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**DCSE Policy & Procedures Unit**  
**Policy Update**  
**PPU 08-09-005**

**DATE September 25, 2008**

**SUBJECT: Affidavit of Direct Payment and Waiver Changes**  
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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) 771-8127.**

***The IV-D PARTNERS should send POLICY inquiries directly to [DCSE-POLICYQUESTIONS@azdes.gov](mailto:DCSE-POLICYQUESTIONS@azdes.gov)***  
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House Bill 2276 requirements have made changes in how we process the Affidavit of Direct Payment and CP waivers.

The new Affidavit of Direct Payments and Waiver Policy statements are below. These policies are effective September 26, 2008.

1. Any credit applied to support arrears, other than by court order, can be made only by a signed affidavit of direct payment or waiver of support arrears signed by the obligee or by the obligee and the obligor.
2. The affidavit of direct payment or waiver of support arrears is sent to the AG for filing with the clerk of the court.
3. Credits applied to unpaid support are applied as of the dates stated in the affidavit of direct payment, or the date the affidavit is signed if no other dates are provided.
4. The affidavit of direct payment or waiver of arrears must not reduce any amount owed to the Department of Economic Security without written approval of the Assistant Director or designee.

***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.***