

**DEPARTMENT OF SOCIAL SERVICES**

744 P Street, Sacramento, CA 95814



October 22, 2001

TO: COUNTY WELFARE DIRECTORS  
COUNTY FISCAL OFFICERS

SUBJECT: FIREWALLS

The County Systems Unit (CSU) has responsibility for preparing and transmitting the template for the quarterly County Expense Claim (CEC) to specific County Welfare Department (CWD) staff. For the past two years, the template has been transmitted to the CWD staff via e-mail as an executable file (.exe). During that period, well over 3000 files were successfully transmitted annually.

As a general technology rule, .exe files should not be opened unless the sender is known. Even when the sender is known, as a secondary precaution, a virus scan is often performed on a .exe file received from outside the organization. It is recognized that virus' are a big problem for all organizations in this day of automation; however, with our current system, the .exe is our only way of being able to accomplish the task of transmitting the CEC template. While we are looking at migrating to another system and/or method of performing the CEC task, other options are not currently available.

Lately problems have occurred as the result of firewalls being built by the county staff that prevent the fiscal staff from being able to receive the .exe file. It is essential that those counties with firewalls or those contemplating them incorporate an option that will allow the continued receipt of the .exe file transmissions. One option is for the county to obtain a YAHOO or HOTMAIL account of over 5 Mega Bytes. However, the most optimum solution is to set up an Exclusion List that would allow .exe attachments from certain named email addresses to be delivered with no problems. The Exclusion List should contain the following addresses:

[Eric.Ericson@dss.ca.gov](mailto:Eric.Ericson@dss.ca.gov)  
[Jennifer.Niklas@dss.ca.gov](mailto:Jennifer.Niklas@dss.ca.gov)  
[Modesta.DeLeon@dss.ca.gov](mailto:Modesta.DeLeon@dss.ca.gov)

Exceptions to the current process of transmitting the CEC by .exe file are not possible. While migration from our current programming is being reviewed, it will not happen overnight. The CEC is an extremely important process and document to both the county and state. Delays in transmitting the document could result in deadlines for reimbursements and reporting being jeopardized.

Please work with us in ensuring delays and increased workloads are not putting additional strains on our valuable staffs. Thank you in advance for your cooperation in this matter.

Sincerely,

***Original Document Signed by  
MARY JANE ARCHER 10/22/01***

MARY JANE ARCHER, Chief  
Fiscal Systems and Accounting Branch