DCSE Policy & Procedures Unit
Policy Update
PPU 09-09-006
September 22, 2009
SUBJECT: Insurance Coverage End Date

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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**

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The purpose of this PPU is to remind staff that when they close out a job on the **NCP Job Detail (NCJD)** or **CP Job Detail (CPJD)** screens to close out any associated insurance records on **NCP Insurance Policy Detail (NCPD)** or **CP Insurance Policy Detail (CPPD)** screens that are linked to the terminated employment.

The insurance end date should match the employment end date unless there is documentation that the insurance was effective after the employment terminated, such as COBRA coverage.

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.*