
DCSS Policy & Procedure Unit
Policy Update
PPU: 15-11-001

Date: November 3, 2015

SUBJECT: Calling Noncustodial Parents (NCP's) in Bankruptcy Status

Please contact the Policy Unit if you have any questions regarding these or any other changes at
<http://dcssvf04/DCSS/PolicyQuestions> or (602) 771-8127.
The IV-D PARTNERS should send POLICY inquiries directly to DCSS-POLICYQUESTIONS@azdes.gov

The purpose of this Policy Update is to provide clarification to staff regarding NCP's currently in bankruptcy status.

Filing a bankruptcy petition stops certain enforcement actions – while continuing others.

When an NCP has an open bankruptcy case, DCSS staff is not authorized to contact the NCP regarding missed or late payments, *regardless of whether the enforcement action is allowable or not.*

Staff should always review the Bankruptcy Detail (BADE) screen in ATLAS prior to calling an NCP.

- If the NCP never filed for bankruptcy, the BADE screen is blank.
- If the BADE screen shows the NCP is in an open bankruptcy status, all but the following fields are populated:
 - The “End” field and “Type” field.
- If the NCP's bankruptcy is closed, the enforcement action may continue.
 - The “End” field is populated with the date the bankruptcy ended.

The “Type” field displays the bankruptcy end type of either DCH (Discharged) or DSM (Dismissed).

Staff are urged to view this information directly on The PORT and not create a separate personal file. Enter <http://dcssmadcapprod> in your browser to view this Policy Update in Policy Updates 2015.

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