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Long-Term Care and Aging Services Division
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PROGRAM MEMO

TO: Area Agencies on Aging

EXPIRES: June 30, 2020

NO: PM 19-05

PROGRAMS AFFECTED: CalFresh Expansion

DATE ISSUED: June 27, 2019

SUPERSEDES: N/A

SUBJECT: CalFresh Expansion Contract CF-1920 Budget and Reporting Information

Purpose

This Program Memo provides funding information and specifies reporting requirements for your CalFresh Expansion original contract CF-1920.

All contract-related documents, including Budget Displays and the Local Assistance Contract Checklist (CDA 9007), can be found on the [Area Agencies on Aging \(AAA\) page](#) of the California Department of Aging's (CDA) website.

Funding

The total CalFresh Expansion contract funding amount is \$1,815,000. The funding amount was based on the contracted amount from the California Department of Social Services and is contingent upon the federal award from the U.S. Department of Agriculture, Food and Nutrition Services for Federal Fiscal Years 2019 and 2020.

Allocation Methodology

To determine each AAA's contract allocation, CDA used the methodology described in the [CF-1920 Allocation Methodology](#) document found on the Area Agencies on Aging - Budget Displays page of CDA's website.

Request for Funds and Expenditure Reports

To request funds, AAAs must submit a completed [CalFresh Expansion Request for Reimbursement/Expenditure Report \(CDA 7010\)](#) found under the Expanding CalFresh Documents section on the Fiscal Forms and Documents page of CDA's website.

For guidance on reporting expenditures, refer to the [CalFresh Expansion Request for Reimbursement/Expenditure Report Instructions \(CDA 7010i\)](#) found under the CalFresh Expansion Documents section on the Fiscal Forms and Documents page of CDA's website.

CDA will not process payments for the CalFresh Expansion contract CF-1920 until the AAA's program budget has been completed, reviewed and approved by the California Department of Social Services and the contract is fully executed.

Deadlines

To execute this contract, AAAs must submit their CalFresh Expansion budget as soon as possible, but no later than 30 days from the date of this Program Memo. Additionally, all other contract-related documents identified in the Local Assistance Contract Checklist (CDA 9007) must be returned as soon as possible, but no later than the contract start date.

Monthly Expenditure Reports are due at the end of each following month. Expenditure time periods and closeout deadlines are footnoted on the Budget Display within Exhibit B of the contract.

Inquiries

For program inquiries, email: CalFresh.Outreach@aging.ca.gov.

For fiscal and data inquiries, email: CalFresh.Fiscal@aging.ca.gov.

For payment inquiries, email: CDA.Accounting@aging.ca.gov.

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Frances Mueller
Acting Director