F.Y.I.

from the Policy Unit
FYI-267
Date: March 25, 2020

SUBJECT: Identifying Caretaker Cases

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**

Caretakers are relatives or nonrelatives designated by the custodial parent to take care of the child(ren). Caretaker cases may be identified in several ways:

- Compare the Mother's and Father's Names fields on the first panel of the CHDE (Child Demographics) screen to the CP and NCP names on the case.
- Compare the Bio/Adoptive Mother Name and Bio/Adoptive Father Name fields on the BIPI (Bio/Adoptive Parents Information) screen to the CP and NCP names on the case.
- Review the Child Relationship to the CP field on the PACC (Paternity-Child Case) screen. If the field contains any value other than SOD (Son or Daughter), it is a caretaker case and ATLAS will generate the activity code CT010 CP=CRTKR PACC UPDATED.

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