

CALIFORNIA DEPARTMENT OF CHILD SUPPORT SERVICES

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

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

December 21, 2015

LCSA LETTER: 15-17

ALL IV-D DIRECTORS

**SUBJECT: ELECTRONIC DATA PROCESSING AND CS921 BUDGET REQUESTS
FOR STATE FISCAL YEAR 2016-17**

The purpose of this letter is to provide local child support agencies (LCSAs) with guidelines to aid in the completion of **both** the Electronic Data Processing (EDP) and CS921 Budget Requests.

The following factors should be considered when completing the EDP budget request:

- a. The State Fiscal Year (SFY) 2015-16 average salary will be used for the personnel methodology.
- b. Network charges funding will not increase over SFY 2015-16 amounts.
- c. All "Other" categories will be funded on a percent-to-total basis of remaining funds.

The CS921 database gathers detailed data to reflect how LCSAs utilize their SFY 2015-16 administrative allocations. 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 funding needs anticipated in SFY 2016-17.

LCSAs must also submit their adopted/approved budget documents for SFY 2015-16 and, if available, proposed budget documents for SFY 2016-17 as per Family Code Section 17306(b)(9). If SFY 2016-17 proposed budgets are not complete at this time, please submit the documents as soon as they are available. Please send all budget documents via email to your assigned LCSA Budget Analyst.

All instructions, definitions, and other information necessary to complete these applications are included in the LCSA Financial User Guide located on the [California Child Support Central website](#).

The CS921 and EDP applications will be available on the LCSA secure website beginning January 21, 2016. Once the budget documents are complete and ready to submit electronically to DCSS, the LCSA IV-D Directors must click on the “approve” button in both applications. The budgets are considered submitted once they have been approved by the LCSA IV-D Director. DCSS will review the submitted information and issue initial EDP and Administrative allocations by **February 29, 2016**. Allocations will be finalized after the 2016 California Budget Act is enacted.

In order to meet the allocation deadline, the completed EDP and CS921 budget requests must be finalized on the website by **February 12, 2016**, along with the submission of your county budget documents.

LCSAs are reminded that expenditures must be carefully monitored to ensure that final allocation amounts are not exceeded. Local expenditure patterns that exceed these amounts must be adjusted to remain within the amount allocated. DCSS is not obligated to reimburse costs that exceed the LCSAs authorized allocation.

If you have any questions, please contact Donna Kruger at (916) 464-5015 or your LCSA budget analyst.

Sincerely,

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Alisha A. Griffin
Director