



A Tradition of Stewardship
A Commitment to Service

Agenda Date: 1/24/2017

Agenda Placement: 6A

NAPA COUNTY BOARD OF SUPERVISORS Board Agenda Letter

TO: Board of Supervisors

FROM: Karina Castaneda for Janet Nottley - Director
Child Support Services

REPORT BY: Karina Castaneda, Staff Services Manager - 259-8289

SUBJECT: Approval and authorization to sign revised Plan of Cooperation renewal

RECOMMENDATION

Director of Child Support Services requests authorization to sign the revised renewal of the Plan of Cooperation with the California Department of Child Support Services (DCSS), at no cost, for the term October 1, 2016 through September 30, 2017.

EXECUTIVE SUMMARY

The Napa County Department of Child Support Services (CSS) is required to enter into an annual Plan of Cooperation (POC) with the California Department of Child Support Services in order to receive funding for the program. The POC delineates the functions and responsibilities of each entity related to the Child Support enforcement program.

During the month of August 2017, the Board approved the Napa County Department of Child Support Services to renew its annual Plan of Cooperation (POC) with the California Department of Child Support Services (DCSS). The new POC term agreement is effective October 1, 2016 through September 30, 2017. DCSS has subsequently amended the POC to include clarification language on some sections. The County's Director of Child Support Services is requesting approval to sign the amended POC.

FISCAL IMPACT

Is there a Fiscal Impact? No

ENVIRONMENTAL IMPACT

ENVIRONMENTAL DETERMINATION: The proposed action is not a project as defined by 14 California Code of Regulations 15378 (State CEQA Guidelines) and therefore CEQA is not applicable.

BACKGROUND AND DISCUSSION

All local child support departments are required to enter into a POC with the California Department of Child Support Services (DCSS) in order to receive funding for the program. This plan allocates responsibilities for administering Title IV-D services between the State Department of Child Support Services and the Napa County Department of Child Support Services (CSS). Napa's responsibilities include complying with state and federal laws and compliance regulations, procedures and instructions, providing child support services at no charge, preparing and administering a local quality assurance and performance improvement plan, ensuring reliable data, and cooperating with DCSS in the development and adhering to civil rights requirements and related automated system functions.

The revised POC version now includes additional clarification on federal compliance requirements, data reporting, and also informs the local CSS department of its requirement to inform DCSS of any operational schedule changes. The most notable revision to the existing POC was to include new Privacy and Security Agreement negotiated between DCSS and the California Department of Health Care Services (DHCS). The revised document also transmits the POC between the aforementioned departments which extends and includes the Napa CSS due to its use of DHCS' automated system, MEDS (Medical Eligibility Determination System). Should the County be found out of compliance on any measures by state or federal authorities, a corrective action plan would be put in place for the County to follow to ensure problems are rectified and compliance is met.

The State Department of Child Support Services' responsibilities include complying with all federal Title IV-D provisions, establishing systems and procedures to facilitate the local department's administration of the program, allocating funds to the local agency, imposing penalties on counties for failure to meet audit or performance related criteria, and withholding funds if the local department is failing in a substantial manner to comply with any provision of the POC.

SUPPORTING DOCUMENTS

None

CEO Recommendation: Approve

Reviewed By: Bret Prebula