CALIFORNIA DEPARTMENT OF CHILD SUPPORT SERVICES
P.O. Box 419064, Rancho Cordova, CA 95741-9064

July 19, 2007

LCSA Letter: 07-16

ALL IV-D DIRECTORS

SUBJECT: ELECTRONIC DATA PROCESSING MAINTENANCE AND OPERATIONS
           EXPENDITURE DETAIL FOR STATE FISCAL YEAR 2004-05

<table>
<tr><td colspan="2">Reason for this Transmittal</td></tr>
<tr><td>[ ]</td><td>State Law or Regulation Change</td></tr>
<tr><td>[ ]</td><td>Federal Law or Regulation Change</td></tr>
<tr><td>[ ]</td><td>Court Order or Settlement Change</td></tr>
<tr><td>[ ]</td><td>Clarification requested by One or More Counties</td></tr>
<tr><td>[X]</td><td>Initiated by DCSS</td></tr>
</table>

The Department of Child Support Services (DCSS) has been directed by the Administration for Children and Families (ACF) to provide detailed Electronic Data Processing (EDP) Maintenance & Operations (M&O) expenditure data for all Local Child Support Agencies (LCSAs) for State Fiscal Year (SFY) 2004-05. EDP M&O expenditures must correspond to the budget categories as documented in the Advance Planning Document that is submitted to ACF to obtain Federal funding participation.

The SFY 2004-05 EDP expenditure data submitted by the LCSAs on the Administrative Expense Claim CS 356 (section 356.4) does not support the detail required. To capture this data, DCSS requests all LCSAs to complete the attached worksheet that contains the cost details. DCSS is distributing an electronic version of the worksheet via email to each LCSA director. LCSAs must provide the detail expenditure data for all EDP expenditures previously reported in CS 356 (section 356.4). DCSS will then compile the data and provide the required reports to ACF. Note that each LCSA's expense detail submission must match its previously submitted CS 356.4 claim data.

Please submit the completed worksheet by August 31, 2007. Attachment 1 provides the excel file layout and Attachment 2 provides explanations of the corresponding expense categories.

Upon completion, the excel spreadsheet file must be submitted electronically to Margaret Sturch, County Allocations analyst, at "Margaret.Sturch@dcss.ca.gov."

DCSS-AD-2007-CAC

In addition, a hard copy signed by the IV-D director must be mailed to:

Department of Child Support Services
Administrative Services Division
Attention: County Allocations Unit
P.O. Box 419064 MS-21
Rancho Cordova, CA 95741-9064

For questions, please contact County Allocations analyst Margaret Sturch at (916) 464-5231 or Justina Gould at (916) 464-5015.

Sincerely,

O/S/ Cher Woehl

CHER WOEHL
Deputy Director
Administrative Services Division

Attachments

cc: David Oppenheim, Child Support Directors Association

EDP EXPENDITURE WORKSHEET

LCSA: **SFY 2004-05**

Local Recurring Table #1:		Insert Account Number Here	Quarter One	Quarter Two	Quarter Three	Quarter Four
Cost Item	**Cost Categories**	*Insert Claimed Cost by Category*				
A1	LCSA Personnel					
A2	Contractor LCSA Services					
B1	Personnel Charges (Contractor&County)					
B2	Production Charges					
B3	Network Charges					
C1	Network					
C2	HW Lease					
C3	HW Maintenance					
D1	SW Maintenance					
E1	Site & Facilities					
E2	Training					
E3	Travel					
E4	Overhead/Indirect					
E5	Other					
Total		$ -	$ -	$ -	$ -	$ -

Local Non-Recurring Table #3:		Insert Account Number Here	Quarter One	Quarter Two	Quarter Three	Quarter Four
Cost Item	**Cost Categories**	*Insert Claimed Cost Category*				
1	LCSA Personnel					
2	Contractor Services					
3	Hardware					
4	Hardware: Depreciable (>=$5,000)					
5	Software					
Total		$ -	$ -	$ -	$ -	$ -

EDP EXPENDITURE WORKSHEET

Consortium Recurring Table #4:		Insert Account Number Here	Quarter One	Quarter Two	Quarter Three	Quarter Four
Cost Item	Cost Categories	Insert Claimed Cost Category				
1	Central Processing Charges					
2	Contract Services					
3	County IT Personnel: Management staff					
3.1	County IT Personnel: Tech staff					
3.2	County IT Personnel: Support staff					
4	HW Lease					
4.1	HW Maintenance					
5	Software Maintenance					
6	Site & Facilities					
6.1	Training					
6.2	Travel					
6.3	Overhead/Indirect					
6.4	Other					
Total		$ -	$ -	$ -	$ -	$ -

Consortium Non-Recurring Table #5:		Insert Account Number Here	Quarter One	Quarter Two	Quarter Three	Quarter Four
Cost Item	Cost Categories	Insert Claimed Cost Category				
1	Consortium/County IT Personnel					
2	Contractor Services					
3	Hardware					
4	Hardware: Depreciable (>=$5,000)					
5	Software					
Total		$ -	$ -	$ -	$ -	$ -

Enhancement:		Insert Account Number Here	Quarter One	Quarter Two	Quarter Three	Quarter Four
Cost Item	Cost Categories	Insert Claimed Cost Category				
1	LCSA Personnel					
2	Contractor Services					
3	Hardware					
4	Hardware: Depreciable (>=$5,000)					
5	Software					

| Total | | $ - | $ - | $ - | $ - | $ - |

Conversion:		Insert Account Number Here	Quarter One	Quarter Two	Quarter Three	Quarter Four
Cost Item	Cost Categories	Insert Claimed Cost Category				
1	LCSA Personnel					
2	Contractor Services					
3	Hardware					
4	Hardware: Depreciable (>=$5,000)					
5	Software					
6	Travel					
Total		$ -	$ -	$ -	$ -	$ -

Note: If LCSAs need additional area to provide costs, copy & paste appropriate table here.

Spreadsheet Instructions

Please use the following instructions when completing the attached spreadsheet for EDP M&O expenditures for SFY 2004-05.

EDP Local Recurring Account Expenditures
(Corresponds to EDP M&O Budget Table 1)

A. Personnel/Services

- Cost Item A1, <u>LCSA Personnel</u>, list all costs for LCSA staff that provide management, technical and support services to the Child Support Pre-Statewide Interim Systems Management (PRISM).

- Cost Item A2, <u>Contractor LCSA Services</u>, list all costs for LCSA-held contracts directly supporting the PRISM system such as: IT personnel that provide programming and/or maintenance of the PRISM system, or maintenance agreements for Servers, PCs, Printers, etc.

B. LCSA's County IT/DP Shop

- Cost Item B1, <u>Personnel Charges (Contractor & County)</u>, List all expenditures for costs charged back to the LCSA from the County Information System Division (ISD). These County ISD personnel or Contractor staff directly support the PRISM system. *(Commonly included in ISD service & rate schedules, and written in an executed Memorandum of Understanding between the LCSA and the County ISD.)*

- Cost Item B2, <u>Production Charges</u>, list all expenditures for costs charged back to the LCSA from the County ISD for data center computer systems usage directly related to the maintenance and operation of the PRISM system. Typically, these costs are billed as processor, disk, tape, or by system, such as: IBM, Unisys, or Mid-Range computing. *(Commonly included in ISD service & rate schedules, and written in an executed Memorandum of Understanding between the LCSA and the County ISD.)*

- Cost Item B3, <u>Network Charges</u>, list all expenditures for costs charged back to the LCSA from the County ISD for charges associated with installation, access, or usage of wide-area networks (WAN) utilized for accessing the PRISM system. *(Commonly included in ISD service & rate schedules, and written in an executed Memorandum of Understanding between the LCSA and the County ISD.)*

C. Equipment Lease

- Cost Item C1, <u>Network</u>, list all expenditures associated with LCSA-specific "local" costs related to maintenance, operation, or usage of local or WAN for accessing the PRISM application.

- Cost Item C2, <u>HW Lease</u>, list all expenditures associated with continuing LCSA lease agreements on Hardware (HW), such as: mainframes, network servers, network printers, PCs.

- Cost Item C3, <u>HW Maintenance</u>, list all expenditures associated with ongoing costs for maintenance service agreements to support PRISM system hardware beyond the manufacturer's original warranty.

D. Software Maintenance

- Cost Item D1, <u>SW Maintenance</u>, list all expenditures for recurring software (SW) costs associated with the PRISM system such as: JetForms, Voice Response Units (VRUs), operating systems, terminal emulators, subscriptions, licenses, etc.

E. OE&E

- Cost Item E1, <u>Site and Facilities</u>, include all **direct** site and facilities costs associated with EDP staff located in a facility separate from the LCSA office. These costs are for EDP staff supporting the PRISM system as listed under A1, <u>LCSA, Personnel.</u> For **indirect** site and facilities costs whereby program and EDP project staff are co-mingled, the LCSAs need to utilize a percentage of full-time equivalent (FTE) EDP M&O staff to total LCSA FTEs.

- Cost Item E2, <u>Training</u>, list all expenditures for training costs associated with the LCSA personnel.

- Cost Item E3, <u>Travel</u>, list all expenditures for travel associated with the LCSA personnel.

- Cost Item E4, <u>Overhead/Indirect</u>, include **direct** Overhead/Indirect costs associated with EDP staff listed in Table 2: Recurring LCSA M&O Staff Resources.

- Cost Item E5, <u>Other</u>, include any other direct costs associated with EDP staff listed on Line, A1, <u>LCSA, Personnel.</u>

Note: The sections below may not apply to all LCSAs

Local Non-Recurring Account Expenditures
(Corresponds to EDP M&O Budget Table 3)

- Cost Item, 1, <u>LCSA Personnel</u>, list all costs associated with LCSA Personnel staff required to implement the requested Non-Recurring project.

- Cost Item 2, <u>Contractor Services</u>, list all costs associated with LCSA Contractor Services staff required to implement the requested Non-Recurring project.

- Cost Item 3, <u>Hardware</u>, list all costs for Non-Recurring project hardware with per unit cost of less than $5,000.

- Cost Item 4, <u>Hardware: Depreciable (>= $5,000)</u>, list all costs for Non-Recurring project hardware with a unit cost equal to or greater than $5,000.

- Cost Item 5, <u>Software</u>, list EDP software costs associated with Non-Recurring projects, such as new operating system software, terminal emulation software, or interface application software. This sub-cost category is also used for Non-Recurring software upgrades.

Consortium Recurring Account Expenditures
(Corresponds to EDP M&O Budget Table 4. The Consortium section below only applies to LCSA's with Consortia funding.)

- Cost Item 1, <u>Central Processing Charges</u>, list all costs associated with computer system and network usage required for daily operation of the Consortium PRISM system. The costs should include all three sub-categories: ISD Personnel, Production Charges, and Network Charges.

- Cost Item 2, <u>Contract Services</u>, list all costs associated with Consortium-held contracts that provide maintenance and operations support services.

- Cost Item 3, 3.1, and 3.2, <u>County IT Personnel</u>, list total costs associated with Consortium/County IT Personnel resources directly involved with supporting the PRISM system (include any LCSA staff redirected/allocated to support the Consortium.

  - Cost item 3, list all costs for County IT Personnel Management Staff.

  - Cost item 3.1, list all costs for County IT Personnel Technical Staff.

  - Cost Item 3.2, list all costs for County IT Personnel Support Staff.

- Cost Item 4, <u>HW Lease</u>, list total costs of ongoing annual lease agreement payments for hardware utilized for Consortium PRISM system.

- Cost Item 4.1, <u>HW Maintenance</u>, list total costs associated with on ongoing Consortium maintenance service agreements that are outside of the manufacturers original purchase warranties.

- Cost Item, 5, <u>SW Maintenance</u>, list total costs associated with all recurring software maintenance costs for software and interface applications associated with the Consortium PRISM system such as, JetForms, VRUs, operating systems, terminal emulators, subscriptions, software licenses, etc.

- Cost Item 6, <u>Site and Facilities</u>, list total costs for any separate facility that only houses Consortium EDP Staff.

- Cost Item 6.1, <u>Training</u>, list all direct training costs associated with Consortium EDP staff.

- Cost Item 6.2, <u>Travel</u>, list all direct travel costs associated with Consortium EDP.

- Cost Item 6.3, <u>Overhead/Indirect</u>, list all direct Overhead/Indirect costs associated with Consortium EDP staff.

- Cost Item 6.4, <u>Other</u>, list all direct Other costs associated with Consortium EDP staff. For indirect Other costs for Consortium EDP staff, the Consortia needs to utilize a percentage of FTE EDP staff to total Consortium FTEs. The "Other" category captures miscellaneous operating expenses and equipment attributable to the LCSA EDP staff such as cell phones, pagers, supplies, etc.

Consortium Non-Recurring Account Expenditures
(Corresponds to EDP M&O Budget Table 5. The Consortium section below only applies to LCSA's with Consortia funding.)

- Cost Item 1, <u>Consortium/County IT Personnel</u>, list total costs associated with Consortium EDP staff required to implement the requested Non-Recurring project.

- Cost Item 2, <u>Contractor Services</u>, list total costs associated with Consortium Contractor Services staff required to implement the requested Non-Recurring project.

- Cost Item 3, Hardware, list total costs for Non-Recurring project hardware with a per unit cost of less than $5,000. Hardware under $5,000 per unit is considered "minor" equipment; therefore, the equipment is not depreciable.

- Cost Item 4, Hardware: Depreciable (>= $5,000), list total costs for Non-Recurring project hardware with a unit cost equal to or greater than $5,000.

- Cost Item 5, Software, list EDP software costs associated with Non-Recurring projects, such as new operating system software, terminal emulation software, or interface application software. This sub-cost category is also used for Non-Recurring software upgrades.

Enhancement

- List all costs associated with enhancement activities, please see Non-Recurring cost items for definitions to appropriately place costs to the correct cost categories.

Conversion

- List all costs associated with conversion activities, please see Non-Recurring cost items for definitions to appropriately place costs to the correct cost categories.