

CALIFORNIA DEPARTMENT OF CHILD SUPPORT SERVICES

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



November 18, 2014

LCSA LETTER: 14-14

ALL IV-D DIRECTORS

Reason for this Transmittal

- State Law, Regulation and/or Change
- Federal Law, Regulation and/or Change
- Court Order or Settlement Change
- Clarification requested by One or More Counties
- Initiated by DCSS

SUBJECT: COOPERATIVE AGREEMENT TRACKING SYSTEM

The Department of Child Support Services (DCSS) is pleased to announce implementation of the newly-developed Cooperative Agreement Tracking System (CATS) application, effective November 20, 2014. The application replaces the existing manual process and allows authorized users to submit all agreements to DCSS electronically, meeting the State Plan reporting requirements. Agreements include plans of cooperation, inter-agency agreements, memorandums of understanding, and any other agreements with external entities.

Pursuant to Family Code (FC) §17304, the DCSS Director is required to review agreements proposing to contract child support enforcement program functions. All agreements initiated and entered into by a local child support agency (LCSA) are required to be uploaded into CATS. Agreements uploaded into CATS will be reviewed to ensure all agreement provisions are included and all contracting is done in accordance with Title 45 CFR §302.12(a)(3), §302.34, §303.107, §304.22, §304.20, and §74.40.

Authorized users will have access to the CATS application and will enter agreement data/information as well as upload scanned portable document formats (pdf) of the agreements and any related documents into CATS. Users will also be able to track the status of the agreements. Use of the CATS application is mandatory; it will facilitate DCSS and LCSAs in meeting the regulatory and statutory requirements promoting a uniform and efficient child support program.

Training on the use of the application is being arranged and will be made available in late-November. Authorized users will be notified.

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If you have any questions, please contact the Policy & Program Branch at (916) 464-5883.

Sincerely,

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VICKIE K. CONTRERAS
Deputy Director