

CALIFORNIA DEPARTMENT OF CHILD SUPPORT SERVICES

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



May 8, 2001

CSS LETTER NO. 01-14

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

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

SUBJECT: CHILD SUPPORT SERVICES PROGRAM NOTICE (CS 196)

REFERENCE: 45 CFR 303.2

This letter transmits revised Form CS 196, the Child Support Services Program Notice, which is provided to persons applying for child support services and recipients of CalWORKs. The CS 196 explains available services, rights and responsibilities, state fees, cost recovery and distribution policies for recipients of child support services. This form must accompany all applications/requests for Title IV-D services and be provided to recipients of CalWORKs within five days of referral to the local child support agency (LCSA). If the LCSA conducts in-person interviews with CalWORKs recipients, the CS 196 should be provided at that time. The CS 196 was developed for use by LCSAs to meet federal requirements (45 Code of Federal Regulations 303.2).

Recent changes to the CS 196 form include:

- Replacement of "district attorney's family support division" with "local child support agency"
- Simplification of language, addition of "headers" and enlargement of font size
- Notification that Social Security number is mandatory
- Notification that a party can file their own enforcement action
- Change in distribution priorities
- Notification that Notice of Collections and Distributions is mailed monthly
- Addition of State of California Nondiscrimination Statement

Local child support agencies must begin using this form immediately. To obtain a camera-ready copy, including Spanish, Cambodian, Laotian, Chinese and Russian translations, please contact Jesse Saenz at (916) 464-5104 or

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jesse.saenz@dcss.ca.gov. To obtain this form in English in JetFORM, please contact Kristy Johnson at (916) 464-5219 or kristy.johnson@dcss.ca.gov.

If you have questions regarding this form, please contact Audrey King at (916) 464-5231 or audrey.king@dcss.ca.gov.

Sincerely,

CURTIS HOWARD
Assistant Deputy Director
Child Support Services Division

Enclosure