
Policy Update
PPU 07-01-004
January 11, 2007

SUBJECT: Telephone Numbers on the CPDE and NCDE Screens

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 Policy Update is to provide staff with the procedures to enter or add telephone numbers to the CP Demographics (CPDE) and NCP Demographics (NCDE) screens.

A. In the Res Phone (Residential Phone) field:

Enter the telephone number at the location where the person lives.

2. A cellular telephone number should be entered in this field if the custodial parent or non-custodial parent states that the cellular telephone number is the residential telephone, and there is no separate land line to their home.
3. A relative's telephone number can be entered in this field if the custodial parent or non-custodial parent resides with the relative.

This telephone number should also be entered in the Alt Phone field and the code "REL" (RELATIVE) in the Alt Phone Type field.

B. In the Alt Phone (Alternative Phone) field:

Enter a telephone number where a person can be contacted should he/she be unreachable at the residential telephone.

2. Users must enter the associated phone type in the Alt Phone Type field.

Place the cursor in the Alt Phone Type field and press the "F1" key to display the PHONE TYPE table. Select the appropriate type from this table.

a. BUS (Business/Work)

This is the telephone number where the individual is authorized to receive personal calls at his/her place of employment or business.

b. CEL (Cell)

This is the individual's personal cellular telephone number (unless it serves as the residential telephone number).

c. MSG (Message Number)

This is the telephone number of a friend or neighbor, not related to the custodial or non-custodial parent, where the individual can receive or pick up telephone messages.

d. REL (Relative)

This is the telephone number of someone related to the custodial or non-custodial parent, including a parent, aunt, uncle, brother or sister.

If this telephone number is also the residential telephone number and the custodial or non-custodial parent changes residence, the residential telephone number should be updated or removed but the relative's telephone number should remain in the Alt Phone field.