



CA 9-1-1 BRANCH NOTICE 2013-07
Expiration: December 31, 2013

Date: November 27, 2013

To: ALL 9-1-1 COUNTY COORDINATORS
ALL PUBLIC SAFETY ANSWERING POINT MANAGERS

**SUBJECT: SUBMISSION OF REIMBURSEMENT REQUESTS FOR FISCAL YEAR
2012/13 AND PRIOR ARE DUE BY DECEMBER 31, 2013 ON UPDATED
FORMS**

The California 9-1-1 Emergency Communications Branch (CA 9-1-1 Branch) is requesting that all Public Safety Answering Points (PSAPs) and 9-1-1 County Coordinator reimbursement claims for Fiscal Year 2012/13 and all fiscal years prior, to be submitted to the CA 9-1-1 Branch no later than December 31, 2013. Please mail reimbursement claims to 601 Sequoia Pacific Boulevard, MS-911, Sacramento, CA 95811-0231. Please use the updated Reimbursement Claim Form (TDe290 – Rev. 10/2013) and the Reimbursement Claim Support Document (TDe290A – Rev. 09/2013). These forms are attached to this notice and are also available in soft copy on our web-site at <http://www.caloes.ca.gov/PSC/Pages/Publications/Forms.aspx>.

The California 9-1-1 Operations Manual, Chapter III – Funding Processes for Services and Equipment, Agency 9-1-1 Expenses includes the Reimbursement Claim Process requirements for PSAPs and 9-1-1 County Coordinators to follow when requesting funding for eligible expenses. One of the requirements is for the claims to be submitted timely, specifically no later than ninety (90) calendar days after the close of the fiscal year. The CA 9-1-1 Branch has made a one-time exception to extend the submission requirement until December 31, 2013.

If you have any questions or need guidance, please do not hesitate to contact your 9-1-1 Branch Consultant at <http://www.caloes.ca.gov/PSC/Pages/Directory/Directory.aspx>.

Sincerely,

WILLIAM D. ANDERSON, Branch Manager (Interim)
California 9-1-1 Emergency Communications Branch

Attachments

cc: Karen Wong, Assistant Director, Public Safety Communications
State 9-1-1 Advisory Board Members
California 9-1-1 Emergency Communications Branch Staff