

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

January 23, 2001

CSS LETTER NO. 01-02

TO: ALL IV-D DIRECTORS
ALL DISTRICT ATTORNEYS
ALL COUNTY AUDITORS
ALL COUNTY ADMINISTRATIVE OFFICERS

SUBJECT: SFY 2000/01 BUDGET DISPLAY AND SFY 2001/02 BUDGET PROCESS

The purpose of this letter is to provide counties with documents to complete prior to the development of the SFY 2001/02 allocation. The Budget Display (Attachment 1) is a budgeting tool intended to establish initial information as a basis for the SFY 2001/02 Preliminary Planning allocation. The completed budget template must be returned to DCSS by February 15, 2001.

Attachment 5 provides a timeline for the upcoming budget process. Following the release of the preliminary planning allocation, there will be an opportunity for Local Child Support Agencies (LCSA) to respond to the initial SFY 2001/02 planning allocations, and provide additional information and/or request budget amendments. This would include funding for actual negotiated salary increases, additional staffing or cost increases unique to the county. It is anticipated that this will occur between mid-March and Mid-April. Consistent with the May revision to the Governor's Budget, changes will be incorporated and a Planning allocation will be issued to LCSAs at the end of May. More information will be forthcoming regarding this process.

As background to this Budget document package, the Budget Allocation Methodology and Budget Planning, Monitoring and Oversight for Local Child Support Agencies paper was distributed at the IV-D Directors meeting in December 2000. This concept paper outlines the Department of Child Support Services' (DCSS) initial ideas regarding the approach to development of a budget allocation methodology that is rational, standardized, and appropriately reflects the costs of doing business in an efficient and effective manner.

This conceptual framework was used by a designated workgroup composed of representatives from both LCSAs and state staff as the beginning point for design of the LCSA budget allocation method and process. It was the common belief of the workgroup that an accepted, single method for allocation of administrative funding to support efficient and effective LCSA operations is fundamental to the performance-based program envisioned in authorizing statute.

Prior to developing the SFY 2001/02 Child Support Administrative allocations, it was determined that additional information was needed from each county regarding current budget and staffing levels. A key factor in gathering this information is to utilize common and consistent definitions and budget categories.

Enclosed are the budget documents resulting from the budget planning workgroup. These documents consist of :

- Budget Template: Budget document to be completed by LCSAs (Attachment 1).
- Instructions: General instructions for completion of the Budget Template (Attachment 2).
- Definitions: Definitions to be used as a guide for completion of the Budget Template (Attachment 3).
- Caseload: Caseload as reported on the CS 157 for the Federal Fiscal Year, ending September 2000. If this caseload is not correct, please use the correct caseload and attach an explanation for the discrepancy (Attachment 4).
- SFY 2001/02 Budget Process Timeframes (Attachment 5).
- Checklist : For use as a guide to ensure a completed document package (Attachment 6).

The SFY 2000/01 Budget Display document is intended to capture current year costs only. The final totals should reconcile to all allocations received from DCSS.

The information obtained through this process will be used to build an initial statewide picture of LCSA operating structures to use as a beginning in establishing equity and uniformity to the budget process. The level of detail used in this document is not intended to serve as a model for ongoing staff and expenditure reporting. It is a budgeting tool meant to establish initial information. The information will permit DCSS staff to establish comparisons among counties. The information received from the LCSAs will be the basis for the establishment of a preliminary planning allocation for SFY 2001/02. The preliminary planning allocation will include statewide adjustments for salary increases, operating expense increases and statewide program initiatives. These allocations will be distributed to LCSAs by mid-March. (See Attachment 5.)

Many LCSA staff have shared concerns that this timeframe does not coincide with the development of their local county budget. It is suggested that when creating local county budgets for SFY 2001/02, anticipated cost increases/decreases should be considered. These would be such costs as negotiated Cost of Living adjustments, lease increases, proposed staffing increases, indirect cost changes, etc. While these costs will not show on the enclosed budget documents, they should be included in documents being submitted to county boards. It is intended that these costs will be addressed in the second phase of the budget process by allowing counties the opportunity to respond to the initial planning allocation as described above.

In order to meet the March preliminary planning allocation deadline, the completed budget template must be received by DCSS by February 15, 2001. These documents should be Emailed to:

Linette Kleinsasser at Linette.Kleinsasser@dcss.ca.gov

In addition to the electronic copy, please send a hard copy to:

Department of Child Support Services
P.O. Box 419064, MS-20
Rancho Cordova, CA 95741

Attention: Linette Kleinsasser

If you have any questions or concerns regarding this matter, please contact Linette Kleinsasser at (916) 464-5086.

Sincerely,

GEORGE E. PEACHER, JR.
Deputy Director
Administrative Services Division

cc: Margaret Pena, Executive Director
Child Support Directors Association

Attachment 1

**LOCAL CHILD SUPPORT AGENCY IV-D PROGRAM
SFY 2000/01 BUDGET DISPLAY**

COUNTY:	
TOTAL CASELOAD:	

BUDGET COMPONENTS	FTEs	SFY 2000/01 MONTHLY AVERAGE SALARY	SFY 2000/01 TOTAL ANNUAL SALARIES & WAGES
A. CORE STAFFING			
1. Caseworkers			
2. Caseworker Supervisors & Managers			
3. Case Support Staff			
4. Case Support Staff Supervisors & Managers			
5. Case Clerical Staff			
6. Investigators & Supervisors			
7. Attorneys			
8. Attorney Supervisors & Managers			
9. Professional Legal Support			
10. Legal Support Supervisors & Managers			
11. Attorney Clerical Support			
12. Collection & Distribution/SDU Staff			
13. SUBTOTAL	0.0		0
14. Total Benefits			
15. TEMP Help			
16. Overtime			
17. TOTAL CORE STAFFING	0.0		0
B. ADMINISTRATIVE SUPPORT STAFF			
1. Administrators			
2. Clerical			
3. Other Administrative Staff			
4. ADMINISTRATIVE SUPPORT STAFF	0.0		0

Contact: _____	Phone Number: _____
CERTIFICATION: I concur with the information as submitted on this document.	
Local Child Support Agency Director _____	Date: _____

BUDGET COMPONENTS	SFY 2000/01 EXPENSES
C. OPERATING EXPENSES (Non-IT)	
1. Facility Operations	0
1a. Space	
1b. Other	
2. General Expenses	
3. Equipment	
4. Postage	
5. Travel	
6. Contractor Costs	0
6a. Payments to Other County Agencies	
6b. Other	
7. OPERATING EXPENSES (Non-IT)	0

D. DIRECT SERVICES CONTRACTS	
1. Pre-transition Contract Employees	
2. Legal Services	
3. Investigator Services	
4. Service of Process	
5. Access to Criminal Information	
6. Laboratory Services	
7. Other Direct Services Contracts	
8. TOTAL DIRECT SERVICES CONTRACTS	0

E. INDIRECT EXPENSES	
1. Approved DA Indirect Cost Rate (_____ %)	
2. Countywide Overhead (OMB A-87)	
3. INDIRECT EXPENSES	0

BUDGET COMPONENTS	FTEs	SFY 2000/01 SALARIES & BENEFITS	SFY 2000/01 PROGRAM EXPENSES	SFY 2000/01 TOTAL EXPENSES
F. TARGETED PROGRAMS				
1. Total Complaint Resolution	0.0	0	0	0
1a. Ombudsperson				0
1b. Other Current/Existing Resources				0
2. Total Customer Service	0.0	0	0	0
2a. Customer Service Allocation				0
2b. Other Customer Service Efforts				0
3. Training				0
4. Customer & Comm. Awareness, Ed. & Outreach				0
5. Quality Assurance & Improvement				0
6. Performance Reviews				0
7. County-targeted Special Projects				0
8. TOTAL TARGETED PROGRAMS	0.0	0	0	0
G. AUTOMATION				
1. Recurring M&O				0
2. Non-Recurring M&O				0
3. Enhancements				0
4. Special Automation Projects				0
5. Consortia Lead County				0
6. TOTAL AUTOMATION	0.0	0	0	0
H. ADMINISTRATIVE TRANSITION				
1. Transition Allocation (\$50,000)				0
2. Other Costs				0
3. TOTAL ADMINISTRATIVE TRANSITION	0.0	0	0	0
I. LCSA - SPECIFIC PROGRAMS				
1. Demonstration Projects				0
2. SIF Program Awards				0
3. Performance-based Incentives or Penalties				0
4. Reimbursement for Contributions to Statewide Projects (e.g. P3, Training)				0
5. Other LCSA-specific				0
6. TOTAL LCSA-SPECIFIC PROGRAMS	0.0	0	0	0
J. GRAND TOTAL LCSA STAFF AND EXPENSES				
	0.0	0	0	0

SFY 2000/01 Budget Display Instructions

GENERAL INSTRUCTIONS:

Complete the Budget Display document using the definitions provided entitled "Budget Display Template Definitions". **Read all instructions and definitions prior to completing the template.** Staffing levels and expenditures reported on this document must reconcile bottom line to SFY 2000/01 allocations provided by the Department of Child Support Services (DCSS). DCSS recognizes that the categories and costs requested may not reconcile to your local county budget documents. We are requesting that you complete the template to the best of your ability. This document is intended to capture current year budget only.

For the purposes of this document, average monthly salaries are used in each staff category. **In addition to this information, please submit salary ranges for the various staff classification utilized by the county and indicate in which section they are reported on the budget template.** This should be submitted as an attachment to the budget document. DCSS recognizes that the budget template utilizes averages with salary ranges, and the issues this may present. It is hoped that the actual salary range information will help to provide DCSS with a more complete picture. This information will be useful in the data analysis process and help us to better understand each county's unique situation.

Full Time Equivalent (FTEs) are requested for each staffing category. A full time position reflects 1.0 FTE and a part time position reflects .5 FTE. Cells reporting FTEs are formatted to one decimal. Remaining cells are formatted to zero decimals. Please do not change the format.

The budget document includes three pages. They are all included on one spreadsheet. Scroll to the right for pages 2 and 3.

In addition to the definitions provided in Attachment 3, the following instructions are provided to assist in completing the Budget Display Template. Not every line has an instruction.

All SFY 2000/01 Budget Display documents must be signed by the IV -D Director.

A designated contact person and phone number must be included for purposes of information clarification.

SFY 2000/01 Budget Display Instructions

COUNTY	Enter county name.
CASELOAD	From the caseload attachment 4, enter the total number of open cases as reported on the CS 157 by your county from column 1.
SECTION A – CORE STAFFING LINES 1-12	<p>Monthly average salaries represent the average salaries, exclusive of benefits, of the staff in each category per month. The number of FTEs multiplied by the average salary multiplied by 12 (months) equals the total annual salaries and wages. The budget document does not automatically calculate this.</p> <p>Section A reports salaries separately from benefits. In this section, benefits are reported on line 14.</p>
SECTION A – LINE 13	Line 13 is a subtotal of the total annual salaries and wages reported on lines 1 through 12. No entry is necessary. This is summed automatically.
SECTION A – LINE 14	Line 14 represents benefits paid to the core staff (Section A) . Benefits for sections B and F through I are included in the salaries and benefits column. Workman's Compensation should be included for both insured and self-insured counties.
SECTION A – LINE 15	Line 15 is the temporary help hired for the entire LCSA, not only core staff (Section A).
SECTION A – LINE 16	Line 16 is overtime paid to all staff of the LCSA, not only core staff (Section A).
SECTION A – LINE 17	<p>Line 17 automatically totals FTEs reported on lines 1 through 12 plus 15.</p> <p>Line 17 automatically totals the annual salaries and wages as shown on lines 13 through 16.</p> <p>No entry is necessary.</p>
SECTION B – ADMINISTRATIVE SUPPORT STAFF – LINES 1 THROUGH 3	Monthly average salaries represent the average salaries and benefits of the staff in each category. The number of FTEs multiplied by the average salary multiplied by 12 (months) equals the total annual salaries and benefits.
SECTION B – LINE 3 Other Administrative Staff.	On a separate attachment , please identify staff classifications reported here.

SFY 2000/01 Budget Display Instructions

SECTION B – LINE 4	Line 4 automatically totals lines 1 through 3 FTEs and annual salaries and wages (and benefits). No entry is necessary.
SECTION C – LINE 1	Line 1 is the total of 1a plus 1b. No entry is necessary. This is automatically totaled.
SECTION C – LINE 1b Other	On a separate attachment , please identify costs reported here.
SECTION C – LINE 6	Line 6 is the total of 6a plus 6b. No entry is necessary. This is automatically totaled.
SECTION C – LINE 6b Other	On a separate attachment , please identify costs reported here.
SECTION C – LINE 7	Line 7 automatically totals lines 1 through 6. No entry is necessary.
SECTION D – LINE 8	Line 8 automatically totals lines 1 through 7. No entry is necessary.
SECTION E – LINE 3	Line 3 automatically totals lines 1 and 2. No entry is necessary.
SECTION E – LINE 1	Enter percent and dollar amount of indirect cost rate.
SECTION F TARGETED STAFF	In section, Total Expenses is the total of Salaries and Benefits plus Program Expenses. No entry is necessary in the Total Expenses column. It is automatically summed.
SECTION F – LINE 1	Line 1 is a total of line 1a plus 1b. No entry is necessary. This is automatically summed.
SECTION F – LINE 1a	Line 1a must reconcile to the Ombudsperson allocation as provided in CSS Letter 00-07.
SECTION F – LINE 1b	Line 1b should report ongoing Ombudsperson activities funded outside of the Ombudsperson allocation.
SECTION F – LINE 2	Line 2 is a total of line 2a plus 2b. No entry is necessary. This is automatically summed.
SECTION F – LINE 2a	Line 2a must reconcile to the Customer Service Allocation as provided in CSS Letter 00-07.
SECTION F – LINE 2b	Line 2b should report ongoing customer service efforts funded outside of the Customer Service allocation.
SECTION F – LINE 6	Line 6 must reconcile to the Performance Review allocation provided by DCSS.
SECTION F – LINE 8	Line 8 automatically totals lines 1 through 7. No entry is necessary.

SFY 2000/01 Budget Display Instructions

SECTION G – AUTOMATION	Lines 1 through 5 must reconcile to automation allocations from DCSS.
SECTION G – LINE 5	Line 5 is for lead consortia counties only. Consortium costs for counties other than lead would go into line 1, Recurring M & O.
SECTION G – LINE 6	Line 6 automatically totals lines 1 through 5. No entry is necessary.
SECTION H – LINE 1	Line 1 must reconcile to the \$50,000 allocated for transition planning activities.
SECTION H – LINE 2	Line 2 must reconcile to funding received from DCSS for transition activities resulting from local agency transition.
SECTION H – LINE 3	Line 3 automatically totals lines 1 plus 2. No entry is necessary.
SECTION I – LINE 1	Line 1 must reconcile to funding received from DCSS for Demonstration projects.
SECTION I – LINE 2	Line 2 must reconcile to funding received from DCSS for the State Investment Fund Program.
SECTION I – LINE 4	Line 4 must reconcile to funding received by DCSS for contributions to statewide projects.
SECTION I – LINE 6	Line 6 automatically totals lines 1 through 5. No entry is necessary.
SECTION J – GRAND TOTAL LCSA STAFF AND EXPENSES	<p>Line J FTEs equal the sum of A17, B4, F8, G6, H3 and I6 FTEs. This line is automatically totaled. No entry is necessary.</p> <p>Line J Salaries and Benefits equal the sum of A17, B4, F8, G6, H3 and I6 Salaries and Benefits. This line is automatically totaled. No entry is necessary.</p> <p>Line J Program Expenses equal the sum of C7, D8, E3, F8, G6, H3 and I6 Expenses. This line is automatically totaled. No entry is necessary.</p> <p>Line J Total Expenses equal Line J Salaries and Benefits plus Line J Program Expenses. This line is automatically totaled. No entry is necessary.</p> <p>Line J Total Expenses must reconcile to the total of all allocations received from DCSS for SFY 2000/01.</p>

BUDGET DISPLAY TEMPLATE DEFINITIONS

The objective of the Budget Allocation Template is to assist DCSS and each LCSA in the budget planning process and to establish uniformity statewide in how budget information is collected and reported. LCSAs are directed to use the following definitions when completing the template for both the baseline information and future budget requests. FTE totals should be calculated based on staff performing tasks as defined in each category below **over 50% of their total work hours**.

DATA	DEFINITION
Total Caseload	The total number of open cases in the LCSA inventory.
A.1. Caseworkers	<p>Staff authorized by classification to perform all of the following duties:</p> <ul style="list-style-type: none"> • Interview case participants • Take sworn statements • Analyze court orders and legal documents • Collect legally mandated support obligations • Enforce medical support orders • Calculate earnings • Maintain and update case control logs • Operate computer system to update case information and analyze data received to determine mistaken identity • Manage a caseload and collections • Determine appropriate action and generate documents • Initiate and evaluate locate activities; skip tracing • Testify in court • Perform notary duties • Determine financial ability within state guidelines • Set terms on court orders • Ensure compliance with state and federal guidelines • Interact with other local, state and federal agencies; act as a liaison with FTB, intercept programs, and the licensing match program; process and respond to interstate cases • Establish paternity • Negotiate child support payments • Conduct research for appropriate distribution of monies in accordance with state and federal regulations • Attend training • Assist attorneys in the preparation of court cases • Maintain confidentiality • Maintain statistical records • Conduct telephone correspondence • Make appropriate referrals to audit division or perform audits; research payments • Provide outreach and public information activities and participate in Paternity Opportunity Program • Appear at Worker's Compensation Appeal Board • Call center duties directly related to cases
A.2. Caseworker Supervisors/Managers	First and second line supervisors and managers that directly support caseworkers with caseload responsibilities.

BUDGET DISPLAY TEMPLATE DEFINITIONS

DATA	DEFINITION
A.3. Case Support Staff	Staff that provides assistance to caseworkers through the performance of a subset of the duties listed in the caseworker definition, but not authorized to perform all of the duties by their classification.
A.4. Case Support Staff Supervisors/Managers	First and second line supervisors and managers of staff who perform duties in the direct support of caseworkers.
A.5. Case Clerical Staff	Staff that provides clerical duties, such as filing, word processing, etc. that directly supports caseworkers, case support staff, managers and supervisors. Mail processing directly related to casework.
A.6. Investigators and Supervisors	Staff performing non-criminal investigation activities in direct support of case work (Non-sworn peace officer duties). Include supervisors.
A.7. Attorneys	Staff licensed to perform specific duties in direct support of the IV-D program, including, but not limited to, the following: <ul style="list-style-type: none"> • Court appearances • Filing motions • Order modifications • Negotiation/compromise of non-welfare arrears • SLMS releases • Intercept appeals • Lien releases • PC 270 prosecutions • Legal advice on program policy and procedures • Plans of Cooperation and Interagency Agreements • Attorneys not included in management
A.8. Attorney Supervisors/Managers	First and second line supervisors and managers that directly support attorneys with legal responsibilities tied to child support cases.
A.9. Professional Legal Support Staff	Certified paralegal staff or law clerks who directly support attorneys performing IV-D functions.
A.10. Legal Support Supervisors/Managers	First and second line supervisors and managers that directly support clerical and/or professional legal staff with caseload.
A.11. Attorney Clerical Support	Staff that provides clerical duties, such as filing, word processing, etc. that directly supports attorneys, professional legal support staff, managers and supervisors.
A.12. Collection & Distribution/SDU Staff	LCSA staff responsible for performing child support enforcement collection activities and distribution functions. Includes first and second line supervisors. Includes staff responsible for completing the 800, 820, etc.
A.14. Total Benefits	Total benefits, including Worker's Comp , health insurance, etc.
A.15. TEMP Help	Non-permanent staff resources hired to directly support caseload processing activities.
A.16. Overtime	FTE hours required over and above baseline resource hours required to maintain operations at any acceptable level of performance.
A.17. Total Core Staffing & Expenses	The total number of FTEs, salaries and benefits for staffing LCSA direct child support program case processing activities.
B.1. Administrators	Total FTEs and salaries (including benefits) of administrators and management positions above second level supervisors.
B.2. Clerical	Total FTEs, salaries (including benefits) for all staff performing clerical duties such as filing, word processing, etc.

BUDGET DISPLAY TEMPLATE DEFINITIONS

DATA	DEFINITION
B.3. Other Administrative Staff	Total FTEs, salaries (including benefits) for all staff performing fiscal duties such as accounting, completion of CS 356, CS 157, etc. Includes staff performing personnel related activities such as classification reviews, job announcements, etc. Includes staff performing business services duties such as mail processing not related to casework, purchasing, etc. Includes county employees providing security services. Includes first and second level supervisors. Include IT staff not reported under EDP, such as, Help Desk staff.
B.4. Total Administrative Support Staff	Total FTEs, salaries and benefits associated with the administrative support of the LCSA but not performing child support specific functions; generally identifiable with county-wide classifications performing general office functions. Included in this category are: <ul style="list-style-type: none"> • IV-D Director and other management and supervisory positions not included in the Core Staffing category • Financial services such as payroll, accounting, etc. • Human resources services • Support services such as copying, purchasing, etc. • Administrative clerical support
C.1.a. Facility operations: Space	Includes costs specifically associated with the cost of the facility such as, leases, rents. County owned space is reported in A-87.
C.1.b. Facility operations: Other	Includes costs not specifically associated with the cost of the facility such as, utilities, maintenance, janitorial, repairs and alterations, etc.
C.2. General Expense	Includes all costs associated with general operating costs including communications (telecom); dues, subscriptions, etc.
C.3. Equipment	Includes any computer hardware, copiers, etc. that cost more than \$5,000 each that is not included under EDP.
C.4. Postage	Includes all costs associated with the costs to mail notices to customers, correspondence, reporting, monthly billing statements, etc. Include all postage.
C.5. Travel	Includes all costs associated with transportation and per diem for approved travel.
C.6. Contractor Costs	Includes all major contracts for professional and consulting services that are not covered by other cost components, such as payment to other county agencies; does not include purchase orders or direct services contracts.
C.7. Total Operating Expenses (Non-IT)	Total IV-D program operating costs <u>not</u> tied to staffing or automation as defined in this document.
D.1. Pre-transition Contract Employees	Contracts for personnel services involved in direct service delivery. Statute implies that direct service functions be performed by employees of the LCSA. DCSS approval is required for any post-transition continuation of any contracting out of program functions (FC Section 17304).
D.2. Legal Services	Total contract costs for legal services. Until 9/1/04, LCSAs may enter into a cooperative agreement or contract of restricted scope and duration with a district attorney to use individual attorneys as necessary to carry out limited attorney services (FC Section 17304). Attorneys operating under such agreements shall be supervised by and report directly to the LCSA. Such contracts are subject to the approval of DCSS.
D.3. Investigator Services	Total contract costs for criminal investigative services. Typically such contracts are entered into with the office of the district attorney.
D.4. Service of Process	Total contract costs for service of process activities for the LCSA.

BUDGET DISPLAY TEMPLATE DEFINITIONS

DATA	DEFINITION
D.5. Access to Criminal Information	Total contract costs with laws enforcement personnel to access criminal records information through CLETS, DMV and other appropriate databases.
D.6. Laboratory Services	Total contract costs to perform laboratory service necessary to the establishment of paternity.
D.7. Other Direct Services Contracts	Total direct contract costs not accounted for in other elements.
D.8. Total Direct Services Contracts	<p>Costs of contracts for direct services necessary to the delivery of child support program functions; reflects the costs of contracting for personnel or other services that are directly related to program operations. Direct service contracts do not include contracts necessary for administrative support (indirect services) such as office equipment maintenance, supplies, or janitorial services or for child support automation services. The Direct Service Contract component consists of seven elements:</p> <ul style="list-style-type: none"> • Pre-transition Contract Employees • Legal Services • Investigative Services • Service of Process • Access to Criminal Information • Laboratory Services • Other Direct Services Contracts
E.1. Approved Indirect Cost Rate	The percentage established as the ICRP for the LCSA and the associated dollars.
E.2. Countywide Overhead (OMB A-87)	The total dollars the LCSA must pay to the county as overhead for countywide services.
E.3. Total Indirect Expenses	Total amount of overhead or indirect costs paid by the LCSA.
F.1. Total Complaint Resolution	Total FTEs, salaries (including benefits) and costs associated with operation of the local complaint resolution process, including the Ombudsperson Program, coordination with the State Hearing Process, and collection and analysis of complaint data; reflects additional staff necessary to ensure LCSA can meet timeframes and responsibilities established by statute and implemented by regulation effective July 1, 2001. ¹ / Total of F.1.a. and F.1.b.
F.1.a.Ombudsperson	FTEs, salaries (including benefits) and costs associated with operation of the local Ombudsperson Program. Must reconcile to the Ombudsperson allocation.
F.1.b.Other Current/Existing Resources	Other positions or funding for complaint resolution activities currently included within the existing budgets of LCSAs, excluding Ombudsperson allocation. Include Ombudsperson activities outside of the ombudsperson allocation.
F.2 Total Customer Service	All special activities related solely to customer service that are not reflected through the Core Staffing component. Currently, this element will reflect the \$15.8 million recently allocated to LCSAs by DCSS for customer service activities. Total of F.2.a. and F.2.b.
F.2.a.Customer Service Allocation	Total FTEs, salaries (including benefits) and costs associated with implementation of the Local Customer Service Initiative. Must reconcile to the Customer Service allocation.
F.2.b. Other Customer Service Efforts	Other funding dedicated to customer service activities currently included within the existing budgets of LCSAs, excluding the customer service allocation.

¹ DCSS will direct all LCSAs to implement the Complaint Resolution Process effective July 1, 2001.

BUDGET DISPLAY TEMPLATE DEFINITIONS

DATA	DEFINITION
F.3. Training	All activities directly involved in the administration and delivery of local training programs; reflect the costs for administration and delivery of a mandatory training program for identified staff; administration of a challenge test or satisfactory completion of the required training program; a staff relief/coverage factor to permit staff attendance at required training; and related support staff. Include benefits.
F.4. Customer & Community Awareness, Education & Outreach	All activities directly involved in informing LCSA customers and the general public about the child support program and services. DCSS intends to design and implement a statewide education and outreach program.
F.5. Quality Assurance & Improvement	A required formal process for assessing the quality of services provided to customers and making timely improvements; reflects the costs for administration of a Quality Assurance Program and related reporting requirements; periodic financial audits; and staff support for this function. For many LCSAs, QA Program support will likely include a QA manager/coordinator and possibly other staff. The staffing complement will vary by the nature of the task faced by each LCSA. This does not include activities related to the ongoing responsibilities of supervisors.
F.6. Performance Reviews	A required self-review and DCSS performance reviews to ensure compliance with federal and state regulations; reflects staffing and other associated costs related to performing and participating in the structured review processes. ² / Must reconcile to the Performance Review allocation.
F.7. County-targeted Special Projects	Special statewide projects of direct benefit to all LCSAs that will be managed and directed at the State level, but require action and funding at the LCSA-level. Initially identified efforts include: <ul style="list-style-type: none"> • Analysis of undistributed collections • Resolution of duplicate cases • Establishment of policy, practice and financing for case ownership and transfer
F.8. Total Targeted Programs	Total FTEs, staffing, benefits and other costs for specifically focused projects or initiatives that are outside the day-to-day operations of the child support program but are critical to the overall efficiency and effectiveness of the LCSA and statewide operations. Each Targeted Program will be identified and budgeted separately. The seven current Targeted Programs include: <ul style="list-style-type: none"> • Complaint Resolution • Customer Service • Training • Customer & Community Awareness, Education & Outreach • Quality Assurance & Improvement • Performance Reviews • County-targeted Special Projects
G.1.Recurring M&O	Ongoing costs for maintenance and operations of the interim automated systems; includes FTEs directly supporting the child support application; production charges, equipment leases and maintenance charges, and software maintenance charges.

² Future performance review standards will reflect examination of performance based on DCSS directives and statewide initiatives as outlined by this template

BUDGET DISPLAY TEMPLATE DEFINITIONS

DATA	DEFINITION
G.2. Non-Recurring M&O	One-time costs for maintenance and operations of the interim automated systems; includes FTEs specific to the project, PC replacements, software upgrades, additional PC purchases or other hardware upgrades necessary for maintaining the ongoing performance of the system. Each activity or project must be separately identified and funded.
G.3. Enhancements	Automation costs approved and funded to improve or expand the functionality of existing interim automated systems.
G. 4. Special Automation Projects	Any automation effort specifically funded and approved by the State that impacts LCSA child support systems; potential examples include the California Arrearages Management Project (CAMP) interface or State-Only Locate Enforcement Project (SOLEP). Each project will be identified and funded separately.
G.5. Consortia Lead County Costs	FTEs and/or other costs directly associated with providing support to counties within the consortia by the lead county. Only lead counties have entries in this category.
G.6. Total Automation	Costs associated with the development, maintenance and enhancement of the child support program applications.
H.1. Transition Allocation	The \$50,000 allocated to counties for transition planning activities. This budget component will cease to exist when all counties have completed the required administrative transition.
H.2. Other costs	Total transition costs other than the \$50,000.
H.3.Total Administrative Transition	The total costs/savings attributable to the transition of the child support program from the offices of local district attorneys to LCSAs; typically reflects the costs/savings due to administrative transition will be reflected in two budget cycles, e.g., the year in which the program transitions and the first full-year of operation. The initial transition year usually will reflect one-time and partial year costs/savings. The first full-year of operation should reflect the on-going costs/savings to the program.
I.1. Demonstration Projects	Federal and state demonstration projects that receive special approval and funding. These projects currently include funding for: <ul style="list-style-type: none"> • Child Support Assurance Project • Employment Services Project • Fragile Families Project • Hispanic Outreach Project • San Mateo Demonstration Project Future projects might include Support Modification Project; the Fathers, Families and Communities Initiative; Medical Insurance Program Initiative; and Express Lane Eligibility Initiative.
I.2. State Investment Fund (SIF) Award	Projects and funding initiated and approved under the SIF program. Must reconcile to allocation.
I.3. Performance-Based Outcome Incentives and Penalties	Future program development work in which DCSS will develop performance-based measures and a system to assess performance of the statewide program and individual LCSAs. Current statute requires implementation of two types of performance fiscal incentives. In addition, statute also requires implementation of a program compliance plan that may also result in required technical assistance for LCSA. Under this scenario, DCSS may also desire to provide special funding or other assistance to a local child support agency to correct identified problems such as fiscal accountability or low performance in a specific measure.

BUDGET DISPLAY TEMPLATE DEFINITIONS

DATA	DEFINITION
I.4. Reimbursement for Contributions to Statewide Projects	DCSS reimbursement of a LCSA for service rendered to a statewide project or initiative. For example, some LCSAs have contributed staff resources to the CCSAS business analysis process, training program or other state directed activities. DCSS will reimburse counties for the cost of LCSA staff participation in designated activities by providing allocation increases commensurate with staff participation.
I.5. Other LCSA-Specific	Includes any FTE or costs not accounted for in other categories.
I.6. Total LCSA-Specific Programs	Total LCSA-specific programs and special adjustments for specific purposes unique to a given LCSA. The LCSA-Specific Programs and Adjustments component consists of the following elements: <ul style="list-style-type: none"> • Demonstration projects • SIF Program Awards • Performance-based Incentives or Penalties • Reimbursement for contributions to statewide projects (e.g. P3, Training) • Other

SECTION A - CASE INVENTORY

TABLE 1

CASES OPEN AT THE END OF THE FEDERAL FISCAL YEAR


	Total	Current Assistance	Former Assistance	Never Assistance
STATEWIDE	2,027,676	586,132	1,090,564	350,980
Alameda	58,383	15,403	29,184	13,796
Alpine	177	86	67	24
Amador	1,890	377	1,180	333
Butte	21,059	5,379	12,045	3,635
Calaveras	2,676	1,277	1,150	249
Colusa	1,047	260	599	188
Contra Costa	58,509	18,491	29,052	10,966
Del Norte	4,274	1,475	2,495	304
El Dorado	9,390	1,580	5,506	2,304
Fresno	71,288	20,709	42,972	7,607
Glenn	2,177	728	1,072	377
Humboldt	8,667	2,721	4,139	1,807
Imperial	11,257	2,970	5,173	3,114
Inyo	1,885	497	1,088	300
Kern	58,334	15,408	32,565	10,361
Kings	10,028	3,655	5,450	923
Lake	6,813	3,152	3,179	482
Lassen	1,814	540	1,026	248
Los Angeles	578,493	138,937	328,179	111,377
Madera	7,685	2,098	3,299	2,288
Marin	4,297	1,115	2,148	1,034
Mariposa	993	245	616	132
Mendocino	6,527	2,145	3,113	1,269
Merced	17,761	7,298	8,952	1,511
Modoc	1,111	457	545	109
Mono	603	156	226	221
Monterey	23,005	6,973	11,318	4,714
Napa	5,521	1,259	2,609	1,653
Nevada	5,562	893	3,862	807
Orange	103,340	22,466	52,401	28,473
Placer	12,303	2,317	7,012	2,974
Plumas	1,604	424	1,058	122
Riverside	117,189	44,104	54,196	18,889
Sacramento	81,084	34,417	35,589	11,078
San Benito	4,055	1,233	2,263	559
San Bernardino	159,688	46,226	90,644	22,818
San Diego	140,787	37,028	82,537	21,222
San Francisco	28,897	12,844	12,762	3,291
San Joaquin	45,527	16,703	25,952	2,872
San Luis Obispo	7,727	2,993	3,761	973
San Mateo	17,082	3,668	9,711	3,703
Santa Barbara	17,895	4,807	8,724	4,364
Santa Clara	72,469	23,374	40,104	8,991
Santa Cruz	10,649	3,492	5,562	1,595
Shasta	18,358	4,805	7,456	6,097
Sierra	212	54	124	34
Siskiyou	4,910	1,384	3,168	358
Solano	25,139	8,070	14,345	2,724
Sonoma	21,989	6,180	13,408	2,401
Stanislaus	37,209	12,099	18,349	6,761
Sutter	8,243	2,608	4,416	1,219
Tehama	5,007	1,399	2,869	739
Trinity	1,348	377	872	99
Tulare	40,148	18,485	19,717	1,946
Tuolumne	4,187	1,022	2,202	963
Ventura	35,556	7,361	17,938	10,257
Yolo	12,306	4,250	6,000	2,056
Yuba	11,542	5,658	4,615	1,269

SFY 2001/02 BUDGET PROCESS TIMEFRAMES

TASK	RESPONSIBLE	TARGET COMPLETION DATE
Revise template, develop instructions and distribute to workgroup members for comment.	DCSS	12/19/00
Feedback on template and instructions due to DCSS.	County Workgroup Members	12/29/00
Present process update and distribute sample template and instructions to CSDA.	DCSS	01/03/01 ¹
Test template and instructions. Provide feedback and suggestions for improvement to DCSS	County Workgroup Members	01/12/01
Revise template and instructions based on test results and distribute to workgroup members for comment.	DCSS	01/19/01
Distribute template and instructions statewide.	DCSS	01/23/01
Receive CSDA feedback on process.	DCSS	01/31/01 ¹
All LCSAs display current year budgets per the template and instructions and submit to DCSS	LCSAs	02/15/01
DCSS to present preliminary analysis of current year baseline data received from LCSAs (if possible)	DCSS	02/20/01 – 02/23/01 (Annual conference)
DCSS issues a preliminary planning estimate allocation for 2001-02 to each LCSA	DCSS	03/15/01
DCSS/LCSA budget request / negotiation process and release of allocation.	LCSAs	03/15/01-05/31/01
Develop claiming/reporting process and template.	Workgroup	TBD

¹ CSDA Monthly Meeting

BUDGET SUBMISSION CHECKLIST

<i>Did you complete the following?</i>	
Submit an attachment displaying salary ranges for the staff classifications utilized by your county and indicate in which section they are reported on the Budget template?	
Is the Budget Display signed by the local Child Support Agency Director?	
Has the name and phone number of a designated contact person been included?	
Supply an attachment explaining a different caseload than what was reported on the September 2000 CS 157?	
Supply an attachment explaining entries on Line 3 of Section B, Other Administrative Staff?	
Supply an attachment identifying costs reported on Line 1b of Section C, Other (Facility Operations)?	
Supply an attachment identifying costs reported on Line 6b of Section C, Other (Contractor Costs)?	
<p>Reconcile the entries on the following lines to the appropriate allocation provided by DCSS:</p> <ul style="list-style-type: none"> Line 1a, Section F – Ombudsperson Line 2a, Section F – Customer Service Line 6, Section F – Performance Review Line 6, Section G – Automation Line 1, Section H – Transition Allocation (\$50,000) Line 2, Section H – Other Costs (Transition) Line 1, Section I – Demonstration Projects Line 2, Section I – SIF Program Awards Line 4, Section I – Reimbursement for Contributions to Statewide Projects. 	