
DCSE Policy & Procedures Unit
Policy Update
PPU 05-10-008
October 18, 2005

SUBJECT: HAYDEN Refund Notification Letter

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 email is being sent to inform all IV-D Staff that a new document has been added to ATLAS for the HAYDEN cases. The document is available for use immediately.

HAYDEN REFUND LETTER

FCSE0001 F0527-001

The document is to be used after reviewing a HAYDEN case and a refund will be sent to the NCP due to the loss of the statute of limitations. This document simply and briefly explains why the money is being refunded. This document was added in an effort to both explain why they are receiving the refund and to reduce calls to customer service and walk-ins to the local offices. **The above document should be used when any money is refunded to an NCP on a HAYDEN case.**

Please contact the Policy Unit if there are any questions.