



Child Signature Program 1

Coordination and Program Funds Claim for Reimbursement Instructions

To receive reimbursement for Child Signature Program (CSP) 1 expenditures, participating Lead Agencies must submit a Claim for Reimbursement for program funds on a semi-annual basis, and for Coordination Funds on an annual basis.

Note: The reported expenditures **must** correspond to the budgeted categories and information included in the budget narratives approved in the CSP Request for Application (RFA) #1 Budget.

For fiscal questions, please contact Sofie Paredes, Fiscal Analyst, at (916) 263-1019, sparedes@ccfc.ca.gov, or Kathy Ellis, Fiscal Analyst, at (916) 263-2535, kellis@ccfc.ca.gov. For program-related questions, please send an e-mail to csp@ccfc.ca.gov.

Claim for Reimbursement Schedule

Lead Agencies must complete and submit to First 5 California a Claim for Reimbursement of actual and allowable expenses as follows:

Reimbursement Schedule	
Funding Type	Due to First 5 California
Coordination Funds	
July 1, 2013 – June 30, 2014	September 2, 2014
July 1, 2014 – June 30, 2015	August 31, 2015
Program Funds	
July 1, 2013 – December 31, 2013	March 21, 2014
January 1, 2014 – June 30, 2014	September 2, 2014
July 1, 2014 – December 31, 2014	March 2, 2015
January 1, 2015 – June 30, 2015	August 31, 2015

Where to Send the Claim for Reimbursement

Mail one set of the original Claim for Reimbursement forms with **original** signatures to the following address:

First 5 California
Attention: Program Disbursement Unit
2389 Gateway Oaks Drive, Suite 260
Sacramento, CA 95833

Claim for Reimbursement Forms

The Claim for Reimbursement forms, in Excel and Word formats, incorporate functions to make the forms easier to complete, such as drop-down menus and formulas. Use the TAB key to navigate to cells open for data entry (shaded yellow). Locked cells are shaded gray or blue.

First 5 California is aware that a few counties may experience the inability to access the drop-down menus in the fiscal reporting forms. Should this happen, contact the fiscal analysts for assistance, or input the information manually. The lack of functionality may be due to the use of different versions of Excel. The First 5 California fiscal reporting forms were created in Excel 2010.

The fiscal forms for CSP 1 contain the following:

Claim for Reimbursement	Form Number
Claim for Reimbursement – Coordination Funds	1
Coordination Narrative	2
Claim for Reimbursement – Program Funds	3
Program Narrative	4
Staffing Plan – DELETED	-

Budget Revision Request	Form Number
Budget Revision Request	R
Revised Budget – Coordination Funds	5
Revised Budget – Program Funds	6
Revised Staffing Plan – DELETED	-

The following resources/reference documents are useful in completing the required Claim for Reimbursement forms:

- Approved CSP RFA #1 Application
- Approved Local Area Agreement
- Any approved amendments to the original application
- Approved Fiscal Year Budget

Form Details

The reporting forms also serve as certification that all information provided in the Claim for Reimbursement is true and correct and all program-related reporting requirements have been met.

Coordination Funds

RFA Background

There is no cash match requirement for Coordination Funds.

Coordination Funds may be used only for the following allowable expenditures:

Personnel Costs – Employee or contract compensation (salaries and benefits) for the time devoted and identified specifically to the performance of the program for the following services:

- Program Coordinator position
- Other program coordination staff
- Training and technical assistance

Operating Costs – Expenditures for CSP coordination activities must be related to the performance of the program and may be used only for the following expenditures:

- Audits and related services
- Data collection and storage
- Communications
- Equipment and other capital expenditures under \$5,000
- Materials and supplies
- Meetings and conferences
- Publication and printing costs
- Training specifically related to the program, including professional development and technical skill development
- Travel specifically related to the program reimbursed at the rates and terms established by county commission policy

Note: First 5 California will not reimburse administrative and/or indirect costs for coordination activities.

A complete Claim for Reimbursement - Coordination Funds submittal must include:

- Form 1 (Claim for Reimbursement – Coordination Funds)
- Form 2 (Coordination Narrative)

Instructions for Claim for Reimbursement – Coordination Funds (Form 1)

In the Claim for Reimbursement - Coordination Funds (Form 1), select the appropriate Lead Agency, Fiscal Reporting Period, and Fiscal Year using the drop-down menus next to the corresponding cells.

Personnel Costs

Column B: Staff Salaries/Hourly – Enter the amount of personnel salaries to be reimbursed for the specified reporting period.

Staff Benefits – Enter the total amount of benefits expended for all personnel.

Operating Costs

Column B: Enter the total Operating Costs expended for Materials, Supplies, Printing, Equipment, Training, Travel, and Other. Provide a brief, clear description for “Other” operating costs in the yellow-shaded cells.

Instructions for Coordination Narrative (Form 2)

In the Coordination Narrative (Form 2), perform the following:

- Select the appropriate Lead Agency and Reporting Period using the drop-down menus next to the corresponding cells.
- Enter detailed information supporting personnel costs.
- Enter detailed information supporting operating costs.

Program Funds

RFA Background

The Lead Agency **must** commit to a minimum of 1:1 cash match for Program Funds.

First 5 California will approve the reimbursement of expenditures that promote and support each of the following three CSP Program Elements:

- Instructional Strategies and Teacher-Child Interactions
- Social-Emotional Development
- Parent Involvement and Support

Program Funds may be used **only** for the following allowable expenditures:

Personnel Costs – Employee or contract compensation (salaries and benefits) for the time devoted and identified specifically to the performance of the program for the following:

- Early Education Expert
- Family Support Specialist
- Local Evaluator
- Mental Health Specialist or other mental health resource staff

- Program administration and support positions
- Teacher
- Teacher Aide
- Teacher Assistant

Operating Costs – Expenditures for program activities must be related to the performance of the program and include the following:

- Activities and services that support the quality of CSP curriculum design, implementation, and evaluation
- Audit and related costs
- Equipment and other capital expenditures under \$5,000
- Evaluation: assessments, data collection, storage, and analysis of local evaluation data and related research; solicitation and analysis of information regarding the status and needs of children ages 0 through 5 and their families; and to subsequently develop and modify programs to better address identified needs
- Food to enhance U.S. Department of Agriculture meal program or to enhance program curriculum for children participating in the program
- Materials including developmentally appropriate curricula and assessment tools (for both child and teacher)
- Meetings and conferences
- Supplies, books, tools, and other high quality materials to support the classroom
- Training, professional development, and learning support, not provided by the Early Education Effectiveness Exchange, to develop skills and knowledge for the following:
 - Three Program Elements
 - Dual Language Learners
 - Children identified with special needs
 - Improved teacher interactions and instruction with children (PITC, etc.)
- Travel specifically related to the program reimbursed at the rates and terms established by the county commission policy

A complete Claim for Reimbursement – Program Funds submittal must include:

- Form 3 (Claim for Reimbursement – Program Funds)
- Form 4 (Program Narrative)

Instructions for Claim for Reimbursement – Program Funds (Form 3)

In the Claim for Reimbursement - Program Funds (Form 3), select the appropriate Lead Agency, Fiscal Reporting Period, and Fiscal Year using the drop-down menus next to the corresponding cells.

Column B: Enter the Local Contribution expenditure amounts for Personnel, Operating, and Administrative Costs.

Column C: Enter the Amount to be Reimbursed by State for Personnel, Operating, and Administrative Costs. **Note:** Administrative costs cannot exceed 15 percent of the total Personnel and Operating Costs reimbursed by the State.

Column D: **It is not necessary to enter information in this column.** The cells in this column contain formulas that calculate the total amounts.

Instructions for Program Narrative (Form 4)

In the Program Narrative (Form 4), perform the following:

- Select the appropriate Lead Agency and Reporting Period using the drop-down menus next to the corresponding cells.
- Enter detailed information supporting personnel costs.
- Enter detailed information supporting operating costs.

Please refer to pages 11 and 12 of CSP RFA #1 for a description of Essential Staff positions. When completing the Program Narrative (Form 4), if a different job classification/title is used at the county level, please list the classification/title and place the corresponding CSP RFA #1 position title in parenthesis [e.g., Child Development Specialist (Early Education Expert)]. For assistance identifying CSP position titles, see CSP RFA #1 Part VI, Sections B and C, in addition to Attachments G, H, and I.

Budget Revision

When completing a Claim for Reimbursement, the allocation of funds for Personnel and Operating Cost categories may vary by as much as 15 percent without approval by First 5 California. However, any difference of more than 15 percent will result in the Lead Agency having to submit a Budget Revision Request. The Budget Revision Request is to be submitted in advance, in writing, and approved by the First 5 California CSP consultant to avoid disallowed expenses. If the Lead Agency does not submit a Budget Revision Request in advance and First 5 California determines the costs are not allowable under the program guidelines, the Lead Agency will not be reimbursed.

First 5 California strongly encourages Lead Agencies to submit a Budget Revision Request even if the variance in budget categories and/or line items is less than 15 percent. Although not a requirement, this will allow the First 5 California CSP consultant to assure the Lead Agency, before the funds are expended, that the intended expenditures are within the allowable costs for the program and will be fully reimbursed when a Claim for Reimbursement is submitted.

A Budget Revision Request and Revised Budget are required:

- To accommodate a variance of more than 15 percent in a budget category.
- As soon as a change is identified by the Lead Agency.
- To request carryover funds (unobligated, unspent balances from a previous year's approved budget that are transferred to the current year's budget, and are available to spend in addition to the current year's allocation).

A complete Budget Revision Request submittal for Coordination Funds must include:

- Form R (Budget Revision Request)
- Form 5 (Revised Budget – Coordination Funds)

A complete Budget Revision Request submittal for Program Funds must include:

- Form R (Budget Revision Request)
- Form 6 (Revised Budget – Program Funds)

Instructions for Revised Budget – Coordination Funds (Form 5)

In the Revised Budget – Coordination Funds (Form 5), select the appropriate Lead Agency using the drop-down menu next to the corresponding cell.

Column B: Input the most current approved budget figures, including requested changes for Personnel and Operating Costs.

Column C: Input the most current approved budget figures, including requested changes for Personnel and Operating Costs.

Column D: Input the most current approved budget figures, including requested changes for Personnel and Operating Costs.

Column E: **It is not necessary to enter information in this column.** The cells in this column contain formulas that calculate the total amounts.

The totals in blue in Columns B, C, and D must equal the approved budget amounts for each fiscal year, whereas the total in blue in Column E must equal the total award amount.

Instructions for Revised Budget – Program Funds (Form 6)

In the Revised Budget – Program Funds (Form 6), select the appropriate Fiscal Year and Lead Agency using the drop-down menus next to the corresponding cells.

Column B: Input the most current approved Local Contribution figures, including requested changes for Personnel, Operating, and Administrative Costs.

Column C: Input the most current approved Amount to be Reimbursed by State figures, including requested changes for Personnel, Operating, and Administrative Costs.

Column D: **It is not necessary to enter information in this column.** The cells in this column contain formulas that calculate the total amounts.

In order to transfer funds from one fiscal year to another, a Form 6 reflecting the proposed changes needs to be submitted for each applicable fiscal year.

Budget Revision Worksheet (Optional)

The Budget Revision Worksheet is an effective tool for counties to revise their budgets from one fiscal year to another. The worksheet populates figures in specific fields and automatically calculates applicable cells. This worksheet is optional and does not need to be submitted to First 5 California.

In the Budget Revision Worksheet, perform the following:

Column A: Input the most current approved budget figures.

Column B: Enter funding decreases for each fiscal year, as applicable.

Column C: Enter funding increases for each fiscal year, as applicable.

Column D: Do not enter any data in this column; the cells will automatically populate based on data entered in columns A, B, and C.

Column E: Write a brief description that explains and justifies the budgetary changes proposed and circumstances that support the revised budget(s).

Payment Withhold

Failure to submit timely and accurate fiscal, evaluation, audit, or progress reports and data as required by First 5 California may result in the withholding of a disbursement of funds, until such time the required reports and/or data have been received.