

# 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 Shingle Springs 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.

### Child Support Services Financial Summary

	14/15 Actuals	15/16 Budget	16/17 Dept Requested	16/17 CAO Recommend	Change from Budget to Recommend	% Change
Use of Funds	7,527	-	-	-	-	-
State	1,594,863	1,429,986	1,694,272	1,694,272	264,286	18%
Federal	3,095,917	3,613,583	3,288,882	3,288,882	(324,701)	-9%
Charges for Service	810,631	912,235	913,849	913,849	1,614	0%
Misc.	13,887	14,000	11,535	11,535	(2,465)	-18%
<b>Total Revenue</b>	<b>5,522,825</b>	<b>5,969,804</b>	<b>5,908,538</b>	<b>5,908,538</b>	<b>(61,266)</b>	<b>-1%</b>
Salaries and Benefits	4,607,258	4,815,730	4,903,781	4,903,781	88,051	2%
Services & Supplies	643,767	650,086	663,411	663,411	13,325	2%
Intrafund Transfers	319,234	521,618	357,809	357,809	(163,809)	-31%
Intrafund Abatement	(13,493)	(12,630)	(11,463)	(11,463)	1,167	-9%
<b>Total Appropriations</b>	<b>5,556,766</b>	<b>5,974,804</b>	<b>5,913,538</b>	<b>5,913,538</b>	<b>(61,266)</b>	<b>-1%</b>
<b>NCC</b>	<b>33,941</b>	<b>5,000</b>	<b>5,000</b>	<b>5,000</b>	<b>-</b>	<b>0%</b>
<b>FTE's</b>	<b>60</b>	<b>60</b>	<b>59</b>	<b>59</b>	<b>(1)</b>	<b>-2%</b>

### Source of Funds

State and Federal Revenues (\$4,983,154): Revenues for the Child Support Services Division include a combination of State (\$1,694,272) and Federal (\$3,288,882) funds.

Charges for Services (\$913,849): Revenues from Courts and County departments for Revenue Recovery services.

Miscellaneous (\$11,535): Revenues for other Revenue Recovery services.

Net County Cost (\$5,000): Revenue Recovery is funded with a small amount of discretionary General Fund revenue.

### Use of Funds

Salaries & Benefits (\$4,903,781): Primarily comprised of salaries (\$3,185,897), health insurance (\$779,760), and retirement (\$721,411).

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Services & Supplies (\$663,411): Primarily comprised of facility costs including rent and utilities (\$359,406); office expenses and postage (\$77,196); County liability insurance charges (\$44,815); fleet vehicle and fuel charges (\$35,270); contracts for process server and locate services, external data processing, and lab testing services (\$29,150); and staff development and travel (\$20,000).

Intrafund Transfers (\$357,809): Primarily comprised of A-87 charges (\$337,901).

Intrafund Abatements (\$-11,463): Transfers for charges to General Fund

departments for revenues collected on their behalf.

## Staffing Trend

Staffing for Child Support Services over the past ten years has fluctuated based on funding allocations provided by the State, and the transfer of the County's Revenue Recovery Program to the department in FY 2008-09. The recommended staff allocation for FY 2015-16 is 59 FTEs, with 55 FTEs on the West Slope and 4 FTEs at South Lake Tahoe. The 1.0 FTE decrease is an Accounting Technician position which has been vacant for some time.



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2016-17 Summary of Department Programs				
	Appropriations	Revenues	Net County Cost	Staffing
Administration & Services	4,747,119	4,747,119	-	49
EDP Maintenance & Operations	236,034	236,034	-	1
Revenue Recovery	930,384	925,384	5,000	9
<i>TOTAL</i>	<i>5,913,537</i>	<i>5,908,537</i>	<i>5,000</i>	<i>59</i>

## Program Summaries

### *Administration and Services*

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. 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*

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. Revenues for this program are provided by the State at 34% and Federal government at 66%. There is no cost to the County General Fund.

### *Revenue Recovery Division*

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, the majority of the costs for operating the program are offset by a portion of the revenues collected for the County departments served and charges for services to the agencies being served (such as Superior Court).

## **Chief Administrative Office Recommendation**

The Recommended Budget represents an overall decrease of \$61,266 or 1% in revenues and appropriations when compared to the FY 2015-16 Adopted Budget. There is no Net County Cost for Child Support programs. All but \$5,000 of the expenditures in the Revenue Recovery Program are offset

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by revenues from charges for services. This represents a status quo budget.

Decreased revenues are primarily related to a reduction in the Electronic Data Processing/Maintenance and Operations (EDP) allocation for Child Support Services. Expenditures in that program have also been reduced so the Net County Cost remains at zero. The department has also included

projected salary savings of 3.9% from position vacancies in the Child Support program based on their historical vacancy rate.

### Staffing Changes

The Recommended Budget includes the deletion of one vacant Accounting Technician position.

### 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 CURR YR CAO RECMD
<b>TYPE: R REVENUE</b>					
<b>SUBOBJ SUBOBJ TITLE</b>					
0887 ST: INCENTIVES CHILD SUPPORT	1,429,986	1,429,986	1,694,272	1,694,272	264,286
<b>CLASS: 05 REV: STATE INTERGOVERNMENTAL</b>	1,429,986	1,429,986	1,694,272	1,694,272	264,286
1102 FED: INCENTIVES CHILD SUPPORT	284,827	284,827	0	0	-284,827
1103 FED: 66% CHILD SUPPORT 356	3,328,756	3,328,756	3,288,882	3,288,882	-39,874
<b>CLASS: 10 REV: FEDERAL</b>	3,613,583	3,613,583	3,288,882	3,288,882	-324,701
1740 CHARGES FOR SERVICES	904,515	904,515	906,201	906,201	1,686
1821 INTERFND REV: COLLECTIONS	7,720	7,720	7,648	7,648	-72
<b>CLASS: 13 REV: CHARGE FOR SERVICES</b>	912,235	912,235	913,849	913,849	1,614
1940 MISC: REVENUE	14,000	14,000	11,535	11,535	-2,465
<b>CLASS: 19 REV: MISCELLANEOUS</b>	14,000	14,000	11,535	11,535	-2,465
<b>TYPE: R SUBTOTAL</b>	5,969,804	5,969,804	5,908,538	5,908,538	-61,266

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## 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 CURR YR CAO RECMD
<b>TYPE: E EXPENDITURE</b>					
<b>SUBOBJ</b>	<b>SUBOBJ TITLE</b>				
3000	PERMANENT EMPLOYEES / ELECTED	3,183,956	3,183,956	3,166,777	-17,179
3005	TAHOE DIFFERENTIAL	10,800	10,800	10,800	0
3006	BILINGUAL PAY	10,400	10,400	8,320	-2,080
3020	RETIREMENT EMPLOYER SHARE	713,469	713,469	721,411	7,942
3022	MEDI CARE EMPLOYER SHARE	49,312	49,312	48,524	-788
3040	HEALTH INSURANCE EMPLOYER	691,474	691,474	779,760	88,286
3042	LONG TERM DISABILITY EMPLOYER	8,450	8,450	8,354	-96
3043	DEFERRED COMPENSATION EMPLOYER	11,502	11,502	11,027	-475
3046	RETIREE HEALTH: DEFINED	61,633	61,633	63,131	1,498
3060	WORKERS' COMPENSATION EMPLOYER	29,734	29,734	40,677	10,943
3080	FLEXIBLE BENEFITS	45,000	45,000	45,000	0
<b>CLASS: 30</b>	<b>SALARY &amp; EMPLOYEE BENEFITS</b>	<b>4,815,730</b>	<b>4,815,730</b>	<b>4,903,781</b>	<b>88,051</b>
4040	TELEPHONE COMPANY VENDOR	10,320	10,320	200	-10,120
4041	COUNTY PASS THRU TELEPHONE CHARGES	3,360	3,360	13,320	9,960
4080	HOUSEHOLD EXPENSE	28	28	38	10
4100	INSURANCE: PREMIUM	37,526	37,526	44,815	7,289
4140	MAINT: EQUIPMENT	1,750	1,750	1,748	-2
4144	MAINT: COMPUTER	16,124	16,124	16,550	426
4180	MAINT: BUILDING & IMPROVEMENTS	914	914	3,375	2,461
4220	MEMBERSHIPS	11,285	11,285	9,665	-1,620
4260	OFFICE EXPENSE	29,024	29,024	26,996	-2,028
4261	POSTAGE	56,000	56,000	50,200	-5,800
4262	SOFTWARE	500	500	500	0
4263	SUBSCRIPTION / NEWSPAPER / JOURNALS	11,232	11,232	11,000	-232
4264	BOOKS / MANUALS	0	0	500	500
4265	LAW BOOKS	1,500	1,500	2,747	1,247
4266	PRINTING / DUPLICATING SERVICES	0	0	500	500
4267	ON-LINE SUBSCRIPTIONS	120	120	120	0
4300	PROFESSIONAL & SPECIALIZED SERVICES	31,350	31,350	20,600	-10,750
4308	EXTERNAL DATA PROCESSING SERVICES	3,500	3,500	3,500	0
4320	VERBATIM: TRANSCRIPTION	100	100	50	-50
4324	MEDICAL,DENTAL,LAB & AMBULANCE SRV	7,500	7,500	5,000	-2,500
4400	PUBLICATION & LEGAL NOTICES	100	100	50	-50
4420	RENT & LEASE: EQUIPMENT	28,000	28,000	28,965	965
4440	RENT & LEASE: BUILDING &	285,000	285,000	319,306	34,306
4461	EQUIP: MINOR	600	600	100	-500
4462	EQUIP: COMPUTER	600	600	3,845	3,245
4500	SPECIAL DEPT EXPENSE	9,000	9,000	4,001	-4,999
4503	STAFF DEVELOPMENT	9,500	9,500	9,000	-500
4600	TRANSPORTATION & TRAVEL	5,500	5,500	6,000	500
4602	MILEAGE: EMPLOYEE PRIVATE AUTO	2,500	2,500	950	-1,550
4605	RENT & LEASE: VEHICLE	26,953	26,953	26,072	-881
4606	FUEL PURCHASES	15,600	15,600	9,198	-6,402
4608	HOTEL ACCOMMODATIONS	0	0	5,000	5,000
4620	UTILITIES	44,600	44,600	39,500	-5,100
<b>CLASS: 40</b>	<b>SERVICE &amp; SUPPLIES</b>	<b>650,086</b>	<b>650,086</b>	<b>663,411</b>	<b>13,325</b>
7200	INTRAFUND TRANSFERS: ONLY GENERAL	2,000	2,000	0	-2,000
7223	INTRAFND: MAIL SERVICE	19,592	19,592	19,089	-503
7224	INTRAFND: STORES SUPPORT	747	747	819	72
7231	INTRAFND: IS PROGRAMMING SUPPORT	2,000	2,000	0	-2,000
7233	INTRAFND: CHILD SUPPORT SERVICES	497,279	497,279	337,901	-159,378
<b>CLASS: 72</b>	<b>INTRAFUND TRANSFERS</b>	<b>521,618</b>	<b>521,618</b>	<b>357,809</b>	<b>-163,809</b>
7353	INTRFND ABATEMENTS: COLLECTIONS	-12,630	-12,630	-11,463	1,167
<b>CLASS: 73</b>	<b>INTRAFUND ABATEMENT</b>	<b>-12,630</b>	<b>-12,630</b>	<b>-11,463</b>	<b>1,167</b>
<b>TYPE: E SUBTOTAL</b>		<b>5,974,804</b>	<b>5,974,804</b>	<b>5,913,538</b>	<b>-61,266</b>
<b>DEPARTMENT: 79</b>	<b>SUBTOTAL</b>	<b>5,000</b>	<b>5,000</b>	<b>5,000</b>	<b>0</b>

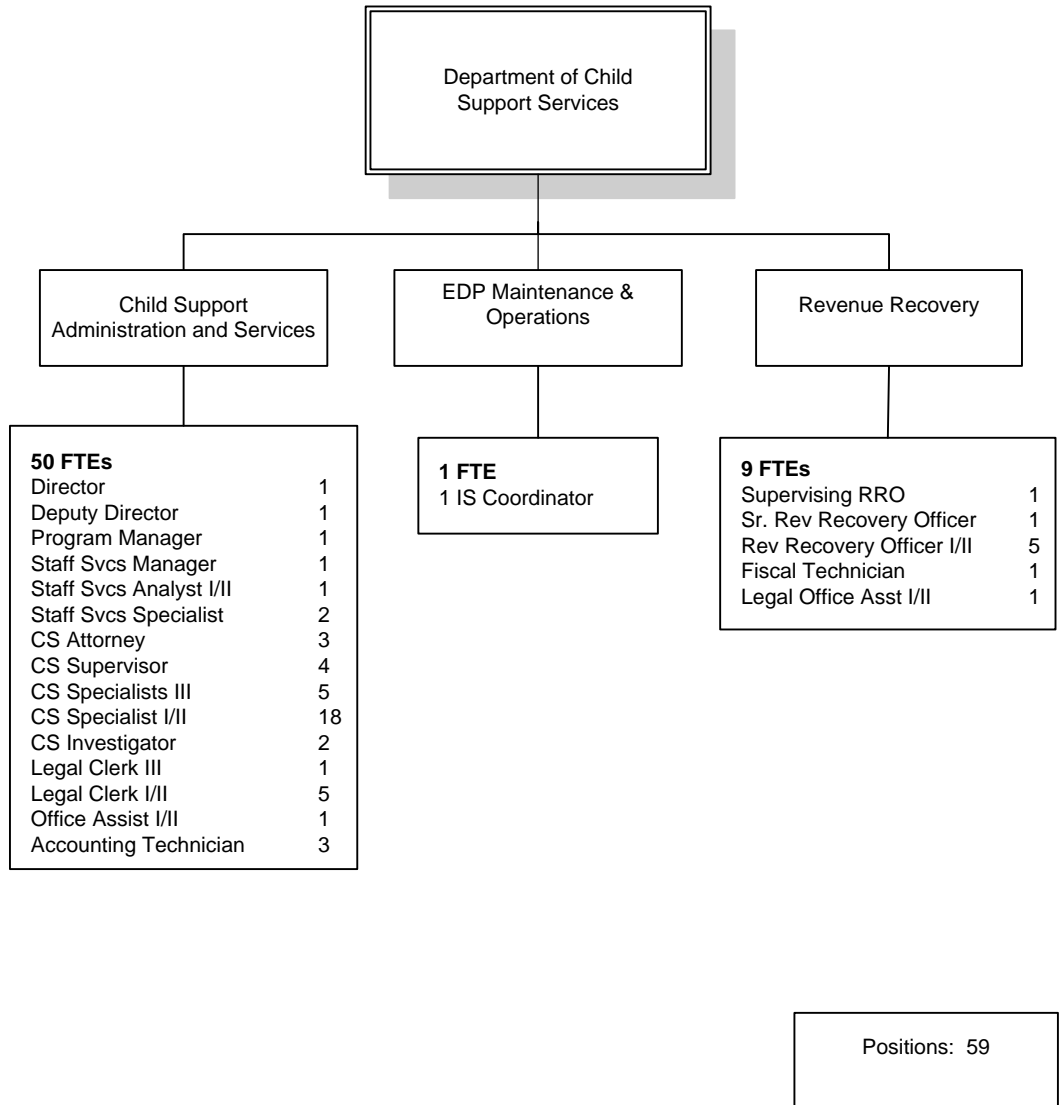
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### Personnel Allocation

Classification Title	2015-16 Adjusted Allocation	2016-17 Dept Request	2016-17 CAO Recm'd	Diff from Adjusted
Director of Child Support Services	1.00	1.00	1.00	-
Accounting Technician	4.00	3.00	3.00	(1.00)
Child Support Attorney I-IV	3.00	3.00	3.00	-
Child Support Investigator I/II	2.00	2.00	2.00	-
Child Support Program Manager	1.00	1.00	1.00	-
Child Support Specialist I/II	18.00	18.00	18.00	-
Child Support Specialist III	5.00	5.00	5.00	-
Child Support Supervisor	4.00	4.00	4.00	-
Deputy Director of Child Support Services	1.00	1.00	1.00	-
Fiscal Technician	1.00	1.00	1.00	-
Information Systems Coordinator	1.00	1.00	1.00	-
Legal Clerk I/II	5.00	5.00	5.00	-
Legal Clerk III	1.00	1.00	1.00	-
Legal Office Assistant I/II	1.00	1.00	1.00	-
Office Assistant I/II	1.00	1.00	1.00	-
Revenue Recovery Officer I/II	5.00	5.00	5.00	-
Sr Revenue Recovery Officer	1.00	1.00	1.00	-
Staff Services Analyst I/II	1.00	1.00	1.00	-
Staff Services Manager	1.00	1.00	1.00	-
Staff Services Specialist	2.00	2.00	2.00	-
Supervising Revenue Recovery Officer	1.00	1.00	1.00	-
<b>Department Total</b>	<b>60.00</b>	<b>59.00</b>	<b>59.00</b>	<b>(1.00)</b>

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Positions: 59