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
[X] Initiated by DCSS

June 26, 2003

LCSA LETTER: 03-11

ALL IV-D DIRECTORS

SUBJECT: ONLINE EDUCATIONAL EVENTS CALENDAR

The Department of Child Support Services (DCSS) is pleased to announce the arrival of the online Educational Events Calendar. The calendar will be a powerful tool for Outreach Coordinators and Public Affairs Officers by featuring statewide events, educational opportunities, and/or media coverage. The calendar can be viewed at http://www.childsup.ca.gov/calendar.

Event Submission Procedures are attached. Event information will be accepted online through the use of the online form and will be reviewed by DCSS before being added to the calendar. Please contact Aleecia Macias at (916) 464-5021 or aleecia.macias@dcss.ca.gov if you have any questions regarding the calendar or event submission procedures.

Sincerely,

DONNA S. HERSHKOWITZ
Deputy Director
Child Support Services Division

cc: Child Support Directors Association
        Outreach Coordinators

Enclosures

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DCSS-PR-2003-MIS-0003

DO YOUR PART TO HELP CALIFORNIA SAVE ENERGY
For energy saving tips, visit the DCSS website at
www.childsup.cahwnet.gov

Department of Child Support Services
Educational Events Calendar
Event Submission Procedures

1. The Educational Events Calendar is located at: http://www.childsup.gov/calendar. The calendar can be accessed at any time on the Department website by clicking on the "Calendar" link in the left column.

2. On the calendar page, you can access the online submission form by clicking the "submit event information" link in the middle of the page (just above the calendar), or by clicking the "Submit an Event" link in the column to the right of the calendar.

   Some examples of events that would be appropriate for submission to the calendar are:

   - Information booths/tables at fairs or public events
   - Employer forums/workshops
   - Presentations to the public

3. Outreach Coordinators will complete the online submission form (screen print attached) when submitting events for the calendar. All fields are required[*] on the submission form *except* the following:
   a. Sponsor
   b. Website
   c. Expected Number of Attendees

4. Events for a particular month must be submitted by the tenth day of the preceding month.
   Example: Events for August must be submitted by July 10.

5. Francine Woods (or designee) will review the submissions to ensure the event is consistent with the Department's mission and strategic plan.

6. Approved events will be added automatically to the calendar. The Office of Public Affairs will monitor the calendar for potential media coverage.

7. Event submissions will be accepted and added to the calendar (upon approval), up to 12 months prior to the date of the event.

8. Questions or problems with the Educational Events Calendar should be directed to Aleecia Macias at (916) 464-5021.

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[*] Events will not be submitted if a required field is not completed.