

June 24, 2011

COUNTY FISCAL LETTER (CFL) NO. 10/11-71

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

SUBJECT: TEMPORARY ASSISTANCE FOR NEEDY FAMILIES (TANF)
EMERGENCY CONTINGENCY FUND (ECF) ABATEMENTS FOR
NON-RECURRENT SHORT TERM BENEFITS (NSTB) AND
SUBSIDIZED EMPLOYMENT (SE) BENEFITS

REFERENCE: CFL 10/11-68 DATED APRIL 28, 2011; CFL 10/11-26E DATED
DECEMBER 10, 2010; CFL 10/11-39 DATED
NOVEMBER 29, 2010; CFL 10/11-36 DATED
NOVEMBER 16, 2010; CFL 10/11-26 DATED OCTOBER 28, 2010;
CFL 10/11-21 DATED SEPTEMBER 20, 2010; CFL 10/11-20
DATED SEPTEMBER 3, 2010; CFL 10/11-16 DATED
AUGUST 13, 2010; CFL 02/03-12E DATED OCTOBER 7, 2002;
CFL 02/03-12 DATED AUGUST 27, 2002

This letter informs counties that a special process outside of the County Expense Claim (CEC) must be implemented to comply with federal guidance from the Administration for Children and Families (ACF) regarding the abatement (return of funds) of the American Recovery and Reinvestment Act (ARRA) NSTB and SE benefits. Abatements of ARRA funds must be reported in the quarter for which the benefit was originally requested or expended. The attachment is for state use only to meet federal ARRA reporting requirements. The forms will have no impact on any previous or future claim submissions.

Since counties normally apply abatements to the CEC in the quarter in which the abatement is received or reported, a special process is needed to obtain this information. For example, a check to a vendor or recipient originally dated June 30, 2010, that was not cashed and became stale 90 days later, on September 30, 2010, would be reported in the September 2010 quarter CEC. However, for purposes of reporting ARRA expenditures to ACF, the abatement must be reported in the June 2010 quarter. Any abatement or reduction in expenditure must be identified by quarter on the state's report to ACF to process the adjustment properly.

As indicated in CFL 10/11-68, the final report on ARRA expenditures is due to ACF on June 30, 2011. The ACF will expect abatements to be reported beyond the final report date. All current and future abatements must be reflected in the CEC and on the required attachment in this CFL. In order to return the proper 80 percent ECF funds to the federal government through the CEC claiming process, the amount reported to the Program Identifier Number (PIN) on the CEC must include 100 percent of the funds (80 percent ECF plus the 20 percent share).

To meet the abatement requirements, the California Department of Social Services is requiring all counties to complete and submit the attached spreadsheet (see Attachment 1, Page 1) and signed ARRA Abatement Certification (Attachment 1, Page 2) to fiscal.systems@dss.ca.gov no later than July 15, 2011. Counties that do not have abatements must still submit a spreadsheet and certification indicating that there have been no negative expenditures claimed for any quarter. For abatements reported after June 30, 2011, please e-mail fiscal.systems@dss.ca.gov.

To complete the spreadsheet, counties are to enter the county name and number within the "County" cell. Next, the PIN code costs that were originally charged should be entered in the "Program Code/PIN #" cell. Please ensure that when entering PIN codes costs are separated for each individual stale dated check. Enter the quarter the abatements were claimed on the CEC and finally the quarter the original benefits were issued.

All ARRA abatements must be reflected in the CEC. Counties must abate the amounts to the same ARRA PINs used during the original claiming period. In order to have the ARRA PINs available on the claim template, please contact fiscal.systems@dss.ca.gov. If the abatement falls outside the normal nine month claiming time limit, please refer to CFL 10/11-68 for additional information.

If you have any questions regarding this CFL, please direct them to the Fiscal Systems Bureau at fiscal.systems@dss.ca.gov.

Sincerely,

Original Document Signed By:

DIANNE OKAMOTO, Chief
Fiscal Systems and Accounting Branch

Attachment

NSTB AND SE ABATEMENT

CFL: 10/11-71

Date:

County Name: _____

County Number: _____

[illegible]

EXPENDITURE CERTIFICATION FOR
COUNTY WELFARE DEPARTMENT
EXPENSE CLAIM (CEC)

County _____

American Reinvestment Recovery Act Abatement Certification

COUNTY WELFARE DIRECTOR'S CERTIFICATION

I hereby certify, under penalty of perjury, that I am the official responsible for the administration of the public welfare programs in said county; that I have not violated any of the provisions of Code of Federal Regulations, 7 CFR, Part 3018 and 45 CFR, Part 93, regarding lobbying restrictions, or 45 CFR, Part 76, regarding governmentwide debarment and suspension, and Section 1090 to 1096, inclusive of the Government Code; that the amounts previously reported are properly chargeable as expenditures for administration of the welfare programs in accordance with all provisions of the Welfare and Institution Code and rules and regulations of the California Department of Social Services. Furthermore, I certify that the information provided for abatements is correctly identified on the Non Recurrent Short Term Benefits and Subsidized Employment abatement form that was provided with CFL 10/11-71 as Attachment I.

SIGNATURE OF COUNTY WELFARE DIRECTOR	DATE
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COUNTY AUDITOR'S CERTIFICATION

I hereby certify, under penalty of perjury, that I am the official responsible for the examination and settlement of accounts; that I have not violated any of the provisions of Code of Federal Regulations, 7 CFR, Part 3018 and 45 CFR, Part 93, regarding lobbying restrictions, or 45 CFR, Part 76, regarding governmentwide debarment and suspension, and Sections 1090 to 1096, inclusive of the Government Code; that the expenditures reported on original claims have been authorized by the welfare director; and that warrants therefore have been issued or expenditures otherwise incurred according to law.

SIGNATURE OF COUNTY AUDITOR	DATE
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