
DCSE Policy & Procedures Unit
Policy Update
PPU 08-03-003

Date: March 07, 2008

SUBJECT: Administrative Review Status and Enforcement Actions

**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

This Policy Update notifies staff that DCSE must allow a non-custodial parent (NCP) due process when completing an enforcement action. Staff must follow the timelines required by law and make sure the NCP has not requested an administrative review before taking action on the case.

Administrative reviews are requested by an NCP because DCSE has taken an administrative enforcement action. When an administrative review is in progress, **do not** take the enforcement action under review until the administrative review is completed. When working an enforcement case, always check the **Admin Review Detail (ARD)** screen for an open administrative review, and the **Case Activity List (CAAL)** screen for narratives relating to an administrative review. To determine if an administrative review is in progress:

1. Display the case on the **ARD** screen. Other than the case number and names, the screen will be blank.
2. Type an "N" (Next) in the **Action** field and press <Enter>.
3. The most recent record for an administrative review will be displayed.
4. Check the **Complete Date** and **Approval Date** fields. If these fields are not filled in, the administrative review is still in progress.
5. Enter an "N" in the **Action** field until a system alert indicates the last record.

With each record displayed, check the **Complete Date** and **Approval Date** fields. If there are dates in both of these fields, review the **CAAL** screen to check for the **M2651** code which states the administrative review finding has been approved by the supervisor and the review is complete.

If there are any questions on whether an administrative review is in progress, please contact Diana Polyak, Administrative Review Supervisor, at (602) 771-8260 or DPolyak@azdes.gov. If you have any questions regarding the administrative review timelines for an enforcement remedy, review the **Online Policy and Procedures Manual (OPPM)** under topic Admin Review, Administrative Review Policy, or contact your supervisor or the Policy Unit.



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