



A Tradition of Stewardship  
A Commitment to Service

Agenda Date: 1/5/2016

Agenda Placement: 6A

## NAPA COUNTY BOARD OF SUPERVISORS Board Agenda Letter

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**TO:** Board of Supervisors

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

**REPORT BY:** Karina Castaneda, STAFF SERVICES MANAGER - 259-8289

**SUBJECT:** Renewal of Plan of Cooperation between Child Support Services and State of California, Napa Superior Court.

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### **RECOMMENDATION**

Director of Child Support Services requests approval of and authorization for the Chairman to sign a new Plan of Cooperation with the Superior Court of California, County of Napa for the period of October 1, 2015 through September 30, 2017, with no dollar amount, to delineate the duties of each entity regarding the Child Support Commissioner and timely processing of child support actions. The new plan would replace the existing Plan of Cooperation between the two entities.

### **EXECUTIVE SUMMARY**

Director of Child Support Services requests authorization from the Board to enter into a Plan of Cooperation (POC) between the Napa County Department of Child Support Services (CSS) and the State of California, Napa Superior Court (Court). The new plan replaces the current POC had with the Court. The new plan further delineates the duties between the parties and specifically addresses the Information Safeguarding requirements had by both departments.

### **FISCAL IMPACT**

Is there a Fiscal Impact? No

### **ENVIRONMENTAL IMPACT**

There is no Environmental Impact for this item.

**BACKGROUND AND DISCUSSION**

Napa County Department of Child Support Services (NCCSS) currently has a Plan of Cooperation (POC) with Napa Superior Court. The Board's action today will allow CSS to enter into the new agreement which will replace the current agreement in its entirety.

The new POC outlines the coordination of their respective efforts and delineation of responsibilities in relation to the Child Support Enforcement Program under Title IV-D of the Social Security Act. The purpose of this Plan is to establish responsibilities for ensuring compliance with time frames for case processing as established by state and federal laws and regulations. The plan further outlines very specific federal requirements had for both department with respect to safeguarding confidential information, specifically, federal tax information.

Additionally, the term for the new POC adds an additional year; the current POC ends September 30, 2016, while the new POC is a two year agreement from October 1, 2015 through September 30, 2017. There is no cost associated with this POC.

**SUPPORTING DOCUMENTS**

None

CEO Recommendation: Approve

Reviewed By: Leanne Link