

DEPARTMENT OF SOCIAL SERVICES

744 P Street, Sacramento, CA 95814



September 10, 2004

ERRATA

TO: COUNTY REFUGEE COORDINATORS

SUBJECT: REFUGEE COORDINATOR LETTER (RCL) NO. 04-21

The purpose of this Errata is to notify counties that corrections were made to RCL No. 04-21 (enclosed), dated August 25, 2004, regarding mandated reporting requirements for Targeted Assistance Formula and Refugee Employment and Social Services funds. A copy of the Errata will be available on the California Department of Social Services, Refugee Programs Bureau's (RPB) Web site: www.dss.cahwnet.gov/refugeeprogram. The corrections were made to the reporting dates as follows:

<u>Reporting Period</u>	<u>Report Due</u>
October 1 through December 31, 2004/2005	January 20, 2005/2006
January 1 through March 31, 2005/2006	April 20, 2005/2006
April 1 through June 30, 2005/2006	July 20, 2005/2006
July 1 through September 30, 2005/2006	October 20, 2005/2006

The final project report must be received by the RPB no later than November 15, 2006, and must cover the entire grant period, October 1, 2004, through September 29, 2006.

The RPB apologizes for any confusion or inconvenience this may have caused. If you have any questions regarding the Errata or RCL 04-21, please contact Ms. Antonia Taylor, Manager of the Performance and Systems Unit, at (916) 653-1172 or Antonia.Taylor@dss.ca.gov.

Sincerely,

Original signed by
Thuan Nguyen on
September 10, 2004

THUAN NGUYEN, Chief
Refugee Programs Bureau

Enclosure

DEPARTMENT OF SOCIAL SERVICES

744 P Street, Sacramento, CA 95814



August 25, 2004

REFUGEE COORDINATORS LETTER NUMBER 04-21

TO: COUNTY REFUGEE COORDINATORS

SUBJECT: MANDATED REPORTING REQUIREMENTS FOR TARGETED ASSISTANCE FORMULA AND REFUGEE EMPLOYMENT AND SOCIAL SERVICES FUNDS

This letter is to inform counties of the mandated reporting requirements of the Office of Refugee Resettlement (ORR) for FFY 2004 Targeted Assistance (TA) Formula and Refugee Employment and Social Services (RESS) grants. The Office of Management and Budget Paperwork Reduction Act of 1995 requires the Standard Terms and Conditions to be posted on the ORR website at www.acf.dhhs.gov/program/orr.

Counties must submit progress reports, Services Participation and Outcomes Reports (RS 50s), for projects which are employment focused. The progress reports are due on a quarterly basis and must be submitted throughout the entire duration of the project. These reports are due to the Refugee Programs Bureau (RPB) on the 20th day following the close of each federal fiscal quarter as follows:

<u>Reporting Period</u>	<u>Report Due</u>
October 1 through December 31, 2004	January 20, 2005
January 1 through March 31, 2005	April 20, 2005
April 1 through June 30, 2005	July 20, 2005
July 1 through September 30, 2005	October 20, 2005

The final project report must be received by the RPB no later than November 15, 2005, and must cover the entire grant period, October 1, 2004 through September 29, 2005. It is imperative that all reports be completed and submitted to the RPB in a timely manner. Incomplete or late reports could jeopardize future funding.

If 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 August 25, 2004

THUAN NGUYEN, Chief
Refugee Programs Bureau