



DEPARTMENT OF ECONOMIC SECURITY

Your Partner For A Stronger Arizona

Katie Hobbs
Governor

Vacant
Director

Re:
ATLAS:

Dear

My name is _____ and I'd like to share some information regarding the Division of Child Support Services (DCSS) and how our division works alongside the Division of Benefits and Medical Eligibility's Family Assistance Administration.

Whenever TANF or Cash Assistance benefits are approved, a Child Support Case is opened via a system interface. In normal circumstances, TANF clients are required to pre-comply with the DCSS prior to approval of TANF benefits. During the COVID-19 health emergency, a temporary waiver of this pre-compliance requirement was granted by the federal government. However, a child support case is still being opened via interface, per our usual process.

What does this mean and how does this impact you as the client? This means that an interview with the DCSS is not required prior to approval of TANF benefits, but a child support case has been opened so our office can work to establish a court order for child support and/or enforce an existing *order*.

I am reaching out to you today to set up an appointment by phone so we can finalize the child support case intake process. Again, while the federal waiver is in place, you are not required to comply with the DCSS. However, once the waiver is lifted, compliance with our office will be a requirement to continue receiving TANF benefits. By reaching out to you early in the process, our goal is to assist in establishing a child support order for your child, or to enforce an existing order.

If you'd like to set up that appointment now, please respond to this letter or contact me directly by phone at _____

Sincerely,