
DCSE Policy & Procedures Unit
Policy Update
PPU 07-12-001
December 6, 2007

SUBJECT: SLCK Suspense Code Procedures

Please contact the Policy Unit if you have any questions regarding these or any other changes at
*DCSE-POLICYQUESTIONS, CSE.POLICY or (602) 771-8127.

The IV-D PARTNERS should send POLICY inquiries directly to DCSE-POLICYQUESTIONS@azdes.gov

The purpose of this Policy Update is to provide staff with the procedures for the new SLCK suspense code.

A. SLCK – System Large Check Held

A payment in an amount greater than \$2,500.00 automatically suspends under the SLCK reject code under the following conditions.

1. When the Payment Type is BCH (Business Check), PCH (Personal Check) or MOO (Money Order) ATLAS suspends the payment for ten business days.
2. When the Payment Type is CCH (Cashiers Check) or GCH (Government Check) but does not have a Processing Type of IRS or DOR.
 - a. ATLAS suspends the payment for 5 business days when the amount of the payment is less than \$15,000.00.
 - b. ATLAS suspends the payment for ten business days when the amount of the payment is equal to or greater than \$15,000.00.
3. The payment will not suspend if another payment from the same source (NCP) and for the same amount has been received in the prior 60 days.
4. The Payment Type is displayed on the NCPA screen.
5. The Processing Type is displayed on the PALC screen.
6. Receipts suspended under the SLCK Reject Code are automatically released by ATLAS. Staff should not attempt to auto release SLCK receipts without first entering a CAAL narrative explaining why the receipt must be released early (such as per a court order) and then contacting the SDU Accounts Receivable/unidentified Unit.