

CALIFORNIA DEPARTMENT OF CHILD SUPPORT SERVICES

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



October 28, 2009

EBLAST

To: IV-D Directors

SUBJECT: REPORTING REQUIREMENTS FOR H1N1 FLU INCIDENTS

The federal Administration for Children and Families (ACF) will be tracking the impact of H1N1 flu on the child support program. Thus, all state child support program agencies are required to report to the ACF, any incident that results in closing of the office where the staff is housed and/or clients are served.

Accordingly, the California Department of Child Support Services (DCSS) has designated the Information Security Office (ISO) to collect information on the H1N1 flu incidents that meet the ACF reporting criteria stated above and report them to the ACF authorities.

All Local Child Support Agency (LCSA) Directors and DCSS Managers (located at the main campus, Franchise Tax Board and the State Disbursement Unit) are required to notify the DCSS ISO in the event the office is closed due to the H1N1 virus. The DCSS ISO should be notified via email at Deborah.Martin@dcss.ca.gov.

For any questions or information the DCSS ISO can be reached at (916) 464-5774.

Sincerely,

A handwritten signature in black ink, appearing to read "Deborah Martin".

DEBORAH MARTIN
Chief Information Security Officer