
DCSE Policy & Procedures Unit
Policy Update
PPU 04-02-004
February 23, 2004

SUBJECT: Clarification on IWOs completed before Debt Set Up

Please contact the Policy Unit if you have any questions regarding these or any other changes at *DCSE-POLICYQUESTIONS, CSE.POLICY or (602) 274-7951.

This Policy Update is being sent as a reminder to all IV-D workers who issue Administrative Income Withholding Orders (IWO).

Please do not issue and send an IWO to the employer of a non-custodial parent until after the debts have been set up on the ATLAS case.

If an IWO is sent prior to the debts being set up, the amount for payment on arrears may be incorrect, causing the employer to deduct the wrong amount from the non-custodial parent's pay.

In addition, an IWO issued prior to debt set up can cause money posted from this order to go into suspense because of a lack of a debt set up on the case.