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

October 11, 2013

LCSA LETTER: 13-12

ALL IV-D DIRECTORS

SUBJECT: STATE FISCAL YEAR 2013/14 ADDITIONAL FEDERAL FINANCIAL PARTICIPATION EXPENDITURE SURVEY

The State Fiscal Year 2013/14 budget includes authority for an additional $26.4 million Federal Financial Participation (FFP), based on the understanding that the local child support agencies (LCSAs) will be required to provide the 34 percent match.

In order to proceed with this process, the Department of Child Support Services (DCSS) is requesting that each LCSA complete the attached survey whether or not additional funds are requested. The information provided in this survey will enable DCSS to identify and plan for additional FFP expenditures.

Please be reminded that the child support program is governed by federal and state law, regulation, and policy directive which apply to any funds spent in operation of the child support program. The use of county funds does not relieve your agency from abiding by the respective requirements that currently govern the expenditure of federal and state monies.

Please refer to Attachment I for instructions on how to complete the survey. An electronic version of the survey (Attachment II), which includes formulas, is available upon request. Please email Donna Kruger at donna.kruger@dcss.ca.gov or Diana Clements at diana.clements@dcss.ca.gov if you are interested in receiving this version.

Your completed FFP survey should be emailed to Diana Clements no later than **November 11, 2013**.

DCSS would like to thank you for your assistance in this process. If you have any questions or concerns, please contact Donna Kruger at (916) 464-5015 or your LCSA budget analyst.

Sincerely,

/os/

LINDA ADAMS
Deputy Director
Administrative Services Division

Attachments (2)

Instructions for the Completion of Attachment II

For local child support agencies (LCSAs) that do not intend to use county general funds to match Title IV-D funds in the child support program in SFY 2013/14, check the box stating "No" and stop. Remaining LCSAs will check the "Yes" box and complete lines A through E.

- **This is for Non-EDP administrative expenditures only.**
- On line A, please report the SFY 2013/14 Final Administrative Allocation for your LCSA.
- On line B, please report the Administrative expenditures anticipated for SFY 2013/14.
- On Line C, please report the difference between your Projected SFY 2013/14 Expenditures (line B) and SFY 2013/14 Final Administrative Allocation (line A). The electronic version automatically calculates the difference between lines B and A. A positive amount would indicate your anticipated expenditures are larger than your Administrative Allocation.
- On line D, please report the result of multiplying the amount on line C by 66 percent. This represents the additional FFP requested by your LCSA in SFY 2013/14. The electronic version automatically calculates the FFP.
- On line E, 1, please report the result of subtracting the amount on line D from line C. This represents the county general funds to match Title IV-D funds projected to be expended by your LCSA in SFY 2013/14. The electronic version automatically calculates the non federal share.
- On line E, 2, please report the 34 percent matching share of line E, 1 that will be paid for with county general funds.
- On line E, 3, please report the amount of line E, 1 that will be paid for with performance incentives.
- Line E, 2 plus line E, 3 must equal line E, 1.
- Your IV-D Director must sign and date the document prior to returning.

LCSA Name	

Attachment II

SFY 2013/14 Child Support Administrative Expenditure Survey

Do you intend to use county general funds or performance incentive funds? YES ☐ NO ☐
If yes, please complete Lines A through E.

Line A	**SFY 2013/14 Final Administrative Allocation.**	
Line B	**Projected SFY 2013/14 Administrative Expenditures.** **DO NOT INCLUDE EDP EXPENDITURES.**	
Line C	**Difference between Lines A and B. (Subtract Line A from Line B.)**	-
Line D	**Federal Share (Line C multiplied by 66%).**	-
Line E	**1. Non Federal Share (Line C Less Line D).** **2. Amount of Line 1 to be paid for with CGF.** **3. Amount of Line 1 to be paid for with performance incentives** **Line E2 plus Line E3 must equal Line E1.**	-

Return no later than November 11, 2013 to:

diana.clements@dcss.ca.gov

Signature of the LCSA Director:	**Date:**