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

April 13, 2009

LCSA LETTER: 09-05

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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
[X] Initiated by DCSS
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ALL IV-D DIRECTORS

SUBJECT: ELECTRONIC DATA PROCESSING EXPENDITURES VS
            ADMINISTRATIVE EXPENDITURES FOR AUTOMATION EQUIPMENT

This letter is to provide Local Child Support Agencies (LCSAs) with direction regarding whether to claim items of expense as Electronic Data Processing (EDP) versus Administrative. Attached is a matrix that categorizes some of the most common items of expense as EDP versus Administrative.

If you have any questions or concerns with the claiming rules or other items of expense not included in the matrix please contact your local LCSA Budget Analyst or Justina Gould at (916) 464-5150.

Sincerely,

MARK BECKLEY
Deputy Director
Administrative Services Division

cc: David Oppenheim, Child Support Directors Association

DCSS-AD-2008-CAC-0104

Local Child Support Agency EDP Costs Reportable in APDs vs. ADMINISTRATIVE Costs

This list is a sampling of typical EDP and Admin. purchase items.

Description	Administrative	EDP
1. PCs (desktop or laptop) for LCSA staff used for accessing CSE system.		X
2. PCs (desktop or laptop) for LCSA staff accessing support systems: • Payrolling System • Accounting/Budgeting System	X	
3. Office Automation Support Systems/Software/Hardware for county FSD staff – software is not integrated into the CSE system: • MS Office / Anti virus protection • LCSA Payrolling • Time Tracking • Accounting/Budgeting • Equipment Inventory • Legal Reference Data • Calendaring • E-Mail • Toner • Equipment (e.g., CD Rom towers) • Internet Access/Software for accessing reference data	X	
4. Voice Response Units (VRUs) – data from CSE system is loaded into VRU system; includes stand-alone systems if CSE		X
5. OE&E expenses associated with LCSA EDP staff and based on a percentage of LCSA staff to total LCSA staff. Examples include, but are not limited to: • Pagers • Cell Phones • Training • Travel • Supplies • Subscriptions • Jetforms • A-87 • Training personal computers		X
6. Document imaging system to convert paper files to electronic media and manage the documents – not integrated with the CSE system(e.g., anything that replaces bookshelves, file drawers, etc.).	X	
7. Check scanning or check writing equipment that is integrated with the CSE system.		X
8. Flat panel Monitors 19" and under	X	X