



# **F.Y.I.**

**from the Policy Unit**

**FYI-199**

**Date: November 21, 2018**

**SUBJECT: Verification of Payment Status – Immigration Service Request**

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

The Policy unit is pleased to announce the [Verification of Payment Status-Immigration Service Request](#) letter (CSE-1291) is now available in the DES Document Center and on The PORT.

When a noncustodial parent (NCP) receives a Continuance notice from the U.S. Citizenship and Immigration Services requesting additional information and/or documentation in support of their application for citizenship, the NCP provides a copy of that notice to the Division of Child Support Services (DCSS). The case worker generates and completes the Verification of Payment Status-Immigration Service Request letter, along with a printout of the PALR screen and provide these documents to the NCP. The purpose of this letter is to verify that child support payments are current and that the NCP is in good standing with the DCSS. If, after receiving a copy of the PALR screen, the NCP wishes to dispute the calculation, they may contact the DCSS and request that a new arrears calculation be run.

A copy of the completed Verification of Payment Status-Immigration Service Request letter is then imaged to the case file. If the customer is an NCP on multiple cases, the letter and PALR screen must be generated for each case.

The Verification of Payment Status-Immigration Service Request letter can be found here:

The PORT/APPENDICES/DCSS Document Matrix/DES Document Center Documents/CSE-1291

*DCSS colleagues are urged to view this information directly on The PORT and not create a separate personal file.  
\*Please do not reply directly to this message as we will not be able to respond. This email address is only used for outgoing mail.*

