



Agenda Date: 6/21/2005
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NAPA COUNTY BOARD OF SUPERVISORS Board Agenda Letter

TO: Board of Supervisors
FROM: Natasha Merkuloff Nichols - Director
Child Support Services
REPORT BY: Karina Castaneda, Child Support Program Manager, 259-8289
SUBJECT: Approval and authorization to sign Plan of Cooperation renewal

RECOMMENDATION

Director of Child Support Services requests approval of the following actions relating to Plans of Cooperation (POC) between the Department and other agencies:

1. Authorization for the Chair to sign the POC with Napa Superior Court (NSC), at no cost, for the term of July 1, 2005 through June 30, 2006, to provide coordination and delineation of responsibilities to the Child Support Enforcement Program and;
2. Authorization for the Director to sign the first amendment to a POC with the State Department of Child Support Services (DCSS) originally dated October 28, 2003, extending the term from October 1, 2004 through September 30, 2005, with no other changes to the terms of the POC.

EXECUTIVE SUMMARY

The POC between the Napa County Department of Child Support Services (CSS) and NSC outlines responsibilities and activities, and defines which agency will perform them. Similarly, the amendment to the POC between CSS and DCSS also delineates which agency has what responsibilities and which agency will perform what functions. It also extends the term of the POC through September 30th of this year.

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

1. All county child support departments in the state are required to enter into agreements or Plans of Cooperation (POC) with their Courts to coordinate their respective efforts regarding mutual customers, and to delineate responsibilities in relation to the Child Support Enforcement Program under Title IV-D of the Social Security Act (child support). To that end, Napa County CSS enters into an annual POC with NSC. Before you today is the POC for the Fiscal Year 2005-06.

In this POC, CSS is responsible for preparation of legal documents relating to child support, maintaining records and ensuring they are processed in accordance with mandated time frames, maintaining a tracking system for actions and similar functions. NSC is responsible, among other things, for the appointment of a child support commissioner and ensuring that support actions brought before the commissioner by CSS have priority over other actions, ensuring that processing time frames are met, including providing sufficient court calendar time and ensuring CSS is exempt from paying any fees. Both parties are required to meet quarterly to discuss mutual issues. There is no dollar cost associated with this agreement. The Board Chair's signature is required on this POC as it is technically between two different agencies: a Napa County department and a State of California department.

2. All counties in the state are required to enter into POCs with the California Department of Child Support Services (DCSS). These Plans allocate responsibilities for administering Title IV-D services between DCSS and the local child support agency (LCSA). LCSA 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. DCSS' 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.

The first amendment before you today extends the term of this POC from October 1, 2004 through September 30, 2005. The State is in the process of revising the POC documents to further take into account the development of the CCSAS system. It was originally expected the new agreements would be ready by the end of the last federal fiscal year. However that goal has not been met by the State; hence this amendment. It is expected the State will present a fully revised POC for execution in September of 2005.

SUPPORTING DOCUMENTS

None

CEO Recommendation: Approve

Reviewed By: Helene Franchi