



CDSS

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EDMUND G. BROWN JR.
GOVERNOR

December 26, 2012

REFUGEE COORDINATOR LETTER NO. 12-06

TO: COUNTY REFUGEE COORDINATORS

SUBJECT: COUNTY REFUGEE SERVICES PLANS OR PLAN UPDATES
FOR FEDERAL FISCAL YEAR 2012-13

REFERENCE: COUNTY REFUGEE PROGRAM GUIDELINES

The purpose of this letter is to inform counties that their County Refugee Services Plan or Plan Update for Federal Fiscal Year (FFY) 2012-13 is due to the Refugee Programs Bureau (RPB) by the close of business on Friday, January 11, 2013. As stated in the email on October 3, 2012, and at the County Refugee Coordinator's Meeting on October 25, 2012, RPB staff informed counties to begin working on their county plan or plan updates even though the Targeted Assistance Discretionary (TAD) Grant was being released late at the federal level.

Please refer to Enclosure I that indicates whether a county must submit a new plan or a plan update.

PLAN/PLAN UPDATE REQUIREMENTS AND CONTENT

All County Refugee Services Plans and Plan Updates must be developed in accordance with the California Department of Social Services (CDSS) County Refugee Program Guidelines (amended November 2006), which can be found at www.cdss.ca.gov/refugeeprogram. Counties in the second or third year of an RPB-approved multi-year plan that covers FFY 2012-13 may submit a plan update if the program objectives, scope of services (activities), and/or service delivery systems that are described in their existing plan remain unchanged. If any of these areas are changed, then the county must submit a new plan.

Before seeking County Board of Supervisor approval, the county may submit a draft plan to the RPB for review. This step provides the county with the opportunity to discuss the plan with RPB and to amend it, as needed, without need for a second board approval, if CDSS' review results in required changes.

As part of the FFY 2012-13 County Refugee Services Plan or Plan Update, the following information or documents must be included:

- A description of each program by funding source - Refugee Social Services (RSS) formula, Targeted Assistance (TA) formula, TAD, and/or Older Refugee Discretionary Grant (ORDG).
- A budget for each program noted above by funding source. If a county expects to use unexpended (carry-over) FFY 2011-12 refugee funds in FFY 2012-13, it must also provide a separate budget for each anticipated type of carryover.

COUNTY PLAN, ORDG GOALS, AND ASP PLANNING AMOUNTS

Due to potential budget shortfalls at the federal level in FFY 2012-13, ORR awarded the TA, TAD, and ORDG in two increments. The first increment is 56 or 58 percent of the total allocation. The remaining 42 or 44 percent may be awarded at a later date. To avoid having counties resubmit revised county budgets at a later date, counties must submit two budgets. The first set of budgets is for the 56 or 58 percent and the second set is for the 100%.

The incremental award does not affect the RSS allocation (Enclosure II) so counties should budget 100% for this allocation. For the TA, TAD, and ORDG allocations, counties must use the Anticipated Allocations chart (Enclosure III).

PLAN SUBMISSION INSTRUCTIONS

Counties must submit their county plan or plan update electronically to RPB by the due date. Final plans must be approved by the County Board of Supervisors and a copy of the approval must be submitted with the plan or plan update, in accordance with the CDSS County Refugee Program Guidelines (amended November 2006).

If you have any questions, please contact Ms. Jacqueline Hom, Manager, County Operations and Performance Unit, or your assigned County Operations Analyst, at (916) 654-4356.

Sincerely,

Original Document Signed By Jacqueline Hom For:

THUAN NGUYEN, Chief
Refugee Programs Bureau

Enclosures

Enclosure I

REFUGEE PROGRAMS BUREAU

FFY 2012-13

New County Refugee Services Plans or Plan Updates

Alameda County	Update 2
Los Angeles County	Update 2
Orange County	Update 1
Sacramento County	Update 1
San Diego County	Update 2
San Francisco County	New
Santa Clara County	Update 2
Stanislaus County	Update 1

bc: T. Nguyen
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