



CDSS

WILL LIGHTBOURNE  
DIRECTOR

STATE OF CALIFORNIA—HEALTH AND HUMAN SERVICES AGENCY  
**DEPARTMENT OF SOCIAL SERVICES**  
744 P Street • Sacramento, CA 95814 • [www.cdss.ca.gov](http://www.cdss.ca.gov)



EDMUND G. BROWN JR.  
GOVERNOR

July 16, 2013

COUNTY FISCAL LETTER (CFL) NO. 13/14-03

TO: ALL COUNTY WELFARE DIRECTORS  
ALL COUNTY FISCAL OFFICERS  
ALL COUNTY AUDITOR CONTROLLERS  
ALL COUNTY PROBATION OFFICERS

SUBJECT: FISCAL POLICY BUREAU (FPB) COUNTY ASSIGNMENTS

This CFL is to provide counties with an updated county assignment list that provides the FPB contact for each county and to highlight their roles and responsibilities within the California Department of Social Services (CDSS) organization. This letter also provides counties guidance on which types of questions should be directed to the FPB.

The FPB is responsible for the establishment and maintenance of fiscal claiming policies in support of CDSS programs. In this capacity, the FPB develops new and revised claiming instructions for county services, administration and assistance expenditures. The FPB analysts answer county claiming questions to clarify state and federal funding regulations, claiming codes, and allowable costs/activities.

The attachment to this CFL contains a list of the counties assigned to each FPB analyst. Due to changes in staffing, this list has been revised from the version issued in CFL No. 12/13-01 dated July 25, 2012, and will continue to be updated annually and issued via CFL. The county assignments will allow the FPB analysts to better serve their assigned counties and develop a rapport through consistent contact and feedback. If the primary assigned analyst cannot be reached, the back-up analyst may be contacted. Additionally, counties may contact the FPB main phone line at (916) 657-3440 for assistance. The FPB will work with the County Welfare Directors Association to distribute any updates to the analyst contact information that occur throughout the year.

Below are some examples of topics and types of questions that should be directed to the FPB analysts. Please note that this list is not exhaustive but only meant to provide guidance:

Example 1: Which CFL can give further information on Probation Title IV-E codes?

CFL 13/14-03  
Page Two

Example 2: Is it true that program code (PC) XX2 does not have a county share?  
Do PC XX3 and PC XX4 have a 7.5 percent county share?

Example 3: Are there specific requirements or restrictions on the California Work  
Opportunity and Responsibility to Kids program funds?

If you have any questions regarding this letter, please contact your assigned FPB  
analyst or the FPB main phone line at (916) 657-3440 for assistance.

Sincerely,

***Original Document Signed By:***

LILIA YOUNG  
Chief  
Estimates Branch

Attachment

California Department of Social Services  
 Fiscal Policy Bureau (FPB) Analyst Assignments  
 As of July 01, 2013

<b>FPB Analyst</b>	<b>Assigned Counties</b>
<b>Paige Swarbrick</b> (916) 651-1090 <a href="mailto:Paige.Swarbrick@dss.ca.gov">Paige.Swarbrick@dss.ca.gov</a> Back-up contact: LaFatima Jones*	Alpine • Kings • Los Angeles Mono • Nevada • San Benito • Trinity • Tuolumne
<b>Elani Flores</b> (916) 654-0690 <a href="mailto:Elani.Flores@dss.ca.gov">Elani.Flores@dss.ca.gov</a> Back-up contact: Brian Kaiser*	Amador • Merced • Plumas San Diego • San Joaquin • Santa Clara • Shasta Solano • Yolo
<b>Shirell Naidu</b> (916) 651-1310 <a href="mailto:Shirell.Naidu@dss.ca.gov">Shirell.Naidu@dss.ca.gov</a> Back-up contact: Linda Hall*	Calaveras • Del Norte • Fresno • Mariposa Madera • San Francisco • Santa Barbara • Sutter
<b>Linda Hall</b> (916) 657-1961 <a href="mailto:Linda.Hall@dss.ca.gov">Linda.Hall@dss.ca.gov</a> Back-up contact: Shirell Naidu*	Glenn • Kern • Mendocino • Modoc Napa • San Bernardino • Sierra Tehama
<b>Chamere Lee</b> (916) 651-0308 <a href="mailto:Chamere.Lee@dss.ca.gov">Chamere.Lee@dss.ca.gov</a> Back-up contact: Elani Flores*	Butte • Colusa • Humboldt • Lassen Orange • Sacramento San Luis Obispo • Siskiyou
<b>Brian Kaiser</b> (916) 651-6806 <a href="mailto:Brian.Kaiser@dss.ca.gov">Brian.Kaiser@dss.ca.gov</a> Back-up contact: Chamere Lee*	El Dorado • Inyo Lake • Riverside • San Mateo Santa Cruz • Tulare • Ventura • Yuba
<b>LaFatima Jones</b> (916) 651-5642 <a href="mailto:LaFatima.Jones@dss.ca.gov">LaFatima.Jones@dss.ca.gov</a> Back-up contact: Paige Swarbrick*	Alameda • Contra Costa • Imperial • Marin Monterey • Placer • Sonoma • Stanislaus

\*If neither of the FPB contacts is available, please contact the FPB main line at (916) 657-3440.