

TANF / Application Checklist (Please Circle)



If denied TANF does CP still want Child Support Services? If YES, provide application. If NO, give CP TANF Packet.

CP NCP If NCP; Why? _____

Interviewer: _____

CP Name: _____

NCP Name _____

ATLAS#: _____ AZTECS#: _____

Reviewer: _____ Review Time: _____

| ✓ Required Documents | Comments |
|--|----------|
| Application/Packet completed | |
| ID Provided | |
| Birth Certificates (names match the application/packet) | |
| Court Orders (AZ and other States?) | |
| Marriage Certificate | |
| Photo ID for NCP, if available | |
| Social Security cards for children | |
| ✓ Additional Documents if Needed | |
| CS-454 (LabCorp Dial) | |
| Father's Affidavit Support Paternity | |
| SMJ – Tribal ONLY | |
| Lack of Information Statement | |
| Family Violence Questionnaire/Good Cause | |
| ✓ Screens to Review | |
| HPP – AZ Births ONLY. If father is on BC you must have <ul style="list-style-type: none"> • Marriage license or, • Must show on HPP If you do not have either, then a CS-454 must be completed. | |
| AZTECS <ul style="list-style-type: none"> • CAP2 - cannot show CLOSED or DENIED • SPRD (All Screens; including Absent Parent APSR) | |
| SSP – Out of State court orders | |
| ATLAS - N4D (Open or Closed cases) <ul style="list-style-type: none"> • Why DCSS Services? | |
| CAST Indicator: Documents requested? | |
| ✓ Screens to Update (and Email) | |
| CAAL – I0002 or I0003 on existing ATLAS cases. | |
| AZCD and CADO | |
| Email +FAAChange (if APSR incorrect) | |

ADDITIONAL COMMENTS

QUESTIONS TO ASK

Why are you requesting Arizona services if you already have an existing case in another state?

When is the last time you talked to the other party?

When is the last time your child(ren) visited the other party?

How do you know the other party lives there? If address is provided, when? (specific date)

What is the last known address and phone number for the other party?

Is there already a child support order for the child(ren)?

Where was the child(ren) born and conceived? (City/State)

Has the NCP ever lived or came to AZ? When did the child(ren) start residing in AZ?

Were you married to anyone at the time you became pregnant or gave birth?

Is the alleged father (AF) on the birth certificate?