

October 28, 2010

COUNTY FISCAL LETTER (CFL) No. 10/11-26

TO: COUNTY WELFARE DIRECTORS
COUNTY FISCAL OFFICERS
COUNTY AUDITOR CONTROLLERS
COUNTY PROBATION OFFICERS

SUBJECT: ACCELERATED CLAIMING SCHEDULE TO MAXIMIZE
AMERICAN RECOVERY AND REINVESTMENT ACT (ARRA)
TEMPORARY ASSISTANCE FOR NEEDY FAMILIES (TANF)
EMERGENCY CONTINGENCY FUND (ECF).

REFERENCE: CFL 10/11-20 DATED SEPTEMBER 3, 2010; CFL 09/10-10
DATED AUGUST 13, 2010; WELFARE AND INSTITUTIONS
CODE (W&IC) SECTION 10604.5(a)(2)

This letter is to provide County Welfare Departments (CWDs) with the accelerated dates for the submission of adjustment claims for only the March, June, and September 2010 quarters. Division 25 of the Manual of Policies and Procedures, Fiscal Management and Control, provides for a nine-month timeline for the submission of each quarter's adjustment claim. However, to meet the anticipated federal reporting deadline of March 30, 2011, the California Department of Social Services (CDSS) is accelerating the claim schedule as authorized under W&IC section 10604.5(a)(2), which permits exceptions to the nine-month time frame.

The ARRA of 2009 established the ECF for the state's TANF California Work Opportunity and Responsibility to Kids program. Under ARRA, California received additional funding for ECF programs including Basic Assistance, Subsidized Employment, and Non-Recurrent Short-Term Benefits. Although the accelerated claim schedule is due to ECF requirements, this temporary schedule will apply to **all programs, including non-ARRA programs**, within the County Expense Claim (CEC).

ECF funding was time-limited and expired on September 30, 2010. Even though the exact federal due date for the final reconciliation of ECF funding is unknown at this time, the anticipated due date will be early in the calendar year 2011. The federal Administration for Children and Families has suggested an accelerated schedule to capture all ECF expenditures.

In order to meet TANF ECF timeframes and ensure county reimbursement for the three quarters of expenditures, all adjustment claims must be submitted before January 15, 2011. Since the CEC can only process one quarter at a time, CDSS has revised the adjustment claim due dates for only the March, June, and September 2010 quarters to ensure claim processing is completed and paid prior to the deadline:

QUARTER	STANDARD DUE DATE FROM COUNTIES	ACCELERATED DUE DATE FROM COUNTIES	ACCELERATED RELEASE DATE OF TEMPLATE
September 2010 Current Quarter	November 1, 2010	No change	No change
March 2010 Adjustment Quarter	January 3, 2011	November 15, 2010	October 28, 2010
December 2010 Current Quarter	January 31, 2011	No change	No change
June 2010 Adjustment Quarter	April 1, 2011	December 15, 2010	November 22, 2010
March 2011 Current Quarter	May 2, 2011	No change	No change
September 2010 Adjustment Quarter	July 1, 2011	January 15, 2011	December 20, 2010
June 2011 Current Quarter	August 1, 2011	No change	No change

The due dates for the June and September 2010 adjustment claims are subject to change. The CDSS anticipates issuing an Errata CFL with updated schedule information later next week. Counties must ensure that all eligible costs for ECF funding must be claimed in the December 2010 **current** quarter claim which is due to CDSS on January 31, 2011. Any costs claimed in the adjustment claim for the December 2010 quarter will be unallowable for ECF funding, and counties must use their Single Allocation or other eligible fund sources to pay for these costs. Additional information regarding the ECF closeout will be shared in a future CFL.

Questions regarding this CFL should be directed to fiscal.systems@dss.ca.gov.

Sincerely,

Original Document Signed By:

DIANNE OKAMOTO, Chief
Fiscal Systems and Accounting Branch