

**DEPARTMENT OF ALCOHOL AND DRUG PROGRAMS**

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DATE: January 19, 2012

PSN Letter No. 12-01

TO: SELECTED COUNTY ALCOHOL AND DRUG PROGRAM ADMINISTRATORS AND LOCAL PAROLEE SERVICES NETWORK (PSN) COORDINATORS (COUNTIES OF ALAMEDA, CONTRA COSTA, FRESNO, KERN, LOS ANGELES, MARIN, NAPA, ORANGE, RIVERSIDE, SACRAMENTO, SAN BERNARDINO, SAN DIEGO, SAN FRANCISCO, SAN MATEO, SANTA CLARA, SOLANO, AND SONOMA)

SUBJECT: FISCAL YEAR 2011-2012 PAROLEE SERVICES NETWORK FUNDING

This letter transmits a timeline of events for Parolee Services Network (PSN) funding. The Department of Alcohol and Drug Programs (ADP) has the authority to redirect funds from one county to another. This could be a one-time or a permanent change to a county's allocation. The goal of ADP is that all Fiscal Year (FY) 2011-2012 funds are fully expended by June 30, 2012.

ADP may withhold a portion, or all, of the FY 2011-12 PSN allocation from counties that do not submit the work plan by February 6, 2012. ADP is in the process of reviewing county work plans and will compare the last two years' expenditures against the historical allocation. Any unbudgeted funds may be automatically deducted from the county's allocation. The total amount recovered will be reallocated to the counties that return a letter of interest and demonstrate the ability to spend the funds.

In addition, counties may choose to relinquish some or all of their PSN funds that they do not anticipate to fully expend by June 30, 2012. Those counties must notify their ADP PSN county liaison in writing by Wednesday, February 15, 2012, of their decision to relinquish funds to prevent counties from having funds recovered in the next fiscal year distribution of allocations. Counties that voluntarily relinquish funds will receive their full allocation in the next fiscal year.

The following illustrates the timeline ADP will follow for recovering and distributing funds:

- February 6, 2012: Deadline to submit PSN workplan
- February 15, 2012: Voluntary Relinquishment of Funds form is due to ADP.
- February 22, 2012: Letter of Interest for additional funds form will be sent to counties.
- February 29, 2012: Letter of Interest form for additional funds is due to ADP by close of business.
- March 7, 2012: Notify counties of supplemental allocation.



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ADP will monitor PSN county expenditures to determine that funds will be 100% expended by June 30, 2012 and continually communicate with counties to reach that goal. If ADP finds that a county is not reasonably expected to expend the allocated amount, funds may be involuntarily recovered and reallocated to other counties for use in the current fiscal year.

Please contact your PSN county liaison, Marilee Moon-Vanni at (916) 327-9532, or Marisa Rey at (916) 324-2388 if you have any questions.

Sincerely,



MILLICENT GOMES  
Deputy Director  
Office of Criminal Justice Collaboration

[Enclosure](#) - Voluntary Relinquishment of Funds, FY 2011-2012

cc: California Department of Corrections and Rehabilitation (CDCR),  
Office of Offender Services (OS)

[For inquiries to CDCR on PSN matters call (916) 327-3707.]