DCSE Policy & Procedures Unit
Policy Update
PPU: 11-05-004
Date: May 31, 2011
SUBJECT: Social Security Disability (SSD) Procedures for SUOD

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**

This PPU announces a change in procedure for updating the Support Order Detail screen (SUOD) when a child is receiving SSD benefits by reason of the NCP's disability or retirement.

You will no longer use the ARO F/S code on panel one of the SUOD screen for SSD benefit cases.

The procedure for the ARO Frequency code on panel one has been changed to read:

> ARO – Arrears Only – Enter this code when a monthly support obligation still exists, but Arizona is only enforcing the arrears amount, such as when Arizona is only enforcing arrears for another state.

When notified that the child is receiving SSD, update the **Varying Child Support Amounts** fields on panel three of the current SUOD record as follows:

Complete this panel when the court orders that the monthly support amount changes for specific periods as addressed in the order, when the monthly support amount changes due to cost of living adjustments as addressed in the order, or when an SSD benefit is equal to or greater than the monthly support obligation.

A.   Amount field.

   1.   When the court orders that the monthly support amount changes for specific periods, or when the monthly support changes due to cost of living adjustments, enter the monthly amount ordered during the variable obligation period or the adjusted amount due to cost of living adjustments.

   2.   When a child is receiving SSD benefits by reason of the NCP's disability or retirement, enter the difference between the monthly support amount and the SSD benefit. Enter 0.00 if the SSD benefit is equal to or greater than the monthly support amount.

   3.   The amount entered must include the decimal point (1000.00).

B.   Beg Date field.

   1.   When the court orders that the monthly support amount changes for specific periods, or when the monthly support changes due to cost of living adjustments, enter the date when the court ordered amount changes.

2.   When a child is receiving SSD benefits by reason of the NCP's disability or retirement, enter the date when the child started receiving the SSD benefit.

3.   The date entered in the Beg Date field cannot be earlier than the date entered in the CO Effective Date field on panel one of the SUOD screen.

4.   Enter the dates in the mmddyyyy format.

C.   End Date field.

1.   When the court orders that the monthly support amount changes for specific periods, or when the monthly support changes due to cost of living adjustments, enter the end date of each variable obligation period. If the change to the support amount is ongoing, leave the End date blank.

2.   Enter the date when the child stopped receiving the SSD benefit payment amount. For a child currently receiving SSD benefits the End Date would be blank to show it as ongoing.

3.   Enter the dates in the mmddyyyy format.

D.   Comments field – Enter comments regarding why amounts and dates are entered in the Varying Child Support Amounts fields.

Using the Variable Obligation fields for these cases will report more accurate data for the OCSE – 157 Current Collections ratio.

This procedural change is effective as of the date of this PPU. However, if you are working a case where the variable dates begin in the 2010/2011 Federal fiscal year, updating the SUOD with the variable dates will accomplish greater reporting accuracy for this fiscal year.

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