

CALIFORNIA DEPARTMENT OF CHILD SUPPORT SERVICES

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



February 26, 2001

LCSA LETTER: 01-03

TO: ALL IV-D DIRECTORS

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

SUBJECT: REVISED CS 157 REPORT – FEDERAL FISCAL YEAR ANNUAL

The purpose of this letter is to transmit the revised *CS 157 (10/00) Child Support Services Federal Fiscal Year Annual Data & Accounts Receivable Report* and instructions for completion. The new report was designed to mirror the federal reporting requirements on the federal *OCSE 157, Child Support Enforcement Annual Data Report*. The revised CS 157 will be required on an annual federal fiscal year (FFY) basis and is predicated on the FFY (October 1 – September 30). The first completed annual report must be submitted by October 15, 2001, with subsequent reports due by October 15th of each year. The report must contain an original signature by the county District Attorney or the local child support agency director. Counties are required to continue to prepare and submit the current version of the CS 157 (10/98) quarterly and annual report until otherwise notified by the Department of Child Support Services. Please submit your completed reports to:

Department of Child Support Services
Office of Research and Program Design
Attention: Mary Jackson
P.O. Box 419064, M.S. 50
Rancho Cordova, CA 95741-9064

Attached is a sample of the revised CS 157 to be used in making system changes to your county system. Counties needing hard copy versions of the CS 157 may make copies of the attached report. Funding for the cost of work necessary to make the required reporting changes may be requested using the Non-Recurring Maintenance and Operations (M&O) Costs Justification Worksheet included in Attachment 2. *All counties, whether part of a consortia or using other systems, are required to make*

these changes. Counties may submit the completed M&O costs justification worksheets to:

Department of Child Support Services
Technology Services Division
Attention: Automation Approvals Unit
P.O. Box 419064
Rancho Cordova, CA 95741-9064
Telephone: (916) 464-5333
Fax: (916) 464-5335

As a condition for receiving federal incentive payments, the federal Office of Child Support Enforcement requires counties retain and maintain an audit trail of all data reported on the CS 157. The data should provide documentation to support each case construct and related actions and be maintained for four years and four months.

If counties have any questions and issues related to the new reporting requirements, they may contact Helen Faust at (916) 464-5042, or by email at Helen.Faust@dcss.ca.gov. For questions related to system changes and/or funding for those changes, please contact Mike Graham at (916) 464-5333 or by email at Mike.Graham@dcss.ca.gov.

Sincerely,

LEORA GERSHENZON
Assistant Director
Office of Research and Program Design

Enclosures (2)