

**CALIFORNIA DEPARTMENT OF CHILD SUPPORT SERVICES**

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



April 7, 2003

TC LETTER: 03-06

CHILD SUPPORT TRAINING COORDINATORS

SUBJECT: NEW CHILD SUPPORT PROGRAM ORIENTATION TRAINING FOR  
TRAINERS PROGRAM

The Department of Child Support Services (DCSS) is pleased to announce the upcoming Child Support Program Orientation (CSPO) Training for Trainers (T4T) event. This two-week event will be held at the Sheraton Grand in Sacramento, Monday June 9 through Friday June 20, 2003. Tuition for this two-week event is \$250 per person. ***The reduced-rate hotel reservation deadline is May 10, 2003.***

**About the CSPO Curriculum – What it Contains**

The CSPO curriculum includes two main products:

- Participant and Trainer Guides for orienting new child support professionals to the child support program.
- Participant and Trainer Guides for an overview of the new CSPO. This is a brief training session that highlights the DCSS vision for child support services. Upon implementation of the CSPO curriculum, this training is encouraged for all the leadership team (all supervisors and managers) in each county. Subsequently, and as local agency management teams deem necessary, this abbreviated curriculum could be delivered to all existing staff.

**About the CSPO T4T Curriculum – Deciding Who to Send**

Those who successfully complete the CSPO T4T will receive two certifications: (1) CSPO trainer, and (2) CSPO T4T instructor. This second certification will authorize the individual to certify other staff as CSPO trainers. Individuals who complete this two-week training will



DO YOUR PART TO HELP CALIFORNIA SAVE ENERGY  
For energy saving tips, visit the DCSS website at  
[www.childsup.cahwnet.gov](http://www.childsup.cahwnet.gov)

be added to the statewide list of certified CSPO trainers and instructors who are available to facilitate future regional and local CSPO training events.

We urge you to consider sending at least one member of your training staff to this training because:

- Participation will ensure that at least one member of your training team is familiar with the origin and content of the new standardized CSPO curriculum, understands how DCSS expects the curriculum to be delivered, and is authorized to certify other members of your staff as CSPO trainers.
- Due to budget constraints, DCSS does not anticipate significant new employee hiring at the local or State levels in the next few years. Consequently, it will be beneficial to increase reliance on the regional training infrastructure as a means to ensure any new staff hired can be trained in a timely and efficient manner. Having at least one certified CSPO instructor in your agency will ensure a sufficient number of certified trainers exists region-wide to support both local and regional CSPO activity.

#### **About the T4T Event - Logistics**

Attached you will find the CSPO T4T brochure/registration form. Please be sure to distribute this information to all staff in your county that may be interested in participating in this training. Hotel and travel information is available on the registration form. Please register on line at [www.csdaca.org](http://www.csdaca.org). Payment should be mailed to:

Child Support Directors Association  
Attention: Natalie Dillon  
925 L Street, Suite 1402  
Sacramento, CA 95814

Telephone Number: 916-446-6700  
Facsimile Number: 916-446-1199

Lunch will not be provided. However, a light continental breakfast will be available each morning. Again, the deadline to make reservations at the Sheraton for a reduced rate is **May 10, 2003**.

TC Letter: 03-06

April 7, 2003

Page 3

If you have any questions regarding the registration or logistics for this training, please contact Natalie Dillon at the number listed above, or via e-mail at [ndillon@csdaca.org](mailto:ndillon@csdaca.org). If you have questions regarding the content of this memorandum or the CSPO T4T, please contact Kim Krazynski at [kim.krazynski@dcss.ca.gov](mailto:kim.krazynski@dcss.ca.gov) or 916-464-5174.

Sincerely,

SHAR SCHROEPFER, Chief  
Policy Branch

Attachments

cc IV-D Directors  
Training Advisory Committee

**Department of Child  
Support Services**

**Child Support Program  
Orientation  
Training for Trainers**

The Child Support Program Orientation, Training for Trainers (CSPO-T4T) is intended for certified trainers. LCSA staff who will use CSPO material to train child support professionals must be certified as CSPO trainers through this training.

If you have any questions regarding the required certification, contact Kim Krazynski with DCSS at 916-464-5174.



**Child Support Directors  
Association**

925 L Street Suite 1402  
Sacramento, CA 95814

Phone: 916-446-6700

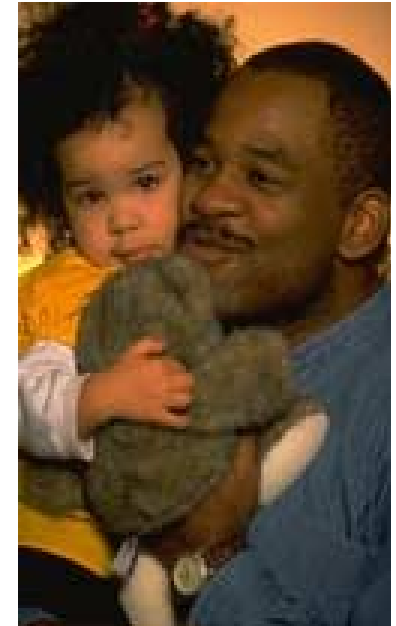
Fax: 916-446-1199

Email: [ndillon@csdaca.org](mailto:ndillon@csdaca.org)



California  
Department of Child  
Support Services

**DCSS Child  
Support Program  
Orientation  
Training for  
Trainers**



---

June 9-20, 2003  
Sheraton Grand  
Sacramento, CA

## Hotel

The Child Support Program Orientation T4T will occur at the Sheraton Grand Sacramento, which is located at 1230 J Street, Sacramento, CA 95814. They can be reached by phone at 916-447-1700 or by fax at 916-447-1701.



For room reservations, please call 800-325-3535 and identify yourself as part of the Child Support Directors Association. The hotel has a block of guest suites at a rate of \$119.00 per night. The deadline for this rate is May 10, 2003.

## Travel

Patterson Travel has arranged special air travel and rental car rates through the Child Support Directors Association. To take advantage of these special savings, please call Patterson Travel, Business Travel Center at 916-929-3565 or 800-745-6655. Press 1 too reach the first available agent. All costs for travel are expected to be paid by the individual county sending participants to this event.

Additionally, Southwest Airlines is offering a 10% discount on most of its already low fares for air travel to and from this meeting. You or your travel agent may call Southwest Airlines Group and Meetings Reservations at 1-800-433-5368 and reference ID Code Z0152.

## Parking

There is parking across the street at the AMCO parking garage. For non guest visitors of the hotel, the parking fee is \$15.00 maximum per day. For guests of the hotel, the parking fee is \$12.00 maximum per day.

## Shuttle

If you are interested in securing a shuttle from the Sacramento Airport, the hotel recommends contracting the Super Shuttle at 800-258-3826 or via the Internet at [www.supershuttle.com](http://www.supershuttle.com). The cost is \$11.00 per person, per trip.

## Cancellation Policy

After May 23, 2003 cancellations will not be accepted. After that date, registrants will be obligated to pay the full registration fee.

## Food

Morning breaks will be provided daily. Afternoon breaks and lunches will be on your own.

## DCSS CSPO Training for Trainers Objectives

- To provide comprehensive training for certified trainers. The focus is on skills, methods, and techniques needed to present the DCSS CSPO course effectively.
- To provide opportunities for certified trainers to practice and receive developmental feedback on facilitating /delivering DCSS CSPO course information and materials.
- To initiate individual developmental planning for ongoing participant/trainer development.

## REGISTER ONLINE at

[www.csdaca.org/training/train.html](http://www.csdaca.org/training/train.html)

*It's fast and easy to register online using the CSDA Web site Training page! If you are not able to register online, please use this form and fax it to 916-446-1199.*

Register for: DCSS Child Support Program Orientation—T4T Price: \$250.00

Name

Title/Classification

Agency/County

Address

Phone

Email

Contact name and number

Please remit payment to CSDA.



**June 9-20, 2003**  
**Sheraton Grand**  
**Sacramento, CA**

Child Support Directors Association  
925 L Street Suite 1402  
Sacramento, CA 95814

Phone: 916-446-6700  
Fax: 916-446-1199  
Email: [ndillon@csdaca.org](mailto:ndillon@csdaca.org)