
DCSE Policy & Procedures Unit
Policy Update
PPU 05-05-004
May 19, 2005

SUBJECT: Updating CPDE on Responding Cases

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 to all IV-D staff to notify you of actions necessary when an address change request is received from a CP on a responding case.

CPDE shall remain blank on a responding case unless the CP has a local case and/or is a NCP on another case.

If a request is received to change an address from a CP on a responding case the following actions shall be taken:

- All of the suffixes shall be reviewed to determine if there are any open local cases.
- SSN Cross Reference (SSCR) screen shall be reviewed to determine if the CP is also an NCP on another open case.

If the CP has open local cases or is an NCP on an open case, the address shall be changed on CPDE.

If the CP only has an open responding case, the CPDE shall remain blank.