
DCSE Policy & Procedures Unit
Policy Update
PPU 05-08-007
August 24, 2005

SUBJECT: HAYDEN AD-HOC Instructions

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

Policy has received a number of questions regarding the recent SNHA ad-hocs that were sent to the various DCSE offices and we are now providing instructions as written by LSA Management to assist with the processing of the cases. Please contact Policy if you have should any questions that this PPU cannot answer.

LSA staff will be receiving or have received a listing of 1469 cases that have money in the suspense code "SNHA". These cases will require review by your region/office "Hayden" team to determine if the case does or does not meet the Hayden criteria.

Review Process:

Team member reviews hard file and ATLAS for court order information
Hayden criteria assessed utilizing:
"Preliminary Caseworker Review" form as a guide

A) If it is evident that a judgment exists for the period of time that is in question (i.e. J&O found in hard case file, Judgment found on County Website) or if there is evidence indicating that the youngest child was in high school past the age of 18, therefore extending the SOL date to September, 2005 or after; the worker should:

Update the system with the CAAL narrative:

M0018 CASE REVIEWED - DOES NOT MEET HAYDEN CRITERIA

Supervisor will remove the "R" narrative, and any debt work that is necessary to allow monies to post shall be completed.

If the case does not meet Hayden due to the extension of the emancipation because of High School attendance, the case is to *immediately* referred to the CSEO responsible for the referral of a final Judgment and Order for Arrears.

B) If there is no indication of an existing judgment to cover all debts remaining on the system (i.e. arrears have not been reduced to a judgment), and no indication of High School attendance is in the file, the worker will:

Complete the "Statute of Limitations Questionnaire"

Place completed form in Hard Case File

Update CAAL indicating that SOL Questionnaire has been completed, and case referred to AAG for review

DCSE Manager and AAG Manager to establish office protocol for expeditious Hayden Case Reviews

If AAG review indicates that monies can post due to special circumstances that extend the SOL, follow AAG instruction

Or follow outline in A above after AAG documents CAAL.

3) If AAG review indicates that the SOL has run, and no exception applies, follow the steps below after AAG documentation:

Update System with CAAL narrative:

M0017 CASE REVIEWED - MEETS HAYDEN CRITERIA

C) If, after review, it is determined that a portion of the debt is collectable (judgment discovered for part, but not all, of the accrued arrears)

Update System with CAAL narrative:

**M0019 CS RVWD - MEETS HAYDEN/PARTIALLY ENFORCEABLE
OBLIGATION**

Adjust debts to appropriately indicate judgment period

Remove "R" narrative to release monies to appropriate judgment debt