

DEPARTMENT OF SOCIAL SERVICES

744 P Street, Sacramento, CA 95814



September 21, 2007

REFUGEE COORDINATOR LETTER NO. 07-11

TO: COUNTY REFUGEE COORDINATORS

SUBJECT: REQUEST FOR COUNTY SERVICES PLAN OR PLAN UPDATES
FOR FISCAL YEAR 2007-08County Refugee Services Plan or Plan Update

The purpose of this letter is to inform counties that their County Refugee Services Plan or Plan Update for Federal Fiscal Year (FFY) 2007-08 is due to the Refugee Programs Bureau (RPB) by the close of business on Wednesday, October 15, 2007. Please refer to Enclosure I, in which RPB identifies the counties that must submit new plans or plan updates.

Counties in the second or third year of a RPB-approved multi-year plan that covers FFY 2007-08 may submit a plan update if they are not changing the program objectives, scope of service, and/or service-delivery system that are described in their existing plan. However, all new County Refugee Services Plans must be developed in accordance with the County Refugee Program Guidelines and include an original county board of supervisor resolution approving the plan. The program guidelines can be found at www.cdss.ca.gov/refugeeprogram.

The FFY 2007-08 County Refugee Services Plan or Plan Update must include the following information:

- Description of each program by funding source (Refugee Social Services (RSS) Formula, Targeted Assistance (TA) Formula, and the Older Refugee Discretionary Grant (ORDG).
- Budget for each program by funding source (If a county expects to use unexpended FFY 2006-07 refugee funds in FFY 2007-08, it must provide a separate budget for each anticipated type of carryover).

In developing their plan or plan update, counties are to use the amounts in their final RSS, TA, and ORDG allocations.

Counties are required to submit an original and three copies of their plan or plan update to RPB for review and approval. If the county is submitting a plan update that

does not require board of supervisor approval, the plan update needs to be submitted to RPB by October 15, 2007. If the county is submitting a new plan or plan update that requires county board of supervisor approval, the county may submit a draft plan to the RPB for review prior to the October 15, 2007 due date and prior to seeking county board of supervisor approval. This allows the county the opportunity to discuss the plan or plan update with the RPB and to amend it, as needed, without the need for a second board approval if RPB's review results in required changes. Once the draft plan or plan update is approved by the RPB, the county will be issued a provisional approval until the county board of supervisor resolution is received.

Please send your plan documents to:

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

If you prefer, you may fax it to (916) 654-7187.

Annual Outcome Goal Plan/Annual Service Plan

The RPB will provide the counties with the Annual Outcome Goal Plan form as soon as it becomes available from ORR. This form is due within 30 days from the date it is provided to the counties. Additionally, the Annual Service Plan is due at the same time as the Annual Outcome Goal Plan.

If you have any questions, please contact your assigned county analyst.

Sincerely,



THUAN NGUYEN, Chief
Refugee Programs Bureau

Enclosure

REFUGEE PROGRAMS BUREAU

FFY 2007-08

County Refugee Services Plan or Plan Updates

Alameda County	New Plan
Butte County	New Plan
Fresno County	New Plan
Los Angeles County	New Plan
Merced County	Plan Update
Orange County	Plan Update
Sacramento County	Plan Update
San Diego County	New Plan
San Francisco County	Plan Update
San Joaquin County	New Plan
Santa Clara County	New Plan
Yolo County	New Plan