



F.Y.I.

**from the Policy Unit
FYI-195 AMENDED**

Date: October 26, 2018

SUBJECT: Updated I/P/E (Intake/Paternity/Establishment Standard Work on The PORT

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

The Policy unit is pleased to announce updates to the Application/TANF Pre-Cooperation and Interview SOP and the supporting flowchart, checklist, and desk aids. In addition to process updates, the checklist is now fillable. View the updated documents at the links/file paths below:

- [Application/TANF Pre-Cooperation and Interview SOP](#)
(PORT>STANDARD OPERATING PROCEDURES>INTAKE>Application/TANF Pre-Cooperation and Interview)
- [Application or TANF Pre-Cooperation Desk Aid](#)
(PORT>DESK AIDS>Intake>Application or TANF Pre-Cooperation Desk Aid)
- [AG Referral Paternity and Establishment Desk Aid](#)
(PORT>DESK AIDS>Paternity>AG Referral – Paternity and Establishment)
- [INDF Screens for Local Cases Desk Aid](#)
(PORT>DESK AIDS>Intake>INDF Screens for Local Cases Desk Aid)
- [AG Referral Flowchart for P & E](#)
(PORT>FLOWCHARTS>Paternity>AG Referral – Paternity and Establishment)
- [Application or TANF Pre-Cooperation Checklist](#)
(PORT>APPENDICES>DCSS Document Matrix>DCSS Internal Forms and Checklists>INTAKE>Application or TANF Pre-Cooperation Checklist)

DCSS colleagues are urged to view this information directly on The PORT and not create a separate personal file.

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