

CALIFORNIA DEPARTMENT OF CHILD SUPPORT SERVICES

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



March 8, 2010

CSS LETTER: 10-03

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

SUBJECT: FUNDS TRANSITION CLOSE-OUT / TRANSITION OF RECEIVABLES

REFERENCE: CSS LETTER 04-34, CSS LETTER 05-32

The Department of Child Support Services (DCSS) issued Child Support Services Letter, *State Disbursement Unit – Funds Transition Plan* (CSS 05-32) with instructions to subtract the Pre-State Disbursement Unit (SDU) accounts receivable balance from Undistributed Collections (UDC). This letter is a follow-up to CSS 05-32; to provide further information regarding Pre-SDU accounts receivable that have remained outstanding and were subtracted from UDC as each Local Child Support Agency (LCSA) transitioned to the SDU.

In finalizing the transition, DCSS advises that **it will assume** responsibility for all receivables that LCSAs were able to convert to the Child Support Enforcement Version 2 (CSE) system. DCSS requires no further action from the LCSA if all Pre-SDU outstanding accounts receivable were converted to CSE. If an LCSA is still holding funds to off-set a converted accounts receivable, please submit these funds to the DCSS to ensure a proper close out of your county trust fund.

For LCSAs with Pre-SDU accounts receivable that did not convert to CSE, DCSS **will not assume** responsibility and will hold the LCSA responsible for reimbursing DCSS for non-converted (to CSE) accounts receivable that were subtracted from UDC. The Office of Audits and Compliance, County Allocations Unit and DCSS Accounting will work individually with LCSAs as required to complete the reimbursement process for final funds transition close-out.

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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If you have any questions or concerns regarding this policy, please contact DCSS Accounting at (916) 464-2627. If there are questions regarding your accounts receivable balance, please contact Barbara Owens at (916) 464-5168.

Sincerely,

/s/ Mark Beckley

MARK BECKLEY
Deputy Director
Administrative Services Division

cc: David Oppenheim, CSDA