



CDSS

WILL LIGHTBOURNE
DIRECTOR

STATE OF CALIFORNIA—HEALTH AND HUMAN SERVICES AGENCY
DEPARTMENT OF SOCIAL SERVICES

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EDMUND G. BROWN JR.
GOVERNOR

November 22, 2013

COUNTY FISCAL LETTER (CFL) NO. 13/14-31

TO: ALL FOOD BANK EXECUTIVE DIRECTORS

SUBJECT: FEDERAL FISCAL YEAR (FFY) 2014 EMERGENCY FOOD ASSISTANCE PROGRAM (EFAP) PLANNING ALLOCATION

The purpose of this letter is to release the FFY 2014 EFAP Planning Allocation. The federal government has not passed a federal budget and is operating under a Continuing Resolution; therefore the EFAP has only received a portion of the administrative funding. Once the federal budget is passed, the allocations will be updated and a final allocation will be released. The county 60/40 percentages are updated to reflect this year's unemployment and poverty numbers. The planning allocation amount of the EFAP budget is \$6,158,505.

The amount of funding each food bank will receive is determined by allocating each food bank a base of \$40,000 and then applying the 60/40 formula. The 60/40 formula is based 60 percent on the number of persons in households within the county having incomes below the federal poverty level (based on the 2010 census data) and 40 percent on the number of unemployed persons within the county (obtained yearly from Employment Development Department).

Food banks are entitled to receive reimbursement for expenses directly related to the administration of EFAP in their service area. Food banks must include all program costs in their claims for reimbursement, even if they exceed their tentative reimbursement amount. Food banks must maintain California Department of Social Services (CDSS) required financial records documenting all EFAP related administrative expenses. Financial documentation will be reviewed during compliance monitoring visits and may also be reviewed upon request. Food banks must submit by mail the CDSS approved Request for Reimbursement of Expenses form. In order to be processed, the form requires an original signature when submitted. All claims must be submitted with acceptable documentation of allowable program expenditures. A separate request package must be submitted for each quarter in which expenses are incurred. Acceptable documentation to support expenditures includes:

- A description of the allocation methodology used to calculate the expenses; and
- A copy of the food bank's accounting ledger pertinent to EFAP costs; or
- An appropriate summary of expenses for the submitted quarter; or,
- A print-out from an automated software program that summarizes EFAP expenses.

The administrative funding should be used for the following purposes as outlined in Section 17.5 of the EFAP Policy and Procedures Manual:

- Intrastate transportation, storage, handling, distribution, repackaging, and processing;
- Salaries of persons directly administering program and program-related expenses;
- Fringe benefits and travel expenses;
- Rent and utilities;
- Accounting, auditing, and other administrative services;
- Computer services;
- Costs related to EFAP training;
- Costs associated with determination of eligibility, verification, and documentation;
- Costs associated with providing information to persons receiving U.S. Department of Agriculture (USDA) commodities regarding proper storage and preparation;
- Costs for publication of times and locations of distributions (7 CFR, 250.15(f) and 251.8(e)(1)(iv)); and
- Meals provided to volunteers, i.e., non-salaried staff, for services rendered during the distribution of USDA commodities. Meal cost must be reasonable and adequately documented with volunteer's name, hours worked, receipts, invoices, or other evidence of the cost of providing meals, and the volunteer's signature for each meal received.

Please see the attached spreadsheet for your food bank's planning allocation. Once the federal budget is passed the allocations will be updated and a final allocation will be sent.

If you have any questions please contact Don Williams, EFAP Manager, at (916) 229-3336 or via email at Don.Williams@dss.ca.gov or Valerie Wilkerson, Fiscal Liaison, at (916) 229-4795 or via email at Valerie.Wilkerson@dss.ca.gov.

Sincerely,

Original Document Signed By:

SABRINA SASSMAN, CHIEF
Welfare Fraud and Emergency Food Assistance Program Bureau

Attachment

c: EFAP Coordinators
Sue Sigler, CAFB

Catalog of Federal Domestic Assistance # 10.568

County	MOU #	60/40 Percentage	Base	60/40 Funding	Total Annual Allocation
Alameda	10-6024	3.30%	\$40,000	\$41,598	\$81,598
Amador	10-6025	0.09%	\$40,000	\$1,134	\$41,134
Butte	10-6026	0.96%	\$40,000	\$12,101	\$52,101
Calaveras	10-6027	0.11%	\$40,000	\$1,387	\$41,387
Contra Costa/Solano	10-6028	3.09%	\$40,000	\$38,951	\$78,951
Del Norte	10-6029	0.11%	\$40,000	\$1,387	\$41,387
El Dorado/Alpine	10-6030	0.35%	\$40,000	\$4,412	\$44,412
Fresno	10-6031	3.66%	\$40,000	\$46,136	\$86,136
Humboldt	10-6032	0.42%	\$40,000	\$5,294	\$45,294
Imperial	10-6033	0.91%	\$40,000	\$11,471	\$51,471
Inyo/Mono	10-6034	0.08%	\$40,000	\$1,008	\$41,008
Kern	10-6035	3.20%	\$40,000	\$40,337	\$80,337
Kings	10-6036	0.53%	\$40,000	\$6,681	\$46,681
Lake	10-6037	0.24%	\$40,000	\$3,025	\$43,025
Lassen/Modoc	10-6038	0.14%	\$40,000	\$1,765	\$41,765
Los Angeles (FBSC)	10-6039	11.25%	\$40,000	\$141,810	\$181,810
Los Angeles (RFB)	10-6040	17.60%	\$40,000	\$221,854	\$261,854
Madera	10-6041	0.54%	\$40,000	\$6,807	\$46,807
Mendocino	10-6043	0.26%	\$40,000	\$3,277	\$43,277
Merced/Mariposa	10-6044	1.15%	\$40,000	\$14,496	\$54,496
Monterey	10-6045	1.34%	\$40,000	\$16,891	\$56,891
Napa	10-6046	0.26%	\$40,000	\$3,277	\$43,277
Nevada	10-6047	0.21%	\$40,000	\$2,647	\$42,647
Orange (CAP)	10-6048	2.79%	\$40,000	\$35,169	\$75,169
Orange (SHFB)	10-6049	3.40%	\$40,000	\$42,858	\$82,858
Placer	10-6050	0.63%	\$40,000	\$7,941	\$47,941
Riverside	10-6051	5.84%	\$40,000	\$73,615	\$113,615
Sacramento (CFB)	10-6052	3.95%	\$40,000	\$49,791	\$89,791
San Benito	10-6053	0.16%	\$40,000	\$2,017	\$42,017
San Bernardino	10-6054	6.05%	\$40,000	\$76,262	\$116,262
San Diego	10-6055	7.34%	\$40,000	\$92,523	\$132,523
San Francisco/ Marin	10-6056	2.18%	\$40,000	\$27,480	\$67,480
San Joaquin	10-6057	2.16%	\$40,000	\$27,228	\$67,228
San Luis Obispo	10-6058	0.64%	\$40,000	\$8,067	\$48,067
Santa Barbara	10-6059	1.10%	\$40,000	\$13,866	\$53,866
Santa Clara/San Mateo	10-6060	4.59%	\$40,000	\$57,859	\$97,859
Santa Cruz	10-6061	0.76%	\$40,000	\$9,580	\$49,580
Shasta	10-6062	0.54%	\$40,000	\$6,807	\$46,807
Siskiyou	10-6063	0.14%	\$40,000	\$1,765	\$41,765
Sonoma	10-6064	0.98%	\$40,000	\$12,353	\$52,353
Stanislaus	10-6065	1.74%	\$40,000	\$21,933	\$61,933
Tehama	10-6066	0.21%	\$40,000	\$2,647	\$42,647
Trinity	10-6067	0.04%	\$40,000	\$504	\$40,504
Tulare	10-6068	1.83%	\$40,000	\$23,068	\$63,068
Tuolumne	10-6069	0.15%	\$40,000	\$1,891	\$41,891
Ventura	10-6070	1.81%	\$40,000	\$22,816	\$62,816
Yolo	10-6071	0.59%	\$40,000	\$7,437	\$47,437
Yuba/Sutter	10-6072	0.57%	\$40,000	\$7,185	\$47,185
Food Bank Total			\$1,920,000		\$3,180,410
Food Bank Allocation					\$3,180,410
California Emergency Foodlink	10-6023				\$2,378,095
State Operating Costs					\$600,000
Emergency Set Aside					\$0
TOTAL PLANNING BUDGET					\$6,158,505