

DEPARTMENT OF SOCIAL SERVICES

744 P Street, Sacramento, CA 95814



September 21, 2004

REFUGEE COORDINATOR LETTER NUMBER 04-23

TO: COUNTY REFUGEE COORDINATORS

This letter is to remind counties of the upcoming September 30, 2004, deadline for expending Federal Fiscal Year (FFY) 2002 Refugee Employment and Social Services (RESS) and Targeted Assistance Formula (TA) funds. Reporting requirements are available in Refugee Coordinator Letter (RCL) Number 02-12, dated July 24, 2002, for RESS and RCL 02-20, dated August 15, 2002, for TA. As referenced in RCL 02-12, specific reporting for the two RESS Set-Aside allocations would come under separate cover. RCL 02-21, dated October 7, 2002, provided the RESS Set-Aside allocation eligible activities for reimbursement.

All final Claims for Reimbursement (RS 52 enclosed) on FFY 2002 RESS (including Standard and Set-Aside) and TA funds must be submitted to the Refugee Programs Bureau (RPB) by close of business on November 15, 2004. 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 on these grants by December 31, 2004. Any funds not claimed by that date will be considered unliquidated obligations and will revert to the federal Office of Refugee Resettlement. Consequently, it is imperative that the RPB receive all final county invoices for FFY 2002 RESS and TA funds by November 15, 2004, in order to allow sufficient time to process the claims and prepare the final reports. Claims/invoices for these grants that are received after the November 15, 2004, deadline will be returned to the counties and will not be eligible for reimbursement.

Please share this information with county fiscal staff persons responsible for preparation and submittal of claims. Should you have any questions, please contact Ms. Antonia Taylor, Manager of the Performance and Systems Unit, at (916) 653-1172.

Sincerely,

Original signed by

Thuan Nguyen

On September 21, 2004

THUAN NGUYEN, Chief
Refugee Programs Bureau

Enclosure

CLAIM FOR REIMBURSEMENT**SUBMIT AN ORIGINAL AND THREE COPIES TO:**

California Department of Social Services
 Refugee Programs Bureau
 744 P Street, MS 6-646
 Sacramento, CA 95814

NAME AND ADDRESS OF CLAIMANT

CONTRACT/ALLOCATION NUMBER	PROGRAM NAME (Check One) <input type="checkbox"/> REFUGEE EMPLOYMENT SOCIAL SERVICES (RESS) <input type="checkbox"/> TARGETED ASSISTANCE (TA) <input type="checkbox"/> TA DISCRETIONARY	FEDERAL FISCAL YEAR FUNDS
COUNTY SERVICES PLAN PERIOD	GRANT AWARD PERIOD	SERVICES BILLING PERIOD

CLASSIFICATION OF EXPENDITURES	(A) NET AMOUNT THIS CLAIM	(B) COST PREVIOUSLY CLAIMED	(C) TOTAL COSTS TO DATE
County Administration			
Employment Services (ES)			
English Language Training (ELT)			
On-the-Job Training (OJT)			
Skills Training			
Case Management			
Other			
TOTAL ALL CLASSES			

I HEREBY CERTIFY, under penalty of perjury, that I am the official responsible for the administration of the project; that I have not violated any of the provisions of Sections 1090 to 1096, inclusive, of the Government Code; that the amounts claimed herein are properly chargeable as expenditures for administration of the project as specified in accordance with all provisions of the Welfare and Institutions Code and the rules and regulations of the State Benefits and Services Advisory Board.

I HEREBY CERTIFY, under penalty of perjury, that I am the official responsible for the examination and settlement of accounts; that I have not violated any of the provisions of Sections 1090 to 1096, inclusive, of the Government Code; that the expenditures claimed herein have been authorized; and that payments therefor have been made or expenditures otherwise incurred according to law.

SIGNATURE OF WELFARE DIRECTOR OR PROJECT ADMINISTRATOR	DATE
SIGNATURE OF AUDITOR OR CONTROLLER	DATE