
DCSE Policy & Procedures Unit
Policy Update
PPU 08-10-004

DATE October 17, 2008

SUBJECT: New Requirement for Reporting Spousal Support Correctly

**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 report a spousal support obligation correctly on the OCSE-157 Report, staff are required to bring forward the spousal support information in the **Order Amount** field when adding a subsequent court order to the **SUOD** screen except when the spousal support is no longer in effect. When the spousal support obligation has ended, do not bring the obligation forward.

Beginning immediately, use the following procedures when updating the **Order Amount** fields:

1. Enter the amount in the **Spousal Maint** field as stated in the court order. The amount and date should be entered exactly as stated in the order and include the decimal point.
2. Update the **Order Amount** field for **Spousal Maint** on all subsequent **SUOD** records as long as the spousal maintenance obligation is still in effect.

The previous practice of not bringing forward the spousal obligation created reporting errors on the OCSE-157 Report. When the spousal obligation is not brought forward as required by these new procedures the case will be found in error by Quality Initiatives (QI).

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.