

CALIFORNIA DEPARTMENT OF CHILD SUPPORT SERVICES

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



December 4, 2001

CSS LETTER: 01-31

ALL IV-D DIRECTORS
 ALL DISTRICT ATTORNEYS
 ALL COUNTY ADMINISTRATIVE OFFICERS
 ALL BOARDS OF SUPERVISORS

SUBJECT: COUNTY MONTHLY ADVANCES

In an effort to provide counties with sufficient cash flow to operate their child support program, the Department advanced 1/12th of the counties total administrative allocation (allocation based on Fiscal Year (FY) 2001/02 Final Planning Allocation letter dated June 29, 2001) each month during the months of July, August and September 2001.

As a result of subsequent meetings with the counties, effective with the October 2001 advance the amount was increased to 1/12th of 90% of the total allocation (allocation based on FY 2001/02 Final Planning Allocation letter dated September 13, 2001) for administration and electronic data processing maintenance and operation (EDP M&O). In past years, counties were advanced federal administrative funds and state incentives. Federal incentives were paid in arrears based on the CS 800 and CS 820 Reports. Effective with the July 2001 advance, the estimated county share of federal incentives earned is now advanced to the counties as part of the administrative allocation advance. At the end of each state fiscal year, increases or decreases to estimated incentives that were advanced to the counties will be made based on collections earned and reported on the CS 800 and 820 Reports. These adjustments will have no impact on the total dollars reimbursed to each county and will only result in a change in the amount of federal vs. state incentives. As a result of this change, counties are no longer required to calculate "Incentives Due to the Reporting County" on the CS 800 and 820 Reports.

Upon completion of the each reporting quarter, counties will provide the Department with actual expenditure information on the CS 356 Report. The Department will compare the amount claimed on the expenditure claim to advances issued for the same

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



reporting quarter. Any overages or underages will be adjusted on a subsequent advance. The Department will make adjustments approximately three months after the end of each report quarter. For example, adjustments to claims for the quarter ending September 30th will be made to the January 1st advance.

To ensure the state has accurate information for Federal reporting, counties are required to complete and submit the CS 356/357, 800, 803, and 820 reports in a timely manner. ***In accordance with Code Federal Regulation, Title 45, Chapter III, Part 301, Section 16 and California Code of Regulations Title 22, Section 111910, counties who fail to report timely, may not receive subsequent monthly advances.*** Reports will be considered timely if they are postmarked by the following due dates:

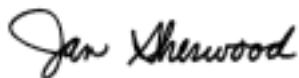
REPORT ID	DESCRIPTION	DUE DATE
CS 356/357	Support Expenditure Schedule and Certification	15 th day following report quarter
CS 800	Child/Family and Spousal Support Payments-Assistance Related Distribution/Disbursement Summary	8 th business day following distribution month
CS 820	Child/Family/Spousal and Medical Support Collections and Non-Assistance Distributions and Disbursements Summary	15 th day following report month

Reports should be mailed to the following address:

Department of Child Support Services
Accounting & Fiscal Services Section
P.O. Box 419064, MS 20
Rancho Cordova, CA 95741-9064

If you have any questions regarding the amount allocated to your county please contact your County Allocations and Claims Team Analyst at (916) 464-5150. Questions regarding the monthly advance amount or CS reporting requirements may be directed to the Accounting Section at (916) 464-5150.

Sincerely,



JAN SHERWOOD
Deputy Director
Administrative Services Division