

**COMMISSION ON STATE MANDATES**

980 NINTH STREET, SUITE 300  
SACRAMENTO, CA 95814  
PHONE: (916) 323-3562  
FAX: (916) 445-0278  
E-mail: csminfo@csm.ca.gov



April 22, 2005

Mr. Arthur M. Palkowitz  
San Diego City Schools  
4100 Normal Street, Room 3159  
San Diego, CA 92103-2682

Ms. Ginny Brummels  
Division of Accounting and Reporting  
State Controller's Office  
3301 C Street, Suite 500  
Sacramento, CA 95816

Re: **Incorrect Reduction Claim**  
*Emergency Procedures, Earthquake Procedures, and Disasters Program,*  
04-4241-I-01  
San Diego Unified School District, Claimant  
Statutes 1984, Chapter 1659  
Fiscal Years 2001-2002 and 2002-2003

Dear Mr. Palkowitz and Ms. Brummels:

Government Code section 17551, subdivision (b), requires the Commission to hear and decide upon claims filed by local agencies and school districts that the State Controller's Office (SCO) has incorrectly reduced payments to the local agencies or school districts.

On March 24, 2005, an incomplete incorrect reduction claim (IRC) was filed on the above named program by San Diego Unified School District. The claimant submitted information to complete the filing on April 13, 2005. Following initial review, the Commission staff found the incorrect reduction claim to now be complete.

**SCO Review and Response.** Please file the SCO response and supporting documentation regarding this claim within 90 days of the date of this letter. Please include an explanation of the reason(s) for the reductions and the computation of reimbursements. All documentary evidence must be authenticated by declarations under penalty of perjury signed by persons who are authorized and competent to do so and be based on the declarant's personal knowledge, information or belief. The Commission's regulations also require that the responses (opposition or recommendation) filed with the Commission be simultaneously served on the claimants and their designated representatives, and accompanied by a proof of service. (Cal. Code Regs., tit. 2, § 1185.01.)

The failure of the SCO to respond within this 90-day timeline shall not cause the Commission to delay consideration of this IRC.

**Claimant's Rebuttal.** Upon receipt of the SCO response, the claimant and interested parties may file rebuttals. The rebuttals are due 30 days from the service date of the response.

Mr. Arthur M. Palkowitz  
Ms. Ginny Brummels  
Page 2

**Prehearing Conference.** A prehearing conference will be scheduled if requested.

**Public Hearing and Staff Analysis.** The public hearing on this claim will be scheduled after the record closes. A staff analysis will be issued on the IRC at least eight weeks prior to the public hearing.

**Dismissal of Incorrect Reduction Claims.** Under section 1188.31 of the Commission's regulations, IRCs may be dismissed if postponed or placed on inactive status by the claimant for more than one year. Prior to dismissing a claim, the Commission will provide 60 days notice and opportunity for the claimant to be heard on the proposed dismissal.

Please contact Tina Poole at (916) 323-8220 if you have any questions.

Sincerely,



NANCY PATTON  
Assistant Executive Director

Enclosure: Incorrect Reduction Claim Filing (SCO only)

j:\mandates\IRC\2004\04-4241-I-01\completeltr.doc

MAILED: \_\_\_\_\_  
FAXED: \_\_\_\_\_  
INITIAL: VS  
DATE: 4/22/04  
FILE: \_\_\_\_\_  
CHRON: \_\_\_\_\_  
WORKING BINDER: \_\_\_\_\_