
DCSE Policy & Procedures Unit
Policy Update
PPU 09-12-002

DATE December 3, 2009

SUBJECT: Setting up Cash Medical Debts on ATLAS

**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 PPU is to remind staff of when ATLAS automatically sets up cash medical debts and when staff have to set the debts up manually for Arizona orders.

When ATLAS automatically sets up the cash medical debt on ATLAS

If the obligor is ordered to provide insurance, ATLAS will look to see if medical insurance has been obtained 90 days after the court order sign date. If medical insurance has not been obtained, ATLAS will automatically set up an accruing cash medical debt on DEDN the first day of the following month. When the court order was signed prior to the case open date, ATLAS will set up the cash medical obligation the first day of the month following 90 days after the case open date.

When the worker must set up the cash medical debt manually

When the court determines that the cash medical obligation begins immediately because neither party is able to provide insurance, the debt worker must manually set up the cash medical obligation on DEDN. The cash medical debt accrues the first day of the month after the court order sign date.

ATLAS will automatically stop the accrual of the cash medical obligation when the NCP Insurance Policy List screen (NCPL) screen displays that the obligor is currently providing insurance.

For further information, please review DEDN debt set up procedures in OPPM in the Debt/Debt Procedures section.

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.