

**CALIFORNIA DEPARTMENT OF CHILD SUPPORT SERVICES**

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



March 21, 2001

LCSA LETTER NO: 01-05

TO: ALL IV-D DIRECTORS

SUBJECT: LCSA TRAINING COORDINATORS

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

In our continuing effort to facilitate effective communication with Local Child Support Agencies, the Policy Branch of the Department of Child Support Services would like to establish a training coordinator in each Local Child Support Agency.

We envision that the county Training Coordinator will be the primary contact with the Training and Procedures Unit in the Policy Branch. The Training Coordinator will be responsible for coordinating the efforts at the local level associated with California's participation in the Federal Training Pilot Project. This will include the responsibility of completing the Inventory Tool and assisting with the coordination effort for the completion of the Needs Assessment. Both of these tools will be located on and accessed through a website. The Coordinator will need to complete the Inventory or determine who else in the organization has the required information regarding training facilities, material, equipment, and trainers and allow those persons access to the website. If there is more than one person contributing information to the inventory, the Coordinator is responsible for reviewing the information for accuracy and completeness before submission of the Inventory.

The coordination effort for the completion of the Needs Assessment may involve identifying and making contact with the caseworker and supervisory staff selected to participate in the Needs Assessment. It may also involve providing information and guidance that would assist the caseworkers and supervisors in their completion of the Needs Assessment.

On an ongoing basis, the Training Coordinator may also be called upon to assist in the coordination of training activities, development of training materials and processes by providing input and reviewing draft materials.

All counties are requested to complete the attached survey form and mail this information no later than April 4, 2001, to the following address:

ALL IV-D DIRECTORS

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California Department of Child Support Services  
Policy Branch  
P.O. Box 419064, MS 30  
Rancho Cordova, CA 95741-9064  
Attention: Doris Keller

Alternatively, you may return this form by fax or email to

Fax: (916) 464-5057 or (916) 464-6061

E-mail: [Doris.Keller@dcss.ca.gov](mailto:Doris.Keller@dcss.ca.gov)

We are requesting you to designate an individual from your existing staff who is knowledgeable of and/or responsible for your county training program to act in this capacity. We do not anticipate, at this point in time, that the time needed for this activity will interfere with the existing responsibilities of the person selected.

I would like to thank you in advance for your cooperation in helping us in this effort. If you have any questions or concerns regarding this matter, please contact Doris Keller at (916) 464-5250.

Sincerely,

CURTIS HOWARD  
Assistant Deputy Director  
Child Support Services Division

Attachment

LCSA TRAINING COORDINATOR

County: \_\_\_\_\_

Training Coordinator: \_\_\_\_\_

Title or Position: \_\_\_\_\_ E-Mail Address: \_\_\_\_\_

Direct Phone Number: \_\_\_\_\_ Direct Fax Number: \_\_\_\_\_

LCSA Director: \_\_\_\_\_

Office Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_