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**DCSE Policy & Procedure Unit**  
**Policy Update**  
**PPU-12-05-003**

**Date: May 21, 2012**

**SUBJECT: Legal Notices for Direct Pay Cases**

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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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In order to ensure that support payments are processed by the Clearinghouse and not sent directly to the CP, two new notices are now available in Eloquence:

- **F0001-F0656 NCP Legal Notice and**
- **F0001-F0657 CP Legal Notice.**

These notices must be sent manually by the debt team as soon as a case where the court orders the NCP to pay the CP directly is set up on ATLAS. These legal notices inform the parties the child support payments must be redirected to the Support Clearinghouse and payments can no longer be sent directly to the CP.

Each Notice to the NCP must include the attached flyer *"Make Your IV-D Child Support Payments By..."*

Follow the link below to obtain a copy of the flyer:

<Z:\RoboPDF\Linked Documents\PPU1205003NCPpaymentflyer\NCP Payment Flyer.pdf>

**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 2012.**