



F.Y.I.

from the Policy Unit

FYI-103

Date: December 7, 2016

SUBJECT: MA Only Sanction Process

Please contact the Policy Unit if you have any questions regarding these or any other changes at DCSS-POLICYQUESTIONS@azdes.gov or call 602-771-8127

DCSS staff must send sanction requests to IV-A manually for medical assistance only cases. Please refer to the [Non-cooperation Procedures](#) when generating the Non-Coop Letter – 14 Day Notice and updating the NCGC screen if the CP does not respond. Once DCSS staff document the case with the CP's non-cooperation, e-mail the sanction request to +FAA CHANGE. The subject of the e-mail should be titled "Medical Assistance Only Sanction Request". Within the body of the e-mail include a screen shot of the PMMIS screen from HEA+. This will provide IV-A with the CP's AHCCCS benefit information to start the sanction process.