
DCSE Policy & Procedure Unit

Policy Update

PPU: 13-03-001

Date: March 7, 2013

SUBJECT: Non-Coop Letter – 14 Day Notice

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

When a custodial parent (CP) receiving Temporary Assistance to Needy Families (TANF) or Medical Assistance (MA) benefits fails to cooperate with the Division of Child Support Enforcement (DCSE), the Non-Coop Letter - 14 Day Notice is sent informing the CP that they must cooperate by a specific date or their benefits will be sanctioned.

An option to appear at a rescheduled hearing has been added to the cooperation requirement section of the notice. The hearing option can be used when a missed hearing is rescheduled within 45 days from the date of the notice. The hearing date, time, location, and judge/commissioner name if known should be included when making this selection.

A new version (005) of the 14 Day Notice was created to accommodate the change. The current form number is FCSE0001F0305005; staff should remove any previous versions from their Favorites and Recent Eloquence folders.

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.