

CALIFORNIA DEPARTMENT OF CHILD SUPPORT SERVICES

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



April 1, 2009

POP LETTER: 09-02

TO: ALL IV-D DIRECTORS
ALL IV-D PATERNITY OPPORTUNITY PROGRAM COORDINATORS
ALL LICENSED BIRTHING HOSPITALS
ALL PUBLIC AGENCIES THAT ADMINISTER THE PATERNITY OPPORTUNITY PROGRAM

SUBJECT: CS 909 DECLARATION OF PATERNITY FORMS FULFILLMENT

Effective March 9, 2009, the California Department of Child Support Services will fulfill orders for CS 909 Declaration of Paternity forms in-house and the Office of State Publishing will no longer process orders.

Enclosed with this letter is the revised order form containing the updated mailing and faxing information. Please destroy all old versions of the order form and update any electronic versions you may have.

If you have any questions or concerns regarding this letter, please contact the state POP Analyst assigned to your county (see attached for contact information).

Sincerely,

/os/
BILL OTTERBECK
Deputy Director
Child Support Services Division

Enclosure

DCSS PUBLICATION ORDER (PUBLIC)

DCSS 0596 (03/09/09)

MAIL ORDER TO:
 DCSS FULFILLMENT SERVICES
 P. O. Box 419064, MS-20
 Rancho Cordova, CA 95741-9064

FAX ORDER TO: (916) 464-5620
 ATTN: DCSS FULFILLMENT SERVICES
*For questions about your order, please call
 Service Desk at (916) 464-2866*

DCSS FORM NUMBER	PATERNITY OPPORTUNITY PROGRAM (POP) FORMS & PUBLICATIONS	QUANTITY PER PKG	PACKAGE QUANTITY
CS 909 (EN)	Declaration of Paternity Form-English	100/pkg	
CS 909 (SP)	Declaration of Paternity Form-Spanish	100/pkg	
	<i>Also see POP-related publication below, PUB 244 "Establishing Paternity"</i>		
DCSS FORMS			
DCSS 0064 (EN)	Notice of Child Support Services Program-English (replaces CS 196 EN)	100/pkg	
DCSS 0064 (SP)	Notice of Child Support Services Program-Spanish (replaces CS 196 SP)	100/pkg	
DCSS PUBLICATIONS			
PUB 158 (EN)	When Teens Become Parents-English	100/pkg	
PUB 158 (SP)	When Teens Become Parents-Spanish	100/pkg	
PUB 160 (EN)	Child Support Handbook-English	250/box	
PUB 160 (SP)	Child Support Handbook-Spanish	250/box	
PUB 244 (EN)	Establishing Paternity-English	100/pkg	<div style="border: 1px solid black; padding: 5px;"> PUBs 244-252 are also available in PDF format on the website, www.childsup.ca.gov, in the following languages: Armenian, Hmong, Russian, Vietnamese, and Chinese. To request printed copies of the above, call DCSS Public Affairs at (916) 464-5188. </div>
PUB 244 (SP)	Establishing Paternity-Spanish	100/pkg	
PUB 245 (EN)	Guide to Child Support Services-English	100/pkg	
PUB 245 (SP)	Guide to Child Support Services-Spanish	100/pkg	
PUB 246 (EN)	Opening a Child Support Case-English	100/pkg	
PUB 246 (SP)	Opening a Child Support Case-Spanish	100/pkg	
PUB 247 (EN)	Information for the Noncustodial Parent-English	100/pkg	
PUB 247 (SP)	Information for the Noncustodial Parent-Spanish	100/pkg	
PUB 248 (EN)	Child Support Information for the Parent in Jail or Prison-English	100/pkg	
PUB 248 (SP)	Child Support Information for the Parent in Jail or Prison-Spanish	100/pkg	
PUB 249 (EN)	Establishing a Child Support Order-English	100/pkg	
PUB 249 (SP)	Establishing a Child Support Order-Spanish	100/pkg	
PUB 250 (EN)	Child Support Wage Assignments-English	100/pkg	
PUB 250 (SP)	Child Support Wage Assignments-Spanish	100/pkg	
PUB 251 (EN)	Child Support When Parents Live in Different States-English	100/pkg	
PUB 251 (SP)	Child Support When Parents Live in Different States-Spanish	100/pkg	
PUB 252 (EN)	Changing Your Child Support Order-English	100/pkg	
PUB 252 (SP)	Changing Your Child Support Order-Spanish	100/pkg	
PUB 253 (EN)	How to Resolve Problems with your Child Support Case-English	100/pkg	
PUB 253 (SP)	How to Resolve Problems with your Child Support Case-Spanish	100/pkg	
PUB 255 (EN)	Welcome to Customer Connect-English	100/pkg	
PUB 255 (SP)	Welcome to Customer Connect-Spanish	100/pkg	

SHIPPING INFORMATION (Allow 4-6 weeks for delivery. Back-ordered items will be automatically shipped as soon as they are available.)

CONTACT PERSON	PHONE ()	COUNTY
AGENCY/OFFICE/UNIT	FAX ()	<input type="checkbox"/> NEW CONTACT PERSON <input type="checkbox"/> NEW ADDRESS
STREET ADDRESS/ROOM NUMBER (Unable to deliver to P.O. Box)		AUTHORIZING SIGNATURE
CITY	STATE	ZIP
		DATE SIGNED

NEW

Mailing Address and Fax Number

Starting March 9, 2009 orders for Department of Child Support Services (DCSS) forms need to be sent to DCSS Fulfillment Services in Rancho Cordova.

MAILING ADDRESS:

DCSS Fulfillment Services Program
PO Box 419064 MS 20
Rancho Cordova, CA 95741-9064

FAX NUMBER:
916-464-5620

STATE OF CALIFORNIA DEPARTMENT OF CHILD SUPPORT SERVICES

DCSS PUBLICATION ORDER (PUBLIC AGENCIES)

MAIL ORDER TO:
DCSS FULFILLMENT SERVICES
OFFICE OF STATE PUBLISHING (OSP)
344 NORTH 7TH ST. SACRAMENTO CA 95814

FAX ORDER TO: (916) 445-9134
ATTN: DCSS FULFILLMENT SERVICES
For questions about your order, please call:
OSP Customer Support Center at (916) 445-9130

OSP ITEM NUMBER	DCSS FORM NUMBER	PATERNITY OPPORTUNITY PROGRAM (POP) FORMS & PUBLICATIONS	QUANTITY	PACKAGE USE NO.	PACKAGE QUANTITY
889092	CS 909 (EN)	Declaration of Paternity-English	1000pk		
889092	CS 909 (SP)	Declaration of Paternity Form-Spanish	1000pk		
889100	CS 910 (EN)	How a Declaration of Paternity Can Help You & Your New Baby (Change information sheet-English & Spanish)	1000pk		
		Also see POP-related publication below, PUB 244 "Establishing Paternity"			
DCSS FORMS					
881981	CS 198 (EN)	Child Support Services Program Notice-English	1000pk		
881982	CS 198 (SP)	Child Support Services Program Notice-Spanish	1000pk		
DCSS PUBLICATIONS					
881841	PUB 108 (EN)	When Teens Become Parents-English	1000pk		
881842	PUB 108 (SP)	When Teens Become Parents-Spanish	1000pk		
881801	PUB 180 (EN)	Child Support Handbook-English	2500pk		
881802	PUB 180 (SP)	Child Support Handbook-Spanish	2500pk		
882441	PUB 244 (EN)	Establishing Paternity-English	1000pk		
882442	PUB 244 (SP)	Establishing Paternity-Spanish	1000pk		
882451	PUB 245 (EN)	Guide to Child Support Services-English	1000pk		
882452	PUB 245 (SP)	Guide to Child Support Services-Spanish	1000pk		
882481	PUB 248 (EN)	Opening a Child Support Case-English	1000pk		
882482	PUB 248 (SP)	Opening a Child Support Case-Spanish	1000pk		
882471	PUB 247 (EN)	Information for the Noncustodial Parent-English	1000pk		
882472	PUB 247 (SP)	Information for the Noncustodial Parent-Spanish	1000pk		
882481	PUB 248 (EN)	Child Support Information for the Parent in Jail or Prison-English	1000pk		
882482	PUB 248 (SP)	Child Support Information for the Parent in Jail or Prison-Spanish	1000pk		
882491	PUB 249 (EN)	Establishing a Child Support Order-English	1000pk		
882492	PUB 249 (SP)	Establishing a Child Support Order-Spanish	1000pk		
882501	PUB 250 (EN)	Child Support Wage Assignments-English	1000pk		
882502	PUB 250 (SP)	Child Support Wage Assignments-Spanish	1000pk		
882511	PUB 251 (EN)	Child Support When Parents Live in Different States-English	1000pk		
882512	PUB 251 (SP)	Child Support When Parents Live in Different States-Spanish	1000pk		
882521	PUB 252 (EN)	Changing Your Child Support Order-English	1000pk		
882522	PUB 252 (SP)	Changing Your Child Support Order-Spanish	1000pk		
882531	PUB 253 (EN)	How to Resolve Problems with your Child Support Case-English	1000pk		
882532	PUB 253 (SP)	How to Resolve Problems with your Child Support Case-Spanish	1000pk		

SHIPPING INFORMATION (Allow 4-8 weeks for delivery. Back-ordered items will be automatically shipped as soon as they are available.)

SHIP TO: [] DIRECT MAIL [] NEW ADDRESS [] RETURNED ADDRESS

Please destroy all previous versions of this order form and change any preset numbers programmed in your fax machine.

Contact Facilities & Business Services Section, Service Desk for Questions 916-464-2866

California Department of Child Support Services
Paternity Opportunity Program
POP Analyst County Assignments

Elena Palmi Elena.Palmi@dcss.ca.gov (916) 464-5801	Scott Mills Scott.Mills@dcss.ca.gov (916) 464-4886	Colynn McConnell Colynn.McConnell@dcss.ca.gov (916)464-5811
<p>Los Angeles</p>	<p>Alameda Alpine/Amador/Calaveras* Butte Colusa Contra Costa Del Norte El Dorado Humboldt Inyo/Mono* Lake Lassen Madera Marin Mendocino Merced Modoc/Siskiyou* Napa Nevada/Sierra* Placer Plumas Sacramento San Benito/Santa Cruz* San Francisco San Joaquin San Mateo Santa Clara Shasta Solano Sonoma Stanislaus Sutter Tehama Tulare Tuolumne Yolo</p> <p>Glenn/Mariposa/Trinity/Yuba</p> <p>* Regionalized</p>	<p>Fresno Imperial Kern Kings Monterey Orange Riverside San Bernardino San Diego San Luis Obispo Santa Barbara Ventura</p>

Fax: (916) 464-5898

Toll-Free: (866) 249-0773

Mailing Address
(Original POP Forms Only)
DCSS POP UNIT

(Hospital / Agency Code #)
P.O. Box 419070

Rancho Cordova, CA 95741-9070



**PATERNITY
OPPORTUNITY
PROGRAM** 

Correspondence Address
(To POP Analysts)

DCSS POP UNIT (MS-31)
P.O. Box 419064

Rancho Cordova, CA 95741-9064