

CALIFORNIA DEPARTMENT OF CHILD SUPPORT SERVICES

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



August 21, 2003

CSS LETTER: 03-15

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

SUBJECT: FAMILY REUNIFICATION COMPROMISE OF ARREARAGES
 REPORTING – AB 1449

This is to advise all local child support agencies (LCSAs) that the Department of Child Support Services (DCSS) is extending the reporting requirement for the DCSS form CS 4482, Family Reunification Compromise of Arrearages Report concerning arrears that accrued while a child was in foster care or otherwise placed with a relative, caretaker, or guardian. You were initially advised in CSS Letter 02-24 that this report, was to be submitted beginning January 15, 2003 through July 15, 2003. However, DCSS is extending the reporting time period to June 30, 2004, to obtain sufficient data to make an assessment of the success of this compromise of arrearages project.

LCSAs shall continue to submit the CS 4482 to DCSS quarterly, no later than the 15th day of the month following the reporting period (October 15, 2003, January 15, 2004, April 15, 2004 and July 15, 2004). The Family Reunification Compromise of Arrearages Report, CS 4482 (7/03 revision) is attached.

DCSS advised LCSAs of some technical revisions to the CS 4482 form and the instructions on May 2, 2003, via an e-mail (see attached). In addition, we have subsequently made a minor edit to the CS 4482 (7/03 revision). Please use the July 2003 version of the form and the revised instructions for completion.

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



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If you have any questions or concerns regarding the form CS 4482, please contact Rita Carroll at (916) 464-5217. If you have any questions about reporting procedures, please contact Elizabeth Hepworth at (916) 464-5267. If you have any policy questions about this Family Reunification Compromise of Arrearages project, please contact Michael Fishel at (916) 464-5234.

Sincerely,

DONNA S. HERSHKOWITZ
Deputy Director
Child Support Services Division

Attachment

California Department of Child Support Services
Compromise of Arrearages
Response To Questions

The instruction on the original form indicating that the data field "Application Received" should equal the total of fields "Applications Pending", "Applications Denied", and "Applications Approved" has been removed. Based on this revision we are providing the following clarifications:

1. If CalWorks, foster care and KinGap aid types were all expended during the time the arrears accrued in one case, do we count that one case in each column? For example, I have one case in which the child was in both foster care and on CalWorks during the period of time the arrears accrued. The non-custodial parent submitted an application to us so I need to count this case on the first line of the report for "total applications this report period". Do I count it in both the foster care and CalWorks columns?

We realize that asking for a break-out by Foster Care, KinGap, and CalWorks on applications received, incomplete, etc. complicates the reporting process. Therefore, we have revised the report form so that only the last two items (Total Cases Approved and Total Amount of Arrearages Compromised) need to be broke out by these categories.

2. How should non-welfare only cases be counted? The applications will be denied because the child did not receive aid, but how should it be counted in "Total Applications Received this report period?"

We believe the revised report form will resolve this issue. However, to be clear, all applications received during the report period must be counted in "Total Applications Received this report period."

3. In cases where at the time of application, we do not know the aid category (due to a delay receiving information from the foster care agency or the applicant changing aid categories), where do we report the application?

See response to #1 above.

4. If the only information concerning the aid category comes from the applicant, should we use that as the source for the aid category?

Yes, however, this may no longer be an issue as noted in response #1 above.

5. In some cases we will deny because of information received during the application process before we know the aid category. How should we report those applications? Do you still want the aid category?

See response to #1 above.

6. What of applications received at the end of the last period and still pending? Exclude from report?

No, don't exclude from report, but should only be reported **once** under "Applications Received". However, could be reported more than once under "Applications Pending" if still pending from one reporting period to the next.

7. Are incomplete applications from a prior reporting period in fact to be excluded from the count of received applications?

Applications should be counted as they come in the door regardless of status. If an application is returned to the submitter as incomplete then resubmitted, it would be counted again as an application received.

8. What of applications pending in the last period, which are returned as incomplete in this period? Count or exclude?

An application is pending if it is being worked. An application that is incomplete should be returned to the submitter and should **not** be counted as pending.

9. What of applications pending last period and approved this period? Seem to be excluded from State's definition of approved this period.

An application should be either pending **or** incomplete. An application should not be considered pending while it is in the process of being returned as incomplete. An application pending last reporting period should have been counted as pending. If it is then approved in the next reporting period, it would be counted as approved under "Total Applications Approved this report period," and the amount reflected in "Total Amount of arrears Compromised" by aid category.

10. Total amount of Arrears Compromised seems to include compromises begun in prior reporting period as well as received in this period. Is this in fact what the State wants us to count?

Yes, report the amounts compromised in the report period.

* * * * *

FAMILY REUNIFICATION COMPROMISE OF ARREARAGES REPORT

| | |
|---------|----------------|
| COUNTY: | REPORT PERIOD: |
|---------|----------------|

| | Total | Foster Care | Kinship | CalWORKs |
|---|-------|-------------|---------|----------|
| Total Applications Received this report period: | | | | |
| Total Applications Pending as of the end of this report period: | | | | |
| Total Applications Incomplete | | | | |
| Total Applications Denied this report period: | | | | |
| Child Not in Home | | | | |
| Due to Income | | | | |
| Child Didn't Receive Aid | | | | |
| Child Didn't Live with Parent | | | | |
| Applicant Refused to Sign the Stipulation | | | | |
| Other (*provide explanation below) | | | | |
| Total Cases Approved this report period | | | | |
| Total Amount of Arrears Compromised | | | | |

*Explanation:

Send this form by the 15th day of the month following the end of the quarter to:

Via email to: elizabeth.hepworth@dcss.ca.gov or via fax to: (916) 464-5064

or via mail to:
 Data and Performance Analysis Branch
 P.O. Box 419064, MS 30
 Rancho Cordova, CA 95741-9064

I certify that the information reported is correct.

| | | |
|------------------------------|------------|-------|
| SIGNATURE OF REPORT PREPARER | PRINT NAME | PHONE |
|------------------------------|------------|-------|

| | | |
|---------------------------------|------------|------|
| SIGNATURE OF LCSA ADMINISTRATOR | PRINT NAME | DATE |
|---------------------------------|------------|------|