
DCSE Policy & Procedures Unit
Policy Update
PPU 05-06-003
June 14, 2005/Reissued June 14, 2006
SUBJECT: Expired Checks

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 *DCSE-POLICYQUESTIONS@azdes.gov*

There is a large number of ATLAS checks issued to CPs and NCPs that are in EXP (Expired Check) Status. One reason that many of the checks expired was due to an incorrect address for the check recipient. When you see an ATLAS check with an expired check status, review the CPDE or NCDE screens to see if we've received a verification of a new address in the last six months.

The Check Status is found on the PALC screen, the CHPL screen (if issued to the CP) or the CHNC screen (if issued to the NCP). It is very important to research and resolve expired check issues before closing a case.

When you see an expired check issued to a CP or NCP that has a verified address within the last six months, SYSM CSE.CPRO. Include in the SYSM the ATLAS Case Number and the number of expired checks sent to the CP or NCP.

When the Check Processing Unit reissues the check, the Check Status changes to VDR.