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Title 22@ Social Security

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Division 13@ Department of Child Support Services

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Chapter 1@ Program Administration

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Subchapter 3@ Administrative Reporting

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Article 1@ Administrative Reports

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Section 111920@ Activity and Statistical Reports

111920 Activity and Statistical Reports

(a)

The local child support agency shall accurately complete all required activity and statistical reports required by the Department on a quarterly, state fiscal year, and federal fiscal year basis, as applicable. These reports shall include, but not be limited to, the following: (1) "Child Support Services Quarterly State Performance Report" form CS 457 QTR, dated (1/02), incorporated by reference herein. (2) "Child Support Services Federal Fiscal Year Annual Data & Accounts Receivable Report" form CS 157 FFY, dated (10/00), incorporated by reference herein.

(1)

"Child Support Services Quarterly State Performance Report" form CS 457 QTR, dated (1/02), incorporated by reference herein.

(2)

"Child Support Services Federal Fiscal Year Annual Data & Accounts Receivable Report" form CS 157 FFY, dated (10/00), incorporated by reference herein.

(b)

The local child support agency shall submit the reports to the Department, no later than 15 calendar days after the end of the reporting quarter, state and/or federal fiscal year, as applicable. If such day is not a business day the report shall be submitted the next business day.

(c)

If the local child support agency fails to meet the reporting deadlines or to accurately report the required data, the Department shall send written notification to the director of the local child support agency, of the missed reporting deadline or the inaccurate report, and require the report to be filed and/or accurately completed within 15 days. If the report has still not been received 15 calendar days after the deadline set forth above or if a report is not received timely for a subsequent reporting period, a written notification by the Department to the County Executive Officer/County Administrative Officer shall be sent. If the report has still not been received 30 calendar days after the deadline set forth above or if a report is not received timely on a third occasion, notification by the Department to the County Board of Supervisors and the State Legislature shall be sent. The local child support agency will also be sent copies of each notice.

(d)

If the local child support agency fails to meet the reporting deadline and/or fails to provide the requested data, the Department may use the data reported by that local child support agency from prior reporting periods, noted as such, in any Department reports.

(e)

The local child support agency shall submit electronically all reports required by this section with a signature, under penalty of perjury, of the local child support agency director or its equivalent using the directors' electronic approval code. The Department shall not disburse federal and state funds if the report is not filed, or filed without the required signature.

(f)

The local child support agency shall not be eligible to receive state incentive funds as specified in Section 17704 of the Family Code, if the local child support agency

fails to report as required by Section 17600 of the Family Code.

(g)

The local child support agency shall complete all required case level detail reports requested for audit purposes and provide each report as requested by the Department, federal and/or state auditor and child support program reviewers.

(h)

The local child support agency shall, consistent with Sections 111430 and 111440, retain copies of all activity and statistical reports for four years and four months, provided there are not any outstanding issues in litigation, claims, financial management reviews or audits. If any issue is pending, the local child support agency shall retain the reports, relating to those issues, in any litigation, claim, financial management review, or audit involving the reports until the issue is resolved and final action has been completed.