
DCSE Policy & Procedures Unit
Policy Update
PPU 05-06-005 Amended
DATE: June 30, 2005
SUBJECT: CADO Documentation

*Please contact the Policy Unit if you have any questions regarding this information at *DCSE-POLICYQUESTIONS, CSE.POLICY or (602) 274-7951. The IV-D PARTNERS should send POLICY inquiries directly to PGriffin@azdes.gov*

DCSE staff in specific counties have **AZTECS CASE DOCUMENTATION (CADO)** screen documentation capabilities.

Staff in the following counties shall document CADO only for the purpose of keying verification when a newly referred TANF applicant has complied with DCSE:

Apache	Mohave
Coconino	Pima
Graham	Santa Cruz
Greenlee	Yavapai
Maricopa	Yuma

DCSE staff shall continue to sign the **Verification of Cooperation with the Division of Child Support Enforcement (FAA-1221A)** form and give it to the applicant when the applicant complies so that it can be given to FAA. Staff shall document CADO by the due date on the FAA-1221A form as follows:

(DCSE) Doe, J. (the last name and first initial of applicant required to comply) complied with DCSE on (MM/DD/YY).

Staff **MUST** key in “**(DCSE)**” before entering the applicant’s name and date of compliance.

Staff that work child support cases in the following counties shall FAX the completed FAA-1221A to the appropriate FAA local office and **DO NOT** document CADO:

Cochise	Navajo
Gila	Pinal
La Paz	

The CADO screen may be accessed by following these steps:

- At the **INME (Inquiry Menu)** screen in AZTECS, key in the applicant’s case number.
- Tab down to the **NEXT** field at the bottom right corner of the INME screen, key in **CAP2**, and press Enter.
- In the **NEXT** field at the bottom right corner of the CAP2 screen, press **F8**. This will bring the worker to the CADO screen.
- Enter the approved narrative.
- To exit CADO and return to the AZTECS, press the F8 or F12 key to save the new entry upon exit. Press F9 to exit without saving the new entry.

CADO displays the documentation in the order of the date and time in which it is entered. The PCN (Personal Control Number), which is the last 4 digits of the worker’s Social Number, appears after the date of each record.

CADO can be modified the same day by the person who originally entered the information. The records will be protected the following day.

FAA will not be looking for this information on CADO until July 1, 2005.



CADO
nded.doc (37

PPU in word format