

Department Budget Submission Checklist

To be completed by: All departments.

Instructions: Submit this completed cover sheet with your budget submission and ensure all applicable forms below are included with your submission.

Department Name: Child Support Services

- ☒ **Summary of Major Changes:** Completed "Form 1A: Summary of Major Changes" explaining major changes submitted in department's budget proposal.
 - ☐ **Proposed Efficiency/Reduction Savings Loaded in BPMS via Target Reports:** Printed report from GFS Target, reports #15.40.001 & 15.40.002
 - ☐ **Department Budget Summary:** Submission includes copy of report # 15.50.012.
- ☒ **Revenue Report:** Completed "Form 2A: Revenue Report."
- ☐ **Fees & Fines:** Completed "Form 2B: Fees & Fines."
- ☐ **Cost Recovery:** Completed "Form 2C: Cost Recovery."
- ☒ **Expenditure Changes:** Completed "Form 3A: Expenditure Changes."
- ☒ **Position Changes:** Completed "Form 3B: Position Changes."
- ☐ **Equipment & Fleet Requests:** Completed "Form 4A: All Equipment Funded in prior budget"; "Form 4B: New General Fund Equipment"; "Form 4C: Fleet".
- ☐ **Minimum Compensation Ordinance:** The effects of the MCO in contracting have been considered as part of the budget submission.
- ☐ **Proposition J Description, Summary, City Cost, Contract Cost:** Required for all existing or new Prop Js
- ☒ **Interdepartmental Services Balancing:** Included Excel download of 15.20.012 3.b.2 IDS balancing report
- ☒ **Organizational Charts:** Submission contains updated position-level organizational charts for your department, with indication if the position is filled (F) or vacant (V). Organizational charts also reflect any proposed position changes.
- ☐ **New Legislation:**
 - ☐ Included draft legislation that department would like to submit with the budget; or,
 - ☐ Draft legislation in progress at this time. A description of the proposed changes is included in the "Summary of Major Changes" table. A draft will be provided to the Mayor's Office by
- ☐ **Other Requests:** Submitted requests for the following items (through separate forms), if applicable:
 - ☐ COIT
 - ☐ Capital

For Chief Financial Officer/Budget Manager:

I have reviewed the attached budget submission and affirm that all applicable forms checked off above are either included in this submission or have been submitted through the proper online forums.

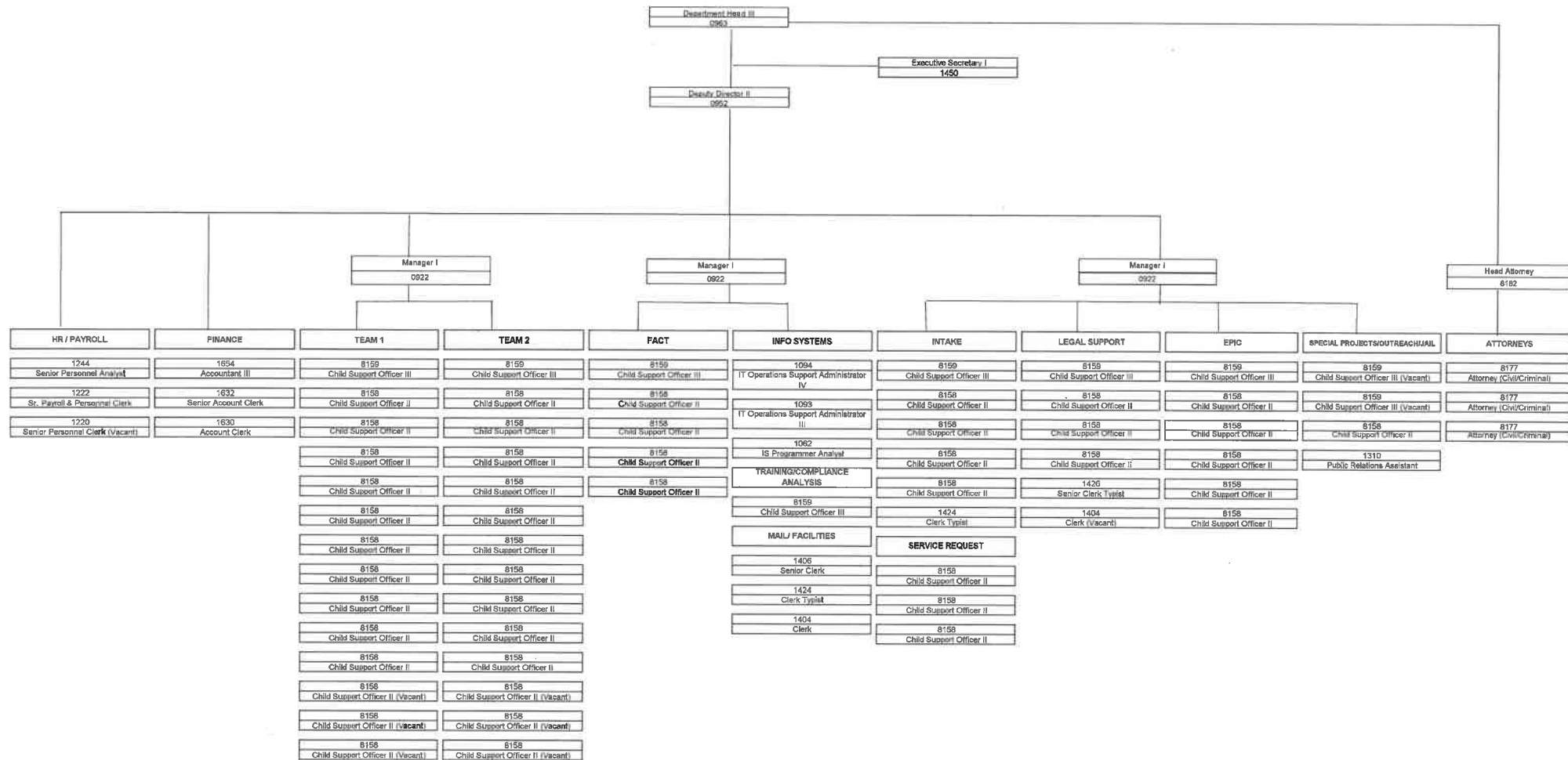
Full Name: Karen Roye - 415-356-2919

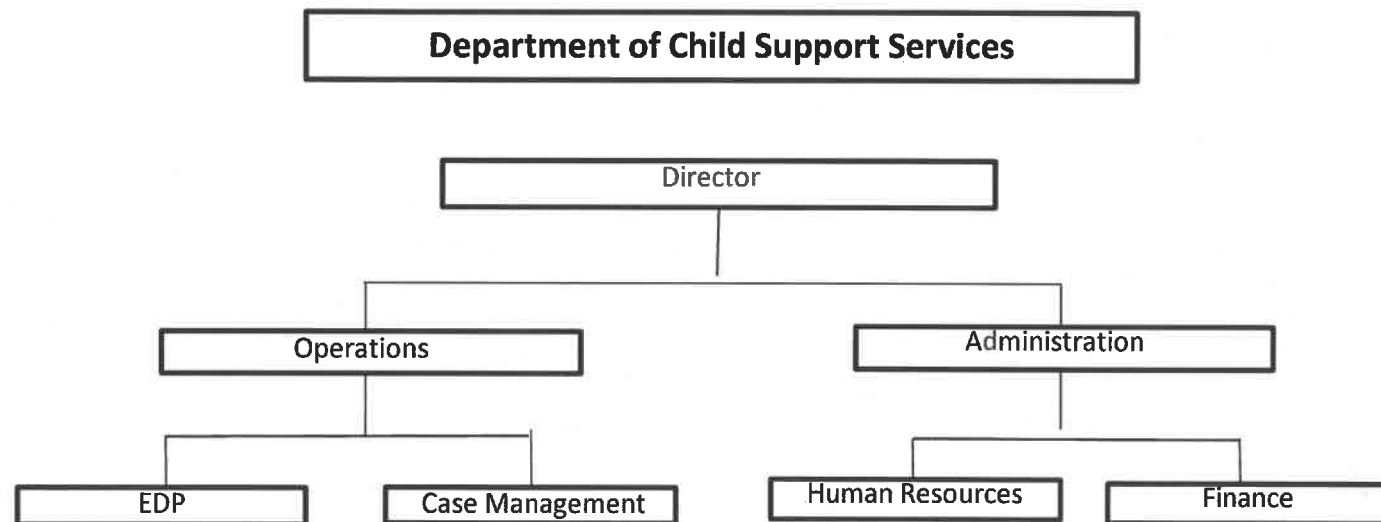
Signature: Karen Roye 

Table of Contents

Sheet	Link
BUDGET SUBMISSION CHECKLIST	Go To Sheet
Table of Contents	Go To Sheet
ORGChart(Vacancies)	Go To Sheet
HighLevel Org Chart	Go To Sheet
FY2020 OrgChart	Go To Sheet
FY2021 ASO	Go To Sheet
1A Summary of Major Changes	Go To Sheet
1B Efficiency-Reduction Target	Go To Sheet
1C Department Budget Summary	Go To Sheet
2A Revenue Report	Go To Sheet
2B Fees & Fines	Go To Sheet
2C Cost Recovery	Go To Sheet
4A 4B Equipment Req	Go To Sheet
Work Order Balance	Go To Sheet
4C Fleet Req	Go To Sheet
Fleet TCs	Go To Sheet
Fleet Lists	Go To Sheet
COIT, Capital	Go To Sheet
Prop J Description	Go To Sheet
Prop J Summary	Go To Sheet
Prop J CITY est Cost Template	Go To Sheet
Prop J CONTRACT Cost Detail	Go To Sheet
Prop J Cover Page Sample	Go To Sheet
Chrtfield Chng Request-summary	Go To Sheet
Chartfield Request Forms	Go To Sheet
Subsetting Request Forms ->	Go To Sheet
Sheet2	Go To Sheet
Fund ID	Go To Sheet
Dept ID	Go To Sheet
Project-Activity	Go To Sheet

(enable content and macros)







922 Manager I	6159 Child Support Officer III
1220 Senior Personnel Clerk	8158 (15) Child Support Officer II
1310 Public Relations Assistant	1426 Senior Clerk Typist
1404 Clerk	4320 Cashier I

Job Code	Job Title	FTE
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963	Department Head III	1
1062	IS Programmer Analyst	1
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1632	Senior Account Clerk	1
1654	Accountant III	1
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8158	Child Support Officer II	54
8159	Child Support Officer III	9
8177	Attorney (Civil/Criminal)	3
8182	Head Attorney, Civil and Criminal	1

BUDGET FORM 1A: Summary of Major Changes FY 2020-21 and FY 2021-22	
DEPT NAME HERE	
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<p>1. SUMMARY. What major changes is the department proposing? Clearly describe each change, including the fiscal impact of the proposal, and how the department proposes to fund each significant change (i.e. reprioritization of existing funds, grants, or other new revenues). Include detail related to position changes in Position section below.</p>	<p>The Department is Just to recap we appreciate moving to an annual budget process which gives the department greater flexibility rather than a two-year process that holds the department to a 10% reallocation rate. I have confirmed with staff that we have 92.0 budgeted positions and 69.50 filled positions. As mentioned, we intend to back fill (1.0) FTE - 8158 Child Support Officer II position to support a vacated position to bring or total filled positions next fiscal year to 70.5 filled FTE's assuming no new money and a baseline funding in the amount of \$12, 777,282.00.</p> <p>With the help of RED and DPW we are consolidating staff from three floors to two floors that includes public access and intake areas and will reduce our annual leasing costs from \$1.4 million to roughly \$850,000 creating an ongoing savings of \$550,000 to be reallocated to support anticipated increased costs to salary and fringe benefits.</p> <p>In prior fiscal years the department has used salary savings to fund and pre-pay retiree health insurance subsidies for FY2020, FY2021, and FY2022 in compliance with Title IVD federal and state subventions and recognizing such savings in the annual budget for each year.</p> <p>Finally, the department has made arrangements to hold a public meeting next month (January) at our planned presentation before the Children's Council and will update our website tomorrow soliciting public feedback per BOS File No. 191072.</p>
<p>2. EXPENDITURES. What expenditure changes did the department submit from the base budget? Please differentiate between General Fund and non-General Fund.</p> <p>(This should match an Audit Trail, as shown in form 3A Expenditure Changes).</p>	<p>Net one-time federal and state funding received during FY2020 to fund the contrsruction costs related to the consolidation of the department from three floors to two floors saving ongoing costs related to real lease costs. The budget has been adjusted to baseline funding in the amount of \$12,777,282.</p>
<p>3. REVENUE. What revenue changes did the department submit from the base budget? Please differentiate between General Fund and non-General Fund.</p> <p>(This should match an Audit Trail, as shown in form 2A Revenue Report).</p>	<p>Funding for FY2021 and FY2022 adjusted by \$448,221 for federal subvention and \$230,901 for state subvention to accurately reflect ongoing baseline funding. During FY2018 and FY2019 the department received additional funding to support the replacement of a failed telephony system with the (VOIP) system. Prior to the current year budget process, the department considered an enterprise department was on a fixed two-year budget that did not permit the department to adjust its revenue projections during the second year of its two-year budget. For FY2021 and FY2022 the department is an enterprise department with a two-year rolling budget.</p>
<p>4. TARGET. How did the department meet its target? What are the programmatic, operational, or staffing impacts of this proposed reduction?</p>	<p>CSS does not receive county general fund.</p>
<p>5. POSITIONS. Did the department include changes to positions or special classes? What is the overall General Fund impact? Highlight any changes related to major changes/initiatives as noted in the Summary section.</p> <p>(Reminder: No increases to General Fund supported FTE should be loaded in the system. Include reference numbers for all position changes).</p>	<p>The Department has reduced its FTE's from 92 FTE's to 71 FTE's which reflects the deletion of 11 FTE's vacant for more than 5 years resulting in attrition savings and overall savings in citywide costs based on departmental population. The department has retained 11 FTE vacancies in key direct service positions for future.</p>

BUDGET FORM 1A: Summary of Major Changes FY 2020-21 and FY 2021-22	
DEPT NAME HERE	
<p>6. INTERDEPARTMENTAL SERVICES (IDS). Is the department proposing any discretionary changes to IDS workorders (excluding those that are centrally loaded by the Mayor's Office)? If so, describe the changes, including the change amount, the corresponding requesting/performing department, and whether those departments are in agreement with the change.</p> <p>(Reminder: A new IDS balancing report (15.20.012 3.b.2) is available in CFO Dashboards > Enterprise Planning in BI).</p>	<p>For FY2022 funding for Light, Heat and Power reduced by \$20,000 to reflect savings due to reduced leased office space. Funding has been reallocated to salary and fringe benefits to support increased costs. The Department has reduced its office space by 9,593 sq. ft. from 24,405 to 14,812 that will result in a savings of \$537,208.00 and rent and an additional savings in light and power costs beginning July 2020 will be reallocated to fund increases primarily in salary and fringe benefit costs. Resulting office space will continue to support existing staffing and will be seamless to customers, as the reduced square footage does not affect intake and interview lobby services. Reduction reviewed and approved by the RED. The Department worked with DHR to adjust the work order budget to actual DHR projected need. In FY 2018-2019 DHR settled worker claims resulting in significant on-going savings. The Department was in the second year of a two-year budget and not permitted to adjust overall budget beyond 10%. For FY 2020-2021 reduction approved and agreed to by DHR. Reduction reviewed and approved by the RED. For FY2022 - The Department intends to reduce its vehicle fleet by 50% during FY2021 to meet current needs. Savings will be refelcted in FY2022. Savings will be reallocated to fund increses in salary and fringe benefits costs.</p>
<p>7. LEGISLATION. Is the department seeking to submit any legislation with the budget? Does the department's budget assume any revenues/expenditures that require a legislative change?</p> <p>If so, please submit drafts of legislation along with the budget submission. Or provide a summary of desired legislation and an expected date of submission, if still in progress.</p>	<p>The Department does not have Prop J contracts or staff.</p>
<p>8. PROP J: Identify existing Prop J Analyses that will continue, and if the department's budget proposes any NEW contracting out of work previously done by City workers.</p>	<p>The Department does not have Prop J contracts or staff.</p>
<p>9. TRANSFER OF FUNCTION: Is the department requesting any Transfer of Functions of positions between departments? If so, please explain.</p>	<p>No.</p>
<p>10. INTERIM EXCEPTIONS: Is the department requesting any interim exceptions (new positions that are 1.0 FTE rather than 0.77)? If so, for what reason <u>are is the request being made?</u></p>	<p>No.</p>
<p>11. FELLOWSHIP PROGRAMS: Did the department apply to any citywide fellowship programs, including San Francisco Fellows, the Fish Fellowship, or the 1249 HR Analyst Trainee Program?</p> <p>Reminder for AIR, PRT, PUC and SFMTA, please also address FY 21/22, including the 1249 HR Analyst Trainee program.</p>	<p>No.</p>

Please run Oracle Business Intelligence Report 15.50.012 Department Total Budget Historical Comparison and include with budget submission.

balancing Mayor's Budget Book Annual Appropriation Labor Negotiation Fixed 2nd Y

- * Select a Report
- 15.50.001 Sources and Uses of Funds Excluding Fund Transfers
 - 15.50.005 Uses by Service Area, Department and Division
 - 15.50.007 Uses by Service Area and Department
 - 15.50.008 Uses by Department
 - 15.50.010 Authorized Positions, Grand Recap Detail
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CSS Child Support Services					
Authorized Positions	2019-2020 Original Budget	2020-2021 Proposed Budget	Change From 2019-2020	2021-2022 Proposed Budget	Change From 2020-2021
Total Authorized	76.73	66.22	(10.51)	65.69	(0.53)
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Net Operating Positions	76.73	66.22	(10.51)	65.69	(0.53)
Sources					
InterGovernmental Rev-Federal	8,848,696	8,433,006	(415,690)	8,433,006	
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General Fund Support					
Sources Total	13,565,487	12,942,577	(622,910)	12,946,929	4,352
Uses - Operating Expenditures					
Salaries	7,412,125	7,119,501	(292,624)	7,310,017	190,516
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Budget System Report 15.10.005 filtered on Regular Revenues

GFS Type	Dept	Dept Division	Division Description	Dept Section	Section Description	Dept ID	Dept ID Description	Fund ID	Fund Title	Project ID	Project Title	Activity ID	Activity Title	Authority ID	Authority Title	Account Lvl 5	Account Lvl 5 Name	Account ID	Account Title	TRIO ID	TRIO Title	AAO Category	AAO Title	Change Type Title	Change Type Code	Start Dept Amt	End Dept Amt	Var Dept Amt	Start BY+1 Dept Amt	End BY+1 Dept Amt	Var BY+1 Dept Amt	FORMULA	FILL IN	
																																Change submitted?	Revenue Description & Explanation of Change	
											CS Operations	1	Administration/General	10000	Operating	440199	4400IGRFed	440199	Other Fed-PublicAssistnceAdmin		Unspecified	D01	Regular Revenues	On-Going	4	8881227	8433006	-448221	8881227	8433006	-448221	YES	Funding for FY2021 and FY2022 adjusted by \$448,221 for federal subvention and \$230,901 for state subvention to accurately reflect ongoing baseline funding. During FY2018 and FY2019 the department received additional funding to support the replacement of a failed telephony system with the (VOIP) system. Prior to the current year budget process, the department considered an enterprise department was on a fixed two-year budget that did not permit the department to adjust its revenue projections during the second year of its two-year budget. For FY2021 and FY2022 the department is an enterprise department with a two-year rolling budget.	
Self Supporting	CSS					229264	CSS Child Support Services	11300	SR Child Support-Operating	10001654																						YES	Funding for FY2021 and FY2022 adjusted by \$448,221 for federal subvention and \$230,901 for state subvention to accurately reflect ongoing baseline funding. During FY2018 and FY2019 the department received additional funding to support the replacement of a failed telephony system with the (VOIP) system. Prior to the current year budget process, the department considered an enterprise department was on a fixed two-year budget that did not permit the department to adjust its revenue projections during the second year of its two-year budget. For FY2021 and FY2022 the department is an enterprise department with a two-year rolling budget.	
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Self Supporting	CSS					229264	CSS Child Support Services	11300	SR Child Support-Operating	10001654	CS Operations	1	Administration/General	10000	Operating	445299	4450IGRSta	445299	Other State-Public Assitnce Proj		Unspecified	D01	Regular Revenues	On-Going	4	4,575,177	4,344,276	(230,901)	4,575,177	4,344,276	(230,901)			

All submissions must be formatted appropriately so that printed copies are easily readable for the public.

Budget System Report 15.30.005 Filtered on Gross Expenditures																									Total BY Expenditure Variance: (721,343)			Total BY+1 Expenditure Variance: (1,021,348)		
GFS Type	Dept	Dept ID	Dept ID Description	Fund ID	Fund Title	Project ID	Project Title	Activity ID	Activity Title	Authority ID	Authority Title	Account Lvl 5	Account Lvl 5 Name	Account ID	Account Title	TRIO ID	TRIO Title	AAO Category	AAO Title	Change Type Title	Change Type Code	Start Dept Amt	End Dept Amt	Var Dept Amt	Start BY+1 Dept Amt	End BY+1 Dept Amt	Var BY+1 Dept Amt	FORMULA	FILL IN	
																											Change submitted?	Explanation of Change		
Self Supporting	CSS	229264	CSS Child Support Services	11300	SR Child Support-Operating	10001654	CS Operations	1	Administration/General	10000	Operating	501010	5010Salary	501010	Perm Salaries-Misc-Regular		Unspecified	J01	Gross Expenditures	On-Going	4	502,753	792,187	289,434	521,056	820,698	299,642	YES	Controler implemented adjustments reflecting the salary savings of a .50 FTE 0822- Manager 1 position due has been reallocated to operations to properly reflect the positions actual job duties. The department has deleted 11.00 vacant positions. These positions have been vacant for more than six years and the department does not intend to backfill.	
Self Supporting	CSS	229264	CSS Child Support Services	11300	SR Child Support-Operating	10001654	CS Operations	1	Administration/General	10000	Operating	513010	5130Fringe	513010	Retire City Misc		Unspecified	J01	Gross Expenditures	On-Going	4	113,546	179,964	66,418	120,137	174,560	64,423	YES	Controler implemented adjustments	
Self Supporting	CSS	229264	CSS Child Support Services	11300	SR Child Support-Operating	10001654	CS Operations	1	Administration/General	10000	Operating	514010	5130Fringe	514010	Social Security (Oasdi & Hi)		Unspecified	J01	Gross Expenditures	On-Going	4	29,351	46,154	16,803	30,433	47,823	17,391	YES	Controler implemented adjustments	
Self Supporting	CSS	229264	CSS Child Support Services	11300	SR Child Support-Operating	10001654	CS Operations	1	Administration/General	10000	Operating	514020	5130Fringe	514020	Social Sec-Medicare(Hi Only)		Unspecified	J01	Gross Expenditures	On-Going	4	7,291	11,488	4,197	7,557	11,903	4,344	YES	Controler implemented adjustments	
Self Supporting	CSS	229264	CSS Child Support Services	11300	SR Child Support-Operating	10001654	CS Operations	1	Administration/General	10000	Operating	515010	5130Fringe	515010	Health Service-City Match		Unspecified	J01	Gross Expenditures	On-Going	4	37,199	33,462	(3,737)	39,350	35,406	(3,944)	YES	Controler implemented adjustments	
Self Supporting	CSS	229264	CSS Child Support Services	11300	SR Child Support-Operating	10001654	CS Operations	1	Administration/General	10000	Operating	515710	5130Fringe	515710	Dependent Coverage		Unspecified	J01	Gross Expenditures	On-Going	4	83,684	72,471	(11,213)	88,538	76,679	(11,863)	YES	Controler implemented adjustments	
Self Supporting	CSS	229264	CSS Child Support Services	11300	SR Child Support-Operating	10001654	CS Operations	1	Administration/General	10000	Operating	516010	5130Fringe	516010	Dental Coverage		Unspecified	J01	Gross Expenditures	On-Going	4	10,470	9,079	(1,391)	10,682	9,161	(1,521)	YES	Controler implemented adjustments	
Self Supporting	CSS	229264	CSS Child Support Services	11300	SR Child Support-Operating	10001654	CS Operations	1	Administration/General	10000	Operating	517010	5130Fringe	517010	Unemployment Insurance		Unspecified	J01	Gross Expenditures	On-Going	4	1,356	2,137	781	1,406	2,215	809	YES	Controler implemented adjustments	
Self Supporting	CSS	229264	CSS Child Support Services	11300	SR Child Support-Operating	10001654	CS Operations	1	Administration/General	10000	Operating	519110	5130Fringe	519110	Flexible Benefit Package		Unspecified	J01	Gross Expenditures	On-Going	4	7,584	2,539	(5,045)	8,034	2,686	(5,338)	YES	Controler implemented adjustments	
Self Supporting	CSS	229264	CSS Child Support Services	11300	SR Child Support-Operating	10001654	CS Operations	1	Administration/General	10000	Operating	519120	5130Fringe	519120	Long Term Disability Insurance		Unspecified	J01	Gross Expenditures	On-Going	4	1,089	2,587	1,498	1,131	2,681	1,550	YES	Controler implemented adjustments	
Self Supporting	CSS	229264	CSS Child Support Services	11300	SR Child Support-Operating	10001654	CS Operations	2	Case Management	10000	Operating	501010	5010Salary	501010	Perm Salaries-Misc-Regular		Unspecified	J01	Gross Expenditures	On-Going	4	5,734,486	5,566,853	(167,633)	5,936,015	5,705,002	(231,013)	YES	Controler implemented adjustments reflecting the salary savings of a .50 FTE 0822- Manager 1 position that has been reallocated to operations to properly reflect the positions actual job duties. The department has deleted 11.00 vacant positions. These positions have been vacant for more than six years and the department does not intend to backfill.	
Self Supporting	CSS	229264	CSS Child Support Services	11300	SR Child Support-Operating	10001654	CS Operations	2	Case Management	10000	Operating	509010	5010Salary	509010	Premium Pay - Misc		Unspecified	J01	Gross Expenditures	On-Going	4	54,148	74,148	20,000	54,148	74,148	20,000	YES	The Department has increased its premium pay budget by \$20,000 to support negotiated increases for all equal employees.	
Self Supporting	CSS	229264	CSS Child Support Services	11300	SR Child Support-Operating	10001654	CS Operations	2	Case Management	10000	Operating	513010	5130Fringe	513010	Retire City Misc		Unspecified	J01	Gross Expenditures	On-Going	4	1,306,645	1,267,252	(39,393)	1,266,645	1,216,126	(50,519)	YES	Controler implemented adjustments in relation to the reduction of staffing levels.	
Self Supporting	CSS	229264	CSS Child Support Services	11300	SR Child Support-Operating	10001654	CS Operations	2	Case Management	10000	Operating	514010	5130Fringe	514010	Social Security (Oasdi & Hi)		Unspecified	J01	Gross Expenditures	On-Going	4	339,477	328,173	(11,304)	351,320	336,198	(15,122)	YES	Controler implemented adjustments in relation to the reduction of staffing levels.	
Self Supporting	CSS	229264	CSS Child Support Services	11300	SR Child Support-Operating	10001654	CS Operations	2	Case Management	10000	Operating	514020	5130Fringe	514020	Social Sec-Medicare(Hi Only)		Unspecified	J01	Gross Expenditures	On-Going	4	84,009	81,869	(2,140)	86,980	83,871	(3,059)	YES	Controler implemented adjustments in relation to the reduction of staffing levels.	
Self Supporting	CSS	229264	CSS Child Support Services	11300	SR Child Support-Operating	10001654	CS Operations	2	Case Management	10000	Operating	515010	5130Fringe	515010	Health Service-City Match		Unspecified	J01	Gross Expenditures	On-Going	4	252,800	236,598	(16,202)	267,509	247,446	(19,663)	YES	Controler implemented adjustments in relation to the reduction of staffing levels.	
Self Supporting	CSS	229264	CSS Child Support Services	11300	SR Child Support-Operating	10001654	CS Operations	2	Case Management	10000	Operating	515610	5130Fringe	515610	Health Service-Retiree Subsidy		Unspecified	J01	Gross Expenditures	On-Going	4	364,156	0	(364,156)	387,098	0	(387,098)	YES	The Department has pre-paid the Retiree Subsidy during FY2019 and FY2020 for FY2021 and FY2022.	
Self Supporting	CSS	229264	CSS Child Support Services	11300	SR Child Support-Operating	10001654	CS Operations	2	Case Management	10000	Operating	515710	5130Fringe	515710	Dependent Coverage		Unspecified	J01	Gross Expenditures	On-Going	4	531,180	504,531	(26,649)	562,003	528,419	(33,584)	YES	Controler implemented adjustments in relation to the reduction of staffing levels.	
Self Supporting	CSS	229264	CSS Child Support Services	11300	SR Child Support-Operating	10001654	CS Operations	2	Case Management	10000	Operating	516010	5130Fringe	516010	Dental Coverage		Unspecified	J01	Gross Expenditures	On-Going	4	66,736	63,221	(3,515)	68,091	63,853	(4,238)	YES	Controler implemented adjustments in relation to the reduction of staffing levels.	
Self Supporting	CSS	229264	CSS Child Support Services	11300	SR Child Support-Operating	10001654	CS Operations	2	Case Management	10000	Operating	517010	5130Fringe	517010	Unemployment Insurance		Unspecified	J01	Gross Expenditures	On-Going	4	15,642	15,244	(398)	16,187	15,617	(570)	YES	Controler implemented adjustments in relation to the reduction of staffing levels.	
Self Supporting	CSS	229264	CSS Child Support Services	11300	SR Child Support-Operating	10001654	CS Operations	2	Case Management	10000	Operating	519110	5130Fringe	519110	Flexible Benefit Package		Unspecified	J01	Gross Expenditures	On-Going	4	10,821	15,420	4,599	11,449	16,130	4,681	YES	Controler implemented adjustments	
Self Supporting	CSS	229264	CSS Child Support Services	11300	SR Child Support-Operating	10001654	CS Operations	2	Case Management	10000	Operating	519120	5130Fringe	519120	Long Term Disability Insurance		Unspecified	J01	Gross Expenditures	On-Going	4	20,795	19,561	(1,234)	21,523	20,047	(1,476)	YES	Controler implemented adjustments in relation to the reduction of staffing levels.	
Self Supporting	CSS	229264	CSS Child Support Services	11300	SR Child Support-Operating	10001654	CS Operations	2	Case Management	10000	Operating	522020	5210NPsvcs	522020	Training Costs Paid To Vendors		Unspecified	J01	Gross Expenditures	On-Going	4	29,500	29,500	0	29,500	24,226	(5,274)	YES	Controler implemented adjustments in relation to the reduction of staffing levels.	
Self Supporting	CSS	229264	CSS Child Support Services	11300	SR Child Support-Operating	10001654	CS Operations	2	Case Management	10000	Operating	527890	5210NPsvcs	527890	Other Medical Services		Unspecified	J01	Gross Expenditures	On-Going	4	20,000	0	(20,000)	20,000	0	(20,000)	YES	The Department has reduced its budget for genetic testing. The CS OSC has assumed contracting responsibility retroactive. Funding has been reallocated to Premium Pay to support increased costs.	
Self Supporting	CSS	229264	CSS Child Support Services	11300	SR Child Support-Operating	10001654	CS Operations	2	Case Management	10000	Operating	530210	5210NPsvcs	530210	Garage Rent		Unspecified	J01	Gross Expenditures	On-Going	4	14,000	14,000	0	14,000	7,000	(7,000)	YES	The Department intends to reduce its fleet by 50% due to under utilization. Funding has been allocated to support increases in utility costs.	
Self Supporting	CSS	229264	CSS Child Support Services	11300	SR Child Support-Operating	10001654	CS Operations	2	Case Management	10000	Operating	535710	5210NPsvcs	535710	Subscriptions		Unspecified	J01	Gross Expenditures	On-Going	4	16,575	17,098	523	16,575	16,262	(313)	YES	Adjusted to CY actuals.	
Self Supporting	CSS	229264	CSS Child Support Services	11300	SR Child Support-Operating	10001654	CS Operations	2	Case Management	10000	Operating	535960	5210NPsvcs	535960	Software Licensing Fees		Unspecified	J01	Gross Expenditures	On-Going	4	25,000	45,000	20,000	25,000	45,000	20,000	YES	The Department has increased its funding for Software Licenses by \$20,000 to support new technology "Lobby Central" a digital customer sign-in system operating the department to provide greater customer service and track wait times accurately.	
Self Supporting	CSS	229264	CSS Child Support Services	11300	SR Child Support-Operating	10001654	CS Operations	2	Case Management	10000	Operating	535990	5210NPsvcs	535990	Other Current Expenses		Unspecified	J01	Gross Expenditures	On-Going	4	53,756	244,994	191,238	52,756	159,713	106,957	YES	For FY2021 the Department has increased funding to other current expenses by \$149,930 to support one-time programmatic needs. For FY2022 funding reallocated to support unbudgeted increases in salary and fringe benefit costs. Increased funding will support additional cost of doing business increase budgetwide and consolidation of office space costs for FY2021 only.	
Self Supporting	CSS	229264	CSS Child Support Services	11300	SR Child Support-Operating	10001654	CS Operations	2	Case Management	10000	Operating	549210	5400Mat&Su	549210	Data Processing Supplies		Unspecified	J01	Gross Expenditures	On-Going	4	49,507	20,050	(29,457)	49,507	0	(49,507)	YES	Increase funding in data processing supplies to EDP to accurately reflect dedicated funding stream. The Department has identified specific data processing supplies identified by the CA OSC as compliant with the maintenance of essential functions of the Child Support Enforcement System.	
Self Supporting	CSS	229264	CSS Child Support Services	11300	SR Child Support-Operating	10001654	CS Operations	2	Case Management	10000	Operating	549510	5400Mat&Su	549510	Other Office Supplies		Unspecified	J01	Gross Expenditures	On-Going	4	34,281	63,738	29,457	34,281	20,738	(13,543)	YES	Increased funding supports cost of doing business increases for office supplies.	
Self Supporting	CSS	229264	CSS Child Support Services	11300	SR Child Support-Operating	10001654	CS Operations	2	Case Management	10000	Operating	552210	5210NPsvcs	552210	Fees Licenses Permits		Unspecified	J01	Gross Expenditures	On-Going	4	0	20,000	20,000	0	0	0	0	YES	For FY+1 the Department will no longer support the fees.
Self Supporting	CSS	229264	CSS Child Support Services	11300	SR Child Support-Operating	10001654	CS Operations	2	Case Management	10000	Operating	581051	58100HtDep	581051	GF-PUC-Ught Heat & Power		Unspecified	J01	Gross Expenditures	On-Going	4	61,087	34,141	(27,946)	62,087	37,987	(24,100)	YES	For FY2022 Funding for Ught Heat and Power reduced by \$20,000 to reflect savings due to reduced leased office space. Funding has been reallocated to salary and fringe benefits to support increased costs. The Department has reduced its office space by 9,593 sq. ft. from 24,405 to 14,812 that will result in a savings of \$17,208.00 and rent and an additional savings in light and power costs beginning July 2020 will be reallocated to fund increases primarily in salary and fringe benefit costs. Reducing office space will continue to support existing staffing and will be submitted to customers as the reduced square footage does not affect intake and interview lobby services. Reduction reviewed and approved by the RED.	
Self Supporting	CSS	229264	CSS Child Support Services	11300	SR Child Support-Operating	10001654	CS Operations	2	Case Management	10000	Operating	581460	58100HtDep	581460	GF-HR-Workers' Comp Claims		Unspecified	J0												

Self Supporting	CSS	229264	CSS Child Support Services	11300	SR Child Support-Operating	10001654	CS Operations	2	Case Management	10000	Operating	581740	58100thDep	581740	Is-Purch-Centrl Shop-FuelStock		Unspecified	J01	Gross Expenditures	On-Going	4	401	401	0	401	201	(200)	YES	For FY2022 - The Department intends to reduce its vehicle fleet by 50% during FY2021 to meet current needs. Savings will be realized in FY2022. Savings will be realized.
Self Supporting	CSS	229264	CSS Child Support Services	11300	SR Child Support-Operating	10001654	CS Operations	3	Electronic Data Processing	10000	Operating	501010	5010Salary	501010	Perm Salaries-Misc-Regular		Unspecified	J01	Gross Expenditures	On-Going	4	390,850	319,146	(71,704)	404,999	330,373	(74,226)	YES	Controller implemented adjustments reflecting the salary savings of a .50 FTE 0921-Manager 1 position that has been reallocated to operations to properly reflect the positions actual job duties.
Self Supporting	CSS	229264	CSS Child Support Services	11300	SR Child Support-Operating	10001654	CS Operations	3	Electronic Data Processing	10000	Operating	513010	5130Fringe	513010	Retire City Misc		Unspecified	J01	Gross Expenditures	On-Going	4	88,047	71,995	(16,052)	85,290	69,748	(15,542)	YES	Reduced funding supports increases in salary and fringe benefits costs.
Self Supporting	CSS	229264	CSS Child Support Services	11300	SR Child Support-Operating	10001654	CS Operations	3	Electronic Data Processing	10000	Operating	514010	5130Fringe	514010	Social Security (Oasdi & HI)		Unspecified	J01	Gross Expenditures	On-Going	4	24,010	19,664	(4,346)	24,864	20,361	(4,503)	YES	Controller implemented adjustments reflecting the salary savings of a .50 FTE 0922-Manager 1 position that has been reallocated to operations to properly reflect the positions actual job duties.
Self Supporting	CSS	229264	CSS Child Support Services	11300	SR Child Support-Operating	10001654	CS Operations	3	Electronic Data Processing	10000	Operating	514020	5130Fringe	514020	Social Sec-Medicare(HI Only)		Unspecified	J01	Gross Expenditures	On-Going	4	5,666	4,626	(1,040)	5,867	4,791	(1,076)	YES	Controller implemented adjustments reflecting the salary savings of a .50 FTE 0922-Manager 1 position that has been reallocated to operations to properly reflect the positions actual job duties.
Self Supporting	CSS	229264	CSS Child Support Services	11300	SR Child Support-Operating	10001654	CS Operations	3	Electronic Data Processing	10000	Operating	515010	5130Fringe	515010	Health Service-City Match		Unspecified	J01	Gross Expenditures	On-Going	4	11,305	9,436	(1,869)	11,960	9,983	(1,977)	YES	Controller implemented adjustments reflecting the salary savings of a .50 FTE 0922-Manager 1 position that has been reallocated to operations to properly reflect the positions actual job duties.
Self Supporting	CSS	229264	CSS Child Support Services	11300	SR Child Support-Operating	10001654	CS Operations	3	Electronic Data Processing	10000	Operating	515710	5130Fringe	515710	Dependent Coverage		Unspecified	J01	Gross Expenditures	On-Going	4	32,715	27,108	(5,607)	34,611	28,679	(5,932)	YES	Controller implemented adjustments reflecting the salary savings of a .50 FTE 0922-Manager 1 position that has been reallocated to operations to properly reflect the positions actual job duties.
Self Supporting	CSS	229264	CSS Child Support Services	11300	SR Child Support-Operating	10001654	CS Operations	3	Electronic Data Processing	10000	Operating	516010	5130Fringe	516010	Dental Coverage		Unspecified	J01	Gross Expenditures	On-Going	4	3,301	3,205	(96)	3,979	3,269	(710)	YES	Controller implemented adjustments reflecting the salary savings of a .50 FTE 0922-Manager 1 position that has been reallocated to operations to properly reflect the positions actual job duties.

Please identify proposed position changes from the FY 2020-21 and FY 2021-22 Base Budget at the account level (reflecting both salary and discretionary special costs changes)

All submissions must be formatted appropriately so that printed copies are easily readable for the public.

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Interdepartmental Service Balancing CSS

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