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**DCSE Policy & Procedures Unit**  
**Policy Update**  
**PPU 09-11-002**  
**November 6, 2009**

**SUBJECT: Changes to the Administrative Review Policy and the FIDM Process**  
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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](mailto:DCSE-POLICYQUESTIONS@azdes.gov)*  
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The purpose of this PPU is to inform staff of changes to Administrative Review Policy. DCSE will now exclude cases from the **Financial Institution Data Match (FIDM)** process when the non-custodial parent (NCP) is a consistent payer.

A consistent payer is an NCP who has

- Paid all current and court ordered arrears consistently for the previous nine months, or
- Paid consistently since the inception of the initial order if the order is less than nine months old, or
- Paid consistently 100% of the last ordered amount for the previous nine months when a case is an arrears only case and the arrears have not been adjudicated.

In addition, cases will be excluded when the NCP has a financial hardship and is receiving Social Security Income (SSI) or Social Security Disability Insurance (SSDI).

**Note:** Cases will automatically continue to be submitted for the FIDM process until programming changes are completed. A System Alert and PPU will be issued when programming changes are made to remove these types of cases from the FIDM process.

Until programming changes are completed, the Administrative Review Unit shall review cases to determine if the non-custodial parent (NCP) is a consistent payer or receives SSI or SSDI. If DCSE receives a request for an administrative review after a bank levy is issued, the levy should be lifted when it is determined that the NCP is a consistent payer or receives SSI or SSDI.

Until programming changes are completed, the case must be suppressed on ATLAS when the NCP is a consistent payer or receives SSI or SSDI. The worker should:

1. Set the suppression indicator on the **Suppression Detail (SUDE)** screen to "N" (No, the case should not be submitted) in the Submit for Automated Asset Seizure field.
2. Add a free worklist item on the **Case Worklist by Date (CAWD)** screen to review the case every three months to see if the NCP is a consistent payer.

**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.**