



F.Y.I.

from the Policy Unit

FYI-055

Date: 10/22/14

SUBJECT: CP Notice of Collections

Please contact the Policy Unit if you have any questions regarding these or any other changes at
[GEARUP>DCSE Collaboration – Teams>Policy Questions](#) or 602-771-8127
The IV-D PARTNERS should send POLICY inquiries directly to DCSS-POLICYQUESTIONS@azdes.gov

A copy of the quarterly CP Notice of Collections can be printed from the CPNC (CP Notice of Collections) screen on ATLAS when requested by the custodial parent (CP).

Just follow these easy steps:

- Go to the CPNC screen and enter the CP's high level client index number (HLCI) on the ID Person field. The CP HLCI automatically displays if coming from a case screen.
- Select the quarterly report in the Action field.
- Press PF6 and enter 'Y' in the pop up window.

The quarterly notice is automatically transferred to Centralized Printing who prints and sends the notice to the CP the following day. The reprint copy will be in the same format as the original notice with English on one side and Spanish on the other.

DCSS staff are urged to view this information directly on GEARUP and not create a separate personal file. You will find this Policy FYI on GEARUP via this file path: [DOCUMENTS>PPU'S>Policy FYI](#). Click on the Policy FYI folder to view a list of Policy FYI notices.