

**CALIFORNIA DEPARTMENT OF CHILD SUPPORT SERVICES**

P.O. Box 419064, Sacramento, CA 95741-9064



March 26, 2002

CSS LETTER NO. 02-08

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

SUBJECT: STATE HEARING SITE AVAILABILITY

REFERENCE: LCSA LETTER 01-35 AND ERRATA TO LCSA 01-07

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

As you may know, the California Department of Child Support Services (DCSS) has contracted with the Department of Social Services' State Hearing Office (SHO) to conduct State Hearings. As part of our effort to ensure an effective State Hearing process we have continual dialogue with SHO. Based on these discussions and our early operational experience, it appears that there may be some confusion regarding the local child support agencies (LCSA) responsibilities for making a State Hearing site available for State Hearings.

SHO is required to schedule State Hearings within 30 days of receiving a request and provide interested parties with the date, time, and location of the hearing at least ten (10) days before the hearing date. These time constraints make it impractical for the SHO to contact the LCSA before scheduling a State Hearing or negotiate with the LCSA a different date or site after scheduling a State Hearing. As such, LCSAs are required to ensure the designated State Hearing site is available to conduct hearings on the date and time set by the SHO unless a postponement is granted upon a showing of good cause.



This letter clarifies that LCSAs are required to:

- Designate a regularly available site to conduct child support State Hearings. If the county's designated State Hearing site changes, the LCSA is required to immediately notify DCSS by calling Monisha Avery of the Customer Service Analysis and Reporting Section at (916) 464-5244, or by e-mail at [monisha.avery@dcss.ca.gov](mailto:monisha.avery@dcss.ca.gov).
- Immediately contact the State Hearing Office by calling (1-866) 289-4714 if a State Hearing has been scheduled and an unanticipated scheduling problem occurs.

If your county has an ordinance or other recurrent problems that may preclude scheduling of State Hearings on specific days, or you have additional hearing room or scheduling concerns specific to your LCSA, please contact Monisha Avery of the DCSS Customer Service Analysis and Reporting Section at (916) 464-5244 or by e-mail at [monisha.avery@dcss.ca.gov](mailto:monisha.avery@dcss.ca.gov).

Sincerely,

{Original signed by Patric B. Ashby}

PATRIC B. ASHBY  
Deputy Director  
Child Support Services Division