



CDSS

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DIRECTOR

STATE OF CALIFORNIA—HEALTH AND HUMAN SERVICES AGENCY
DEPARTMENT OF SOCIAL SERVICES
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ARNOLD SCHWARZENEGGER
GOVERNOR

September 30, 2009

COUNTY FISCAL LETTER (CFL) No. 09/10-21

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

SUBJECT: ANNUAL TRAINING PLAN (ATP) AND SUPPORT STAFF TIME
REPORTING PLAN (SSTRP) DUE DATE CHANGE FOR FISCAL
YEAR 2009-10

The purpose of this CFL is to inform counties of the due date changes for submission of the Annual Training Plan (ATP) and the Support Staff Time Reporting Plan (SSTRP) for Fiscal Year 2009-10.

Annual Training Plan (ATP)

CFL 08/09-54 (June 25, 2009) extended the deadline for submission of the county ATPs to September 1, 2009. The revised form and instructions are still under development and review; therefore, the deadline for submission of the ATPs is extended to November 1, 2009.

Support Staff Time Reporting Plan (SSTRP)

Due to the effects of the budget crisis in California, the CDSS is extending the due date for submission of the SFY 2009-10 SSTRPs to October 15, 2009. Please refer to CFL No. 00/01-74, dated April 30, 2001, for instructions on the development and submission of the SSTRP. SSTRPs are required in order to comply with the State's federally approved Cost Allocation Plan (CAP), which requires counties to specify the level to which county clerical and administrative support staff will report their time. Please submit your SSTRP by October 15, 2009 to:

CDSS
County Systems & Policy Section
Fiscal Systems Bureau
744 P Street, M.S. 20-03
Sacramento, CA 95814

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Counties having any questions regarding this CFL should use the fiscal.systems@dss.ca.gov e-mail address to make any related inquiries.

Sincerely,

Original Document Signed By:

DIDI OKAMOTO, Chief
Fiscal Systems and Accounting Branch