

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
- Initiated by DCSS

CSSIN LETTER: 00-08

IV-D DIRECTORS
 ALL INTERCEPT COORDINATORS
 ALL COUNTY ADMINISTRATIVE OFFICERS
 ALL DISTRICT ATTORNEYS

SUBJECT: OFFICE OF CHILD SUPPORT ENFORCEMENT ANNUAL
 END-OF-YEAR PROCESSING

This letter is to remind counties that the federal Office of Child Support Enforcement (OCSE) has begun the yearly reconciliation of California cases and annual processing of year-end reports.

For the past several years, OCSE has utilized the last two months of the calendar year to process states' master files, reconciliations, and year-end reports. During this time, counties should continue to submit weekly updates to the Integrated Database (IDB). These updates will be processed by OCSE in mid-January 2001.

There is a possibility that erroneous intercept offsets may be taken during this time as exclusion codes, modifications, adds and deletes will not be processed by OCSE. If this should occur, counties should follow the practices that have been established in the past to identify and correct these erroneous offsets.

The passport denial program will continue as usual with the exception of the 'PAS' exclusion code and the routine withdrawal of passport denials. Until the annual update process has been completed by OCSE, the 'PAS' code electronic adds or deletes will not be submitted to the Department of State; this submittal could be as late as February 2001. Passport denial withdrawal requests that meet the federal criteria (i.e. – life or death situations involving an immediate family member, or the erroneous submittal of an individual for expedited processing) will continue to be expedited within 72 hours. All other county requests for withdrawal of passport denial should be directed to the Public Inquiry and Response Team (PIRT). Please complete the CS 871 (Child Support Intercept – County Transaction Document) and the CS 872 (Child Support Intercept System Certification/Transmittal) and mail them to:

Department of Child Support Services
Attention: Carolee St. Clair
Public Inquiry Response Team
M/S 30
P.O. Box 419064
Rancho Cordova, CA 95741-9064

Or you can fax your requests to (916) 464-5062. After receipt by DCSS, the requests will be faxed to OCSE for processing. During this end of year processing, OCSE will accept faxes from DCSS for routine withdrawal requests. As OCSE is providing this special service for routine withdrawals to all fifty states during this annual processing period, please use your discretion in requesting routine withdrawals.

If you have any questions or concerns regarding this matter, please contact Tanya Morales at (916) 464-5261.

Sincerely,

CHERYL HOTALING
Deputy Director
Technology Services Division