-required training such as new employee orientation, supervisory training, safety seminars, and software classes

The county did not provide documentation substantiating the training hours that it deducted. Items 1 and 2 above identify training hours that pertain to specific programs or employee classifications. As such, it is inappropriate to deduct these hours when calculating countywide average annual productive hours.

While it might be appropriate to deduct some training hours identified in item 3 above, the county did not:

- Separately identify and provide supporting documentation for these training hours;
- Provide documentation showing that it required the training for all county employees; or
- Provide documentation showing that employees did not otherwise charge the training time to specific programs.

Unallowable Break Time Deduction

The county also deducted employee break time from regular hours worked to calculate countywide average annual productive hours. The deduction is unallowable because the county deducted authorized break time rather than actual break time taken. In addition, the county did not adjust for break time charged directly to program activities.

The following table summarizes the audit adjustment:

	Fiscal Year				
	2003-04	2004-05	2005-06	2006-07	Total
Salaries	\$ (35,416)	\$ (17,422)	\$ (28,789)	\$ (33,392)	\$ (115,019)
Benefits	(9,844)	(4,708)	(13,174)	(16,392)	(44,118)
Total salaries					
and benefits	(45,260)	(22,130)	(41,963)	(49,784)	(159,137)
Indirect costs	(11,089)	(5,435)	(9,618)	(11,112)	(37,254)
Audit adjustment	\$ (56,349)	\$ (27,565)	\$ (51,581)	\$ (60,896)	\$ (196,391)

The program's parameters and guidelines state, "All costs claimed must be traceable to source documents and/or worksheets that show evidence of and the validity of such costs."

Recommendation

We recommend that the county:

- Modify its payroll system to accumulate only those training hours applicable to county-required training attended by all county employees;
- Deduct only actual break time taken by all county employees. If the county does not wish to track actual break time taken, it may absorb break time into the activity that the employee performs immediately before or after the break; and
- Maintain documentation that supports both training time and break time that it deducts from regular hours worked to calculate countywide average annual productive hours.

County's Response

The County does not concur with this finding.

... In creating its average annual productive hours, the County carefully ensured that all non-productive time was removed from the total annual hours. The County removed time spent in training and breaks. These revisions are in line with the State Controller Office (SCO) claiming instructions. The Mandated Cost Manual for Local Agencies ("Manual") specifically indicates that using 1,800 hours is not the only approved approach. The Manual clearly states that use of countywide average annual productive hours is also an approved method. The County calculated its average annual productive hours in full compliance with the Manual. The County cannot and should not be penalized for availing itself of an approved methodology.

The County submits, on average, 25 to 30 claims annually. As these claims are prepared by up to 20 different staff members, the process could easily fall victim to inconsistency in approaches, accuracy and documentation with respect to calculating a productive hourly rate. Recognizing this threat and wanting to create a more reliable, countywide system, the County embarked on the creation of a verifiable and accurate method of establishing a productive hourly rate through the computation of average productive hours. As a result, the County's methodology improves its SB90 program claiming accuracy, consistency, and documentation. It also facilitates the State audit process because the methodology for the County's annual productive hours calculation is fully documented and supported.

In creating its average annual productive hours, the County carefully ensured that all non-productive time was removed from the total annual hours. In addition to those items suggested by the SCO above, the County removed time spent in training and on breaks. Such revision from the manner suggested by the SCO ensures greater accuracy. The more accurate the computational factors, the more accurate the result. Indeed, in response to the final audit report, the County made further adjustments solidifying the precision of its productive hours computation.

The SCO's main complaint seems to be that the County used authorized break times and required training times rather than actual times spent on these activities. As explained below, the County used authorized break times because they are legal and contractual obligations. The County identified the training for each employee depending upon his/her professional and job requirement. Once the training programs are identified, the actual time spent on training is recorded and consolidated through the time keeping system. The County used actual time spent on training and not just required training.

State law requires that workers be given two fifteen minutes break periods per day. All County employees are required to take these breaks. This is no different from the paid holidays, which are specifically set forth as properly included in the calculation by the SCO. The treatment given to breaks is based on law and labor contracts and there is no presumption involved. On the other hand, in order to account for break time taken by each employee as the SCO desires, the County would have to employ a clock-in, clock-out system for breaks to ensure that the break times are recorded. Such an expenditure of time and costs is unwarranted when these break times are legally mandated, and would only increase the cost of operations and will yield no additional advantage to the County or the State. The auditor's suggestion that the County may absorb break time into the activity that the employee performs immediately before or after the break is also not workable as this will artificially inflate the time spent and cost of the specific task. The County's current methodology is accurate and efficient.

The same argument applies with even greater force to training time when County employees undertake the necessary training required for licensure or certification. Such education is highly likely to be pursued because of its impact on the employees' license or certification and, ultimately, their ability to perform in their duties. The audit finding stated that the County did not provide documentation substantiating the training hours that were deducted is also not correct as these documents are maintained by each department. The auditors were requested to

verify these documents, if necessary, in the respective departments. They did not choose to do so. As the County is using a countywide productive hourly rate used by all departments, the documentation may be audited in each department. The disallowance is not backed by proper audit practices as the auditor may conduct a test audit of the supporting documents, but failed to do so.

The use of a countywide productive hourly rate is explicitly authorized by the State Controller's claiming instructions. The productive hourly rate used by the County for this claim is fully documented and was accurately calculated by the County Controller's Office. All supporting documents for the calculation of the countywide productive hours were provided during the audit.

Further, the County Controller-Treasurer notified SCO on December 2001 that the County elected to change its state mandated claiming procedures relating to the calculation of productive hourly rates. The County reported that the switch to a countywide methodology for the calculation of average productive hours would improve state mandate claiming accuracy, consistency, documentation and facilitate the State audit function. Consequently, more than 30 claims were submitted and accepted each year from 2002 and onwards using this methodology. Furthermore, the State Controller has accepted the County's use of countywide productive hours for state mandated claims as evidenced by an e-mail from Mr. Jim L. Spano dated February 6, 2004; a copy of the statement is enclosed.

SCO's Comment

Our finding and recommendation are unchanged.

The county discusses the SCO's claiming instructions and states that it should not be "penalized for availing itself of an approved methodology." We agree that the SCO's claiming instructions allow the county to calculate productive hourly wage rates using countywide average annual productive hours. We did not adjust the county annual productive hours to 1,800 hours; therefore, the county's comments regarding that methodology are irrelevant. The county has not been "penalized" for using an approved methodology. We disagree that the county "calculated its average annual productive hours in full compliance" with the SCO's claiming instructions. We also disagree that the county's calculation is "fully documented and supported." Our audit report explains why the county's calculation is improper.

The county states, "... in response to the final audit report, the County made further adjustments solidifying the precision of its productive hours computation." The county does not identify which "final audit report" it references, nor does it identify what "adjustments" it made. Therefore, we are unable to address this portion of the county's response.

The county's response fails to address the primary audit issues. The county presents an involved argument regarding the county's legal obligations to provide break time. The county states, "... in order to account for break time taken by each employee as the SCO desires, the County would have to employ a clock-in, clock-out system for breaks to ensure that break times are recorded." Our audit report includes no such

suggestion. The county also states, "All county employees are required to take these breaks." We believe this is an inaccurate statement; the county is required to provide break time, but employees are not required to take break time. In addition, the county's failure to document actual break time is contrary to standard federal time accounting guidance. The U.S. Department of Health and Human Services' Implementation Guide for Office of Management and Budget Circular A-87 (ASMBC-10) states, "A PAR [personnel activity report] is a timesheet or log maintained by the employee which contemporaneously accounts for 100% of their time. The objective is to identify effort spent on multiple activities or programs. Breaks, meals, generic training, etc. can all be coded to a single activity such as "admin" or "other," which in turn would be reallocated to the activities or programs [emphasis added]."

The county calculated its countywide average annual productive hours by deducting authorized break time rather than actual break time taken. It is irrelevant whether the county has correctly assumed that all employees take all authorized break time. The county's accounting system did not consistently limit daily hours reported to 7.5 hours worked or otherwise reflect actual break time taken. Furthermore, when calculating the break time deduction for average annual productive hours, the county did not address instances in which employees work less than 8 hours a day and did not address employees who work alternate work schedules (i.e., 9 or 10-hour workdays with regularly scheduled non-work days).

In its response to our previous audit of this program, the county stated, "The County has directed all employees to limit the daily reporting of hours worked to 7.5 hours when preparing SB 90 claims [emphasis added]. . . ." This does not constitute consistent break time accounting for all county programs (mandated and non-mandated). In addition, actual mandated program employee timesheets show that employees did not exclude "authorized" break time when reporting hours worked. We reviewed Child Abduction and Recovery Program timesheets showing that the employee charged his/her full 8-hour workday to "reimbursable hours worked." Duplicate reimbursed hours result when employees charge 8 hours daily to program activities, yet the county identifies 0.5 hours daily as nonproductive time in its calculation of countywide average annual productive hours.

Regarding training hours deducted, the county cannot assume that employees will complete training based on bargaining agreement, licensure, or certification requirements. Developing productive hours based on estimated costs is not consistent with Title 2, Code of Federal Regulations, Part 225 (Office of Management and Budget [OMB] Circular A-87), Cost Principles for State, Local, and Indian Tribal Governments, and the parameters and guidelines for the program. In addition, the deducted training time benefited specific departments or employee classifications within departments rather than being general countywide training that benefited all departments and classifications. This is contrary to ASMBC-10, which states that the county may allocate *generic* training.

OMB Circular A-87, Attachment A, states that costs must be distributed according to the relative benefit received. The county's accounting system does not separately identify training time directly charged to program activities. In addition, we gathered evidence showing that the county included program-related training in pay-period data reporting. A county memorandum dated June 10, 2002, advises county departments to use new training codes to report training hours. The memorandum states, "The hours that the employee is away from his/her normal productive work is the key for reporting the hours regardless of the type of the training (i.e. employee orientation, continue education, conferences, seminars, college courses) or if the training is mandatory or non-mandatory." The wording of this memorandum does not support the county's contention that it included only non-program related training in its payroll system. It also validates our conclusion that the county deducted training time benefitting only certain departments, or employee classifications within departments, rather than generic training attended by all employees.

The county states, "The audit finding stated that the County did not provide documentation substantiating the training hours that were deducted is also not correct as these documents are maintained by each department. The auditors were requested to verify these documents, if necessary, in the respective departments. They did not choose to do so." We disagree. We asked the county to provide documentation of countywide generic training versus training specific to particular programs, departments, or employee classifications. The county chose not to gather the requested information. It is not the auditors' responsibility to gather this information for the county.

The SCO's claiming instructions do not identify training and authorized break time as deductions from total hours for calculating productive hours. The county cannot infer that the SCO accepted its methodology simply because the county notified the SCO of its methodology on December 27, 2001. In addition, the county states that the SCO "accepted" previous claims that the county submitted. We disagree; we have not accepted the county's methodology in prior audits. We audited the following county mandated programs as follows and reported the same issue:

Program	Audit Period	Audit Report Date	
Domestic Violence			
Treatment Services	July 1, 1998-June 30, 2001	February 26, 2004	
Open Meetings Act	July 1, 1998-June 30, 2001	February 26, 2004	
Sexually Violent Predators	July 1, 1998-June 30, 2001	July 30, 2004	
Absentee Ballots	July 1, 2000-June 30, 2003	June 30, 2005	
Child Abduction and			
Recovery	July 1, 1999-June 30, 2002	March 17, 2006	
Peace Officers Procedural			
Bill of Rights	July 1, 2003-June 30, 2006	May 14, 2008	

The county also states that the SCO accepted the county's methodology in an e-mail from the SCO dated February 6, 2004. Our e-mail states:

The use of countywide productive hours would be acceptable to the State Controller's Office provided all employee classifications are included and productive hours are consistently used for all county programs (mandated and nonmandated).

The SCO's Mandated Cost Manual (claiming instructions), which includes guidelines for preparing mandated cost claims, does not identify the time spent on training and authorized breaks as deductions (excludable components) from total hours when computing productive hours. However, if a county chooses to deduct time for training and authorized breaks in calculating countywide productive hours, its accounting system must separately identify the actual time associated with these two components. The accounting system must also separately identify training time directly charged to program activities. Training time directly charged to program activities may not be deducted when calculating productive hours.

The countywide productive hours used by Santa Clara County were not consistently applied to all mandates for FY 2000-01. Furthermore, countywide productive hours used during the audit period include unallowable deductions for time spent on training and authorized breaks. The county deducted training time based on hours required by employees' bargaining unit agreement and continuing education requirements for licensure/certification rather than actual training hours taken. In addition, the county deducted authorized break time rather than actual break time taken. The county did not adjust for training time and break time directly charged to program activities during the audit period, and therefore, cannot exclude those hours from productive hours.

While we agreed with the *concept* of countywide average annual productive hours, we did not concur with the specific methodology that the county presented.

FINDING 2— Overstated and understated salaries, benefits, and indirect costs

The county overstated salaries for fiscal year (FY) 2003-04 and understated salaries for FY 2004-05. In total, the county understated salaries by \$90,033. The related benefits and indirect costs total \$22,670 and \$27,762, respectively.

Fiscal Year 2003-04

The county overstated salaries by \$106,099. The related benefits and indirect costs total \$30,325 and \$33,424. The county did not provide adequate documentation supporting the mandate-related hours that it claimed. County employees did not maintain timesheets to document actual time spent performing mandate-related activities. Instead, the county submitted a one-month time study that it conducted from November 15, 2004, through December 10, 2004, to support FY 2003-04 claimed costs.

The county previously submitted the time study during our audit of the county's Child Abduction and Recovery Program for the period July 1, 1999, through June 30, 2002 (report dated March 17, 2006). We rejected the county's time study in our prior audit. Our prior audit report states:

We concluded that the county's time study does not adequately support salary and benefit costs claimed for the following reasons:

- The county did not identify how the time period studied was representative of the fiscal year.
- The county did not summarize the time study results and show how the county could project the results to approximate actual costs for the audit period.
- The Child Abduction and Recovery Program mandated activities require a varying level of effort; therefore, a time study is not appropriate to document mandate-related time.

During the current audit, the county resubmitted the time study with a summary of the time study results and a projection of the results to a full fiscal year. However, we concluded that the time study is still not representative of FY 2003-04. For example, the time study included three employee classifications that the county did not include on its FY 2003-04 claim.

In addition, we concluded that the time study period does not represent actual mandate-related time that employees spent for FY 2004-05. Thus, the time study results cannot be projected to FY 2003-04. The time study period included the Thanksgiving Day holiday. Time-studied employees worked fewer hours during this week; three employees did not work at all during the week. Also, the county believes that, "there were no substantial changes in staffing levels or workload within the program" for FY 2004-05. However, subsequent timesheets show that the opposite is true. County employees maintained actual timesheets for the period of January 2005 through June 2005. During that time, employees documented monthly mandate-related time between 440.5 hours and 662.5 hours, a variance of 50%.

Although we rejected the county's four-week time study, we concluded that the January 2005 through June 2005 timesheets reasonably represent a fiscal year. We extrapolated these hours to approximate actual hours for the year. We allowed the extrapolated hours for the employees claimed by the county during FY 2003-04. The unsupported costs represent the difference between costs claimed and allowable costs calculated from the FY 2004-05 extrapolated hours.

Fiscal Year 2004-05

The county understated salaries by \$196,132. The related benefits and indirect costs total \$52,995 and \$61,186, respectively. The county claimed costs only for those hours that employees documented on timesheets that they maintained from January 2005 through June 2005. As we did for FY 2003-04, we extrapolated these hours to approximate actual hours for FY 2004-05.

The parameters and guidelines state, "All costs claimed must be traceable to source documents and/or worksheets that show evidence of and the validity of such costs."

Recommendation

Beginning January 2005, the county maintained timesheets to document actual time that employees spent performing mandate-related activities. We recommend that the county continue using these timesheets to document mandate-related hours.

County's Response

The County does not concur with this finding.

Fiscal Year 2003-04:

The auditor disallowed \$106,099 in salaries, \$30,325 in benefits, and \$33,424 in indirect costs. The reason for the disallowance was that the County submitted a time study conducted from November 15, 2004 through December 10, 2004 as support for the claim. The auditor concluded that the time study was not representative. This disallowance is inappropriate.

The Sacramento County Superior Court (Case No. 06CS00748) issued a ruling on February 19, 2009 finding that reductions made by the State Controller on the ground that claimants did not have contemporaneous source documents supporting their reimbursement claims were invalid as an underground regulation if the contemporaneous source document requirement was not in the Commission's parameters and guidelines. The court held that the Controller has no authority to reduce a claim on the ground that a claimant did not maintain contemporaneous source documents to support their claim.

The time study conducted by the County was done in close proximity to the claim period and for a reasonable length of time to merit acceptance as representative of the fiscal year. The time study was conducted closer to the claim period than the alternative method used by the auditor. The auditor chose to extrapolate against a period later

than the time study and then further discounted the results. The County maintains that the time study originally submitted should be used to justify the claims. The County requests, that the time study be accepted as appropriate support for the claim and the allowable costs be recalculated and revised in the audit report.

Fiscal Year 2004-05:

The audit report states that the County understated salaries by \$196,132 and the related benefits and indirect costs total \$52,995 and \$61,186 respectively. The County claimed costs only for those hours that employees documented on timesheets that they maintained from January 2005 to June 2005. Similar to FY 2003-04, the auditor extrapolated these hours to compute the total hours for FY2004-05.

While we thank the auditor for doing the extrapolation, the allowable costs identified were not treated as allowable reimbursement to the County that should have been done by the auditor.

Our comments are:

- 1. The audit has identified that the county understated its costs by \$312,827. This cost should be allowed and reimbursed to the County. This is a case of omission and error by the County. Because the auditor had used extrapolation, the costs for the first six months of the fiscal year should also be allowed and reimbursed.
- 2. Alternatively, because the auditor rejected the time study done for FY2003-04, accepted it for the year FY2003-04 by using extrapolation from records in FY2004-05, the auditor should allow the same practice to be used for calculating the cost reimbursement for the first half of FY2004-05.
- 3. The lack of support documents is an improper reason for disallowance for the reasons discussed under finding No. 2 above.

SCO's Comment

We modified our audit finding only to remove the word "contemporaneous." Our recommendation is unchanged.

The county discusses a court case and states that the SCO may not require contemporaneous source documents unless the parameters and guidelines specifically require such documents. While the Child Abduction and Recovery Program parameters and guidelines do not specifically require contemporaneous records, they do require that the county report *actual* costs and that all costs claimed "be traceable to source documents and/or worksheets that show evidence of and the validity of such costs."

The county's response fails to validate that its four-week time study is representative of either FY 2003-04 or FY 2004-05. The county failed to address the following issues noted in our audit report:

• The time study included three employee classifications that the county did not include on its FY 2003-04 claim.

- The time study period included the Thanksgiving Holiday week. Time-studied employees worked fewer hours during this week; three employees did not work at all during the week.
- The time study period was insufficient to account for substantial changes in workload. For the six-month period of January through June 2005, actual timesheets show that employees documented monthly mandate-related time varying between 440.5 hours and 662.5 hours, a 50% variance.

The county states, "The auditor chose to extrapolate against a period later than the time study and then further discounted the results." The county did not clarify or document how it believes that we "discounted the results;" therefore, we are unable to address this portion of the county's response.

For FY 2004-05, the county notes that our audit identifies allowable costs that exceed claimed costs by \$312,827. The county believes that it should be reimbursed for total allowable costs. Government Code section 17561 stipulates that the State will not reimburse any claim more than one year after the filing deadline specified in the SCO's claiming instructions. That deadline has expired for FY 2004-05; therefore, the county may not amend its claim to account for the additional allowable costs. In addition, the SCO has no authority to increase the county's claim.

FINDING 3— Understated salaries, benefits, and indirect costs

For FY 2003-04, the county understated one investigator's salary by \$28,165. The related benefits and indirect costs total \$5,523 and \$8,254, respectively.

The county calculated the employee's productive hourly rate and benefit rate using incorrect annual salary and benefit costs. County personnel stated that the incorrect data resulted from an input error to the county's payroll system.

The parameters and guidelines require the county to claim actual costs. They state, "All costs claimed must be traceable to source documents and/or worksheets that show evidence of and the validity of such costs."

Recommendation

We recommend that the county accurately calculate productive hourly rates and benefit rates that it uses to claim mandate-related costs.

County's Response

The county concurred with the audit finding.

FINDING 4— Understated benefits

The county understated benefits by \$19,000. The related indirect costs total \$4,666.

For FY 2004-05, the county incorrectly calculated employee benefit rates. It divided annual benefit costs by total compensation (salary plus benefit costs), instead of dividing by salary costs only. In addition, for two employees, the county incorrectly included overtime pay as a benefit cost.

The parameters and guidelines state that actual costs should be included in each claim. They also state, "All costs claimed must be traceable to source documents and/or worksheets that show evidence of and the validity of such costs."

Recommendation

We recommend that the county claim actual benefit costs by correctly calculating benefit rates and excluding overtime pay from benefit costs.

County's Response

The county concurred with the audit finding.

FINDING 5— Understated travel costs

The county understated FY 2004-05 travel and training costs by \$6,413. Two investigators incurred travel expenses while performing mandate-related activities. The investigators charged most travel expenses directly to the county and submitted trip expense vouchers for out-of-pocket travel expenses. The county incorrectly claimed the reimbursement that was due the employee rather than the total travel expense.

The parameters and guidelines state that actual costs should be included in each claim. They also state, "All costs claimed must be traceable to source documents and/or worksheets that show evidence of and the validity of such costs."

Recommendation

We recommend that the county claim actual costs for all mandate-related travel expenses.

County's Response

The county concurred with the audit finding.

OTHER ISSUE— Time period allowed for response to draft audit report

The county's response included comments regarding the time that the SCO allowed for the county to submit its draft audit report response.

County's Response

Furthermore, the time limit provided to County to furnish the response is arbitrary and not justifiable. We strongly object to the State insisting on the response to be given within 15 days of the receipt of the audit report. The county has to examine all the aspects before finalizing the responses and must also consult the legal department as every audit report ultimately has to be challenged by means of an incorrect reduction claim and legal action if needed. The County needs at least 60 days time to furnish the response. We request that the State provide 60 days for the County to furnish audit responses on all future audits.

SCO's Comment

The SCO will not automatically allow the county to submit its response up to 60 days from its receipt of the formal draft audit report. The county may request a time extension; the SCO evaluates such requests on a case-by-case basis. The county requested a time extension to respond to the draft report for this audit. We denied the county's request. The county concurred with three of the five findings in this report. The county has previously responded to the issues presented in Finding 1; its current response is substantially similar to its previous responses. Similarly, Finding 2 is not a "new" issue for the county. As stated in our finding, we reviewed and rejected the county's time study in our previous audit of this program.

In addition, the county fails to acknowledge that it received the draft report information both at the exit conference conducted September 16, 2009, and previously by e-mail on September 2, 2009. Therefore, the county did in fact have 60 days to prepare its response to the draft audit report.

Attachment— County's Response to Draft Audit Report

County of Santa Clara Finance Agency Controller-Treasurer Department

County Government Center 70 W. Hedding Street, East Wing, 2nd Floor San Jose, California 95110-1705 (408) 299-5200 FAX (408) 289-8629



Date:

November 9, 2009

TO

Jim.L.Spano

Chief, Mandated Cost Audits Bureau

State Controller's Office, Division of audits

Post Office Box 942850 Sacramento, CA 94250-5874

Subject:

Santa Clara County Response to State Audit Report dated October 14, 2009 -Mandated

Child Abduction and Recovery Program (Ch 1399, statutes of 1976)

We thank the State auditors for their extensive report and guidance given to us during the audit. We furnish below our response to the audit findings in the draft audit report for your consideration and revision of the audit report.

Finding 1 - Overstated productive hourly rate - unallowable salaries \$115,019, benefits \$44,118 and indirect costs \$37,254

The County does not concur with this finding.

This finding was based upon the County's computation of its productive hourly rates for employees. The computation was proper and the County requests the draft report to be revised to allow these costs as reimbursable. In creating its average annual productive hours, the County carefully ensured that all non-productive time was removed from the total annual hours. The County removed time spent in training and breaks. These revisions are in line with the State Controller Office (SCO) claiming instructions. The Mandated Cost Manual for Local Agencies ("Manual") specifically indicates that using 1,800 hours is not the only approved approach. The Manual clearly states that use of countywide average annual productive hours is also an approved method. The County calculated its average annual productive hours in full compliance with the Manual. The County cannot and should not be penalized for availing itself of an approved methodology.

The County submits, on average, 25 to 30 claims annually. As these claims are prepared by up to 20 different staff members, the process could easily fall victim to inconsistency in approaches, accuracy and documentation with respect to calculating a productive hourly rate. Recognizing this threat and wanting to create a more reliable, county-wide system, the County embarked on the creation of a verifiable and accurate method of establishing a productive hourly rate through the computation of

Supervisors: Donald F. Gage, George Shirakawa, Dave Cortese, Ken Yeager, Liz Kniss County Executive: Jeffrey V. Smith

average productive hours. As a result, the County's methodology improves its SB90 program claiming accuracy, consistency, and documentation. It also facilitates the State audit process because the methodology for the County's annual productive hours calculation is fully documented and supported.

In creating its average annual productive hours, the County carefully ensured that all non-productive time was removed from the total annual hours. In addition to those items suggested by the SCO above, the County removed time spent in training and on breaks. Such revision from the manner suggested by the SCO ensures greater accuracy. The more accurate the computational factors, the more accurate the result. Indeed, in response to the final audit report, the County made further adjustments solidifying the precision of its productive hours computation.

The SCO's main complaint seems to be that the County used authorized break times and required training times rather than actual times spent on these activities. As explained below, the County used authorized break times because they are legal and contractual obligations. The County identified the training for each employee depending upon his/her professional and job requirement. Once the training programs are identified, the actual time spent on training is recorded and consolidated through the time keeping system. The County used actual time spent on training and not just required training.

State law requires that workers be given two fifteen minutes break periods per day. All County employees are required to take these breaks. This is no different from the paid holidays, which are specifically set forth as properly included in the calculation by the SCO. The treatment given to breaks is based on law and labor contracts and there is no presumption involved. On the other hand, in order to account for break time taken by each employee as the SCO desires, the County would have to employ a clock-in, clock-out system for breaks to ensure that the break times are recorded. Such an expenditure of time and costs is unwarranted when these break times are legally mandated, and would only increase the cost of operations and will yield no additional advantage to the County or the State. The auditor's suggestion that the County may absorb break time into the activity that the employee performs immediately before or after the break is also not workable as this will artificially inflate the time spent and cost of the specific task. The County's current methodology is accurate and efficient.

The same argument applies with even greater force to training time when County employees undertake the necessary training required for licensure or certification. Such education is highly likely to be pursued because of its impact on the employees' license or certification and, ultimately, their ability to perform in their duties. The audit finding stated that the County did not provide documentation substantiating the training hours that were deducted is also not correct as these documents are maintained by each department. The auditors were requested to verify these documents, if necessary, in the respective departments. They did not choose to do so. As the County is using a countywide productive hourly rate used by all departments, the documentation may be audited in each department. The disallowance is not backed by proper audit practices as the auditor may conduct a test audit of the supporting documents, but failed to do so.

The use of a countywide productive hourly rate is explicitly authorized by the State Controller's claiming instructions. The productive hourly rate used by the County for this claim is fully documented and was accurately calculated by the County Controller's Office. All supporting documents for the calculation of the countywide productive hours were provided during the audit.

Further, the County Controller-Treasurer notified SCO on December 2001 that the County elected to change its state mandated claiming procedures relating to the calculation of productive hourly rates. The County reported that the switch to a countywide methodology for the calculation of average productive hours would improve state mandate claiming accuracy, consistency, documentation and facilitate the State audit function. Consequently, more than 30 claims were submitted and accepted each year from 2002 and onwards using this methodology. Furthermore, the State Controller has accepted the County's use of countywide productive hours for state mandated claims as evidenced by an e-mail from Mr. Jim L. Spano dated February 6, 2004; a copy of the statement is enclosed.

Finding 2 - Overstated and understated salaries, benefits, and indirect costs

The County does not concur with this finding.

Fiscal Year 2003-04:

The auditor disallowed \$106,099 in salaries, \$30,325 in benefits, and \$33,424 in indirect costs. The reason for the disallowance was that the County submitted a time study conducted from November 15, 2004 through December 10, 2004 as support for the claim. The auditor concluded that the time study was not representative. This disallowance is inappropriate.

The Sacramento County Superior Court (Case No. 06CS00748) issued a ruling on February 19, 2009 finding that reductions made by the State Controller on the ground that claimants did not have contemporaneous source documents supporting their reimbursement claims were invalid as an underground regulation if the contemporaneous source document requirement was not in the Commission's parameters and guidelines. The court held that the Controller has no authority to reduce a claim on the ground that a claimant did not maintain contemporaneous source documents to support their claim.

The time study conducted by the County was done in close proximity to the claim period and for a reasonable length of time to merit acceptance as representative of the fiscal year. The time study was conducted closer to the claim period than the alternative method used by the auditor. The auditor chose to extrapolate against a period later than the time study and then further discounted the results. The County maintains that the time study originally submitted should be used to justify the claims. The County requests that the time study be accepted as appropriate support for the claim and the allowable costs be recalculated and revised in the audit report.

Fiscal Year 2004-05:

The audit report states that the County understated salaries by \$196,132 and the related benefits and indirect costs total \$52,995 and \$61,186 respectively. The County claimed costs only for those hours that employees documented on timesheets that they maintained from January 2005 to June 2005. Similar to FY 2003-04, the auditor extrapolated these hours to compute the total hours for FY2004-05.

While we thank the auditor for doing the extrapolation, the allowable costs identified were not treated as allowable reimbursement to the County that should have been done by the auditor.

Our comments are:

- The audit has identified that the county understated its costs by \$312,827. This cost should be allowed and reimbursed to the County. This is a case of omission and error by the County. Because the auditor had used extrapolation, the costs for the first six months of the fiscal year should also be allowed and reimbursed.
- Alternatively, because the auditor rejected the time study done for FY2003-04, accepted it for the year FY2003-04 by using extrapolation from records in FY2004-05, the auditor should allow the same practice to be used for calculating the cost reimbursement for the first half of FY2004-05.
- 3. The lack of support documents is an improper reason for disallowance for the reasons discussed under finding No. 2 above.

Finding 3 – Understated salaries, benefits, and indirect costs The County concurs with this finding.

Finding 4 – Understated benefits
The County concurs with this finding.

Finding 5 – Understated travel costs
The County concurs with this finding.

We request the audit report be revised to consider our requests.

Furthermore, the time limit provided to County to furnish the response is arbitrary and not justifiable. We strongly object to the State insisting on the response to be given within 15 days of the receipt of the audit report. The county has to examine all the aspects before finalizing the responses and must also consult the legal department as every audit report ultimately has to be challenged by means of an incorrect reduction claim and legal action if needed. The County needs at least 60 days time to furnish the response. We request that the State provide 60 days for the County to furnish audit responses on all future audits. Please contact Ram Venkatesan, the County's SB90 Coordinator, if you need any additional information.

Sincerely,

Vinod K. Sharma Controller- Treasurer County of Santa Clara

CC; Jeffrey Brownfield, Chief, Division of Audits
George Doorley, Administrative Manager, County of Santa Clara
Lizanne Reynolds, Deputy County Counsel, County of Santa Clara

Enclosure: Email dated February 6, 2004 from Jim L. Spano

Copy of email dated February 6, 2004 from Jim Spano to the County of Santa Clara

Ram,

I reviewed the county's proposal dated December 19, 2001, to use countywide Productive hours and have discussed your analysis with my staff and Division Of Accounting and reporting staff. The use of countywide productive hours Would be acceptable to the State Controller's Office provided all employee Classifications are included and productive hours are consistently used for all county programs (mandated and non-mandated).

The SCO's Mandated Cost Manual (claiming instructions), which includes Guidelines for preparing mandated cost claims, does not identify the time Spent on training and authorized breaks as deductions (excludable Components) from total hours when computing productive hours. However, if a County chooses to deduct time for training and authorized breaks in calculating countywide productive hours, its accounting system must separately identify the actual time associated with these two components. The accounting system must also separately identify training time directly charged to program activities. Training time directly charged to program activities may not be deducted when calculating productive hours.

The countywide productive hours used by Santa Clara County were not consistently applied to all mandates for FY 2000-01. Furthermore, countywide productive hours used during the audit periods include unallowable deductions for time spent on training and authorized breaks. The county deducted training time based on hours required by employees' bargaining unit agreement and continuing education requirements for licensure/certification rather than actual training hours taken. In addition, the county deducted authorized break time rather than actual break time taken. The county did not adjust for training time and break time directly charged to program activities during the audit period, and therefore, cannot exclude those hours from productive hours.

If you would like to discuss the above further, please contact me. Jim "Spano State Controller's Office Division of Audits Post Office Box 942850 Sacramento, CA 94250-5874

http://www.sco.ca.gov

BEFORE THE COMMISSION ON STATE MANDATES STATE OF CALIFORNIA

IN RE AMENDMENT TO PARAMETERS AND GUIDELINES ON:

Family Code Sections 3060 to 3064, 3130 to 3134.5, 3408, 3411, and 3421; Penal Code Sections 277, 278, and 278.5; Welfare and Institutions Code Section 11478.5; as added and amended by Statutes of 1976, Chapter 1399; Statutes of 1992, Chapter 162 and Statutes of 1996, Chapter 988;

Filed on February 25, 1999;

By the County of Yolo, Claimant.

NO. CSM 98-4237-PGA-11

Custody of Minors – Child Abduction and Recovery Program

ADOPTION OF AMENDMENT TO PARAMETERS AND GUIDELINES PURSUANT TO GOVERNMENT CODE SECTION 17557 AND TITLE 2, CALIFORNIA CODE OF REGULATIONS, SECTIONS 1183.2 AND 1185.3.

(Adopted on August 26, 1999)

PARAMETERS AND GUIDELINES AMENDMENT

On August 26, 1999, the Commission on State Mandates adopted the attached Amended Parameters and Guidelines. This decision shall become effective on August 30, 1999.

Date: August 30, 1999

PAULA HIGASHI, Executive Director

File: f:\mandates\1998\pga\pga1 1\pga082799

Adopted: January 2 1, 1981 Amended: July 19, 1984 Amended: July 25, 1987 Amended: August 26, 1999 Document Date: August 13, 1999

AMENDMENT TO PARAMETERS AND GUIDELINES

FAMILY CODE SECTIONS 3060 TO 3064, 3130 TO 3134.5, 3408, 3411, AND 3421
PENAL CODE SECTIONS 277, 278, AND 278.5
WELFARE AND INSTITUTIONS CODE SECTION 11478.5
CHAPTER 1399, STATUTES OF 1976
CHAPTER 162, STATUTES OF 1992
CHAPTER 988, STATUTES OF 1996
CUSTODY OF MINORS-CHILD ABDUCTION AND RECOVERY

I. SUMMARY OF MANDATE

Chapter 1399, Statutes of 1976, added Sections 4600.1 and 4604 to and amended Sections 5157, 5160, and 5169 of the Civil Code, added Section 278 and 278.5 to the Penal Code, and amended sections 11478.5 of the Welfare and Institutions Code, which increased the level of service provided by several county departments which must become involved in child custody matters. Where previously parents or others interested in the custody status of minors pursued their interests in court with no assistance from law enforcement agencies, due to this statute counties are required to actively assist in the resolution of custody problems and the enforcement of custody decrees. To accomplish this, several additional tools were provided to the courts and enforcement agencies in this legislation, including changes in the procedures for filing petitions to determine custody and enforce visitation rights, increased authorization to issue warrants of arrest to insure compliance, and increased access to locator and other information maintained by County and State departments. These activities increased the level of service provided to the public under Title 9 of Part 5 of the Civil Code, the Uniform Child Custody Jurisdiction Act.

Chapter 990, Statutes of 1983, amended Section 4604 of the Civil Code to clarify that the enforcement requirements of this section applied to visitation decrees as well as custody decrees.

Chapter 162, Statutes of 1992, repealed Sections 4600.1, 4604, 5157, 5160, and 5169 of the Civil Code and without substantial change enacted Sections 3060 to 3064, 3 130 to 3134.5, 3408, 3411, and 3421 of the Family Code.

Chapter 988, Statutes of 1996, the Parental Kidnapping Prevention Act, repealed Sections 277, 278 and 278.5 of the Penal Code and enacted in a new statutory scheme in Sections 277, 278 and 278.5 which eliminated the distinction between cases with and cases without a preexisting child custody order.

II. BOARD OF CONTROL DECISIONS

On September 19, 1979, the Board of Control determined that Chapter 1399, Statutes of 1976, imposed a reimbursable state mandate upon counties by requiring district attorney offices to actively assist in the resolution of child custody problems including visitation disputes, the enforcement of custody decrees and of any other order of the court in a child custody proceeding. These activities include all actions necessary to locate a child, the enforcement of child custody decrees, orders to appear, or any other court order defraying expenses related to the return of an illegally detained, abducted or concealed child, proceeding with civil court actions, and guaranteeing the appearance of offenders and minors in court actions. The Board's finding was in response to a claim of first impression filed by the County of San Bernardino.

III. ELIGIBLE CLAIMANTS

Any county which incurs increased costs as a result of this mandate is eligible to claim reimbursement of those costs.

IV. PERIOD OF REIMBURSEMENT

Chapter 1399, Statutes of 1976, became effective January 1, 1977. Section 17557 of the Government Code (GC) stated that a test claim must be submitted on or before November 30th following a given fiscal year to establish eligibility for that fiscal year. The test claim for this mandate was filed on April 17, 1979; therefore, costs incurred on or after July 1, 1978, are reimbursable. San Bernardino County may claim and be reimbursed for mandated costs incurred on or after July 1, 1977.

Actual costs for one fiscal year should be included in each claim. Estimated costs for the subsequent year may be included on the same claim, if applicable. Pursuant to section 17561 (d) (3) of the Government Code (GC), all claims for reimbursement of costs shall be submitted within 120 days of issuance of the claiming instructions by the State Controller.

If the total costs for a given fiscal year do not exceed \$200, no reimbursement shall be allowed, except as otherwise allowed by Government Code Section 17564.

V. REIMBURSABLE COSTS

A. Scope of the Mandate

Counties shall be reimbursed for the increased costs which they are required to

incur to have the district attorney actively assist in the resolution of child custody and visitation problems; for the enforcement of custody and visitation orders; for all actions necessary to locate and return a child(ren) by use of any appropriate civil or criminal proceeding; and for complying with other court orders relating to child custody or visitation, as provided in Family Code Sections 3 130 to 3 134.5, with the exception of those activities listed in Section VI.

B. Reimbursable Activities

For each eligible claimant meeting the above criteria, all direct and indirect costs of labor, materials and supplies, training and travel for the following activities are eligible for reimbursement:

- 1. Obtaining compliance with court orders relating to child custody or visitation proceedings and the enforcement of child custody or visitation orders, including:
 - a. Contact with child(ren) and other involved persons.
 - (1) Receipt of reports and requests for assistance.
 - (2) Mediating with or advising involved individuals.

 Mediating services may be provided by other departments. If this is the case, indicate the department.
 - (3) Locating missing or concealed offender and child(ren).
 - b. Utilizing any appropriate civil or criminal court action to secure compliance.
 - (1) Preparation and investigation of reports and requests for assistance.
 - (2) Seeking physical restraint of offenders and/or the child(ren) to assure compliance with court orders.
 - (3) Process services and attendant court fees and costs.
 - (4) Depositions.
 - c. Physically recovering the child(ren).
 - (1) Travel expenses, food, lodging, and transportation for the escort and child(ren).

- (2) Other personal necessities for the child. All such items purchased must be itemized.
- 2. Court actions and costs in cases involving child custody or visitation orders from another jurisdiction, which may include, but are not limited to, utilization of the Uniform Child Custody Jurisdiction Act (Family Code Sections 3400 through 3425) and actions relating to the Federal Parental Kidnapping Prevention Act (42 USC 1738A) and The Hague Convention of 25 October 1980 on the Civil Aspects of International Child Abduction (Senate Treaty Document 99-1 1, 99th Congress, 1st Session).
 - a. Cost of providing foster care or other short-term care for any child pending return to the out-of-jurisdiction custodian. The reimbursable period of foster home care or other short-term care may not exceed three days unless special circumstances exist.

Please explain the special circumstances. A maximum of ten days per child is allowable. Costs must be identified per child, per day. This cost must be reduced by the amount of state reimbursement for foster home care which is received by the county for the child(ren) so placed.

- b. Cost of transporting the child(ren) to the out-of-jurisdiction custodian.
 - (1) Travel expenses, food, lodging, and transportation for the escort and child(ren).
 - (2) Other personal necessities for the child(ren). All such items purchased must be itemized. Cost recovered from any party, individual or agency, must be shown and used as an offset against costs reported in this section.
 - (3) Securing appearance of offender and/or child(ren) when an arrest warrant has been issued or other order of the court to produce the offender or child(ren).
 - (a) Cost of serving arrest warrant or order and detaining the individual in custody, if necessary, to assure appearance in accordance with the arrest warrant or order.
 - (b) Cost of providing foster home care or other short-

term care for any child requiring such because of the detention of the individual having custody. The number of days for the foster home care or short-term care shall not exceed the number of days of the detention period of the individual having physical custody of the minor.

- (4) Return of an illegally obtained or concealed child(ren) to the legal custodian or agency.
 - (a) Costs of food, lodging, transportation and other personal necessities for the child(ren) from the time he/she is located until he/she is delivered to the legal custodian or agency. All personal necessities purchased must be itemized.
 - (b) Cost of an escort for the child(ren), including costs of food, lodging, transportation and other expenses where such costs are a proper charge against the county. The type of escort utilized must be specified.

Any funds received as a result of costs assessed against a defendant or other party in a criminal or civil action for the return or care of the minor(s) (or defendant, if not part of a criminal extradition) must be shown and used as an offset against these costs.

VI. NON-REIMBURSABLE COSTS

A. Costs associated with criminal prosecution, commencing with the defendant's first appearance in a California court, for offenses defined in Sections 278 or 278.5 of the Penal Code, wherein the missing, abducted, or concealed child(ren) has been returned to the lawful person or agency.

VII. CLAIM PREPARATION AND SUBMISSION

Claims for reimbursement must be timely filed and identify each cost element for which reimbursement is claimed under this mandate. Claimed costs must be identified to each reimbursable activity identified in Section V of this document.

A. Direct Costs

Direct costs are defined as costs that can be traced to specific goods, services, units, programs, activities or functions.

Claimed costs shall be supported by the following cost element information:

1. Salary and Employees' Benefits

Identify the employee(s), show the classification of the employee(s) involved, describe the mandated functions performed and specify the actual number of hours devoted to each function, the productive hourly rate, and the related benefits. The average number of hours devoted to each function may be claimed if supported by a documented time study. Benefits are reimbursable; however, benefit rates must be itemized. If no itemization is submitted, 21 percent must be used for computation of claimed cost.

2. Contracted Services

Provide copies of the contract, separately show the contract services performed relative to the mandate, and the itemized costs for such services. Invoices must be submitted as supporting documentation with the claim.

3. Materials and Supplies

Only expenditures which can be identified as a direct cost of the mandate such as, but not limited to, vehicles, office equipment, communication devices, memberships, subscriptions, publications, may be claimed. List the cost of the materials and supplies consumed specifically for the purposes of this mandate. Purchases shall be claimed at the actual price after deducting cash discounts, rebates and allowances received from the claimant. Supplies that are withdrawn from inventory shall be charged based on a recognized method of costing, consistently applied.

4. Travel

Travel expenses for mileage, per diem, lodging, and other employee entitlement are eligible for reimbursement in accordance with the rules of the local jurisdiction. Provide the name(s) of the traveler(s), purpose of travel, inclusive dates and times of travel, destination points, and travel costs.

5. Training

The cost of training an employee to perform the mandated activities is eligible for reimbursement. Identify the employee(s) by name and job classification. Provide the title and subject of the training session, the date(s) attended, and the location. Reimbursable costs may include salaries and benefits, registration fees, transportation, lodging, and per diem. Ongoing training is essential to the performance of this mandate

because of frequent turnover in staff, rapidly changing technology, and developments in case law, statutes, and procedures. Reimbursable training under this section includes child abduction training scheduled during the California Family Support Council's conferences, the annual advanced child abduction training sponsored by the California District Attorney Association, and all other professional training.

B. Indirect Costs

Indirect costs are defined as costs which are incurred for a common or joint purpose, benefiting more than one program and are not directly assignable to a particular department or program without efforts disproportionate to the result achieved. Indirect costs may include both (1) overhead costs of the unit performing the mandate, and (2) the costs of central government services distributed to other departments based on a systematic and rational basis through a cost allocation plan.

Compensation for indirect costs is eligible for reimbursement utilizing the procedure provided in the OMB Circular A-87. Claimants have the option of using 10 % of direct labor, excluding fringe benefits, or preparing an Indirect Cost Rate Proposal (ICRP) for the department if the indirect cost rate claimed exceeds 10 %. If more than one department is claiming indirect costs for the mandated program, each department must have its own ICRP prepared in accordance with OMB Circular A-87. An ICRP must be submitted with the claim when the indirect cost rate exceeds 10%.

1. Reimbursements

On a separate schedule, show details of any reimbursements received from the individuals or agencies involved in these cases. Show the total amount of such reimbursements as a reduction of the amount claimed on the cost summary form.

In addition, the costs claimed must be reduced by the amount recovered from the charges imposed by the court.

Any amount received by a county and forwarded directly to the state, must be reported on the cost summary form, but will not reduce the amount of the claim.

2. Mileage and Travel

Local entities will be reimbursed according to the rules of the local jurisdiction.

VIII. SUPPORTING DATA

For auditing purposes, all costs claimed must be traceable to source documents and/or worksheets that show evidence of and the validity of such costs. These documents must be kept on file by the agency submitting the claim for a period specified in Government Code section 17558.5.

IX. OFFSETTING SAVINGS AND OTHER REIMBURSEMENT

Any offsetting savings the claimant experiences as a direct result of this statute must be deducted from the costs claimed. In addition, reimbursement for this mandate received from any source e.g., federal, state, etc., shall be identified and deducted from the claim.

X. REQUIRED CERTIFICATION

An authorized representative of the claimant will be required to provide a certification of the claim, as specified in the State Controller's claiming instructions, for those costs mandated by the state contained therein.

Amended: October 30, 2009 Amended: August 26, 1999 Amended: July 25, 1987 Amended: July 19, 1984 Adopted: January 21, 1981

AMENDMENT TO PARAMETERS AND GUIDELINES

Family Code Sections 3060 TO 3064, 3130 TO 3134.5, 3408, 3411, and 3421 Penal Code Sections 277, 278, and 278.5 Welfare And Institutions Code Section 11478.5

Chapter 1399, Statutes of 1976 Chapter 162, Statutes of 1992 Chapter 988, Statutes of 1996

Custody of Minors-Child Abduction and Recovery 05-PGA-26 (CSM 4237)

State Controller's Office, Claimant

This amendment is effective beginning with claims filed for the July 1, 2005 through June 30, 2006 period of reimbursement.

I. SUMMARY OF MANDATE

Chapter 1399, Statutes of 1976, added Sections 4600.1 and 4604 to and amended Sections 5157, 5160, and 5169 of the Civil Code, added Section 278 and 278.5 to the Penal Code, and amended sections 11478.5 of the Welfare and Institutions Code, which increased the level of service provided by several county departments which must become involved in child custody matters. Where previously parents or others interested in the custody status of minors pursued their interests in court with no assistance from law enforcement agencies, due to this statute counties are required to actively assist in the resolution of custody problems and the enforcement of custody decrees. To accomplish this, several additional tools were provided to the courts and enforcement agencies in this legislation, including changes in the procedures for filing petitions to determine custody and enforce visitation rights, increased authorization to issue warrants of arrest to insure compliance, and increased access to locator and other information maintained by County and State departments. These activities increased the level of service provided to the public under Title 9 of Part 5 of the Civil Code, the Uniform Child Custody Jurisdiction Act.

Chapter 990, Statutes of 1983, amended Section 4604 of the Civil Code to clarify that the enforcement requirements of this section applied to visitation decrees as well as custody decrees.

Chapter 162, Statutes of 1992, repealed Sections 4600.1, 4604, 5157, 5160, and 5169 of the Civil Code and without substantial change enacted Sections 3060 to 3064, 3130 to 3134.5, 3408, 3411, and 3421 of the Family Code.

Chapter 988, Statutes of 1996, the Parental Kidnapping Prevention Act, repealed Sections 277, 278 and 278.5 of the Penal Code and enacted in a new statutory scheme in Sections 277, 278 and 278.5 which eliminated the distinction between cases with and cases without a preexisting child custody order.

II. BOARD OF CONTROL DECISIONS

On September 19, 1979, the Board of Control determined that Chapter 1399, Statutes of 1976, imposed a reimbursable state mandate upon counties by requiring district attorney offices to actively assist in the resolution of child custody problems including visitation disputes, the enforcement of custody decrees and of any other order of the court in a child custody proceeding. These activities include all actions necessary to locate a child, the enforcement of child custody decrees, orders to appear, or any other court order defraying expenses related to the return of an illegally detained, abducted or concealed child, proceeding with civil court actions, and guaranteeing the appearance of offenders and minors in court actions. The Board's finding was in response to a claim of first impression filed by the County of San Bernardino.

III. ELIGIBLE CLAIMANTS

Any county which incurs increased costs as a result of this mandate is eligible to claim reimbursement of those costs.

IV. PERIOD OF REIMBURSEMENT

This amendment is effective beginning with claims filed for the July 1, 2005 through June 30, 2006 period of reimbursement.

Chapter 1399, Statutes of 1976, became effective January 1, 1977. Section 17557 of the Government Code (GC) stated that a test claim must be submitted on or before November 30th following a given fiscal year to establish eligibility for that fiscal year. The test claim for this mandate was filed on April 17, 1979; therefore, costs incurred on or after July 1, 1978, are reimbursable. San Bernardino County may claim and be reimbursed for mandated costs incurred on or after July 1, 1977.

Actual costs for one fiscal year should be included in each claim. Estimated costs for the subsequent year may be included on the same claim, if applicable. Pursuant to section 17561 (d) (3) of the Government Code (GC), all claims for reimbursement of costs shall be submitted within 120 days of issuance of the claiming instructions by the State Controller.

If the total costs for a given fiscal year do not exceed \$200, no reimbursement shall be allowed, except as otherwise allowed by Government Code Section 17564.

V. REIMBURSABLE COSTS

To be eligible for mandated cost reimbursement for any fiscal year, only actual costs may be claimed. Actual costs are those costs actually incurred to implement the mandated activities. Actual costs must be traceable and supported by source documents that show the validity of such costs, when they were incurred, and their relationship to the reimbursable activities. A source document is a document created at or near the same time the actual cost was incurred for the event or activity in question. Source documents may include, but are not limited to, employee time records or time logs, sign-in sheets, invoices, and receipts.

Evidence corroborating the source documents may include, but is not limited to, worksheets, cost allocation reports (system generated), purchase orders, contracts, agendas, training packets, and declarations. Declarations must include a certification or declaration stating, "I certify under penalty of perjury under the laws of the State of California that the foregoing is true and correct based upon personal knowledge." Evidence corroborating the source documents may include data relevant to the reimbursable activities otherwise in compliance with local, state, and federal government requirements. However, corroborating documents cannot be substituted for source documents.

The claimant is only allowed to claim and be reimbursed for increased costs for reimbursable activities identified below. Increased cost is limited to the cost of an activity that the claimant is required to incur as a result of the mandate.

A. Scope of the Mandate

Counties shall be reimbursed for the increased costs which they are required to incur to have the district attorney actively assist in the resolution of child custody and visitation problems; for the enforcement of custody and visitation orders; for all actions necessary to locate and return a child(ren) by use of any appropriate civil or criminal proceeding; and for complying with other court orders relating to child custody or visitation, as provided in Family Code Sections 3130 to 3134.5, with the exception of those activities listed in

Section VI.

B. Reimbursable Activities

For each eligible claimant meeting the above criteria, all direct and indirect costs of labor, materials and supplies, training and travel for the following activities are eligible for reimbursement:

- 1. Obtaining compliance with court orders relating to child custody or visitation proceedings and the enforcement of child custody or visitation orders, including:
 - a. Contact with child(ren) and other involved persons.
 - (1) Receipt of reports and requests for assistance.
 - (2) Mediating with or advising involved individuals.Mediating services may be provided by other departments.If this is the case, indicate the department.
 - (3) Locating missing or concealed offender and child(ren).
 - b. Utilizing any appropriate civil or criminal court action to secure compliance.
 - (1) Preparation and investigation of reports and requests for assistance.
 - (2) Seeking physical restraint of offenders and/or the child(ren) to assure compliance with court orders.
 - (3) Process services and attendant court fees and costs.
 - (4) Depositions.
 - c. Physically recovering the child(ren).
 - (1) Travel expenses, food, lodging, and transportation for the escort and child(ren).
 - (2) Other personal necessities for the child. All such items purchased must be itemized.
- 2. Court actions and costs in cases involving child custody or visitation orders from another jurisdiction, which may include, but are not limited to, utilization of the Uniform Child Custody Jurisdiction Act (Family Code Sections 3400 through 3425) and actions relating to the Federal Parental Kidnapping Prevention Act (42 USC 1738A) and The Hague Convention of 25 October 1980 on the Civil Aspects of International Child Abduction (Senate Treaty Document 99-11, 99th Congress, 1st Session).
 - a. Cost of providing foster care or other short-term care for any child pending return to the out-of-jurisdiction custodian. The reimbursable period of foster home care or other short-term care

may not exceed three days unless special circumstances exist.

Please explain the special circumstances. A maximum of ten days per child is allowable. Costs must be identified per child, per day. This cost must be reduced by the amount of state reimbursement for foster home care which is received by the county for the child(ren) so placed.

- b. Cost of transporting the child(ren) to the out-of-jurisdiction custodian.
 - (1) Travel expenses, food, lodging, and transportation for the escort and child(ren).
 - (2) Other personal necessities for the child(ren). All such items purchased must be itemized. Cost recovered from any party, individual or agency, must be shown and used as an offset against costs reported in this section.
 - (3) Securing appearance of offender and/or child(ren) when an arrest warrant has been issued or other order of the court to produce the offender or child(ren).
 - (a) Cost of serving arrest warrant or order and detaining the individual in custody, if necessary, to assure appearance in accordance with the arrest warrant or order.
 - (b) Cost of providing foster home care or other shortterm care for any child requiring such because of the detention of the individual having custody. The number of days for the foster home care or shortterm care shall not exceed the number of days of the detention period of the individual having physical custody of the minor.
 - (4) Return of an illegally obtained or concealed child(ren) to the legal custodian or agency.
 - (a) Costs of food, lodging, transportation and other personal necessities for the child(ren) from the time he/she is located until he/she is delivered to the legal custodian or agency. All personal necessities purchased must be itemized.
 - (b) Cost of an escort for the child(ren), including costs

of food, lodging, transportation and other expenses where such costs are a proper charge against the county. The type of escort utilized must be specified.

Any funds received as a result of costs assessed against a defendant or other party in a criminal or civil action for the return or care of the minor(s) (or defendant, if not part of a criminal extradition) must be shown and used as an offset against these costs.

VI. NON-REIMBURSABLE COSTS

A. Costs associated with criminal prosecution, commencing with the defendant's first appearance in a California court, for offenses defined in Sections 278 or 278.5 of the Penal Code, wherein the missing, abducted, or concealed child(ren) has been returned to the lawful person or agency.

VII. CLAIM PREPARATION AND SUBMISSION

Claims for reimbursement must be timely filed and identify each cost element for which reimbursement is claimed under this mandate. Claimed costs must be identified to each reimbursable activity identified in Section V of this document.

A. Direct Costs

Direct costs are defined as costs that can be traced to specific goods, services, units, programs, activities or functions.

Claimed costs shall be supported by the following cost element information:

1. Salary and Employees' Benefits

Identify the employee(s), show the classification of the employee(s) involved, describe the mandated functions performed and specify the actual number of hours devoted to each function, the productive hourly rate, and the related benefits. The average number of hours devoted to each function may be claimed if supported by a documented time study. Benefits are reimbursable; however, benefit rates must be itemized. If no itemization is submitted, 21 percent must be used for computation of claimed cost.

2. Contracted Services

Provide copies of the contract, separately show the contract services performed relative to the mandate, and the itemized costs for such services. Invoices must be submitted as supporting documentation with

the claim.

3. Materials and Supplies

Only expenditures which can be identified as a direct cost of the mandate such as, but not limited to, vehicles, office equipment, communication devices, memberships, subscriptions, publications, may be claimed. List the cost of the materials and supplies consumed specifically for the purposes of this mandate. Purchases shall be claimed at the actual price after deducting cash discounts, rebates and allowances received from the claimant. Supplies that are withdrawn from inventory shall be charged based on a recognized method of costing, consistently applied.

4. Travel

Travel expenses for mileage, per diem, lodging, and other employee entitlement are eligible for reimbursement in accordance with the rules of the local jurisdiction. Provide the name(s) of the traveler(s), purpose of travel, inclusive dates and times of travel, destination points, and travel costs.

5. Training

The cost of training an employee to perform the mandated activities is eligible for reimbursement. Identify the employee(s) by name and job classification. Provide the title and subject of the training session, the date(s) attended, and the location. Reimbursable costs may include salaries and benefits, registration fees, transportation, lodging, and per diem. Ongoing training is essential to the performance of this mandate because of frequent turnover in staff, rapidly changing technology, and developments in case law, statutes, and procedures. Reimbursable training under this section includes child abduction training scheduled during the California Family Support Council's conferences, the annual advanced child abduction training sponsored by the California District Attorney Association, and all other professional training.

B. Indirect Costs

Indirect costs are defined as costs which are incurred for a common or joint purpose, benefiting more than one program and are not directly assignable to a particular department or program without efforts disproportionate to the result achieved. Indirect costs may include both (1) overhead costs of the unit performing the mandate, and (2) the costs of central government services distributed to other departments based on a systematic and rational basis through

a cost allocation plan.

Compensation for indirect costs is eligible for reimbursement utilizing the procedure provided in the OMB Circular A-87. Claimants have the option of using 10% of direct labor, excluding fringe benefits, or preparing an Indirect Cost Rate Proposal (ICRP) for the department if the indirect cost rate claimed exceeds 10%. If more than one department is claiming indirect costs for the mandated program, each department must have its own ICRP prepared in accordance with OMB Circular A-87. An ICRP must be submitted with the claim when the indirect cost rate exceeds 10%.

1. Reimbursements

On a separate schedule, show details of any reimbursements received from the individuals or agencies involved in these cases. Show the total amount of such reimbursements as a reduction of the amount claimed on the cost summary form.

In addition, the costs claimed must be reduced by the amount recovered from the charges imposed by the court.

Any amount received by a county and forwarded directly to the state, must be reported on the cost summary form, but will not reduce the amount of the claim.

2. Mileage and Travel

Local entities will be reimbursed according to the rules of the local jurisdiction.

VIII. RECORD RETENTION

Pursuant to Government Code section 17558.5, subdivision (a), a reimbursement claim for actual costs filed by a local agency or school district pursuant to this chapter1 is subject to the initiation of an audit by the Controller no later than three years after the date that the actual reimbursement claim is filed or last amended, whichever is later. However, if no funds are appropriated or no payment is made to a claimant for the program for the fiscal year for which the claim is filed, the time for the Controller to initiate an audit shall commence to run from the date of initial payment of the claim. In any case, an audit shall be completed not later than two years after the date that the audit is commenced. All documents used to support the reimbursable activities, as described in Section V, must be retained during the period subject to audit. If the Controller has initiated an audit during the period subject to audit, the retention period is extended until the ultimate resolution of any audit findings.

¹ This refers to Title 2, division 4, part 7, chapter 4 of the Government Code.

IX. OFFSETTING SAVINGS AND OTHER REIMBURSEMENT

Any offsetting savings the claimant experiences as a direct result of this statute must be deducted from the costs claimed. In addition, reimbursement for this mandate received from any source e.g., federal, state, etc., shall be identified and deducted from the claim.

X. REQUIRED CERTIFICATION

An authorized representative of the claimant will be required to provide a certification of the claim, as specified in the State Controller's claiming instructions, for those costs mandated by the state contained therein.

CHILD ABDUCTION AND RECOVERY

Family Code Sections 3060 to 3064, 3130 to 3134.5, 3408, 3411,and 3421
Penal Code Sections 277, 278, and 278.5
Welfare and Institutions Code Section 11478.5
Chapter 1399, Statutes of 1976
Chapter 162, Statutes of 1992
Chapter 988, Statutes of 1996

1. Summary of Chapter 1399/76, 162/92, and 988/96

Chapter 1399, Statutes of 1976, added Sections 4600.1 and 4604 to, and amended Sections 5157, 5160, and 5169 of the Civil Code; added Section 278 and 278.5 to the Penal Code, and amended Sections 11478.5 of the Welfare and Institutions Code, which increased the level of service provided by several county departments that must become involved in child custody matters. Prior to the enactment of this statute, parents or others interested in the custody of minors received no assistance from law enforcement agencies when their interests were pursued in court. This statute requires counties to actively assist in the resolution of custody problems and the enforcement of custody decrees. To accomplish this, several additional tools were provided to the courts and enforcement agencies in this legislation, including changes in the procedures for filling petitions to determine custody and enforce visitation rights, increased authorization to issue warrants of arrest to insure compliance, and increased access to locator and other information maintained by county and state departments. These activities increased the level of service provided to the public under Title 9 of Part 5 of the Civil Code, The Uniform Child Custody Jurisdiction Act.

Chapter 990, Statutes of 1983, amended Section 4604 of the Civil Code to clarify that the enforcement requirements of this section applied to visitation decrees as well as custody decrees.

Chapter 162, Statutes of 1992, repealed Sections 4600.1, 4604, 5157, 5160, and 5169 of the Civil Code and, without substantial change, enacted Sections 3060 to 3064, 3130 to 3134.5, 3408, 3411, and 3421 of the Family Code.

Chapter 988, Statutes of 1996, the Parental Kidnapping Prevention Act, repealed Sections 277, 278, and 278.5 of the Penal Code and enacted a new statutory scheme in Sections 277, 278, and 278.5 that eliminated the distinction between cases with and cases without a pre-existing child custody order.

On September 19, 1979, the Board of Control predecessor to the Commission on State Mandates, determined that Chapter 1399, Statutes of 1976, resulted in state mandated costs that are reimbursable pursuant to Part 7 (commencing with Government Code Section 17500) of Division 4 of Title 2.

2. Eligible Claimants

Any county incurring increased costs as a direct result of this mandate is eligible to claim reimbursement of these costs.

3. Appropriations

These claiming instructions are issued following the adoption of the program's parameters and guidelines by the Commission on State Mandates. To determine if funding is available for the

current fiscal year refer to the schedule, "Appropriations for State Mandated Cost Programs" in the "Annual Claiming Instructions for State Mandated Costs" issued in October of each year to county auditors.

4. Types of Claims

A. Reimbursement and Estimated Claims

A claimant may file a reimbursement and/or an estimated claim. A reimbursement claim details the costs actually incurred for a prior fiscal year. An estimated claim shows the costs to be incurred for the current fiscal year.

B. Minimum Claim

Section 17564(a) of the Government Code provides that no claim shall be filed pursuant to Section 17561 unless such a claim exceeds \$200 per program per fiscal year.

5. Filing Deadline

A. Initial Claims

Pursuant to Government Code Section 17561, Subdivision (d)(3), initial claims must be filed within 120 days from the issuance date of claiming instructions. Accordingly:

- 1) Reimbursement claims detailing the actual costs incurred for the 1998-99 fiscal year must be filed with the State Controller's Office and postmarked by February 28, 2000. If the reimbursement claim is filed after the deadline of February 28, 2000, the approved claim must be reduced by a penalty of 10%, not to exceed \$1,000. Claims filed more than one year after the deadline will not be accepted.
- 2) Estimated claims for costs to be incurred during the 1999-00 fiscal year must be filed with the State Controller's Office and postmarked by February 28, 2000. Timely filed estimated claims are paid before late claims. If a payment is received for the estimated claim, a 1999-00 reimbursement claim must be filed by January 15, 2001.

B. Annually Thereafter

- After having received payment for an estimated claim, the claimant must file a reimbursement claim by January 15 of the following fiscal year. If the local agency fails to file a reimbursement claim, monies received for the estimated claim must be returned to the State. If no estimated claim was filed, the agency may file a reimbursement claim detailing the actual costs incurred for the fiscal year, provided there was an appropriation for the program for that fiscal year. For information regarding appropriations for reimbursement claims refer to the "Appropriation for State Mandated Cost Programs" in the previous fiscal year's annual claiming instructions.
- 2) A reimbursement claim detailing the actual costs must be filed with the State Controller's Office and postmarked by January 15 following the fiscal year in which the costs will be incurred. If the claim is filed after the deadline but by January 15 of the succeeding fiscal year, the approved claim must be reduced by a late penalty of 10%, not to exceed \$1,000. Claims filed more than one year after the deadline will not be accepted.

6. Reimbursable Activities

For each eligible claimant all direct and indirect costs of labor, materials and supplies, contract services, training, and travel for the following activities only are eligible for reimbursement:

A. Compliance with Court Orders

Obtaining compliance with court orders relating to child custody or visitation proceedings and the enforcement of child custody or visitation orders including:

- 1) Contact with children and other persons involved.
 - a) Receipt of reports and requests for assistance.
 - b) Mediating with or advising individuals involved. Mediating services may be provided by other departments. In this case, indicate the department.
 - c) Locating missing or concealed offender and children.
- 2) Utilizing any appropriate civil or criminal court action to secure compliance
 - a) Preparation and investigation of reports and requests for assistance.
 - Seeking physical restraint of offenders and/or the children to assure compliance with court orders.
 - c) Process services and attendant court fees and costs.
 - d) Depositions.
- 3) Physically recovering the child(ren).
 - a) Travel expenses, food, lodging, and transportation for the escort and child(ren).
 - Other personal necessities for the child(ren). All items purchased must be itemized.

B. Court Costs for Out-of-Jurisdiction Cases

Court actions and costs in cases involving child custody or visitation orders from another jurisdiction, which may include, but are not limited to, utilization of the Uniform Child Custody Jurisdiction Act (Family Code §3400 through 3425) and actions relating to the Federal Parental Kidnapping Prevention Act (42 USC 1738A) and the Hague Convention of 25 October 1980 on the Civil Aspects of International Child Abduction (Senate Treaty Document 99-11, 99th Congress, 1st Session).

1) Cost of Foster Care

The cost of providing foster care or other short-term care for any child pending return to the out-of-jurisdiction custodian. The reimbursable period of foster home care or other short-term care may not exceed three days unless special circumstances exist.

Special circumstances must be justified. A maximum of ten days per child is allowable. Costs must be identified per child, per day. Costs must be reduced by the amount of state reimbursement for foster home care received by the county for the placed child(ren).

2) Transportation Costs

- a) Travel, expenses, food, lodging, and transportation for the escort and child(ren).
- b) Other purchases of personal necessities for the child(ren) must be itemized. Recovered costs from any party or agency must be used as an offset against costs claimed.
- c) Securing appearance of the offender and/or child(ren) when an arrest warrant or other court order to produce the offender or child(ren) has been issued.
 - i) Cost of serving arrest warrant or order and detaining the individual in custody, if necessary, to assure appearance in accordance with the arrest warrant or order.
 - ii) Cost of providing foster home care or other short-term care for any child requiring such because of the detention of the individual having custody. The number of days for the foster home care or short-term care shall not exceed the number of days of the detention period of the individual having physical custody of the minor.
- Return of of the illegally obtained or concealed child(ren) to the legal custodian or agency.
 - Cost of food, lodging, transportation, and other personal necessities for the the child(ren) from the time he/she is located until he/she is delivered to the legal custodian or agency. Purchases of personal necessities must be itemized.
 - ii) Cost of an escort for the child(ren), including cost of food, lodging, transportation, and other expenses where such costs are a proper charge against the county. The type of escort utilized must be specified.
 - iii) Any funds received as a result of costs assessed against a defendant or other party in a criminal or civil action for the return or care of the minor(s) or defendant, if not part of a criminal extradition, must be shown and used against these costs.

7. Reimbursement Limitations

- A. Reimbursement is not allowed for costs associated with criminal prosecution, commencing with the defendant's first appearance in a California court for offenses defined in Sections 278 or 278.5 of the Penal Code, wherein the missing, abducted, or concealed child(ren) has been returned to the lawful person or agency.
- B. Any offsetting savings or reimbursement the claimant received from any source including, but not limited to, service fees collected, federal funds, and other state funds as a direct result of this mandate shall be identified and deducted so only net local cost is claimed.

8. Claiming Forms and Instructions

The diagram, "Illustration of Claim Forms," provides a graphical presentation of forms required to be filed with a claim. A claimant may submit a computer generated report in substitution for forms CAR-1 and CAR-2 provided the format of the report and data fields contained within the report are identical to the claim forms included in these instructions. The claim forms provided with these instructions should be duplicated and used by the claimant to file estimated or reimbursement

claims. The State Controller's Office will revise the manual and claim forms as necessary. In such instances, new replacement forms will be mailed to claimants.

A. Form CAR-2, Component/Activity Cost Detail

This form is used to segregate the detailed costs by claim component. A separate form CAR-2 must be completed for each cost component being claimed. Costs reported on this form must be supported as follows:

1) Salaries and Benefits

Identify the employee(s) and/or show the classification of each employee(s) involved. Describe the mandated functions performed by each employee and specify the actual time spent, the productive hourly rate, and related fringe benefits.

The average number of hours devoted to each function may be claimed if supported by a documented time study. A time study may be appropriate for functions that are relatively short in duration and repetitive. If the claim is based on a time study, submit with the claim all documentation for the Controller's review of the study's precision and reliability.

Reimbursement of personnel services includes compensation paid for salaries, wages, and employee fringe benefits. Employee fringe benefits include regular compensation paid to an employee during periods of authorized absences (e.g. annual leave, sick leave) and the employer's contribution to social security, pension plans, insurance, and workers' compensation insurance. Fringe benefits are eligible for reimbursement when distributed equitably to all job activities that the employee performs. However, benefit rates must be itemized. If no itemization is submitted, 21 percent must be used for computation of claimed costs.

Source documents required to be maintained by the claimant may include, but are not limited to, employee time records that show the employee's actual time spent on this mandate.

2) Materials and Supplies

Only expenditures that can be identified as a direct result of this mandate may be claimed. List the cost of materials consumed or expended specifically for the purpose of this mandate. These may include communication devices, memberships, subscriptions, or publications that are necessary for the performance of this mandate. The cost of materials and supplies that are not used exclusively for the mandate is limited to the pro rata portion used to comply with this mandate. Purchases shall be claimed at the actual price after deducting cash discounts, rebates, and allowances received by the claimant. Supplies that are withdrawn from inventory shall be charged based on a recognized method of costing, consistently applied.

Source documents required to be maintained by the claimant may include, but are not limited to, invoices, receipts, purchase orders, and other documents evidencing the validity of the expenditures.

3) Contract Services

Give the name(s) of the contractor(s) who performed the services. Describe the activities performed by each named contractor, actual time spent on this mandate, inclusive dates

when services were performed, and itemize all costs for services performed. Attach consultant invoices with the claim.

Source documents required to be maintained by the claimant may include, but are not limited to, contracts, invoices, and other documents evidencing the validity of the expenditures.

4) Fixed Assets

List the purchase price of equipment and other capital assets acquired for the purpose of this mandate. These may include vehicles, or office equipment that are necessary for the performance of this mandate. Purchase price includes taxes, delivery, and installation costs. Explain the use of each asset. If an asset is acquired for the subject state mandate, but is utilized in some way not directly related to the program, only the prorated portion of the asset that is used for purposes of this program is reimbursable.

Source documents may include, but are not limited to, general and subsidiary ledgers, purchase orders, receipts, canceled warrants, inventory records, and other documents evidencing the purchases.

5) Travel

Travel expenses for mileage, per diem, lodging, and other employee entitlements are reimbursable in accordance with the rules of the local jurisdiction. Give the name(s) of the traveler(s), purpose of travel, inclusive dates, destination points, and costs.

Source documents required to be maintained by the claimant may include, but are not limited to, receipts, employee travel expense claims, and other documents evidencing the validity of the expenditures.

6) Training

The cost of training for activities specified in 6 A. and B. may be claimed. Give the title and subject of the training session, dates, location, and name(s) of the employee(s) attending training associated with the mandate. Reimbursable costs include, but are not limited to, salaries and benefits of personnel conducting or attending the training, registration fees, transportation, lodging, and per diem. Child abduction training scheduled during the California Family Support Council's conferences, the annual advanced child abduction training sponsored by the California District Attomey Association, and all other professional training are reimbursable.

Source documents may include, but are not limited to, employee travel expense claims, receipts, training agendas, and other documents evidencing the training expenses.

For audit purposes all supporting documents must be retained for a period of two years after the end of the calendar year in which the reimbursement claim was filed or last amended, whichever is later. If no funds are appropriated for the initial claim at the time the claim was filed, supporting documents must be retained for two years from the date of the initial payment of the claim. Such documents shall be made available to the State Controller's Office on request.

B. Form CAR-1.1, Reimbursement Source Summary

On form CAR 1.1 show details of any reimbursement received from the individuals or agencies involved in these cases. Show the total amount of such reimbursements as a reduction of the amount claimed on form CAR-1. In addition, costs claimed must be reduced by the amount recovered from the charges imposed by the court.

Any amount received by a county and forwarded directly to the state must be reported on form CAR-1, but will not reduce the amount of the claim.

C. Form CAR-1, Claim Summary

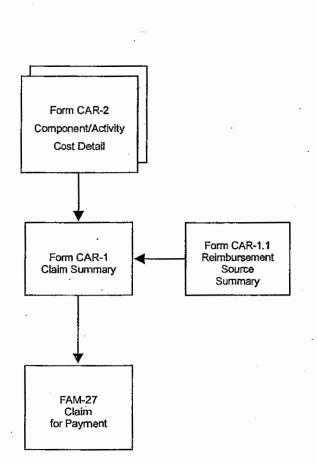
This form is used to summarize direct costs by cost component and compute allowable indirect costs for the mandate. Direct costs summarized on this form are derived from CAR-2 and carried forward to form FAM-27.

Indirect costs are eligible for reimbursement utilizing the procedure provided in the OMB Circular A-87. Claimants have the option of using 10% of direct labor costs, excluding fringe benefits, or preparing an Indirect Cost Rate Proposal (ICRP) for the department if the indirect cost rate claimed exceeds 10%. If more than one department is involved in the mandated program, each department must have its own ICRP prepared in accordance with OMB Circular A-87. An ICRP must be submitted with the claim when the indirect cost rate exceeds 10%.

D. Form FAM-27, Claim for Payment

This form contains a certification that must be signed by an authorized representative of the local agency. All applicable information from CAR-1 must be carried forward to this form for the State Controller's Office to process the claim for payment.

Illustration of Claim Forms



Form CAR-2, Component/Activity Cost Detail

Complete a separate form CAR-2 for each cost component claimed.

- A. Compliance with Court Orders
 - 1. Contact with children and other persons involved
 - Utilizing any appropriate civil or criminal court action to secure compliance.
 - 3. Physically recovering the children
- B. Court Costs for Out-of-Jurisdiction Cases
 - 1. Cost of foster care
 - 2. Transportation Costs

	State Controller's Off	fice				Mand	dated	Cost M	anual	
		CLAIM FOR PAYMEN	For State Controller Use	Only	Prog	ram				
	Pursuant to Government Code Section 17561 CHILD ABDUCTION AND RECOVERY (01) Claimant Identification Number					(19) Program Number 0001	3			
						(20) Date Filed//		01	3	
_						(21) LRS Input/_				
						Reimbursement Claim Data				
:	(02) Claimant Name					(22) CAR-1, (03)(a)				
	County of Location					(23) CAR-1, (03)(b)				
	Street Address or P.O. Box	Suite			(24) CAR-1, (04)(1)(f)					
	City State			p Code		(25) CAR-1, (04)(2)(f)			-	
•	Type of Claim	Estimated Claim	Rei	mbursement Cla	im	(26) CAR-1, (06)				
		(03) Estimated	(09) R	ei m bursement		(27)				
	·	(04) Combined	(10) C	ombined		(28)				
		(05) Amended	(11) A	mended		(29)				
	Fiscal Year of Cost	(06) 20/20	(12)	20/20		(30)				
	Total Claimed Amount	(07)	(13)			(31)				
	Less: 10% Late Penalty, not to exceed \$1,000					(32)				
	ess: Prior Claim Payment Received					(33)				
						(34)				
	Due from State	(08)	(17)			(35)				
	Due to State		(18)		,	(36)			7	
	(37) CERTIFICATION OF CLAIM									
	In accordance with the provisions of Government Code § 17561, I certify that I am the officer authorized by the local agency to file claims with the State of California for costs mandated by Chapter 1399, Statutes of 1976, and certify under penalty of perjury that I have not violated any of the provisions of Government Code Sections 1090 to 1096, inclusive.									
	I further certify that there was no application other than from the claimant, nor any grant or payment received, for reimbursement of costs claimed herein; and such costs are for a new program or increased level of services of an existing program mandated by Chapter 1399, Statutes of 1976.									
	The amounts for Estimated Claim and/or Reimbursement Claim are hereby claimed from the State for payment of estimated and/or actual costs for the mandated program of Chapter 1399, Statutes of 1976, set forth on the attached statements.									
	Signature of Authorized Officer			-		Date				
	Type or Print Name					Title				
	(38) Name of Contact Person for	or Claim		Telephone Numb	ner	() -	Ex	f.		
			E-Mail Address	, CI	<u> </u>		••			
	1									

Program **013**

CHILD ABDUCTION AND RECOVERY Certification Claim Form Instructions

FORM FAM-27

- (01) Leave blank.
- (02) A set of mailing labels with the claimant's I.D. number and address was enclosed with the letter regarding the claiming instructions. The mailing labels are designed to speed processing and prevent common errors that delay payment. Affix a label in the space shown on form FAM-27. Cross out any errors and print the correct information on the label. Add any missing address items, except county of location and a person's name. If you did not receive labels, print or type your agency's mailing address.
- (03) If filing an original estimated claim, enter an "X" in the box on line (03), Estimated.
- (04) If filing an original estimated claim on behalf of districts within the county, enter an "X" in the box on line (04), Combined.
- (05) If filing an amended or combined claim, enter an "X" in the box on line (05), Amended. Leave boxes (03) and (04) blank.
- (06) Enter the fiscal year in which costs are to be incurred.
- (07) Enter the amount of estimated claim. If the estimate exceeds the previous year's actual costs by more than 10%, complete form CAR-1 and enter the amount from line (11). If more than one form is completed due to multiple department involvement in this mandate, add line (11) of each form.
- (08) Enter the same amount as shown on line (07).
- (09) If filing an original reimbursement claim, enter an "X" in the box on line (09), Reimbursement.
- (10) If filing an original reimbursement claim on behalf of districts within the county, enter an "X" in the box on line (10), Combined.
- (11) If filing an amended or a combined claim on behalf of districts within the county, enter an "X" in the box on line (11), Amended.
- (12) Enter the fiscal year for which actual costs are being claimed, if actual costs for more than one fiscal year are being claimed, complete a separate form FAM-27 for each fiscal year.
- (13) Enter the amount of reimbursement claim from form CAR-1, line (11). If more than one form is completed due to multiple department involvement in this mandate, add line (11) of each form.
- (14) Reimbursement claims must be filed by January 15 of the following fiscal year in which costs are incurred or the claims shall be reduced by a late penalty. Enter either the product of multiplying line (13) by the factor 0.10 (10% penalty) or \$1,000, whichever is less.
- (15) If filing a reimbursement claim and a claim was previously filed for the same fiscal year, enter the amount received for the claim. Otherwise, enter a zero.
- (16) Enter the result of subtracting line (14) and line (15) from line (13).
- (17) If line (16), Net Claimed Amount, is positive, enter that amount on line (17), Due from State.
- (18) If line (16), Net Claimed Amount, is negative, enter that amount in line (18), Due to State.
- (19) to (21) Leave blank.
- (22) to (36) Reimbursement Claim Data. Bring forward the cost information as specified on the left-hand column of lines (22) through (36) for the reimbursement claim, e.g., CAR-1, (04)(1)(f), means the information is located on form CAR-1, block (04), line (1), column (f). Enter the information on the same line but in the right-hand column. Cost information should be rounded to the nearest dollar, i.e., no cents. Indirect costs percentage should be shown as a whole number and without the percent symbol, i.e., 34.548% should be shown as 35. Completion of this data block will expedite the payment process.
- (37) Read the statement "Certification of Claim." If it is true, the claim must be dated, signed by the agency's authorized officer, and must include the person's name and title, typed or printed. Claims cannot be paid unless accompanied by a signed certification.
- (38) Enter the name, telephone number, and e-mail address of the person to contact if additional information is required.

SUBMIT A SIGNED, ORIGINAL FORM FAM-27 WITH ALL OTHER FORMS AND SUPPORTING DOCUMENTS (NO COPIES NECESSARY) TO:

Address, if delivered by U.S. Postal Service:

OFFICE OF THE STATE CONTROLLER ATTN: Local Reimbursements Section Division of Accounting and Reporting P.O. Box 942850 Sacramento, CA 94250 Address, if delivered by other delivery service:

OFFICE OF THE STATE CONTROLLER ATTN: Local Reimbursements Section Division of Accounting and Reporting 3301 C Street, Suite 500 Sacramento, CA 95816

MANDATED COSTS CHILD ABDUCTION AND RECOVERY CLAIM SUMMARY									
(01) Claimant			Rein	(02) Type of Claim Reimbursement Estimated		Fiscal Year			
Claim Statistics						te			
(03) (a) Number of Cases for Con	npliance with	Court Orders							
(b) Number of Out-of-Jurisdic	tion Cases								
			e Wall of the Control						
Direct Costs									
(04) Reimbursable Components	(a)	(b)	(c)	(d)	(e)	(f)			
	Salaries	Benefits	Services and Supplies	Fixed Assets	Travel and Training	Total			
1. Compliance with Court Orders									
Court Costs for Out-of- Jurisdiction Cases									
(05) Total Direct Costs						·			
Indirect Costs									
(06) Indirect Cost Rate [From ICRP]									
(07) Total Indirect Costs		[Line (06) x line	(05)(a)] or [line (06) x {line (05)(a)	+ line (05)(b)}]				
(08) Total Direct and Indirect Costs [Line (05)(f) + line (07)]									
Cost Reduction									
(09) Less: Offsetting Savings		. <u>,</u>							
(10) Less: Other Reimbursement	e								

(11) Total Claimed Amount

[Line (08) - {line (09) + line (10)}]

CHILD ABDUCTION AND RECOVERY CLAIM SUMMARY

Instructions

FORM CAR-1

- (01) Enter the name of the claimant.
- (02) Type of Claim. Check a box, Reimbursement or Estimated, to identify the type of claim being filed. Enter the fiscal year for which costs were incurred or are to be incurred.

Form CAR-1 must be filed for a reimbursement claim. Do not complete form CAR-1 if you are filing an estimated claim and the estimate does not exceed the previous fiscal year's actual costs by more than 10%. Simply enter the amount of the estimated claim on form FAM-27, line (07). However, if the estimated claim exceeds the previous fiscal year's actual costs by more than 10%, form CAR-1 must be completed and a statement attached explaining the increased costs. Without this information the high estimated claim will automatically be reduced to 110% of the previous fiscal year's actual costs.

- (03) Enter the number of cases claimed for each reimbursable component.
 - (a) Number of Cases for Compliance with Court Orders. Enter the number of cases processed during the fiscal year that were related to the compliance with court orders. When calculating the number of cases, a case that is open and closed and open again due to another incident, count as two cases.
 - (b) Number of Out-of-Jurisdiction Cases. Enter the number of out-of-jurisdiction cases received during the fiscal year.
- (04) Reimbursable Components. For each reimbursable component, enter the total from form CAR-2, line (05), columns (d), (e), (f), (g), and (h) to form CAR-1, block (04), columns (a) to (e) in the appropriate row. Total each row.
- (05) Total Direct Costs. Total columns (a) through (f).
- (06) Indirect Cost Rate. Indirect costs may be computed as 10% of direct labor costs, excluding fringe benefits. If an indirect cost rate of greater than 10% is used, include the Indirect Cost Rate Proposal (ICRP) with the claim. If more than one department is reporting costs, each must have its own ICRP for the program.
- (07) Total Indirect Costs. Multiply Total Salaries, line (05)(a), by the Indirect Cost Rate, line (06). If both salaries and benefits were used in the distribution base for the computation of the indirect cost rate, then multiply the sum of Total Salaries, line (05)(a), and Total Benefits, line (05)(b), by the Indirect Cost Rate, line (06).
- (08) Total Direct and Indirect Costs. Enter the sum of Total Direct Costs, line (05)(f), and Total Indirect Costs, line (07).
- (09) Less: Offsetting Savings. If applicable, enter the total savings experienced by the claimant as a direct result of this mandate. Submit a detailed schedule of savings with the claim.
- (10) Less: Other Reimbursements. If applicable, enter the amount of other reimbursements received from any source including, but not limited to, service fees collected, federal funds, and other state funds, which reimbursed any portion of the mandated cost program. Submit a schedule detailing the reimbursement sources and amounts.
- (11) Total Claimed Amount. Subtract the sum of Offsetting Savings, line (09), and Other Reimbursements, line (10), from Total Direct and Indirect Costs, line (08). Enter the remainder on this line and carry the amount forward to form FAM-27, line (07) for the Estimated Claim or line (13) for the Reimbursement Claim.

MANDATED COSTS

	-	CHILD ABDUCTION AND REIMBURSEMENT SOUR		CAR-1.1						
(01)	Claimant		(02) Fiscal Year							
(03)	Enter the information	Enter the information for columns (a) through (d).								
	(a)	(b)	(c)	(d)						
	Cost Component	Case Number or Name	Reimbursement Source	Ámount						
		-		-						
				·						
		·								
			·							
(04)	Total	<u></u>	<u> </u>							

CHILD ABDUCTION AND RECOVERY REIMBURSEMENT SOURCE SUMMARY Instructions

FORM CAR-1.1

- (01) Enter the name of the claimant.
- (02) Enter the year for which costs were incurred. A separate form CAR-1.1 must be completed for each fiscal year's claim.
- (03) (a) List the cost component (a) Compliance with Court Orders or (b) Court Costs for Out-of-Jurisdiction Cases.
 - (b) Enter the case number or name of the child.
 - (c) Enter the reimbursement source.
 - (d) Enter the amount of reimbursement for the custody of minor programs the county has received from defendants, other individuals, or the State Foster Care Program.
- (04) Enter the amount of reimbursement received and carry forward this amount to form CAR-1, line (10), Other Reimbursements.

MANDATED COSTS CHILD ABDUCTION AND RECOVERY COMPONENT/ACTIVITY COST DETAIL

FORM CAR-2

CO	MPONENT/	ACTIVITY	COST DETA				
(01) Claimant			(02) Fisca	l Year			
(03) Reimbursable Component:	Check only	one box p	er form to ide	entify the co	mponent be	eing claim	ed.
Compliance with Cou	rt Orders	· 1	Court (Costs for O	ut-of-Jurisdi	ction Case	es
(04) Description of Expenses				Ob	ject Accou	nts	
(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)
Employee Names, Job Classifications, Functions Performed, and Description of Services and Supplies	Hourly Rate or Unit Cost	Hours Worked or Quantity	Salaries	Benefits	Services and Supplies	Fixed Assets	Travel and Training
	-				,	i	
·	. ,						
						:	
					1		
							. ,
(05) Total Subtotal] Page:	of		<u> </u>		<u> </u>	

CHILD ABDUCTION AND RECOVERY COMPONENT/ACTIVITY COST DETAIL Instructions

FORM CAR-2

- (01) Enter the name of the claimant.
- (02) Enter the year for which costs were incurred. Do not file CAR-2 for an Estimated Claim.
- (03) Reimbursable Components. Check the box which indicates the cost component being claimed. Check only one box per form. A separate form CAR-2 shall be prepared for each cost component that applies.
- Description of Expenses. The following table identifies the type of information required to support reimbursable costs. To detail costs for the component activity box "checked" in block (03), enter the employee names, position titles, a brief description of the activities performed, actual time spent by each employee, productive hourly rates, fringe benefits, supplies used, contract services, etc. The descriptions required in column (4)(a) must be of sufficient detail to explain the cost of activities or items being claimed. To simplify the claim process, the cost of actual time spent by county staff for activities related to Compliance with Court Orders and Out-of-Jurisdiction Cases may be combined. In addition, costs of fixed assets for both components are claimed under Compliance with Court Orders. For audit purposes, all supporting documents must be retained by the claimant for a period of not less than two years after the end of the calendar year in which the reimbursement claim was filed or last amended, whichever is later. When no funds are appropriated for the initial payment at the time the claim was filed, supporting documents must be retained for two years from the date of initial payment of the claim. Such documents shall be made available to the State Controller's Office on request.

Object/ Sub object				Colu	mns		•		Submit these supporting
Accounts	(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)	documents with the claim
Salaries	Employee Name	Hourly Rate	Hours Worked	Salaries = Hourly Rate x Hours Worked					
Benefits	Title Activities	Benefit Rate			Benefits = Benefit Rate x Salaries	Standard South S.		MONTH ALMADUM	
Services and Supplies Supplies	Description of Supplies Used	Unit Cost	Quantity Used			Cost = Unit Cost x Quantity Used			
Contract Services	Name of Contractor Specific Tasks Performed	Hourly Rate	Hours Worked Inclusive Dates of Service			Itemized Cost of Services Performed			Involce
Fixed Assets	Description of Equipment Purchased	Unit Cost	Usage	(1) (1) (1) (1) (1) (1) (1) (1) (1) (1)			Itemized Cost of Equipment Purchased	is and the second secon	Invoice
Travel and Training Travel	Purpose of Trip Name and Title Departure and Return Date	Per Diem Rate Mileage Rate Travel Cost	Days Miles Travel Mode			300 100 100 100 100 100 100 100 100 100		Total Travel Cost = Rate x Days or Miles	
Training	Employee Name/Title Name of Class		Dates Attended					Registration Fee	

Total line (04), columns (d), (e), (f), (g), and (h) and enter the sum on this line. Check the appropriate box to indicate if the amount is a total or subtotal. If more than one form is needed to detail the component/ activity costs, number each page. Enter totals from line (05), columns (d), (e), (f), (g), and (h) to form CAR-1, block (04), columns (a), (b), (c), (d), and (e) in the appropriate row.

EXHIBIT E

*			For State Controller Use U	
*	CLAIM FOR PAYME		(19) Program Number 00013	Program
Pursuan	t to Government Code	Section 17561	(20) Date Filed//	- 013
CH	ILD ABDUCTION & REG	COVERY	(21) LRS input//	
(01) Claimant Identificatio	on Number			
	9943			ent Claim Data
(02) Claimant Name			(22)	
	County of Santa Clara	A LAT	CAR-1, (03)(a)	402
County of Location		APIPIAI	(23)	
	Santa Clara		CAR-1, (03)(b)	0
Street Address or P.			(24)	
	70 West Hedding Street		CAR-1, (04)(1)(f)	581,593
City	State	Zip Code	(25)	
	San Jose CA	95110	CAR-1, (04)(2)(f)	
Type of Claim	Estimated Claim	Reimbursement Claim	1	
		سيسم	CAR-1, (06)	25
	(03) Estimated X	(09) Reimbursement X	(27)	
		/(0) 0 1/ 1	1 (20)	
	(04) Combined	(10) Combined	<u> </u> (28)	
	(0.5)	(44) Amandad	7 (20)	
	(05) Amended	(11) Amended	<u> </u>	
Fiscal Year of Cost	(06)	(12)	(30)	
of Cost	2004-2005	2003-2004	Estoy	- 994 207
Total Claimed	(07)	(13)	(31)	,
Amount	\$792,230	\$720,209	Arr	720 20 9
LESS: 10% Late Pena		(14)	(32)	
	•		(-) Red	~ 273998 V
LESS: Prior Claim Pag	yment Received	(15)	(33) en	,
	•			/ :
Net Claimed Amount		(16)	(34)	or Bar
		\$720,209	Fy.	0, , , , , , , , , , , , , , , , , , ,
Due from State	(08)	(17)	(35)	792,230
	\$792,230	\$720,209		
Due to State		(18)	(36) < k 50	000 70 5
(37) CERTIFICATION	ON OF CLAIM		5000	0 705 C
In accordance with the n	provisions of Government Code 1	7561, I certify that I am the officer	authorized by the local agency t	to file claims with the State of
California for costs mand	dated by Chapter 1399, Statutes	of 1976, and certify under penalty	of perjury that I have not violate	d any of the provisions of
Government Code Secti	ons 1090 through 1096, inclusive).		
I further certify that there	was no application other than fr	om the claimant, nor any grant or	payment received, for reimburse	ement of costs claimed herein;
and such costs are for a	new program or increased level	of services of an existing program	n mandated by Chapter 1399, St	atutes of 1976.
The amounte for Estima	ted and/or Reimbursement Claim	s are hereby claimed from the St	ate for payment of estimated and	l/or actual costs for the
mandated program of C	hapter 1399, Statutes of 1976, se	et forth on the attached statement	s.	
Signature of Authori	zed Officer	D	<u>ate</u>	
Dam \/av t-a		9	B 90 Coordinator	
Ram Venkatesan			itle	
Type or print name		11		
(38) Name of Contact Pers	son for Claim	Telephone Number (9	916) 485-8102	•
		~ <u>~</u>	**************************************	
Ferlyn Junio (MAX	(IMUS, Inc.)	E-Mail Address		
		·		

Program 013	CHILD AB	ANDATED OF STREET OF STREE	& RECOVI	ERY		FOF CAF	
(01) Claimant:	County of Santa Clara	(02) Fiscal y	ear costs we	re incurred:		2003-2004	
Claim Statist	ics						
		oo with Co	urt Order				402
(03)(a) N	lumber of Cases for Complian	Ce With Col	art Order				
(b) h	Number of Out-of-Jurisdiction	Cases					0
Direct Costs							
(04) Reimbursat	ole Components	(a) Salaries	(b) Benefits	(c) Services and Supplies	(d) Fixed Assets	(e) Travel and Training	(f) Total
1. Compliand	e with Court Orders	\$442,717	\$123,065			\$15,811	\$581,59
2. Court Cos	ts for Out-of-Jurisidiction Cases						
(05) Total Dir Indirect Cos		\$442,717	\$123,065			\$15,811	\$581,59
(06) Indirect C	Cost Rate (From ICRP)		Salary and	3enefits			24.50
(07) Indirect (Costs [Line (05)(a)*line (06)] or	[(line(05)(a)+	-line(05)(b))x	line(06)]			\$138,61
(08) Total Dir Cost Reduc	ect and Indirect Costs: {Line (05)(f) + line (07)}				\$720,20
(09) Less Off	setting Savings, if applicable						
(10) Less Oth	ner Reimbursements, if applicable	2					

Program 013

MANDATED COSTS CHILD ABDUCTION & RECOVERY REIMBURSEMENT SOURCE SUMMARY

FORM CAR-1.1

(01) Claimant:	County of Santa Clara	(02) Fiscal year costs were incurred:	2003-2004

(03) Enter the information for (a) through (d).

(a)	(b)	(c)	(d)
Cost Component	Case Number or Name	Reimbursement Source	Amount
-			
			٠.
	,		

Program 013

MANDATED COSTS CHILD ABDUCTION & RECOVERY COMPONENT / ACTIVITY COST DETAIL

FORM CAR-2

	СОМР	ONENT /	ACTIVI	TY COS	ST DETA	IL .				
(01) Claimant	t: County of Santa Clara			(02) Fisc	cal year co	sts were	e incurred		2003-20	04
(03) Reimbur	sable Components: Check only or	ne box per	form to	identify t	he compo	nent bei	ng claime	d.		
1	X Compliance with Cou	rt Orders	:							
	Court Costs for Out-	of-Jurisdie	ction Ca	ses						
							01:1	A		
(04) Descripti	ion of Expense: Complete column (a)	s (a) throu	ıgn (g)	(c)	(d)	(e)	(f)	Accounts	(g)	
Emple	loyee Name, Job Classification,	Hourly	Benefit	Hours						
·.	Activities Performed & Description of Expenses	Rate of Unit Cost	Rate	Worked / Quantity	Services & Supplies	Fixed Assets	Travel &Training	Salaries	Benefits	Total Sal. & Bens
missing childre victims/childre trial preparation recovery. G. Bytheway, (P. Cardott, Crin L. Evans, Crim J. Lucarotti, Cr K. McFarlane, M. Schembri, (J. Sylva, Attori	stigative Assistant	\$54.98 \$27.49 \$56.42 \$54.98 \$97.64 \$27.77 \$42.97	34.34% 37.23% 26.97% 36.50% 18.39% 51.02% 36.13%	1150.00 1461.00 1591.50 585.50 1624.50 11.00 1359.50			\$2,070 \$8,996 \$3,299 \$747 \$691	\$63,232 \$40,165 \$89,792 \$32,193 \$158,616 \$305 \$58,412	\$21,714 \$14,954 \$24,217 \$11,751 \$29,170 \$156 \$21,104	\$84,946 \$55,119 \$114,009 \$43,944 \$187,786 \$461 \$79,517
(05) Total	Page: of					- Lander Marie	\$15.811	6440747	\$123,065	\$565.782

CHILD ABDUCTION UNIT REIMBURSEMENT REPORT FOR FY 2003-2004:

/ Sylva	Attorney	1624.50	-262.5 vac -57.0 sick	-40 nonreimb.
Gallardo	Sr. Paralegal	1359.5	subtracted	-40 translation
Evans	TL Investigator	1591.5	subtracted	subtracted
∠ Bytheway	Investigator	1150	subtracted	subtracted
, Cardott	Investigator	1461	subtracted	subtracted
- Schembri	Investigator	585.5	subtracted	subtracted
/ Ortiz, G.	Inv. Asst.	11	. n/a	n/a

Please see Kathy Carr for travel expenses.

MRP Jessica prepared third statuetion Summary 16 HRS

From:

Julianne Sylva

To:

Martha Gallardo

Date:

10/28/2004 9:30:09 AM

Subject:

audit information

Hi martha,

Could you please run my name in CJIC and tell me what cases I handled from 7/1/2003 - 6/30/2004. I need to also have you run the court history for those cases to see what court dates there were for me to calculate the hours I must deduct from my monthly hours in order to claim the correct amount for reimbursement for the mandate program.

Also, if you could give me your hours for that time period (deducting the time you spend on assisting ether people and the time you spend on translation for outside the unit).

15/day

Thank you!

52x5x8 = 2080

8/22/03 38 reg. -2. 9/5/03 80 reg. -5.0 9/19/03 78 reg. -4.5 10/3/03 61,40 reg. 3,5 = colinlos 56 reg - 3.5 10/31/03 79.30 reg . - 5 11/14/03 78.50 deg - 4.5 11/26/03 69.50 reg .- 4 12/12/03 78 reg. - 4.5 77.80 reg - 4.5 12/26/03 57/8 = 7 × .5 1/9/04 59 reg. - 3.5 1129/04 80 reg. -5 2/6/04 80 reg. -5 2/20/04 68.50 reg 4 3/5/04 72 reg. - 4.5 3/19/04 40 reg. - 2,5 4/2/04 -0-4/14/04 72 reg. -415

4/30/04 80 reg. -5 5/14/04 Soney. - 9 5/28/04 80 reg .- 5 6/11/04 80 reg = 5 6/25/04 80 reg -5 15 12 thereties to the west of the three of the standard of th 7/9/04 (6/28, 29, 30) 24 re 1359,50 REIMB HRS.

FISCAL YEAR 2004

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REASON FOR TRAVEL (223) (2.27) 53.8 117,50 8,8 38.84 RENTAL GAR ADY PER DJEH 4200 124.01 88,30 83.88 91.78 74.26 74,26 63.22 63.22 620,50 30,00 151.83 32.83 628.40 20.25 20.25 20.25 20.05 25.05 25.05 25.05 30.05 30.05 813.00 30.00 AIR FARE WARRART 10011154 20000 2000 20000 20000 20000 20000 20000 20000 20000 20000 20000 20000 2000 3AP DOGUMENT KUMBER 1900016818
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フロロ / フロロ 1751

FISCAL YEAR 2004

CHILO ABDUCTION

HANE	DESTIRATION	DATE	TRAVEL AUTHORIZATION NUMBER	SAP DOCUMENT RUBBER		REGISTRATION	AIR FARE	LODGING	REHTAL CAR	ADV PER DIEM	FINAL	REASON FOR TRAVEL
EVANS, LINDA	SAN DEGO	7723/03	TA0202-00136	1900024899	Y-CAL		113.50					
				1900035672	Y-CAI.		30.00					
				P-CANO	XX					30.00		
	FINAL			1900076538	10056691						23.00	
	WILLARD, OHID	8/4-5/03	TA0202-00136	P-CARD	XXXX		96200					E HONN E
				P-CARD	XXX		30.00					
				P-CARD	X		962.00					
				P-CARD	XXX		30.00					
				P-CARD	XX		613.00					
				P-CARD	XXX		30.00					٠
				P-CARD	XXXX				51.23			
				PCARD	XXX				88.6			
				P-CARD	XXX					35 35 36		
				P-CARD	XXXX					52,00		
				P-CARD	XXXX			8 .99				
	FINAL			1900113071	1007 7283						3201	
LUCAROTT, JAMES	SFO ARPORT FINAL	6/16/03	TA0202-00108	1900048101	10034561						B.15	RECOVER ABDICTED CHILD
ORITZ GONZALO	SAN DIEGO	7/23/03	1,40202-00137	P CARD	XXX		232,09					er Er
•				P-CARD	XXX		30,00					
				PCARD	XXX		232,09					
				P-CARD	XXX		30.00					
				1900024899	ž		113.50					
				1900003672	3		30.00					
	FINAL			1900076597	10056690						23.00	
MISC.												
MCFARLANE, KATHI	SAN DEGO	7123/02	XXX	1500134295	10092214		586.50			160.00		MOTHER OF CHILD J
TOTAL							14327.08	377.94	309.89	840.33	181 60	ATO:

3299,25

05'9hi

690.68

to" 118'51

INDIRECT COST RATE PROPOSAL

Claimant Name: County of Santa Clara Department: District Attorney

Fiscal Year: 2003-2004

	n at Casts	Total	Unallowable	Allowable Indirect	Allowable Direct
	Description of Costs	Costs	Costs	Costs	Costs
rso	nnel Services:	PAE 070 E91		\$5,320,013	\$40,659,568
1	Salaries & Wages	\$45,979,581		42, 1	\$96,564
2	Part-time Wages & Overtime	\$96,564 26,6% \$12,245,538		\$1,416,855	\$10,828,683
3	Benefits	26.6% \$12,245,538 \$58,321,683	\$0	\$6,736,868	\$51,584,815
	SUBTOTAL		333333333333333333333333333333333333	· / ////	
ne l	tem Costs (Services, Supplies &	\$ Other): \$2,538		\$2,538	
4		\$269		\$269	
5	Safety Shoes	\$207		\$207	
6	Safety Glass	\$3,944		\$3,944	
7	Safety Equip	\$59,444		\$59,444	
8	Ballistic	\$316,510		\$316,510	
9	Communications Misc Food	\$288		\$288	
10	Insurance	\$255,161		\$255,161	\$103,081
11	Witness Expense	\$103,081			\$103,001
12	Spanish	\$170		\$2,826	ψι,σ
13 14	Maint-Equipment	\$2,826		\$6,797	
15	Maint-Security	\$6,797		\$27,098	•
16	Maint-Computers	\$27,098		\$140	
17		\$140		\$11,992	
18		\$11,992		\$3,915	-
19		\$3,915		\$0	
20	o / / Maintenance	\$0		\$152	
21		\$152 \$6,055		\$6,055	
22		\$777,158	, }	\$777,158	
23		\$34,713		\$34,713	•
24		\$(. \$0	
25		\$1		\$8	
28	Freight	\$5		\$53	
27		\$		\$0	
28		\$14,91		\$14,911	
2		\$109,31		\$109,317	
3		\$81,85		\$81,852	\$7,02
3		\$7,02	3		\$39,58
	- r ' I D-velopmont	\$39,58		\$747	ψ02,00
		\$74		\$270	
_	4 Workshops, Contelences 5 Drived Ed	\$27		Φ210	
l	Books and Periodicals	\$3,01			\$144,41
i	37 Subscription	\$144,41			\$3,588,06
ł	BB Professional & Special	\$3,588,06	31	\$275,806	4-1
	9 Police Information	\$275,80		\$14,387	
	40 Annual Audit	\$14,38		\$16,000	
1	41 Audit Expense	\$16,00 \$2,220.5		4 · · · , · · · ·	\$2,220,5
	42 Contract Service	\$2,220,5 \$146,0		\$146,094	
	43 Data Processing		12	\$12	
1	44 County Counsel	\$23,9			\$23,9
	45 Investigation	\$5,0 \$5,0			\$5,0
1	46 Consult	\$22,0			\$22,0
	47 Transcripts	\$2,691,9			\$2,691,9
	48 Professional	\$11,017.4		\$2,168,664	\$8,845,7

	Description of Costs	Total Costs	Unallowable Costs	Allowable Indirect Costs	Allowable Direct Costs
49	Publications	\$0	<u>, e ; . Co a de la companida d</u>	\$0	
50	Equipment-Other	\$94,975	\$94,975		
51	Copy Machine	\$111,148		\$111,148	
52	Bldg & Improvements	\$91,315		\$91,315	1
53	Office Rents	\$851,893		\$851,893	
54	Small Tools	\$49,619		\$49,619	
55	PC Hardware	\$129,471		\$129,471	
56	Non Cap. Equip	\$8,845		\$8,845 \$188	\$30,657
57	Special Dept Expense Sheriff/DA	\$30,845 (\$5,988)		(\$5,988)	φ30,037
58 59	Inmate Non	(\$5,988) \$0		(\$5,950) \$0	
	Audio Visual	\$12,021		\$12,02 1	
61	Shop Supplies	(\$67)		(\$67)	
62	Transportation	\$821,554		\$821,554	
63	Mileage	\$13,701		\$13,701	
64	Auto Services	\$0		\$0	
65	Local Meals	\$1,765		\$1,765	
66	Business Travel	\$119,241		\$119,241	
67	Moving Costs	\$1,616	075 700	\$1,616	
68	Bar Dues Reimbursement	\$75,760 \$46,434	\$75,760	\$16,121	
69	Tuition Reimbursement	\$16,121 \$0		\$10,121 \$0	
70	Taxable Tuition Misc Expenses	\$24,893		\$24,893	
72	Settlement	\$9,183		\$9,183	
73	Equipment	\$19,607	\$19,607	45,	
74	Vehicles	\$140,216	\$140,216		
75	Reimbursement-Prof	(\$11,137,613)		(\$1,028,789)	(\$10,108,824)
76	Reimbursement-Dept	(\$203,019)			(\$203,019)
77					
78					
79					
80					
81 82					
83					
84					
85					
86					
87					
88					
89					
90					
91					
92					
93					
95					
96					
97					
97					
98					
	PAGE 2 - SUBTOTAL:	(\$8,722,893	\$330,558	\$1,227,734	(\$10,281,186)

Description of Costs	Total U Costs	nallowable Costs	Allowable Indirect Costs	Allowable Direct Costs
99 100				
101				
102 103				
104				
105				
106 107				2
108				
109				
110		,		
111 112				
113				
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115 116				l
117				
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122				
123				
124				
125 126				
127			•	
128				
129 130				
131				
132				
133				
134 135				
136				,
137				
138	\$0	\$0	\$0	\$0
PAGE 3 - SUBTOTAL: Total Line Item Costs - Page 1, 2, & 3	\$2,294,569	\$333,569	\$3,396,398	(\$1,435,399)
TOTAL ALL EXPENDITURES:	\$60,616,252	<u> </u>	<u> </u>	
Cost Adjustments and/or Cost Plan Costs: 139 A-87 Cost Allocation	\$2,528,948		\$2,528,948	
COST ALLOCATION SUBTOTAL:	\$2,528,948	\$0	\$2,528,948	***************************************
TOTAL ALL COSTS:	\$63,145,200	\$333,569	\$12,662,214	
THE INDIDICATION DATE	= 24.5%	\$12,662,214	: Total allowable in	ndirect costs
CALCULATED INDIRECT COST RATE Rate is based on: Salaries & Benef		\$51,584,815	- Total direct salar	ies and benefits

DEPARTMENTAL INDIRECT SALARIES

Claimant Name: County of Santa Clara

Department: District Attorney

Fiscal Year: 2003-2004

INDIRECT SALARIES

Position or Name of Employee	Sal Ord	Annual Wages		irtmental nistration (\$)		rtmental ipport (\$)
1 A59-G. Kennedy, District Attorney* 2 A61-P. Kuty, Chief Asst DA 3 A60-Assistant District Attorney (5) 4 W51-J. Martinez, Conf Secretary 5 V71-T. Brewer, Chief DA Investigator 6 B1P-S. Wolfram, Mgmt Analyst 7 B3N-C. Campbell/L. Binder, Pgm Mgr II 8 B3N-P. Claus, Prog Mgr II 9 C29-Executive Asst I 10 C60-D. Reynolds, Admin Assistant 11 D05-Supv Legal Clerk (3) 12 D09-Office Specialist III (11.5) 13 D11-Transcriptionist (4) 14 D49-Office Specialist I (7) 15 D51-Office Specialist I (4) 16 D5D-HR Assistant II 17 D66-Legal Secretary II (16) 18 E28-Messenger Driver (2) 19 F14-Legal Clerk (28) 20 G19-P. Wright, Dept Info Sys Coord. 21 G81-W. Phillip, Storekeeper 22 J45-Q. Bui, Graphic Designer II 23 M20-A. Collins, Facilities Maint Rep 24 A60-A. Weger, Asst District Atny** 25 D5D- G. Savalza, HR Assistant II*** 26 27 28 29 30 *Kennedy's salary has been divided 31 amongst Admin Services (75%), 32 and Crime Lab (25%) 33 34 ** This position was vacant until 12/20/0 35 Only 13 pay periods or 50% of the	434B 402A 393B 395B 373B 358B 349A 458B 374B 431B	\$177,314 \$211,068 \$865,395 \$80,522 \$120,882 \$73,680 \$90,012 \$45,370 \$47,181 \$56,576 \$430,261 \$151,112 \$238,602 \$127,296 \$43,706 \$813,696 \$68,484 \$1,252,888 \$80,418 \$41,704 \$57,025 \$55,141 \$173,079 \$43,706	100% 100% 100% 100% 100%		100% 100% 100% 100% 100% 100% 100% 100%	
36 salary is eligible. 37 38 *** This position was vacant for only 39 9 pay periods. (9/26 = 35%) 40 41						

TOTALS \$5,435,130 \$1,541,720 \$3,776,293

TOTAL INDIRECT SALARIES \$5,320,013

For State Controller Use Only (19) Program Number 00013 **CLAIM FOR PAYMENT** Pursuant to Government Code Section 17561 (20) Date Filed ____/_ 013 **CHILD ABDUCTION & RECOVERY** (21) LRS Input (01) Claimant Identification Number Reimbursement Claim Data 9943 (22)(02) Claimant Name 212 CAR-1, (03)(a) **County of Santa Clara** (23)County of Location 17 CAR-1, (03)(b) Santa Clara (24)Street Address or P.O. Box CAR-1, (04)(1)(f) 286,338 70 West Hedding Street (25)Zip Code State City CAR-1, (04)(2)(f) 95110 CA San Jose (26)Reimbursement Claim **Estimated Claim** Type of Claim 25 CAR-1, (06) X (27)(09) Reimbursement (03) Estimated (10) Combined (28)(04) Combined (11) Amended (29)(05) Amended (30)(12)Fiscal Year of Cost (06)2004-2005 of Cost 2005-2006 (31)(13)Total Claimed (07)\$353,023 Amount \$282,418 (32)(14)LESS: 10% Late Penalty (33)(15)LESS: Prior Claim Payment Received (34)(16)Net Claimed Amount \$353,023 (35)(17)(08)Due from State \$353,023 \$282,418 (36)(18)Due to State (37) CERTIFICATION OF CLAIM In accordance with the provisions of Government Code 17561, I certify that I am the officer authorized by the local agency to file claims with the State of California for costs mandated by Chapter 1399, Statutes of 1976, and certify under penalty of perjury that I have not violated any of the provisions of Government Code Sections 1090 through 1096, inclusive. I further certify that there was no application other than from the claimant, nor any grant or payment received, for reimbursement of costs claimed herein; and such costs are for a new program or increased level of services of an existing program mandated by Chapter 1399, Statutes of 1976. The amounts for Estimated and/or Reimbursement Claims are hereby claimed from the State for payment of estimated and/or actual costs for the mandated program of Chapter 1399, Statutes of 1976, set forth on the attached statements. 12/29/05 Signature of Authbrized Officer SB 90 Coordinator Ram Venkatesan Type or print name (38) Name of Contact Person for Claim (916) 485-8102 Telephone Number

E-Mail Address

Ferlyn Junio (MAXIMUS, Inc.)

ferlynjunio@maximus.com

Program 013

MANDATED COSTS CHILD ABDUCTION & RECOVERY REIMBURSEMENT SOURCE SUMMARY

FORM

013	l	CHILD ABDUCTION REIMBURSEMENT SC		CAR-1.1
(01) Claimant:	County of \$	Santa Clara	(02) Fiscal year costs were i	ncurred: 2004-2005
(03) Enter the inf	ormation for (a)) through (d).		
(a)		(b)	(c)	(d)
Cost Com	ponent	Case Number or Name	Reimbursement Source	Amount
		NO REIMBURSEMET	SOURCE RECEIVED	
(04) Total				

FORM MANDATED COSTS Program CAR-1 **CHILD ABDUCTION & RECOVERY** 013 **CLAIM SUMMARY** 2004-2005 (02) Fiscal year costs were incurred: (01) Claimant: County of Santa Clara Claim Statistics 212 Number of Cases for Compliance with Court Order (03)(a) 17 **Number of Out-of-Jurisdiction Cases** (b) Direct Costs (f) (d) (e) (c) (a) (b) (04) Reimbursable Components Total Fixed Travel Services Salaries Benefits and Assets and Training **Supplies** 1. Compliance with Court Orders \$286,338 \$14,820 \$213,751 \$57,767 2. Court Costs for Out-of-Jurisidiction Cases \$286,338 \$14,820 \$57,767 \$213,751 (05) Total Direct Costs Indirect Costs 24.56% Salary and Benefits (06) Indirect Cost Rate (From ICRP) (07) Indirect Costs [Line (05)(a)*line (06)] or [(line(05)(a)+line(05)(b))xline(06)] \$66,685 \$353,023 (08) Total Direct and Indirect Costs: {Line (05)(f) + line (07)} Cost Reductions (09) Less Offsetting Savings, if applicable

(10) Less Other Reimbursements, if applicable

\$353,023

Program 013

MANDATED COSTS CHILD ABDUCTION & RECOVERY COMPONENT / ACTIVITY COST DETAIL

FORM CAR-2

	Application of the Committee of the Comm									
(01) Claimant:	County of Santa Clara			(02) Fisc	cal year co	sts were	e incurred:		2004-200	05
(03) Reimbursat	ble Components: Check only o	ne box pe	r form to	identify t	he compo	nent bei	ng claimed	i.		
Γ	X Compliance with Co	urt Orders	>							
	Court Costs for Out-			ses						
		,••	30	-						
(04) Description	of Expense: Complete colum	ns (a) +h	nay (a)				Ohiert (Accounts		
() pescription	(a)	ns (a) throi	~ə·· (9 <i>)</i>	(c)	(d)	(e)	(f)		(g)	
	e Name, Job Classification, ctivities Performed &	Hourly Rate of	Benefit Rate	Hours Worked/	Services	Fixed	Travel	Salaries	Benefits	Total
De	scription of Expenses	Unit Cost	Nate	Quantity	& Supplies	Assets	&Training	-2,41168		Sal. & Bens
	cts, obtained evidence, located and provided escort for									
victims/children u	pon return - includes translation, training and travel for child	1505								
recovery.	_	ı	20.000	640.55			# 0.00	¢24445	\$10.040	\$44 SEC
	Criminal Investigator II \$5,33	√√√ \$57.39°	31.45%	472.00			\$6,304 \$1,531	\$27,088	\$10,210 \$8,519	\$44,356 \$35,607
Linda Evans, Criminal Investigator II \$6,297 \$23,539 \$7,264 \$3								\$30,803		
Randy Brown, Criminal Invetigator II 017 \$50.06 35.35% 165.00 \$32 \$9,910 \$3,503 \$13,4									\$13,413 \$289	
Kirk Yates, Crimir	nal Investigator II (28,	\$57.39	29.63%	108.00			\$16	\$6,198	\$1,837	\$8,035
Julianne Sylva, A Martha Gallardo,		\$120.38 3 13 \$43.57	20.04% 29.65%				\$328 \$100		\$15,120 \$7,176	\$90,568 \$31,379
Patty Weidner, Le	egal Clerk 50.3	1	31.29%					\$13,000	\$4,068	\$17,068
Rosalie Ramirez,	Criminal Investigator II						\$27			
							·			
					.					
(05) Total	Page: of						\$14,820	\$213,751	\$57,767	\$271,518

Type or print name

(38) Name of Contact Person for Claim

Ferlyn B. Junio (MAXIMUS, Inc.)

Title

ferlynjunio@maximus.com

X 110

Telephone Number (916) 485-8102

E-Mail Address

State Controller's Office					Mandated Cost Manual
C	CLAIM FOR PAYI ant to Government Co HILD ABDUCTION & F	de Section 17561		For State Controller Use Only (19) Program Number 00013 (20) Date Filed// (21) LRS Input/_/	Program
(01) Claimant Identification 9943	Number			Reimbursement	Claim Data
(02) Claimant Name County of Santa	Clara			(22) CAR-1, (03)(a)	0
County of Location	,			(22) CAR 4 (02)/h)	14
Santa Clara	44			(23) CAR-1, (03)(b)	14
Street Address or P.O		Suite		(24) CAR-1, (04)(1)(f)	535,700
City	treet, East Wing, 2nd Flo State				
San Jose	CA	95110		(25) CAR-1, (04)(2)(f)	0
Type of Claim	Estimated Claim	Reimbursement Cla	im	(26) CAR-1, (06)	23
	(03) Estimated X	(09) Reimbursement	X	(27) CAR-1, (07)	121,132
	(04) Combined	(10) Combined		(28) CAR-1, (09)	0
	(05) Amended	(11) Amended		(29) CAR-1, (10)	0
Fiscal Year of Cost	(06) 2006-2007	(12) 2005-2006		(30)	
Total Claimed Amount	(07) \$625,000	(13) \$656,832		(31)	
LESS: 10% Late Penalty	, not to exceed \$1,000	(14)		(32)	
LESS: PriorClaim Paym	ent Received	(15)		(33)	
Net Claimed Amount		(16) \$656,832		(34)	
Due from State	(08) \$625,000	(17) \$656,832		(35)	
Due to State		(18)		(36)	
(37) CERTIFICATION	OF CLAIM				
claims with the State of 0	California for costs mandated	de 17561, I certify that I am t d by Chapter 1399, Statutes nt Code Sections 1090 to 109	of 197	6, and certify under penal	
	d such costs are for a new p	an from the claimant, nor any rogram or increased level of			
actual costs for the mand	dated program of Chapter 13	ment Claim are hereby claim 399, Statutes of 1976, set for			f estimated and/or
Signature of Authorized l	Representative		Date		
Ram Venkatesan (Ram	.Venkatesan@fin.sccgov.o		SB 90) Coordinator	
Type or print name	1		Title		······································
(38) Name of Contact Person f	or Claim	Telephone Number	(916)	485-8102	× 110
Ferlyn B. Junio (N	IAXIMUS, Inc.)	E-Mail Address	ferlyr	njunio@maximus.com	

•

CHILD AB	ANDATED (SDUCTION LAIM SUM	& RECOVE	ERY			FORM CAR-1		
(01) Claimant: County of Santa Clara	(02) Fiscal	year costs w	ere incurred		2005-2006			
Claim Statistics								
(03)(a) Number of Cases for Complia	nce with Co	ourt Order						
(b) Number of Out-of-Jurisdiction	Cases		and the second s			14		
Direct Costs								
(04) Reimbursable Components	(a) Salaries	(b) Benefits	(c) Services and Supplies	(d) Fixed Assets	(e) Travel and Training	(f) Total		
1. Compliance with Court Orders \$362,577 \$165,923 \$7,200								
2. Court Costs for Out-of-Jurisidiction Cases								
(05) Total Direct Costs \$362,577 \$165,923 \$7,200								
Indirect Costs						\$535,700		
(06) Indirect Cost Rate (From ICRP)		Salary and E	lenefits			22.92%		
(07) Indirect Costs [Line (05)(a)*line (06)] or	[(line(05)(a)+	line(05)(b))xl	ine(06)]			\$121,132		
(08) Total Direct and Indirect Costs: {Line (05)	(e) + line (07	7)}				\$656,832		
Cost Reductions								
(09) Less Offsetting Savings, if applicable	-							
(10) Less Other Reimbursements, if applicable								
(11) Total Claimed Amount: {Line(08)- [Line (09) + line(10)]}				\$656,832		
Revised 9/00				A CONTRACTOR OF THE CONTRACTOR		Chapter 1399/		

MA CHILD AB COMPONEN)N & R	ECOVE						AR-2
(01) Claimant: County of Santa Clara			(02) Fisc	al year cos	sts were i	incurred:	,	2005-20	06
(03) Reimbursable Components: Check only or X	rt Order	s		the comp	onent bei	ng claime	d.		
(04) Description of Expense: Complete column	s (a) thro	ugh (g)				Object /	Accounts		
(a) Employee Name, Job Classification,	(b) Hourly	Benefit	(c) Hours	(d)	(e)	(f)		(g)	
Activities Performed & Description of Expenses	Rate of Unit Cost	Rate	Worked / Quantity	Services & Supplies	Fixed Assets	Travel &Training	Salaries	Benefits	Total Sal. & Bens
Randy Brown, Investigator Glenn Bytheway, Investigator Martha Gallardo, Paralegal Melissa Joseph, Investigator Mark Stevenson, Investigator Julianne Sylva, Attorney Patty Weidner, Clerk Kirk Yates, Investigator Grant Cunningham, Criminal Investigator III Denise Orocchi, Criminal Investigator III Travel costs for Ken Craig (father) Travel costs for John Zong (child) Travel costs for Tollon (child) Travel costs for Taylor Sheen (father) Travel costs for Endown (child) Obtain compliance with court orders relating to child custody or visitation proceedings and the enforcement of child custody or visitation orders.	\$62.71 \$59.93 \$44.73 \$44.62 \$58.53 \$112.16 \$33.61 \$59.93	58.91% 46.40% 49.82% 44.18% 46.55% 34.92% 55.55% 45.00%	901.00 1,131.00 17.50 40.00 1,062.00 651.00			\$449 \$449 \$470 \$426 \$73 \$1,697 \$925 \$670 \$793 \$852	\$66,410 \$53,997 \$50,590 \$781 \$2,341 \$119,114 \$21,880 \$47,465	\$39,122 \$25,055 \$25,204 \$345 \$1,090 \$41,595 \$12,154 \$21,359	\$105,532 \$79,052 \$75,793 \$1,126 \$3,431 \$160,709 \$34,035 \$68,824
(05) Total Page: of	1	<u></u>	<u> </u>			\$7,200	\$362,577	\$165,923	\$528,500

	CLAIM FOR PAYM ant to Government Cod CHILD ABDUCTION & R	e Section 17561	(19) Program Number 0001 (20) Date Filed// (21) LRS Input/_/	
(01) Claimant Identification	Number		Reimbursemer	nt Claim Data
9943				
(02) Claimant Name	Claus.		(22) CAR-1, (03)(a)	114
County of Santa	Clara			
County of Location Santa Clara	V.		(23) CAR-1, (03)(b)	12
Street Address or P.O	•	Suite	(04) 045 4 (04)(4)(0	C42 770
70 W. Hedding S	treet	2nd Fl., East Wing	(24) CAR-1, (04)(1)(f)	613,778
City	State	Zip Code	(25) CAR 4 (04)(2)(6)	0
San Jose	CA	95110	(25) CAR-1, (04)(2)(f)	V
Type of Claim	Estimated Claim	Reimbursement Cla	im (26) CAR-1, (06)	22
	(03) Estimated X	(09) Reimbursement [X (27) CAR-1, (07)	136,492
•	(04) Combined	(10) Combined [(28) CAR-1, (09)	0
	(05) Amended	(11) Amended [(29) CAR-1, (10)	0
Fiscal Year of Cost	(06) 2007-2008	(12) 2006-2007	(30) FYOT Estimated	625,000
Total Claimed Amount	(07) \$750,000	(13) \$750,270	(31) Actual	710,270
LESS: 10% Late Penalty	, not to exceed \$1,000	(14)	(32) Adj	125.270
LESS: PriorClaim Payme	ent Received	(15)	(33)	
Net Claimed Amount		(16) \$750,270	(34)	
Due from State	(08) \$750,000	(17) \$750,270	(35)	
Due to State		(18)	(36)	
claims with the State of Chave not violated any of the Interpretate of Chapter 1399, Statutes of Chapter 1399, Statutes of The amounts for Estimate actual costs for the mand Signature of Authorized (Ram Venkates and Chapter 1399).	rovisions of Government Cod California for costs mandated the provisions of Government was no application other than d such costs are for a new pro of 1976. ed Claim and/or Reimbursem lated program of Chapter 139	by Chapter 1399, Statutes of Code Sections 1090 to 109 on from the claimant, nor any ogram or increased level of ent Claim are hereby claimed by, Statutes of 1976, set forted	grant or payment received, for services of an existing programed from the State for payment the on the attached statements. Date 28 20 Coordinator	alty of perjury that I or reimbursement of m mandated by of estimated and/or
Type or print name (38) Name of Contact Person fo	or Claim		Title	- 140
July Inamie of Corract Person to	n Qiatti	Telephone Number	916-485-8102	Ext. 110 \
Ferlyn Junio (MA	XXIMUS, Inc.)	E-Mail Address	ferlynjunio@maximus.co	<u>n</u>

Doc. Type DR (Gustomer involce) Normal document

Doc. Number 1800015051 Company code 1SCC Fiscal year 2008

Doc. date 02/27/2008 Posting date 02/27/2008 Period 08

Calculate Tax E

Ref.doc. FY2008

Doc.currency USD

Doc. Hdr Text DA - BU202

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T.cm	ă	Account	Account short text	ř	Amount	Text	COST CER	Fund	Funds Ctr	Ref key I	PmtMthSu
43.64	101	SB90000705 SB90000705	1 01 SB90000705 CH1399/76 CUSTODY OF 2 11 SB90000705 CH1399/76 CUSTODY OF		750,000.00	750,000.00 Claim (Estimated) 750,000.00- Claim (Estimated)		T:0:0:0	. :		###
 		The state of the s	The state of the s	ļ	00.0						

Doc Type DR (Customer involce) Normal document.

Doc. Number 1800015050 Company code 1SCC Fiscal year 2008

Doc. date 02/27/2008 Posting date 02/27/2008 Period 08 Company code Posting date Doc. date 02/27/2008
Calculate Tax 5
Ref.doc. FX2007
Doc.currency USD DA - BU202 Doc. Hdr Text

	-					A CONTRACTOR CONTRACTO	-	-			
	**	Account	Account smit fext		Amount	Text	Cost Ctr	Bund	Funds Gtr	Ref key 1	PMEMENSU
HH IN	01 1	SB90000705 SB90000705	1 01 SB90000705 CH1399/76 CUSTODY OF 2 11 SB90000705 CH1399/76 CUSTODY OF	-13	125,270.00	,270.00 Adjustment (750,270 Actual > 625,000 Estimated)		1000			
*					00.0			,,=====================================			

	CLAIM FOR PAYM nt to Government Cod HILD ABDUCTION & R	e Section 17561	For State Controller Use C (19) Program Number 000 (20) Date Filed/_/ (21) LRS Input/_/	13 Program			
(01) Claimant Identification	Number	нферономистической положения и на	Reimburseme	ent Claim Data			
9943							
(02) Claimant Name	al ARN		(22) CAR-1, (03)(a)	114			
County of Santa County of Location	Ciara Jilly	All an same					
Santa Clara			(23) CAR-1, (03)(b)	12			
Street Address or P.O.	Box	Suite					
70 W. Hedding St	treet	2nd Fl., East Wing	(24) CAR-1, (04)(1)(f)	613,778			
City	State	Zip Code		0			
San Jose	CA	95110	(25) CAR-1, (04)(2)(f)	<u> </u>			
Type of Claim	Estimated Claim	Reimbursement Cla	im (26) CAR-1, (06)	22			
	(03) Estimated X	(09) Reimbursement [(27) CAR-1, (07)	136,492			
	(04) Combined	(10) Combined	(28) CAR-1, (09)	0			
	(05) Amended	(11) Amended	(29) CAR-1, (10)	0			
Fiscal Year of Cost	(06) 2007-2008	(12) 2006-2007	(30)				
Total Claimed Amount	(07) \$750,000	(13) \$750,270	(31)				
LESS: 10% Late Penalty,	, not to exceed \$1,000	(14)	(32)				
LESS: PriorClaim Payme	ent Received	(15)	(33)	·			
Net Claimed Amount		(16) \$750,270	(34)				
Due from State	(08) \$750,000	(17) \$750,270	(35)				
Due to State		(18)	(36)				
(37) CERTIFICATION	OF CLAIM						
In accordance with the provisions of Government Code 17561, I certify that I am the officer authorized by the local agency to file claims with the State of California for costs mandated by Chapter 1399, Statutes of 1976, and certify under penalty of perjury that I have not violated any of the provisions of Government Code Sections 1090 to 1096, inclusive.							
I further certify that there was no application other than from the claimant, nor any grant or payment received, for reimbursement of costs claimed herein; and such costs are for a new program or increased level of services of an existing program mandated by Chapter 1399, Statutes of 1976.							
	ed Claim and/or Reimbursen dated program of Chapter 13	-					
Signature of Authorized	Officer		Date 1/8/2W8				
Ram Vankatasar	n, ram.venkatesan@fin.s	ccgov org	SB 90 Coordinator				
Type or print name	i, idin.veimatesanteinis		Title	,			
(38) Name of Contact Person for	or Claim	Telephone Number	916-485-8102	Ext. 110			
Ferlyn Junio (M/	AXIMUS, Inc.)	E-Mail Address	ferlynjunio@maximus.c	om			

	CLAIM FOR PAYM nt to Government Code HILD ABDUCTION & RI	e Section 17561	For State Controller Use Or (19) Program Number 0001 (20) Date Filed/_/ (21) LRS Input _//	
(01) Claimant Identification	Number	ek derende kolonische son vor en en verglicht die Arbeitstehe Kallen der Ballen der State von der der eine der	Reimbursemer	nt Claim Data
9943		APPROXIMATION .		
(02) Claimant Name	Clara	THE RESERVE	(22) CAR-1, (03)(a)	114
County of Santa County of Location				
Santa Clara			(23) CAR-1, (03)(b)	12
Street Address or P.O.		Suite	(24) CAR-1, (04)(1)(f)	613,778
70 W. Hedding St	reet State	2nd Fl., East Wing Zip Code		
City San Jose 🍛	CA	95110	(25) CAR-1, (04)(2)(f)	0
Type of Claim	Estimated Claim	Reimbursement Clai	m (26) CAR-1, (06)	22
	(03) Estimated X	(09) Reimbursement [(27) CAR-1, (07)	136,492
	(04) Combined	(10) Combined	(28) CAR-1, (09)	0
	(05) Amended	(11) Amended	(29) CAR-1, (10)	0
Fiscal Year of Cost	(06) 2007-2008	(12) 2006-2007	(30)	
Total Claimed Amount	(07) \$750,000	(13) \$750,270	(31)	
LESS: 10% Late Penalty,	not to exceed \$1,000	(14)	(32)	
LESS: PriorClaim Payme	ent Received	(15)	(33)	
Net Claimed Amount		(16) \$750,270	(34)	
Due from State	(08) \$750,000	(17) \$750,270	(35)	
Due to State		(18)	(36)	
claims with the State of Chave not violated any of the I further certify that there costs claimed herein; and Chapter 1399, Statutes of The amounts for Estimated actual costs for the mand Signature of Authorized (Ram Venkatesan)	rovisions of Government Code California for costs mandated the provisions of Government was no application other than a such costs are for a new prof 1976. ed Claim and/or Reimbursem lated program of Chapter 139	by Chapter 1399, Statutes of Code Sections 1090 to 109 on from the claimant, nor any ogram or increased level of the Claim are hereby claimed by Statutes of 1976, set for the code.	grant or payment received, for services of an existing prograted from the State for payment the on the attached statements. Date SB 90 Coordinator	alty of perjury that I or reimbursement of m mandated by of estimated and/or
Type or print name			Title	
(38) Name of Contact Person for	or Ciaim .	Telephone Number	916-485-8102	Ext. 110
Ferlyn Junio (M <i>l</i>	AXIMUS, Inc.)	E-Mail Address	ferlynjunio@maximus.co	m

MANDATED COSTS

MANDATED COSTS CHILD ABDUCTION & RECOVERY CLAIM SUMMARY									
(01) Claimant: County of Santa Clara	(02) Type of	Fiscal Year							
	X 2006-2007								
Claim Statistics									
(03)(a) Number of Cases for Compliance with Court Order (b) Number of Out-of-Jurisdiction Cases									
(04) Reimbursable Components	(a) Salaries	(b) Benefits	(c) Services and Supplies	(d) Fixed Assets	(e) Travel and Training	(f) Total			
1. Compliance with Court Orders	\$410,209	\$201,314	\$368		\$1,887	\$613,778			
2. Court Costs for Out-of-Jurisidiction Cases									
(05) Total Direct Costs	\$410,209	\$201,314	\$368		\$1,887	\$613,778			
Indirect Costs									
06) Indirect Cost Rate (From ICRP) Salary and Benefits									
(07) Indirect Costs [Line (05)(a)*line (06)] or	[(line(05)(a)+	-line(05)(b))xl	ine(06)]			\$136,492 [°]			
(08) Total Direct and Indirect Costs: {Line (05))(e) + line (07	') }				\$750,270			
Cost Reductions									
(09) Less Offsetting Savings									
(10) Less Other Reimbursements									
(11) Total Claimed Amount: {Line(08)- [Line (09) + line(10)]}				\$750,270 Chapter 1399/70			

MANDATED COSTS CHILD ABDUCTION & RECOVERY COMPONENT / ACTIVITY COST DETAIL

FORM CAR-2

COMPONENT / ACTIVITY COST DETAIL													
(01) Claimant: County of Santa Clara (02) Fiscal year costs were incurred:													
X Compliance with Court Orders Court Costs for Out-of-Jurisdiction Cases Object Accounts													
(04) Description of Expense						T (-) 1 (2)							
Hourly Rate of	Benefit Rate		(d) Salarięs	(e) Benefits	Total Sal. & Bens	(f) Services & Supplies	(g) Fixed Assets	(h) Travel &Training					
\$67.05 \$46.28 \$46.28 \$34.77 \$62.58 \$64.07	59.3% 49.5% 52.2% 58.2% 47.4% 45.7%	986.5 1049.5 427.5 1495.0 1373.0 1272.5	\$66,140) \$48,575 \$19,786 \$51,987 \$85,917 \$81,524	\$(9,540) \$39,201 \$24,020 \$10,330 \$30,236 \$40,746 \$37,240	\$75,820 \$105,342 \$72,595 \$30,117 \$82,223 \$126,663 \$118,764	\$54 \$130	3277	(\$39) \$453 \$642 \$522 \$309					
			\$410,209	\$201,314	\$611,523	\$368		\$1,887					
	(b) Hourly Rate of Unit Cost \$92.72 \$67.05 \$46.28 \$46.28 \$46.28 \$46.28	(b) Hourly Rate of Unit Cost \$92.72 34.7% \$67.05 59.3% \$46.28 49.5% \$46.28 52.2% \$34.77 58.2% \$62.58 47.4% \$64.07 45.7%	(02) Fiscone box per form to identify art Orders of-Jurisdiction Cases (b)	(b) Hourly Rate of Unit Cost Ses (C) 10, 10, 10, 10, 10, 10, 10, 10, 10, 10,	(02) Fiscal year costs were incurrence box per form to identify the component being out Orders (b) Hourly Benefit Hours Worked / Quantity Salaries (e) Benefits \$92.72 34.7% 607.0 \$56,280 \$39,201 \$40,24 \$39,201 \$24,020 \$39,201 \$46.28 \$49.5% \$1049.5 \$48,575 \$46,28 \$34,77 \$82.% \$495.0 \$51,987 \$30,236 \$34,77 \$82.% \$1373.0 \$85,917 \$30,236 \$34,746 \$37,240 \$64.07 45.7% 1272.5 \$81,524 \$37,240	(02) Fiscal year costs were incurred: one box per form to identify the component being claimed. urt Orders of-Jurisdiction Cases Object Ac (b) Hourly Rate of Unit Cost Rate Worked / Quantity Salaries (e) Benefits Total Sal. & Bens \$92.72 34.7% 607.0 \$56,280 \$49.5% 1049.5 \$48,575 \$20 \$72,595 \$46.28 \$2.2% 427.5 \$19,786 \$10,330 \$30,117 \$34.77 58.2% 1495.0 \$51,987 \$30,236 \$82,223 \$40,746 \$126,663 \$37,240 \$118,764	(02) Fiscal year costs were incurred: one box per form to identify the component being claimed. art Orders of-Jurisdiction Cases Object Accounts (c) Hourly Rate of Unit Cost Salaries (d) Salaries (e) Benefits Total Sal. & Bens Savices Sal. & Bens Supplies \$92.72 34.7% \$607.0 \$56_280 \$49.5% 1049.5 \$48.28 \$40.28 \$49.5% 1049.5 \$48.28 \$52.2% \$47.5 \$19.786 \$30,236 \$30,217 \$30,236 \$32,223 \$30,317 \$30,236 \$32,223 \$30,317 \$30,236 \$32,223 \$30,317 \$30,236 \$32,223 \$45.76 \$30,236 \$312,663 \$37,240 \$118,764	(02) Fiscal year costs were incurred: 2006-200 one box per form to identify the component being claimed. Int Orders of Jurisdiction Cases Object Accounts (b)					

County of Santa Clara Finance Agency Controller-Treasurer Department

County Government Center 70 W. Hedding Street, East Wing, 2nd Floor San Jose, California 95110-1705 (408) 299-5200 FAX (408) 289-8629



Date:

November 9, 2009

TO

Jim.L.Spano

Chief, Mandated Cost Audits Bureau

State Controller's Office, Division of audits Post Office Box 942850 Sacramento, CA 94250-5874

Subject:

Santa Clara County Response to State Audit Report dated October 14, 2009 -Mandated

Child Abduction and Recovery Program (Ch 1399, statutes of 1976)

We thank the State auditors for their extensive report and guidance given to us during the audit. We furnish below our response to the audit findings in the draft audit report for your consideration and revision of the audit report.

Finding 1 - Overstated productive hourly rate - unallowable salaries \$115,019, benefits \$44,118 and indirect costs \$37,254

The County does not concur with this finding.

This finding was based upon the County's computation of its productive hourly rates for employees. The computation was proper and the County requests the draft report to be revised to allow these costs as reimbursable. In creating its average annual productive hours, the County carefully ensured that all non-productive time was removed from the total annual hours. The County removed time spent in training and breaks. These revisions are in line with the State Controller Office (SCO) claiming instructions. The Mandated Cost Manual for Local Agencies ("Manual") specifically indicates that using 1,800 hours is not the only approved approach. The Manual clearly states that use of countywide average annual productive hours is also an approved method. The County calculated its average annual productive hours in full compliance with the Manual. The County cannot and should not be penalized for availing itself of an approved methodology.

The County submits, on average, 25 to 30 claims annually. As these claims are prepared by up to 20 different staff members, the process could easily fall victim to inconsistency in approaches, accuracy and documentation with respect to calculating a productive hourly rate. Recognizing this threat and wanting to create a more reliable, county-wide system, the County embarked on the creation of a verifiable and accurate method of establishing a productive hourly rate through the computation of

Supervisors: Donald F. Gage, George Shirakawa, Dave Cortese, Ken Yeager, Liz Kniss County Executive: Jeffrey V. Smith

average productive hours. As a result, the County's methodology improves its SB90 program claiming accuracy, consistency, and documentation. It also facilitates the State audit process because the methodology for the County's annual productive hours calculation is fully documented and supported.

In creating its average annual productive hours, the County carefully ensured that all non-productive time was removed from the total annual hours. In addition to those items suggested by the SCO above, the County removed time spent in training and on breaks. Such revision from the manner suggested by the SCO ensures greater accuracy. The more accurate the computational factors, the more accurate the result. Indeed, in response to the final audit report, the County made further adjustments solidifying the precision of its productive hours computation.

The SCO's main complaint seems to be that the County used authorized break times and required training times rather than actual times spent on these activities. As explained below, the County used authorized break times because they are legal and contractual obligations. The County identified the training for each employee depending upon his/her professional and job requirement. Once the training programs are identified, the actual time spent on training is recorded and consolidated through the time keeping system. The County used actual time spent on training and not just required training.

State law requires that workers be given two fifteen minutes break periods per day. All County employees are required to take these breaks. This is no different from the paid holidays, which are specifically set forth as properly included in the calculation by the SCO. The treatment given to breaks is based on law and labor contracts and there is no presumption involved. On the other hand, in order to account for break time taken by each employee as the SCO desires, the County would have to employ a clock-in, clock-out system for breaks to ensure that the break times are recorded. Such an expenditure of time and costs is unwarranted when these break times are legally mandated, and would only increase the cost of operations and will yield no additional advantage to the County or the State. The auditor's suggestion that the County may absorb break time into the activity that the employee performs immediately before or after the break is also not workable as this will artificially inflate the time spent and cost of the specific task. The County's current methodology is accurate and efficient.

The same argument applies with even greater force to training time when County employees undertake the necessary training required for licensure or certification. Such education is highly likely to be pursued because of its impact on the employees' license or certification and, ultimately, their ability to perform in their duties. The audit finding stated that the County did not provide documentation substantiating the training hours that were deducted is also not correct as these documents are maintained by each department. The auditors were requested to verify these documents, if necessary, in the respective departments. They did not choose to do so. As the County is using a countywide productive hourly rate used by all departments, the documentation may be audited in each department. The disallowance is not backed by proper audit practices as the auditor may conduct a test audit of the supporting documents, but failed to do so.

The use of a countywide productive hourly rate is explicitly authorized by the State Controller's claiming instructions. The productive hourly rate used by the County for this claim is fully documented and was accurately calculated by the County Controller's Office. All supporting documents for the calculation of the countywide productive hours were provided during the audit.

Further, the County Controller-Treasurer notified SCO on December 2001 that the County elected to change its state mandated claiming procedures relating to the calculation of productive hourly rates. The County reported that the switch to a countywide methodology for the calculation of average productive hours would improve state mandate claiming accuracy, consistency, documentation and facilitate the State audit function. Consequently, more than 30 claims were submitted and accepted each year from 2002 and onwards using this methodology. Furthermore, the State Controller has accepted the County's use of countywide productive hours for state mandated claims as evidenced by an e-mail from Mr. Jim L. Spano dated February 6, 2004; a copy of the statement is enclosed.

Finding 2 - Overstated and understated salaries, benefits, and indirect costs

The County does not concur with this finding.

Fiscal Year 2003-04:

The auditor disallowed \$106,099 in salaries, \$30,325 in benefits, and \$33,424 in indirect costs. The reason for the disallowance was that the County submitted a time study conducted from November 15, 2004 through December 10, 2004 as support for the claim. The auditor concluded that the time study was not representative. This disallowance is inappropriate.

The Sacramento County Superior Court (Case No. 06CS00748) issued a ruling on February 19, 2009 finding that reductions made by the State Controller on the ground that claimants did not have contemporaneous source documents supporting their reimbursement claims were invalid as an underground regulation if the contemporaneous source document requirement was not in the Commission's parameters and guidelines. The court held that the Controller has no authority to reduce a claim on the ground that a claimant did not maintain contemporaneous source documents to support their claim.

The time study conducted by the County was done in close proximity to the claim period and for a reasonable length of time to merit acceptance as representative of the fiscal year. The time study was conducted closer to the claim period than the alternative method used by the auditor. The auditor chose to extrapolate against a period later than the time study and then further discounted the results. The County maintains that the time study originally submitted should be used to justify the claims. The County requests that the time study be accepted as appropriate support for the claim and the allowable costs be recalculated and revised in the audit report.

Fiscal Year 2004-05:

The audit report states that the County understated salaries by \$196,132 and the related benefits and indirect costs total \$52,995 and \$61,186 respectively. The County claimed costs only for those hours that employees documented on timesheets that they maintained from January 2005 to June 2005. Similar to FY 2003-04, the auditor extrapolated these hours to compute the total hours for FY2004-05.

While we thank the auditor for doing the extrapolation, the allowable costs identified were not treated as allowable reimbursement to the County that should have been done by the auditor.

Our comments are:

- The audit has identified that the county understated its costs by \$312,827. This cost should be
 allowed and reimbursed to the County. This is a case of omission and error by the County.
 Because the auditor had used extrapolation, the costs for the first six months of the fiscal year
 should also be allowed and reimbursed.
- Alternatively, because the auditor rejected the time study done for FY2003-04, accepted it for the year FY2003-04 by using extrapolation from records in FY2004-05, the auditor should allow the same practice to be used for calculating the cost reimbursement for the first half of FY2004-05.
- 3. The lack of support documents is an improper reason for disallowance for the reasons discussed under finding No. 2 above.

Finding 3 – Understated salaries, benefits, and indirect costs The County concurs with this finding.

Finding 4 – Understated benefits
The County concurs with this finding.

Finding 5 – Understated travel costs
The County concurs with this finding.

We request the audit report be revised to consider our requests.

Furthermore, the time limit provided to County to furnish the response is arbitrary and not justifiable. We strongly object to the State insisting on the response to be given within 15 days of the receipt of the audit report. The county has to examine all the aspects before finalizing the responses and must also consult the legal department as every audit report ultimately has to be challenged by means of an incorrect reduction claim and legal action if needed. The County needs at least 60 days time to furnish the response. We request that the State provide 60 days for the County to furnish audit responses on all future audits. Please contact Ram Venkatesan, the County's SB90 Coordinator, if you need any additional information.

Sincerely,

Vinod K. Sharma Controller- Treasurer County of Santa Clara

CC; Jeffrey Brownfield, Chief, Division of Audits
George Doorley, Administrative Manager, County of Santa Clara
Lizanne Reynolds, Deputy County Counsel, County of Santa Clara

Enclosure: Email dated February 6, 2004 from Jim L. Spano

Copy of email dated February 6, 2004 from Jim Spano to the County of Santa Clara

Ram,

I reviewed the county's proposal dated December 19, 2001, to use countywide Productive hours and have discussed your analysis with my staff and Division Of Accounting and reporting staff. The use of countywide productive hours Would be acceptable to the State Controller's Office provided all employee Classifications are included and productive hours are consistently used for all county programs (mandated and non-mandated).

The SCO's Mandated Cost Manual (claiming instructions), which includes Guidelines for preparing mandated cost claims, does not identify the time Spent on training and authorized breaks as deductions (excludable Components) from total hours when computing productive hours. However, if a County chooses to deduct time for training and authorized breaks in calculating countywide productive hours, its accounting system must separately identify the actual time associated with these two components. The accounting system must also separately identify training time directly charged to program activities. Training time directly charged to program activities may not be deducted when calculating productive hours.

The countywide productive hours used by Santa Clara County were not consistently applied to all mandates for FY 2000-01. Furthermore, countywide productive hours used during the audit periods include unallowable deductions for time spent on training and authorized breaks. The county deducted training time based on hours required by employees' bargaining unit agreement and continuing education requirements for licensure/certification rather than actual training hours taken. In addition, the county deducted authorized break time rather than actual break time taken. The county did not adjust for training time and break time directly charged to program activities during the audit period, and therefore, cannot exclude those hours from productive hours.

If you would like to discuss the above further, please contact me. Jim "Spano

County of Santa Clara

Finance Agency
motion-Treasurer Department
County Government Center, East Wing
To West Hedding Street
San Jose, Callionia 05110-1705
Lang 200-2541 FAX 289-8620



December 27, 2001

The State Controller's Office Atm: Local Reimbursements Section Division of Accounting and Reporting P. O. Box 942850 Sacramento, CA 94250

Subject: Countywide Productive Hourly Rate for SB90 Claims

The Santa Clara County has decided to use the countywide effectively hourly rate incalculating the direct labor costs for its future SB90 claims. The methodology used by the County in determining the countywide effective hourly rate is consistent with the guidelines issued by the State Controller's Office in the 'SB90-Mandated Cost Manual for the Counties'. Developing a countywide effective hourly rate will standardize the County's approach, minimize duplication of effort presently expended making these calculations, and improve the accuracy and documentation related to the calculation of the productive hour rates.

The State Manual suggests the following three methods for determining the productive hours and gives the counties an option to use any of these methods:

- a. Actual annual productive hours for each job title;
- b. Countywide average annual productive hours; or
- c. The standard annual 1800 hours. The State Controller included the following items in determining the standard 1800 hours:
 - Paid holidays
 - Vacation earned
 - Sick leave taken
 - Informal time off
 - Jury Duty
 - Military leave taken

Prior to developing the productive hourly rate calculations, our Management Auditor (Roger Mialocq) contacted the State Controller's Bureau Chief for Compliance Audits (Jim Spano) to see if there were any objections to the countywide productive hourly rate usage. Mr. Spano concurred that the countywide hourly rate will result in a more efficient, less costly and more accurate approach.

Bound of Supervisors: Donald F. Gaye, Ekumu Akarado, Pele McHugh, James T. Beill $K_{\rm o}$ Liz Kriss County Executive: Furnary Wittenberg

SB90-Productive Hours December 27, 2001 Page 2 of 2

We have decided to use the countywide effective hours, and have enclosed for your review, analysis of actual hours for all county employees and the calculation of the countywide productive hours for the fiscal years 2000 and 2001. For this, we have used the information on actual hours expended during the fiscal year with data extracted from the county's computerized payroll (People Soft) system. We will amend the SB90 claims for fiscal year 2000, and will prepare all future SB90 claims using this methodology.

Please review the enclosed schedules and provide us with your immediate response. Complete supporting working papers are available at our office and will be made available upon your request. We will submit the details with each claim submitted.

If you need more information, please contact the County's SB90 Coordinator, Mr. Ram Venkatesan, at (408) 299-5214 or by email ramaiah.venkatesan@fin.co.scl.ca.us

J,

1: Ellesge

Sincerely,

David G. Elledge Controller-Treasurer

Encl:

HINVORKSB-2015B 20 - Productive Hours-Leiter to State Controller.doc

ANALYSIS OF FY 2000-01 ACTUAL HUURS FOR ALL COUNTY EMPLOYEES

House	na:a	Balance at	Balance at	6/25/00-	Balance at	FY 1989-00	Avg Hrs
Code	ription	6/25/00	12/24/00	12/24/00	7/8/01	Total	Per FTE'4
		(1)	(2)	(3)	(4)	(3+4)	
5 1	Vacation 4 and Earned 11	1,096,825	2,277,954	1,181,129	1,216,792	2,267,652	159.10
55	Pettonal L	6,964	283,279	276,315	8,199	. 284,514	19.96
100	Regular 大	12,245,376	24,433,925	12,188,550	13,609,298	25,797,848	re 608 !
6.00	Rekrase Ti	3,038	6,166	3,128	2.494	5,623	0.39
6.05	Administre	4,620	10,074	5,454	9,253	14,707	1,73
90:3	Paid Leave County Investigation	8,409	15,676	7,467	2,549	10,015	0.70
6.20	First Day & x	50.392	99,702	49,310	54,673	:03,983	7.30
625	Somy 485 Disability Lv	32 532	75,077	43,445	53,603	97,048	5.81
620	Military Le 15 Pay	328	1.284	956	505	1,462	0.10
635	FLSA Com. Date: Used'5	21,440	45,862	24,422	29,060	17,827	1.30
540	Regular Color Train Used 5	42,447	15,794	43,307	52,363	33,890	2.32
653	Annual Lea 👉 id	14,552	31,108	16 545	19,225	35,770	2.51
655	Sick Leave : 144	452,532	. 38,243	435.741	507,728	943,469	66.19
660	Other Pald Time	16,473	34,605	18,232	10,874	29,106	2.04
6.65	Juny Duly	659	1,401	772	1,301	2,073	0.15
675	Remayement 1, tive	\$ 000 1000	1,604	741	2,211	2,952	0.21
t. 76	Benjavemining ave.PTD:STO	47.	C1	45	113	02 10 77	0.01
67.3	Servayamin in Instablig Sick Ev	270	557	288	782	1,968	0.07
	Total Actual (12) Earned Hours	13,997.702	78,293,510	14,295,847	15,581,023	29,647,195	2,080
	Publime E. Joseph Positions					13,726	
	Weekdays a brand		130		140	270	
	Paid Hours . : 7 - lod					2,160	

Net Average Proprove Hours Per Employee Less Daily Break Tann Less Training Time '3 Less Rolidays

Employee

Average Productive Ho.

1,809.94 -88.00 .113.12

> 1.552.648 1,207,849

510,113

*i Excurdes I ** ...; hours for 1,480 CEMA employees, since holiday hours are included for all employees below. Notes:

2. Two 15-m of surgaks are provided daily per bargaining unit contracts.

*3 Training time and the calculated based on an analysis of each bargaining unit MCA and the required continuing a pullcable derivers for licensure/certification in the applicable classifications

14 Adjusted by a ractor of 1963 to account for the additional 10 days covered by the payroll documents. 15 Includes one-third of complime hours used since one hour is worked for every 1.5 hours taken.

(B)

11/13/01



ispano@sco.ca.gov 02/08/2004 03:09 PM To: Ram.Venkatesan@fin.scopov.org

cc: cprasad@sco.ca.gov, svanzee@sco.ca.gov, mhavey@sco.ca.gov, gibrummels@sco.ca.gov, mquerin@sco.ca.gov, aluna@sco.ca.gov, jvenneman@sco.ca.gov

Subject: Countywide Productive Hours

Ram,

I reviewed the county's proposal dated December 19, 2001, to use countywide productive hours and have discussed your analysis with my staff and Division. of Accounting and Reporting staff. The use of countywide productive hours would be acceptable to the State Controller's Office provided all employee classifications are included and productive hours are consistently used for all county programs (mandates and nonmandated).

The SCO's Mandated Cost Manual (claiming instructions), which includes: guidelines for preparing mandated cost claims, does not identify the time spent on training and authorized breaks as deductions (excludable components) from total hours when computing productive hours. Answerer, county chooses to deduct time for training and authorized breaks yin calculating countywide productive hours, its accounting system cmust separately identify the actual time associated with these two, components. The accounting system must also separately identify training time directly charged to program activities. Training time directly charged to program activities may not be deducted when calculating productive hours

The countywide productive hours used by Santa Clara County Were not consistently applied to all mandates for FY 2000-01. Furthermore, wuntywide productive hours used during the audit periods include unallowable deductions for time spent on training and authorized breaks. The country deducted training time based on hours required by employees bargaining unit agreement and continuing education requirements for licensure/certification rather than actual training hours taken. In addition, the county deducted authorized break time rather than actual break time taken. The county did not adjust for training time and break time directly charged to program activities during the audit period, and therefore, cannot exclude those hours from productive hours.

If you would like to discuss the above further, please contact me.

- > Jim L. Spano, CPA
- > Chief, Compliance Audits Bureau
- > Division of Audits
- > State Controller's Office - (916) 323-5849
- > Work
- (916) 327-0832

SB90 TIME STUDY PLAN

COVER SHEET-PLAN OVERVIEW

Date Submitted:

November 15, 2004

Agency:

County of Santa Clara

Mandate:

District Attorney's Child Abduction Unit-Penal Code section 278.5

History:

The State Controller conducted an audit of this program for fiscal years

FY99 through FY02 and we are submitting this time study to

substantiate time spent on mandate during that period.

Offices involved:

Responsible for time study:

Controller-Treasurer's Office

State Contact:

Ram Venkatesan, SB 90 Coordinator

Phone:

(408) 299-5210

Fax:

(408) 289-8629

E-mail:

ram.venkatesan@fin.sccgov.ca

Department:

District Attorney's Office

Employee Classes:

Deputy District Attorney, Senior Paralegal, Legal Clerk, Lieutenant -Investigations Division, Team Leader – Investigations, Investigators.

Program Scope:

\$1,104,674 Approximate Annual Cost: Estimated Annual Workload: 600

Estimated No. Of Cases:

50

PLAN DETAILS

County Internal Schedule of activities

	Activity	Time/Schedule
1)	Plan Submitted to SB90 Coordinator	November 15, 2004
2)	Plan Returned to Department:	November 15, 2004
3)	Finalize Plan and Details:	November 15, 2004
4)	Conduct Study	11/15/04 - 12/10/04
5)	Analyze and Compile Results	12/11/04 – 12/14/04
6)	Submit to SB90 Coordinator	December 15, 2004
7)	Plan submitted to State Controller	December 17, 2004

Time Period:

One Month in the 2004-05 fiscal year - the activities in this mandate do

not vary by the time of year.

The results will be applied to the 2001-02, 02-03, 03-04, 04-05 and 05-06 unless there is a significant change requiring a new time study.

REIMBURSABLE PROGRAM-COMPONENTS AND ACTIVITIES

- I Compliance with California Family Code §§ 3130 3134.5, et seq.
 - A. Obtaining compliance with court orders relating to child custody or visitation proceedings and the enforcement of child custody or visitation orders including:
 - 1) Contact with children and other persons involved.
 - a) Receipt of reports and requests for assistance.
 - b) Mediating with or advising individuals involved.
 - c) Locating missing or concealed offender and children.
 - 2) Utilizing any appropriate civil or criminal court action to secure compliance.
 - a) Preparation and investigation of reports and requests for assistance.
 - b) Seeking physical restraint of offenders and/or the children to assure compliance with court orders.
 - c) Process services and attendant court fees and costs.
 - d) Depositions.
 - 3) Physically recovering the child(ren).
 - 4) Child Abduction Training.

Employees' universe:

Deputy District Attorney (1)

Senior Paralegal (1)

Legal Clerk (1)

Lieutenant – Investigations (1) Team Leader – Investigations (1)

Investigators (2)

Sample selection method:

100% of population

Time periods to be studied:

One month in the FY 2004-05

Documentation:

Time sheet (prepared contemporaneously) will document all activities daily and the time taken for each activity. The document will be detailed to show all mandated and non-mandated activities performed and will coincide with one or more pay

periods.

106

Time Increments:

Quarter of an hour and in multiples of quarter

hours.

Validation of product:

Case numbers to correspond to case activity in hard copy file or electronic file and case numbers will be included on the time sheet. Dates of training, agenda and training materials used and

time taken.

Record Retention:

Time Study records will be retained for a period of 3 years from the year of the claim (audit window period being 3 years). For example, if the time study is applied for claims for fiscal year 2006 as proposed in this plan, the same will be retained until the fiscal year 2009.

B. Staff Training

- a) Train new staff on mandate requirements
- b) Train all staff providers on available victim resources

Time Study:

No time study will be done for this activity. Records of actual time spent on training programs documenting the names of the officers, dates of training and agenda items showing the training time for the mandated activities will be retained

for audit.

Prepared by:

George P. Doorley, Administrative Services Manager III

Approved by:

David Elledge; Controller-Treasurer, County of Santa Clara

Attachment: Time Sheet

Child Abduction Time Study Weekly Team Totals

							Total Hours	Week of: No	w 15 through	Nov 19, 200- Percentage of Worked
		T 1	etal House	or the Week	k by Cutegor 4	y 5	vVerking Ohila Abduction	Total Hours Leave	Total Hours Worked*	Hours on Child Abduction
Bytheway, Glenn	Investigator	16.25	0	3	11.5	27,25	30,75	0	44	70%
Cardott, Patrice	Investigator	6	3	2,5	10.25	16.75	21.75	5	39	56%
Evans, Linda	Senior Investigator	13	4	2.5	11.5	16.5	31 🚱	0	44	70%
Fracolli, Bob	Lieutenant	0 10.5	0	0	0	31,75) 10,5	3	39	27%
Gallardo, Martha	Paralegal	24	0	0	16	3.5	40	0	42.5	94%
Sylva, Julianne	Deputy District Attorney	7(2)	8,5	0	21.5	17.5	37	0	44	84%
Weidner, Patty	Legal Clerk	18.5	0	0	0	20.5	18.5	0	45	41%
Schembri, Mike	Investigator	4,75	0	0	0		4.75 .			
	TOTAL	100	15.5	8	70.75	133	194.25	8	297.5	
	Percentage of Worked Hours on Child Abduction	34%	5%	3%	24%			**************************************	· · · · · · · · · · · · · · · · · · ·	

*Includes scheduled lunch break which is reflected in category 5 time. Include lunch time in any scheduled time off, as appropriate.

 Bytheway
 1 hour X 4 days

 Cardott
 1 hour X 4 days

 Evans
 1 hour X 4 days

 Fracolli
 .5 hour X 4 days

 Gallardo
 .5 hour X 5 days

 Sylva
 1 hour X 4 days

 Weidner
 1 hour X 5 days

 Schembri
 .5 hour X 4 days

Child Abduction Time Study Weekly Team Totals

•				Week	of: <u>// </u>	1 04 through	gh//	104	
			Contact	aviVermin Lova karon Otal Hours (al pecontral	Training	Alska E.	L n	
		1-4	1	2	3	A by Catego	5 5	1-5	
Bytheway, Glenn	Investigator	30.75	16.25	Ð	3	11.5	27,25	58	
Cardott, Patrice	Investigator	21.75	6.	3	2,5	16.25	16.75	(\$/B (17,75)	•
Evans, Linda	Senior Investigato	r 31,00	13	4	ک. 2	11.5	16.5		
Fracolli, Bob	Lieutenant	(10.75)	0	0	0	31.25)		
Gallardo, Martha	Paralegal	40.00	24.	0	0	16	3,5	43,5	
Sylva, Julianne	Deputy District Att	omey	2 7.	85	0	21.S	(10.75) 17,5		
Weidner, Patty	Legal Clerk	(8,5	18.5	0	0	0	20.5	39.0	١.,
Schembri	In.	4.75	4,75	0	ت	O	37,	41.75	
			,						
				1				-	
	-	TOTAL	78	15.5	8.	54.75	170.	36425	
			lóp	- A*	· · · · · · · · · · · · · · · · · · ·	70 79			

Child Abduction Time Study Weekly Individual Totals

Employee:	THE	ORY			W	eek of: <u> </u>	5,04 through 11,19,04
		ν τ	otal Hours	for the Weel	k by Catego	ry	
		1	2	3	4	5	11 - 20 700
Monday					6/4	7/4	13 1/2 CIP PAYTOOCK
Tuesday					51/4	61/4	1/2 CIP 7/8
Wednesday		31/2		3		4/2	
Thursday		1/4				3 3/4	
Friday		51/2	-			5/2	
Saturday							
Sunday			· · · · · · · · · · · · · · · · · · ·				
	TOTAL	16/4		3	11 1/2	27/4	58

Empi	oyee: ByTWZ WM	η_		V	York F	lours:	630-1730 D	ay: <u>MoN</u> D	ate: _	11,	15	04	
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0645-0700							1245-1300						(,
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0730-0745						1	1330-1345					1	
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0815-0830	***************************************					1×	1415-1430	*				2/4	
0830-0845	CHILD ABDUCTION	V			· 83.		1430-1445		1				X
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	Sub-Total		Γ	Γ	1/4	<u> </u>		Categor	y 1	2	3	4	5
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Category 4							Siny.	SCHOOL STATE OF THE PARTY OF TH		1		6/2	4/
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jory 5	Non-Abduction Related			7,							2	5/4	614
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Employee:	Category					<u>2-1730</u> 0a	ny: <u>WED</u> Date	te: <u>/</u>		171	<u>#</u>		
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Category 2 Securing compliance							Sub-Total from Column 1	9				13	
Category 3 Physically recovering							TOTAL			12		18	
Category 4 Training	()				Office	Use Only	Lotel Loyded by A recurs	WANTED BY					
C ory 5 Non-Abduction Relat	ted						HRS	3/2		3		49	= 1
See reverse for Category de		11	/					V ()	_	P		12	, - 1
Employee Signature:		th				Supervisor	Signature:						

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0800-0815		1				1400-1415						
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0845-0900	MEELING					1445-1500	1.					
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1115-1130		£3	1		X	7 1715-1730						文
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	Physically recovering child(ren)					WILLIAM TO THE	al 19				15
Category 4						Office Use Cinly	Total bruxted by 4 - Hou	· ·				0 21
	Non-Abduction Related							7/4	,			3 1/4
See revers	e for Category details)										
Emp	loyee Signature:					Superviso	r Signature:					
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Emplo	yee: By THEWAL	1		Wo	ork Ho	urs:	630-1730	Da	ay: <u>FR</u> Da	ite:	11,	19,	04	1
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Time	Case # or Activity	1	2	3	4	5	Time		Case # or Activity	1	2	3	4	5
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Emp	oloyee Signature:		0 7	-			Super		r Signature:					
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Child Abduction Time Study Weekly Individual Totals

Week of: 11, 15, 04 through 11, 18, 04 Employee: CARDOTT, PATRICE **Total Hours for the Week by Category** 1 5 3 75 5 Monday 5.25 5.0 Tuesday 8. 2.25 Wednesday 5 3 Thursday Friday Saturday Sunday 3 2.25 10.25

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Time	Case # or Activity	1	2 :	3 4		Time	Case # or Activity	1	2	3
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15-0630						1215-1230				
30-0645						1230-1245	LUNCH			
345-0700						1245-1300	V'			
00-0715				<u> </u>		1300-1315				
715-0730				<u> </u>		1315-1330				
30-0745				<u> </u>	<u> </u> -	1330-1345				
45-0800						1345-1400				
800-0815						1400-1415				
315-0830	CHILD ABDUCTION			4		1415-1430				
830-0845	TRANNING					1430-1445	BREAK			
845-0900						1445-1500				
900-0915					T	1500-1515				
915-0930						1515-1530 ·				
930-0945	***************************************					1530-15 4 5				
945-1000				Π,		1545-1600				
XO-1015					1	1600-1615				
015-1030						1615-1630				
030-1045				1		1630-1645				
045-1100	BREAK				X	1645-1700				
100-0015				1	1	1700-1715				-
115-1130					1	1715-1730				
130-1145				11	1	1730-1745				
145-1200				1	T -	1745-1800				
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	- •		acton				TOTAL			
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ategory 4	rraining									

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	Sub-Total			13	7,]		Categ	югу	1	2	3	4	5
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Category 2	Securing compliance utilizing	g courf	t action				S	ub-Total from Colu	mn 1				13	1
Category 3	Physically recovering child(r	en)						TC	DTAL				21	20
Category 4	Training					Competible Con		ta eyakê bi ka	ia j					3
gory 5	Non-Abduction Related													
(See revers	e for Category details	}		A				Λ						
· Emp	loyee Signature:	- (a	r.do		··. ··. · · · · · · · · · · · · · · · ·	Super	visor Si	gnature:	9/16	276	/			

Employee: <u>CAPLOTT</u> , PA	47°16	E	Wo	rk Ho	urs:	<u>0700 -1800</u> Da	ay: <u>u)eo-</u> Dat	e:				
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Time Case # or Activity	1	2	3	4	5	Time	Case # or Activity	1	2	3	4	5
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0615-0630			_			1215-1230						4
0630-0845			_			1230-1245						1
0645-0700					1	1245-1300						\sqcup
0700-0715						1300-1315						Ļ
0715-0730						1315-1330						Ŀ
0730-0745						1330-1345						<u>L</u>
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Category 1 Contact with children and or	ther pe	rsons	involv	red			Sub-Total this Column	14		19		Ш
Category 2 Securing compliance utilizing	ng cour	t actio	n				Sub-Total from Column 1			<u></u>		31
Category 3 Physically recovering child((ren)						TOTAL	14		9		32
Category 4 Training						Office Use Grily	 Fotal Dovided by 4 = Hours 			17.2		
gory 5 Non-Abduction Related						An and an indicated comments were an analyst destination to the standard operation where an						
See reverse for Category details	5)						4					
Employee Signature:	Car	del.	1			Superviso	r Signature: <u>J. Evra</u>	~				

	Case # or Activity 1			tego	m.A					tego		
Time	Case # or Activity	1	2	3	4	5	Time Case # or Activity	1	2	3	4	
600-0615							1200-1215 330040906173	1				L
615-0630							1215-1230 (Can'T)	V				L
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645-0700							1245-1300 1300-1315					L
7 0 0 -0715	B20040906173	1					1300-1315					L
715-0730	K- /A	7:					1315-1330					\
730-0745		١					1330-1345 BACH1106998	1				L
745-0800		1.					1345-1400					
800 -0815		1					1400-1415	1				
815-0830		i.					1415-1430	V				
830-0845		1.5					1430-1445 B2004090 6173		7			
845-0900		1					1445-1500 K / A		j.			
900-0915	TEAM MEETING	T.					1500-1515		\sqcap			Γ
915-0930	TOTAL TROCKING						1515-1530					Γ
930-0945		1.					1530-1545		V .			Γ
945-1000		V.					1545-1600 B20041106998	下.				Г
J0-1015	820040906173		7.				1600-1615	1.				Γ
015-1030	020040100110						1615-1630					r
030-1045	***************************************				I^-		1630-1645	\Box				T
045-1100					<u> </u>	†	1645-1700	1.				Γ
100-0015				-	\vdash	T	1700-1715	+1				T
115-1130				<u> </u>	 	 	1715-1730	T.				r
130-1145			1	_	-	1-	1730-1745 CK MSGS:	7	臣			t
145-1200		£	1		╂	-	1745-1800 E-MAILS & PHONE	V	\$			t
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	Sub-Total	5	17		L	<u></u>	Category	1	2	3	4	т-
ategory 1	Contact with children and ot	her p	ersons	iovni	ived		Sub-Total this Column	13	5			L
ategory 2	Securing compliance utilizing	g cou	ırt acti	on			Sub-Total from Column 1	35	1			L
ategory 3	Physically recovering child(r	en)					TOTAL	20	18			
ategory 4	Training						Mice Use Only (1) Fold Orded by 4 5 Hours	6				
gory 5	Non-Abduction Related											
- ′	se for Category details											

Child Abduction Time Study Weekly Individual Totals

Employee: L. EVAN	<u>'</u>			W	eek of: <u>/ / _</u> /_	<u> 15104</u> through <u>111 19109</u>
		Fotal Hours 1			ry 5	TOTAL
	1	7 2	3	4	I	1
Monday				6,25	4.75	. 1\
Tuesday				5,35	4.75	10
Wednesday	6	1,50	2.50		1.50	11.5
Thursday	4	2.5		-	4,50](
Friday	3				1	4 .
Saturday						
Sunday						
TOTAL	13	4	2.50	11,50	16.50	

Employee: Employee					Hours	s: <u>6-5</u>		ay: <u>Mon</u> Da	ıte: _	<u> </u>	15	104	
			Cate	gory						C	atego	ory	
Time	Case # or Activity	4	2 3	_	5		Time	Case # or Activity	1	2	3	4	5
0600-0615	TRAVEL TO			T	\prod]	1200-1215						
0615-0630	Sacramento				П	1	1215-1230						П
0630-0645					\prod	1	1230-1245						П
0645-0700					Π	1	1245-1300						П
070 0 -07 1 5	The second desired the second			1	\prod	1	1300-1315						П
0715-0730					11.	1	1315-1330						П
0730-0745					Π	1	1330-1345						
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0815-0830				1	1	10	1415-1430					V	
0830-0845	Chico Arys TRATINING			1]	1430-1445						X.
0845-0900]	1445-1500					j.	
0900-0915]	1500-1515					1	
0915-0930				1.]	1515-1530						X
0930-0945]	1530-1545					ı.	
0945-1000				11.]	1545-1600						
00-1015]	1600-1615						
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1030-1045				V			1630-1645						
1045-1100					X	breaks.	1645-1700					V	
1100-0015]	1700-1715						
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Dougl m	in to Dillo		_	1		1							
Coin	unent				<u> </u>	1	,						
Naciola d	Lex DIME			1	<u> </u>								
DOING 1	day is ke gular	DAY	90	<u></u>	1	į							
U/3 /1 W	Sub-Total			113	111]		Category	1	2	3	4	5
Category 1	Contact with children and of	her pers	ons invo	olved	1	,		Sub-Total this Column				12	8
	Securing compliance utilizing							Sub-Total from Column 1				13	11
Category 3	Physically recovering child(re	en)						TOTAL				25	19
- ,	Category 4 Training				Office L	ise Only	Total Divided by 4 + Hours	E 797		77 - 57 19 - 19 - 19 - 19 - 19 - 19 - 19 - 19 -	625	7795	
	Non-Abduction Related						.,	: 7:	الششدي	النمشندين	اشئاست.د سر	110	in the state of
	e for Category details))										161	
	2	7					0	Olemanture					
Emp	loyee Signature: 🔏 . 👌	Jil	<i>"</i>				Supervisor	Signature:					

202

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Employee: LEVANS				lours	:: 6-5 c	ay: Tue Da	ite: //	16	104	4
	•	Cat	egory				c	atego	эгу	
Time	Case # or Activity	1 2	3 4	5	Time	Case # or Activity	1 2	3	4	5
0600-0615				Ι,	1200-1215					1
0615-0630	***************************************			П	1215-1230					
0630-0645				П	1230-1245					
0645-0700					1245-1300					
0700-0715					1300-1315]] .	1	ι.	
0715-0730				Π.	1315-1330			15		
0730-0745					1330-1345			4	П	
0745-0800					1345-1400			1		
0800-0815				١,	1400-1415			7		
0815-0830				V	1415-1430	A COLUMN TO THE PARTY OF THE PA	1 1 -	H		
0830-0845	Child Bourion.		- i		1430-1445			1		
0845-0900	-1447 Levelous				1445-1500			P	V	
0900-0915					1500-1515					1:
0915-0930					1515-1530					
0930-0945					1530-1545	7777				
0945-1000					1545-1600	**************************************				
0-1015					1600-1615					
1015-1030			1		1615-1630					
1030-1045				X	1630-1645					7-1
1045-1100			í.	·	1645-1700					
1100-0015					1700-1715					
1115-1130			1.	Ī	1715-1730					
1130-1145	**************************************				1730-1745					
1145-1200			1		1745-1800	2574				
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	Sub-Total		13	7		Category	1 2	3	4	5
Category 1	Contact with children and oth	er persons in	nvolved			Sub-Total this Column	 	\$	8	12
Category 2	Securing compliance utilizing	, court action	ı			Sub-Total from Column 1			13	7
Category 3	Physically recovering child(re	ın)			4, , , , , , , , ,	TOTAL	1 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2	T 17 T 20 T	21	19
Category 4	Training				Office Use Only	Total Divided by 4 = Hours		1	54	134
C gory 5	Non-Abduction Related									·
(See revers	e for Category details)									
Emp	loyee Signature:	vans			Supervisor	Signature:				110:
					203				[s	0/18
•					2,70			-	. /(

Emplo	oyee: L. EUANS			Work	Hours:	6Am-SPM	Day: <u>W<i>&</i>D</u>	Date:	<u>il j</u>	<u>17</u> 1	0	1
			Ca	ategory					Ca	atego	угу	
Time	Case # or Activity	1	2	3 4	5	Time	Case # or Activity	- 1	2	3	4	5
0600-0615	B20041106964	X				1200-1215	Arrest in (B					
0615-0630	B20041106998	X				1215-1230				·		V
0630-0645	B2004116963	1				1230-1245						1
0645-0700		V				1245-1300	Soum Worker					V
0700-0715	B26040402277	,				1300-1315	4.	Ti				
0715-0730						1315-1330						
0730-0745		V				1330-1345		V				
0745-0800	B2004 11 06963		1			1345-1400	B2004042277	X				
0800-0815	S/W Prop					1400-1415		1				
0815-0830						1415-1430						
0830-0845						1430-1445		11.				
0845-0900			П			1445-1500		V				
0900-0915			V			1500-1515	B20041006431			,		
0915-0930	•				X	1515-1530						
0930-0945	(All Inta w/	1				1530-1545						
0945-1000	Mexican Consulate	П				1545-1600						
J-1015						1600-1615						
1015-1030	**************************************	1				1615-1630						
1030-1045						1630-1645						
1045-1100	•	П				1645-1700						
1100-0015		Π.				1700-1715						
1115-1130		Π.				1715-1730				\forall		
1130-1145		V	1			1730-1745						
1145-1200					X	1745-1800)					
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	Sub-Total	11/2	The		12		Catego	ry 1i	2	3	4	5
Category 1	Contact with children and of	her p	ersons	involved	100	•	Sub-Total this Colu	mn 父		10		4
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	Physically recovering child(AL 24	6	10		6
Category 4		ĺ				Office Use Only	าไดเมล์ทุกใหม่การ - พร	AND DESCRIPTION OF THE PERSON				
	Non-Abduction Related							MANUAL MANUAL SALES	- To-		i	5 HR
	se for Category details	1_							101	Mi		
	j j						- Cinn - A					
··· Emp	oloyee Signature: <u></u>	NO	rn		······	Supervise	or Signature:		···	···········		

Empl	Employee: L. Eu. ms					: <u>6 pm - 5 p</u> m [Day: Thuro Da	te: _/		18	109	1
			C	ategon	,				c	atego	orv	
Time	Case # or Activity	1	2		4 5	Time	Case # or Activity	1	2	3	A,	5
0600-0615	CAU Apmin	i				1200-1215	Lunch	Γ		Γ		I_1
0615-0630		П				1215-1230						Π
0630-0645		\prod	·			1230-1245			Г			1
0645-0700	•	V				1245-1300		li				
0700-0715	B20041006436		1			1300-1315		Π				1
0715-0730			1			1315-1330		1				
0730-0745						1330-1345	B2004100164316		1		一	
0745-0800			V			1345-1400			忕			
0800-0815	(afterer)		İ		1	1400-1415	**************************************		十			
0815-0830	3 <u></u>					1415-1430	W-1		H			
0830-0845	[(afterer)					1430-1445	**************************************					
0845-0900					1	1445-1500			1			
0900-0915	Tean mtg	ì			Ť	1500-1515	TIME OF /APT		W-			
0915-0930	(Au Mexico	1.				1515-1530						H
0930-0945	Cope Disc.	1.				1530-1545						
0945-1000		丁				1545-1600	the state of the s					HH
.0-1015	CAU ADMINISUP	i.			_	1600-1615						HH
1015-1030	cija mojniojotop	1.				1615-1630						\Box
1030-1045		\downarrow				1630-1645	**************************************					\Box
1045-1100			<u> </u>		\forall	1645-1700	***************************************					
1100-0015					TX	1700-1715						1
1115-1130	TIC (SA	}				1715-1730						
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	Sub-Total	12	Li.	П	17	1	Category	4	2	3	A	5
Category 1	Contact with children and oth			involved		1	Sub-Total this Column	3	,			T 1
	Securing compliance utilizing				•		Sub-Total from Column 1	\sim	0			14
	Physically recovering child(re		i acu	J11			TOTAL		4			17
Category 4		-117				etrica Use Only	TOTAL	16	10			18
	Non-Abduction Related							A5 (A)				UC C
- •	e for Category details)	ļ							מינו	m	///	11()
··· Emp	loyee Signature: £. {	130	in.	2		Superviso	r Signature:					

Employee: 1. EVAJUG				W	ork H	lours	6-10	Day: <u>FRI</u> Dat	e:	11,	19,	04	1
			Ca	atego	гу					Ca	tego	ГУ	
Time	Case # or Activity	1	2	3	a	5	Time	Case # or Activity	4	2	3	Ą	5
0600-0615	CAN ADMIN						1200-121	5					
0615-0630	BADY1106790	V					1215-123	0					
0630-0645	B20041106998	X					1230-124	5					
0645-0700	<u>«</u>	1					1245-130	0					
0700-0715	1	1					1300-131	5					
0715-0730	CAU Jonin	1					1315-133	0					
0730-0745		П					1330-134	5					
0745-0800		\prod					1345-140	0					
0800-0815	Value (Value Value						1400-141	5					
0815-0830	Marie Control of the	V					1415-143	0					
0830-0845						1.	1430-144	5					
0845-0900	- Annual Control of the Control of t					П	1445-150	0					
0900-0915	***************************************					П	1500-151	5					
0915-0930	***************************************					V	1515-153	0					
0930-0945	***************************************	1					1530-154	5 . um					
0945-1000		V					1545-160						
0-1015	-						1600-161	5					
1015-1030							1615-163	o MM Vaday					
1030-1045	Military and the second						1630-164	5 7 11° U					
1045-1100							1645-170	o VIV					
1100-0015	-						1700-171	5 1					
1115-1130	. , , , , , , , , , , , , , , , , , , ,						1715-173	o V					
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	Sub-Tota	1/2	Τ	T	Ι	14		Category	4	2	3	4	5
Category 1	Contact with children and o	113	erson	s invol	ved		3	Sub-Total this Column					
	Securing compliance utilizi							Sub-Total from Column 1	12				4
	Physically recovering child							TOTAL	12		_		4
Category 4							Office Lise Office	s seiats nyeläs ryssä Elekis					P.
•	Non-Abduction Related								attachtes to	701	m	4#	Ra
	se for Category details	s)											
Emp	oloyee Signature:	? E.	ila.	مدير	_		Supervi	sor Signature:				eligeny symmetric electric el	

Child Abduction Time Study Weekly Individual Totals

Week of: 11 15 104 through 11 121 104

Employee: BOB FRACOLU

	Total Hours for the Week by Category													
		1 .	2	3	4	5								
Monday		2,25	0	0	0	5,25								
Tuesday		15	0	C	0	10.0								
Wednesday		4.25	O	0	0	6.25								
Thursday		3.75	C	Ò	ت	6.75								
Friday		•	May.	\$ ~•		-gri-r								
Saturday				.	٠.	~								
Sunday			<u></u>	_	<u></u>	erate ja sii "								
		١. ٨				1								
	TOTAL	10.5				31.0								
		10.75				31.25								
						31.25								

Emplo	ee: BOB FRACOLLI Work Hours:				0630-17-00	Day: _/	102)ate: <u>//</u>		<u>15 p</u>	24			
•			Cs	atogo	w						Ca	itego	ry	
Time	Case # or Activity	1	2	3	A.	5	Time	Cas	a # or Activity	1	2	3	4	5
0600-0615							1200-12	15						X
0615-0630		1					1215-12	30						1
0630-0645		1				X	1230-12	45						
0645-0700		1					1245-13	00						
0 700- 0715		T					1300-13	15						
0715-0730		†	<u> </u>				1315-13	30						
0730-0745		1					1330-13	45						-
0745-0800		1	1				1345-14	00						- Carrier
0800-0815		1	 			\Box	1400-14	15						بساسه
0815-0830		1	1			\Box	1415-14	30						the case
0830-0845	W	1	T-	1			1430-14	45						
0845-0900		1	T			- 1	1445-15	600						- de de
0900-0915		1				1	1500-15	15						· income
0915-0930	VIII		1			1	1515-15	30						- D-1006
0930-0945			 	1		V/	1530-15	45						14.00
0945-1000	ADMIN/F	X				1.44	1545-16	00						47.77
0-1015	772111111	1	1	T			1600-16	515). E
1015-1030		11		1			1615-16	30						;
1030-1045		11					1630-16	45						· .
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1100-0015		11	1				1700-17	715	,					
1115-1130		11					1715-17	730						
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	Sub-Tota	16	T	T	1_	17	1		Catego	ry 1	2	3	4	5
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	Securing compliance utilizi								Total from Colum		0	0	0	13
	Physically recovering child		on au	.011				3.1.2		TAL 9	Ť	Ť		33
• •		(1611)					Office Use Only	. Võtal i	hanied tyk 4 ≡ ¥le	AND ASSESSMENT OF THE PARTY OF		1 77		
Category 4										2.29			200	らこ
	Non-Abduction Related se for Category detail.	e)				1	A			2,00				らい
(See Levels	e for Category details	سسسلي	\geq	<i>/</i> ~	_				- Company	And the same of the contract of	(MCCC)			
· Emp	oloyee Signature:	-	1		lang .	-	•	isor Signa	iture:			, 		
							20	3						

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Time	Case # or Activity	1	2	3	4	5	Time	Case # or Activity	1	2	3	4	!
600-0615							1200-1215						T
615-0630							1215-1230						Γ
630-0645						X	1230-1245						Γ
645-0700						ĺ	1245-1300						T
700-0715							1300-1315						Γ
715-0730							1315-1330						Γ
730-0745						П	1330-1345						Γ
745-0800							1345-1400						Γ
800-0815							1400-1415						T
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₃gory 5	Non-Abduction Related				6	ermone and septimental processing and septimental septiments and septiments to the septiments of the septiment	The second secon	3.75			Representation of the second	6.7/
(See revers	e for Category details		,						ganglen'i 'e			
Emp	loyee Signature:	56	1			Supervisor	Signature:					
•						211					•	

Child Abduction Time Study Weekly Individual Totals

Employee: HART	HA (SALLI	WOOD	Week of: 11 , 15,04 through 11, 19,0							
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Employee: MARTHA GALLARIWORK Hours 8:30-5 Day: MON Date: 11 115 104 Category Category Case # or Activity Time 3 3 Time Case # or Activity 2 1200-1215 0600-0615 1215-1230 0615-0630 1230-1245 0630-0645 1245-1300 0645-0700 1300-1315 0700-0715 41 1315-1330 0715-0730 1330-1345 0730-0745 1345-1400 0745-0800 A 1400-1415 0800-0815 1415-1430 0815-0830 1430-1445 0830-0845 1445-1500 0845-0900 1500-1515 0900-0915 1515-1530 0915-0930 1530-1545 0930-0945 0945-1000 1545-1600 1600-1615 **-1015** 1615-1630 1015-1030 1630-1645 1030-1045 1645-1700 1045-1100 1700-1715 1100-0015 1715-1730 1115-1130 1730-1745 1130-1145 1745-1800 1145-1200 4 2 3 Sub-Total Category Sub-Total this Column Category 1 Contact with children and other persons involved Sub-Total from Column 1 Category 2 Securing compliance utilizing court action TOTAL Category 3 Physically recovering child(ren) Office Use Only a Stolutioned by 4 schools Category 4 Training jory 5 Non-Abduction Related See reverse for Category, details) Employee Signature Alla Lulla

Supervisor Signature:

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Child Abduction Time Study Weekly Individual Totals

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Child Abduction Time Study Weekly Individual Totals

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	ing compliance utilizing							Section 12 to 1 Western	ub-Total this Colum	100				
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Child Abduction Time Study Weekly Individual Totals

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	Τα	otal Hours f	or the Weel	c by Catego	pry		
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Monday	2.5				O O	11,5	
Tuesday	.5				9,5	lo . 0	
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тот	AL 4.75				37.	41,75	

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1115-1130	B20020905847					X	1715-1730						
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1145-1200						A	1745-1800	W					
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	fetoTatu2	[<u>=</u>	I	T	<u> </u>	1/2		Category	4	2	3	4	5
Category 1	,		rsons	invol	L ved	110							20
													16
• •	Physically recovering child(r							TOTAL	5				36
Category 4							Office Use Only	Lotal Engaled Signal Extensis					
	Non-Abduction Related								2,5		SICHUI E		9
_	e for Category details	1		\Rightarrow_{ι}									
	loyee Signature:	_{	\leq			_	Supervisor	Signature:	sas	70)			

230

Empl	oyee: Schenan			Work H	ours:	10 km 0	Day: Tub Da	ite: _/		1610	<u>/</u>
			Categ	югу					Ç,	ategory	
Time	Case # or Activity	1	2 3	a	5	Time	Case # or Activity	1	2	3 4	5
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0700-0715	320020905247				X	1300-1315					13
0715-0730					2	1315-1330					17
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0900-0915					П	1500-1515					1. 1
0915-0930				1		1515-1530					
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0945-1000				{		1545-1600					110
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1015-1030				1	打	1615-1630	4 - 1 - 1 - 1 - 1 - 1 - 1 - 1 - 1 - 1 -				11:
1030-1045				1 /	十一	1630-1645					1/2
1045-1100					4	1645-1700					1
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1115-1130					8	1715-1730					
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						an mad delp from their told deligh the state their date their state of					
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	Sub-Total				20		Category	1	2	3 4	5
Category 1	Contact with children and ott	ner pers	ons invo	oived			Sub-Total this Column	2			18
Category 2	Securing compliance utilizing	g court :	action				Sub-Total from Column 1				20
Category 3	Physically recovering child(re	en)					TOTAL	2			38
Category 4	Training				The contract of the contract o	Ornice Use Only	e conscionation symple blows	l.			
tegory 5	Non-Abduction Related					ar na mananan ing kalantajan dananan salada kalanga kalanga ka menjangan Galagan Ang Salangan di Angaban Salang Kalangan	THE PARTY OF THE P	15			9,5
	re for Category details)		=======================================	>		Superviso	r Signature: L. Calo	an	2		

231

Emplo	oyee: Schenku			W	ork F	lours:	10	Day: _	WED	Da	te: <u>/</u> /	<u></u>	<u> 17 1</u>	DJ.	
			C:	atego	эгу							Ca	itego	ry	
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0600-0615							1200-121	15 B2	007096	5247					Χ/
0615-0630							1215-123								1.
0630-0645							1230-124	45							3
0645-0700							1245-130	00							Ŋ
0700-0715	B2002.090 52.47					K.	1300-131	15							ζ.
0 7 15-0730						12	1315-133	30							je
0730-0745	-					1	1330-134	45							9
0745-0800						ci,	1345-140	00							Ç.
0800-0815						9	1400-141	15							<i>1</i> .
0815-0830			•			6	1415-143	30							D
0830-0845						7	1430-144	45							1
0845-0900						4.	1445-150	00							12
0900-0915						Ģ	1500-151	15							17
0915-0930	W. 400					D)	1515-153	30							14
0930-0945						11	1530-154	45							1
0945-1000						n	1545-160	00							13/
00-1015						13	1600-161	15							17
1015-1030						154	1615-163	30							je j
1030-1045						Ŕ	1630-164	45							le
1045-1100						1	1645-170	00							43)
1100-0015						10	1700-171	15							
1115-1130						18	1715-173	30							
1130-1145						19	1730-174	45							
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	Securing compliance utilizing							Sub	-Total fron	n Column 1					20
	Physically recovering child(r									TOTAL					40
Category 4							Onice Use Only	i e lata	tariales to	- Many					
- •	Non-Abduction Related										A STANFORM			12.006-653	10
	e for Category details)	~							1 -					
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· Emp	oloyee Signature:/		\geq				Supervi	sor Sigr	nature:	o. W	(2)	C)			

232

Employee Signature: ___

Emplo	oyee: ShENGAN		-	W	ork l	Hours	_/O D	ay: Thurs Dar	te: <u>//</u>	<u>' /</u>	8 1	0%	1
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0600-0615							1200-1215	B20010805247					X
0615-0630							1215-1230						
0630-0645							1230-1245						
0845-0700							1245-1300						
0700-0715	B20010905247					K	1300-1315						
0715-0730						ŀ	1315-1330						
0730-0745	•				•		1330-1345						
0745-0800							1345-1400						
0800-0815						1	1400-1415						
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0830-0845						1	1430-1445						
0845-0900						V	1445-1500						1
0900-0915	TEM rechy	k"			,		1500-1515						
0915-0930		1					1515-1530						T
0930-0945							1530-1545						1
1945-1000		V					1545-1600						
J00-1015	820020905247					X.	1600-1615						
1015-1030						1	1615-1630						V
1030-1045							1630-1645	F. C	×				
1045-1100						1	1645-1700	5	1				
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1130-1145	NAME OF TAXABLE PARTY O					IF	1730-1745	V1 1000					
1145-1200						1	1745-1800						
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	Sub-Total	4	1		<u> </u>	16		Category	1	2	3	4	5
Category 1	Contact with children and of	L/	rsons	invol	ved	1/10		Sub-Total this Column	3		T		18
	Securing compliance utilizing							Sub-Total from Column 1	\vdash		-		11
	Physically recovering child(r							TOTAL	3		-		134
Category 4							Office Use Only	Josephalestey = Haes					
- •	Non-Abduction Related			_				ca before a same a manera estada de la company de la company de la company de la company de la company de la c	1.75				35
	e for Category details	1		1		~		•					
	loyee Signature:	17	4				Supervisor	Signature: L. Euc	b				

233

Child Abduction Time Study Weekly Team Totals

for a way a							Week of: No	ov 22. throug	-
·	ו	otal Kours	for the Wee	k by Catego	·ŋ	Total Hours Working Child Abduction	Total Hours Leave	Total Hours Worked	Percentage of Worked Hours on Child Abduction
	1	2	3	44	5		·		
Investigator	8.75	3.5	0	0	29,75	12.25	22	22	56%
Investigator	14.75	6	0	0	24	20.75	11	33	63%
Senior Investigator	0	0	0	0	44	0	44	0	N/A
Lieutenant	0	0	0	0	42	0 .	42	0	N/A
Paralegal	0	0	0	0	0	0	42.5	0	N/A
Deputy District Attorney	4.75	14.75	0	0	20.25	19.5	11	33	59%
Legal Clerk	17	0	0	0	23	17	18	27	63%
Investigator	4.5	0	0	0	0	4.5			
Senior Investigator	1	0	0	0	0	1			
					1				
								u	
TOTAL	50.75	24.25	0	0	183	75	190,5	115	
Percentage of Worked Hours on Child Abduction	44%	21%	0%	0%		1			
	Investigator Investigator Senior Investigator Lieutenant Paralegal Deputy District Attorney Legal Clerk Investigator Senior Investigator	Investigator 8.75 Investigator 14.75 Senior Investigator 0 Lieutenant 0 Paralegal 0 Deputy District Attorney 4.75 Legal Clerk 17 Investigator 4.5 Senior Investigator 1 Fercentage of Worked Hours 4494	Investigator 14.75 6	Total Hours for the Wee	Total Heura for the Week by Categor 1 2 3 4	Total Hours for the Week by Cetegory 1	Total Hours Total Hours	Total Hours Fercentage of two field Total Hours Child Abduction Child Total Hours	

^{*}Includes scheduled lunch break which is reflected in category 5 time. Include lunch time in any scheduled time off, as appropriate.

include junch time in any	scheaulea iime oii
Bytheway	1 hour X 4 days
Cardott	1 hour X 4 days
Evans	1 hour X 4 days
Fracolli	.5 hour X 4 days
Gallardo	.5 hour X 5 days
Sylva	1 hour X 4 days
Weidner	1 hour X 5 days
Schembri	.5 hour X 4 days

Child Abduction Time Study Weekly Team Totals

Week of: // 1221 04 through // 1261 04

	,	T	Total Hours f	7 1 29.75 42 24 34					
		1	2	3	4	5	ŀ		
Bytheway, Glenn	Investigator	8.75	3,5			29,75	42		
Cardott, Patrice	Investigator	14.75	B, 0			24.	1,}\		
Evans, Linda	Senior Investigator	Ì				40			
Fracolli, Bob	Lieutenant	·				42.0			
Gallardo, Martha	Paralegal					42,5			
Sylva, Julianne	Deputy District Attorney	4.75	14.75	0	Ö	20.25	39,		
Weidner, Patty	Legal Clerk	17.				23.0	40		
Schember	Inv.	4.5				3S.S	40		
Schember Campagna to	Inv. (12 Substit	ve)				1,0			
1 0									
•									
	TOTAL	49.75	24.25			258			

Child Abduction Time Study Weekly Individual Totals

Employee:	134THE	way			W	/eek of: <u>//</u>	304	through	11,24,04
		T	otal Hours f	or the Weel	k by Catego	ory			
		4	2	3	4	5	ı		
Monday									
Tuesday		3	3/2			4/2	11		
Wednesday		5 3/4				51/4	11		
Thursday						10	10		
Friday					,	10	lo		
Saturday				***************************************					
Sunday									
	TOTAL	8 3/4	3 1/2			293/4			

Emplo	yee: SyTHEL	JY4	4	W	ork H	lours:	630-1730E	Day: TUE Dat	e: _	1_1_	23,	04)
	1		Ca	itego	N.A.					Ca	itego	-T¥	
Time	Case # or Activity	4	2	3	Ą	5	Time	Case # or Activity	4	2	3	Ą	5
0600-0615	_						1200-1215						7
0615-0630							1215-1230	CWPP					
0630-0845						7	1230-1245						
0645-0700							1245-1300	**************************************					
0700-0715							1300-1315	2004 1106964		7			
0715-0730							1315-1330	x 1 / 2000/					
	20040305605	7					1330-1345	**************************************					
0745-0800							1345-1400			\Box			
0800-0815							1400-1415			77			
0815-0830							1415-1430						
0830-0845		1					1430-1445						
0845-0900	CWPP					T	1445-1500						
0900-0915							1500-1515						
0915-0930							1515-1530	***************************************		11			
0930-0945							1530-1545			I			
^^ ₹5-1000	19141106964		7				1545-1600	20040905605	4				•
0-1015	0.71100101						1600-1615	20041006240					
1015-1030			<u> </u>				1615-1630						
1030-1045	20040906139	4					1630-1645	**************************************					
1045-1100							1645-1700						
1100-0015		Ť			<u> </u>	4	1700-1715						+
1115-1130		<u> </u>				Π	1715-1730	**************************************					1
1130-1145	***************************************					Π	1730-1745						
1145-1200						1	1745-1800			T			
		_		i i	T	<u> </u>	, 1	**************************************					
6-20-10-10-10-10-10-10-10-10-10-10-10-10-10		<u> </u>	 	<u> </u>		 	* *** *** *** *** *** *** *** *** ***						
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	se for Category details	: 1	/	1/	1			ć	14			•	0 /
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Child Abduction Time Study Weekly Individual Totals

Employee: <u>Cardott</u>				We	ek of: <u>// /</u>	22104 through 1/126104							
Total Hours for the Week by Category													
	1	2	3	4	5	1							
Monday	7.5	2,5			Ì	II .							
Tuesday	7.25	1.5			3	11,75							
Wednesday					10.	10							
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Friday													
Saturday		20	See a	uertin	ie sh	ō · 2							
Sunday					/	,							
TOTAL	14,75	6. 0			24.	44.75							

Employ	ree: CARDOTT, PA	114		AAOLK L	iours: _	V 100 - F		Day: Mod. Da	te:					
			Cate	gory						У				
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15-0630							215-1230	1 44W CAS						
30-0845							230-1245	1				-		
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00-0715	B20040402277	1					300-1315	ADDRESS E-MAILS	11					
15 - 0730 -	5 /0					1	1315-1330	4 PHONE MSGS	V					
0-0745 ["]						1	1330 ₋ 1345	B20041006542	11					
5-0800						1	1345-1400	<u>C</u> /A						
00-0815						1	1400-1415	. # W						
5-0830	-					1	1415-1430							
30-0845	**************************************					1	1430-1445							
15-0900	accelerate the second s					1	1445-1500							
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15-0930						1	1515-1530		14					
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45-1000							1545-1600	F /3						
)0-1015							1600-1615							
1 5-10 30		$\dagger \dagger$					1615-1630							
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00-0015	T /V \$5						1700-1715							
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30-1145		††					1730-1745	W ***						
45-1200		11	1 1				1745-1800			V				
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	se for Category detail	s)						•						
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Emp	oloyee Signature:/						Orhei Als	or orginature.					-	

Empl	oyee: CARUNTT	P4	TEI	K V	Vork I	lours	:0700-1800	Day: TUES Da	ste:	111	23	104		
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0730-0745	# W .	П					1330-1345						1	
0745-0800							1345-1400		1				П	
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0815-0830							1415-1430	B20041107178	11					
0830-0845		\downarrow					1430-1445							
0845-0900	B20040906173	1					1445-1500							
0900-0915	K /A						1500-1515				-			
0915-0930							1515-1530		\prod					
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1115-1130	BREAK					X	1715-1 7 30		1					
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	lovee Signature:	١	See reverse for Category details) Employee Signature: Supervisor Signature:											

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Employee: CARDIT, PATRICE		W	Work Hours: 0700 - 1800 Day: THULS.						ate: 11 1 25 1 04							
		Category									C	atego	жу			
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0600-0615							1200-1	215 _								
0615-0630							1215-1	230								
0630-0645							1230-1	245								
0645-0700							1245-1	300								
0700-0715	The state of the s						1300-1	315								
0715-0730							1315-1	330								
0730-0745	IIn						1330-1	345			1					
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