



A Tradition of Stewardship
A Commitment to Service

Agenda Date: 3/17/2015

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: Amendment No. 1 to Agreement No. 8173 with Sand Castle Field Services

RECOMMENDATION

Director of Child Support Services requests approval of and authorization for the Chair to sign Amendment No.1 to Agreement No. 8173 with Sand Castle Field Services increasing the amount by \$10,000 for a new maximum of \$20,000 for the term March 17, 2015 through June 30, 2015, and annually thereafter, to provide surveillance and location services.

EXECUTIVE SUMMARY

Federal and State law require the location of delinquent child support obligors and/or their income or assets in order for the local Child Support Department to enforce child support orders. Under its current agreement Sand Castle Field Services performs surveillance, skip tracing, and/or location services for Napa County Child Support Services in order to obtain the necessary information to gain compliance by delinquent and/or evading obligors. Child Support Services has contracted with Sand Castle since 2011.

FISCAL IMPACT

Is there a Fiscal Impact?	Yes
Is it currently budgeted?	Yes
Where is it budgeted?	Child Support Services
Is it Mandatory or Discretionary?	Discretionary
Discretionary Justification:	As part of 45 Code of Federal Regulations section 303.3, the Local Child

Support Agency (LCSA) has an obligation to locate delinquent obligors in order to enforce child support court orders.

The Department already contracts with Sandcastle, however, in order to process an unforeseen increase of required Locate caseload activities the contract maximum needs to be increased.

Is the general fund affected? No

Future fiscal impact: This agreement is included in the Fiscal Year 2015-2016 appropriations.

Consequences if not approved: If the requested amendment is not approved, the contractor will not be able to accommodate the increase in requested services and the Napa Child Support Services Department would be out of compliance with State and Federal laws and in carrying out the terms and conditions of court orders and 45 Code of Federal Regulations section 303.3.

Additional Information:

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

Napa County Department of Child Support Services (NCCSS) has contracted with Sand Castle since 2011 to provide services related to locating delinquent obligors. In July of 2014, the Board of Supervisors approved the agreement per the County's purchasing policy that requires their approval on contracts over three years. The Board's action today will approve an amendment to the existing agreement for Fiscal Year 2014-15 for a total maximum of \$20,000. This agreement includes an annual automatic renewal clause for two additional years under the same terms and conditions.

Under the agreement, Sand Castle performs surveillance and/or locate services for the County's Child Support Services department. In order to establish or enforce orders, the Department must be able to provide legal service of process. Sand Castle provides skip tracing and deliverance of correspondence if successful in their locate attempts, which enables the Department to move forward with the required legal proceedings. As required by Federal Regulations 45 (CFR) 303.3 (c), the local Child Support Department must exercise diligent efforts to locate and serve process.

It was anticipated that Sand Castle Field Services would perform locate services based on previous fiscal years' needs. There was an unforeseen significant increase for the need of surveillance and locate services due to an improvement in locate data/leads. The Department is requesting an amendment to increase the annual maximum allowed under the agreement by \$10,000 for a new total maximum of \$20,000.

SUPPORTING DOCUMENTS

None

CEO Recommendation: Approve

Reviewed By: Liz Habkirk