

DEPARTMENT OF SOCIAL SERVICES

744 P Street, Sacramento, CA 95814
(916) 322-8495



December 11, 1985

FSD LETTER NO. 85-56

ALL COUNTY LETTER NO. 85-103 *correct # is 123 not 103*

TO: ALL DISTRICT ATTORNEYS
ALL TITLE IV-D AGENCIES
ALL COUNTY WELFARE DIRECTORS
ALL COUNTY AUDITORS
ALL WELFARE FISCAL SUPERVISORS
ALL ADMINISTRATIVE SERVICE OFFICERS

SUBJECT: REVISED CS 800 AND CS 801

REFERENCE: FSD LETTER NO. 85-36

As a result of PL 98-378 the incentive and federal reporting requirements have been changed, necessitating changes to the existing collections and statistical reporting procedures. Effective October 1, 1985, federal and state incentives will be paid based on Child/Spousal Support Collections Summary Report (CS 820) information.

CS 800 Reporting

The Summary Report of Child/Spousal Support Payments (CS 800) process will no longer be used to pay incentives but will remain in operation as a vehicle to recoup assistance, adjust federal and state aid advances, and report certain data items to the Federal Government. However, due to the revised incentive scheme, revisions have been made to the CS 800 and the Child/Spousal Support Payroll Form for Collections and Disbursements (CS 801).

Enclosed you will find copies of the revised forms and a description for the entire revised "distribution" process. The effective date for these changes is April 1, 1986 (i.e., the April claim month). We have extended the effective date from October 1, 1985 to April 1, 1986, in an effort to facilitate implementation of the revised procedures in the counties. The process changes are designed to streamline the existing CS 800 reporting and if counties are able to implement the new forms at an earlier date, we encourage you to do so. However, counties may continue to operate under the old CS 800 procedures until April 1, 1986. Revised forms are available in the State Department of Social Services (SDSS) warehouse. A supply may be ordered by completing a GEN 727B and sending it to:

SDSS Warehouse
P.O. Box 22429
Sacramento, CA 95822

Adjustments to any misreported collections made prior to October 1 should be submitted to this Department on the CS 800 (Rev. 9/84) form and the corresponding CS 801s submitted as was required under the old procedures in order to adjust the 12 percent incentive appropriately.

Adjustments for collections after October 1 may be submitted on the old forms until the April 1, 1986, collection month and on the new forms thereafter; or, if county is using the new form before October 1, they can submit adjustments starting with the October collection period on the new CS 800 form and reconciliation statement.

If you have any questions, please contact Carmen Cody of my staff at (916) 324-9048.

Sincerely,



ROBERT A. HOREL
Deputy Director
Welfare Program Operations

Enclosures

The following instructions will provide counties with procedures to follow for the distribution of welfare support collections:

I. CS 278M - Child and Spousal Support Transmittal/Action Document

The CS 278M is a combination transmittal and worksheet document designed to facilitate the appropriate distribution of a support collection according to court order or voluntary provisions. This form has not been modified and current instructions continue to be operational for its completion.

II. CS 278L - Child and Spousal Support Case History and List of Authorizations

The CS 278L is a case history of the distribution of welfare support collections and is a vital link in the complete collections audit trail. This form also remains intact under the new procedures and must be completed pursuant to existing instructions.

III. CS 801 - Child and Spousal Support Payroll Form for Collections and Disbursement

A. The CS 801 is the payroll form, giving a case-by-case breakout of the distribution of collections, and supporting the information on the CS 800.

o This form will also continue to be used without major modification to the line items. Counties will continue to organize collections by aid category (FG, U, FC, etc.), and by collecting jurisdiction, and list cases in state case number order. Subtotals by page, aid category, jurisdiction, and the aggregate by state must continue to be provided (see fiscal handbook section 25-920).

B. Changes to the CS 801 report are:

1. Collections must be reported monthly. There will no longer be a quarterly claim submitted. (Currently, intercounty and interstate collections are reported quarterly in order to expedite the processing of intracounty incentives at the state level.) Since incentives are now going to be paid based on the CS 820, the quarterly report is unnecessary and will be replaced with a monthly CS 800 report for all collections.

2. The case count for Prior Collections is deleted.

3. CS 801s are to be retained in the county and not forwarded to SDSS with the CS 800s.

IV. CS 800 - Summary Report of Child and Spousal Support Payments

A. Major changes have been made to the CS 800 in order to simplify the reporting of collections to this Department.

- B. The CS 800 will no longer be used to pay federal and state incentives to counties. The purpose of this form is now solely to report the recoupment of aid paid and provide SDSS a vehicle to adjust aid advances to the counties. As a result, we no longer require the breakout of intercounty, intracounty, and interstate collections - Part A. This segregation of collections is, however, still required on the CS 801 to insure adequate accountability of collections and provide a complete audit trail.
- C. Organization of collections by aid category is still required.
- D. Counties must provide their name and the month of the claim (i.e., the month of collection).
- E. The case count for prior collections under Part B, is no longer required.
- F. Since the payment of incentives is no longer based on the CS 800, Part D has been deleted from the claim.
- G. The signature of the District Attorney is now required on the CS 800, since he/she is the official with ultimate responsibility for the appropriate distribution of collections.

V. Reconciliation

Effective with the April 1, 1986, claim month, counties are not required to submit the CS 801 backup documentation with their CS 800 report. However, for audit purposes, a summary or reconciliation statement must accompany the CS 800 identifying the source of the totals brought forward to the final report.

VI. Adjustments

Any adjustments for collections made prior to October 1, 1985, should be reflected on a CS 801 (Rev. 9/84) and CS 800 (Rev. 9/84) pursuant to current instructions. Adjustments for collections made after October 1, 1985, should be reported on CS 800 (Rev. 7/85) and Reconciliation Statement.

- VII. The effective date for all these changes is the April 1, 1986, collection month.

SUMMARY REPORT OF CHILD AND SPOUSAL SUPPORT PAYMENTS

FOR STATE USE			
<input type="checkbox"/> DSS	<input type="checkbox"/> COUNTY WELFARE	<input type="checkbox"/> COUNTY AUDITOR	<input type="checkbox"/> DISTRICT ATTORNEY
COUNTY CODE			
MONTH			
FISCAL YEAR STATUS			
TOTAL COLLECTIONS			

<input type="checkbox"/> Family Group (FG)
<input type="checkbox"/> Unemployed (U)
<input type="checkbox"/> Foster Care (FC) (Federal and Non-Federal)
<input type="checkbox"/> Emergency Assistance (FG)
<input type="checkbox"/> Emergency Assistance (U)

COUNTY	MONTH/YEAR
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Round all figures to nearest dollar.

A. COLLECTIONS AND DISBURSEMENT

1. Amount collected for disbursement
2. Disregard remitted to family
3. Pass-on remitted to family
4. Excess remitted to family
5. Recoupment
6. Recoupment unassigned
7. Recoupment non-Fed FC
8. Total recoupment (A5 + A6 + A7)

DISTRIBUTION	CASE COUNT

B. RECOUPMENT — CURRENT/PRIOR

1. Current
2. Prior
3. Total Recoupment

AMOUNT	
	(CS 801)
	(CS 801)
	(Section A, line 8)

TO BE COMPLETED AT COUNTY OPTION

C. REPAYMENT COMPUTATION

1. FG or U recoupment only
(Lines A5 + A6)
2. FC federal recoupment only
(Lines A5 + A6)
3. Non-federal FC recoupment only
(Line A7)
4. Emergency Assistance (Lines A5 + A6)

FEDERAL	STATE	COUNTY	TOTAL

I HEREBY CERTIFY, under penalty of perjury, that I am the official responsible for the distribution of AFDC Child Support Collections in and for aforesaid county; that I have not violated any of the provisions of Sections 1090 to 1096, inclusive, of the Government Code; that the distribution of child support collections reflected herein have been made in accordance with all provisions of the Welfare and Institutions Code and the rules and regulations of the State Department of Social Services.

I HEREBY CERTIFY, under penalty of perjury, that I am the officer in aforesaid county responsible for the examination and settlement of accounts; that I have not violated any of the provisions of Sections 1090 to 1096, inclusive, of the Government Code; that the amounts reflected herein are in accordance with authorizations for the Child Support Enforcement Program made by the county; that said amounts correctly reflect proper distribution and that warrants therefore have been issued according to law and the rules and regulations of the State Department of Social Services.

SIGNATURE OF DISTRICT ATTORNEY	DATE
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SIGNATURE OF COUNTY AUDITOR OR CONTROLLER	DATE
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