



CDSS

WILL LIGHTBOURNE
DIRECTOR

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

May 17, 2012

COUNTY FISCAL LETTER (CFL) 11/12-52

TO: ALL FOOD BANK EXECUTIVE DIRECTORS

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

REFERENCE: EFAP POLICY AND PROCEDURES MANUAL, SECTION 17.5

The EFAP is pleased to announce that President Obama has signed the 2012 Agriculture Appropriations bill. The bill provides the EFAP with funding for the purchase of United States Department of Agriculture (USDA) commodities, as well as administrative funding to help offset the costs associated with storage and transportation of the commodities.

For FFY 2012, funding for the purchase of commodities has been set at \$260.25 million. This is an increase from the \$248.5 million provided in FFY 2011. However, administrative funding was reduced nationally from last year's \$49.4 million to \$48.0 million for 2012. Although nationally administrative funding for EFAP decreased, California's share increased due to high poverty and unemployment numbers. This increase in California's share has resulted in a total of \$30,881,490 for the purchase of commodities and \$6,424,610 for administrative funding. As it has in the past, California has chosen the option to convert some of its commodity funds to administrative funds, providing an additional \$3,483,344. Therefore, after the conversion, a total of \$9,907,954 is available for EFAP administrative expenses, including funding for food banks, California Emergency Foodlink, and state administration.

The amount of administrative funding each food bank will receive is determined by allocating each food bank a base of \$40,000, then applying a 60/40 formula to the remaining funds. The 60/40 formula is based on 60 percent of 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 of the number of unemployed persons within the county (obtained annually from the 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 (CDSS)-required financial records documenting all EFAP-related

administrative expenses. Financial documentation will be reviewed during compliance monitoring visits and will also be reviewed during the year upon request. Food banks must submit by mail, the CDSS approved Request for Reimbursement of Expenses form with an original signature. All claims must be submitted with acceptable documentation of allowable program expenditures. 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.

The 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 the program and program-related expenses;
- Fringe benefits and travel expenses;
- Rent and utilities;
- Accounting, auditing, and other administrative services;
- Computer services;
- Costs related to EFAP training;
- Costs associated with determination of eligibility, verification, and documentation;
- Costs associated with providing information to persons receiving USDA commodities regarding proper storage and preparation;
- Costs for publication of times and locations of distributions;
- 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.

Please see the attached spreadsheet for your food bank's final administrative allocation. You may request an advance of up to 25 percent of your food bank's allocation. If you are interested in receiving an advance, please contact your Program Consultant who can provide you with the proper form.

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If you have any questions please contact Tracy McBroom, EFAP Section Chief, at (916) 229-3337 or via email at Tracy.McBroom@dss.ca.gov or Valerie Wilkerson, Fiscal Liaison, at (916) 229-4795 or via email at Valerie.Wilkerson@dss.ca.gov.

Sincerely,

Original Document Signed by:

TRACY L. MCBROOM, Chief
Welfare Fraud and Emergency Food Assistance Program Bureau

Attachment

c: Sue Sigler, CAFB
EFAP Coordinators

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	\$104,904	\$144,904
Amador	10-6025	0.09022%	\$40,000	\$2,815	\$42,815
Butte	10-6026	0.94949%	\$40,000	\$29,621	\$69,621
Calaveras	10-6027	0.11379%	\$40,000	\$3,550	\$43,550
Contra Costa/Solano	10-6028	3.12879%	\$40,000	\$97,607	\$137,607
Del Norte	10-6029	0.10254%	\$40,000	\$3,199	\$43,199
El Dorado/Alpine	10-6030	0.36310%	\$40,000	\$11,327	\$51,327
Fresno	10-6031	3.57085%	\$40,000	\$111,398	\$151,398
Humboldt	10-6032	0.41390%	\$40,000	\$12,912	\$52,912
Imperial	10-6033	0.85650%	\$40,000	\$26,720	\$66,720
Inyo/Mono	10-6034	0.07787%	\$40,000	\$2,429	\$42,429
Kern (CAP)	10-6035	3.15059%	\$40,000	\$98,287	\$138,287
Kings	10-6036	0.51699%	\$40,000	\$16,128	\$56,128
Lake	10-6037	0.24327%	\$40,000	\$7,589	\$47,589
Lassen/Modoc	10-6038	0.13783%	\$40,000	\$4,300	\$44,300
Los Angeles (FBSC)	10-6039	11.20710%	\$40,000	\$349,622	\$389,622
Los Angeles (RFB)	10-6040	17.52905%	\$40,000	\$546,845	\$586,845
Madera	10-6041	0.53644%	\$40,000	\$16,735	\$56,735
Mendocino	10-6043	0.26102%	\$40,000	\$8,143	\$48,143
Merced/Mariposa	10-6044	1.12105%	\$40,000	\$34,973	\$74,973
Monterey	10-6045	1.30502%	\$40,000	\$40,712	\$80,712
Napa	10-6046	0.26229%	\$40,000	\$8,183	\$48,183
Nevada	10-6047	0.21628%	\$40,000	\$6,747	\$46,747
Orange (CAP)	10-6048	2.84767%	\$40,000	\$88,837	\$128,837
Orange (SHFB)	10-6049	3.48049%	\$40,000	\$108,579	\$148,579
Placer	10-6050	0.64375%	\$40,000	\$20,083	\$60,083
Riverside	10-6051	5.82794%	\$40,000	\$181,811	\$221,811
Sacramento (CFB)	10-6052	3.98870%	\$40,000	\$124,433	\$164,433
San Benito	10-6053	0.16675%	\$40,000	\$5,202	\$45,202
San Bernardino	10-6054	6.08040%	\$40,000	\$189,687	\$229,687
San Diego	10-6055	7.29494%	\$40,000	\$227,576	\$267,576
San Francisco/ Marin	10-6056	2.23997%	\$40,000	\$69,879	\$109,879
San Joaquin	10-6057	2.13675%	\$40,000	\$66,659	\$106,659
San Luis Obispo	10-6058	0.64781%	\$40,000	\$20,209	\$60,209
Santa Barbara	10-6059	1.08553%	\$40,000	\$33,865	\$73,865
Santa Clara/San Mateo	10-6060	4.76716%	\$40,000	\$148,719	\$188,719
Santa Cruz	10-6061	0.74627%	\$40,000	\$23,281	\$63,281
Shasta	10-6062	0.54863%	\$40,000	\$17,115	\$57,115
Siskiyou	10-6063	0.14108%	\$40,000	\$4,401	\$44,401
Sonoma	10-6064	0.99201%	\$40,000	\$30,947	\$70,947
Stanislaus	10-6065	1.72260%	\$40,000	\$53,739	\$93,739
Tehama	10-6066	0.20627%	\$40,000	\$6,435	\$46,435
Trinity	10-6067	0.04527%	\$40,000	\$1,412	\$41,412
Tulare	10-6068	1.77258%	\$40,000	\$55,298	\$95,298
Tuolumne	10-6069	0.15251%	\$40,000	\$4,758	\$44,758
Ventura	10-6070	1.80497%	\$40,000	\$56,309	\$96,309
Yolo	10-6071	0.58231%	\$40,000	\$18,166	\$58,166
Yuba/Sutter	10-6072	0.56098%	\$40,000	\$17,501	\$57,501
Food Bank Total		100.00000%	\$1,920,000	\$3,119,647	\$5,039,647
Food Bank Allocation					\$5,039,647
California Emergency Foodlink	10-6023				\$3,768,307
State Operating Costs					\$600,000
Emergency Set Aside					\$500,000
TOTAL EFAP BUDGET					\$9,907,954