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**DCSE Policy & Procedure Unit**

**Policy Update**

**PPU: 11-04-002**

**Date: April 1, 2011**

**SUBJECT: New CAAL Code for Program Code Change Requests**  
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Please contact the Policy Unit if you have any questions regarding these or any other changes at

<http://dcsevf04/DCSE/PolicyQuestions> 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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A new CAAL code has been created to submit a request to change a Responding case program code to Local. The **I0056 REQUEST TO CHANGE FROM RESPONDING TO LOCAL CASE** will be used when:

- The NCP has moved out of state or we have stopped enforcing current support and there are arrears assigned to the state.
- The CP has applied for services and the IJ has not requested case closure. The I0053 RCVD REQ TO OPEN LOCAL CASE FROM CP narrative must also be added in order to identify the applicant.
- The NCP has applied for services and the IJ has not requested case closure. The I0054 RECVD REQ TO OPEN LOCAL CASE FROM NCP narrative must also be added in order to identify the applicant.

When adding the **I0056 REQUEST TO CHANGE FROM RESPONDING TO LOCAL CASE** narrative, document in the narrative text the reason that the program code change is necessary.

*Staff are urged to view this information directly on OPPM and not create a separate personal file. Enter <http://dcsepc> in your browser to view this Policy Update in Policy Updates 2011*