

**DEPARTMENT OF SOCIAL SERVICES**

744 P Street, Sacramento, California 95814



October 2, 2003

## REFUGEE COORDINATOR LETTER NO. 03-24

TO: COUNTY REFUGEE COORDINATORS

This letter is to remind counties of the upcoming deadline for expending Federal Fiscal Year (FFY) 2001 Refugee Employment and Social Services (RESS) and Targeted Assistance (TA) Program allocations. These funds may only be used to provide services through September 30, 2003. All final Claims for Reimbursement (RS 52s) on FFY 2001 RESS (including Standard and Set-Aside) and TA funds must be submitted to the Refugee Programs Branch (RPB) by close of business on November 15, 2003. 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, 2003. 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 2001 RESS and TA funds by the deadline in order to allow the CDSS Fiscal Systems and Accounting Branch sufficient time to process the claims and prepare the final reports. Any new, revised or supplemental claims on these allocations which are received after November 15, 2003 will not be eligible for reimbursement.

You are strongly encouraged to share this information with county fiscal staff persons responsible for preparation and submittal of claims. Should you have any questions, please contact Phyllis Iwasaki, Manager of the Community Development and Fiscal Services Bureau, at (916) 654-2387 or Bunny Furlo of her staff at (916) 651-9770.

Sincerely,

Original Signed by  
Thuan Nguyen  
On October 2, 2003

THUAN NGUYEN, Chief  
Refugee Programs Branch