



CDSS

WILL LIGHTBOURNE
DIRECTOR

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

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EDMUND G. BROWN JR.
GOVERNOR

REASON FOR THIS TRANSMITTAL

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

December 28, 2011

ALL COUNTY LETTER 11-82

TO: ALL COUNTY WELFARE DIRECTORS
ALL CaWORKs PROGRAM SPECIALISTS

SUBJECT: CALIFORNIA WORK OPPORTUNITY AND
RESPONSIBILITY TO KIDS (CaWORKs) PROGRAM:
ONLINE ACCESS TO STATE PATERNITY
OPPORTUNITY PROGRAM (POP) DATA

REFERENCES: DEPARTMENT OF CHILD SUPPORT SERVICES
(DCSS) PATERNITY OPPORTUNITY PROGRAM
(POP) LETTER 11-02

The purpose of this letter is to inform County Welfare Departments (CWDs) that as a result of the release of Paternity Opportunity Program (POP) Letter 11-02, the DCSS will make available online access to the POP data to authorized individuals for administration of the CaWORKs program.

The POP, which is administered by the DCSS, processes declarations of paternity in accordance with California Family Code section 7571. A declaration signed by both the biological father and the unmarried mother filed with DCSS establishes a legal parent-child relationship between the father and the child. The DCSS has informed the California Department of Social Services (CDSS) that information obtained from the POP database is considered verification that legal paternity has been established for that child. Therefore, CDSS has determined that referrals to the Local Child Support Agency for “paternity establishment only,” (pursuant to California Family Code section 17415) will not be necessary once verification of the filed declaration has been received by the CWD. CWDs must document the case record with all of the information obtained that establishes paternity. A copy of the online print screen which provides the filed declaration date and documentation in the case narrative is sufficient to document the case record. Copies of sample screen prints detailing the necessary information are attached.

Access to DCSS POP data will be restricted to the following information:

- Child's Full Name
- Sex of the Child
- Child's Date of Birth
- Place of Birth (County and State)
- Full Name of both Mother and Father
- Mother and Father Social Security Numbers, if provided (**the last 4 digits ONLY**)
- Filed Date (date declaration was filed in database)

This access will be provided to authorized CalWORKs users and will require a log-in ID and password that will be assigned by the DCSS upon request and approval. Once the access form has been approved, the requesting CWD staff person will be contacted regarding the log-in ID, password and applicable training. A copy of the DCSS POP Letter 11-02 is attached and includes a copy of the form DCSS 0668, Request for Access to Filed POP Declarations. Authorized CWD staff must complete the DCSS 0668 and mail it to Paternity Opportunity Program, P.O. Box 419070, Rancho Cordova, CA 95741-9070.

If you have any questions regarding POP send an email to askPOP@dcss.ca.gov. If you have questions regarding the CalWORKs program, please contact the CalWORKs Eligibility Bureau at (916) 654-1322.

Sincerely,

Original Document Signed By:

TODD BLAND, Deputy Director
Welfare to Work Division

cc: CWDA

Attachments