

DEPARTMENT OF ALCOHOL AND DRUG PROGRAMS

1700 K STREET
SACRAMENTO, CA 95811-4037
TTY/TDD (800) 735-2929



DATE: July 13, 2011 PSN Letter No. 11-01

TO: ALL PARTICIPATING PAROLEE SERVICES NETWORK COUNTIES

SUBJECT: PAROLEE SERVICES NETWORK (PSN) PRELIMINARY FISCAL YEAR (FY) 2011-12 ALLOCATIONS; NEW QUARTERLY INVOICING PROCESS AND DATA REPORTS

The purpose of this letter is to provide counties with preliminary FY 2011-12 PSN allocations, as well as information regarding the new quarterly invoicing and data report process for FY 2011-12 and subsequent years.

FY 2011-12 PSN Allocations

The first attachment to this PSN letter is the preliminary FY 2011-12 PSN allocation. Please note that the preliminary allocations are to be used for planning purposes only. Final allocations will be confirmed in an FY 2011-12 PSN Workplan Guidelines package to be released following approval of the California Department of Corrections and Rehabilitation (CDCR) / Department of Alcohol and Drug Programs (ADP) interagency agreement.

One significant change to previous allocations will impact the nine Bay Area Services Network (BASN) counties. CDCR has discontinued Center Point's contract provision of BASN case management services and will distribute the \$795,873 in contract support funds to the BASN counties in support of local case management administration. Each of the BASN counties will receive an increase in funding which is directly proportionate to its share of total BASN funding.

Submission and Reimbursement of Invoices

Each county must provide ADP with quarterly invoices detailing actual expenditures of PSN funds. Counties must submit the invoice electronically and mail a hard copy with an original signature. ADP will review expenditures submitted by the counties to verify that the expenditures shown on the invoice match the information on the county work plan and meet the eligibility requirements for the PSN program.

ADP will monitor PSN county expenditures to determine that funds will be fully expended. If ADP finds that a county is not reasonably expected to expend the allocated amount, funds may be re-allocated to other counties and used during the current fiscal year.



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PARTICIPATING PAROLEE SERVICE NETWORK COUNTIES

July 13, 2011

Page 2

Quarter	Quarterly Dates	Invoice and Quarterly Data Report Due Date* <small>*45 days after quarter's end</small>
1	July 1 – Sep. 30, 2011	Nov. 15, 2011
2	Oct. 1 – Dec. 31, 2011	Feb. 15, 2012
3	Jan. 1 – Mar 31, 2012	May 15, 2012
4	Apr. 1 – June 30, 2012	Aug. 15, 2012

Counties must also submit a PSN Quarterly Data Report along with the invoice. Payment will not be released until the signed hardcopy invoice, the electronic copy of the invoice, and the Quarterly Data Report have all been received by ADP.

The PSN invoice should accompany the Quarterly Data Report and be mailed to:

Department of Alcohol and Drug Programs
Office of Criminal Justice Collaboration, Fifth Floor
Attn: *(name of PSN county liaison)*
1700 K Street
Sacramento, CA 95811

- Attachment A provides the preliminary FY 2011-12 allocations.
- Attachment B provides the quarterly invoice for reimbursement forms.
- Attachment C provides quarterly invoice reporting instructions.
- Attachment D provides the Quarterly Data Report.
- Attachment E acknowledges the continuation of the Statewide Weekly Participant Count. This report is collected independently of the quarterly invoicing and reimbursement process.

PARTICIPATING PAROLEE SERVICE NETWORK COUNTIES

July 13, 2011

Page 3

Please contact your PSN county liaison, Marilee Moon-Vanni at (916) 327-9532, or Marisa Baker at (916) 324-2388, if you have any questions regarding the matters addressed in this communication.

Sincerely,



MILLICENT GOMES
Deputy Director
Office of Criminal Justice Collaboration

[Attachment A](#): Preliminary PSN Allocations: FY 2011-12

[Attachment B](#): PSN Invoice (both Form A and Form A-1 are included)

[Attachment C](#): PSN Invoice Instructions

[Attachment D](#): Quarterly Data Report

[Attachment E](#): Statewide Weekly Participant Count