

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: Department of Child Support Services

- ☒ **Summary of Major Changes:** Completed "Form 1A: Summary of Major Changes" explaining major changes submitted in department's budget proposal.
 - ☐ **Proposed GF target reductions**
 - ☐ **Department Budget Summary:** Completed "Form 1B: Department Budget Summary". The submission includes a copy of report 15.50.012.
- ☒ **Revenue Report:** Completed "Form 2A: Revenue Report." (15.30.005 Snapshot Comparison)
- ☐ **Fees & Fines:** Completed "Form 2B: Fees & Fines."
- ☐ **Cost Recovery:** Completed "Form 2C: Cost Recovery."
- ☒ **Expenditure Changes:** Completed "Form 3A: Expenditure Changes." (15.30.005 Snapshot Comparison)
- ☐ **Deappropriations from prior years' budget:** Indicate if these are included in your submitted budget, and please explain in the expenditure changes form 3A
- ☒ **Position Changes:** Completed "Form 3B: Position Changes." (15.30.004 Position Snapshot Comparison)
- ☐ **Equipment & Fleet Requests:** New General Fund Equipment (Form 4A) and Fleet Requests (Forms 4B.1 and 4B.2) to be made in BFM.
- ☐ **Minimum Compensation Ordinance:** By checking this box, the department confirms that 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 and new Prop Js
- ☒ **Interdepartmental Services Balancing:** Included Excel download of Department - IDS Form Balancing R
- ☒ **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
- ☐ **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 3/1/23
- ☐ **Other Requests:** Submitted requests for the following item:
 - ☐ COIT (through a separate form - see page 31 of the budget instructions MS Word document)
 - ☐ Capital - CPC funded capital requests are made through the new budget system, BFM by 1/20/2

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

Signature: _____

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(enable content and macros)

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BUDGET FORM 1A: Summary of Major Changes
FY 2023-24 and FY 2024-25

DEPT NAME HERE

Major Changes	Department Response to Major Changes
1. SUMMARY. What major changes is the department proposing? Clearly describe each change, including the fiscal impact of the proposal. Alternatively, you may submit a 1-2 page memo with your budget submission summarizing the major changes.	Te Department's lease will expire during FY 2025. In consultation with the Department of Real Estate, the Department will seek to consider all options for its office space requirements. For FY 2024 and FY 2025 the current landlord has increased operating costs to the Department greater than 15%. The Department has reallocated funding from non-salary spending and increased attrition of vacant positions to support increased real leasing costs.
2. GENERAL FUND TARGET. How did the department meet its target in each year? What are the high-level programmatic, operational, or staffing impacts of this proposed reduction? For non-GFS departments, please describe your strategy for absorbing cost increases or revenue reductions without adding new costs to the General Fund?	The Department does not rely on the County General Fund to support its operations.
3. POSITIONS. How are current year staffing levels and vacancies factored into your budget submission? What position changes is the department proposing to prioritize core service delivery while meeting the General Fund reduction target or NGF revenue reductions? Highlight any changes to FTE levels, budgeted attrition, temporary salaries, substitutions, and provide details in Form 3B.	The Department remains flat funded and has not requested new positions for FY 2024 or FY 2025.
4. EXPENDITURES. What major spending changes is the department proposing? Please provide information especially for any grant changes, major contract changes, personnel changes, or other changes that affect core services and functions. Highlight any changes related to major changes/initiatives as noted in the Summary section and provide details in Form 3A.	Te Department's lease will expire during FY 2025. In consultation with the Department of Real Estate, the Department will seek to consider all options for its office space requirements. For FY 2024 and FY 2025 the current landlord has increased operating costs to the Department greater than 15%. The Department has reallocated funding from non-salary spending and increased attrition of vacant positions to support increased real leasing costs.
5. REVENUES. What revenue changes did the department submit? Please differentiate between General Fund and non-General Fund. This should match an Audit Trail, as shown in Form 2A Revenue Report, as well as, the Expenditure Report in Form 3A.	The Department's Federal and State Revenue remains at prior year baseline of \$4,330,744 in State subvention and \$8,406,739 in Federal subvention for FY 2024 and FY 2025. The Department continues to collaborate with SF Human Services Agency on "Families Rising" and has dedicated 1.0 FTE 8158 to support the initiative receiving \$151,174 for FY 2024 and \$155,357 for FY 2025. The Department will spend down pre-paid health subsidy for retirees \$849, 607 for FY 2024 and \$900,00 for FY 2025.
6. 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?	The Department does not seek new legislation.
7. 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.	The Department does not have contracts affected by Prop J.
8. TRANSFER OF FUNCTION. Is the department requesting any Transfer of Functions of positions between departments? If so, please explain.	The adminisitrative oversight of the San Francisco Local Child Support Agency also known as the "Department" is through the California Department of Child Support Services "CA DCSS." CA DCSS has not transferred its functions to the County.
9. INTERIM EXCEPTIONS. Is the department requesting any interim exceptions (new positions that are 1.0 FTE rather than 0.79 in BY and .78 in BY +1)? If so, for what reason are is the request being made?	No. The Department is not requesting an interim exemption.
10. BUDGET EQUITY. How has the department considered equity in its budget proposal?	The majority of the department's budget supports direct services to the families and children of San Francisco. The parents and guardians on the department's caseload identify as BIPOC, and a significant percentage identify their primary language as other than English. To meet the cultural and language needs of its customers, the department is committed to ongoing diversity, equity and inclusion (DEI) training for all staff at all levels, and to ensuring its recruitment efforts embrace diverse organizations in the community to reach eligible candidates with interpreter skills. The department's budget supports employee growth and professional development by providing acting assignment opportunities at the caseworker, supervisor and manager level, to better prepare employees for future promotional opportunities, and realize the department's succession plan to ensure the continuity of the local child support program in San Francisco. The department is proud of the diversity of its staff, and especially proud that its diversity is strong with all levels of its organizational structure. The department is committed to maintaining and strengthening its diversity, by preparing existing staff for future leadership roles, and continuing to reflect the communities it serves.

BUDGET FORM 1B: Department Budget Summary
FY 2023-24 and FY 2024-25

CSS Child Support Services

Authorized Positions	2022-2023 Original Budget	2023-2024 Proposed Budget	Changes from 2022-2023	2024-2025 Proposed Budget	Changes from 2023-2024
Total Funded	66.23	64.12	(2.12)	63.47	(0.64)
Non-Operating Positions (CAP/Other)	0.00	0.00	0.00	0.00	0.00
Net Operating Positions	66.23	64.12	(2.12)	63.47	(0.64)
Sources					
Expenditure Recovery	148,112	151,174	3,062	155,357	4,183
Intergovernmental: Federal	8,359,395	8,359,395	0	8,359,395	0
Intergovernmental: State	4,306,354	4,306,354	0	4,306,354	0
Other Revenues	768,195	849,607	81,412	900,000	50,393
General Funds	0	0	0	0	0
Sources Total	13582056	13666530	84,474	13,721,106	54,576
Uses - Operating Expenditures					
Salaries	7,740,752	7,712,971	(27,781)	8,043,653	330,682
Mandatory Fringe Benefits	3,962,513	3,692,745	(269,768)	3,686,293	(6,452)
Non-Personnel Services	184,890	414,510	229,620	274,266	(140,244)
Materials & Supplies	79,549	209,250	129,701	79,549	(129,701)
Services Of Other Depts	1,614,352	1,637,054	22,702	1,637,345	291
Uses Total	13,582,056	13,666,530	84,474	13,721,106	54,576
Uses - By Division Description					
CSS Child Support Services	13,582,056	13,666,530	84,474	13,721,106	54,576
Uses by Division Total	13,582,056	13,666,530	84,474	13,721,106	54,576
	13,582,056	13,666,530	84,474	13,721,106	54,576

BUDGET FORM 2A: Revenue Report

DEPARTMENT: _____

Please identify proposed revenue changes from the FY 2023-24 and FY 2024-25 Base Budget at the account level.

Note: To submit this information, run the **15.30.005c - Snapshot to Current Comparison by Stage (audit trail)** report from the budget system.

Select the following criteria before running the report:

- Snapshot: **Start of Dept**
- Budget Stages: **M2 Department Phase**
- Account Lvl 5: Filter for all Revenue Account Lvl 5 codes beginning with "4"
- GFS Type: Do not select a value.
- Do not select values for any other prompts.

For any proposed changes, provide an explanation in the **"Revenue Description & Explanation of Change"** column.

Please contact your Mayor's Office or Controller's Office Analyst if you need assistance running this report.

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

Budget System Report 15.30.005 filtered on Regular Revenues																					Total BY Revenue Variance: 27,911,336.00			Total BY+1 Revenue Variance: 27,752,309.00			FORMULA	FILL IN										
GFS Type	Dept Grp	Division	Division Title	Section	Section Title	Dept ID	Dept ID Title	Fund	Fund Title	Project-Activity	Project Title	Activity Title	Authority	Authority Title	Account Lvl 5 Title	Account - Title	TRIO	TRIO Title		Agency Use	Start Dept Amt	End Dept Amt	Var Dept Amt	Start BY+1 Dept Amt	End BY+1 Dept Amt	Var BY+1 Dept Amt	Change submitted?	Revenue Description & Explanation of Change										
NGFS	CSS					229264	CSS Child Support Servi 11300		SR Child Supp 10001654-00 CS Operations	Administration	OPR			10000	Operating	4400IGRFed	440199 - Other Fed-PublicAssistnceAdmin				0	8,406,739	8,359,395	(47,344)	8,406,739	8,359,395	(47,344)	Adjusted to reflect Federal allocation										
NGFS	CSS					229264	CSS Child Support Servi 11300		SR Child Supp 10001654-00 CS Operations	Administration	OPR			10000	Operating	4450IGRSta	445299 - Other State-Public Asstnce Prog				0	4,330,744	4,306,354	(24,390)	4,330,744	4,306,354	(24,390)	Adjusted to reflect State allocation										
NGFS	CSS					229264	CSS Child Support Servi 11300		SR Child Supp 10001654-00 CS Operations	CSS NSF	OPR			10000	Operating	4750OthRev	479995 - Child Support Offsetting Aid				0	429,053	(393)	(429,446)	429,446	0	(429,446)	Budget reallocated to Fund 12891										
NGFS	CSS					229264	CSS Child Support Servi 11300		SR Child Supp 10001654-00 CS Operations	Prepayment	OPR			10000	Operating	4750OthRev	479995 - Child Support Offsetting Aid				0	480,000	850,000	370,000	480,000	900,000	420,000	Increased to reflect Health Services required budget for the Department										
NGFS	CSS					229264	CSS Child Support Servi 11300		SR Child Supp 10001771-00 CS Performing I Enhanced Casi	OPR				10000	Operating	4860ExpRec	486690 - Exp Rec Fr Human Services AAO				0	148,112	151,174	3,062	148,112	155,357	7,245	Increased to reflect COLA adjustments										
Total Expense:																					240,963			337,313			240,963											
Total Revenue:																					13,794,648			13,666,530			(128,118)			13,795,041			13,721,106			(73,935)		

BUDGET FORM 3A: Expenditure Changes

DEPARTMENT: _____
Please identify proposed expenditure changes from the FY 2023-24 and FY 2024-25 Base Budget at the account level.

Note: To submit this information, run the **15.30.005c - Snapshot to Current Comparison by Stage (Audit Trail)** report from BFM Reporting.

Select the following criteria before running the report:

- Snapshot: **Start of Dept**
- Budget Stages: **M2 Department Phase**
- GFS Type: Do not select a value
- Account Lvl 5: Filter for all Expenditure Account Lvl 5 codes beginning with "5"
- Do not select values for any other prompts.

For any proposed changes, provide an explanation in the **"Explanation of Change"** for each Budget Year column.
Please contact your Mayor's Office or Controller's Office Analyst if you need assistance running this report.
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: 14,823,082.00			Total BY+1 Expenditure Variance: 14,341,300.00			FORMULA	FILL IN		
GFS Type	Dept Grp	Division	Division Title	Section	Section Title	Dept ID	Dept ID Title	Fund	Fund Title	Project-Activity	Project Title	Activity Title	Authority	Authority Title	Account Lvl 5 Title	Account - Title	TRIO	TRIO Title		Agency Use	Start Dept Amt	End Dept Amt	Var Dept Amt	Start BY+1 Dept Amt	End BY+1 Dept Amt	Var BY+1 Dept Amt	Change submitted?	Explanation of Change	
NGFS	CSS					229264	CSS Child Support Services	11300	SR Child Support-C10001654-0002	CS Operations	Case Management	OPR		10000	Operating	5210NPSvcs	521020 - Travel Costs Paid To Vendors				0		500	10,500	10,000	500	10,500	10,000	DCSS has restored travel and training budget to support caseworker and attorney annual training costs for in-person training outside of SF.
NGFS	CSS					229264	CSS Child Support Services	11300	SR Child Support-C10001654-0002	CS Operations	Case Management	OPR		10000	Operating	5210NPSvcs	522020 - Training Costs Paid To Vendors				0		10,000	35,000	25,000	10,000	35,000	25,000	DCSS has restored travel and training budget to support caseworker and attorney annual training costs for in-person training outside of SF.
NGFS	CSS					229264	CSS Child Support Services	11300	SR Child Support-C10001654-0002	CS Operations	Case Management	OPR		10000	Operating	5210NPSvcs	523020 - Local Field Exp				0		2,836	27,836	25,000	2,836	27,836	25,000	DCSS has restored travel and training budget to support caseworker and attorney annual training costs for in-person training outside of SF.
NGFS	CSS					229264	CSS Child Support Services	11300	SR Child Support-C10001654-0002	CS Operations	Case Management	OPR		10000	Operating	5210NPSvcs	530110 - Property Rent				0		0	126,663	126,663	0	0	0	
NGFS	CSS					229264	CSS Child Support Services	11300	SR Child Support-C10001654-0002	CS Operations	Case Management	OPR		10000	Operating	5210NPSvcs	531310 - Office Machine Rental				0		10,000	10,000	0	10,000	7,895	(2,105)	Funding reallocated to support increased costs in centrally loaded salary, fringe, and work orders.
NGFS	CSS					229264	CSS Child Support Services	11300	SR Child Support-C10001654-0002	CS Operations	Case Management	OPR		10000	Operating	5210NPSvcs	535000 - Other Current Expenses - Bdgt				0		0	43,160	43,160	0	43,160	43,160	Funding reallocated to support increased costs in centrally loaded salary, fringe, and work orders.
NGFS	CSS					229264	CSS Child Support Services	11300	SR Child Support-C10001654-0002	CS Operations	Case Management	OPR		10000	Operating	5210NPSvcs	535520 - Printing				0		500	500	0	500	208	(292)	Balancing adjustment.
NGFS	CSS					229264	CSS Child Support Services	11300	SR Child Support-C10001654-0002	CS Operations	Case Management	OPR		10000	Operating	5210NPSvcs	535960 - Software Licensing Fees				0		45,000	45,000	0	45,000	35,291	(9,709)	Funding Reallocated to support increased costs in centrally loaded salary, fringe, and work orders.
NGFS	CSS					229264	CSS Child Support Services	11300	SR Child Support-C10001654-0002	CS Operations	Case Management	OPR		10000	Operating	58100thDep	581013 - GF-PUC-Ueb				0		3,500	0	(3,500)	3,500	0	(3,500)	Funding reduced in FY 2025 to fund increases in salary and fringe benefits
NGFS	CSS					229264	CSS Child Support Services	11300	SR Child Support-C10001654-0002	CS Operations	Case Management	OPR		10000	Operating	58100thDep	581120 - GF-Con-Financial Systems				0		11,127	11,128	1	11,127	11,419	292	
NGFS	CSS					229264	CSS Child Support Services	11300	SR Child Support-C10001654-0002	CS Operations	Case Management	OPR		10000	Operating	58100thDep	581180 - GF-Con-Fast Team				0		25,000	0	(25,000)	25,000	0	(25,000)	Funding reallocated to support increased costs in centrally loaded salary, fringe, and work orders.
NGFS	CSS					229264	CSS Child Support Services	11300	SR Child Support-C10001654-0002	CS Operations	Case Management	OPR		10000	Operating	58100thDep	581950 - GF-Social Services				0		132,500	138,788	6,288	132,500	138,788	6,288	Increases related to COLA for Security Guards
NGFS	CSS					229264	CSS Child Support Services	11300	SR Child Support-C10001654-0003	CS Operations	Electronic Data Pr	OPR		10000	Operating	5400Mat&Su	549210 - Data Processing Supplies				0		0	129,701	129,701	0	0	0	
Total Expense:																					240,963	578,276	337,313	240,963	310,097	69,134			
Total Revenue:																					13,794,648	13,666,530	(128,118)	13,795,041	13,721,106	(73,935)			

DEPARTMENT:

Please identify proposed position changes from the FY 2023-24 and FY 2024-25 Base Budget at the account level (reflecting both salary and discretionary special class changes)

Note: To submit this information, run the **15.30.004 Position Snapshot Comparison (Audit Trail)** report from the BFM Reporting

Select the following criteria before running the report:

Snapshot: Start of Dept

Budget Stages: M2 Department Phase

GFS Type: Do not select a value.

Do not select values for any other prompts.

For any proposed changes, provide an explanation in the "Explanation of FTE and/or Amount Change"

Please contact your Mayor's Office or Controller's Office Analyst if you need assistance running this report.

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

[illegible]

BUDGET FORM: Organizational Chart
FY 2023-24 and FY 2024-25

