
Policy Update
PPU: 09-08-006
Date: August 20, 2009
SUBJECT: Updating Reservation Addresses

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 sent to remind staff that when updating the NCDE and CPDE screens with an address on a reservation within the United States, the Cntry (Country) field must contain the value "USA."

The St (State) field must be populated with the appropriate two-letter State abbreviation code for the State where the tribe is located. Never populate the St (State) field with "80" (Foreign Reciprocal Countries) or "95" (Tribal Nations).

The Zip field cannot be blank. A valid zip code must be entered for the State in which the tribe is located.

Complete and correct information on the CPDE and NCDE screens will improve our data quality and accuracy in reporting.

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.