

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


**Contract Number**  
 19-591 A-2

**SAP Number**  
 N/A

## Department of Child Support Services

<b>Department Contract Representative</b>	Karol Hamman
<b>Telephone Number</b>	(909) 388-0215
<b>Contractor</b>	California Department of Child Support Services
<b>Contractor Representative</b>	Brian Hocking Deputy Director
<b>Telephone Number</b>	
<b>Contract Term</b>	October 1, 2019 through September 30, 2022
<b>Original Contract Amount</b>	Non-financial
<b>Amendment Amount</b>	N/A
<b>Total Contract Amount</b>	Non-financial
<b>Cost Center</b>	N/A

**Briefly describe the general nature of the contract:**

Amendment No. 2, effective October 1, 2021, 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, 2022, with automatic renewal at the end of the term.

**FOR COUNTY USE ONLY**

Approved by Legal Form

Jacqueline Carey-Wilson, Deputy County Counsel

Date September 15, 2021

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)

CSSP Letter: 20-02  
February 19, 2021  
Page 2

**ACTION:** The LCSA Director should sign and submit the POC via email to [DCSSLCSAFiscalandAdminSupport@dcss.ca.gov](mailto: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.: 2 Date of Board Item 8/20/19 Board Item No.: 22

Name of Contract Entity/Project Name: California Department of Child Support Services (CA 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, 2020 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. DCSS received an amendment, effective May 20, 2021, to the POC, which was approved by Delegated Authority. The CA DCSS indicated in the letter attached to that amendment, the POC would automatically review on October 1, 2021. DCSS is requesting approval of that extension, Amendment No. 2, effective October 1, 2021, for the contract period of October 1, 2019 through September 30, 2022.

**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

<b>Department Routed to County Counsel</b>	County Counsel Name: Jacqueline Carey-Wilson September 15, 2021	Date Sent: 9/3/21
<b>Reviewing County Counsel Use Only</b>	Review Date: <u>September 15, 2021</u> Signature: <u>Jacqueline Carey-Wilson</u> 25E2500DB6714A5...	<b>Determination:</b> <input checked="" type="checkbox"/> Within Scope of Delegated Authority <input type="checkbox"/> Outside Scope of Delegated Authority
<b>CAO-Special Projects Use Only</b>	Review Date: <u>9/23/2021</u> Signature: <u>Pamela Williams</u>	<b>Disposition:</b> <input checked="" type="checkbox"/> Route for signature to: ____Chair ____CEO <input checked="" type="checkbox"/> Department ____Return to Department for preparation of agenda item