

**CALIFORNIA DEPARTMENT OF CHILD SUPPORT SERVICES**

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



November 26, 2014

CSS LETTER: 14-10

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

<u>Reason for this Transmittal</u>
<input type="checkbox"/> State Law or Regulation Change
<input type="checkbox"/> Federal Law or Regulation Change
<input type="checkbox"/> Court Order or Settlement Change
<input type="checkbox"/> Clarification requested by One or More Counties
<input checked="" type="checkbox"/> Initiated by DCSS

SUBJECT: REQUEST TO PERFORM NON-TITLE IV-D ACTIVITIES

The purpose of this letter is to provide policy direction for local child support agency (LCSA) directors regarding the performance of non-Title IV-D activities as stated in the Plan of Cooperation.

Title 45, Code of Federal Regulations, sections 302.12(a)(2) and (a)(3) and 303.20(a) entrust the California Department of Child Support Services (DCSS) with the authority to administer and supervise all of the functions for which it is responsible under the State plan. Insuring the integrity of Title IV-D funding is a key element of this responsibility.

To make certain that resources are safeguarded for their intended purpose and ensure compliance with federal requirements, DCSS is implementing a process to be employed in situations where LCSAs are currently or considering performing non-Title IV-D activities.

Whenever LCSAs are currently performing or in the future asked to perform non-Title IV-D activities, the LCSA director will submit a "Request to Perform Non-Title IV-D Activities" form (DCSS 0704) to the Cooperative Agreement Tracking System (CATS) Administrative mailbox at [dcsscats@dcss.ca.gov](mailto:dcsscats@dcss.ca.gov) (The form may be found in the Directors' Library on California Central.)

After receiving a request, DCSS will approve or deny it within 30 days or notify of an extension when additional data or revisions are needed.

In the event a decrease in performance or practice indicators is determined to be directly linked to engaging in non-Title IV-D activities, DCSS may reconsider approval of any approved plan.

CSS Letter: 14-10  
November 26, 2014  
Page 2

DCSS regional administrators will serve as contacts for questions about this process.

Sincerely,

*/os/*

VICKIE K. CONTRERAS  
Deputy Director