



F.Y.I.

from the Policy Unit

FYI-300

Date: August 13, 2020

SUBJECT: Updates to the SUOD Approver Process Desk Aid

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 purpose of this FYI is to inform staff that during the COVID-19 pandemic, an additional step must be taken when reviewing a variable order in SUOD.

Once a variable order is verified, the additional step must be taken in panel three of SUOD. The additional step is completing the variable obligation fields in panel two of the DEDN screen by following current procedure.

- Type a “Y” in the Variable Oblig field when the monthly support obligation is dependent upon outside factors.
- The Var Obl field on Panel One of DEDN will also display a “Y”.
- Variable Obligation Review Date
- Type the date that the variable obligation needs to be reviewed in the Review Date field.
- The review date field is a mandatory field when a “Y” is entered in the Variable Oblig field.
- The F0400 (VARIABLE OBLIGATION REVIEW DATE) CAAL Narrative is automatically created when a date is entered in the Review Date field.
- The F0400 CAAL Narrative displays the date entered in the Review Date field.
- When the Review date is blanked out, the F0401 (VARIABLE OBLIGATION REVIEW DATE BLANKED OUT) CAAL Narrative is automatically added.
- Case Worklist Item F0101 (REVIEW DATE VARIABLE OBLIGATION) is added to the case when a date is entered in the Review date field.

[SUOD Approver Process Desk Aid](#)

The SUOD Approver Process Desk Aid may be found here: DESK Aids>Debt/Financial Management>SUOD Approver Process Desk Aid

The current procedure for DEDN-Completing Panel Two may be found here: DEBT/FINANCIAL Management>Debt>Debt Essentials>DEDN>Completing Panel Two>II. Complete the Variable Obligation fields.

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

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