

File No. 190075

Committee Item No. 6

Board Item No. 27

## COMMITTEE/BOARD OF SUPERVISORS

### AGENDA PACKET CONTENTS LIST

Committee: Government Audit and Oversight

Date: February 7, 2019

Board of Supervisors Meeting:

Date: February 26, 2019

#### Cmte Board

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|-------------------------------------|-------------------------------------|--|
| <input type="checkbox"/>            | <input type="checkbox"/>            | Motion                                       |
| <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | Resolution                                   |
| <input type="checkbox"/>            | <input type="checkbox"/>            | Ordinance                                    |
| <input type="checkbox"/>            | <input type="checkbox"/>            | Legislative Digest                           |
| <input type="checkbox"/>            | <input type="checkbox"/>            | Budget and Legislative Analyst Report        |
| <input type="checkbox"/>            | <input type="checkbox"/>            | Youth Commission Report                      |
| <input type="checkbox"/>            | <input type="checkbox"/>            | Introduction Form                            |
| <input type="checkbox"/>            | <input type="checkbox"/>            | Department/Agency Cover Letter and/or Report |
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| <input type="checkbox"/>            | <input type="checkbox"/>            | Grant Information Form                       |
| <input type="checkbox"/>            | <input type="checkbox"/>            | Grant Budget                                 |
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| <input type="checkbox"/>            | <input type="checkbox"/>            | Contract/Agreement                           |
| <input type="checkbox"/>            | <input type="checkbox"/>            | Form 126 – Ethics Commission                 |
| <input type="checkbox"/>            | <input type="checkbox"/>            | Award Letter                                 |
| <input type="checkbox"/>            | <input type="checkbox"/>            | Application                                  |
| <input type="checkbox"/>            | <input type="checkbox"/>            | Public Correspondence                        |

#### OTHER

- |                          |                                     |   |
|--------------------------|-------------------------------------|---|
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | <u>Committee Presentations - February 7, 2019</u> |
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Prepared by: John Carroll

Date: February 1, 2019

Prepared by: John Carroll

Date: February 11, 2019

1 [Response to the Partial Federal Government Shutdown]

2  
3 **Resolution responding to the partial federal government shutdown, affirming San**  
4 **Francisco's solidarity with federal workers, and urging the Mayor and city departments**  
5 **to assist those impacted by the shutdown.**  
6

7 WHEREAS, The Trump Administration's insistence on securing funding for an immoral  
8 and ineffective border wall has led to a government shutdown; and

9 WHEREAS, The partial federal government shutdown has forced hundreds, possibly  
10 thousands, of San Franciscans and 800,000 employees across the nation to go weeks without  
11 pay; and

12 WHEREAS, San Francisco is home to a large federal workforce and departments  
13 including but not limited to 1) the Environmental Protection Agency; 2) US Department of  
14 Justice; 3) US Department of Transportation; 4) US Department of Labor; 5) US Coast Guard  
15 Sector, San Francisco; 6) US Department of Health and Human Services; and

16 WHEREAS, Other cities throughout the United States have already taken bold and  
17 swift action by assisting federal workers with payments for utilities, mortgages, public  
18 transportation, and providing an ombudsman to help with city-provided rental assistance,  
19 utilities, and food; and

20 WHEREAS, San Francisco has a long history and proud legacy of leading the fight for  
21 and championing workers' rights; now, therefore, be it

22 RESOLVED, That the San Francisco Board of Supervisors stands in solidarity with  
23 federal workers affected by the Trump Administration's selfish actions and divisive political  
24 rhetoric and condemns the federal government shutdown; and, be it  
25

1 FURTHER RESOLVED, That the Board of Supervisors urges the Mayor and city  
2 departments to take immediate action to provide assistance to impacted federal employees  
3 which may include 1) providing free municipal transportation; 2) urging regional transit bodies  
4 including BART and CalTrain to provide free transportation; 3) allowing for deferred payments  
5 on city services and fees including utilities, health care, and parking tickets; 4) providing  
6 emergency loans, rental subsidies, and mortgage assistance; 5) providing access to food  
7 assistance programs; and 6) short-term work placements.  
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# Hearing - Response to the Partial Federal Government Shutdown

Government Audit and Oversight  
Committee

Charles Perl, Deputy CFO, SFPUC  
February 7, 2019



## SFPUC Customer Background

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San Francisco Public Utilities Commission provides

- Retail drinking water & wastewater services to the City of San Francisco
- Wholesale water service to 27 water agencies
- Green hydroelectric & solar power to Hetch Hetchy electric customers

### Customer billing

- 175,000 water & sewer accounts
- 3,600 Hetch Hetchy electric accounts
- Monthly billing; Customers have 30 days to pay bill
- Billing occurs throughout month



## SFPUC Customer Background (cont.)

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### Past due account standard procedures

- Late fees assessed 30 days after billing date
- Past due reminder noticing occurs 75 days after billing
- Customers also call to arrange payment plans

### Past due account remedies

- Make payment
- Due date extensions
- Payment plan arrangements
- Deferral of further collection action



## Response to Partial Shutdown

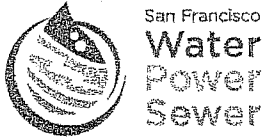
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### Shutdown response following standard procedures

- Past due accounts haven't increased over past month
- Received and granted three (3) requests for payment plan arrangement resulting from the shutdown

### Federal employees can contact Customer Services to request due date extensions and payment plans

- Phone: (415) 551-3000
- Email: [customerservice@sfwater.org](mailto:customerservice@sfwater.org)
- In-person: 525 Golden Gate Avenue, 1st Floor



## Future Shutdown Outreach

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SFPUC will proactively respond to future Federal government shutdowns

- Developing communication and outreach strategy
- Federal Worker messaging instructing them to contact Customer Service to discuss due date extension or payment plans

### Broad Messaging Effort

- My Account – web self service customer portal
- Bill message
- SFPUC website front page
- SFPUC Currents – paper and electronic newsletter





## For Further Questions

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Charles Perl, Deputy CFO, SFPUC  
[cperl@sfwater.org](mailto:cperl@sfwater.org)

SFPUC Customer Services

Phone: (415) 551-3000

Email: [customerservice@sfwater.org](mailto:customerservice@sfwater.org)

In-person: 525 Golden Gate Avenue, 1st Floor



# Low Income Discount Programs

## Transit Fares, Citations, Boot and Tow Fees

Board of Supervisors

Government Audit and Oversight Committee

February 7, 2019

# Transit Fares

## **Free Muni for Seniors, Youth, People with Disabilities**

- Provides Free Muni access to San Francisco residents at/or below 100% Bay Area Median Income
- 120,000 participants
- Estimated fiscal impact - \$8.3 million/year

## **Adult Lifeline Pass**

- 50% discount on adult monthly Muni pass for San Francisco residents at/or below 200% Federal Poverty Level
- 48,000 customers enrolled
- Approximately 20,000 passes purchased per month
- Estimated fiscal impact - \$22 million/year

## **Regional Means-Based Fare Program**

- Regional pilot program on Clipper to provide single ride discount fares scheduled for implementation in late 2019
- SFMTA Board approved participation at a 50% discount rate in April 2018

# Parking Fee and Fine Programs

## Payment Plan

- \$5 Enrollment fee
- \$25 to \$50 minimum payment/month up to 18 months
- Late fees waived
- No limit on amount that can be enrolled/number of plans
- Approximately 1,900 plans enrolled since July 2018

## Community Service Program

- Enrollment fee waived once per year
- \$15 hour credit
- Up to 18 months for completion (depending on amount owed)
- Approximately 1,000 plans enrolled since July 2018

## Boot and Tow Fees

- Boot fee reduced from \$505 to \$100
- Administrative tow fee waived (\$283.75)
- Citations can still be enrolled in payment plan or community service programs



# Strategies for Coping with Unexpected Financial Obstacles

Adapted from GreenPath  
<https://www.greenpath.com/government-shutdown/>

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## List Out and Prioritize Your Expenses

The first thing to do is understand your overall financial situation and prioritize your bills. What do you need to pay first?

## Open Lines of Communication

Contact your lenders, creditors, or landlord to see if they can work with you to schedule a payment plan.

## Cut Spending Where Possible

Reduce your spending by taking advantage of the many discounted and free goods and services being offered around the Bay Area just for Federal employees.

## Apply for Financial Assistance

Many financial institutions are offering 0% to low interest loans, and in California, any Federal employee is eligible for unemployment. If you're thinking of applying for unemployment, it's important to know that it must be paid back.

## Take Care of your Emotional Wellbeing

This article provides tips to help deal with stress during the government shutdown: <https://growcounseling.com/stress-government-shutdown/>

This article provides tips for helping children understand the shutdown: <https://riseandshine.childrensnational.org/helping-kids-understand-the-government-shutdown/>



## **Visit or contact SFO's Business and Career Center (BCC)**

Specialists at SFO's BCC can help navigate you to targeted resources to meet your specific needs.

### **Drop-in Hours (International Terminal)**

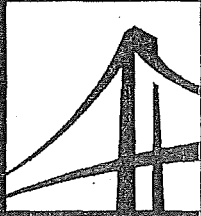
Daytime hours: *Monday – Friday*, 9:00am - 12:00pm and 1:00pm - 4:00pm

Evening hours: *Tuesdays and Thursdays*, 7:00pm - 9:00pm

Weekends: *Saturdays*, 9:00am - 12:00pm and 1:00pm - 4:00pm

Appointments for day/times outside of these hours are available by appointment.

For more information, or to make an appointment outside of the drop-in hours, call (650) 821-5242, or e-mail [community@flysfo.com](mailto:community@flysfo.com).

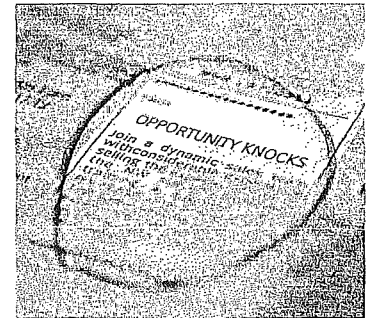


# Business Services

Office of Economic and Workforce Development

## RESPUESTA RÁPIDA

Servicios en caso de Despido  
y para la Recolocación



Los servicios de Respuesta Rápida están disponibles para los empleados que hayan sido o serán despedidos debido al cierre de la empresa, recortes del personal o la quiebra de la empresa.

Las orientaciones de Respuesta Rápida incluyen información sobre:

- Beneficios del seguro de desempleo
- Opciones para el cuidado de la salud
- Asistencia de empleo
- Oportunidades de capacitación
- Orientación laboral
- Ayuda con el currículum
- Acceso a computadoras, impresoras, fotocopadoras y Internet sin costo

Para más información, por favor comuníquese al 415-701-4848  
o envíe un correo electrónico a [business.services@sfgov.org](mailto:business.services@sfgov.org)



January 18, 2019

Dear Bob Lanter,

Governor Newsom is taking action to assist federal employees in California impacted by the federal government shutdown that began on December 22, 2018. The California Employment Development Department (EDD) is providing Unemployment Insurance (UI) benefits to eligible employees who are furloughed or continue to work without collecting their earned pay during the shutdown.

The EDD has created a dedicated website and is encouraging federal employees in the state to file for UI benefits. Furloughed federal employees, and those who are required to work without pay, may file for state UI benefits using the Unemployment Insurance Application (Federal Employee), or by calling a newly established telephone number specifically for federal employees. Federal employees who have an existing claim are encouraged to reopen the claim by applying for benefits through UI Online.

For your convenience in assisting your members who may be impacted by the federal government shutdown, please refer to the following resources:

- **File a UI Claim:** Call EDD at (855) 327-7056 between 8 a.m. and noon, Monday through Friday, or download an application here:  
[https://www.edd.ca.gov/pdf\\_pub\\_ctr/1101i/de1101ibd.pdf](https://www.edd.ca.gov/pdf_pub_ctr/1101i/de1101ibd.pdf)
- **General Information and FAQs:** Visit the EDD Web site at:  
<https://www.edd.ca.gov/Unemployment/FAQs-federal-shutdown.htm>

Employees who receive UI benefits and later receive a retroactive payment from their employer for the same time period will be notified of their obligation to repay the UI benefits received.

If you or members of your staff have any questions, please contact Greg Riggs, Deputy Director at (916) 654-7014.

Sincerely,

A handwritten signature in black ink, appearing to read 'Pat Henning'.

PATRICK W. HENNING  
Director





# Resources for Employees Affected by Federal Shutdown

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## United Way's 2-1-1

**United Way** has mobilized resources to support impacted workers across the country. Dial 211 to speak to a Specialist about what local resources may be available to you. United Way may be able to help those seeking assistance with rent and mortgage payments, utility bills, and groceries.

## Financial Assistance

Many **major banks** and **credit unions** are offering help with fees and loans. Check with your financial institution to see what resources may be available to you.

The **Federal Employee Education and Assistance Fund** is providing small grants and zero-interest loans. Call 202-554-0007 to see what you may qualify for.

The **California Employment Development Department** is expediting Unemployment Insurance applications for Federal employees. Please note that employees who receive benefits are required to pay them back. Call the special line for Federal employees at 855-327-7056.

**Freedom Mortgage** has set up special services for those no longer receiving paychecks. Call 855-690-5900 or visit <https://www.freedommortgage.com/>.

The **National Foundation for Credit Counseling** offers one-on-one advice for anyone with credit problems. Call 800-388-2227 (en Español (800) 682-9832) or go to <https://www.nfcc.org/>.

Credit Counseling is available from **BALANCE**. Call 866-520-0921 and speak to a Certified Credit Counselor to find safe options to resolve any negative impacts of the shutdown.

## Mobile Providers

Many **phone providers** are offering fee waivers and flexible payment options. Check with your provider to see what you may qualify for.



## **Food**

Many **concessions at SFO** are offering affected employees a 50% discount. Look for signs at participating concessions, or ask about the "federal employee discount" before purchasing.

SFO is partnering with airlines to provide all Federal employees at SFO with "**A Day of Free Meals.**" Check out [SFOConnect.com](http://SFOConnect.com) for the schedule of free meal days.

SFO is partnering with **2<sup>nd</sup> Harvest Food Bank** to provide weekly onsite free farmer's markets at Courtyard 4. Anticipated frequency is every Tuesday and Friday from 9 AM – 1 PM, until the end of the shutdown. Check out [SFOConnect.com](http://SFOConnect.com) for updated dates/times. Call the 2<sup>nd</sup> Harvest Food Bank at 1-800-984-3663 to get updated information on local food bank resources.

## **Organized Labor**

Contact your **labor union** to see what support they may be able to provide.

## **Transit**

Free bus and train rides are being offered on **SamTrans** and **CalTrain**. Federal workers will need to show their federal government employee identification cards to bus operators and train conductors.

## **Free Tax Preparation Assistance at SFO**

Free tax preparation drop off service is available here at SFO! Leave your tax documents at the SFO Business and Career Center and pick up your return when it's ready. Email [community@flysfo.com](mailto:community@flysfo.com) to schedule an appointment.

## **Other Discounts**

Many **large and small businesses** are offering discounted goods and services to affected employees. Check social media outlets for updates and local deals – "shutdown specials" and "furlough freebies."

**For details on these and other available resources, contact SFO's Office of Economic and Community Development at (650) 821-5242 or e-mail at [community@flysfo.com](mailto:community@flysfo.com).**



## Unemployment Insurance Benefits for Federal Employees Impacted by the Federal Government Shutdown

Unemployment Insurance (UI) benefits are available to eligible federal workers who are furloughed or who continue to work without a paycheck as a result of the federal government shutdown that began on Saturday, December 22, 2018.

Unemployment Insurance is paid for by your employer and provides temporary partial income replacement ranging from \$40 to \$450 per week. The quarter in which you were paid the highest wages during the base period determines your weekly benefit amount (WBA). The maximum benefit amount is 26 times the WBA or one-half of the total base period wages, whichever is less.

With the support of Governor Newsom, the California Employment Development Department (EDD) is doing everything possible within the law governing eligibility requirements of the UI program to provide some financial relief in the form of UI benefits to eligible federal workers furloughed or working without pay through no fault of their own. This includes streamlining the processing of claims for impacted federal workers.

### How to Apply

Apply for benefits by calling the EDD's dedicated phone line for federal workers at **1-855-327-7056**, Monday through Friday, from 8 a.m. to 12 noon. If you have been issued a SF 8 or SF 50 by your federal employer, have that form available when you call.

You may also download the *Unemployment Insurance Application (Federal Employee)*, DE 1101IBD, at [https://www.edd.ca.gov/Unemployment/Filing\\_a\\_Claim.htm](https://www.edd.ca.gov/Unemployment/Filing_a_Claim.htm). Complete, sign, and fax the form to

1-866-215-9159. It may also be mailed to:

EDD  
PO Box 12906  
Oakland, CA 94604-2909

**Important:** All claims are reviewed on a case-by-case basis to determine eligibility to receive UI benefits. Claims may be backdated to the week when you were first impacted by the shutdown, but no earlier than December 23, 2018 (the first week of the shutdown).

### After You File

You will be mailed important information about your claim, the UI program, and your first *Continued Claim Form*, DE 4581 to request benefit payments.

### How to Request Benefit Payments

To request benefit payments, you must provide eligibility information to the EDD every two weeks. This is known as certifying for benefits. The fastest way to certify is through UI Online<sup>SM</sup> at [www.edd.ca.gov/UI\\_Online](http://www.edd.ca.gov/UI_Online). This online system is the most convenient way to certify for benefits and get your latest claim and payment information.

You may also certify for benefits by phone using EDD Tele-Cert<sup>SM</sup> at 1-866-333-4606, or by mailing the completed and signed *Continued Claim Form*, DE 4581. Allow 10 days for processing if sending your form by mail.

For information on how to answer the certification questions, refer to the booklet, *Unemployment Insurance Benefits: What You Need to Know*, DE 1275B that was mailed to you, or visit the EDD website at [https://www.edd.ca.gov/unemployment/Certifying\\_for\\_Benefits\\_Process.htm](https://www.edd.ca.gov/unemployment/Certifying_for_Benefits_Process.htm).

If you are working, but not receiving a paycheck, answer "no" to question 6 on the *Continued Claim Form*, DE 4851. You do not have to report earnings from the federal government because it is unknown if you will receive back pay. However, if you are working and earning wages from an employer other than the federal government, you must report those gross wages by answering "yes" to question 6 and providing the required wage and employer information.

### **How Are UI Benefits Paid?**

The EDD issues benefit payments using the EDD Debit Card<sup>SM</sup>. This electronic method is a fast, safe, and secure way to get your benefit payments.

The EDD Debit Cards are valid for three years from the date of issue and are issued by Bank of America once your first payment has been authorized. If you have an unexpired EDD Debit Card from a previous Disability Insurance, Paid Family Leave, or UI claim, you will not be mailed a new card. If your card has been lost or misplaced, contact Bank of America EDD Debit Card Customer Service at 1-866-692-9374 or 1-866-656-5913 for TTY users.

Payment information is updated daily and is available through your UI Online account at [www.edd.ca.gov/UI\\_Online](http://www.edd.ca.gov/UI_Online) or by calling the UI Self-Service Phone Line at 1-866-333-4606.

### **Repayment of UI Benefits**

If you collect UI benefits and later receive a retroactive payment from your employer for the same time period, you are required to repay the UI benefits received. The EDD will mail you a notice of overpayment indicating the total amount due. You may repay the benefits by Automated Clearing House (ACH) debit, credit or debit card, or by mail. You may also set up a repayment plan by calling the EDD Benefit Overpayment Collection Section at 1-800-676-5737.

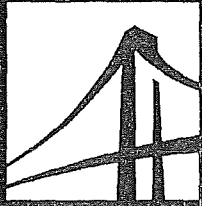
### **What Happens When the Shutdown is Over?**

Once you return to full-time work, do not submit your continued claim forms and your claim will become inactive. If you are partially unemployed, you may continue to receive partial UI benefits by submitting your continued claim certifications online, by phone, or mail. However, you must report your gross wages in any week when you work.

If you become unemployed within one year from the date that you filed your claim, you may reopen your claim through UI Online or by phone, fax, or mail.

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The EDD is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. Requests for services, aids, and/or alternate formats need to be made by calling 1-866-490-8879 (voice). TTY users, please call the California Relay Service at 711.

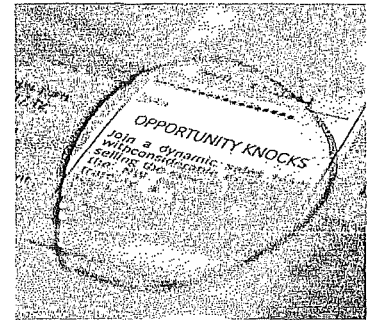


# Business Services

Office of Economic and Workforce Development

## MABILIS NA PAGTUGON (RAPID RESPONSE)

**Mga Serbisyo para sa Pansamantalang Pag-aalis  
sa Trabaho at Paghahanap ng Trabaho  
(Layoff and Outplacement Services)**



Ang mga Serbisyo ng Mabilis na Pagtugon (Rapid Response Services) ay makukuha ng mga kawani na nawalan o mawawalan ng trabaho dahil sa pagsasara ng negosyo, pagbabawas-ng mga kawani o pagkalugi ng negosyo.

Kabilang sa impormasyon na ibinibigay ng mga Oryentasyon sa Mabilis na Pagtugon (Rapid Response Orientation) ay tungkol sa:

- Mga Benepisyo ng Seguro sa Kawalan ng Trabaho
- Mga Opsiyon sa Pangangalagang Pangkalusugan
- Tulong sa Paghahanap ng Trabaho
- Mga Oportunidad sa Pag-aaral at Pagsasanay sa Trabaho
- Pagpapayo sa Hanapbuhay at Karera
- Tulong sa Paggawa ng Resume
- Paggamit nang walang bayad sa mga computer, printer, copier at koneksiyon sa internet

Para sa higit na impormasyon, mangyaring tumawag sa 415-701-4848 o magpadala ng email sa [business.services@sfgov.org](mailto:business.services@sfgov.org).



# Business Services

Office of Economic and Workforce Development

## Rapid Response Program

The Office of Economic and Workforce Development's Rapid Response Program is available to all San Francisco residents that have or will be laid-off.

### Layoff and Outplacement Services

- For individuals who have or will be laid-off due to business closure, downsizing, or business bankruptcy
- Free outplacement services
- Information about unemployment insurance benefits, COBRA, and health care options
- Career counseling and resume assistance
- Get connected to training opportunities and receive employment placement assistance
- Free access to computers, printers, copiers, and internet connectivity
- Learn about our Access Points offering wide array of workforce services in different industries: Technology, Health Care, Hospitality, and Construction



### Get Started

The Office of Economic and Workforce Development's Business Services Team conducts Rapid Response Orientations to provide you with detailed information about the services available.

Contact a Business Services Specialist for more information.

*Please let us know if you need assistance with language translation by calling (415) 701-4848. Through Language Line we offer quick access to over 200 different languages and American Sign Language.*

*OEWD's WIOA Title I-financially assisted program or activity is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities.*

6/2017

**For more information:**



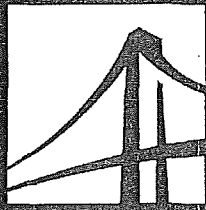
**(415) 701-4848**



**[business.services@sfgov.org](mailto:business.services@sfgov.org)**



**[www.oewd.org/employer](http://www.oewd.org/employer)**

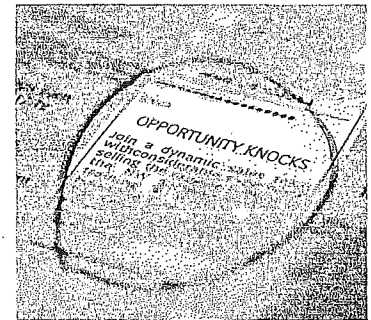


# Business Services

Office of Economic and Workforce Development

## 快速響應

解僱與再就業服務



快速響應服務(Rapid Response Services)是提供給那些因公司倒閉、裁員或企業破產而被解僱或將會被解僱職員的一項服務。

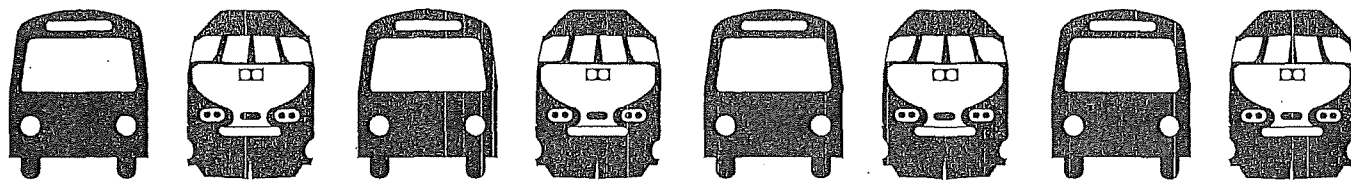
快速響應講座內容包括：

- 失業救濟金
- 醫療保險計劃
- 就業協助
- 培訓機會
- 職業諮詢
- 簡歷協助
- 免費使用電腦、打印機、複印機和互聯網

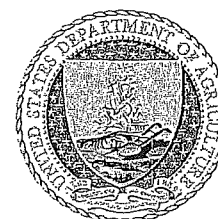
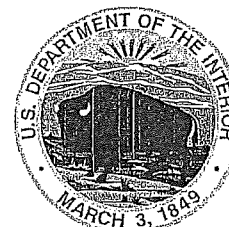
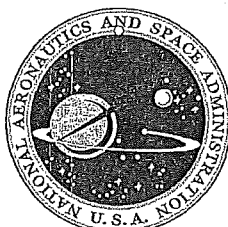
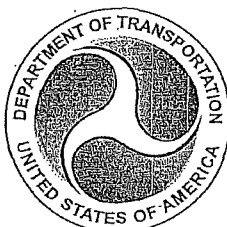
如需更多資訊，請聯絡415-701-4848 或電郵  
[business.services@sfgov.org](mailto:business.services@sfgov.org)

Revised 6.17.2017



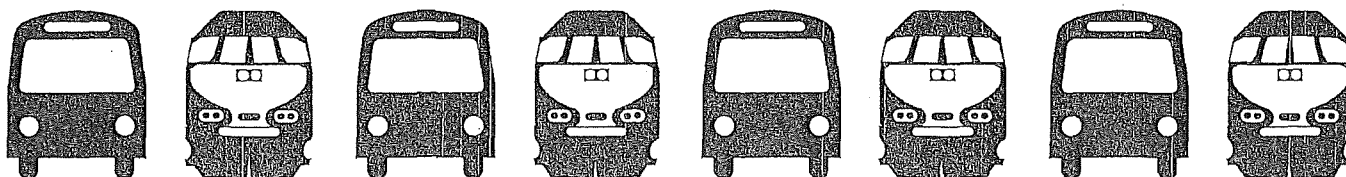


# Federal Employees



**FREE RIDES**  
on Caltrain and SamTrans

\* Please Show Federal Employee Badge





**Introduction Form**

By a Member of the Board of Supervisors or Mayor

Time stamp  
or meeting date

I hereby submit the following item for introduction (select only one):

- ☒ 1. For reference to Committee. (An Ordinance, Resolution, Motion or Charter Amendment).
- ☐ 2. Request for next printed agenda Without Reference to Committee.
- ☐ 3. Request for hearing on a subject matter at Committee.
- ☐ 4. Request for letter beginning : "Supervisor [ ] inquiries"
- ☐ 5. City Attorney Request.
- ☐ 6. Call File No. [ ] from Committee.
- ☐ 7. Budget Analyst request (attached written motion).
- ☐ 8. Substitute Legislation File No. [ ]
- ☐ 9. Reactivate File No. [ ]
- ☐ 10. Topic submitted for Mayoral Appearance before the BOS on [ ]

Please check the appropriate boxes. The proposed legislation should be forwarded to the following:

- ☐ Small Business Commission      ☐ Youth Commission      ☐ Ethics Commission
- ☐ Planning Commission      ☐ Building Inspection Commission

**Note: For the Imperative Agenda (a resolution not on the printed agenda), use the Imperative Form.**

Sponsor(s):

Supervisors Haney, Ronen, Walton, Mar, Yee

Subject:

The San Francisco Board of Supervisors' Response to the Federal Government Shutdown

The text is listed:

Resolution responding to the partial federal government shutdown, affirming San Francisco's solidarity with federal workers, and committing to assist those impacted by the shutdown

Signature of Sponsoring Supervisor: [ ]

For Clerk's Use Only

