

CALIFORNIA DEPARTMENT OF CHILD SUPPORT SERVICES

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



March 29, 2005

CSS LETTER: 05-04

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

SUBJECT: INTERSTATE STATUS REQUESTS

In June 2004, the Bureau of State Audits (BSA) began conducting the State Single Audit for State Fiscal Year (SFY) 2003/04. The State Single Audit is mandated by Office of Management and Budget (OMB) Circular A-133. The purpose of the audit is to research and report on the accuracy of the Department of Child Support Services' (DCSS) financial statements, weaknesses in DCSS internal administrative and accounting system controls and compliance with child support enforcement program requirements.

As part of the audit, BSA reviewed the California Central Registry (CCR) for compliance with the timeframes mandated by Title 45, Code of Federal Regulations (CFR) sections 303.7(a)(2) and 303.7(a)(4). These sections set forth timeframes for processing interstate cases and requests for a case status from other states. Preliminary audit findings indicate that the CCR was in compliance with the ten-day requirement for processing an interstate IV-D case as required by 45 CFR section 303.7(a)(2).

However, the CCR was deemed to be out of compliance with the five-day requirement contained in 45 CFR section 303.7(a)(4) which provides that "The central registry must respond to inquiries from other states within five working days of receipt of the request for a case status review." This audit finding was based on the fact that the incoming status requests were not being date stamped when they were received in the CCR. Therefore, the five-day requirement could not be properly tracked. This procedure has been corrected and all incoming status requests are being date stamped on the date of receipt.

Also, in order for the CCR to provide a status update to the initiating jurisdiction (IJ), the information must be requested from the local child support agencies (LCSAs). The

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

CCR provides an interim response to the IJ by acknowledging receipt of their request and advising them that the information is being requested from the LCSA. However, the audit also revealed that not all the LCSAs responded to a status request from the CCR within the requested time period.

Although the use of an interim response has been acceptable in the past, the CCR is responsible for providing a complete and thorough response to the IJ's status request within the five-day requirement. Therefore, effective immediately, each LCSA upon receipt of a status request from the CCR is asked to respond to the request by the due date listed on the CCR Interstate Case Status Inquiry notice (see attached). Please provide a complete response that clearly describes the current status of the case and answers any specific questions that may be included in the request. Be sure to return the response to the CCR, not to the IJ, because the responses must go through the Central Registry. As soon as the CCR receives the response, it will be forwarded by facsimile to the initiating jurisdiction.

Since a finding has been identified for DCSS for the audit covering SFY 2003/04, we have been informed by BSA that they will conduct the same audit again in SFY 2004/05. Therefore, it is essential that the five-day status request requirement be met to avoid future audit findings.

We appreciate your cooperation in this matter. If you have any questions or concerns regarding this matter, please contact Tonya Crawford-Comage, Chief of the Financial Management and Interstate Section, at (916) 464-5055.

Sincerely,

A handwritten signature in black ink that reads "Sandra Poole". The signature is written in a cursive, flowing style.

SANDRA O. POOLE
Deputy Director
Child Support Services Division

Attachment

**CALIFORNIA CENTRAL REGISTRY (CCR)
CASE STATUS INQUIRY**

CURRENT DATE:

RESPONSE REQUIRED DATE:

PLEASE FAX YOUR RESPONSE TO THE CCR AT (916) 323-5658

CCR #:

LCSA:

CASE:

NCP:

SSN:

CP:

I/J:

I/J #:

ACTION REQUESTED: CURRENT STATUS.

LCSA RESPONSE:

REQUESTED BY:

IV-D / AGENCY / CP / OTHER (CIRCLE ONE)

PHONE #:

FAX #:

CCR INQUIRY CONTACT SUMMARY

INITIAL CONTACT:

SUBSEQUENT CONTACT:

LCSA RESPONSE DATE:

DATE I/J ADVISED:

CCR CASE UPDATED:

(ANALYST INITIAL)

(DATE)

LOG UPDATED: