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DCSE Policy & Procedures Unit
Policy Update
PPU 04-06-006
June 10, 2004
SUBJECT: UPDATE for Phase II Sanction Process
e-FORM---FAA SANCTION CONTACTS---PROCEDURES

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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.
The IV-D PARTNERS should send POLICY inquiries directly to AHoulis@azdes.gov

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Effective June 14, 2004, PHASE II of the Pre-Cooperation/Sanction process begins and DCSE staff will use the new e-Form process of communication to inform FAA staff of both non-compliance and compliance in open cash assistance cases.

This new e-form is available to DCSE staff in the MS OUTLOOK MAIL PUBLIC FOLDER DBME/DBME-DCSE SHARE Folder. It is also attached below:

DCSE
on FAA.oft (5

The list of FAA SANCTION WORKERS is attached below and has also been posted to the MS OUTLOOK MAIL PUBLIC FOLDER DCSE/Policy & Procedures/PPUs. The DCSE and FAA Policy Units will update this list as changes occur.

SANCTION.
DOC (61 KB)

DCSE-FAA.D
OC (254 KB)

SANCTION PROCEDURES

1. **Before the new DCSE/FAA Sanction e-form can be used to notify FAA of a non-compliance it must be installed to the caseworker's PC and Outlook using the following instructions:**

    - Select TOOLS in the menu bar
    - Select FORMS in the TOOLS drop down menu
    - Select CHOOSE FORMS
    - Select Outlook Folders in the Look In drop down box
    - Click on the Browse Button

    NOTE: The Outlook folders list should appear.

- **Double click on Public Folders**
- **Double click on All Public Folders**
- **Select DBME-DCSE Share and click on OK**
- **Select DCSE Sanction FAA and click Open**

*The form will open and install to Outlook. Once installed, staff need only to go to the DBME-DCSE Share public folder to request and use the new DCSE/FAA Sanction e-form.

2. **When the custodial parent has failed to cooperate with DCSE by providing information necessary to move the case forward, use the attached instructions for the new e-form process, to notify FAA.**

3. **Update the Non Cooperation Good Cause (NCGC) screen in ATLAS.**

   a. Enter the date of non-cooperation in the Non-Coop field.

   b. Enter the reason for non-compliance.

   **NOTE: DCSE is no longer required to send the 14 Day Letter as the NORE notice that will be sent by the FAA/EI meets the notice requirements for due process.   Additionally, DO NOT update the <u>Notice of Adverse Action and Notification to Sanction fields</u>. The new e-Form *replaces* the need to key these fields. Changes to the NCGC screen will be upcoming in PHASE III of the Sanction process in that this process will be automated even further.

4. **When the custodial parent cooperates with DCSE, use the attached instructions for the new e-form process to notify FAA.**

5. **Update the Non Cooperation Good Cause (NCGC) screen in ATLAS.**

   a. Enter the date of cooperation in the Compliance field.