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