



F.Y.I.

from the Policy Unit

FYI-077

Date: February 16, 2016

SUBJECT: Submitting Documents to the Hospital Paternity Program

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

The purpose of this F.Y.I. is to remind staff about programs the DCSS has to assist the NCP in reducing his/her past-due debt. Each program has varying criteria and procedures that may help you better assist the NCP to reduce the past-due debt owed in his/her case.

This F.Y.I. is to remind the DCSS staff of the process for successfully submitting Affidavit Acknowledging Paternity (AAP) documents to the Hospital Paternity Program (HPP). Reducing errors will increase efficiency and timeliness through the reduction of returns and reprocessing of incomplete or incorrect AAPs.

Below are key points to remember:

- If the parents take the AAP out of the DCSS office to complete, staff must provide the AAP document containing the notary subscript. Any AAP taken out of the DCSS office must be notarized.
- Notary or Witness dates must match the parent's signature dates.
- The HPP requires the original AAP. Imaged copies are not accepted.
- Always ensure AAPs are completed correctly prior to forwarding to HPP. Upon receiving an incomplete or incorrect AAP, the HPP staff will reject the AAP and inform the DCSS that the parties are required to complete a new AAP.

For detailed procedures to process AAP documents, including the HPP Re-Write Procedures, please refer to the [Hospital Paternity Program Procedures](#) found in The PORT on GEARUP.