



A Tradition of Stewardship
A Commitment to Service

Agenda Date: 8/27/2019

Agenda Placement: 6C

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 Plan of Cooperation between Child Support Services and State of California, Napa Superior Court.

RECOMMENDATION

Director of Child Support Services requests approval of and authorization for the Chair to sign a renewal of the Plan of Cooperation with the Superior Court of California, County of Napa for the term of August 27, 2019 through September 30, 2021, at no cost, to delineate the duties of each entity.

EXECUTIVE SUMMARY

Director of Child Support Services requests authorization to renew the Plan of Cooperation (POC) between the Napa County Department of Child Support Services (CSS) and the State of California, Napa Superior Court (Court).

The FFY 2019 - 2020 POC changes includes an updated Table of Contents, addresses requirements for expanded e-filing, and minor grammatical changes.

FISCAL IMPACT

Is there a Fiscal Impact? No

ENVIRONMENTAL IMPACT

There is no Environmental Impact for this item.

BACKGROUND AND DISCUSSION

As required and outlined by Assembly Bill 1058 and sections 45 of Family Code 302.34 and 303.10, the Plan of Cooperation (POC) delineates the duties between the Napa County Department of Child Support Services (CSS) and the Napa Superior Court (Court).

The POC serves to establish responsibilities had by each the two parties, as well as mutual responsibilities. The revised POC now requires the use of electronic filing of documents, when feasible, and therefore provides an updated Table of Contents to include an additional section, specific to E-filing. The renewal also facilitates minor grammatical revisions throughout the POC that best coincide with further expansion to the existing E-filing process within the agreement.

The reorganization of related information related to E-filing is now addressed in section five of the Table of Contents and increases the overall table of contents to fifteen, instead of the current fourteen sections. The new section merely moves information already had in the current POC, to it's own section, and the revisions are written in accordance with the rest of the document.

The plan further outlines very specific federal requirements had for both departments with respect to safeguarding confidential information, in particular for the documents e-filed with the courts, and the collaboration requirements had between the parties in providing education and training regarding the Title IV-D child support program to court staff as needed.

Lastly, the renewal extends the term for an additional two years from the signing of the document through September 30, 2021.

SUPPORTING DOCUMENTS

None

CEO Recommendation: Approve

Reviewed By: Ben Guerrieri