



F.Y.I.

from the Policy Unit

FYI-225

Date: May 16, 2019

SUBJECT: Screening Cases for Family Safety Concerns Standard Operating Procedures (SOP) and Desk Aid Updates

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 Policy Unit is pleased to announce the [Screening Cases for Family Safety Concerns](#) Standard Operating Procedures (SOP) and [Family Violence Desk Aid](#) have been updated:

Good Cause can be claimed by a public assistance recipient when he/she fears for the child's or his/her own safety. A good cause determination grants the CP an exemption from cooperating with the DCSS in the establishment and/or enforcement of a support order. A finding of good cause can be determined by the DCSS or by the Division of Benefits and Medical Eligibility (DBME). The Good Cause definition may be found under Definition/Acronyms in the SOP.

The Non-Disclosure Indicator (NDI) is a person-based indicator. When the NDI is activated, and the party has more than one case, all cases will be identified as NDI. Removing the NDI from one case will not remove the NDI from all cases. (All the cases for the party will need to be reviewed and updated as appropriate.) The added note for NDI may be found in the SOP under question #7 section 14(g).

The Screening Cases for Family Safety Concerns SOP may be found in the PORT at the following location: Standard Operating Procedures> Global>Screening Cases for Family Safety Concerns

The Family Violence Desk Aid may be found in the PORT in the following location:
Desk Aids>Global>Family Violence Desk Aid

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

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