



Controller John Chiang
California State Controller's Office

SCO LETTER 09-003

SUBJECT: American Recovery and Reinvestment
(ARRA) Funds

Issue Date: October 28, 2009

ISSUE: Claim Schedule Support documentation
For Disbursing ARRA Funds

TO: Department Directors
Departmental Accounting Officers

PURPOSE: This letter provides state departments with information regarding the supporting documentation required to be included with claim schedules submitted to the State Controller's Office (SCO) for disbursement of American Recovery and Reinvestment Act of 2009 (ARRA) funds.

WHO IS AFFECTED: Any department that submits a claim schedule to the SCO for disbursement of ARRA funds must comply.

BACKGROUND: The federal government enacted into law the American Recovery and Reinvestment Act of 2009 (ARRA) to provide funds to stimulate the nation's economy. California will be receiving and expending ARRA funds through the numerous state departments/agencies. The state departments/agencies will issue/expend ARRA funds through the SCO's claims payment process. In order for the SCO to determine the correctness, legality, and sufficient provisions of law for the payments, as required by Government Code section 12410, and Section 7 of Article 16 of the State Constitution the SCO is requiring specific supporting documentation and certification to be included with claim schedules submitted for the disbursement of ARRA funds.

PROCEDURE: Effective November 2, 2009 all departments/agencies submitting claim schedules to the SCO for disbursement of ARRA funds shall:

1. Segregate ARRA fund payments from all other payments. The claim schedule shall be comprised of only ARRA fund payments.
2. Each ARRA fund claim schedule must include the attached ARRA Fund Claim Summary and Certification document certifying that the amount disbursed complies with all federal and state requirements governing the use of ARRA funds, and that the department/agency ensures that all ARRA funds are used for the intended purpose.

Please refer to the SCO website at: http://www.sco.ca.gov/ard_state_claim_sched.html to obtain a copy of the ARRA Fund Claim Summary and Certification document.

The SCO will return to the departments or agency all claims that lack the required certification.

CONTACT INFORMATION:

If you have any questions please contact the SCO by calling the Claims Inquiry Line at 445-3060, or contact your agency's assigned Claim Auditor.

JOHN HIBER
Original signed by
Chief Operating Officer