

**CALIFORNIA DEPARTMENT OF CHILD SUPPORT SERVICES**

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



July 12, 2001

LCSA LETTER NO: 01-22

TO: ALL IV-D DIRECTORS

SUBJECT: LCSA POLICY COORDINATORS

REFERENCE: LCSA LETTER NO. 01-06

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

The Policy Branch of the Department of Child Support Services (DCSS), has completed a list of Policy Coordinators for each local child support agency (LCSA). This list is enclosed for your information.

In our efforts to be more responsive to policy questions, the Policy Branch (Branch) has devised a new process which utilizes the participation of the LCSA Policy Coordinators. We ask that each LCSA make a commitment to utilize their designated Policy Coordinators as their liaison with the Branch for transmitting policy questions. The LCSA Policy Coordinators will be the primary contact with the Branch for all questions related to State child support regulation interpretation and/or policies. The Policy Coordinators should receive and review all questions from county staff, conduct preliminary research, and forward any unresolved questions to the Branch. Questions submitted to the Branch from someone other than the designated Policy Coordinators will be forwarded to their respective LCSA Policy Coordinators.

To facilitate in the processing of policy questions, the Branch has established an e-mail address which is solely dedicated for the use of the Policy Coordinators. The address is: [policy.branch@dcss.ca.gov](mailto:policy.branch@dcss.ca.gov). We have also enclosed a copy of the Branch's phone listing for managers and staff with their policy areas identified. We believe this process and information will promote a timely response to your policy questions, prevent duplication of work, and assist in establishing clear lines of communication. Additionally, staff in the Branch will have a central contact to obtain informal county input regarding the operational impact of a proposed policy direction.

Thank you for your assistance in the development of the LCSA Policy Coordinator list. Please review the LCSA Policy Coordinator list for its accuracy and or content. If you note



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any changes that should be made to the list, please contact Tonya Crawford-Comage at (916) 464-5224 or e-mail: [Tonya.Crawford-Comage@dcss.ca.gov](mailto:Tonya.Crawford-Comage@dcss.ca.gov).

Sincerely,

SANDRA POOLE  
Chief, Policy Branch

Enclosure