
DCSE Policy & Procedures Unit
Policy Update
PPU 06-08-001
August 1, 2006

SUBJECT: Power of Attorney

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*

There is an increasing number of non-custodial parents who are stationed in Iraq. Many of these non-custodial parents have family members or spouses who have the power of attorney to cover handling his or her legal obligations. There may also be other situations where we will receive a power of attorney.

A power of attorney is a legal document authorizing someone to act as another's attorney or agent.

Take the following steps when you are notified that a person has been given "Power of Attorney" for a custodial or non-custodial parent:

- A. Ask the person for a copy of the document awarding "Power of Attorney".
- B. After receipt of the document consult the office attorney. The attorney will decide what information can be provided to the person who has power of attorney.
- C. When the office attorney verifies that the document is a valid power of attorney, add the code M1105 CP POWER OF ATTORNEY BEGAN or M1106 NCP POWER OF ATTORNEY BEGAN to the Case Activity List (CAAL) screen. Enter the name of the person who has been given the power of attorney, their telephone number and address, and what information can be released to the person with the power of attorney as a narrative on the CAAL screen.
- D. Enter the name, date, and the fact that the person was given the power of attorney for the custodial parent or non-custodial parent, in the Unqu Phys Marks field on the 1st Panel of the CP Demographics (CPDE) or 1st Panel of the NCP Demographics (NCDE) screen.
- E. After receipt of a form that revokes the power of attorney, remove the power of attorney information from the CPDE or NCDE screens.
- F. The form that revokes the power of attorney must:
 1. specifically revoke the original power of attorney,
 2. refer to the date of the original power of attorney, and

3. be signed and notarized by the person who signed the original power of attorney form.
- G. Consult the office attorney if there is a question regarding a revocation of power of attorney form that is received.
 - H. Enter M1107 CP POWER OF ATTORNEY WITHDRAWN or M1108 NCP POWER OF ATTORNEY WITHDRAWN on the CAAL screen when a person no longer has power of attorney. Remove the name, date, and the fact that the person was given power of attorney for the custodial parent or non-custodial parent from the Unqu Phys Marks field.