

**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

November 22, 2002

LCSA LETTER: 02-42

ALL IV-D DIRECTORS

**SUBJECT: STATE FISCAL YEAR 2002/03 BUDGET DISPLAY AND STATE FISCAL YEAR 2003/04 BUDGET PROCESS**

The purpose of this letter is to provide local child support agencies (LCSA) with instructions and information to aid in the completion of the SFY 2002/03 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) 2003/04 Non-EDP Administrative Planning Allocation. The completed Budget Display must be submitted to the Department of Child Support Services (DCSS) by December 23, 2002. This will enable DCSS to release the Non-EDP Administrative Initial Planning Allocation in February 2003 based on the proposed Governor's Budget for SFY 2003/04.

LCSAs will be receiving the EDP M&O Budget Request for SFY 2003/04 in a separate mailing. It is anticipated that this mailing will be released November 27, 2002.

The SFY 2002/03 Budget Display is intended to gather detailed data from the LCSA to reflect how the DCSS final budget allocation is being utilized. In addition, it allows the LCSA to reconcile their approved local budgets to the same DCSS allocation. And, finally, it provides an early opportunity for LCSAs to report additional needs anticipated in SFY 2003/04.

It is important to re-emphasize several key points that have been made in prior allocation letters in regard to the current budget situation. First, all LCSA directors are reminded that current year expenditures must be carefully monitored to ensure that final allocation amounts are not exceeded. Local agency expenditure patterns that exceed the amount allocated must be immediately adjusted to remain within the amount allocated. DCSS is not obligated to reimburse costs that exceed an LCSA's authorized allocation. DCSS continues to monitor individual and statewide allocation levels and will consider mid-year reallocation of resources among LCSAs if warranted. However, there is no guarantee that reallocation will be appropriate or possible.



Second, future funding levels remain uncertain therefore, any requests for increased expenditure levels and/or allocation amounts for SFY 2003/04 should be carefully considered and documented. There is no guarantee and little optimism that increased funding will be available. Nevertheless, the SFY 2003/04 Budget Display provides LCSAs with the opportunity to report any additional funding needs anticipated in SFY 2003/04. It is requested that any such needs be clearly identified to denote the following: (1) baseline increases, and (2) policy adjustments. Requested increases of either type must also identify those needs that can be funded within existing allocation amounts versus those requiring new funding. Any requests to increase expenditure levels within an existing allocation amount or new funding must be fully explained and justified in view of current LCSA expenditures and the current statewide budget situation.

Third, as LCSAs begin to prepare and submit their budgets for SFY 2003/04 for consideration in the local budget process, DCSS would urge caution in planning expenditure levels given the current statewide budget situation.

In order to report information on the Budget Display, LCSAs will access the document on the DCSS County Website. **The Budget Display is considered submitted once it has been approved by the LCSA. A hard copy of the Budget Display does not need to be submitted to DCSS, however, salary range information and any necessary documentation continues to be required in hard copy.**

Enclosed is a package of budget documents to aid LCSAs in the completion of the SFY 2002/03 Budget Display. This Budget Display Information Package consists of:

- Summary of Changes from the SFY 2001/02 Budget Display.
- Instructions to Access Budget Display Website.
- Instructions for completion of the Budget Display document.
- Definitions to be used in the completion of the Budget Display.
- Budget Display Submission Checklist.
- Budget Display Document: The Budget Display document is located on the DCSS County Website. The enclosed hardcopy provides a reference for use with the document instructions and definitions.
- 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 is used to build a statewide picture of LCSA operations necessary to ensure a fair and equitable allocation of resources. 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 understand how each LCSA has deployed their resources, allow comparisons among counties, and enable future allocation of new resources considering caseload to staff ratios.

In order to meet the February allocation deadline, the completed Budget Display must be finalized on the DCSS County Website by December 23, 2002. LCSAs identifying additional funding needs for SFY 2003/04 are urged to submit their Budget Display by the final date to ensure ample time for consideration by DCSS. In addition to the Website Budget Display, please send a hard copy of salary range information 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 regarding the Budget Display, please contact your County Allocations and Claims Policy Team Analyst or Linette Kleinsasser at (916) 464-5086. If you have any questions or concerns regarding the EDP M&O Budget Request for SFY 2003/04, please contact the LCSA's assigned Automation Funding Approvals analyst or Cathy MacRae at (916) 464-5777.

Sincerely,

JAN SHERWOOD  
Deputy Director  
Administrative Services Division

cc: David Oppenheim  
Child Support Directors Association

## SFY 2002/03 BUDGET DISPLAY INFORMATION PACKAGE

### I. SUMMARY OF CHANGES FROM 2001/02 BUDGET DISPLAY:

- Quality Assurance and Improvement has been changed to QAPI.
- Compliance Review has been removed.
- SFY 2001/02 Actual Total Benefits for all Non-EDP LCSA staff is added.
- Pre-Transition Contract Employees has been removed.
- Section E, Contractor Costs, captures contract staff Full Time Equivalents (FTEs) for three points in time.
- Section F captures contract staff Full Time Equivalents (FTEs) for three points in time in three categories for Direct Services Contracts (Non-EDP): Legal Services, Investigator Services, and Other Direct Services Contracts.
- Transition Allocation has been removed.
- Section H captures Full Time Equivalents (FTEs) for LCSA EDP Staff and Contract EDP Staff for three points in time.
- Section J components have been added to capture Total LCSA and Contract Staff FTE's (Non-EDP and EDP).
- Section J, **Explanation of Difference between SFY 2002/03 Authorized LCSA Budget and SFY 2002/03 State Approved Administrative Allocation is required.**
- Section L has been added to allow the LCSA to report the number of pay periods for the July-September, October-December, January-March, and April-June quarters for SFYs 2002/03 and 2003/04.
- LCSAs are not required to submit a hard copy of the Budget Display to DCSS. However, salary range information and any necessary documentation continue to be required in hard copy. Once the Budget Display is ready to be submitted to DCSS, the LCSA Director must click on the approve button, which appears on the last page of the Budget Display. The Budget Display is considered submitted once it has been approved by the LCSA Director.

### II. HOW TO ACCESS BUDGET DISPLAY (CS 921) ON COUNTY SECURE WEBSITE:

- To access the DCSS County Secure Website using Microsoft Explorer 5.5 or above, type "<https://counties.dcss.ca.gov>" on the address line.
- Click "go" or press the enter key on your keyboard. A "security alert" pop-up box will appear. Click on "yes" and you will be taken to the county website login page.
- Login using your username and password provided by DCSS IT personnel. If you forget your password, click the "Click Here" option, and a DCSS Help Desk staff will email your password to you. An "auto complete" pop-up box will appear the first time you login and will give you the option for the system to remember your password in the future. After logging in, you will be taken to the DCSS County Secure Website page.
- Click on the "DCSS Data Retrieval" menu option located in the upper left side of the page to access the DCSS Data Retrieval web page.
- If you are authorized to access the Budget Display (CS 921), "BAS" will appear as a submission form. Click on the underscored form "BAS". This will take you to the Budget Display (CS 921) BAS web page.
- Once you have accessed the BAS, you will find specific web instructions by clicking on the CS 921 BAS Instructions menu option located on the left side of the web page.

### III. GENERAL INSTRUCTIONS:

- The SFY 2002/03 Budget Display captures actual LCSA Full Time Equivalents (FTEs) for two points in time: as of the last working day of December 2001, and as of the last working day of September 2002. SFY 2002/03 LCSA Authorized FTE's are also captured.
- Monthly average salaries are automatically calculated in Sections A, B, & C. SFY 2002/03 LCSA authorized salaries divided by the SFY 2002/03 applicable LCSA authorized FTEs, divided by twelve (months in a year), equal the monthly average salary per staff category.
- Actual LCSA FTEs as of September 30, 2002 (Cell 231) must equal Section G, Line 82 on the CS 157 as of September 30, 2002. Actual contracted staff as of September 30, 2002 (Cell 234) must equal Section G, Line 83 on the CS 157 as of September 30, 2002. If the numbers do not match, an error message will appear. An incorrect number will not be accepted.
- Complete the Budget Display document using the definitions provided entitled "Budget Display Definitions". **Read all instructions and definitions prior to completing the Budget Display.**
- For the purposes of this document, average monthly salaries are used in each staff category. **These salaries are automatically calculated.** DCSS recognizes the issues this may present. **As back up to this information, please submit salary ranges for the various staff classifications utilized by the LCSA and indicate in which section they are reported on the Budget Display. This should be mailed to DCSS.** This information will be useful in the data analysis process and help us to better understand each LCSA's unique situation.
- Full Time Equivalents (FTEs) are requested for each staffing category. A full time position reflects 1.0 FTE and a part time position reflects .5 FTE.
- In addition to the Budget Display Definitions, instructions are provided to assist in completing the Budget Display document.
- A designated contact person and phone number must be included for purposes of information clarification.

#### IV. INPUT DOCUMENT INSTRUCTIONS

| Input Cell Reference | Instructions   |
|----------------------|--|
| 001                  | Enter the number of filled caseworker positions (FTEs) as of the last working day of December 2001.  |
| 002                  | Enter the number of filled caseworker positions (FTEs) as of the last working day of September 2002.   |
| 003                  | Enter the number of caseworker positions (FTEs) authorized in your SFY 2002/03 local budget.   |
| 004                  | <b>NO ENTRY. Automatically Calculated.</b>   |
| 005                  | Enter the total annual caseworker salaries and wages as authorized in your SFY 2002/03 local budget. Benefits are <b>not</b> reported on this line.                        |
| 006                  | Enter the number of filled caseworker supervisor and manager positions (FTEs) as of the last working day of December 2001.   |
| 007                  | Enter the number of filled caseworker supervisor and manager positions (FTEs) as of the last working day of September 2002.  |
| 008                  | Enter the number of caseworker supervisor and manager positions (FTEs) authorized in your SFY 2002/03 local budget.  |
| 009                  | <b>NO ENTRY. Automatically Calculated.</b>   |
| 010                  | Enter the total annual caseworker supervisor and manager salaries and wages as authorized in your SFY 2002/03 local budget. Benefits are <b>not</b> reported on this line. |
| 011                  | Enter the number of filled case support staff positions (FTEs) as of the last working day of December 2001.  |
| 012                  | Enter the number of filled case support staff positions (FTEs) as of the last working day of September 2002.   |
| 013                  | Enter the number of case support staff positions (FTEs) authorized in your SFY 2002/03 local budget.   |
| 014                  | <b>NO ENTRY. Automatically Calculated.</b>   |
| 015                  | Enter the total annual case support staff salaries and wages as authorized in your SFY 2002/03 local budget. Benefits are <b>not</b> reported on this line.                |
| 016                  | Enter the number of filled case support staff supervisor and manager positions (FTEs) as of the last working day of December 2001.   |
| 017                  | Enter the number of filled case support staff supervisor and manager positions (FTEs) as of the last working day of September 2002.  |
| 018                  | Enter the number of case support staff supervisor and manager positions (FTEs) authorized in your SFY 2002/03 local budget.  |
| 019                  | <b>NO ENTRY. Automatically Calculated.</b>   |

| Input Cell Reference | Instructions   |
|----------------------|--|
| 020                  | Enter the total annual case support staff supervisor and manager salaries and wages as authorized in your SFY 2002/03 local budget. Benefits are <b>not</b> reported on this line. |
| 021                  | Enter the number of filled case clerical staff positions (FTEs) as of the last working day of December 2001.   |
| 022                  | Enter the number of filled case clerical staff positions (FTEs) as of the last working day of September 2002.  |
| 023                  | Enter the number of case clerical staff positions (FTEs) authorized in your SFY 2002/03 local budget.  |
| 024                  | <b>NO ENTRY. Automatically Calculated.</b>   |
| 025                  | Enter the total annual case clerical staff salaries and wages as authorized in your SFY 2002/03 local budget. Benefits are <b>not</b> reported on this line.                       |
| 026                  | Enter the number of filled investigator and supervisor positions (FTEs) as of the last working day of December 2001.   |
| 027                  | Enter the number of filled investigator and supervisor positions (FTEs) as of the last working day of September 2002.  |
| 028                  | Enter the number of investigator and supervisor positions (FTEs) authorized in your SFY 2002/03 local budget.  |
| 029                  | <b>NO ENTRY. Automatically Calculated.</b>   |
| 030                  | Enter the total annual investigator and supervisor salaries and wages as authorized in your SFY 2002/03 local budget. Benefits are <b>not</b> reported on this line.               |
| 031                  | Enter the number of filled attorney positions (FTEs) as of the last working day of December 2001.  |
| 032                  | Enter the number of filled attorney positions (FTEs) as of the last working day of September 2002.   |
| 033                  | Enter the number of attorney positions (FTEs) authorized in your SFY 2002/03 local budget.   |
| 034                  | <b>NO ENTRY. Automatically Calculated.</b>   |
| 035                  | Enter the total annual attorney salaries and wages as authorized in your SFY 2002/03 local budget. Benefits are <b>not</b> reported on this line.                                  |
| 036                  | Enter the number of filled attorney supervisor and manager positions (FTEs) as of the last working day of December 2001.   |
| 037                  | Enter the number of filled attorney supervisor and manager positions (FTEs) as of the last working day of September 2002.  |
| 038                  | Enter the number of attorney supervisor and manager positions (FTEs) authorized in your SFY 2002/03 local budget.  |
| 039                  | <b>NO ENTRY. Automatically Calculated.</b>   |

| Input Cell Reference | Instructions   |
|----------------------|--|
| 040                  | Enter the total annual attorney supervisor and manager salaries and wages as authorized in your SFY 2002/03 local budget. Benefits are <b>not</b> reported on this line.     |
| 041                  | Enter the number of filled professional legal support positions (FTEs) as of the last working day of December 2001.  |
| 042                  | Enter the number of filled professional legal support positions (FTEs) as of the last working day of September 2002.   |
| 043                  | Enter the number of professional legal support positions (FTEs) as authorized in your SFY 2002/03 local budget.  |
| 044                  | <b>NO ENTRY. Automatically Calculated.</b>   |
| 045                  | Enter the total annual professional legal support salaries and wages as authorized in your SFY 2002/03 local budget. Benefits are <b>not</b> reported on this line.          |
| 046                  | Enter the number of filled legal support supervisor & manager positions (FTEs) as of the last working day of December 2001.  |
| 047                  | Enter the number of filled legal support supervisor & manager positions (FTEs) as of the last working day of September 2002.   |
| 048                  | Enter the number of legal support supervisor & manager positions (FTEs) authorized in your SFY 2002/03 local budget.   |
| 049                  | <b>NO ENTRY. Automatically Calculated.</b>   |
| 050                  | Enter the total annual legal support supervisor & manager salaries and wages as authorized in your SFY 2002/03 local budget. Benefits are <b>not</b> reported on this line.  |
| 051                  | Enter the number of filled attorney clerical support positions (FTEs) as of the last working day of December 2001.   |
| 052                  | Enter the number of filled attorney clerical support positions (FTEs) as of the last working day of September 2002.  |
| 053                  | Enter the number of attorney clerical support positions (FTEs) authorized in your SFY 2002/03 local budget.  |
| 054                  | <b>NO ENTRY. Automatically calculated.</b>   |
| 055                  | Enter the total annual attorney clerical support salaries and wages as authorized in your SFY 2002/03 local budget. Benefits are <b>not</b> reported on this line.           |
| 056                  | Enter the number of filled collection & distribution/SDU staff positions (FTEs) as of the last working day of December 2001.   |
| 057                  | Enter the number of filled collection & distribution/SDU staff positions (FTEs) as of the last working day of September 2002.  |
| 058                  | Enter the number of collection & distribution/SDU staff positions (FTEs) authorized in your SFY 2002/03 local budget.  |
| 059                  | <b>NO ENTRY. Automatically Calculated.</b>   |
| 060                  | Enter the total annual collection & distribution/SDU staff salaries and wages as authorized in your SFY 2002/03 local budget. Benefits are <b>not</b> reported on this line. |



| Input Cell Reference | Instructions   |
|----------------------|--|
| 061 – 065            | <b>NO ENTRY. Automatically Calculated.</b>   |
| 066                  | Enter the total annual temp help salaries and wages as authorized in your SFY 2002/03 local budget. Benefits are <b>not</b> reported on this line.                       |
| 067                  | Enter the total annual overtime salaries and wages as authorized in your SFY 2002/03 local budget. Benefits are <b>not</b> reported on this line.                        |
| 068                  | Optional. Enter the total annual pay differential/premium pay as authorized in your SFY 2002/03 local budget. Benefits are <b>not</b> reported on this line.             |
| 069 – 073            | <b>NO ENTRY. Automatically Calculated.</b>   |
| 074                  | Enter the number of filled administrator positions (FTEs) as of the last working day of December 2001.   |
| 075                  | Enter the number of filled administrator positions (FTEs) as of the last working day of September 2002.  |
| 076                  | Enter the number of administrator positions (FTEs) authorized in your SFY 2002/03 local budget.  |
| 077                  | <b>NO ENTRY. Automatically Calculated.</b>   |
| 078                  | Enter the total annual administrator salaries and wages as authorized in your SFY 2002/03 local budget. Benefits are <b>not</b> reported on this line.                   |
| 079                  | Enter the number of filled administrative support clerical positions (FTEs) as of the last working day of December 2001.   |
| 080                  | Enter the number of filled administrative support clerical positions (FTEs) as of the last working day of September 2002.  |
| 081                  | Enter the number of administrative support clerical positions (FTEs) authorized in your SFY 2002/03 local budget.  |
| 082                  | <b>NO ENTRY. Automatically Calculated.</b>   |
| 083                  | Enter the total annual administrative support clerical salaries and wages as authorized in your SFY 2002/03 local budget. Benefits are <b>not</b> reported on this line. |
| 084                  | Enter the number of filled other administrative staff positions (FTEs) as of the last working day of December 2001.  |
| 085                  | Enter the number of filled other administrative staff positions (FTEs) as of the last working day of September 2002.   |
| 086                  | Enter the number of other administrative staff positions (FTEs) authorized in your SFY 2002/03 local budget.   |
| 087                  | <b>NO ENTRY. Automatically Calculated.</b>   |
| 088                  | Enter the total annual other administrative staff salaries and wages as authorized in your SFY 2002/03 local budget. Benefits are <b>not</b> reported on this line.      |
| 089 – 093            | <b>NO ENTRY. Automatically Calculated.</b>   |
| 094                  | Enter the number of filled ombudsperson positions (FTEs) as of the last working day of December 2001.  |

| Input Cell Reference | Instructions  |
|----------------------|---|
| 095                  | Enter the number of filled ombudsperson positions (FTEs) as of the last working day of September 2002.  |
| 096                  | Enter the number of ombudsperson positions (FTEs) authorized in your SFY 2002/03 local budget.  |
| 097                  | <b>NO ENTRY. Automatically Calculated.</b>  |
| 098                  | Enter the total annual ombudsperson salaries and wages as authorized in your SFY 2002/03 local budget. Benefits are <b>not</b> reported on this line.             |
| 099                  | Enter the number of filled customer service positions (FTEs) as of the last working day of December 2001.   |
| 100                  | Enter the number of filled customer service positions (FTEs) as of the last working day of September 2002.  |
| 101                  | Enter the number of customer service positions (FTEs) authorized in your SFY 2002/03 local budget.  |
| 102                  | <b>NO ENTRY. Automatically Calculated.</b>  |
| 103                  | Enter the total annual customer service salaries and wages as authorized in your SFY 2002/03 local budget. Benefits are <b>not</b> reported on this line.         |
| 104                  | Enter the number of filled program improvement team positions (FTEs) as of the last working day of December 2001.   |
| 105                  | Enter the number of filled program improvement team positions (FTEs) as of the last working day of September 2002.  |
| 106                  | Enter the number of program improvement team positions (FTEs) authorized in your SFY 2002/03 local budget.  |
| 107                  | <b>NO ENTRY. Automatically Calculated.</b>  |
| 108                  | Enter the total annual program improvement team salaries and wages as authorized in your SFY 2002/03 local budget. Benefits are <b>not</b> reported on this line. |
| 109                  | Enter the number of filled complaint resolution positions (FTEs) as of the last working day of December 2001.   |
| 110                  | Enter the number of filled complaint resolution positions (FTEs) as of the last working day of September 2002.  |
| 111                  | Enter the number of complaint resolution positions (FTEs) authorized in your SFY 2002/03 local budget.  |
| 112                  | <b>NO ENTRY. Automatically Calculated.</b>  |
| 113                  | Enter the total annual complaint resolution salaries and wages as authorized in your SFY 2002/03 local budget. Benefits are <b>not</b> reported on this line.     |
| 114                  | Enter the number of filled state hearing positions (FTEs) as of the last working day of December 2001.  |
| 115                  | Enter the number of filled state hearing positions (FTEs) as of the last working day of September 2002.   |

| Input Cell Reference | Instructions  |
|----------------------|---|
| 116                  | Enter the number of state hearing positions (FTEs) authorized in your SFY 2002/03 local budget.   |
| 117                  | <b>NO ENTRY. Automatically Calculated.</b>  |
| 118                  | Enter the total annual state hearing salaries and wages as authorized in your SFY 2002/03 local budget. Benefits are <b>not</b> reported on this line.                              |
| 119                  | Enter the number of filled training positions (FTEs) as of the last working day of December 2001.   |
| 120                  | Enter the number of filled training positions (FTEs) as of the last working day of September 2002.  |
| 121                  | Enter the number of training positions (FTEs) authorized in your SFY 2002/03 local budget.  |
| 122                  | <b>NO ENTRY. Automatically Calculated.</b>  |
| 123                  | Enter the total annual training salaries and wages as authorized in your SFY 2002/03 local budget. Benefits are <b>not</b> reported on this line.                                   |
| 124                  | Enter the number of filled customer & comm. awareness, ed. & outreach positions (FTEs) as of the last working day of December 2001.   |
| 125                  | Enter the number of filled customer & comm. awareness, ed. & outreach positions (FTEs) as of the last working day of September 2002.  |
| 126                  | Enter the number of customer & comm. awareness, ed. & outreach positions (FTEs) authorized in your SFY 2002/03 local budget.  |
| 127                  | <b>NO ENTRY. Automatically Calculated.</b>  |
| 128                  | Enter the total annual customer & comm. awareness, ed. & outreach salaries and wages as authorized in your SFY 2002/03 local budget. Benefits are <b>not</b> reported on this line. |
| 129                  | Enter the number of filled quality assurance & performance improvement (QAPI) positions (FTEs) as of the last working day of December 2001.   |
| 130                  | Enter the number of filled QAPI positions (FTEs) as of the last working day of September 2002.  |
| 131                  | Enter the number of QAPI positions (FTEs) authorized in your SFY 2002/03 local budget.  |
| 132                  | <b>NO ENTRY. Automatically Calculated.</b>  |
| 133                  | Enter the total annual QAPI salaries and wages as authorized in your SFY 2002/03 local budget. Benefits are <b>not</b> reported on this line.                                       |
| 134 – 138            | <b>NO ENTRY. Automatically Calculated.</b>  |
| 139-141              | <b>NO ENTRY. Automatically Calculated.</b>  |
| 142                  | Enter actual SFY 2001/02 salaries and wages for all Non-EDP LCSA staff. Benefits are <b>not</b> reported on this line.  |

| Input Cell Reference | Instructions  |
|----------------------|---|
| 143                  | <b>NO ENTRY. Automatically Calculated.</b>  |
| 144                  | Enter actual SFY 2001/02 benefits paid to the total Non-EDP staff in Sections A, B, & C.  |
| 145                  | Enter the total annual benefits as authorized in your SFY 2002/03 local budget for Non-EDP staff reported in Sections A, B, & C.  |
| 146 – 147            | <b>NO ENTRY. Automatically Calculated.</b><br>(Sum of 1a, Space plus 1b, Other.)  |
| 148                  | Enter the SFY 2001/02 space costs specifically associated with the facilities, such as leases and rents.  |
| 149                  | Enter the total space costs specifically associated with the facilities, such as leases and rents, authorized in your SFY 2002/03 authorized budget.                                    |
| 150                  | Enter costs not specifically associated with the cost of the facility, such as utilities, maintenance, janitorial, repairs and alterations incurred by the LCSA in SFY 2001/02.         |
| 151                  | Enter costs not specifically associated with the cost of the facility such as, utilities, maintenance, janitorial, repairs and alterations authorized in your SFY 2002/03 local budget. |
| 152                  | Enter costs associated with general operating expenses incurred by the LCSA in SFY 2001/02.   |
| 153                  | Enter costs associated with general operating expenses authorized in your SFY 2002/03 local budget.   |
| 154                  | Enter equipment costs such as, computer hardware, copiers, etc., that cost more than \$5,000 each that is not included under EDP incurred by the LCSA in SFY 2001/02.                   |
| 155                  | Enter equipment costs such as, computer hardware, copiers, etc., that cost more than \$5,000 each that is not included under EDP authorized in your SFY 2002/03 local budget.           |
| 156                  | Enter all postage costs such as, the mailing of notices to customers incurred by the LCSA in SFY 2001/02.   |
| 157                  | Enter all postage costs such as, the mailing of notices to customers as authorized in your SFY 2002/03 local budget.  |
| 158                  | Enter all costs associated with travel, transportation, and per diem incurred by the LCSA in SFY 2001/02.   |
| 159                  | Enter all costs associated with travel, transportation, and per diem as authorized in your SFY 2002/03 local budget.  |
| 160                  | <b>NO ENTRY. Automatically Calculated.</b>  |
| 161                  | <b>NO ENTRY. Automatically Calculated.</b>  |
| 162                  | <b>NO ENTRY. Automatically Calculated.</b>  |

| Input Cell Reference | Instructions  |
|----------------------|---|
| 163 - 164            | <b>NO ENTRY. Automatically Calculated.</b><br>(Sum of 6a, Payments to Other County Agencies plus 6b, Other Contractor Costs.)   |
| 165                  | Enter the number of contract, cooperative agreement, etc., FTEs with other County agencies as of the last working day of December 2001.   |
| 166                  | Enter the number of contract, cooperative agreement, etc., FTEs with other County agencies as of the last working day of September 2002.  |
| 167                  | Enter the number of contract, cooperative agreement, etc., FTEs with other County agencies authorized in your SFY 2002/03 local budget.   |
| 168                  | Enter all costs of major contracts, cooperative agreements, etc., with other County agencies incurred by the LCSA in SFY 2001/02. Does not include purchase orders or direct services.                |
| 169                  | Enter all costs of major contracts, cooperative agreements, etc., with other County agencies, not including purchase orders or direct services, authorized in your SFY 2002/03 local budget.          |
| 170                  | Enter the number of contract, cooperative agreement, etc., FTEs not covered in other operating expenses cost components as of December 2001.  |
| 171                  | Enter the number of contract, cooperative agreement, etc., FTEs not covered in other operating expenses cost components as of September 2002.   |
| 172                  | Enter the number of contract, cooperative agreement, etc., FTEs not covered in other operating expenses cost components authorized in your SFY 2002/03 local budget.                                  |
| 173                  | Enter all costs of major contracts, cooperative agreements, etc., for professional and consulting services incurred by the LCSA in SFY 2001/02 not covered in other cost components.                  |
| 174                  | Enter all costs of major contracts, cooperative agreements, etc., for professional and consulting services that are not covered by other cost components authorized in your SFY 2002/03 local budget. |
| 175                  | Enter all other operating expenses not captured in E1 through E6 incurred by the LCSA in SFY 2001/02.   |
| 176                  | Enter all other operating expenses not captured in E1 through E6 authorized in your SFY 2002/03 local budget.   |
| 177 – 178            | <b>NO ENTRY. Automatically Calculated.</b>  |
| 179                  | Enter the number of contract, cooperative agreement, etc., FTEs for legal services as of the last working day of December 2001.   |
| 180                  | Enter the number of contract, cooperative agreement, etc., FTEs for legal services as of the last working day of September 2002.  |
| 181                  | Enter the number of contract, cooperative agreement, etc., FTEs authorized in your SFY 2002/03 local budget.  |
| 182                  | Enter all contract, cooperative agreement, etc., costs for legal services incurred by the LCSA in SFY 2001/02.  |

| Input Cell Reference | Instructions  |
|----------------------|---|
| 183                  | Enter all contract, cooperative agreement, etc., costs for legal services authorized in your SFY 2002/03 local budget.  |
| 184                  | Enter the number of contract, cooperative agreement, etc., FTEs for investigator services as of the last working day of December 2001.  |
| 185                  | Enter the number of contract, cooperative agreement, etc., FTEs for investigator services as of the last working day of September 2002.   |
| 186                  | Enter the number of contract, cooperative agreement, etc., FTEs authorized in your SFY 2002/03 local budget.  |
| 187                  | Enter all contract, cooperative agreement, etc., costs for investigator services incurred by the LCSA in SFY 2001/02.   |
| 188                  | Enter all contract, cooperative agreement, etc., costs for investigator services authorized in your SFY 2002/03 local budget.   |
| 189                  | Enter all contract, cooperative agreement, etc., costs for service of process incurred by the LCSA in SFY 2001/02.  |
| 190                  | Enter all contract, cooperative agreement, etc., costs for service of process authorized in your SFY 2002/03 local budget.  |
| 191                  | Enter all contract, cooperative agreement, etc., costs for access to criminal information incurred by the LCSA in SFY 2001/02.  |
| 192                  | Enter all contract, cooperative agreement, etc., costs for access to criminal information authorized in your SFY 2002/03 local budget.  |
| 193                  | Enter all contract, cooperative agreement, etc., costs for laboratory services incurred by the LCSA in SFY 2001/02.   |
| 194                  | Enter all contract, cooperative agreement, etc., costs for laboratory services authorized in your SFY 2002/03 local budget.   |
| 195                  | Enter all direct service contract, cooperative agreement, etc., FTEs not captured in F1 and F2 as of the last working day of December 2001. Include contract FTEs for collection and distribution activities.       |
| 196                  | Enter all direct service contract, cooperative agreement, etc., FTEs not captured in F1 and F2 as of the last working day of September 2002. Include contract FTEs for collection and distribution activities.      |
| 197                  | Enter all direct service contract, cooperative agreement, etc., FTEs not captured in F1 and F2 authorized in your SFY 2002/03 local budget. Include contract FTEs for collection and distribution activities.       |
| 198                  | Enter all direct service contract, cooperative agreement, etc., costs not captured in F1 through F5 incurred by the LCSA in SFY 2001/02. Include contract costs for collection and distribution activities.         |
| 199                  | Enter all direct service contract, cooperative agreement, etc., costs not captured in F1 through F5 authorized in your SFY 2002/03 local budget. Include contract costs for collection and distribution activities. |
| 200-204              | <b>NO ENTRY. Automatically Calculated.</b>  |

| Input Cell Reference | Instructions  |
|----------------------|---|
| 205                  | Enter indirect costs incurred by the LCSA in SFY 2001/02.   |
| 206                  | Enter the actual countywide overhead (A-87) incurred by the LCSA in SFY 2001/02.  |
| 207                  | Enter the approved countywide overhead (A-87) authorized in your SFY 2002/03 local budget.  |
| 208-209              | <b>NO ENTRY. Automatically Calculated.</b>  |
| 210                  | Enter the number of filled EDP positions (FTEs) as of the last working day of December 2001.  |
| 211                  | Enter the number of filled EDP positions (FTEs) as of the last working day of September 2002.   |
| 212                  | Enter the number of EDP positions (FTEs) authorized in your SFY 2002/03 local budget.   |
| 213                  | Enter the number of filled contract, cooperative agreement, etc., EDP positions (FTEs) as of the last working day of December 2001.   |
| 214                  | Enter the number of filled contract, cooperative agreement, etc., EDP positions (FTEs) as of the last working day of September 2002.  |
| 215                  | Enter the number of contract, cooperative agreement, etc., EDP positions (FTEs) authorized in your SFY 2002/03 local budget.          |
| 216                  | Enter recurring EDP M&O costs incurred by the LCSA in SFY 2001/02.  |
| 217                  | Enter recurring EDP M&O costs authorized in your SFY 2002/03 local budget.  |
| 218                  | Enter non-recurring EDP M&O costs incurred by the LCSA in SFY 2001/02.  |
| 219                  | Enter non-recurring EDP M&O costs authorized in your SFY 2002/03 local budget.  |
| 220                  | Enter EDP enhancement costs incurred by the LCSA in SFY 2001/02.  |
| 221                  | Enter EDP enhancement costs authorized in your SFY 2002/03 local budget.  |
| 222                  | Enter EDP consortia lead LCSA costs incurred by the LCSA in SFY 2001/02.  |
| 223                  | Enter EDP consortia lead LCSA costs authorized in your SFY 2002/03 local budget.  |
| 224-228              | <b>NO ENTRY. Automatically Calculated.</b>  |
| 229                  | Enter all remaining expenses not reported in Section E through H authorized in your SFY 2002/03 local budget.                         |
| 230                  | <b>NO ENTRY. Automatically Calculated.</b> Equals total LCSA staff FTEs for SFY 2001/02 as of the last working day of December 2001.  |
| 231                  | <b>NO ENTRY. Automatically Calculated.</b> Equals total LCSA staff FTEs for SFY 2002/03 as of the last working day of September 2002. |
| 232                  | <b>NO ENTRY. Automatically Calculated.</b> Equals total LCSA staff FTEs authorized in your SFY 2002/03 local budget.                  |

| Input Cell Reference | Instructions   |
|----------------------|--|
| 233                  | <b>NO ENTRY. Automatically Calculated.</b> Equals total contract FTEs for SFY 2001/02 as of the last working day of December 2001.                         |
| 234                  | <b>NO ENTRY. Automatically Calculated.</b> Equals total contract FTEs for SFY 2002/03 as of the last working day of September 2002.                        |
| 235                  | <b>NO ENTRY. Automatically Calculated.</b> Equals total contract FTEs authorized in your SFY 2002/03 local budget.   |
| 236                  | <b>NO ENTRY. Automatically Calculated.</b> Equals total SFY 2001/02 actual LCSA expenditures.  |
| 237                  | <b>NO ENTRY. Automatically Calculated.</b> Equals total SFY 2002/03 authorized LCSA budget.  |
| 238-239              | <b>NO ENTRY. Automatically Calculated.</b>   |
| 240                  | <b>NO ENTRY. Automatically Calculated.</b> Equals SFY 2002/03 authorized LCSA budget minus Cell 238, Remaining Expenses, minus Cell 239, Total Automation. |
| 241                  | <b>NO ENTRY.</b> Equals the SFY 2002/03 administrative allocation.   |
| 242                  | <b>NO ENTRY. Automatically Calculated.</b> The difference between Cell 240 and Cell 241.   |
| 243                  | <b>Please explain and itemize the difference between Cells 240 and 241.</b>  |
| 244                  | Identify total additional needs for SFY 2003/04.   |
| 245                  | Explain and itemize any additional needs for SFY 2003/04. (Input Cell 244.) The sum of the individual entries must equal the total request.                |
| 246                  | Enter the number of pay periods for the SFY 2002/03 July-September quarter.  |
| 247                  | Enter the number of pay periods for the SFY 2003/04 July-September quarter.  |
| 248                  | Enter the number of pay periods for the SFY 2002/03 October-December quarter.  |
| 249                  | Enter the number of pay periods for the SFY 2003/04 October-December quarter.  |
| 250                  | Enter the number of pay periods for the SFY 2002/03 January-March quarter.   |
| 251                  | Enter the number of pay periods for the SFY 2003/04 January-March quarter.   |
| 252                  | Enter the number of pay periods for the SFY 2002/03 April-June quarter.  |
| 253                  | Enter the number of pay periods for the SFY 2003/04 April-June quarter.  |



## V. BUDGET DISPLAY DEFINITIONS

The objective of the Budget Display is to assist the Department of Child Support Services (DCSS) and each Local Child Support Agency (LCSA) in the budget planning process and to establish uniformity statewide in how budget information is collected and reported. LCSAs are directed to use the following definitions when completing the Budget Display for both the SFY 2002/03 information and future budget requests.

| DATA                                | DEFINITION  |
|-------------------------------------|---|
| Core Staff: General                 | Staff performing LCSA direct child support program case processing activities.  |
| Caseworkers                         | <p>Staff authorized by classification to perform all of the following duties:</p> <ul style="list-style-type: none"> <li>• Interview case participants</li> <li>• Take sworn statements</li> <li>• Analyze court orders and legal documents</li> <li>• Collect legally mandated support obligations</li> <li>• Enforce medical support orders</li> <li>• Calculate earnings</li> <li>• Maintain and update case control logs</li> <li>• Operate computer system to update case information and analyze data received to determine mistaken identity</li> <li>• Manage a caseload and collections</li> <li>• Determine appropriate action and generate documents</li> <li>• Initiate and evaluate locate activities; skip tracing</li> <li>• Testify in court</li> <li>• Perform notary duties</li> <li>• Determine financial ability within state guidelines</li> <li>• Set terms on court orders</li> <li>• Ensure compliance with state and federal guidelines</li> <li>• Interact with other local, state and federal agencies; act as a liaison with FTB, intercept programs, and the licensing match program; process and respond to interstate cases</li> <li>• Establish paternity</li> <li>• Negotiate child support payments</li> <li>• Conduct research for appropriate distribution of monies in accordance with state and federal regulations</li> <li>• Attend training</li> <li>• Assist attorneys in the preparation of court cases</li> <li>• Maintain confidentiality</li> <li>• Maintain statistical records</li> <li>• Conduct telephone correspondence</li> <li>• Make appropriate referrals to audit division or perform audits; research payments</li> <li>• Provide outreach and public information activities and participate in Paternity Opportunity Program</li> <li>• Appear at Worker's Compensation Appeal Board</li> <li>• Call center duties directly related to cases</li> </ul> |
| Caseworker Supervisors/<br>Managers | First and second line supervisors and managers that directly support caseworkers with caseload responsibilities.  |

| DATA                                    | DEFINITION  |
|---|---|
| Case Support Staff                      | Staff that provides assistance to caseworkers through the performance of a subset of the duties listed in the caseworker definition, but not authorized to perform all of the duties by their classification.   |
| Case Support Staff Supervisors/Managers | First and second line supervisors and managers of staff who perform duties in the direct support of caseworkers.  |
| Case Clerical Staff                     | Staff that provides clerical duties, such as filing, word processing, etc. that directly supports caseworkers, case support staff, managers and supervisors. Mail processing directly related to casework.  |
| Investigators and Supervisors           | Staff performing non-criminal investigation activities in direct support of case work (Non-sworn peace officer duties). Include supervisors.  |
| Attorneys                               | <p>Staff licensed to perform specific duties in direct support of the IV-D program, including, but not limited to, the following:</p> <ul style="list-style-type: none"> <li>• Court appearances</li> <li>• Filing motions</li> <li>• Order modifications</li> <li>• Negotiation/compromise of non-welfare arrears</li> <li>• SLMS releases</li> <li>• Intercept appeals</li> <li>• Lien releases</li> <li>• PC 270 prosecutions</li> <li>• Legal advice on program policy and procedures</li> <li>• Plans of Cooperation and Interagency Agreements</li> <li>• Attorneys not included in management</li> </ul> |
| Attorney Supervisors/Managers           | First and second line supervisors and managers that directly support attorneys with legal responsibilities tied to child support cases.   |
| Professional Legal Support Staff        | Certified paralegal staff or law clerks who directly support attorneys performing IV-D functions.   |
| Legal Support Supervisors/Managers      | First and second line supervisors and managers that directly support clerical and/or professional legal staff with caseload.  |
| Attorney Clerical Support               | Staff that provides clerical duties, such as filing, word processing, etc. that directly supports attorneys, professional legal support staff, managers and supervisors.  |
| Collection & Distribution/SDU Staff     | LCSA staff responsible for performing child support enforcement collection activities and distribution functions. Includes first and second line supervisors. Includes staff responsible for completing the CS 34/CS 35, etc.   |
| TEMP Help                               | Non-permanent staff resources hired to directly support caseload processing activities. (This also includes Contractual Temp help and Student help.)  |
| Overtime                                | Salaries and wages for staff hours worked over and above baseline resource hours required to maintain operations at any acceptable level of performance.  |
| Pay Differential/ Premium Pay           | Additional pay for night shift differential, holiday, Sunday work, etc. This is optional. Only for LCSAs that report these costs separately.  |

| DATA   | DEFINITION   |
|--|--|
| Administrative Support Staff: General                | <p>Total FTEs and salaries associated with the administrative support of the LCSA but not performing child support-specific functions; generally identifiable with countywide classifications performing general office functions. Included in this category are:</p> <ul style="list-style-type: none"> <li>• IV-D Director and other management and supervisory positions not included in the Core Staffing category</li> <li>• Financial services such as payroll, accounting, etc.</li> <li>• Human resources services</li> <li>• Support services such as copying, purchasing, etc.</li> <li>• Administrative clerical support</li> </ul> |
| Administrators                                       | Total FTEs and salaries of administrators and management positions above second level supervisors.   |
| Clerical   | Total FTEs and salaries for all staff performing clerical duties such as filing, word processing, etc.   |
| Other Administrative Staff                           | Total FTEs and salaries for all staff performing fiscal duties such as, accounting, completion of CS 356, CS 157, etc. Includes staff performing personnel-related activities such as classification reviews, job announcements, etc. Includes staff performing business services duties such as mail processing not related to casework, purchasing, etc. Includes <b>county employees</b> providing security services. Includes first and second level supervisors. Include IT staff not reported under EDP such as, Help Desk staff.  |
| Targeted Programs: General                           | FTEs and salaries for specifically focused projects or initiatives that are outside the day-to-day operations of the child support program but are critical to the overall efficiency and effectiveness of the LCSA and statewide operations.  |
| Ombudsperson   | FTEs and salaries associated with operation of the local Ombudsperson Program.   |
| Customer Service                                     | FTEs and salaries related solely to customer service that are not reflected through the Core Staffing component.   |
| Program Improvement Teams                            | FTEs and salaries related solely to Program Improvement Teams.   |
| Complaint Resolution                                 | Total FTEs and salaries associated with the operation of the local complaint resolution process, coordination with the State Hearing Process, and collection and analysis of complaint data; reflects additional staff necessary to ensure the LCSA can meet timeframes and responsibilities established by statute and implemented by regulation effective July 1, 2001.  |
| State Hearings                                       | FTEs and salaries associated with implementation of the state hearing requirements pursuant to Family Code Section 17801.  |
| Training   | FTEs and salaries of staff directly involved in the administration and delivery of local training programs.  |
| Customer & Community Awareness, Education & Outreach | FTEs and salaries of staff directly involved in informing LCSA customers and the general public about the child support program and services.  |
| Quality Assurance & Performance Improvement (QAPI)   | FTEs and salaries of staff involved in the formal process for assessing the quality of services provided to customers and making timely improvements. Includes staff performing compliance and performance reviews.  |

| DATA   | DEFINITION   |
|--|--|
| Total Non-EDP Staff                          | Total Non-EDP LCSA FTEs and salaries. Does not include any staff associated with automation activities.  |
| Total Benefits                               | Total benefits, <b>including Worker's Comp</b> , health insurance, etc., for Non-EDP LCSA staff.   |
| Operating Expenses (Non-EDP): General        | IV-D program operating costs <u>not</u> tied to staffing or automation as defined in this document.  |
| Facility operations: Space                   | Includes costs specifically associated with the cost of the facility such as, leases, and rents. <b>County owned space is reported in A-87.</b>  |
| Facility operations: Other                   | Includes costs not specifically associated with the cost of leases and rents such as, utilities, maintenance, janitorial, repairs and alterations, etc.  |
| General Expense                              | Includes all costs associated with general operating costs including communications (telecom), dues, subscriptions, etc.   |
| Equipment                                    | Includes any computer hardware, copiers, etc. that cost more than \$5,000 each that is not included under EDP.   |
| Postage                                      | Includes all costs associated with the costs to mail notices to customers, correspondence, reporting, monthly billing statements, etc. <b>Include all postage.</b>   |
| Travel                                       | Includes all costs associated with transportation and per diem for approved travel.  |
| Contractor Costs                             | Includes all major contracts, cooperative agreements, etc., for professional and consulting services that are not covered by other cost components, such as payment to other county agencies; does not include purchase orders or direct services contracts.   |
| All Other Operating Expenses (Non-EDP)       | Includes all other operating costs not included in E1-E6.  |
| Direct Services Contracts (Non-EDP): General | Costs of contracts, cooperative agreements, etc., for direct services necessary to the delivery of child support program functions; reflects the costs of contracting for personnel or other services that are directly related to program operations. Direct service contracts do not include contracts necessary for administrative support (indirect services) such as office equipment maintenance, supplies, or janitorial services or for child support automation services. |
| Legal Services                               | Total contract, cooperative agreement, etc., FTEs and costs for legal services. Until 9/1/04, LCSAs may enter into a cooperative agreement or contract of restricted scope and duration with a district attorney to use individual attorneys as necessary to carry out limited attorney services (FC Section 17304). Attorneys operating under such agreements shall be supervised by and report directly to the LCSA. Such contracts are subject to the approval of DCSS.         |
| Investigator Services                        | Total contract, cooperative agreement, etc., FTEs and costs for criminal investigative services. Typically such contracts are entered into with the Office of the District Attorney.   |
| Service of Process                           | Total contract, cooperative agreement, etc., costs for service of process activities for the LCSA.   |
| Access to Criminal Information               | Total contract, cooperative agreement, etc., costs with law enforcement personnel to access criminal records information through CLETS, DMV and other appropriate databases.   |

| DATA                            | DEFINITION  |
|---------------------------------|---|
| Laboratory Services             | Total contract, cooperative agreement, etc., costs to perform laboratory service necessary to the establishment of paternity.   |
| Other Direct Services Contracts | Total direct contract, cooperative agreement, etc., FTEs, if applicable, and costs not accounted for in F1 through F5. Includes contract FTEs and costs for collection and distribution activities.   |
| Approved DA Indirect Cost Rate  | Indirect costs related to the established ICRP. No costs should be shown after SFY 2001/02.   |
| Countywide Overhead (OMB A-87)  | The total dollars the LCSA must pay to the county as overhead for countywide services.  |
| LCSA EDP Staff                  | Total EDP FTEs.   |
| Contract EDP Staff              | Total contract, cooperative agreement, etc., FTEs for EDP services.   |
| Recurring M&O                   | Ongoing costs for maintenance and operations of the interim automated systems; includes FTEs directly supporting the child support application; production charges, equipment leases and maintenance charges, and software maintenance charges.   |
| Non-Recurring M&O               | One-time costs for maintenance and operations of the interim automated systems; includes FTEs specific to the project, PC replacements, software upgrades, additional PC purchases or other hardware upgrades necessary for maintaining the ongoing performance of the system. Each activity or project must be separately identified and funded. |
| Enhancements                    | Automation costs approved and funded to improve or expand the functionality of existing interim automated systems.  |
| Consortia Lead LCSA Costs       | FTEs and/or other costs directly associated with providing support to LCSAs within the consortia by the lead LCSA. <b>Only lead LCSAs have entries in this category.</b>  |

VI.

**SFY 2002/03 BUDGET DISPLAY SUBMISSION CHECKLIST**

|   |   |
|---|---|
| <i>Did you complete the following?</i>  | ✓ |
| Have you thoroughly read the Budget Display Instructions and Definitions?   |   |
| Does the number of total actual FTEs as of September 30, 2002 reconcile to the number of total staff FTEs reported on the September 30, 2002 CS 157?                                |   |
| Does your LCSA SFY 2002/03 authorized Non-EDP Budget reconcile to your LCSA Non-EDP Administrative Allocation? If not, have you provided an explanation in Cell 243?                |   |
| Have you mailed the attachments displaying salary ranges for the staff classifications utilized by your LCSA and indicate in which section they are reported on the Budget Display? |   |
| Has the name and phone number of a designated contact person been included for purposes of information clarification?   |   |
| Has the Budget Display been approved by the LCSA Director?  |   |

**LOCAL CHILD SUPPORT AGENCY IV-D PROGRAM  
DCSS COUNTY SFY 2002/03 BUDGET DISPLAY**

**A. CORE STAFFING**

| BUDGET COMPONENTS                            | SFY 2001/02<br>LCSA<br>Actual as<br>of 12/31/01<br>FTEs | SFY 2002/03<br>LCSA<br>Actual as<br>of 09/30/02<br>FTEs | SFY 2002/03<br>LCSA<br>Authorized<br>FTEs | SFY 2002/03<br>LCSA<br>AUTHORIZED<br>Monthly Average<br>Salary<br>Automatically<br>Calculated | SFY 2002/03<br>LCSA<br>Authorized Annual<br>Salaries & Wages |
|--|---|---|---|---|--|
| 1. Caseworkers                               | <input type="text"/> 001                                | <input type="text"/> 002                                | <input type="text"/> 003                  | <input type="text"/> 004  | <input type="text"/> 005                                     |
| 2. Caseworker Supervisors & Managers         | <input type="text"/> 006                                | <input type="text"/> 007                                | <input type="text"/> 008                  | <input type="text"/> 009  | <input type="text"/> 010                                     |
| 3. Case Support Staff                        | <input type="text"/> 011                                | <input type="text"/> 012                                | <input type="text"/> 013                  | <input type="text"/> 014  | <input type="text"/> 015                                     |
| 4. Case Support Staff Supervisors & Managers | <input type="text"/> 016                                | <input type="text"/> 017                                | <input type="text"/> 018                  | <input type="text"/> 019  | <input type="text"/> 020                                     |
| 5. Case Clerical Staff                       | <input type="text"/> 021                                | <input type="text"/> 022                                | <input type="text"/> 023                  | <input type="text"/> 024  | <input type="text"/> 025                                     |
| 6. Investigators & Supervisors               | <input type="text"/> 026                                | <input type="text"/> 027                                | <input type="text"/> 028                  | <input type="text"/> 029  | <input type="text"/> 030                                     |
| 7. Attorneys                                 | <input type="text"/> 031                                | <input type="text"/> 032                                | <input type="text"/> 033                  | <input type="text"/> 034  | <input type="text"/> 035                                     |
| 8. Attorney Supervisors & Managers           | <input type="text"/> 036                                | <input type="text"/> 037                                | <input type="text"/> 038                  | <input type="text"/> 039  | <input type="text"/> 040                                     |
| 9. Professional Legal Support                | <input type="text"/> 041                                | <input type="text"/> 042                                | <input type="text"/> 043                  | <input type="text"/> 044  | <input type="text"/> 045                                     |
| 10. Legal Support Supervisors & Managers     | <input type="text"/> 046                                | <input type="text"/> 047                                | <input type="text"/> 048                  | <input type="text"/> 049  | <input type="text"/> 050                                     |
| 11. Attorney Clerical Support                | <input type="text"/> 051                                | <input type="text"/> 052                                | <input type="text"/> 053                  | <input type="text"/> 054  | <input type="text"/> 055                                     |
| 12. Collection & Distribution/SDU Staff      | <input type="text"/> 056                                | <input type="text"/> 057                                | <input type="text"/> 058                  | <input type="text"/> 059  | <input type="text"/> 060                                     |
| <b>13. SUBTOTAL</b>                          | <input type="text"/> 061                                | <input type="text"/> 062                                | <input type="text"/> 063                  | <input type="text"/> 064  | <input type="text"/> 065                                     |
| 14. TEMP Help                                |   |   |   |   | <input type="text"/> 066                                     |
| 15. Overtime                                 |   |   |   |   | <input type="text"/> 067                                     |
| 16. Pay Differential/Premium Pay (optional)  |   |   |   |   | <input type="text"/> 068                                     |
| <b>17. TOTAL CORE STAFFING</b>               | <input type="text"/> 069                                | <input type="text"/> 070                                | <input type="text"/> 071                  | <input type="text"/> 072  | <input type="text"/> 073                                     |

**B. ADMINISTRATIVE SUPPORT STAFF**

| BUDGET COMPONENTS                    | SFY 2001/02<br>LCSA<br>Actual as<br>of 12/31/01<br>FTEs | SFY 2002/03<br>LCSA<br>Actual as<br>of 09/30/02<br>FTEs | SFY 2002/03<br>LCSA<br>Authorized<br>FTEs | SFY 2002/03<br>LCSA<br>AUTHORIZED<br>Monthly Average<br>Salary<br>Automatically<br>Calculated | SFY 2002/03<br>LCSA<br>Authorized Annual<br>Salaries & Wages |
|--------------------------------------|---|---|---|---|--|
| 1. Administrators                    | <input type="text"/> 074                                | <input type="text"/> 075                                | <input type="text"/> 076                  | <input type="text"/> 077  | <input type="text"/> 078                                     |
| 2. Clerical                          | <input type="text"/> 079                                | <input type="text"/> 080                                | <input type="text"/> 081                  | <input type="text"/> 082  | <input type="text"/> 083                                     |
| 3. Other Administrative Staff        | <input type="text"/> 084                                | <input type="text"/> 085                                | <input type="text"/> 086                  | <input type="text"/> 087  | <input type="text"/> 088                                     |
| <b>4. TOTAL ADMIN. SUPPORT STAFF</b> | <input type="text"/> 089                                | <input type="text"/> 090                                | <input type="text"/> 091                  | <input type="text"/> 092  | <input type="text"/> 093                                     |

### C. TARGETED PROGRAMS

| BUDGET COMPONENTS                             | SFY 2001/02<br>LCSA<br>Actual as<br>of 12/31/01<br>FTEs | SFY 2002/03<br>LCSA<br>Actual as<br>of 09/30/02<br>FTEs | SFY 2002/03<br>LCSA<br>Authorized<br>FTEs | SFY 2002/03<br>LCSA<br>AUTHORIZED<br>Monthly Average<br>Salary<br>Automatically<br>Calculated | SFY 2002/03<br>LCSA<br>Authorized Annual<br>Salaries & Wages |
|---|---|---|---|---|--|
| 1. Ombudsperson                               | <input type="text"/> 094                                | <input type="text"/> 095                                | <input type="text"/> 096                  | <input type="text"/> 097  | <input type="text"/> 098                                     |
| 2. Customer Service                           | <input type="text"/> 099                                | <input type="text"/> 100                                | <input type="text"/> 101                  | <input type="text"/> 102  | <input type="text"/> 103                                     |
| 3. Program Improvement Teams                  | <input type="text"/> 104                                | <input type="text"/> 105                                | <input type="text"/> 106                  | <input type="text"/> 107  | <input type="text"/> 108                                     |
| 4. Complaint Resolution                       | <input type="text"/> 109                                | <input type="text"/> 110                                | <input type="text"/> 111                  | <input type="text"/> 112  | <input type="text"/> 113                                     |
| 5. State Hearings                             | <input type="text"/> 114                                | <input type="text"/> 115                                | <input type="text"/> 116                  | <input type="text"/> 117  | <input type="text"/> 118                                     |
| 6. Training                                   | <input type="text"/> 119                                | <input type="text"/> 120                                | <input type="text"/> 121                  | <input type="text"/> 122  | <input type="text"/> 123                                     |
| 7. Customer & Comm. Awareness, Ed. & Outreach | <input type="text"/> 124                                | <input type="text"/> 125                                | <input type="text"/> 126                  | <input type="text"/> 127  | <input type="text"/> 128                                     |
| 8. QAPI                                       | <input type="text"/> 129                                | <input type="text"/> 130                                | <input type="text"/> 131                  | <input type="text"/> 132  | <input type="text"/> 133                                     |
| <b>9. TOTAL TARGETED PROGRAMS</b>             | <input type="text"/> 134                                | <input type="text"/> 135                                | <input type="text"/> 136                  | <input type="text"/> 137  | <input type="text"/> 138                                     |

### D. TOTAL STAFF

| BUDGET COMPONENTS        | SFY 2001/02<br>LCSA<br>Actual as<br>of 12/31/01<br>FTEs | SFY 2002/03<br>LCSA<br>Actual as<br>of 09/30/02<br>FTEs | SFY 2002/03<br>LCSA<br>Authorized<br>FTEs | SFY 2001/02<br>ACTUAL LCSA<br>EXPENDITURES | SFY 2002/03<br>LCSA<br>AUTHORIZED<br>BUDGET |
|--------------------------|---|---|---|--|---|
| 1. TOTAL STAFF (Non-EDP) | <input type="text"/> 0 139                              | <input type="text"/> 0 140                              | <input type="text"/> 0 141                | <input type="text"/> 142                   | <input type="text"/> 0 143                  |
| 2. TOTAL BENEFITS        |   |   |   | <input type="text"/> 144                   | <input type="text"/> 145                    |

### E. OPERATING EXPENSES (Non-EDP)

| BUDGET COMPONENTS                            | SFY 2001/02<br>Contract<br>Actual as<br>of 12/31/01<br>FTEs | SFY 2002/03<br>Contract<br>Actual as<br>of 09/30/02<br>FTEs | SFY 2002/03<br>Contract<br>Authorized<br>FTEs | SFY 2001/02<br>ACTUAL<br>EXPENDITURES | SFY 2002/03<br>AUTHORIZED<br>BUDGET |
|--|---|---|---|---------------------------------------|-------------------------------------|
| 1. Facility Operations                       |   |   |   | <input type="text"/> 146              | <input type="text"/> 147            |
| 1a. Space                                    |   |   |   | <input type="text"/> 148              | <input type="text"/> 149            |
| 1b. Other                                    |   |   |   | <input type="text"/> 150              | <input type="text"/> 151            |
| 2. General Expenses                          |   |   |   | <input type="text"/> 152              | <input type="text"/> 153            |
| 3. Equipment                                 |   |   |   | <input type="text"/> 154              | <input type="text"/> 155            |
| 4. Postage                                   |   |   |   | <input type="text"/> 156              | <input type="text"/> 157            |
| 5. Travel                                    |   |   |   | <input type="text"/> 158              | <input type="text"/> 159            |
| 6. Contractor Costs                          | <input type="text"/> 160                                    | <input type="text"/> 161                                    | <input type="text"/> 162                      | <input type="text"/> 163              | <input type="text"/> 164            |
| 6a. Payments to Other County Agencies        | <input type="text"/> 165                                    | <input type="text"/> 166                                    | <input type="text"/> 167                      | <input type="text"/> 168              | <input type="text"/> 169            |
| 6b. Other                                    | <input type="text"/> 170                                    | <input type="text"/> 171                                    | <input type="text"/> 172                      | <input type="text"/> 173              | <input type="text"/> 174            |
| 7. All Other Operating Expenses (Non-EDP)    |   |   |   | <input type="text"/> 175              | <input type="text"/> 176            |
| <b>8. TOTAL OPERATING EXPENSES (Non-EDP)</b> |   |   |   | <input type="text"/> 177              | <input type="text"/> 178            |



## F. DIRECT SERVICES CONTRACTS (Non-EDP)

| BUDGET COMPONENTS                         | SFY 2001/02<br>Contract<br>Actual as<br>of 12/31/01<br>FTEs | SFY 2002/03<br>Contract<br>Actual as<br>of 09/30/02<br>FTEs | SFY 2002/03<br>Contract<br>Authorized<br>FTEs | SFY 2001/02<br>ACTUAL Contract<br>EXPENDITURES | SFY 2002/03<br>Contract<br>AUTHORIZED<br>BUDGET |
|---|---|---|---|--|---|
| 1. Legal Services                         | <input type="text"/> 179                                    | <input type="text"/> 180                                    | <input type="text"/> 181                      | <input type="text"/> 182                       | <input type="text"/> 183                        |
| 2. Investigator Services                  | <input type="text"/> 184                                    | <input type="text"/> 185                                    | <input type="text"/> 186                      | <input type="text"/> 187                       | <input type="text"/> 188                        |
| 3. Service of Process                     |   |   |   | <input type="text"/> 189                       | <input type="text"/> 190                        |
| 4. Access to Criminal Information         |   |   |   | <input type="text"/> 191                       | <input type="text"/> 192                        |
| 5. Laboratory Services                    |   |   |   | <input type="text"/> 193                       | <input type="text"/> 194                        |
| 6. Other Direct Services Contracts        | <input type="text"/> 195                                    | <input type="text"/> 196                                    | <input type="text"/> 197                      | <input type="text"/> 198                       | <input type="text"/> 199                        |
| <b>7. TOTAL DIRECT SERVICES CONTRACTS</b> | <input type="text"/> 200                                    | <input type="text"/> 201                                    | <input type="text"/> 202                      | <input type="text"/> 203                       | <input type="text"/> 204                        |

## G. INDIRECT EXPENSES

| BUDGET COMPONENTS                  | SFY 2001/02 ACTUAL LCSA<br>EXPENDITURES | SFY 2002/03 LCSA<br>AUTHORIZED BUDGET |
|------------------------------------|---|---------------------------------------|
| 1. Approved DA Indirect Cost Rate  | <input type="text"/> 205                |                                       |
| 2. Countywide Overhead (OMB A -87) | <input type="text"/> 206                | <input type="text"/> 207              |
| <b>3. TOTAL INDIRECT EXPENSES</b>  | <input type="text"/> 208                | <input type="text"/> 209              |

## H. AUTOMATION

| BUDGET COMPONENTS               | SFY 2001/02<br>Actual as<br>of 12/31/01<br>FTEs | SFY 2002/03<br>Actual as<br>of 09/30/02<br>FTEs | SFY 2002/03<br>Authorized<br>FTEs | SFY 2001/02<br>ACTUAL<br>EXPENDITURES | SFY 2002/03<br>AUTHORIZED<br>BUDGET |
|---------------------------------|---|---|-----------------------------------|---------------------------------------|-------------------------------------|
| 1. LCSA EDP Staff               | <input type="text"/> 210                        | <input type="text"/> 211                        | <input type="text"/> 212          |                                       |                                     |
| 2. Contract EDP Staff           | <input type="text"/> 213                        | <input type="text"/> 214                        | <input type="text"/> 215          |                                       |                                     |
| 3. Recurring M & O              |   |   |                                   | <input type="text"/> 216              | <input type="text"/> 217            |
| 4. Non-Recurring M & O          |   |   |                                   | <input type="text"/> 218              | <input type="text"/> 219            |
| 5. Enhancements                 |   |   |                                   | <input type="text"/> 220              | <input type="text"/> 221            |
| 6. Consortia Lead LCSA          |   |   |                                   | <input type="text"/> 222              | <input type="text"/> 223            |
| <b>7. TOTAL AUTOMATION/FTEs</b> | <input type="text"/> 224                        | <input type="text"/> 225                        | <input type="text"/> 226          | <input type="text"/> 227              | <input type="text"/> 228            |

## I. REMAINING LCSA BUDGET EXPENSES

|   |                          |
|---|--------------------------|
| 1. All remaining expenses not included in Administrative Allocation | <input type="text"/> 229 |
|---|--------------------------|

**J. BUDGET RECONCILIATION**

| BUDGET COMPONENTS  | SFY 2001/02<br>Actual as<br>of 12/31/01<br>FTEs | SFY 2002/03<br>Actual as<br>of 09/30/02<br>FTEs | SFY 2002/03<br>Authorized<br>FTEs | SFY 2001/02<br>ACTUAL<br>EXPENDITURES | SFY 2002/03<br>AUTHORIZED<br>BUDGET |
|--|---|---|-----------------------------------|---------------------------------------|-------------------------------------|
| 1. TOTAL STAFF FTEs  | <input type="text"/> 230                        | <input type="text"/> 231                        | <input type="text"/> 232          |                                       |                                     |
| 2. TOTAL CONTRACTOR STAFF                                      | <input type="text"/> 233                        | <input type="text"/> 234                        | <input type="text"/> 235          |                                       |                                     |
| 3. SFY 2001/02 ACTUAL LCSA EXPENDITURES                        |   |   |                                   | <input type="text"/> 236              |                                     |
| 4. TOTAL SFY 2002/03 LCSA AUTHORIZED BUDGET                    |   |   |                                   |                                       | <input type="text"/> 237            |
| 5. Minus Remaining LCSA Budget Expenses (I 1)                  |   |   |                                   |                                       | <input type="text"/> 238            |
| 6. Minus Total Automation (H 7)                                |   |   |                                   |                                       | <input type="text"/> 239            |
| 7. BALANCE   |   |   |                                   |                                       | <input type="text"/> 240            |
| 8. STATE APPROVED ADMINISTRATIVE ALLOCATION<br>(DCSS use only) |   |   |                                   |                                       | <input type="text"/> 241            |
| 9. DIFFERENCE  |   |   |                                   |                                       | <input type="text"/> 242            |

**EXPLANATION OF DIFFERENCE:**

**K. ADDITIONAL NEEDS FOR FY 2003/04**

 244

**EXPLANATION:**

**L. PAY PERIODS**

| NUMBER OF PAY PERIODS | SFY 2002/03              | SFY 2003/04              |
|-----------------------|--------------------------|--------------------------|
| 1. Jul-Sept Qtr.      | <input type="text"/> 246 | <input type="text"/> 247 |
| 2. Oct-Dec Qtr.       | <input type="text"/> 248 | <input type="text"/> 249 |
| 3. Jan-Mar Qtr.       | <input type="text"/> 250 | <input type="text"/> 251 |
| 4. Apr-Jun Qtr.       | <input type="text"/> 252 | <input type="text"/> 253 |

**APPROVAL**

Contact: \_\_\_\_\_

Phone Number: \_\_\_\_\_

**CERTIFICATION**

I hereby certify, under penalty of perjury, that I am the official responsible for the administration of the child support program in and for said county, and that the data submitted on this form is accurately reported.

LCSA Director: \_\_\_\_\_

Date: \_\_\_\_\_

STATE OF CALIFORNIA  
DEPARTMENT OF CHILD SUPPORT SERVICES

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