



CDSS

WILL LIGHTBOURNE
DIRECTOR

STATE OF CALIFORNIA—HEALTH AND HUMAN SERVICES AGENCY
DEPARTMENT OF SOCIAL SERVICES
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EDMUND G. BROWN JR.
GOVERNOR

December 15, 2016

COUNTY FISCAL LETTER (CFL) NO.16/17-42

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

**SUBJECT: FISCAL YEAR (FY) 2017 EFAP TAX CHECK-OFF
(EMERGENCY FOOD FOR FAMILIES FUND) DISBURSEMENT**

Chapter 18, Statutes of 1998, (Assembly Bill 2366) established a voluntary contribution check-off on the State income tax form to benefit the 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 (Emergency Food for Families Fund) available for allocation in FY 2017 is \$497,000. 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 (Emergency Food for Families) 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, 2016 through June 30, 2017. 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 (Emergency Food for Families) funds by July 31, 2017.**

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

Sincerely,

Original Document Signed By:

SCOTT NIELSEN, Section Chief
Welfare Fraud and Emergency Food Assistance Program Bureau

Attachment

**Tax Check-Off(Food for Families Fund)
Allocations
FY 2016-2017**

Attachment

PCA: 11571

County	MOU #	Base	60/40 Percentage	60/40 Funding	Total Annual Allocation
Alameda	15-MOU-00105	\$5,000	3.17%	\$8,147	\$13,147
Amador	15-MOU-00107	\$5,000	0.08%	\$206	\$5,206
Butte	15-MOU-00108	\$5,000	0.95%	\$2,441	\$7,441
Calaveras	15-MOU-00109	\$5,000	0.10%	\$257	\$5,257
Contra Costa/Solano	15-MOU-00110	\$5,000	2.99%	\$7,684	\$12,684
Del Norte	15-MOU-00112	\$5,000	0.10%	\$257	\$5,257
El Dorado/Alpine	15-MOU-00113	\$5,000	0.34%	\$874	\$5,874
Fresno	15-MOU-00114	\$5,000	3.80%	\$9,766	\$14,766
Humboldt	15-MOU-00115	\$5,000	0.42%	\$1,079	\$6,079
Imperial	15-MOU-00116	\$5,000	1.09%	\$2,801	\$7,801
Inyo/Mono	15-MOU-00117	\$5,000	0.09%	\$231	\$5,231
Kern (CAP)	15-MOU-00118	\$5,000	3.47%	\$8,918	\$13,918
Kings	15-MOU-00119	\$5,000	0.54%	\$1,388	\$6,388
Lake	15-MOU-00120	\$5,000	0.24%	\$617	\$5,617
Lassen/Modoc	15-MOU-00121	\$5,000	0.13%	\$335	\$5,335
Los Angeles (FBSC)	15-MOU-00122	\$5,000	11.39%	\$29,272	\$34,272
Los Angeles (RFB)	15-MOU-00123	\$5,000	17.81%	\$45,772	\$50,772
Madera	15-MOU-00124	\$5,000	0.57%	\$1,465	\$6,465
Mendocino	15-MOU-00125	\$5,000	0.26%	\$668	\$5,668
Merced/Mariposa	15-MOU-00126	\$5,000	1.20%	\$3,084	\$8,084
Monterey	15-MOU-00127	\$5,000	1.41%	\$3,624	\$8,624
Napa	15-MOU-00128	\$5,000	0.25%	\$642	\$5,642
Nevada	15-MOU-00129	\$5,000	0.20%	\$514	\$5,514
Orange (CAP)	15-MOU-00130	\$5,000	2.73%	\$7,016	\$12,016
Orange (SHFB)	15-MOU-00131	\$5,000	3.34%	\$8,584	\$13,584
Placer	15-MOU-00132	\$5,000	0.59%	\$1,516	\$6,516
Riverside	15-MOU-00133	\$5,000	5.80%	\$14,906	\$19,906
Sacramento (CFB)	15-MOU-00134	\$5,000	3.86%	\$9,920	\$14,920
San Benito	15-MOU-00135	\$5,000	0.16%	\$411	\$5,411
San Bernardino	15-MOU-00136	\$5,000	5.94%	\$15,266	\$20,266
San Diego	15-MOU-00137	\$5,000	7.14%	\$18,350	\$23,350
San Francisco/ Marin	15-MOU-00138	\$5,000	2.12%	\$5,448	\$10,448
San Joaquin	15-MOU-00139	\$5,000	2.17%	\$5,577	\$10,577
San Luis Obispo	15-MOU-00140	\$5,000	0.63%	\$1,619	\$6,619
Santa Barbara	15-MOU-00141	\$5,000	1.11%	\$2,853	\$7,853
Santa Clara/San Mateo	15-MOU-00142	\$5,000	4.39%	\$11,282	\$16,282
Santa Cruz	15-MOU-00143	\$5,000	0.78%	\$2,005	\$7,005
Shasta	15-MOU-00144	\$5,000	0.51%	\$1,311	\$6,311
Siskiyou	15-MOU-00145	\$5,000	0.14%	\$360	\$5,360
Sonoma	15-MOU-00146	\$5,000	0.92%	\$2,364	\$7,364
Stanislaus	15-MOU-00147	\$5,000	1.77%	\$4,549	\$9,549
Tehama	15-MOU-00148	\$5,000	0.20%	\$514	\$5,514
Trinity	15-MOU-00149	\$5,000	0.05%	\$128	\$5,128
Tulare	15-MOU-00150	\$5,000	1.95%	\$5,011	\$10,011
Tuolumne	15-MOU-00151	\$5,000	0.14%	\$360	\$5,360
Ventura	15-MOU-00152	\$5,000	1.81%	\$4,652	\$9,652
Yolo	15-MOU-00153	\$5,000	0.58%	\$1,491	\$6,491
Yuba/Sutter	15-MOU-00154	\$5,000	0.57%	\$1,465	\$6,465
TOTAL					\$497,000
TOTAL			100.00%		\$994,000