

**CALIFORNIA DEPARTMENT OF CHILD SUPPORT SERVICES**

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



March 2, 2015

LCSA LETTER: 15-02

ALL IV-D DIRECTORS

SUBJECT: STATE FISCAL YEAR 2014/15 MID-YEAR  
REALLOCATION SURVEY

Reason for this Transmittal

- State Law, Regulation and/or Change  
 Federal Law, Regulation and/or Change  
 Court Order or Settlement Change  
 Clarification requested by One or More Counties  
 Initiated by DCSS

For State Fiscal Year (SFY) 2014/15, the Department of Child Support Services (DCSS) will be conducting a mid-year review of local child support agency (LCSA) administrative allocations to identify any projected surplus funds that can be reinvested into the program in the current year for the following purposes: unanticipated one-time needs that cannot be absorbed within an LCSA's current allocation; the strategic investment in equipment, supplies or other purchases that will benefit the program administratively or programmatically; or short-term program performance improvement projects.

Please note that reallocated funds are provided on a **one-time basis only** and there should be no expectation that additional funding will be available in the next fiscal year. In addition, any reallocated funds must be spent in the current year and cannot be rolled over into the next fiscal year.

If you are an LCSA that anticipates having surplus funds in SFY 2014/15, please complete Attachment A, "SFY 2014/15 Projected Funding Surplus Survey."

If you are an LCSA that would like to request additional funding in the current year for one or more of the reasons mentioned above, please read the following instructions:

- If you are an LCSA that has a need for funds to address an unanticipated one-time need in the current year, please complete Attachment B, "SFY 2014/15 Unanticipated One-Time Funding Need Request." Please be sure to include the cost and description of the one-time need, as well as, how this need will be addressed in the budget year within the LCSA's existing budget allocation.
- If you are an LCSA that would like to request additional funds for strategic one-time purchases, please complete Attachment C, "SFY 2014/15 Strategic One-Time Purchase Request." Please be sure to include the cost of the items you intend to purchase, as well as, a quantified estimate of the benefits of the purchase to the LCSA or to the child support program in general.

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- If you are an LCSA that would like to request one-time funds for short-term program initiatives, please complete Attachment D, "SFY 2014/15 Proposed Program Performance Improvement Project Request." Please be sure to include the estimated cost and description of the project and estimated benefits of the project to the child support program.

Please submit your completed survey and request forms to your assigned LCSA Budget Analyst no later than **Friday, March 13, 2015**. Upon receipt of the survey forms, DCSS will review the survey forms and determine how much funding is available to reallocate to one-time requests. DCSS will then contact you to let you know whether your request has been approved.

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/

JENNIFER YOUNGER  
Branch Chief  
Budget & Procurement Branch

Attachments (4)

<b>SFY 2014/15 Projected Funding Surplus Survey</b>
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<b>LCSA:</b>	<b>Return to your LCSA Budget Analyst no later than March 13, 2015</b>
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***Projected Surplus***

<b>For SFY 2014/15, do you anticipate having a surplus in your administrative allocation that you would be willing to have redistributed on a one-time basis to other LCSAs?</b>	<b>Yes</b> <input type="checkbox"/>	<b>No</b> <input type="checkbox"/>
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<b>If you checked "Yes" above, what is the amount of your projected surplus that can be redistributed?</b>	<b>\$0</b>
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<b>Signature of LCSA IV-D Director:</b>	<b>Date:</b>
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## SFY 2014/15 Unanticipated One-Time Funding Need Request

LCSA:

Return to your LCSA Budget Analyst no later than  
March 13, 2015

### *Projected Unanticipated One-Time Need*

For SFY 2014/15, do you have any unanticipated one-time need(s)?      Yes                       No

If you checked "Yes" above, what is the amount of the one-time need(s)?

\$0

Category	Amount of Request	Reason for Request
Moving Costs	\$0	
Remodel Costs	\$0	
Software	\$0	
Hardware	\$0	
Contracts	\$0	
Salaries and Benefits (i.e., one-time bonus, lump sum payouts, etc.)	\$0	
Other (please explain)	\$0	
Other (please explain)	\$0	
<b>Total</b>	<b>\$0</b>	

*Please use the space below to provide any additional information regarding your SFY 14/15 one-time request(s) and how it will be mitigated in the budget year.*

Signature of LCSA IV-D Director:

Date:

## SFY 2014/15 Strategic One-Time Purchase Request

LCSA:

Return to your LCSA Budget Analyst no later than  
March 13, 2015

### *Strategic One-Time Purchase Request*

For SFY 2014/15, do you have any one-time strategic purchase requests?

Yes No 

If you checked "Yes" above, what is the amount of the one-time need(s)?

\$0

Item	Amount of Request	Description of Purchase	Benefit(s) of Purchase (please quantify projected benefits whenever possible)
	\$0		
	\$0		
	\$0		
	\$0		
	\$0		
	\$0		
	\$0		
	\$0		
	\$0		
	\$0		
	\$0		
	\$0		
	\$0		
	\$0		
	\$0		
<b>Total</b>	<b>\$0</b>		

Signature of LCSA IV-D Director:

Date:

