

CALIFORNIA DEPARTMENT OF CHILD SUPPORT SERVICES

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



February 6, 2014

LCSA LETTER: 14-01

ALL IV-D DIRECTORS

SUBJECT: Q413 CHILD SUPPORT COMPLIANCE REVIEW
GUIDE AND FORMSReason 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

The purpose of this letter is to provide you with changes associated with the Q413 Child Support Compliance Review. The Department of Child Support Services (DCSS), Federal Compliance Section (FCS) staff will complete both the Case Review and the Expedited Process Review.

Changes have been made to align directly with federal requirements. In the Case Review section, questions have been deleted, one has been added, text has been changed and questions renumbered as appropriate. The Program Administration part of the review has been eliminated; therefore, the local child support agencies (LCSAs) are not required to complete any portion of the review. The changes are as follows:

Establishment and Modification Component

The following questions have been deleted:

CA10 "Did the LCSA provide the CP and NCP (in person or by mail) the "Family Violence Questionnaire" (DCSS 0048) and conduct screening for family violence?"

CA11 "If the LCSA mailed the "Family Violence Questionnaire Cover" (DCSS 0049) and "Family Violence Questionnaire" (DCSS 0048), was it mailed within 5 business days of first locating a CP or an NCP?"

Review and Adjustment Component

The following question has been added. It was previously in Program Administration.

CB03 "Was the "Review & Adjustment Notice" (DCSS 0282) sent to both the custodial party and non-custodial parent in a current non-assistance order?"

AB08 is now CB09 “If there was no medical provision for any order obtained after January 1, 2011, and the order was modified during the review period, was the court order modified to include medical and cash medical support?” The question was previously considered administrative, however beginning with this review it will be used to evaluate compliance.

Enforcement Component

The following questions have been deleted:

CC03 “Was a real property lien recorded?”

CC05 “If this case was applicable as of the end of the review period, was it referred to DCSS under the 60-day delinquent requirement?”

CC06 “For enforcement cases, in which either the CP or NCP is located during the review period, did the LCSA conduct screening for family violence and provide the CP and NCP (in person or by mail) the “Family Violence” Questionnaire” (DCSS 0048)?”

CC07 “If the LCSA received verification that the NCP receives SSI/SSP benefits, and the income was used in the calculation of the support order, did the LCSA file a motion for a modification within 30 calendar days?”

CC11 “If a lien was required, did the LCSA prepare and submit the lien for recording within 45 calendar days of the date a money judgment or order is received by the LCSA, a case is opened for enforcement of an existing order or judgment, or an existing order is registered for enforcement?”

CC17 “If the LCSA mailed the “Family Violence Questionnaire Cover” (DCSS 0049) and “Family Violence Questionnaire” (DCSS 0048), were they mailed within 5 business days of first locating a CP or NCP?”

Collections and Distribution Component

The text of the following questions has been changed:

CD01 “Was the collection received from or on behalf of an NCP with more than one case allocated correctly?”

CD02 “For a current assistance case, was the county welfare agency notified of the amount collected on the current obligation within 10 business days of the end of the month in which the collection was received?”

The following questions have been deleted:

CD04 “For a current assistance case, were the disregard, pass-on (FFC case only), and/or excess payments issued correctly and timely?”

CD05 “Were payments distributed correctly, based on the payment source and distribution hierarchy?”

CD07 “In non-assistance cases, if a payment due to the family was based on an IRS tax intercept and was not the result of a joint tax return, was the payment issued within 2 business days from the date of receipt by the SDU?”

The text of the following question has been changed:

CD08 (now CD05) “In non-assistance cases, if a payment due to the family was based on an IRS tax intercept involving a joint tax return, was payment disbursed within 6 months from the IRS offset notification?”

Intergovernmental Component

The text of the following question has been changed:

CE10 “If the LCSA received the appropriate intergovernmental documentation from the California Central Registry, when did the LCSA provide the requested services/information or request additional information from the initiating state IV-D agency necessary to proceed?”

Medical Support Component

The text of the following question has been changed:

CF02 “Did the LCSA serve the NCP by first class mail “Health Insurance Information” (DCSS 0054), along with written notification to complete and return the form to the LCSA within 20 calendar days of the date of the notification?”

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Program Administration

This aspect of the review has been eliminated.

The Q413 Compliance Review Guide and LCSA letter are available on CA Central, under the Reference Materials-Program Oversight Branch tab.

A formal letter of findings will be sent to each LCSA once the compliance review has concluded. Each LCSA will have the opportunity to review the results and bring any concerns to the Department. Please submit your concerns to DCSSFederalComplianceUnit@dcss.ca.gov. If the LCSA concurs with the findings no response is necessary.

Sincerely,

o/s

VICKIE K. CONTRERAS
Deputy Director
Child Support Services Division

cc: Linda Sekany