

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

November 15, 2006

LCSA LETTER: 06-13

ALL IV-D DIRECTORS

SUBJECT: STATE FISCAL YEAR (SFY) 2006/07 CHILD SUPPORT E-OSCAR
FUNDING AND CLAIMING INSTRUCTIONS

The purpose of this letter is to provide information to the local child support agencies (LCSAs) regarding Consumer Data Industry Association (CDIA) and its services to the Electronic On-line Solution for Complete and Accurate Reporting (E-OSCAR). This LCSA letter supersedes LCSA Letter 04-17 dated October 19, 2004.

Effective December 1, 2006, LCSAs are responsible for contracting with CDIA directly for E-OSCAR services. The LCSA is also responsible for any service charges they have incurred since October 1, 2005. Prior year invoices (SFY 05/06) for E-OSCAR service charges as well as current year (SFY 06/07) service charges may be claimed on the Administrative Expense Claim (AEC) 356. DCSS will reimburse the LCSA for E-OSCAR expenditures.

The AEC 356 has been modified with a new drop down box to capture these expenses. These costs are not subject to the LCSA Administrative or Electronic Data Processing (EDP) Maintenance and Operations allocation, nor will it increase your Administrative or EDP allocation. Attached are instructions for claiming these costs.

If you have questions or concerns regarding this matter, please contact your County Allocations analyst or Justina Gould at (916) 464-5015.

Sincerely,

O/S Cher Woehl

CHER WOEHL
Deputy Director

Attachments

cc: David Oppenheim, Child Support Directors Association

Instructions for Claiming Reimbursement of E-OSCAR Costs

CDIA (E-OSCAR System) Instructions

Initially, each LCSA had to go on-line and register for services. (The LCSA was instructed to note DCSS' address as the billing address.) Please access your on-line account and change the billing address information to your address. CDIA will then bill the LCSA for all past and future charges.

If you are unfamiliar with this process or have questions, please call Yvonne Jenkins at (904) 394-0295, or her associate Ratko Kullic at (904) 394-0480.

AEC 356 Instructions

DCSS will reimburse the LCSA for E-OSCAR costs. LCSAs may claim E-Oscar costs as follows:

- CS 356.1** - Enter costs on the CS 356.1, Section II., C. Other Operating Expenses (Non-EDP), 2. All Other Operating Expenses (Non-EDP).
- CS 356.2** - On the CS 356.2, under Non-Federally Eligible costs, select the activity for "E-OSCAR" on the dropdown box. Selecting the activity on the CS 356.2 will allow that activity to appear on the CS 356.3.
- CS 356.3** - Enter costs as Direct Operating Expenses on the "E-OSCAR" line in the Non-Federally Eligible expenses section.
- CS 356.5** - The costs will be displayed on the CS 356.5 as Non-Federally Eligible Expenses and will not be applied against the LCSAs Administrative Allocation.

If you have questions, please contact your County Allocations Analyst or Justina Gould at (916) 464-5015.