



**REQUEST FOR POLICY AND BEST PRACTICE  
ANALYSIS BY CSDA**

DATE OF REQUEST	REQUESTOR'S NAME AND COUNTY	CONTACT E-MAIL ADDRESS AND TELEPHONE NUMBER

**DESCRIPTION OF ISSUE OR CONCERN:**

**POLICY OR LEGAL QUESTION:**

**APPLICABLE CITES:**

**Code Sections:**

**Regulations:**

**Policy Letters:**

**Case Law:**

**Other:**

The Policy and Regulations and/or Legal Practices Committee will provide either a full response or a status report to the Requestor within 15 days of receipt of the REQUEST FOR POLICY AND BEST PRACTICE ANALYSIS. This process is meant to be informational concerning best practices of general interest to LCSA's. It is not meant to be a substitute for seeking policy direction from the State DCSS. It is not legal advice regarding the disposition of an individual case.

**REQUEST SUBMITTED BY:**

**Dated:**

**County Director's Signature**

**County Policy Coordinator's Signature (optional)**

**County Chief Attorney's Signature (optional)**

***Please submit to Natalie Dillon at  
([Ndillon@csdaca.org](mailto:Ndillon@csdaca.org)) or via fax at 916-446-1199***

## REFERRAL TO CSDA FOR POLICY AND BEST PRACTICE ANALYSIS

### Background:

This process is intended to provide local child support agencies with a vehicle for receiving timely analysis and communication regarding policy and program related issues of statewide interest.

There are routine policy and best practice questions that arise on the part of counties that do not rise to the level that a formal policy interpretation letter is needed from the Department of Child Support Services. There are also instances in which counties may have varying, yet valid, approaches to case management procedures and want to have an analysis completed prior to making a request of the Department of Child Support Services for issuance of a policy interpretation letter.

### Referral Procedure:

- A. Each referral is to be directed to the attention of Natalie Dillon, Deputy Director of CSDA via either e-mail sent to [ndillon@scdaca.org](mailto:ndillon@scdaca.org) or via fax at 916-446-1199. Referrals will be accepted from the LCSA Director or either the LCSA Chief Attorney or Policy Coordinator, with a copy to the LCSA Director.
- B. The referral will be logged in and tracked at CSDA and an acknowledgement of receipt will be provided by CSDA.
- C. The referral will be assigned to one member of a representative group of LCSA executives and attorneys that have expertise in analysis of policy and/or legal issues. The assigned member will establish contact with the LCSA Director/Chief Attorney/Policy Coordinator, as applicable, within 15 days of receiving the referral. The assigned member will conduct the preliminary analysis and solicit input from the other group members prior to developing a response. Once the group input is received, the assigned member will prepare a draft response and circulate it amongst the group. The final response will be provided to the requesting county and to Natalie Dillon at CSDA. It is intended that a final response to the referral will be provided within 30 days.
- D. All questions/referrals and the responses will be posted on the CSDA restricted access website at:  
<http://www.csdaca.org/public/RestrictedAccess.asp#PolicyRegulations>

**2008 Analysis Team Members:**

Jeanne Miskel, Sonoma County

Jonathan Burris, Sacramento County

Terry Symens-Bucher, Alameda County

Allan Woodworth, Humboldt County

Tamara Thomas, Stanislaus County

Matt Brega, San Diego County

Claudia Burton, Orange County

Ricardo Enriquez, Sierra/Nevada Counties

Sandra Gravano, Merced County