

**CALIFORNIA DEPARTMENT OF CHILD SUPPORT SERVICES**

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



December 16, 2003

LCSA LETTER: 03-27

ALL IV-D DIRECTORS  
ALL CONSORTIA LEADS

SUBJECT: INCARCERATED PARENT PROJECT

The Department of Child Support Services (DCSS) is implementing a pilot project referred to as Incarcerated Parent Project at San Quentin State Prison. The anticipated start date is January 5, 2004 and the pilot will operate for six months.

Beginning in early 2003, the Marin County Local Child Support Agency (LCSA) in partnership with the Marin County Family Law Facilitator began meeting with mainline inmates at San Quentin prison on a monthly basis. The Solano County LCSA joined the partnership in May of 2003. During these monthly meetings, inmates discussed child support issues and were provided the opportunity to complete forms requesting a review of a child support order and forms requesting specific information about their case. Once an inmate completed the form, the Marin County LCSA forwarded the forms to the LCSA enforcing the child support order.

As part of the San Quentin outreach efforts, the Marin and Solano County LCSAs teamed with Centerforce, an agency that conducts an orientation for all inmates processed through San Quentin's prison reception center. Centerforce has agreed to include information regarding how to request a review of a child support order in the their orientation package.

The Marin and Solano County LCSAs reported great success in the program. Often times, inmates were not aware they could have their child support ordered reduced while incarcerated. Many inmates who participated in the program were having their orders reduced or reserved while incarcerated. As a result, more inmates were contacting Marin and Solano County LCSAs, upon release, since they were not faced with overwhelming child support arrearage balances.

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

LCSA Letter: 03-27  
December 16, 2003  
Page 2

Based on the reported early success, the program will expand to attempt outreach to all inmates processed at the San Quentin reception center. The primary goal of this project is to inform all inmates, processed at San Quentin, prison of the process to request a review and, if appropriate, modification of a child support order. DCSS will evaluate the program success during the six-month pilot and may expand it to include the remaining nine male and two female California State prison reception centers.

During the pilot program, inmates will receive an INCARCERATED PARENT'S REQUEST TO REVIEW CHILD SUPPORT form (DCSS 0018) with the information package given to inmates processed at San Quentin. Each package will also include the address and phone number to all the Family Law Facilitators statewide. The Marin County LCSA has agreed to serve as the clearinghouse for collection and distribution of these completed incarcerated parent request forms. The Marin County LCSA will forward the forms to the appropriate LCSA contact person within one week of receipt. In addition, LCSAs may receive incarcerated parent request forms directly from an inmate.

DCSS has worked collaboratively with San Quentin and Centerforce representatives and LCSA representatives from San Francisco, Alameda, Marin, Solano, as well as the Marin County Family Law Facilitator Office to develop the process, procedures and the DCSS approved forms and posters for this project.

In order to facilitate this project, DCSS is requesting that each LCSA submit the name, address and telephone number of a contact person to receive the completed incarcerated parent request forms. Please submit the contact person's name by January 5, 2004. The contact person's information can be e-mailed to [Michael.Coleman@dcss.ca.gov](mailto:Michael.Coleman@dcss.ca.gov), faxed to (916) 464-5065, or sent by mail to:

Department of Child Support Services  
Attention Customer Service Analysis and Reporting Team  
MS-30  
P.O. Box 419064  
Rancho Cordova, CA 95741-9064

Please contact Francine Woods, Branch Chief of the Customer and Community Services Branch at (916) 464-5377, if you have questions.

Sincerely,



DONNA S. HERSHKOWITZ  
Deputy Director  
Child Support Services Division