

CALIFORNIA DEPARTMENT OF CHILD SUPPORT SERVICES

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



June 20, 2007

CSS LETTER: 07-09

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

SUBJECT: STATE CONTROLLER'S OFFICE DEATH MATCH

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

The purpose of this letter is to provide information regarding the State Controller's Office (SCO) Death Match process and direction on the associated SCO, Department of Child Support Services (DCSS), and Local Child Support Agency (LCSA) responsibilities.

Overview of the Death Match Process:

SCO is responsible for auditing the disbursements issued by the State Disbursement Unit (SDU). One of SCO's procedures compares the National Death File, a listing of deceased individuals maintained by the Social Security Administration (SSA), to disbursements issued by the SDU. The results of these comparisons are sent to DCSS. SCO requires a response from DCSS to confirm the validity of the payments (e.g., confirm if the payee is deceased or living), confirm appropriate follow-up for payments made to deceased individuals (e.g., cancellation of outstanding payments), and to protect funds by eliminating future disbursements to deceased individuals (e.g., closing cases). In order to respond to the SCO, DCSS requires assistance from LCSA's and Central Financial Workers – State (CFW-Ds).

Below are LCSA and CFW-D responsibilities related to this process:

System Design for Avoiding Death Matches:

The ARS, CASES, and CSE systems receive national death match information from the SSA via the Federal Case Registry (FCR) upload; compares this data against case participants, and creates system events to notify caseworkers of the possible death of a participant and requests follow-up tasks be performed. These notifications should trigger immediate follow-up by caseworkers to prevent future disbursements to deceased individuals.

LCSA Responsibilities:

Every month, DCSS Accounting will send each LCSA a Death Match Analysis Excel workbook which will include a listing of disbursements issued by the SDU where SCO has indicated there is a death match. These workbooks will be individualized: each LCSA will receive a listing for disbursements made for child support cases where a participant on the associated case (not necessarily the disbursement's payee) may be deceased. Each LCSA shall provide information on all disbursements listed. To simplify the process, the workbook will contain dropdown lists of common responses. LCSAs will select answers from the dropdown lists to provide facts on each death match. Depending on the selections made in each dropdown list, LCSAs may be required to provide additional details. LCSAs are encouraged to provide additional details to support their responses.

Instructions for how to complete the workbook will be provided in the workbook. Each LCSA shall review and respond to the death match (e.g., canceling payments as appropriate, closing cases), update the workbook, and provide a response to DCSS within 15 calendar days of receipt. The answers provided in each workbook may be subject to a field audit. Therefore, audit backup should be maintained.

Central Financial Worker – State (CFW-D) Responsibilities:

The CFW-Ds will be responsible for responding to DCSS Accounting for Non IV-D disbursements. The CFW-Ds will have the same responsibilities for the Non IV-D disbursements as the LCSAs have for IV-D disbursements.

LCSAs and CFW-Ds shall provide responses to the Death Match Analysis workbook, using the instructions contained in the workbook, to DCSS Accounting within 15 calendar days of receipt.

The first Death Match analysis workbook was sent out for disbursements issued during February 2007. Responses to workbooks for disbursements issued after February 2007 will be due no later than 15 calendar days after receipt.

The death match process provides an additional opportunity to ensure that child support participant information is accurate and child support funds are correctly disbursed. If you have any questions or concerns regarding this matter, please contact Teresa Westervelt of the Accounting Services Branch at (916) 464-3292.

Sincerely,

o/s/Cher Woehl

CHER WOEHL
Deputy Director
Administrative Services Division