

**SERVICES TO CALIFORNIA DEPARTMENT OF CORRECTIONS AND
REHABILITATION (CDCR)**

PAROLEE SERVICES NETWORK

1. Parolee Services Network (PSN) is funded with State General Fund (SGF) money from the California Department of Corrections and Rehabilitation (CDCR) through an Interagency Agreement with the Department of Alcohol and Drug Programs (ADP). Participating counties cannot rollover unspent project funds and must return to the State all unspent funds and all funds that were expended but disallowed for reimbursement. The final allocation for each PSN County will be determined by the county's invoices.
2. 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.
3. 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.
4. 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.

Due dates for each quarter's invoice and quarterly data follow:

Quarter	Quarterly Dates	Invoice and Quarterly Data Report Due Date* *45 days after quarter's end
1	July 1 – Sep. 30, 2012	Nov. 15, 2012
2	Oct. 1 – Dec. 31, 2012	Feb. 15, 2013
3	Jan. 1 – Mar 31, 2013	May 15, 2013
4	Apr. 1 – June 30, 2013	Aug. 15, 2013

5. Counties are required to submit weekly reports that captures participant counts. These reports are due by close of business on Mondays for the prior period of Saturday through Friday.
6. Counties are subject to additional requirements established by CDCR and ADP as specified in this document and in the Work Plan Policy Guidelines.
7. ADP has the discretion to reallocate unused PSN funds from one county to another county during the fiscal year. In order to ensure full expenditure of the allocation, ADP has the discretion to determine that such reallocation is permanent.
8. Counties must submit an annual PSN Work Plan within the time frame referenced in the Interagency Agreement, Exhibit A: Scope of Work. The PSN Work Plan must be approved by staff of the Office of Criminal Justice Collaboration.
9. ADP shall not release PSN funds to a county until the PSN Work Plan has been approved. Counties will not be reimbursed for PSN services provided prior to the approval of the PSN annual Work Plan, unless otherwise authorized by CDCR and ADP.
10. Counties will be reimbursed with CDCR funds for administrative costs associated with the PSN, not to exceed the amount agreed to annually by CDCR and ADP.
11. Counties are allowed to use SGF Discretionary funds only to cover costs that exceed the maximum PSN unit rate for services. In no instance will funding for PSN services be approved for a cost per unit of service greater than that in the approved Work Plan. In no instance will CDCR funds be approved for treatment services for parolees who are ineligible for PSN.

12. Participating counties must submit the Monthly Activity Report, as referenced in the Interagency Agreement, Exhibit A: Scope of Work, 4. - Guidelines for County Participation. Additionally, counties must submit data as specified in the Policy Guidelines, and as requested by CDCR and ADP.
13. PSN counties are required to establish contracts, either directly or by subcontract, only with treatment providers selected through a competitive bid process every three years. County operated programs are exempt from this requirement. The bid process will establish the providers, the modalities, and the maximum cost per unit for the next three years (36 months). The unit cost of service in the County's approved three-year Work Plan for each provider must be the provider's bid rate. The 36-month unit rate also applies to county operated programs. The competitive bid process may occur prior to three year, if approved by CDCR and ADP. Counties are expected to comply with the competitive bid process requirements established by CDCR and ADP as identified in the Policy Guidelines.
14. Counties are responsible to monitoring program spending and provider utilization. Counties must reallocate monies from one provider to another provide to ensure total expenditure of funds. Redirection of funds must have prior approval of ADP and be incorporated into a revised County Work Plan.
15. PSN counties are required to ensure compliance with program requirements, including applicable CDCR treatment standards. Counties must present documentation of compliance as requested by ADP.