



Child Signature Program 2

Program Funds Claim for Reimbursement Instructions

To receive reimbursement for Child Signature Program (CSP) 2 expenditures, participating Lead Agencies are required to submit a Claim for Reimbursement on a semi-annual basis.

Note: The reported expenditures must correspond to budgeted categories and information included in the budget narrative approved for the CSP Request for Application (RFA) #2 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	
Reporting Period	Due to First 5 California
July 1, 2013 – December 31, 2013	March 21, 2014
January 1, 2014 – June 30, 2014	August 15, 2014
July 1, 2014 – December 31, 2014	February 16, 2015
January 1, 2015 – June 30, 2015	August 17, 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 2 contain the following:

Claim for Reimbursement	Form Number
Claim for Reimbursement	1
Budget Narrative	2
Staffing Plan – DELETED	-

Budget Revision Request	Form Number
Budget Revision Request	R
Revised Budget	3
Revised Staffing Plan – DELETED	-

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

- Approved CSP RFA #2 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.

Program Funds

RFA Background

There is no cash match requirement for Program Funds.

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 services:

- Early Learning Systems Specialist (ELSS) position
- Travel costs for the ELSS to attend meetings (e.g., annual Early Education Effectiveness Exchange on-site meetings)
- Expenses that support the job responsibilities of the ELSS

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

- Travel by the ELSS specifically related to the program and reimbursed at the rates and terms established by county commission policy
- Training materials and supplies
- Activities that support completion of the Readiness Assessment
- Activities and services that support the development and implementation of Improvement Plans (e.g., meetings, conference calls, and webinars)
- Equipment and other capital expenditures under \$5,000

Note: First 5 California will not reimburse administrative and/or indirect costs for the ELSS position and related expenses.

A complete Claim for Reimbursement submittal must include:

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

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

In the Claim for Reimbursement (Form 1), 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 Amount for Personnel and Operating Costs.

Instructions for Budget Narrative (Form 2)

In the Budget 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.

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. A 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 must include:

- Form R (Budget Revision Request)
- Form 3 (Revised Budget)

Instructions for Revised Budget (Form 3)

In the Revised Budget (Form 3), 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.

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 the 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.