

Office of the State Controller
State-Mandated Costs Claiming Instructions No. 2009-19
Expulsion of Pupils: Transcript Cost for Appeals – Program No. 91
Revised October 1, 2023

In accordance with Government Code (GC) sections 17560 and 17561, eligible claimants may submit claims to the State Controller's Office (SCO) for reimbursement of state-mandated cost programs. This document contains claiming instructions and forms that eligible claimants must use for filing claims for the Expulsion of Pupils: Transcript Cost for Appeals program. SCO issues these claiming instructions subsequent to the Commission on State Mandates (CSM) adopting the program's Parameters and Guidelines (Ps & Gs). The [Ps & Gs](#) are an integral part of the claiming instructions and are located on CSM's website.

Chapter 1253, Statutes of 1975, provides that school districts must not charge the parents or guardians of pupils for the cost of the transcript of the initial hearing when the parents or guardians have limited income, and to return the cost of the transcript to the parents or guardians when the county board reverses the local board's decision to expel the pupil pursuant to Education Code section 48921, as renumbered by Chapter 498, Statutes of 1983.

Exception

There will be no reimbursement for any period in which the Legislature has suspended the operation of a mandate pursuant to state law.

Eligible Claimants

Any school district, as defined in GC section 17519, with the exception of community college districts, is eligible to claim reimbursement for increased cost incurred as a result of this mandate. Charter schools and block grant recipients are not eligible to claim for reimbursement.

Types of Claims

A. Entitlement Claims

This program has been included in the State Mandates Apportionment System (SMAS), a process in which a claimant receives an annual apportionment, reflective of the program's costs, without further filing of reimbursement claims. A claimant is eligible to be included in the process after having established a SMAS base-year entitlement for the program. SCO determines a base-year entitlement by averaging the claimant's actual costs for any three consecutive fiscal years. The actual costs are first adjusted according to any change in the implicit price deflator. With an established base year, the claimant will receive annual payments adjusted by changes in the implicit price deflator. When the claimant has filed three consecutive fiscal years of costs, no further claims need to be filed. For programs included in the SMAS after January 1, 1988, the annual payments are adjusted by changes in the implicit price deflator and changes in the school's average daily attendance (ADA).

A claimant who has not established a base-year entitlement, may file claims as described in the following instructions to complete three consecutive fiscal years of actual costs. If a claimant incurred three consecutive fiscal years of costs, and had not previously claimed those costs, the claimant may file an Entitlement Claim, FAM-43 for each of those fiscal years beginning with 1984-85 or any subsequent three consecutive fiscal years.

An Entitlement Claim is for the sole purpose of establishing a base-year entitlement and not for claiming reimbursement.

Entitlement claims should be filed with SCO by February 15. After the claims are approved and a base-year entitlement amount is determined, the claimant will receive an apportionment of the current fiscal year.

B. Reimbursement Claims

If an eligible claimant does not have three consecutive fiscal years of costs for Chapter 1253, Statutes of 1975, to qualify for inclusion in the SMAS, the claimant may file a reimbursement claim.

A reimbursement claim is defined in GC section 17522 as any claimed filed with SCO by a school district for reimbursement of costs incurred for which an appropriation is made for the purpose of paying the claim.

Reimbursement Claim Deadline

Pursuant to GC section 17560(a), annual reimbursement claims may be filed by **February 15** following the fiscal year in which costs were incurred. If the deadline falls on a weekend or holiday, claims are due the following business day. Claims filed after the deadline must be reduced by a late penalty. **Claims filed more than one year after the deadline will not be accepted.**

Penalty

- **Initial Reimbursement Claims**

When filed within one year of the initial filing deadline, claims are assessed a late penalty of 10% of the total amount of the initial claim without limitation pursuant to GC section 17561(d)(3).

- **Annual Reimbursement Claims**

When filed within one year of the annual filing deadline, claims are assessed a late penalty of 10% of the claim amount, not to exceed \$10,000, pursuant to GC section 17568.

Minimum Claim Cost

GC section 17564(a) states that no claim may be filed pursuant to sections 17551 and 17561, unless such a claim exceeds one thousand dollars (\$1,000). However, a county superintendent of schools may submit a combined claim on behalf of school districts within their county if the combined claim exceeds \$1,000, even if the individual school district's claim does not each exceed \$1,000. If the total costs for a given fiscal year do not exceed \$1,000, no reimbursement will be allowed except as otherwise allowed by GC section 17564. The county superintendent of schools will determine if the submission of the combined claim is economically feasible and be responsible for disbursing the funds to each school district. These combined claims may be filed only when the county superintendent of schools is the fiscal agent for the districts. A combined claim must show the individual claim costs for each eligible school district. All subsequent claims based upon the same mandate must be filed in the combined form only unless a school district provides a written notice of its intent to file a separate claim to the county superintendent of schools and to SCO at least 180 days prior to the deadline for filing the claim.

Reimbursement of Claims

To be eligible for mandated cost reimbursement for any fiscal year, only actual costs may be claimed. These costs must be traceable and supported by source documents that show the validity of such costs, when they were incurred, and their relationship to the reimbursable activities. A source document is created at or near the same time the actual cost was incurred for the event or activity in question. Source documents may include, but are not limited to, employee time records or time logs, sign-in sheets, invoices, and receipts.

Evidence corroborating the source documents may include, but is not limited to, worksheets, cost allocation reports (system generated), purchase orders, contracts, agendas, training packets, and declarations. Declarations must include a certification or declaration stating: "I certify (or declare) under penalty of perjury under the laws of the State of California that the foregoing is true and correct," and must further comply with the requirements of Code of Civil Procedure section 2015.5.

Evidence corroborating the source documents may include data relevant to the reimbursable activities otherwise in compliance with local, state, and federal government requirements. However, these documents cannot be substituted for source documents.

Audit of Costs

All claims submitted to SCO are subject to review to determine if costs are related to the mandate, are reasonable and not excessive, and if the claim was prepared in accordance with the SCO's claiming instructions and the Ps & Gs adopted by CSM. If any adjustments are made to a claim, the claimant will be notified of the amount adjusted, and the reason for the adjustment.

On-site audits will be conducted by SCO as deemed necessary. Pursuant to GC section 17558.5(a), a reimbursement claim for actual costs filed by a claimant is subject to audit by SCO no later than three years after the date the actual reimbursement claim was filed or last amended, whichever is later. However, if no funds were appropriated or no payment was made to a claimant for the program for the fiscal year for which the claim was filed, the time for SCO to initiate an audit will commence to run from the date of initial payment of the claim.

All documents used to support the reimbursable activities must be retained during the period subject to audit. If an audit has been initiated by SCO during the period subject to audit, the retention period is extended until the ultimate resolution of any audit findings. Supporting documents must be made available to SCO on request.

Record Retention

All documentation to support actual costs claimed must be retained and made available to the SCO upon request. The documents must be retained for a minimum of three years after the date of initial payment of the claim and/or until the ultimate resolution of any audit finding.

Claim Submission

Submit a signed original Form FAM-27 and one copy with required documents. **Please sign the Form FAM-27 in blue ink or electronic signature. Attach the copy to the top of the claim package if submitting by mail.**

[Mandated costs claiming instructions and forms](#) are available on SCO's website.

Electronic submissions are accepted and is available through an online file transfer protocol called the **Data Exchange Portal** (DEP). All information regarding [DEP](#) is available on the SCO's website.

Use the following mailing addresses:

If delivered by U.S. Postal Service:

Office of the State Controller
Attn: Local Reimbursements Section
Local Government Programs and Services Division
P.O. Box 942850
Sacramento, CA 94250

If delivered by other delivery service:

Office of the State Controller
Attn: Local Reimbursements Section
Local Government Programs and Services Division
3301 C Street, Suite 700
Sacramento, CA 95816

For more information, contact the Local Reimbursements Section by [email](#).

Expulsion of Pupils: Transcript Cost for Appeals

1. Summary of Chapter 1253/75

Chapter 1253, Statutes of 1975, provides that school districts must not charge the parents or guardians of pupils for the cost of the transcript of the initial hearing when the parents or guardians have limited income and to return the cost of the transcript to the parents or guardians when the county board reverses the local board's decision to expel the pupil pursuant to Education Code (EC) section 48921, as renumbered by Chapter 498, Statutes of 1983.

2. Eligible Claimants

Any "school district" as defined in Government Code (GC) section 17519 except for community colleges, that incurs increased costs as a result of this mandate is eligible to claim reimbursement of these costs. Charter schools and block grant recipients are not eligible to claim for reimbursement.

3. Appropriations

To determine if this program is funded in subsequent fiscal years, refer to the schedule, "Appropriations for Payment of Mandate Claims," in the *"Mandated Cost Manual for School Districts"* issued each year.

4. Types of Claims

A. Entitlement Claim

This mandate has been included in the State Mandates Apportionment System (SMAS). The SMAS is a process where a claimant receives an annual apportionment, reflective of their costs, without further filing of reimbursement claims. A claimant is included in the process after they have established a SMAS base year entitlement for the mandate. A base year entitlement is determined by the State Controller's Office (SCO) by averaging the claimant's actual costs for three consecutive fiscal years. The actual costs are first adjusted according to any change in the implicit price deflator. When the claimant has filed three consecutive fiscal years of costs no further claims need to be filed. For programs included in the SMAS after January 1, 1988, the annual payments are adjusted by changes in the implicit price deflator and changes in the local population.

A claimant who has not established a base year entitlement may file claims as described in the following section, to complete three consecutive fiscal years of actual costs. Where a claimant may have incurred three consecutive fiscal years of costs, and has not previously claimed those costs, the claimant may file an Entitlement Claim, FAM-43, for each of those fiscal years beginning with fiscal year 1984-85 or any subsequent three consecutive fiscal years. An Entitlement Claim is for the sole purpose of establishing a base year entitlement, and not to be used for claiming of reimbursement.

Entitlement claims should be filed with SCO by February 15. After the claims are approved and a base year entitlement is determined, the claimant will receive an apportionment for the current fiscal year.

B. Reimbursement Claims

If an eligible claimant does not have three consecutive years of costs for Chapter 1253, Statutes of 1975 to qualify for inclusion in the SMAS, the claimant may file a reimbursement claim. GC section 17564(a), provides that no claim may be filed pursuant to Sections 17551 and 17561, unless such a claim exceeds one thousand dollars (\$1,000), provided that a county superintendent of schools may submit a combined claim on behalf of school districts within their county if the combined claim exceeds \$1,000, even if the individual school district's claim does not each exceed \$1,000. If the total costs for a given fiscal year do not exceed \$1,000, no reimbursement will be allowed except as otherwise allowed by GC section 17564. The county superintendent of schools will determine if the submission of the combined claim is economically feasible and be responsible for disbursing the funds to each school district. These combined claims may be filed only when the county superintendent of schools is the fiscal agent for the districts. A combined claim must show the individual claim costs for each eligible school district. All subsequent claims based upon the same mandate will only be filed in the combined form unless a school district provides a written notice of its intent to file a separate claim to the county superintendent of schools and to SCO at least 180 days prior to the deadline for filing the claim.

5. Filing Deadline

Pursuant to GC section 17560(a), annual reimbursement claims may be filed by **February 15** following the fiscal year in which costs were incurred. If the deadline falls on a weekend or holiday, claims are due the following business day. Claims filed after the deadline must be reduced by a late penalty. **Claims filed more than one year after the deadline will not be accepted.**

6. Reimbursable Components

Eligible claimants will be reimbursed for the cost of providing a written transcript of the initial expulsion hearing if:

- A. An appellant certifies that he or she cannot reasonably afford the cost of the transcript because of limited income or exceptional necessary expenses or;
- B. If the county board of education reverses the decision of the local board pursuant to EC section 48921(2).

Supporting documentation for the claim shall include a copy of the appellant's certification of inability to pay costs, or a copy of the county board's order to the local board, and a copy of the invoice covering the cost of the transcript.

If the district charges a reasonable set fee for a transcript, SCO would allow the fee amount to be used as a reimbursement rate. Include a copy of the district's fee schedule as claim documentation.

7. Reimbursement Limitations

Any offsetting savings or reimbursement the claimant received from any source including but not limited to, service fees collected, federal funds, and other state funds as a direct result of this mandate, shall be identified and deducted so only net local costs are claimed.

8. Claiming Forms and Instructions

A claimant may submit a computer generated report in substitution for Form 1 and Form 2 provided the format of the report and data fields contained within the report are identical to the claim forms included in these instructions. The claim forms provided with these instructions should be duplicated and used by the claimant to file reimbursement claims. The SCO will revise the manual and claim forms as necessary. In such instances, new replacement forms will be mailed to claimant.

A. Form 2, Component/Activity Cost Detail

This form is used to segregate the detailed costs by claim component. A separate Form 2 must be completed for each cost component being claimed. Costs reported on this form must be supported as follows:

(1) Unit Cost Method

If the district has a fee schedule for charging parents the cost of the transcript, the amount may be used for the purpose of claiming costs. Attach a copy of the fee schedule as supporting documentation.

(2) Actual Cost Method

Actual costs must be supported as follows:

(1) Salaries and Benefits

Identify the employee(s), and/or show the classification of the employee(s) involved. Describe the mandated functions performed and specify the actual time devoted to each function by each employee, the productive hourly rates, and related fringe benefits.

Source documents may include, but are not limited to, employee time records that show the employee's actual time spent on this mandate.

(2) Materials and Supplies

Only expenditures that can be identified as a direct cost of this mandate may be claimed. List the cost of materials consumed or expended specifically for the purpose of this mandate.

Source documents may include, but are not limited to, invoices, receipts, purchase orders, and other documents evidencing the validity of the expenditures.

For audit purposes, all supporting documents must be retained for a period of not less than three years after the date the claim was filed or last amended, whichever is later. If no funds were appropriated or no payment was made at the time the claim was filed, the time for the SCO to initiate an audit will be from the date of initial payment of the claim. Such documents shall be made available to the SCO upon request.

B. Form 1, Claim Summary

This form is used to summarize direct costs by claim component and compute allowable indirect costs for the mandate. Claim statistics shall identify the work performed for costs claimed. The claimant must give the number of appellants. School districts and local offices of education must use the indirect cost rate from the California Department of Education approved indirect cost rate for the year that funds are expended

C. Form FAM-27, Claim for Payment

Form FAM-27 contains a certification that must be signed by the agency's authorized officer of the district. All applicable information from Form 1 must be carried forward to this form for the SCO to process the claim for payment.

EXPULSION OF PUPILS: TRANSCRIPT COST FOR APPEALS CLAIM FOR PAYMENT FORM		For State Controller Office's Use Only (19) Program Number 00091 (20) Date Filed (21) LRS Input	PROGRAM 091
(01) Claimant Identification Number		Reimbursement Claim Data	
(02) Claimant Name		(22)	FORM 1, (03)
County of Location		(23)	FORM 1, (04) 1.
Street Address or P.O. Box and Suite		(24)	FORM 1, (04) 2.
City, State, and Zip Code		(25)	FORM 1, (05) 1. (c)
(03)	Type of Claim	(26)	FORM 1, (07)
(04)	(09) Reimbursement	(27)	FORM 1, (08)
(05)	(10) Combined	(28)	FORM 1, (10)
(06)	(11) Amended	(29)	FORM 1, (11)
(07)	(12) Fiscal Year of Cost	(30)	
(08)	(13) Total Claimed Amount	(31)	
(14) Less: 10% Late Penalty		(32)	
(15) Less: Prior Claim Payment Received		(33)	
(16) Net Claimed Amount		(34)	
(17) Due from State		(35)	
(18) Due to State		(36)	
<p>(37) CERTIFICATION OF CLAIM</p> <p>In accordance with the provisions of Government Code sections 17560 and 17561, I certify that I am the officer authorized by the school district or county office of education to file mandated cost claims with the State of California for this program, and certify under penalty of perjury that I have not violated any of the provisions of Article 4, Chapter 1 of Division 4 of Title 1 of the Government Code.</p> <p>I further certify that there was no application other than from the claimant, nor any grant(s) or payment(s) received, for reimbursement of costs claimed herein; claimed costs are for a new program or increased level of services of an existing program; and claimed amounts do not include charter school costs, either directly or through a third party. All offsetting revenues and reimbursements set forth in the parameters and guidelines are identified, and all costs claimed are supported by source documentation currently maintained by the claimant.</p> <p>The amount for this reimbursement is hereby claimed from the State for payment of actual costs set forth on the attached statements.</p> <p>I certify under penalty of perjury under the laws of the State of California that the foregoing is true and correct.</p>			

Signature of Authorized Officer	Date Signed	
	Telephone Number	
Type or Print Name and Title of Authorized Signatory	Email Address	

(38) Name of Agency Contact Person for Claim	Telephone Number	
	Email Address	
Name of Consulting Firm/Claim Preparer	Telephone Number	
	Email Address	

PROGRAM 091	EXPULSION OF PUPILS: TRANSCRIPT COST FOR APPEALS CLAIM FOR PAYMENT INSTRUCTIONS	FORM FAM-27
------------------------	--	------------------------

- (01) Enter the claimant identification number assigned by the State Controller's Office.
- (02) Enter claimant official name, county of location, street or postal office box address, city, state, and zip code.
- (03) to (08) Leave blank.
- (09) If filing a reimbursement claim, enter an "X" in the box on line (09) Reimbursement.
- (10) If filing a combined reimbursement claim on behalf of districts within the county, enter an "X" in the box on line (10) Combined.
- (11) If filing an amended reimbursement claim, enter an "X" in the box on line (12) Amended.
- (12) Enter the fiscal year in which actual costs are being claimed. If actual costs for more than one fiscal year are being claimed, complete a separate Form FAM-27 for each fiscal year.
- (13) Enter the amount of the reimbursement claim as shown on Form 1, line (12). The total claimed amount must exceed \$1,000; minimum claim must be \$1,001.
- (14) Initial reimbursement claims must be filed as specified in the claiming instructions. Annual reimbursement claims must be filed by **February 15**, or as specified in the claiming instructions following the fiscal year in which costs were incurred. Claims filed after the specified date must be reduced by a late penalty. Enter zero if the claim was filed on time. Otherwise, enter the result from the following penalty calculation formula:
- Late Initial Reimbursement Claims: Form FAM-27, line (13) multiplied by 10%, without limitation; or
 - Late Annual Reimbursement Claims: Form FAM-27, line (13) multiplied by 10%, late penalty not to exceed \$10,000.
- (15) Enter the amount of payment, if any, received for the claim. If no payment was received, enter zero.
- (16) Enter the net claimed amount by subtracting the sum of lines (14) and (15) from line (13).
- (17) If line (16), Net Claimed Amount, is positive, enter that amount on line (17), Due from State.
- (18) If line (16), Net Claimed Amount, is negative, enter that amount on line (18), Due to State.
- (19) to (21) Leave blank.

PROGRAM 091	EXPULSION OF PUPILS: TRANSCRIPT COST FOR APPEALS CLAIM FOR PAYMENT INSTRUCTIONS (CONTINUED)	FORM FAM-27
------------------------	--	------------------------

(22) to (29) Bring forward the cost information as specified in the left-hand column of lines (22) through (29) for the reimbursement claim, e.g., Form 1, (05) 1. (c), means the information is located on Form 1, block (05), line 1., column (c). Enter the information on the same line but in the right-hand column. Cost information should be rounded to the nearest dollar, i.e., no cents. The indirect costs percentage should be shown as a whole number and without the percent symbol, i.e., 7.548% should be shown as 8. Completion of this data block will expedite the process.

(30) to (36) Leave blank.

(37) Read the statement of Certification of Claim. The claim must be signed and dated by the agency's authorized officer, and include their typed or printed name, title, telephone number, and email address. Claims cannot be paid unless accompanied by an original signed certification. Please sign the Form FAM-27 in blue ink or electronic signature. Attach the copy to the top of the claim package.

(38) Enter the name, telephone number, and email address of the agency contact person for the claim. If the claim was prepared by a consultant, type or print the name of the consulting firm, claim preparer, telephone number, and email address.

SUBMIT A SIGNED ORIGINAL FORM FAM-27 AND ONE COPY WITH ALL OTHER FORMS TO:

Address, if delivered by U.S. Postal Service:

**Office of the State Controller
Attn: Local Reimbursements Section
Local Government Programs and Services Division
P.O. Box 942850
Sacramento, CA 94250**

Address, if delivered by other delivery service:

**Office of the State Controller
Attn: Local Reimbursements Section
Local Government Programs and Services Division
3301 C Street, Suite 700
Sacramento, CA 95816**

EXPULSION OF PUPILS: TRANSCRIPT COST FOR APPEALS CLAIM FOR PAYMENT FORM				For State Controller's Office Use Only (19) Program Number 00091 (20) Date Filed (21) LRS Input		PROGRAM 091	
(01) Claimant Identification Number				Entitlement Claim Data			
(02) Claimant Name				(22)	FORM 1, (03)		
County of Location				(23)	FORM 1, (04) 1.		
Street Address or P.O. Box and Suite				(24)	FORM 1, (04) 2.		
City, State, and Zip Code				(25)	FORM 1, (05) 1. (c)		
Base Year	Fiscal Years	FAM-27	Amount	(26)	FORM 1, (07)		
First	(03)	(06) <input style="width: 50px;" type="text"/>	(09)	(27)	FORM 1, (08)		
Second	(04)	(07) <input style="width: 50px;" type="text"/>	(10)	(28)	FORM 1, (10)		
Third	(05)	(08) <input style="width: 50px;" type="text"/>	(11)	(29)	FORM 1, (11)		
				(30)			
				(31)			
				(32)			
				(33)			
				(34)			
				(35)			
				(36)			

(37) CERTIFICATION OF CLAIM

In accordance with the provisions of Article 5 (commencing with Section 17615) of Chapter 4 of Part 7 of Division 4 of Title 2 of the Government Code, I certify that I am the officer authorized by the school district to file claims with the State of California for costs mandated by Chapter 1253, Statutes of 1975; and certify under penalty of perjury that I have not violated any of the provisions of Government Code sections 1090 through 1096 inclusive.

I further certify that there was no application for any grant or payment received, other than from the claimant, for costs contained herein; and such costs are for a new program or increased level of services of an existing program mandated by Chapter 1253, Statutes of 1975.

The amount of Entitlement Claim is hereby claimed from the State for payment of actual costs set forth on the attached statements.

I certify under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

Signature of Authorized Officer	Date Signed	
	Telephone Number	
Type or Print Name and Title of Authorized Signatory	Email Address	

(38) Name of Agency Contact Person for Claim	Telephone Number	
	Email Address	
Name of Consulting Firm/Claim Preparer	Telephone Number	
	Email Address	

PROGRAM 091	EXPULSION OF PUPILS: TRANSCRIPT COST FOR APPEALS CLAIM FOR PAYMENT INSTRUCTIONS	FORM FAM-43
------------------------	--	------------------------

Note: Chapter 1534, Statutes of 1985, established the State Mandates Apportionment System (SMAS), a method of paying designated mandated programs as apportionments. This program is included in the SMAS. A claimant who has established a base year entitlement for this program will receive an annual payment by January 15 from the State Controller's Office (SCO). A base-year entitlement is determined for each district by averaging their approved claims, (i.e., actual costs) fiscal years 1981-82, 1982-83, and 1983-84 or any three consecutive fiscal years thereafter. If a claimant has incurred costs for three consecutive fiscal years, but has not filed a claim for each of those years, the claimant may file an entitlement claim with the SCO. An entitlement claim is filed solely for the purpose of establishing a base-year cost and may be filed for any or all of the three fiscal years. Once a base-year entitlement has been established, no additional claim needs to be filed by the claimant. Submit a separate Form FAM-43 for each fiscal year that is needed to complete the three consecutive fiscal years.

- (01) Enter the payee number assigned by the SCO.
- (02) Enter your official name, county of location, street or P.O. Box, city, state, and zip code.
- (03) to (05) Enter the three consecutive fiscal years that comprise the base year.
- (06) to (08) If a Form FAM-27 was filed for any fiscal year, enter an "x" in the box for that fiscal year.
- (09) to (11) Enter the amount from Form 1, line (12) that corresponds to the fiscal year for this Entitlement Claim. Only one amount should appear on lines (09) through (11). Complete a separate Form FAM-43 for each entitlement claim. Do not enter an amount for the fiscal year in which a Form FAM-27 was previously filed as indicated in the checked box.
- (12) to (18) Not applicable.
- (19) to (21) Leave blank.
- (22) to (29) Bring forward cost information as specified in the left-hand column of lines (22) through (29) for the reimbursement, e.g., Form 1, (03) means the information is located on Form 1, line (03). Enter the information in the left-hand column. Cost information should be rounded to the nearest dollar, (i.e., no cents). The indirect cost percentage should be shown as a whole number without the percent symbol (i.e., 7.548% should be shown as 8). Completion of this data block will expedite the process.
- (30) to (36) Leave blank.

PROGRAM 091	EXPULSION OF PUPILS: TRANSCRIPT COST FOR APPEALS CLAIM FOR PAYMENT INSTRUCTIONS (CONTINUED)	FORM FAM-43
------------------------------	--	------------------------

- (37) Read the statement of Certification of Claim. The claim must be signed and dated by the agency's authorized officer, and include their typed or printed name, title, telephone number, and email address. Claims cannot be paid unless accompanied by an original signed certification. Please sign the Form FAM-43 in blue ink or electronic signature. Attach the copy to the top of the claim package.
- (38) Enter the name, telephone number, and email address of the agency contact person for the claim. If the claim was prepared by a consultant, type or print the name of the consulting firm, claim preparer, telephone number, and email address.

**SUBMIT A SIGNED ORIGINAL FORM FAM-43 AND ONE COPY WITH ALL
OTHER FORMS TO:**

Address, if delivered by U.S. Postal Service:

**Office of the State Controller
Attn: Local Reimbursements Section
Local Government Programs and Services Division
P.O. Box 942850
Sacramento, CA 94250**

Address, if delivered by other delivery service:

**Office of the State Controller
Attn: Local Reimbursements Section
Local Government Programs and Services Division
3301 C Street, Suite 700
Sacramento, CA 95816**

PROGRAM 091	EXPULSION OF PUPILS: TRANSCRIPT COST FOR APPEALS CLAIM SUMMARY			FORM 1
(01) Claimant		(02)		Fiscal Year 20__/20__
Claim Statistics				
(03) Number of appellants				
Unit Cost Method				
(04) 1. Fee charged for a transcript				
2. Total Cost [Line (03) times line (04) 1.]				
Actual Cost Method				
Direct Costs		Object Accounts		
		(a) Salaries and Benefits	(b) Materials and Supplies	(c) Total
(05) Reimbursable Activities				
1. Transcript of the Initial Expulsion Hearing				
(06) Total Direct Costs				
Indirect Costs				
(07) Indirect Cost Rate [Refer to Claim Summary Instructions]				%
(08) Total Indirect Costs [Line (06) (c) minus \$] times line (07)				
(09) Total Direct and Indirect Costs [Line (06)(c) plus line (08)]				
Cost Reduction				
(10) Less: Offsetting Revenues				
(11) Less: Other Reimbursements				
(12) Total Amount Claimed [Line (04) 2. or Line (09) minus {(line (10) plus line (11))}]				

PROGRAM 091	EXPULSION OF PUPILS: TRANSCRIPT COST FOR APPEALS CLAIM SUMMARY INSTRUCTIONS	FORM 1
------------------------------	--	-------------------------

- (01) Enter the name of the claimant.
- (02) Enter the fiscal year of costs.
- (03) Enter the number of appellants for whom the cost of an initial transcript was waived because of limited income and those who received a refund because the county board reversed the local board's decision to expel.
- (04) 1. Enter the fee charged for a transcript.
2. Multiply the number of appellants on line (03) by the cost per transcript, line (04) 1.
- (05) Enter the totals from Form 2, line (05), columns (d) and (e) to Form 1, block (05), columns (a) and (b) in the appropriate row. Total each row.
- (06) Total columns (a), (b), and (c).
- (07) Enter the approved indirect cost rate from the California Department of Education for the year that funds are expended.
- (08) From the Total Direct Costs, line (06)(c), deduct any other item excluded from indirect cost distribution base in accordance with the California School Accounting Manual, Procedure 915. Enter zero if there are no exclusions. Multiply the result by the Indirect Cost Rate, line (07).
- (09) Enter the sum of line (06)(c) and line (08).
- (10) If applicable, enter any offsetting revenue received by the claimant for this mandate from any state or federal source. Submit a schedule detailing the revenue sources and amounts.
- (11) If applicable, enter the amount of other reimbursements received from any source including, but not limited to, service fees collected, federal funds, and other state funds that reimbursed any portion of the mandated cost program. Submit a schedule detailing the reimbursement sources and amounts.
- (12) From Total Direct and Indirect Costs, line (09), subtract the sum of Offsetting Revenues, line (10), and Other Reimbursements, line (11). Enter the remainder on this line and carry the amount forward to Form FAM-27, line (13) of the Reimbursement Claim.

PROGRAM 091	EXPULSION OF PUPILS: TRANSCRIPT COST FOR APPEALS ACTIVITY COST DETAIL			FORM 2
(01) Claimant		(02) Fiscal Year 20__/20__		
(03) Reimbursable Activity: 1. Transcript of the Initial Expulsion Hearing				
(04) Description of Expenses			Object Accounts	
(a) Employee Names, Job Classifications, Functions Performed, and Description of Expenses	(b) Hourly Rate or Unit Cost	(c) Hours Worked or Quantity	(d) Salaries and Benefits	(e) Materials and Supplies
(05) Total <input style="width: 40px;" type="text"/> Subtotal <input style="width: 40px;" type="text"/> Page: ____ of ____				

PROGRAM 091	EXPULSION OF PUPILS: TRANSCRIPT COST FOR APPEALS ACTIVITY COST DETAIL INSTRUCTIONS	FORM 2
------------------------------	---	-------------------------

- (01) Enter the name of the claimant.
- (02) Enter the fiscal year of costs.
- (03) Costs incurred for this activity are to be detailed on Form 2.
- (04) The following table identifies the type of information required to support reimbursable costs. To itemize costs for this activity, enter each employee name, job classification, a brief description of the activities performed, productive hourly rate, actual time spent, fringe benefits, and supplies used. The descriptions required in column (04)(a) must be of sufficient detail to explain the cost of activities or items being claimed.

Object Accounts	Columns					Submit Supporting Documents with the Claim
	(a)	(b)	(c)	(d)	(e)	
Salaries and Benefits	Employee Name and Job Classification	Hourly Rate	Hours Worked	Salaries equal Hourly Rate times Hours Worked		
	Activities Performed	Benefit Rate		Benefits equal Benefit Rate times Salaries		
Materials and Supplies	Description of Supplies Used	Unit Cost	Quantity Used		Costs equal Unit Cost times Quantity Used	Copy of Contract and Invoices

- (05) Total line (04), columns (d) and (e) and enter the sums on this line. Check the appropriate box to indicate if the amount is a total or subtotal. If more than one form is needed to detail activity costs, number each page. Enter totals from line (05), columns (d) and (e) to Form 1, block (05), columns (a) and (b).