

DEPARTMENT OF SOCIAL SERVICES

744 P Street, Sacramento, CA 95814



July 25, 2001

COUNTY FISCAL LETTER (CFL) NO. 01/02-19

TO: COUNTY WELFARE DIRECTORS
COUNTY WELFARE DEPARTMENT
COUNTY FISCAL OFFICERS
COUNTY AUDITOR/CONTROLLERS
COUNTY PROBATION OFFICERS
COUNTY STAFF DEVELOPMENT OFFICERS

SUBJECT: NEW PROCEDURES FOR SUBMISSION OF THE ANNUAL COUNTY
TRAINING PLAN

This CFL transmits new procedures developed for submission of the Annual Training Plan (ATP). In accordance with the California Department of Social Services' (CDSS) Manual of Policy and Procedures, Division 14, Staff Development and Training Section, counties are required to submit an ATP to the State (Section 14-410) by August 1 of each State fiscal year (FY). The State is required to forward to the counties, a training plan format and/or the appropriate plan forms no later than May 1, of each State FY (Section 14-430) to use for completion. The forms and instructions for this FY were issued to counties by the Training Bureau on April 17, 2001.

CDSS has created an electronic version of the training plan format and appropriate plan forms. These forms can now be completed on-line by visiting the web address www.dss.cahwnet.gov/pdf/GEN1031.pdf.

Once the ATP is completed, counties will submit to CDSS a certification letter stating that the ATP has been completed and is available for review or audit effective State FY 2001/02. A periodic, random sampling of counties will be conducted to ensure the counties' ATP is on file in their respective county offices. A copy of the certification form is attached.

The plan must be completed by August 1 and the certification letter mailed to:

Carol Smith
California Department of Social Services
Training Bureau
Annual County Training Plan
744 P Street, MS 15-73
Sacramento, California 95814

Counties not complying with the regulations by completing their ATP and submitting a Certification Letter by August 1, will be in jeopardy of not being reimbursed for their Staff Development expenditures, per Federal regulations (CFR 45 Section 92.21 (g) (2) Payment, which states "Cash withheld for failure to comply with grant award condition, but without suspension of the grant, shall be released to the grantee upon subsequent compliance. When grant is suspended, payment adjustments will be made in accordance with Section 92.43 (c)".

If you have any questions regarding the completion of the ATP, please contact Carol Smith, Management Consultant, at (916) 653-8872.

If you have any questions regarding this CFL, please contact your Fiscal Policy Bureau Analyst, or call (916) 657-3440.

Sincerely,

***Original Document Signed by
MARY JANE ARCHER on 7/25/01***

MARY JANE ARCHER, Chief
Fiscal Systems and Accounting Branch

Attachment

c: CWDA
CDSS Training Bureau

In accordance with the California Department of Social Services Manual of Policy and Procedures, Division 14, Staff Development and Training Section.

State Fiscal Year _____

I certify that the Annual County Training Plan is completed and a copy for review or audit is available in our County Office as required by regulations:

Date: _____

County _____

Staff Development Officer

Date: _____

County Welfare Department Director

Please submit no later than August 1 to:

**Carol Smith
California Department of Social Services
Training Bureau
Annual County Training Plan
744 P Street, MS 15-73
Sacramento, California 95814**