



CDSS

WILL LIGHTBOURNE  
DIRECTOR

STATE OF CALIFORNIA—HEALTH AND HUMAN SERVICES AGENCY  
**DEPARTMENT OF SOCIAL SERVICES**  
744 P Street • Sacramento, CA 95814 • [www.cdss.ca.gov](http://www.cdss.ca.gov)



EDMUND G. BROWN JR.  
GOVERNOR

December 9, 2015

COUNTY FISCAL LETTER (CFL) NO: 15/16-33

TO: FOOD BANK EXECUTIVE DIRECTORS AND  
EMERGENCY FOOD ASSISTANCE PROGRAM (EFAP)  
COORDINATORS

SUBJECT: FEDERAL FISCAL YEAR (FFY) 2016 EFAP TAX CHECK-OFF  
DISBURSEMENT

Chapter 18, Statutes of 1998, (Assembly Bill 2366) established a voluntary contribution check-off on the State income tax form to benefit the Emergency Food Assistance Program (EFAP). The bill had a sunset date of January 2004. Subsequent legislation extended the sunset date through the 2018 taxable year, provided the minimum contribution amounts are met.

The State income tax check-off available for allocation in FFY 2016 is \$492,000. The disbursement of unallocated collected funds this year will follow the guidelines below:

- Each agency will receive a base amount of \$5,000, with the remaining funding allocated according to the 60/40 methodology currently utilized for EFAP funding.
- State Income Tax Check-Off funds will be provided **only** to food banks that have a current EFAP Memorandum of Understanding with the California Department of Social Services.
- The money is to be used **only** for the purchase of food for distribution to recipients free of charge. In addition, there can be no hold-back for administrative expenses.

- The food purchased **must** be from an outside vendor other than from the food bank. The funds are intended for the purchase of additional food for the EFAP and not to be used to replace food or funds.
- No shared maintenance fees can be collected for the food that is purchased.

Food purchased for reimbursement from these funds must include an invoice and receipt for the period of July 1, 2015 through June 30, 2016. Any funds that remain unused will be redirected statewide.

A spreadsheet is attached detailing the total amount available and each food bank agency's allocation. Requests for an advance, up to 25 percent, and/or reimbursements are to follow the standard EFAP procedures; however, you must attach food purchase invoices and receipts to your Request for Reimbursement of Expenses form. **Please submit all Requests for Reimbursement of Expenses forms for State Income Tax Check-off funds by July 31, 2016.**

If you need further information or have any questions, please contact your EFAP Program Consultant directly.

Sincerely,

***Original Document Signed By:***

SABRINA SASSMAN, Chief  
Welfare Fraud and Emergency Food Assistance Program Bureau

Attachment

**TAX CHECK-OFF ALLOCATIONS  
FY 2015-2016**

**ATTACHMENT**

County	MOU #	Base	60/40 Percentage	60/40 Funding	Total Annual Allocation
Alameda	15-MOU-00105	\$5,000	3.20%	\$8,064	\$13,064
Amador	15-MOU-00107	\$5,000	0.08%	\$202	\$5,202
Butte	15-MOU-00108	\$5,000	0.95%	\$2,394	\$7,394
Calaveras	15-MOU-00109	\$5,000	0.10%	\$252	\$5,252
Contra Costa/Solano	15-MOU-00110	\$5,000	3.01%	\$7,585	\$12,585
Del Norte	15-MOU-00112	\$5,000	0.10%	\$252	\$5,252
El Dorado/Alpine	15-MOU-00113	\$5,000	0.33%	\$832	\$5,832
Fresno	15-MOU-00114	\$5,000	3.72%	\$9,374	\$14,374
Humboldt	15-MOU-00115	\$5,000	0.41%	\$1,033	\$6,033
Imperial	15-MOU-00116	\$5,000	0.99%	\$2,495	\$7,495
Inyo/Mono	15-MOU-00117	\$5,000	0.08%	\$202	\$5,202
Kern (CAP)	15-MOU-00118	\$5,000	3.28%	\$8,266	\$13,266
Kings	15-MOU-00119	\$5,000	0.53%	\$1,336	\$6,336
Lake	15-MOU-00120	\$5,000	0.24%	\$605	\$5,605
Lassen/Modoc	15-MOU-00121	\$5,000	0.13%	\$328	\$5,328
Los Angeles (FBSC)	15-MOU-00122	\$5,000	11.53%	\$29,055	\$34,055
Los Angeles (RFB)	15-MOU-00123	\$5,000	18.03%	\$45,435	\$50,435
Madera	15-MOU-00124	\$5,000	0.55%	\$1,386	\$6,386
Mendocino	15-MOU-00125	\$5,000	0.25%	\$630	\$5,630
Merced/Mariposa	15-MOU-00126	\$5,000	1.18%	\$2,974	\$7,974
Monterey	15-MOU-00127	\$5,000	1.37%	\$3,452	\$8,452
Napa	15-MOU-00128	\$5,000	0.25%	\$630	\$5,630
Nevada	15-MOU-00129	\$5,000	0.20%	\$504	\$5,504
Orange (CAP)	15-MOU-00130	\$5,000	2.74%	\$6,905	\$11,905
Orange (SHFB)	15-MOU-00131	\$5,000	3.35%	\$8,442	\$13,442
Placer	15-MOU-00132	\$5,000	0.60%	\$1,512	\$6,512
Riverside	15-MOU-00133	\$5,000	5.81%	\$14,641	\$19,641
Sacramento (CFB)	15-MOU-00134	\$5,000	3.88%	\$9,778	\$14,778
San Benito	15-MOU-00135	\$5,000	0.16%	\$403	\$5,403
San Bernardino	15-MOU-00136	\$5,000	5.99%	\$15,095	\$20,095
San Diego	15-MOU-00137	\$5,000	7.19%	\$18,119	\$23,119
San Francisco/ Marin	15-MOU-00138	\$5,000	2.11%	\$5,317	\$10,317
San Joaquin	15-MOU-00139	\$5,000	2.16%	\$5,443	\$10,443
San Luis Obispo	15-MOU-00140	\$5,000	0.62%	\$1,562	\$6,562
Santa Barbara	15-MOU-00141	\$5,000	1.10%	\$2,772	\$7,772
Santa Clara/San Mateo	15-MOU-00142	\$5,000	4.43%	\$11,163	\$16,163
Santa Cruz	15-MOU-00143	\$5,000	0.76%	\$1,915	\$6,915
Shasta	15-MOU-00144	\$5,000	0.52%	\$1,310	\$6,310
Siskiyou	15-MOU-00145	\$5,000	0.14%	\$353	\$5,353
Sonoma	15-MOU-00146	\$5,000	0.93%	\$2,344	\$7,344
Stanislaus	15-MOU-00147	\$5,000	1.76%	\$4,435	\$9,435
Tehama	15-MOU-00148	\$5,000	0.21%	\$529	\$5,529
Trinity	15-MOU-00149	\$5,000	0.04%	\$101	\$5,101
Tulare	15-MOU-00150	\$5,000	1.90%	\$4,788	\$9,788
Tuolumne	15-MOU-00151	\$5,000	0.14%	\$353	\$5,353
Ventura	15-MOU-00152	\$5,000	1.80%	\$4,536	\$9,536
Yolo	15-MOU-00153	\$5,000	0.58%	\$1,462	\$6,462
Yuba/Sutter	15-MOU-00154	\$5,000	0.57%	\$1,436	\$6,436
<b>TOTAL</b>			<b>100.00%</b>		<b>\$492,000</b>