



F.Y.I.

from the Policy Unit

FYI-135

Date: August 28, 2017

SUBJECT: Updating the PACC Screen

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

The purpose of this F.Y.I. is to remind staff how to update the PACC Screen when paternity has been established. Two fields in the PACC screen are mandatory for the OCSE 157 Report; the Date signed field and Method field. Update these two fields after paternity is established.

HPP updates the PACC screen:

- When paternity is established through the administrative voluntary acknowledgement process.
- When the Date Signed field is filled with the date the Acknowledgment was signed.
- HPP only updates the PACC screen when they are involved in establishing paternity.

Case manager updates the PACC screen:

- Use the date the court order was signed or the registration date on an out of state birth certificate. If there is no registration date on the out-of-state birth certificate, use the file date.

When updating the Method field, use one of the following codes to populate this field: BIW (Born in Wedlock); COR (Court Order); or PEO (Paternity is Established out of State).