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CALIFORNIA DEPARTMENT OF COMMUNITY SERVICES AND DEVELOPMENT

CALIFORNIA ARREARAGE PAYMENT PROGRAM (CAPP)

CAPP PROGRAM NOTICE NO. 2021-04

The purpose of this official correspondence is to provide implementation information and guidance to the general public and state energy utility service providers regarding the California Arrearage Payment Program (CAPP) administered by the Department of Community Services and Development (CSD).

CAPP PROGRAM NOTICE NO. 2021-04

TO: ALL ENERGY UTILITY COMPANIES

SUBJECT: CALIFORNIA ARREARAGE PAYMENT PROGRAM (CAPP)
PAYEE DATA RECORD (STD 204) REQUIREMENT

DATE: September 13, 2021

REFERENCE: Government Code Section 16429.5
Assembly Bill 135 (Chapter 85, Statutes of 2021)

The purpose of this CAPP Program Notice (CAPP-PN) is to notify eligible energy utilities that CSD will require submission of a Payee Data Record (STD 204) to receive payment of a CAPP allocation from CSD.

The STD 204 is required for all payees (non-governmental entities or individuals) entering into a transaction that may lead to a payment from the state. Each state agency requires a completed, signed, and dated STD 204 on file; therefore, it is possible for you to receive this form from multiple state agencies with which you do business.

Some eligible energy utilities may already have a completed STD 204 on file with CSD. However, to ensure that CSD has the most current, updated information for all CAPP-eligible participants, **we require all utilities participating in CAPP to submit a new STD 204.**

A link to download the required STD 204 Payee Data Record is available under your energy utility's "To Do" list on your landing page within the CSD CAPP Portal. Specific instructions for accessing, completing, and submitting the STD 204 are listed below.

Instructions:

1. Your energy utility's Main Point of Contact must log in to the CSD CAPP Portal to access the STD 204 document. If that person has not yet established a User Credential, they will be required to do so before proceeding.
2. Download the STD 204 Payee Data Record from the link provided. The second page of the form includes "General Instructions" to assist you in completing it.
3. The document is a fillable PDF; however, you will be required to print the document, and the **Authorized Payee Representative will need to "wet-sign" the form.** Any STD 204 Payee Data Record submitted without a wet signature will not be accepted.
4. After completing the form and obtaining the required wet signature, navigate to the "My Contacts" tab at the top of the page.
5. Click on the dropdown and select "All Contacts."

6. Click on the name of your utility's Primary / Main Point of Contact.
7. Under "Files" click on the button labeled "Upload Files." Select the document and import the document to the portal.

IMPORTANT: To allow CSD sufficient time to process your energy utility's STD 204 form, the completed document must be uploaded to the CSD CAPP portal by the close of business on September 20, 2021.

Failure to submit the STD 204 by the due date may delay issuance of your energy utility's CAPP Allocation.

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All CAPP-PNs, along with release dates of crucial CAPP implementation phases and energy utility responses, are posted on CSD's public-facing [website](#).

If you have questions or need additional guidance regarding CAPP, please contact CSD at CAPP@csd.ca.gov.

Sincerely,



DAVID SCRIBNER
Director