

CALIFORNIA DEPARTMENT OF CHILD SUPPORT SERVICES

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



November 6, 2001

LCSA Letter: 01-45

ALL IV-D DIRECTORS

SUBJECT: STATE FISCAL YEAR 2001/02 BUDGET DISPLAY AND STATE FISCAL YEAR 2002/03 BUDGET PROCESS

The purpose of this letter is to provide counties with instructions and information to aid in the completion of the Budget Display (CS 921). The Budget Display is a budgeting tool intended to establish initial information for use in the development of the state fiscal year (SFY) 2002/03 Non-EDP Administrative Planning Allocation. The completed Budget Display must be returned to the Department of Child Support Services (DCSS) by December 7, 2001. This will enable DCSS to release the Non-EDP Administrative Initial Planning Allocation in February 2002 based on the proposed Governor's Budget for SFY 2002-03.

The SFY 2001/02 Budget Display is intended to capture data from the local child support agency (LCSA) SFY 2001/02 authorized local budgets. This will allow LCSAs to reconcile their approved local budgets to the LCSA Non-EDP Administrative Allocation provided by DCSS. It will also provide LCSAs with the opportunity to report any additional needs anticipated in SFY 2002/03.

In order to simplify the reporting process, the Budget Display will be located on the DCSS County Website. DCSS will email each LCSA their username and initial passwords, along with instructions on how to login to the DCSS County Website in order to submit their data into the CS 921 input document.

Enclosed is the package of budget documents. This package consists of:

- **Budget Display (Output):** The Budget input document to be completed by LCSAs is located on the DCSS County Website. Once the input document is completed, an output document must be printed for approval and submission to DCSS with any necessary documentation.



- Instructions: Instructions for completion of the Budget Display input document.
- Definitions: Definitions to be used as a guide for completion of the Budget Display.
- DCSS Contact Listing: Provides the LCSA with contact information regarding their County Allocations and Claims Policy Analyst.

Please read the enclosed definitions and instructions thoroughly before inputting data into the website version of the Budget Display.

The information obtained through this process will be used to build a statewide picture of LCSA operations to use in establishing equity and uniformity to the budget process. The level of detail used in this document is not intended to serve as a model for ongoing staff and expenditure reporting. It is a budgeting tool meant to establish basic staffing and funding information. The information will permit DCSS staff to establish comparisons among counties.

In order to meet the February allocation deadline, the completed Budget Display must be finalized on the DCSS County Website by December 7, 2001. In addition to the Website Budget Display, please send a hard copy and necessary back-up documentation to:

Department of Child Support Services
County Allocations & Claims Policy Unit
P.O. Box 419064, MS-20
Rancho Cordova, CA 95741-9064

If you have any questions, please contact your County Allocations and Claims Policy Team Analyst or Linette Kleinsasser at (916) 464-5086.

Sincerely,

JAN SHERWOOD
Deputy Director
Administrative Services Division

cc: Margaret Pena, Executive Director
Child Support Directors Association