REVIEW & EXPENDITURE REPORT

1. DHCS will review the RER within 5 business days. If DHCS finds errors, the county RER point of contact will be notified via email.

2. If DHCS does not receive a revised and corrected RER within two weeks, a follow-up email will be sent. DHCS will review the RER within 5 business days.

3. When DHCS determines that the county has submitted a complete and accurate RER, it will direct the SCO to release the withheld funds back to the county.

LATE SUBMISSIONS AND WITHHOLDS

1. DHCS will notify any county that has not submitted a complete and accurate RER. The county will have 30 calendar days to make their submission.

2. DHCS will direct the State Controller’s Office (SCO) to withhold 25% of the next monthly MHSA allocation if an RER is not timely or accurate.

3. When DHCS determines that the county has submitted a complete and accurate RER, it will direct the SCO to release the withheld funds back to the county.

REVERSION CALCULATIONS

1. Reverted Funds: MHSA funds allocated to a county that have not been spent within a specified period of time must revert to the state, be deposited into the Reversion Account, and made available to other counties in future years.

2. Reversion calculations are conducted after all county RERs for the fiscal year have been completed and finalized. DHCS will determine reversion calculations within 30 to 60 days.

3. Authority Cited: WIC, Section 5892(h).

OFFICIAL REVERSION NOTICES

1. By April 30 of each year, after reversion calculations are determined and finalized, DHCS will send an official notice to each county notifying them of the amount of county funds that are subject to reversion. The notice will include a schedule of the county’s funds subject to reversion from each component (CSS, PEI, INN, CFTN, and WET)*, and will include data from the county’s RER that DHCS used to determine the amounts subject to reversion.

COUNTY SUBMISSION OF APPEAL

1. If a county disagrees with DHCS’ determination of the reversion amount, the county may submit an appeal to DHCS. To appeal, the county shall submit the following documents by email to MHSA@dhcs.ca.gov:

   - A completed Adjustments to Revenue or Expenditure Summary form (DHCS 1821 Form).
   - An executed MHSA Fiscal Accountability Certification form (DHCS 1820 Form).

2. The county must submit an appeal within 30 calendar days of receiving the notice of the amount of the county’s funds that are subject to reversion. A completed appeal must be submitted by January 31st of the reporting fiscal year.

3. A decision on Appeal: DHCS will review the appeal documents and email a written decision to the county within 45 calendar days of receiving the appeal. DHCS’ decision will include a statement of the reasons that support the decision.

REVIEW PROCESS

1. DHCS will review the RER within 5 business days. If DHCS finds errors, the county RER point of contact will be notified via email.

2. If the County does not receive a revised and corrected RER within two weeks, a follow-up email will be sent. DHCS will review the RER within 5 business days.

3. When DHCS determines that the county has submitted a complete and accurate RER, it will direct the SCO to release the withheld funds back to the county.

4. A clean and final RER must be submitted to DHCS by Jan. 31st of the reporting fiscal year.

5. April 30

6. As counties remit, DHCS redistributes the funds back into the Mental Health Service Fund. There is no deadline for the return of the reverted funds.

7. October 1

* CSS: Community Services and Supports PEI: Prevention and Early Intervention INN: Innovation CFTN: Capital Facilities and Technological Needs WET: Workforce Education and Training