
DCSE Policy & Procedures Unit
Policy Update
PPU 08-06-006
June 20, 2008

SUBJECT: When to Use the CEM Inactivation Code

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

In order to improve the accuracy of the Federal OCSE 157 reporting and assist DCSE with performance incentives, **staff shall update the CAST screen with the CEM (Child Emancipated) inactivation code only on cases where the child has emancipated and paternity has not been established.**

Inactivating children has a direct effect on the number of paternities that are reported to the Office of Child Support Enforcement (OCSE) Emancipated children now count on lines 5 and 6 of the Federal OCSE 157 Report. If a child is inactivated with the CEM code, the child will not be reported on lines 5 and 6.

The CEM inactivation code should no longer be used for establishment and enforcement cases. Systems and Automation Administration (SAA) will be placing an edit on ATLAS to prevent staff from entering this inactivation code on establishment and enforcement cases in the near future.

When generating documents that should not include an emancipated child, update the Reas(on) Field in the CAST screen with the DGS (DocGen Suppression) inactivation code. This will allow the user to generate the documents without the emancipated child listed on the documents.

Staff are urged to view this information directly on OPPM and not create a separate personal file. Click on the link <http://dcsepc>. You will find this Policy Update in Policy Updates 2008.