
DCSE Policy & Procedures Unit
Policy Update
PPU 04-03-002

SUBJECT: Instructions for Requesting Special Disbursement

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 to provide instruction to all IV-D workers about how to request special disbursement.

Sometimes ATLAS cannot complete the correct disbursement through the normal algorithm. Occasionally, ATLAS may retain money due to the family.

Indications that ATLAS may have retained a receipt incorrectly include:

1. The CP Ledger buckets indicate that payments should be retained, and
2. the CP has more than one case, and
3. only some or none of the arrears are assigned to the state..

The following are a few examples of case scenarios where special disbursement may be required:

The CP is a grantee relative receiving assistance, however the intercept is from his/her former spouse's tax return and their children have never been on assistance. Since the arrears on this case are not subject to the assignment of rights the tax intercept should be disbursed to the family.

2. A CP has two suffixes, all the children on one suffix are receiving public assistance, the other suffix has a child not on grant (CNOG) with a different NCP. An IRS payment posts to the case with the CNOG child and is retained by the state. Since the arrears on this case are not subject to the assignment of rights, the tax intercept should be disbursed to the family.

3. A payment from a wage assignment posts to an arrears only case where the only child has emancipated and never received cash assistance. The CP is receiving assistance with a new family and the case is in the paternity function. Because the CP's new case is coded CAI, ATLAS has moved all the arrears from her original case from the never assigned arrears bucket into the assigned arrears buckets on CPAS, although all the arrears are not subject to assignment in this scenario and should be disbursed to the CP.

In the cases above special disbursement must be done in order to send the money correctly to the family. Special disbursement may only be done by permission of the Policy and Resources Administrator.

When you have identified a payment that requires special disbursement please send the following information to Pat Griffin in the Policy unit,

1. The case number,
2. The receipt number(s) of the payment(s),
3. The facts of the case that your research has determined require a correction in the disbursement of the receipt(s).

Pat may be contacted by e-mail to PGriffin@de.state.az.us, or by fax at (602) 277-051

CORRECTION:

DCSE Policy & Procedures Unit

Policy Update

PPU 04-03-~~006~~-001 (Number was incorrect)

SUBJECT: Recent updates to the OCSE Interstate Roster and Referral Guide (IRG)