

Dear Summit Invitee:

I am writing to invite you to participate once again in the Office of Child Support Enforcement's (OCSE) Tribal Child Support Enforcement (CSE) Systems Workgroup. Our first series of meetings sought consensus regarding automation in tribal CSE programs. While much was accomplished, much important work remains, and so we are planning a second series of Workgroup meetings. I would be grateful for your continued support and involvement.

The Second Tribal CSE Systems Workgroup will entail four meetings. The first will be held in conjunction with the Tribal/State Cooperation Workgroup Meeting in Milwaukee, Wisconsin, March 29th and 30th. Other workshop dates and locations are as follows:

- May 6th and 7th, in Washington, DC (in conjunction with the ACF State Systems Summit to be held May 5 – 7, 2004);
- June (TBD) in Dallas, TX; and
- July (TBD) in the Washington, DC area.

The Workgroup will again address key issues related to tribal automation, including:

- Identifying technical and program requirements for system specifications;
- Planning considerations and requirements for a Tribal CSE system development project;
- Procurement and acquisition strategies;
- System operations and maintenance strategies;
- Staffing-skill sets and resources for planning and developing tribal CSE systems;
- Data security, risk analysis and management, and backup and contingency planning;
- Tribal CSE systems certification process;
- Methodologies and considerations for Federal monitoring and technical assistance; and
- Model tribal systems.

During the first two-day meeting, the Workgroup will address the above issues surrounding tribal automation. To help reduce the travel burdens you may face, this first meeting will immediately precede the Tribal/State Cooperation Workgroup Meeting (March 31-April 1).

For each of the three remaining meetings, Workgroup participants will concentrate on only one or two tribal automation issues per session. These second, third and fourth meetings are intended to achieve a greater level of detail, including identifying sub-issues and barriers to success, as well as associated implementation and risk mitigation strategies.

It is our intent to capture the opinion and viewpoint of the tribal community; therefore, consistent representation is important. If you agree to participate, we ask that you once again strive to commit to attending all four meetings.

OCSE will pay your travel, lodging and per diem expenses. Travel details and expense reimbursement information can be found in the enclosed “Travel Procedures for Tribal Participants” document.

For Workgroup planning purposes, **we need your acceptance no later than March 1st**. Please e-mail your acceptance of this invitation to Sheila Drake of the State Information Technology Consortium (SITC) at drake@software.org. Please direct any logistics inquiries to Sheila at (703) 742-7127. If you have any questions about the purpose and goals of the workgroup, please contact Ellamae Williams at (202) 401-5740 or by e-mail at ewilliams@acf.hhs.gov.

We look forward to your participation in this workgroup.

Sincerely,

Sherri Z. Heller, Ed.D.
Commissioner
Office of Child Support Enforcement

Enclosure

cc: Joyce Thomas, Regional Administrator, ACF Region V