
DCSE Policy & Procedure Unit
Policy Update
PPU: 13-03-002
Date: 03/14/2013

SUBJECT: Notice of Multiple Action Case Modification

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 introduces two new manual notices that will be sent to notify a CP and an NCP when there is a multiple action **Establishment/Enforcement** case. These notices will inform them that a child who was not named on the original child support order has been added to their enforcement case with the Division of Child Support Enforcement (DCSE) and DCSE is in the process of modifying their current child support order to include that child. An Acceptance of Service (AOS) will be sent with every notice for the CP and NCP to return to the nearest DCSE office. There are instructions in the letter on how to find the closest office by accessing the DCSE web site. The notice also informs them that they will receive additional paperwork in the mail as the case progresses.

The notices will be generated from Eloquence from the enforcement case. The documents are housed in the Enforcement and DCSE Document folders. The form numbers and their associated CAAL code numbers are as follows:

1. CP Notice: **FCSE0001-F0660001** CP Notice of Multiple Action Case Modification
D Code **D1271** CP Notice of Multiple Action Case Modification will generate on CAAL
2. NCP Notice: **FCSE0001-F0661001** NCP Notice of Multiple Action Case Modification
D Code **D1272** NCP Notice of Multiple Action Case Modification will generate on CAAL.

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