

CALIFORNIA DEPARTMENT OF CHILD SUPPORT SERVICES

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



February 18, 2014

EBLAST

TO: IV-D DIRECTORS

SUBJECT: DCSS PROVIDING INNER PACKAGING FOR SECURING DOCUMENTS
SENT TO CENTRAL SCAN

This memo is to inform you that effective July 1, 2014, FedEx will no longer be able to supply the inner packaging materials used for shipping confidential case file documents to Central Scan. These inner packaging materials will now be procured and distributed by the Department of Child Support Services (DCSS).

As required by LCSA Letter 13-04, issued April 2, 2013, all documents containing confidential information (including personally identifiable information and federal tax information) must be doubled sealed as prescribed by IRS Publication 1075, Section 4.5, when transported from one location to another

A start-up supply of the inner packaging envelopes, similar to that of the large FedEx Pak, will be delivered to each participating Local Child Agency (LCSA) between June 1 and June 15. The supplies will be delivered to the LCSA imaging contact. Quantities will be based upon the first quarter's shipping volume and subsequent shipments will automatically occur on a quarterly basis using the same criteria. If you do not receive supplies, you either had no shipments to Central Scan during the first quarter or you are not a participant of our imaging services.

Please ensure these inner envelopes are used exclusively for securing documents that are being shipped to Central Scan for imaging. All other labeling and packing processes outlined in LCSA Letter 13-04 remain in effect.

If you have any questions or need to update your LCSA imaging contact, please contact Vicky Brundige at (916) 464-0184 or direct order inquiries to DCSSCentralScan@dcss.ca.gov for processing.

Thank you for your assistance and patience during this transition.

Sincerely,

/OS/

JOHN CLEVELAND
Information Security Officer