

CALIFORNIA DEPARTMENT OF CHILD SUPPORT SERVICES

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



August 26, 2005

TC LETTER: 05-12

CHILD SUPPORT TRAINING COORDINATORS

**SUBJECT: CHILD SUPPORT PROGRAM ORIENTATION (CSPO) TRAINING -
OUTDATED MATERIAL**

Since 2003, the Child Support Program Orientation (CSPO) curriculum has been successfully delivered throughout the state and as a result, many who have participated in this mandatory orientation have become State certified trainers. As you may know the CSPO curriculum includes the following statement regarding **Augmenting Curriculum Materials**:

"The content of the master curriculum is not to be changed or modified in any manner. Trainers may, however, augment the curriculum by adding materials that address business practices specific to the LCSA, if those practices are not in conflict with statewide DCSS policy and procedures."

We acknowledge that some content within the current CSPO material is outdated and needs to be changed or modified. Efforts are underway to make the appropriate modifications and changes to the material in order to ensure its accuracy. We expect that a revised version will be available in early 2006.

In the meantime, the Department of Child Support Services (DCSS) withdraws the directive as stated above. Until CSPO updates are made, you are directed to cease and desist with the delivery of known outdated information. When conducting CSPO training, you should also remove any reference in the materials to the previous DCSS Director Curtis Child and replace it with reference to the new Director, Greta Wallace. The current CSPO training materials can now be changed or modified in alignment with changes in the field or changes in administration with DCSS. However, please be reminded that only Level 2 certified trainers may actually modify the curriculum, and that Level 1 trainers may only deliver the appropriately revised materials.

TC Letter 05-12
August 26, 2005
Page 2

Should you have any questions, please contact Joyce Dowell, Manager of the Planning, Analysis & Program Administration Unit, Statewide Training Section, at (916) 464-2789 or by email at joyce.dowell@dcss.ca.gov.

Sincerely,

Original signed by

DEBRA SANCHEZ
Branch Chief
Policy Branch

cc IV-D Directors
Training Advisory Committee
Bill Otterbeck, CCSAS Change Management