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State of California—Health and Human Services Agency
California Department of Public Health



GAVIN NEWSOM
 Governor

December 16, 2022

TO: MATERNAL, CHILD AND ADOLESCENT HEALTH (MCAH)
 DIRECTORS/ CALIFORNIA HOME VISITING PROGRAM (CHVP)
 DIRECTORS, COORDINATORS, OR DESIGNEE

SUBJECT: FISCAL YEAR (FY) 2022-2023: Year 1 CHVP STATE GENERAL FUND
 (SGF) AGREEMENT FUNDING APPLICATION (AFA) ANNOUNCEMENT

This letter announces the FY 2022-2023 AFA Process that provides allocation and contract funding updates for Year 1 of the of California Home Visiting Program State General Fund Expansion (CHVP SGF EXP).

FY 2022-23 State General Funding is as Follows:

CHVP SGF EXP funding allocations are for State General Funds only and cannot be combined with other funding including Maternal, Infant, and Early Childhood Home Visiting (MIECHV) dollars but may be braided. Please reach out to your Contract Manager (CM) if you have questions. Please note that CHVP Allocations funded with MIECHV, are implemented through a separate allocation agreement.

AFA Timeline/ Important Dates:

Friday, December 16 th	Release of FY 22-23 AFA Notification for Year 1 CHVP SGF EXP. AFA forms will be sent via email attachment. NOTE: New LHJs must complete all AFA forms. LHJs that participated in the previous CHVP 2019 SGF EXP AFA cycle will not need to complete all AFA forms, and their assigned CM will provide a checklist of AFA forms that may need to be updated.
Friday, December 30 th	AFA Packages and Updated Forms Due back to MCAH. If needed, please contact your CM for any extensions.
Monday, January 30 th	MCAH CM/ PC AFA Package Review and Approval. Your CM and Program Consultant (PC) will review your AFA package. LHJs will be notified if revisions are needed before approval.



AFA Submission:

Packages are due via email to MCAHFINACT@cdph.ca.gov by Friday, December 30th. If you have any questions about the AFA process or require an extension due to the extenuating circumstances of COVID-19, please contact your CM as soon as possible.

There may have been changes since the last AFA submission. We recommend that all LHJs review the [Fiscal Administration Policy and Procedure Manual](#) prior to building and submitting their FY 22-23 AFAs. Please note that CHVP SGF EXP Year 1 has a unique naming convention (Reference the example under the Invoice Submission section of this letter, or on the AFA checklist).

LHJs will be notified via email when their AFA package is approved and they and they are permitted to invoice for services retroactively to **July 1, 2022**.

Invoice Submission:

As communicated in CDPH/ MCAH alert letter 20160710 on October 7, 2016, all invoices and supporting documentation must be submitted via email to: the MCAH invoice box: MCAHInvoices@cdph.ca.gov. To ensure appropriate processing, please use the following invoice naming convention for the signed invoice PDF and Excel files as well as the subject line of the email:

Agreement Number (space) LHJ Name (space) Fiscal Year (space) Invoice Quarter Number

Example: CHVP SGF EXP 22b-01 Alameda FY22-23 Q1

Invoice submission must include:

- Signed cover letter on LHJ letterhead
- Signed invoice (Please note: electronic signatures are accepted)
- Updated invoice information in the approved Excel Budget-Invoice Template

MCAH Directors, CHVP Project Coordinators, or Designee
December 16, 2022

Invoice Submission Timeline:

Pay Period	Duration	Due Date
Quarter 1	July – September	November 15 th
Quarter 2	October – December	February 15 th
Quarter 3	January – March	May 15 th
Quarter 4	April – June	August 15 th

Thank you for your assistance and timely submission of your AFA package. If you have any questions or concerns, please contact your CM.

Sincerely,

Angelica Jimenez-Bean

Angelica Jimenez-Bean
Section Chief, Contract Management and Allocations Process
Maternal, Child and Adolescent Health Division
Center for Family Health
California Department of Public Health