

**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

August 27, 2004

LCSA LETTER: 04-12

ALL IV-D DIRECTORS

**SUBJECT: STATE FISCAL YEAR 2004/05 NON-EDP CHILD SUPPORT ADMINISTRATIVE EXPENDITURE SURVEY**

As in State Fiscal Year (SFY) 2003/04, several local child support agencies (LCSA) have expressed an interest in using county general funds (CGF) and/or remaining health insurance incentive funds to support the child support program in SFY 2004/05. They indicated that this will assist them in reducing the number of potentially impacted staff facing layoffs and managing the program reductions through attrition. As you know, given the current State budget situation, there is no guarantee that federal or State funds will be available to cover LCSAs Non-Electronic Data Processing (Non-EDP) expenditures that exceed their Non-EDP administrative allocation. There is no requirement that an LCSA contribute CGF to the Child Support Program (non-EDP administrative expenditures), however, an LCSA may elect to use CGF dollars and/or remaining health insurance incentive funds to mitigate the impact of layoffs and other staff reductions during the 2004/05 fiscal year. The ramifications of using local funds in the child support program was discussed in the SFY 2003/04 Child Support Administrative Final Planning Allocation letter, dated July 3, 2003.

The Department of Child Support Services (DCSS) intends to request additional Federal Financial Participation (FFP) authority for SFY 2004/05 in order to minimize the impact of layoffs and staff reductions in the local agencies. As discussed in the aforementioned letter, DCSS must have expenditure authority for State and federal funds and will need to submit the necessary budgetary request for approval by the Administration and the Legislature. Although DCSS will request such authority, this process could be lengthy and may not be approved by the Administration and/or the Legislature.

In order to proceed with this process, DCSS is requesting that each LCSA complete the attached survey. The information provided in this survey will enable DCSS to identify and substantiate the need for increased FFP budget authority. In order to incorporate

DCSS-AD-2004-CAC-0033



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the additional FFP into the State budget during the November Subvention process, LCSAs are being asked to return the completed survey to DCSS no later than September 15, 2004.

Please be reminded that the child support program is governed by federal and State law, regulation, and policy directive which apply to any funds spent in operation of the child support program. The use of county funds and/or health insurance incentive funds does not relieve your agency from abiding by all of these same requirements that currently govern the expenditure of federal and State monies.

**All LCSAs must return a survey response to DCSS.** For LCSAs that do not intend to use county general funds and/or health insurance incentive funds to match Title IV-D funds in the child support program in SFY 2004/05, check the box stating "No" and stop. Remaining LCSAs will check the "Yes" box and complete lines B through E.

Please complete as follows:

- Check yes or no indicating your intentions regarding the use of county general funds and/or health insurance incentive funds. **This is for Non-EDP administrative expenditures only.**
- On Line A, please report the SFY 2004/05 Non-EDP Final Administrative Allocations from Attachment II, as applicable.
- On Line B, please report the Non-EDP expenditures anticipated for SFY 2004/05.
- On Line C, please report the difference between your SFY 2004/05 Non-EDP Final Administrative Allocation (Line A), and your Projected SFY 2004/05 Expenditures (Line B).
- On Line D, please report the result of multiplying the amount on Line C by 66 percent. This represents the additional FFP requested by your LCSA in SFY 2004/05.
- On Line E,1, please report the result of multiplying the amount on Line C by 34 percent. This represents the county general funds and/or health insurance incentive funds to match Title IV-D funds projected to be expended by your LCSA in SFY 2004/05.
- On Line E,2, please report the amount of Line E,1 that will be paid for with county general funds.
- On Line E,3, please report the amount of Line E,1 that will be paid for with health insurance incentives. Line E,2 plus line E,3 must equal Line E,1.

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An electronic version of the survey, which includes formulas, is available upon request. Please **email** Ted Halverson at **Ted.Halverson@dcss.ca.gov** if you are interested in receiving this version.

Please send the completed survey, **signed by the LCSA director** to:

California Department of Child Support Services  
County Allocations and Claims Policy Unit  
**Attn: Linette Kleinsasser**  
P.O. Box 419064, M.S. 21  
Rancho Cordova, CA 95741-9064

DCSS would like to thank you for your assistance in this process. If you have any questions or concerns, please contact Linette Kleinsasser at (916) 464-5086 or Ted Halverson at (916) 464-5085.

Sincerely,

A handwritten signature in black ink that reads "Olivia Cortez". The signature is written in a cursive style with a large, looping 'O' at the beginning and a long, sweeping tail at the end.

OLIVIA CORTEZ  
Deputy Director  
Administrative Services Division

Enclosures (2)

cc: David Oppenheim, Child Support Directors Association

LCSA Name	
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**SFY 2004/05 Non-EDP Child Support Administrative Expenditure Survey**

Do you intend to use county general funds or health insurance incentive funds?      **Yes**            **No**        
 If yes, please complete Lines B through E.

Line A	<b>SFY 2004/05 Final Non-EDP Administrative Allocation.</b>	
Line B	<b>Projected SFY 2004/05 Non-EDP Administrative Expenditures.</b> <b>DO NOT INCLUDE EDP EXPENDITURES.</b>	
Line C	<b>Difference between Line A and Line B.</b>	
Line D	<b>Federal Share (Line C multiplied by 66%).</b>	
Line E	<b>1. Non Federal Share (Line C multiplied by 34%).</b>  <b>2. Amount of Line 1 to be paid for with CGF.</b>  <b>3. Amount of Line 1 to be paid for with health insurance incentives.</b>  <p align="center">Line 2 plus Line 3 must equal Line 1.</p>	

Return no later than September 15, 2004 to:

**California Department of Child Support Services  
 County Allocations and Claims Policy Unit  
 Attn.: Linette Kleinsasser  
 P.O. Box 419064, M.S. 21  
 Rancho Cordova, CA 95741-9064**

Signature of the LCSA Director:	Date:

## SFY 2004/05 Non-EDP Final Allocation

	SFY 2004/05 Total Non-EDP Final Allocation
<b>TOTAL</b>	<b>709,259,163</b>
Alameda	25,338,127
Amador/Alpine/Calaveras	2,828,936
Butte	8,724,993
Colusa	672,316
Contra Costa	18,230,381
Del Norte	2,202,344
El Dorado	4,663,793
Fresno	21,119,597
Glenn	768,132
Humboldt	5,033,689
Imperial	3,283,013
Inyo/Mono	1,392,046
Kern	21,348,573
Kings	4,091,067
Lake	2,591,289
Lassen	955,739
Los Angeles	142,238,515
Madera	2,741,196
Marin	3,954,105
Mariposa	649,616
Mendocino	3,000,546
Merced	9,335,076
Monterey	10,692,306
Napa	3,990,326
Orange	53,144,905
Placer	6,037,101
Plumas	831,761
Riverside	33,582,526
Sacramento	31,421,345
San Bernardino	37,655,200
San Diego	45,072,373
San Francisco	11,914,553
San Joaquin	14,319,958
San Luis Obispo	4,372,420
San Mateo	10,735,821
Santa Barbara	8,836,699
Santa Clara	35,503,036
Santa Cruz/San Benito	8,461,036
Shasta	7,182,376
Sierra-Nevada	4,046,411
Siskiyou/Modoc	3,597,052
Solano	11,800,220
Sonoma	14,411,603
Stanislaus	14,624,130
Sutter	2,913,906
Tehama	1,785,265
Trinity	637,025
Tulare	15,259,188
Tuolumne	1,856,145
Ventura	19,853,835
Yolo	5,692,807
Yuba	3,864,745