



WILL LIGHTBOURNE  
DIRECTOR

STATE OF CALIFORNIA—HEALTH AND HUMAN SERVICES AGENCY  
**DEPARTMENT OF SOCIAL SERVICES**  
744 P Street • Sacramento, CA 95814 • [www.cdss.ca.gov](http://www.cdss.ca.gov)



EDMUND G. BROWN JR.  
GOVERNOR

December 15, 2011

COUNTY FISCAL LETTER (CFL) NO. 11/12-31

TO: ALL FOOD BANK ADMINISTRATORS

SUBJECT: FEDERAL FISCAL YEAR (FFY) 2012 EMERGENCY FOOD  
ASSISTANCE PROGRAM (EFAP) PLANNING ALLOCATION

The purpose of this letter is to release the FFY 2012 EFAP Planning Allocations. In the past, the EFAP was able to continue operating when a federal budget was not passed by allocating a pro-rated amount to each food bank based on their annual allocation from the previous FFY. EFAP is continuing to utilize this methodology, however, county 60/40 percentages have been updated to reflect this year's unemployment and poverty numbers. Once the federal budget is passed your allocation will be updated and a final allocation will be released. The projected planning allocation amount of the EFAP budget is \$9,502,016.

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 60 percent on the number of persons in households within the county having incomes below the federal poverty level (based on the 2010 census data) and 40 percent on the number of unemployed persons within the county (obtained yearly from Employment Development Department).

Food banks are entitled 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. Food banks must maintain California Department of Social Services-required 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, the CDSS approved Request for Reimbursement of Expenses form. In order to be processed, the form requires an original signature when submitted. 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.

This administrative funding should be used for the following purposes as outlined in Section 17.5 of the EFAP Policy and Procedures Manual:

- Intrastate transportation, storage, handling, distribution, re-packaging, 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 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.

The federal government has not passed a federal budget and is currently operating under a Continuing Resolution, and the EFAP has only received a small portion of the budget. Due to this situation, EFAP cannot process any requests for advance at this time. Once the federal budget is passed, the allocations will be updated, the final allocation will be released, and advance requests can be made. Please see the attached spreadsheet for your food bank's planning allocation.

If you have any questions please contact Bob VanGundy, EFAP Manager, at (916) 229-3336 or via email at [Bob.Vangundy@dss.ca.gov](mailto:Bob.Vangundy@dss.ca.gov) or Valerie Wilkerson, Fiscal Liaison, at (916) 229-4795 or via email at [Valerie.Wilkerson@dss.ca.gov](mailto:Valerie.Wilkerson@dss.ca.gov).

Sincerely,

***Original Document Signed By:***

LORI STARNES, Chief  
Welfare Fraud and Emergency Food Assistance Program Bureau

Attachment

c: EFAP Coordinators  
Sue Sigler, CAFB

**FFY 2012 EMERGENCY FOOD ASSISTANCE PROGRAM PLANNING ALLOCATION**

Catalog of Federal Domestic Assistance # 10.568

County	MOU #	60/40 Percentage	Base	60/40 Funding	Total Annual Allocation
Alameda	10-6024	3.36268%	\$40,000	\$97,093	\$137,093
Amador	10-6025	0.09022%	\$40,000	\$2,605	\$42,605
Butte	10-6026	0.94949%	\$40,000	\$27,415	\$67,415
Calaveras	10-6027	0.11379%	\$40,000	\$3,286	\$43,286
Contra Costa/Solano	10-6028	3.12879%	\$40,000	\$90,340	\$130,340
Del Norte	10-6029	0.10254%	\$40,000	\$2,961	\$42,961
El Dorado/Alpine	10-6030	0.36310%	\$40,000	\$10,484	\$50,484
Fresno	10-6031	3.57085%	\$40,000	\$103,104	\$143,104
Humboldt	10-6032	0.41390%	\$40,000	\$11,951	\$51,951
Imperial	10-6033	0.85650%	\$40,000	\$24,730	\$64,730
Inyo/Mono	10-6034	0.07787%	\$40,000	\$2,248	\$42,248
Kern (CAP)	10-6035	3.15059%	\$40,000	\$90,970	\$130,970
Kings	10-6036	0.51699%	\$40,000	\$14,927	\$54,927
Lake	10-6037	0.24327%	\$40,000	\$7,024	\$47,024
Lassen/Modoc	10-6038	0.13783%	\$40,000	\$3,980	\$43,980
Los Angeles (FBSC)	10-6039	11.20710%	\$40,000	\$323,592	\$363,592
Los Angeles (RFB)	10-6040	17.52905%	\$40,000	\$506,129	\$546,129
Madera	10-6041	0.53644%	\$40,000	\$15,489	\$55,489
Mendocino	10-6043	0.26102%	\$40,000	\$7,537	\$47,537
Merced/Mariposa	10-6044	1.12105%	\$40,000	\$32,369	\$72,369
Monterey	10-6045	1.30502%	\$40,000	\$37,681	\$77,681
Napa	10-6046	0.26229%	\$40,000	\$7,573	\$47,573
Nevada	10-6047	0.21628%	\$40,000	\$6,245	\$46,245
Orange (CAP)	10-6048	2.84767%	\$40,000	\$82,223	\$122,223
Orange (SHFB)	10-6049	3.48049%	\$40,000	\$100,495	\$140,495
Placer	10-6050	0.64375%	\$40,000	\$18,588	\$58,588
Riverside	10-6051	5.82794%	\$40,000	\$168,275	\$208,275
Sacramento (CFB)	10-6052	3.98870%	\$40,000	\$115,169	\$155,169
San Benito	10-6053	0.16675%	\$40,000	\$4,815	\$44,815
San Bernardino	10-6054	6.08040%	\$40,000	\$175,564	\$215,564
San Diego	10-6055	7.29494%	\$40,000	\$210,633	\$250,633
San Francisco/ Marin	10-6056	2.23997%	\$40,000	\$64,676	\$104,676
San Joaquin	10-6057	2.13675%	\$40,000	\$61,696	\$101,696
San Luis Obispo	10-6058	0.64781%	\$40,000	\$18,705	\$58,705
Santa Barbara	10-6059	1.08553%	\$40,000	\$31,343	\$71,343
Santa Clara/San Mateo	10-6060	4.76716%	\$40,000	\$137,646	\$177,646
Santa Cruz	10-6061	0.74627%	\$40,000	\$21,548	\$61,548
Shasta	10-6062	0.54863%	\$40,000	\$15,841	\$55,841
Siskiyou	10-6063	0.14108%	\$40,000	\$4,074	\$44,074
Sonoma	10-6064	0.99201%	\$40,000	\$28,643	\$68,643
Stanislaus	10-6065	1.72260%	\$40,000	\$49,738	\$89,738
Tehama	10-6066	0.20627%	\$40,000	\$5,956	\$45,956
Trinity	10-6067	0.04527%	\$40,000	\$1,307	\$41,307
Tulare	10-6068	1.77258%	\$40,000	\$51,181	\$91,181
Tuolumne	10-6069	0.15251%	\$40,000	\$4,404	\$44,404
Ventura	10-6070	1.80497%	\$40,000	\$52,116	\$92,116
Yolo	10-6071	0.58231%	\$40,000	\$16,814	\$56,814
Yuba/Sutter	10-6072	0.56098%	\$40,000	\$16,198	\$56,198
<b>Food Bank Total</b>		100.00000%	\$1,920,000		\$4,807,381
				\$2,887,381	
<b>Food Bank Allocation</b>					\$4,807,381
<b>California Emergency Foodlink</b>	10-6023				\$3,594,635
<b>State Operating Costs</b>					\$600,000
<b>Emergency Set Aside</b>					\$500,000
<b>TOTAL EFAP BUDGET</b>					\$9,502,016