

1. INCORRECT REDUCTION CLAIM TITLE

2. CLAIMANT INFORMATION

Name of Local Agency or School District

Claimant Contact

Title

Street Address

City, State, Zip

Telephone Number

Fax Number

E-Mail Address

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 change in representation must be authorized by the claimant in writing, and sent to the Commission on State Mandates.

Claimant Representative Name

Title

Organization

Street Address

City, State, Zip

Telephone Number

Fax Number

E-Mail Address

<i>For CSM Use Only</i>	
Filing Date:	
<p>Received November 29, 2012 Commission on State Mandates</p>	
IRC #:	12-4237-I-03

4. IDENTIFICATION OF STATUTES OR EXECUTIVE ORDERS

Please specify the subject statute or executive order that claimant alleges is not being fully reimbursed pursuant to the adopted parameters and guidelines.

5. AMOUNT OF INCORRECT REDUCTION

Please specify the fiscal year and amount of reduction. More than one fiscal year may be claimed.

<u>Fiscal Year</u>	<u>Amount of Reduction</u>
TOTAL:	

6. NOTICE OF INTENT TO CONSOLIDATE

Please check the box below if there is intent to consolidate this claim.

Yes, this claim is being filed with the intent to consolidate on behalf of other claimants.

Sections 7 through 11 are attached as follows:

- 7. Written Detailed Narrative:** pages ____ to ____.
- 8. Documentary Evidence and Declarations:** Exhibit ____.
- 9. Claiming Instructions:** Exhibit ____.
- 10. Final State Audit Report or Other Written Notice of Adjustment:** Exhibit ____.
- 11. Reimbursement Claims:** Exhibit ____.

LORI E. PEGG, County Counsel (S.B. #129073)
ORRY P. KORB, Assistant County Counsel (S.B. #114399)
LIZANNE REYNOLDS, Deputy County Counsel (S.B. #168435)
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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 OFFICE)	INCORRECT REDUCTION CLAIM
AUDIT REPORT ON SANTA)	BY THE COUNTY OF SANTA CLARA
CLARA COUNTY CHILD)	
ABDUCTION AND RECOVERY)	
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 elsewhere. 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:

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 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 below.

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 earned
- 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 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. 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.

² Mandated Cost Manual for Local Agencies, Section 2, General Claiming Instructions, Subsection 7. Direct Labor Costs, Subdivision A. Direct Labor - Determine a Productive Hourly Rate (revised version 9/01)

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.

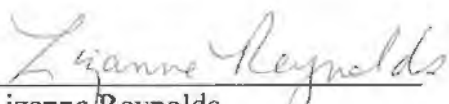
With respect to the SCO's other allegation regarding the reliability of the County's time study, the County has provided sufficient and reliable documentation to support the claimed costs as explained above.

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


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.**

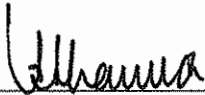
This claim alleges an incorrect reduction of a reimbursement claim filed with the State Controller's Office pursuant to Government Code section 17561. This incorrect reduction claim is filed pursuant to Government Code section 17551, subdivision (d). I hereby declare, under penalty of perjury under the 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

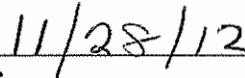
Print or Type Name of Authorized Local Agency
or School District Official

Director of Finance Agency

Print or Type Title



Signature of Authorized Local Agency or
School District Official



Date

** 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



JOHN CHIANG
California State Controller

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

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Audit Report

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

Schedule 1 (continued)

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

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				Total
	2003-04	2004-05	2005-06	2006-07	
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, 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 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:

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.

Finding 3 – Understated salaries, benefits, and indirect costs

The County concurs with this finding.

Finding 4 – Understated benefits

The County concurs with this finding.

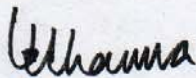
Finding 5 – Understated travel costs

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\pga11\pga082799

Adopted: January 21, 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, 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

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 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. 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 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 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

- 1) 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.
 - 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).
 - a) Travel expenses, food, lodging, and transportation for the escort and child(ren).
 - b) 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.
- d) Return of the illegally obtained or concealed child(ren) to the legal custodian or agency.
 - i) 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 pro-rated 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 Attorney 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

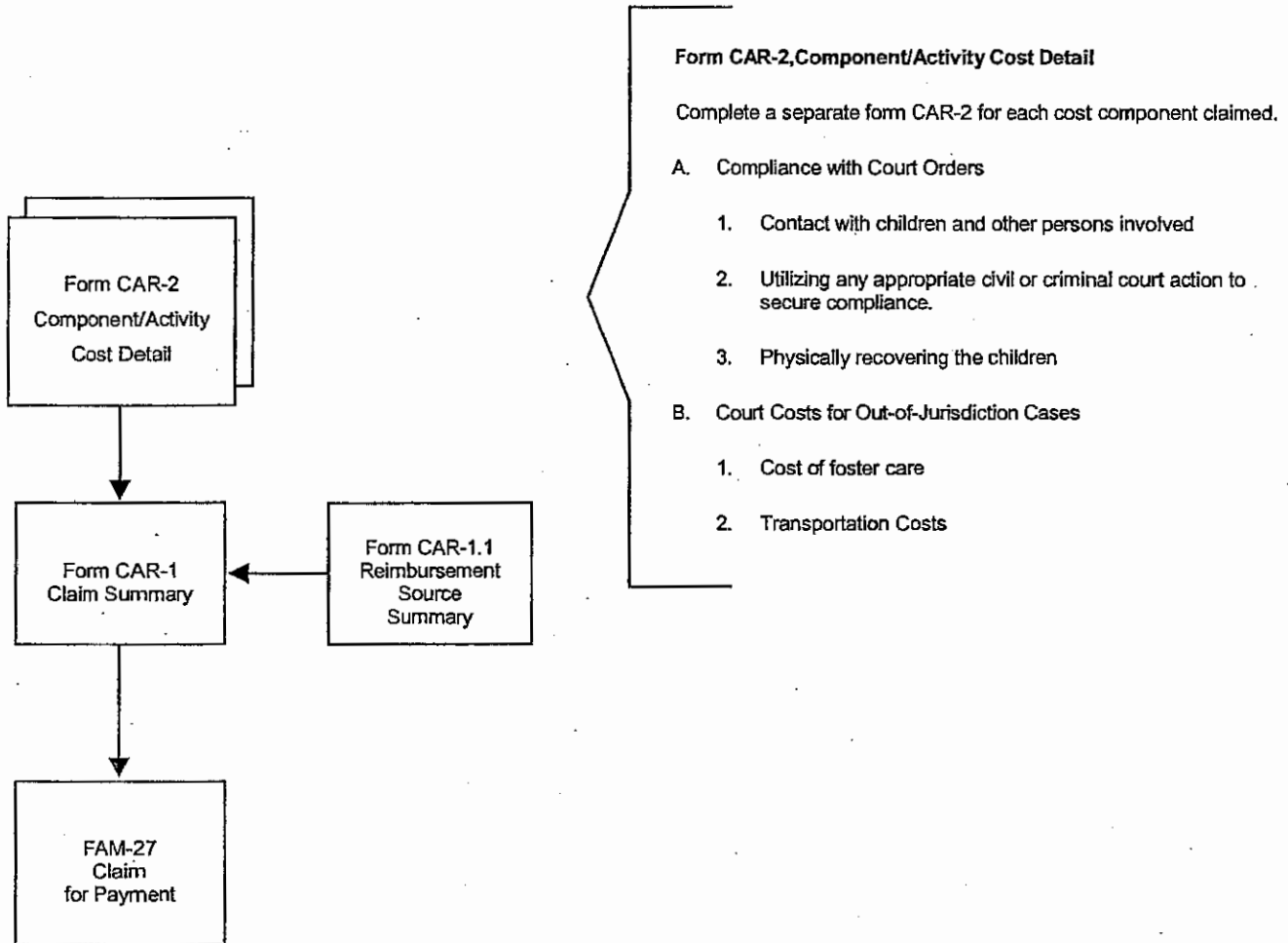
This form is used to summarize direct costs by cost component and compute allowable indirect costs for the mandate. Direct costs summarized on this form are derived from CAR-2 and carried forward to form FAM-27.

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 form 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



CLAIM FOR PAYMENT		For State Controller Use Only		Program
Pursuant to Government Code Section 17561		(19) Program Number 00013		013
CHILD ABDUCTION AND RECOVERY		(20) Date Filed ___/___/___		
		(21) LRS Input ___/___/___		
L A B E L H E R E	(01) Claimant Identification Number		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		(24) CAR-1, (04)(1)(f)	
	City		(25) CAR-1, (04)(2)(f)	
			(26) CAR-1, (06)	
Type of Claim	Estimated Claim	Reimbursement Claim	(27)	
	(03) Estimated <input type="checkbox"/>	(09) Reimbursement <input type="checkbox"/>	(28)	
	(04) Combined <input type="checkbox"/>	(10) Combined <input type="checkbox"/>	(29)	
	(05) Amended <input type="checkbox"/>	(11) Amended <input type="checkbox"/>		
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		(14)	(32)	
Less: Prior Claim Payment Received		(15)	(33)	
Net Claimed Amount		(16)	(34)	
Due from State	(08)	(17)	(35)	
Due to State		(18)	(36)	
(37) CERTIFICATION OF CLAIM				
<p>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.</p> <p>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.</p> <p>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.</p>				
Signature of Authorized Officer		Date		
_____		_____		
Type or Print Name		Title		
_____		_____		
(38) Name of Contact Person for Claim		Telephone Number () - Ext.		
_____		E-Mail Address	_____	

Program 013	CHILD ABDUCTION AND RECOVERY Certification Claim Form Instructions	FORM FAM-27
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- (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						FORM CAR-1	
(01) Claimant			(02) Type of Claim Reimbursement <input type="checkbox"/> Estimated <input type="checkbox"/>		Fiscal Year 19__/20__		
Claim Statistics							
(03) (a) Number of Cases for Compliance with Court Orders							
(b) Number of Out-of-Jurisdiction Cases							
Direct Costs		Object Accounts					
(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							
2. 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							
(10) Less: Other Reimbursements							
(11) Total Claimed Amount					[Line (08) - {line (09) + line (10)}]		

CHILD ABDUCTION AND RECOVERY CLAIM SUMMARY Instructions	FORM CAR-1
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- (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 RECOVERY REIMBURSEMENT SOURCE SUMMARY	FORM CAR-1.1
---	-------------------------

(01) Claimant	(02) Fiscal Year
---------------	------------------

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

(a) Cost Component	(b) Case Number or Name	(c) Reimbursement Source	(d) Amount

(04) Total	
------------	--

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
---	-----------------------------

(01) Claimant	(02) Fiscal Year
---------------	------------------

(03) Reimbursable Component: Check only one box per form to identify the component being claimed.

Compliance with Court Orders
 Court Costs for Out-of-Jurisdiction Cases

(04) Description of Expenses	Object Accounts
------------------------------	------------------------

(a) Employee Names, Job Classifications, Functions Performed, and Description of Services and Supplies	(b) Hourly Rate or Unit Cost	(c) Hours Worked or Quantity	(d) Salaries	(e) Benefits	(f) Services and Supplies	(g) Fixed Assets	(h) Travel and Training

(05) Total <input type="checkbox"/> Subtotal <input type="checkbox"/> Page: ____ of ____						
--	--	--	--	--	--	--

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.
- (04) 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 Accounts	Columns								Submit these supporting documents with the claim
	(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)	
Salaries	Employee Name	Hourly Rate	Hours Worked	Salaries = Hourly Rate x Hours Worked					
Benefits	Title Activities	Benefit Rate			Benefits = Benefit Rate x Salaries				
Services and 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			Invoice
Fixed Assets	Description of Equipment Purchased	Unit Cost	Usage			Itemized Cost of Equipment Purchased			Invoice
Travel and Training	Purpose of Trip Name and Title Departure and Return Date	Per Diem Rate Mileage Rate Travel Cost	Days Miles Travel Mode					Total Travel Cost = Rate x Days or Miles	
Training	Employee Name/Title Name of Class		Dates Attended					Registration Fee	

- (05) 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.

CLAIM FOR PAYMENT Pursuant to Government Code Section 17561 CHILD ABDUCTION & RECOVERY			For State Controller Use Only	Program 013
(01) Claimant Identification Number 9943			(19) Program Number 00013 (20) Date Filed ___/___/___ (21) LRS Input ___/___/___	
(02) Claimant Name County of Santa Clara			(22) CAR-1, (03)(a)	402
County of Location Santa Clara			(23) CAR-1, (03)(b)	0
Street Address or P.O. Box 70 West Hedding Street			(24) CAR-1, (04)(1)(f)	581,593
City State Zip Code San Jose CA 95110			(25) CAR-1, (04)(2)(f)	
Type of Claim	Estimated Claim	Reimbursement Claim	(26) CAR-1, (06)	25
	(03) Estimated <input checked="" type="checkbox"/>	(09) Reimbursement <input checked="" type="checkbox"/>	(27)	
	(04) Combined <input type="checkbox"/>	(10) Combined <input type="checkbox"/>	(28)	
	(05) Amended <input type="checkbox"/>	(11) Amended <input type="checkbox"/>	(29)	
Fiscal Year of Cost of Cost	(06) 2004-2005	(12) 2003-2004	(30)	<i>B&R 04 - 994, 207</i>
Total Claimed Amount	(07) \$792,230	(13) \$720,209	(31)	<i>Net 720,209</i>
LESS: 10% Late Penalty		(14)	(32)	<i>(-) Reduce 273,998 ✓</i>
LESS: Prior Claim Payment Received		(15)	(33)	<i>entry</i>
Net Claimed Amount		(16) \$720,209	(34)	<i>Fy 05 B&R</i>
Due from State	(08) \$792,230	(17) \$720,209	(35)	<i>792,230</i>
Due to State		(18)	(36)	<i>SB 90 000705</i>
(37) CERTIFICATION OF CLAIM			<i>SB 000705 C</i>	
<p>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.</p> <p>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.</p> <p>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.</p>				
<u>Signature of Authorized Officer</u>			<u>Date</u>	
 Ram Venkatesan			 SB 90 Coordinator	
Type or print name			Title	
(38) Name of Contact Person for Claim			Telephone Number (916) 485-8102	
Ferlyn Junio (MAXIMUS, Inc.)			E-Mail Address	

Program 013	MANDATED COSTS CHILD ABDUCTION & RECOVERY CLAIM SUMMARY					FORM CAR-1
(01) Claimant: County of Santa Clara		(02) Fiscal year costs were incurred:			2003-2004	
Claim Statistics						
(03)(a) Number of Cases for Compliance with Court Order						402
(b) Number of Out-of-Jurisdiction Cases						0
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	\$442,717	\$123,065			\$15,811	\$581,593
2. Court Costs for Out-of-Jurisdiction Cases						
(05) Total Direct Costs	\$442,717	\$123,065			\$15,811	\$581,593
Indirect Costs						
(06) Indirect Cost Rate (From ICRP) Salary and Benefits					24.50%	
(07) Indirect Costs [Line (05)(a)*line (06)] or [(line(05)(a)+line(05)(b))xline(06)]						\$138,616
(08) Total Direct and Indirect Costs: {Line (05)(f) + line (07)}						\$720,209
Cost Reductions						
(09) Less Offsetting Savings, if applicable						
(10) Less Other Reimbursements, if applicable						
(11) Total Claimed Amount: {Line(08)- [Line (09) + line(10)]}						\$720,209

Program 013	MANDATED COSTS CHILD ABDUCTION & RECOVERY COMPONENT / ACTIVITY COST DETAIL	FORM CAR-2
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(01) Claimant: County of Santa Clara	(02) Fiscal year costs were incurred: 2003-2004
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(03) Reimbursable Components: Check only one box per form to identify the component being claimed.

Compliance with Court Orders

Court Costs for Out-of-Jurisdiction Cases

(04) Description of Expense: Complete columns (a) through (g)				Object Accounts					
(a) Employee Name, Job Classification, Activities Performed & Description of Expenses	(b) Hourly Rate of Unit Cost	Benefit Rate	(c) Hours Worked / Quantity	(d) (e) (f)			(g)		
				Services & Supplies	Fixed Assets	Travel & Training	Salaries	Benefits	Total Sal. & Bens
Reviewed case facts, obtained evidence, located missing children and provided escort for victims/children upon return - includes translation, trial preparation, training and travel for child recovery.									
G. Bytheway, Criminal Investigator II	\$54.98	34.34%	1150.00			\$2,070	\$63,232	\$21,714	\$84,946
P. Cardott, Criminal Investigator II	\$27.49	37.23%	1461.00			\$8,996	\$40,165	\$14,954	\$55,119
L. Evans, Criminal Investigator II	\$56.42	26.97%	1591.50			\$3,299	\$89,792	\$24,217	\$114,009
J. Lucarotti, Criminal Investigator II						\$9			
K. McFarlane, Criminal Investigator						\$747			
M. Schembri, Criminal Investigator II	\$54.98	36.50%	585.50				\$32,193	\$11,751	\$43,944
J. Sylva, Attorney IV	\$97.64	18.39%	1624.50				\$158,616	\$29,170	\$187,786
G. Ortiz, Investigative Assistant	\$27.77	51.02%	11.00			\$691	\$305	\$156	\$461
M. Gallardo, Sr. Paralegal	\$42.97	36.13%	1359.50				\$58,412	\$21,104	\$79,517

(05) Total	Page: ____ of ____					\$15,811	\$442,717	\$123,065	\$565,782
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use
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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.

updated
reimb.
MRP program

Jessica prepared
Miller

2003
Child Abduction 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 other people and the time you spend on translation for outside the unit).

Thank you!

$$52 \times 5 \times 8 = 2080$$

Started w/unit 8/11/03: 15/day
 Breaks

8/22/03	38 reg. - 2	4/30/04	80 reg. - 5
9/5/03	80 reg. - 5.0	5/14/04	80 reg. - 9
9/19/03	78 reg. - 4.5	5/28/04	80 reg. - 5
10/3/03	61.40 reg. - 3.5 =	6/11/04	80 reg. = 5
10/17/03	56 reg. - 3.5	6/25/04	80 reg. - 5
10/31/03	79.30 reg. - 5	7/9/04 (6/28, 29, 30)	24 reg. - 1.5
11/14/03	78.50 reg. - 4.5		
11/26/03	69.50 reg. - 4		
12/12/03	78 reg. - 4.5		
12/26/03	77.80 reg. - 4.5		
1/9/04	59 reg. - 3.5		
1/23/04	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		
4/16/04	72 reg. - 4.5		
	<u>1168</u>		

$$5 \frac{5}{8} = 7 \times .5$$

424
 15.92 hours on CAU.
 40 translating for other units
 1552 hrs.
 96.5 BREAKS
 96 HOLIDAYS
 1359.50 REIMB HRS.

CHILD ABDUCTION FISCAL YEAR 2004

NAME	DESTINATION	DATE	TRAVEL AUTHORIZATION NUMBER	SAP DOCUMENT NUMBER	WARRANT NUMBER	REGISTRATION	AIR FARE	LOGGING	RENTAL CAR	ADY PER DIEM	FINAL	REASON FOR TRAVEL		
BYTHEWAY, GLENN	CLARKSVILLE, TN	7/1-2/03	TA0202-00061	1800015818	10011154		620.50		68.30					
				P-CARD	XXXX									
				P-CARD	XXXX		74.26		117.50					956.95
				P-CARD	XXXX									
FINAL	VANCOUVER, WA	7/24/03	TA0202-00134	1900078541	10056687		151.00		69.99		26.39			
				P-CARD	XXXX									
				P-CARD	XXXX		63.22		38.84					208.83
				P-CARD	XXXX									
FINAL	PHILADELPHIA, MS	1/7-8/04	TA0202-00319	XXXX	XXXX		628.40				0.00			
				P-CARD	XXXX									
				P-CARD	XXXX		41.00							
				P-CARD	XXXX									
FINAL	FINAL			XXXX	XXXX				91.79		(2.28)			
				P-CARD	XXXX									
				P-CARD	XXXX									
				P-CARD	XXXX									
CARBOTT, PATRICE	SE0 AIRPORT FINAL CLARKSVILLE, TN	6/16/03	TA0202-00107	1800048018	10014547		620.50				11.68	RECOVER ABDUCTED CHILD		
				P-CARD	XXXX		30.00							
				P-CARD	XXXX		1958.50							
				P-CARD	XXXX		30.00							
				P-CARD	XXXX		1086.69							
				P-CARD	XXXX		30.00							
				P-CARD	XXXX		1066.50							
				P-CARD	XXXX		30.00							
				P-CARD	XXXX									
				P-CARD	XXXX									
				P-CARD	XXXX									
				P-CARD	XXXX									
FINAL	VANCOUVER, WA	7/24/03	TA0202-00135	1800024889	XXXX		75.50				6.35			
				P-CARD	XXXX		30.00							
				P-CARD	XXXX		75.50							
				P-CARD	XXXX		30.00							
FINAL	WILLARD, OHIO	9/4-5/03	TA0202-00139	XXXX	XXXX		813.00				0.00			
				P-CARD	XXXX		30.00							
				P-CARD	XXXX		3466.50							
				P-CARD	XXXX									
FINAL	PHILADELPHIA, MS	1/7-8/04	TA0202-00320	1900113067	10017271						34.77			
				P-CARD	XXXX									
				P-CARD	XXXX		124.01							
				P-CARD	XXXX									
FINAL	FINAL			1200014180	XXXX						(2.27)			
				P-CARD	XXXX									
				P-CARD	XXXX									
				P-CARD	XXXX									

2059.94

10000000

00000000

392.00

877.77

3651.46

215.62

INDIRECT COST RATE PROPOSAL

Claimant Name: County of Santa Clara
Department: District Attorney
Fiscal Year: 2003-2004

Description of Costs	Total Costs	Unallowable Costs	Allowable Indirect Costs	Allowable Direct Costs
Personnel Services:				
1 Salaries & Wages	\$45,979,581		\$5,320,013	\$40,659,568
2 Part-time Wages & Overtime	\$96,564			\$96,564
3 Benefits 26.6%	\$12,245,538		\$1,416,855	\$10,828,683
SUBTOTAL:	\$58,321,683	\$0	\$6,736,868	\$51,584,815
Line Item Costs (Services, Supplies & Other):				
4 Loss Value	\$2,538		\$2,538	
5 Safety Shoes	\$269		\$269	
6 Safety Glass	\$207		\$207	
7 Safety Equip	\$3,944		\$3,944	
8 Ballistic	\$59,444		\$59,444	
9 Communications	\$316,510		\$316,510	
10 Misc Food	\$288		\$288	
11 Insurance	\$255,161		\$255,161	
12 Witness Expense	\$103,081			\$103,081
13 Spanish	\$170			\$170
14 Maint-Equipment	\$2,826		\$2,826	
15 Maint-Security	\$6,797		\$6,797	
16 Maint-Computers	\$27,098		\$27,098	
17 Maint-Comm	\$140		\$140	
18 Maint-Office	\$11,992		\$11,992	
19 Vehicle Towing	\$3,915		\$3,915	
20 Contract Maintenance	\$0		\$0	
21 Outside Repair	\$152		\$152	
22 Membership	\$6,055		\$6,055	
23 Office Expense	\$777,158		\$777,158	
24 Postage Expense	\$34,713		\$34,713	
25 P-card PMT's	\$0		\$0	
26 Freight	\$8		\$8	
27 Education Materials	\$53		\$53	
28 Printing-External	\$0		\$0	
29 Printing-Internal	\$14,911		\$14,911	
30 PC Software	\$109,317		\$109,317	
31 Education Expense	\$81,852		\$81,852	
32 Post (Police)	\$7,023			\$7,023
33 Professional Development	\$39,580			\$39,580
34 Workshops, Conferences	\$747		\$747	
35 Drived Ed	\$270		\$270	
36 Books and Periodicals	\$3,011	\$3,011		
37 Subscription	\$144,413			\$144,413
38 Professional & Special	\$3,588,061			\$3,588,061
39 Police Information	\$275,806		\$275,806	
40 Annual Audit	\$14,387		\$14,387	
41 Audit Expense	\$16,000		\$16,000	
42 Contract Service	\$2,220,554			\$2,220,554
43 Data Processing	\$146,094		\$146,094	
44 County Counsel	\$12		\$12	
45 Investigation	\$23,990			\$23,990
46 Consult	\$5,004			\$5,004
47 Transcripts	\$22,001			\$22,001
48 Professional	\$2,691,910			\$2,691,910
PAGE 1 - SUBTOTAL:	\$11,017,462	\$3,011	\$2,168,664	\$8,845,787

Description of Costs	Total Costs	Unallowable Costs	Allowable Indirect Costs	Allowable Direct Costs
49 Publications	\$0		\$0	
50 Equipment-Other	\$94,975	\$94,975		
51 Copy Machine	\$111,148		\$111,148	
52 Bldg & Improvements	\$91,315		\$91,315	
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	
57 Special Dept Expense	\$30,845		\$188	\$30,657
58 Sheriff/DA	(\$5,988)		(\$5,988)	
59 Inmate Non	\$0		\$0	
60 Audio Visual	\$12,021		\$12,021	
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		\$1,616	
68 Bar Dues Reimbursement	\$75,760	\$75,760		
69 Tuition Reimbursement	\$16,121		\$16,121	
70 Taxable Tuition	\$0		\$0	
71 Misc Expenses	\$24,893		\$24,893	
72 Settlement	\$9,183		\$9,183	
73 Equipment	\$19,607	\$19,607		
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				
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93				
94				
95				
96				
97				
97				
98				
PAGE 2 - SUBTOTAL:	(\$8,722,893)	\$330,558	\$1,227,734	(\$10,281,186)

Description of Costs	Total Costs	Unallowable Costs	Allowable Indirect Costs	Allowable Direct Costs
99				
100				
101				
102				
103				
104				
105				
106				
107				
108				
109				
110				
111				
112				
113				
114				
115				
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126				
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128				
129				
130				
131				
132				
133				
134				
135				
136				
137				
138				
PAGE 3 - SUBTOTAL:	\$0	\$0	\$0	\$0
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			
Cost Adjustments and/or Cost Plan Costs:				
139 A-87 Cost Allocation	\$2,528,948		\$2,528,948	
140				
COST ALLOCATION SUBTOTAL:	\$2,528,948	\$0	\$2,528,948	\$0
TOTAL ALL COSTS:	\$63,145,200	\$333,569	\$12,662,214	\$50,149,416
CALCULATED INDIRECT COST RATE =	24.5%	\$12,662,214	: Total allowable indirect costs	
Rate is based on: Salaries & Benefits		\$51,584,815	: Total direct salaries 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	Departmental Administration		Departmental Support	
			(%)	(\$)	(%)	(\$)
1 A59-G. Kennedy, District Attorney*		\$177,314	100%	\$177,314		
2 A61-P. Kuty, Chief Asst DA		\$211,068	100%	\$211,068		
3 A60-Assistant District Attorney (5)		\$865,395	100%	\$865,395		
4 W51-J. Martinez, Conf Secretary		\$80,522	100%	\$80,522		
5 V71-T. Brewer, Chief DA Investigator		\$120,882	100%	\$120,882		
6 B1P-S. Wolfram, Mgmt Analyst		\$73,680			100%	\$73,680
7 B3N-C. Campbell/L. Binder, Pgm Mgr II		\$90,012			100%	\$90,012
8 B3N-P. Claus, Prog Mgr II		\$90,012			100%	\$90,012
9 C29-Executive Asst I	434B	\$45,370			100%	\$45,370
10 C60-D. Reynolds, Admin Assistant		\$47,181			100%	\$47,181
11 D05-Supv Legal Clerk (3)	402A	\$56,576			100%	\$56,576
12 D09-Office Specialist III (11.5)	393B	\$430,261			100%	\$430,261
13 D11-Transcriptionist (4)	395B	\$151,112			100%	\$151,112
14 D49-Office Specialist II (7)	373B	\$238,602			100%	\$238,602
15 D51-Office Specialist I (4)	358B	\$127,296			100%	\$127,296
16 D5D-HR Assistant II	349A	\$43,706			100%	\$43,706
17 D66-Legal Secretary II (16)	458B	\$813,696			100%	\$813,696
18 E28-Messenger Driver (2)	374B	\$68,484			100%	\$68,484
19 F14-Legal Clerk (28)	431B	\$1,252,888			100%	\$1,252,888
20 G19-P. Wright, Dept Info Sys Coord.		\$80,418			100%	\$80,418
21 G81-W. Phillip, Storekeeper		\$41,704			100%	\$41,704
22 J45-Q. Bui, Graphic Designer II		\$57,025			100%	\$57,025
23 M20-A. Collins, Facilities Maint Rep		\$55,141			100%	\$55,141
24 A60-A. Weger, Asst District Atny**		\$173,079	50%	\$86,540		
25 D5D- G. Savalza, HR Assistant II***	349A	\$43,706			35%	\$15,129
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 12/20/03.						
35 Only 13 pay periods or 50% of the						
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		\$3,778,293

TOTAL INDIRECT SALARIES \$5,320,013

CLAIM FOR PAYMENT
Pursuant to Government Code Section 17561
CHILD ABDUCTION & RECOVERY

CLIENT

For State Controller Use Only

(19) Program Number 00013
 (20) Date Filed ___/___/___
 (21) LRS Input ___/___/___

EXHIBIT F
Program
013

(01) Claimant Identification Number 9943		Reimbursement Claim Data	
(02) Claimant Name County of Santa Clara		(22) CAR-1, (03)(a)	212
County of Location Santa Clara		(23) CAR-1, (03)(b)	17
Street Address or P.O. Box 70 West Hedding Street		(24) CAR-1, (04)(1)(f)	286,338
City San Jose	State CA	Zip Code 95110	(25) CAR-1, (04)(2)(f)
Type of Claim	Estimated Claim	Reimbursement Claim	(26) CAR-1, (06)
	(03) Estimated <input checked="" type="checkbox"/>	(09) Reimbursement <input checked="" type="checkbox"/>	25
	(04) Combined <input type="checkbox"/>	(10) Combined <input type="checkbox"/>	(27)
	(05) Amended <input type="checkbox"/>	(11) Amended <input type="checkbox"/>	(28)
Fiscal Year of Cost of Cost	(06) 2005-2006	(12) 2004-2005	(29)
Total Claimed Amount	(07) \$282,418	(13) \$353,023	(30)
LESS: 10% Late Penalty		(14) <i>81-792250</i>	(31)
LESS: Prior Claim Payment Received		(15) <i>39207</i>	(32)
Net Claimed Amount		(16) \$353,023	(33)
Due from State	(08) \$282,418	(17) \$353,023	(34)
Due to State		(18)	(35)

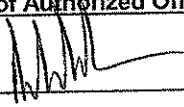
(37) CERTIFICATION OF CLAIM

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.

Signature of Authorized Officer



Date

12/29/05

Ram Venkatesan

Type or print name

SB 90 Coordinator

Title

(38) Name of Contact Person for Claim

Telephone Number

(916) 485-8102

Ferlyn Junio (MAXIMUS, Inc.)

E-Mail Address

ferlynjunio@maximus.com

Program 013	MANDATED COSTS CHILD ABDUCTION & RECOVERY REIMBURSEMENT SOURCE SUMMARY	FORM CAR-1.1
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(01) Claimant: County of Santa Clara	(02) Fiscal year costs were incurred: 2004-2005
--------------------------------------	---

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

(a) Cost Component	(b) Case Number or Name	(c) Reimbursement Source	(d) Amount

NO REIMBURSEMET SOURCE RECEIVED

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(04) Total	
------------	--

Program 013	MANDATED COSTS CHILD ABDUCTION & RECOVERY CLAIM SUMMARY					FORM CAR-1
(01) Claimant: County of Santa Clara			(02) Fiscal year costs were incurred: 2004-2005			
Claim Statistics						
(03)(a) Number of Cases for Compliance with Court Order						212
(b) Number of Out-of-Jurisdiction Cases						17
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	\$213,751	\$57,767			\$14,820	\$286,338
2. Court Costs for Out-of-Jurisdiction Cases						
(05) Total Direct Costs	\$213,751	\$57,767			\$14,820	\$286,338
Indirect Costs						
(06) Indirect Cost Rate (From ICRP) Salary and Benefits					24.56%	
(07) Indirect Costs [Line (05)(a)*line (06)] or [(line(05)(a)+line(05)(b))xline(06)]						\$66,685
(08) Total Direct and Indirect Costs: {Line (05)(f) + line (07)}						\$353,023
Cost Reductions						
(09) Less Offsetting Savings, if applicable						
(10) Less Other Reimbursements, if applicable						
(11) Total Claimed Amount: {Line(08)- [Line (09) + line(10)]}						\$353,023

Program 013	MANDATED COSTS CHILD ABDUCTION & RECOVERY COMPONENT / ACTIVITY COST DETAIL	FORM CAR-2
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(01) Claimant: **County of Santa Clara** (02) Fiscal year costs were incurred: **2004-2005**

(03) Reimbursable Components: Check only one box per form to identify the component being claimed.

Compliance with Court Orders
 Court Costs for Out-of-Jurisdiction Cases

(04) Description of Expense: Complete columns (a) through (g)

(a) Employee Name, Job Classification, Activities Performed & Description of Expenses	(b) Hourly Rate of Unit Cost	Benefit Rate	(c) Hours Worked / Quantity	Object Accounts						
				(d) Services & Supplies	(e) Fixed Assets	(f) Travel & Training	Salaries	Benefits	Total Sal. & Bens	
Reviewed case facts, obtained evidence, located missing children and provided escort for victims/children upon return - includes translation, trial preparation, training and travel for child recovery.										
Glenn Bytheway, Criminal Investigator II	85,333	\$55.23	29.90%	618.25			\$6,304	\$34,146	\$10,210	\$44,356
Patrice Cardott, Criminal Investigator II	88,616	\$57.39	31.45%	472.00			\$1,531	\$27,088	\$8,519	\$35,607
Linda Evans, Criminal Investigator II	94,289	\$61.03	30.86%	385.70			\$6,297	\$23,539	\$7,264	\$30,803
Randy Brown, Criminal Investigator II	97,190	\$60.06	35.35%	165.00			\$32	\$9,910	\$3,503	\$13,413
Denise Orocchi, Criminal Investigator II	84,262	\$54.54	32.39%	4.00			\$185	\$218	\$71	\$289
Kirk Yates, Criminal Investigator II	88,666	\$57.39	29.63%	108.00			\$16	\$6,198	\$1,837	\$8,035
Julianne Sylva, Attorney IV	184,994	\$120.38	20.04%	626.75			\$328	\$75,448	\$15,120	\$90,568
Martha Gallardo, Sr. Paralegal	67,713	\$43.57	29.65%	555.50			\$100	\$24,203	\$7,176	\$31,379
Patty Weidner, Legal Clerk	50,382	\$32.61	31.29%	398.65				\$13,000	\$4,068	\$17,068
Rosalie Ramirez, Criminal Investigator II							\$27			

(05) Total Page: _____ of _____ \$14,820 \$213,751 \$57,767 \$271,518

CLAIM FOR PAYMENT Pursuant to Government Code Section 17561 CHILD ABDUCTION & RECOVERY			For State Controller Use Only		Program 013	
			(19) Program Number 00013 (20) Date Filed ___/___/___ (21) LRS Input ___/___/___			
(01) Claimant Identification Number 9943			Reimbursement Claim Data			
(02) Claimant Name County of Santa Clara			(22) CAR-1, (03)(a)	0		
County of Location Santa Clara			(23) CAR-1, (03)(b)	14		
Street Address or P.O. Box Suite 70 W. Hedding Street, East Wing, 2nd Floor			(24) CAR-1, (04)(1)(f)	535,700		
City State Zip Code San Jose CA 95110			(25) CAR-1, (04)(2)(f)	0		
Type of Claim	Estimated Claim		Reimbursement Claim		(26) CAR-1, (06)	23
	(03) Estimated	<input checked="" type="checkbox"/>	(09) Reimbursement	<input checked="" type="checkbox"/>	(27) CAR-1, (07)	121,132
	(04) Combined	<input type="checkbox"/>	(10) Combined	<input type="checkbox"/>	(28) CAR-1, (09)	0
	(05) Amended	<input type="checkbox"/>	(11) Amended	<input type="checkbox"/>	(29) CAR-1, (10)	0
Fiscal Year of Cost	(06) 2006-2007	(12) 2005-2006	(30) FY06 SJF	282418		
Total Claimed Amount	(07) \$625,000	(13) \$656,832	(31) Adj	(+) 374 414		
LESS: 10% Late Penalty, not to exceed \$1,000			(14)	(32)		
LESS: Prior Claim Payment 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


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 Representative

Date 12/14/2006



Ram Venkatesan (Ram.Venkatesan@fin.sccgov.org)

SB 90 Coordinator

Type or print name

Title

(38) Name of Contact Person for Claim

Telephone Number **(916) 485-8102** X 110

Ferlyn B. Junio (MAXIMUS, Inc.)

E-Mail Address **ferlynjunio@maximus.com**

CLAIM FOR PAYMENT Pursuant to Government Code Section 17561 CHILD ABDUCTION & RECOVERY			For State Controller Use Only (19) Program Number 00013 (20) Date Filed ___/___/___ (21) LRS Input ___/___/___	Program 013
(01) Claimant Identification Number 9943			Reimbursement Claim Data	
(02) Claimant Name County of Santa Clara			(22) CAR-1, (03)(a)	0
County of Location Santa Clara			(23) CAR-1, (03)(b)	14
Street Address or P.O. Box Suite 70 W. Hedding Street, East Wing, 2nd Floor			(24) CAR-1, (04)(1)(f)	535,700
City State Zip Code San Jose CA 95110			(25) CAR-1, (04)(2)(f)	0
Type of Claim	Estimated Claim	Reimbursement Claim	(26) CAR-1, (06)	23
	(03) Estimated <input checked="" type="checkbox"/>	(09) Reimbursement <input checked="" type="checkbox"/>	(27) CAR-1, (07)	121,132
	(04) Combined <input type="checkbox"/>	(10) Combined <input type="checkbox"/>	(28) CAR-1, (09)	0
	(05) Amended <input type="checkbox"/>	(11) Amended <input type="checkbox"/>	(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: Prior Claim Payment 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				
<p>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.</p> <p>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.</p> <p>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.</p>				
Signature of Authorized Representative			Date	
Ram Venkatesan (Ram.Venkatesan@fin.sccgov.org)			SB 90 Coordinator	
Type or print name			Title	
(38) Name of Contact Person for Claim			Telephone Number	(916) 485-8102 X 110
Ferlyn B. Junio (MAXIMUS, Inc.)			E-Mail Address	ferlynjunio@maximus.com

MANDATED COSTS CHILD ABDUCTION & RECOVERY CLAIM SUMMARY						FORM CAR-1
(01) Claimant: County of Santa Clara			(02) Fiscal year costs were incurred:		2005-2006	
Claim Statistics						
(03)(a) Number of Cases for Compliance with Court Order						
(b) Number of Out-of-Jurisdiction Cases						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	\$535,700
2. Court Costs for Out-of-Jurisdiction Cases						
(05) Total Direct Costs	\$362,577	\$165,923			\$7,200	\$535,700
Indirect Costs						
(06) Indirect Cost Rate (From ICRP)	Salary and Benefits					22.92%
(07) Indirect Costs	[Line (05)(a)*line (06)] or [(line(05)(a)+line(05)(b))xline(06)]					\$121,132
(08) Total Direct and Indirect Costs: {Line (05)(e) + line (07)}						\$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

**MANDATED COSTS
CHILD ABDUCTION & RECOVERY
COMPONENT / ACTIVITY COST DETAIL**

**FORM
CAR-2**

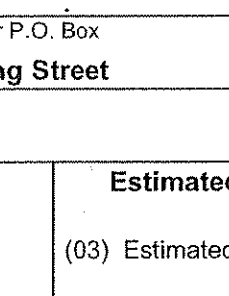
(01) Claimant: **County of Santa Clara** (02) Fiscal year costs were incurred: **2005-2006**

(03) Reimbursable Components: Check only one box per form to identify the component being claimed.

- Compliance with Court Orders**
 Court Costs for Out-of-Jurisdiction Cases

(04) Description of Expense: Complete columns (a) through (g)				Object Accounts					
(a) Employee Name, Job Classification, Activities Performed & Description of Expenses	(b) Hourly Rate of Unit Cost	(c) Benefit Rate	(c) Hours Worked / Quantity	(d)	(e)	(f)	(g)		
				Services & Supplies	Fixed Assets	Travel & Training	Salaries	Benefits	Total Sal. & Bens
Randy Brown, Investigator	\$62.71	58.91%	1,059.00			\$449	\$66,410	\$39,122	\$105,532
Glenn Bytheway, Investigator	\$59.93	46.40%	901.00				\$53,997	\$25,055	\$79,052
Martha Gallardo, Paralegal	\$44.73	49.82%	1,131.00				\$50,590	\$25,204	\$75,793
Melissa Joseph, Investigator	\$44.62	44.18%	17.50				\$781	\$345	\$1,126
Mark Stevenson, Investigator	\$58.53	46.55%	40.00				\$2,341	\$1,090	\$3,431
Julianne Sylva, Attorney	\$112.16	34.92%	1,062.00			\$845	\$119,114	\$41,595	\$160,709
Patty Weidner, Clerk	\$33.61	55.55%	651.00				\$21,880	\$12,154	\$34,035
Kirk Yates, Investigator	\$59.93	45.00%	792.00			\$470	\$47,465	\$21,359	\$68,824
Grant Cunningham, Criminal Investigator III						\$426			
Denise Orocchi, Criminal Investigator II						\$73			
Travel costs for Ken Craig (father)						\$1,697			
Travel costs for J [redacted] Z [redacted] (child)						\$925			
Travel costs for T [redacted] S [redacted] (child)						\$670			
Travel costs for Taylor Sheen (father)						\$793			
Travel costs for E [redacted] N [redacted] (child)						\$852			
Obtain compliance with court orders relating to child custody or visitation proceedings and the enforcement of child custody or visitation orders.									

(05) Total Page: _____ of _____ \$7,200 \$362,577 \$165,923 \$528,500

CLAIM FOR PAYMENT Pursuant to Government Code Section 17561 CHILD ABDUCTION & RECOVERY			For State Controller Use Only	Program 013
			(19) Program Number 00013	
			(20) Date Filed ___/___/___	
			(21) LRS Input ___/___/___	
(01) Claimant Identification Number 9943			Reimbursement Claim Data	
(02) Claimant Name County of Santa Clara			(22) CAR-1, (03)(a)	114
County of Location Santa Clara			(23) CAR-1, (03)(b)	12
Street Address or P.O. Box 70 W. Hedding Street			Suite 2nd Fl., East Wing	(24) CAR-1, (04)(1)(f) 613,778
City San Jose			State CA	Zip Code 95110
			(25) CAR-1, (04)(2)(f)	0
Type of Claim	Estimated Claim	Reimbursement Claim	(26) CAR-1, (06)	22
	(03) Estimated <input checked="" type="checkbox"/>	(09) Reimbursement <input checked="" type="checkbox"/>	(27) CAR-1, (07)	136,492
	(04) Combined <input type="checkbox"/>	(10) Combined <input type="checkbox"/>	(28) CAR-1, (09)	0
	(05) Amended <input type="checkbox"/>	(11) Amended <input type="checkbox"/>	(29) CAR-1, (10)	0
Fiscal Year of Cost	(06) 2007-2008	(12) 2006-2007	(30) <i>FY07 Estimated</i>	<i>625,000</i>
Total Claimed Amount	(07) \$750,000	(13) \$750,270	(31) <i>Actual</i>	<i>750,270</i>
LESS: 10% Late Penalty, not to exceed \$1,000			(32) <i>Adj</i>	<i>125,270</i>
LESS: Prior Claim Payment Received			(33)	
Net Claimed Amount			(34)	\$750,270
Due from State	(08) \$750,000	(17) \$750,270	(35)	
Due to State		(18)	(36)	
(37) CERTIFICATION OF CLAIM				
<p>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.</p> <p>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.</p> <p>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.</p>				
Signature of Authorized Officer			Date	
			<i>2/8/2008</i>	
Ram Venkatesan, ram.venkatesan@fin.sccgov.org			SB 90 Coordinator	
Type or print name			Title	
(38) Name of Contact Person for Claim			Telephone Number	Ext. 110
Ferlyn Junio (MAXIMUS, Inc.)			E-Mail Address	ferlynjunio@maximus.com

Doc. Type: DR (Customer Invoice) Normal document
 Doc. Number: 1800015051 Company code: ISCC Fiscal Year: 2008
 Doc. date: 02/27/2008 Posting date: 02/27/2008 Period: 08
 Calculate Tax:
 Ref. doc.: FY2008
 Doc. currency: USD
 Doc. Hdr Text: DA - BU202

Item	PK	Account	Account short text	TX	Amount	Text	Cost Ctr	Fund	Funds Ctr	Ref Key 1	Print
1	01	SB90000705	CH1399/76 CUSTODY OF		750,000.00	Claim (Estimated)		0001			
2	11	SB90000705	CH1399/76 CUSTODY OF		750,000.00-	Claim (Estimated)		0001			
*					0.00						

Doc. Type : DR (Customer invoice - Normal document)

Doc. Number 1800015050 Company code ISCC Fiscal year 2008

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

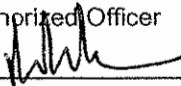
Calculate Tax FY2007

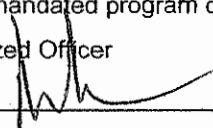
Ref.doc. USD

Doc. currency USD

Doc. Hdr Text DA - BU202

Ln	Account	Account description	Dr	Amount	Text	Cost Ctr	Fund	Funds Ctr	Ref Key 1	Emnt/Asu
1	01 SB90000705	CH1399/76 CUSTODY OF		125,270.00	Adjustment (750,270 Actual > 625,000 Estimated)		0001			
2	11 SB90000705	CH1399/76 CUSTODY OF		125,270.00-	Adjustment (750,270 Actual > 625,000 Estimated)		0001			
*				0.00						

CLAIM FOR PAYMENT Pursuant to Government Code Section 17561 CHILD ABDUCTION & RECOVERY			For State Controller Use Only	Program 013
			(19) Program Number 00013	
			(20) Date Filed ___/___/___	
			(21) LRS Input ___/___/___	
(01) Claimant Identification Number 9943			Reimbursement Claim Data	
(02) Claimant Name County of Santa Clara			(22) CAR-1, (03)(a)	114
County of Location Santa Clara			(23) CAR-1, (03)(b)	12
Street Address or P.O. Box 70 W. Hedding Street		Suite 2nd Fl., East Wing	(24) CAR-1, (04)(1)(f)	613,778
City San Jose	State CA	Zip Code 95110	(25) CAR-1, (04)(2)(f)	0
Type of Claim	Estimated Claim		Reimbursement Claim	
	(03) Estimated	<input checked="" type="checkbox"/>	(09) Reimbursement	<input checked="" type="checkbox"/>
	(04) Combined	<input type="checkbox"/>	(10) Combined	<input type="checkbox"/>
	(05) Amended	<input type="checkbox"/>	(11) Amended	<input type="checkbox"/>
			(26) CAR-1, (06)	22
			(27) CAR-1, (07)	136,492
			(28) CAR-1, (09)	0
			(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: Prior Claim Payment Received			(15)	(33)
Net Claimed Amount			(16) \$750,270	(34)
Due from State	(08) \$750,000	(17) \$750,270	(17)	(35)
Due to State		(18)	(18)	(36)
(37) CERTIFICATION OF CLAIM				
<p>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.</p> <p>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.</p> <p>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.</p>				
Signature of Authorized Officer 			Date 1/8/2008	
Type or print name Ram Venkatesan, ram.venkatesan@fin.sccgov.org			Title SB 90 Coordinator	
(38) Name of Contact Person for Claim Ferlyn Junio (MAXIMUS, Inc.)			Telephone Number 916-485-8102	Ext. 110
			E-Mail Address ferlynjunio@maximus.com	

CLAIM FOR PAYMENT Pursuant to Government Code Section 17561 CHILD ABDUCTION & RECOVERY			For State Controller Use Only		Program 013
(01) Claimant Identification Number 9943			Reimbursement Claim Data		
(02) Claimant Name County of Santa Clara			(22) CAR-1, (03)(a)	114	
County of Location Santa Clara			(23) CAR-1, (03)(b)	12	
Street Address or P.O. Box 70 W. Hedding Street			Suite 2nd Fl., East Wing		(24) CAR-1, (04)(1)(f) 613,778
City San Jose			State CA	Zip Code 95110	(25) CAR-1, (04)(2)(f) 0
Type of Claim	Estimated Claim	Reimbursement Claim	(26) CAR-1, (06)	22	
	(03) Estimated <input checked="" type="checkbox"/>	(09) Reimbursement <input checked="" type="checkbox"/>	(27) CAR-1, (07)	136,492	
	(04) Combined <input type="checkbox"/>	(10) Combined <input type="checkbox"/>	(28) CAR-1, (09)	0	
	(05) Amended <input type="checkbox"/>	(11) Amended <input type="checkbox"/>	(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: Prior Claim Payment 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					
<p>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.</p> <p>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.</p> <p>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.</p>					
Signature of Authorized Officer			Date		
 Ram Venkatesan, ram.venkatesan@fin.sccgov.org			2/8/2008 SB 90 Coordinator		
Type or print name			Title		
(38) Name of Contact Person for Claim			Telephone Number	Ext. 110	
Ferlyn Junio (MAXIMUS, Inc.)			916-485-8102		
			E-Mail Address	ferlynjunio@maximus.com	

MANDATED COSTS CHILD ABDUCTION & RECOVERY CLAIM SUMMARY	FORM CAR-1
--	-----------------------

(01) Claimant: County of Santa Clara	(02) Type of Claim	Fiscal Year		
	Reimbursement <table border="1" style="display: inline-table; vertical-align: middle;"><tr><td style="text-align: center;">X</td></tr><tr><td style="text-align: center;">Estimated</td></tr></table>	X	Estimated	2006-2007
X				
Estimated				

Claim Statistics	
(03)(a) Number of Cases for Compliance with Court Order	114
(b) Number of Out-of-Jurisdiction Cases	12

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	\$410,209	\$201,314	\$368		\$1,887	\$613,778
2. Court Costs for Out-of-Jurisdiction 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
	22.32%
(07) Indirect Costs [Line (05)(a)*line (06)] or [(line(05)(a)+line(05)(b))xline(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

**MANDATED COSTS
CHILD ABDUCTION & RECOVERY
COMPONENT / ACTIVITY COST DETAIL**

**FORM
CAR-2**

(01) Claimant: **County of Santa Clara**

(02) Fiscal year costs were incurred:

2006-2007

(03) Reimbursable Components: Check only one box per form to identify the component being claimed.

Compliance with Court Orders

Court Costs for Out-of-Jurisdiction Cases

(04) Description of Expense

Object Accounts

(a) Employee Name, Job Classification, Activities Performed & Description of Expenses	(b) Hourly Rate of Unit Cost	Benefit Rate	(c) Hours Worked / Quantity	(d) Salaries	(e) Benefits	Total Sal. & Bens	(f) Services & Supplies	(g) Fixed Assets	(h) Travel & Training
Obtain compliance with court orders relating to child custody or visitation proceedings and the enforcement of child custody or visitation orders.									
Julianne Sylva, Deputy District Attorney	\$92.72	34.7%	607.0	\$56,280	\$19,540	\$75,820			
Randy Brown, Investigator	\$67.05	59.3%	986.5	\$66,140	\$39,201	\$105,342			
Elizabeth Sanchez, Sr. Paralegal	\$46.28	49.5%	1049.5	\$48,575	\$24,020	\$72,595			\$453
Martha Gallardo, Sr. Paralegal	\$46.28	52.2%	427.5	\$19,786	\$10,330	\$30,117			
Patty Weidner, Clerk	\$34.77	58.2%	1495.0	\$51,987	\$30,236	\$82,223			
Mark Stevenson, Investigator	\$62.58	47.4%	1373.0	\$85,917	\$40,746	\$126,663			\$642
Kirk Yates, Investigator	\$64.07	45.7%	1272.5	\$81,524	\$37,240	\$118,764			\$522
Denise Orocchi, Criminal Investigator									\$309
CAU infant car seat							\$54		
CAU child booster car seat							\$130		
CAU infant carseat and child							\$184		
<i>Actual time records to be provided upon request.</i>									
				\$410,209	\$201,314	\$611,523	\$368		\$1,887

**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:

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.

Finding 3 – Understated salaries, benefits, and indirect costs

The County concurs with this finding.

Finding 4 – Understated benefits

The County concurs with this finding.

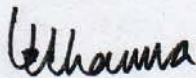
Finding 5 – Understated travel costs

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

Santa Clara CountyDomestic Violence Treatment Services Program**County of Santa Clara**

Finance Agency
 Controller-Treasurer Department
 County Government Center, East Wing
 70 West Hedding Street
 San Jose, California 95110-1705
 (408) 290-2541 FAX 389-8630



December 27, 2001

The State Controller's Office
 Attn: 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 in calculating 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.

Board of Supervisors: Donald F. Gaye, Ekuruz Akaracko, Pete McHugh, James T. Bead Jr., Liz Kniss
 County Executive: Richard 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

Sincerely,



David G. Elledge
Controller-Treasurer

Encl:

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

Hours Code	Description	Balance at 9/25/00 (1)	Balance at 12/24/00 (2)	6/25/00-12/23/00 (3)	Balance at 7/8/01 (4)	FY 1999-00 Total (3+4)	Avg Hrs Per FTE*4
51	Vacation Accrued and Earned	1,096,825	2,277,954	1,181,129	1,216,792	2,267,652	159.10
52	Personal Leave Earned	6,964	283,279	276,315	8,199	284,514	18.96
100	Regular Hours	12,245,376	24,433,925	12,188,550	13,609,298	25,797,848	1,809.34
600	Release Time	3,038	6,166	3,128	2,494	5,623	0.39
605	Administrative Leave	4,620	10,074	5,454	9,253	14,707	1.03
606	Paid Leave Pending Investigation	8,409	15,676	7,467	2,549	10,015	0.70
620	First Day Sick	50,392	99,702	49,310	54,673	103,983	7.30
625	Safety 48 Hour Disability Lv	32,632	75,077	43,445	53,603	97,048	6.81
630	Military Leave Pay	328	1,284	956	506	1,462	0.10
635	FLSA Comp. Time Used's	21,440	45,862	24,422	29,060	17,827	1.30
640	Regular Comp Time Used's	42,447	15,794	43,307	52,363	31,890	2.32
655	Annual Leave Used	14,552	31,108	16,545	19,225	35,770	2.51
655	Sick Leave Used	452,532	30,243	435,741	507,728	943,469	66.19
660	Other Paid Time	16,473	34,635	19,232	10,874	29,106	2.04
665	Jury Duty	689	1,401	772	1,361	2,073	0.15
675	Remavement Leave	864	1,604	741	2,211	2,952	0.21
676	Remavement Leave-PTD/STO	24	70	46	113	159	0.01
677	Remavement Leave-Chg Sick Lv	270	557	289	782	1,060	0.07
Total Actual Hours Earned		13,997,762	28,291,610	14,295,847	15,561,023	29,847,195	2,080
Full-time Equivalent Positions						13,726	
Weekdays Worked			130		140	270	
Paid Hours Worked						2,160	

Hours Code	Description	Net Average Productive Hours Per Employee
51	Vacation Accrued and Earned	1,809.94
52	Personal Leave Earned	-88.00
100	Regular Hours	1,552.648
600	Release Time	510.113
605	Administrative Leave	-37.17
606	Paid Leave Pending Investigation	
620	First Day Sick	
625	Safety 48 Hour Disability Lv	
630	Military Leave Pay	
635	FLSA Comp. Time Used's	
640	Regular Comp Time Used's	
655	Annual Leave Used	
655	Sick Leave Used	
660	Other Paid Time	
665	Jury Duty	
675	Remavement Leave	
676	Remavement Leave-PTD/STO	
677	Remavement Leave-Chg Sick Lv	
Total		1,371.65

- Notes:
- *1 Excludes 1,480 CEMA employees, since holiday hours are included for all employees below.
 - *2 Two 15-min breaks are provided daily per bargaining unit contracts.
 - *3 Training time is calculated based on an analysis of each bargaining unit MCA and the required continuing education hours for licensure/certification in the applicable classifications.
 - *4 Adjusted by a factor of .963 to account for the additional 10 days covered by the payroll documents.
 - *5 Includes one-third of comp-time hours used since one hour is worked for every 1.5 hours taken.

11/13/01



jspano@sco.ca.gov
02/08/2004 03:08 PM

To: Ram.Venkatesan@fin.sco.gov.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. However, 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 L. Spano, CPA
> Chief, Compliance Audits Bureau
> Division of Audits
> State Controller's Office
> Work - (916) 323-5849
> Fax - (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: Approximate Annual Cost: \$1,104,674
 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.

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

Week of: Nov 15 through Nov 19, 2004

		Total Hours for the Week by Category					Total Hours Working Child Abduction	Total Hours Leave	Total Hours Worked*	Percentage of Worked Hours on Child Abduction
		1	2	3	4	5				
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	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	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%
<i>Schembri, Mike</i>	<i>Investigator</i>	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
<i>Schembri</i>	.5 hour X 4 days

Child Abduction Time Study Weekly Individual Totals

Employee: BYTHEWAY

Week of: 11,15,04 through 11,19,04

Total Hours for the Week by Category

	1	2	3	4	5
Monday				6 1/4	7 1/4
Tuesday				5 1/4	6 1/4
Wednesday	3 1/2		3		4 1/2
Thursday	1 1/4				3 3/4
Friday	5 1/2				5 1/2
Saturday					
Sunday					

13 1/2 CIP PAYBACK
1 1/2 CIP PB

TOTAL	16 1/4		3	11 1/2	27 1/4
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Child Abduction Time Study Worksheet

Employee: Sydney

Work Hours: 630-1730

Day: TUES

Date: 11/16/04

Time	Case # or Activity	Category				
		1	2	3	4	5
0600-0615						
0615-0630	TRAVEL					
0630-0645	TO					
0645-0700	SAC					
0700-0715						
0715-0730						
0730-0745						
0745-0800						
0800-0815						
0815-0830						↓
0830-0845	CHILD ABDUCTION					
0845-0900	TRNG					
0900-0915						
0915-0930						
0930-0945						
0945-1000						
-1015						
1015-1030						↓
1030-1045						X
1045-1100						
1100-0015						
1115-1130						
1130-1145						
1145-1200						↓
-						
-						
-						
-						
-						

Time	Case # or Activity	Category				
		1	2	3	4	5
1200-1215						
1215-1230						
1230-1245						
1245-1300						↓
1300-1315						
1315-1330						
1330-1345						
1345-1400						
1400-1415						
1415-1430						
1430-1445						
1445-1500						↓
1500-1515						
1515-1530						
1530-1545						
1545-1600						
1600-1615						
1615-1630						
1630-1645						
1645-1700						↓
1700-1715						
1715-1730						↓
1730-1745						
1745-1800						
-						
-						
-						
-						
-						

Sub-Total

			13	11
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- Category 1 Contact with children and other persons involved
- Category 2 Securing compliance utilizing court action
- Category 3 Physically recovering child(ren)
- Category 4 Training
- Category 5 Non-Abduction Related

(See reverse for Category details)

Employee Signature: _____



*1 1/2 hr
CIP PROJECT*

Office Use Only: Total Hours

Category	1	2	3	4	5
Sub-Total this Column				8	14
Sub-Total from Column 1				13	11
TOTAL				21	

5 1/4 6 1/4

Supervisor Signature: _____

Child Abduction Time Study Worksheet

Employee: Rytheony Work Hours: 630-1730 Day: WED Date: 11/17/07

Time	Case # or Activity	Category				
		1	2	3	4	5
0600-0615						
0615-0630						
0630-0645						
0645-0700						7
0700-0715						45
0715-0730	20041006240					
0730-0745						
0745-0800						
0800-0815	20040906139					
0815-0830						
0830-0845						
0845-0900	20041106964					
0900-0915						
0915-0930						
0930-0945						X BRK
0945-1000						7
-1015						
1015-1030						60
1030-1045						
1045-1100	CWPP					75
1100-0015						
1115-1130						
1130-1145						
1145-1200						

Sub-Total

9				13
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- Category 1 Contact with children and other persons involved
- Category 2 Securing compliance utilizing court action
- Category 3 Physically recovering child(ren)
- Category 4 Training
- Category 5 Non-Abduction Related

See reverse for Category details)

Employee Signature: [Signature]

Time	Case # or Activity	Category				
		1	2	3	4	5
1200-1215						
1215-1230						
1230-1245						
1245-1300	1106240					
1300-1315	0906139					
1315-1330						
1330-1345						
1345-1400						
1400-1415						
1415-1430						X BRK
1430-1445						
1445-1500						
1500-1515						
1515-1530						
1530-1545						
1545-1600						
1600-1615						
1615-1630						
1630-1645						
1645-1700						
1700-1715						
1715-1730						
1730-1745						
1745-1800						

1.25 3

Category	1	2	3	4	5
Sub-Total this Column	5		12		5
Sub-Total from Column 1	9				13
TOTAL	14		12		18

Office Use Only Total Divided by 4 = HRS

HRS 3 1/2 3 4 1/2 = 11

Supervisor Signature: _____

Child Abduction Time Study Worksheet

Employee: RyTHEWAY

Work Hours: 630-1730

Day: THUR

Date: 11/18/04

Time	Case # or Activity	Category				
		1	2	3	4	5
0600-0615						
0615-0630						
0630-0645					X	
0645-0700						
0700-0715						
0715-0730	<u>[REDACTED]</u>	X				
0730-0745						
0745-0800						
0800-0815						
0815-0830						
0830-0845						
0845-0900	<u>MEETING</u>					
0900-0915						
0915-0930						
0930-0945						
0945-1000						
-1015	<u>7004090 5605</u>					
1015-1030						
1030-1045						
1045-1100						
1100-0015		X				
1115-1130					X	
1130-1145						
1145-1200					X	
-						
-						
-						
-						

Time	Case # or Activity	Category				
		1	2	3	4	5
1200-1215						X
1215-1230						
1230-1245						
1245-1300						
1300-1315						X
1315-1330	<u>7004090 5605</u>	X				
1330-1345						
1345-1400						
1400-1415						
1415-1430						
1430-1445	<u>7004100 6240</u>					
1445-1500						
1500-1515						
1515-1530						
1530-1545						
1545-1600						
1600-1615						
1615-1630		X				
1630-1645						X
1645-1700						
1700-1715						
1715-1730						X
1730-1745						
1745-1800						
-						
-						
-						
-						

Sub-Total 16

13				6
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- Category 1 Contact with children and other persons involved
- Category 2 Securing compliance utilizing court action
- Category 3 Physically recovering child(ren)
- Category 4 Training
- Category 5 Non-Abduction Related

(See reverse for Category details)

Employee Signature: _____

Category	1	2	3	4	5
Sub-Total this Column	13				9
Sub-Total from Column 1	16				6
TOTAL	29				15

Office Use Only - Total Provided by _____ hours

7 1/4 3 3/4

Supervisor Signature: _____

Child Abduction Time Study Worksheet

Employee: Matthew

Work Hours: 630-1730

Day: FR

Date: 11, 19, 04

Time	Case # or Activity	Category				
		1	2	3	4	5
0600-0615						
0615-0630						
0630-0645						
0645-0700						
0700-0715	B20041006240	T				
0715-0730						
0730-0745	B20041106998	T				
0745-0800						
0800-0815						
0815-0830	20040905605	T				
0830-0845						
0845-0900						
0900-0915						
0915-0930					X	
0930-0945						
0945-1000						
-1015						
1015-1030	2004181646	T				
1030-1045						
1045-1100						
1100-0015						
1115-1130						
1130-1145						
1145-1200						
-						
-						
-						
-						

Time	Case # or Activity	Category				
		1	2	3	4	5
1200-1215						
1215-1230						
1230-1245						
1245-1300						
1300-1315	20041106998	T				
1315-1330						
1330-1345	20040905605	T				
1345-1400						
1400-1415						
1415-1430						
1430-1445						
1445-1500						
1500-1515	CWPP					
1515-1530						
1530-1545						
1545-1600	20041106998	T				
1600-1615						
1615-1630						
1630-1645						
1645-1700						
1700-1715						
1715-1730						
1730-1745						
1745-1800						
-						
-						
-						
-						

Sub-Total

//				//
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- Category 1 Contact with children and other persons involved
 - Category 2 Securing compliance utilizing court action
 - Category 3 Physically recovering child(ren)
 - Category 4 Training
 - Category 5 Non-Abduction Related
- See reverse for Category details)

Category	1	2	3	4	5
Sub-Total this Column	//				//
Sub-Total from Column 1	//				//
TOTAL	92				72
Office Use Only	Total Divided by # of Hours				
		5 1/2			5 1/2

Employee Signature: _____

Supervisor Signature: _____

Child Abduction Time Study Weekly Individual Totals

Employee: CARDOTT, PATRICE

Week of: 11, 15, 04 through 11, 18, 04

Total Hours for the Week by Category

	1	2	3	4	5
Monday				5	3.75
Tuesday				5.25	5.0
Wednesday	1		2.25		8.
Thursday	5	3			1
Friday					
Saturday					
Sunday					
TOTAL	6	3	2.25	10.25	16.75 17.75

Child Abduction Time Study Worksheet

Employee: CARDOTT, PATRICE Work Hours: 0700-1800 Day: MONDAY Date: 11/15/04

Time	Case # or Activity	Category				
		1	2	3	4	5
0600-0615						
0615-0630						
0630-0645						
0645-0700						
0700-0715						
0715-0730						
0730-0745						
0745-0800						
0800-0815						
0815-0830	CHILD ABDUCTION					
0830-0845	TRAINING					
0845-0900						
0900-0915						
0915-0930						
0930-0945						
0945-1000						
10-1015						
1015-1030						
1030-1045						
1045-1100	BREAK					X
1100-0015						
1115-1130						
1130-1145						
1145-1200						

Time	Case # or Activity	Category				
		1	2	3	4	5
1200-1215						
1215-1230	LUNCH					
1230-1245						
1245-1300						
1300-1315						
1315-1330						
1330-1345						
1345-1400						
1400-1415						
1415-1430						
1430-1445	BREAK					X
1445-1500						
1500-1515						
1515-1530						X
1530-1545						
1545-1600						
1600-1615						
1615-1630						
1630-1645						
1645-1700						
1700-1715						
1715-1730						
1730-1745						
1745-1800						

CHILD ABDUCTION TRAINING
 Paid for by Prof. Develop
 + DUELLER Reimbursement
 Regular work day

Sub-Total

			14	1
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- Category 1 Contact with children and other persons involved
- Category 2 Securing compliance utilizing court action
- Category 3 Physically recovering child(ren)
- Category 4 Training
- Category 5 Non-Abduction Related

(See reverse for Category details)

Employee Signature: P. Cardott

Category	1	2	3	4	5
Sub-Total this Column				6	14
Sub-Total from Column 1				14	1
TOTAL				20	15

Date Use Only:

11	15	04
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Supervisor Signature: L. Evans

Child Abduction Time Study Worksheet

Employee: CARDOTT, PATRICE

Work Hours: 0700-1800

Day: TUES

Date: 11/16/04

Time	Case # or Activity	Category				
		1	2	3	4	5
0600-0615						
0615-0630						
0630-0645						
0645-0700						
0700-0715						↑
0715-0730						↑
0730-0745						↑
0745-0800						↑
0800-0815						↑
0815-0830						↓
0830-0845	CHILD ABDUCTION					↑
0845-0900	TRAINING					↑
0900-0915						↑
0915-0930						↑
0930-0945						↑
0945-1000						↑
10-1015						↑
1015-1030						↓
1030-1045						X
1045-1100						↑
1100-0015						↑
1115-1130						↑
1130-1145						↑
1145-1200						↓

Time	Case # or Activity	Category				
		1	2	3	4	5
1200-1215						↑
1215-1230	LUNCH					↑
1230-1245						↓
1245-1300						↓
1300-1315						↑
1315-1330						↑
1330-1345						↑
1345-1400						↑
1400-1415						↑
1415-1430						↑
1430-1445						↑
1445-1500						↓
1500-1515						↑
1515-1530						↑
1530-1545						↑
1545-1600						↑
1600-1615						↑
1615-1630						↑
1630-1645						↑
1645-1700						↑
1700-1715						↓
1715-1730						↑
1730-1745						↑
1745-1800						↑

*Time for By Union Reimb.
+ Paid Development
Reg. work day*

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Sub-Total

			13	7
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- Category 1 Contact with children and other persons involved
- Category 2 Securing compliance utilizing court action
- Category 3 Physically recovering child(ren)
- Category 4 Training
- Category 5 Non-Abduction Related

Category	1	2	3	4	5
Sub-Total this Column				8	13
Sub-Total from Column 1				13	7
TOTAL				21	20

Time Use Only

(See reverse for Category details)
Employee Signature: P. Cardott

Supervisor Signature: L. Evans

Child Abduction Time Study Worksheet

Employee: CARLOTT, PATRICE

Work Hours: 0700-1800

Day: WED.

Date: 11, 17, 04

Time	Case # or Activity	Category				
		1	2	3	4	5
0600-0615						
0615-0630						
0630-0645						
0645-0700						↓
0700-0715						
0715-0730						
0730-0745						
0745-0800						
0800-0815						
0815-0830	COMP TIME OFF					
0830-0845						
0845-0900						
0900-0915						
0915-0930						
0930-0945						
0945-1000						
10-1015						
1015-1030						
1030-1045						
1045-1100						
1100-0015						
1115-1130						
1130-1145						
1145-1200						↓
-						
-						
-						
-						

Sub-Total

				21
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- Category 1** Contact with children and other persons involved
- Category 2** Securing compliance utilizing court action
- Category 3** Physically recovering child(ren)
- Category 4** Training
- Category 5** Non-Abduction Related

(See reverse for Category details)

Employee Signature: PCarlott

Time	Case # or Activity	Category				
		1	2	3	4	5
1200-1215	LUNCH					↓
1215-1230						↓
1230-1245						↓
1245-1300						
1300-1315						
1315-1330						
1330-1345						
1345-1400						↓
1400-1415	DUTY OFFICER					↓
1415-1430						↓
1430-1445						↓
1445-1500	B2 0041006436					↓
1500-1515	CHILD REUNITED					↓
1515-1530	W/ FATHER -					↓
1530-1545	ASSIST TO					↓
1545-1600	EVANS					↓
1600-1615						
1615-1630						
1630-1645						
1645-1700						↓
1700-1715	B20041106998	↓				
1715-1730						
1730-1745						
1745-1800		↓				
-						
-						
-						
-						

Category	1	2	3	4	5
Sub-Total this Column:	4		9		11
Sub-Total from Column 1					21
TOTAL	4		9		32

Office Use Only Date Entered by: _____ Hours: _____

Supervisor Signature: L. Evans

Child Abduction Time Study Worksheet

Employee: CARDOTT, PATRICE

Work Hours: 0700-1800

Day: THURS.

Date: 11, 18, 04

Time	Case # or Activity	Category				
		1	2	3	4	5
0600-0615						
0615-0630						
0630-0845						
0645-0700						
0700-0715	B20040906173	↑				
0715-0730	K/A	↓				
0730-0745		↓				
0745-0800		↓				
0800-0815		↓				
0815-0830		↓				
0830-0845		↓				
0845-0900		↓				
0900-0915	TEAM MEETING	↑				
0915-0930		↓				
0930-0945		↓				
0945-1000		↓				
10-1015	B20040906173		↑			
1015-1030			↓			
1030-1045			↓			
1045-1100			↓			
1100-0015			↓			
1115-1130			↓			
1130-1145			↓			
1145-1200		↑				

Time	Case # or Activity	Category				
		1	2	3	4	5
1200-1215	B20040906173	↑				
1215-1230	(CONT)	↓				
1230-1245	LUNCH					↑
1245-1300						
1300-1315						
1315-1330						↓
1330-1345	B20041106998	↑				
1345-1400		↓				
1400-1415		↓				
1415-1430		↓				
1430-1445	B20040906173		↑			
1445-1500	K/A		↓			
1500-1515			↓			
1515-1530			↓			
1530-1545			↓			
1545-1600	B20041106998	↑				
1600-1615		↓				
1615-1630		↓				
1630-1645		↓				
1645-1700		↓				
1700-1715		↓				
1715-1730		↓				
1730-1745	CK MSGS	↑	↑			
1745-1800	E-MAILS & PHONE	↓	↓			

13

Sub-Total

5	7			
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- Category 1 Contact with children and other persons involved
- Category 2 Securing compliance utilizing court action
- Category 3 Physically recovering child(ren)
- Category 4 Training
- Category 5 Non-Abduction Related

(See reverse for Category details)

Employee Signature: P. Cardott

Category	1	2	3	4	5
Sub-Total this Column	13	5			4
Sub-Total from Column 1	05	7			
TOTAL	20	12			
Ones Use Only					
Total Divided by 4 = Hours					

Supervisor Signature: _____

Child Abduction Time Study Weekly Individual Totals

Employee: L. EVANS

Week of: 11/15/04 through 11/19/04

Total Hours for the Week by Category

	1	2	3	4	5	TOTAL
Monday				6.25	4.75	11
Tuesday				6.25 5.25	4.75	10
Wednesday	6	1.50	2.50	-	1.50	11.5
Thursday	4	2.5	-	-	4.50	11
Friday	3	-	-	-	1.-	4
Saturday						
Sunday						
TOTAL	13	4	2.50	12.50 11.50	16.50	

Child Abduction Time Study Worksheet

Employee: EWANS

Work Hours: 6-5

Day: Mon

Date: 11/15/04

Time	Case # or Activity	Category				
		1	2	3	4	5
0600-0615	TRAVEL TO					
0615-0630	SACRAMENTO					
0630-0645						
0645-0700						
0700-0715						
0715-0730						
0730-0745						
0745-0800						
0800-0815						
0815-0830						↓
0830-0845	CHILD ABST TRAINING					
0845-0900						
0900-0915						
0915-0930						
0930-0945						
0945-1000						
1000-1015						
1015-1030						
1030-1045						↓
1045-1100						X
1100-0015						
1115-1130						
1130-1145						
1145-1200						↓

Time	Case # or Activity	Category				
		1	2	3	4	5
1200-1215						
1215-1230						
1230-1245						
1245-1300						
1300-1315						
1315-1330						
1330-1345						
1345-1400						
1400-1415						
1415-1430						↓
1430-1445						X
1445-1500						
1500-1515						↓
1515-1530						X
1530-1545						
1545-1600						
1600-1615						
1615-1630						
1630-1645						
1645-1700						↓
1700-1715						
1715-1730						
1730-1745						
1745-1800						

Working through Prof Development + tuition Reimbursement Doing flex time

as Monday is regular DM off.

Sub-Total

			13	11
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- Category 1 Contact with children and other persons involved
 - Category 2 Securing compliance utilizing court action
 - Category 3 Physically recovering child(ren)
 - Category 4 Training
 - Category 5 Non-Abduction Related
- (See reverse for Category details)

Office Use Only

Category	1	2	3	4	5
Sub-Total this Column				12	8
Sub-Total from Column 1				13	11
TOTAL				25	19
Total Divided by 4 = Hours				6.25	4.75

= "10"

Employee Signature: L. Evans

Supervisor Signature: _____

Child Abduction Time Study Worksheet

Employee: L. EVANS

Work Hours: 6-5

Day: Tues

Date: 11/16/04

Time	Case # or Activity	Category				
		1	2	3	4	5
0600-0615						
0615-0630						
0630-0645						
0645-0700						
0700-0715						
0715-0730						
0730-0745						
0745-0800						
0800-0815						
0815-0830						✓
0830-0845	Child Abduction					
0845-0900						
0900-0915						
0915-0930						
0930-0945						
0945-1000						
10-1015						
1015-1030					✓	
1030-1045						X
1045-1100						
1100-0015						
1115-1130						
1130-1145						
1145-1200						✓
IRMINING By Prof. Deeloput					B	7
± ADDON term Bussent						
-						
-						
-						
-						

Sub-Total

			13	7
--	--	--	----	---

- Category 1 Contact with children and other persons involved
- Category 2 Securing compliance utilizing court action
- Category 3 Physically recovering child(ren)
- Category 4 Training
- Category 5 Non-Abduction Related

(See reverse for Category details)

Employee Signature: L. Evans

Time	Case # or Activity	Category				
		1	2	3	4	5
1200-1215						
1215-1230						
1230-1245						
1245-1300						
1300-1315						
1315-1330						
1330-1345						
1345-1400						
1400-1415						
1415-1430						
1430-1445						
1445-1500						
1500-1515						
1515-1530						
1530-1545						
1545-1600						
1600-1615						
1615-1630						
1630-1645						
1645-1700						
1700-1715						
1715-1730						
1730-1745						
1745-1800						
-				8	8	12
-						
-						
-						

Category	1	2	3	4	5
Sub-Total this Column			8	8	12
Sub-Total from Column 1				13	7
TOTAL			21	19	
Office Use Only	Total Divided by 4 = Hours				
			5.25	4.75	

Supervisor Signature: _____

= 10/hrs

Child Abduction Time Study Worksheet

Employee: L. EVANS Work Hours: 6AM-5PM Day: WED Date: 11/17/04

Time	Case # or Activity	Category				
		1	2	3	4	5
0600-0615	B20041106964	X				
0615-0630	B20041106998	X				
0630-0645	B2004116963	↓				
0645-0700						
0700-0715	B20040402277	↓				
0715-0730						
0730-0745		↓				
0745-0800	B20041106963		↓			
0800-0815	S/W Prep		↓			
0815-0830			↓			
0830-0845			↓			
0845-0900			↓			
0900-0915			↓			
0915-0930						X
0930-0945	CALL Mtg w/					
0945-1000	Mexican Consulate					
1000-1015						
1015-1030						
1030-1045						
1045-1100						
1100-1115						
1115-1130						
1130-1145		↓				
1145-1200						X
-						
-						
-						
-						

Sub-Total 16 6 - 2

- Category 1 Contact with children and other persons involved
- Category 2 Securing compliance utilizing court action
- Category 3 Physically recovering child(ren)
- Category 4 Training
- Category 5 Non-Abduction Related

(See reverse for Category details)

Employee Signature: L. Evans

Time	Case # or Activity	Category				
		1	2	3	4	5
1200-1215	Arrest in (B)					↓
1215-1230	Canada					↓
1230-1245	(after) (B)					↓
1245-1300	Swim Worker					↓
1300-1315	CALL - ADMIN					
1315-1330						
1330-1345		↓				
1345-1400	B2004042277	X				
1400-1415	D (B)					
1415-1430						
1430-1445						
1445-1500		↓				
1500-1515	B20041006436					
1515-1530	Review I chin					
1530-1545	w/ father					
1545-1600						
1600-1615						
1615-1630						
1630-1645						
1645-1700						
1700-1715						
1715-1730						↓
1730-1745						
1745-1800						
-						
-						
-						
-						

* No Lunch Break
 • 5 additional after shift
 1 child recovered

Category	1	2	3	4	5
Sub-Total this Column	8	-	10	-	4
Sub-Total from Column 1	16	6	-	-	2
TOTAL	24	6	10	-	6

Office Use Only

TOTAL 11.5 HRS

Supervisor Signature: _____

Child Abduction Time Study Worksheet

Employee: L. Evans

Work Hours: 6am-5pm

Day: Thurs

Date: 11/18/04

Time	Case # or Activity	Category				
		1	2	3	4	5
0600-0615	CAU Admin	↓				
0615-0630		↓				
0630-0645		↓				
0645-0700		↓				
0700-0715	B20041006436		↓			
0715-0730			↓			
0730-0745			↓			
0745-0800			↓			
0800-0815	[redacted] (after)					↓
0815-0830						↓
0830-0845	[redacted] (after)					↓
0845-0900						↓
0900-0915	Team mtg	↓				
0915-0930	CAU Mexico	↓				
0930-0945	Case Disc.	↓				
0945-1000		↓				
10-1015	CAU Admin/Sup	↓				
1015-1030		↓				
1030-1045		↓				
1045-1100						X
1100-0015						X
1115-1130	T/C [redacted] SA	↓				
1130-1145		↓				
1145-1200	Lunch					X
-						
-						
-						
-						

Sub-Total 13 4 7

- Category 1** Contact with children and other persons involved
- Category 2** Securing compliance utilizing court action
- Category 3** Physically recovering child(ren)
- Category 4** Training
- Category 5** Non-Abduction Related

(See reverse for Category details)

Employee Signature: L. Evans

Time	Case # or Activity	Category				
		1	2	3	4	5
1200-1215	Lunch					↓
1215-1230						↓
1230-1245						↓
1245-1300	[redacted]		↓			
1300-1315			↓			
1315-1330			↓			
1330-1345	B20041006436		↓			
1345-1400			↓			
1400-1415			↓			
1415-1430			↓			
1430-1445			↓			
1445-1500			↓			
1500-1515	Time off / APT					↓
1515-1530						↓
1530-1545						↓
1545-1600						↓
1600-1615						↓
1615-1630						↓
1630-1645						↓
1645-1700						↓
1700-1715						
1715-1730						
1730-1745						
1745-1800						
-						
-						
-						
-						

Category	1	2	3	4	5
Sub-Total this Column	3	6			11
Sub-Total from Column 1	13	4			7
TOTAL	16	10			18

Office Use Only - Total Hours: 16 10 7

TOTAL 11 HRS

Supervisor Signature: _____

Child Abduction Time Study Worksheet

Employee: L. EVANS

Work Hours: 6-10

Day: Fri

Date: 11, 19, 04

Time	Case # or Activity	Category				
		1	2	3	4	5
0600-0615	CAU Admin	↓				
0615-0630	B20041106790	✓				
0630-0645	B20041106998	X				
0645-0700	[REDACTED]	↓				
0700-0715		↓				
0715-0730	CAU Admin	↓				
0730-0745		↓				
0745-0800		↓				
0800-0815		↓				
0815-0830		↓				
0830-0845					↓	
0845-0900					↓	
0900-0915					↓	
0915-0930					↓	
0930-0945		↓				
0945-1000		↓				
10-1015						
1015-1030						
1030-1045						
1045-1100						
1100-0015						
1115-1130						
1130-1145						
1145-1200						
-						
-						
-						
-						

Sub-Total 12 4

Category 1 Contact with children and other persons involved

Category 2 Securing compliance utilizing court action

Category 3 Physically recovering child(ren)

Category 4 Training

Category 5 Non-Abduction Related

(See reverse for Category details)

Employee Signature: L. Evans

Time	Case # or Activity	Category				
		1	2	3	4	5
1200-1215						
1215-1230						
1230-1245						
1245-1300						
1300-1315						
1315-1330						
1330-1345						
1345-1400						
1400-1415						
1415-1430						
1430-1445						
1445-1500						
1500-1515						
1515-1530						
1530-1545						
1545-1600						
1600-1615						
1615-1630						
1630-1645						
1645-1700						
1700-1715						
1715-1730						
1730-1745						
1745-1800						
-						
-						
-						
-						

*flexed home
for Monday*

Category 1 2 3 4 5
 Sub-Total this Column
 Sub-Total from Column 1 12 4
 TOTAL 12 - - - 4

Omico Use Only

TOTM 4HRS

Supervisor Signature: _____

Child Abduction Time Study Weekly Individual Totals

Employee: BOB FRACOLLI

Week of: 11/15/04 through 11/21/04

Total Hours for the Week by Category

	1	2	3	4	5
Monday	2.25	0	0	0	8.25
Tuesday	1.5	0	0	0	10.0
Wednesday	4.25	0	0	0	6.25
Thursday	3.75	0	0	0	6.75
Friday	-	-	-	-	-
Saturday	-	-	-	-	-
Sunday	-	-	-	-	-

TOTAL	10.5				31.0
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10.75

31.25

= 42.0

(40 HOURS + (4 x 1/2 HR))

Child Abduction Time Study Worksheet

Employee: BOB FRACOLI

Work Hours: 0630-1700

Day: MON

Date: 11 15 04

Time	Case # or Activity	Category				
		1	2	3	4	5
0600-0615						
0615-0630						
0630-0645					X	
0645-0700						
0700-0715						
0715-0730						
0730-0745						
0745-0800						
0800-0815						
0815-0830						
0830-0845						
0845-0900						
0900-0915						
0915-0930						
0930-0945						✓
0945-1000	ADMIN/ [REDACTED]	X				
1000-1015						
1015-1030						
1030-1045						
1045-1100						
1100-1115						
1115-1130						
1130-1145						
1145-1200						✓
-						
-						
-						
-						

Time	Case # or Activity	Category				
		1	2	3	4	5
1200-1215						X
1215-1230						
1230-1245						
1245-1300						
1300-1315						
1315-1330						
1330-1345						
1345-1400						
1400-1415						
1415-1430						
1430-1445						
1445-1500						
1500-1515						
1515-1530						
1530-1545						
1545-1600						
1600-1615						
1615-1630						
1630-1645						
1645-1700						✓
1700-1715						
1715-1730						
1730-1745						
1745-1800						
-						
-						
-						
-						

Sub-Total 9 - - - 13

Category 1 Contact with children and other persons involved

Category 2 Securing compliance utilizing court action

Category 3 Physically recovering child(ren)

Category 4 Training

Category 5 Non-Abduction Related

(See reverse for Category details)

Employee Signature: [Signature]

Category	1	2	3	4	5
Sub-Total this Column	0	0	0	0	20
Sub-Total from Column 1	9	0	0	0	13
TOTAL	9				33

Office Use Only (Date Entered by Case #)

2.25 8.25

Supervisor Signature: _____

Child Abduction Time Study Worksheet

Employee: BOB FRAGOLLI

Work Hours: 0630-1700

Day: TUE

Date: 11/16/04

Time	Case # or Activity	Category				
		1	2	3	4	5
0600-0615						
0615-0630						
0630-0645					X	
0645-0700						
0700-0715						
0715-0730						
0730-0745						
0745-0800						
0800-0815						
0815-0830						
0830-0845						
0845-0900						↓
0900-0915	STAFF MEETING	X				
0915-0930	↓					X
0930-0945						↓
0945-1000	↓					↓
1000-1015						X
1015-1030						
1030-1045						
1045-1100						
1100-1115						
1115-1130						
1130-1145						
1145-1200						↓
-						
-						
-						
-						

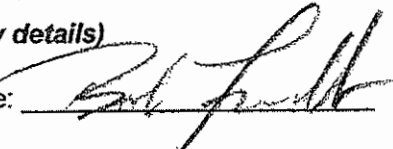
Time	Case # or Activity	Category				
		1	2	3	4	5
1200-1215						X
1215-1230						
1230-1245						
1245-1300						
1300-1315						
1315-1330						
1330-1345						
1345-1400						
1400-1415						
1415-1430						
1430-1445						
1445-1500						
1500-1515						
1515-1530						
1530-1545						
1545-1600						
1600-1615						
1615-1630						
1630-1645						↓
1645-1700	Admin	X				
1700-1715						
1715-1730						
1730-1745						
1745-1800						
-						
-						
-						
-						

Sub-Total

1				21
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- Category 1 Contact with children and other persons involved
- Category 2 Securing compliance utilizing court action
- Category 3 Physically recovering child(ren)
- Category 4 Training
- Category 5 Non-Abduction Related

(See reverse for Category details)

Employee Signature: 

Supervisor Signature: _____

209

Category	1	2	3	4	5
Sub-Total this Column	1				19
Sub-Total from Column 1	1				21
TOTAL	2				40

Office Use Only

Total Number of Hours	1.5				10
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Child Abduction Time Study Worksheet

Employee: BOB FRACOLLI

Work Hours: 0630-1700

Day: THU

Date: 11/18/04

Time	Case # or Activity	Category				
		1	2	3	4	5
0600-0615						
0615-0630						
0630-0645	BRIEF	X				
0645-0700	ADMIN - [REDACTED]	X				
0700-0715						
0715-0730						
0730-0745						
0745-0800						
0800-0815						
0815-0830						
0830-0845						
0845-0900						
0900-0915	TEAM MEETING	X				
0915-0930						
0930-0945						
0945-1000						
1000-1015						X
1015-1030						
1030-1045						
1045-1100						
1100-1115						
1115-1130						
1130-1145						
1145-1200						
-						
-						
-						
-						

Time	Case # or Activity	Category				
		1	2	3	4	5
1200-1215						X
1215-1230						
1230-1245						
1245-1300						
1300-1315						
1315-1330						
1330-1345						
1345-1400	ADMIN	X				
1400-1415	LEAVE					X
1415-1430						
1430-1445						
1445-1500						
1500-1515						
1515-1530						
1530-1545						
1545-1600						
1600-1615						
1615-1630						
1630-1645						
1645-1700						
1700-1715						
1715-1730						
1730-1745						
1745-1800						
-						
-						
-						
-						

Sub-Total

14	-	-	-	8
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Category 1 Contact with children and other persons involved

Category 2 Securing compliance utilizing court action

Category 3 Physically recovering child(ren)

Category 4 Training

Category 5 Non-Abduction Related

(See reverse for Category details)

Employee Signature: [Signature]

Supervisor Signature: _____

Category	1	2	3	4	5
Sub-Total this Column	1	-	-	-	19
Sub-Total from Column 1	14	-	-	-	8
TOTAL	15	-	-	-	27

Other Use Only

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3.75 6.75

Child Abduction Time Study Weekly Individual Totals

Employee: MARTHA GALLAGHER

Week of: 11, 15, 04 through 11, 19, 04

Total Hours for the Week by Category

lunch

	1	2	3	4	5
Monday				8	1
Tuesday				8	1
Wednesday	7				1.5
Thursday	8.5				
Friday	8.5				
Saturday	 				
Sunday	 				
TOTAL	24	—	—	16	3.5

43.5

Child Abduction Time Study Worksheet

Employee: MARITHA GALLARIN Work Hours: 8:30-5 Day: MON Date: 11/15/04

Time	Case # or Activity	Category				
		1	2	3	4	5
0600-0615						
0615-0630						
0630-0645						
0645-0700						
0700-0715						
0715-0730						
0730-0745						
0745-0800						
0800-0815	4A					
0815-0830						
0830-0845						
0845-0900						
0900-0915						
0915-0930						
0930-0945						
0945-1000						
1000-1015						
1015-1030						
1030-1045						
1045-1100						
1100-1115						
1115-1130						
1130-1145						
1145-1200	5					
-						
-						
-						
-						

Time	Case # or Activity	Category				
		1	2	3	4	5
1200-1215	5					
1215-1230						
1230-1245						
1245-1300						
1300-1315						
1315-1330	4A					
1330-1345						
1345-1400						
1400-1415						
1415-1430						
1430-1445						
1445-1500						
1500-1515						
1515-1530						
1530-1545						
1545-1600						
1600-1615						
1615-1630						
1630-1645						
1645-1700						
1700-1715						
1715-1730						
1730-1745						
1745-1800						
-						
-						
-						
-						

Sub-Total

			4
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- Category 1 Contact with children and other persons involved
- Category 2 Securing compliance utilizing court action
- Category 3 Physically recovering child(ren)
- Category 4 Training
- Category 5 Non-Abduction Related

	Category	1	2	3	4	5
Sub-Total this Column					4	1
Sub-Total from Column 1				4		
TOTAL				8	1	

Office Use Only Total Divided by 4 = Hours

See reverse for Category details)

Employee Signature: Marittha Gallarin

Supervisor Signature: _____

Child Abduction Time Study Worksheet

Employee: MARILIA GALLARDO Work Hours: 8:30-5 Day: TUES Date: 11/16/14

Time	Case # or Activity	Category				
		1	2	3	4	5
0600-0615						
0615-0630						
0630-0645						
0645-0700						
0700-0715						
0715-0730						
0730-0745						
0745-0800	4A					
0800-0815						
0815-0830						
0830-0845						
0845-0900						
0900-0915						
0915-0930						
0930-0945						
0945-1000						
1000-1015						
1015-1030						
1030-1045						
1045-1100						
1100-0015						
1115-1130						
1130-1145						
1145-1200	5					
-						
-						
-						
-						

Time	Case # or Activity	Category				
		1	2	3	4	5
1200-1215	5					
1215-1230						
1230-1245						
1245-1300	4A					
1300-1315						
1315-1330						
1330-1345						
1345-1400						
1400-1415						
1415-1430						
1430-1445						
1445-1500						
1500-1515						
1515-1530						
1530-1545						
1545-1600						
1600-1615						
1615-1630						
1630-1645						
1645-1700	↓					
1700-1715						
1715-1730						
1730-1745						
1745-1800						
-						
-						
-						
-						

Sub-Total

			4	
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- Category 1 Contact with children and other persons involved
 - Category 2 Securing compliance utilizing court action
 - Category 3 Physically recovering child(ren)
 - Category 4 Training
 - Category 5 Non-Abduction Related
- See reverse for Category details)

Category	1	2	3	4	5
Sub-Total this Column				4	1
Sub-Total from Column 1				4	
TOTAL				8	1

Office Use Only Total Divided by 2.0 Hours

Employee Signature: Marilia Gallardo

Supervisor Signature: _____

Child Abduction Time Study Worksheet

Employee: MARTHA GALLARDO Work Hours: 8:30-5 Day: Thurs Date: 11/18/04

Time	Case # or Activity	Category				
		1	2	3	4	5
0600-0615						
0615-0630						
0630-0645						
0645-0700						
0700-0715						
0715-0730						
0730-0745						
0745-0800						
0800-0815						
0815-0830	1 D					
0830-0845						
0845-0900						
0900-0915						
0915-0930						
0930-0945						
0945-1000						
1000-1015						
1015-1030						
1030-1045						
1045-1100						
1100-0015						
1115-1130						
1130-1145						
1145-1200						

Time	Case # or Activity	Category				
		1	2	3	4	5
1200-1215	1 D					
1215-1230						
1230-1245						
1245-1300						
1300-1315						
1315-1330						
1330-1345						
1345-1400						
1400-1415						
1415-1430						
1430-1445						
1445-1500						
1500-1515						
1515-1530						
1530-1545						
1545-1600						
1600-1615						
1615-1630						
1630-1645						
1645-1700						
1700-1715						
1715-1730						
1730-1745						
1745-1800						

Sub-Total 3.5

- Category 1 Contact with children and other persons involved
- Category 2 Securing compliance utilizing court action
- Category 3 Physically recovering child(ren)
- Category 4 Training
- Category 5 Non-Abduction Related

See reverse for Category details

Employee Signature: Martha Gallardo

Supervisor Signature: _____

	Category	1	2	3	4	5
Sub-Total this Column		5				
Sub-Total from Column 1		3.5				
TOTAL		8.5				

Office Use Only Total Divided by 4 = 2.125

Child Abduction Time Study Worksheet

Employee: MARTHA GALLARDO Work Hours: 8:30-5 Day: FRI. Date: 11/19/04

Time	Case # or Activity	Category				
		1	2	3	4	5
0600-0615						
0615-0630						
0630-0645						
0645-0700						
0700-0715						
0715-0730						
0730-0745						
0745-0800						
0800-0815						
0815-0830	1D					
0830-0845						
0845-0900						
0900-0915						
0915-0930						
0930-0945						
0945-1000						
1000-1015						
1015-1030						
1030-1045						
1045-1100						
1100-0015						
1115-1130						
1130-1145						
1145-1200						
-						
-						
-						
-						

Time	Case # or Activity	Category				
		1	2	3	4	5
1200-1215	1D					
1215-1230						
1230-1245						
1245-1300						
1300-1315						
1315-1330						
1330-1345						
1345-1400						
1400-1415						
1415-1430						
1430-1445						
1445-1500						
1500-1515						
1515-1530						
1530-1545						
1545-1600						
1600-1615						
1615-1630						
1630-1645						
1645-1700						
1700-1715						
1715-1730						
1730-1745						
1745-1800						
-						
-						
-						
-						

Sub-Total 3.5

- Category 1 Contact with children and other persons involved
- Category 2 Securing compliance utilizing court action
- Category 3 Physically recovering child(ren)
- Category 4 Training
- Category 5 Non-Abduction Related

(See reverse for Category details)

Category	1	2	3	4	5
Sub-Total this Column	5				
Sub-Total from Column 1	3.5				
TOTAL	8.5				

Office Use Only Total Devoted by All Hours

Employee Signature: Martina Gallardo

Supervisor Signature: _____

Child Abduction Time Study Weekly Individual Totals

Employee: Sylva

Week of: 11/15/04 through 11/18/04

Total Hours for the Week by Category

	1	2	3	4	5	
Monday	0	0	0	12	0	
Tuesday	0	0	0	9.5	0	
Wednesday	2	7.5	0	0	.75	10.25
Thursday	0.5	1	0	1	0	
Friday						
Saturday						
Sunday						
TOTAL	7	8.5	0	21.5	17.5	10.75
	2					

Child Abduction Time Study Worksheet

Employee: Sullivan Work Hours: _____ Day: Mon Date: 11/15/07

Time	Case # or Activity	Category				
		1	2	3	4	5
0600-0615	ADAC				5	
0615-0630					5	
0630-0645					5	
0645-0700					5	
0700-0715					5	
0715-0730					5	
0730-0745					5	
0745-0800					5	
0800-0815					5	
0815-0830					5	
0830-0845					5	
0845-0900					5	
0900-0915					5	
0915-0930					5	
0930-0945					5	
45-1000					5	
1000-1015					5	
1015-1030					5	
1030-1045					5	
1045-1100					5	
1100-0015					5	
1115-1130					5	
1130-1145					5	
1145-1200					5	
-						
-						
-						
-						

Time	Case # or Activity	Category				
		1	2	3	4	5
1200-1215					5	
1215-1230					5	
1230-1245					5	
1245-1300					5	
1300-1315					5	
1315-1330					5	
1330-1345					5	
1345-1400					5	
1400-1415					5	
1415-1430					5	
1430-1445					5	
1445-1500					5	
1500-1515					5	
1515-1530					5	
1530-1545					5	
1545-1600					5	
1600-1615					5	
1615-1630					5	
1630-1645					5	
1645-1700					5	
1700-1715					5	
1715-1730					5	
1730-1745					5	
1745-1800					5	
-						
-						
-						
-						

Sub-Total

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- Category 1 Contact with children and other persons involved
- Category 2 Securing compliance utilizing court action
- Category 3 Physically recovering child(ren)
- Category 4 Training
- Category 5 Non-Abduction Related

Category	1	2	3	4	5
Sub-Total this Column					
Sub-Total from Column 1					
TOTAL				12	

Office Use Only Total Divided by 45 Hours

(See reverse for Category details)

Employee Signature: [Signature]

Supervisor Signature: _____

Child Abduction Time Study Worksheet

16

Employee: Sylvia

Work Hours: _____

Day: Tuesday

Date: 11/01/09

Time	Case # or Activity	Category				
		1	2	3	4	5
0600-0615	CDAA					
0615-0630	Training					
0630-0645						
0645-0700	Supervision					
0700-0715						
0715-0730						
0730-0745						
0745-0800						
0800-0815						
0815-0830						
0830-0845						
0845-0900						
0900-0915						
0915-0930						
0930-0945						
0945-1000						
1000-1015						
1015-1030						
1030-1045						
1045-1100						
1100-1115						
1115-1130						
1130-1145						
1145-1200						

Time	Case # or Activity	Category				
		1	2	3	4	5
1200-1215						
1215-1230						
1230-1245						
1245-1300						
1300-1315						
1315-1330						
1330-1345						
1345-1400						
1400-1415						
1415-1430						
1430-1445						
1445-1500						
1500-1515						
1515-1530						
1530-1545						
1545-1600						
1600-1615						
1615-1630						
1630-1645						
1645-1700						
1700-1715						
1715-1730						
1730-1745						
1745-1800						

Sub-Total

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- Category 1 Contact with children and other persons involved
- Category 2 Securing compliance utilizing court action
- Category 3 Physically recovering child(ren)
- Category 4 Training
- Category 5 Non-Abduction Related

See reverse for Category details)

Category	1	2	3	4	5
Sub-Total this Column				9.5	
Sub-Total from Column 1					
TOTAL				9.5	

Office Use Only Total Hours by Case #

9.5

Employee Signature: Sylvia

Supervisor Signature: _____
220

Child Abduction Time Study Worksheet

Employee: J. Sypora Work Hours: _____ Day: Wed. Date: 6/17/04

Time	Case # or Activity	Category					
		1	2	3	4	5	
0600-0615							
0615-0630							
0630-0645	520041106963	✓					
0645-0700				✓			
0700-0715				✓			
0715-0730				✓			
0730-0745				✓			
0745-0800				✓			
0800-0815				✓			
0815-0830				✓			
0830-0845				✓			
0845-0900				✓			
0900-0915				✓			
0915-0930				✓			
0930-0945				✓			
0945-1000		meeting w. Mexican Consular officials	✓				
1000-1015				✓			
1015-1030			✓				
1030-1045			✓				
1045-1100			✓				
1100-1115		✓					
1115-1130		✓					
1130-1145							
1145-1200							
-							
-							
-							
-							
-							

8 12

Sub-Total

2	3			
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- Category 1 Contact with children and other persons involved
 - Category 2 Securing compliance utilizing court action
 - Category 3 Physically recovering child(ren)
 - Category 4 Training
 - Category 5 Non-Abduction Related
- See reverse for Category details)

Employee Signature: J. Sypora

Time	Case # or Activity	Category					
		1	2	3	4	5	
1200-1215							
1215-1230	B 20041006436		✓				
1230-1245				✓			
1245-1300				✓			
1300-1315				✓			
1315-1330				✓			
1330-1345				✓			
1345-1400		[Redacted]					✓
1400-1415							✓
1415-1430							✓
1430-1445		B 20041106963		✓			
1445-1500				✓			
1500-1515				✓			
1515-1530				✓			
1530-1545				✓			
1545-1600				✓			
1600-1615			✓				
1615-1630			✓				
1630-1645							
1645-1700							
1700-1715							
1715-1730							
1730-1745							
1745-1800							
-							
-							
-							
-							
-							

3 3.5 1.75

Category

1	2	3	4	5
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Sub-Total this Column

0	4.5	0	0	.75
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Sub-Total from Column 1

2	3.0	0	0	0
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TOTAL

2	7.5	0	0	1.75
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Office Use Only Total Divided by 4 = Hour

10.25

Supervisor Signature: _____

Child Abduction Time Study Worksheet

Employee: Sylva Work Hours: _____ Day: Thurs Date: 11/18/24

Time	Case # or Activity	Category				
		1	2	3	4	5
0600-0615						
0615-0630						
0630-0645						
0645-0700						
0700-0715						
0715-0730						
0730-0745						
0745-0800						
0800-0815						
0815-0830						
0830-0845						
0845-0900						
0900-0915						
0915-0930						
0930-0945						
0945-1000						
1000-1015						
1015-1030						
1030-1045						
1045-1100						
1100-0015						
1115-1130						
1130-1145						
1145-1200						

Time	Case # or Activity	Category				
		1	2	3	4	5
1200-1215						
1215-1230						
1230-1245						
1245-1300						
1300-1315						
1315-1330						
1330-1345						
1345-1400						
1400-1415						
1415-1430						
1430-1445						
1445-1500						
1500-1515						
1515-1530						
1530-1545						
1545-1600						
1600-1615						
1615-1630						
1630-1645						
1645-1700						
1700-1715						
1715-1730						
1730-1745						
1745-1800						

Sub-Total

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- Category 1 Contact with children and other persons involved
- Category 2 Securing compliance utilizing court action
- Category 3 Physically recovering child(ren)
- Category 4 Training
- Category 5 Non-Abduction Related

See reverse for Category details)

Category	1	2	3	4	5
Sub-Total this Column					
Sub-Total from Column 1					
TOTAL					

Office Use Only Total Divided by 4 = Hours

Employee Signature: _____

Supervisor Signature: _____

Child Abduction Time Study Weekly Individual Totals

Employee: Weidner

Week of: 11/19/04 through 11/26/04

Total Hours for the Week by Category

	1	2	3	4	5	
Monday	7.0				2.0	9
Tuesday	7.0				2.0	9
Wednesday	4.5				.5	5
Thursday	OUT		SICK		8	
Friday	OUT		SICK		8	
Saturday						
Sunday						
TOTAL	18.5	0	0	0	20.5	

Child Abduction Time Study Worksheet

Employee: Patty Weidner Work Hours: 8-5 Day: Tue Date: 11/16/04

Time	Case # or Activity	Category				
		1	2	3	4	5
0600-0615						
0615-0630						
0630-0645						
0645-0700						
0700-0715						
0715-0730						
0730-0745						
0745-0800						
0800-0815						
0815-0830	K [redacted] B [redacted]					
0830-0845	(phones)					
0845-0900						1
0900-0915						
0915-0930						
0930-0945						
0945-1000	Break					5
1000-1015						5
1015-1030						
1030-1045						1
1045-1100	a [redacted] S [redacted]					
1100-1115	phone					
1115-1130						1
1130-1145						
1145-1200						1

Sub-Total

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Category 1 Contact with children and other persons involved
 Category 2 Securing compliance utilizing court action
 Category 3 Physically recovering child(ren)
 Category 4 Training
 Category 5 Non-Abduction Related
 See reverse for Category details)

Time	Case # or Activity	Category				
		1	2	3	4	5
1200-1215						
1215-1230	Lunch					
1230-1245						
1245-1300						
1300-1315						
1315-1330						
1330-1345	[redacted] [redacted]					
1345-1400	phone					1
1400-1415						
1415-1430						
1430-1445						
1445-1500						
1500-1515	Break					
1515-1530						
1530-1545						
1545-1600	Z [redacted] K [redacted]					
1600-1615	phone					
1615-1630						
1630-1645						
1645-1700						
1700-1715						
1715-1730						
1730-1745						
1745-1800						

Category	1	2	3	4	5
Sub-Total this Column	5				5
Sub-Total from Column 1	5				5
TOTAL	10				10

9 hrs

Employee Signature: _____

Supervisor Signature: _____

Child Abduction Time Study Worksheet

Employee: Patty Weidner Work Hours: 7-12 Day: Wed Date: 11.17.04

Time	Case # or Activity	Category				
		1	2	3	4	5
0600-0615						
0615-0630						
0630-0645						
0645-0700						
0700-0715	[Redacted]					1
0715-0730	[Redacted]					1
0730-0745	[Redacted]					
0745-0800						
0800-0815						
0815-0830						1
0830-0845	[Redacted]					
0845-0900	[Redacted]					
0900-0915	[Redacted]					
0915-0930						
0930-0945						
0945-1000						
J-1015	<i>break to hr</i>					5
1015-1030						5
1030-1045						
1045-1100						1
1100-1115						
1115-1130						
1130-1145						
1145-1200						
Sub-Total						

Time	Case # or Activity	Category				
		1	2	3	4	5
1200-1215						
1215-1230						
1230-1245						
1245-1300						
1300-1315						
1315-1330						
1330-1345						
1345-1400						
1400-1415						
1415-1430						
1430-1445						
1445-1500						
1500-1515						
1515-1530						
1530-1545						
1545-1600						
1600-1615						
1615-1630						
1630-1645						
1645-1700						
1700-1715						
1715-1730						
1730-1745						
1745-1800						
Sub-Total						

- Category 1 Contact with children and other persons involved
 - Category 2 Securing compliance utilizing court action
 - Category 3 Physically recovering child(ren)
 - Category 4 Training
 - Category 5 Non-Abduction Related
- (see reverse for Category details)

Category	1	2	3	4	5
Sub-Total this Column	15				5
Sub-Total from Column 1					
TOTAL					

5 hrs

Employee Signature: _____

Supervisor Signature: _____

Child Abduction Time Study Worksheet

Employee: Patty

Work Hours: 8.5

Day: Thurs

Date: 11/18/04

Time	Case # or Activity	Category				
		1	2	3	4	5
0600-0615						
0615-0630						
0630-0645						
0645-0700						
0700-0715						
0715-0730						
0730-0745						
0745-0800						
0800-0815						
0815-0830						
0830-0845						
0845-0900						
0900-0915						
0915-0930						
0930-0945						
0945-1000						
1000-1015						
1015-1030						
1030-1045						
1045-1100						
1100-1115						
1115-1130						
1130-1145						
1145-1200						

Time	Case # or Activity	Category				
		1	2	3	4	5
1200-1215						
1215-1230						
1230-1245						
1245-1300						
1300-1315						
1315-1330						
1330-1345						
1345-1400						
1400-1415						
1415-1430						
1430-1445						
1445-1500						
1500-1515						
1515-1530						
1530-1545						
1545-1600						
1600-1615						
1615-1630						
1630-1645						
1645-1700						
1700-1715						
1715-1730						
1730-1745						
1745-1800						

Sub-Total

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- Category 1: Contact with children and other persons involved
- Category 2: Securing compliance utilizing court action
- Category 3: Physically recovering child(ren)
- Category 4: Training
- Category 5: Non-Abduction Related

Category

1	2	3	4	5
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 Sub-Total this Column

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 Sub-Total from Column 1

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 TOTAL

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(See reverse for Category details)

Employee Signature: _____

Supervisor Signature: _____

227

Child Abduction Time Study Worksheet

Employee: Patty

Work Hours: 8-5

Day: _____

Date: 11/19/04

Time	Case # or Activity	Category				
		1	2	3	4	5
0600-0615						
0615-0630						
0630-0645						
0645-0700						
0700-0715						
0715-0730						
0730-0745						
0745-0800						
0800-0815						
0815-0830						
0830-0845						
0845-0900						
0900-0915						
0915-0930						
0930-0945						
0945-1000						
1-1015						
1015-1030						
1030-1045						
1045-1100						
1100-0015						
1115-1130						
1130-1145						
1145-1200						

Time	Case # or Activity	Category				
		1	2	3	4	5
1200-1215						
1215-1230						
1230-1245						
1245-1300						
1300-1315						
1315-1330						
1330-1345						
1345-1400						
1400-1415						
1415-1430						
1430-1445						
1445-1500						
1500-1515						
1515-1530						
1530-1545						
1545-1600						
1600-1615						
1615-1630						
1630-1645						
1645-1700						
1700-1715						
1715-1730						
1730-1745						
1745-1800						

DUT

Sub-Total

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- Category 1 Contact with children and other persons involved
- Category 2 Securing compliance utilizing court action
- Category 3 Physically recovering child(ren)
- Category 4 Training
- Category 5 Non-Abduction Related

Category 1 2 3 4 5
 Sub-Total this Column

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 Sub-Total from Column 1

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 TOTAL

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(reverse for Category details)

Employee Signature: _____

Supervisor Signature: _____

620

Child Abduction Time Study Weekly Individual Totals

Employee: Schembri

Week of: 11/15/04 through 11/18/04

Total Hours for the Week by Category

	1	2	3	4	5	
Monday	2.5				9	11.5
Tuesday	.5				9.5	10.0
Wednesday					10	10
Thursday	1.75				8.5	10.25
Friday						
Saturday						
Sunday						
TOTAL	4.75				37.	41.75

Child Abduction Time Study Worksheet

Employee: SCHENBERG

Work Hours: 10 hrs

Day: Mon

Date: 11/15/04

Time	Case # or Activity	Category				
		1	2	3	4	5
0600-0615						
0615-0630						
0630-0645						
0645-0700	<u>B20020905247</u>					X
0700-0715						
0715-0730						
0730-0745						
0745-0800						
0800-0815						
0815-0830						
0830-0845						
0845-0900						
0900-0915						
0915-0930						
0930-0945						
0945-1000						↓
1000-1015	<u>90-D-0778</u>	X				
1015-1030						
1030-1045						
1045-1100						
1100-0015		↓				
1115-1130	<u>B20020905247</u>					X
1130-1145						↓
1145-1200						↓
-						
-						
-						
-						

Sub-Total

5				16
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- Category 1 Contact with children and other persons involved
- Category 2 Securing compliance utilizing court action
- Category 3 Physically recovering child(ren)
- Category 4 Training
- Category 5 Non-Abduction Related

(See reverse for Category details)

Employee Signature: [Signature]

Time	Case # or Activity	Category				
		1	2	3	4	5
1200-1215						
1215-1230						
1230-1245						
1245-1300						
1300-1315						
1315-1330						
1330-1345						
1345-1400						
1400-1415						
1415-1430						
1430-1445						
1445-1500						
1500-1515						
1515-1530						
1530-1545						
1545-1600						
1600-1615						
1615-1630						
1630-1645						
1645-1700						↓
1700-1715						
1715-1730						
1730-1745						
1745-1800						
-						
-						
-						
-						

Category	1	2	3	4	5
Sub-Total this Column					20
Sub-Total from Column 1	5				16
TOTAL	5				36

Once Use Only

2.5					9
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Supervisor Signature: L. Evans

Child Abduction Time Study Worksheet

Employee: Schenari

Work Hours: 10 hrs

Day: Tue

Date: 11/16/04

Time	Case # or Activity	Category				
		1	2	3	4	5
0600-0615						
0615-0630						
0630-0645						
0645-0700						
0700-0715	B20020905247				X	
0715-0730					2	
0730-0745					3	
0745-0800					4	
0800-0815					5	
0815-0830					6	
0830-0845					7	
0845-0900					8	
0900-0915					9	
0915-0930					10	
0930-0945					11	
0945-1000					12	
1000-1015					13	
1015-1030					14	
1030-1045					15	
1045-1100					16	
1100-1115					17	
1115-1130					18	
1130-1145					19	
1145-1200					20	

Time	Case # or Activity	Category				
		1	2	3	4	5
1200-1215	90-D-0778	X				
1215-1230		✓				
1230-1245	B20020905247					X
1245-1300						2
1300-1315						3
1315-1330						4
1330-1345						5
1345-1400						6
1400-1415						7
1415-1430						8
1430-1445						9
1445-1500						10
1500-1515						11
1515-1530						12
1530-1545						13
1545-1600						14
1600-1615						15
1615-1630						16
1630-1645						17
1645-1700						18
1700-1715						19
1715-1730						20
1730-1745						
1745-1800						

Sub-Total

				20
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Category	1	2	3	4	5
Sub-Total this Column	2				18
Sub-Total from Column 1					20
TOTAL	2				38

Office Use Only

15 9.5

- Category 1** Contact with children and other persons involved
- Category 2** Securing compliance utilizing court action
- Category 3** Physically recovering child(ren)
- Category 4** Training
- Category 5** Non-Abduction Related

(See reverse for Category details)

Employee Signature: [Signature]

Supervisor Signature: L. Evans

Child Abduction Time Study Worksheet

Employee: Schemm

Work Hours: 10

Day: WED

Date: 11/17/04

Time	Case # or Activity	Category				
		1	2	3	4	5
0600-0615						
0615-0630						
0630-0645						
0645-0700						
0700-0715	B2002090 5247					X
0715-0730						12
0730-0745						1
0745-0800						4
0800-0815						5
0815-0830						6
0830-0845						7
0845-0900						8
0900-0915						9
0915-0930						10
0930-0945						11
0945-1000						12
1000-1015						13
1015-1030						14
1030-1045						15
1045-1100						16
1100-1115						17
1115-1130						18
1130-1145						19
1145-1200						20
-						
-						
-						
-						

Sub-Total

				20
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- Category 1 Contact with children and other persons involved
- Category 2 Securing compliance utilizing court action
- Category 3 Physically recovering child(ren)
- Category 4 Training
- Category 5 Non-Abduction Related

(See reverse for Category details)

Employee Signature: [Signature]

Time	Case # or Activity	Category				
		1	2	3	4	5
1200-1215	B2002090 5247					X
1215-1230						2
1230-1245						3
1245-1300						4
1300-1315						5
1315-1330						6
1330-1345						7
1345-1400						8
1400-1415						9
1415-1430						10
1430-1445						11
1445-1500						12
1500-1515						13
1515-1530						14
1530-1545						15
1545-1600						16
1600-1615						17
1615-1630						18
1630-1645						19
1645-1700						20
1700-1715						
1715-1730						
1730-1745						
1745-1800						
-						
-						
-						
-						

Category

1	2	3	4	5
---	---	---	---	---

 Sub-Total this Column

				20
--	--	--	--	----

 Sub-Total from Column 1

				20
--	--	--	--	----

 TOTAL

				40
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On-call Use Only

10

Supervisor Signature: [Signature]

Child Abduction Time Study Worksheet

Employee: STENSON Work Hours: 10 Day: Thurs Date: 11/16/04

Time	Case # or Activity	Category				
		1	2	3	4	5
0600-0615						
0615-0630						
0630-0645						
0645-0700						
0700-0715	020020905247					X
0715-0730						↓
0730-0745						
0745-0800						
0800-0815						
0815-0830						
0830-0845						↓
0845-0900						
0900-0915	TEAM MEETING	X				
0915-0930		↓				
0930-0945						
0945-1000		↓				
1000-1015	020020905247					X
1015-1030						↓
1030-1045						
1045-1100						
1100-0015						
1115-1130						
1130-1145						
1145-1200						↓
-						
-						
-						
-						

Sub-Total 4 16

- Category 1 Contact with children and other persons involved
- Category 2 Securing compliance utilizing court action
- Category 3 Physically recovering child(ren)
- Category 4 Training
- Category 5 Non-Abduction Related

See reverse for Category details

Employee Signature: 

Time	Case # or Activity	Category				
		1	2	3	4	5
1200-1215	020020905247					X
1215-1230						↓
1230-1245						
1245-1300						
1300-1315						
1315-1330						
1330-1345						
1345-1400						
1400-1415						
1415-1430						
1430-1445						
1445-1500						
1500-1515						
1515-1530						
1530-1545						
1545-1600						
1600-1615						
1615-1630						↓
1630-1645	[REDACTED]	X				
1645-1700	[REDACTED]	↓				
1700-1715						
1715-1730						
1730-1745						
1745-1800						
-						
-						
-						
-						

Category	1	2	3	4	5
Sub-Total this Column	3				18
Sub-Total from Column 1	4				16
TOTAL	7				34

Office Use Only Total Category Hours

1.75 85

Supervisor Signature: L. Evans

Child Abduction Time Study Weekly Team Totals

Week of: Nov 22 through Nov 26, 2004

		Total Hours for the Week by Category					Total Hours Working Child Abduction	Total Hours Leave	Total Hours Worked*	Percentage of Worked Hours on Child Abduction
		1	2	3	4	5				
Bytheway, Glenn	Investigator	8.75	3.5	0	0	29.75	12.25	22	22	56%
Cardott, Patrice	Investigator	14.75	6	0	0	24	20.75	11	33	63%
Evans, Linda	Senior Investigator	0	0	0	0	44	0	44	0	N/A
Fracolli, Bob	Lieutenant	0	0	0	0	42	0	42	0	N/A
Gallardo, Martha	Paralegal	0	0	0	0	0	0	42.5	0	N/A
Sylva, Julianne	Deputy District Attorney	4.75	14.75	0	0	20.25	19.5	11	33	59%
Weidner, Patty	Legal Clerk	17	0	0	0	23	17	18	27	63%
Schembri, Mike	Investigator	4.5	0	0	0	0	4.5			
Campagnolo, Dave	Senior Investigator	1	0	0	0	0	1			

TOTAL	50.75	24.25	0	0	183	75	190.5	115
Percentage of Worked Hours on Child Abduction	44%	21%	0%	0%				

*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: 11 1221 04 through 11 1261 04

Total Hours for the Week by Category

		1	2	3	4	5	
Bytheway, Glenn	Investigator	8.75	3.5			29.75	42
Cardott, Patrice	Investigator	14.75	6.0			24.	44.75
Evans, Linda	Senior Investigator					40	
Fracolli, Bob	Lieutenant					42.0	
Gallardo, Martha	Paralegal					42.5	
Sylva, Julianne	Deputy District Attorney	4.75	14.75	0	0	20.25	39.75
Weidner, Patty	Legal Clerk	17.				23.0	40
<i>Schembri</i>	<i>Inv.</i>	4.5				35.5	40
<i>Campagnolo</i>	<i>Inv. (TL Substitute)</i>					1.0	
TOTAL		49.75	24.25			258	

Child Abduction Time Study Weekly Individual Totals

Employee: ESY THE WING

Week of: 11/23/04 through 11/24/04

Total Hours for the Week by Category

	1	2	3	4	5	
Monday						
Tuesday	3	3 1/2			4 1/2	11
Wednesday	5 3/4				5 1/4	11
Thursday					10	10
Friday					10	10
Saturday						
Sunday						
TOTAL	8 3/4	3 1/2			29 3/4	

Child Abduction Time Study Worksheet

Employee: PyTHEWAY

Work Hours: 630-1730 Day: TUE

Date: 11/23/04

Time	Case # or Activity	Category				
		1	2	3	4	5
0600-0615						
0615-0630						
0630-0645						I
0645-0700						I
0700-0715						I
0715-0730						I
0730-0745	<u>20040805605</u>	I				
0745-0800		I				
0800-0815						
0815-0830						
0830-0845		I				
0845-0900	<u>EWPP</u>					I
0900-0915						I
0915-0930						I
0930-0945						I
0945-1000	<u>20041106964</u>		I			
1000-1015			I			
1015-1030			I			
1030-1045	<u>20040906139</u>	I				
1045-1100		I				
1100-0015						I
1115-1130						I
1130-1145						I
1145-1200						I
-						
-						
-						
-						
-						

Sub-Total

7	3			12
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- Category 1 Contact with children and other persons involved
- Category 2 Securing compliance utilizing court action
- Category 3 Physically recovering child(ren)
- Category 4 Training
- Category 5 Non-Abduction Related

See reverse for Category details)

Employee Signature: _____

Time	Case # or Activity	Category				
		1	2	3	4	5
1200-1215						I
1215-1230	<u>EWPP</u>					I
1230-1245						I
1245-1300						I
1300-1315	<u>20041106964</u>		I			
1315-1330			I			
1330-1345			I			
1345-1400			I			
1400-1415			I			
1415-1430			I			
1430-1445			I			
1445-1500			I			
1500-1515			I			
1515-1530			I			
1530-1545			I			
1545-1600	<u>20040805605</u>		I			
1600-1615	<u>20041006240</u>		I			
1615-1630			I			
1630-1645			I			
1645-1700			I			
1700-1715						I
1715-1730						I
1730-1745						
1745-1800						
-						
-						
-						
-						
-						

Category	1	2	3	4	5
Sub-Total this Column	5	11			6
Sub-Total from Column 1	7	3			12
TOTAL	12	14			18

Office Use Only	Total Incident Time	1	2	3	4	5
		3	3 1/2			4 1/2

Supervisor Signature: _____

Child Abduction Time Study Worksheet

Employee: B. J. THELWY

Work Hours: 6:30-7:30 Day: Wed

Date: 11/24/04

Time	Case # or Activity	Category				
		1	2	3	4	5
0600-0615						
0615-0630						
0630-0645						I
0645-0700						I
0700-0715						I
0715-0730						I
0730-0745	<u>2004 090 5605</u>	I				
0745-0800		I				
0800-0815		I				
0815-0830	<u>2002 070 4017</u>	I				
0830-0845		I				
0845-0900		I				
0900-0915	<u>CEVP</u>					I
0915-0930						I
0930-0945						I
0945-1000		I				
1000-1015		I				
1015-1030		I				
1030-1045		I				
1045-1100		I				
1100-1115		I				
1115-1130		I				
1130-1145		I				
1145-1200						I

Sub-Total

14				8
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- Category 1 Contact with children and other persons involved
- Category 2 Securing compliance utilizing court action
- Category 3 Physically recovering child(ren)
- Category 4 Training
- Category 5 Non-Abduction Related

See reverse for Category details)

Employee Signature: 

Time	Case # or Activity	Category				
		1	2	3	4	5
1200-1215						I
1215-1230						I
1230-1245						I
1245-1300						I
1300-1315		I				
1315-1330		I				
1330-1345		I				
1345-1400		I				
1400-1415		I				
1415-1430		I				
1430-1445		I				
1445-1500		I				
1500-1515		I				
1515-1530						I
1530-1545						I
1545-1600						I
1600-1615						I
1615-1630						I
1630-1645						I
1645-1700						I
1700-1715						I
1715-1730						I
1730-1745						I
1745-1800						I

	Category	1	2	3	4	5
Sub-Total this Column		9				13
Sub-Total from Column 1		14				8
TOTAL		23				21

Office Use Only

Total Days on Duty	5 3/4	5 1/4
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Supervisor Signature: _____

Child Abduction Time Study Weekly Individual Totals

Employee: Cardott

Week of: 11/22/04 through 11/26/04

Total Hours for the Week by Category

	1	2	3	4	5	
Monday	7.5	2.5			1	11
Tuesday	7.25	1.5			3.	11.75
Wednesday					10.	10
Thursday					10.	10
Friday						
Saturday		2.0	<i>see overtime slip - 2</i>			
Sunday						
TOTAL	14.75	6.0			24.	44.75

Child Abduction Time Study Worksheet

Employee: CARDOTT, PATRICE

Work Hours: 0700-1800

Day: MON.

Date: 11/22/04

Time	Case # or Activity	Category				
		1	2	3	4	5
0600-0615						
0615-0630						
0630-0645						
0645-0700						
0700-0715	B20040402277	↑				
0715-0730	S [REDACTED] / [REDACTED]	↑				
0730-0745						
0745-0800						
0800-0815						
0815-0830						
0830-0845						
0845-0900						
0900-0915						
0915-0930						
0930-0945						
0945-1000						
10-1015						
1015-1030						
1030-1045		↓				
1045-1100	B20041106790	↑				
1100-0015	[REDACTED] / V#5	↑				
1115-1130						
1130-1145						
1145-1200		↓				
-						
-						
-						
-						

Sub-Total 20 [] [] [] [] []

- Category 1 Contact with children and other persons involved
- Category 2 Securing compliance utilizing court action
- Category 3 Physically recovering child(ren)
- Category 4 Training
- Category 5 Non-Abduction Related

(See reverse for Category details)

Employee Signature: P. Cardott

Time	Case # or Activity	Category				
		1	2	3	4	5
1200-1215	[REDACTED]					↑
1215-1230	[REDACTED]					↑
1230-1245	[REDACTED]					↓
1245-1300						
1300-1315	ADDRESS E-MAILS	↑				
1315-1330	& PHONE MSGS	↓				
1330-1345	B20041006542	↑				
1345-1400	[REDACTED] / [REDACTED]					
1400-1415	& [REDACTED]					
1415-1430						
1430-1445						
1445-1500						
1500-1515						
1515-1530						↓
1530-1545	B20041107170		↑			
1545-1600	[REDACTED] / [REDACTED]					
1600-1615						
1615-1630						
1630-1645						
1645-1700						
1700-1715						
1715-1730						
1730-1745						
1745-1800						↓
-						
-						
-						
-						

Category	1	2	3	4	5
Sub-Total this Column	10	10			4
Sub-Total from Column 1	20	0			0
TOTAL	30	10			4

Once Use Only (Not to be used by more than one person)

Supervisor Signature: _____

Child Abduction Time Study Worksheet

Employee: CARDOTT, PATRICE Work Hours: 0700-1800 Day: TUES. Date: 11/23/04

Time	Case # or Activity	Category				
		1	2	3	4	5
0600-0615						
0615-0630						
0630-0645						
0645-0700						
0700-0715	B20041006542	↑				
0715-0730	[REDACTED] / A [REDACTED]	↓				
0730-0745	# W [REDACTED]					
0745-0800						
0800-0815						
0815-0830						
0830-0845		↓				
0845-0900	B20040906173	↑				
0900-0915	K / A [REDACTED]	↓				
0915-0930						
0930-0945						
0945-1000						
1000-1015						
1015-1030		↓				
1030-1045			↑			
1045-1100			↓			
1100-0015						
1115-1130	BREAK					X
1130-1145	LUNCH					↑
1145-1200						↓
-		14	3			3
-						
-						
-						
-						

Sub-Total

14	3			3
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- Category 1 Contact with children and other persons involved
- Category 2 Securing compliance utilizing court action
- Category 3 Physically recovering child(ren)
- Category 4 Training
- Category 5 Non-Abduction Related

(See reverse for Category details)

Employee Signature: P. Cardott

Time	Case # or Activity	Category				
		1	2	3	4	5
1200-1215	LUNCH					↑
1215-1230						↓
1230-1245						↑
1245-1300	DEPT OFFICER					↓
1300-1315						
1315-1330						
1330-1345						
1345-1400						
1400-1415						↓
1415-1430	B20041107170	↑				
1430-1445	[REDACTED] / S [REDACTED]	↓				
1445-1500						
1500-1515						
1515-1530						
1530-1545						
1545-1600						
1600-1615						
1615-1630						
1630-1645						
1645-1700						
1700-1715						
1715-1730		↓				
1730-1745	CHECK E-MAILS					
1745-1800	AND PHONE MSGS	↓				
-						
-						
-						
-						
-						

Category	1	2	3	4	5
Sub-Total this Column	15	3			9
Sub-Total from Column 1	14	3			3
TOTAL	29	3			12

Office Use Only

Supervisor Signature: _____

Child Abduction Time Study Worksheet

Employee: CARDOTT, PATRICE

Work Hours: 0700-1800

Day: WED.

Date: 11.24.04

Time	Case # or Activity	Category				
		1	2	3	4	5
0600-0615						
0615-0630						
0630-0645						
0645-0700						
0700-0715						↑
0715-0730						↑
0730-0745	DAY					↑
0745-0800						↑
0800-0815						↑
0815-0830	OFF					↑
0830-0845						↑
0845-0900						↑
0900-0915						↑
0915-0930						↑
0930-0945						↑
0945-1000						↑
1000-1015						↑
1015-1030						↑
1030-1045						↑
1045-1100						↑
1100-0015						↑
1115-1130						↑
1130-1145						↑
1145-1200						↓
-						
-						
-						
-						

Time	Case # or Activity	Category				
		1	2	3	4	5
1200-1215						
1215-1230						
1230-1245						
1245-1300						
1300-1315						↑
1315-1330						↑
1330-1345						↑
1345-1400						↑
1400-1415						↑
1415-1430						↑
1430-1445						↑
1445-1500						↑
1500-1515						↑
1515-1530						↑
1530-1545						↑
1545-1600						↑
1600-1615						↑
1615-1630						↑
1630-1645						↑
1645-1700						↑
1700-1715						↑
1715-1730						↑
1730-1745						↑
1745-1800						↓
-						
-						
-						
-						

Sub-Total

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- Category 1 Contact with children and other persons involved
- Category 2 Securing compliance utilizing court action
- Category 3 Physically recovering child(ren)
- Category 4 Training
- Category 5 Non-Abduction Related

(See reverse for Category details)

Employee Signature: P. Cardott

Category	1	2	3	4	5
Sub-Total this Column					
Sub-Total from Column 1					
TOTAL					
Office Use Only					10

Supervisor Signature: _____

Child Abduction Time Study Worksheet

Employee: CARDOTT, PATRICE

Work Hours: 0700-1800

Day: THURS.

Date: 11/25/04

Time	Case # or Activity	Category				
		1	2	3	4	5
0600-0615						
0615-0630						
0630-0645						
0645-0700						
0700-0715						
0715-0730						
0730-0745	HOLIDAY DAY					
0745-0800						
0800-0815						
0815-0830						
0830-0845						
0845-0900						
0900-0915						
0915-0930						
0930-0945						
0945-1000						
1000-1015						
1015-1030						
1030-1045						
1045-1100						
1100-1115						
1115-1130						
1130-1145						
1145-1200						

Time	Case # or Activity	Category				
		1	2	3	4	5
1200-1215						
1215-1230						
1230-1245						
1245-1300						
1300-1315						
1315-1330						
1330-1345						
1345-1400						
1400-1415						
1415-1430						
1430-1445						
1445-1500						
1500-1515						
1515-1530						
1530-1545						
1545-1600						
1600-1615						
1615-1630						
1630-1645						
1645-1700						
1700-1715						
1715-1730						
1730-1745						
1745-1800						

Sub-Total

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- Category 1 Contact with children and other persons involved
- Category 2 Securing compliance utilizing court action
- Category 3 Physically recovering child(ren)
- Category 4 Training
- Category 5 Non-Abduction Related

(See reverse for Category details)

Category	1	2	3	4	5
Sub-Total this Column					
Sub-Total from Column 1					
TOTAL					

Office Use Only

Employee Signature: P. Cardott

Supervisor Signature: _____