



CDSS

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



EDMUND G. BROWN JR.
GOVERNOR

November 9, 2012

COUNTY FISCAL LETTER (CFL) NO. 12/13-22

TO: ALL FOOD BANK EXECUTIVE DIRECTORS

SUBJECT: FEDERAL FISCAL YEAR (FFY) 2013 EMERGENCY FOOD
ASSISTANCE PROGRAM (EFAP) PLANNING ALLOCATION

The purpose of this letter is to release the FFY 2013 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. The EFAP is continuing to utilize this methodology, however, the county 60/40 percentages are updated to reflect this year's unemployment and poverty numbers and the conversion funding is not included in the total allocation. Once the federal budget is passed the allocation will be updated and a final allocation will be released. The projected planning allocation amount of the EFAP budget is \$6,424,607.

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 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 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.

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, repackaging, 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 operating under a Continuing Resolution; therefore, the EFAP has only received a portion of the budget. Due to this situation, requests for a cash advance will require written justification and will be approved by CDSS on a case by case basis. Please contact your Program Consultant for the cash advance form. Please see the attached spreadsheet for your food bank's planning allocation. Once the federal budget is passed the allocations will be updated and a final allocation will be sent.

CFL No. 12/13-22
Page Three

If you have any questions please contact Don Williams, EFAP Manager, at (916) 229-3336 or via email at Don.Williams@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:

SABRINA SASSMAN, Chief
Welfare Fraud and Emergency Food Assistance Program Bureau

Attachment

c: EFAP Coordinators
Sue Sigler, CAFB

FFY 2013 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	3.31%	\$40,000	\$46,759	\$86,759
Amador	10-6025	0.09%	\$40,000	\$1,271	\$41,271
Butte	10-6026	0.96%	\$40,000	\$13,562	\$53,562
Calaveras	10-6027	0.11%	\$40,000	\$1,554	\$41,554
Contra Costa/Solano	10-6028	3.10%	\$40,000	\$43,793	\$83,793
Del Norte	10-6029	0.10%	\$40,000	\$1,413	\$41,413
El Dorado/Alpine	10-6030	0.35%	\$40,000	\$4,944	\$44,944
Fresno	10-6031	3.62%	\$40,000	\$51,139	\$91,139
Humboldt	10-6032	0.42%	\$40,000	\$5,933	\$45,933
Imperial	10-6033	0.88%	\$40,000	\$12,431	\$52,431
Inyo/Mono	10-6034	0.08%	\$40,000	\$1,130	\$41,130
Kern	10-6035	3.17%	\$40,000	\$44,782	\$84,782
Kings	10-6036	0.52%	\$40,000	\$7,346	\$47,346
Lake	10-6037	0.24%	\$40,000	\$3,390	\$43,390
Lassen/Modoc	10-6038	0.14%	\$40,000	\$1,978	\$41,978
Los Angeles (FBSC)	10-6039	11.33%	\$40,000	\$160,055	\$200,055
Los Angeles (RFB)	10-6040	17.72%	\$40,000	\$250,324	\$290,324
Madera	10-6041	0.54%	\$40,000	\$7,628	\$47,628
Mendocino	10-6043	0.26%	\$40,000	\$3,673	\$43,673
Merced/Mariposa	10-6044	1.14%	\$40,000	\$16,104	\$56,104
Monterey	10-6045	1.32%	\$40,000	\$18,647	\$58,647
Napa	10-6046	0.26%	\$40,000	\$3,673	\$43,673
Nevada	10-6047	0.21%	\$40,000	\$2,967	\$42,967
Orange (CAP)	10-6048	2.80%	\$40,000	\$39,555	\$79,555
Orange (SHFB)	10-6049	3.43%	\$40,000	\$48,454	\$88,454
Placer	10-6050	0.63%	\$40,000	\$8,900	\$48,900
Riverside	10-6051	5.82%	\$40,000	\$82,217	\$122,217
Sacramento (CFB)	10-6052	3.97%	\$40,000	\$56,083	\$96,083
San Benito	10-6053	0.16%	\$40,000	\$2,260	\$42,260
San Bernardino	10-6054	6.02%	\$40,000	\$85,042	\$125,042
San Diego	10-6055	7.31%	\$40,000	\$103,266	\$143,266
San Francisco/ Marin	10-6056	2.20%	\$40,000	\$31,079	\$71,079
San Joaquin	10-6057	2.15%	\$40,000	\$30,372	\$70,372
San Luis Obispo	10-6058	0.64%	\$40,000	\$9,041	\$49,041
Santa Barbara	10-6059	1.09%	\$40,000	\$15,398	\$55,398
Santa Clara/San Mateo	10-6060	4.63%	\$40,000	\$65,406	\$105,406
Santa Cruz	10-6061	0.75%	\$40,000	\$10,595	\$50,595
Shasta	10-6062	0.54%	\$40,000	\$7,628	\$47,628
Siskiyou	10-6063	0.14%	\$40,000	\$1,978	\$41,978
Sonoma	10-6064	0.99%	\$40,000	\$13,985	\$53,985
Stanislaus	10-6065	1.73%	\$40,000	\$24,439	\$64,439
Tehama	10-6066	0.21%	\$40,000	\$2,967	\$42,967
Trinity	10-6067	0.05%	\$40,000	\$706	\$40,706
Tulare	10-6068	1.79%	\$40,000	\$25,287	\$65,287
Tuolumne	10-6069	0.15%	\$40,000	\$2,119	\$42,119
Ventura	10-6070	1.79%	\$40,000	\$25,287	\$65,287
Yolo	10-6071	0.58%	\$40,000	\$8,193	\$48,193
Yuba/Sutter	10-6072	0.56%	\$40,000	\$7,911	\$47,911
Food Bank Total		100.00%	\$1,920,000	\$1,412,664	\$3,332,664
Food Bank Allocation					\$3,332,664
California Emergency Foodlink	10-6023				\$2,491,943
State Operating Costs					\$600,000
Emergency Set Aside					\$0
TOTAL PLANNING BUDGET					\$6,424,607