
DCSE Policy & Procedures Unit
Policy Update
PPU 04-07-003
July 12, 2004

SUBJECT: Procedures for Requesting FAA Remove a DCSE Sanction That was Imposed in Error

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

FAA and DCSE have agreed to use the following process to remove sanctions that were completed in error:

1. When an applicant or participant notifies FAA that they are in compliance with DCSE and a specific sanction is in error, FAA must refer the participant to DCSE to resolve the discrepancy in order to remove the sanction.
2. When DCSE has determined the notification to sanction e-mail sent to FAA was in error, DCSE must send FAA the original notification e-mail. DCSE must state in the comment area of the e-mail that the sanction was in error and the sanction needs to be removed.
3. When DCSE has determined that a sanction alert deriving from the Paternity Fair was sent to FAA in error, DCSE must send FAA a compliance notification e-mail. DCSE must state in the comment area of the e-mail that the DCSE sanction imposed for 7/04 needs to be removed.
4. When the FAA local office receives the DCSE notification e-mail and the comment area states the sanction for a specific month was in error, the FAA office will contact the FAA Help Desk to have the sanction removed.

Reminder: The DCSE caseworker must review the CAP1 screen in AZTECS to insure they input the correct FAA site code on any notification to sanction e-mail that is sent to FAA.