When adding a new establishment order to the Support Order Detail (SUOD) and Debt Detail NCP (DEDN) screens on a FAI or CAI case, you must review to see if the child on the case was a BC or CNOG participant on AZTECS from the begin date of a past support judgment, and that the BC and CNOG records are displayed on ATLAS from the effective date of the court order.

For a past support judgments, the arrears on the CP Accounting (CPAS) screen for a BC (since 7/1/2003) or CNOG child are exempt from assignment. Always add BC and CNOG arrears to the CPAS never assigned BC or CNOG fields

If there are BC or CNOG records on AZTECS that aren't displayed on the CHPH screen for the children from the effective date of the court order, notify the Help Desk to add the records.

The BC and CNOG records should be added to the case before setting up the SUOD record and the DEDN debts. This ensures that prorated percentage records for the BC and CNOG child are created on the Percentage BC/CNOG Record List (PEHL) screen and this action insures proper distribution of future collections. The DEDN CCH debt will calculate arrears by automatically accruing the correct amounts from the DEDN Effective Date using the percentages created on the PEHL screen. This insures that payments for BC/CNOG children are not retained for obligations that are not assigned to the state.

To notify the Help Desk to add the CHPH records send an email to *DCSE-SAA-HD. Include the following information:

- HLCI of the child,
- AZTECS case number,
- Begin and end date of the BC or CNOG participation, and
- The type of record (BC or CNOG).
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- *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*