



CSIS California School Information Services

July 1, 2007

TO: County Superintendents and Chief Business Officials

FROM: Joel D. Montero, Chief Executive Officer
Fiscal Crisis and Management Assistance Team

SUBJECT: Reimbursements to County Offices of Education

The 2007-08 Budget Act provides a total of \$1,050,000 for reimbursement to county offices of education for expenses incurred in carrying out certain financial oversight responsibilities. The budget act named the Fiscal Crisis and Management Assistance Team (FCMAT) to administer reimbursements subject to approval by the Department of Finance (DOF) and the Superintendent of Public Instruction (SPI).

The California has identified seven categories under which county offices may file for reimbursement. Allowable actions under each category are explained on the “Reimbursable Categories for County Office of Education Claims” document located on the FCMAT website:

1. Audit – Extraordinary Costs – EC 1241.5(b) & (c), BA Provision 7
2. Disapproved Budget by COE – EC 42127 (d)
3. Disapproved Budget by SPI (following BRC or waiver) – EC 42127.3 (b)(4)
4. Disapproved Budget by SPI (following BRC or waiver) – EC 42127.3 (b)(6)
5. Qualified Certification – EC 42127.6 (a)(1)(A)
6. Qualified Certification – EC 42127.6 (a)(1)(B)
7. Negative Certification – EC 42127.6 (e)(5)

	Approval by SPI	% COE must pay	Reimbursement rate
1. EC 1241.5(b) & (c)	N	100%	100%
2. EC 42127 (d)	N	100%	25%***
3. EC 42127.3 (b)(4)	Y	25%	100%
4. EC 42127.3 (b)(6)	Y	25%	100%
5. EC 42127.6 (a)(1)(A)	N*	100%	25%***
6. EC 42127.6 (a)(1)(B)	Y	25%	100%
7. EC 42127.6 (e)(5)	N**	25%	100%

* If COE enters into contract, it is subject to the approval of the SPI
 ** Actions taken must be “in consultation” with SPI
 *** Only 25% reimbursement allowed pursuant to Provisional Language of the Budget Act.

County Offices of Education shall submit two sets of the following items to FCMAT for review and forwarding to the CDE and DOF for reimbursement claim approval:

1. Reimbursement Request Form, each with original signature
2. Documentation of employment and payment for short-term analytical assistance or expertise to validate financial information if the district staff does not have the expertise; or, if the hiring of staff is subject to approval by the SPI per EC 42127.3 (b) (4).
3. Documentation of any contract and payment by a county superintendent of schools for a fiscal expert to advise a district on its financial problems, subject to approval by the SPI per EC 42127.6 (a)(1)(A).
4. Documentation of payment for all costs subject to reimbursement.
5. Claims for AB 139 Extraordinary audits, examinations or reviews must include a copy of the signed contract entered into by the county office, the audit report, and the actual costs billed to the county. Backup documentation including the rate of pay, number of days, hours worked, details of expenses, and proof of payment must be provided.
6. Each claim must cite the code section(s), which provides the authority for reimbursement under one or more of the seven categories.
7. Each claim must include a description of the circumstances which led to the COE involvement.

Claims for reimbursement should be submitted to FCMAT quarterly. **All claims for the prior fiscal year must be submitted no later than August 15 of the subsequent fiscal year.**

FCMAT will review and approve the claims consistent with the criteria and priorities established, and submit to the Department of Finance and Superintendent of Public Instruction for final approval.

Reimbursement request forms and information on the Reimbursable Categories for COE Claims are available online at www.fcmat.org using the link to COE Reimbursement Forms. For further information or assistance, please call 661-636-4611.

JDM:bls

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