

CALIFORNIA DEPARTMENT OF CHILD SUPPORT SERVICES

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



November 28, 2007

ERRATA

CSS LETTER: 04-20

ALL IV-D DIRECTORS
 ALL COUNTY ADMINISTRATIVE OFFICERS
 ALL BOARDS OF SUPERVISORS

SUBJECT: CSS LETTER 04-20 ERRATA

This letter is to provide clarification concerning child support administrative claiming policy in the attachment, specifically for California Child Support Automation System (CCSAS) related equipment.

On page 1 of the attachment of CSS Letter 04-20, first paragraph under I. Equipment, the paragraph reads:

When a local child support agency (LCSA) acquires equipment, LCSA management must ensure the following processes, at a minimum, are followed. If local country rules include additional requirements, LCSAs must follow local procedures, in addition to those listed below.

For clarifying purposes, the paragraph has been revised as follows:

When a LCSA acquires equipment LCSA management must ensure the following processes, at a minimum, are followed. For equipment being delivered as part of the CCSAS project, including desktop workstations, flat panel monitors, and laptop computers, the Department of Child Support Services (DCSS) will be considered the acquiring organization. LCSAs shall enter the CCSAS-related hardware on the LCSA property ledger as a non-capitalized asset with no value (\$0) to the LCSA. If local country rules include additional requirements, LCSAs must follow local procedures, in addition to those listed below.

On page 1, the information for Non-Capitalized Property reads:

Non-capitalized property is that property which does not meet all of the above requirements. Acquisitions of non-capitalized property are accounted for as expenditures.

This information has been revised to now read:

<u>Reason for this Transmittal</u>
<input type="checkbox"/> State Law or Regulation Change
<input type="checkbox"/> Federal Law or Regulation Change
<input type="checkbox"/> Court Order or Settlement Change
<input checked="" type="checkbox"/> Clarification requested by One or More Counties
<input type="checkbox"/> Initiated by DCSS

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Non-capitalized property is that property which does not meet all of the above requirements. Acquisitions of non-capitalized property are accounted for as expenditures. Equipment acquired through the CCSAS project is considered to be property of DCSS and is to be entered on the LCSA property ledger as a non-capitalized asset with no value (\$0) to the LCSA.

If you have any questions or concerns regarding this matter, please contact Justina Gould at (916) 464-5015.

Sincerely,

/s/ By Cher Woehl

CHER WOEHL
Deputy Director
Administrative Services Division