

**DEPARTMENT OF SOCIAL SERVICES**

744 P Street, Sacramento, California 95814



October 1, 2002

ALL COUNTY LETTER NO. 02-74

TO: ALL COUNTY WELFARE DIRECTORS  
ALL CalWORKs PROGRAM SPECIALISTS

**REASON FOR THIS TRANSMITTAL**

- State Law Change  
 Federal Law or Regulation Change  
 Court Order  
 Clarification Requested by One or More Counties  
 Initiated by CDSS

SUBJECT: TRACKING CHILD SUPPORT COLLECTION AND OVERPAYMENTS FOR THE CALIFORNIA WORK OPPORTUNITY AND RESPONSIBILITY TO KIDS (CalWORKs) 60-MONTH TIME LIMIT

REFERENCE: ALL COUNTY LETTERS (ACL) 97-65, 99-90, 00-48, 03-01, 01-66 AND 02-33; ALL COUNTY INFORMATION NOTICE (ACIN) I-52-99 AND I-47-02

This letter provides instructions for implementing the statutory requirement for counties to exempt monthly aid for child support collected in the current month or in arrears and to track the recoupment of aid for the CalWORKs 60-month time limit exemption. This letter also sets out requirements for tracking overpayments for the CalWORKs and TANF 60-month time limits. For additional guidance, this letter also provides responses to questions regarding implementation of the CalWORKs child support time limit exemption and transmits a child support collections survey provided by the State Department of Child Support Services (DCSS).

**60-MONTH TIME LIMIT EXEMPTION FOR CHILD SUPPORT RECOUPMENT**

State law and regulations [Welfare and Institutions Code Section 11454.5(b)(3) and Manual of Policies and Procedures (MPP) Section 42-302.21(g)] requires that any month in which cash aid is fully reimbursed as a result of child support collection, whether collected in that month or any subsequent month, shall be exempt from the CalWORKs 60-month time limit.

**TRACKING MONTHS EXEMPT BY CHILD SUPPORT RECOUPMENT**

In order to comply with the requirement that both current and subsequent child support collections are applied to reimburse and exempt monthly aid, counties will be required to track the recoupment of aid through child support collections. All child support recoupment, including collections for a current month, arrearages, and lump sum payments, collected from January 1998 forward, shall be cumulatively applied to repay aid payments in the following manner:

1. The cumulative child support recoupment (i.e., child support that has been assigned and collected to repay aid) will be applied to each month of aid, starting with the earliest unreimbursed month(s) of aid, on or after January 1998, and moving forward as each month's grant is abated.
2. Each month of aid that is fully reimbursed by child support shall be exempt and therefore not counted toward the CalWORKs 60-month time limits of the mandatory aided adults in the Assistance Unit (AU), including parents and/or caretaker relatives residing in the home of the child(ren).
3. The child support recoupment amount will be applied to all month(s) of aid whether or not the month had been previously exempted for any other reason, including any month(s) exempt because the individual was unaided due to a sanction or other reasons.
4. The child support recoupment amount will be reviewed to determine if the cumulative amount is sufficient to reimburse and exempt a monthly grant amount. Any child support amount that remains but is insufficient to fully reimburse a monthly grant, whether collected in the current month or for a previous period of time, shall be carried forward and used for any subsequent unreimbursed month(s) of aid.
5. Records of the aid payments and the cumulative child support recoupment amounts will be retained until the months of aid have been fully reimbursed and the exempt months are recorded and validated. (See ACL 03-01, dated January 12, 2001, for detailed instructions on records retention and validation of time limit tracking information.)
6. As recipients transfer to other counties, information regarding the balance of the child support recoupment and number of months exempt due to child support recoupment must be reported to any subsequent county(ies) to continue reimbursement of the subsequent months of aid.
7. For purposes of tracking this exemption, counties will use the Welfare Data Tracking Implementation Project (WDTIP) system to "untick" the months of aid for the exemption. Counties are required to send the exemption transaction to WDTIP so the system can reflect the exempt months. However, because this exemption is applied to the first month of aid (on or after January 1998) onward, a county that did not aid the recipient during the time that the exemption is applied will be required to provide the exemption information to the "county of record" (i.e. the county that provided the aid to the recipient) so that county can send the exemption transaction to the WDTIP system.

### **TRACKING OVERPAYMENTS FOR CalWORKs AND TANF 60-MONTH TIME LIMITS**

As provided in MPP Section 44-350.15, a cash aid overpayment is any amount of aid paid to an AU, to which the AU was not eligible. An overpayment may be all or a portion of a cash aid payment. This includes, but is not limited to, an immediate need payment, a special need payment or aid paid pending a state hearing.

For purposes of the 60-month time limit, an overpayment month (i.e. an entire month of aid in which the recipient was not entitled to the cash aid) that is fully repaid by grant reduction or any other means, does not count toward the CalWORKs/TANF 60-month time limit. When it is determined that an overpayment occurred, the county must calculate the amount of the overpayment and determine the period of time for which the recipient was not entitled to the cash aid. Counties will continue to follow overpayment recovery procedures as provided in state regulations (MPP Section 44-352).

For the state CalWORKs clock, once the recipient has repaid the amount of aid for the totally ineligible month(s), the month(s) will not be counted toward the CalWORKs 60-month time limit. However, for the federal TANF clock, the month(s) will continue to be counted toward the TANF 60-month time limit if the amount of aid for the ineligible month(s) is repaid but supportive services provided to the recipient during that period of time is considered TANF “assistance.” For example, an unemployed recipient who received transportation and aid during an ineligible month and completely repaid the month of aid, will have the month counted toward her/his TANF 60-month clock. (See ACL 99-90, ACL 00-48 and federal regulations at 45 CFR Section 260.31 for additional information on the TANF definition of “assistance.”)

Counties are required to “untick” only the repaid overpayment months, in which the family was entirely ineligible for the period. For all other overpayments that occur in partially eligible months, those months will continue to count toward the 60-month time clocks.

### **START-UP PROCEDURES FOR EXEMPTING MONTHS DUE TO CHILD SUPPORT RECOUPMENT AND REPAID OVERPAYMENTS**

The following start-up procedures have been developed to apply the child support recoupment for this exemption.

- Since counties have previously applied child support recoupment to offset overpayments at the time the overpayments were initially established (in accordance with MPP Section 44-352.123), counties will need to reduce the accumulated total child support recoupment amount by the recoupment amount previously applied to offset the overpayments prior to applying it to the months of aid.
- Initially, counties will be applying the cumulative total child support recoupment that was collected during the entire span of time from 1998 to the present. Once all previously collected child support recoupment has been used to exempt months of aid, counties need only apply the child support as it is collected on an on-going monthly basis.

Examples, provided in Attachment A, demonstrate how child support recoupment is applied to exempt months of aid for the CalWORKs 60-month time limit and how overpayments are tracked for purposes of the 60-month time limit.

## **INFORMING RECIPIENTS OF THEIR TIME ON AID**

As provided in the emergency regulations effective March 1, 2002, and readopted effective June 28, 2002, (see ACL I-47-02), counties are required to inform recipients of their time on aid at specific intervals. The attached notice of action (NOA) messages have been revised to reflect information regarding the child support time limit exemption. The addendum to the NOA messages must be included if the child support time limit exemption is applicable to the recipient.

## **CHILD SUPPORT COLLECTIONS AND DISTRIBUTIONS**

In accordance with MPP 12-425(o)(3), the local child support agencies (LCSAs) provide, and will continue to provide, their local IV-A agencies with all pertinent information regarding the amount collected for child support and the amount that can be recouped for cash aid. The county welfare departments have the responsibility of applying the child support recoupment to reimburse months of aid for the CalWORKs child support time limit exemption.

The DCSS has provided the attached survey (attachment D) that identifies, by county: the child support collection and distribution information sent to the welfare department, the county contact person to whom this information is sent, the format (electronic or paper) by which the child support information is sent to the welfare department, the frequency that the information is provided and the contact person in the LCSA. The LCSAs will provide collection and distribution information to county welfare departments at a minimum on a monthly basis. The LCSAs provide the following data elements to county welfare departments, which are to be used to determine the reimbursement of month(s) of aid to apply this exemption:

- Aid case number (FBU and/or serial number)
- Name of custodial parent/caretaker relative
- Current recoupment amount (child support collected and distributed to repay aid)
- Disregard amount

However, since the LCSAs completed conversion of their automated legacy systems to one of six consortia systems at various points in time, some LCSAs may not be able to readily provide the recoupment data from January 1998. Therefore, for situations where the county welfare department has not retained the monthly recoupment information or the information is not readily available, the county welfare department should contact Charissa Miguelino from the CDSS to assist in coordination with the DCSS for possible retrieval of the information.

## **CAMERA-READY COPIES AND TRANSLATIONS**

After you receive a copy of an English form, or a Notice of Action (NOA) message, please allow two to three weeks for the form or message to be translated and mailed to your CalWORKs Forms Coordinator. Language Translation Services (LTS) will mail camera-ready copies of Spanish, Chinese, Vietnamese and Russian translations as soon as they become available. You do not need to initially request forms or messages from LTS. To order additional camera-ready forms or messages in Spanish, Russian and Asian languages fax your request to LTS at (916) 657-3429 or e-mail your request to [lsu@dss.ca.gov](mailto:lsu@dss.ca.gov). For a camera-ready copy and/or additional copy of an English form please call Forms Management Unit (FMU) at (916) 657-1907 or CALNET at 437-1907. If your office has Internet access, you may obtain various forms from the CDSS web page at <http://www.dss.cahwnet.gov>. FMU is currently in the process of making forms available on the Internet. If the name, mailing address or e-mail address of your CalWORKs Forms Coordinator changes, please contact FMU by telephone at (916) 654-1282 or by e-mail to [fmu@dss.ca.gov](mailto:fmu@dss.ca.gov).

Your CalWORKs Forms Coordinator is to distribute translated forms and messages to each program and location. Each county shall provide bilingual/interpretive services and written translations to non-English or limited English proficient populations as required by the Dymally Alatorre Bilingual Services Act (Government Code Section 7290 et seq.) and by the state regulations in MPP Division 21, Civil Rights Nondiscrimination, Section 115.

If you have any questions regarding this letter or need additional information regarding the 60-month time limits, please contact Charissa S. Miguelino, CalWORKs Eligibility Bureau, at (916) 657-3665.

Sincerely,

*Original signed by  
Bruce Wagstaff*

BRUCE WAGSTAFF  
Deputy Director  
Welfare to Work Division

Attachments

c: CWDA  
CSAC

## EXAMPLE OF APPLYING CHILD SUPPORT TIME LIMIT EXEMPTION

### Example 1

#### **Previously Established Overpayments - Balance of Child Support Applied for the Child Support Time Limit Exemption**

Monthly aid in the amount of \$600 was received from January 1998 through May 2000. A total of \$3,000 in child support was collected for recoupment for the same period. Child support recoupment in the amount of \$450 was previously applied to reduce the overpayments that occurred during January 1998 through May 1998 period.

#### **Steps for Application of Child Support Recoupment**

1. Determine the total child support recoupment from January 1998 to the present.
2. The total child support recoupment must be reduced by the amount previously applied to establish the overpayments during the aided period.
3. The balance of child support recoupment is applied to months of aid beginning January 1998 for the child support time limit exemption.
4. Retain any remaining child support recoupment that is insufficient to abate a full monthly grant, to use for subsequent months of aid.

#### **Calculation of Exempt Months of Aid**

$\$3000 - \$450 = \$2,550$  (child support recoupment from January 1998 to present, less the amount applied to establish overpayments)

\$2,550 (child support balance to be applied for exemption)  
 - \$2,400 (applied to four months of aid for exemption)  
 = \$ 150 (remainder of child support carried forward)

<u>Months of Aid</u>	<u>Jan 98</u>	<u>Feb 98</u>	<u>Mar 98</u>	<u>Apr 98</u>	<u>May 98</u>
<b>Child Support Balance</b>	\$2550	\$1950	\$1350	\$750	\$150
<b>Grant Amount</b>	\$600	\$600	\$600	\$600	\$600 <sup>1</sup>
<b>Exempt Months</b>	<b>Jan 98</b>	<b>Feb 98</b>	<b>Mar 98</b>	<b>Apr 98</b>	

<sup>1</sup> Child support reduces the May 1998 grant to \$450 but does not yet exempt it.

**EXAMPLE OF APPLYING CHILD SUPPORT TIME LIMIT EXEMPTION AND TRACKING REPAID OVERPAYMENT**

**Example 2**

**Child Support Used for Established Pre-1998 Overpayment - Child Support Recoupment Amount after 1998 Used for the Child Support Exemption**

The recipient was eligible to receive monthly aid in the amount of \$500 from February 1998 through December 2000. The recipient was overpaid \$200 in November 1997 and \$500 in January 1998. (No child support recoupment was collected in January 1998 so the overpayment in that month was not previously reduced by child support. The pre-1998 overpayment (November 1997) was previously reduced by the child support collection received in 1997.) The overpayment in January 1998 is a totally ineligible month (i.e. an entire month of aid in which the recipient was not entitled to the cash aid). Subsequent grant amounts beginning February 1998 are reduced to repay the overpayment. The total child support recoupment collected since February 1998 is \$1,500.

**Steps for Application of Child Support Collection**

1. Determine the accumulated amount of child support recoupment collected since February 1998 to present.
2. The county need not subtract the child support recoupment amount that was used to establish the pre-1998 overpayment because the collection includes only the amount since February 1998.
3. Apply the child support recoupment to the months of aid for the child support time limit exemption.
4. Retain any remaining child support recoupment that is insufficient to abate a full monthly grant, to use for subsequent months of aid.

**Calculation of Exempt Months of Aid**

\$1500 (child support recoupment from February 1998 to present, which does not include the amount used to previously establish the pre-1998 overpayment)

-\$1425 (applied to three months of aid for exemption)

\$ 75 (remainder of child support carried forward)

**Calculation for Recovery of Overpayment**

\$500 – \$25.00 (5% grant reduction) = \$475.00 (monthly grant)

**Example 2 (continued)**

<b>Months of Aid</b>	<i>Jan 98</i>	Feb 98	Mar 98	Apr 98	May 98
<b>Child Support Balance</b>		\$1500	\$1025	\$550	\$75
<b>Grant Amount</b>	\$ 500 <sup>2</sup>	\$475	\$475	\$475	\$475 <sup>3</sup>
<b>Exempt Months</b>		<b>Feb 98</b>	<b>Mar 98</b>	<b>Apr 98</b>	

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<sup>2</sup> January 1998, the overpayment month, has been decreased due to grant reduction, but will continue to count toward the 60-month time limits until it is completely repaid.

<sup>3</sup> Child support reduces the May 1998 grant to \$400 but does not yet exempt it.

## CHILD SUPPORT TIME LIMIT EXEMPTION QUESTIONS AND ANSWERS

The following questions and answers have been developed to respond to county requests for additional guidance on implementing the child support time limit exemption. Unless specified, all questions and scenarios pertain to the child support time limit exemption and do not involve overpayments.

**1. Can the child support collected be applied to aid when the child support was paid on behalf of an unaided child?**

No. Children who are not part of the AU, (e.g. a SSI recipient) are to receive their child support directly. Pursuant to W & I Code 11477, a recipient of aid assigns their rights to support as a condition of receiving aid. If the child is not part of the AU, there is no requirement that the child assign their rights to support. The child support that is received on behalf of the child who is not part of the AU is forwarded to the family. Since the child support is provided directly to the family, it is not considered child support recoupment used to reimburse the grant and therefore, LCSAs will not report it to counties as child support recoupment.

**2. Are counties obligated to apply the entire amount of the child support recoupment (including cents) to the grant amounts or may the counties round off the child support recoupment prior to applying it to the grant amounts?**

In order to simplify the process of abating monthly aid by the child support recoupment, counties can round off the child support recoupment to the nearest dollar, (i.e. 50 cents and above, is rounded up, 49 cents and below is rounded down) prior to applying the recoupment to exempt months of aid.

**3. If the child support recoupment was intended for a previous period of time (a previously assigned arrearage payment) prior to January 1998, can that amount be used to reimburse months of aid beginning January 1998?**

Yes. Permanently assigned arrearage payments are not assigned to a specific period of time. The policy for the child support time limit exemption requires counties to apply any child support recoupment collected from January 1998 forward whether it is current or arrears.

**4. How is a child support collection case set up and to whom is the child support collection information provided?**

A IV-D case is defined as a custodial party (CP), noncustodial parent (NCP) and a dependent child or children that the noncustodial parent is obligated to support.

The CP/payee is provided monthly information on child support collection for the dependent child(ren). The county welfare agencies are provided monthly reports that include the child support collection for each CP/payee.

**5. If a needy non-parent caretaker relative has custody of the child, is the child support recoupment used to “untick” her/his months of aid?**

Yes. The amount of child support recoupment for the child who is living in the needy caretaker relative’s household should be applied to the caretaker relative’s monthly grant amounts. The IV-D case is established for the needy caretaker relative and the child support recoupment will be reported on her/his case. When the monthly grant amount is repaid, the month is exempt from her/his CalWORKs 60-month time clock.

**6. Are optional persons in the AU (e.g., stepparents) given the benefit of the child support recoupment to exempt a month of aid?**

No. A stepparent is an optional person in the AU and is not the custodial parent of the child for whom the child support is collected. Therefore, when months of aid are reimbursed by the child support recoupment, only the mandatory adults in the AU, (parent and/or needy caretaker relative) shall receive the exempt months of aid.

**7. Does the LCSA staff combine child support payments together if the CP is receiving several payments from multiple NCPs for the children in the AU, or are the amounts reported separately?**

Each child support collection case is set up for a mother, father, and their children in common. If there are multiple NCPs, there will be multiple cases. If all children are residing with the CP, then the child support amounts that are collected from each of the NCPs for the collection month are combined and reported based on the AU. However, if one of the children is residing with a needy caretaker relative (e.g. grandmother), a separate child support case is set up for the grandmother, NCP and child. The child support amount that is collected from the NCP for the child living with the grandmother is reported based on the grandmother’s AU.

**8. Case Scenario - Child support is collected for two children in a Zero Parent case, (the children live with their grandmother who is a non-needy caretaker relative). At a later point in time, the mother returns to the home and is aided and the case becomes an All Families case.**

**a) Will the child support recoupment for the children in a Zero Parent case be applied to a month of aid?**

Yes. If the LCSA is aware that the grandmother has custody, the child support is retained by the LCSA for recoupment for the grandmother’s case because the children are aided and therefore their support is assigned to the State for reimbursement. The child support recoupment will be applied to the months of aid of the Zero Parent case. However, since there is no aided adult in the AU because the grandmother is a non-needy caretaker relative, no month of aid will be counted for the grandmother, so there will be no months to exempt from the CalWORKs 60-month time limit.

**b) Will the child support arrearage be used to “untick” the 60-month time clock on the All Families case?**

Any arrearage amount that is collected to recoup the unreimbursed assistance will be reported to the county welfare department. The amount that is available to reimburse the grant should be accumulated and used to “untick” the months of aid for the adult who has custody of the child, if that adult is part of the AU. Because the policy requires that child support recoupment be applied to the earliest month of aid, the mother may or may not have been included in the month(s) of aid that were reimbursed by the child support recoupment and therefore she may or may not have month(s) “unticked.”

**9. If child support is collected during the period that the recipient is not receiving cash aid, is the child support amount sent directly to the CP?**

Current child support collected will be sent to the family once they are no longer aided. However, if the parent is no longer receiving aid, but the children are, the child support is assigned to the State and child support collections will be used to recoup the amount of public assistance allocated to the family.

**10. Do child support arrearages become part of the recoupment when a case is no longer a welfare case?**

All arrears payments that are due to be paid to the family must be satisfied before the collection is given to the county for recoupment.

**11. Case Scenario – A family is discontinued from CalWORKs aid, but continues to receive Medi-Cal while residing in County A. The family then relocates to another county (County B) and applies for CalWORKs aid in county B. Is the child support that is collected reported to the original county (County A) where the case was opened or is that child support amount reported to the County B where the custodial party is now receiving CalWORKs aid?**

Although the family's CalWORKs assistance is discontinued, the LCSA in County A will continue to enforce the child support order. Therefore, if during the time the family is residing in County A, the LCSA obtains a child support collection that is used as recoupment, it will be reported to the County A welfare department. Once the family moves to County B and the county welfare department refers the case, County B LCSA will open a case and request the transfer of the family's County A case. Once the case has been transferred, the County B LCSA assumes case management responsibility of the case.

However, each county is responsible for maintaining its own Unreimbursed Assistance Pools (UAPs). When County B LCSA receives a child support recoupment, it will be reported to County B welfare department. If County B LCSA collects a sufficient amount of child support to repay both County A's and B's UAPs, then County B LCSA will reimburse their UAP and forward the money owing to County A LCSA to reimburse their UAP. Both LCSAs will report this as recoupment to their respective county welfare departments.

**12. Are counties required to apply the total amount of child support that was specifically used to repay the aid? Is the disregard or the interest income included in the child support recoupment that reimburses cash aid?**

Yes. In order to apply the time limit exemption, counties must apply the total amount of child support recoupment (which includes the disregard and interest) that reimburses the monthly cash aid. Beginning October 1998, the \$50 disregard payments are considered as part of the collection to repay the cash grant.

Prior to October 1998, the disregard and the pass-on amounts were not considered part of the collection to reimburse cash aid. Therefore, prior to October 1998, counties should not include the disregard and pass-on amounts for reimbursement of the cash aid.

**13. Will child support that is provided directly to the family (excluding the disregard payments) be used to “untick” the adult recipient’s clock?**

No. Child support that is provided directly to the family is not considered part of the reimbursement for cash aid. The child support amount received by a family is regarded as income for the AU.

**14. How is the child support time limit exemption applied when child support is collected for an AU with a Maximum Family Grant (MFG) child?**

Child support that is received for a MFG child is not considered part of the collection to reimburse a month of aid for the child support time limit exemption. The following examples demonstrate the application of the child support time limit exemption for an AU including a MFG child.

- a) An AU of 2 consists of the mother and her two children, one of which is a MFG child. The monthly grant amount is \$548. The child support for the two children is collected monthly in the amount of \$100. The \$50 portion that is collected for the MFG child is provided directly to the family.**

The \$50 for the MFG child would not be applied to exempt the AU’s grant amount of \$548. It is not assigned and, therefore, not considered child support recoupment. However, the \$50 portion for the non-MFG child would be applied to the AU’s grant amount. When the monthly child support that is collected has been accumulated to fully reimburse a month of aid (\$548) then the month would be exempt from the mother’s CalWORKs 60-month time clock.

- b) An AU of 5 consists of the senior Mom, minor parent with the MFG child, and her 3 siblings. The monthly grant amount is \$920. The child support for the minor parent and her siblings is collected monthly, in the amount of \$200, but no child support is collected for the MFG child.**

The \$200 would be applied to the AU’s grant amount of \$920. When the monthly child support has been accumulated to fully reimburse a month of aid (\$920) then the month would be exempt from the senior Mom’s CalWORKs 60-month time clock.

- c) **An AU of 3 consists of the senior Mom, minor parent with the MFG child, and the minor parent’s sibling. The monthly grant amount is \$679. The child support for the MFG child is collected monthly in the amount of \$100 and is provided directly to the family. The child support for the minor parent and her sibling is collected monthly in the amount of \$125.**

Only the child support amount of \$125 that is collected for the minor parent and the sibling would be applied to the AU’s grant amount of \$679. Any child support that is provided directly to the family for the MFG child is not considered part of the collection to repay the cash grant, because it does not reimburse the aid payment.

15. **Case Scenario - Case is discontinued. The NCP continues to pay arrearages for child support. Will the arrearages be used to “untick” the clock?**

Yes. The LCSA will provide the county welfare department with the amounts of child support payments that are used to recoup the cumulative unreimbursed assistance. The county welfare agency will determine whether the amount (collected in and after 1998) is sufficient to “untick” the month(s) of aid.

16. **Case Scenario - The clock is “unticked,” as the child support recoupment equals the aid payment for the month. A couple of months later, it is discovered that there is an underpayment and a retroactive payment is issued. Is the clock re-ticked?**

Yes. The exemption must be applied when the month of aid is fully reimbursed by child support recoupment. Based upon the case scenario provided, when the retroactive payment was issued, the month was no longer considered fully reimbursed. Therefore, the month cannot be exempt from the CalWORKs 60-month time limit until additional child support recoupment can be applied to reimburse the retroactive payment. If the county knows of this circumstance in advance, it can allow the recipient to choose whether to receive the underpayment and have the clock re-ticked or waive the underpayment and use the additional month of aid.

17. **Case Scenario - An adult has been discontinued from aid because she reached the CalWORKs 60-month time limit but the children continue to be aided as part of the safety net. Several months later the county is notified of a large child support recoupment amount, which results in months of aid exempted from the 60-month time limit.**

- a) **Is the county required to add the adult back into the AU? If yes, at what point should the adult be added back into the AU?**

The county is required to add the adult into the AU, if the family is otherwise eligible. The adult received the cumulative 60 months of CalWORKs cash aid, but the subsequent child support recoupment credited back some months that were used. She is therefore entitled to the additional months of aid. Since the child support recoupment occurred after the adult was discontinued from aid due to reaching the time limit, the county cannot retroactively add the adult back into the AU and provide

a retroactive payment to the family. The county shall add the adult into the AU when the county is notified of the child support recoupment and it is determined that the adult is eligible for additional months of aid due to the exemption. The adult shall be mandatorily included as of the first of the month in which additional months become available. The county will be required to send a NOA informing the recipient of the exempt months due to child support recoupment and the increase in the cash aid payment. When the recipient reaches redetermination, the county will send a time limit NOA (M40-107b) to inform her of the number of months of aid that she used, the specific exempt months, and the remaining months on aid.

**b) If the adult is added back into the AU, is the individual subject to CalWORKs WTW requirements? If yes, in what WTW activities must the person participate?**

Because the adult is added back to the AU, and is an aid recipient again, she or he is subject to applicable CalWORKs WTW requirements, including those regarding the 18- or 24-month time limit, hours of participation, satisfactory participation, and sanctions. Generally, the adult in this situation has reached the 18- or 24-month time limit; therefore, he or she must participate in unsubsidized employment and/or community service, and other allowable activities, as specified in MPP Section 42-711.9. Please refer to ACL 02-07, dated January 22, 2002, for procedures on implementing MPP Section 42-711.9.

**18. Case Scenario – An adult is discontinued from aid because she reached the CalWORKs 60-month time limit but the children continue to be aided as part of the safety net. After a period of 6 months, her earnings increase, which causes the family to be ineligible and the entire AU is discontinued from aid. After the AU is discontinued, an assigned arrearage is collected from the NCP and is reported as recoupment to the county, which resulted in months of aid exempted from the 60-month time limit. Since the family is now ineligible for aid due to an increase in income, how will the adult receive the aid for the months that had been exempt?**

The county made the determination to discontinue the adult from aid because she received a cumulative total of 60 months of CalWORKs aid. The child support recoupment occurred after the family became ineligible for aid. Although she must be granted the exempt months for which she is entitled, the family is no longer eligible for aid, therefore the county cannot grant aid to the AU.

The county must apply the child support recoupment amount to the months of aid to determine if any additional months can be exempt from her CalWORKs 60-month time limit. The county must “untick” and record the exempt months. If she reapplies for aid and is determined to be eligible, then she is entitled to the remaining number of months of aid until she again reaches the cumulative total of 60 months. At the time of application, the county is required to send her a time limit NOA (M40-107b) to inform her of the number of months of aid that she used, the specific exempt months, and the remaining months on aid.

**19. When applying a child support recoupment, should counties apply it to months in which the recipient is sanctioned?**

Yes. County welfare departments must apply child support recoupment amounts reported by the LCSAs to all months of aid chronologically whether or not the recipient is sanctioned. Although a sanctioned recipient is excluded from the AU and the month is not counted toward the recipient's "time clock" because she/he is unaided, aid is still provided to the AU and the child support recoupment amount is distributed to the county to reimburse the month(s) of aid. Since a month of aid is not counted toward the recipient's CalWORKs 60-month time clock because she/he was previously excluded from the AU, the child support recoupment will have no effect to the recipient's 60-month time clock for that month.

**20. Is the custodial parent given notification of the child support collection?**

Yes. The CP is provided the information on the child support collection, including the amount of child support recoupment.

**21. Case Scenario - The county applies child support recoupment to a month of aid, according to the child support time limit exemption process. It is later determined that the month was an overpayment month, (i.e. an entire month of aid in which the recipient was not entitled to the cash aid.) Since the child support recoupment was used to reimburse the overpayment month, can the county consider the overpayment month to have been repaid and not counted toward the 60-month time limit?**

Yes. Child support recoupment may be applied to overpayments if this occurs during the application of the child support recoupment as part of the CalWORKs 60-month time limit exemption tracking process. It is likely that counties will naturally apply child support recoupment to overpayments because it is not known that overpayments occur until after the fact. An overpayment month (i.e. an entire month of aid in which the recipient was not entitled to the cash aid) that is repaid shall be "unticked" and the month must be credited back to the individual's 60-month time clock.

**CalWORKs NOTICE OF ACTION (NOA) LANGUAGE AND NA FORM**

The following NOA messages and NA form are provided to counties for informing recipients of their time limit information.

- **M40-107 - CalWORKs 60-Month Time Limit, Time on Aid (No Previous NOA)**
- **M40-107b (7-1-02) – CalWORKs 60-Month Time Limit, Time on Aid at Redetermination or Application**
- **M40-107c (7/1/02) – CalWORKs 60-Month Time Limit, Time on Aid at 54<sup>th</sup> and 58<sup>th</sup>**

The NOA messages listed above have been revised to include information regarding the child support time limit exemption. Counties are required to check the appropriate box to indicate whether the number of months have been adjusted due to the child support time limit exemption, and include the addendum to explain the number of exempt months.

- **Child Support Time Limit Exemption Addendum (7-1-02)**

This addendum is used to inform the adult recipient of the method used to determine the number of months that are exempt due to child support collection. The NOA message explains how the child support collection is applied to reimburse months of aid for the CalWORKs 60-month time limit exemption. Counties are required to indicate the amount of child support collected and the month(s) of aid for the exemption.

- **NA 530 (10/02) – 60-Month Time Limit**

This new NA form for the 60-month time limit is the required form for all time limit NOA messages that inform the adult recipient of the number of months of aid that accrued. It has been specifically designed for the purpose of informing recipients of their right to appeal the county's decision if they disagree with the number of months reported on the NOA and must include the NA Back so recipients are provided the instructions to request a hearing.

State of California  
Department of Social Services

Noa Msg Doc No: TEMP M40-107a Page 1 of 2  
Action : Other  
Issue: CalWORKs 60-Month Time Limit  
Title: Time On Aid (no previous NOA issued)

Auto ID No.:  
Source :  
Issued by :  
Reg Cite : 40-107.141

Use Form No. : NA 290  
Original Date : 03-01-02  
Revision Date : 07-01-02

MESSAGE:

As of \_\_\_\_\_, the County has determined that you, \_\_\_\_\_ have used \_\_\_\_\_ months of your lifetime 60-month time limit of CalWORKs cash aid.

Here's why:

You got CalWORKs:

from \_\_\_\_\_ to \_\_\_\_\_ = \_\_\_\_\_ months.

Subtotal: = \_\_\_\_\_ months.

Months that did not count. - \_\_\_\_\_ months.

Total number of months used: \_\_\_\_\_ months.

If you were exempt, the month(s) did not count toward the CalWORKs 60-month time limit. These months are listed on the next page.

— The list on the next page includes months that are exempt due to child support collection. The last page(s) shows how child support was applied to exempt month(s).

— You may also have months that are exempt because of child support collection. If you do, these months will be included in your next notice.

— No child support was collected for children in your AU.

The following \_\_\_\_ months did not count toward your CalWORKs 60-month time limit:

Year \_\_\_\_ - Jan Feb Mar Apr May June July Aug Sept Oct Nov Dec

Year \_\_\_\_ - Jan Feb Mar Apr May June July Aug Sept Oct Nov Dec

Year \_\_\_\_ - Jan Feb Mar Apr May June July Aug Sept Oct Nov Dec

Year \_\_\_\_ - Jan Feb Mar Apr May June July Aug Sept Oct Nov Dec

Year \_\_\_\_ - Jan Feb Mar Apr May June July Aug Sept Oct Nov Dec

You may be eligible to get aid for \_\_\_\_ more months.

INSTRUCTIONS: Use when no previous time on aid NOA was issued to inform an adult recipient of the total number of months that s/he received aid. This TEMP NOA should be used for those recipients who have received aid for more than 12 months.

Complete the following:

- Date of notification.
- Name of the adult recipient.
- Total number of months of aid used, (i.e. counted toward the time limit.)
- Period(s) of time the family was eligible to receive aid (excludes the period of discontinuance and suspense months, but includes zero basic grant (ZBG) months.)
- Number of months that did not count toward the time limit (i.e. exemptions, ZBG months, and sanctioned months.)
- The year and months that did not count on page two.
- Remaining number of months.

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State of California  
Department of Social Services

Noa Msg Doc No.: M40-107a Page 1 of 2  
Action : Other  
Issue: CalWORKs 60-Month Time Limit  
Title: Time On Aid (no previous NOA  
issued)

Auto ID No.:  
Source :  
Issued by :  
Reg Cite : 40-107.141

Use Form No. : NA 290  
Original Date : 03-01-02  
Revision Date : 07-01-02

MESSAGE:

As of \_\_\_\_\_, the County has determined that you, \_\_\_\_\_ have used \_\_\_\_\_ months of your lifetime 60-month time limit of CalWORKs cash aid.

Here's why:

You got CalWORKs:

from \_\_\_\_\_ to \_\_\_\_\_ = \_\_\_\_\_ months.

from \_\_\_\_\_ to \_\_\_\_\_ = \_\_\_\_\_ months.

from \_\_\_\_\_ to \_\_\_\_\_ = \_\_\_\_\_ months.

Subtotal: \_\_\_\_\_ = \_\_\_\_\_ months.

Months that did not count. - \_\_\_\_\_ months.

Total number of months used: \_\_\_\_\_ months.

If you were exempt, the month(s) did not count toward the CalWORKs 60-month time limit. These months are listed on the next page.

\_\_\_ The list on the next page includes months that are exempt due to child support collection. The last page(s) shows how child support was applied to exempt month(s).

\_\_\_ You may also have months that are exempt because of child support collection. If you do, these months will be included in your next notice.

\_\_\_ No child support was collected for children in your AU.

The following \_\_\_\_ months did not count toward your CalWORKs 60-month time limit:

Year \_\_\_\_ - Jan Feb Mar Apr May June July Aug Sept Oct Nov Dec

Year \_\_\_\_ - Jan Feb Mar Apr May June July Aug Sept Oct Nov Dec

You may be eligible to get aid for \_\_\_\_ more months.

INSTRUCTIONS: Use when no previous time on aid NOA was issued to inform an adult recipient of the total number of months that s/he received aid and for recipient who has received aid for 12 months or less.

Complete the following:

- Date of notification.
- Name of the adult recipient.
- Total number of months of aid used, (i.e. counted toward the time limit.)
- Period(s) of time the family was eligible to receive aid (excludes the period of discontinuance and suspense months, but includes zero basic grant (ZBG) months.)
- Number of months that did not count toward the time limit (i.e. exemptions, ZBG months, and sanctioned months.)
- The year and months that did not count on page two.
- Remaining number of months.

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State of California  
Department of Social Services

Noa Msg Doc No.: M40-107b Page 1 of 2  
Action : Other  
Issue: CalWORKs 60-Month Time Limit  
Title: Time On Aid at Redetermination or  
Application (previously noticed)

Auto ID No.:  
Source :  
Issued by :  
Reg Cite : 40-107.142

Use Form No. : NA 290  
Original Date : 03-01-02  
Revision Date : 07-01-02

MESSAGE:

On the date of the last time limit notice,  
\_\_\_\_\_, the County determined that  
you, \_\_\_\_\_ used a total of  
\_\_\_\_\_ months of your lifetime 60-month  
time limit of CalWORKs cash aid.

Since \_\_\_\_\_, you used \_\_\_\_\_ more months.

Here's why:

Since your last time limit notice, you got  
CalWORKs:

from \_\_\_\_\_ to \_\_\_\_\_ = \_\_\_\_\_ months.

from \_\_\_\_\_ to \_\_\_\_\_ = \_\_\_\_\_ months.

from \_\_\_\_\_ to \_\_\_\_\_ = \_\_\_\_\_ months.

Subtotal: \_\_\_\_\_ = \_\_\_\_\_ months.

Months that did not count. - \_\_\_\_\_ months.

The additional months used: \_\_\_\_\_ months.

The total number used is now \_\_\_\_\_ months.

If you were exempt, the month(s) did not  
count toward the CalWORKs 60-month time  
limit. These months are listed on the  
next page.

— The list on the next page includes  
months that are exempt due to child  
support collection. The last page(s)  
shows how child support was applied to  
exempt month(s).

— You may also have months that are  
exempt because of child support  
collection. If you do, these months  
will be included in your next notice.

— No child support was collected for  
children in your AU.

The following \_\_\_\_ months did not count toward your CalWORKs 60-month time limit:

Year \_\_\_\_ - Jan Feb Mar Apr May June July Aug Sept Oct Nov Dec

Year \_\_\_\_ - Jan Feb Mar Apr May June July Aug Sept Oct Nov Dec

You may be eligible to get aid for \_\_\_\_ more months.

INSTRUCTIONS: Use at redetermination or at application (when the individual was previously aided and issued a time-on-aid NOA) to inform an adult recipient of the total number of months that s/he received aid.

Complete the following:

- Date of last time limit NOA.
- Name of the adult recipient.
- Total number of months of aid used, as reported on previous time limit NOA.
- Date of previous time limit NOA.
- Additional months of aid used (i.e. counted toward the time limit) since last NOA.
- Period(s) of time the family was eligible to receive aid since the last NOA (excludes the period of discontinuance and suspense months, but includes zero basic grant (ZBG) months.)
- Number of months that did not count toward the time limit, (i.e. exemptions, ZBG months, and sanctioned months.)
- Number of additional months used since the last NOA.
- Total number of months used, (previous NOA months + new months).
- The year and months that did not count on page two.
- Remaining number of months.

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State of California  
Department of Social Services

Noa Msg Doc No.: M40-107c Page 1 of 2  
Action : Other  
Issue: CalWORKs 60-Month Time Limit  
Title: Time On Aid at 54<sup>th</sup> and 58<sup>th</sup>

Auto ID No.:  
Source :  
Issued by :  
Reg Cite : 40-107.142

Use Form No. : NA 290  
Original Date : 03-01-02  
Revision Date : 07-01-02

MESSAGE:

On the date of the last time limit notice,  
\_\_\_\_\_, the County determined that  
you, \_\_\_\_\_ used a total of  
\_\_\_\_\_ months of your lifetime 60-month  
time limit of CalWORKs cash aid.

As of \_\_\_\_\_, you have used a total of:

[ ] 54 months of your 60-months.

[ ] 58 months of your 60-months.

Here's why:

Since your last time limit notice, you got  
CalWORKs:

from \_\_\_\_\_ to \_\_\_\_\_ = \_\_\_\_\_ months.

from \_\_\_\_\_ to \_\_\_\_\_ = \_\_\_\_\_ months.

Subtotal: \_\_\_\_\_ = \_\_\_\_\_ months.

Months that did not count. - \_\_\_\_\_ months.

The total number used is now \_\_\_\_\_ months.

If you were exempt the month(s) did not  
count toward the CalWORKs 60-month time  
limit. These months are listed on the  
next page.

— The list on the next page includes  
months that are exempt due to child  
support collection. The last page(s)  
shows how child support was applied to  
exempt month(s).

— You may also have months that are  
exempt because of child support  
collection. If you do, these months  
will be included in your next notice.

— No child support was collected for  
children in your AU.

The following \_\_\_\_ months did not count toward your CalWORKs 60-month time limit:

Year \_\_\_\_ - Jan Feb Mar Apr May June July Aug Sept Oct Nov Dec

Year \_\_\_\_ - Jan Feb Mar Apr May June July Aug Sept Oct Nov Dec

You may be eligible to get aid for:

6 more months.

2 more months.

INSTRUCTIONS: Use at 54<sup>th</sup>/58<sup>th</sup> month on aid to inform an adult recipient of the total number of months that s/he received aid.

Complete the following:

- Date of last time limit NOA.
- Name of the adult recipient.
- Total number of months of aid used, as reported on previous time limit NOA.
- Check box for 54 or 58.
- Period(s) of time the family was eligible to receive aid (excludes the period of discontinuance and suspense months, but includes zero basic grant (ZBG) months), since the last time limit NOA.
- Number of months that did not count toward the time limit, (i.e. exemptions, ZBG months, and sanctioned months), since last time limit NOA.
- Number of additional months of aid used since last time limit NOA.
- Total number of months used (54 or 58.)
- The year and number of months that did not count on page two.
- Check box for remaining 6 or 2 months.

**Child Support Collection for CalWORKs 60-Month Time Limit Exemption**

Child support collection is used to exempt months of aid. A month is exempt if the aid for that month is fully repaid by child support collected since 1998. All child support amounts since 1998 are added together so when the total child support amount can repay a month of aid, that month does not count toward the CalWORKs 60-month time limit.

The following information tells you how the child support was collected and applied to repay months on aid.

As of \_\_\_\_\_, the amount of child support collected is \$\_\_\_\_\_.

The child support amount was applied to exempt the following \_\_\_\_\_ months:

Month\_\_\_\_ Year \_\_\_\_ Amount of Aid Repaid by Child Support \$\_\_\_\_\_

Month\_\_\_\_ Year \_\_\_\_ Amount of Aid Repaid by Child Support \$\_\_\_\_\_

Month\_\_\_\_ Year \_\_\_\_ Amount of Aid Repaid by Child Support \$\_\_\_\_\_

Month\_\_\_\_ Year \_\_\_\_ Amount of Aid Repaid by Child Support \$\_\_\_\_\_

The remaining amount of child support is \$\_\_\_\_\_ and will be applied to months of aid that have not yet been repaid.

INSTRUCTIONS: Use this addendum when no previous time on aid NOA was issued to inform an adult recipient of the number of months that are exempt due to the child support collection reimbursement of aid.

Complete the following:

- Date of notification.
- Amount of child support collected.
- Number of exempt months due to child support applied to reimburse aid.
- The month(s), year(s), and amounts of child support collection applied to exempt the month(s).
- Remaining amount of child support collection to be applied to subsequent months of aid that have not yet been repaid.

**Child Support Collection for Overpayments and Time Limit Exemption**

Child support collection is used to exempt months of aid. A month is exempt if the aid for that month is fully repaid by child support collected since 1998. All child support amounts since 1998 are added together so when the total child support amount can repay a month of aid, that month does not count toward the CalWORKs 60-month time limit.

The following information tells you how the child support was collected and applied to repay months on aid.

As of \_\_\_\_\_, the amount of child support since your last notice is \$\_\_\_\_\_.

On the last time limit notice, the remaining amount of child support + that was not yet used was: \$\_\_\_\_\_.

The total amount of child support applied to repay aid since your last notice is \$\_\_\_\_\_.

The child support amount was applied to exempt the following \_\_\_\_\_ months:

Month\_\_\_\_ Year \_\_\_\_ Amount of Aid Repaid by Child Support \$\_\_\_\_\_

Month\_\_\_\_ Year \_\_\_\_ Amount of Aid Repaid by Child Support \$\_\_\_\_\_

Month\_\_\_\_ Year \_\_\_\_ Amount of Aid Repaid by Child Support \$\_\_\_\_\_

Month\_\_\_\_ Year \_\_\_\_ Amount of Aid Repaid by Child Support \$\_\_\_\_\_

The remaining amount of child support is \$\_\_\_\_\_ and will be applied to months of aid that have not yet been repaid.

INSTRUCTIONS: Use the addendum at redetermination or at application (when the individual was previously aided and issued a time on aid NOA) to inform an adult recipient of the number of months that are exempt due to the child support collection reimbursement of aid.

Complete the following:

- Date of notification.
- The amount of child support collected since prior notice.
- The balance of child support collection that was remaining at last notice.
- The total child support applied to repay aid since last notice.
- Number of exempt months due to child support applied to reimburse aid.
- The month(s), year(s), and amounts of child support applied to exempt the month(s).
- Remaining amount of child support collection to be applied to subsequent months of aid that have not yet been repaid.

# NOTICE OF ACTION 60-MONTH TIME LIMIT

COUNTY OF \_\_\_\_\_

STATE OF CALIFORNIA  
HEALTH AND HUMAN SERVICES AGENCY  
CALIFORNIA DEPARTMENT OF SOCIAL SERVICES

Notice Date : \_\_\_\_\_  
Case Name : \_\_\_\_\_  
Number : \_\_\_\_\_  
Worker Name : \_\_\_\_\_  
Number : \_\_\_\_\_  
Telephone: \_\_\_\_\_  
Address : \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(ADDRESSEE)

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Questions? Ask your Worker.

┌ **State Hearing:** If you think this action is wrong, you can ask for a hearing. The back of this page tells how. Your benefits may not be changed if you ask for a hearing before this action takes place.

## CONTACT YOUR WORKER RIGHT AWAY IF YOU DISAGREE WITH THE INFORMATION ON THIS NOTICE.

- If you and the county worker cannot reach an agreement, you must ask for a hearing within 90 days.
- If you do not request a hearing, you may never get another chance to change the number of months that counted toward your 60-month time limit on aid.

**Medi-Cal:** This notice DOES NOT change or stop Medi-Cal Benefits. **Keep using your plastic Benefits Identification Card(s).** You will get another notice telling you about any changes to your health benefits.

**Food Stamps:** This notice DOES NOT stop or change your food stamp benefits. You will get a separate notice telling you about any changes to your food stamp benefits.

Receiving Medi-Cal and/or food stamps only DOES NOT count against your cash aid time limits.

**Rules:** These rules apply; you may review them at your welfare office: MPP

## IV-D/IV-A Interface Survey

	Type Of Information Provided To IV-A	Frequency Information Is Sent To IV-A	Where Information Is Sent	IV-A Contact	Format Of Information & Name of File	IV-D Contact On IV-A/IV-D Interface
Alameda	DA case #, payee name, IV-A case #, aide type, status, grant, UAP, disregard, excess, pass-on, recoupment, legal date of collection	Daily & Monthly	Information Systems Services Division	Marcia Abbott (510) 271-9135 Fax: (510) 208-1125  e-mail: <a href="mailto:mabbott@co.alameda.ca.us">mabbott@co.alameda.ca.us</a>	Electronic File	Paula Deen (510) 639-3071 Fax: (510) 639-3535  e-mail: <a href="mailto:pbd@co.alameda.ca.us">pbd@co.alameda.ca.us</a>
Alpine	Case name, amount collected & distributed	Monthly	Accounting Section	Connie Chavez (530) 694-2235 Fax: (530) 694-2252	Paper: Collection for the Month of.....	Vicki Foster (530) 694-9553 Fax: (530) 694-9373
Amador	CS 800 report, disregard & excess paid, payee name, MFG collections	Monthly	Social Services	Donna Swanner (209) 223-6631 Fax: (209)-223-6208 Margie Strauss (209) 223-6623	Paper: CS 800	Pat Ornouski (209) 223-6329 Fax: (209) 223-6295  e-mail: <a href="mailto:PORNOUSKI@co.amador.ca.us">PORNOUSKI@co.amador.ca.us</a>  Viki Freeman (209) 223-6685
Butte	Person sequence #, DSS#, CP name, aid type, case #, current support amount, collections dates and amounts, current & arrears recoupment, disregard, warrant information, pass-on and excess amounts.	Daily	Information System	Vern Craven (530) 538-7474 e-mail: <a href="mailto:vcraven@dsw.neen.org">vcraven@dsw.neen.org</a>	Electronic File: IVADSTTRN	Angela Robertson (530) 538-7007 fax: (530) 538-6500  e-mail: <a href="mailto:ARobertson@ButteCounty.net">ARobertson@ButteCounty.net</a>
Calaveras	DA#, IV-A#,& amount of support paid	Monthly	Systems Analyst	Anne Carden (209) 754-6430	Paper	BettyJo Dotson (209)754-6790 Fax: (209)754-6795
Colusa	DA file #, case #, IV-A#, amount of child support received, distribution of support payments	Weekly – information on receivables  Monthly – information on distribution	Benefit Issuance Programs Unit	Nancy Montgomery (530) 458-0265 Fax: (530) 458-0492 Sandy Morgan (530) 458-0294	Paper: Support Collections for Welfare Recipients	Linda Johnson (530) 458-0557 Fax: (530) 458-0565

## IV-D/IV-A Interface Survey

	Type Of Information Provided To IV-A	Frequency Information Is Sent To IV-A	Where Information Is Sent	IV-A Contact	Format Of Information & Name of File	IV-D Contact On IV-A/IV-D Interface
Contra Costa	CP name, aid type, case #, current support amount, collections dates and amounts, current & arrears recoupment, disregard, warrant info, pass-on and excess amounts.	Daily & Monthly	Systems Unit	Juan Caballero (925) 313-1567 fax: (925) 313-1757  e-mail: <a href="mailto:jcaballero@ehsd.co.contra-costa.ca.us">jcaballero@ehsd.co.contra-costa.ca.us</a>	Electronic	Linda Brasier (925) 313-4360 Fax: (925) 313-4295  e-mail: <a href="mailto:lbras@dafs.co.contra-costa.ca.us">lbras@dafs.co.contra-costa.ca.us</a>
Del Norte	CS 800, issues register for disregard and excess.	Daily – Issue register  Monthly – CS 800	Accounting Section	Melinda Allen (707) 464-3191 Ext. 340 Fax: (707) 465-1783	Paper: DAX 160 & CS 800	Monica Pearson (707) 465-7299 ext. 253 Fax: (707) 465-0126
El Dorado	Welfare collection, current & former assistance, disregard, excess and recoupment	Monthly	Accounting Section of IV-A	Matthew Le Pore (530) 642-7181	Paper: CS800	Gary Lingle (520) 642-7384 Fax: (530) 295-0459
Fresno	Daily – IV-D case #, IV-A serial, aid category, person #, distribution type, payee name & address, disbursement amount Monthly – IV-D & IV-A case #, type, current & prior recoupment amount, pass-on and excess.	Daily & Monthly	Administration, Financial Services	Frank Puglia (559) 445-3500 Fax: (559) 445-3500  e-mail: <a href="mailto:fpuglia@fresno.ca.gov">fpuglia@fresno.ca.gov</a>	Paper: 115 Eligibility Rederterm. Document  Electronic: PTODR & PTODN	Michael Moon (559) 494-1048 Fax: (559) 494-1900  e-mail: <a href="mailto:mmoon@fresno.ca.gov">mmoon@fresno.ca.gov</a>
Glenn	IV-D case #, IV-A serial, aid category, payor ID #, distribution type, payee name & ID #; date and amount of collection	Daily	Accounting Section	Becky Hansen Fax: (530) 934-6521  e-mail: <a href="mailto:BHansen@NCEN.org">BHansen@NCEN.org</a>	Paper: Welfare Collection Report	Russ Browning (530) 934-6603  e-mail: <a href="mailto:GCDA@thegrid.net">GCDA@thegrid.net</a>
Humboldt	IV-A has inquiry access to limited IV-D case information and all financial data.	Daily	Information Systems	Mark Magladry (707) 441-2069  e-mail: <a href="mailto:mmagladry@co.humboldt.ca.us">mmagladry@co.humboldt.ca.us</a>	Electronic & Paper	Cito Torres (707) 441-3293 e-mail: <a href="mailto:Ctorres@co.humboldt.ca.us">Ctorres@co.humboldt.ca.us</a>  Daw Bressler (707) 441-3269 e-mail: <a href="mailto:Dcressler@co.humboldt.ca.us">Dcressler@co.humboldt.ca.us</a>

## IV-D/IV-A Interface Survey

	Type Of Information Provided To IV-A	Frequency Information Is Sent To IV-A	Where Information Is Sent At IV-A	IV-A Contact	Format of Information & Name of File	IV-D contact on IV-A/IV-D interface
Imperial	Welfare #, check issue date, date of collection, DA file #, disregard & excess amount & warrant #, and recoupment amount.	Weekly	Categorical-Eligibility Section (CalWORKS)	Carolyn Benton (760) 337-6814 Fax: (760) 370-0492	Paper: KZ129RPT	Augustine Sadorra (760) 482-4842 Fax: (760) 352-4612  e-mail: auggiesadorra@imperialcounty.net
Inyo	IV-A #, Payee name, total amount of support received and distributed.	Monthly	Bishop & Independence IV-A offices	Bonnie Brown (760) 872-0905 Margaret Botello (760) 876-5545 Harry Whitlock (760) 878-0247	Paper: CS 800, 801 & MFG report	Linda Anisman or Suzette Eropkin (760) 873-3659
Kern	IV-A #, DA #, aid code, payee & payor name, collection amount, disregard amount, recoupment, pass-on, excess grant amount, and MTD collected.	Daily	Dept. of Human Services, Information Management Services	Eileen McCoy (661) 631-6635 Fax: (661) 631-6637	Electronic: DAFS AS 400: IVADSTTRN  DHS main frame: PPN.WD.IVDDIS R.XD2	Sandy Pourroy (661) 868-2132 Fax: (661) 868-8569  e-mail: <a href="mailto:pourroys@co.kern.ca.us">pourroys@co.kern.ca.us</a>
Kings	IV-A #, DA #, aid code, account #, payment source, payment amount & distribution (disregard, arrears, recoupment, etc.)	Monthly	Welfare Dept. Human Services	Sandra Jackson-Bobo (559) 582-3211 ext. 2281	Paper: P66144, DAX4510, CS 800	Saundra Norris (559) 582-3211 ext. 2427 Fax: (559) 582-0277  e-mail: <a href="mailto:snorris@co.kings.ca.us">snorris@co.kings.ca.us</a>
Lake	IV-A #, DA #, aid code, CP name & address, date payment received, and collection date	Daily	Accounting Section	John Sheridan or Debbie Grinols (707) 995-4200 Fax: (707) 995-4340	Electronic: DISMMDD	Terry Lomax (707) 262-4311 Fax: (707) 263-3948  e-mail: <a href="mailto:Terry@co.lake.ca.us">Terry@co.lake.ca.us</a>
Lassen	DA file #, case name, IV-A#, amount of payment received, distribution info	Monthly	Fiscal Dept.	Yvonne Smith (530) 251-8154 Fax: (530) 251-8370	Paper: CS 800	Beth Hyde or (530) 257-8865  Rhonda Zamora (530) 257-2056

## IV-D/IV-A Interface Survey

	Type Of Information Provided To IV-A	Frequency Information Is Sent To IV-A	Where Information Is Sent	IV-A Contact	Format Of Information & Name of File	IV-D Contact On IV-A/IV-D Interface
Los Angeles	DA file #, IV-A#, collection amounts, distribution date, payment source, disregard, recoupment, arrears, pass-on, & excess amount, current support amount, CIN & name of payor and payee.	Monthly	DPSS-Leader & JBPS Systems Division	John Tzoetzoudakis (562) 409-7728 Fax: (562) 409-7655  Lynn Vadden (562) 623-2216 <a href="mailto:lvodden@dpss.ca.la.ca.us">lvodden@dpss.ca.la.ca.us</a>	Electronic	Ginger Ragazzi (562) 409-7629
Madera	DA-FSD#, Aid Type, Welfare #, court order amounts, collection amounts and dates, IV-D arrears, date IV-A granted & stopped,	Monthly	NEWWLF computer system	Mark Stone (559)662-8374	Electronically using ftp	Douglas Kennedy (559)675-7610
Marin	CS 800 information	Monthly	Accounting Section	Roberta Boyer (415) 499-6656	Paper: CS 801	Crandon Losee (415) 507-4066
Mariposa	IV-A #, DA #, aid code, payee name, SSN #, collections for current & prior, disregard, excess recoupment, and pass-on.	Monthly	Fiscal Section of IV-A	Kathy Albright (209) 966-3609 Fax: (209) 966-5943  e-mail: mchsd@yosemite.net	Paper: CS 801	Kathy Binon (209) 966-0407 Fax: (209) 966-0411  e-mail: <a href="mailto:mcsfd@sierratel.com">mcsfd@sierratel.com</a>
Mendocino	Case name, IV-A #, amount collected and distribution	Daily	Fiscal Unit	Lu (707)463-7884 Fax: (707) 467-5858	Paper: CS 801	Myrna Butterfield (707) 463-4219 Fax: (707) 463-6533
Merced	<u>Daily</u> - DSS#, Person sequence #, FSDCS#, person #, CP name, Worker ID, and record code. <u>Monthly</u> - current & arrears recoupment, disregard, warrant info, pass-on and excess amounts.	Daily and monthly	Magic Project	Bev Baker (209) 383-0501 ext.31 Fax (209) 383-7633  e-mail: <a href="mailto:bbaker@magic.co.merced.ca.us">bbaker@magic.co.merced.ca.us</a>	Electronic  Daily : WS-CDS279-REC  Monthly: WS-RECOUP-DISTR-INTERFACE-REC	Vickie Contreras (209) 381-1315 Fax (209) 381-1318  e-mail: <a href="mailto:family03@co.merced.ca.us">family03@co.merced.ca.us</a>
Modoc	Payor's & Payee's # name, SS#, IV-D#, collection, distribution & disregard amounts	Monthly & Daily	Information Systems	Susan Clark (530) 233-6239	Paper: DAX 3210 DAX 5020	Susan Clark (530) 233-6239 Fax: (530) 233-6244 SUSAN <a href="mailto:C1@hotmail.com">C1@hotmail.com</a>

## IV-D/IV-A Interface Survey

	Type Of Information Provided To IV-A	Frequency Information Is Sent To IV-A	Where Information Is Sent	IV-A Contact	Format Of Information & Name of File	IV-D Contact On IV-A/IV-D Interface
Mono	CS 800 & support reports	Monthly	Accounting Section of IV-A	Jan Priddy (760) 932-5263 Fax: (760) 932-5287	Paper: CS 800, CS 803, CS 801 & DAX 3210	Rebecca Buccowich (760) 9320 5711 Fax: (760) 932-5702  e-mail: monofsd@hotmail.com
Monterey		Daily	CASES-ISAWS Consortium @ HWDC	Gail Terry (831) 755-8476 Fax: (831) 755-4430	Electronic: DAX 268-01	Janice Oney (831) 755-3216 Fax: (831) 769-0230  e-mail: <a href="mailto:oneyj@co.monterey.ca.us">oneyj@co.monterey.ca.us</a>
Napa	IV-A case #, DA file #, NCP name & SSN#, date & amount of collections, effective date of collection, and payment sent to IV-A.	Monthly	Eligibility Division	Wayne Nash (707) 253-4377 Fax: (707) 252-4693	Paper: Child/Spousal Support Collected for Caseworkers	Pamela McManis (707) 253-4248 Fax: (707) 253-6041 e-mail: <a href="mailto:pmcmanis@co.napa.ca.us">pmcmanis@co.napa.ca.us</a>
Nevada	DA #, case name, collections, amount of support, disregard, and excess.	Monthly	Accounting Unit	Karen Manley (530) 265-1630	Paper: CS 800, CS 801, CS 803	Margie Branco (530) 265-1770 Fax: (530) 265-1781
Orange	IV-A case #, DA file #, NCP name & SSN#, date & amount of collections, effective date of collection, and payment sent to IV-A.	Daily- Collections Information  Monthly-distribution information & monthly reports	Social Services Agency, Accounting/ Trust Fund	Martha Lozano (714) 245-6173 Fax: (714) 245-6161  e-mail: <a href="mailto:Mlozano@ssa.ca.orange.ca.us">Mlozano@ssa.ca.orange.ca.us</a>	Electronic: FTP	Ellen Alvine (714) 796-0526 Fax: (714) 796-1147
Placer	IV-A case #, CSS case #, payee, payor, date & amount of collections, distribution information (i.e., pass-on, excess, arrears).	Daily	Health and Human Services	Don Post (530) 889-7635 Fax: (530) 889-7608  e-mail: <a href="mailto:Dpost@placer.ca.gov">Dpost@placer.ca.gov</a>	Paper: Daily Notice of Child Support Contribution Received	Phonda Rivard (530) 889-5725 Fax: (530) 889-5749  e-mail: <a href="mailto:Rrivard@placer.ca.gov">Rrivard@placer.ca.gov</a>
Plumas	IV-A case #, IV-A case #, date & amount of collections, distribution information.	Monthly	Accounting Section	Betty Cortez (530) 283-6350	Paper: DAX 3210	Julianne Thomas (530) 283-6264 Fax: (530) 283-6250

## IV-D/IV-A Interface Survey

	Type Of Information Provided To IV-A	Frequency Information Is Sent To IV-A	Where Information Is Sent	IV-A Contact	Format Of Information & Name of File	IV-D Contact On IV-A/IV-D Interface
Riverside	IV-A case #, DA file #, NCP name & SSN#, date & amount of collections, effective date of collection, Receipt info, and payment sent to IV-A. etc.	Daily	Information Technology Branch	Pete Maffia (909) 358-3061  Susan Ogden (909) 358-3058	Electronic: County Welfdafs.TODN & County Welfdafs.TODN	Gail Thomas (909) 955-4240 Fax: (909) 955-4396  e-mail: <a href="mailto:gthomas@co.riverside.ca.us">gthomas@co.riverside.ca.us</a>
Sacramento	DA-BFS case #; Welfare serial #; FBU; amounts for recoupment , arrears, disregard, excess, pass-on; warrant date & number and effective date.	Monthly	Information Systems Division	Reny Cali (916) 875-3756 Fax: (916) 875-3775	Electronic: DAX5200	Diana Woods (916) 875-7324 Fax: (916) 875-7679  e-mail: <a href="mailto:dwoods@da.ca.sacramento.ca.us">dwoods@da.ca.sacramento.ca.us</a>
San Benito	DSS case #, collection date, type of payment, amount posted, DA case #and distribution.	Monthly	Welfare Dept., Eligibility Unit	Pat Estrada (831) 636-4180	Paper: DAX 4500A & DAX 4510	Linda Breslauer (831) 636-4138 Fax: (831) 636-4134  e-mail: <a href="mailto:lbreslauer@aol.com">lbreslauer@aol.com</a>
San Bernardino	IV-A case #, SSN, DOB, DA case #, member ID, process date, distribution amount & date, receipt #, check receipt, and debt type.	Daily	HSS, Auditing Division	Linda King (909) 383-9638 Fax: (909) 383-9610	Electronic: TODN & TODR	Pam Korman (909) 478-7454 Fax: (909) 478-7475  e-mail: <a href="mailto:pkorman@da.co.san-bernardino.ca.us">pkorman@da.co.san-bernardino.ca.us</a>
San Diego	Welfare case #, court order support flag, case name, county code, payor name, SSN#, payment & distribution information	Daily	System Claims	Emmanlita Lontoc (619) 338-2667	Electronic: RR00.FD0025.CASHTRNS(0)	John Schmitt (858) 784-5185
San Francisco	DSS case #, recoupment information, arrears, warrant number & amount for disregard, excess, pass-on.	Monthly	(DTIS) Information System	Henry Dea (415) 554-0859  e-mail: Henry <a href="mailto:Dea@ci.sf.ca.us">Dea@ci.sf.ca.us</a>	Electronic: V4.P38.FINAL.I VARCOUNP.INT RFACE	Bernard Murphy (415) 356-2760 Fax: (415) 356-2773  e-mail: <a href="mailto:berniemurphy@informatixinc.com">berniemurphy@informatixinc.com</a>

## IV-D/IV-A Interface Survey

	Type Of Information Provided To IV-A	Frequency Information Is Sent To IV-A	Where Information Is Sent	IV-A Contact	Format Of Information & Name of File	IV-D Contact On IV-A/IV-D Interface
San Joaquin	IV-A case #, DA file #, NCP name & SSN#, date & amount of collections, effective date of collection, distributions, receipt info, and payment sent to IV-A. etc.	Daily & Monthly	Accounting Dept.	Debbie Evens (209) 468-1426	Electronic: IVADSTTRN  Paper: CS 800	John Fleming (209) 468-2560 Fax: (209) 468-2626  e-mail: <a href="mailto:jfleming@co.san-joaquin">jfleming@co.san-joaquin</a>
San Luis Obispo	Jurisdiction ID, DSS case ID, recoupment, MFG collections, information on disregard & excess, and effective date.	Monthly	Electronic file is passed directly to DSS.	Pauline Barnett (805) 781-1903 Fax: (805) 781-1846  e-mail: <a href="mailto:Pbarnett@co.slo.ca.us">Pbarnett@co.slo.ca.us</a>	Electronic: WWF163  Paper: CA-371	Brooks Meaures (805) 781-4073 Fax: (805) 781-1038  e-mail: <a href="mailto:Bmeaures@co.slo.ca.us">Bmeaures@co.slo.ca.us</a>
San Mateo	DSS case ID, IV-A ID, payee, payee ID#, payor ID#, date & amount of collection and account type.	Daily	Accounting Section	Becky Hansen Fax: (530) 934-6521  e-mail: <a href="mailto:BHansen@NCEN.org">BHansen@NCEN.org</a>	Welfare Collections Report	Russ Browning (530) 934-6603  e-mail: <a href="mailto:GCDA@thegrid.net">GCDA@thegrid.net</a>
Santa Barbara	DSS case ID, IV-A ID, member ID, SSN#, support order information, recoupment, information on disregard & excess, and effective date	Daily	Systems Division	Lucy OConnell (805) 681-4487 Fax: (805) 681-4402  e-mail: <a href="mailto:oconnel@co.santa-barbara.ca.us">oconnel@co.santa-barbara.ca.us</a>	Electronic: TODN & TODR	Jan Harrer (805) 568-2385 Fax: (805) 568-2387  e-mail: <a href="mailto:jharrer@co.santa-barbara.ca.us">jharrer@co.santa-barbara.ca.us</a>
Santa Clara	<u>Daily</u> - DSS#, Person sequence #, FSDCS#, person #, CP name, Worker ID, record code, <u>Monthly</u> - current & arrears recoupment, disregard, warrant info, pass-on and excess amounts	Daily & Monthly	CDS System	Yvonne Kobata (408) 635-1836 Fax: (408) 635-1864 e-mail: <a href="mailto:Kobatay@ssa.co.Santa-clara.ca.us">Kobatay@ssa.co.Santa-clara.ca.us</a>	Electronic: Daily : WS-CDS279-REC  Monthly: WS-RECOUP-DISTR-INTERFACE-REC	Susan Kelly (408) 922-1309 Fax: (408) 954-8352  e-mail: <a href="mailto:skelley@dcss.co.Santa-clara.ca.us">skelley@dcss.co.Santa-clara.ca.us</a>

## IV-D/IV-A Interface Survey

	Type Of Information Provided To IV-A	Frequency Information Is Sent To IV-A	Where Information Is Sent	IV-A Contact	Format Of Information & Name of File	IV-D Contact On IV-A/IV-D Interface
Santa Cruz	Daily - DSS#, Person sequence #, FSDCS#, person #, CP name, Worker ID, record code. Monthly - current & arrears, disregard, warrant info, pass-on and excess amounts	Daily & Monthly	CDS System	Nyla Naroyan (831) 454-4074	Electronic	Stephen Strawn (831) 454-3722  e-mail: <a href="mailto:Stephen.Strawn@co.Santa-Cruz.ca.us">Stephen.Strawn@co.Santa-Cruz.ca.us</a>
Shasta	DSS case ID, collections, recoupment, information on disregard & excess, and effective date	Monthly (File is generated as part of the recoupment process)	The agency is currently working out procedures with the IV-A Agency.	Steve Grimm (530) 225-5733	Electronic: IVADSTTRN	Joel Jefferson (530) 245-6698 Fax: (530) 245-6379  E-mail: <a href="mailto:jjefferson@co.shasta.ca.us">jjefferson@co.shasta.ca.us</a>
Sierra	CS 800, CS 801 and court orders	Monthly	Eligibility Supervisor	Lori Wright (530) 993-6720	Paper: CS 800 & CS 801	Carol Marshall (530) 289-3269
Siskiyou	IV-A #, FSD case ID, collections, arrears, source of payment, aid type, recoupment, information on disregard & excess, and effective date	Monthly & Daily: Disregard, excess and Pass-on distribution.	Fiscal Department	Mary Russell (530) 841-4331 Fax: (530) 841-4320  e-mail: <a href="mailto:mrussell@co.siskiyou.ca.us">mrussell@co.siskiyou.ca.us</a>	Paper: CS 800	Gary Sams (530) 841-2965 Fax: (530) 841-2999  e-mail: <a href="mailto:gsams@co.siskiyou.ca.us">gsams@co.siskiyou.ca.us</a>
Solano	Jurisdiction ID, DSS case ID, collections, recoupment, information on disregard, pass-on & excess, warrant information and effective date	Monthly	Electronic file is passed directly to DSS.	Tricia Durborow (707) 421-6340 Fax: (707) 422-3467	Electronic:  DAT00.DAF4002 .5220.DAX4030. FIL	Lisa Cruz (707) 432-3606
Sonoma	DA file #, IV-A #, support amount, collections, and distribution information.	Certain information is provided daily, weekly and monthly.	Sonoma Works Program	Sherry Alderman (707) 565-5584 Fax: (707) 565-2524	Electronic	Ron Smits (707) 565-8225 Fax: (707) 565-8230
Stanislaus	IV-A #, disregard amount, transaction type, & date, client name, distributions, aid type, IV-A #, payee name & SSN#, NCP name, collections information.	Daily: Disregard information  Monthly: Distribution information	Accounting Section	Mona Gonzales (209) 558-3672  Paul Swenson (209) 558-2454	Paper: PFS484 – Disregard, Pass-on, Excess Transmittal Report & CS 801	Steve Snyder (209) 558-3070  e-mail: <a href="mailto:ssnyder@stancodafsd.org">ssnyder@stancodafsd.org</a>

## IV-D/IV-A Interface Survey

	Type Of Information Provided To IV-A	Frequency Information Is Sent To IV-A	Where Information Is Sent	IV-A Contact	Format Of Information & Name of File	IV-D Contact On IV-A/IV-D Interface
Sutter	IV-A #, FSB case #, name of payor, distributions information (disregard, excess, pass-on).	Daily: Distribution  Monthly: Collections	Fiscal Dept.	Meng Clarin (530) 822-3208	Paper: DAX 400& CS 800	Ana Andrade (530) 822-7338 ext. 244 Fax: (530) 822-7349
Tehama	IV-D receipt #, IV-A case #, CA/FA indicator, collecting company name, FIPS#, NCP name & SSN#, Payee name, IV-D case #, collections information obligation amount arrears	Daily	Accounting Dept.	Debbie Warren (530) 528-4057 Fax: (530) 527-5410	Electronic  Paper:278M, Auditor Deposit Permit, Welfare Deposit Breakdown	Susan Young (530) 527-3018 Fax: (530) 527-5130  e-mail: <a href="mailto:syoung@tehamada.org">syoung@tehamada.org</a>
Tulare	IV-A #, FBU, collection information, recoupment , distribution information (disregard, excess, pass-on).	Monthly  The IV-A agency has not accepted the information since 2/99	HHSA-MIS	Sabrina Keterson (559) 737-4660 e-mail: <a href="mailto:Skesters@co.tulare.ca.us">Skesters@co.tulare.ca.us</a>  Debbie Tyler (559) 730-2968	Electronic:  FSCAESO.FIN AL.IVARCOUP.I NTERFACE	Patricia Myers (559) 651-5712 Fax: (55) 651-2675  e-mail: <a href="mailto:Pmyers@co.tulare.ca.us">Pmyers@co.tulare.ca.us</a> or Cindy Elkins (559) 733-6537
Trinity	IV-A #, collections and distribution	Daily: Disregard information Monthly: Welfare recoupment	Fiscal Dept.	Diane Darrah (530) 623-8224 Fax: (530) 623-1250	Paper: CS 801 & DAX 5000 Paper: CS 801 & DAX 5000	Karen Huttenburg (530) 623-1306  e-mail: <a href="mailto:khuttenburg@trinitycounty.org">khuttenburg@trinitycounty.org</a>
Tuolumne	IV-A current obligation, DA case #, collection information, recoupment , distribution information , CP and NCP name.	Daily	Disregard Specialist	Kat Ornboum (209) 533-7348 Fax: (209) 533-5714	Electronic: CSTWD.DAT	Nancy Lindgren (209) 533-5787 Fax: (209) 533-5714
Ventura	IV-A case #, NCP name & SSN#, collections and distribution information.	Daily	Information Systems Department	Melissa Livingston (805) 652-7682  Kathy Smith (805) 654-3049	Electronic: IVADSTTRN	Joyce Donehue (805) 654-5264

## IV-D/IV-A Interface Survey

	Type Of Information Provided To IV-A	Frequency Information Is Sent To IV-A	Where Is Information Sent	IV-A Contact	Format Of Information & Name of File	IV-D Contact On IV-A/IV-D Interface
Yolo	IV-A current obligation, DA case #, collection and distribution information.	Monthly	Financial Dept.	Karin Plumer (530) 661-2775 Fax: (530) 661-2847  e-mail: <a href="mailto:karin.plumer@ccm.yolocounty.org">karin.plumer@ccm.yolocounty.org</a>	Paper: CS 800	Barbara Melvin (530) 661-2894 Fax: (530) 661-2878  e-mail: <a href="mailto:barbara.melvin@ccm.yolocounty.org">barbara.melvin@ccm.yolocounty.org</a>
Yuba	IV-D case #, IV-A #, case name, recipient, amount due, arrears, balance, collections current amount and futures.	Daily	Accounting Section	Chery Nelson (530) 749-6323 Fax: (530) 749-6797	Paper: Welfare Interface Creation Audit Report	Phil Higgason (530) 749-7671 Fax: (530) 634-7654  e-mail: <a href="mailto:phiggason@yuba.org">phiggason@yuba.org</a>