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**DCSE Policy & Procedures Unit**  
**Policy Update**  
**PPU 06-06-006**  
**June 15, 2006**

**SUBJECT: NCP Outreach Letter (Amended)**  
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*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](mailto:DCSE-POLICYQUESTIONS@azdes.gov)*  
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The purpose of this PPU is to inform staff about the new NCP Outreach Letter.

This letter shall be used by Establishment workers to inform the NCP that DCSE is pursuing a child support order and requests that the NCP update his/her information. An Acceptance of Service is enclosed with the letter for the NCP to sign and return notarized. If the Acceptance of Service is not returned with a notarization, the NCP has not agreed to be served by first class mail.

The worker will include a self addressed envelope for the NCP to return the information and requested documents.

The form number for the NCP Outreach Letter is **FCSE0001-F0535**. When the letter prints the activity code **D1159 NCP OUTREACH LETTER** will automatically generate on CAAL. Upon the return of the letter, the worker will manually add the activity code **M0528 RCVD NCP OUTREACH LETTER** to CAAL. The worker will narrate any updated information to the ATLAS case record and if the Acceptance of Service was returned notarized.