

**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

July 31, 2003

LCSA LETTER: 03-16

ALL IV-D DIRECTORS

SUBJECT: CIVIL RIGHTS OFFICERS TRAINING

The California Department of Child Support Services (DCSS) and the Child Support Directors Association (CSDA) are offering a basic civil rights and complaint investigation training class for all local child support agencies' (LCSA) civil rights officers. This class is highly recommended for all civil rights officers or the director's designee(s). The course will cover civil rights laws and statutes, the civil rights complaint process as stated in LCSA Letter 02-19, investigative skills, case analysis, and investigative report writing.

The instructor for this course will be Jennifer Brown Shaw, Attorney at Law, from Jackson Lewis, LLP.

For your convenience, two sessions will be offered - one in Southern California and the other at the DCSS office in Rancho Cordova. The dates and times are as follows:

September 11, 2003  
 9:00 am – 5:00 pm  
 Orange County DCSS  
 1055 N. Main Street  
 Santa Ana, CA 92702-9946

September 24, 2003  
 9:00 am – 5:00 pm  
 California Dept. of Child Support Services  
 11150 International Drive, 2<sup>nd</sup> Floor  
 Rancho Cordova, CA 95741-9064

To register for this training, please log into the CSDA web site at <http://www.csdaca.org/training/train.html> and click on the link to *Registration Form*. The deadline to register for the Santa Ana session is September 4 and the deadline for the Rancho Cordova session is September 17th.

DCSS-AD-2003-ARB-0004



DO YOUR PART TO HELP CALIFORNIA SAVE ENERGY  
 For energy saving tips, visit the DCSS website at  
[www.childsup.cahwnet.gov](http://www.childsup.cahwnet.gov)

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Parking at the Santa Ana session is limited. Carpooling or public transportation is strongly encouraged.

For participants who require overnight accommodations, a listing of available lodging for both the Santa Ana and the Rancho Cordova/Sacramento areas is attached.

If you have any questions or need additional information, please contact Norman Lim, DCSS Civil Rights Officer, at (916) 464-5078 or [norman.lim@dcss.ca.gov](mailto:norman.lim@dcss.ca.gov), or Natalie Dillon, CSDA Director of Training, at (916) 446-6700 or [ndillon@csdaca.org](mailto:ndillon@csdaca.org)

Sincerely,

JAN SHERWOOD  
Deputy Director  
Administrative Services Division

Attachments

cc: LCSA Civil Rights Officers  
Natalie Dillon, CSDA

**Sacramento/Rancho Cordova Lodging**  
**July 2003**

<p>Hampton Inn 10755 Gold Center Drive Rancho Cordova, CA 95670 (916) 638-4800 (916) 638-3594 (fax)</p>	<p>Marriott Rancho Cordova 11211 Point East Drive Rancho Cordova, CA 95742 (916) 638-1100 (916) 638-5803 (fax)</p>
<p>AmeriSuites Rancho Cordova 10744 Gold Center Drive Rancho Cordova, CA 95670 (916) 358-9299 (916) 358-9799 (fax)</p>	<p>Hallmark Suites 11260 Point East Drive Rancho Cordova, CA 95742 (916) 638-4141 (916) 638-4287 (fax)</p>
<p>Residence Inn 2779 Prospect Park Drive Rancho Cordova, CA 95670 (916) 851-1550 (916) 851-1550 (fax)</p>	<p>Holiday Inn Rancho Cordova 11131 Folsom Blvd. Rancho Cordova, CA 95670 (916) 638-1111 (916) 635-3297 (fax)</p>
<p>Days Inn 10800 Olson Drive Rancho Cordova, CA 95670 (916) 638-2500 (916) 638-2672 (fax)</p>	<p>Courtyard Sacramento/Rancho Cordova 10683 White Rock Road Rancho Cordova, CA 95670 (916) 638-3800 (916) 638-6776 (fax)</p>
<p>Fairfield Inn 10713 White Rock Road Rancho Cordova, CA 95670 (916) 631-7500 (916) 635-0301 (fax)</p>	<p>Inns of America 12249 Folsom Blvd. Rancho Cordova, CA 94534 (916) 351-1213 (916) 351-1817 (fax)</p>

Orange County Lodging  
July 2003

Doubletree Hotel  
100 The City Drive  
Orange, CA 92868-3204  
(714) 634-4500  
(714) 978-2370 fax

Country Inn  
3737 W. Chapman Ave.  
Orange, CA 92868  
(714) 978-9160

Hilton Suites  
400 N. State College Blvd.  
Orange, CA 92868  
(714) 938-1111  
(714) 938-0930 fax

Hawthorne Suites  
720 The City Drive  
Orange, CA 92868  
(714) 740-2700