

CALIFORNIA DEPARTMENT OF CHILD SUPPORT SERVICES

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

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

September 19, 2001

LCSA LETTER: 01-34

ALL IV-D DIRECTORS

SUBJECT: SPECIAL PROJECTS ELECTRONIC DATA PROCESSING FUNDING

This letter provides instructions to the Local Child Support Agencies (LCSAs) regarding Electronic Data Processing (EDP) Equipment funding needs pertaining to Special Projects only during State Fiscal Year (SFY) 2001/02.

Recently, the LCSAs received their "State Fiscal Year (SFY) 2001/02 Child Support Administrative Final Allocation" letters from the Department of Child Support Services (DCSS) dated September 13, 2001. Now that Counties are informed of their funding allocations for Special Projects during SFY 2001/02, the DCSS Technology Services Division (TSD) is required to capture the total EDP Equipment funding needs associated with the Special Projects. Per federal requirements, the State will submit the information gathered to the Administration for Children and Families (ACF).

The following information provides an example and guidelines:

EXAMPLE:

A County allocation may resemble the following funding for each of the Special Project categories:

Ombudsperson	\$ 33,313	
Customer Service	\$ 142,155	
Transition Coordinator	\$ 50,000	(Admin. Only)
Transition Costs (Full Year)	\$ (45,019)	(Admin. Only)
Complaint Resolution	\$ 14,305	
State Hearings	\$ 11,046	
Program Improvement Teams	\$ 63,000	
Training	\$ 31,500	(Admin. Only)
Quality Assurance	\$ 31,500	
Outreach	\$ 10,080	(Admin. Only)
TOTAL PROJECT FUNDS:	\$ 341,880	

DCSS-SY-2001-CTY-0496



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www.childsup.cahwnet.gov

From the individual funding allocations for Ombudsperson, Customer Service, Complaint Resolution, State Hearings, Quality Assurance, and Program Improvement Teams, the County may have identified the need for EDP Equipment of 10 Personal Computers (PCs) at \$2,000 each (total \$20,000) for use in these Special Projects. The County must request the EDP Equipment from TSD **prior** to the County purchasing the equipment.

GUIDELINES:

- 1) EDP Equipment means that County staff members utilize the equipment to access the Child Support Enforcement (CSE) application more than 50 percent of their time.
- 2) If a County has determined the need for \$20,000 of EDP Equipment, as indicated in the example above, the County would need to subtract the total EDP Equipment amount from the total Administrative Allocation of \$341,880; the remaining balance of \$321,880 may be used by the LCSA to support Special Projects.
- 3) Any allocations marked as “**(Admin. Only)**” in the Example above **do not** need prior approval for EDP equipment because these Special Projects are administrative in nature; therefore, counties may purchase equipment without prior approval since staff members do not work in the CSE application for more than 50 percent of their time.

Please utilize the attached Special Projects EDP Justification Worksheet to provide TSD with the LCSA’s EDP Equipment funding needs. If the LCSA has questions regarding the Worksheet, please contact the County’s assigned TSD Automation Approvals Analyst:

<u>Analyst</u>	<u>E-Mail Address</u>	<u>Telephone</u>
Judy Homme	Judy.Homme@dcss.ca.gov	(916) 464-5349
Cathy MacRae	Cathy.MacRae@dcss.ca.gov	(916) 464-5359
Ken Maurice	Ken.Maurice@dcss.ca.gov	(916) 464-5095
Kerri Price	Kerri.Price@dcss.ca.gov	(916) 464-5327

Please e-mail your completed Special Projects EDP Justification Worksheet to the County’s assigned TSD Automation Approvals Analyst no later than close of business, Wednesday, October 3, 2001, or fax the information to (916) 464-5335. Once the EDP Equipment funding information has been collected, TSD will submit these budget requests to ACF, and approvals will be forthcoming.

Sincerely,

JOAN OBERT
Assistant Deputy Director
Technology Services Division

cc: LCSA EDP Budget Staff

Attachment

NON-RECURRING **SPECIAL PROJECTS** COST
JUSTIFICATION WORKSHEET

HARDWARE / OPERATING SYSTEMS SOFTWARE	
Description	
PROJECT CONTACT: _____ County _____ Phone: _____ Email _____ Fax _____	
ESTIMATED NON-RECURRING PROJECT COSTS	
Special Project Cost Categories	State Fiscal Year 2001/2002
Hardware	
Software	
TOTAL	

I. STATEMENT OF PROBLEM:

The County requests approval to acquire additional hardware and/or operating systems software to address **Special Project** needs during SFY 2001/02:

Qty	Hardware/Software	Unit Price	Extended Price	Maintenance Cost
TOTAL				

II. COMPETITIVE PROCUREMENT:

The County will comply with competitive procurement procedures defined in 45 CFR part 74, subpart P when acquiring services from private vendors or consultants. If the county plans to use contractor personnel, please indicate how the county plans to comply with this requirement:

- Purchase through a County Master Purchase Agreement.
- Purchase through a State Master Purchase Agreement, e.g. CMAS
- Conduct a competitive procurement

If the procurement is non-competitive (sole-source), please provide written justification.