



CSSD Policy			
Subject:	DC Jail Outreach Office Initiative (External Policy)	Number:	2008-45
Approval Date:	O c t o b e r 2 9 , 2 0 0 8	Pages:	
Approved By:	Benidia A. Rice, Director	Revision	FINAL

I. **PURPOSE:** To outline the policies and procedures for the operation of the CSSD DC Jail Outreach Office.

The DC Department of Corrections (DOC) has consented to permit the DC Office of the Attorney General (OAG), Child Support Services Division (CSSD), Paternity & Community Outreach Section (PCOS) to establish an outreach office at the DC Jail, including the Central Detention Facility (CDF) and the Central Treatment Facility (CTF). At the outreach office, CSSD staff will inform inmates about rights, responsibilities and opportunities applicable to them as incarcerated non-custodial parents with child support obligations in the District of Columbia (where the non-custodial parent is incarcerated in a DOC facility for more than 30 days, an active child support case exists, and, is active and is enforced by CSSD).

II. **REFERENCES:** D.C. Official Code §23-112a, the Omnibus Public Safety Ex-Offender Self-Sufficiency Act of 2004, basis for instructing incarcerated parents about their right to request court modification/suspension of child support orders; and, the Section 1115 Grant Issued to the District of Columbia by the Federal government through the U.S. Department of Health & Human Services.

III. **POLICY:**

The official name of this project is the 'CSSD DC Jail Outreach Office Initiative'. The following policy is established to provide guidelines to facilitate implementation of CSSD's 1115 Grant responsibilities at the DC Jail:

- A. While at DC Jail, all CSSD personnel participating in the CSSD DC Jail Satellite Office Initiative shall comply with DOC security, safety, ethical, and health requirements.
- B. PCOS will establish and maintain hours, during which PCOS will conduct information sessions for inmates from units throughout the jail compound. These sessions will be coordinated based upon a calendar prepared in conjunction with DOC in advance so as to create a systematic and seamless process. To the extent possible, CSSD will provide DOC with advance notice if coverage cannot be provided on the day(s) planned. With prior notification, CSSD management shall designate alternative personnel.

- C. When inmates arrive at the DC Jail Outreach Office, they will print and sign their names on a sign-in sheet to document their attendance. During information sessions with inmates, PCOS shall provide information through a video presentation on paternity establishment, and, a CSSD PowerPoint presentation with information on role & function of agency, how cases are opened at CSSD, consequences of non-compliance with child support orders, paternity establishment, as well as Court modification rights of NCP's. The audio/visual equipment for these presentations shall be provided by the DC Department of Corrections.
- D. PCOS Community Outreach Specialists shall provide all inmates attending the information sessions with literature on: 1) CSSD, 2) rights of incarcerated parents, 3) 1115 Grant – Modifying Orders for DC Prisoners, and 4) how to obtain a pro-bono attorney.
- E. CSSD shall provide inmates seeking Court-ordered modification with the necessary legal form to initiate the modification request: a 1-paged CSSD Request for Court Ordered Modification. Upon receipt, inmates who choose to submit a modification request through the Office of the Attorney General should give the 1-paged CSSD Request for Court Ordered Modification to the PCOS Community Outreach Specialist.
- F. All NCP's requesting court-ordered modification must meet the requirements of the Omnibus Public Safety Ex-Offender Self-Sufficiency Act of 2004.
- G. Following each presentation, a PCOS Community Outreach Specialist shall inform inmates that they have an opportunity to participate in a brief one-one-one private interview session. The purpose of these one-on-one sessions is to answer general questions that inmates have about their case with CSSD, to gather information from inmates to update the CSSD file if necessary using the Information Transmittal for Incarcerated Absent Parents form, and, to provide information on specific CSSD services requested.
- H. CSSD shall ensure that genetic testing services are provided for inmates requesting assistance with paternity establishment. In addition, inmates shall be provided information on the services, address and, phone number of the Vital Records Division for paternity establishment through completion of Acknowledgement of Paternity (AOP) form(s).
- I. As the implementation of the DC Jail Satellite Office Initiative proceeds, this policy is subject to modification. DOC will be informed accordingly.