
DCSE Policy & Procedures Unit
PPU 09-06-002
June 26, 2009
SUBJECT: Stop IWO Procedures

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

Policy has recently received a number of questions regarding the notice requirements for a stopping an income withholding order (IWO). In order to comply with Arizona law, **both** the custodial parent (CP) and non-custodial parent (NCP) **must** be notified before the Stop IWO is issued to the NCP's employer. The purpose of this PPU is to clarify that a new Stop IWO should be added to ATLAS so that notices are automatically generated to both parties in overnight processing when the "STP" code is used.

Procedures for Stopping an IWO are found in the On-Line Policy and Procedure Manual (OPPM), <http://dcsepc>. Open the books under Contents in the following order:

1. Enforcement of Support
2. Income Withholding Orders Procedures
3. Administrative Withholding Order
2. Stop Income Withholding Order

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.