

CALIFORNIA DEPARTMENT OF SOCIAL SERVICES

EXECUTIVE SUMMARY

**ALL COUNTY LETTER NO. 20-09**

The purpose of this ACL is to answer questions CDSS has received regarding ACL 18-13 and probation child support referrals.



**KIM JOHNSON**  
DIRECTOR

STATE OF CALIFORNIA—HEALTH AND HUMAN SERVICES AGENCY  
**DEPARTMENT OF SOCIAL SERVICES**  
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**GAVIN NEWSOM**  
GOVERNOR

January 31, 2020

ALL COUNTY LETTER NO. 20-09

TO: ALL COUNTY WELFARE DIRECTORS  
ALL COUNTY PROBATION OFFICERS  
ALL TITLE IV-E AGREEMENT TRIBES  
ALL FOSTER CARE MANAGERS  
ALL INDEPENDENT LIVING PROGRAM MANAGERS  
ALL INDEPENDENT LIVING PROGRAM COORDINATORS  
ALL TRANSITIONAL HOUSING COORDINATORS  
ALL CHILD WELFARE SERVICES PROGRAM MANAGERS  
ALL ADMINISTRATIVE LAW JUDGES  
ALL COUNTY CONSORTIUM PROJECT MANAGERS

SUBJECT: INSTRUCTIONS FOR CHANGES TO JUVENILE COURT  
DELINQUENCY FEES (SENATE BILL 190, CHAPTER 678 STATUTES  
OF 2017)

REFERENCE: ALL COUNTY LETTER NO.18-13

The purpose of this All County Letter (ACL) is to provide clarification, instructions, and questions and answers related to the previously issued ACL 18-13 regarding child support referrals for wards/probation youth, and to provide proper instructions for data entry into the Child Welfare Services/Case Management System (CWS/CMS).

Attached to this ACL are instructions on the proper entry of probation cases into the Child Welfare Services/Case Management System (CWS/CMS). It is essential that probation youth are correctly identified in CWS/CMS so that a data report can be created and forwarded to the Department of Child Support Services (DCSS). This will safeguard that probation youth are not impacted by child support collection efforts and is a temporary solution until the Departments identify an automated solution.

In addition, this ACL will answer questions submitted by county child welfare and probation agencies regarding the changes mandated by Senate Bill (SB) 190, effective January 1, 2018. This legislation repealed specific juvenile court administrative fees for the care and supervision of youth and limited the recovery of fees charged to families and guardians of children in the juvenile justice system. Below are the questions received by the CDSS and the answers.

Question: What actions should the County Eligibility Worker (EW) take when Probation opens a case? Should they forward the Child Support Questionnaire to the California Department of Child Support Services (DCSS)?

Answer: If the probation officer for the youth has determined that the case is appropriate for referral to the DCSS, this information should be provided to the EW and the referral should be made. To determine if the case is appropriate for referral, the probation officer for the youth should evaluate the case on an individual basis, considering the best interests of the child and the circumstances of the family.

Question: When there is an open Child Welfare case that is in collection with the DCSS, what actions should the EW take when the case is then opened by probation?

Answer: The social worker (SW) and probation officer for the youth should communicate regarding the outcome of any Welfare and Institutions Code (WIC) 241.1 hearing regarding the following options:

- A) If the outcome of the WIC 241.1 hearing is that the child will be a ward of the court, this information should be provided by the probation officer to the EW. Child Welfare should update the legal authority in the CWS/CMS system with the effective date of the youth's transfer to probation, based on the date of the court order. The EW should change the placement authority/supervising authority in the appropriate computer system from Child Welfare to Probation. If the probation officer for the youth determines that the case is appropriate for referral to the DCSS, this information should be provided to the EW and the referral to the DCSS should be made. To determine if the case is appropriate for referral, the probation officer for the youth should evaluate the case on an individual basis, considering the best interests of the child and the circumstances of the family.
- B) If the outcome of the WIC 241.1 hearing is that the child will remain a dependent in the Child Welfare System, the case in collection with the DCSS should remain active.

Question: When there is a Dual Status case, pursuant to WIC 241.1(e), should a child support referral be made?

Answer: It depends. In any case, the social worker and probation officer for the youth should communicate with each other and to the EW regarding the status of the case.

- A) In Dual Status Counties that follow the “on-hold system” (see WIC 241.1(e)(5)(A)), the dependency jurisdiction is suspended while the youth is subject to jurisdiction as a ward of the court. In these counties, the probation officer for the youth will determine if the case is appropriate for referral to the DCSS. If appropriate, this information should be provided to the EW and the referral should be made. To determine if the case is appropriate for referral, the probation officer for the youth should evaluate the case on an individual basis, considering the best interests of the child and the circumstances of the family.
- B) In Dual Status Counties that follow the “lead court/lead agency” system (see WIC § 241.1(e)(5)(B)), if Child Welfare is the lead agency, and the social worker for the youth has determined that the case is appropriate for referral to the DCSS, this information should be provided to the EW and the referral should be made. To determine if the case is appropriate for referral, the social worker for the youth should evaluate the case on an individual basis, considering the best interests of the child and the circumstances of the family.

If Probation is the lead agency, and the probation officer for the youth has determined that the case is appropriate for referral to the DCSS, this information should be provided to the EW and the referral should be made. To determine if the case is appropriate for referral, the probation officer for the youth should evaluate the case on an individual basis, considering the best interests of the child and the circumstances of the family.

Question: When a youth was a ward and a WIC 241.1 hearing is held and the youth is now a child welfare case and the wardship is closed, can the county submit a request a child support?

Answer: Yes, if the youth is no longer under probation’s care, the county may submit a child support request if the SW does not file a good cause claim.

Information regarding the status of any case should come from the county SW or probation officer to the EW. If an EW has questions regarding a referral to the DCSS, they should consult with the county social worker or probation officer. If you have any questions about this ACL, please contact your Foster Care Eligibility Consultant at 916-651-2752.

Sincerely,

**(Original signed by)**

GREGORY E. ROSE  
Deputy Director  
Children and Family Services Division

## Probation Data Entry Instructions

To ensure probation youth are appropriately identified, the following steps are necessary in CWS/CMS.

### 1. Creating a Non-CWD Case

When Creating a Probation Case in CWS/CMS Chose “Probation” as the Primary Agency Responsible:

The screenshot displays the 'Client Services - [NON-CWD Case [J, Marcus]]' window. The interface includes a menu bar (File, Edit, Search, Action, Associated, Attach/Detach, Window, Help, Toolz) and a toolbar with various icons. The main content area is divided into several sections:

- Non-CWD Case Info:** Contains fields for Case Name (J, Marcus), Case Number (1008-6313-7957-4000018), Start Date (04/01/2010), End Date, Projected End Date, County (Sacramento), State (California), and Country (United States).
- Case Status:** Includes a table with columns for Status, Effective Date, and End Date. The first row shows 'Court Involvement' with an effective date of 04/01/2010. Below the table are radio buttons for 'Status' (Court Involvement, Voluntary) and fields for 'Effective Date' and 'End Date'.
- Associated Referral Information:** Contains fields for Referral Name, Referral ID, and Received Date.
- Intervention:** Includes a table with columns for Reason and a dropdown for 'Primary Agency Responsible'. The dropdown menu is open, showing options: <None>, County Welfare Department, Probation (highlighted), Out of State Agency, Private Adoption Agency, State Adoptions District Office, Indian Child Welfare, Mental Health, and Kin-Gap.
- Case Alerts:** A section for entering case alerts.

The status bar at the bottom indicates 'Ready' and 'Case [J, Marcus]'.

### 2. Dual-Status Youth

In April 2019, as a part of Release 8.6, functionality to document a client is “Dual-Status” was added to CWS/CMS. A new Dual Status frame was added to the Client notebook, ID page, and four values have been added in the Dual Status Type dropdown.

For the dual-status population of youth who are exempt from child support payments, either “Dual Status - Probation Ordered Lead” or “Ward 601/602 receiving CWS” should be selected from the drop-down menu.

Client Services - Case [D, Baby] - [Client (Case Focus Child) (Baby D)]

File Edit Search Action Associated Attach/Detach Window Help Tools

Summary ID Demographics Address Names Related Clients ID Num Juv Cr-H Search Log AFDC-FC Attorneys Service Providers LCWA Spec Pj Adoption Info AAP Eligibility

### Time and Identification

**Client Information**

Prefix First Middle Last Suffix Name Type  
 Baby D Legal

Sex at Birth Marital Status SSN Client Index Number (CIN)  
 Male Never Married - -

Driver's License - State/Number Date of Birth or Age and Age Unit  
 - 18 Years

Alien Registration #  
 Client is a Minor/NMD Parent Client Number 0375-7771-7182-0001438  
 Outstanding Warrant Exists

**IOGIE Data**

Sexual Orientation  
 Unable to Determine  
 Reason Unable to Determine  
 Did Not Ask  
 Description

Gender Identity  
 Did Not Ask  
 Description

Gender Expression  
 Did Not Ask

**Language**

Primary Language  
 Secondary Language  
 Literate  
☐ Yes  
☒ No  
☐ Unknown  
☐ Not Applicable

**Race/Ethnicity**

Specify Race\* if known  
 Primary Ethnicity  
 Unable to Determine - Reason  
 Incapacitation  
 Other Ethnicity  
 Other Ethnicity

**Hispanic or Latino Origin**

☐ Yes  
☐ No  
☐ Declines to State  
☒ Unable to Determine  
 Unable to Determine - Reason  
 Individual Does Not Know

**Dual Status Information**

Dual Status Type	Start Date	End Date
1		

Dual Status Type Start Date End Date  
 (None)  
 Dep 300 Receiving Prob Svcs  
 Dual Status - Child Welfare Ordered Lead  
 Dual Status - Probation Ordered Lead  
 Ward 601/602 Receiving CWS

**Other Client Information**

ICWA Eligible Incapacitated Parent  
☐ Yes  
☐ No  
☒ Not Asked  
☐ Pending  
☐ Unknown  
☐ Not Applicable

Child has Indian Ancestry

**Indian Ancestry Notification**

County	Date

County Date Informed

**Confidentiality**

☐ Confidentiality In Effect  
 Effective Date

**Safely Surrendered Baby**

☐ This Client has been involved in the Safely Surrendered Baby Program

**Safety Alert Information**

Activation Date	Reason	Deactivation Date

Safety Alert Activation Deactivation Date County  
 Safety Alert Deactivation Deactivation Date County

Ready Case [D, Baby] -> Client (Case Focus Child) (Baby D)

### 3. Placement

When creating a new placement in the Placement Management Section, new Placement notebook will open and require information to be entered.

When selecting the Agency Responsible drop-down and choose "LA – County Probation Department" from the drop-down list. Although the values listed in the drop-down are prefixed with "LA", they are not county-specific. Note, since you are working in a Non-CWD case, County Welfare Department is disabled. Fill in known fields related to the placement home and caregiver relationship.

Child Removal Info ID Ongoing Requests Incidental Payments End Placement/Episode Temporary Leave Non-Cy/D

### Identification and Approval

**Placement Information**  
Start Date: 09/04/2019 End Date: Agreement Effective Date: Agency Responsible: LA - County Probation Department  
Placement Home: Children's Home FFH Facility Type: Foster Family Home Care Provider Relationship To Child: Nonrelative Nonguardian  
Program Number: Placement Count: 1  
Primary Substitute Care Provider: B. Kiki  
☐ Client is a Minor/NMD Parent  
☐ Emergency Placement  
☐ De Facto Parent  
☒ Active Confidential Placement  
☐ Child is Placed with this Minor/NMD Parent ☐ Count of Children Placed with this Minor/NMD Parent

**Placement Approval**  
Approval Status: Request Not Submitted Date:  
**Shelter Care Extension Approval**  
Approval Status: Request Not Submitted Date:

**Legal Auth. For Placement History**  

+	Legal Auth. For Placement	Effective Date
1		09/04/2019

Legal Auth. For Placement: WIC 602 Effective Date: 09/04/2019

**Placement Program History**  

+	Start Date	End Date	Placement Program

Start Date: End Date: Placement Program Type:

**CHDP Program**  
☐ Date Substitute Care Provider informed of CHDP Program and brochure given ☐ Substitute Care Provider Requested CHDP Services

**Health & Education Passport**  
☐ Date SCP Given HEP and Informed of Purpose

**Rationale**  
☐ Certified License Pending Homes: Certification on file that home meets licensing standards and licensed facility not available or does not meet child

**Interagency Placement Committee Approval**  

IPC Status Type	Status Date

In the Legal Authority for Placement History frame, legal authority for placement is documented. For this population of youth, "WIC 601" or "WIC 602" must be selected.

### - Legal Auth. For Placement History

+	Legal Auth. For Placement	Effective Date
1		

Legal Auth. For Placement: WIC 602 Effective Date:

☐ Substitue Care Provider Requested CHDP Services

☐ Group Homes: Group Home placement is necessary to meet child treatment needs and this facility offers needed services