



# County of El Dorado

## DEPARTMENT OF CHILD SUPPORT SERVICES

Ron Ladage, Director/Chief Attorney

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PLAN OF COOPERATION BETWEEN  
EL DORADO COUNTY DEPARTMENT OF CHILD SUPPORT SERVICES  
AND  
TEHAMA COUNTY DEPARTMENT OF CHILD SUPPORT SERVICES

### Introduction

The Tehama County Department of Child Support Services, hereinafter referred to as TCDCSS, and the El Dorado County Department of Child Support Services, hereinafter referred to as EDCDCSS will enter into a collaborative Plan of Cooperation (POC) in an effort to assist the CA Department of Child Support Services (CADCSS) to promote statewide cost-effectiveness and efficiency, as well as for the purpose of providing Legal Attorney assistance to TCDCSS to ensure continuity of legal access and services to the families of Tehama County. The intent of this POC is to ensure TCDCSS can fulfill its responsibilities to manage child support cases for Tehama County and to allow EDCDCSS to supplement its allocation.

### Term

EDCDCSS will provide Legal Attorney services to TCDCSS by appearing on the Title IV-D Child Support calendars and by providing legal guidance and approval of documents July 1, 2026, to June 30, 2027. Either party, upon a written 30-day notice to the other may elect at any time to cease its effort and stop participating in this POC. The term may be extended for up to two additional one-year periods, terminating on June 30, 2028 and June 30, 2029, respectively, so long as neither participant has given notice to discontinue participation in this POC by one month prior to the end of the then-current state fiscal year, and in which case, these terms shall be re-adopted for the extended term.

### Amendments

With written agreement from all parties, and board approval from both counties, this POC may be amended to extend or reduce the POC dates, or make future adjustments for material changes in the child support program (funding, rankings, laws, etc.)

### Roles and Responsibilities of Both Parties

- TCDCSS and EDCDCSS shall remain separate and distinct programs operated



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within the respective counties. It is specifically and expressly understood that the EDCDCSS attorneys assigned hereunder are employees of El Dorado County and are not employees of Tehama County for any purposes whatsoever. It is specifically and expressly understood that this POC creates no relationship of employer/employee between County of El Dorado and County of Tehama. TCDCSS shall have no right to, and shall not, control the manner or prescribe the method by which the professional services are performed by the assigned EDCDCSS attorneys, and it is understood and agreed that these attorneys will continue to provide the same or similar services for EDCDCSS and other entities without restriction. EDCDCSS shall be entirely and solely responsible for its acts and the acts of its agents and employees while engaged in the performance of services hereunder.

- EDCDCSS will assign attorney support to TCDCSS to provide court coverage, legal document review and approval, and legal guidance related to child support cases and policies. Attorney support will be assigned based on availability and according to the existing EDCDCSS practices for case or task assignment.
- It is anticipated, and this contract provides a maximum obligation of a 17-hours per week assignment.
- The EDCDCSS Attorneys assigned to provide legal services to TCDCSS will continue to be under the supervision of EDCDCSS and subject to EDCDCSS policies and procedures at the direction of the EDCDCSS Director.
- The EDCDCSS Attorneys assigned to provide legal services agree to follow Tehama DCSS local case management policies and procedures, when within legal boundaries of the law. Any revisions thereof shall be reviewed and approved by the EDCDCSS Director prior to implementation by EDCDCSS Attorneys. The EDCDCSS and TCDCSS Directors agree to consult in good faith on any policies or procedures of EDCDCSS and TCDCSS that conflict.
- It is anticipated that all attorney appearances for court calendars, except for contested hearings and trials, will be remote, and virtual appearances are allowed by the court of TCDCSS. If this changes, it will be considered a material change to this POC and will require re-evaluation based upon this change. In addition, changes



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to attorney staffing levels at EDCDCSS would be a material change requiring a re-evaluation.

- EDCDCSS agrees to provide a Child Support Attorney of Record to TCDCSS.
- TCDCSS agrees to provide notice of all hearings and trials by providing calendars and uploaded documents for EDCDCSS timely before each court date.
- EDCDCSS agrees to review and prepare for court calendars in advance, to promote stipulations, arrange for meet and confer with attorneys, review/ prepare draft guidelines in Child Support Enforcement (CSE), and to be a resource to the Title IV-D Child Support Program Commissioner.
- EDCDCSS agrees to use DocuSign for review and signature of legal documents.
- TCDCSS agrees to communicate timely all information relative to hearings, operational changes, and procedural/policy revisions influencing the work completed by EDCDCSS.
- TCDCSS agrees to provide a workspace with internet/network access in case of the need for on-site work at court or the office.
- EDCDCSS agrees to travel to TCDCSS once per month to ensure relationships are maintained among DCSS and Superior Court staff.

### Financial Compensation

This POC will not affect either agency's State allocation. TCDCSS agrees to pay EDCDCSS directly, monthly \$6250/month. EDCDCSS agrees to invoice TCDCSS monthly. This monthly amount compensates for staff time, at the full compensation rate (salary and benefits) and travel (mileage and hotel if necessary and in accordance with El Dorado County policies) to Tehama County Department of Child Support Services.

### Information Security, Confidentiality and Data Protection

The parties shall comply with all State and Federal regulations concerning the safeguarding of confidential information including but not limited to: California Family



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Code 17212; Title 22 of the California Code of Regulations sections 111430 and 111440, Welfare and Institutions Code section 11478.1, 26 United State Code section 6103, 42 United States Code section 654(26), and Internal Revenue Service Publication 1075.

### Indemnification

Pursuant to the provisions of the California Government Code, section 895 et. seq., each party agrees to defend, indemnify, and hold harmless each other from liability, claim, demand, costs, losses, damages, expenses or judgment for injury or damages caused by negligent or wrongful act or omission of any agent, officer and/or employee of the indemnifying party that occurs or arises out of the indemnifying party's performance under this POC. Pursuant to the provisions of the California Government Code, 995 et. seq., EDCDCSS agrees to defend and indemnify EDCDCSS attorneys working under this POC for TCDCSS. This indemnity provision shall survive the termination or expiration of this agreement and is in addition to any other rights or remedies that the parties may have under the law or this POC.

The signatures of the Parties affixed to this Plan of Cooperation affirm that they are each and all duly authorized to commit and bind their respective Local Child Support Agency to the terms and conditions set forth in this document.



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### **Tehama County Chairperson:**

By: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name and Title: \_\_\_\_\_

### **Tehama County Department of Child Support Services:**

By: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name and Title: \_\_\_\_\_

### **El Dorado County Department of Child Support Services:**

By: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name and Title: \_\_\_\_\_

### **California Department of Child Support Services:**

By: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name and Title: \_\_\_\_\_