

November 21, 2012

CalWORKs Program Guide Letter No. 277

Subject CalWORKs Program Online Access to the Statewide Paternity Opportunity Program (POP) and Changes to CalWORKs Program Guide section 43-200 B. Child Support Referral Procedures

Reference All County Letter 11-82

Effective Date November 21, 2012

Purpose The purpose of this CalWORKs Program Guide (CPG) Letter is to:

- Inform CalWORKs staff of the availability of online read-only access to the Paternity Opportunity Program (POP) data.
- Instruct authorized staff how to request online access to filed POP declarations.
- Remind staff that due to the interface between CalWIN and the California Child Support Automated System (CCSAS), they are no longer required to forward the Child Support Referral forms (CW 371, CW 2.1 and CW 2.1Q) to the Local Child Support Agency (LCSA) in most instances.
- Inform staff about updates to CPG section 43-200 B. Child Support Referral Procedures.

Background The POP, which is administered by the Department of Child Support Services (DCSS), processes declarations of paternity in accordance with the California Family Code. A declaration signed by both the biological father and the unmarried mother filed with the DCSS establishes a legal parent-child relationship between the father and the child. A Declaration of Paternity filed with the DCSS is equal to a court judgment of paternity. View access to the POP data is now available to authorized individuals for the administration of the CalWORKs program.

Summary of Changes CPG Section 43-200 B. "Child Support Referral Procedures" has been updated and will be uploaded to the online CalWORKs Program Guide at <http://hhsa-pg.sdcounty.ca.gov>.

Changes to the CPG are noted with highlighted text :

| CPG Section | Title | Program Updates/Changes |
|---------------------------|--|---|
| 43-200 B. | Table of Contents | Added a Table of Contents |
| | Referral Forms | Advises completing entries in CalWIN and scanning in DoReS |
| | Intake Procedures | Added Step 4 |
| | Referrals to the LCSA | Expanded section - highlighting electronic interface between CalWIN and CCSAS |
| | Pregnant Women Only (PWO) | Advises completing entries in CalWIN |
| | Establishing Deprivation on Basis of Death | Instructs staff to scan verifications in the case file Document Retrieval System (DoReS) |
| | Paternity Opportunity Program (POP) | Expanded section |
| | Internet Access to Filed POP Declarations | Added section |
| | Ongoing Case Procedures | Removed - Notify LCSA of the change using form CW 371 for most actions Added – Notify LCSA of the change by completing entries in CalWIN Added – Termination of Parental Rights (TPR) |
| | Minor Parent Not Residing With Senior Parent | Added – electronic interface between CalWIN and CCSAS Added – Step 4 |

Medi-Cal Program Impact

No impact to Medi-Cal Program.

CalFresh Program Impact

No impact to CalFresh Program.

**Automation
Impact**

No Impact.

**ACCESS
Impact**

ACCESS Agents will advise applicants/recipients that as a condition of eligibility, they are required to cooperate with the LCSA in establishing paternity, providing information, appearing at the LCSA office when requested, appearing as a witness in court, and obtaining support; or provide documentation to substantiate a claim of good cause for refusing to cooperate.

**Forms
Impact**

The CW 2.1, CW 2.1 Q and the CW 371 will autopopulate when the information is entered in the CalWIN Absent Parent/Child Support Screens.

**Imaging
Impact**

Staff are to continue to scan the signed Child Support Referral forms in the case Document Retrieval System (DoReS).

**Operations
Impact**

Staff are instructed to obtain as much information as possible regarding the absent parent and enter the information in CalWIN.

**Quality
Control (QC)
Impact**

Effective the November 2012 sample month, QC will cite the appropriate error on any case the does not comply with the requirements outlined in this letter.

**Director
Approval**



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LH:dp