

**REPORT/RECOMMENDATION TO THE BOARD OF SUPERVISORS  
OF SAN BERNARDINO COUNTY  
AND RECORD OF ACTION**

January 13, 2026

**FROM**

**AMY COUGHLIN, Director, Department of Child Support Services**

**SUBJECT**

Non-Financial Memorandum of Understanding with Local Child Support Agencies for Disaster Assistance

**RECOMMENDATION(S)**

1. Approve non-financial **Memorandum of Understanding No. 26-37** between the Department of Child Support Services and the Local Child Support Agencies of Los Angeles, Riverside, and San Diego Counties for disaster assistance effective February 1, 2026 through January 31, 2031.
2. Authorize the Director of the Department of Child Support Services, as requested by the participating counties, to execute the non-financial Memorandum of Understanding and any subsequent non-substantive amendments with the Local Child Support Agencies of Los Angeles, Riverside, and San Diego Counties on behalf of the County, including the right to terminate the agreement for convenience, subject to County Counsel review.
3. Direct the Director of the Department of Child Support Services to transmit the executed Memorandum of Understanding and all non-substantive amendments to the Clerk of the Board within 30 days of execution.

(Presenter: Amy Coughlin, Director, 478-7471)

**COUNTY AND CHIEF EXECUTIVE OFFICER GOALS & OBJECTIVES**

**Provide for the Safety, Health and Social Service Needs of County Residents.**

**Pursue County Goals and Objectives by Working with Other Agencies and Stakeholders.**

**FINANCIAL IMPACT**

The Memorandum of Understanding (MOU) between the Department of Child Support Services (DCSS) and the Local Child Support Agencies (LCSAs) of Los Angeles, Riverside, and San Diego Counties is non-financial, therefore, it does not impact Discretionary General Funding (Net County Cost).

**BACKGROUND INFORMATION**

In January 2006, the California Department of Child Support Services directed agencies to develop and maintain Business Continuity Plans (BCP) for the continuity of operations in the event of a major disruption due to natural or man-made disasters. The BCP included an option to assist in ensuring the continuity of child support operations through the availability of workspace and equipment. In response, since 2012, DCSS and the LCSAs of Los Angeles, Riverside, and San Diego Counties have entered into a non-financial disaster MOU for workspace and equipment to assist with maintaining agency operations during and immediately after an emergency.

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Under the terms of the recommended MOU, agencies may provide reasonable accommodation upon the verbal request by the Director of an agency impacted by the disruption. Requests for reasonable accommodation may consist of office space for a limited number of operations staff and access to telephones, computers, printers, photocopiers, and the Child Support Enforcement case management system. The amount of space, equipment, access, and duration of assistance is based on availability and need as agreed upon by the participating agencies.

The LCSA Director, or appointed designee, has authority to terminate this MOU on behalf of their LCSA, without cause, upon 30-day written notice by any party.

**PROCUREMENT**

N/A

**REVIEW BY OTHERS**

This item has been reviewed by Human Services (Lisa Rivas-Ordaz, Contracts Manager, 388-0222) on October 14, 2025; County Counsel (John Tubbs, Deputy County Counsel, 387-5455) on October 29, 2025; Risk Management (Stephanie Pacheco, Staff Analyst II, 386-9039) on October 31, 2025; and County Finance and Administration (Allegra Pajot, Administrative Analyst, 388-0218) on November 24, 2025.

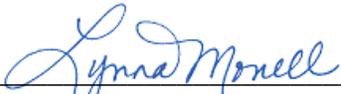
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Record of Action of the Board of Supervisors  
San Bernardino County

**APPROVED (CONSENT CALENDAR)**

Moved: Curt Hagman Seconded: Joe Baca, Jr.  
Ayes: Col. Paul Cook (Ret.), Jesse Armendarez, Dawn Rowe, Curt Hagman, Joe Baca, Jr.

Lynna Monell, CLERK OF THE BOARD

BY   
DATED: January 13, 2026



cc: DCSS - Paredes w/agree for sign  
Contractor - c/o DCSS w/agree  
File - w/agree

CCM 01/26/2026