

**CALIFORNIA DEPARTMENT OF CHILD SUPPORT SERVICES**

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



August 29, 2007

LCSA LETTER: 07-20

ALL IV-D DIRECTORS

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

SUBJECT: THE DEPARTMENT OF CHILD SUPPORT SERVICES INFORMATION SECURITY MANUAL COMPLIANCE PACKAGE

The Department of Child Support Services (DCSS) Information Security Office (ISO) has developed an Information Security Manual (ISM) compliance package to assist each applicable organization to record their current compliance status. All applicable organizations are required to certify compliance with the ISM by submitting the Compliance Certification, DCSS ISM Form 1310, by October 31 of each year, beginning this year, as stated in CSS Letter 07-01.

This compliance package contains instructions to complete the compliance process, a high-level matrix and a detailed checklist to provide step by step guidance for ISM compliance. The high-level matrix and checklist can be used to track and measure the security posture of your organization. The certification process requires all applicable organizations that are not fully compliant with the ISM to file a mandatory exception request for all areas of noncompliance. The ISM is available on the LCSA Secure Website and the exception request process is detailed in DCSS ISM 1200 Exception Handling Procedure.

Only the Annual ISM Certification Form and exception requests are required to be submitted to the DCSS Information Security Office by October 31, 2007. The completed checklist and Matrix are not required to be submitted to DCSS.

If you have any questions or concerns regarding this matter, please contact the DCSS Information Security Office at (916) 464-5045 or email [informationsecurityoffice@dcss.ca.gov](mailto:informationsecurityoffice@dcss.ca.gov).

Sincerely,

/OS/ by Teresa Soria

TERESA SORIA  
Interim Chief Information Security Officer

Attachments: (3)