



F.Y.I.

from the Policy Unit

FYI-214

Date: March 6, 2019

SUBJECT: Assignment of Rights and Arrears SOP

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

Policy is pleased to announce the Assignment of Rights and Arrears SOP has been added to the PORT. This SOP provides the steps on how to set up the debt and calculate the arrears when there is an assignment of rights on an enforcement case.

The Assignment of Rights and Arrears SOP may be found on the PORT [here](#) or on the PORT at the following location:

STANDARD OPERATING PROCEDURES > DEBT/FINANCIAL MANAGEMENT > Assignment of Rights and Arrears

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*