

California Administrative Paternity PACC Entry Desk Aid	Additional information or instructions
<p><u>Use:</u> The California Administrative Paternity PACC Entry Desk Aid is to be used by all IV-D staff. It clarifies how to update the PACC (Paternity Child Case) screen when using California administrative paternity information.</p>	<p><u>Supply:</u> The <a href="#">Declaration of Paternity (CS 909 English and Spanish version)</a> and the Paternity Declaration Information Request (English only) forms can be downloaded from the <a href="#">California Department of Child Support Services</a>.</p> <p><u>Standards:</u></p> <ul style="list-style-type: none"> <li>• The father’s name on the California birth certificate does not establish paternity, but must be confirmed by the existence of a filed Declaration of Paternity.</li> <li>• California’s Paternity Opportunity Program (POP) provides proof of a filed declaration via an initialed and dated Paternity Declaration Information Request form.</li> </ul>
<p><u>Procedure:</u> PEO (Paternity Established Out of state)</p> <ol style="list-style-type: none"> <li>1. Paternity is established out of state by any of the following methods: <ol style="list-style-type: none"> <li>a. The father’s name is on the birth certificate pursuant to that state’s administrative process.</li> </ol> </li> </ol>	
<p>California Birth Certificate and POP</p> <ol style="list-style-type: none"> <li>1. Update PACC with the registration number and date or filed date, from the California birth certificate. Document CAAL that the POP has been faxed to fax number 916-464-5898, and the date it was faxed. Turnaround is usually quite quick. Once received, complete process and CAAL P9001 with CA POP information. PACC should not be left blank. <ol style="list-style-type: none"> <li>a. Do not update PACC without a declaration form initialed and dated by the POP analyst.</li> <li>b. Do not mix information from the two types of documents in PACC, CAAL P9001.</li> </ol> </li> </ol>	
<ol style="list-style-type: none"> <li>2. If there is a California Birth Certificate and a signed POP (Declaration of Paternity) form, you will enter into PACC the information from the Birth Certificate.</li> </ol>	
<ol style="list-style-type: none"> <li>3. If there is no California Birth Certificate, but there is a signed POP. Use POP as verification of Paternity.</li> </ol>	<p>*Please note that in California the Declaration of Paternity (POP) is what establishes paternity and not the birth certificate.</p>
<p>For any other scenarios, contact Policy for determination on a case-by-case basis.</p>	