

**CALIFORNIA DEPARTMENT OF CHILD SUPPORT SERVICES**

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



October 26, 2009

ALL IV-D DIRECTORS  
ALL COUNTY ADMINISTRATIVE OFFICERS  
SUBJECT: EMPLOYER DATA BASE - REVISIONS

If your staff still maintains security access to make any revisions to the Employer Data Base, the following rules must be adhered to protect the integrity of data within the data base.

1. Do **not** make any revisions to "confirmed employers" without first contacting the State Employer Maintenance team at (916) 845-7746.
2. Do **not** make any revisions to Federal, State, County or City employers. Please contact the State Employer Maintenance team either by phone or by online request form if a revision is needed.
3. Do **not** make any revisions to the following employers without first contacting the State Employer Maintenance team.
  - **Financial Institutions:** Banks, Credit Unions etc.
  - **Car Dealerships**
  - **Hospitals/Medical Facilities**
  - **Military**
  - **Payroll Processing Companies**
  - **Schools**, including Colleges and Universities
  - **Temporary Agencies**
  - **Vacation Trust Fund's (VTF)**
  - **Motion Picture Industry:** Warner Bros., Disney, CBS etc.

If you have any questions or concerns regarding this matter, please contact Chris Koris at (916) 845-5186.