STATE OF CALIFORNIA—HEALTH AND HUMAN SERVICES AGENCY
DEPARTMENT OF SOCIAL SERVICES
744 P Street • Sacramento, CA 95814 • *www.cdss.ca.gov*

CDSS
WILL LIGHTBOURNE
DIRECTOR

EDMUND G. BROWN JR.
GOVERNOR

February 24, 2015

COUNTY FISCAL LETTER (CFL) NO. 14/15-51

TO: ALL FOOD BANK EXECUTIVE DIRECTORS

SUBJECT: FEDERAL FISCAL YEAR (FFY) 2015 EMERGENCY FOOD ASSISTANCE PROGRAM (EFAP) PLANNING ALLOCATION

The purpose of this letter is to release the FFY 2015 EFAP Planning Allocation. At this time, the California Department of Social Services (CDSS) has only received a portion of the EFAP administrative funding; once all Federal funds are received, the allocations will be updated and a Final allocation letter will be released to all the food banks. The planning allocation amount of the EFAP budget is $6,587,275.

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 on 60 percent of the number of persons in households within the county having income below the federal poverty level (based on the 2010 census data) and 40 percent of the number of unemployed persons within the county (obtained yearly from Employment Development Department). The county 60/40 percentages have been updated to reflect this year's unemployment and poverty numbers.

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. The CDSS requires Food banks to maintain 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 to CDSS a completed Request for Reimbursement of Expenses form (EFAP 4). In order to be processed, the form requires an original signature when submitted to CDSS. 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 must 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 to all food banks.

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 Vincent Schenck, Fiscal Liaison, at (916) 229-3338 or via email at Vincent.Schenck@dss.ca.gov.

Sincerely,

Original Document Signed By:

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

Attachment

c: EFAP Coordinators

FFY 2015 EMERGENCY FOOD ASSISTANCE PROGRAM PLANNING ALLOCATION **Attachment**

Catalog of Federal Domestic Assistance #10.568

County	MOU #	Base	60/40 Percentage	60/40 Funding	Total Annual Allocation
Alameda	10-6024	$40,000	3.24%	$39,517	$79,517
Amador	10-6025	$40,000	0.09%	$1,098	$41,098
Butte	10-6026	$40,000	0.95%	$11,587	$51,587
Calaveras	10-6027	$40,000	0.11%	$1,342	$41,342
Contra Costa/Solano	10-6028	$40,000	3.03%	$36,955	$76,955
Del Norte	10-6029	$40,000	0.11%	$1,342	$41,342
El Dorado/Alpine	10-6030	$40,000	0.35%	$4,269	$44,269
Fresno	10-6031	$40,000	3.66%	$44,639	$84,639
Humboldt	10-6032	$40,000	0.41%	$5,001	$45,001
Imperial	10-6033	$40,000	0.92%	$11,221	$51,221
Inyo/Mono	10-6034	$40,000	0.08%	$976	$40,976
Kern (CAP)	10-6035	$40,000	3.23%	$39,395	$79,395
Kings	10-6036	$40,000	0.53%	$6,464	$46,464
Lake	10-6037	$40,000	0.24%	$2,927	$42,927
Lassen/Modoc	10-6038	$40,000	0.13%	$1,586	$41,586
Los Angeles (FBSC)	10-6039	$40,000	11.54%	$140,748	$180,748
Los Angeles (RFB)	10-6040	$40,000	18.04%	$220,025	$260,025
Madera	10-6041	$40,000	0.54%	$6,586	$46,586
Mendocino	10-6043	$40,000	0.26%	$3,171	$43,171
Merced/Mariposa	10-6044	$40,000	1.16%	$14,148	$54,148
Monterey	10-6045	$40,000	1.35%	$16,465	$56,465
Napa	10-6046	$40,000	0.25%	$3,049	$43,049
Nevada	10-6047	$40,000	0.21%	$2,561	$42,561
Orange (CAP)	10-6048	$40,000	2.73%	$33,297	$73,297
Orange (SHFB)	10-6049	$40,000	3.34%	$40,736	$80,736
Placer	10-6050	$40,000	0.61%	$7,440	$47,440
Riverside	10-6051	$40,000	5.80%	$70,740	$110,740
Sacramento (CFB)	10-6052	$40,000	3.90%	$47,566	$87,566
San Benito	10-6053	$40,000	0.16%	$1,951	$41,951
San Bernardino	10-6054	$40,000	6.01%	$73,301	$113,301
San Diego	10-6055	$40,000	7.27%	$88,669	$128,669
San Francisco/ Marin	10-6056	$40,000	2.12%	$25,857	$65,857
San Joaquin	10-6057	$40,000	2.14%	$26,101	$66,101
San Luis Obispo	10-6058	$40,000	0.63%	$7,684	$47,684
Santa Barbara	10-6059	$40,000	1.09%	$13,294	$53,294
Santa Clara/San Mateo	10-6060	$40,000	4.50%	$54,884	$94,884
Santa Cruz	10-6061	$40,000	0.76%	$9,269	$49,269
Shasta	10-6062	$40,000	0.52%	$6,342	$46,342
Siskiyou	10-6063	$40,000	0.14%	$1,708	$41,708
Sonoma	10-6064	$40,000	0.94%	$11,465	$51,465
Stanislaus	10-6065	$40,000	1.74%	$21,222	$61,222
Tehama	10-6066	$40,000	0.21%	$2,561	$42,561
Trinity	10-6067	$40,000	0.04%	$488	$40,488
Tulare	10-6068	$40,000	1.84%	$22,442	$62,442
Tuolumne	10-6069	$40,000	0.15%	$1,829	$41,829
Ventura	10-6070	$40,000	1.79%	$21,832	$61,832
Yolo	10-6071	$40,000	0.58%	$7,074	$47,074
Yuba/Sutter	10-6072	$40,000	0.56%	$6,830	$46,830
Food Bank Total			100.00%		$3,139,654
Food Bank Allocaton					$3,139,654
California Emergency Foodlink	10-6023				$2,347,621
State Operating Costs					$600,000
Emergency Set Aside					$500,000
TOTAL PLANNING BUDGET					$6,587,275