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DCSE Policy & Procedures Unit
Policy Update
PPU 07-04-001
Date: April 10, 2007
SUBJECT: New AZTECS Screens

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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**

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The purpose of this policy update is to inform staff that two additional AZTECS screens, the Race/Identity/Ethnicity (RARE) screen and the Identity/Citizenship (IDCI) screen, may now be accessed by DCSE.

A. The RARE screen is used to identify the race and/or ethnicity of each member of a household, verifies that they have established residency in Arizona, and provides tribal membership and census numbers, if applicable. The information from this screen interfaces to the CPDE (CP Demographics) and CHDE (Child Demographics) screen in ATLAS.

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RARE	RACE / RESIDENCY / ETHNICITY										000000	
CASE NAME:	DOE, JANE				CASE NUMBER:		00000000					
			ETHNICITY		RACE					TRIBAL		
NAME	RL	RS VR	PEND	HI	AI AS BL NH WH UD					TRIBE	CENSUS #	
01 JANE D	PI	Y HC		Y	Y							
02 JOHN D	CH	Y HC		Y	Y							

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B.   The IDCI screen is used to verify the identity and citizenship status of each member of the household. If they are not U.S. citizens, but have provided some form of identification, such as the Permanent Resident Card ("green card"), the registration number is placed in the ALIEN ID NUMBER field and the date they began residing in the United States is updated as well.

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IDCI	IDENTITY / CITIZENSHIP					000000	
CASE NAME:	DOE, JANE			CASE NUMBER:	00000000		
		LAST			ALIEN ID	US RES	
NAME	RL ID VR	PEND	GRADE	CI VR	PEND	NUMBER	DATE
01 JANE D	PI Y ID		12	US CD			
02 JOHN D	CH Y ID		NA	US CD			

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C. Take the following steps to access the screens:

1. Go to the INME (Inquiry Menu) screen in AZTECS.

2. Tab to the CASE NUMBER field and enter the AZTECS number.

3. Enter the PROGRAM TYPE in the next field (AF –Cash Assistance, MA – Medical Assistance, FS – Food Stamps).

4. Tab to the Benefit month and enter the month and year (MMYY) when the household received the   benefit.

5. Type RARE or IDCI in the NEXT field and press <ENTER>.

More information about the RARE and IDCI screens may be found in the new FAA Policy Manual at http://www.azdes.gov/faa/Policy/Default.html