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**DCSE Policy & Procedures Unit**  
**Policy Update**  
**PPU 03-07-011**  
**July 22, 2003**

**SUBJECT: Verification of AZTECS Information**

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This PPU is to reiterate existing Policy information to all IV-D staff. Please **SAVE** this email for future reference. Please contact the Policy Unit if you have any questions regarding this or any other information we are providing to **\*DCSE-POLICYQUESTIONS, CSE.POLICY or (602) 274-7951.**  
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**Information that is obtained by a IV-D worker by reviewing AZTECS, must be verified by a second source before it may be entered on ATLAS. Updating the information obtained from AZTECS without it first being verified can have a negative impact on ATLAS data reliability.**

When an applicant applies for TANF they are asked for information about the non-custodial parent(s). This information is found on the AZTECS Absent Parent screens and consists of a series of questions asked to the TANF applicant in order gather information specifically for the IV-D agency (DCSE). The applicant's responses must be accepted by the IV-A worker and are then updated on the Absent Parent screens. There is no requirement for the IV-A worker to verify the information that applicant has provided. The applicant and the IV-A worker do not fully understand the questions that are being asked for DCSE and the responses can often be unreliable. Even when the questions may be answered correctly, the information entered in AZTECS cannot be considered valid until it is verified by the IV-D worker through another source such as HPP, Vital Records, marriage license, birth certificate, court order, etc.

**Verification of the information contained in AZTECS is the IV-D worker's responsibility if the information will be used and manually added to any field on ATLAS.**

The information from the AZTECS Absent Parent Screens is also sent to ATLAS by the DES Interface and sometimes is automatically placed into a CAAL narrative and examples of these narratives are listed below:

**P0700 - PER IV-A PATERNITY HAS BEEN ESTABLISHED**

**P0701 - PER IV-A CHILD HAS LEGALLY PRESUMED FATHER**

**W0004 - LPF DATA ENTERED BY IV-A MOVED TO CAAL**

**M0731 IV-A DATA WRITTEN TO NARRATIVE.**

Non-Custodial Parent Information

Institution Name: TUCSON

Institution City: TUCSON

Institution State: AZ

Institution Release Date: 06/01/95