

DCSE Policy & Procedure Unit
Policy Update
PPU: 13-01-003
Date: January 18, 2013
SUBJECT: Sanction Enhancements

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

Effective January 22, 2013, the sanction process is being enhanced with ATLAS automation additions to assist staff with implementing sanctions. The changes apply to all DCSE offices including county partners.

The enhancements include:

- A 14-day notice date field on the Non Cooperation Good Cause (NCGC) screen. The field is auto populated when the 14-day letter is generated from Eloquence. The date field must be populated before a sanction can be placed.
- A sanction reason field on the NCGC screen.
- Entering a compliance date on one suffix will clear all sanctions from all suffixes and automation sends the information to FAA.
- Entering a pre-compliance date on the AZCD screen clears all sanctions from all suffixes.
- Pop-up windows on the NCGC and AZTECS Pre-Compliance Detail (AZCD) screens as reminders to verify the CP is in compliance for all suffixes before they enter a compliance or pre-compliance date.
- A free form text field on the NCGC screen to document compliance information.
- Elimination of the e-form requirement. The sanction date and reason are entered on the NCGC screen and automation sends the information to FAA.
- The FAA change unit now handles all sanctions for all offices.

The following automated edits have been added to ATLAS to help alleviate sanction errors:

- A sanction date cannot be entered before the 15th day after the 14-day notice has been sent.
- A 14-day notice cannot be generated when there is an existing sanction on the case.

- A 60-day timeline to implement a sanction after the 14-day letter has been sent. If the sanction is not implemented by the DCSE caseworker within 60 days, the 14-day notice date field is automatically cleared.

A sanction process desk aid is available by clicking here: [Auto Sanction Deskaid](#)

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 2013.