
DCSE Policy & Procedures Unit
Policy Update
PPU 06-02-013

DATE: February 28, 2006

SUBJECT: Grantee Relative (GR)/Caretaker NOT on TANF Grant Issues

*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*

This PPU is being sent to all IV-D Staff to reiterate the policy on cases where the CARETAKER/GRANTEE RELATIVE (GR) is coded "OU" of the TANF grant in AZTECS.

DCSE Management with the AG made a collective decision in June 2005 that DCSE would NOT receive IV-A referrals where the PI/GR is not a part of the TANF grant. In addition, DCSE SAA did a major ATLAS clean up over the last months of 2005 to make sure we no longer received the GR/Caretaker cases from IV-A and also worked diligently to make certain that those cases already on ATLAS were closed if the Caretaker did not want IV-D services by not responding to several mailings that SAA did.

Program Code Changes

The Help Desk has been receiving many requests to change the program code on GR NOT on grant case from FAI to CAI. Although the child(ren) in the household may be receiving cash assistance, the grantee is not on cash assistance. This is **NOT** technically classified by IV-D as a CAI case and should not have a program code of CAI.

Cooperation and Payment Distribution

The Caretaker (GR) is not required by IV-A to cooperate with DCSE/IV-D in order to be eligible to receive the TANF grant for a child(ren) that are not their own. The caretaker/GR may keep any child support payments for these children that are received from DCSE or any other child support entity. If a Caretaker/GR, who is not on the TANF grant, attempts to return a payment to IV-D, please advise them that they may cash the payment.

Grantee Notification

A letter is currently being drafted to inform the grantees that may not know that any payments issued to them by DCSE belong to them and do not need to be returned to DCSE. IV-A was previously informed that the GR does not need to return the payments to DCSE.

IMPORTANT NOTE: Cooperation is still required of those Caretakers/GR where they themselves are coded "IN" on AZTECS as a part of the TANF Grant or they are on the TANF Grant with both their own children and other relative children.