

CALIFORNIA DEPARTMENT OF CHILD SUPPORT SERVICES

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



February 4, 2004

TC LETTER: 04-01

TO: CHILD SUPPORT TRAINING COORDINATORS

SUBJECT: CHILD SUPPORT PROGRAM ORIENTATION VERSION 3.0

The Department of Child Support Services (DCSS) is pleased to transmit to you Version 3.0 of the Child Support Program Orientation (CSPO) curriculum. The enclosed compact disk contains the complete curriculum package including: the trainer guide material, participant resource guide, PowerPoint slides, confidentiality exercises, mandatory handouts, curriculum instructions, and a summary of the changes we have made in Version 3.0.

As the summary of changes shows, we revised a PowerPoint slide and the confidentiality exercise. Please discard the old slide and exercise and replace them with new ones from Version 3.0. Due to revisions that changed page numbering throughout the participant resource guide, you will need to replace the entire guide with this new version.

If you have any questions, please feel free to contact Tim Hughes, CSPO Point of Contact of the Training and Procedures Unit, at (916) 464-5516 or tim.hughes@dcss.ca.gov.

Sincerely,

Carlos Rivera
Acting Branch Chief
Policy Branch

Enclosures (CSPO Version 3.0 Summary of Changes.doc)

cc: IV-D Directors
Training Advisory Committee

Child Support Program Orientation Version 3.0

Summary of Changes

Participant Guide Chapter 1 Big Picture	
Performance Improvement Tools - Compliance Section <i>CSPO v3.0 Pages 13-14</i>	Modified to reflect quarterly and annual compliance self-reviews.
Chapter 5 Locate	
Federal and State Timeframes <i>CSPO v3.0 Page 45</i>	Modified 2 nd bullet. Added 4 th bullet.
Locating Assets <i>CSPO v3.0 Page 47</i>	Added 3 rd bullet under “Enforce a Support Obligation.”
Chapter 6 Establishment	
Paternity Opportunity Program <i>CSPO v3.0 Pages 65-66</i>	Modified throughout.
Chapter 7 Review and Adjustment	
<i>CSPO v3.0 Pages 91-95</i>	<i>CP and NCP changed to Obligee and Obligor throughout.</i>
Federal and State Timeframes <i>CSPO v3.0 Page 91</i>	Modified 2 nd to last bullet.
Reasons for Review of a Child Support Order <i>CSPO v3.0 Page 93-94</i>	Modified throughout.
Results of the Review <i>CSPO v3.0 Page 94</i>	Modified throughout.

Chapter 8 Enforcement	
Earnings and Employers <i>CSPO v3.0 Page 99</i>	Made “employer” plural for consistency. Corrected “nature” to “natural.”
Enforcement Actions <i>CSPO v3.0 Page 103</i>	The 6 th bullet under “Special Enforcement Actions” was split into two separate bullets.
State Licensing Match System Participating Agencies <i>CSPO v3.0 Page 107-108</i>	Two agencies added.
Writ of Execution <i>CSPO v3.0 Page 110</i>	Modified for clarity.
Probate Actions <i>CSPO v3.0 Page 111</i>	Modified for clarity and accuracy.
Liens in Pending Actions/Special Proceedings <i>CSPO v3.0 Page 111</i>	Modified for clarity and accuracy.
Bankruptcy <i>CSPO v3.0 Page 117</i>	Modified entire section.
Chapter 9 Interstate	
Establishment Under UIFSA Jurisdiction to Make Orders <i>CSPO v3.0 Page 143</i>	The word “should” changed to “must” in the last sentence of the second paragraph. 3 rd bullet added. 5 th bullet modified.
The Next Step – UIFSA 2001 <i>CSPO v3.0 Page 147</i>	Last sentence modified.

Chapter 10 Financial Management	
<p>Introduction to Financial Management <i>CSPO v3.0 Page 151</i></p> <p>Federal and State Timeframes <i>CSPO v3.0 Page 151</i></p> <p>Allocation of Payment and Date of Collection by Source, Table 3 <i>CSPO v3.0 Page 154</i></p> <p><i>CSPO v3.0 Page 155</i></p> <p><i>CSPO v3.0 Page 156</i></p>	<p>The word “allocation” added to the last sentence of the first paragraph.</p> <p>The word “payment” added to the second bullet’s text.</p> <p>Modified table to be sorted alphabetically.</p> <p>Bonds removed as a Payment Source.</p> <p>Direct Payment’s Collection Date text was updated.</p> <p>Financial Management Services Offset changed to read, “Financial Management Services Administrative Offset.”</p> <p>Earnings Withholding Order changed to read, “Income Withholding Order.”</p> <p>Debtor Exam changed to read, “Judgment Debtor Exam” and the Collection Date text was updated.</p> <p>Security Deposit of Money added as a Payment Source.</p> <p>Till Tap removed as a Payment Source.</p> <p>Wage Assignment removed as a Payment Source.</p>
Chapter 11 Case Closure	

Criteria for Closure <i>CSPO v3.0 Page 177</i>	Changes made to criteria 7.
Chapter 12 Customer Service	
Minor clerical modifications made throughout. <i>CSPO v3.0 Pages 179-193</i>	
Appendix	
Modified to reflect actual code titles. <i>CSPO v3.0 Pages 195-206</i>	
Index	
Modified to reflect changes made throughout the participant resource guide. <i>CSPO v3.0 Pages 207-210</i>	
PowerPoint	
Day One Conditions for Success <i>Slide Number 4</i>	Replaced graphic of baby in incubator with another graphic. <i>Discard old slide and insert slide from Version 3.0.</i>
Exercises	
Confidentiality	Modified numbering for accuracy. <i>Discard old version and replace with Version 3.0.</i>