

CALIFORNIA DEPARTMENT OF CHILD SUPPORT SERVICES

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



July 3, 2009

LCSA LETTER: 09-10

ALL IV-D DIRECTORS

SUBJECT: REVISIONS TO THE CS 356 – ADMINISTRATIVE EXPENSE CLAIM

The purpose of this letter is to inform local child support agencies (LCSAs) of revisions made to the CS 356 Administrative Expense Claim (AEC) and to provide clarification and instructions about those changes.

It is necessary for the Department of Child Support Services (DCSS) to revise the CS 356 AEC to capture detailed expenditures for the Revenue Stabilization funds for state fiscal year (SFY) 09/10. Effective for the first quarter of SFY 09/10 all LCSAs should begin reporting personal services costs for Early Intervention activities.

Early Intervention activities are those associated with LCSA staff responsible for performing activities as described in the LCSA's Early Intervention Plan.

If staff associated with Early Intervention activities perform duties that vary from day to day, it will be necessary for LCSAs to time study these activities to accurately capture personnel costs. Time certifications may be used if these duties are consistently performed each day.

An activity line accessible through a drop down box has been added to the CS 356.2 to capture Early Intervention activities. These activities must be claimed as Federally Eligible Expenses on the CS 356.2, are subject to the Admin Allocations, and will not draw in direct or indirect overhead costs.

Attachment I has directions for entering the new expense.

Attachment II lists the LCSA Budget Section Analysts and their contact information.

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

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If you have questions or concerns regarding the data entry or claiming process, please contact your LCSA Budget Section Analyst or Justina Green at (916) 464-5015.

Sincerely,

/os/

MARK BECKLEY ✓
Deputy Director
Administrative Services Division

Attachments

Instructions for entering Early Intervention Detail in Administrative Expense Claim

Initially, each LCSA needs to have an authorized user of the Administrative Expense Claim (AEC). User logs into system.

AEC 356 Instructions

Select page 356.2

- Click on the cell for Federally Eligible Expenses
- Select Early Intervention
- Enter Direct Personnel Services Expenses only (salaries and benefits)
- Totals will roll up with other expenses

If you have questions, please contact your LCSA Budget Section Analyst or Justina Green at (916) 464-5015.

**Department of Child Support Services
 Administrative Services Division
 Budget and Contract Services Branch
 LCSA Budget Section
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Revised 12/30/08

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916.464.3294	916.464.5285
Alameda	Butte
Colusa	Central Sierra
Del Norte	Contra Costa
El Dorado	Fresno
Humboldt	Glenn
Imperial	Kings
Inyo/Mono****	Los Angeles
Kern	Mendocino
Lake	Orange
Lassen	Plumas
Madera	San Diego
Marin	San Francisco
Mariposa	San Joaquin
Merced	San Luis Obispo
Monterey	Santa Barbara
Napa	Santa Clara
Placer	Shasta
Riverside	Sierra/Nevada***
Sacramento	Siskiyou/Modoc*
San Bernardino	Sutter
San Mateo	Tehama
Santa Cruz/San Benito*****	Tulare
Solano	Tuolumne
Sonoma	Ventura
Stanislaus	Yolo
Trinity	Yuba

- * Siskiyou/Modoc are regionalized (Siskiyou is lead)
- ** Amador/Alpine/Calaveras are regionalized (Amador is lead) (Central Sierra)
- *** Sierra/Nevada are regionalized (Nevada is lead)
- **** Inyo/Mono are regionalized (Mono is lead) (Eastern Sierra)
- ***** Santa Cruz/San Benito are regionalized (Santa Cruz is Lead)