

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 1, 2008

LCSA LETTER: 08-10

ALL IV-D DIRECTORS

**SUBJECT: UPDATE TO THE ADMINISTRATIVE EXPENSE CLAIM CS356 FORM
FOR RECORDING LABORATORY FEES RECOVERED**

The purpose of this letter is to communicate changes to the Administrative Expense Claim CS 356 (AEC) form. A new function on the existing AEC page 356.6 is being implemented to satisfy a federal certification requirement that laboratory fees recovered 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 July 1, 2008 for recording laboratory fees recovered.

Effective July 1, 2008 for laboratory fees recovered quarter ending June 30, 2008, and beyond, LCSAs will need to enter case level detail regarding laboratory fees recovered. Authorized users of the AEC will log on, select the current quarter claim and enter the case number and laboratory fee recovered detail on the CS356.6. The case number will not be required for the quarter ending June 30, 2008, but will be required for subsequent quarters.

Attachment I provides data entry instructions for page 356.6.

Attachment II lists the LCSA Budget Analysts and their contact information.

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

Sincerely,

/os/ Cher Woehl

CHER WOEHL
Deputy Director
Administrative Services Division

Attachments

Instructions for entering Laboratory Fees Recovered Detail in Administrative Expense Claim

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

AEC 356 Instructions

Select page 356.6

- Select Laboratory Fees Recovered
- Enter case number (for quarter ending June 30, 2008 the case number is not required)
- Enter comments (optional)
- Enter fee amount
- Continue above steps until all fees recovered data has been recorded
- Save the data

Repeat the steps above until you have entered all fees recovered for that quarter. Once the data entry is complete, the total will populate the appropriate field on the CS 356.1. The field on page 356.1 Section III, item C has now been 'disabled.'

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

**Department of Child Support Services
Administration Services Division
Budget and Contract Services Branch
LCSA Budget Section**

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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)