

\*\*\*\*\*  
**DCSE Policy & Procedures Unit**  
**Policy Update**  
**PPU 04-10-003**  
**October 14, 2004**

**Subject: What to do when DCSE receives a voluntary payment on a case in the Paternity function.**

\*\*\*\*\*  
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*

\*\*\*\*\*  
When a voluntary payment has been received by a CP on a Paternity case and the CP brings the money into DCSE, staff should do everything possible so that paternity is immediately pursued. For example, a CAI CP turns in money to DCSE because she is receiving TANF and required to do so by IV-A, the CP should be asked if the alleged father will be agreeable to stipulate to paternity, since she has received money from him. DCSE will accept all payments received under these circumstances.

**Set up a Voluntary Debt**

When a regular payment is posted to a case, and no court order exists, the procedure is to set up a voluntary debt on the DEDN screen. Voluntary debts do not require that a court order be added to the SUOD screen.

The voluntary debt's monthly accrual amount must be equal to or greater than the sum of the suspended payments in the SRD month. Payments can only distribute to the voluntary debt's monthly accrual amount. Payments will not distribute to any arrears balance on the voluntary debt.