



F.Y.I.

from the Policy Unit

FYI-243

Date: October 22, 2019

SUBJECT: The Declaration of Case Manager

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 Declaration of Case Manager, which is attached to the Notice of Satisfaction, has been modified to use for responding intergovernmental (R2) cases when there is no response from the initiating jurisdiction (IJ) after they were provided with the custodial parent's (CP) consent to a Satisfaction of Judgment. The Declaration allows the case manager to document the efforts made to contact the IJ to obtain the consent from the CP.

The following user labels are pertinent when sending this form to the IJ:

- Select the Type of Satisfaction – select “Without Consent” from the drop-down box
- Enter the Case Manager’s Name – it is the same for a responding case
- Enter the Date the Calc and Consent was mailed to the CP – if a responding case, enter the date these forms were mailed to the IJ
- Enter the List of Additional Efforts – this is not necessary for a responding case
- Enter the Date of the Phone Call Made to the CP – if a responding case, enter the date of the phone call made to the IJ
- Enter the Results of the Call - enter the outcome of the call to the IJ



Declaration of Case
Manager.pdf

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

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