



CDSS

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DIRECTOR

STATE OF CALIFORNIA—HEALTH AND HUMAN SERVICES AGENCY  
**DEPARTMENT OF SOCIAL SERVICES**  
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EDMUND G. BROWN JR.  
GOVERNOR

August 12, 2011

COUNTY FISCAL LETTER (CFL) NO. 11/12-09

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

SUBJECT: FEDERAL FUND MONITORING RESPONSIBILITIES FOR COUNTIES

As agents of the California Department of Social Services (CDSS) for the administration and delivery of federally funded programs, County Welfare Departments (CWDs) have certain responsibilities for monitoring the expenditures of federal funds. This CFL will provide a summary of the monitoring requirements pursuant to current federal law, regulations and the terms and conditions of the federal grant awards.

Annual Audit

Pursuant to the Single Audit Act and the Office of Management and Budget (OMB) Circular A-133, any nonfederal entity that expends a combined total of \$500,000 or more per year in federal funds for the purposes of carrying out federal programs must have an annual audit conducted. The funding threshold is the aggregate of funds from all federal sources.

The CWDs meet this criterion through the annual county-wide Single Audits that are submitted to CDSS via the State Controller's Office.

However, counties must ensure that all sub-recipients of federal funds complete the required audit. County sub-recipients include non-profit corporations who are foster care providers that operate group home and foster family agency programs and other community-based organizations that provide program services. A copy of the completed Financial Audit Report must be submitted to the county for review, as well as to the California Department of Social Services, Program and Financial Audits Bureau. Counties must also follow up on all adverse audit findings to ensure that corrections are implemented.

A complete and current copy of OMB A-133 is available at:

[http://www.whitehouse.gov/omb/financial\\_fin\\_single\\_audit](http://www.whitehouse.gov/omb/financial_fin_single_audit)

Please note that the Single Audit requirements do not apply to vendors that provide goods and services through a commercial or competitive contract.

### Debarment and Suspension

Pursuant to federal regulations, all vendors, their principals or affiliates or any sub-contractor that receive federal funds must be in good standing with the federal government. For federally funded agreements, each contractor (or vendor) that receives federal funds must certify, to the best of his/her knowledge and belief, that he/she and his/her principals or affiliates or any sub-contractor utilized under the agreement are not debarred or suspended from federal financial assistance programs and activities nor proposed for debarment, declared ineligible, or voluntarily excluded from participation in covered transactions by any federal department or agency. Prior to contract award, the county must verify that the contractor is not listed on the Excluded Parties Listing System (EPLS) (<http://www.epls.gov>) (Executive Order 12549, 7 CFR Part 3017, 45 CFR Part 76, and 44 CFR Part 17).

To ensure accuracy of the verification, counties should use the vendor's exact name and Social Security Number (SSN) or Taxpayer Identification Number (TIN) to perform the query. A copy of the query result should be printed and kept in the contract file as supporting documentation.

A contract cannot be awarded to a vendor that appears on the EPLS database as suspended or debarred.

### Catalog of Federal Domestic Assistance

Pursuant to OMB Circular A-133, all recipients and sub-recipients of federal funds must be provided the Catalog of Federal Domestic Assistance (CFDA) number at the time the contract is awarded. A list of the CFDA programs and the numbers for programs administered by the counties on behalf of CDSS is attached. In addition, CDSS has included this information on the allocation letters and the Statements of Cash Advance - AA-190 sent to the counties.

### Federal Funding Provisions

The links on the CDSS website are for the terms and conditions included with the grant award from the federal government for funds received by the CDSS. All of these grant funds are allocated or claimed by the CWDs. The terms and conditions are to be followed in conjunction with the regulations, All County Letters, and County Fiscal Letters issued to the counties by CDSS. The Federal Grant Awards Terms and

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Conditions may be viewed at:

<http://www.dss.cahwnet.gov/lettersnotices/default.htm>

If you have any questions regarding this CFL, please direct them to the Fiscal Systems Bureau at [fiscal.systems@dss.ca.gov](mailto:fiscal.systems@dss.ca.gov).

Sincerely,

***Original Document Signed By:***

DIANNE OKAMOTO, Chief  
Fiscal Systems and Accounting Branch

Attachment

**Attachment**

**California Department of Social Services  
Federal Grants and Awards  
Catalog of Federal Domestic Assistance (CFDA)  
July 2011**

CFDA Number	Program Title
10.551	Supplemental Nutrition Assistance Program (SNAP)
10.561	State Administrative Matching Grants for the Supplemental Nutrition Assistance Program
10.568	Emergency Food Assistance Program (Administrative Costs)
10.569	Emergency Food Assistance Program (Food Commodities)
93.556	Promoting Safe and Stable Families (PSSF)
93.558	Temporary Assistance for Needy Families (TANF)
93.566	Refugee and Entrant Assistance – State Administered Programs
93.576	Refugee and Entrant Assistance – Discretionary Grants
93.584	Refugee and Entrant Assistance – Targeted Assistance Grants
93.590	Community-Based Child Abuse Prevention Grants
93.599	Chafee Education and Training Vouchers Program (ETV)
93.603	Adoptions Incentive Payments
93.645	Child Welfare Services – State Grants
93.648	Child Welfare Research Training or Demonstration
93.658	Foster Care – Title IV-E
93.659	Adoption Assistance
93.667	Social Services Block Grant (Title XX)
93.669	Child Abuse and Neglect State Grants
93.674	Chafee Foster Care Independence Program
93.714	ARRA – Emergency Contingency Fund for Temporary Assistance For Needy Families (TANF) State Program