



BOARD OF SUPERVISORS  
AGENDA LETTER

Agenda Number:

Clerk of the Board of Supervisors  
105 E. Anapamu Street, Suite 407  
Santa Barbara, CA 93101  
(805) 568-2240

**Department Name:** Child Support Services  
**Department No.:** 045  
**For Agenda Of:** January 10, 2017  
**Placement:** Administrative  
**Estimated Time:**  
**Continued Item:** No  
**If Yes, date from:**  
**Vote Required:** Majority

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**TO:** Board of Supervisors

**FROM:** Department Carrie Topliffe, 568-2326  
Director(s)  
Contact Info: Mette Richardson, 568-2335

**SUBJECT:** Plan of Cooperation with California Department of Child Support Services

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**County Counsel Concurrence**

As to form: N/A

Other Concurrence: Select\_Other

As to form: No

**Auditor-Controller Concurrence**

As to form: N/A

**Recommended Actions:**

- a) Receive and file a report on the executed Plan of Cooperation with the California Department of Child Support Services (DCSS) for the period of October 1, 2016 to September 30, 2017 (Federal Fiscal Year 2017) which reflects child support program responsibilities for DCSS and Santa Barbara County Child Support Services.
- b) Determine that receiving and filing this report is not a project pursuant to CEQA Guidelines section 15378(b)(5), as it is an administrative government activity that will not result in direct or indirect physical changes in the environment.

**Summary Text:**

Each federal fiscal year, DCSS updates its Plan of Cooperation with each Local Child Support Agency (LCSA), outlining program responsibilities between the State and the local agency. The purpose of the Plan of Cooperation is to define responsibilities for securing child support, including:

- Child support establishment, collection and disbursement services;
- Medical support;
- Determining paternity and
- Providing other public services in accordance with the provisions of Title IV-D of the Social Security Act (SSA), Title 42 U.S.C. §651 et seq.

The Plan of Cooperation details and distinguishes between Santa Barbara County Child Support Services responsibilities and DCSS responsibilities in the areas of:

- Case management (case processing, case records maintenance and retention, case complaint resolution and litigation, writs and appeals);
- Paternity Opportunity Program;
- Training;
- Tribal relations;
- Audits;
- Compliance and monitoring;
- Outreach;
- Program performance (performance management plan and corrective action);
- Fiscal administration (accounting and recordkeeping, separation of cash handling and accounting, payment application data security controls, budgeting and annual allocation process, data reporting and bonding and contracting);
- Information security and privacy protection;
- Information technology (IT policies and procedures, IT procurements, IT asset management and systems development);
- Federal grants;
- Civil rights and
- Non-compliance.

**Background:**

The LCSA Director is granted the authority to sign the Plan of Cooperation with California DCSS under 22 CCR Section 111120(b). To enhance the public understanding of the Child Support program, the LCSA is filing this document with the Board of Supervisors.

**Fiscal and Facilities Impacts: None**

Budgeted: Yes **Fiscal Analysis:**

There are no costs associated with this action.

**Special Instructions:**

None

**Attachments:**

California Department of Child Support Services Plan of Cooperation FFY2017

**Authored by:**

Mette Richardson

**cc:**