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**DCSE Policy & Procedures Unit**

**Policy Update**

**PPU 07-04-002**

**Date: April 24, 2007**

**SUBJECT: Administrative Review for Bank Levies**

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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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When an NCP requests an administrative review due to a bank levy, and another enforcement remedy such as an IRS offset produces an additional payment reducing the debt balance during the time of the levy, the final administrative review determination findings may be that the levy was proper at the time the levy was issued.

DCSE may retain the balance of the arrears that were owed at the time the levy was issued from levy funds even if the additional payment has reduced the debt balance but arrears are still owed. An amount of at least \$250 should be left in the NCP's bank account.

Staff should consult their supervisor or assigned attorney for guidance with any questions or concerns regarding a complex levy case.