
DCSE Policy & Procedures Unit
Policy Update
PPU 06-02-008

DATE February 15, 2006

SUBJECT: Child Care Administration Interface

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*

Last month, 2,218 letters were mailed to Child Care Administration (CCA) recipients to offer IV-D services if their case is not known to ATLAS. These letters will be sent to new CCA recipients on a monthly basis. If their case is open on ATLAS, a request for locate information is generated and the Case Activity (CAAL) code **CC001 CHILD CARE REFERRAL AND REQUEST FOR LOCATE LETTER SENT** is added to the case. If the ATLAS case is closed with a 927 (Non Coop/Nec for Next Action) or 912 (Loss of Contact) closure code, a letter offering IV-D services is generated with the CAAL code **CC002 CHILD CASE REFERRAL**. All other closed cases did not receive a letter.

If a CCA recipient comes into any DCSE office with a letter offering IV-D services, staff shall provide a IV-D application. If a CP comes into the office with a request for locate letter, staff shall update ATLAS with the information provided and review the case for the next appropriate action.

If you have any questions or concerns, please contact the ATLAS Help Desk at (602)253-5122 or *DCSE-SAA-HD or the Policy Unit at *DCSE-POLICYQUESTIONS.