

CALIFORNIA DEPARTMENT OF CHILD SUPPORT SERVICES

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



May 16, 2007

LCSA LETTER: 07-09

ALL IV-D DIRECTORS

SUBJECT: UPDATES TO BUSINESS CONTINUITY PLANS

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

As part of the Department of Child Support Services (DCSS) Statewide Business Continuity and Disaster Recovery Program, it is critical that DCSS maintain up to date information on key staff and their responsibilities.

The purpose of this letter is to request all local child support agencies (LCSAs) to provide updated contact information from their Business Continuity Plans that were originally submitted in June 2006.

Consequently, all LCSAs are required to submit updated versions of their Business Continuity Plans or updated versions of the following forms:

1. Form 2.7.1 Key IT Personnel and Emergency Contact Information
2. Form 2.8.1 Key IT and Communications Suppliers and Maintenance Engineers
3. Form 3.2.1 Key Personnel Responsible for Handling Emergency Procedures
4. Form 6.1.1 Functional Organization Chart
5. Form 6.3.1 Key Personnel and Emergency Contact Information
6. Form 6.4.1 Key Suppliers and Vendors and Emergency Contact Information
7. Form 10.2.2.3 Roles and Responsibilities for Facilities Recovery Management

The information should be submitted to the DCSS Business Continuity Office at bco@dcss.ca.gov no later than June 1, 2007. If you have any questions or concerns regarding this matter, please contact Karen Green at (916) 464-5736.

Sincerely,

o/s by Tamara Armstrong
TAMARA ARMSTRONG
Chief Information Security Officer