

CALIFORNIA DEPARTMENT OF CHILD SUPPORT SERVICES

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



April 1, 2008

LCSA LETTER: 08-04

ALL IV-D DIRECTORS

**SUBJECT: UPDATE TO THE ADMINISTRATIVE EXPENSE CLAIM CS356 FORM
AND REPORTING INSTRUCTIONS TO RECORD FEE DETAIL**

The purpose of this letter is to communicate changes to the Administrative Expense Claim CS 356 (AEC) form and reporting instructions. A new AEC page (designated the "CS356.6") is being implemented to satisfy a federal certification requirement that fees paid must be tracked and reported by the Child Support Enforcement V2 (CSE) system at the case level. Data keyed into the CS 356.6 will be uploaded into CSE. These changes are effective April 1, 2008 for expenditures claimed for the quarter ending June 30, 2008 and beyond.

This new page is part of the solution developed to address the federal certification requirement mentioned above. Implementation of this solution minimizes additional Local Child Support Agency (LCSA) workloads and risk to the CSE project. Department of Child Support Services (DCSS) consulted with volunteer LCSA staff, the CSE Business Partner, and the federal certification review team to develop the solution. Each fee type was analyzed to determine: (1) if case level detail is required and (2) if CSE already contains data to report the fees paid at the case level. Most fee types were determined not to require any additional keying by the LCSAs as sufficient data already resides in CSE. However, it was determined that LCSAs will be required to key some fees (e.g., genetic testing fees) in order for the fee to be captured at the case level. DCSS worked with several volunteer LCSAs on the CS356.6 key data entry page in an effort to provide an efficient, effective, and flexible solution that was acceptable to the LCSAs.

Effective April 1, 2008 for expenditures claimed for the quarter ending June 30, 2008, and beyond, LCSAs will need to enter on the CS356.6 case level detail regarding fees paid. Genetic Testing fees paid will need to be keyed at the case level. Additional fee types may be required to be keyed at the case level.

Effective April 1, 2008, the AEC on the LCSA Secure web site is revised to include the new CS356.6. Authorized users of the AEC will log on, select the current quarter claim and enter the invoice, case number and fee detail on the CS356.6.

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

Attachment I provides data entry instructions for page 356.6, including how to request a new vendor be added to the list. Attachment II provides instructions on requesting a new user be granted access to the CS356.6 to allow key data entry. This new security role is much more limited than the "author/preparer" security role. It is recognized that some LCSAs may have a business need for staff other than the "author/preparer" of the AEC to be able to enter detailed fee data.

Attachment III provides a summary of the additional enhancements made to the AEC that effect the LCSA user that are also being put into production during this same time.

Attachment IV lists the County Allocations Analysts and their contact information.

If you have questions or concerns regarding the data entry or claiming process, please contact your County Allocations Analyst or Justina Gould at (916) 464-5015.

Sincerely,

/OS/ Mark Beckley for Cher Woehl

CHER WOEHL
Deputy Director
Administrative Services Division

Attachments

Instructions for entering Fee Detail in Administrative Expense Claim

Initially, each LCSA needs to have an authorized user of the Administrative Expense Claim (AEC). Each paid invoice must be entered into the AEC on page 6 for purposes of recording the expense of fees paid and to interface with CSE the fee detail at the case level.

AEC 356 Instructions

Select page 356.6

- Select the vendor from the drop-down menu.
- Enter invoice number
- Enter paid date. This date must be an actual day in the quarter within the claim you are entering data.
- Enter case number
- Enter comments
- Enter fee amount
- Continue above steps until all invoice data has been recorded
- Save the data

Repeat the steps above until you have entered all invoices paid in that quarter. Once the data entry is complete, the total will populate the appropriate field on the CS 356.1.

How to request a new vendor

Send an email to Justina Gould at Justina.Gould@dcss.ca.gov to request a new vendor name be added to the drop down list. Provide the vendor name as you wish it to appear on the list including the type of fees this vendor will be invoicing the LCSA for (i.e. genetic testing).

If you have questions, please contact your County Allocations Analyst or Justina Gould at (916) 464-5015.

Instructions for requesting New User for Data Entry only in AEC CS 356.6

Initially, each LCSA needs to have an authorized user of the Administrative Expense Claim (AEC). Each paid invoice must be entered into the AEC on page 6 for purposes of recording the expense of fees paid and to interface with CSE the fee detail at the case level.

Requesting new user instructions

Please follow the procedure below:

Send email to the LCSA Helpdesk LCSA.Helpdesk@dcss.ca.gov with the following information:

- User Name
- User phone number
- User email address
- LCSA user will be entering data for

Once the user has been added to the list, the user will receive an email with instructions of how to access the LCSA Secure web site. Follow the procedure in Attachment I to enter data.

If you have questions, please contact your County Allocations Analyst or Justina Gould at (916) 464-5015.

Enhancement Summary to AEC CS 356 Changes for the LCSA User

CS 356.1

- Supplemental claims will have the “Total Personnel Services Expenses (Non-EDP)” field disabled. Changes to personnel services expenses require a reversal of the original claim and filing a new claim.

CS 356.2

- The ‘select an expense’ line has been updated to select a blank line. If you select a blank line, the line will disappear. This will help to alleviate the work associated with deleting a line when an expense is selected in error.
- If an expense is not eligible for personnel expenses, when the expense is selected on 356.2 the expense will show-up on the line with greyed-out fields on page 2. The expense will appear on page 3 where you can add direct expenses for that eligible expense.

CS 356.4

- The pop-up box for EDP account detail entry now has a header label that lists the EDP account number and project name for easy reference when entering data.

CS 356.5

- The sub-totals for the Administrative Federally eligible and Non-Federally eligible sections have been revised
- Not Subject to Allocation totals have been added to the bottom of page 5
- For sub-total and total fields when hovered over, a highlight will appear to indicate which lines are part of the sum

Revised claim functionality

- The option to open multiple revised claims has been disabled. A user may open an existing claim to revise the numbers

**Department of Child Support Services
Administration Services Division
Financial Planning Branch
County Allocations Unit**

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Revised 01/17/08

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916.464.5244	916.464.3294	916.464.5285
Central Sierra	Alameda	Butte
El Dorado	Colusa	Contra Costa
Inyo/Mono****	Del Norte	Fresno
Lake	Humboldt	Glenn
Madera	Imperial	Kings
Monterey	Kern	Los Angeles
Placer	Lassen	Mendocino
Riverside	Marin	Orange
San Diego	Mariposa	Plumas
San Francisco	Merced	San Joaquin
San Mateo	Napa	San Luis Obispo
Santa Barbara	Sacramento	Santa Clara
Sierra/Nevada***	San Bernardino	Shasta
Siskiyou/Modoc*	Santa Cruz/San Benito*****	Sutter
Trinity	Solano	Tehama
Tulare	Sonoma	Tuolumne
Yuba	Stanislaus	Ventura
		Yolo

- * Siskiyou/Modoc are regionalized (Siskiyou is lead)
- ** Amador/Alpine/Calaveras are regionalized (Amador is lead) (Central Sierra)
- *** Sierra/Nevada are regionalized (Nevada is lead)
- **** Inyo/Mono are regionalized (Mono is lead) (Eastern Sierra)
- ***** Santa Cruz/San Benito are regionalized (Santa Cruz is Lead)