# [Sample letter updated July 2020 for county offices to request approval from the State Superintendent of Public Instructionto hire]

[Insert Date]

Elizabeth Dearstyne, Director

School Fiscal Services Division

California Department of Education

1430 N Street, Suite 3800

Sacramento, CA 95814

Dear Ms. Dearstyne:

The [insert name] County Office of Education requests approval, as required by law, from the State Superintendent of Public Instruction to hire additional staff or outside expertise to assist in a district whose budget has been disapproved by the State Superintendent following a budget review committee (BRC) or waiver of a BRC, is qualified or negative in certification, or deemed to be a going concern, based on the following (check one or more):

[ ]  Disapproved Budget. California *Education Code* (*EC*)Section 42127.3(b)(4) requires the State Superintendent approval to employ short-term analytical assistance or expertise to validate financial information if the district does not have the expertise or staff.

[ ]  Disapproved Budget. *EC* 42127.3(b)(6) requires the State Superintendent approval to employ a certified public accounting firm to investigate financial problem areas.

[ ]  Qualified, Negative Certification or Going Concern. *EC* 42127.6(a)(1)(A) and (a)(2) require the State Superintendent approval to contract with a fiscal expert to advise the district on its financial problems.

[ ]  Qualified, Negative Certification or Going Concern. *EC* 42127.6(a)(1)(B) requires the State Superintendent approval to employ staff, including certified public accountants, to provide necessary analytical assistance and expertise that is not available through the district.

[Explain specific district circumstances.]

If you approve, please sign and date below, and return this letter to me in the enclosed preaddressed envelope. If you have questions regarding this request, you may reach me at [insert area code and phone] or by email at [insert email address].

Sincerely,

[Insert Name], [Insert Title]

*I authorize the [Insert Name] County Office of Education to hire additional staff or outside expertise to assist the [Insert district name] as described above.*

Elizabeth Dearstyne, Director

School Fiscal Services Division

California Department of Education

Date