CALIFORNIA DEPARTMENT OF CHILD SUPPORT SERVICES
P.O. Box 419064, Rancho Cordova, CA 95741-9064

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March 23, 2004

CSS LETTER: 04-07

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

SUBJECT: REVISION TO INTERIM COMPROMISE OF ARREARS PROGRAM (I-COAP)

REFERENCE: CSS LETTER NO. 03-27, AND CHILD SUPPORT SERVICES CSS LETTER NO. 03-27 ERRATA

This letter revises CSS Letter No. 03-27, dated December 24, 2003, which implemented the statewide Interim Compromise of Arrears Program (I-COAP). Under I-COAP, noncustodial parents (NCPs) who owe arrears only can qualify for a compromise of some of their permanently assigned arrears, both principal and interest, in exchange for a lump sum payment. The Department of Child Support Services (DCSS) released I-COAP as an interim version of the full Compromise of Arrears Program (COAP) that is currently being tested by pilot local child support agencies (LCSAs). COAP was anticipated to be ready for statewide deployment early spring 2004. However, additional testing is needed by the pilot LCSAs, therefore statewide deployment will be moved back to no later than July 2004. I-COAP will continue to be in place for all non-pilot LCSAs until further notice.

Based on feedback from users to date, DCSS has made some revisions to I-COAP. The calculations for determining the arrears repayment amount and the eligibility criteria for NCPs with multiple cases have been revised in order to better ensure that the arrears repayment amount correctly reflects what can be collected from NCPs and to expand I-COAP to more prospective NCPs. The specific changes to I-COAP are as follows:

Eligibility Determination
The eligibility criteria questions have been reworded to improve clarity. Each question now stands on its own and requires a yes or no response. All eligibility questions must

be answered on the Eligibility Worksheet. If a response is entered that makes the NCP ineligible for I-COAP, a notice appears on the worksheet.

Arrears Repayment Amount Calculation
Under I-COAP, the arrears repayment amount is the highest of the following three amounts: the Offer Amount; the Minimum Amount; and the Income/Asset Amount. Previously the income portion of the Income/Asset Amount had been derived from a five-year child support guideline calculation. This calculation resulted in required arrears repayment amounts significantly above what could be collected from NCPs. DCSS has revised the I-COAP arrears repayment amount. The income portion of the Income/Asset Amount is now 40 percent of the NCP's gross annual income.

For I-COAP only, cash aid from means-tested public assistance programs, e.g., California Work Opportunity and Responsibility to Kids (CalWORKs), General Assistance/Relief, and Supplemental Security Income/State Supplementary Program (SSI/SSP) will not be counted as income. In addition, payments made to an NCP on behalf of a needy child in the NCP's care will <u>not</u> be counted as income provided such payments are necessary to: implement the child's social service plan; provide financial assistance to a family to help pay the expense of rearing the child; and address any special needs the child may have, e.g., Adoptions Assistance payments from the California Department of Social Services.

NCPs with Multiple Cases
Previously NCPs with more than one child support case in California's child support program had not been eligible to participate in I-COAP. DCSS has also expanded the eligibility criteria to include NCPs with multiple cases within the <u>same</u> LCSA. In multiple case situations, the combined sum of the permanently assigned arrears for all affected cases must total at least $5,000. LCSAs, including the COAP pilot LCSAs, shall continue to process multiple cases within the <u>same</u> LCSA when COAP is deployed, using the I-COAP process. In addition, the I-COAP process will continue to be used for any interstate cases that qualify for a compromise agreement after statewide deployment of COAP.

The revised I-COAP process applies to all applications received on or after the effective date of this CSS Letter. This Letter transmits the revised I-COAP process document, revised forms (Application for Child Support Compromise of Arrears – Arrears Only Cases, DCSS form 0110; Notice of Denial of Request for Compromise of Arrears, DCSS form 0112; Instructions for Completing I-COAP Automated Worksheet for Single Case, DCSS form 0152; and Instructions for Completing I-COAP Automated Worksheet for Multiple Cases, DCSS form 0235), Excel I-COAP calculator and revised analyst assignments. The only substantive changes to the process document are those noted in this cover letter.

If you have any questions or concerns regarding I-COAP, please contact
Michael Weinberg, Chief, Collections Enhancement Branch, at (916) 464-2627, or
your assigned COAP analyst from the attached LCSA assignment list.

Sincerely,

 /s/Victor Rea on behalf of

DONNA S. HERSHKOWITZ
Deputy Director
Child Support Services Division

Attachments

The Interim-Compromise of Arrears Program (I-COAP) Process

The Interim Compromise of Arrears Program (I-COAP) applies to cases with arrears only. Cases involving current support are excluded from I-COAP. In order to qualify for a compromise of permanently assigned arrears, including principal and interest, under I-COAP, the noncustodial parent (NCP) must be able to pay a lump sum, upon execution of the compromise agreement, which includes the required arrears repayment amount, and any arrears owed to the custodial parent (CP) that must be paid before the permanently assigned arrears owed to the government can be paid.

1. Outreach to Targeted Non-Custodial Parents

Since I-COAP is a short-term program limited to only a subset of the obligors who could be eligible for participation in the Compromise of Arrears Program (COAP), the local child support agency (LCSA) shall not perform any caseload-wide outreach prior to implementation of the full COAP. However, the LCSA may perform outreach to NCPs who are potential candidates for I-COAP. The LCSA may first wish to do outreach to NCPs who owe only permanently assigned arrears, before doing outreach to NCPs who also owe arrears to the CP. The LCSA shall not perform outreach to NCPs whom the LCSA knows are not eligible for I-COAP. The LCSA also shall not perform outreach to NCPs who have a Family Violence Indicator in their case on behalf of the CP.

2. Receipt of Application

The LCSA shall provide application forms, Application for Child Support Compromise of Arrears Program - Arrears Only Cases, DCSS form 0110, to targeted NCPs and to other NCPs with permanently assigned arrears who request applications. The form seeks verified information about the NCP's income and assets. If necessary, the LCSA shall assist NCPs with completion of the application form.

When the application is received, the LCSA shall review it for completeness and inclusion of all necessary supporting documentation. If the application is incomplete, the LCSA shall return it to the NCP with an explanation of what information is missing, using the Notice of Incomplete Information, DCSS form 0111. If the application is complete, the LCSA shall proceed to evaluate the application.

3. Alternative Procedure Determination

The LCSA shall review each application to ensure that I-COAP is the most appropriate approach for the recovery of support from the NCP. In some instances, I-COAP may not be the most appropriate program; other programs or procedures authorized and defined by statute or regulation may be more appropriate. For example, state law may dictate that a set aside of a presumed income order is appropriate under the circumstances, or that the obligor is entitled to a compromise of all arrears under Assembly Bill 1449 Compromise of Arrears - Family Reunification. Alternatively, a case may qualify for immediate closure if, for example, the NCP's income is from SSI/SSP and he or she has no other attachable income or assets. The LCSA must be cognizant

of the remedies that may be appropriate in the case, and apply the appropriate one. In such a case, the LCSA shall send the NCP a denial of eligibility, Notice of Denial of Request for Compromise of Arrears – Arrears Only Cases, DCSS form 0112, indicating under "other" that I-COAP was not the appropriate remedy, and how the LCSA will proceed with the case.

4. Eligibility Determination
The LCSA shall determine the NCP's eligibility for I-COAP in accordance with the following eight specific eligibility criteria:

1. Minimum amount of permanently assigned arrears, including principal and interest, owed to the government of $5,000. If the NCP has multiple cases within the same LCSA in California, the total of the permanently assigned arrears in all cases must equal at least $5,000.
   Determination: Review of arrears balances in case file.

2. No current support due.
   Determination: Review of case file.
   Note: The NCP may still be eligible for COAP (once implemented).

3. No conviction or contempt finding for failure to pay child support within three years prior to the date of application.
   Determination: Review of case file.

4. No intentional failure to pay child support in anticipation of I-COAP.
   Determination: Review of payment record in the NCP's case. If the NCP has multiple cases, each case shall be reviewed. If the NCP has significantly reduced child support payments in at least one case since August 2003 without providing a reasonable explanation (e.g., lost employment), the LCSA shall determine that the NCP stopped paying support in anticipation of I-COAP and is ineligible for the program.

5. Case or cases in only one LCSA in California. This restriction does not include duplicate cases in California's child support system that should be transferred to the appropriate LCSA. If there is a duplicate case, the LCSAs shall work together to transfer the case as appropriate, and to mutually agree to the compromise if the transfer cannot be accomplished timely. The lead LCSA shall be the LCSA whom the NCP contacted.
   Determination: Caseworker Query Tool.

6. No ability to pay all child support arrears and interest owed with the NCP's income and assets.
   Determination: Review of arrears balance, income and assets through the I-COAP Worksheet.

7. Ability to pay arrears owed to the CP, that must be distributed prior to distribution of the arrears owed to the government (all arrears owed to the CP except for Unassigned During Assistance Arrears) and the Arrears Repayment Amount, in a lump sum, upon execution of the Agreement.
Determination: Review of arrears balance, income, assets and offer in application.
Note: The NCP may still be eligible for COAP (once implemented).

8. No concealment of any income or assets and no intentional withholding or falsifying of financial information.
Determination: Review of application, case file and verifying information.

If the NCP fails to meet any one of the above criteria, he or she is ineligible to participate in I-COAP. The LCSA shall notify the NCP that the application has been denied by sending the NCP a completed Notice of Denial of Request for Compromise of Arrears – Arrears Only Cases, DCSS form 0112. The LCSA shall record the reason for the denial of eligibility on the Eligibility Worksheet, DCSS form 0149, and forward the Application, Eligibility Worksheet, a copy of the denial letter, and all documentation relevant to the decision to DCSS by fax at (916) 464-2448 within two working days of the denial.

If the NCP is found ineligible because of the reasons stated in 2 or 7 above, the NCP may still be eligible for COAP. Once COAP has been implemented in the LCSA, the LCSA shall notify NCPs denied for the reasons stated in 2 or 7 that they may qualify for COAP.

5. Arrears Balance Determination
The LCSA shall determine the accurate outstanding arrears balances for the NCP. If the NCP owes arrears on more than one case in the LCSA, the LCSA shall determine the accurate outstanding arrears balances for each case. The arrears balances are categorized into permanently assigned arrears owed to the government and all other arrears. The LCSA must also determine the accurate Unreimbursed Assistance Pool (UAP) in order to ensure that only money owed to the government may be compromised. It is extremely important that arrearage balances and UAP balances be accurate since this forms the basis for I-COAP decision making, and the compromise amount will not be subject to change once an Agreement is entered. The maximum amount that may be compromised for each case is the total of the permanently assigned arrears up to the amount of the UAP. Any other arrears may be owed to the CP and, therefore, may not be compromised as part of I-COAP.

6. Arrears Repayment Amount Calculation
The LCSA shall calculate the Arrears Repayment Amount – the amount of support the NCP must pay in order to have the balance of all permanently assigned arrears (up to the amount of the total UAP) compromised. Determining the Arrears Repayment

Amount requires calculation of three possible repayment amounts on the I-COAP Workbook, the highest of which is the Arrears Repayment Amount.
The Arrears Repayment Amount is the highest of the following:

1. Offer Amount
2. Minimum Amount
3. Income/Asset Amount

Upon execution of the Compromise Agreement, the NCP must pay off in a lump sum the Arrears Repayment Amount, along with any arrears owed to the CP that must be paid before the permanently assigned arrears owed to the government can be paid.

The I-COAP Workbook is an Excel 2000 document that includes several worksheets which address eligibility, income and asset valuation, and, in the instance of multiple cases within the same LCSA, allocation of arrears and UAP balances among each case and in total. Instructions for entering data into the I-COAP Workbook for single cases are set out in the Instructions for Completing I-COAP Automated Worksheet, DCSS form 0152. The instructions for the Multiple Cases I-COAP Automated Worksheet is outlined in DCSS form 0224. Both forms are attached. Upon entering data into key fields on the worksheets, the I-COAP Workbook will automatically fill in remaining fields and compute the Arrears Repayment Amount. The multiple case calculation computes the total Arrears Repayment Amount and then allocates that amount to each case proportionate to its arrears and UAP balances. Data entered into the I-COAP Workbook must be verified, as appropriate.

6.1. Offer Amount
The Offer Amount is the amount offered by the NCP in the Application for repayment of arrears.

6.2. Minimum Amount
The Minimum Amount is ten percent of the total arrears available for compromise, which is the lesser of the permanently assigned arrears and the UAP. The Minimum Amount is increased by ten percent if the NCP had the historical ability to pay child support and substantially failed to do so as set forth in section 6.4, below.

6.3. Income/Asset Amount
The Income/Asset Amount is determined by calculating the amount of the NCP's income and assets that are available to repay arrears. This is done by calculating 40 percent of the NCP's gross income for the past 12 months and adding that to the NCP's equity interest in his or her assets. Equity interest in assets is calculated by determining the parent's interest in the asset and the fair market value of that interest. In determining income, if the NCP's income has changed within the last 12 months, the LCSA shall compute what the gross income for the next 12 months should be.

Gross income does not include income from means-tested public assistance programs, e.g., California Work Opportunity and Responsibility to Kids (CalWORKs), General Assistance/Relief, and Supplemental Security Income/State Supplementary Program (SSI/SSP). In addition, payments made to an NCP on behalf of a needy child in the NCP's care are not counted as income provided such payments are necessary to: implement the child's social service plan; provide financial assistance to a family to help pay the expense of rearing the child; and address any special needs the child may have, e.g., Adoption Assistance payments from the California Department of Social Services.

Gross income is the NCP's actual income unless the NCP is voluntarily unemployed or underemployed to avoid paying support. If the NCP is voluntarily reducing his or her income in order to avoid paying support, the LCSA shall increase the parent's income to what that parent could reasonably be expected to earn. This ensures that parents are not rewarded with a compromise of arrears that they could otherwise pay but for their voluntary unemployment or underemployment to avoid paying support. This is a higher standard for imputing income than the standard used under the child support guideline.

For each asset, the LCSA shall determine the NCP's equity interest by first establishing the parent's interest in the asset and the fair market value of that interest. Any outstanding loans or encumbrances on that interest are then subtracted from its fair market value.

Some assets have additional exemptions to their value, necessary to help the NCP meet his or her living expenses. These exemptions are similar to the exemptions in bankruptcy and will be automatically subtracted from the NCP's interest in the asset by the I-COAP Workbook. Exemption amounts are $75,000 for a home in which the NCP resides and $5,000 for one vehicle.

The value of all of the NCP's assets are then added together. This total asset value of all non-cash assets is then reduced by 20 percent, the amount used by the Internal Revenue Service (IRS) to recognize the cost of sale of the asset should the NCP need to sell the asset to pay support. Cash assets, including bank accounts, savings accounts and cash value of life insurance policies, are not subject to the 20 percent reduction.

For example, if the NCP resides in a home worth $150,000, with an outstanding loan of $50,000, the NCP will have an asset value of $20,000:

> $150,000 value - $50,000 loan = $100,000 equity interest in home
> $100,000 - $75,000 homeowners exemption = $25,000
> $25,000 – (20% x $25,000) cost of sale = $20,000

The income portion and the asset portion are then added together to arrive at the Income/Asset Amount. If the NCP had the historical ability to pay child support, and

substantially failed to do so as set forth in section 6.4, below, the Income/Asset Amount is increased by ten percent.

6.4. Historical Ability to Pay

For many NCPs, arrears accrued because they did not have the ability to comply with their support order. Their child support order did not represent what they could actually afford to pay. For example, the order may have been established by default using presumed income or not modified as circumstances changed, such as loss of employment or incarceration. Compromise may be particularly appropriate in these cases. However, other NCPs may have had the ability to pay support and chose not to pay. In these cases, it is appropriate to increase the repayment amount to reflect the NCP's deliberate choice to avoid paying support.

The LCSA shall review the case file to determine if the NCP had the documented ability to pay during the time period of the order and substantially failed to comply. If the LCSA determines that the NCP had the ability to pay and substantially failed to do so, the Minimum Amount and the Income/Asset Amount, determined respectively under sections 6.2 and 6.3, above, are increased by 10 percent. This determination may not always involve a month-by-month determination of the order amount, the payment amount and the NCP's ability to pay during that period. Rather, it may involve an analysis of the NCP's overall ability to comply with the support order and whether he or she substantially complied in accordance with that ability. In the case of multiple cases, if the NCP had the historical ability to pay and substantially failed to do so in at least one case, the 10 percent increase is applied.

6.5 Notifying the NCP of Arrears Repayment Amount

In order to ensure the NCP understands the full amount of the arrears he or she is being asked to pay to enter into the compromise, the LCSA shall immediately notify the NCP of the proposed Arrears Repayment Amount, along with any arrears owed to each CP that must be paid in a lump sum upon execution of the Compromise Agreement. The LCSA should also explain to the NCP that any arrears owed beyond the UAP will remain his/her responsibility to pay to the CP and that those arrears are not subject to this compromise. The notice to the NCP should occur prior to submission of the case for DCSS approval. If the NCP decides he or she cannot repay this in a lump sum, the LCSA shall notify the NCP that the application has been denied by sending the NCP a completed Notice of Denial of Request for Compromise of Arrears – Arrears Only Cases, DCSS form 0112. The LCSA shall record reason 7 as the reason for the denial of eligibility on the Eligibility Worksheet, DCSS form 0149, and forward the Application, Eligibility Worksheet, a copy of the denial letter, and all documentation relevant to the decision to DCSS by fax at (916) 464-2448 within two working days of the denial.

7. DCSS Approval of Compromise Agreement Terms

Before entering into any Compromise Agreement, the LCSA must obtain prior approval from DCSS of the Arrears Repayment Amount in all cases under I-COAP. Each LCSA will be assigned a DCSS analyst to assist with the review process. The list of DCSS

analysts and assigned LCSAs is attached. The LCSA shall seek approval by forwarding to DCSS by either secure fax or overnight mail delivery service the following information:

1. Completed application and supporting documentation, including any information verification performed by the LCSA;
2. UAP and arrears balances and supporting documentation for each case; and
3. Completed Worksheets from the I-COAP Workbook.

The secure fax number is (916) 464-2448. Overnight mail deliveries shall be sent to:

> Department of Child Support Services
> Collections Enhancement Branch
> Attn: Denise Cason
> 11120 International Drive, MS #30
> Rancho Cordova, CA 95741-9064

Upon receipt of all necessary information, DCSS will review the proposed compromise and will approve or deny the compromise or approve a modified compromise. The approved Arrears Repayment Amount will be valid for 60 days from the date of approval by DCSS. The Arrears Repayment Amount remains valid even if the permanently assigned arrears increase as the result of interest charges. If DCSS denies the compromise, the LCSA shall notify the NCP that the application has been denied by sending the NCP a completed Notice of Denial of Request for Compromise of Arrears – Arrears Only Cases, DCSS form 0112 and fax a copy of the denial notice to DCSS.

Note: All compromise agreements and supporting documentation must be forwarded to DCSS for prior approval regardless of the amount compromised.

8. Execution of Agreement and Payment

Upon receipt of approval from DCSS, the LCSA shall for each case to be compromised prepare the Agreement to Compromise Assigned Arrears, DCSS form 0139, and arrange for its execution. The Agreement shall include all up-to-date arrears balances for each case to be compromised. At the signing of the Agreement, the NCP must pay the full Arrears Repayment Amount, along with any arrears owed to the CP that must be repaid before the permanently assigned arrears can be paid. For compromises involving multiple cases, the LCSA shall prepare a separate Agreement which specifies the repayment and compromise amounts for each case. After receiving payment, the LCSA shall reduce arrears balances and the UAP balance by the amount paid and the amount compromised. If the payment is made by personal check, the LCSA shall wait until the check has cleared before reducing the UAP.

If the case is an interstate case, the LCSA shall also notify the responding state of the arrears reduction.

9. Sending the Compromise Agreement to DCSS
Within two working days of the funds clearing, the LCSA shall for each case forward a copy of the executed Agreement to DCSS by fax or overnight mail as set forth in Section 7, above. Timely receipt of all executed Agreements is necessary so DCSS can correctly track all support collected and compromised.

10. Filing the Compromise Agreement with Court
The LCSA shall for each case file a copy of the executed Agreement with the court which has jurisdiction over the case, along with the Notice of Agreement to Compromise Assigned Arrears, DCSS form 0145.

11. Case Closure
If no further arrears are owed to the CP, the LCSA shall close the case. If additional arrears are owed to the CP, the LCSA shall continue to enforce the case.

12. Rescinding the Agreement
If, after the NCP has executed a Compromise Agreement, the LCSA determines that the parent concealed, withheld or falsified information as described in section 4, item 8, above, the LCSA shall void the Agreement by providing written notification to the NCP, Notice of Canceling of Agreement for Child Support Compromise of Arrears Program – Arrears Only Cases, DCSS form 0140. The LCSA shall reinstate all arrears and interest compromised under the Agreement, including interest on the arrears from the date of approval of the compromise, and increase the UAP by the amount previously compromised. The LCSA shall not refund the lump sum payment. The LCSA shall immediately notify DCSS by fax of the rescission by forwarding a copy of the Notice of Rescission – Child Support Compromise of Arrears Program – Arrears Only Cases, DCSS form 0141, and the amount of arrears and interest reinstated. The LCSA shall also file the Notice of Rescission of Child Support Compromise of Arrears Program – Arrears Only Cases, DCSS form 0141, with the court.

APPLICATION FOR CHILD SUPPORT
COMPROMISE OF ARREARS PROGRAM - ARREARS ONLY CASES

DCSS 0110 (02/04) (Revised)

> **INSTRUCTIONS:** This Application must be completed to apply for a compromise (reduction) of child support arrears. The arrears must be paid with a single, lump sum payment. **You can only qualify to have your arrears compromised if all of your cases are in the same Local Child Support Agency office.** Please complete all three pages of this application, attaching additional pages if necessary.

PART I: INFORMATION ABOUT THE NON-CUSTODIAL PARENT

NAME OF NON-CUSTODIAL PARENT

DATE OF BIRTH

SOCIAL SECURITY NUMBER

ADDRESS

COUNTY WHERE YOU LIVE NOW

CITY STATE

ZIP CODE

HOME TELEPHONE NUMBER

(   )

E-MAIL ADDRESS

LIST ALL OF YOUR CHILD SUPPORT CASES IN CALIFORNIA. *IF YOU NEED MORE SPACE PLEASE ATTACH AN ADDITIONAL SHEET.*	**CASE NUMBER 1**	**CASE NUMBER 2**	**CASE NUMBER 3**
	COUNTY	COUNTY	COUNTY
	LOCAL CHILD SUPPORT AGENCY (LCSA) CASE NUMBER	LOCAL CHILD SUPPORT AGENCY (LCSA) CASE NUMBER	LOCAL CHILD SUPPORT AGENCY (LCSA) CASE NUMBER

PART II: NON-CUSTODIAL PARENT'S INCOME AND EXPENSES

1. EMPLOYMENT *Fill out the information below on your current job, or if you are unemployed, your most recent job.*

EMPLOYER'S NAME

EMPLOYER'S PHONE NUMBER

DATE JOB STARTED

EMPLOYER'S ADDRESS

ARE YOU CURRENTLY EMPLOYED WITH THIS EMPLOYER? ☐ YES ☐ NO

YOUR OCCUPATION

IF "NO" WHAT DATE DID YOU STOP WORKING FOR THIS EMPLOYER?

I work about _____ hours per week.

2. TAX INFORMATION What year did you last file taxes? _____ (Year) What state did you file tax returns in? _____

3. INCOME *(Check all sources that you have received income from for the last 12 months)*

Last month | Average mo. *(total last 12 months & divided by 12)*

a. Salary or wages, including overtime (gross, before taxes). . . . . $ _____ _____

b. Commissions or bonuses. . . . . $ _____ _____

c. Spousal support . . . . $ _____ _____

d. Pension/retirement fund payments. . . . . $ _____ _____

e. Social security retirement (not SSI). . . . . $ _____ _____

f. Dividends or Interest Income . . . . $ _____ _____

g. Trust Income. . . . . $ _____ _____

h. Disability ☐ social security (not SSI) ☐ state disability (SDI) ☐ private insurance. $ _____ _____

i. Unemployment compensation. . . . . $ _____ _____

j. Workers' compensation. . . . . $ _____ _____

k. Other (military basic allowance for quarters (BAQ), royalty payments, etc.) (specify): . . . . . . $ _____ _____

4. DESCRIBE WHY YOU WERE UNABLE TO PAY YOUR CHILD SUPPORT IN THE PAST. *(Include any important dates in your description.)*

PART III: NON-CUSTODIAL PARENTS ASSETS (If you need more room you may attach extra pages)

1. DO YOU OWN A CAR, BOAT, MOTORCYCLE, TRAILER, ETC? ☐ YES ☐ NO   If **YES**, complete the following:

	VEHICLE #1	VEHICLE #2	VEHICLE #3	VEHICLE #4
VEHICLE TYPE				
MAKE				
MODEL / YEAR				
LICENSE NO./STATE				
VALUE OF VEHICLE	$	$	$	$
HOW MUCH DO YOU OWE FOR THE VEHICLE?	$	$	$	$

2. DO YOU OWN ANY REAL ESTATE? ☐ YES ☐ NO   If **YES**, complete the following:

	PROPERTY #1	PROPERTY #2
ARE YOU THE SOLE OWNER?	☐ YES ☐ NO	☐ YES ☐ NO
DO YOU SHARE OWNERSHIP WITH ANOTHER PERSON(S), COMPANY, OR BUSINESS?	☐ YES ☐ NO IF YES, WHAT % DO YOU OWN? _____ %	☐ YES ☐ NO IF YES, WHAT % DO YOU OWN? _____ %
HOW IS TITLE OF PROPERTY HELD?		
IS THIS WHERE YOU LIVE ALL THE TIME? (*Your Primary Residence*)	☐ YES ☐ NO	☐ YES ☐ NO
ADDRESS: (Street, Apt. or Unit No.) (City, State , Zip Code)		
TYPE (*Residential, Commercial, etc.*)		
DOES THIS PROPERTY PRODUCE INCOME FOR YOU?	☐ YES ☐ NO IF YES, HOW MUCH A MONTH? $	☐ YES ☐ NO IF YES, HOW MUCH A MONTH? $
VALUE OF PROPERTY	$	$
WHAT DO YOU OWE?	$	$

3. DO YOU HAVE ANY BANK ACCOUNTS? ☐ YES ☐ NO   If **YES**, complete the following:

	BANK ACCOUNT #1	BANK ACCOUNT #2	BANK ACCOUNT #3	BANK ACCOUNT #4
BANK/CREDIT UNION				
BRANCH				
ADDRESS				
ACCOUNT NO.				
BALANCE	$	$	$	$
TYPE OF ACCOUNT	☐ CHECKING ☐ SAVINGS	☐ CHECKING ☐ SAVINGS	☐ CHECKING ☐ SAVINGS	☐ CHECKING ☐ SAVINGS

4. DO YOU HAVE ANY CASH, MUTUAL FUNDS, SECURED NOTES, STOCKS, OR BONDS? ☐ YES ☐ NO   If **YES**, complete the following:

	FINANCIAL ASSET #1	FINANCIAL ASSET #2	FINANCIAL ASSET #3	FINANCIAL ASSET #4
LOCATION				
TYPE				
VALUE OF ASSET	$	$	$	$

5. DO YOU HAVE ANY LIFE INSURANCE POLICIES WITH A CASH SURRENDER OR LOAN VALUE? ☐ YES ☐ NO   If **YES**, complete the following:

	LIFE INSURANCE POLICY #1	LIFE INSURANCE POLICY #2	LIFE INSURANCE POLICY #3	LIFE INSURANCE POLICY #4
LOCATION				
TYPE				
CASH VALUE	$	$	$	$

6. DOES ANYONE OWE YOU MONEY? ☐ YES ☐ NO   If **YES**, complete the following:

	Loan #1	Loan #2	Loan #3	Loan #4
AMOUNT OWED TO YOU				
HOW OFTEN DO YOU GET A PAYMENT Example: Weekly, Monthly, etc.				
HOW MUCH IS EACH PAYMENT?	$	$	$	$
WHEN WILL LOAN BE PAID OFF?				

PART III: LIST OF NON-CUSTODIAL PARENT'S ASSETS, Continued …

7. ARE YOU INVOLVED IN ANY BUSINESS PARTNERSHIP OR OTHER BUSINESS INTEREST? ☐ YES ☐ NO   If **YES**, complete the following:

	BUSINESS INTEREST #1	BUSINESS INTEREST #2	BUSINESS INTEREST #3	BUSINESS INTEREST #4
DOES THIS PROVIDE AN INCOME FOR YOU?	☐ YES ☐ NO	☐ YES ☐ NO	☐ YES ☐ NO	☐ YES ☐ NO
IF YES, HOW MUCH MONEY DO YOU GET PER MONTH NOT ALREADY LISTED?	$	$	$	$
NAME OF BUSINESS				
VALUE OF BUSINESS	$	$	$	$
WHAT PERCENT OF THE BUSINESS DO YOU OWN?	%	%	%	%

8. DO YOU HAVE ANY OTHER ASSETS NOT ASKED ABOUT ABOVE THAT ARE WORTH $2,500 OR MORE? ☐ YES ☐ NO   If **YES**, complete the following:

	1	2	3	4
LOCATION				
TYPE OF ASSET				
VALUE OF ASSET	$	$	$	$

PART IV: YOUR OFFER FOR A COMPROMISE OF ARREARS

Please indicate the exact amount of your offer.

AMOUNT $

How will you get the money to assist you in payment of your compromise? Check the type of assistance you will be getting (it can be more than one). ☐ GIFT ☐ LOAN ☐ OTHER *(Explain)* _____

PART V: ATTACHMENTS REQUIRED

IMPORTANT!	You must attach copies of the items listed here to this application or the application will **not** be complete.	➡	● Your Tax Returns for the last year ● Your Wage Stubs for the last 12 months ● Your Bank Statements for the last 12 months

PART VI: REQUEST FOR COMPROMISE

I am requesting a compromise of arrears for my case. I acknowledge and agree that if my compromise is approved, the compromise agreement may be revoked if I concealed, falsified, or misrepresented any information in this application.

DECLARATION
I declare under penalty of perjury under the laws of the State of California that the foregoing and the attached information are true and correct.

Signature:	Date:
Print Name:	

INSTRUCTIONS FOR COMPLETING

I-COAP AUTOMATED WORKSHEETS FOR SINGLE CASE

The I-COAP automated workbook utilizes the Microsoft Excel program. The Excel document containing the automated I-COAP workbook for single cases has three separate worksheets:

- Eligibility Worksheet   (DCSS 0149)

- Asset Worksheet   (DCSS 0150)

- Calculation Worksheet   (DCSS 0151)

Upon opening the workbook, the LCSA may access any of the worksheets by left clicking with the computer's mouse on the appropriate tab at the bottom of the open worksheet. All three worksheets are protected allowing entries only in the shaded boxes. The non-shaded boxes will not allow the LCSA to enter data and will be automatically filled in by the system.

Eligibility Worksheet (DCSS 0149)

1) The LCSA must first enter data in the shaded boxes labeled "Date", "LCSA Name", "Case Number", and "Non-Custodial Parent Name". The other worksheets will then automatically display this information.

2) The Eligibility Worksheet is comprised of eight questions, and corresponding "Yes" and "No" boxes.

3) The LCSA must answer all eight questions by inserting an "X" in the appropriate box.

   a) Please note: The LCSA must use an "X" as the only entry. Inserting any other character or inserting an "X" and adding a space with the space bar will result in an error message.

   i) For example, inserting two characters or a non-X character in the "Yes" box will result in the error message "**Invalid Entry In Yes Box**". An invalid entry in the "No" box will result in a similar message.

   ii) To remedy this error, highlight the cell and use the keyboard delete button to remove all entries in the "Yes" box.

   b) An entry of X in both the "Yes" and "No" boxes will result in the error message "**X in both Yes and No boxes**". To resolve this error message delete the incorrect entry.

   c) Based on the responses, if the applicant is determined ineligible the following message will appear: "**Ineligible, Deny Application**".

d) The question number(s) which determined ineligibility will appear at the bottom of the worksheet.

4) If the Non-Custodial Parent (NCP) has passed the eligibility criteria for the I-COAP, the LCSA must now complete the Asset Worksheet.

Asset Worksheet (DCSS 0150)

1) The Asset Worksheet has six columns labeled A through F. The LCSA must enter numeric values in columns B through D. Please refer to the Application for Child Support Compromise of Arrears Program -Arrears Only Cases [DCSS 0110 (12/03)], "*List of Assets"* in Part VI.

2) The LCSA enters the fair market value of all of the NCP's assets in column B. To substantiate the value of a vehicle or house/real estate, the LCSA should utilize the on-line resources listed in 2.a.i., 2.a.ii., and 2.b.i. If additional information is needed in order to utilize on-line resources, the LCSA should contact the NCP for further details.

a) To obtain fair market value information on vehicles you may use the following resources:

i) **Kelley Blue Book   http://www.kbb.com** – This site provides the Blue Book value for the vehicle under consideration for models from 1983 to current. If mileage information is unavailable, assume 12,000 miles per year driven. Use the trade-in value figure and good condition.

ii) **NADA Guides   http://www.nadaguides.com** *(to be used for all other models not found in Kelley Blue Book)* – This site provides pricing for standard and classic cars, trucks, minivans, sport utilities, van conversion and limousines, motor homes, campers and fifth wheels, boats, personal water craft, trailers, motorcycles, road bikes, dirt bikes, antique motorcycles, all terrain vehicles and snowmobiles. Use the average retail value figure.

b) To obtain information on house/real estate you may use the following resource:

i) **http://www.homeradar.com.** Enter the following search criteria to find comparable property values: Street Address, City, State, Zip Code. Include properties within .25 miles and sales data from up to 2 months, then select "Get My Report." If the search does not find properties with comparable square footage, the LCSA may expand the search area and/or monthly search criteria. If the search produces multiple (comparable) properties, use an average value. Example: Property #1 = $200,000; property #2 = $250,000; and property #3 = $225,000. Add these property values and divide by the number of properties ($200,000 + $250,000 + $225,000 = $675,000 ÷ 3 = $225,000.)

3) The LCSA enters the debt owed (encumbrance) on the asset in column C. Please note: The values placed in column C must be a positive numeric value. A negative value will generate the following error message, "**Value in Column C must not be a negative number.**"

   a) Note that no entries for debt owed can be made for the categories of "All Bank Accounts", "Cash", or "Mutual Funds, Secured Notes, Stocks, Bonds".

4) The LCSA enters the percentage the NCP owns of the asset in column D.

5) The worksheet will automatically determine the value of all assets and will place that value in the Calculation Worksheet.

Calculation Worksheet (DCSS 0151)

1) **Line 1** – Arrears: Enter the date that the arrears owed were determined in the shaded area provided.

2) **Line 1.a.** – Enter the amount of PAA owed. If the LCSA enters an amount less than $5000, the following error message automatically appears: "**Deny Application, Permanently Assigned Arrears Must Be $5000 or More**".

3) **Line 1.b.** – Enter the amount of conditionally assigned arrears owed.

4) **Line 1.c.** – Enter the amount of arrears owed to the Custodial Party (CP) that have never been assigned.

5) **Line 1.d** – Enter the amount of arrears owed to the CP that are unassigned pre-assistance.

6) **Line 1.e** – Enter the amount of arrears owed to the CP that are unassigned during assistance.

7) **Line 1.f**. is automatically calculated.

8) **Line 2** – Enter the verified UAP balance. In addition, enter the date of the UAP determination in the shaded area provided.

9) **Line 3** is automatically calculated.

10) **Line 4** – Enter the NCP's gross annual income as reflected on W-2, year-to-date on pay stub, or other income verification. If necessary, determine annual income by averaging monthly income.

   Please note: For I-COAP only, cash aid from means-tested public assistance programs, e.g., California Work Opportunity and Responsibility to Kids (CalWORKS), General Assistance/Relief, and Supplemental Security Income/State

Supplemental Payment (SSI/SSP) will not be counted as income. In addition, payments made to an NCP on behalf of a needy child in the NCP's care will <u>not</u> be counted as income, provided such payments are necessary to: implement the child's social service plan; provide financial assistance to a family to help pay the expense of rearing the child; and address any special needs the child may have, e.g., Adoptions Assistance Program payments.

11) **Line 5** is automatically calculated.

12) **Line 6** is automatically calculated.

13) **Line 7** is automatically calculated.

14) **Line 8** – Enter "yes" or "no" depending on whether the NCP had the historical ability to pay during the period the debt was incurred and substantially failed to do so. If answered yes, please explain why in the shaded area provided. An additional 10% is automatically added if the NCP had the ability to pay and substantially failed to do so.

15) **Line 9** is automatically calculated.

16) **Line 10** – Enter the lump sum amount offered by the NCP in the application.

17) **Line 11** is automatically calculated.

18) **Line 12** is automatically calculated based on response to line 8. The explanation line is also automatically entered based on what is entered on line 8, reason for determination.

19) **Line 13** is automatically calculated.

20) **Line 14** is automatically calculated. If the amount in line 14 is greater than or equal to the amount in line 3, the NCP is ineligible for the compromise because the NCP is able to pay all of their child support arrears owed to the government. Deny the application.

21) **Line 15** is automatically calculated. If the PAA is less than $5000, line 15 will read "**Deny Application, PAA Is Less Than $5000**".

22) **Line 16** is automatically calculated. If it is determined that the NCP is able to pay arrears based on information submitted, a message will appear stating, "**Deny Application, NCP able to pay governmental arrears without compromise of arrears**". If the PAA is less than $5000, line 16 will read "**Deny Application, PAA Is Less Than $5000**".

INSTRUCTIONS FOR COMPLETING
I-COAP AUTOMATED WORKSHEETS FOR MULTIPLE CASES

The I-COAP automated workbook utilizes the Microsoft Excel program. The Excel document containing the automated I-COAP workbook for multiple cases has four separate worksheets:

- Asset Worksheet   (DCSS 0222)
- Multiple Cases Arrears Worksheet   (DCSS 0223)
- Calculation Worksheet   (DCSS 0224)
- Eligibility Worksheet   (DCSS 0225)

Upon opening the workbook, the LCSA may access any of the worksheets by left clicking with the computer's mouse on the appropriate tab at the bottom of the open worksheet. All four worksheets are protected allowing entries only in the shaded boxes. The non-shaded boxes will not allow the LCSA to enter data and will be automatically filled in by the system.

Eligibility Worksheet (DCSS 0225)

1) The LCSA must first enter data in the shaded boxes labeled "Date", "LCSA", "NCP", and "Case Number" (for each case), and "Custodial Party" (for each case). The other worksheets will then automatically display this information; however, the Asset Worksheet and Calculation Worksheet will only display the first Case Number.

2) The Eligibility Worksheet is comprised of eight questions, and corresponding "Yes" and "No" boxes.

3) The LCSA must answer all eight questions by inserting an "X" in the appropriate box.

   a) Please note: The LCSA must use an "X" as the only entry. Inserting any other character or inserting an "X" and/or adding a space with the space bar will result in an error message.

      i) For example, inserting two characters or a non-X character in the "Yes" box will result in the error message "**Invalid Entry In Yes Box**". An invalid entry in the "No" box will result in a similar message.

      ii) To remedy this error, highlight the cell and use the keyboard delete button to remove all entries in the "Yes" box.

   b) An entry of X in both the "Yes" and "No" boxes will result in the error message "**X in both Yes and No boxes**". To resolve this error message delete the incorrect entry.

   c) Based on the responses, if the applicant is determined ineligible the following message will appear: "**Ineligible, Deny Application**".

   d) The question number(s) which determined ineligibility, will appear at the bottom of the worksheet.

4) If the Non-Custodial Parent (NCP) has passed the eligibility criteria for the I-COAP, the LCSA must now complete the Asset Worksheet.

Asset Worksheet (DCSS 0222)

1) The Asset Worksheet has six columns labeled A through F. The LCSA must enter numeric values in columns B through D. Please refer to the Application for Child Support Compromise of Arrears Program -Arrears Only Cases [DCSS 0110 (12/03)], "*List of Assets*" in Part VI.

2) The LCSA enters the fair market value of all of the NCP's assets in column B. To substantiate the value of a vehicle or house/real estate, the LCSA should utilize the on-line resources listed in 2.a.i, 2.a.ii., and 2.b.i. If additional information is needed in order to utilize the on-line resources, the LCSA should contact the NCP for further details.

   a) To obtain fair market value information on vehicles you may use the following resources:

      i) **Kelley Blue Book   http://www.kbb.com** – This site provides the Blue Book value for the vehicle under consideration for models from 1983 to current. If mileage information is unavailable, assume 12,000 miles per year driven. Use the trade-in value figure and good condition.

      ii) **NADA Guides   http://www.nadaguides.com** *(to be used for all other models not found in Kelley Blue Book)* – This site provides pricing for standard and classic cars, trucks, minivans, sport utilities, van conversion and limousines, motor homes, campers and fifth wheels, boats, personal water craft, trailers, motorcycles, road bikes, dirt bikes, antique motorcycles, all terrain vehicles and snowmobiles. Use the average retail value figure.

   b) To obtain information on house/real estate you may use the following resource:

      i) **http://www.homeradar.com.** Enter the following search criteria to find comparable property values: Street Address, City, State, Zip Code. Include properties within .25 miles and sales data from up to 2 months, then select "Get My Report." If the search does not find properties with comparable square footage, the LCSA may expand the search area and/or monthly search criteria. If the search produces multiple (comparable) properties, use an average value. Example: Property #1 = $200,000; property #2 = $250,000; and property #3 = $225,000. Add these property values and divide

by the number of properties ($200,000 + $250,000 + $225,000 = $675,000 ÷ 3 = $225,000.)

3) The LCSA enters the debt owed (encumbrance) on the asset in column C. Please note: The values placed in column C must be a positive numeric value. A negative value will generate the following error message, "**Value in Column C must not be a negative number.**"

   a) Note that no entries for debt owed can be made for the categories of "All Bank Accounts", "Cash", or "Mutual Funds, Secured Notes, Stocks, Bonds".

4) The LCSA enters the percentage the NCP owns of the asset in column D.

5) The worksheet will automatically determine the value of all assets and will place that value in the Calculation Worksheet.

Multiple Cases Arrears Worksheet (DCSS 0223)

1) **Line 1** – Enter the date that the arrears owed were determined for each case in the shaded area(s) provided. Failure to enter a date will result in the error message: "**Date Needed**" when a value is input for amount of the arrears. Note: If there are more then five cases, contact the DCSS analyst assigned to your county.

2) **Line 1.a.** – Enter the amount of PAA owed for each case. If the combined total for all cases is less than $5000, the following error message automatically appears: "**Permanent Arrears Must Be $5000 or More**".

3) **Line 1.b.** – Enter the amount of conditionally assigned arrears owed for each case.

4) **Line 1.c.** – Enter the amount of never assigned arrears owed to the Custodial Party (CP) for each case.

5) **Line 1.d** – Enter the amount of unassigned pre-assistance arrears owed to CP for each case.

6) **Line 1.e** – Enter the amount of unassigned during assistance arrears owed to CP for each case.

7) **Line 1.f**. is automatically calculated.

8) **Line 2.** – UAP balance as of date – Enter the date the verified UAP balance owed was determined for each case in the shaded area provided. Failure to enter a date will result in the error message, "**Date Needed**".

9) **Line 2.a.** – Enter the verified UAP balance owed for each case in the shaded area provided.

10) The calculation box at the bottom of the form automatically calculates for each case, the total arrears repayment amount, the total amount to be paid to the CP, and the total amount compromised.

Calculation Worksheet (DCSS 0224)

1) **Lines 1.a. through 1.f.** are automatically calculated based on entries made in the Multiple Cases Arrears Worksheet.

   a) The following error message will appear if the combined PAA is less than $5000: "**Deny Application, Combined Permanently Assigned Arrears Must Be $5000 or More**".

2) **Line 2** is automatically calculated.

3) **Line 3** is automatically calculated.

4) **Line 4** – Enter the NCP's gross annual income as reflected on W-2, year-to-date on pay stub, or other income verification. If necessary, determine annual income by averaging monthly income.

   Please note: For I-COAP only, cash aid from means-tested public assistance programs, e.g., California Work Opportunity and Responsibility to Kids (CalWORKS), General Assistance/Relief, and Supplemental Security Income/State Supplemental Payment (SSI/SSP) will not be counted as income. In addition, payments made to an NCP on behalf of a needy child in the NCP's care will not be counted as income, provided such payments are necessary to: implement the child's social service plan; provide financial assistance to a family to help pay the expense of rearing the child; and address any special needs the child may have, e.g., Adoptions Assistance Program payments.

5) **Line 5** is automatically calculated.

6) **Line 6** is automatically calculated.

7) **Line 7** is automatically calculated.

8) **Line 8** – Enter "yes" or "no" depending on whether the NCP had the historical ability to pay during the period the debt accrued on **ANY** case and substantially failed to do so. If answered yes, please explain why in the shaded area provided. An additional10% is automatically added if the NCP had the ability to pay and substantially failed to do so.

9) **Line 9** is automatically calculated.

10) **Line 10** – Enter the lump sum amount offered by the NCP in the application.

11) **Line 11** is automatically calculated.

12) **Line 12** is automatically calculated based on response to line 8. The explanation line is also automatically entered based on what is entered on line 8, reason for determination.

13) **Line 13** is automatically calculated.

14) **Line 14** is automatically calculated. If the amount in line 14 is greater than or equal to the amount in line 3, the NCP is ineligible for the compromise because the NCP is able to pay all of their child support arrears owed to the government. Deny the application.

15) **Line 15** is automatically calculated. If the PAA is less than $5000, line 15 will read "**Deny Application, PAA Is Less Than $5000**".

16) **Line 16** is automatically calculated. If it is determined that the NCP is able to pay arrears based on information submitted, a message will appear stating, "**Deny Application, NCP able to pay governmental arrears without compromise of arrears**". If the PAA is less than $5000, line 16 will read "**Deny Application, PAA Is Less Than $5000**".

LCSA Case Number: _____

Non-Custodial
Parent's Name: _____

Dear _____ :   Date: _____

**NOTICE OF DENIAL OF REQUEST FOR COMPROMISE OF ARREARS -
ARREARS ONLY CASES**

REQUEST NUMBER: _____

Thank you for your interest in participating in the Child Support Compromise of Arrears
Program - Arrears Only Cases. Your request has been denied for the following reason(s):

☐ The amount of applicable arrears owed to the government is less than $5000.

☐ You are required to pay current child support (You may, however qualify for the
new Compromise of Arrears Program, which will be released soon. Please contact
your Local Child Support Agency for further details.)

☐ You had a conviction or contempt finding for not paying your child support within
the last three years.

☐ You stopped paying your child support because you were hoping to participate in
this program.

☐ We have determined that you are able to pay your child support arrears within the
next five years.

☐ You concealed income or assets or withheld financial information in your
Application.

☐ You are unable to make the lump sum payment required by this program. (You
may however qualify for the new Compromise of Arrears Program, which will be
released soon. Please contact your Local Child Support Agency for further details.)

☐ Other: _____

If you have questions concerning the denial of your request, please call the number below.

Sincerely,

LCSA Representative

LCSA Telephone Number:

COLLECTIONS ENHANCEMENT BRANCH
COUNTY ASSIGNMENTS for COAP and I-COAP

One	Two	Three	Four	Five	Six
Sharron Goldstein	**Kate Santillan**	**Christine Davis-Rutledge**	**Mary Ann Trahan**	**Heather Honey**	**Bonnie Yamamoto**
Solano	**San Benito/ Santa Cruz**	**Amador**	**Sonoma**	**San Diego**	**San Diego**
Colusa	Alameda	Alpine	Imperial	Del Norte	Los Angeles
El Dorado	Contra Costa	Butte	Inyo	Kings	Orange
Glenn	Kern	Calaveras	Mono	Monterey	
Humboldt	Marin	Fresno	Riverside	San Luis Obispo	
Lake	Mariposa	Lassen	San Bernardino	Santa Barbara	
Mendocino	Merced	Madera		Santa Clara	
Modoc	San Francisco	Nevada		Tulare	
Napa	San Mateo	Plumas		Ventura	
Placer	Tehama	Sierra			
Sacramento		Stanislaus			
Shasta		Sutter			
Siskiyou		Trinity			
San Joaquin		Tuolumne			
Yolo		Yuba			

CONTACT INFORMATION		
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Christine Davis-Rutledge	**(916) 464-1024**	christine.davis-rutledge@dcss.ca.gov
Mary Ann Trahan	**(916) 464-1023**	maryann.trahan@dcss.ca.gov
Heather Honey	**(916) 464-0738**	heather.honey@dcss.ca.gov
Bonnie Yamamoto	**(916) 464-5228**	bonnie.yamamoto@dcss.ca.gov

3/23/2004