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

January 10, 2014

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

LCSA LETTER: 13-14

ALL IV-D DIRECTORS

SUBJECT: STATE FISCAL YEAR BUDGET DISPLAY AND STATE FISCAL YEAR 2014/15 BUDGET PROCESS

The purpose of this letter is to provide local child support agencies (LCSAs) with instructions and information to aid in the completion of the annual Budget Display (CS921). The CS921 is a budgeting tool to gather information for use in the development of the state fiscal year (SFY) 2014/15 Administrative Initial Allocation. LCSAs will receive the Electronic Data Processing Maintenance and Operations Budget request for SFY 2014/15 in a separate letter.

The CS921 database is intended to gather detailed data to reflect how LCSAs utilized their SFY 2013/14 Administrative Final Allocation. In addition, it allows LCSAs to reconcile their approved local budgets to the Department of Child Support Services (DCSS) allocation. Finally, it provides an early opportunity for LCSAs to report additional needs anticipated in SFY 2014/15.

LCSA IV-D Directors are reminded that current year expenditures must be carefully monitored to ensure that final allocation amounts are not exceeded. Local agency expenditure patterns that exceed the amount allocated must be immediately adjusted to remain within the amount allocated. DCSS is not obligated to reimburse costs that exceed LCSAs authorized allocation.

Section K of the CS921, Additional Needs for FY 2014/15, provides LCSAs the opportunity to report any additional funding needs anticipated in SFY 2014/15. Requests must be clearly identified to denote adjustments (positive and negative) to the SFY 2014/15 Administrative Final Allocation and specify whether those needs can be funded within the current allocation or require new funding. In addition, it allows LCSAs to indicate necessary budget reductions should new funding not be available.

The CS921 database is available on the DCSS LCSA secure website now. Once it is ready to be electronically submitted to DCSS, LCSA IV-D Directors must click on the approve button. The CS921 is considered submitted once it has been approved by the LCSA IV-D Director. LCSAs are not required to submit a hard copy to DCSS.

Attached are instructions and definitions to aid LCSAs in the completion of the CS921. This informational package consists of the following documents:

- Attachment I: Budget Display (CS921) Information Package
- Attachment II: Input Document Instructions
- Attachment Ill: Budget Display Definitions
- Attachment IV: List of LCSAs assigned to each LCSA Budget Analyst

Please read the enclosed instructions and definitions thoroughly before inputting data into the website version of the CS921.

In order to meet the allocation deadline, the completed CS921 must be finalized on the website by February 10, 2014. If you have any questions, please contact your LCSA Budget Analyst.

Sincerely,

/os/

LINDA ADAMS
Deputy Director
Administrative Services Division

Attachments

Attachment I

BUDGET DISPLAY (CS921)
INFORMATION PACKAGE FOR SFY 2014/15 BUDGET PROCESS

LCSAs **<u>are not required</u>** to submit a hard copy of the CS921 to DCSS. Once it is ready to be submitted to DCSS, the LCSA IV-D Director must click on the approve button, which appears on the last page of the document. The CS921 is considered submitted once it has been approved by the LCSA IV-D Director.

NOTE:

- All Sections - to save the page after entering data, either click on the save page button at the bottom of the page or click on another section of the CS921.
- Section K - a summary of the total from the Section K Worksheet is displayed on the Section K main page.
- Once you have accessed the CS921 on the LCSA secure website, you will find specific instructions by clicking on the CS921 Budget Display instructions menu option located on the left side of the web page.

Attachment II. INPUT DOCUMENT INSTRUCTIONS

Input Cell Reference	Instructions
	A full-time position reflects 1.0 FTE. Fractional time base (part-time) positions may be entered by tenths of a position (the system is programmed for one decimal numeral, more than one will be rounded to the nearest tenth). **Please note that when entering data into a pop-up screen (particularly Section K), DO NOT press the enter key while in the pop-up. To navigate in the pop-up screen, press the tab key or use your mouse. To save the data, click on the "Apply Changes" button. Also note, you cannot print the pop-up screen until you exit edit mode. DCSS recommends you print all pop-ups.**
001	Enter the number of filled caseworker positions (FTEs) as of the last working day of December 2012.
002	Enter the number of filled caseworker positions (FTEs) as of the last working day of September 2013.
003	Enter the number of caseworker positions (FTEs) authorized in your SFY 2013/14 local budget.
004	**NO ENTRY. Automatically Calculated.**
005	Enter the total annual caseworker salaries and wages as authorized in your SFY 2013/14 local budget. Benefits are **not** reported on this line.
006	Enter the number of filled caseworker supervisor and manager positions (FTEs) as of the last working day of December 2012.
007	Enter the number of filled caseworker supervisor and manager positions (FTEs) as of the last working day of September 2013.
008	Enter the number of caseworker supervisor and manager positions (FTEs) authorized in your SFY 2013/14 local budget.
009	**NO ENTRY. Automatically Calculated.**
010	Enter the total annual caseworker supervisor and manager salaries and wages as authorized in your SFY 2013/14 local budget. Benefits are **not** reported on this line.
011	Enter the number of filled case support staff positions (FTEs) as of the last working day of December 2012.
012	Enter the number of filled case support staff positions (FTEs) as of the last working day of September 2013.
013	Enter the number of case support staff positions (FTEs) authorized in your SFY 2013/14 local budget.
014	**NO ENTRY. Automatically Calculated.**
015	Enter the total annual case support staff salaries and wages as authorized in your SFY 2013/14 local budget. Benefits are **not** reported on this line.
016	Enter the number of filled case support staff supervisor and manager positions (FTEs) as of the last working day of December 2012.
017	Enter the number of filled case support staff supervisor and manager positions (FTEs) as of the last working day of September 2013.

Attachment II. INPUT DOCUMENT INSTRUCTIONS

Input Cell Reference	Instructions
018	Enter the number of case support staff supervisor and manager positions (FTEs) authorized in your SFY 2013/14 local budget.
019	**NO ENTRY. Automatically Calculated.**
020	Enter the total annual case support staff supervisor and manager salaries and wages as authorized in your SFY 2013/14 local budget. Benefits are **not** reported on this line.
021	Enter the number of filled case clerical staff positions (FTEs) as of the last working day of December 2012.
022	Enter the number of filled case clerical staff positions (FTEs) as of the last working day of September 2013.
023	Enter the number of case clerical staff positions (FTEs) authorized in your SFY 2013/14 local budget.
024	**NO ENTRY. Automatically Calculated.**
025	Enter the total annual case clerical staff salaries and wages as authorized in your SFY 2013/14 local budget. Benefits are **not** reported on this line.
026	Enter the number of filled investigator and supervisor positions (FTEs) as of the last working day of December 2012.
027	Enter the number of filled investigator and supervisor positions (FTEs) as of the last working day of September 2013.
028	Enter the number of investigator and supervisor positions (FTEs) authorized in your SFY 2013/14 local budget.
029	**NO ENTRY. Automatically Calculated.**
030	Enter the total annual investigator and supervisor salaries and wages as authorized in your SFY 2013/14 local budget. Benefits are **not** reported on this line.
031	Enter the number of filled attorney positions (FTEs) as of the last working day of December 2012.
032	Enter the number of filled attorney positions (FTEs) as of the last working day of September 2013.
033	Enter the number of attorney positions (FTEs) authorized in your SFY 2013/14 local budget.
034	**NO ENTRY. Automatically Calculated.**
035	Enter the total annual attorney salaries and wages as authorized in your SFY 2013/14 local budget. Benefits are **not** reported on this line.
036	Enter the number of filled attorney supervisor and manager positions (FTEs) as of the last working day of December 2012.
037	Enter the number of filled attorney supervisor and manager positions (FTEs) as of the last working day of September 2013.
038	Enter the number of attorney supervisor and manager positions (FTEs) authorized in your SFY 2013/14 local budget.

Attachment II. INPUT DOCUMENT INSTRUCTIONS

Input Cell Reference	Instructions
039	**NO ENTRY. Automatically Calculated.**
040	Enter the total annual attorney supervisor and manager salaries and wages as authorized in your SFY 2013/14 local budget. Benefits are **not** reported on this line.
041	Enter the number of filled professional legal support positions (FTEs) as of the last working day of December 2012.
042	Enter the number of filled professional legal support positions (FTEs) as of the last working day of September 2013.
043	Enter the number of professional legal support positions (FTEs) as authorized in your SFY 2013/14 local budget.
044	**NO ENTRY. Automatically Calculated.**
045	Enter the total annual professional legal support salaries and wages as authorized in your SFY 2013/14 local budget. Benefits are **not** reported on this line.
046	Enter the number of filled legal support supervisor & manager positions (FTEs) as of the last working day of December 2012.
047	Enter the number of filled legal support supervisor & manager positions (FTEs) as of the last working day of September 2013.
048	Enter the number of legal support supervisor & manager positions (FTEs) authorized in your SFY 2013/14 local budget.
049	**NO ENTRY. Automatically Calculated.**
050	Enter the total annual legal support supervisor & manager salaries and wages as authorized in your SFY 2013/14 local budget. Benefits are **not** reported on this line.
051	Enter the number of filled attorney clerical support positions (FTEs) as of the last working day of December 2012.
052	Enter the number of filled attorney clerical support positions (FTEs) as of the last working day of September 2013.
053	Enter the number of attorney clerical support positions (FTEs) authorized in your SFY 2013/14 local budget.
054	**NO ENTRY. Automatically calculated.**
055	Enter the total annual attorney clerical support salaries and wages as authorized in your SFY 2013/14 local budget. Benefits are **not** reported on this line.
293	Enter the number of filled CSE Financial Workers positions (FTEs) as of the last working day of December 2012.
294	Open the pop-up and enter the number of filled Centralized Financial Worker positions (CFW) and CSE Financial Worker positions (FTEs) as of the last working day of September 2013. Then click on the tab to “Apply Changes.” To print this pop-up, click on the “Print this Pop Up” button.
295	**NO ENTRY**. See Cell 297.

Attachment II. INPUT DOCUMENT INSTRUCTIONS

Input Cell Reference	Instructions
296	**NO ENTRY. Automatically Calculated.**
297	Open the pop-up and enter the total annual Centralized Financial Workers (CFW) and CSE Financial Workers wages as authorized in your SFY 2013/14 local budget. Benefits are **not** reported on this line. Enter the number of Centralized Financial Worker (CFW) positions and CSE Financial Worker positions (FTEs) authorized in your SFY 2013/14 local budget. Then click on the tab to "Apply Changes." To print this pop-up, click on the "Print this Pop Up" button.
061 – 065	**NO ENTRY. Automatically Calculated.**
066	Enter the number of filled temp help positions (FTEs) as of the last working day of December 2012.
067	Open the pop-up and enter the number of filled temp help positions for each classification, Case Worker (Including Targeted Program Staff), Investigator, Attorney, CSE Financial Worker, Centralized Financial Worker, and Other positions (FTEs) as of the last working day of September 2013.
068	**NO ENTRY.** See Cell 070.
069	**NO ENTRY. Automatically Calculated.**
070	Open the pop-up. Enter the total annual temp help staff salaries and wages as authorized in your SFY 2013/14 local budget. Benefits are not reported on this line. Enter the number of temp help positions for each classification, Case Worker (Including Targeted Program Staff), Investigator, Attorney, CSE Financial Worker, Centralized Financial Worker, and Other positions (FTEs) authorized in your SFY 2013/14 local budget.
071	Enter the total annual overtime salaries and wages as authorized in your SFY 2013/14 local budget. Benefits are **not** reported on this line.
072	Optional. Enter the total annual pay differential/premium pay as authorized in your SFY 2013/14 local budget. Benefits are **not** reported on this line.
073 – 077	**NO ENTRY. Automatically Calculated.**
078	Enter the number of filled administrator positions (FTEs) as of the last working day of December 2012.
079	Enter the number of filled administrator positions (FTEs) as of the last working day of September 2013.
080	Enter the number of administrator positions (FTEs) authorized in your SFY 2013/14 local budget.
081	**NO ENTRY. Automatically Calculated.**
082	Enter the total annual administrator salaries and wages as authorized in your SFY 2013/14 local budget. Benefits are **not** reported on this line.
083	Enter the number of filled administrative support clerical positions (FTEs) as of the last working day of December 2012.
084	Enter the number of filled administrative support clerical positions (FTEs) as of the last working day of September 2013.
085	Enter the number of administrative support clerical positions (FTEs) authorized in your SFY 2013/14 local budget.

Attachment II. INPUT DOCUMENT INSTRUCTIONS

Input Cell Reference	Instructions
086	**NO ENTRY. Automatically Calculated.**
087	Enter the total annual administrative support clerical salaries and wages as authorized in your SFY 2013/14 local budget. Benefits are **not** reported on this line.
088	Enter the number of filled other administrative staff positions (FTEs) as of the last working day of December 2012.
089	Enter the number of filled other administrative staff positions (FTEs) as of the last working day of September 2013.
090	Enter the number of other administrative staff positions (FTEs) authorized in your SFY 2013/14 local budget.
091	**NO ENTRY. Automatically Calculated.**
092	Enter the total annual other administrative staff salaries and wages as authorized in your SFY 2013/14 local budget. Benefits are **not** reported on this line.
093 - 097	**NO ENTRY. Automatically Calculated.**
098	Enter the number of filled ombudsperson positions (FTEs) as of the last working day of December 2012.
099	Enter the number of filled ombudsperson positions (FTEs) as of the last working day of September 2013.
100	Enter the number of ombudsperson positions (FTEs) authorized in your SFY 2013/14 local budget.
101	**NO ENTRY. Automatically Calculated.**
102	Enter the total annual ombudsperson salaries and wages as authorized in your SFY 2013/14 local budget. Benefits are **not** reported on this line.
103	Enter the number of filled customer service positions (FTEs) as of the last working day of December 2012.
104	Enter the number of filled customer service positions (FTEs) as of the last working day of September 2013.
105	Enter the number of customer service positions (FTEs) authorized in your SFY 2013/14 local budget.
106	**NO ENTRY. Automatically Calculated.**
107	Enter the total annual customer service salaries and wages as authorized in your SFY 2013/14 local budget. Benefits are **not** reported on this line.
108	Enter the number of filled program improvement team positions (FTEs) as of the last working day of December 2012.
109	Enter the number of filled program improvement team positions (FTEs) as of the last working day of September 2013.
110	Enter the number of program improvement team positions (FTEs) authorized in your SFY 2013/14 local budget.

Attachment II. INPUT DOCUMENT INSTRUCTIONS

Input Cell Reference	Instructions
111	**NO ENTRY. Automatically Calculated.**
112	Enter the total annual program improvement team salaries and wages as authorized in your SFY 2013/14 local budget. Benefits are **not** reported on this line.
113	Enter the number of filled complaint resolution positions (FTEs) as of the last working day of December 2012.
114	Enter the number of filled complaint resolution positions (FTEs) as of the last working day of September 2013.
115	Enter the number of complaint resolution positions (FTEs) authorized in your SFY 2013/14 local budget.
116	**NO ENTRY. Automatically Calculated.**
117	Enter the total annual complaint resolution salaries and wages as authorized in your SFY 2013/14 local budget. Benefits are **not** reported on this line.
118	Enter the number of filled state hearing positions (FTEs) as of the last working day of December 2012.
119	Enter the number of filled state hearing positions (FTEs) as of the last working day of September 2013.
120	Enter the number of state hearing positions (FTEs) authorized in your SFY 2013/14 local budget.
121	**NO ENTRY. Automatically Calculated.**
122	Enter the total annual state hearing salaries and wages as authorized in your SFY 2013/14 local budget. Benefits are **not** reported on this line.
123	Enter the number of filled training positions (FTEs) as of the last working day of December 2012.
124	Enter the number of filled training positions (FTEs) as of the last working day of September 2013.
125	Enter the number of training positions (FTEs) authorized in your SFY 2013/14 local budget.
126	**NO ENTRY. Automatically Calculated.**
127	Enter the total annual training salaries and wages as authorized in your SFY 2013/14 local budget. Benefits are **not** reported on this line.
128	Enter the number of filled customer and community awareness, education and outreach positions (FTEs) as of the last working day of December 2012.
129	Enter the number of filled customer and community awareness, education and outreach positions (FTEs) as of the last working day of September 2013.
130	Enter the number of customer and community awareness, education and outreach positions (FTEs) authorized in your SFY 2013/14 local budget.
131	**NO ENTRY. Automatically Calculated.**

Attachment II. INPUT DOCUMENT INSTRUCTIONS

Input Cell Reference	Instructions
132	Enter the total annual customer and community awareness, education and outreach salaries and wages as authorized in your SFY 2013/14 local budget. Benefits are **not** reported on this line.
133	Enter the number of filled Quality Assurance and Performance Improvement (QAPI) positions (FTEs) as of the last working day of December 2012.
134	Enter the number of filled QAPI positions (FTEs) as of the last working day of September 2013.
135	Enter the number of QAPI positions (FTEs) authorized in your SFY 2013/14 local budget.
136	**NO ENTRY. Automatically Calculated.**
137	Enter the total annual QAPI salaries and wages as authorized in your SFY 2013/14 local budget. Benefits are **not** reported on this line.
138 - 145	**NO ENTRY. Automatically Calculated.**
146	Enter actual SFY 2012/13 salaries and wages for all Non-EDP LCSA staff. Benefits are **not** reported on this line.
147	**NO ENTRY. Automatically Calculated.**
148	Enter actual SFY 2012/13 benefits paid to the total Non-EDP staff in Sections A, B, & C.
149	Enter the total annual benefits as authorized in your SFY 2013/14 local budget for Non-EDP staff reported in Sections A, B, & C.
150 - 151	**NO ENTRY. Automatically Calculated.** (Sum of 1a, Space plus 1b, Other.)
152	Enter the SFY 2012/13 space costs specifically associated with the facilities, such as leases and rents.
153	Enter the total space costs specifically associated with the facilities, such as leases and rents, authorized in your SFY 2013/14 local budget.
154	Enter costs not specifically associated with the cost of the facility, such as utilities, maintenance, janitorial, repairs, and alterations incurred by the LCSA in SFY 2012/13.
155	Enter costs not specifically associated with the cost of the facility such as, utilities, maintenance, janitorial, repairs, and alterations authorized in your SFY 2013/14 local budget.
156	Enter costs associated with general operating expenses incurred by the LCSA in SFY 2012/13.
157	Enter costs associated with general operating expenses authorized in your SFY 2013/14 local budget.
158	Enter equipment costs, such as computer hardware, copiers, etc., that cost more than $5,000 each that are not included under EDP incurred by the LCSA in SFY 2012/13. Include depreciable and prior depreciable equipment costs.
159	Enter equipment costs, such as computer hardware, copiers, etc., that cost more than $5,000 each that are not included under EDP authorized in your SFY 2013/14 local budget. Include depreciable and prior depreciable equipment costs.

Attachment II. INPUT DOCUMENT INSTRUCTIONS

Input Cell Reference	Instructions
160	Enter all postage costs, such as the mailing of notices to customers incurred by the LCSA in SFY 2012/13.
161	Enter all postage costs, such as the mailing of notices to customers as authorized in your SFY 2013/14 local budget.
162	Enter all costs associated with travel, transportation, and per diem incurred by the LCSA in SFY 2012/13.
163	Enter all costs associated with travel, transportation, and per diem as authorized in your SFY 2013/14 local budget.
164 - 168	**NO ENTRY. Automatically Calculated.** (Sum of lines 6a and 6b.)
169	**NO ENTRY.** See Cell 172.
170	Enter the number of actual FTEs for contract, cooperative agreement, etc., with other county agencies as of the last working day of September 2013.
171	**NO ENTRY.** See Cell 173.
172	Enter all costs of major contracts, cooperative agreements, etc., with other county agencies incurred by your LCSA in SFY 2012/13. Do not include purchase orders or direct services. Cell 172 now contains a “drop-down” feature, which captures itemized detail for payment to other county agencies contract costs and FTEs. The total contract costs will automatically calculate and populate Cell 172. The FTE data will automatically total and populate Cell 169. The contract information will be captured in six categories according to services provided: Case Worker, Investigator, Attorney, CSE Financial Worker, Centralized Financial Worker, and Other. In addition to Attachment III Definitions, please use the following in categorizing the contract costs: Caseworker: Activities related to caseworkers, caseworker supervisors and managers, case support staff, case support supervisors and managers, case clerical staff, and **targeted programs.** (Refer to Attachment III, Definitions.) Investigator: Activities related to investigation. Include supervisors. (Refer to Attachment III, Definitions.) Attorney: Activities related to attorneys, attorney supervisors and managers, professional legal support, legal support supervisors and managers, and attorney clerical support. (Refer to Attachment III, Definitions.) Centralized Financial Worker. Include first and second line supervisors. (Refer to Attachment III, Definitions.) CSE Financial Worker. Include first and second line supervisors. (Refer to Attachment III, Definitions.)
173	Enter all costs of major contracts, cooperative agreements, etc., with other county agencies authorized in your LCSA in SFY 2013/14 local budget. Do not include purchase orders or direct services. Cell 173 now contains a “drop-down” feature, which captures itemized detail for payment to other county agencies contract costs and FTEs. The total contract costs will automatically calculate and populate Cell 173. The FTE data will automatically total and populate Cell 171.

Attachment II. INPUT DOCUMENT INSTRUCTIONS

Input Cell Reference	Instructions
	The contract information will be captured in six categories according to services provided: Caseworker, Investigator, Attorney, CSE Financial Worker, Centralized Financial Worker, and Other. In addition to Attachment III Definitions, please use the following in categorizing the contract costs: Caseworker: Activities related to caseworkers, caseworker supervisors and managers, case support staff, case support supervisors and managers, case clerical staff, and **targeted programs.** (Refer to Attachment III, Definitions.) Investigator: Activities related to investigation. Include supervisors. (Refer to Attachment III, Definitions.) Attorney: Activities related to attorneys, attorney supervisors and managers, professional legal support, legal support supervisors and managers, and attorney clerical support. (Refer to Attachment III, Definitions.) Centralized Financial Worker. Include first and second line supervisors. (Refer to Attachment III, Definitions.) CSE Financial Worker. Include first and second line supervisors. (Refer to Attachment III, Definitions.)
174	**NO ENTRY.** See Cell 177.
175	Enter the number of contract, cooperative agreement, etc., FTEs not covered in payments to other county agencies as of September 2013.
176	**NO ENTRY.** See Cell 178.
177	Enter all costs of major contracts, cooperative agreements, etc., for professional and consulting services incurred by your LCSA in SFY 2012/13 not covered in other contract cost components. Do not include purchase orders or direct services. Cell 177 now contains a “drop-down” feature, which captures itemized detail for payment to other county agencies contract costs and FTEs. The total contract costs will automatically calculate and populate Cell 177. The FTE data will automatically total and populate Cell 174. The contract information will be captured in six categories according to services provided: caseworker, investigator, attorney, CSE Financial Worker, Centralized Financial Worker, and other. In addition to Attachment III Definitions, please use the following in categorizing the contract costs: Caseworker: Activities related to caseworkers, caseworker supervisors and managers, case support staff, case support supervisors and managers, case clerical staff, and **targeted programs.** (Refer to Attachment III, Definitions.) Investigator: Activities related to investigation. Include supervisors. (Refer to Attachment III, Definitions.) Attorney: Activities related to attorneys, attorney supervisors and managers, professional legal support, legal support supervisors and managers, and attorney clerical support. (Refer to Attachment III, Definitions.) Centralized Financial Worker. Include first and second line supervisors. (Refer to Attachment III, Definitions.) CSE Financial Worker. Include first and second line supervisors. (Refer to Attachment III, Definitions.)

Attachment II. INPUT DOCUMENT INSTRUCTIONS

Input Cell Reference	Instructions
178	Enter all costs of major contracts, cooperative agreements, etc., for professional and consulting services that are not covered by other contract cost components authorized in your LCSA in SFY 2013/14 local budget. Do not include purchase orders or direct services. Cell 178 now contains a "drop-down" feature, which captures itemized detail for payment to other county agencies contract costs and FTEs. The total contract costs will automatically calculate and populate Cell 178. The FTE data will automatically total and populate Cell 176. The contract information will be captured in six categories according to services provided: caseworker, investigator, attorney, CSE Financial Worker, Centralized Financial Worker, and other. In addition to Attachment III Definitions, please use the following in categorizing the contract costs: Caseworker: Activities related to caseworkers, caseworker supervisors and managers, case support staff, case support supervisors and managers, case clerical staff, and **targeted programs.** (Refer to Attachment III, Definitions.) Investigator: Activities related to investigation. Include supervisors. (Refer to Attachment III, Definitions.) Attorney: Activities related to attorneys, attorney supervisors and managers, professional legal support, legal support supervisors and managers, and attorney clerical support. (Refer to Attachment III, Definitions.) Centralized Financial Worker. Include first and second line supervisors. (Refer to Attachment III, Definitions.) CSE Financial Worker. Include first and second line supervisors. (Refer to Attachment III, Definitions.)
179	Enter all other operating expenses not captured in E1 through E6 incurred by the LCSA in SFY 2012/13.
180	Enter all other operating expenses not captured in E1 through E6 authorized in your SFY 2013/14 local budget.
181 – 182	**NO ENTRY. Automatically Calculated.**
183	Enter the number of contract, cooperative agreement, etc., FTEs for legal services as of the last working day of December 2012.
184	Enter the number of contract, cooperative agreement, etc., FTEs for legal services as of the last working day of September 2013.
185	Enter the number of contract, cooperative agreement, etc., FTEs authorized in your SFY 2013/14 local budget.
186	Enter all contract, cooperative agreement, etc., costs for legal services incurred by the LCSA in SFY 2012/13.
187	Enter all contract, cooperative agreement, etc., costs for legal services authorized in your SFY 2013/14 local budget.
188	Enter the number of contract, cooperative agreement, etc., FTEs for investigator services as of the last working day of December 2012.
189	Enter the number of contract, cooperative agreement, etc., FTEs for investigator services as of the last working day of September 2013.

Attachment II. INPUT DOCUMENT INSTRUCTIONS

Input Cell Reference	Instructions
190	Enter the number of contract, cooperative agreement, etc., FTEs authorized in your SFY 2013/14 local budget.
191	Enter all contract, cooperative agreement, etc., costs for investigator services incurred by the LCSA in SFY 2012/13.
192	Enter all contract, cooperative agreement, etc., costs for investigator services authorized in your SFY 2013/14 local budget.
193	Enter all contract, cooperative agreement, etc., costs for service of process incurred by the LCSA in SFY 2012/13.
194	Enter all contract, cooperative agreement, etc., costs for service of process authorized in your SFY 2013/14 local budget.
195	Enter all contract, cooperative agreement, etc., costs for access to criminal information incurred by the LCSA in SFY 2012/13.
196	Enter all contract, cooperative agreement, etc., costs for access to criminal information authorized in your SFY 2013/14 local budget.
197	Enter all contract, cooperative agreement, etc., costs for laboratory services incurred by the LCSA in SFY 2012/13.
198	Enter all contract, cooperative agreement, etc., costs for laboratory services authorized in your SFY 2013/14 local budget.
199	**NO ENTRY.** See Cell 202.
200	Enter all direct service contract, cooperative agreement, etc., FTEs not captured in F1 and F2 as of the last working day of September 2013. Include contract FTEs CSE Financial activities
201	**NO ENTRY.** See Cell 203.
202	Enter all direct service contract, cooperative agreement, etc., costs not captured in F1 through F5 incurred by your LCSA in SFY 2012/13. Include contract costs for collection and distribution activities. Cell 202 now contains a “drop-down” feature, which captures itemized detail for Other Direct Services Contract costs and FTEs. The total contract costs will automatically calculate and populate Cell 202. The FTE data will automatically total and populate Cell 199. The contract information will be captured in six categories according to services provided: caseworker, investigator, attorney, CSE Financial Worker, Centralized Financial Worker, and other. In addition to Attachment III Definitions, please use the following in categorizing the contract costs: Caseworker: Activities related to caseworkers, caseworker supervisors and managers, case support staff, case support supervisors and managers, case clerical staff, and **targeted programs.** (Refer to Attachment III, Definitions.) Investigator: Activities related to investigation. Include supervisors. (Refer to Attachment III, Definitions.) Attorney: Activities related to attorneys, attorney supervisors and managers, professional legal support, legal support supervisors and managers, and attorney clerical support. (Refer to Attachment III, Definitions.)

Input Cell Reference	Instructions
	Centralized Financial Worker. Include first and second line supervisors. (Refer to Attachment III, Definitions.) CSE Financial Worker. Include first and second line supervisors. (Refer to Attachment III, Definitions.)
203	Enter all direct service contract, cooperative agreement, etc., costs not captured in F1 through F5 authorized in your SFY 2013/14 local budget. Include contract costs for collection and distribution activities. Cell 203 now contains a “drop-down” feature, which captures itemized detail for other direct services contract costs and FTEs. The total contract costs will automatically calculate and populate Cell 203. The FTE data will automatically total and populate Cell 201. The contract information will be captured in six categories according to services provided: caseworker, investigator, attorney, CSE Financial Worker, Centralized Financial Worker, and other. In addition to Attachment III Definitions, please use the following in categorizing the contract costs: Caseworker: Activities related to caseworkers, caseworker supervisors and managers, case support staff, case support supervisors and managers, case clerical staff, and **targeted programs.** (Refer to Attachment III, Definitions.) Investigator: Activities related to investigation. Include supervisors. (Refer to Attachment III, Definitions.) Attorney: Activities related to attorneys, attorney supervisors and managers, professional legal support, legal support supervisors and managers, and attorney clerical support. (Refer to Attachment III, Definitions.) Centralized Financial Worker. Include first and second line supervisors. (Refer to Attachment III, Definitions.) CSE Financial Worker. Include first and second line supervisors. (Refer to Attachment III, Definitions.)
204-208	**NO ENTRY. Automatically Calculated.**
209	Enter the actual countywide overhead (A-87) just for Admin. incurred by the LCSA in SFY 2012/13.
210	Enter the approved countywide overhead (A-87) just for Admin. authorized in your SFY 2013/14 local budget.
211	Enter the number of filled EDP positions (FTEs) as of the last working day of December 2012.
212	Enter the number of filled EDP positions (FTEs) as of the last working day of September 2013.
213	Enter the number of EDP positions (FTEs) authorized in your SFY 2013/14 local budget.
214	Enter the number of filled contract, cooperative agreement, etc., EDP positions (FTEs) as of the last working day of December 2012.
215	Enter the number of filled contract, cooperative agreement, etc., EDP positions (FTEs) as of the last working day of September 2013.

Attachment II. INPUT DOCUMENT INSTRUCTIONS

Input Cell Reference	Instructions
216	Enter the number of contract, cooperative agreement, etc., EDP positions (FTEs) authorized in your SFY 2013/14 local budget.
217	Enter recurring EDP M&O (include A-87) costs incurred by the LCSA in SFY 2012/13.
218	Enter recurring EDP M&O (include A-87) costs authorized in your SFY 2013/14 local budget.
219	Enter non-recurring EDP M&O costs incurred by the LCSA in SFY 2012/13.
220	Enter non-recurring EDP M&O costs authorized in your SFY 2013/14 local budget.
221	Obsolete category.
222	Obsolete category.
223	Obsolete category.
224	Obsolete category.
225-229	**NO ENTRY. Automatically Calculated.**
230	Enter all remaining expenses not reported in Section E through H authorized in your SFY 2013/14 local budget.
231	**NO ENTRY. Automatically Calculated.** Equals total LCSA staff FTEs for SFY 2012/13 as of the last working day of December 2012.
232	**NO ENTRY. Automatically Calculated.** Equals total LCSA staff FTEs for SFY 2013/14 as of the last working day of September 2013.
233	**NO ENTRY. Automatically Calculated.** Equals total LCSA staff FTEs authorized in your SFY 2013/14 local budget.
234	**NO ENTRY. Automatically Calculated.** Equals total contract FTEs for SFY 2012/13 as of the last working day of December 2012.
235	**NO ENTRY. Automatically Calculated.** Equals total contract FTEs for SFY 2013/14 as of the last working day of September 2013.
236	**NO ENTRY. Automatically Calculated.** Equals total contract FTEs authorized in your SFY 2013/14 local budget.
237	**NO ENTRY. Automatically Calculated.** Equals total SFY 2012/13 actual LCSA expenditures.
238	**NO ENTRY. Automatically Calculated.** Equals total SFY 2013/14 authorized LCSA budget.
239-240	**NO ENTRY. Automatically Calculated.**
241	**NO ENTRY. Automatically Calculated.** Equals SFY 2013/14 authorized LCSA budget minus Cell 239, Remaining Expenses, minus Cell 240, Total Automation.
242	**NO ENTRY**. Equals the SFY 2013/14 administrative allocation.
243	**NO ENTRY. Automatically Calculated.** The difference between Cell 241 and Cell 242.
244	**Please explain and itemize any difference reported in Cell 243.**

Attachment II. INPUT DOCUMENT INSTRUCTIONS

Input Cell Reference	Instructions
245	**NO ENTRY. Automatically calculated from entry in Cell 246.**
246	Cell 246 includes a "drop-down" feature that clearly identifies by category positive and negative adjustments to the SFY 2013/14 Non-EDP Administrative Final Allocation. In addition, it specifies whether those needs can be funded within the current allocation or require new funding. It also allows LCSAs to indicate necessary budget reductions should new funding not materialize. A. BASELINE ADJUSTMENTS: Section A captures differences (plus and minus) between the SFY 2013/14 authorized LCSA Budget and SFY 2014/15 proposed LCSA local budget. A, 1. Captures the difference in staff costs (positive or negative). Enter by category as appropriate. Automatically subtotals on line 1. A, 2. Captures the difference in operating expenses (positive or negative). Enter by category as appropriate. Automatically subtotals on line 2. A, 3. Captures the difference in contract costs (positive or negative) and FTEs. Automatically subtotals on line 3. (Please itemize by contract.) A, 4. Captures the difference in Indirect Expenses: Countywide Overhead A-87. (Positive or negative.) Automatically subtotals on line 4. A, 5. Other: Captures remaining difference not reported on lines A1 through A4. (Please explain and itemize.) (Positive or negative.) Automatically subtotals on line 5. A, 6. Total Additional Costs is automatically calculated from lines 1, 2, 3, 4, and 5. B. RECONCILIATION OF NEW COSTS TO ALLOCATION B, 1. Of the costs identified on line A6, enter the costs that <u>can</u> be absorbed within current allocation. B, 2. Remaining costs that <u>cannot</u> be absorbed within the current allocation. (Line A6 minus line B1.) Automatically calculated on line B2. **If B, 2 is zero, do not proceed to Section C.** C. REDUCTION PLAN: If no additional funding is received to cover additional costs from line B2, please identify proposed reductions to remain within the SFY 2013/14 Non-EDP Administrative Allocation level of funding. C, 1. Captures staff costs broken down by salaries, temp help, and overtime. (Positive or negative.) Also captures FTEs for LCSA staff and temp help. Enter by category as applicable. Automatically subtotals on line C1. C, 2. Captures Operating Expenses and FTEs. (Positive or negative.) Enter by category as applicable. Contract costs and FTEs must be itemized by contract. Operating expense categories automatically subtotal on line C2. C, 3. Captures Direct Service Contracts and FTEs. (Please itemize by contract.) (Positive or negative.) C, 4. Other costs: Captures remaining costs not reported on lines C1 through C3. C, 5. Total Cost and FTE reductions are automatically calculated from lines C1, C2, C3, and C4.

Attachment II. INPUT DOCUMENT INSTRUCTIONS

Input Cell Reference	Instructions
	D. RECONCILIATION OF COSTS TO REDUCTIONS: If no new funding is received, Section D captures costs that will not be subject to IV-D funding. D, 1. Balance (line B2 minus line C5). If more than 0, please identify source of funding. This total will automatically populate Cell 245.
247	Enter the number of pay periods for the SFY 2013/14 July-September quarter.
248	Enter the number of pay periods for the SFY 2014/15 July-September quarter.
249	Enter the number of pay periods for the SFY 2013/14 October-December quarter.
250	Enter the number of pay periods for the SFY 2014/15 October-December quarter.
251	Enter the number of pay periods for the SFY 2013/14 January-March quarter.
252	Enter the number of pay periods for the SFY 2014/15 January-March quarter.
253	Enter the number of pay periods for the SFY 2013/14 April-June quarter.
254	Enter the number of pay periods for the SFY 2014/15 April-June quarter.

Attachment III. BUDGET DISPLAY DEFINITIONS

The objective of the Budget Display is to assist the Department of Child Support Services (DCSS) and each Local Child Support Agency (LCSA) in the budget planning process and to establish uniformity statewide in how budget information is collected and reported. LCSAs are directed to use the following definitions when completing the Budget Display for both the SFY 2012/13 and SFY 2013/14 FTE and financial information, and for future budget requests.

DATA	DEFINITION
Section A- Core Staff: General	**Section A-** Staff performing LCSA direct child support program case processing activities.
Caseworkers	Staff authorized by classification to perform all of the following duties: • Interview case participants. • Take sworn statements. • Analyze court orders and legal documents. • Collect legally mandated support obligations. • Enforce medical support orders. • Calculate earnings. • Maintain and update case control logs. • Operate computer system to update case information and analyze data received to determine mistaken identity. • Manage a caseload and collections. • Determine appropriate action and generate documents. • Initiate and evaluate locate activities; skip tracing. • Testify in court. • Perform notary duties. • Determine financial ability within state guidelines. • Set terms on court orders. • Ensure compliance with state and federal guidelines. • Interact with other local, state and federal agencies; act as a liaison with FTB, intercept programs, and the licensing match program; process and respond to interstate cases. • Establish paternity. • Negotiate child support payments. • Conduct research for appropriate distribution of monies in accordance with state and federal regulations. • Attend training. • Assist attorneys in the preparation of court cases. • Maintain confidentiality. • Maintain statistical records. • Conduct telephone correspondence. • Make appropriate referrals to audit division or perform audits; research payments. • Provide outreach and public information activities and participate in Paternity Opportunity Program. • Appear at Worker's Compensation Appeal Board. • Call center duties directly related to cases.
Caseworker Supervisors/ Managers	First and second line supervisors and managers that directly support caseworkers with caseload responsibilities.
Case Support Staff	Staff that provides assistance to caseworkers through the performance of a subset of the duties listed in the caseworker definition, but not authorized to perform all of the duties by their classification.
Case Support Staff Supervisors/Managers	First and second line supervisors and managers of staff who perform duties in the direct support of caseworkers.

Attachment III. BUDGET DISPLAY DEFINITIONS

DATA	DEFINITION
Case Clerical Staff	Staff that provides clerical duties, such as filing, word processing, etc. that directly supports caseworkers, case support staff, managers and supervisors. Mail processing directly related to casework. Call center clerical duties directly related to cases.
Investigators and Supervisors	Staff performing non-criminal investigation activities in direct support of case work (Non-sworn peace officer duties). Include supervisors.
Attorneys	Staff licensed to perform specific duties in direct support of the IV-D program, including, but not limited to, the following: • Court appearances. • Filing motions. • Order modifications. • Negotiation/compromise of non-welfare arrears. • SLMS releases. • Intercept appeals. • Lien releases. • PC 270 prosecutions. • Legal advice on program policy and procedures. • Plans of Cooperation and Interagency Agreements. • Attorneys not included in management.
Attorney Supervisors/ Managers	First and second line supervisors and managers that directly support attorneys with legal responsibilities tied to child support cases.
Professional Legal Support Staff	Certified paralegal staff or law clerks who directly support attorneys performing IV-D functions.
Legal Support Supervisors/Managers	First and second line supervisors and managers that directly support clerical and/or professional legal staff with caseload.
Attorney Clerical Support	Staff that provides clerical duties, such as filing, word processing, etc. that directly supports attorneys, professional legal support staff, managers and supervisors.
CSE Financial Worker	LCSA staff responsible for performing child support enforcement collection activities and distribution functions. Includes first and second line supervisors. Includes staff responsible for completing the CS 34/CS 35, etc. Includes all other duties not performed by a Centralized Financial Worker.
Centralized Financial Worker	LCSA staff responsible for adjusting multi-county collections, research and release suspended collections in SWS, manage SWS IV-D refunds (collections never processed by ARS/CASES), establish statewide allocation holds and recurring non-standard allocation instructions, and force participant links. Includes first and second line supervisors.
TEMP Help	Non-permanent staff resources hired to directly support caseload processing activities. (This also includes Contractual Temp help and Student help.)
Overtime	Salaries and wages for staff hours worked over and above baseline resource hours required to maintain operations at any acceptable level of performance.
Pay Differential/ Premium Pay	Additional pay for night shift differential, holiday, Sunday work, etc. This is optional. Only for LCSAs that report these costs separately.

Attachment III. BUDGET DISPLAY DEFINITIONS

DATA	DEFINITION
Section B- Administrative Support Staff: General	**Section B-** Total FTEs and salaries associated with the administrative support of the LCSA but not performing child support-specific functions; generally identifiable with countywide classifications performing general office functions. Included in this category are: • IV-D Director and other management and supervisory positions not included in the Core Staffing category. • Financial services such as payroll, accounting, etc. • Human resources services. • Support services such as copying, purchasing, etc. • Administrative clerical support.
Administrators	Total FTEs and salaries of administrators and management positions above second level supervisors.
Clerical	Total FTEs and salaries for all staff performing clerical duties such as filing, word processing, etc.
Other Administrative Staff	Total FTEs and salaries for all staff performing fiscal duties such as accounting, completion of CS 356, CS 157, etc. Includes staff performing personnel-related activities such as classification reviews, job announcements, etc. Includes staff performing business services duties such as mail processing not related to casework, purchasing, etc. Includes **county employees** providing security services. Includes first and second level supervisors. Include IT staff not reported under EDP such as, Help Desk staff.
Section C- Targeted Programs: General	**Section C-** FTEs and salaries for specifically focused projects or initiatives that are outside the day-to-day operations of the child support program but are critical to the overall efficiency and effectiveness of the LCSA and statewide operations. Included in this category are: • Early Intervention
Ombudsperson	FTEs and salaries associated with operation of the local Ombudsperson Program.
Customer Service	FTEs and salaries related solely to customer service that are not reflected through the Core Staffing component. Call center duties not related to cases or clerical.
Program Improvement Teams	FTEs and salaries related solely to Program Improvement Teams. • Early Intervention
Complaint Resolution	Total FTEs and salaries associated with the operation of the local complaint resolution process, coordination with the State Hearing Process, and collection and analysis of complaint data; reflects additional staff necessary to ensure the LCSA can meet timeframes and responsibilities established by statute and implemented by regulation effective July 1, 2001.
State Hearings	FTEs and salaries associated with implementation of the State Hearing requirements pursuant to Family Code Section 17801.
Training	FTEs and salaries of staff directly involved in the administration and delivery of local training programs.
Customer & Community Awareness, Education & Outreach	FTEs and salaries of staff directly involved in informing LCSA customers and the general public about the child support program and services.

Attachment III. BUDGET DISPLAY DEFINITIONS

DATA	DEFINITION
Quality Assurance & Performance Improvement (QAPI)	FTEs and salaries of staff involved in the formal process for assessing the quality of services provided to customers and making timely improvements. Includes staff performing compliance and performance reviews.
Section D- Total Staff	**Section D-** Total Non-EDP LCSA FTEs and salaries. Does not include any staff associated with automation activities.
Total Non-EDP Staff	Total Non-EDP LCSA FTEs and salaries. Does not include any staff associated with automation activities.
Total Benefits	Total benefits, **including Worker's Comp**, health insurance, etc., for Non-EDP LCSA staff.
Section E- Operating Expenses (Non-EDP): General	**Section E-** IV-D program operating costs <u>not</u> tied to staffing or automation as defined in this document.
Facility Operations: Space	Includes costs specifically associated with the cost of the facility such as leases, and rents. **County owned space is reported in A-87.**
Facility Operations: Other	Includes costs not specifically associated with the cost of leases and rents such as utilities, maintenance, janitorial, repairs and alterations, etc.
General Expense	Includes all costs associated with general operating costs including communications (telecom), dues, subscriptions, minor office equip. (under $5,000), misc. office supplies, training class costs (not FTEs), insurance, printing.
Equipment	Includes any computer hardware, copiers, etc. that cost more than $5,000 each that is not included under EDP. Includes depreciable and prior depreciable equipment.
Postage	Includes all costs associated with the costs to mail notices to customers, correspondence, reporting, monthly billing statements, etc. **Include all postage.**
Travel	Includes all costs associated with transportation and per diem for approved travel.
Contractor Costs	Includes all major contracts, cooperative agreements, etc., for professional and consulting services that are not covered by other cost components, such as payment to other county agencies; does not include purchase orders or direct services contracts.
All Other Operating Expenses (Non-EDP)	Includes all other operating costs not included in E1-E6. These costs should be included. Direct service contracts do not include contracts necessary for administrative support (indirect services) such as office equipment maintenance, supplies, or janitorial services.
Section F- Direct Services Contracts (Non-EDP): General	**Section F-** Costs of contracts, cooperative agreements, etc., for direct services necessary to the delivery of child support program functions; reflects the costs of contracting for personnel or other services that are directly related to program operations. Direct service contracts do not include contracts necessary for administrative support (indirect services) such as office equipment maintenance, supplies, or janitorial services.

DATA	DEFINITION
Legal Services	Total contract, cooperative agreement, etc., FTEs and costs for legal services. Until 9/1/04, LCSAs may enter into a cooperative agreement or contract of restricted scope and duration with a district attorney to use individual attorneys as necessary to carry out limited attorney services (FC Section 17304). Attorneys operating under such agreements shall be supervised by and report directly to the LCSA. Such contracts are subject to the approval of DCSS.
Investigator Services	Total contract, cooperative agreement, etc., FTEs and costs for criminal investigative services. Typically such contracts are entered into with the Office of the District Attorney.
Service of Process	Total contract, cooperative agreement, etc., costs for service of process activities for the LCSA.
Access to Criminal Information	Total contract, cooperative agreement, etc., costs with law enforcement personnel to access criminal records information through CLETS, DMV and other appropriate databases.
Laboratory Services	Total contract, cooperative agreement, etc., costs to perform laboratory service necessary for the establishment of paternity.
Other Direct Services Contracts	Total direct contract, cooperative agreement, etc., FTEs, if applicable, and costs not accounted for in F1 through F5. Includes contract FTEs and costs for collection and distribution activities.
Section G- Indirect Expenses	**Section G-**
Countywide Overhead (OMB A-87)	The total dollars the LCSA must pay to the county as overhead for countywide services.
Section H- Automation	**Section H-**
LCSA EDP Staff	Total EDP FTEs.
Contract EDP Staff	Total contract, cooperative agreement, etc., FTEs for EDP services.
Recurring M&O	Ongoing costs for maintenance and operations of the interim automated systems; includes FTEs directly supporting the child support application; production charges, equipment leases and maintenance charges, and software maintenance charges.
Non-Recurring M&O	One-time costs for maintenance and operations of the interim automated systems; includes FTEs specific to the project, PC replacements, software upgrades, additional PC purchases or other hardware upgrades necessary for maintaining the ongoing performance of the system. Each activity or project must be separately identified and funded.
Enhancements	Obsolete category.
Consortia Lead LCSA Costs	Obsolete category.

Attachment IV

Department of Child Support Services
Administrative Services Division
Budget and Procurement Branch
LCSA Budget Section

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

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