

**DCSS Policy & Procedure Unit  
Policy Update  
PPU: 22-11-002**

**Date: November 29, 2022**

**SUBJECT:** Updated Language in Debt Procedure for Completing Panel One of SUOD  
Please contact the Policy Unit if you have any questions regarding these or any other changes at  
[DCSSPolicyQuestions@azdes.gov](mailto:DCSSPolicyQuestions@azdes.gov)

The purpose of this Policy Update is to inform staff that procedure [04. Complete the Details Section \(Panel One of SUOD\) Section E, "Pay Begin Date," paragraph one](#) has been updated to clarify that when a court order does not include an "effective date," the Order is effective the 1st day of the month after the filing date. This process change is effective immediately.

There previously has been confusion among staff whether to use the court order sign date or the court order filing date when an effective date is not included in the court order. The use of the court order filing date has been confirmed by the Attorney General (AGs) as the correct date to use.

In AZCARES, the "Court Order Effective Date" will be either the effective date found within the context of the Order, or if no date is established within the Order, the effective date is the 1st day of the month after the filing date.