

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

December 20, 2002

POP LETTER: 02- 03

TO: ALL IV-D DIRECTORS
 LCSA PATERNITY OPPORTUNITY PROGRAM COORDINATORS
 FAMILY LAW FACILITATORS

SUBJECT: PATERNITY OPPORTUNITY PROGRAM VENDOR CONTRACT AND POLICY FOR
 REQUESTING COPIES OF POP DECLARATIONS

Effective November 1, 2002 the California Department of Child Support Services (DCSS) entered into a new contract with Sy Tech Solutions for an additional year of services in the Paternity Opportunity Program (POP). Sy-Tech will continue to store, scan, and retrieve paternity declarations, rescissions, and paternity set-aside documents.

Although the process for submitting paternity declarations and requests will remain basically the same, there will be some significant changes that all public agencies providing POP services should be aware of:

- Every month SY-Tech will distribute the POP Database CD-ROM to the Judicial Council for distribution to the Local Superior Courts and Family Law Facilitators.
- Sy-Tech will now enter the addresses and dates of births of both parents to the POP database on all new POP declarations and to previously filed POP declarations dating back to July 1, 1999. Sy-Tech will enter the addresses exactly as the parents reported them on the declaration of paternity form. Therefore, parents' addresses will be available to those agencies that receive the POP Database CD-ROM. Due to programming changes that need to be completed on the database, this new information may not be available until the spring of 2003.

On June 27, 2002 all hospitals and public agencies providing the voluntary declaration of paternity services were notified that original POP forms and requests for copies of POP declarations should be sent to a new address at DCSS. However, some hospitals, LCSAs, and public agencies have continued to send POP forms and requests for copies of POP declarations

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to the previous vendor, Data Image Systems (IKON), at 3062 Prospect Park Drive, Sacramento, California 95670. This has resulted in delays in processing the POP declarations and requests for copies of POP declarations. **Effective immediately, all POP declarations received at that address will be returned to sender.**

To avoid unnecessary delays in processing and filing POP declarations, it is imperative that POP providers mail all original POP forms and requests for copies of POP declarations to the following address:

**California Department of Child Support Services
Paternity Opportunity Program
PO Box 419070
Rancho Cordova, CA 95741-9070.**

Please continue to include your three-digit agency code on the envelope when submitting original POP forms.

With the recent changes in policy on using POP declarations in lieu of a court filing to establish paternity, DCSS has seen a dramatic upsurge in the number of requests for copies of filed POP declarations. In order to contain costs and allow DCSS to continue providing free copies of POP declarations, LCSAs should only request copies of the form when absolutely necessary.

Local Superior Courts and Family Law Facilitators will now have direct access to the POP database of filed paternity declarations. The Courts and LCSAs can now verify declarations of paternity directly from the POP database, and thus will no longer need a copy of a POP declaration for child support cases.

All agencies providing POP services were sent a camera-ready copy of the *Agency Request Form*, CS 919 (7-02 version) as attachment to POP letter 02-1, dated November 4, 2002. If you do not have the new CS 919 request form, please contact your State POP analyst.

If you have any questions regarding the distribution of the POP CD-ROM to LCSAs, please contact Julie Scheafer at (916) 464-5255. If you have any questions about the distribution of the POP CD-ROM to the Local Superior Courts and Family Law Facilitators, please contact Carolyn Castaneda, Administrative Coordinator, California Judicial Council, at carolyn.castaneda@jud.gov or by telephone at (415) 865-7675. If you have any other questions about the subjects addressed in this letter, please contact your State POP analyst as shown on the enclosed listing.

Sincerely,

PATRIC B. ASHBY
Deputy Directory
Division of Child Services Program

Enclosure

Paternity Opportunity Program County Assignments

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