
DCSE Policy & Procedures Unit
Policy Update
PPU 09-05-001
May 5, 2009

SUBJECT: FAA Case Change Requests

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

As of 05/05/2009, any changes that are necessary on cases that interface from FAA (Family Assistance Administration) should no longer be sent to the ATLAS Help Desk. These requests must be directed to DCSE Policy at *DCSE-POLICYQUESTIONS.

For name changes, supervisors must send a request to by e-mail to FAA Policy at *FAAPOLDCSE with information on how the information was verified and may be required to provide a copy of the verification document the request is based on. Acceptable verification sources include but are not limited to: government ID, birth certificate, passport, and Hospital Paternity Program.

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 2009.