
DCSE Policy & Procedures Unit
Policy Update
PPU 04-06-007
June 10, 2004

SUBJECT: Reminder about L7000 and L7006 Locate Worklist Items

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

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

This policy update is a reminder of the value of the locate worklist items L7000 NEW HIRE INFO RCVD- TAKE NEXT APPROP ACTN and L7006 CP PARTIAL/MULTI MATCH - TAKE NEXT ACTION and a request that these items be worked in a timely manner.

The worklist item L7000 NEW HIRE INFO RCVD- TAKE NEXT APPROP ACTN is an excellent method to notify workers on cases in the paternity and establishment function that new locate information has been received for the non-custodial parent. Paternity and establishment workers should scan their worklist items daily for the L7000 item. The L7000 NEW HIRE INFO RCVD- TAKE NEXT APPROP ACTN is an invaluable tool to alert a worker of residential and employer locate information received and to take the next action necessary to establish paternity or a child support order. The next appropriate action could be for a paternity worker, for example, scheduling the alleged father for a workshop and sending out the accompanying letter.

This worklist item is automatically added to cases in the intake, paternity, and establishment function when either the case activity code L7010 NEW HIRE INFORMATION MATCHED TO NCP - SDNH, L7011 NEW HIRE INFO MATCHED TO NCP - FOREIGN ADDRS (SDNH), L7014 NEW HIRE INFORMATION MATCHED TO NCP - NDNH, or L7018 NEW HIRE INFO MATCHED TO NCP (NDNH) - FOREIGN ADDRS, is automatically added to a case. The manual addition of the case activity codes M7000 NEW HIRE INFORMATION REVIEWED or E9716 NHR/EMP MATCHED TO NCP-APPROP ACTION TAKEN will purge this worklist item.

The worklist item L7006 CP PARTIAL/MULTI MATCH-TAKE NEXT ACTION is automatically added when new information is received from the State Directory of New Hires or National Directory of New Hires. The information received does not populate the CP Demographics (CPDE) screen or CP Job Detail (CPJD) screens because there is not an exact full name and social security match, between the data on the ATLAS case and the information provided by the new hire source.

The IV-D worker must review the new hire information received, either on the State Directory Hire List (SDLI) or Nat'l Directory Hire List (NDLI) screen, and verify that the custodial parent on the ATLAS case is the same person as named in the new hire information, prior to making any updates to the case.

The case activity code L7032 NEW HIRE MATCHED TO MORE THAN ONE CP(SDNH) or L7036 NEW HIRE MATCHED TO MORE THAN ONE CP(NDNH) will be on the Case Activity List (CAAL) screen when the worklist item L7006 CP PARTIAL/MULTI MATCH-TAKE NEXT ACTION is received. This worklist item can be purged by manually adding the case activity code M7000 NEW HIRE INFORMATION REVIEWED.