

CALIFORNIA DEPARTMENT OF CHILD SUPPORT SERVICES

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



January 9, 2006

CSS LETTER: 06-01

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

SUBJECT: ENDORSEMENT/STAMPING CLARIFICATION

<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

This letter is to confirm the procedures, implemented as each county converts its payment processing to the State Disbursement Unit (SDU), for endorsement of payments received by the Local Child Support Agencies (LCSA).

Payments received by transitioned counties/LCSAs will be forwarded to the SDU. Counties/LCSAs will no longer be required to have these payments endorsed or stamped by the LCSA, Auditor Controller, Treasurer, or other county entity/agent, as this function will occur through the SDU.

Counties/LCSAs shall record forwarded payments on the Department of Child Support Services form DCSS 0527 (LCSA Payment Transmittal Cover) and form DCSS 0528 (LCSA Payment Transmittal), and remit these forms to the SDU with the supporting payment documents. These completed forms will serve as the county's/LCSA's official record of child support payment collections. If you have any questions regarding the specific receiving and forwarding instructions, please contact your LCSA Site Implementation Coordinator.

This instruction takes effect at each county's transition to the SDU and will remain in effect indefinitely for all misdirected payments received locally.

If you have any questions or concerns regarding this matter, please contact me at (916) 464-5100 or via e-mail at cher.woehl@dcss.ca.gov

Sincerely,

o/s CHER WOEHL

CHER WOEHL
Deputy Director
Administrative Services Division