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

January 29, 2016

COUNTY FISCAL LETTER (CFL) NO. 15/16-42

TO: ALL FOOD BANK EXECUTIVE DIRECTORS

SUBJECT: FEDERAL FISCAL YEAR (FFY) 2016 EMERGENCY FOOD ASSISTANCE PROGRAM (EFAP) PLANNING ALLOCATION

The purpose of this letter is to release the FFY 2016 EFAP Planning Allocation. At this time, the California Department of Social Services (CDSS) has only received a portion of the EFAP administrative funding. The planning allocation amount of the EFAP budget is $7,203,963.

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 allowed 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:

- 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. The CDSS will send the final allocation letter once USDA releases the final amounts of the EFAP administrative funding.

If you have any questions please contact Don Williams, EFAP Program Manager at (916) 229-3336 or by email at Don.Williams@dss.ca.gov or Vincent Schenck, EFAP Fiscal Liaison at (916) 229-3338 or by email at Vincent.Schenck@dss.ca.gov.

Sincerely,

Original Document Signed By:

MICHAEL COLEMAN, ACTING CHIEF
Welfare Fraud and Emergency Food Assistance Program Bureau

Attachment

c: EFAP Coordinators

FFY 2016 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	15-MOU-00105	$40,000	3.20%	$50,320	$90,320
Amador	15-MOU-00107	$40,000	0.08%	$1,258	$41,258
Butte	15-MOU-00108	$40,000	0.95%	$14,939	$54,939
Calaveras	15-MOU-00109	$40,000	0.10%	$1,573	$41,573
Contra Costa/Solano	15-MOU-00110	$40,000	3.01%	$47,332	$87,332
Del Norte	15-MOU-00112	$40,000	0.10%	$1,573	$41,573
El Dorado/Alpine	15-MOU-00113	$40,000	0.33%	$5,189	$45,189
Fresno	15-MOU-00114	$40,000	3.72%	$58,497	$98,497
Humboldt	15-MOU-00115	$40,000	0.41%	$6,447	$46,447
Imperial	15-MOU-00116	$40,000	0.99%	$15,568	$55,568
Inyo/Mono	15-MOU-00117	$40,000	0.08%	$1,258	$41,258
Kern (CAP)	15-MOU-00118	$40,000	3.28%	$51,578	$91,578
Kings	15-MOU-00119	$40,000	0.53%	$8,334	$48,334
Lake	15-MOU-00120	$40,000	0.24%	$3,774	$43,774
Lassen/Modoc	15-MOU-00121	$40,000	0.13%	$2,044	$42,044
Los Angeles (FBSC)	15-MOU-00122	$40,000	11.53%	$181,310	$221,310
Los Angeles (RFB)	15-MOU-00123	$40,000	18.03%	$283,522	$323,522
Madera	15-MOU-00124	$40,000	0.55%	$8,649	$48,649
Mendocino	15-MOU-00125	$40,000	0.25%	$3,931	$43,931
Merced/Mariposa	15-MOU-00126	$40,000	1.18%	$18,556	$58,556
Monterey	15-MOU-00127	$40,000	1.37%	$21,543	$61,543
Napa	15-MOU-00128	$40,000	0.25%	$3,931	$43,931
Nevada	15-MOU-00129	$40,000	0.20%	$3,145	$43,145
Orange (CAP)	15-MOU-00130	$40,000	2.74%	$43,087	$83,087
Orange (SHFB)	15-MOU-00131	$40,000	3.35%	$52,679	$92,679
Placer	15-MOU-00132	$40,000	0.60%	$9,435	$49,435
Riverside	15-MOU-00133	$40,000	5.81%	$91,362	$131,362
Sacramento (CFB)	15-MOU-00134	$40,000	3.88%	$61,013	$101,013
San Benito	15-MOU-00135	$40,000	0.16%	$2,516	$42,516
San Bernardino	15-MOU-00136	$40,000	5.99%	$94,193	$134,193
San Diego	15-MOU-00137	$40,000	7.19%	$113,063	$153,063
San Francisco/ Marin	15-MOU-00138	$40,000	2.11%	$33,180	$73,180
San Joaquin	15-MOU-00139	$40,000	2.16%	$33,966	$73,966
San Luis Obispo	15-MOU-00140	$40,000	0.62%	$9,750	$49,750
Santa Barbara	15-MOU-00141	$40,000	1.10%	$17,298	$57,298
Santa Clara/San Mateo	15-MOU-00142	$40,000	4.43%	$69,662	$109,662
Santa Cruz	15-MOU-00143	$40,000	0.76%	$11,951	$51,951
Shasta	15-MOU-00144	$40,000	0.52%	$8,177	$48,177
Siskiyou	15-MOU-00145	$40,000	0.14%	$2,202	$42,202
Sonoma	15-MOU-00146	$40,000	0.93%	$14,624	$54,624
Stanislaus	15-MOU-00147	$40,000	1.76%	$27,676	$67,676
Tehama	15-MOU-00148	$40,000	0.21%	$3,302	$43,302
Trinity	15-MOU-00149	$40,000	0.04%	$629	$40,629
Tulare	15-MOU-00150	$40,000	1.90%	$29,878	$69,878
Tuolumne	15-MOU-00151	$40,000	0.14%	$2,202	$42,202
Ventura	15-MOU-00152	$40,000	1.80%	$28,305	$68,305
Yolo	15-MOU-00153	$40,000	0.58%	$9,121	$49,121
Yuba/Sutter	15-MOU-00154	$40,000	0.57%	$8,963	$48,963
Food Bank Total			100.00%		$3,492,505
Food Bank Allocaton					$3,492,505
California Emergency Foodlink	15-MOU-00103				$2,611,458
State Operating Costs					$600,000
Emergency Set Aside					$500,000
TOTAL BUDGET					$7,203,963