

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

November 1, 2002

CSS LETTER: 02-21

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

SUBJECT: CLARIFICATION OF CSS LETTER 02-18 REGARDING REVISED
 DUPLICATE CASE TRANSFER POLICY

REFERENCE: CSS LETTER 02-18

This letter provides clarification to Child Support Services (CSS) Letter 02-18, dated September 6, 2002. CSS Letter 02-18 implemented the Department of Child Support Services (DCSS) revised duplicate case transfer policy.

CSS Letter 02-18, page 5, item 6 is amended to read:

“When the receiving county acknowledges the case transfer, the sending county shall close the case pursuant to Title 22, Section 118203(a)(13). The sending county is not required to send the recipient of services the notice of intent to close a case specified in Section 118203(b).”

Item 6 requires the sending county to close a case when the case transfer is acknowledged by the receiving county pursuant to the case closure regulations specified in the California Code of Regulations, Title 22, Section 118203. The current case closure regulations require local child support agencies (LCSAs) to notify the recipient of services, in writing, of the LCSAs intent to close the case. The notice is sent 60 days prior to closing the case. The revised duplicate transfer policy requires the receiving county to inform the custodial party and noncustodial parent, in writing, within 10 days of completing the case transfer. Because the case transfer completion notice informs the custodial party that the sending county has closed the case, DCSS is not requiring the 60 day intent to close notice. This exception only applies to a duplicate case closed by the sending county when the case has been successfully



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transferred to the receiving county. DCSS will revise Section 118203(b), to incorporate the exception.

If you have any questions or concerns regarding this matter, please contact the Policy Branch at (916) 464-5055 or by email at policy.branch@dcss.ca.gov.

Sincerely,

PATRIC B. ASHBY
Deputy Director
Child Support Services Division

cc: LCSA Case Transfer Coordinators