DEPARTMENT OF SOCIAL SERVICES

744 P Street, Sacramento, CA 95814



August 27, 2002

COUNTY FISCAL LETTER (CFL) NO. 02/03-12

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

SUBJECT: PROCEDURES FOR SUBMITTING ABATEMENTS OUTSIDE OF THE COUNTY EXPENSE CLAIM (CEC)

This letter provides instructions for submitting abatements that cannot be processed through the CEC. Examples include, but are not limited to negative adjustments related to Temporary Assistance for Needy Families Performance Incentives and discontinued program allocations. Under the normal CEC process, abatements are applied to the appropriate cost pool as a reduction to a program's expenditures prior to calculating the federal, state, and county share of cost.

Performance Incentive expenditures are reported using a separate addendum page, which due to system design issues will not recognize abatements. Also, once a program allocation is discontinued, it is no longer tracked on the CEC; therefore, any abatement against discontinued program allocations should not be processed through the CEC.

Recently, there have been an increasing number of these situations, particularly with regard to Performance Incentives. Based on discussions at a recent meeting of the County Welfare Directors Association, Financial Analysis and Data Systems Subcommittee, counties prefer a method for processing abatements that will not require a cash transaction. To accommodate this request, the following procedures have been developed for counties to notify the Department of the abatements. These procedures apply only to abatements for Performance Incentives, discontinued program allocations, and other situations where negative adjustments cannot be processed through the CEC. Once notification is received, future payments owed to the county will be reduced by the amount of the abatement.

- 1. The attached form must be completed identifying the amount of abatement by quarter and the reason for the abatement.
- 2. Both the County Welfare Director and County Auditor-Controller must sign the certification as noted on the form.
- 3. The form should be submitted to the following address within thirty (30) days following the end of the guarter in which the county received the abatement(s).

California Department of Social Services Financial Services Bureau 744 P Street, M.S. 13-72 Sacramento, CA 95814

FAX: (916) 654-1750

If you have any questions regarding this letter, please call your Fiscal Policy Bureau county analyst at (916) 657-3440.

Original signed by Marge Dillard on August 27, 2002

MARGE DILLARD, Chief Fiscal Systems and Accounting Branch

c: CWDA

ABATEMENTS NOT PROCESSED THROUGH THE COUNTY EXPENSE CLAIM

					QUARTER:			
COUN	COUNTY NAME:			COUNTY CONTACT PERSON: TELEPHONE NUMBER:				
_	Return of TANF Performance Incentive Funds							
	Other (Please Explain)							
Abat	ement Details							
Pre	ogram Name	PIN Code		Amounts (\$)				
		(If Applicable)	Federal	State	Health	County	Total	
	Finan 744 P Sacra FAX:	ornia Departme cial Services B Street, M.S. 1 Imento, CA 95 (916) 654-175	Bureau 3-72 814 60					
ficial responsicounts; that ode of Feder of the first 1906, including the first 1906, including the first 1906 of the fi	reby certify, under penalty of perjury, that I am the cial responsible for the examination and settlement of counts; that I have not violated any of the provisions of the of Federal Regulations, 7 CFR Part 3018 and 45 CFR to 93, regarding lobbying restrictions, and Sections 1090 of 1906, inclusive of the Government Code; that the count(s) reported herein has been paid and is properly regeable as an expenditure or credit to administration of fare programs in accordance with all provisions of the fare and Institutions Code and rules and regulations of California Department of Social Services.				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, and Sections 1090 and 1906, inclusive of the Government Code; that the amount(s) reported herein has been authorized by the welfare director; and that warrants therefore have been issued or expenditures/credits otherwise incurred according to law.			
ignature of C	ature of County Welfare Director		Date	Signature of County Auditor-Controller Date				