



## CALIFORNIA DEPARTMENT OF EDUCATION

**TOM TORLAKSON**  
STATE SUPERINTENDENT OF  
PUBLIC INSTRUCTION

1430 N STREET, SACRAMENTO, CA 95814-5901 • 916-319-0800 • WWW.CDE.CA.GOV

Dear Executive Directors of Child Care and Development Programs:

### [Implementation of Statewide Accounting System: FI\\$CAL](#)

The State of California is implementing a new automated system, the Financial Information System of California (FI\$CAL), that will impact state functions related to budgeting, accounting, and cash management. The purpose of this letter is to inform contractors that the California Department of Education (CDE) is scheduled to implement FI\$CAL beginning July 1, 2018, and that this new system will effect processes and timelines for both Fiscal Year (FY) 2017–18 and 2018–19.

### [FY 2017–18 Contract Amendments](#)

Requests for current-year Voluntary and Temporary Transfers of Funds (VTTs), as well as intra-agency transfers between CCTR and CSPP contracts, are due to Child Development and Nutrition Fiscal Services (CDNFS) May 15, 2018. It is imperative that these requests are submitted to CDE timely. Requests received after the deadline will not be accepted. The CDE is managing year-end accounting activities and data migration while moving forward with the implementation of FI\$CAL. Therefore, all current-year contract amendments must be processed timely for these activities to be completed, which include encumbering dollars for VTTs and CCTR/CSPP transfers in FY 2017–18.

### [Initial FY 2018–19 Apportionment Payment](#)

Contractors will begin receiving FY 2018–19 contracts from the CDE Contracts Office by the end of May. Contractors are encouraged to sign and return their contracts as soon as possible. FY 2018–19 initial advance apportionment payments will be processed weekly in the month of July, and bi-weekly thereafter, to ensure that initial payments are received by all contractors with an executed contract as quickly as possible. Contractors who sign and return their contracts by June 30, 2018, will have their initial advance apportionment processed through the current accounting system and can expect the time it takes to receive a warrant to be consistent with the past. Contractors that do not sign and return their contracts by July 1, 2018 should anticipate a slight delay – one to two weeks – in the receipt of their initial warrant due to data migration from the previously utilized accounting system to FI\$CAL.

### [FY 2018–19 Payment Timeframes](#)

Contractors should anticipate a change in the timing of payments in FY 2018–19. After data migration is complete, contractors can expect a delay of approximately one week in receiving apportionment payments. For example, a payment made for December expenses (based on a September quarterly report) would typically be received by contractors in the second or third week of November. As FY 2018–19 payments are made through FI\$CAL, this payment will likely be made in the third or fourth week of November.

### [Conversion to FI\\$CAL](#)

The exact date of conversion from the previous accounting system to FI\$CAL is unknown, but will likely occur in the month of July 2018. Prior to conversion, contractors will receive warrants and remittance advices as they have in the past. After conversion, contractors will begin receiving warrants and remittance advices processed through FI\$CAL. Remittance advices processed through FI\$CAL will be formatted differently, and will include new identifying information. This includes a “Supplier ID” to each contractor, which will replace the Agency Code/Vendor Number, and will be assigned by FI\$CAL. The Supplier ID will be included on the remittance advice after conversion, and on the contract face sheet when FY 2018–19 Budget Act Amendments are processed. CDNFS will provide each contractor’s Supplier ID prior to June 30, 2018. If you do not receive a Supplier ID prior to June 30, 2018, please contact your assigned CDNFS Fiscal Analyst.

The CDE is working diligently with State control agencies to make this transition as smooth as possible and to minimize interruption to Child Development payments. Contractors can expect additional correspondence from the CDE as implementation draws near, in an attempt to lessen disruption to your accounting processes. Thank you in advance for your patience as this transition occurs.

If you have any questions regarding this correspondence, please contact your assigned fiscal analyst. The Fiscal Analyst Directory can be found at:  
<http://www.cde.ca.gov/fg/aa/cd/faad.asp>

Sincerely,

*Original Signed by Leisa Maestretti*

Leisa Maestretti, Division Director  
California Department of Education  
Fiscal and Administrative Services Division

LM:aj