

CALIFORNIA DEPARTMENT OF CHILD SUPPORT SERVICES

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



April 13, 2009

LCSA LETTER: 09-05

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
- Initiated by DCSS

ALL IV-D DIRECTORS

SUBJECT: ELECTRONIC DATA PROCESSING EXPENDITURES VS
ADMINISTRATIVE EXPENDITURES FOR AUTOMATION EQUIPMENT

This letter is to provide Local Child Support Agencies (LCSAs) with direction regarding whether to claim items of expense as Electronic Data Processing (EDP) versus Administrative. Attached is a matrix that categorizes some of the most common items of expense as EDP versus Administrative.

If you have any questions or concerns with the claiming rules or other items of expense not included in the matrix please contact your local LCSA Budget Analyst or Justina Gould at (916) 464-5150.

Sincerely,

/os/

MARK BECKLEY
Deputy Director
Administrative Services Division

cc: David Oppenheim, Child Support Directors Association

Local Child Support Agency EDP Costs Reportable in APDs vs. ADMINISTRATIVE Costs

Description

Administrative

EDP

This list is a sampling of typical EDP and Administrative purchase items.

Description	Administrative	EDP
1. PCs (desktop or laptop) for LCSA staff used for accessing CSE system.		X
2. PCs (desktop or laptop) for LCSA staff accessing support systems: <ul style="list-style-type: none"> • Payrolling System • Accounting/Budgeting System 	X	
3. Office Automation Support Systems/Software/Hardware for staff – software is not integrated into the CSE system: <ul style="list-style-type: none"> <li style="width: 50%;">• MS Office / Anti virus protection <li style="width: 50%;">• LCSA Payrolling <li style="width: 50%;">• Time Tracking <li style="width: 50%;">• Accounting/Budgeting <li style="width: 50%;">• Equipment Inventory <li style="width: 50%;">• Legal Reference Data <li style="width: 50%;">• Calendaring <li style="width: 50%;">• E-Mail <li style="width: 50%;">• Toner <li style="width: 50%;">• Equipment (e.g., CD Rom towers) for accessing reference data <li style="width: 50%;">• Internet Access/Software 	X	
4. Voice Response Units (VRUs) – data from CSE system is loaded into VRU system; includes stand-alone systems if CSE		X
5. OE&E expenses associated with LCSA EDP staff and based on a percentage of LCSA staff to total LCSA staff. Examples include, but are not limited to: <ul style="list-style-type: none"> <li style="width: 50%;">• Pagers <li style="width: 50%;">• Cell Phones <li style="width: 50%;">• Training <li style="width: 50%;">• Travel <li style="width: 50%;">• Supplies <li style="width: 50%;">• Subscriptions <li style="width: 50%;">• Jetforms <li style="width: 50%;">• A-87 <li style="width: 50%;">• Training personal computers 		X
6. Document imaging system to convert paper files to electronic media and manage the documents – not integrated with the CSE system(e.g., anything that replaces bookshelves, file drawers, etc.).	X	
7. Check scanning or check writing equipment that is integrated with the CSE system.		X
8. Flat panel Monitors 19" and under	X	X