



A Tradition of Stewardship
A Commitment to Service

Agenda Date: 10/21/2014

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 Plan of Cooperation renewal

RECOMMENDATION

Director of Child Support Services requests authorization to sign a renewal of the Plan of Cooperation with the California Department of Child Support Services (DCSS) at no cost extending the term from October 1, 2014 through September 30, 2015.

EXECUTIVE SUMMARY

The Napa County Department of Child Support Services (CSS) is required to enter into an agreement or Plan of Cooperation (POC) with the California Department of Child Support Services to delineate the functions and responsibilities of each entity related to the Child Support Enforcement Program and to define how each agency will perform the functions.

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). 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. Napa's responsibilities include complying with state and federal laws and 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, conducting searches for medical insurance, assisting other jurisdictions in enforcing child support orders, complying with the State complaint resolution program, having an ombuds program in place, cooperating with DCSS in the development and implementation of a statewide automated system, adhering to civil rights requirements and related functions. 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 again 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 State director feels 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: Liz Habkirk