

**CALIFORNIA DEPARTMENT OF CHILD SUPPORT SERVICES**

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



December 21, 2001

LCSA Letter: 01-47

ALL IV-D DIRECTORS

SUBJECT: STATE FISCAL YEAR 2001/02 NON-EDP ADMINISTRATIVE  
EXPENDITURE INFORMATION AND PROJECTIONS

The purpose of this letter is to transmit the State Fiscal Year (SFY) 2001/02 Non-Electronic Data Processing (EDP) Administrative Expenditure Information and Projections document. This document will enable local child support agencies (LCSA) to provide expenditure information necessary for the projection of child support program expenditures statewide. The completed Expenditure Information and Projections document must be returned to the Department of Child Support Services (DCSS) no later than **January 9, 2002**.

As discussed at the December 6, 2001 IV-D Director's meeting, DCSS is implementing a mid-year process to better monitor LCSA expenditures during the year. This process will provide information for DCSS to track LCSA budgets and permit maximum use of available resources in support of the statewide child support program. In order to permit consistent and predictable funding allocations, originally DCSS had discussed with the finance committee mid year allocations that would be one time only. This also was intended to recognize local events that might prohibit full utilization of resources in a given year. However, given historical expenditure trends and recognizing effective utilization of resources statewide may require reallocation of funds statewide.

The Expenditure Information and Projections document should be completed to provide actual expenditures for the September 2000 through September 2001 quarters. For the December 2001 quarter, actual expenditures should be used to the extent possible. LCSA are requested to provide estimates of expenditures for the March 2002 and June 2002 quarters. Information should only be included in the shaded cells of the input

DCSS-AD-2001-CAC-0105



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[www.childsup.cahwnet.gov](http://www.childsup.cahwnet.gov)

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document, as applicable. Percentages and totals are automatically calculated. For the purpose of this process, do not include EDP, Compliance Review, or Demonstration Project expenses.

All variances in expenditure trends between SFY 2000/01 and 2001/02 must be fully explained on the explanation worksheet. Please provide expenditure information exclusive to your county detailing differences between these two fiscal years. Variances between projected expenditures and the SFY 2001/02 allocation must also be fully explained. If more worksheets are needed, directions are provided to enable additional worksheets to be added. An example of a completed document is provided for your assistance.

Completed documents should be emailed to your County Allocations and Claims Policy Team analyst or Linette Kleinsasser at [Linette.Kleinsasser@dcss.ca.gov](mailto:Linette.Kleinsasser@dcss.ca.gov) no later than **January 9, 2002**. If you have any questions regarding the completion of this document, please contact Linette Kleinsasser at (916) 464-5086.

Sincerely,

JAN SHERWOOD  
Deputy Director  
Administrative Services Division

Enclosure

cc: Margaret Pena, Executive Director  
Child Support Directors Association

**SFY 2001/02 Non-EDP Administrative Expenditure Information and Projection**

County:

SFY 2001/02 Allocation   
**This must equal the allocation amount provided in the CS 921 Budget Display  
 County Letter dated November 6, 2001**

SFY 2000/01 Expenditures							
9/00 Quarter Expenditures	% of Total Expend.	12/00 Quarter Expenditures	% of Total Expend.	Cumulative % of Total Expend.	3/01 and 6/01 Quarters Expenditures	% of Total Expend.	Total Expenditures
	#####	-	#####	#DIV/0!	-	#####	-

SFY 2001/02 Projected Expenditures							
9/01 Quarter Expenditures	% of Total Expend.	12/01 Quarter Expenditures (Actual or projected)	% of Total Expend.	Cumulative % of Total Expend.	3/02 and 6/02 Quarters Projected Expenditures	% of Total Expend.	Total Projected Expenditures
-	#####	-	#####	#DIV/0!	-	#####	-

Contact:  Phone Number:  Email Address:

1. **Do not include EDP, Compliance Review or Demonstration Project expenditures.**
2. All percentages are a percent to the total expenditures for the applicable fiscal year.
3. Tab 2 - Explanation  
All variances in expenditure trends between SFY 2000/01 and 2001/02 must be fully explained on the explanation worksheet. Please provide expenditure information exclusive to your county detailing differences between SFY 2000/01 and SFY 2001/02.
4. Tab 3 - Example  
Tab 3 provides an example of a completed worksheet.
5. Return: **(Due January 9, 2002)**  
Please return (email) your completed document to your County Allocations and Claims Policy Team analyst or Linette Kleinsasser at: [Linette.Kleinsasser@dcss.ca.gov](mailto:Linette.Kleinsasser@dcss.ca.gov)

## SFY 2001/02 Expenditure Information and Projection

County:

Explanations: All variances in expenditure trends/patterns between SFY 2000/01 and 2001/02 must be fully explained. Please provide expenditure information exclusive to your county detailing differences between SFY 2000/01 and SFY 2001/02. If needed, add additional worksheets by selecting the following from your menu: Insert; Worksheet.

## SFY 2001/02 Expenditure Information and Projection

County: Example

SFY 2001/02 Allocation 5,000  
**This must equal the allocation amount provided in the CS 921 Budget Display  
 County Letter dated November 6, 2001**

SFY 2000/01 Expenditures							
9/00 Quarter Expenditures	% of Total Expend.	12/00 Quarter Expenditures	% of Total Expend.	Cumulative % of Total Expend.	3/01 and 6/01 Quarters Expenditures	% of Total Expend.	Total Expenditures
<u>1,000</u>	<u>0.25</u>	<u>1,000</u>	<u>0.25</u>	<u>0.50</u>	<u>2,000</u>	<u>0.50</u>	<u>4,000</u>

SFY 2001/02 Projected Expenditures							
9/01 Quarter Expenditures	% of Total Expend.	12/01 Quarter Expenditures (Actual or Projected)	% of Total Expend.	Cumulative % of Total Expend.	3/02 and 6/02 Quarters Projected Expenditures	% of Total Expend.	Total Projected Expenditures
<u>1,200</u>	<u>0.27</u>	<u>800</u>	<u>0.18</u>	<u>0.44</u>	<u>2,500</u>	<u>0.56</u>	<u>4,500</u>

Contact: Linette Kleinsasser Phone Number: (916) 464-5086 Email Address: Linette.Kleinsasser@dcss.ca.gov