
DCSE Policy & Procedures Unit
Policy Update
DATE: April 14, 2006
PPU 06-04-006

SUBJECT: Child Care Referrals to DCSE

*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*

The Child Care Referral (CCR) Project was implemented to offer DCSE services to Child Care Administration (CCA) clients on a voluntary basis. A new file from CCA will interface to a Child Care sub-system on ATLAS.

When a file is received, a match will be run based on the CP/PI and child information (their names and HLCI numbers), first on the Hospital Paternity Program (HPP) system, then on the Family Assistance Administration (FAA) system.

- If no match is found, Child Care Referral letters will be sent to CCA recipients on a monthly basis, providing them with an opportunity to apply for IV-D services.
- If a match is found on a closed ATLAS case with a 912 or 927 closure code, a Child Care Referral letter will be sent to the CCA recipient offering IV-D services, generating the CAAL code **CC002 CHILD CASE REFERRAL**. The CPPI screen will be populated with the CCA Open and Close dates, adding the CAAL codes **M0007 CCA CASE OPEN DATE ENTERED** and **M0009 CCA CASE CLOSE DATE ENTERED** (if applicable). A record is created on the CHPH screen, reflecting the CCA program code.
- If a match is found on an open ATLAS case, the CCR project sends a "Locate Information" letter to the CP, generating the CAAL code **CC001 CHILD CARE REFERRAL AND REQUEST FOR LOCATE LETTER SENT**. The CPPI screen will be updated with the open CCA Open and Close dates, which generates the CAAL codes **M0007 CCA CASE OPEN DATE ENTERED** and **M0009 CCA CASE CLOSE DATE ENTERED** (if applicable). A record is created on the CHPH screen, reflecting the CCA program code.

CCA will transmit only one record per CP and child. If a CP has more than one child, there will be a separate record for the CP and each child.

If a CCA recipient comes into a local DCSE office with the Child Care Referral letter or a Locate Information letter on a closed ATLAS case, and asks for IV-D services, staff shall provide a IV-D application.

If a CP walks into a local IV-D office with a Locate Request letter on an open ATLAS case, staff shall update ATLAS with the information provided and review the case for the next appropriate action.

A copy of each letter is attached to this Policy Update.



CC001Letter.
DOC (41 KB)



CC002Letter.
DOC (58 KB)