

CALIFORNIA DEPARTMENT OF CHILD SUPPORT SERVICES

P.O. Box 419064, Rancho Cordova, CA 95741-9064



February 6, 2017

CSSP LETTER: 17-01

ALL IV-D DIRECTORS
 ALL COUNTY ADMINISTRATIVE OFFICERS
 ALL BOARDS OF SUPERVISORS

Reason for this Transmittal

- State Law or Regulation Change
- Federal Law or Regulation Change
- Court Order or Settlement Change
- Clarification requested by One or More Counties
- Initiated by DCSS

SUBJECT: CURRENCY CONVERSION FOR FOREIGN SUPPORT ORDERS

This letter provides instruction relative to registration statements and charging instructions for foreign support orders denominated in a foreign currency. This policy directive provides instruction and procedures but does not change policies regarding processing payments in foreign currencies. Please ensure that this policy letter is distributed to all supervisors and staff.

Registering a Foreign Support Order

When registering a foreign support order, local child support agencies (LCSAs) must include the United States Dollar (USD) equivalence in the county registration statement for an order denominated in a foreign currency. The date when the conversion rate is obtained should be noted on the registration statement. Using equivalence language notifies the court and parties of the amount owed in USD, but does not modify the order into USD.

Example: The amount of the [current support or alleged arrears] is [00 Euros] as of [date on arrears statement], having a USD equivalence of \$[000] as of [date calculation made].

Updating Charging Instructions

Beyond the initial conversion, adjustments to the USD equivalence should be made to the charging instructions upon request of the noncustodial parent, custodial party, or the initiating jurisdiction, as long as requests are not made more frequently than once a month. Equivalence rates must be reviewed at least yearly and LCSAs must reconcile account balances with the other country, where possible. Charging instructions must also be reviewed and updated prior to filing a discretionary enforcement action, such as contempt, to ensure that the case balance is accurate. The LCSA must provide a copy of the outcome of each currency equivalence rate review to the parties and the initiating jurisdiction. LCSAs may utilize the Charging Instructions Worksheet available on California Child Support Central to calculate conversion rates.

CSSP Letter: 17-01
February 6, 2017
Page 2

This policy applies to all new international support orders from this date forward, as well as any existing international cases LCSAs become aware of. There is no need for LCSAs to review all cases to determine if a need for updated charging instructions exists.

If you have any questions regarding this matter, please contact the Policy and Program Branch at (916) 464-5883.

Sincerely,

o/s

VICKIE K. CONTRERAS
Deputy Director
Child Support Services Division

cc: Training Coordinators