Update 2003-14: Common Place Update 2003-14  
**Paternity Opportunity Program**

**Background**
The Paternity Opportunity Program (POP) is California’s statewide program that provides unmarried parents a chance to legally establish paternity (without going to court) by completing a Declaration of Paternity (CS 909). A Declaration of Paternity, filed with the State Department of Child Support Services (DCSS), is equal to a court judgement of paternity.

**Policy**
A referral to the local Department of Child Support Services (DCSS) for securing child/medical support from the parent(s) is required when aid is requested for a child whose parents are unmarried and for whom paternity has never been established.

**Changes**
This update contains changes and clarifications based upon procedures developed jointly with the local DCSS.

**Paternity Referrals**
Procedures on when and how to complete the “Declaration of Paternity” (CS 909) are expanded upon. (Section 22.5.2)

**Child Support Referrals**
Instances of when to include a paternity referral with a child support referral are explained. (Section 23.1)

**Local Child Support Agency**
The Family Support Division (FSD) is now referred to as the local Department of Child Support Services (DCSS).

**Implementation**
The information in this Update is effective upon receipt.
EW Supervisors

EW Supervisors must review these changes with their units at their next unit meeting, no later than December 1, 2003.

Intake Process

When a CalWORKs or Medi-Cal application is processed, the Intake EW must review birth documents to ensure paternity has been established for each child (i.e. Father’s name listed on birth certificate.)

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<tr>
<th>If...</th>
<th>Then...</th>
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<tr>
<td>• The parents of the child(ren) are (or were) unmarried at the time of conception, OR • Both unmarried parents are living in the home, AND • Paternity has not legally been established by Court Order, or through voluntary paternity acknowledgement.</td>
<td>1. A “Declaration of Paternity” (CS 909) may be completed by the parents (for each child) and witnessed by the EW. 2. The EW will send the completed CS 909 form(s) within 20 days of when the form was signed to DCSS at: California DCSS Paternity Opportunity Program P.O. Box 419070 Rancho Cordova, CA 95741-9070. NOTE: If both parents are unable to be present, a CS 909 witnessed by a Notary Public is acceptable.</td>
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Example: A U-Parent case with unmarried parents where both parents are in the home.

The parents are unwilling or unable to complete the CS 909 establishing paternity, The EW must have the mother complete the “Paternity Affidavit” (SC 95) and forward it to the local Department of Child Support Services (DCSS) along with the other required forms. (Section 23.1.6)

AU of One

For CalWORKs applicants, a paternity referral for the absent or unmarried father of an unborn in an AU of One, must be made when CalWORKs eligibility is established. When the child is born, it is not necessary to make another referral.

Unmarried Parents

A CA 2.1 and CA 2.1Q MUST be completed and referred to the local DCSS at 2851 Junction Ave., for unmarried parents that are living together. If paternity has not been established, an SC 95 must also be completed and sent with the rest of the referral packet to local DCSS. (Section 23.1.6)

Note: If a CS 909 was completed and sent directly to the California DCSS POP Unit, an SC 95 is not required.
Continuing For all other CalWORKs and Medi-Cal applicants, a paternity referral (CS 909 or SC 95) for the absent or unmarried father is made when the child is born.

Documentation EWs must document on the “Contact-Action Summary” (SC 163), any information related to establishing paternity.

Forms The following are forms used for the Paternity Opportunity Program (POP):

<table>
<thead>
<tr>
<th>FORM #</th>
<th>FORM NAME</th>
<th>USAGE</th>
</tr>
</thead>
<tbody>
<tr>
<td>CS 909</td>
<td>Declaration of Paternity</td>
<td>Completed to legally establish the paternity of a child when the mother and father are NOT married to each other.</td>
</tr>
<tr>
<td>CS 910</td>
<td>How a Declaration of Paternity Can Help You and Your New Baby</td>
<td>Informational one-page sheet (English on front Spanish on back) that explains the advantages of establishing paternity.</td>
</tr>
<tr>
<td>CS 915</td>
<td>Recision Form for the Declaration of Paternity</td>
<td>Used to cancel a Declaration of Paternity (CS 909) within 60 days of signing. Only one signature is required for cancellation.</td>
</tr>
<tr>
<td>PUB 244</td>
<td>Establishing Paternity Brochure</td>
<td>Informational brochure explaining how and why to establish paternity.</td>
</tr>
</tbody>
</table>

Clerical See Forms chart above. These forms are on order and will be distributed to District Offices upon receipt. A forms request is not needed for the initial supply.

Kudos Thanks to Binh Pham, Staff Development Training Specialist, Dana McQuary, Management Analyst, and the local Department of Child Support Services for their assistance in revising these procedures.

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Department of Employment and Benefit Services

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