
DCSE Policy & Procedures Unit
Policy Update
PPU 05-08-008
August 24, 2005

SUBJECT: HAYDEN Ad-Hoc Instructions (2)

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 is continuing to receive questions regarding the recent SNHA ad-hocs that were sent to the various DCSE offices and we are now providing additional 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.

To clarify the statement released earlier (as below in red), the AAG will make a determination along with the DCSE Manager/Caseworker for the case then the DCSE staff person will proceed in documenting the CAAL with one of the three appropriate HAYDEN CAAL Code outcome. The AAG is not expected to document the CAAL. The manager/caseworker should be incorporating the attorney comments into the CAAL.

1. M0017 CASE REVIEWED - MEETS HAYDEN CRITERIA
2. M0018 CASE REVIEWED - DOES NOT MEET HAYDEN CRITERIA
3. M0019 CS RVWD - MEETS HAYDEN/PARTIALLY ENFORCEABLE OBLIGATION

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

- 1) If AAG review indicates that monies can post due to special circumstances that extend the SOL, follow AAG instruction
- 2) 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

Once it has been determined that the case is to remain in the HAYDEN Universe the caseworker will follow normal closure procedures, such as removing liens, stopping IWOs, deactivating debt balances, etc.