

**CALIFORNIA DEPARTMENT OF CHILD SUPPORT SERVICES**

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



May 6, 2010

CSSIN LETTER: 10-03

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

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
- Initiated by DCSS

SUBJECT: DECLARATION OF SUPPORT PAYMENT HISTORY – DCSS 0569

The purpose of this letter is to clarify the Department of Child Support Services' (DCSS) policy on the disclosure of Title IV-D support payment history. DCSS is aware that some local child support agencies (LCSA) have refused to provide copies of the custodial parent's declaration of support payment history to non-custodial parents (NCP) and/or their designees. The Declaration of Support Payment History (DCSS 0569) is completed by an applicant for child support services under penalty of perjury and shall be made available to the NCP and/or their designee upon request.

California Code of Regulations Title 22, Section 111440(5), authorizes LCSAs to provide NCPs and his/her designee, if the designee has written authorization, with a payment history of an obligor pursuant to a support order upon request. Family Code Section 17212(3) and Welfare & Institutions Code Section 11478.1 authorizes the disclosure of payment history to the court, the obligor, or the person on whose behalf enforcement actions are being taken or that person's designee.

Additionally, the instructions issued with the Declaration of Support Payment History (DCSS 0569) alerts the parent applying for child support that the information provided on DCSS 0569 is not confidential and may be given to the other parent in their case. Information provided on the Response to Request for Payment History (DCSS 0243) can also be disclosed as described above.

Child Support Services Letter 09-04 provides a uniform business process for LCSAs to follow when a request is made by custodial parents or NCPs to designate an authorized person or agency to obtain information on their child support case.

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If you have any questions or concerns regarding this matter, please contact  
Debbie Shanaberger at (916) 464-5883.

Sincerely,

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BILL OTTERBECK  
Deputy Director