

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

April 3, 2006

LCSA LETTER: 06-05

ALL IV-D DIRECTORS

SUBJECT: LCSA CENTRALIZED FINANCIAL WORKER TRAINING

This letter advises local child support agencies (LCSAs) of upcoming training for staff designated to the Centralized Financial Worker (CFW) functionality within CCSAS Version 1.3. LCSA CFW staff will be asked to attend a two-day CFW user training in Sacramento. The sessions are tentatively scheduled for May 22-June 16, 2006. LCSA CFW staff will need to complete V1.3 training prior to the CFW training. These trainings are intended to walk users through the typical financial exception and adjustment scenarios that will be part of financials in SWS.

As a part of your preparation for the CFW work each LCSA will need to identify LCSA staff that will be assigned to perform these financial activities. Examples of activities that would be performed by a CFW include:

- Adjust multi-county collections
- Research/release designated identified suspended collections in SWS
- Manage SWS IV-D refunds – collections never processed by ARS/CASES
- Establish statewide allocation holds and recurring non-standard allocation instructions
- Force participant links

DCSS is currently working with a workgroup to review the training materials, discuss procedural issues and discuss any impacts of the CFW approach on LCSAs. The materials will continue to be refined and procedures developed over the next month in order to support the most up-to-date training delivery.

Attached are two documents: A listing with suggested minimum CFW staffing for each county based on current total staffing levels, and a blank form to use in identifying LCSA CFW staff.

LCSA Letter: 06-05

April 3, 2006

Page 2

Please complete the form, and email it to Allenya Kirby at Allenia.Kirby@dcss.ca.gov by **April 14, 2006**, and for training coordination, send a copy to Lisa Seaton at lisa.seaton@dcss.ca.gov.

Note: An update regarding statewide training for V1.3 was routed last week to LCSA Training Coordinators. As soon as county staff are identified for the CFW workload, DCSS Statewide Training Section staff will follow-up with detailed information for the CFW training sessions.

If you have any questions or concerns regarding the training, please contact Lisa Seaton at (916) 464-5710. Questions regarding LCSA CFW program responsibilities should be directed to Jadine Takeuchi at (916) 323-5666 or email at Jadine.Takeuchi@dcss.ca.gov.

Sincerely,

o/s/Ron Dotta

RON DOTTA
Acting Deputy Director
Operations Division

Attachments 2

Centralized Financial Worker Training
 Seat Allotment

COUNTY/LCSA	Allotted Space For CFW	
Colusa	2	5 - 48 Staff (total 42)
Trinity	2	
Mariposa	2	
Glenn	2	
Lassen	2	
Plumas	2	
Inyo/Mono	2	
Tuolumne	2	
Tehama	2	
Mendocino	2	
Sutter	2	
Amador/Alpine/Calaveras	2	
Del Norte	2	
San Luis Obispo	2	
Marin	2	
Napa	2	
Lake	2	
Sierra/Nevada	2	
Madera	2	
Imperial	2	
Siskiyou/Modoc	2	
El Dorado	3	49 - 109 Staff (total 36)
Kings	3	
Yuba	3	
Yolo	3	
Humboldt	3	
Placer	3	
Santa Cruz/San Benito	3	
Merced	3	
Santa Barbara	3	
Shasta	3	
San Mateo	3	
San Francisco	3	
Butte	4	
Monterey	4	
Sonoma	4	
Solano	4	
Ventura	4	
Stanislaus	4	
Contra Costa	4	
San Joaquin	4	
Tulare	5	200-299 (total 20)
Kern	5	
Alameda	5	
Fresno	5	
Sacramento	6	300-599 (Total 24)
Santa Clara	6	
Riverside	6	
San Bernardino	6	
SUBTOTAL (CASES)	154	

Centralized Financial Worker Training
 Seat Allotment

COUNTY/LCSA	Allotted Space For CFW	
San Diego	12	600+ (Total 24)
Orange	12	
Los Angeles	24	
SUBTOTAL (ARS)	48	
TOTAL CASES + ARS Staff	202	



**Department of Child Support Services
California Child Support Automation System (CCSAS)
LCSA Centralized Financial Worker**

Staff Designated for CFW Training

County:

Submitted by:

Telephone Number:

Email Address:

Name	Telephone Number	Email Address
1. Primary:		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		
11.		
12.		
13.		
14.		
15.		
16.		
17.		
18.		
19.		
20.		
21.		
22.		

Please send completed list to Allenya Kirby at Allenia.Kirby@dcss.ca.gov by April 14, 2006. Questions regarding the training may be directed to Lisa Seaton at (916) 464-5710.