

## DEPARTMENT OF HEALTH SERVICES

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October 22, 1998



All County Welfare Directors  
All County Administrative Officers  
All County Medi-Cal Program Specialists/Liaisons  
All County Public Health Directors

Letter No.: 98-45

## PATERNITY OPPORTUNITY PROGRAM (POP) REFERRALS

The purpose of this letter is to clarify what procedures are followed by the District Attorney's Office (DA) when a signed and executed Voluntary Declaration of Paternity (POP form) has been received.

The Office of Child Support has sent out instructions regarding referral of these cases in Department of Social Services (DSS) All County Letter Number 97-49. The Department of Health Services (DHS) has also prepared procedures for Medi-Cal county welfare departments on POP referrals. The following examples will clarify the referral procedures when a POP form has been completed:

- ▶ If the POP form is for an intact family and paternity is the only issue, close the case and enter POP information on county DA data system.
- ▶ If the POP form is for two minor parents not living together, and child and medical support have not been established for child, enter POP data in county DA data system and continue enforcement process for child and medical support for child of minor parents. Grandparents of child may be responsible.
- ▶ If the POP form is signed by unwed parents not living together, and child and medical support is not being provided, proceed with child and medical support enforcement.
- ▶ If the POP form is signed by unwed parents living together, but they are all on public assistance, proceed with Non-Custodial Parent (NCP) program assistance and CalWORKs to provide for the child(ren).
- ▶ If the POP form is signed by unwed parents living together and they are not all on public assistance, either parent can apply for Healthy Families coverage for child(ren) if there is no reasonable health insurance coverage available through employer and no referral for child and medical support enforcement is to be made.
- ▶ If the POP form is signed and child and medical support is being provided by the NCP, there will be no referral of the case by the county Medi-Cal office. File the POP form and enter information on data system.
- ▶ Referral to DA will be made by county Medi-Cal offices if the original POP form is not provided and the applicant claims that a POP form was filled out at the hospital but cannot provide a copy. DA will determine if this is true and close case if paternity is only issue.

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If you have any questions, please contact Ms. Elena Lara at DHS at (916) 657-0712 or Jim Mullany, POP Analyst at DSS, at (916) 654-1223.

Sincerely,

ORIGINAL SIGNED BY  
TOM WELCH for

ANGELINE MRVA, Chief  
Medi-Cal Eligibility Branch