



Child Signature Program 3 Program Funds Claim for Reimbursement Instructions

To receive reimbursement for Child Signature Program (CSP) 3 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) #3 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	May 14, 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** signature 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, include drop-down menus and formulas for ease of completion. 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 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 3 contain the following:

Program Reimbursement	Form Number
Claim for Reimbursement Form	6A
Program Narrative	6B
Budget Revision Request	Form Number
Revised Budget	7A
Budget Revision Request	7B

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

- Approved CSP RFA #3 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.

RFA Background

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

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

Personnel Costs: CSP Essential Staff – Employee or contract compensation (salaries and benefits) time devoted and identified specifically to the performance of the program. First 5 California will fund the following positions:

- Program Coordinator (Up to \$100,000.00 for one FTE per year)
- Early Education Expert (Up to \$95,000.00 per FTE per year)
- Family Support Specialist (Up to \$65,000.00 per FTE per year)
- Mental Health Specialist (Up to \$90,000.00 per FTE per year)
- Local Evaluator (Up to \$90,000.00 for one FTE per year)

Program Costs: Infant/Toddler Classrooms – Funds to offset the high cost of caring for infants and toddlers.

- Number of infants served (\$2,000.00 per child)
- Number of toddlers served (\$1,000.00 per child)

Operating Costs: Quality Enhancements – Expenditures for program activities must be related to the performance of the program. First 5 California will reimburse no more than \$50,000 per classroom per year, for up to 34 classrooms. Operating costs include the following:

- Quality materials (curriculum, assessment, etc.)
- Office space (rental or lease only)
- Office equipment (computers, printers, etc.)
- Training
- Travel
- Annual audit
- Other

Note: First 5 California will not reimburse administrative and/or direct costs for the Essential Staff positions and related expenses.

A complete Claim for Reimbursement submittal must include:

- Form 6A (Claim for Reimbursement)
- Form 6B (Program Narrative)

Instructions for Claim for Reimbursement (Form 6A)

In the Claim for Reimbursement (Form 6A), select the appropriate Lead Agency, Reporting Period, and Report Due Date using the drop-down menus next to the corresponding cells.

Column B: Enter the total number of infants, toddlers, and number of eligible classrooms served.

Column C: Enter the Local Contribution amounts for Personnel, Program, Operating, and Administrative Costs.

Column D: Enter the State Reimbursement amount for Personnel and Operating Costs. Program costs will automatically calculate based on the number of infants and toddlers entered in Column B.

Note: Administrative Costs will **not** be reimbursed by the State and must be paid for with **local** First 5 funds.

Column E: **It is not necessary to enter information in this column.** The cells in this column will automatically calculate the totals based on data entered in columns B, C, and D.

Instructions for Program Narrative (Form 6B)

In the Program Narrative, 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 the Operating Cost category 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 is 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.

A complete Budget Revision Request submittal must include:

- (Form 7A) Revised Budget
- (Form 7B) Budget Revision Request

Instructions for Revised Budget (Form 7A)

In the Revised Budget (Form 7A), select the appropriate Lead Agency and applicable Fiscal Year using the drop-down menus next to the corresponding cells.

Column B: Input the number of infants and toddlers served, and the number of classrooms, using the most current approved budget figures. Based on the number of children, the amounts will automatically total in column C. (The number of Classrooms is not used in any calculations. It is only for informational purposes.)

Column C: Enter the most current approved budget figures for Personnel and Operating Costs.

Column D: Enter funding decreases for line items in Operating Costs, as applicable.

Column E: Enter funding increases for line items in Operating Costs, as applicable.

Column F: **It is not necessary to enter information in this column.** The cells in this column will automatically calculate the totals based on data entered in columns C, D, and E.

In the Budget Revision Request (Form 7B), perform the following:

- Select the Lead Agency using the drop-down menu.
- Enter the required narrative information, including a cost breakdown supporting the proposed budgetary changes within the Operating Costs category.

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.