
DCSE Policy & Procedures Unit
Policy Update
PPU 04-08-007
August 17, 2004

SUBJECT: Phase II Sanction Procedures

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 PGriffin@azdes.gov

The purpose of this PPU is to notify staff of two new procedures that have been developed to assist in tracking the Phase II Sanction Process.

1. Workers must enter one of the following reason codes (N01-N07) in the middle portion of the Non Cooperation Good Cause (NCGC) screen in addition to any free form information to document the reason for non-compliance:

N01 - You did not come to your paternity workshop

N02 - You did not return the lack of information statement

N03 - You did not come to your appointment with child support

N04 - You did not return the information that child support asked for

N05 - You did not come to your genetic testing appointment

N06 - You did not come to your court hearing

N07 - You did not return the custodial parent questionnaire.

2. The following Case Activity codes have been added to ATLAS to allow workers to manually document a case when the new Sanction E-Form is answered by FAA staff:

A2440 - SANCTION IMPOSED BY IV-A

A2441 - SANCTION NOT IMPOSED BY IV-A