
DCSE Policy & Procedure Unit
Policy Update
PPU: 13-04-004
Date: April 23, 2013

SUBJECT: NAI Applicant Contact/Continuation of Services 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

This Policy Update introduces a new document entitled the NAI Applicant Contact/Continuation of Services Notice. This notice may be sent on Paternity and Establishment NAI cases when there has been no contact with the applicant for six months and the NCP has been located. The purpose of this notice is to confirm that the applicant wants to move forward with an order establishing paternity or child support.

The notice requires the applicant to contact the Division of Child Support Enforcement (DCSE) within **14 days** of receipt if they want the case to proceed. If the applicant does not respond, DCSE will start the closure process under the closure code 927- NON COOP/NEC FOR NEXT ACTION as cooperation is critical to establishing an order in a case where the CP and children have not received public assistance.

The form is found in Eloquence under the number: **FCSE0001-F0662001** NAI APPLICANT CONTACT/CONTINUATION OF SERVICES NOTICE.

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.