
DCSE Policy & Procedures Unit
Policy Update
PPU 04-03-13

SUBJECT: How to Obtain a Complete AFDC/TANF Benefit History

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

This Policy Update is being sent to provide procedures to IV-D staff on how to obtain a complete AFDC/TANF Benefit History. These procedures are required to complete an analysis of the distribution/disbursement of support payments in a former assistance (FAI) case.

How to Obtain a Complete AFDC/TANF Benefit History

Depending on the how long a case has been open, research may be required in both the IV-A database, AZTECS, and the IV-D database, ATLAS.

The first step is to obtain the AZTECS case number from the CP PROGRAM INVOLVEMENT (CPPI) screen in ATLAS. The number is found in the Case # field.

A. AZTECS

AZTECS is accessed through the DCSE mainframe in the same way that IV-D staff access ATLAS.

At the crossroads screen, Type "HAZT", and then press <ENTER> twice to go to the INQUIRY MENU (INME) screen in AZTECS.

1. AFIH Screen

Grant information for the last 13 months is located on the AFDC ISSUANCE HISTORY (AFIH) screen.

On the INME screen:

- a. Type "04" in the FUNCTION (BY NUMBER) field.
- b. Type the AZTECS case number in the CASE NUMBER field.
- c. Type AF on the PROGRAM TYPE field.
- d. Press <ENTER> to go to the AFIH screen.
- e. The monthly grant information will be displayed in the BENE MONTH field and the AMT field.

2. DARS

If you need to look at monthly grant information that is older than 13 months, type DARS on the NEXT field on the INME screen to go to the DATA RETRIEVAL (DARS) screen.

- a. Type the AZTECS case number in the CASE NUMBERS Column.
- b. Type and an "X" in the BENEFITS column.
- c. On the following Monday you will be able to retrieve the last four years of TANF benefits from the AFIH screen.

B. ATLAS

When a case has grant history that is older than four years, the information can be found in ATLAS:

1. AZTECS BENEFIT HISTORY Screen (AZBH)

AZBH allows you to search for, request, and display the AFDC/TANF benefit history for AZTECS cases that are more than four years old.

- a. On any screen type "AZBH " on the Direct Command line and press <ENTER>.
- b. Type the AZTECS case number in the AZTECS Case field. If no records are found for the case, a request for a benefit history is submitted by pressing the <PF6> key.
- c. A message will be displayed that your request has been accepted. The benefit history will be available for viewing on the following Monday.
- d. Type the AZTECS case number in the AZTECS Case field and press <ENTER> to display the benefit history.

2. SRD History List (SRDH)Screen

Assistance information on this screen is available for the timeframe beginning January 1995 through February 1996, which is not available on AZBH. The information on AZBH resumes in January 1997.

Note: For Public Assistance information beginning March 1, 1996, see the Public Assistance Snapshot (PUAS) screen.

- a. TYPE the HLCI of the obligee in the HLCI field press <ENTER>.

- b. The date of the benefit month appears in the Month Year field; and grant amount appears in the Cp Mo Grant field.

3. Public Assistance Snapshot (PUAS) Screen

For assistance information from March 1996 through December 1996

- a. From any ATLAS screen, type "PUAS" on the Direct Command line and press <ENTER>
- b. Type "D" in the *Action field
- c. Type the HLCL number of the obligee in the HLCL field
- d. Type 031996, using the mmyyyy format, in the Date field,
- e. Press <ENTER>.
- f. The grant information for March 1996 will be displayed in the Grant field.
- g. To review subsequent months, type "N" in the action field and press <ENTER>.