CALIFORNIA DEPARTMENT OF CHILD SUPPORT SERVICES
P.O. Box 419064, Rancho Cordova, CA 95741-9064

December 21, 2009

Reason for this Transmittal

[ ] State Law or Regulation Change
[ ] Federal Law or Regulation Change
[ ] Court Order or Settlement Change
[ ] Clarification requested by One or More Counties
[X] Initiated by DCSS

CSS LETTER: 09-17

ALL IV-D DIRECTORS
ALL COUNTY ADMINISTRATIVE OFFICERS
ALL BOARDS OF SUPERVISORS

SUBJECT: REVISION TO ANNUAL INFORMATION SECURITY MANUAL COMPLIANCE CERTIFICATION

REFERENCE: CSS LETTER NO. 07-01
CSS LETTER NO. 09-02

This letter revises CSS Letter No. 07-01, dated January 16, 2007, and eliminates the requirement for submission of the Information Security Manual Compliance Certification (ISM 1310) for compliance certification.

CSS Letter No. 07-01 introduced the Department of Child Support Services (DCSS) Information Security Manual (ISM) and implemented the requirement for annual completion and submission of the ISM 1310 by October 31st of each year. Compliance certification requirements have been replaced with periodic visits by the DCSS Information Security Office (ISO) to conduct compliance reviews. These reviews shall be conducted within three-year cycles as defined in the Internal Revenue Service (IRS) *Publication 1075 – Tax Information Security Guidelines for Federal, State and Local Agencies and entities.*

The ISM and related information security guidelines, forms, and templates will continue to be updated and posted online from the Information Security link on the California Child Support Central website at: https://central2.dcss.ca.gov/Pages/Default.aspx.

If you have any questions or concerns regarding these additions or changes, please contact Debborah Martin, DCSS Chief Information Security Officer at (916) 464-5774

Sincerely,

MARY ANN MILLER
Assistant Director, Office of Executive Programs