

CALIFORNIA DEPARTMENT OF CHILD SUPPORT SERVICES

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



April 1, 2011

CSSIN LETTER: 11-05

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

SUBJECT: PROJECT SAVE OUR CHILDREN PROCEDURES AND FORMS

REFERENCE: CSS LETTER 01-13; CSSIN LETTER 05-05; EBLAST 09-11; CSS
 LETTER 10-09; EBLAST 10-15

This letter provides the new procedures and forms that must be used when submitting requests to the Project Save Our Children (PSOC) program for locate services and federal criminal prosecution. This letter supersedes Child Support Services (CSS) Letter 01-13 and Child Support Services Informational Letter 05-05, and portions of CSS Letter 10-09 regarding the procedures and forms for referring eligible cases to PSOC.

[Action Transmittal \(AT\) 11-01](#)- PSOC Procedures issued by Office of Child Support Enforcement (OCSE) on January 26, 2011, provides new procedures and forms to be used by states when referring cases to the OCSE PSOC Coordinator. The revised PSOC procedures do not fundamentally change the statewide policy detailed in CSS Letter 10-09; however there are forms and procedural changes outlined below.

Changes resulting from AT-11-01 include:

- PSOC referral forms to be completed when referring requests for Federal Criminal Prosecution and Locate Services have been updated. The Department of Child Support Services (DCSS)-398 and DCSS-663 have been updated on California Child Support Central to reflect the updates.
- The Local Child Support Agency (LCSA) must now forward the signed and certified PSOC Case Referral Packet, through secure mail (such as FedEx) to safeguard confidentiality, to the DCSS PSOC Coordinator as follows:

Department of Child Support Services
 Legal Division (Attn: PSOC Coordinator)
 11150 International Drive
 MS 110
 Rancho Cordova, CA 95670

<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

- LCSAs will no longer submit referrals to the OCSE PSOC Screening Unit in Sacramento
- OCSE no longer provides Enhanced Locate Services for custodial party locates
- DCSS PSOC Coordinator submits the PSOC referrals directly to OCSE PSOC Coordinator using secure procedures.
- OCSE headquarters will communicate directly with the DCSS PSOC Coordinator regarding PSOC referral status and updates. DCSS PSOC Coordinator will make appropriate follow up with LCSAs.

OCSE continues to emphasize the verification requirement of Internal Revenue Service (IRS) wages remains in effect: IRS wage information received via a PSOC locate request must be "*independently verified*" by LCSAs prior to use in a PSOC referral for federal criminal prosecution.

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

Sincerely,

/os/

BILL OTTERBECK
Deputy Director
Child Support Services Division