CALIFORNIA DEPARTMENT OF CHILD SUPPORT SERVICES
P.O. Box 419064, Rancho Cordova, CA 95741-9064

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
[X] Initiated by DCSS

January 2, 2004

LCSA LETTER: 04-01

ALL IV-D DIRECTORS

SUBJECT: STATE LICENSING MATCH PROGRAM RELEASES - FAXES NO LONGER ACCEPTED BY DEPARTMENT OF MOTOR VEHICLES

Effective January 2, 2004, the Department of Motor Vehicles (DMV) will no longer be accepting faxed releases pertaining to the State Licensing Match Program (SLMS). Due to increasing budgetary cuts, it has become necessary to implement this process change. All releases must now be mailed to DMV. DMV's turnaround time to process the releases will be approximately five working days from the date of receipt. Erroneously submitted names and/or emergency situations will be dealt with on a case-by-case basis that will require the Local Child Support Agency's (LCSA's) supervisor to telephone DMV directly. In these instances the Mandatory Actions Unit can be reached at (916) 657-5696 or (916) 657-8768.

Originally, DMV allowed LCSA clearance letters to be faxed for expedited handling if there was a pending DMV action becoming effective within 10 days of the clearance being issued. The purpose was to stop the action from becoming effective. Frequently, DMV receives as many as six clearance letters by fax, for the same customer. This has resulted in the unnecessary expenditure of staff time and processing time.

Thank you for your cooperation in implementing this change. If you have any questions or concerns regarding this matter, please contact: Maria Riddlespriger of the Department of Child Support Services (DCSS) at (916) 464-5376, Jadine Takeuchi of DCSS at (916) 464-5376, or Tamara Mata of DMV at (916) 657-6894.

Sincerely,

/os/

JOAN OBERT
Deputy Director
Technology Services Division