



F.Y.I.

from the Policy Unit

FYI-254

Date: January 29, 2020

SUBJECT: Office Assignment (CP Moves Out of Arizona)

Please contact the Policy Unit if you have any questions regarding these or any other changes at DCSSPolicyQuestions@azdes.gov or call 602-771-8127

The Policy Unit would like to remind staff, when a CP on a local case moves out of Arizona, the case will continue to be worked as a local case and will remain assigned to the office according to the CP's last Arizona zip code. The 'System Update' field on the CAAS screen should be set to "N" unless/until the CP returns to Arizona and a new address is entered on CPDE.

If DCSS receives a UIFSA packet from the state where the CP resides, the case will become Responding and will be reassigned to the office based on the NCP's zip code.

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

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