
DCSE Policy & Procedures Unit
Policy Update
PPU 08-11-003
DATE November 21, 2008
SUBJECT: Manual Locate Screens

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 is being sent to remind staff to that it is necessary to complete the NCP Manual Locate Tracking (NCML) and CP Manual Locate Tracking (CPML) screens whenever an employer responds to a **Verification of Employment History**. The **Date Response Received**, **Source**, and **Response** fields on the NCML/CPML screens must be updated with the appropriate information each time a response is received.

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.