

THE INFORMATION IN THIS BOX IS NOT A PART OF THE CONTRACT AND IS FOR COUNTY USE ONLY



Contract Number
19-591 A-4

SAP Number
N/A

Department of Child Support Services

Department Contract Representative	Karol Hamman
Telephone Number	(909) 388-0215
Contractor	California Department of Child Support Services
Contractor Representative	Brian Hocking, Deputy Director
Telephone Number	
Contract Term	October 1, 2019 through September 30, 2024
Original Contract Amount	Non-financial
Amendment Amount	N/A
Total Contract Amount	Non-financial
Cost Center	Non-financial

Briefly describe the general nature of the contract: Amendment No. 4, effective October 1, 2023, to the non-financial Plan of Cooperation (POC) with the California Department of Child Support Services, extending the contract period by one year for the contract period of October 1, 2019 through September 30, 2024, with automatic renewal at the end of the term.

FOR COUNTY USE ONLY

Decisions by
Approved as to Legal Form

Ramona Verdugo

26-017507361405
Ramona Verdugo, Deputy County Counsel

Date September 20, 2023

Reviewed for Contract Compliance



Date

Reviewed/Approved by Department



Date

CALIFORNIA DEPARTMENT OF CHILD SUPPORT SERVICES

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



February 19, 2021

CSSP LETTER: 21-02

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

Reason for this Transmittal

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

**SUBJECT: REVISIONS TO FEDERAL FISCAL YEAR 2021 CALIFORNIA STATE /
LOCAL CHILD SUPPORT AGENCY PLAN OF COOPERATION**

REFERENCE: Supersedes CSSP Letter 19-04, dated May 23, 2019

PURPOSE: In accordance with Family Code § 17304(a), the California Department of Child Support Services (DCSS) is revising the current State / Local Child Support Agency (LCSA) Plan of Cooperation (POC) for Federal Fiscal Year 2021, commencing May 20, 2021.

The POC reflects Child Support Program responsibilities for both DCSS and LCSAs. DCSS recognizes that the prior POC just renewed and went into effect on October 1, 2020; however the Internal Revenue Service (IRS) requires Exhibit 7 of IRS Publication 1075 be added to the POC. Since this change is required, we have taken the opportunity to make additional minor changes noted below.

- References to paternity have been replaced with parentage
- References to Custodial Parent (CP) have been replaced with Persons Ordered to Receive Support (PRS)
- References to Non-Custodial Parent (NCP) have been replaced with Parents Ordered to Pay Support (PPS)
- Exhibit 7, *Safeguarding Contract Language*, of IRS Publication 1075 has been attached
- Clarifying language has been added to the LCSA responsibilities section regarding litigation, writs and appeals
- Clarifying language has been added regarding expenditure claims formerly submitted through the CS356 system, which are now submitted into the Budget and Expenditure Claiming Application (BECA)

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ACTION: The LCSA Director should sign and submit the POC via email to DCSSLCSAFiscalandAdminSupport@dcss.ca.gov no later than May 20, 2021. Adobe PDF e-signatures are accepted for this document.

If your local approval process requires wet signatures and/or multiple copies, please mail the LCSA signed POC to the address below and specify how many copies of the fully executed document are required.

POC documents requiring wet signatures will be signed by the DCSS Director and returned by mail to the LCSA Director. A fully executed copy of the POC will be uploaded into the Cooperative Agreement Tracking System (CATS) and made 'Active' by the DCSS CATS Administrator.

Please return the signed POC to:

California Department of Child Support Services
Attention: Financial Services Branch,
LCSA Fiscal and Administrative Support Section
P.O. Box 419064, MS 621
Rancho Cordova, California 95741-9064

Following this revision, the POC will automatically renew on October 1, 2021, and be subject to amendment as needed to reflect new or revised state and federal laws, regulations, and requirements. The POC will continue to automatically renew at the beginning of subsequent federal fiscal years, unless new laws, regulations, or requirements necessitate an update.

CONTACT: Please contact your Regional Administrator if you are unable to meet the deadline prescribed above.

If you have any questions regarding the submittal of this agreement to DCSS or updates made to the FFY 2021 POC, please contact the Policy, Program and Statewide Training Branch at (916) 464-5883.

Sincerely,

o/s

BRIAN HOCKING
Deputy Director
Child Support Services Division



County of San Bernardino

DELEGATED AUTHORITY – DOCUMENT REVIEW FORM

This form is for use by any department or other entity that has been authorized by Board of Supervisors/Directors action to execute grant applications, awards, amendments or other agreements on their behalf. All documents to be executed under such delegated authority must be routed for County Counsel and County Administrative Office review prior to signature by designee.

Note: *This process should NOT be used to execute documents under a master agreement or template, or for construction contract change orders. Contact your County Counsel for instructions related to review of these documents.*

Complete and submit this form, along with required documents proposed for signature, via email to the department's County Counsel representative and Finance Analyst. If the documents proposed for signature are within the delegated authority, the department will submit the requisite hard copies for signature to the County Counsel representative. Once County Counsel has signed, the department will submit the signed documents in hard copy, as well as by email, to CAO Special Projects Team for review. If approved, the department will be provided routing instructions as well as direction to submit one set of the executed documents to the Clerk of the Board within 30 days.

For detailed instructions on submission requirements, reference Section 7.3 of the Board Agenda Item Guidelines as the Delegation of Authority does not eliminate the document submission requirements.

Department/Agency/Entity: Department of Child Support Services

Contact Name: Karol Hamman

Telephone: (909) 388-0215

Agreement No.: 19-591 Amendment No.: 4 Date of Board Item 8/20/19 Board Item No.: 22

Name of Contract Entity/Project Name: California Department of Child Support Services (DCSS)

Explanation of request/Special Instructions:

On Aug. 20, 2019 (Item No. 22), the Board approved a non-financial Plan of Cooperation (POC) with CA DCSS and authorized the DCSS Director to execute non-substantive amendments for Oct. 1, 2019 through Sept. 30, 2022 and any subsequent renewal periods, on behalf of the County, subject to County Counsel review. The POC delineates responsibilities for establishing, enforcing, and administering the child support program. Per Section VII, Term and Approval, the POC will automatically renew each federal fiscal year, until and unless it is superseded by a future POC. CA DCSS has indicated via email they are exercising this automatic renewal to extend another year. DCSS is requesting approval of that extension, Amendment No. 4, effective October 1, 2023, for period of October 1, 2019 through September 30, 2024.

Insert check mark that the following required documents are attached to this request:

- ☐ Documents proposed for signature (Note: For contracts, include a signed non-standard contract coversheet for contracts not submitted on a standard contract form).
- ☒ Board Agenda item that delegated the authority

Department Routed to County Counsel	County Counsel Name: Ramona Verduzco	Date Sent: 9/14/23
Reviewing County Counsel Use Only	Review Date: September 20, 2023 DocuSigned by: <u>Ramona Verduzco</u> 2610175B7861495... Signature	Determination: <input checked="" type="checkbox"/> Within Scope of Delegated Authority <input type="checkbox"/> Outside Scope of Delegated Authority
CAO-Special Projects Use Only	Review Date: <u>9/22/23</u> <u>SB</u> Signature	Disposition: <input checked="" type="checkbox"/> Route for signature to: ____ Chair ____ CEO <input checked="" type="checkbox"/> Department ____ Return to Department for preparation of agenda item