

DEPARTMENT OF SOCIAL SERVICES

744 P Street, Sacramento, CA 95814



April 27, 2005

COUNTY FISCAL LETTER (CFL) NO. 04/05-44

TO: COUNTY WELFARE DIRECTORS
COUNTY FISCAL OFFICERS
COUNTY AUDITOR CONTROLLERS

SUBJECT: SUBMITTING LATE AUTOMATED ASSISTANCE CLAIMS

REFERENCE: CFL No. 03/04-39 dated January 26, 2004, All County Information Notice (ACIN) No. I-96-87 dated October 21, 1987.

The purpose of this CFL is to provide counties with new policy and information regarding late submission of the Automated Assistance Claims to the California Department of Social Services (CDSS).

The Automated Assistance Claims are due from each county to CDSS twenty calendar days after the end of the claiming month. This includes the electronic version submitted to the assistance.claims@dss.ca.gov electronic mailbox, supporting documentation in the required format, **and** the signed certification page. However, some counties continually fail to meet this date.

Timely receipt of all county claims is critical to the timely funding of all local assistance programs. CDSS has limited resources and a limited timeframe to process the claims without negatively impacting payments to counties by the last calendar day of each month. During the quarterly federal reporting cycles, assistance claims received after the due date may not be included in the federal quarterly expenditure reports. This could jeopardize subsequent advances to the counties, as the federal funds that are available for disbursement to counties could be reduced (See ACIN I-96-87).

Therefore, beginning with the May 2005 claiming month (due date June 20, 2005), any claims submitted to CDSS after 20 calendar days following the end of the claiming month will be deemed late. If the 20th calendar day falls on a weekend or holiday, the claims will be due the following business day. CDSS will notify the County Director, County Fiscal Officer, and County Auditor/Controller informing them that their county did not meet the due date for submitting their assistance claims.

If you have any questions, please contact Financial Services Bureau at assistance.claims@dss.ca.gov.

Sincerely,

**Original Document Signed by Douglas D. Park
on April 27, 2005**

DOUGLAS D. PARK, Chief
Fiscal Systems and Accounting Branch