
DCSE Policy & Procedure Unit

Policy Update

PPU: 13-05-003

Date: May 30, 2013

SUBJECT: Conflict of Interest Procedures

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

As a friendly reminder to all DCSE employees, Federal Regulation (45 CFR §307.3) and State statute (A.R.S. §38-503) prohibit all Title IV-D staff with a personal interest in an Arizona child support case from viewing the case or accessing any related confidential information. Staff with a personal interest in a case will make known such interest, in writing, to their supervisor and will not participate in any aspect of that case as part of their official duties or on state time.

A **Conflict of Interest/Confidentiality Statement (CS-169)** form must be completed by every State employee, volunteer, temporary employee, and contractor that lists all cases where a conflict of interest may exist. The form is filled out upon the hiring of a new employee and annually thereafter with the employee's performance evaluation (or sooner if a conflict arises).

A conflict of interest occurs when:

- The employee is a Custodial Parent/Person (CP)
- The employee is a Non-Custodial Parent (NCP)
- The employee is an Alleged Father (AF)
- The employee is a relative of a CP, NCP, AF, or involved in a personal relationship or friendship with a CP, NCP, or AF.

Employees with a conflict of interest are prohibited from using state equipment to view, manipulate, or copy any case information in the ATLAS, AZTECS, OnBase or any other state databases to which they have access. Any employee who intentionally or knowingly violates the Division's conflict of interest policy is guilty of a Class 6 felony (A.R.S. §38-510) and may be prosecuted to the full extent of the law in addition to disciplinary action up to and including dismissal from state service.

Procedures are in place for staff to inquire about the status of their own child support case through their supervisor. Staff are urged to review the topics **Privacy & Safeguarding and Security Management** in the On-line Policy and Procedures Manual (OPPM) for further information.

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.