

\*\*\*\*\*  
**DCSE Policy & Procedures Unit**  
**Policy Update**  
**PPU 05-02-003**  
**February 4, 2005**

**Subject: Financial Institution Data Match (FIDM) Inquiry**

\*\*\*\*\*  
**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***  
\*\*\*\*\*

This message is being sent as a reminder to all IV-D Workers about the procedures for an NCP who has notified DCSE that a bank levy has been taken on a financial institution account.

If a IV-D worker receives information provided by the NCP regarding the bank levy, the information that is received must be immediately forwarded for review to the **Administrative Asset Seizure Unit, Financial Center, Site Code: 022A-1**. You may also fax the information to (602) 274-6862.

The case will be assessed for actions by the FIDM staff. Since bank levy matters are time sensitive and complex, **it is very important** that any information provided by an NCP be sent to the FIDM unit as soon as it is received by DCSE staff. All FIDM levy related correspondence should be documented on ATLAS when it is received. It will be acknowledged by FIDM staff within 24 hours after the FIDM unit receives it. In addition, DCSE staff can e-mail inquiries to the FIDM unit at: **+DCSE FIDM**.

If a DCSE worker has a **walk-in** regarding a bank levy action, the worker can call the FIDM unit from a stipulation room, and FIDM staff will speak with the customer regarding questions related to the levy. The FIDM number is (602) 280-1013. The direct phone number for FIDM is only for internal staff use.

The mailing address for the FIDM unit is:

Division of Child Support Enforcement (DCSE)  
Attn: Administrative Asset Seizure Unit  
P.O. Box 40458  
Phoenix, AZ 85067

Thank you for your cooperation.