



A Tradition of Stewardship  
A Commitment to Service

Agenda Date: 8/11/2020

Agenda Placement: 6A

## NAPA COUNTY BOARD OF SUPERVISORS Board Agenda Letter

---

**TO:** Board of Supervisors

**FROM:** Janet Nottley - Director  
Child Support Services

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

**SUBJECT:** Renewal of County Agreement 170384B with Sand Castle Field Services

---

### **RECOMMENDATION**

Director of Child Support Services requests approval of and authorization for the Chair to sign the renewal of Agreement No. 170384B with Sand Castle Field Services for a maximum of \$20,000 for the term of July 1, 2020 through June 30, 2021 and annually thereafter to provide surveillance and location services.

### **EXECUTIVE SUMMARY**

Federal and State laws require the local child support agencies to locate child support obligors and/or their income or assets in order for establishment and/or enforcement of 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 for service of process and/or to gain compliance by delinquent obligors.

### **FISCAL & STRATEGIC PLAN 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:	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 proceed legally.

Is the general fund affected?

No

Future fiscal impact:

This agreement is included in the Fiscal Year 2020-2021 appropriations.

Consequences if not approved:

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.

County Strategic Plan pillar addressed:

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**

As required by Federal Regulations 45 (CFR) 303.3 (c), the local child support agency must exercise diligent efforts to locate absentee parents in an order to establish and/or enforce child support orders.

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 proceed legally..

This agreement includes an annual automatic renewal clause under the same terms and condition.

**SUPPORTING DOCUMENTS**

A . Sandcastle renewal AATF 2020

B . esigned copy

CEO Recommendation: Approve

Reviewed By: Ben Guerrieri