

CALIFORNIA DEPARTMENT OF CHILD SUPPORT SERVICES

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



October 7, 2013

LCSA LETTER: 13-11

ALL IV-D DIRECTORS

SUBJECT: POLICY INTERPRETATION REQUEST FORM
AND INSTRUCTIONS

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

Reference: Supersedes LCSA Letter 05-07

The Department of Child Support Services (DCSS) is committed to providing complete and timely responses to policy interpretation requests submitted by local child support agencies (LCSAs). The key to an efficient request procedure is a collaborative research effort whereby LCSAs conduct a preliminary investigation of a policy question or issue and submit requests for interpretation to DCSS when answers cannot be found elsewhere.

If an LCSA fails to find the requisite information after researching a statute, case, or policy area, the LCSA may submit the "Policy Interpretation" request form (DCSS 0014) to the Policy and Program Initiatives Branch. The form can be found on the California Child Support Central website under "I need to...Submit a Policy Interpretation Request."

The Policy and Program Initiatives Branch will maintain a list of designated LCSA Policy Coordinators. The LCSA's coordinator, designated by the LCSA Director, should be the only individual submitting policy interpretation requests to DCSS. Requests from other LCSA staff will be emailed to the Policy Coordinator to affirm or withdraw the request.

The Policy Coordinator should:

- Ensure preliminary research is conducted prior to submitting DCSS 0014.
- Ensure all resources utilized in research are cited on DCSS 0014, including documents and citations.
- Submit the DCSS 0014 to the DCSS Policy and Program Initiatives Branch.

DCSS will conduct research and provide a response to the requesting coordinator within 30 days of receipt.

If you have any questions regarding this procedure, please contact the Policy and Program Initiatives Branch at (916) 464-5883.

Sincerely,

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VICKIE K. CONTRERAS
Deputy Director
Child Support Services Division