



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

December 10, 2010

ERRATA

COUNTY FISCAL LETTER (CFL) NO. 10/11-26E

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

SUBJECT: ACCELERATED CLAIMING SCHEDULE TO MAXIMIZE AMERICAN RECOVERY AND REINVESTMENT ACT (ARRA) TEMPORARY ASSISTANCE FOR NEEDY FAMILIES (TANF) EMERGENCY CONTINGENCY FUND (ECF).

REFERENCE: CFL 10/11-26 DATED OCTOBER 28, 2010; CFL 10/11-16 DATED AUGUST 13, 2010; CFL 10/11-20 DATED SEPTEMBER 3, 2010; CFL 10/11-21 DATED SEPTEMBER 20, 2010; CFL 10/11-36 DATED NOVEMBER 16, 2010; CFL 10/11-39 DATED NOVEMBER 29, 2010

This letter is to inform counties of a change to the accelerated adjustment claims schedule specified in CFL 10/11-26 dated October 28, 2010. All other provisions of CFL 10/11-26 remain in effect.

Previously, counties were instructed to submit the March, June, and September 2010 quarters' adjustment claims before January 15, 2011. Subsequent to the release of CFL 10/11-26, the California Department of Social Services (CDSS) and the County Welfare Directors Association (CWDA) openly discussed the feasibility of requiring counties to submit the accelerated claims for all three quarters. The final claiming CFL for TANF ECF was released on September 3, 2010 in CFL 10/11-20. The last two CFLs with updated base year expenditures for TANF ECF Subsidized Employment (SE), CFL 10/11-16, and TANF ECF Non-Recurrent Short-Term Benefits (NSTB), CFL 10/11-21, were released on August 13, 2010 and September 20, 2010 respectively; therefore, the County Welfare Departments (CWDs) had the required information to properly claim all eligible TANF ECF SE and NSTB costs on their September 2010 original claim. For the June 2010 original claim, CDSS worked with the CWDs to reflect the changes required from these CFLs that were released after their claim was submitted. Based on this information and the request from CWDA, a decision was made to remove the June and September 2010 quarter adjustment claims from the accelerated schedule and only accelerate the March 2010 quarter adjustment claim. This policy change is contingent upon CDSS receiving a signed certification document from all 58 counties. Please see Attachment I.

The CDSS is requiring all counties to sign and email a certification document to fiscal.systems@dss.ca.gov by December 22, 2010. This document certifies that the county has claimed all eligible ARRA TANF ECF expenditures on the June and September 2010 original quarter claims and will not submit any requests for subsequent adjustments for TANF ECF. If all counties do not submit this certification by December 22, 2010, the June and September 2010 quarter adjustment claims will be processed on the accelerated schedule as reflected in CFL 10/11-26.

If all counties submit their certifications, the table below illustrates the revised due dates for the June and September 2010 adjustment quarters along with the December 2010, March 2011 and June 2011 current quarters:

CLAIM / QUARTER	DUE DATE FROM COUNTIES	RELEASE DATE OF TEMPLATE
March 2010 Adjustment Quarter	November 15, 2010 (accelerated due date)	October 28, 2010
December 2010 Current Quarter	January 31, 2010 (standard due date)	December 30, 2010
June 2010 Adjustment Quarter	April 1, 2011 (standard due date)	February 14, 2011
March 2011 Current Quarter	May 2, 2011 (standard due date)	March 31, 2011
September 2010 Adjustment Quarter	July 1, 2011 (standard due date)	May 12, 2011
June 2011 Current Quarter	August 1, 2011 (standard due date)	June 30, 2011

Any costs claimed in the adjustment claims for the **June, September and December 2010** quarters will be unallowable for ECF funding and counties must use their Single Allocation or other eligible fund sources to pay for these costs. Information regarding the TANF ECF closeout for SE was provided in CFL 10/11-36 dated November 16, 2010. Additional information regarding the closeout for TANF ECF NSTB was released in CFL 10/11-39 dated November 29, 2010.

Questions regarding this CFL should be directed to fiscal.systems@dss.ca.gov.

Sincerely,

Original Document Signed By:

DIANNE OKAMOTO, Chief
Fiscal Systems and Accounting Branch

Attachment

ATTACHMENT I

EXPENDITURE CERTIFICATION FOR
COUNTY WELFARE DEPARTMENT
EXPENSE CLAIM (CEC)

County _____

June, September and December 2010 Adjustment Quarters

COUNTY WELFARE DIRECTOR'S CERTIFICATION

I hereby certify, under penalty of perjury, that I am the official responsible for the administration of the public welfare programs in said county; that I have not violated any of the provisions of Code of Federal Regulations, 7 CFR, Part 3018 and 45 CFR, Part 93, regarding lobbying restrictions, or 45 CFR, Part 76, regarding governmentwide debarment and suspension, and Section 1090 to 1096, inclusive of the Government Code; that the amounts previously reported on the June and September 2010 CECs are properly chargeable as expenditures for administration of the welfare programs in accordance with all provisions of the Welfare and Institution Code and rules and regulations of the California Department of Social Services. I further certify that said County has claimed all American Recovery and Reinvestment Act (ARRA) Temporary Assistance for Needy Families (TANF) Emergency Contingency Fund (ECF) expenditures for the June and September 2010 quarter on the original claim that was submitted in August and October 2010 respectively and will not submit any subsequent requests for adjustments of TANF ECF expenditures for the June, September and December 2010 quarters.

SIGNATURE OF COUNTY WELFARE DIRECTOR	DATE
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COUNTY AUDITOR'S CERTIFICATION

I hereby certify, under penalty of perjury, that I am the official responsible for the examination and settlement of accounts; that I have not violated any of the provisions of Code of Federal Regulations, 7 CFR, Part 3018 and 45 CFR, Part 93, regarding lobbying restrictions, or 45 CFR, Part 76, regarding governmentwide debarment and suspension, and Sections 1090 to 1096, inclusive of the Government Code; that the expenditures previously reported on the June and September 2010 original claims have been authorized by the welfare director; and that warrants therefore have been issued or expenditures otherwise incurred according to law.

SIGNATURE OF COUNTY AUDITOR	DATE
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