

112100 General Requirements

Each local child support agency shall:

(a)

Make the application package for child support services, specified in Section 112110, available to the public and provide the application package on the day it is requested in person, or within five business days of a telephone or written request.

(b)

Accept an application for child support services on the day the application is received from an applicant who is not currently receiving public assistance including an applicant: (1) Reapplying for services after his/her case was closed pursuant to case closure criteria specified in 45 Code of Federal Regulations, Section 303.11. (2) Applying for services to collect spousal support, if both of the following conditions exist: (A) The obligee is living with the children for whom the spousal support obligor also owes child support. (B) The child support order is being enforced under the Title IV-D program.

(1)

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(2)

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(A) The obligee is living with the children for whom the spousal support obligor also owes child support. (B) The child support order is being enforced under the Title IV-D program.

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(B)

The child support order is being enforced under the Title IV-D program.

(c)

Not require an application package from: (1) A current public assistance recipient that is referred from the county welfare department. (2) A former public assistance recipient who became ineligible to receive assistance after being referred by the county welfare department, but still wishes to have child support services continue. (3) When a California local child support agency is the responding state in a interstate case.

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When a California local child support agency is the responding state in a interstate case.

(d)

Provide written notification to an applicant within five business days from receipt of an application, if the application is deficient in any one of the data elements specified in Section 112130(a)(2), identifying the deficiencies.

(e)

Accept all referrals of CalWORKs, Foster Care, and Medically Needy Only recipients from the county welfare department on the day they are received and provide to the recipient the information notice specified in Section 112110(i) within five business days of the referral. The referral process for CalWORKs and Medically Needy Only recipients shall include making local child support agency staff available to interview each recipient, in person or by telephone, at the time of the initial interview in each county welfare department. During the interview with the recipient, the local child support agency shall obtain all information necessary to complete: (1) The the "Referral to Local Child Support Agency" form CW 371, as required by the California Department of Social Services (CDSS), Manual of Policies and Procedures (MPP) Section 80-310(c)(11). (2) The the "Support Questionnaire" form CA 2.1Q, as required by CDSS, MPP Section 80-310(c)(2). (3) The "Attestation Statement," form CS 870, dated (01/02), incorporated by reference herein, if applicable.

(1)

The the "Referral to Local Child Support Agency" form CW 371, as required by the California Department of Social Services (CDSS), Manual of Policies and Procedures (MPP) Section 80-310(c)(11).

(2)

The the "Support Questionnaire" form CA 2.1Q, as required by CDSS, MPP Section 80-310(c)(2).

(3)

The "Attestation Statement," form CS 870, dated (01/02), incorporated by reference herein, if applicable.

(f)

During the initial interview specified in subsection (e), a local child support agency shall also obtain all information necessary to complete the form specified in Section 112110(h), and offer to the recipient information on the availability of services designed to assist individuals to identify, escape, or stop future domestic abuse, as well as to deal with the effects of domestic abuse.