

CHILD SUPPORT SERVICES

Mission

The mission of the California Child Support Program is to promote the well being of children and the self sufficiency of families by assisting both parents in meeting the financial, medical and emotional needs of their children through the delivery of quality child support establishment, collection and distribution services. El Dorado County Child Support Services meets the State's mission by providing County residents the opportunity to receive services in the Placerville and South Lake Tahoe offices.

Child Support Services also oversees the County Revenue Recovery program. The mission of the Revenue Recovery program is to carry out the Board of Supervisor's fiduciary duty of collecting just and legal obligations through efficient collection practices.

Program Summaries

Administration and Services

Positions: 57 FTE
Extra Help: \$0

Total Appropriations: \$4,747,119
Total Revenues: \$4,747,119
Net County Cost: \$0

The Child Support Program is a Federal/State/Local mandated partnership aimed at establishing paternity and enforcement of child support and medical support. The Federal Child Support Enforcement Program was established in 1975 nationwide. A restructuring of the child support program in 2000 through State reform legislation allows counties to independently operate under the State Department of Child Support Services. The goals of the program are to promote the well being of children and self sufficiency of families by assisting both parents in meeting the financial, medical and emotional needs of their children through the delivery of quality child support establishment, collection and distribution services. Services are provided at no cost to the clients. Revenues for services are ongoing and are provided by the State at 34% and Federal government at 66%. There is no cost to the County General Fund.

EDP Maintenance & Operations

Positions: 1 FTE
Extra Help: \$0

Total Appropriations: \$195,040
Total Revenues: \$195,040
Net County Cost: \$0

This refers to the Electronic Data Processing/Maintenance and Operations arm of the Division. Funding is provided by the State and Federal government for specific, identifiable child support automation duties and responsibilities. Funding covers Information technology support, network costs and other automation related expenses.

Revenue Recovery Division

Positions: 6 FTE
Extra Help: \$0

Total Appropriations: \$492,701
Total Revenues: \$492,701
Net County Cost: \$0

The Revenue Recovery Division is responsible for enforcement and collection of debts owed to many County Departments. Although Revenue Recovery is a General Fund program, costs for operating the program are fully offset by a portion of the revenues collected (13%) for the County departments served and charges for services to the agencies being served (such as Superior Court).

CHILD SUPPORT SERVICES

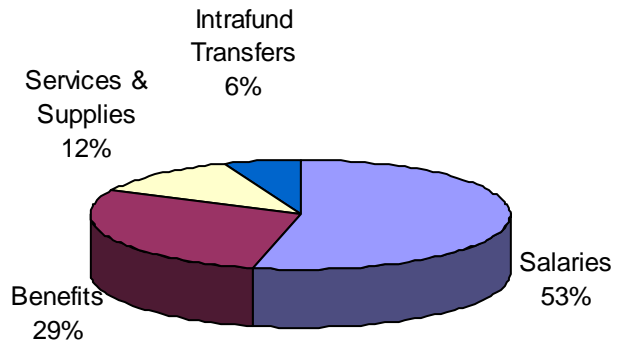
Financial Charts

Source of Funds

Charges for Services (\$482,401): Revenues from Courts and County departments for Revenue Recovery services.

Miscellaneous (\$10,000): Revenues for other Revenue Recovery services.

Other Financing Sources (\$4,942,159): Revenues from the Department of Child Support Services which consist of a combination of State (33%) and Federal (66%) funds. Revenues are initially deposited in a special revenue fund and are then transferred each quarter to the Child Support operating budget based on the quarterly claimed expenses.

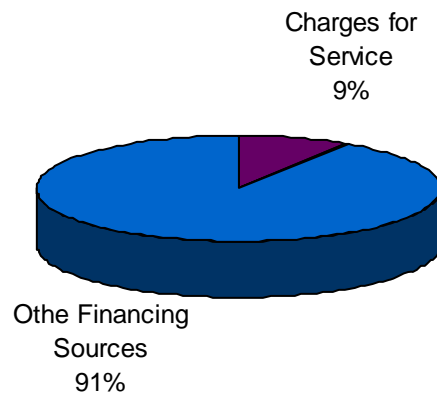


Net County Cost (\$0): The Department is budgeted with no Net County Cost.

Use of Funds

Funding allocated for the Child Support Services program is used only for the purpose of child support collections. All costs for Revenue Recovery activities are tracked separately and charged to the Revenue Recovery program budget.

Salaries & Benefits (\$4,463,596): Primarily comprised of salaries (\$2,873,493, retirement (\$575,123) and health insurance (\$694,153).



Services & Supplies (\$654,132): Primarily comprised of facility costs including rent, utilities, janitorial services (\$234,700); contracts for process server and locate services, external data processing, and lab testing services (\$69,130); office expenses and postage (\$116,000); County insurance charges (\$39,945) computer software licenses and maintenance (\$20,600); staff

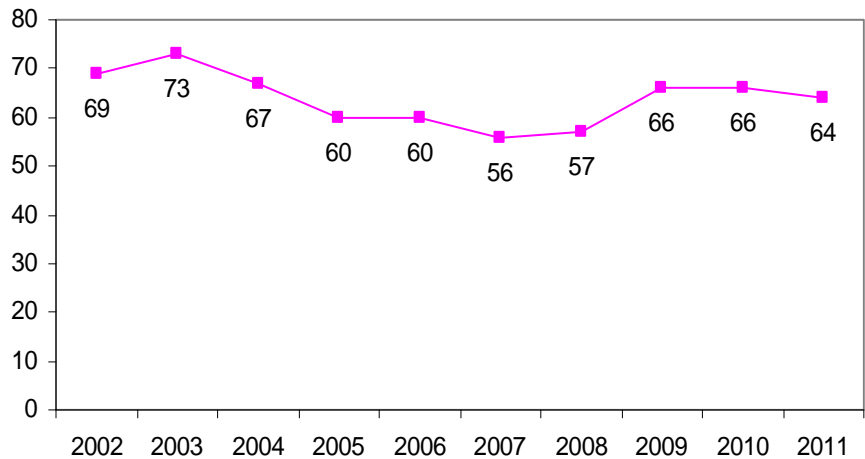
CHILD SUPPORT SERVICES

development (\$35,600); fleet vehicle and fuel charges (\$33,150) and copier lease charges (\$33,000).

Intrafund Transfers and Abatements (\$316,863): Primarily comprised of County A-87 charges (\$136,501); charges from other departments for services such as network and mainframe support (\$120,018), and telephone costs (\$39,600); and abatement transfers for the 13% charge to General Fund departments for revenues collected on their behalf (-\$16,500).

Staffing Trend

Staffing for Child Support Services over the past ten years has gone from 69 in FY 2001-02 to 66 based on the recently approved allocation adjustments in FY 2008-09. The recommended staff allocation for FY 2010-11 is 64 FTE with 58 FTE on the West Slope and 6 FTE at South Lake Tahoe.



Chief Administrative Office Comments

Child Support Division

The Department's State funding allocation for FY 2010-11 Child Support Administration activities remains at \$4,747,119 and consists of a base allocation of \$4,578,589 and early intervention augmentation funds of \$168,530 dedicated to programs that maximize the probability of success in Child Support collections. The augmentation funding is part of the local assistance base budget and is not a one time augmentation. The State Department of Child Support Services has targeted specific areas for improvement including a requirement to develop an "early intervention" program within each County. Early intervention has been proven to be effective in both increasing collections and improving performance measures. Staff reductions in Child Support administration are necessary in order for the division to operate within the FY 2010-11 State funding allocations. The State allocation for the Electronic Data Processing Maintenance and Operations (EDP/MO) is anticipated to be \$195,040, the same level as FY 2009-10.

Although the CSS Administrative and EDP Allocations are projected to remain at the same levels as FY 2009-2010, the CSS Division budget for 2010-11 reflects the loss of \$94,016 in revenue from a previous State contract that was canceled in the fall of 2009 and includes several significant cost increases that are not within the Department's control. These changes include:

Loss of State contract	\$94,013
County A-87 charges	91,611

CHILD SUPPORT SERVICES

Employee merit/step increases	56,847
Unemployment insurance	24,939
Workers compensation	21,856
Retiree health	18,071
Health benefits	14,354
IT mainframe and network costs	<u>8,636</u>
Total	\$330,327

Additionally, the Department has experienced increased rent and utility expenditures associated with full year costs of relocating CSS staff from the County-owned El Dorado Center to leased space at South Lake Tahoe in the fall of 2009.

As a result of the revenue loss and cost increases, the CSS Division budget includes significant reductions. Services/supplies were reviewed and reduced by \$52,344 with only baseline service costs maintained in the budget. Additionally, a conservative projection for salary savings is included in the budget and is based on current and historical position vacancies/turnover. Since FY 2001-02, Child Support has experienced an average of 7% salary savings annually. The FY 2010-11 budget includes a projected savings of 4%, or \$183,144.

In order to achieve the remaining budget reductions required to operate within the FY 2010-11 Child Support allocations, the department conducted a thorough review of workload and work assignments with the intent of maximizing efficiency and cost effectiveness and minimizing any negative impact on performance. The following organizational changes are recommended to meet the remaining budget reductions:

Delete 1.0 FTE Personnel Assistant \$74,679

Assign all department accounts payable and payroll processing duties to the current 5.0 Accounting Technicians. The department anticipates capacity to absorb this workload due to changes in State child support accounting requirements that will reduce the workload of the current staff. Consolidate all personnel and facility coordination duties under the Executive Secretary.

Delete 1.0 FTE Legal Clerk I/II \$51,413

Automation efforts and streamlining the workflow enable the department eliminate one (vacant) Legal Clerk position from Child Support Services.

Revenue Recovery Division

The Revenue Recovery Division is responsible for enforcement and collection of debts owed to many County Departments and also provides collection services to Superior Court. Although Revenue Recovery is a General Fund program, costs for operating the program are offset by a portion of the revenues collected (13%) for the County departments served and charges for "cost of collection" to Superior Court under a Memorandum of Understanding (MOU).

Since assuming responsibility for this division in 2008, the department has worked to increase total collections and offset operational costs with charges to the agencies and departments they serve. The tables below summarize 1) the total collections received each year for the last three

CHILD SUPPORT SERVICES

fiscal years, and 2) the portion of those collections retained as revenues to the division to offset direct program costs.

Total Collections ¹

YEAR	COURTS	COUNTY DEPTS	MISC	TOTAL	DIVISION COSTS	% OF COST/ COLLECTIONS
2007-08	\$ 1,453,321	\$ 240,169	\$ 11,110	\$ 1,704,600	TTC*	TTC*
2008-09	\$ 1,567,878	\$ 299,550	\$ 29,584	\$ 1,897,012	\$ 419,219	22%
2009-10 PROJECTED	\$ 2,947,497	\$ 264,520	\$ 22,278	\$ 3,234,295	\$ 480,546	15%

Total Division Revenues ²

YEAR	COURTS	COUNTY DEPTS	MISC	TOTAL	DIVISION COSTS	NET COUNTY COST
2007-08	\$ 299,659	\$ 23,648	\$ 9,014	\$ 332,321	TTC*	TTC*
2008-09	\$ 395,080	\$ 34,830	\$ 13,108	\$ 443,018	\$ 419,219	\$ (23,799)
2009-10 PROJECTED	\$ 429,373	\$ 29,182	\$ 11,280	\$ 469,835	\$ 480,546	\$ 10,711

*Costs for Revenue Recovery were included in the Treasurer/Tax Collector budget in FY 2007-08.

Recommended Staffing Changes

The department has also worked to identify process improvements and reduce the operational costs of the Revenue Recovery division. In February 2010, the department recommended and the Board authorized the deletion of a management level Administrative Services Officer position and the addition of a lower level Supervising Revenue Recovery Officer better suited to leading this small unit. In FY 2010-11, the department is requesting additional staff changes that will further reduce operational costs, consolidate all fiscal activities under the department's centralized accounting unit, and provide an organizational structure in Revenue Recovery that is consistent with the collection unit structure in Child Support Services. Recommended staffing changes include the addition of 1.0 FTE Sr. Revenue Recovery Officer and the deletion of 1.0 Revenue Recovery Officer I/II; and the addition of 1.0 FTE Legal Office Assistant I/II and the deletion of 1.0 FTE Fiscal Assistant I/II. Projected operational cost savings are \$9,202 and will assist the department in achieving a zero Net County cost for the Revenue Recovery division.

CHILD SUPPORT SERVICES

Financial Information by Fund Type

FUND TYPE: 10 GENERAL FUND
 DEPARTMENT: 79 CHILD SUPPORT SERVICES

		MID-YEAR	CURRENT YR	DEPARTMENT	CAO	
		PROJECTION	APPROVED	REQUEST	RECOMMENDED	DIFFERENCE
			BUDGET		BUDGET	
TYPE: R REVENUE						
SUBOBJ	SUBOBJ TITLE					
0880	ST: OTHER	12,229	12,229	0	0	-12,229
CLASS: 05	REV: STATE INTERGOVERNMENTAL	12,229	12,229	0	0	-12,229
1740	CHARGES FOR SERVICES	475,685	475,685	466,201	466,201	-9,484
1821	INTERFND REV: COLLECTIONS	56,438	56,438	16,500	16,500	-39,938
CLASS: 13	REV: CHARGE FOR SERVICES	532,123	532,123	482,701	482,701	-49,422
1940	MISC: REVENUE	4,500	4,500	10,000	10,000	5,500
1942	MISC: REIMBURSEMENT	500	500	0	0	-500
CLASS: 19	REV: MISCELLANEOUS	5,000	5,000	10,000	10,000	5,000
2020	OPERATING TRANSFERS IN	4,942,159	4,942,159	4,942,159	4,942,159	0
CLASS: 20	REV: OTHER FINANCING SOURCES	4,942,159	4,942,159	4,942,159	4,942,159	0
TYPE: R SUBTOTAL		5,491,511	5,491,511	5,434,860	5,434,860	-56,651

CHILD SUPPORT SERVICES

Financial Information by Fund Type

FUND TYPE: 10 GENERAL FUND
 DEPARTMENT: 79 CHILD SUPPORT SERVICES

		MID-YEAR PROJECTION	CURRENT YR APPROVED BUDGET	DEPARTMENT REQUEST	CAO RECOMMENDED BUDGET	DIFFERENCE
TYPE: E EXPENDITURE						
SUBOBJ	SUBOBJ TITLE					
3000	PERMANENT EMPLOYEES / ELECTED	3,060,709	3,060,709	2,873,493	2,873,493	-187,216
3004	OTHER COMPENSATION	36	36	0	0	-36
3005	TAHOE DIFFERENTIAL	14,465	14,465	16,800	16,800	2,335
3006	BILINGUAL PAY	8,320	8,320	18,720	18,720	10,400
3020	RETIREMENT EMPLOYER SHARE	587,716	587,716	575,123	575,123	-12,593
3022	MEDI CARE EMPLOYER SHARE	45,527	45,527	42,210	42,210	-3,317
3040	HEALTH INSURANCE EMPLOYER SHARE	681,201	681,201	694,151	694,151	12,950
3041	UNEMPLOYMENT INSURANCE EMPLOYER	23,567	23,567	51,519	51,519	27,952
3042	LONG TERM DISABILITY EMPLOYER SHARE	11,771	11,771	10,760	10,760	-1,011
3043	DEFERRED COMPENSATION EMPLOYER	10,883	10,883	14,992	14,992	4,109
3046	RETIREE HEALTH: DEFINED CONTRIBUTIONS	45,771	45,771	66,099	66,099	20,328
3060	WORKERS' COMPENSATION EMPLOYER	29,332	29,332	51,728	51,728	22,396
3080	FLEXIBLE BENEFITS	54,000	54,000	48,000	48,000	-6,000
CLASS: 30	SALARY & EMPLOYEE BENEFITS	4,573,298	4,573,298	4,463,596	4,463,596	-109,702
4040	TELEPHONE COMPANY VENDOR PAYMENTS	3,300	3,300	1,000	1,000	-2,300
4041	COUNTY PASS THRU TELEPHONE CHARGES	5,000	5,000	5,625	5,625	625
4080	HOUSEHOLD EXPENSE	0	0	100	100	100
4086	JANITORIAL / CUSTODIAL SERVICES	9,900	9,900	13,000	13,000	3,100
4100	INSURANCE: PREMIUM	53,699	53,699	39,914	39,914	-13,785
4140	MAINT: EQUIPMENT	500	500	100	100	-400
4144	MAINT: COMPUTER	0	0	16,800	16,800	16,800
4180	MAINT: BUILDING & IMPROVEMENTS	4,000	4,000	3,600	3,600	-400
4183	MAINT: GROUNDS	0	0	150	150	150
4220	MEMBERSHIPS	11,850	11,850	12,170	12,170	320
4260	OFFICE EXPENSE	30,000	30,000	36,000	36,000	6,000
4261	POSTAGE	85,000	85,000	80,000	80,000	-5,000
4262	SOFTWARE	1,200	1,200	300	300	-900
4263	SUBSCRIPTION / NEWSPAPER / JOURNALS	3,000	3,000	2,500	2,500	-500
4264	BOOKS / MANUALS	0	0	2,000	2,000	2,000
4265	LAW BOOKS	5,000	5,000	5,000	5,000	0
4266	PRINTING / DUPLICATING SERVICES	200	200	3,250	3,250	3,050
4267	ON-LINE SUBSCRIPTIONS	0	0	150	150	150
4300	PROFESSIONAL & SPECIALIZED SERVICES	96,620	96,620	42,000	42,000	-54,620
4308	EXTERNAL DATA PROCESSING SERVICES	8,000	8,000	19,130	19,130	11,130
4324	MEDICAL, DENTAL, LAB & AMBULANCE SRV	8,560	8,560	8,000	8,000	-560
4400	PUBLICATION & LEGAL NOTICES	1,099	1,099	1,500	1,500	401
4420	RENT & LEASE: EQUIPMENT	24,000	24,000	33,000	33,000	9,000
4440	RENT & LEASE: BUILDING & IMPROVEMENTS	158,232	158,232	183,000	183,000	24,768
4461	EQUIP: MINOR	1,000	1,000	0	0	-1,000
4462	EQUIP: COMPUTER	7,000	7,000	0	0	-7,000
4500	SPECIAL DEPT EXPENSE	8,000	8,000	22,862	22,862	14,862

CHILD SUPPORT SERVICES

Financial Information by Fund Type

FUND TYPE: 10 GENERAL FUND
DEPARTMENT: 79 CHILD SUPPORT SERVICES

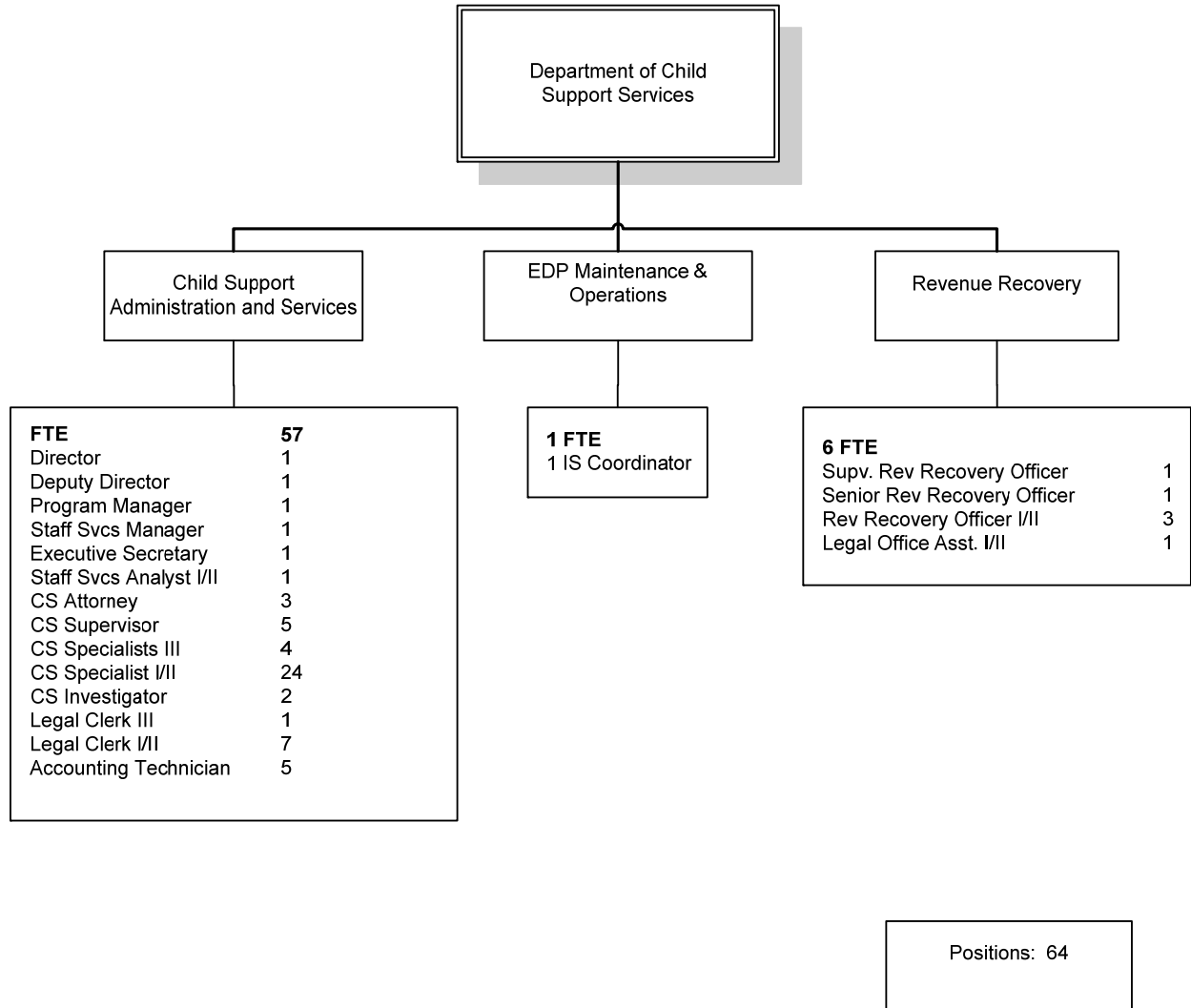
		CURRENT YR		CAO		
		MID-YEAR	APPROVED	DEPARTMENT	RECOMMENDED	DIFFERENCE
		PROJECTION	BUDGET	REQUEST	BUDGET	
4501	SPECIAL PROJECTS	87,974	87,974	1,000	1,000	-86,974
4503	STAFF DEVELOPMENT	6,000	6,000	35,600	35,600	29,600
4529	SOFTWARE LICENSE	18,300	18,300	3,500	3,500	-14,800
4600	TRANSPORTATION & TRAVEL	6,450	6,450	12,700	12,700	6,250
4602	MILEAGE: EMPLOYEE PRIVATE AUTO	3,270	3,270	2,000	2,000	-1,270
4605	RENT & LEASE: VEHICLE	20,150	20,150	20,000	20,000	-150
4606	FUEL PURCHASES	8,650	8,650	13,150	13,150	4,500
4620	UTILITIES	32,000	32,000	35,000	35,000	3,000
CLASS: 40	SERVICE & SUPPLIES	707,954	707,954	654,101	654,101	-53,853
7200	INTRAFUND TRANSFERS: ONLY GENERAL	8,000	8,000	16,100	16,100	8,100
7220	INTRAFND: TELEPHONE EQUIPMENT &	38,400	38,400	39,600	39,600	1,200
7223	INTRAFND: MAIL SERVICE	2,424	2,424	5,506	5,506	3,082
7224	INTRAFND: STORES SUPPORT	2,446	2,446	3,358	3,358	912
7225	INTRAFND: CENTRAL DUPLICATING	11,000	11,000	9,400	9,400	-1,600
7227	INTRAFND: MAINFRAME SUPPORT	14,228	14,228	20,087	20,087	5,859
7228	INTRAFND: INTERNET CONNECT CHARGE	3,744	3,744	0	0	-3,744
7229	INTRAFND: PC SUPPORT	23,500	23,500	1,580	1,580	-21,920
7231	INTRAFND: IS PROGRAMMING SUPPORT	0	0	1,600	1,600	1,600
7233	INTRAFND: CHILD SUPPORT SERVICES	44,890	44,890	136,501	136,501	91,611
7234	INTRAFND: NETWORK SUPPORT	93,097	93,097	99,931	99,931	6,834
CLASS: 72	INTRAFUND TRANSFERS	241,729	241,729	333,663	333,663	91,934
7353	INTRFND ABATEMENTS: COLLECTIONS	-56,438	-56,438	-16,500	-16,500	39,938
CLASS: 73	INTRAFUND ABATEMENT	-56,438	-56,438	-16,500	-16,500	39,938
TYPE: E SUBTOTAL		5,466,543	5,466,543	5,434,860	5,434,860	-31,683
FUND TYPE: 10	SUBTOTAL	-24,968	-24,968	0	0	24,968
DEPARTMENT: 79	SUBTOTAL	-24,968	-24,968	0	0	24,968

CHILD SUPPORT SERVICES

Personnel Allocations

Classification Title	2009-10 Adjusted Allocation	2010-11 Dept Request	2010-11 CAO Recm'd	Diff from Adjusted
Director of Child Support Services	1.00	1.00	1.00	0.00
Accounting Technician	5.00	5.00	5.00	0.00
Child Support Attorney I-IV	3.00	3.00	3.00	0.00
Child Support Investigator I/II	2.00	2.00	2.00	0.00
Child Support Specialist I/II	24.00	24.00	24.00	0.00
Child Support Specialist III	4.00	4.00	4.00	0.00
Child Support Supervisor	5.00	5.00	5.00	0.00
Deputy Director of Child Support Services	1.00	1.00	1.00	0.00
Executive Secretary	1.00	1.00	1.00	0.00
Fiscal Assistant I/II	1.00	0.00	0.00	-1.00
IS Coordinator	1.00	1.00	1.00	0.00
Legal Clerk I/II	8.00	7.00	7.00	-1.00
Legal Clerk III	1.00	1.00	1.00	0.00
Legal Office Assistant I/II	0.00	1.00	1.00	1.00
Personnel Assistant	1.00	0.00	0.00	-1.00
Program Manager	1.00	1.00	1.00	0.00
Revenue Recovery Officer I/II	4.00	3.00	3.00	-1.00
Sr. Revenue Recovery Officer	0.00	1.00	1.00	1.00
Staff Services Analyst I/II	1.00	1.00	1.00	0.00
Staff Services Manager	1.00	1.00	1.00	0.00
Supervising Revenue Recovery Officer	1.00	1.00	1.00	0.00
Department Total	66.00	64.00	64.00	-2.00

CHILD SUPPORT SERVICES



CHILD SUPPORT SERVICES

page intentionally left blank

CHILD SUPPORT SERVICES

Ten Year History

	01/02 Actual	02/03 Actual	03/04 Actual	04/05 Actual	05/06 Actual
Use of Funds	43,749	11,377	9,233	15,568	17,302
State	1,285,225	1,480,600	1,374,086	91,145	84,656
Federal	3,180,032	3,642,913	3,346,924	16,398	-
Other Governmental	-	-	4,400	7,834	5,882
Charges for Service	-	-	-	-	-
Misc.	-	-	16,581	-	-
Othe Financing Sources	-	-	-	4,527,198	4,645,178
Total Revenue	4,509,006	5,134,890	4,751,224	4,658,143	4,753,018
Salaries	2,303,351	2,683,416	2,486,421	2,173,476	2,331,332
Benefits	727,160	993,227	1,100,283	1,100,360	1,247,691
Services & Supplies	1,033,009	1,050,774	855,900	755,131	519,999
Other Charges	1,644	381	300	977	1,780
Fixed Assets	150,211	72,121	17,864	-	10,074
Operating Transfers	49,867	-	-	-	-
Intrafund Transfers	422,711	305,175	311,527	643,687	582,101
Total Appropriations	4,687,953	5,105,094	4,772,295	4,673,631	4,692,977
NCC	178,947	(29,796)	21,071	15,488	(60,041)
FTE's	69	73	67	60	60

CHILD SUPPORT SERVICES

Ten Year History

	06/07 Actual	07/08 Actual	08/09 Actual	09/10 Projected	10/11 Budget
Use of Funds	97,783	71,687	21,554	-	-
State	53,014	111,645	91,655	12,411	-
Federal	-	-	-	-	-
Other Governmental	-	-	-	-	-
Charges for Service	-	-	415,659	443,345	482,702
Misc.	-	-	13,108	11,280	10,000
Othe Financing Sources	4,570,109	4,606,199	4,496,126	4,766,010	4,942,159
Total Revenue	4,720,906	4,789,531	5,038,102	5,233,046	5,434,861
Salaries	2,466,170	2,559,984	2,862,474	2,989,944	2,909,012
Benefits	1,208,148	1,224,528	1,301,596	1,302,049	1,554,585
Services & Supplies	564,612	464,325	650,560	730,043	654,101
Other Charges	1,166	363	-	-	-
Fixed Assets	119,059	1,969	30,925	-	-
Operating Transfers	-	-	-	-	-
Intrafund Transfers	418,991	532,303	287,590	221,721	317,163
Total Appropriations	4,778,146	4,783,472	5,133,145	5,243,757	5,434,861
NCC	57,240	(6,059)	95,043	10,711	-
FTE's	56	57	66	66	64

10 Year Variance		
	\$ Change	% Change
Use of Funds	(43,749)	-100%
State	(1,285,225)	-100%
Federal	(3,180,032)	-100%
Other Governmental	-	0%
Charges for Service	482,702	0%
Misc.	10,000	0%
Othe Financing Sources	4,942,159	0%
Total Revenue	925,855	21%
Salaries	605,661	26%
Benefits	827,425	114%
Services & Supplies	(378,908)	-37%
Other Charges	(1,644)	-100%
Fixed Assets	(150,211)	-100%
Operating Transfers	(49,867)	-100%
Intrafund Transfers	(105,548)	-25%
Total Appropriations	746,908	16%
NCC	(178,947)	-100%
FTE's	(5)	-7%

Notes

Child Support included in DA's office in FY 2000-01

FY 2008-09 Revenue Recovery transferred to Child Support (5FTE). Deleted 1 FTE in November 2008.

May 2009 added 5 FTE to Child Support and 2 FTE to Revenue Recovery. All positions are revenue offset.

FY 2009-10 State contract providing funding for special child support services was canceled.

FY 2010-11 Child Support allocation remains flat while costs increase. Recommending staff changes and 2 FTE for deletion.