AB 1058 Administration & Accounting Training

20th Annual Child Support Training Conference
August 31, 2016
Anna Maves, AB 1058 Program Manager
Paul Fontaine, Supervising Accountant
Abutaha Shaheen, Grant Accountant

Agenda

- Introductions
- Program Manager’s Update
- Program Changes
- Discrepancy Rate and Impacts
- Invoice Cycle
- Administrative and Grant Reporting Requirements
- Cost Treatments and Methods of Allocation
- Program Modifications
- Contract Form Exercises
- General FAQ Session

AB 1058 Program Manager Update
Agenda

• Child Support Program Overview
• Contractual Agreements and Deliverables
• Program Audits
• Program Activities and time reporting
• Program Funding Status and Updates
• Mid-Year Reallocation Process
• Program Budget Implications and Solutions

AB 1058 Program Overview

What is the AB 1058 Program?
• Legislative mandated IV-D program
  • Enforce child support cases
  • Collection and distribution of payments
  • Provide health care coverage to support child

Title IV-D Program Services

• Locate noncustodial parents
• Establish paternity
• Establish child support orders
• Enforce child support orders
• Collection and distribution of support
AB 1058 Program Overview

Government Roles

- Federal (Office Of Child Support Enforcement, OCSE)
  - Funding to establish program
  - Policies & Regulations
- State Administer (DCSS & Judicial Council)
  - Child Support Commissioner (CSC)
  - Family Law Facilitator (FLF)
- Local services provided
  - Courts

AB 1058 Program Contracts

- Contract between DCSS and Judicial Council
- Contract between Judicial Council and Local Court
  - Block grant subject to expectation of a standard package of “services”
- Court Deliverables

Standard Service Package

- Expectations
  - CSC calendar time, FTEs and support staff
  - Court reporters & interpreters
  - Security
  - Training Requirements
Court Deliverables

- Plan of Cooperation with Local Child Support Agency (LCSA)
- Disclosure of all funding sources
- Written contract between contracted FLF and CSC
- Quarterly FLF Data Report (customer service statistics)
- Written FLF Office Complaint resolution process

AB 1058 Program Audits

- Historical Audits
  - Office of Child Support Enforcement (OCSE)
  - Judicial Council
- Current Audits
  - Department of Child Support Audit (DCSS)
  - Department of Finance
AB 1058 Program Audits

- Department of Child Support Audit Update
  - Compliance of federal and state regulations
  - Completion of program deliverables
  - Proper accounting records and adequate documentation
  - Program cost efficiencies
  - Consistency of application of cost

AB 1058 Program Audits

- Department of Finance Audit
  - Financial statements
  - Proper accounting records and adequate documentation
  - Internal control - Segregation of duties
  - Authorized approvals

- Judicial Council Audit
  - Operations/Internal Control
  - Contract Compliance

AB 1058 Program IV-D Services
AB1058 Commissioner vs. Other Family Law Services

**AB 1058 Services**
- Child support cases opened at LCSA
- Child Support matters
- Paternity matters
- Companion Spousal support matters
- Health insurance matters

**Other Family Law Services**
- Non-LCSA parentage/child support cases heard by commissioner
- Domestic Violence
- Custody and Visitation
- Dissolution of marriage issues other than support
- Adoptions
- Juvenile Delinquency

FLF Program Expansion

- Increase merge of Family Law Facilitator and Self-Help offices
- Separation of Funding
- IV-D Program funds
- Self Help funds
- Other court program funds
- Understanding of activities between AB 1058 facilitator, self help and other family law functions

AB 1058 Family Law Facilitator Functions

**Title IV-D**
- Child support cases opened at LCSA
- Child Support matters
- Paternity matters
- Companion Spousal support matters
- Health insurance matters

**Outreach Activities**
- Child support cases not yet filed at the LCSA.
- Providing information & referral services
- Distributing court forms
- Brief Explanation of court process
Self-Help and other family Law Functions

- Domestic Violence
- Custody and Visitation
- Dissolution of marriage issues other than support
- Adoptions
- Juvenile Delinquency
- Non-Child Support Related Activities
- Other non-grant activities, i.e. General court administration

FLF Reimbursability Decision Tree

1) Is this an FLF appropriate issue?
   - Yes
   - No

2) Does this case involve child support paternity?
   - Yes
   - No

3) Is this an open LCSA case?
   - Yes
   - No

4) How are services delivered?
   - One-on-One
   - Workshop
   - Forms Only

AB 1058 Program Funding & Spending Update
**AB 1058 Program Funding**

- Program Funding Sources:
  - Title IV-D Funding
  - 2/3 Feds & 1/3 State
  - Trial Court Trust Fund
    - Expanded Services (DV, Custody-Visitation-Dissolutions)
    - Self Help
  - Other grant and non-grant funds
    - Interpreter, security, court construction funds

**Federal Drawdown Option**

- Short term alternative began FY 07-08
- Additional federal funds
- Requires court contribution
- Subject to a cap

**Federal Drawdown Option**

Mechanism for the courts to recover two-thirds of additional program costs beyond the base maximum

Example:

Court expenses exceed base allocation by $300.

- Court Share (1/3) - $100
- Federal Share (2/3) - $200
AB 1058 Program Funding

- Flat funding in Child Support Program
- Decrease in Child Support Program base funding for FY 08-09 + increase in federal draw down option
- Flat funded in Child Support Program for FY 07-08 + federal draw down option

Program Funding History

Expenditure Categories

- Expenditure categories are consistent for both the CSC and FLF Programs
  - Salaries
  - Benefits
  - Operating Expenses
  - Indirect
CSC Program Expenditures by Category 2014/2015

- Paid Worked Hours $17,298,027 (40.2%)
- Paid Leave $3,215,810 (7.5%)
- Fringe Benefits $11,545,114 (26.8%)
- Operating $5,199,896 (12.4%)

FLF Program Expenditures by Category 2014/2015

- Paid Worked Hours $6,994,393 (43.2%)
- Paid Leave $1,360,443 (8.4%)
- Fringe Benefits $4,338,687 (26.8%)
- Operating $1,189,970 (7.4%)

AB 1058 Program Historical Mid-Year Reallocation

- Annual Court Questionnaire
  Assume current program level
- Exclude program expansion
- Exclude program enhancements and new facility leases
- Expenditures to date (used to calculate funding for remainder of year)
- Review and evaluation by Judicial Council
- Requires Judicial Council-Court contract amendment for reimbursement of new amount
- Contract amendments delayed to end of the fiscal year because of second reallocation process
AB 1058 Program Second Mid-Year Reallocation

- Recommendation of the AB1058 Funding Allocation Joint Subcommittee
- Purpose is to Expedite Moving Funds from One Court to Another to Maximize Program Resources.
- Additional Process
  - Judicial Council monitor spending patterns and towards the end of the fiscal year identify any expected remaining funds.
  - Survey courts to determine available funds and request revised budgets for courts who are returning funds.
  - Amend contracts to move courts who are not projected to spend to courts who have either exhausted all funding or are anticipated to exhaust funding.
  - Report to the Judicial Council regarding the revised allocations.

History of Remaining funds

<table>
<thead>
<tr>
<th>Fiscal Year</th>
<th>Excess Expenditures (Base + Fed Option)</th>
<th>Remaining Federal Option Drawdown</th>
<th>Remaining Base Funds</th>
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<tr>
<td>FY 07/08</td>
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<td>FY 14/15</td>
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AB 1058 Program Budget

- Budget Implications and Updates
  - Judicial branch budget reductions and impacts on the AB 1058 program
  - DCSS realignment
  - Cost saving strategies & best practices
  - Assigned commissioners program
Significant Program Changes

Program Changes
- Liquidation Period
- AB1058 Funding Impacts
- Mid-Year Reallocation
- New Reimbursement Process
- Contract Cycle
- Discrepancy Reporting

Program Changes
- Liquidation Period
- Consistent with Other Grants
- AB1058 Funding
- Creation of Several Committees
- Mid-Year Reallocation
Prior Reimbursement Process

- Court incurs monthly expenses
- Court summarizes data and invoices Judicial Council
- Judicial Council receives invoice
- Judicial Council Grant Accountant combines invoice with other invoices for review and approval
- Judicial Council accounts payable unit processes and produces claim schedules

July 1 - July 30
August 20th
August 24th (2-3 days)
September 7th (7 weeks)
September 12th (4-5 days)

Prior Reimbursement Process

- Judicial Council Grant Accountant summarizes transactions for the week and submit a request to DCSS for reimbursement
- DCSS reviews and processes invoices
- DCSS sends reimbursement to Judicial Council

September 13th
September 20th (1 week)
October 11th (3 weeks)

Prior Reimbursement Process

- Judicial Council releases claim schedules to State Controller’s Office (SCO)
- SCO receives claim schedules and combines with claims from other agencies

October 12th
October 15th (2-3 days)
Prior Reimbursement Process

- SCO reviews claim schedules
- SCO processes checks
- SCO sends checks to courts
- Court receives payment

More than THREE months before court receives payment

October 19th (1 week)
October 26th (1 week)
November 5th (2-3 days)
November 8th (2-3 days)

Factors that may delay reimbursement:
- Errors
- Omissions
- Late Submissions
- Vacations
- Monetary Thresholds
- Budget Implications
- Cash Implications
- Contract Implications
- Court Issues

New Reimbursement Process

Court incurs monthly expenses
- Court summarizes data and invoices Judicial Council
- Judicial Council summarizes all invoices received and notifies Grantor
- Grantor transfers funds to SCO
- Judicial Council processes and produces claim schedules

July 1 - July 30
August 20th
August 20th
September 1st
August 21st - September 15th
New Reimbursement Process

- Judicial Council releases claim schedules to State Controller's Office (SCO)  
  September 15th

- SCO receives claim schedules and combines claims with other agencies  
  September 17th

New Reimbursement Process

- SCO reviews claim schedules  
  September 10 - 24th (1 week)

- SCO processes check payments  
  September 17 - 30th (1 week)

- SCO sends checks to courts  
  September 19th - October 2nd (3 days)

- Court receives payment  
  September 21st - October 4th (3 days)

New Reimbursement Process

- Judicial Council advises Grantor of claims released from July cycle  
  September 20th

- Judicial Council advises Grantor of claims received for August cycle  
  September 20th

- Grantor transfers net funds to SCO  
  October 1st
New Reimbursement Process

Invoice Cycle
Decreased by at least 4 to 6 weeks

Factors that may delay reimbursement:
- All factors included in existing process
  - Missed deadlines
- All delayed claims revert to old processing method
- Advance funding is a one time opportunity

Priority given to complete accurate claims
- Claims with errors/omissions reviewed after complete claims processed
- Priority given to claims submitted on time
New Reimbursement Process

Major Assumption With New Invoice Process
- Audit of claims - Grantor requirement
- Grantor will accommodate payments to claimants with history of no adjustments
- New process only applies with Federal funds

Process Treatment for Errors or Omissions
- Claims with simple and obvious errors will be adjusted and processed (Courts notified of adjustment by email at time of claim submission)
- Claims with missing or incomplete data will revert to standard process (Courts notified by email that claim is abayed until error or omission is cleared)

Process Treatment for Errors or Omissions
- Claims submitted for payment are deemed complete once received by SCO
- No further payments can be made on a submitted claim
New Reimbursement Process
July 2015 Data

- Total number of Contracts (FLF and CSC) 108 $53,949,062
- Total Contracts Not Received by August 20 27 25%
- Number of July Claims Received by August 20th 24 23%
- Claims Received with Outstanding Issues 7 7%
- Number of Claims Payable 24 23%

If deemed that JC/AOC retains unreimbursed funds, new reimbursement process will be discontinued.

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New Reimbursement Process
July 2015 Data

- Estimated Overall July Expenses $4,495,755
- Expenses Reflected on Claims Received $695,970 16%
  Amount Received from Grantor on Sept 15th
- Expenses Submitted to State Controller on Sept 17th $492,150 16%
- Funds returned to Grantor $3,820 0%

If deemed that JC/AOC retains unreimbursed funds, new reimbursement process will be discontinued.

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New Reimbursement Process

<table>
<thead>
<tr>
<th>Month</th>
<th>Contracts Included</th>
<th>Contracts Signed</th>
<th>Claims Received</th>
<th>Cumulative Claims Received</th>
<th>Claims Able to Process</th>
<th>Cumulative Claims Processed</th>
<th>Claims Not Processed</th>
<th>Percent of Claims Able to Process</th>
<th>Cumulative Claims Expected</th>
<th>Cumulative Claims Not Received</th>
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<td>6</td>
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<td>8</td>
<td>98%</td>
<td>1376</td>
<td>80</td>
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Cumulative Advance Available 853 3,490 5,347 4,225 7,797 3,619 6,566 7,158 5,440 2,872 248

Cumulative Payments Made 146 3,356 4,572 4,045 6,498 2,733 4,867 6,086 3,489 3,957 5,486 3,026

Advance Carry Forward 707 134 775 180 1,299 886 1,699 1,131 1,951 2,141 (2,614)

Payment Rate 19% 39% 40% 23% 35% 13% 21% 20% 13% 14% 6% 0%

Cumulative Amount Payable 4,496 8,992 13,487 17,983 22,479 26,975 31,470 35,966 40,462 44,958 49,453 53,949

Cumulative Amount Paid 146 3,502 8,074 12,119 18,617 21,350 26,218 32,245 35,734 39,692 45,178 48,203

Cumulative Amount Unpaid 4,350 5,490 5,413 5,864 3,862 5,624 5,253 3,721 4,728 5,266 4,276 5,746
New Contract Cycle Timeline

New Reimbursement Timeline

Contract Cycle Decreased by 2 to 7 Months

Initial Invoice Cycle Decreased by 2 to 7 Months

Claims Received On Time Error Free

Funding Cycle Reduced by 4 to 6 Weeks
New Reimbursement Timeline

Error Tracking and Management

AB 1058 Funding Impacts
Examples of claim deficiencies

Payroll summary form
- Wrong pay period
- Pay period not matching time sheets
- Reported hours not matching time sheets
- Altered formulas
- Manual entry over-ride on formulas
- Missing approver title and signature
- Certification clause missing

Summary form
- Changing budget line items
- Moving categories without approval
- Altered forms
- Missing court name

Invoice Form
- Altered form
- Contract number wrong or missing
- Program period wrong
- Court address wrong
- Contact information wrong

Timesheet Form
- Not reporting 100% of time
- Non program hours missing
- Altered certification
- Missing signatures
- Program titles missing

AB 1058 Funding Impacts
Examples of claim deficiencies
- AB1058 contract not active
AB 1058 Funding Impacts

Examples of claim deficiencies
- Missing expenses on operating recap form
- Claims in excess of amount on summary
- Excessive Documents
- Electronically Submitted
  Cannot be used to substantiate claims
  Network cannot support claims (storing/transmitting)
  Blocked on entry

Examples of operating Expenses Errors
- Publications
- Membership dues
- Bar/dues donations
- Child Support calculator
- Missing documentation
- Missing contracts
- Contractor activity log
- Non program training
- Phoenix Printouts
- Calculations wrong
- Duplicate indirect cost
- Expenses over $5k
- Missing Payment information
- No program benefit
- Avoidable Costs

ERROR RATE BY TYPE OF FORM
Grant Reimbursement Improvements

- Faster Funding from DCSS
- Contract Cycle Decrease
- Error Tracking / Management

Proposed Grant Improvements

At Judicial Council’s Request
Provide Data Necessary To:

- Modified Mid-Year Reallocation
- Provides Additional Contract Options For Review

AB 1058 Funding Impacts

- Impacts to the Grant Processing
  - More frequent claims submissions
  - More new charges
  - More audit items
AB 1058 Funding Impacts

- Impacts to the Courts
- Program audit requirements
- Federal audit requirements
- State audit requirements
- DCCS audit requirements
- Increase in processing time

AB 1058 Program Reporting Forms

AB 1058 Grant Forms

- Timesheet
- Contractor Activity Log
- Payroll Summary Sheet
- Operating Recap Sheet
- Summary Sheet
- Invoice Face Sheet
**AB 1058 Timesheets**

- Timesheet - Court employees (W-2)
- Contract Activity Log - Contractors (1099)
- Positive Reporting - account for 100% of time
- Increments of 15 minutes
- Furlough days not reported on timesheet
- Must be completed and signed by employee and reviewed approved by supervisor

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**AB 1058 Payroll Summary Sheet**

**AB 1058 Payroll Summary Sheet**

**AOC Timesheet**

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**Other Program Payroll Summary Sheet**
AB 1058 Payroll Summary Sheet

- **Salaries & Wages**
  - Gross salary for the pay period
  - 100% of time distribution for the pay periods being reported
  - Proportional overtime wages related to Title IV-D matters

- **Benefits Types**
  - Fringe benefits: social security, employee insurance; life, health, unemployment, workers compensation, pension plan costs, and other similar benefits
  - Paid Leave: vacation, annual leave, sick leave, holidays, court leave, and military leave
  - Cannot bill more leave hours than earned while working on the program
100% Reimbursable Expenses

- Contracted Facilitators and Commissioners
- Contracted Temporary Employees
- Court Interpreter Expenses
- Bailiff Expenses (proportionate to Commissioner hrs)
- Travel expenses
- Pre-approved Training/Conferences (1 per year)
- Pre-approved memberships

Partially Reimbursable Expenses

- Perimeter security
- Rent
- Office Supplies
- Equipment

Pre-Approved Expenses

- Written prior approvals required:
  - Minor Remodeling
  - Equipment Purchases > $5,000
Administrative and Grants Reporting Requirements

Grant Reporting Requirements

- Codes of Federal Regulation
- OMB Circular A-102 (Uniform Administrative Requirements for State and Local Govt. agencies)
- Cost Principles: 2 CFR 225 (formerly known as Circular A-87)
- Rules of Court
- Contractual Agreement between JCC and the Courts
Grant Reporting Requirements

- Administrative Requirements
  - Financial and Accounting Records
  - Proper supporting documentation
  - Approval and Authorized signature
  - Recommended/Approved Forms
- Record Retention and Access to Records
  - Access by Grantor & Auditors
  - Retained for 3 years

Costs Treatment

Direct vs. Indirect Costs

- **Direct Cost** are identified with a particular cost objective
- **Indirect Costs** are incurred for common or joint objectives of an organization and cannot be readily identified with a particular program objective
Direct/Indirect Determination

- Does the cost result in a direct benefit to a federal program?
- Can it be easily and accurately traced to the federal program?
- Does it benefit more than 1 federal program?
- Is it normally charged indirect?
- Have you calculated the proportional benefit?

Costs Allowability Requirements

- Allocable
- Necessary and Reasonable
- Treated Consistently
- Determined according to GAAP
- Net of applicable credits
- Not used for cost sharing/matching on another federal award
- Adequately documented
- Authorized under state/local laws & regulations
- Conforms to limits & exclusions in costs principles, federal laws and award T&C
- Consistent with recipient policies for federally and non-federally funded activities

Costs Allocability

- Must meet ONE of these criteria:
  - Incurred specifically for the program award
  - Benefits both program award and other work and can be distributed in reasonable proportion to benefits received
  - Necessary to organization’s overall operation
Methods of Allocation

- Allocation Methods:
  - Full Time Employee (FTE)
  - Number of Child Support Cases
  - # of Court Departments
  - Other Approved Methods

Note:

A cost which is allocable to an award isn’t necessarily allowable or reasonable

Administrative/ Grant Reporting

- Sell-back, Cash out, unproductive time charges, workers compensation, etc.
- Furlough Reporting
- Bailiff/Security costs plans
- Post employment benefits
  - Retirement benefits
  - Medical benefits
  - Unemployment benefits
Request for Program Modifications and Enhancements

Program versus Finance

Program
- Key Personnel changes
- Facility changes: lease and relocation
- Funding level changes
- FLFED database reporting
- Leave charges: buy backs and cash outs

Finance
- Budget modifications
- Finance reporting inquiries
- Accounting Forms
- Leave charges: buy backs and cash outs
- Reimbursement inquiries

Program Issues
- Creating new budget line item for material changes
- Moderate to high impact
- Affect other courts
- Changes not within funding level
- Approval process - long term
  - Program Manager
  - Finance Review
  - Committee Review
  - Judicial Review
Finance Issues

- Creating new budget line item for minor changes
- Budget category change
- Low impact
- Affect only one court
- Changes within funding level
- Approval process - short term

Program Manager
Finance Review

Grant Processing versus GL Accounting

Grant Processing
- AB 1058 Program Grant Accountant
- Allowability of program expenditures inquiries
- Program budget inquiries
- Reimbursement inquiries
- Reimbursements through SCO

GL Accounting
- SAP General Ledger Accountant
- Recording financial transactions
  - Accounts Receivable
  - Accounts Payable
  - General Ledger
- Payments through court specific accounts

Grant Discrepancy Processing

- Standardized Communications
- Consistent Message
- Response Cycle
- Claim Adjustment Treatment
- Standardized Form
- Description of Deficiency
- Required Action
- Survey
Grant Discrepancy Processing

Standardized Communication

Your claim as described above in the subject line requires additional documentation and correction. These additional documents and corrections are described on the attached Discrepancy Notification Form.

Because of the advance payment cycle time required by the Grantor, we must receive your documentation and correction within 5 days of this email. Should you be unable to provide documentation and corrections within the prescribed 5 days, you may resubmit with proper requirements with your next reimbursement request. Your reimbursement request, per the Grantor, must be reduced for any missing documentation or errors to qualify for the advance payment processing. Payments to your court will be affected if we do not receive the documentation.

This determination has been reviewed by both the Judicial Council Grant Accounting and AB1058 Program Management Staff.

Should you have any question please contact me or, Paul Fontaine, Supervisor at (415) 865-7785 or paul.fontaine@jud.ca.gov or, Anna Maves, Program Manager at (916) 263-6334 or anna.maves@jud.ca.gov.

Best Regards,

Grant Discrepancy Processing

SURVEY

The Judicial Council Staff strives to provide each court with the tools necessary to maximize grant funding opportunities and strive to enable an efficient reimbursement process. Various tools are available to affect this goal including annual grant training, grant contracts, grant manuals, staff, training and accountability, program committees chaired by the Judicial Council to reallocate funding allocations, reimbursement efficiencies and mid-year re-distributions and Federal and State Grant programmes.

To this end, the Judicial Council Staff seeks diligently to provide the best service possible considering the performance set by the General, California State Controller, Auditor, and Budgeting Offices and by Generally Accepted Accounting Standards adopted by each funding entity.

Considering the above, we are requesting the following:

1) Feedback on when the Judicial Council Staff meets the overall grant allocation and funding objectives.
2) Feedback on when the Judicial Council Staff could facilitate a more effective grant allocation and funding objective.
3) Feedback on when your court could enable or suggest a more effective grant allocation and funding process.

Thank you very much for your feedback.