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**DCSE Policy & Procedures Unit**  
**Policy Update**  
**PPU 09-11-005**  
**November 18, 2009**

**SUBJECT: Changes to Professional License Suspension Policy and Procedures**  
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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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There are significant changes to Professional License Suspension Policy and Procedures. Staff are advised to review the new Professional License Suspension Policy and Procedures to determine eligibility before beginning the process. In addition, staff should work closely with their supervisors, regional managers, the Attorney General's Office, and the Administrative Review Unit when using this enforcement remedy.

Changes to the Policy Statements include:

DCSE may not suspend a license unless there are six (6) months of arrears and the NCP has **willfully** failed to pay child support and continues to do so.

The definition of **willful failure to pay** has been changed and staff may not issue the demand for payment notice without a level of proof, that the NCP has willfully failed to pay, similar to the proof required to proceed with a contempt action.

License Suspension Policy is found in the **Online Policy and Procedures Manual (OPPM)** under Professional or Occupational, Section 01. Professional/Occupational License Suspension Policy.

Procedural changes when a Non-custodial Parent (NCP) requests an appeal of the Administrative Final Review Determination have been expanded to clarify timeframes and levels of responsibility.

DCSE **may not** suspend a license until all possible timeframes for an NCP appeal are expired.

Timeframes have been extended to ensure due process for the NCP.

Procedures are found in **OPPM** under License Suspension Procedures, Professional or Occupational, Section 05. NCP Requests an Appeal of the Administrative Review Final Determination.

**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.**