

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

December 10, 2002

LCSA LETTER: 02-45

ALL IV-D DIRECTORS

SUBJECT: ELECTRONIC DATA PROCESSING MAINTENANCE AND
OPERATIONS FUNDING REQUESTS FOR STATE FISCAL
YEAR 2003/04

This letter provides the local child support agencies (LCSAs) with the necessary information required to prepare the next cycle of Electronic Data Processing (EDP) Maintenance and Operations (M&O) budget requests for State Fiscal Year (SFY) 2003/04. The Department of Child Support Services (DCSS) requests submission of the EDP M&O electronic worksheet documents by **close of business (COB) Friday, January 3, 2003.**

DCSS will provide authorized LCSA representatives with access to their specific agency EDP M&O electronic budget worksheets for SFY 2003/04 through the secured LCSA website on December 11, 2002. Those LCSAs with a change in designated EDP M&O representatives from the SFY 2002/03 budget year, or who have other issues regarding LCSA website access, please contact Shelly Boyd at (916) 464-5332 or by e-mail at shelly.boyd@dcss.ca.gov.

It is the expectation of DCSS that EDP M&O costs will remain flat or decrease over time in anticipation of the implementation of the statewide system. DCSS' EDP budget analysts will compare each LCSA budget request against the LCSA's current year baseline budget and actual past and current year expenditures. Each LCSA and consortia lead is asked to review their current year baseline to compare actual versus projected expenditures. If an LCSA anticipates not expending its entire EDP M&O allotment in the current year, the new EDP M&O request for 2003/04 must reflect the lesser budget amount required.

DCSS-SY-2002-CTY-0473



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www.childsup.cahwnet.gov

Previously, the LCSA created its own non-recurring project number. This year, to promote consistency in processing LCSA financial information and to promote a standard numbering convention for individual non-recurring EDP M&O projects, the website will automatically generate the project number for each non-recurring EDP M&O request. For example, LCSA non-recurring project requests submitted under Table 3 of the budget form will be sequentially numbered beginning with "1"; subsequent projects will be numbered 2, 3, 4.

Likewise, the website will automatically generate consortia lead non-recurring project numbers beginning with "C1". Subsequent non-recurring consortium projects will automatically be numbered C2, C3, C4.

For SFY 2003/04 consortia use, DCSS added a new automated feature to the EDP M&O budget requests forms available on the website. The consortia recurring costs Table 4 worksheet has been modified to collect additional information previously obtained through consortia leads providing hardcopy documentation. Consortia leads will provide electronic detail of the following itemized categories:

- Central Processing Charges
- Maintenance Contractor Charges
- County IT/DP Staff Supporting the Consortium
- Overhead/Indirect Costs
- Apportioned Consortium Costs for Member LCSAs

If the consortia leads have difficulty working with the new automated Table 4, DCSS Automation Funding Approval Analysts will provide step-by-step assistance to consortia staff via telephone.

LCSA and consortia leads are encouraged to revisit CSS letter 01-01, which can be accessed at <http://www.childsup.ca.gov/pub/policy/css/2001/css01-01.pdf>. This CSS letter provides general rules and regulations under section "Interim Systems EDP M&O Guidelines, Instructions, and Examples". DCSS reminds LCSAs of the following important issues:

- Due to State budget constraints, DCSS will only consider a 1/4 computer replacement schedule for SFY 2003/04.
- DCSS researched the issues and costs regarding flat panel monitors. While flat panel monitor costs continue to decrease, flat panels continue to be approximately four times the price of a standard monitor. Therefore, due to State budget constraints this year, flat panel monitors of any size, and standard monitors in excess of 19" screen displays, will not be approved for SFY 2003/04.
- EDP M&O funding allocations cannot be rolled over from one state fiscal year to the next. To insure completion of non-recurring projects within SFY 2003/04, DCSS recommends LCSAs plan sufficient time for DCSS, ACF, and LCSA funding approval processes as required.

- Do not include Enhancements or Conversion funding requests in the EDP M&O funding worksheets. DCSS plans to address Enhancements at the consortia level; and, Conversion activities will be addressed by DCSS through a separate funding process.

Based on federal and State requirements (i.e. 45CFR 95.611 and 45CFR 95.605), LCSAs are required to submit the following documents electronically to the LCSA's assigned Automation Funding Approval Analyst at the e-mail address provided in Attachment II:

- A Memorandum of Understanding (MOU) or Service agreement between County Information Technology (IT) organization and the LCSA (including the service and rate schedule used for charge back from the County IT to LCSA).
- Any contracts, leases, or purchase orders in excess of \$100,000, or extensions to schedule over 60 days, that require prior federal approval.
- Back-up wage documentation indicating salary and wage increases (COLA) for union employees.

Once the EDP M&O worksheets and justification forms have been completed on the website, approval by the IV-D Director will be required. The IV-D Director submission locks the data and serves as the Director's approval. Changes to the data after submission will require coordination with the LCSA's DCSS Automation Funding Approvals Analyst. For questions, please contact the assigned Automation Funding Approvals Analyst or Cathy MacRae at (916) 464-5777.

Sincerely,

JAN SHERWOOD
Deputy Director
Administrative Services Division

Enclosures (2)

Minimum PC Configuration Requirements

In order to assist LCSAs in the EDP M&O Budget development process, the DCSS Technology Services Division is supplying LCSAs with minimum personal computer (PC) configuration requirements. The state fiscal year (SFY) 2003/04 recommended hardware and software minimum configuration requirements *for purchasing new or replacing* PCs are as follows:

Hardware (HW):

Pentium IV, 2.0GHz Processor

256Mb of RAM

30Gb Hard Drive

19" SVGA Monitor (CRT)¹

Keyboard & Mouse

48X CD-ROM

Software (SW):

Operating System: Windows 2000 Professional or Windows XP Professional

Microsoft Office 2000² *or Microsoft Office XP*

Microsoft Internet Explorer 6.0³

Estimated PC Price Range for HW / SW Unit: \$1,200 to \$1,500 each⁴

Please Note: LCSAs may be currently and effectively operating equipment that does not necessarily match these standards nor is the equipment due to be replaced at this time. Please be aware that this is not authorization to upgrade everything to these standards. These guidelines are simply to be used as an LCSA purchases new or replaces used equipment as part of their three-year replacement schedule.

¹ Flat panels or monitors over 19" are not allowed.

² Compatibility issues exist between all versions of Microsoft Access.

³ Reminder: While each PC must have internet capability, Microsoft Internet Explorer 6.0 Software is claimed as a Non-EDP M&O Administrative cost.

⁴ This price range does not include emulation or connectivity software. Please request these types of software separately.

ATTACHMENT II

Department of Child Support Services
Technology Services Division
Automation Administration Branch
Automation Funding Approvals Unit
Main #: (916) 464-5333
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