

CALIFORNIA DEPARTMENT OF CHILD SUPPORT SERVICES

P.O. Box 419064, Rancho Cordova, CA 95741-9064



May 15, 2012

POP LETTER: 12-01

TO: ALL IV-D DIRECTORS
ALL IV-D PATERNITY OPPORTUNITY PROGRAM COORDINATORS
ALL IV-A AGENCY DIRECTORS
JUDICIAL COUNCIL OF CALIFORNIA ADMINISTRATIVE OFFICE OF THE COURTS
OFFICE OF VITAL RECORDS
PARTICIPATING LOCAL CHILD SUPPORT AGENCIES

SUBJECT: REVISION TO DCSS FORM 0668
REQUEST FOR ONLINE ACCESS TO FILED POP DECLARATIONS

The purpose of this letter is to provide information to public agency providers regarding access to filed Paternity Declarations and changes to the Request for Online Access To Filed POP Declarations form DCSS 0668.

Effective May 2012, use of the previous Request For Access To Filed POP Declarations DCSS form 0668 (08/15/11) will be discontinued and be replaced with the attached revised Request for Online Access To Filed POP Declaration form DCSS 0668 dated April 30, 2012.

Access to the POP data will continue to be restricted to authorized users and will require a log-in ID and password that will be assigned by the California Department of Child Support Services upon request and approval. We have enclosed a copy of the revised form DCSS 0668, Request For Online Access To Filed POP Declarations (04/30/12). Current users do not need to resubmit the revised form. If you would like to obtain access to the POP data, please complete the form and mail it to:

California Department of Child Support Services
Paternity Opportunity Program – MS 250
P.O. Box 419070
Rancho Cordova CA 95741-9070.

If you have any questions regarding this letter or would like the electronic version of the DCSS 0668 form e-mailed to you, please contact the Paternity Opportunity Program toll free at (866) 249-0773 or send an e-mail to askPOP@dcss.ca.gov.

Sincerely,

/os/
Vickie Contreras
Deputy Director
Child Support Services Division

Attachment

REQUEST FOR ONLINE ACCESS TO FILED POP DECLARATIONS

DCSS 0668 (Rev. 04/30/12)

This request is for read-only access to the Department of Child Support Services (DCSS) Paternity Opportunity Program (POP) database of filed paternity declarations for use by authorized persons pursuant to California Family Code section 7571(i). The following terms and conditions apply to this request.

Access may only be provided on a need to know basis authorized by Family Code sections 17415(a),¹17552(a)² and 7571(i).³ See Family Code language on page 2 of this document. To receive access under these statutes, individuals must have job duties that require them to determine when:

- Parentage has already been established for children born to unmarried parents;
- Cases must be referred to the local child support agency (LCSA) because the parents are unmarried and parentage has not been established; or
- A birth certificate can be amended to add the father's name.

Requests for access will be reviewed and granted only to approved applicants. The person granted access is responsible for securing and maintaining their passwords. Questions regarding access to filed POP declarations are to be sent to askPOP@dcss.ca.gov.

VERIFICATION

I am an employee of a California LCSA, county welfare department, county counsel, the State Department of Health Services, or the courts. My job duties require me to review POP Declaration information to determine when:

- Parentage has already been established for children born to unmarried parents;
- Cases must be referred to a LCSA because the parents are unmarried and paternity has not been established; or
- A birth certificate can be amended to add the father's name.

I will access the POP database solely for these purposes.

By my signature below, I acknowledge that child support information is subject to strict confidentiality requirements imposed by state and federal law, including but not limited to, California Civil Code section 1798, California Penal Code section 502, and California Family Code section 17212.

I, the undersigned, on behalf of the organization represented in this application and under penalty of perjury under the laws of the State of California, agree to the above as referenced by my signature.

REQUESTOR INFORMATION (required)

Person Requesting Access (first and last name)				Job Title	
<input type="checkbox"/> LCSA	<input type="checkbox"/> County Welfare Department	<input type="checkbox"/> County Counsel	<input type="checkbox"/> State Department of Health Services	<input type="checkbox"/> Courts	
Division			Unit		
Street Address			City, State, Zip Code		
Phone Number			E-mail Address		
Signature				Date	

I, the undersigned, as the supervisor of the requestor listed above, approve access on behalf of our organization.

Requestor Supervisor (first and last name)		Signature		Date	
Requestor Supervisor's Phone Number		Requestor Supervisor's E-mail Address			

Once you have **completed** the information above, please mail the original to:

California Department of Child Support Services
Paternity Opportunity Program - MS 250
P. O. Box 419070
Rancho Cordova, CA 95741-9070

REQUEST FOR ONLINE ACCESS TO FILED POP DECLARATIONS

DCSS 0668 (04/30/12)

¹ Family Code section 17415(a) provides as follows:

It shall be the duty of the county welfare department to refer all cases in which a parent is absent from the home, or in which the parents are unmarried and parentage has not been established by the completion and filing of a voluntary declaration of paternity pursuant to Section 7573 or a court of competent jurisdiction, to the local child support agency immediately at the time the application for public assistance, including Medi-Cal benefits, or certificate of eligibility, is signed by the applicant or recipient, except as provided in Section 17552 of this code and Section 11477.04 of the Welfare and Institutions Code. If an applicant is found to be ineligible, the applicant shall be notified in writing that the referral of the case to the local child support agency may be terminated at the applicant's request. The county welfare department shall cooperate with the local child support agency and shall make available all pertinent information as provided in Section 17505.

² Family Code section 17552(a) provides as follows:

The State Department of Social Services, in consultation with the Department of Child Support Services, shall promulgate regulations by which the county child welfare department, in any case of separation or desertion of a parent or parents from a child that results in foster care assistance payments under Section 11400 of, or CalWORKs payments to a caretaker relative of a child who comes within the jurisdiction of the juvenile court under Section 300, 601, or 602 of the Welfare and Institutions Code, who has been removed from the parental home and placed with the caretaker relative by court order, and who is under the supervision of the county child welfare agency or probation department under Section 11250 of, or Kin-GAP payments under Article 4.5 (commencing with Section 11360) or Article 4.7 (commencing with Section 11385) of, or aid under subdivision (c) of Section 10101 of, the Welfare and Institutions Code, shall determine whether it is in the best interests of the child or nonminor to have the case referred to the local child support agency for child support services. If reunification services are not offered or are terminated, the case may be referred to the local child support agency, unless the child's permanent plan is legal guardianship with a relative who is receiving Kin-GAP and the payment of support by the parent may compromise the stability of the current placement with the related guardian, or the permanent plan is transitional foster care for the nonminor under Section 11403 of the Welfare and Institutions Code. In making the determination, the department regulations shall provide the factors the county child welfare department shall consider, including:

- (1) Whether the payment of support by the parent will pose a barrier to the proposed reunification, in that the payment of support will compromise the parent's ability to meet the requirements of the parent's reunification plan.
- (2) Whether the payment of support by the parent will pose a barrier to the proposed reunification in that the payment of support will compromise the parent's current or future ability to meet the financial needs of the child.

³ Family Code section 7571(i) provides as follows:

Copies of the declaration and any rescissions filed with the Department of Child Support Services shall be made available only to the parents, the child, the local child support agency, the county welfare department, the county counsel, the State Department of Health Services, and the courts.