

**CALIFORNIA DEPARTMENT OF CHILD SUPPORT SERVICES**

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



February 1, 2002

CSS LETTER NO: 02-06

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

SUBJECT: ELECTRONIC DATA PROCESSING MAINTENANCE AND OPERATIONS  
 FUNDING REQUESTS FOR STATE FISCAL YEAR 2002/03

This letter provides the local child support agencies (LCSAs) with the necessary information required to prepare the next cycle of Electronic Data Processing (EDP) Maintenance and Operations (M&O) budget requests for State Fiscal Year 2002/2003. The Department of Child Support Services (DCSS) requests the completed electronic EDP M&O document to be received **no later than close of business (COB) on Friday, February 15, 2002.**

The LCSAs will notice a number of changes in this year's process. The most important change is the automation of the EDP M&O request forms. DCSS has automated the EDP M&O worksheets and forms on the secure DCSS County Website. Each LCSA will access the worksheet specific to their agency.

- The first column "State Fiscal Year 2001/2002 Baseline" of the LCSA-specific worksheet will be completed by DCSS to reflect the LCSA's current year approved EDP M&O budget allocation.
- The second column "State Fiscal Year 2002/2003 Request" will be completed by the LCSA to reflect budget year EDP M&O needs.

Please note: It is the expectation of the State that EDP M&O costs will remain flat or decrease over time in anticipation of the implementation of the statewide system. Prior year definitions and instructions for completing the EDP M&O worksheets and any

DCSS-SY-2002-CTY-0015

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



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required justification forms remain in effect . As a reference, please review CSS Letter #01-01 at <http://www.childsup.ca.gov/pub/policy/css/2001/css01-01.pdf>.

This year, DCSS is providing a standard personal computer hardware configuration and an acceptable price range for procurement of the standard system. Requests for computers beyond this standard will require significant justification and must be based on a proven business need. Attachment I contains the specific hardware and software standards that LCSAs should use for planning future PC purchases.

Each LCSA and Consortia lead is asked to review the current year baseline to compare actual versus projected expenditures. If an LCSA anticipates not expending its entire EDP M&O allotment in current year, the new EDP M&O request for FY 2002/03 must reflect the more accurate and lesser budget amount required. Additionally, part of DCSS' analysis will be to compare each LCSA request with its current year baseline budget against the actual expenditures that have been claimed. It is DCSS' policy that additional EDP M&O funding will not be allocated until current allocations have been completely expended.

**Based on federal and State requirements (i.e., 45CFR 95.611, 45 CFR 95.605),** LCSAs will be required to submit some additional documents, either electronically or by hard copy, as follows:

- A Memorandum of Understanding (MOU) or Service Agreement between County IT Shop and LCSA (new agreement or if prior year agreement has expired).
- Any contracts, leases, and purchase orders in excess of \$100,000 or extend schedule over 60 days that require prior federal approval.
- Back-up wage documentation indicating salary and wage increases for union employees.

If submitting these documents via email, please refer to Attachment II for the LCSA's assigned Automation Funding Approvals Analyst. If sending these documents via hardcopy, please mail documents as soon as possible to:

Department of Child Support Services  
Technology Services Division  
Attention: Automation Approvals Funding Unit  
P. O. Box 419064 MS-40  
Rancho Cordova, CA 95741-9064

Once the EDP M&O worksheets and justification forms have been completed on the website, the IV-D Director will be required to submit them to DCSS. The IV-D Director submission locks the data and serves as the Director's approval. Changes to the data after submission will require coordination with the LCSA's DCSS Automation Funding

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Approvals Analyst. **For issues regarding access to the county website (i.e., user ID, assigned password), please contact Al Pangelinan at either (916) 464-5621 or (916) 284-3211. You may also e-mail him at [al.pangelinan@dcss.ca.gov](mailto:al.pangelinan@dcss.ca.gov).**

Sincerely,

JAN SHERWOOD  
Deputy Director  
Administrative Services Division

Attachments

cc: PRISM Advisory Group  
Local Child Support Agency's EDP M&O Budget Contacts

## ATTACHMENT I

### Standard PC Configuration

In addition to the EDP M&O Budget process, the DCSS Technology Services Division is supplying the LCSAs with **standard** personal computer requirements. In a prior LCSA letter dated September 13, 2001, the department committed to providing this information. At that time, it specifically pertained to the technology-based training programs; however, as the department was in the process of compiling this information, it became apparent that this would also be useful in all other aspects of county required EDP equipment. The recommended hardware and software standards *for purchasing new or replacing* personal computers (PC) are as follows:

#### **Hardware (HW):**

Pentium III, 866 MHz Processor

128Mb of RAM or more

10Gb Hard Drive

19" SVGA Monitor (CRT)<sup>1</sup>

Keyboard & Mouse

CD-ROM

#### **Software (SW):**

Operating System: Windows 2000 Professional or Windows XP Professional

Microsoft Office 2000<sup>2</sup> or Microsoft Office XP

Microsoft Internet Explorer 5.5<sup>3</sup>

**Estimated PC Price Range for HW / SW Unit: \$1,800 to \$2,500 each<sup>4</sup>**

***Please Note:*** LCSAs may be currently and effectively operating equipment that does not necessarily match these standards nor is the equipment due to be replaced at this time. Please be aware that this is not authorization to upgrade everything to these standards. These guidelines are simply to be used as an LCSA purchases new or replaces used equipment as part of their three-year replacement schedule.

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<sup>1</sup> Flat panels or monitors over 19" must be justified based on **business needs**.

<sup>2</sup> Compatibility issues exist between all versions of Microsoft Access.

<sup>3</sup> Reminder: While each PC must have internet capability, Microsoft Internet Explorer 5.5 Software is claimed as a Non-EDP M&O Administrative cost.

<sup>4</sup> This price range does not include emulation or connectivity software. Please request these types of software separately.

**ATTACHMENT II**

Department of Child Support Services  
Technology Services Division  
Automation Administration Branch  
Automation Approvals Funding Unit  
Main #: (916) 464-5333  
FAX #: (916) 464-5335

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