

Instructions for Completing CDA 7010

The CDA 7010 is designed for requesting reimbursement of funds and for reporting monthly expenses for CalFresh Expansion. All requests for reimbursement of funds entered into the CDA 7010 should be rounded to the nearest dollar.

HEADER SECTION

Enter the following information:

- Planning and Service Area (PSA) number (two-digits)
 - Remit to Name will auto-populate once the PSA# is entered
- Fiscal Year – Federal Fiscal Year
 - Contract Number will auto-populate once the Fiscal Year and PSA# are entered
- Invoice Date – Date the report is being submitted
- Remit to Address – Enter the remit to address, which must be on file with CDA
- Invoice # and FI\$Cal PO# will be completed by CDA staff

PART I: EXPENDITURE REPORT

Enter the month and fiscal year for which expenditures are being reported.

- Enter Direct Program expenditures for each cost line item
 - Personnel Salaries, Fringe Benefits, Operating Expenses, Equipment, Travel and Per Diem, Subcontractors, Other Costs, Indirect Costs
- Enter Direct Admin expenditures for each cost line item
 - Personnel Salaries, Fringe Benefits, Operating Expenses, Equipment, Travel and Per Diem, Subcontractors, Other Costs, Indirect Costs

PART II: MONTHLY REIMBURSEMENT REQUEST FOR FUNDS

- Request month and fiscal year will auto-fill from Part I
 - Request Month = Expenditure Month
- Request amounts will auto-fill from Part I
 - Amounts must agree with Part I

FOR STATE USE ONLY

This section is to be completed by CDA staff.

DUE DATES

The completed CDA 7010 is due no later than the last business day of each month.

SUBMISSION

Submit electronically to CalFresh.Fiscal@aging.ca.gov.