

DEPARTMENT OF CHILDREN AND FAMILIES
DIVISION OF FAMILY & ECONOMIC SECURITY
ADMINISTRATOR'S MEMO SERIES

___ ACTION
X___ NOTICE **DFES15-12**

ISSUE DATE: 12/10/2015
DISPOSAL DATE: 12/31/2016

PROGRAM CATEGORY:
*PROGRAM CATEGORIES:
___ AS ___ FM ___ ML ___ TR
___ CC ___ FL ___ NA ___ W-2
X CS ___ IT ___ RA ___ WIA
___ CF ___ JC ___ TC
___ CR ___ LM ___ TA

TO: Child Support Agency Directors
FROM: Kristiane Randal
 Division Administrator
RE: CY2016 State-County Child Support Draft Contract

PURPOSE:
To share a copy of the CY2016 State-County Child Support Draft Contract with local agencies.

BACKGROUND:
The Department has finalized the language for the CY2016 State-County Contract for the child support program. The contract consists of a base section applicable to all county contracts and a program-specific scope of services that defines the responsibilities of the Department and county agencies administering the child support program.

Representatives from the Department and the WCSEA Contract Committee met to discuss proposed changes to the contract language for CY2016. The attached contract is the outcome of those meetings.

ACTION SUMMARY STATEMENT:

Contract Changes

Attached for your reference and review are summaries of the language changes for the CY2016 Base Contract and Scope of Services.

Electronic Signature Procedures - DocuSign

The 2016 contracts will be issued using the DocuSign electronic signature process. The DocuSign process routes the contract documents by email to the designated signer for the county agency and to other county staff. The signers "sign" the contract documents by acknowledging or "clicking" on signature boxes in the document; this records their official signatures electronically. After the signer has signed the document, all persons included in the DocuSign email receive a fully signed .pdf version of the completed contract.

If your agency has a change in authorized signers, or if the signer's email address has changed, please contact your Bureau of Regional Operations Regional Coordinator.

REGIONAL OFFICE CONTACT: BRO Regional CS Coordinators

Attachments: [CY2016 Draft State-County Base Contract](#)
[CY2016 Contract Exhibit 1 Scope of Services](#)
[CY2016 State-County Base Summary of Language Changes](#)
[CY2016 Scope of Services Summary of Language Changes](#)