



Form 700 Filer Responsibilities at California Department of Food and Agriculture.



Form 700 Overview

- Welcome to the essential guide on Form 700 responsibilities at the California Department of Food and Agriculture (CDFA).
 - As a designated filer, completing your Statement of Economic Interests ensures transparency and ethical governance. We will cover key filing deadlines, systems, training requirements, and best practices to keep you fully compliant.
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Why Form 700 Matters

Form 700, the Statement of Economic Interests, serves as a vital tool to promote public trust and ethical conduct across California state service.

- 01 **Upholds the Political Reform Act:** Fulfills statutory requirements designed to ensure open and accountable government operations.
- 02 **Prevents conflicts of interest:** Protects the integrity of state decisions by identifying and mitigating potential personal financial bias.
- 03 **Mandated by CDFA's COI Code:** Applies to all specific employee positions and leadership roles designated within CDFA's Conflict of Interest Code.
- 04 **Covers broad public roles:** Obligates department employees, appointed officials, and board or committee members alike to maintain transparency.



When You Must File



Assuming Office

File this statement within 30 days of starting your designated role to document all reportable interests upon appointment.



Annual Filing

Complete this required report by April 1 each year to disclose reportable economic interests from the previous calendar year.



Leaving Office

When you depart CDFA or leave a designated position, you must file a Leaving Office statement within 30 days of your departure date. This final statement closes out your period of service.

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Systems You Must Use

As a CDFA Form 700 filer, you will interact with three independent web systems that do not share data with one another:

01

eDisclosure portal: The primary platform used to submit your electronic Form 700 statements and upload required training completion certificates.

02

CDFA Online University: Used by department employees (and board members via Absorb) to access mandatory coursework and retrieve training records.

03

DOJ Ethics Training System: The state ethics orientation portal utilized by all CDFA Form 700 filers to satisfy mandatory ethics education.



Training Requirements



Sexual Harassment Prevention

All designated filers must complete Sexual Harassment Prevention training within six months of appointment and every two years thereafter. Complete the course, titled "Maintaining a Respectful Work Environment EEO - Compliance" in CDFA Online University, and upload your completion certificate to eDisclosure.



Ethics Orientation

Filers must also complete Ethics Orientation for State Officials within their first six months and refresh it every two years. CDFA employees complete this via Online University, while board and committee members take it through the DOJ training system.

CHANCELLOR

VICE-CHANCELLOR



Required Ethics Training Sections

For board and committee members, ethics training must reflect completion of the following additional sections:

- **4.30(a):** Section 1090 as applied to Multi-member Bodies
- **4.40:** Special Code of Ethics
- **5.24:** Special Restrictions on Personal Loans
- **5.25:** Free Transportation from Transportation Companies
- **6.8:** Holding Incompatible Offices
- **7.13:** Part C: Open Meetings for State Boards and Commissions (Bagley-Keene Open Meeting Act) – for Boards and Commissions created in statute only



What You Must Disclose

- Investments
- Interests in real property
- Income, loans, and business positions
- Gifts and travel payments

Disclosure depends on your **COI Code category**, not all categories require all schedules.

Filing in eDisclosure

When you sign into the CDFA eDisclosure portal, the dashboard presents a clear summary of your filing status and key system tools:

01

Assigned positions and deadlines: View all designated roles requiring disclosure alongside official submission due dates.

02

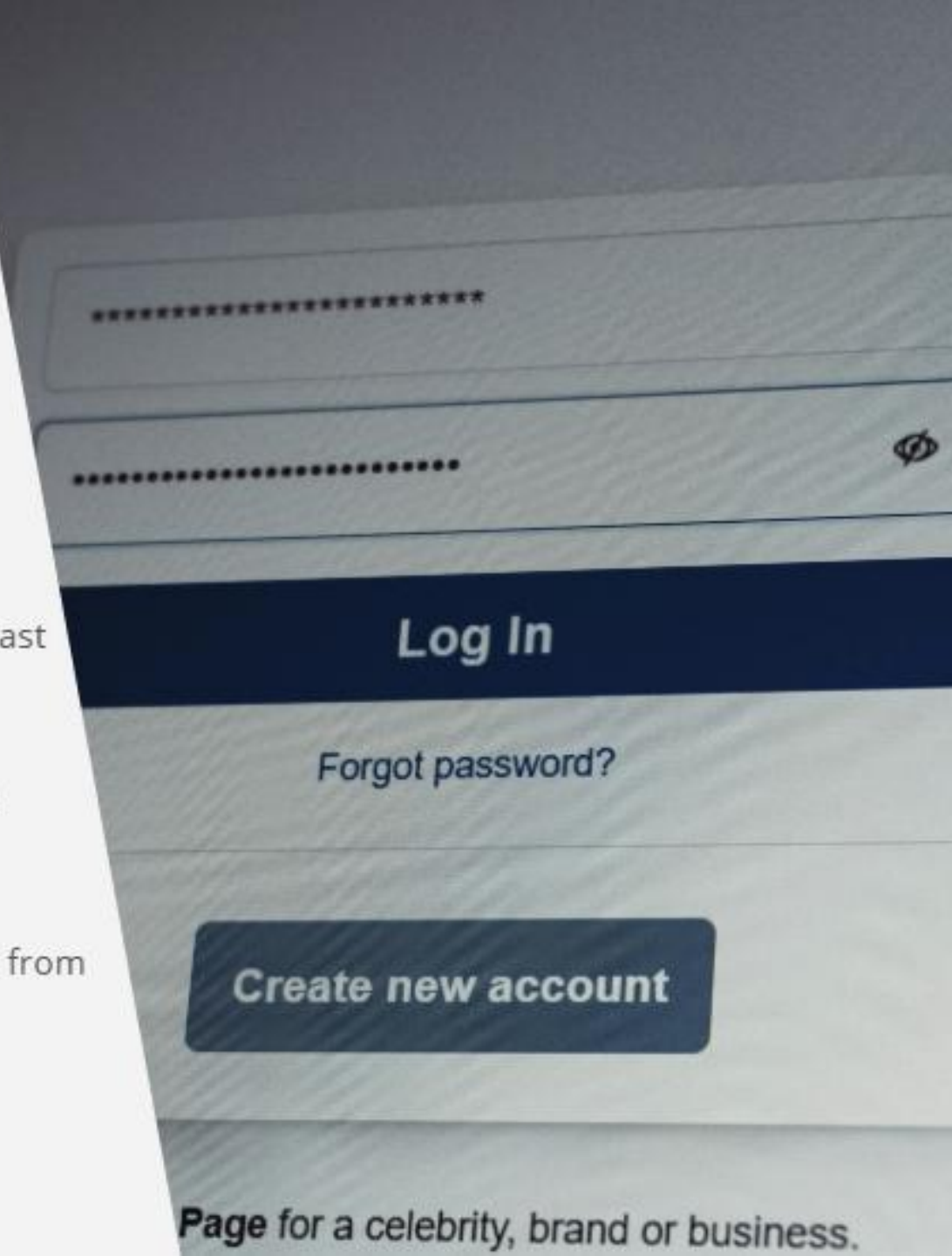
Filing history and records: Access secure 24/7 archives of your past Form 700 submissions whenever reference is needed.

03

Error checking and validation: Utilize built-in automated system checks that detect common omissions before you submit.

04

Prior year data prefill: Save time by copying verified information from your previously filed statements.



eDisclosure Notifications



eDisclosure sends reminders for:

- Assuming Office filings
- Annual filings
- Leaving Office filings
- Late notices (fees begin after missing the deadline)

It also issues formal late notices if an official due date passes without a submitted filing, signaling that statutory late fees may begin accruing.



Filing Official Reminders

In addition to system-generated notifications, CDFA division and board Filing Officials provide direct personalized follow-ups. They monitor filers' completion status to help you avoid delinquency and ensure statutory compliance.



Mail

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Late Fees and Waivers

Under California Government Code Section 91013, filers who miss their mandatory filing deadlines face a statutory late fine of \$10 per day, up to a maximum penalty of \$100 per statement. These automated penalties begin accumulating immediately following missed deadlines, underscoring the necessity of punctual submissions.

Fee Waiver Requests:

- Must be submitted in **eDisclosure**
- Only accepted if filed within 30 days of the first late notice
- After 30 days, **no waivers permitted**

Consequences of Not Filing

- 01 **Enforcement referrals:** Your case will be escalated to the Fair Political Practices Commission (FPPC) for formal investigation.
- 02 **Significant monetary penalties:** The FPPC can levy administrative fines of up to \$5,000 per statutory violation.
- 03 **Administrative discipline or removal:** Department employees face disciplinary action, while board or committee members risk removal from office.
- 04 **Immediate work restrictions:** You cannot legally perform any public duties that require Form 700 compliance until the delinquency is resolved.



Filer Responsibilities



Disclosure and Updates

- Read CDFA's Form 700 Policy and Conflict of Interest Code
- Maintain current contact information in eDisclosure
- File accurately and on time
- File amendments if an error is discovered



Mandatory Compliance Actions

- Complete required Ethics and SHP training (titled "**Maintaining a Respectful Work Environment - EEO Compliance**" in the CDFA University)
- Upload Ethics and SHP certificates into eDisclosure and the CDFA University (Ethics cert. only)
- Notify Filing Official before leaving the role



Who Supports the Process

Compliance at CDFA is supported by designated teams working together to assist filers throughout each stage:

01

Filing Officer (CDFA HQ): Oversees department-wide filing processes, conducts audits, reviews filings and waiver requests, and coordinates training.

02

Filing Officials (Divisions & Boards): Enters designated filers into eDisclosure, tracks deadlines, provides direct reminder notices, and assists with certificate uploads.

03

Board & Committee Liaisons: Tracks compliance across eDisclosure and CDFA University, reports their departures to their Filing Official, and forwards their certificates to their Filing Official when needed.





CDFA Form 700 Policy Highlights

The departmental Form 700 Policy establishes clear operating guidelines across all divisions and boards, defining statutory timelines, mandatory notification procedures, and structured filing distribution channels. It reinforces standardized administrative practices that ensure full adherence to the Political Reform Act.

Critically, the policy outlines rigorous review and audit protocols alongside explicit standards for waiver assessments, distinguishing valid 'Good Cause' from invalid justifications. It also formalizes strict enforcement and escalation paths for instances of chronic non-filing.

Resources and Help

You have access to several reference materials and support channels to guide you through your filing requirements:

- 01 **Internal policy guidance:** Review the CDFA Form 700 Policy and the CDFA Conflict of Interest Code for specific disclosure rules.
- 02 **State agency resources:** Access the FPPC official website for statutory regulations, advisory opinions, and filing assistance contacts.
- 03 **Online filing walkthroughs:** Use the official 6-minute filer video tutorial to guide you through submitting your statement in eDisclosure.
- 04 **Direct CDFA assistance:** Contact your assigned Filing Official or email CDFAForm700@cdfa.ca.gov for direct support with your filing.





Final Reminders and Next Steps

Thank you for completing this overview of Form 700 filer responsibilities. Remember to keep your contact details updated in eDisclosure, upload your Ethics and SHP certificates, and submit every Form 700 statement on time to prevent penalties. For any remaining questions, reach out to your Filing Official or email CDFAForm700@cdfa.ca.gov.