

**CALIFORNIA DEPARTMENT OF CHILD SUPPORT SERVICES**

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



November 1, 2010

EBLAST

TO: IV-D DIRECTORS

SUBJECT: BUSINESS CONTINUITY MANAGEMENT PLAN (BCMP) UPDATE

The Department of Child Support Services (DCSS) will be updating the BCMP process.

Listed below are the change(s):

- New due date to electronically submit plans have been changed to June 30<sup>th</sup> of each year. This change is being made to eliminate any unnecessary stress caused during the holiday season to meet the December 31 due date.

**NOTE: The plans submitted December 31, 2009 will not need to be updated until June 30, 2011.**

Other plans under development are:

- A structure process and dates(s) for DCSS and the LCSAs to work together to conduct annual testing and/or exercise of BCMPs submitted each year. Working together we can ensure your BCMP components are exercised and in place for the continuity of operations in the event of a major disruption.
- New BCMP tools to ensure they provide clear, concise, complete and accessible information that is needed in the aftermath of a disruption or disaster. We will also address any other deficiencies and improvements in our current business continuity program.

There are no changes to the electronic secure transmission of completed plans. Please continue to send to mailbox: [info.security@dcss.ca.gov](mailto:info.security@dcss.ca.gov).

If you have questions or concerns on the BCMP changes and/or the process, please contact Jesse Saenz at (916) 464-0525, or you reach me at (916) 464-5774.

Sincerely,

LAWRENCE TROXLER  
Chief Information Security Officer