

CALIFORNIA DEPARTMENT OF CHILD SUPPORT SERVICES

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



June 29, 2004

LCSA LETTER: 04-09

ALL IV-D DIRECTORS

SUBJECT: CHILD SUPPORT WARNING NOTICES

<u>Reason for this Transmittal</u>
<input type="checkbox"/> State Law or Regulation Change
<input type="checkbox"/> Federal Law or Regulation Change
<input type="checkbox"/> Court Order or Settlement Change
<input type="checkbox"/> Clarification requested by One or More Counties
<input checked="" type="checkbox"/> Initiated by DCSS

The Technology Services Division of the Department of Child Support Services (DCSS) is preparing to mail the majority of the Child Support Warning Notices between July 7, 2004, and October 13, 2004. A copy of the schedule is enclosed for your information.

The Child Support Warning Notices are mailed throughout the year on the anniversary date that the noncustodial parent (NCP) was initially added to the Integrated Database (IDB). Prior to 1999, IDB could only add new cases on an annual basis. As such, a bulk of the notices are sent within the above targeted dates. After 1999, IDB was able to update on a weekly basis. This resulted in notices being added weekly and therefore anniversary dates occur throughout the year.

All local child support agencies (LCSAs) must perform their reconciliation with the IDB just prior to the date the Office of State Printing (OSP) will begin printing and mailing the notices. Beginning in July, 2004, the IDB will send the OSP approximately 50,000 notices per month in numerical LCSA order beginning with counties 01 through 07. Once the October 13, 2004, mailing is complete, the IDB will continue to send the OSP annual warning notices for NCPs whose IDB anniversary dates do not fall between these targeted dates. The NCP arrearage balances on the Child Support Warning Notices will be current as of the most recent intercept transaction file update received from the LCSAs and posted on the IDB.

DCSS is also asking LCSAs to submit their address files during this reconciliation process to ensure the IDB addresses for NCPs are current and correct. The CSD 1050-A report lists several thousand addresses that have erred out due to

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incomplete submissions. It is important that the addresses be updated prior to the mailing of the Child Support Warning Notices and the DCSS reconciliation with OCSE during the June/July timeframe.

To ensure that the IDB is synchronized with your child support system, DCSS is requesting that LCSA/consortium systems perform a full reconciliation with IDB prior to a LCSA's warning notice period. Currently many of the LCSAs only look at "closed cases" for the reconciliation effort with the IDB. It is important that a full file/record reconciliation be done prior to issuing the warning notices. If you have not already done so, please complete your reconciliation by June 30, 2004.

LCSAs should contact the DCSS Child Support Intercept Applications Section, Production Support staff, Trudi Clark at (916) 464-5323 or the DCSS IDB Coordinator, Dale Kolodziej at (916) 464-5373, to request a reconciliation file be generated.

If you have any questions or concerns regarding this matter, please contact Melanie Henderson at (916) 464-5519.

Sincerely,

A handwritten signature in black ink that reads "Joan M. Obert". The signature is written in a cursive, flowing style.

JOAN OBERT
Deputy Director
Technology Services Division

Enclosure

ANNUAL NOTICE SCHEDULE FOR 2004

CO #	COUNTY NAME	FILE TO OSP
01-07	ALAMEDA, ALPINE, AMADOR, BUTTE, CALAVERAS, COLUSA & CONTRA COSTA	07/07/2004
07-10	CONTRA COSTA, DEL NORTE, EL DORADO, FRESNO	07/14/2004
10-13	FRESNO, GLENN, HUMBOLDT, IMPERIAL	07/21/2004
13-19	IMPERIAL, INYO, KERN, KINGS, LAKE, LASSEN, LOS ANGELES	07/28/2004
19	LOS ANGELES	08/04/2004
19, 33-34	LOS ANGELES, RIVERSIDE, SACRAMENTO	08/11/2004
19-33	LOS ANGELES, MADERA, MARIN, MARIPOSA, MENDOCINO, MERCED, MODOC, MONO, MONTEREY, NAPA, NEVADA, ORANGE, PLACER, PLUMAS, RIVERSIDE	08/18/2004
33-34, 37	RIVERSIDE, SACRAMENTO, SAN DIEGO	08/25/2004
19, 34-36	LOS ANGELES, SACRAMENTO, SAN BENITO, SAN BERNARDINO	09/01/2004
36-37	SAN BERNARDINO, SAN DIEGO	09/08/2004
30, 37-43	ORANGE, SAN DIEGO, SAN FRANCISCO, SAN JOAQUIN, SAN LUIS OBISPO, SAN MATEO, SANTA BARBARA, SANTA CLARA	09/15/2004
43	SANTA CLARA	09/22/2004
43-49	SANTA CLARA, SANTA CRUZ, SHASTA, SIERRA, SISKIYOU, SOLANO, SONOMA	09/29/2004
49-54	SONOMA, STANISLAUS, SUTTER, TEHAMA, TRINITY, TULARE	10/06/2004
54-58	TULARE, TUOLUMNE, VENTURA, YOLO, YUBA	10/13/2004