

CALIFORNIA DEPARTMENT OF CHILD SUPPORT SERVICES

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



September 24, 2001

CSS LETTER: 01-21

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

SUBJECT: ADOPTION OF EMERGENCY REGULATIONS – CASE INTAKE

Emergency Regulations

Effective September, 10, 2001, the Department of Child Support Services (DCSS) has adopted the following emergency regulations in Title 22 of the California Code of Regulations (CCR):

Chapter 2. Case Intake.

- Article 1. Definitions.
- Article 2. Application and Referral.
- Article 3. Case Opening Requirements.
- Article 4. Case Processing.
- Article 5. Cooperation.
- Article 6. Family Violence.

DCSS has emailed advanced copies of the regulations to all IV-D Directors. The emergency regulations may be accessed on the internet after September 24, 2001, at the following web site: <http://ccr.oal.ca.gov>.

Required Forms

Local child support agencies are required to use the following forms for the case intake process:

<u>Reason for this Transmittal</u>
<input checked="" type="checkbox"/> State Law or Regulation Change
<input type="checkbox"/> Federal Law or Regulation Change
<input type="checkbox"/> Court Order or Settlement Change
<input type="checkbox"/> Clarification requested by One or More Counties
<input type="checkbox"/> Initiated by DCSS



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 For energy saving tips, visit the DCSS website at
www.childsup.cahwnet.gov

CS 196	Child Support Services Program Notice
CS 870	Attestation Statement
CSS 2101	Application for Support Services
CSS 2103	Information Regarding the Application for Support Services Package
CSS 2105	Child Care Verification
CSS 2107	Visitation Verification
CSS 2109	Declaration of Support Payment History
CSS 2111	Health Insurance Information
CSS 2115	Request for Support Services
CSS 2142	Child Support Domestic Violence Questionnaire

DCSS Contacts

Jet form templates are available for all forms. Questions regarding jet form templates or forms distribution should be directed to Kristy Johnson, Customer and Community Services Branch, at (916) 464-5219 or email at Kristy.Johnson@dcss.ca.gov.

Policy questions regarding the case intake regulations should be directed to your local child support agency policy coordinator, as specified in LCSEA Letter No. 01-22, "LCSEA Policy Coordinators." Your local child support agency policy coordinator is the designated liaison between your agency and the Department of Child Support Services and will facilitate submitting and obtaining responses to policy inquiries.

Sincerely,

SANDRA POOLE, Chief
Policy Branch