

Policy F.Y.I.

From the Policy Unit

Date: 06-28-2024

FYI-442

Please contact the Policy Unit if you have questions regarding this announcement at

DCSSPOLICYQUESTIONS@azdes.gov.



SUBJECT: Policy FYI-442 | New & Revised PORT Publication | Standard Work

The Policy Unit is pleased to announce the following new and revised Standard Work (SW) documents have been published in The PORT. All SW listed in this FYI replace a desk aid, a standard operating procedure (SOP), a procedure, or a previous version of an existing SW. All listed documents were published on 06-14-2024. These documents have now been removed from the AZCARES Toolkit.

- **New:** [Screening Cases for Family Safety Concerns SW](#)
 - This Standard Work replaces the **Screening Cases for Family Safety Concerns SOP**.
- **New:** [AGO Referral: P&E Cases SW](#)
 - This Standard Work replaces the **AG Referral P&E Desk Aid**.
- **New:** [Judicial Contempt Review](#)
 - This Standard Work replaces the **Judicial Contempt Review SOP**.
- **New:** [Processing Paternity Cases](#)
 - This Standard Work replaces the **Paternity Establishment SOP**.
- **New:** [Locate Process](#)
 - This Standard Work replaces the **DCSS Locate Procedure SOP**.
- **New:** [Employer File Actions](#)
 - This Standard Work replaces the **Employer File Actions SOP**.
- **New:** [Member Safeword/Password Recovery](#)
 - This Standard Work does not replace an existing document.
- **New:** [Adding an Employer for the Support Payor](#)
 - This Standard Work does not replace an existing document.
- **New:** [Modification of a Foreign Support Order](#)
 - This Standard Work replaces the **Modification of a Foreign Order Procedures**.

- **Revised:** [Central Registry Intake of Responding Cases \(Manual Process\)](#)
 - This Standard Work replaces the previous version.

We urge DCSS team members to view this information directly on The PORT and not create a separate personal file.
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