

CALIFORNIA DEPARTMENT OF CHILD SUPPORT SERVICES

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



August 25, 2004

LCSA LETTER: 04-13

ALL IV-D DIRECTORS

SUBJECT: SOCIAL SECURITY NUMBER REMOVAL FROM FEDERAL GOVERNMENT CHECKS

<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

Effective December 31, 2004, *some* federal agencies will remove the Social Security Number (SSN) from the checks sent to the local child support agencies (LCSAs). This may cause payment identification problems when the check is received by the LCSA. To help LCSAs prepare for this change, the Department of Child Support Services (DCSS) is working with the Office of Child Support Enforcement (OCSE) and the federal agencies to verify that the federal employers have the correct case identification (ID) associated to the participant's wage assignment. The largest federal employer file that DCSS anticipates contains approximately 7,000 records. Other files are significantly smaller. The process to take place is as follows:

1. DCSS will run a matching routine through the Interim Federal Case Registry (IFCR) to identify the potential case number and the LCSA responsible for the case.
2. DCSS will extract these records into a file and load to the Case Worker Query Tool (CWQT). The file naming convention will be: LCSA.Federal Employer Name.EFTRecon.xls. (i.e. Alameda.NFC.EFTRecon.xls)
3. An e-mail notification will be sent to the assigned LCSA to advise them that an employer file is ready for them to download. This process will occur several times as each federal agency coordinates on its own behalf. A list of federal agencies is attached.
4. The LCSA will download the employer file and verify the case number for each participant record.
5. If the case number is incorrect or missing, the LCSA will input the correct case number.

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6. The LCSA will then mail the employer file to DCSS on a CD via certified mail to Elizabeth Swearingner at DCSS, Technology Services Division, P. O. Box 419064, Rancho Cordova, California, 95741-9064. Her email address is: Elizabeth.Swearingner@dcss.ca.gov.

For new cases, each federal agency is aware of these changes and will ensure that the proper case number from the notice to withhold (NTW) is printed on new wage withholding payments.

A point of contact from each LCSA is needed to coordinate these reconciliation efforts. Please e-mail Maria.Riddlespriger@dcss.ca.gov, to provide the following information for your LCSA point of contact:

1. Name
2. Address
3. Phone number
4. Email address
5. CWQT logon I.D.

If you have any questions or concerns regarding this matter, please contact Jadine Takeuchi, in the Technology Services Division at (916) 464-5376 or Jadine.Takeuchi@dcss.ca.gov.

Sincerely,



JOAN M. OBERT
Deputy Director
Technology Services Division

SSN Removal on Treasury Checks
Impact on Child Support by Federal Payroll Processor
May 2004 – Names of Agencies

Administrative Office of the Courts
AgFirst Farm Credit Bank
Bonneville Power Administration
Bureau of Census
Department of Labor
Department of Energy
Department of Health and Human Services
Department of Health and Human Services, Division of Commissioned Personnel
Department of Interior
Department of State
Department of Transportation
Department of Veterans Affairs
Environmental Protection Agency
Federal Reserve Board
General Services Administration
National Aeronautics and Space Administration
National Finance Center
National Science Foundation
Nuclear Regulatory Commission
Office of Personnel Management (retirees)
Office of Thrift Supervision
Railroad Retirement Board – Payroll
St. Lawrence Seaway Development Corp.
Supreme Court of the US
Tennessee Valley Authority
US Agency for International Development
US House of Representatives
US Postal Service
US Senate
US Tax Court
US Coast Guard – Retired
US Coast Guard – Active
Department of Defense
US Marine Corps
Social Security Title II
Railroad Retirement Board
Veterans Benefits