

CALIFORNIA DEPARTMENT OF CHILD SUPPORT SERVICES

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

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

January 23, 2003

CSS LETTER: 03-02

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

SUBJECT: CASE CLOSURE

This letter provides clarification of California Code of Regulations, Title 22, Section 118203(a)(4). In March 2002 the Department of Child Support Services adopted emergency regulations for case closure. These regulations replace the revised case closure policy issued via CSS Letter 01-16, June 25, 2001.

Section 118203(a)(4) states in part:

“The noncustodial parent’s or alleged father’s residence, employment address, earnings and assets are unknown and the local child support agency has made diligent but unsuccessful quarterly attempts using all locate sources...to locate the noncustodial parent or alleged father and his/her earnings or assets...Such efforts shall be made over a three-year period when there is sufficient information to initiate an automated locate effort, or over a one-year period when there is insufficient information to initiate an automated locate effort.”

A case is only eligible for case closure under this Section when the local child support agency (LCSA) has made a diligent, but unsuccessful effort to locate the noncustodial parent (NCP) or alleged father. However, if the LCSA has knowledge of at least one of the items listed below, the case is not eligible for case closure pursuant to Section 118203(a)(4).

The NCP’s or alleged father’s:

- residence address
- employment address

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- earnings information
- assets information

For example, if the LCSA knows the NCP's residence, but has been unable to locate the NCP's earnings, assets, and employment address, the case is not eligible for case closure under Section 118203(a)(4).

If you have any questions or concerns regarding this matter, please contact the Policy Branch at policy.branch@dcss.ca.gov.

Sincerely,

PATRIC B. ASHBY
Deputy Director
Child Support Services Division