
DCSE Policy & Procedures Unit
Policy Update
PPU 04-07-004

SUBJECT: Changing a case program code from In State (I) to Out of State (**O)**

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

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

When changing a case program code from In State (**I) to Out of State (**O) you must do the following steps in this order:

- 1) Release from suspense all payments with an SRD prior to the effective case program change date. You must be aware of when the case program change is effective.
- 2) Perform debt maintenance on all IDI debts so that only state assigned arrears are left. This must be done for **all** months on and after the case program change effective date through the current month.
- 3) Change the Case Program to Out of State to the correct effective month.
- 4) Set up ODO debts **including** arrears moved from the IDI debts in step 2. The effective date of the ODO debts should be in the same month as the **O case program effective date.

Remember, any accruing debt in a **O case program period must be an ODO debt.