



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



EDMUND G. BROWN JR.
GOVERNOR

April 28, 2011

COUNTY FISCAL LETTER (CFL) NO. 10/11-68

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

SUBJECT: CERTIFICATION DOCUMENT FOR AMERICAN RECOVERY AND
REINVESTMENT ACT (ARRA) TEMPORARY ASSISTANCE FOR
NEEDY FAMILIES (TANF) EMERGENCY CONTINGENCY FUND
(ECF) EXPENDITURES

REFERENCE: CFL 10/11-26E DATED DECEMBER 10, 2010; 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; CFL 02/03-12E DATED OCTOBER 7, 2002

This letter is to inform counties of a change to the certification document that the California Department of Social Services (CDSS) required all counties to sign and submit to fiscal.systems@dss.ca.gov by December 22, 2010 per CFL No. 10/11-26E. This document certified that the county had claimed all eligible ARRA TANF ECF expenditures on the June and September 2010 original quarter County Expense Claims (CEC) and would not submit any requests for subsequent adjustments for TANF ECF.

Some counties have not submitted their certification form as it would have precluded the county from submitting negative adjustments. However, the intent of the original certification was to prohibit any positive adjustments of TANF ECF expenditures for the June, September, and December 2010 quarters. Therefore, the certification form has been revised to clearly indicate that counties will not submit any additional positive adjustments. Please see attachment I for the revised certification letter.

The CDSS is requiring all counties that have not previously submitted a certification to sign and submit the revised certification to fiscal.systems@dss.ca.gov no later than May 15, 2011. This revised certification states that the county has claimed all eligible ARRA TANF ECF expenditures on the June, September, and December 2010 original

quarter claims and will not submit any additional requests for subsequent positive adjustments for TANF ECF.

Any positive adjustments included in the adjustment claims for the **June, September, and December 2010** quarters will be disallowed. Counties can choose to use their Single Allocation or other eligible fund sources to pay for these costs. Negative expenditures for June, September, and December 2010 quarters should be claimed in the appropriate adjustment claim. Please contact fiscal.systems@dss.ca.gov for any assistance required to claim these negative adjustments. Any subsequent negative adjustments that fall outside the normal nine month claiming time limit must be reported on the SOC 812, Abatement Not Processed through the CEC form. Counties normally apply abatements to the CEC in the quarter in which the abatement is received. However, the SOC 812 (as described in CFL No. 02/03-12) may be used in limited situations where abatements must be made but cannot be processed through the CEC within the normal nine month claiming time limit.

In addition, on March 11, 2011, the federal Administration for Children and Families issued Program Instructions TANF-ACF-PI-2011-05 for the TANF Emergency Request Form (OFA-100) with a final report due date of June 30, 2011.

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 positive 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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