

CALIFORNIA DEPARTMENT OF CHILD SUPPORT SERVICES

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



September 5, 2001

LCSA LETTER: 01-30

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: STATUS UPDATE REGARDING THE REVISIONS TO THE ADMINISTRATIVE EXPENDITURES CLAIM, CS 356 SERIES

The purpose of this letter is to provide information regarding the status of the Department's revisions to the CS 356 Series and to clarify claiming procedures in the interim. Revisions to the existing CS 356 Series are currently underway; however, the process has not yet been completed. Local child support agencies (LCSA) will be notified once revised forms are ready for use. At that time, instructions and training regarding completion of the revised forms will be provided.

LCSAs must continue to use the existing CS 356 Series until the revised forms have been distributed. No changes in claiming should occur at this time. For example, if LCSA staff currently conduct time studies, that activity should continue in the interim until new instructions are issued.

If you have any questions or concerns regarding this matter, please contact your County Allocations and Claims Policy Analyst at (916) 464-5150.

Sincerely,

JAN SHERWOOD
Deputy Director
Administrative Services Division

DCSS-AD-2001-CAC-0005



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