F.Y.I.

from the Policy Unit
FYI-234
Date: July 18, 2019

SUBJECT: Case Set-Up and Program Codes

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**

If a custodial parent has been denied Temporary Assistance to Needy Families (TANF) or has received grant diversion, the case should not be set up with the program code CAI (Cash Assistance In-state) or FAI (Former Assistance In-state) during the intake process; it should have a program code of NAI (Never Assistance In-state).

Grant diversion is a one-time payment to meet a specific need and is not considered cash assistance nor is subject to the assignment of rights.

Setting up a case with an incorrect program code causes audit issues and incorrect OCSE 157 reporting.

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

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