
DCSE Policy & Procedures Unit
Policy Update
PPU 09-09-005
September 17, 2009
SUBJECT: License Suspension

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 DCSEPOLICYQUESTIONS@azdes.gov

This Policy Update is being released in response to the large number of administrative reviews that DCSE has recently received for license suspension. The following are procedures that staff must follow before proceeding with license suspension.

Staff **must verify** with the licensing issuers that the NCP has a valid professional, driver or recreational license before proceeding with this remedy. Staff must closely follow Policy and Procedures in order to determine if a case qualifies for license suspension before issuing the Demand for Payment Notices:

- Demand for Payment/Notice of Intent to Suspend or Deny Professional or Occupational License (FCSE0001-F0339)
- Demand for Payment/Intent to Suspend/Deny Driver License Notice (FCSE0001 - F0211)
- Demand for Payment/Intent to Suspend/Deny Recreational License (FCSE0001 - F0342)

In addition, there **must be evidence** that the NCP has **willfully** failed to pay. This means the NCP must voluntarily, intentionally or deliberately avoid making child support payments. For example, the Notice should not be sent if the NCP:

- is making payments,
- is receiving unemployment,
- is receiving social security benefits,
- has no source of income.

License Suspension Policy and Procedures can be reviewed in OPPM under Enforcement of Support, License Suspension section. If there are any concerns whether a case qualifies for license suspension, please consult with your supervisor or office attorney.

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.