

**CALIFORNIA DEPARTMENT OF CHILD SUPPORT SERVICES**

P.O. Box 419064, Rancho Cordova, CA 95741-9064

May 2, 2001

CSS LETTER NO. 01-13

TO: ALL IV-D DIRECTORS  
ALL DISTRICT ATTORNEYS  
ALL COUNTY ADMINISTRATIVE OFFICERS  
BOARDS OF SUPERVISORS

SUBJECT: PROJECT SAVE OUR CHILDREN

This letter is to inform local child support agencies (LCSAs) of a new procedure pertaining to Project Save Our Children (PSOC), a Federal Office of Child Support Enforcement (OCSE) initiative to enhance the ability of State and local IV-D agencies to submit eligible cases for Federal criminal prosecution under the authority of the Child Support Recovery Act of 1992 and the Deadbeat Parent's Punishment Act of 1998, and to request the immediate submission of eligible cases to the Sacramento PSOC Office.

Background

PSOC is sponsored by the U.S. Department of Health and Human Services' Office of Child Support Enforcement and the Office of the Inspector General – Office of Investigations (OIG–OI). This initiative addresses enforcement of child support obligations in interstate cases by creating a formal partnership between OCSE and the criminal justice system, devising new ways to analyze and interpret information, and making child support enforcement a priority with the criminal justice community.

PSOC's goal is to increase child support collections in cases where the parents reside in different states by identifying, investigating, and prosecuting delinquent obligors. For your information, for the period of May 1998 through March 2001, PSOC task forces received over 3,000 cases and accounted for over 415 arrests, which resulted in 305 convictions with over \$13.5 million in restitution. Another goal of this enforcement effort is to create a nationwide, comprehensive, and coordinated health and human services and criminal justice response to unresolved child support enforcement cases.

PSOC is a coalition of five task forces, which covers 21 states and the District of Columbia. At the heart of each task force is a screening unit through which public and

Reason for this Transmittal

- State Law or Regulation Change
- Federal Law or Regulation Change
- Court Order or Settlement Change
- Clarification requested by One or More Counties
- Initiated by DCSS

private databases are queried to locate obligors and their assets. Since the initiation of the project in 1998, seven PSOC screening units have been established in Columbus, Ohio; Baltimore, Maryland; Dallas, Texas; New York City, New York; Sacramento, California; Atlanta, Georgia; and Denver, Colorado. PSOC screening units are co-located within OCSE's Area Audit Offices in selected areas. The Sacramento PSOC Unit is responsible for processing cases from the State of California.

### Case Referral Criteria

In order for a case to be referred, the child for whom child support is owed must reside in a state other than that in which the obligor resides and LCSAs must have exhausted all other available enforcement remedies to collect arrears. In addition to this criteria, cases referred to the PSOC Screening Unit must also meet the prosecution criteria for a felony or misdemeanor specified below.

- Felony Criteria

1. The obligor must have refused to pay at least \$10,000 in total child support arrears; OR
2. The obligor has not paid any amount for two years.

- Misdemeanor Criteria

1. The obligor owes at least \$5,000 in child support arrears; OR
2. The obligor has not made any payments for at least a year; OR
3. Extenuating circumstances such as if the obligor is a repeat criminal child support offender; OR
4. The child involved has serious medical needs; OR
5. The financial condition of the custodial parent has suffered greatly due to lack of payments.

LCSAs with cases that meet this referral criteria should begin to refer cases to the Sacramento PSOC Screening Unit immediately.

### Case Processing

The PSOC Screening Unit will contact the LCSA within 30 to 60 days of receiving the case to request and/or provide information on the case. The PSOC Screening Units are

CSS LETTER NO: 01-13

May 2, 2001

Page 3

also responsible for entering case specific information in the Child Support Enforcement Tracking System (CSETS) and PSOC Tracking, obtaining all available data about the obligor and his/her assets, and sending the case to OIG-OI for evaluation and potential investigation. Once the OIG-OI completes the investigation, the case is sent to the appropriate prosecutor for judicial action.

The PSOC Screening Unit will notify the LCSA if the case is accepted or declined upon review of the case by OIG – OI and United States Attorney's Office (USAO). The review time for OIG – OI and USAO will depend on the number of cases submitted and their workload. For your information, additional case processing information is included as an attachment to this document.

#### Case Referral Documents

In order to process cases, the referring LCSA must provide a copy of the court order and payment history. Also, the PSOC Referral form must be completed by the referring agency. A copy of the PSOC Referral form is being provided with this letter. This form was designed to supply the PSOC analyst the information necessary to input the case into CSETS and PSOC Tracking. In addition, LCSAs may submit pertinent case information and/or forms which may facilitate the investigation process. Please send all eligible cases to Ms. Frances-Anne Lasola, PSOC Investigative Analyst, 801 I Street, Suite 214, Sacramento, CA 95814-2510.

If you have questions regarding the information in this letter or would like to obtain an electronic copy of the PSOC Referral form, please contact Ms. Lucila Gonzalez, Case Management Enforcement Policy Unit by email at [lucila.gonzalez@dcss.ca.gov](mailto:lucila.gonzalez@dcss.ca.gov) or by telephone at (916) 464-5238. If you have specific questions on cases referred to the Sacramento PSOC Unit, please contact Ms. Lasola by email at [Flasola@acf.dhhs.gov](mailto:Flasola@acf.dhhs.gov) or by telephone at (916) 498-5483.

Sincerely,

CURTIS HOWARD  
Assistant Deputy Director  
Child Support Services Division

Enclosures



# CASE REFERRAL & INVESTIGATION PROCESS

- 1. The State/County Child Support Enforcement Agency (CSEA) will review its caseload, selecting and forwarding cases that meet the PSOC Case Referral Criteria to the PSOC Screening Unit Office. Referred cases must be submitted using the official PSOC Center Referral Form. A copy of the Case Referral Criteria and the Referral Form are included as attachments to this document.**
- 2. At the Screening Unit Office, the PSOC investigative analyst will assign a PSOC number to the referred cases and enter the data from the referral into the CSET/PSOC database.**
- 3. The investigative analyst will utilize government and commercial data sources to locate the delinquent obligors and their assets. These data sources include, but are not limited to, the expanded Federal Parent Locator Service and Commercial databases. The investigative analyst will track the progress of all cases utilizing the CSETS and PSOC database.**
- 4. When the investigative analyst has collected all available case data, and assembled that data in a case file, they will complete PSOC form #2 summarizing what data was received. The case file will be forwarded to the Office of the Inspector General, Office of Investigations (OIG-OI), attaching PSOC form #3 to the case file.**
- 5. The OIG-OI will review the case file and determine whether the case will be accepted or rejected for investigation, based on the information compiled and discussions with the USAO, that would prosecute the case. The OIG-OI will then complete PSOC form #3. If the case is not accepted by the OIG-OI, the case file will be returned to the PSOC screening unit so that it can be returned to the referring agency. All information compiled by the screening unit will be sent to the referring agency, so that agency can use the information for any possible administrative or local prosecution remedies.**
- 6. If the OIG-OI determines the case file is accepted, they will contact the appropriate AUSA, and discuss the merits of the case for possible prosecution. If the AUSA accepts the case for prosecution, the AUSA will authorize the case and the process obtaining the necessary evidence via the use of subpoenas, ex parte orders, etc. can begin. OIG-OI will conduct any required additional investigation and follow up investigation.**
- 7. Any significant events that occur during the AUSA/OIG-OI process, will be forwarded to the PSOC screening unit. The investigative analyst will then enter the returned information in the tracking systems.**



# Project Save Our Children



## PSOC REFERRAL

State of \_\_\_\_\_ County of \_\_\_\_\_

IV-D Case Number\* \_\_\_\_\_

For PSOC Center Use Date Case Received
Month ____ Day ____ Yr ____

### SECTION I - PAYER INFORMATION

Full Name of Payer* Last _____ First _____ Middle _____		Social Security Number*	Date of Birth* Month ____ Day ____ Yr ____ Place of Birth _____
Last Known Address (Street Name and Number)			Telephone Number(s):
City	State & Zip Code		Was the address verified: If so, when: _____
Employer Name	Employer Address		Telephone Number
Occupation	Professional License		Auto & Driver's License/ State Issued
Alias	Does the subject have any current warrants? If yes please indicate type and where issued		
Brief Physical Description (Race, sex, height, weight, eyes, hair color, tattoo etc.)			

### SECTION II - ORDER INFORMATION

Date of Order Initiated*	Amount Ordered _____
Court Location	Arrearage _____ Arrears from date _____ Arrears to date _____
When Was the Last Payment?	<b>ATTACH PAYMENT HISTORY &amp; COURT ORDER*</b>

**\* MANDATORY MUST BE COMPLETE**

### SECTION III – REFERRAL INFORMATION\*

State _____ County _____		Name of Referring Agency		Referral Date	
				Mon _____ Day _____ Yr _____	
State Contact Person		Direct Phone Number		FAX	
Address of Referring Agency (Street Name and Number)				E-Mail Address	
City		State		Zip Code	
Purpose of Referral (Check All that Apply):					
Locate Y		Asset Identification Y		Investigation Y	
		Criminal Prosecution Y		Arrest (only) Y	
Other Y Specify _____					

### SECTION IV – CUSTODIAL PARENT INFORMATION\*

Full Name of Custodial Parent			Social Security Number		Date of Birth	
Last	First		Middle		Month ___ Day ___ Yr ____	
Place of Birth _____						
Street Name and Number						
City			State		Zip Code	
Home Phone		Business Phone			Spouse Number	
Does Parent Have any Restraining/Protective Orders Against Payer? No Y Yes Y						
Has this Parent Signed a Non-Disclosure Form? No Y Yes Y						

### SECTION V – CHILD INFORMATION\*

Name of Child		Date of Birth		Place of Birth		State of Residency	
Last	First	Mon _____ Day _____ Yr _____					
Name of Child		Date of Birth		Place of Birth		State of Residency	
Last	First	Mon _____ Day _____ Yr _____					
Name of Child		Date of Birth		Place of Birth		State of Residency	
Last	First	Mon _____ Day _____ Yr _____					

### SECTION VI – PROSECUTOR REVIEW

Has this case been reviewed by a prosecutor for possible criminal charges?		If yes, by whom? (List prosecutor's or assistant's name and phone number)	
No Y Yes Y			
If yes, what was the outcome of the review? (criminal warrant, case did not meet an element of state law, etc.)			

## SECTION VII – OTHER ELEMENTS

List enforcement efforts to date showing which other remedies have been attempted. What systems were used and dates\*

---

---

Please attach separate sheet outlining this information, if available (Indicators or history of willful non-payment, ability to make full or partial payment, obligor knows obligation exists or other circumstances)

## SECTION VIII – CASE ASSIGNMENT INFORMATION

**For PSOC Use Only:**

State/County	Federal District
Investigative Agency	Agent Assigned
Date Sent to Agent	Agency Case Number

**\*ATTACH ANY LOCATE OR ADDITIONAL INFORMATION THAT WOULD ASSIST IN PROCESSING THE CASE.**