
DCSE Policy & Procedures Unit
Policy Update
PPU 10-02-003
February 12, 2010

SUBJECT: Medical Insurance is not Accessible to the Child

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

A requirement for enforcing medical support is that the medical insurance be accessible to the child(ren). Accessible means that the insurance coverage must be available within 30 minutes or 30 miles from where the child(ren) reside.

If the NCP has requested an administrative review because their insurance is not accessible to the child(ren), they must provide documentation from their employer or insurance company.

When the CP notifies DCSE or the NCP has provided documentation that insurance is not accessible within the area of where the child resides, take the following steps:

1. Access the NCP Job Listing (**NCJL**) screen.
 - a. Select the active employer to which the most recent National Medical Support Notice (NMSN) was sent.
 - b. Cursor select the Ins Elig field.
 - c. Press the F1 key.
 - d. Cursor select N4 - Not Geographically Available and press Enter.

Adding the N4 code will prevent future National Medical Support Notices (NMSN) from being generated and sent to the current employer. If cash medical support is included in the court order, ATLAS and will recognize the insurance is not accessible and proceed with setting up a current cash medical support (CCM) debt. It will also generate the **H0111 INSURANCE NOT ACCESSIBLE-NCP** case activity code which will close out the NMSN timeline.

Staff are urged to view this information directly on OPDM and not create a separate personal file. Click on the link <http://dcsepc>. You will find this Policy Update in Policy Updates 2009.