

**CALIFORNIA DEPARTMENT OF CHILD SUPPORT SERVICES**

P.O. Box 419064, Rancho Cordova, CA 95741-9064

Reason for this Transmittal

- State Law or Regulation Change
- Federal Law or Regulation Change
- Court Order or Settlement Change
- Clarification requested by One or More Counties
- Initiated by DCSS

April 19, 2001

CSS LETTER NO. 01-12

TO: ALL IV-D DIRECTORS  
ALL DISTRICT ATTORNEYS  
ALL COUNTY ADMINISTRATIVE OFFICERS

SUBJECT: 2001 PROGRAM COMPLIANCE REVIEW

REFERENCE: Family Support Director (FSD) Letter 00-12

This letter provides instructions on completing the 2001 Program Compliance Review and serves as an update to the Review Guide issued by Family Support Director (FSD) Letter 00-12 (May 31, 2000). Except for the changes detailed in this letter, the 2000 Review Guide will apply to the 2001 review including all statutory references. In order to facilitate and support planning and start-up activities related to the 2001 review, a draft of this letter was sent directly to county reviewers accompanied by a "hard copy" of the case sample list in February.

**Review Period** - For the past few years, the review period has been May 1 through April 30 of the following year. As a result of a federal request to produce a master case list covering the Federal Fiscal Year (October 1 through September 30), a decision has been made to combine that process with the production of a master case list and sample list for each county's compliance review. This will necessitate moving the review period to the calendar year (January through December). To accomplish this, the upcoming review will cover the time period May 1 through December 31, 2000. The first calendar year review will be conducted in 2002 for the period covering January through December 2001.

DCSS-PR-2001-POL-0001



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[www.childsup.cahwnet.gov](http://www.childsup.cahwnet.gov)

**Review Time Frames** - The 2001 reviews commenced March 1, 2001. Self-review counties must complete the review and submit a Compliance Review Report of findings, no later than May 31, 2001, to:

Department of Child Support Services  
County Support Branch  
P.O. Box 419064, MS-30  
Rancho Cordova, CA 95741-9064  
Attn: Mike White

**Review Program** - As with the previous review, the county will enter the review data on the Child Support Electronic Compliance Review (CSECR). Counties must inform Informatix, Inc., the CSECR vendor, if the reviewer has changed from the previous year as a new user identification and password must be established. To contact Informatix, please call the help desk number at 1-877-202-2737.

**Review Process Changes** - Listed below are the changes in the process for the 2001 review. As mentioned above, please consider them as an update to the 2000 Review Guide. As appropriate, changes are reflected in CSECR.

### **CSECR System**

1. When logging on to CSECR, reviewers must select a specific review year. The data for the prior review will remain accessible, but in read-only format.
2. Review sample cases have been pre-loaded onto CSECR, including case type (which may change upon review), case status, IV-D case number, and non-custodial and custodial parents' names. As indicated in the transmittal of the copy of the sample list, the over-sampled cases have been deleted and the list renumbered accordingly. This obviates the need for county initialization for the annual review, but it is still necessary when the ongoing review feature is selected.
3. Where the welfare (IV-A) and child support (IV-D) case numbers are required, the entire number will be entered. This includes the validation, face sheets, and expedited process.
4. The calculation of compliance for expedited process has been initialized with this year's review month (December 1999).

Note: The Incomplete Questions Report (an optional report) will be useful only if every question is answered with either "Y" (yes), "N" (no) or "U" (nonapplicable). However, for tabulation purposes, not answering a question has the same result as answering "U."

### ***Case Review***

1. Question **CA06** in Establishment now reads: "If the NCP/alleged father is not located within the initial 75 days and sufficient identifying information is available, did the county continue to access appropriate locate sources quarterly?" "Dates of submission" has been removed.
2. Accordingly, question **CC13** in Enforcement is changed to "If the NCP or his/her assets are not located within the initial 75 days and sufficient identifying information is available, did the county continue to access appropriate locate sources quarterly?" "Dates of submission" has been removed.
3. In Enforcement question **CC09**, the word "verified" has been replaced with "known."
4. Payment selection criteria (refer to Review Guide, Collections and Distribution Compliance Criteria, page 39) has been changed to read: "For purposes of determining compliance in this component, identify and review only the last payment *received* by the county during the review period." Since only one payment is reviewed, need for the "Latest Required Action" provision (CD09) is eliminated.
5. In Interstate question **CE02**, only two dates are needed – the date information is received and the referral date; therefore "Date(s) of interstate case" has been removed.
6. In Medical Support, the lead-in to question **CF02** is changed to read "To pursue the health insurance coverage required by the support order (or, in situations where coverage was provided, but the NCP changed employment), did the county:"
7. Also in Medical Support, question **CF05** is added: "Was the employer (or others providing health insurance) requested to inform the county of lapses in coverage?" (If a HICA was used, it is not necessary to answer this question, as the request is on the form.)

***Expedited Process*** - The expedited process log or record month for this review is December 1999.

***Program Administration*** - No change.

***Case List Validation*** - Counties should use the July 2000 welfare payroll listing for the case list validation.

***Written Report*** - The counties need only enclose the Case Compliance Summary form with the narrative report. The Program Review Unit has access to all CSECR forms and reports, in addition to the sample list.

***Training for the 2001 Compliance Review*** - Because of the short time between the 2000 and 2001 reviews, it is not possible to offer training to all reviewers. Efforts have been made to keep changes in the process to a minimum. For those county staff conducting a review for the first time, orientation training was provided in Sacramento and Los Angeles. In addition, ongoing staff support is available from the Program Review Unit.

As mentioned earlier, a draft of this letter was sent directly to county reviewers, accompanied by a "hard copy" of the case sample list. The case sample list represents a statistically valid sample and is representative of all cases to be reviewed, regardless of status (open or closed). Due to the methodology used to create the master case listing, a larger than necessary sample was created. Therefore, the total number of cases to be reviewed was reduced to match the total number of cases required to achieve a statistically valid sample. The extra cases have been lined out on the county's list and need not be reviewed. The last page of your sample list summarizes this information.

Your county's sample list has been automatically loaded into the CSECR. The lined-out cases have been deleted and the remaining cases re-numbered. The "hard copy" list is provided for informational purposes only and does not reflect the re-numbering.

As in the past, Program Review staff are available to provide ongoing "help desk" assistance to county reviewers. Questions related to the compliance review process may be directed to Mike White, Manager of the Program Review Unit, at (916) 464-5487 or by e-mail at [Mike.White@DCSS.ca.gov](mailto:Mike.White@DCSS.ca.gov).

Sincerely,

CURTIS HOWARD  
Assistant Deputy Director  
Child Support Services Division