

DCSE Policy & Procedures Unit
Policy Update
PPU 10-11-004
November 30, 2010

SUBJECT: SUOD and WAWD Court Order Number field

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

The court order number fields on the Support Order Detail (SUOD) and Wage Withholding Detail (WAWD) screens in ATLAS now accept a space or “-“(dash) in those fields.

When the court order contains a space or dash in the court order number, enter the space or dash on the SUOD and WAWD court order number fields.

This change allows electronic matching of the court order numbers on the IWO (Income Withholding Order) courtesy copy sent between DCSE and the clerk of courts.

The Quality Review Audit Team (QRAT) will only error SUOD records that do not display the space or dash that are entered in ATLAS from the date of this PPU forward.

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 2010.