



## CALIFORNIA DEPARTMENT OF EDUCATION

**TOM TORLAKSON**  
STATE SUPERINTENDENT OF  
PUBLIC INSTRUCTION

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October 26, 2018

Dear Executive Directors of Child Care and Development Programs:

### Implementation of Statewide Accounting System: FI\$CAL

The State of California has implemented a new automated system, the Financial Information System of California (FI\$Cal), which will impact state functions related to budgeting, accounting, and cash management. The new system will impact payment timelines in Fiscal Year (FY) 2018–19. Additionally, if required documents are not submitted to the CDE to establish child development contracts in the FI\$Cal, payments will be further delayed.

### Payment Timeframes

In previous communication, contractors were advised to anticipate a change in the timing of payments in FY 2018–19. 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 third week of November. As FY 2018–19 payments are made through the FI\$Cal, this payment will likely be made in the fourth week of November.

### Additional Payment Delays

Child Development contracts must be established in the FI\$Cal before the CDE can issue reimbursement, as the previously utilized accounting system will soon be unavailable to process payments. Contractors that have not provided the CDE with a current or acceptable STD 204 or Government Agency Tax Payer ID form will experience a delay in reimbursements until the necessary forms are provided to the CDE.

Current STD 204 forms are required of all non-government organizations, while a Government Agency Tax Payer ID form is required of all government organizations, regardless of their tax payer status. Because the CDE cannot issue payments through the FI\$Cal for organizations that have not completed the form appropriate for the organization type, contractors with missing or incorrect forms will be contacted in the near future. It is imperative that contractors respond promptly to a request for these forms in order to avoid a delay in payment.

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. Thank you 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

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