



# F.Y.I.

from the Policy Unit

FYI-383

Date: October 21, 2022

**SUBJECT:** Power of Attorney

Please contact the Policy Unit if you have any questions regarding these or any other changes at [DCSS\\_POLICYQUESTIONS@azdes.gov](mailto:DCSS_POLICYQUESTIONS@azdes.gov)

The purpose of this FYI is to remind staff that a power of attorney is a legal document authorizing someone to act as another's attorney or agent.

Take the following steps when you are notified that a person has been given power of attorney for a Custodial parent (CP) or Non-custodial (NCP) parent:

- A. Ask the person for a copy of the document awarding power of attorney.
- B. After receipt of the copy of the document, consult with the Attorney General's office (AGO). The AGO will review and decide what information can be provided to the person who has power of attorney.
  1. The AGO will add their review and their decision to the LETL screen.
- C. When the AGO verifies that the document is a valid power of attorney, add the activity code M1105 CP POWER OF ATTORNEY BEGAN or M1106 NCP POWER OF ATTORNEY BEGAN to the Case Activity List (CAAL) screen. Enter the name of the person who has been given the power of attorney, their telephone number, and their address.
- D. Enter the name, the date, and the fact that the person was given a power of attorney for the CP or NCP, in the Unqu Phys Marks field on panel 1 of the Demographics screen (CPDE or NCDE) that is appropriate.
- E. The form that revokes the power of attorney must:
  1. Specifically revoke the original power of attorney,
  2. Refer to the date of the original power of attorney, and
  3. Be signed and notarized by the person who signed the original power of attorney form.
- F. Consult with the AGO if there is a question regarding the revocation of the power of attorney form that is received.
- G. After receipt of a form that revokes the power of attorney and resolution of any questions, remove the power of attorney information from the CPDE or NCDE screens.
- H. Add the activity code M1107 CP POWER OF ATTORNEY WITHDRAW or M1108 NCP POWER OF ATTORNEY WITHDRAW on the CAAL screen when a person no longer has power of attorney. Remove the name, date, and the fact that the person was given power of attorney for the CP or NCP from the Unqu Phys Marks field.

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

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