

**CALIFORNIA DEPARTMENT OF CHILD SUPPORT SERVICES**

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



June 22, 2020

CSSP LETTER: 20-03

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

SUBJECT: ENTERING COURT ORDER TERMS

REFERENCE: 45 Code of Federal Regulations § 303.4(b)(4), Family Code § 4506 (a)(2).

PURPOSE: This letter provides policy and direction to local child support agencies (LCSAs) regarding entering support order terms in the Child Support Enforcement (CSE) system.

POLICY: It is the Department of Child Support Services' policy that LCSAs must have a signed or fully executed electronic or hard copy of a court order of support or minute order prior to entering an order into CSE.

BACKGROUND: Requiring a signed or fully executed order provides critical evidence to support subsequent establishment and enforcement actions. For example, the filed and signed dates found on the Support Order Detail page drive different automated functions within CSE. The filed date determines when interest charging begins, while the signed date determines the parentage status date when the order includes parentage terms. Furthermore, federal and state auditors review signed order images in CSE when conducting audits. Entering orders into CSE based on a signed or fully executed order will mitigate the possibility of negative federal audit findings during audits including the annual Data Reliability Audit.

ACTION: LCSAs must have a signed or fully executed electronic or hard copy of a court order of support or minute order prior to entering court orders into CSE.

Reason for this Transmittal

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

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

Sincerely,

o/s

EMILY JERNIGAN  
Interim Deputy Director  
Child Support Services Division