

Conflict of Interest/Confidentiality Statement**Read All Instructions Before Completing Form**

Employees and/or contractors involved in child support related activities requiring access to a DES database shall **not** have direct access to any case record, hard copy or automated, in which they have a personal interest or involvement. Examples of this are the employee's own case, and cases involving a relative, a friend, a neighbor or coworkers.

This form is completed annually by employees and contractors who may be personally involved in a Title IV-D or Non-IV-D case. It is the employee's/contractor's responsibility to update the list below as appropriate when a conflict arises in any Title IV-D or Non-IV-D case.

Complete the fields **electronically**. Handwritten forms will **not** be accepted.

All fields must be completed. Provide as much information as possible in order for the case to be properly identified. The employee does not need to complete all of the fields in the Case Information section, if the information is not known. The supervisor is responsible for meeting with the employee to discuss any missing information and ensuring the employee completes any blank fields in the form. The Supervisor will complete his/her name, EIN, county/office location, and the date the document is signed.

Electronic signatures only. When all fields are complete, the Supervisor prints the document. The Supervisor initials each Case Information line, verifying the information is correct. The employee and Supervisor each sign the document electronically. A copy of the signed document is sent by email to DCSS Security - DES (dcsssecurity@azdes.gov) and to DCSS Human Resources - DES (dcsshumanresources@azdes.gov).

Forward completed forms to your supervisor for verification and signature.

Type Employee's Full Name (*Last, First, M.I.*): _____

EIN: _____ "D" Login ID: _____ OPID: _____

It is your responsibility to immediately report to your supervisor any cases in which your personal interest/involvement may be considered a factor in a Title IV-D or non-IV-D case.

I have no known personal interest or involvement in any Title IV-D or Non-IV-D child support case. I understand it is my responsibility to report any changes to my supervisor.

Case Information

Case Number	Supv Initials	CP Name	NCP Name	IV-D	NON IV-D	Relationship
1.						
2.						
3.						
4.						

If there are more than four conflicts, complete an additional CSE-0169A form.

Certification

A.R.S. § 41-1959 makes release of confidential information a Class 2 Misdemeanor. Disciplinary action will be taken if it is found you have released, or misused, information regarding a Title IV-D or Non-IV-D case.

Any agency, political subdivision of this state, representative of the Superior Court required to perform any child support activities in any Title IV-D or Non-IV-D case who is determined to be in breach of confidentiality will be subject to disciplinary action. This may include suspension, dismissal or prosecution in accordance with applicable statute.

I have read and understand the above statement. I am personally involved or have a personal interest in the Title IV-D and/or Non-IV-D cases listed above.

Employee's Signature: _____ County/Office: _____ Date: _____

Supervisor Use Only

Supervisor's Signature: _____ Type Name (*Last, First, M.I.*): _____

EIN: _____ County/Office: _____ Date Received: _____

Routing: Email to DCSS Security - DES (dcsssecurity@azdes.gov) and to DCSS Human Resources - DES (dcsshumanresources@azdes.gov); **Original** – Employee; **Copy** – Supervisor File