

**DEPARTMENT OF SOCIAL SERVICES**

744 P Street, Sacramento, CA 95814



June 12, 2000

## REFUGEE COORDINATOR LETTER NO. 00-16

To: County Refugee Coordinators

This letter is to remind counties of the upcoming deadline for submittal of invoices against Federal Fiscal Year (FFY) 1998/99 Refugee Employment Social Services (RESS) and Targeted Assistance (TA) Program allocations. All final Claims for Reimbursement (RS 52s) on these funds must be submitted to the Refugee Programs Branch (RPB) by close of business on **August 30, 2000**. This requirement is in accordance with the Standard Terms and Conditions for RESS and TA funding which specify that the California Department of Social Services (CDSS) must submit final Financial Status Reports (SF 269s) on these grants by September 30, 2000. Any funds which the state does not claim by that date will be considered unobligated funds and will revert to the federal Office of Refugee Resettlement. Consequently, it is imperative that the RPB receive all final county invoices for FFY 1998/99 RESS and TA funds by the deadline in order to allow the CDSS Fund Accounting and Reporting Bureau sufficient time to pay the claims and prepare the final SF 269s. New, revised or supplemental claims on these allocations which are received after August 30, 2000 will not be paid with state or federal funds.

In addition, all claims against the FFY 1998/99 and 1999/2000 TA Discretionary Grants (Federal Grant No. 90RT0058/01-02) must be received in this office by close of business on **November 30, 2000**. Again, this date has been set to allow sufficient time for processing invoices and preparation of mandatory federal reports.

If you have any questions on this, please contact Phyllis Iwasaki, Manager of the Technical Services Bureau, at (916) 654-2387 or Brad Elftmann of her staff at (916) 654-7250.

Sincerely,

**Original signed by**Robert A. Barton, Chief  
Refugee Programs Branch