

**DEPARTMENT OF ALCOHOL AND DRUG PROGRAMS**

1700 K STREET  
SACRAMENTO, CA 95814-4037  
TDD (916) 445-1942  
(916) 445-7456



DATE: April 10, 2008 ACLA Letter No. 08-03

TO: All County Lead Agencies

SUBJECT: FISCAL YEAR 2007-08 OFFENDER TREATMENT PROGRAM INVOICE  
SUBMISSION

REFERENCE: Health and Safety Code Division 10.00 (Chapter 75, 2006 Statutes)  
Title 9, California Code of Regulations  
ACLA Letter No. 07-06 – Fiscal Year 2007-08 Offender Treatment Program  
Budget and Invoice Process

The purpose of this letter is to remind each county that top priority must be given towards the timely submission of Fiscal Year (FY) 2007-08, and subsequent FY Substance Abuse Offender Treatment Program (OTP) quarterly invoices. By not submitting OTP invoices in a timely and efficient manner, the Department of Alcohol and Drug Programs (ADP) is unable to provide the Legislature with accurate program expenditure data. This results in presenting erroneously low and inaccurate State-wide expenditure rates, and may ultimately cause future OTP funds to be at risk of being further reduced during State budget hearings.

The ADP All County Lead Agency (ACLA) Letter No. 07-06 provided specific preparation instructions and established the terms, conditions, and due dates for submitting OTP invoices. Counties must adhere to the ACLA instructions to minimize invoice submission errors and delays. FY 2007-08 OTP funds must be expended by June 30, 2008 and all invoices must be received on or before July 31, 2008.

If you have questions, please contact your SACPA county liaison or the Office of Criminal Justice Collaboration at (916) 445-7456 or [SACPA@adp.ca.gov](mailto:SACPA@adp.ca.gov).

Sincerely,

A handwritten signature in blue ink that reads "Millicent Gomes".

MILLICENT GOMES  
Deputy Director  
Office of Criminal Justice Collaboration

