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**DCSE Policy & Procedures Unit**  
**Policy Update**  
**PPU 07-06-002**  
**June 5, 2007**

**SUBJECT: New SUOD Frequency/Status Codes**  
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Please contact the Policy Unit if you have any questions regarding these procedures at \*DCSE-  
**POLICYQUESTIONS**, \***DCSE-POLICYQUESTIONS@azdes.gov**, **CSE.POLICY** or **(602) 274-7951**.  
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**New SUOD Frequency/Status and Order Type Codes**

This PPU is to inform you of new Frequency/Status and Order Type codes needed to add or modify **SUOD** records for Adoptions, Marriage, and Arrears Only cases, and when the monthly child support amount is mentioned as reserved on the order.

These types of orders are now added to **SUOD** so that the monthly support amount on **DEDN** and **SUOD** are the same. The OPPM procedures will be changed to incorporate these **SUOD** changes.

**Adoption**

A **SUOD** record is added when the adoption of a child, or children, causes the monthly support obligation to end, or causes the monthly support amount to change if on a per child order. Complete the following **SUOD** fields when adding a new record for adoption.

- The **Court Order Type** is ADM (Administrative)
- The **Frequency/Status Code** is ADO (Adoption)
- The **Court Order Sign Date** is the date of the adoption order, or the date of the adoption if the order can't be obtained.
- The **Court Order Number** is the Adoption Order Number, or the Court Order number from the previous **SUOD** record if the adoption order can't be obtained.
- The **Begin Date** will be the first day of the month following the adoption date.
- The **Effective Date** is the first day of the month following the adoption date.
- The **Child Support Order Amount** field will display the monthly amount now being enforced.
- The information for all other panels is copied from the previous **SUOD** record.
- When the adopted child is on a per child order with unequal amounts, enter a zero on **Amt/Child** field for that child on the Children on the Order panel, and calculate the monthly amount for the remaining children on the order.

**Marriage**

Add a new **SUOD** record when it is confirmed that the CP and NCP have married each other. Complete the following **SUOD** fields when adding a new record for marriage.

- The **Court Order Type** is ADM.
- The **Frequency/Status Code** is MAR (Marriage).

- The **Court Order Sign Date** is the marriage date.
- The **Court Order** number is copied from the previous **SUOD** record.
- The **Begin Date** is the first day of the month following the marriage date.
- The **Effective Date** is the first day of the month following the marriage date.
- The **Child Support Order Amount** field displays a 0.00.
- The information for all other panels is copied from the previous **SUOD** record.

### **Arrears Only Cases**

An “arrears only” case is one in which a current monthly obligation still exists, but Arizona is only enforcing the arrears. For these cases simply modify the **Frequency/Status** code on the existing **SUOD** record to ARO (Arrears Only). All other information on the **SUOD** screen remains the same.

### **Child Support is Reserved**

Monthly child support is “reserved” only when stated as such on the order. When adding these orders on **SUOD**, the **Child Support Order Amount** field is left blank and RES (Reserved) in the **Frequency/Status** field.