OFFICE OF THE STATE CONTROLLER

STATE-MANDATED COSTS CLAIMING INSTRUCTIONS NO. 2012-07

JUVENILE COURT NOTICES II

FEBRUARY 6, 2012

REVISED JULY 1, 2016

In accordance with Government Code (GC) sections 17560 and 17561, eligible claimants may submit claims to the State Controller's Office (SCO) for reimbursement of costs incurred for state-mandated cost programs. This document contains claiming instructions and forms that eligible claimants must use for the filing of claims for the Juvenile Court Notices II program. The SCO issues these claiming instructions subsequent to the Commission on State Mandates (CSM) adopting the program's Parameters and Guidelines (Ps & Gs). The Ps & Gs are included as an integral part of the claiming instructions.

Welfare and Institutions Code section 827, as amended by Chapter 1423, Statutes of 1984, requires school district superintendents to distribute, to relevant school site personnel, written notices provided to them by the juvenile court system regarding pupils enrolled in their district who have been convicted of certain felonies and to destroy these notices after 12 months.

Chapter 1019, Statutes of 1994, amended Welfare and Institutions Code section 827 to require record retention and information dissemination procedures in addition to the activities mandated by Chapter 1423, Statutes of 1984.

Chapter 71, Statutes of 1995, amended Welfare and Institutions Code section 827 to eliminate the requirement that court records in the confidential student file be removed after 12 months.

On February 29, 1996, the CSM determined that Chapters 1423/84, 1019/94, and 71/95 resulted in state-mandated costs that are reimbursable pursuant to Part 7 (commencing with GC §17500) of Division 4 of Title 2.

On January 29, 2010, the CSM approved the amendments to the Ps & Gs to clarify the source documentation requirements and record retention language, as requested by the SCO.

Exception

There will be no reimbursement for any period in which the Legislature has suspended the operation of a mandate pursuant to state law.

Eligible Claimants

With the exception of community colleges, any school district, as defined in GC section 17519, that incurs increased costs as a result of this mandate, is eligible to claim for reimbursement. Charter schools and block grant recipients are not eligible to claim for reimbursement.

Reimbursement Claim Deadline

Annual reimbursement claims for the **2015-16** fiscal year may be filed by **February 15, 2017**, without a late penalty. **Claims filed more than one year after the filing date will not be accepted.**

Penalty

- **Initial Reimbursement Claims**

  When filed within one year of the initial filing deadline, claims are assessed a late penalty of 10% of the total amount of the initial claim without limitation pursuant to GC section 17561, subdivision (d)(3).

- **Annual Reimbursement Claims**

  When filed within one year of the annual filing deadline, claims are assessed a late penalty of 10% of the claim amount, not to exceed $10,000, pursuant to GC section 17568.

Minimum Claim Cost

GC section 17564, subdivision (a), states that no claim may be filed pursuant to sections 17551 and 17561, unless such a claim exceeds one thousand dollars **($1,000),** provided that a county superintendent of schools may submit a combined claim on behalf of school districts within their county if the combined claim exceeds **$1,000,** even if the individual school district's claim does not each exceed **$1,000**. If the total costs for a given fiscal year do not exceed $1,000, no reimbursement will be allowed except as otherwise allowed by GC section 17564. The county superintendent of schools will determine if the submission of the combined claim is economically feasible and be responsible for disbursing the funds to each school district. These combined claims may be filed only when the county superintendent of schools is the fiscal agent for the districts. A combined claim must show the individual claim costs for each eligible school district. All subsequent claims based upon the same mandate must be filed in the combined form only unless a school district provides a written notice of its intent to file a separate claim to the county superintendent of schools and to the SCO at least 180 days prior to the deadline for filing the claim.

Reimbursement of Claims

To be eligible for mandated cost reimbursement for any fiscal year, only actual costs may be claimed. These costs must be traceable and supported by source documents that show the validity of such costs, when they were incurred, and their relationship to the reimbursable activities. A source document is created at or near the same time the actual cost was incurred for the event or activity in question. Source documents may include, but are not limited to, employee time records or time logs, sign-in sheets, invoices, and receipts.

Evidence corroborating the source documents may include, but is not limited to, worksheets, cost allocation reports (system generated), purchase orders, contracts, agendas, training packets, and declarations. Declarations must include a certification or declaration stating: "I certify (or declare) under penalty of perjury under the laws of the State of California that the foregoing is true and correct," and must further comply with the requirements of Code of Civil Procedure section 2015.5.

Evidence corroborating the source documents may include data relevant to the reimbursable activities otherwise in compliance with local, state, and federal government requirements. However, these documents cannot be substituted for source documents.

Audit of Costs

All claims submitted to the SCO are subject to review to determine if costs are related to the mandate, are reasonable and not excessive, and if the claim was prepared in accordance with the SCO's claiming instructions and the Ps & Gs adopted by the CSM. If any adjustments are made to a claim, the claimant will be notified of the amount adjusted, and the reason for the adjustment.

On-site audits will be conducted by the SCO as deemed necessary. Pursuant to GC section 17558.5, subdivision (a), a reimbursement claim for actual costs filed by a claimant is subject to audit by the SCO no later than three years after the date the actual reimbursement claim was filed or last amended, whichever is later. However, if no funds were appropriated or no payment was made to a claimant for the program for the fiscal year for which the claim was filed, the time for the SCO to initiate an audit will commence to run from the date of initial payment of the claim.

All documents used to support the reimbursable activities must be retained during the period subject to audit. If an audit has been initiated by the SCO during the period subject to audit, the retention period is extended until the ultimate resolution of any audit findings. Supporting documents must be made available to the SCO on request.

Record Retention

All documentation to support actual costs claimed must be retained for a period of three years after the date the claim was filed or last amended, whichever is later. If no funds were appropriated or no payment was made at the time the claim was filed, the time for the SCO to initiate an audit will be from the date of initial payment of the claim. Therefore, all documentation to support actual costs claimed must be retained for the same period, and must be made available to the SCO on request.

Claim Submission

Submit a signed original Form FAM-27 and one copy with required documents. **Please sign the Form FAM-27 in blue ink and attach the copy to the top of the claim package.**

Mandated costs claiming instructions and forms are available online at the SCO's website: **www.sco.ca.gov/ard_mancost.html.**

Use the following mailing addresses:

If delivered by
U.S. Postal Service:

Office of the State Controller
Attn: Local Reimbursements Section
Division of Accounting and Reporting
P.O. Box 942850
Sacramento, CA 94250

If delivered by
other delivery services:

Office of the State Controller
Attn: Local Reimbursements Section
Division of Accounting and Reporting
3301 C Street, Suite 700
Sacramento, CA 95816

For more information, contact the Local Reimbursements Section by email at LRSDAR@sco.ca.gov, by telephone at (916) 324-5729, or by writing to the address above.

Adopted: 5/30/96
Amended: 9/30/99
Corrected: 11/18/99
Amended: 1/29/10

AMENDMENT TO PARAMETERS AND GUIDELINES

Welfare and Institutions Code Section 827

Statutes 1984, Chapter 1423
Statutes 1994, Chapter 1019
Statutes 1995, Chapter 71

Juvenile Court Notices II
05-PGA-54 (CSM-4475)

This amendment is effective beginning with claims filed for the
July 1, 2005 through June 30, 2006 period of reimbursement.

I. Summary of the Source of the Mandate

Section 827 of the Welfare and Institutions Code, as amended by Statutes 1984, chapter 1423, requires that school district superintendents distribute to the relevant schoolsite personnel the written notices provided to them by the juvenile court system regarding pupils enrolled in their district who had been convicted of certain felonies and then to destroy the notices after 12 months. Statutes 1984, chapter 1011, declared this amendment of Section 827 to be a state mandate and made an appropriation to school districts for the costs mandated by the state. The State Controller prepared initial claiming instructions in 1985 ("Chapter 1011, Statutes of 1984-Juvenile Court Notices") and has since then been reimbursing school districts pursuant to annual claiming instructions.

Statutes 1994, chapter 1019, (operative January 1, 1995), amended Welfare and Institutions Code section 827 to require, in addition to the activities mandated by Chapter 1423/84, additional record retention and information dissemination procedures.

Statutes 1995, chapter 71 (operative July 6, 1995), amended Welfare and Institutions Code section 827 to eliminate the requirement that the court records in the confidential student file be removed after 12 months.

II. Commission on State Mandates Decision

The Commission on State Mandates, in the Statement of Decision adopted at the February 29, 1996 hearing found that Welfare and Institutions Code section 827, as amended by Statutes 1984, chapter 1423and Statutes 1994, chapter 1019, imposes a new program or higher level of service within the meaning of Section 6, Article XIII B of the California Constitution, for school districts and county offices of education to distribute and maintain a record of notices received from the juvenile court system. The Commission also found that Statutes 1995, chapter 71, reduced one records maintenance component of the increased costs imposed by Statutes 1994, chapter 1019.

The Commission determined that the following provisions of Welfare and Institutions Code section 827 established costs mandated by the state pursuant to Government Code section 17514, by requiring:

(1) The superintendent to expeditiously transmit, upon return of the minor to school, the juvenile court notice to the counselor with direct supervisorial or disciplinary responsibility for the minor.

(2) The information received from the court to be kept in a separate confidential file at the school of attendance and transferred to subsequent schools of attendance until the minor graduates from high school, is released from juvenile court jurisdiction, or reaches the age of 18, whichever occurs first, after which time the record is to be destroyed.

(3) School district personnel to destroy any juvenile court information contained in the confidential file 12 months after the particular information is received or 12 months after the pupil returns to school, whichever occurs last. Beginning July 6, 1995, this removal and destruction is no longer required.

(4) The school principal or the principal's designee to respond in writing within 30 days to a written request of a minor or his or her parent or guardian that the minor's school records be reviewed to ensure that the record has been destroyed.

(5) The county superintendent to provide the court with a listing of all of the schools within each school district, within the county, along with the name and mailing address of each district superintendent.

The Commission also determined that to the extent that appropriations to reimburse costs mandated by the state by Chapter 1423, Statutes of 1984, continue after December 31, 1994, reimbursement amounts received by school districts and county offices of education according to claiming instructions issued pursuant to Chapter 1011, Statutes of 1984, shall be an offset to the costs mandated by the state pursuant to Chapter 1019, Statutes of 1994, as described by these parameters and guidelines.

III. Eligible Claimants

Any "school district", as defined in Government Code section 17519, except for community colleges, which incurs increased costs as a result of this mandate is eligible to claim reimbursement.

IV. Period of Reimbursement

This amendment is effective beginning with claims filed for the July 1, 2005 through June 30, 2006 period of reimbursement.

Section 17557 of the Government Code states that a test claim must be submitted on or before December 31 following a given fiscal year to establish eligibility for that fiscal year. The test claim for this mandate was submitted on March 22, 1994, therefore all mandated costs incurred on or after January 1, 1995, the operative date of Statutes 1994, chapter 1019, for implementation of Welfare and Institutions Code section 827 are reimbursable pursuant to these parameters and guidelines. Note that costs incurred prior to January 1, 1995, as mandated by Statutes 1984, chapter 1423, are reimbursable according to annual claiming instructions issued pursuant to Statutes 1984, chapter 1011-Juvenile Court Notices.

Reimbursable costs are to be claimed by fiscal year. Estimated costs for the subsequent fiscal year may be included on the same claim, if applicable. Pursuant to Section 17561 (d) (3) of the Government Code, all claims for reimbursement of initial years' costs shall be submitted within

120 days from the date on which the State Controller issues initial claiming instructions on funded mandates enacted by a claims bill.

Claimants shall use the uniform cost allowance specified in Section V. C. for costs incurred beginning in fiscal year 1997-98.

If the total costs for a given fiscal year do not exceed $200, no reimbursement shall be allowed, except as otherwise allowed by Government Code section 17564.

V. Reimbursable Costs

To be eligible for mandated cost reimbursement for any fiscal year, only actual costs may be claimed. Actual costs are those costs actually incurred to implement the mandated activities. Actual costs must be traceable and supported by source documents that show the validity of such costs, when they were incurred, and their relationship to the reimbursable activities. A source document is a document created at or near the same time the actual cost was incurred for the event or activity in question. Source documents may include, but are not limited to, employee time records or time logs, sign-in sheets, invoices, and receipts.

Evidence corroborating the source documents may include, but is not limited to, worksheets, cost allocation reports (system generated), purchase orders, contracts, agendas, training packets, and declarations. Declarations must include a certification or declaration stating, “I certify under penalty of perjury under the laws of the State of California that the foregoing is true and correct based upon personal knowledge.” Evidence corroborating the source documents may include data relevant to the reimbursable activities otherwise in compliance with local, state, and federal government requirements. However, corroborating documents cannot be substituted for source documents.

The claimant is only allowed to claim and be reimbursed for increased costs for reimbursable activities identified below. Increased cost is limited to the cost of an activity that the claimant is required to incur as a result of the mandate.

A. Scope of the Mandate

School districts and county offices of education shall be reimbursed for the cost incurred: to transmit the juvenile court notice to the counselor with direct supervisorial or disciplinary responsibility for the minor; to maintain the information in a separate confidential file at the school of attendance for a specified period after which the record is to be destroyed; to destroy any juvenile court information contained in the confidential file 12 months after the receipt (Fiscal Year 1994-95 only); to respond in writing within 30 days to written requests that the minor's school records be reviewed to ensure that the record has been destroyed.

The county superintendent to provide the court with a listing of all of the schools within each school district, within the county, along with the name and mailing address of each district superintendent.

B. Reimbursable Activities

For each eligible school district and county office of education, as applicable, the direct and indirect costs of labor, supplies and services incurred for the following mandate components are reimbursable:

1. Superintendent's Distribution of the Notice

For the superintendent to receive and expeditiously transmit, upon return of the minor to school, the juvenile court notice to the counselor having direct supervisorial or disciplinary responsibility over the minor at the school of attendance or to the new school district of attendance.

2. Record Retention and Destruction

For school personnel to maintain any information received from the court in a separate confidential file at the school of attendance until the minor graduates from high school, is released from juvenile court jurisdiction, or reaches the age of 18, or to transfer the confidential file to the minor's subsequent school of attendance for that school's retention, whichever occurs first, and for fiscal year 1994-95, to destroy any juvenile court information contained in the confidential file 12 months after the particular information is received or the pupil returns to school, whichever occurs last.

3. Responding to Destruction Inquiry

For the principal of the school of attendance, or the principal's designee, to respond in writing within 30 days to written requests of the minor or his or her parent or guardian that the minor's school records be reviewed to ensure that the record has been destroyed.

4. Directory of Schools

For the county superintendent to provide the court with a listing of all of the schools within each school district, within the county, along with the name and mailing address of each district superintendent.

C. UNIFORM COST ALLOWANCE

Pursuant to Government Code Section 17557, the Commission on State Mandates has adopted a uniform cost allowance for reimbursement in lieu of payment of actual costs incurred for Reimbursable Activities 1 through 3.

1. The uniform cost allowance for Reimbursable Activities 1 and 2 shall be thirty-two dollars per notice beginning with fiscal year 1997-98. Claims shall be reimbursed based upon the number of court notices received from the juvenile court system and distributed to school district personnel, multiplied by the uniform cost allowance.

   The uniform cost allowance shall be adjusted upward or downward as appropriate each subsequent year by the Implicit Price Deflator referenced in Government Code section 17523.

2. The uniform cost allowance for Reimbursable Activity 3 shall be twenty-two dollars and seventy-five cents per request beginning with fiscal year 1997-98. Claims shall be reimbursed based upon the number of written requests received from parents or guardians to review the record to ensure the record has been destroyed, multiplied by the uniform cost allowance.

   The uniform cost allowance shall be adjusted upward or downward as appropriate each subsequent year by the Implicit Price Deflator referenced in Government Code section 17523.

VI. Claim Preparation

Each claim for reimbursement pursuant to this mandate must be timely filed and set forth a listing of each item for which reimbursement is claimed under this mandate.

A. Reporting by Component

Claimed costs must be allocated according to the four components of reimbursable activity described in Section V. B.

B. Supporting Documentation

Determination of the adequacy of claimants' supporting documentation is within the purview of the State Controller, as permitted by law.

1. Employee Salaries and Benefits

Identify the employee(s), and/or show the classification of the employee(s) involved. Describe the mandated functions performed by each employee and specify the actual time spent, the productive hourly rate and the related fringe benefits. The average number of hours devoted to each function may be claimed if supported by a documented time study.

2. Materials and Supplies

Only the expenditures that can be identified as a direct cost of the mandate may be claimed. List the cost of materials that have been consumed or expended specifically for the purpose of this mandate.

3. Contracted Services

Give the name(s) of the contractor(s) who performed the service(s). Describe the activities performed by each named contractor, actual time spent on the mandate, inclusive dates when services were performed and itemize all costs for services performed.

4. Allowable Overhead Cost

a. School districts must use the J-380 (or subsequent replacement) non-restrictive indirect cost rate provisionally approved by the California Department of Education.

b. County offices of education must use the J-73A (or subsequent replacement) non-restrictive indirect cost rate provisionally approved by the California Department of Education.

C. Cost Accounting Statistics

The State Controller is directed to include in its claiming instructions each year the requirement that claimants report to the State Controller the following statistics for the purpose of establishing a database for potential future reimbursement based on prospective rates:

a. Average daily attendance each fiscal year beginning 1994-95.

b. Number of juvenile court notices received each fiscal year beginning 1994-95.

VII. Record Retention

Pursuant to Government Code section 17558.5, subdivision (a), a reimbursement claim for actual costs filed by a local agency or school district pursuant to this chapter[1] is subject to the initiation of an audit by the Controller no later than three years after the date that the actual reimbursement claim is filed or last amended, whichever is later. However, if no funds are appropriated or no payment is made to a claimant for the program for the fiscal year for which the claim is filed, the time for the Controller to initiate an audit shall commence to run from the date of initial payment of the claim. In any case, an audit shall be completed not later than two years after the date that the audit is commenced. All documents used to support the reimbursable activities, as described in Section V, must be retained during the period subject to audit. If the Controller has initiated an audit during the period subject to audit, the retention period is extended until the ultimate resolution of any audit findings.

VIII. Offsetting Savings and Other Reimbursements

Any offsetting savings the claimant experiences as a direct result of this statute must be deducted from the costs claimed. In addition, reimbursement for this mandate received from any source, e.g., service fees collected, federal funds, other state funds, etc., shall be identified and deducted from this claim. The Commission has identified as a specific offset any payments received under Statutes, chapter 1011.

IX. Required Certification

An authorized representative of the claimant will be required to provide a certification of claim, as specified in the State Controller's claiming instructions, for those costs mandated by the state contained herein.

X. Parameters and Guidelines Amendments

Pursuant to Title 2, California Code of Regulations, section 1183.2, parameters and guidelines amendments filed before the deadline for initial claims as specified in the Claiming Instructions shall apply to all years eligible for reimbursement as defined in the original parameters and guidelines. A parameters and guidelines amendment filed after the initial claiming deadline must be submitted on or before January 15, following a fiscal year in order to establish eligibility for reimbursement for that fiscal year.

1 This refers to Title 2, division 4, part 7, chapter 4 of the Government Code.

JUVENILE COURT NOTICES II CLAIM FOR PAYMENT	For State Controller Use Only (19) Program Number 00155 (20) Date Filed (21) LRS Input	PROGRAM 155

(01) Claimant Identification Number			Reimbursement Claim Data	
(02) Claimant Name			(22) FORM 1, (03)(a)	
County of Location			(23) FORM 1, (03)(b)	
Street Address or P.O. Box		Suite	(24) FORM 1, (03)(c)	
City	State	Zip Code	(25) FORM 1, (04)	
		Type of Claim	(26) FORM 1, (05)	
	(03)	(09) Reimbursement ☐	(27) FORM 1, (06)	
	(04)	(10) Combined ☐	(28) FORM 1, (08)(d)	
	(05)	(11) Amended ☐	(29) FORM 1, (09)	
Fiscal Year of Cost	(06)	(12)	(30) FORM 1, (10)	
Total Claimed Amount	(07)	(13)	(31) FORM 1, (12)	
Less: **10% Late Penalty** (refer to attached Instructions)		(14)	(32) FORM 1, (13)	
Less: **Prior Claim Payment Received**		(15)	(33)	
Net Claimed Amount		(16)	(34)	
Due from State	(08)	(17)	(35)	
Due to State		(18)	(36)	

(37) CERTIFICATION OF CLAIM

In accordance with the provisions of Government Code sections 17560 and 17561, I certify that I am the officer authorized by the school district or county office of education to file mandated cost claims with the State of California for this program, and certify under penalty of perjury that I have not violated any of the provisions of Article 4, Chapter 1 of Division 4 of Title 1 of the Government Code.

I further certify that there was no application other than from the claimant, nor any grant(s) or payment(s) received, for reimbursement of costs claimed herein; claimed costs are for a new program or increased level of services of an existing program; and claimed amounts do not include charter school costs, either directly or through a third party. All offsetting revenues and reimbursements set forth in the parameters and guidelines are identified, and all costs claimed are supported by source documentation currently maintained by the claimant.

The amount for this reimbursement is hereby claimed from the State for payment of actual costs set forth on the attached statements.

I certify under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

Signature of Authorized Officer

Date Signed _____

Telephone Number _____

Email Address _____

Type or Print Name and Title of Authorized Signatory

(38) Name of Agency Contact Person for Claim

Telephone Number _____

Email Address _____

Name of Consulting Firm / Claim Preparer

Telephone Number _____

Email Address _____

PROGRAM 155	JUVENILE COURT NOTICES II CLAIM FOR PAYMENT INSTRUCTIONS	FORM FAM-27

(01) Enter the claimant identification number assigned by the State Controller's Office.

(02) Enter claimant official name, county of location, street or postal office box address, city, State, and zip code.

(03) to (08) Leave blank.

(09) If filing a reimbursement claim, enter an "X" in the box on line (09) Reimbursement.

(10) If filing a combined reimbursement claim on behalf of districts within the county, enter an "X" in the box on line (10) Combined.

(11) If filing an amended reimbursement claim, enter an "X" in the box on line (11) Amended.

(12) Enter the fiscal year for which actual costs are being claimed. If actual costs for more than one fiscal year are being claimed, complete a separate Form FAM-27 for each fiscal year.

(13) Enter the amount of the reimbursement claim as shown in the attached Form 1 line (14). The total claimed amount must exceed $1,000; minimum claim must be $1,001.

(14) Initial reimbursement claims must be filed as specified in the claiming instructions. Annual reimbursement claims must be filed by **February 15**, or otherwise specified in the claiming instructions, following the fiscal year in which costs were incurred or the claims must be reduced by a late penalty. Enter zero if the claim was filed on time. Otherwise, enter the penalty amount as a result of the calculation formula as follows:

- Late Initial Reimbursement Claims: Form FAM-27 line (13) multiplied by 10%, without limitation; or
- Late Annual Reimbursement Claims: Form FAM-27, line (13) multiplied by 10%, late penalty not to exceed $10,000.

(15) Enter the amount of payment, if any, received for the claim. If no payment was received, enter zero.

(16) Enter the net claimed amount by subtracting the sum of lines (14) and (15) from line (13).

(17) If line (16), Net Claimed Amount, is positive, enter that amount on line (17), Due from State.

(18) If line (16), Net Claimed Amount, is negative, enter that amount on line (18), Due to State.

(19) to (21) Leave blank.

(22) to (36) Bring forward the cost information as specified on the left-hand column of lines (22) through (36) for the reimbursement claim, e.g., Form 1, (03)(a), means the information is located on Form 1, line (03)(a). Enter the information on the same line but in the right-hand column. Cost information should be rounded to the nearest dollar, i.e., no cents. The indirect costs percentage should be shown as a whole number and without the percent symbol, i.e., 7.548% should be shown as 8. **Completion of this data block will expedite the process**.

(37) Read the statement of Certification of Claim. The claim must be signed and dated by the agency's authorized officer, type or print name and title, telephone number, and email address. **Claims cannot be paid unless accompanied by an original signed certification**. (**Please sign the Form FAM-27 in blue ink and attach the copy to the top of the claim package.)**

(38) Enter the name, telephone number, and email address of the agency contact person for the claim. If claim was prepared by a consultant, type or print the name of the consulting firm, the claim preparer, telephone number, and email address.

SUBMIT A SIGNED ORIGINAL FORM FAM-27 AND ONE COPY WITH ALL OTHER FORMS TO:

Address, if delivered by U.S. Postal Service:

Office of the State Controller
Attn: Local Reimbursements Section
Division of Accounting and Reporting
P.O. Box 942850
Sacramento, CA 94250

Address, if delivered by other delivery service:

Office of the State Controller
Attn: Local Reimbursements Section
Division of Accounting and Reporting
3301 C Street, Suite 700
Sacramento, CA 95816

PROGRAM 155	JUVENILE COURT NOTICES II CLAIM SUMMARY	FORM 1

(01) Claimant	(02)	Fiscal Year 20___/20___

Claim Statistics	
(03) (a) Average Daily Attendance (ADA) for the fiscal year	
(b) Number of juvenile court notices received during the fiscal year	
(c) Number of written requests received for destruction inquiry during fiscal year of claim	
Unit Cost Allowance: *for reimbursable activities 1. through 3., listed on pages 3 and 4 of the amended Parameters and Guidelines (Ps & Gs)*	
(04) Cost of (03)(b) [Line (03)(b) x rate]	
(05) Cost of (03)(c) [Line (03)(c) x rate]	
(06) Total Costs [Line (04) + line (05)]	

Direct Costs: *for reimbursable activity 4. only, listed on page 4 of the amended Ps & Gs*	**Object Accounts**			
(07) Reimbursable Activities	(a) Salaries and Benefits	(b) Materials and Supplies	(c) Contract Services	(d) Total
4. Directory of Schools				
(08) Total Direct Costs				

Indirect Costs		
(09) Indirect Cost Rate	[Refer to Claim Summary Instructions]	%
(10) Total Indirect Costs	[Line (08)(d) - $] x line (09)	
(11) Total Direct and Indirect Costs	[Line (06) + line (08)(d) + line (10)]	
Cost Reduction		
(12) Less: Offsetting Revenues		
(13) Less: Other Reimbursements		
(14) Total Claimed Amount	[Line (11) - {line (12) + line (13)}]	

PROGRAM 155	JUVENILE COURT NOTICES II CLAIM SUMMARY INSTRUCTIONS	FORM 1

(01) Enter the name of the claimant.

(02) Enter the fiscal year of claim.

(03) (a) Enter the average daily attendance (ADA) for the fiscal year of claim.

(b) Enter the number of juvenile court notices received during the fiscal year of claim.

(c) Enter the number of written requests that were received during the fiscal year of claim regarding destruction inquiry.

(04) Total Cost of (03)(b). Enter the product of the number of juvenile court notices received, line (03)(b), times the unit cost allowance per court notice, for the fiscal year. ($55.89 for 2015-16 fiscal year)

(05) Total Cost of (03)(c). Enter the product of the number of written requests received from parents or guardians to review the records, times the unit cost allowance per inquiry for the fiscal year. ($39.73 for 2015-16 fiscal year)

(06) Enter the total costs by adding lines (04) and (05).

(07) For reimbursable activity 4., enter the totals from Form 2, line (05), columns (d) through (f) to Form 1, block (07), columns (a) through (c) in the appropriate row. Total each row.

(08) Total columns (a) through (d).

(09) Enter the approved indirect cost rate from the California Department of Education for the year that funds are expended.

(10) From the Total Direct Costs, line (08)(d), deduct any other item excluded from indirect cost distribution base in accordance with the California School Accounting Manual, Procedure 915. Enter zero if there are no exclusions. Multiply the result by the Indirect Cost Rate, line (06).

(11) Enter the sum of Total Costs, line (06), Total Direct Costs (08)(d), and Total Indirect Costs, line (10).

(12) If applicable, enter any revenue received by the claimant for this mandate from any state or federal source.

(13) If applicable, enter the amount of other reimbursements received from any source including, but not limited to, service fees collected, federal funds, and other state funds that reimbursed any portion of the mandated cost program. Submit a schedule detailing the reimbursement sources and amounts.

(14) From Total Direct and Indirect Costs, line (11), subtract the sum of Offsetting Revenues, line (12), and Other Reimbursements, line (13). Enter the remainder on this line and carry the amount forward to Form FAM-27, line (13) of the Reimbursement Claim.

PROGRAM 155	JUVENILE COURT NOTICES II ACTIVITY COST DETAIL	FORM 2

(01) Claimant	(02) Fiscal Year 20___ / 20___

(03) Reimbursable Activity:

4. Directory of Schools

(04) Description of Expenses			Object Accounts		
(a) Employee Names, Job Classifications, Functions Performed and Description of Expenses	(b) Hours Worked or Quantity	(c) Hours Worked or Quantity	(d) Salaries and Benefits	(e) Materials and Supplies	(f) Contract Services
(05) Total ☐ Subtotal ☐ Page: ____ of ____					

PROGRAM 155	JUVENILE COURT NOTICES II ACTIVITY COST DETAIL INSTRUCTIONS	FORM 2

(01) Enter the name of the claimant.

(02) Enter the fiscal year for which costs were incurred.

(03) Costs incurred for this activity are to be detailed on Form 2.

(04) The following table identifies the type of information required to support reimbursable costs. To itemize the costs incurred for the activity in block (03), enter each employee name, job classification, a brief description of the activities performed, productive hourly rate, actual time spent, fringe benefits, supplies used, and contract services. **The descriptions required in column (04)(a) must be of sufficient detail to explain the cost of activities or items being claimed.**

All documentation to support actual costs claimed must be retained for a period of three years after the date the claim was filed or last amended, whichever is later. If no funds were appropriated or no payment was made at the time the claim was filed, the time for the State Controller's Office (SCO) to initiate an audit will be from the date of initial payment of the claim. Therefore, all documentation to support actual costs claimed must be retained for the same period, and must be made available to the SCO on request.

Object Accounts	Columns						Submit supporting documents with the claim
	(a)	(b)	(c)	(d)	(e)	(f)	
Salaries and Benefits	Employee Name and Title	Hourly Rate	Hours Worked	Salaries = Hourly Rate X Hours Worked			
	Activities Performed	Benefit Rate	Hours Worked	Benefits = Benefit Rate X Salaries			
Materials and Supplies	Description of Supplies Used	Unit Cost	Quantity Used		Cost = Unit Cost X Quantity Used		
Contract Services	Name of Contractor and Specific Tasks Performed	Hourly Rate	Hours Worked and Inclusive Dates of Service			Cost = Hourly Rate X Hours Worked or Total Contract Cost	Copy of Contract and Invoices

(05) Total line (04), columns (d) through (f) and enter the sums on this line. Check the appropriate box to indicate if the amount is a total or subtotal. Enter the totals from line (05), columns (d) through (f) to Form 1, block (07), columns (a) through (c) in the appropriate row. Total each row.