CALIFORNIA DEPARTMENT OF CHILD SUPPORT SERVICES
P.O. Box 419064, Rancho Cordova, CA 95741-9064

September 26, 2006

CSS LETTER: 06-36

ALL IV-D DIRECTORS

ALL COUNTY ADMINISTRATIVE OFFICERS

ALL BOARDS OF SUPERVISORS

SUBJECT: CASES FORMS/TOOLS DIRECTIVE

On June 22, 2006, LCSA Letter 06-07 was distributed to all CASES IV-D Directors asking that they complete a self-reporting survey identifying any forms and/or tools being used outside the CASES system, along with a planned retirement date for those forms/tools. As part of that directive, each of the counties was asked for the following:

- Develop and deliver a list of all forms/tools that exist outside the CASES system.

- Provide hardcopy samples of each of the forms listed.

- Complete and sign the Self-Identification Letter.

As of September 1, 2006, 36 of the 51 Local Child Support Agencies (LCSA) with CASES Consortium had replied to the survey despite numerous contacts by Department of Child Support Services (DCSS) for the information. DCSS has drafted a CASES Consortium Forms Review Plan that must be shared soon with Office of Child Support Enforcement (OCSE). The lack of LCSA responsiveness has delayed the department's ability to complete this plan timely and accurately. Consequently, an email notice was sent to all CASES IV-D Directors on Tuesday, September 19th stating that it is imperative that they use only those forms generated by the CASES consortium and as documented in the Certification Questionnaire responses. The inability to establish the review plan could result in failure to adhere to federal certification thus resulting in further penalties.

The purpose of the CASES Consortium Forms Review Plan is to outline the approach to identify, review, categorize, and prioritize the forms reported to exist outside the CASES system in each county.

If your LCSA has not already done so, you are strongly encouraged to submit your survey response **as soon as possible**. As a reminder, it is not necessary to report non-child support forms, administrative-only forms, and obsolete forms (those no longer in use). The following types of forms are examples of forms that <u>do not</u> need to be reported as part of this process:

- Payment Receipts

- Intake Interview Checklists

- Training materials

The following types of forms are examples of forms that <u>do</u> need to be reported as part of this process:

- CSS Request for SSN Verification

- Order Granting Payment of Lien Claim (WC-905)

- Emancipation Petition

- Case Element Sheet

The following schedule provides a baseline for completion of the information gathering, iterative review, and subsequent corrective action development and scheduling:

Task	Task Description	Task Duration
1	Complete Forms/Tools Documentation Gathering	06/22/06-09/29/06
2	Establish Forms Review Committee	09/25/06-09/29/06
3	Conduct Detailed Forms/Tool Review	10/02/06-10/13/06
4	Develop Corrective Action Plan and Schedule	10/9/06-10/20/06
5	Submit Corrective Action Plan for OCSE Approval	10/25/06
6	Implement Corrective Action Plan	11/01/06-02/28/07

Per the timeline provided above, the next step in the review process is to establish a Forms Review Committee. Ruben Ramos, the CASES Consortia Project Leader, is in the process of recruiting a Forms Review Committee. If your LCSA can provide resources to assist in this effort, please email Mark Rodgers, mark.rodgers@dcss.ca.gov or Ruben Ramos, ruben.ramos@dcss.ca.gov. Due to timeframes, committee members will be expected to participate in the review as a priority task and may be required to travel to Sacramento.

If you have any questions or concerns regarding this matter, please contact Ruben Ramos at (916) 464-3266.

Sincerely,

/S/

JOAN OBERT
CIO/Deputy Director
Technology Services Division

cc: CASES Forms Coordinators