

CALIFORNIA DEPARTMENT OF CHILD SUPPORT SERVICES

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



March 21, 2003

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

LCSA LETTER: 03-06

ALL IV-D DIRECTORS

SUBJECT: INTERSTATE ROSTER AND REFERRAL GUIDE (IRG)
UPDATES/CORRECTIONS

The purpose of this letter is to remind the local child support agencies (LCSA) to periodically review the LCSA's contact information in the IRG for needed updates/corrections. Any changes should be sent directly to the California Central Registry (CCR). As the IRG is primary source of contact information for interstate cases, accurate information is essential.

LCSAs may view the IRG information at <http://www.acf.dhhs.gov/programs/cse/> and take the following steps to check the accuracy of the information.

- Click on Online Interstate Roster and Referral Guide (IRG).
- Select the radio button FIPS codes/Addresses on the right of the map and then click on the State of California.
- Click on county under Select Address Type. This will bring you to Select County Addresses.
- Click on Select County Name and Address Description to view your county information.

DCSS-PR-2003-CTY-0013



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For energy saving tips, visit the DCSS website at
www.childsup.cahwnet.gov

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Please note there are two areas to check for updating/corrections under Address Description, Collection Agency and Responding Agency. If this information needs updating/correcting, please send the updated information to:

Stephanie Cyr, Office of Attorney General,
Criminal Justice Information Services, CCR,
P.O. Box 903199,
Sacramento, CA 94203-3199.

If you have any questions or concerns regarding this letter, please contact Michele Carotti at (916) 464-5099. If you have any questions regarding the IRG updates and corrections, please contact Stephanie Cyr at (916) 323-5643.

Sincerely,

PATRIC B. ASHBY
Deputy Director
Child Support Services Division

cc: Outreach Coordinators
Debra Harvey
Mary Dalhberg