

Policy F.Y.I.

From the Policy Unit

Date: 01-17-2025

FYI-455

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

DCSSPOLICYQUESTIONS@azdes.gov.



SUBJECT: Policy FYI-455 | New PORT Publication | Standard Work

The Policy Unit is pleased to announce the following new Standard Work (SW) documents have been published in The PORT. New SW may replace a desk aid, a standard operating procedure (SOP), a procedure, or an existing SW. These SW documents do not replace any existing documents; they are all new processes designed for AZCARES. These SW documents were published on The PORT as of 12/27/2024.

- [Processing Acknowledgements of Paternity \(AOP\)](#)
- [APLS Locate Request for Authorized Agent](#)
- [Arrears Calculation Analyzer Tool \(ACAT\)](#)
- [Arrears Calculation Process and Approval](#)
- [Case Balance Details/History \(AZCARES\)](#)
- [Evader Team Process for Child Support Evader Referrals and Website Posting](#)

We urge DCSS team members to view this information directly on The PORT and not create a separate personal file. **Please do not reply directly to this message as we will not be able to respond. This email address is only used for outgoing mail.**