

CALIFORNIA DEPARTMENT OF CHILD SUPPORT SERVICES

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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

April 26, 2006

CSS LETTER: 06-13

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

SUBJECT: VERIFICATION OF UNREIMBURSED ASSISTANCE POOLS

REFERENCE: MPP Section 12-405(u)(3)
Child Support Services Letter 05-30, Duplicate Case Transfer
Policy Update

The purpose of this Child Support Services (CSS) letter is to instruct local child support agencies (LCSAs) on the policy and procedures for maintaining unreimbursed assistance pools (UAP) calculations during implementation of the California Child Support Automated System (CCSAS), Child Support Enforcement (CSE) Version 1 (V1). Additionally, this letter advises LCSAs of the need to prepare to transfer verifiable UAP balances to the State once CSE Version 2 (V2) is implemented.

UAP BACKGROUND

The Manual of Policy and Procedures (MPP) Section 12-405(u)(3), defines the UAP as the total cumulative amount of aid paid to the family assistance unit for the Aid to Families with Dependent Children, CalWORKs or foster care programs which has not been repaid by the recoupment of collections for assigned current support or arrearages (permanently, temporarily assigned, or conditionally assigned through an IRS tax intercept collection). The UAP must also be reduced by the disregard payment as defined in Section 12-101.3(3)(d)(8). Each LCSA is responsible for maintaining an accounting record of its own UAP.

LCSAs are provided aid paid amounts by the local county welfare office providing IV-A services. Per MPP Section 82-508, local IV-A offices are required to provide LCSAs with the amount of aid paid to the assistance unit.

CSE VERSION 1 AND VERSION 2 IMPLEMENTATION

Implementation of the statewide automated system occurs in various implementation periods. During V1, UAP balances will continue to be maintained at the LCSA level by the ARS/CASES systems. LCSAs remain responsible for UAP maintenance activities. LCSAs are encouraged to continue to verify and maintain reliable UAPs to the greatest extent possible.

The verification of the UAP entails the LCSA examining whether they have received aid paid amounts from the county welfare department for each month the family received public assistance. The aid paid information could be in the form of an automated file, paper records, or a mixture of both.

If a case is missing the aid paid amount(s) or the aid paid amount(s) were derived (an aid paid amount is assumed to have been paid), the LCSA needs to request aid paid information from the local welfare department using their existing verification process. If the county welfare department fails to respond within 90 business days from the LCSA's request, the unverified aid paid amount(s) can be excluded from the UAP calculation. The 90 business day time period is consistent with the verification of UAP specifications in CSS Letter 05-30, Duplicate Case Transfer Policy Update. Additionally, in instances where the county welfare department responds but is unable to provide aid paid information, the LCSA's balance shall include the verified aid paid information offset by the support collections. The accuracy of the UAP is most important at the time the family stops receiving assistance. Pursuant to MPP Section 12-410.13, the LCSA must make a determination of whether permanently and conditionally assigned arrears should be unassigned. These unassigned arrears are owed to the family.

Example:

LCSA has requested aid paid information from the county welfare department but it is unable to provide the aid paid amounts due to a lost file or incomplete information from another county.

Solution:

LCSAs should document the case file with this information and any supporting documentation from the county welfare department. The aid paid amounts that cannot be substantiated by the county welfare department shall not be included in calculating the UAP.

It is a requirement of the V2 system to calculate and maintain information on UAP for statewide tracking purposes. Thus, it is imperative that the UAP information provided to ARS and CASES by the LCSAs is accurate and verified prior to V2 conversion. These balances, provided by the LCSAs, will be transferred to CSE during the conversion process. After the UAP data is uploaded into the system, the UAP will be maintained in CSE.

The Department of Child Support Services (DCSS) is cognizant of ongoing challenges related to the concurrent automation projects of IV-D and IV-A departments. DCSS, in cooperation with the Department of Social Services state and county offices, is currently developing recommendations for improving data interfaces between IV-A and IV-D for increased efficiency and a reduction of manual workloads for both county departments. LCSAs will be kept apprised of ongoing progress.

If you have any questions or concerns regarding this matter, please contact Trish Salveson, Manager, Financial Management Policy Unit, at (916) 464-5226.

Sincerely,

o/s KAREN ECHEVERRIA

KAREN ECHEVERRIA
Deputy Director
Child Support Services Division