

**DCSS Policy & Procedure Unit**  
**Policy Update**  
**PPU: 16-02-001**  
**Date: February 1, 2016**  
**SUBJECT: Employment Administration Referrals**

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](mailto:DCSS-POLICYQUESTIONS@azdes.gov)*

One of the largest barriers to paying child support obligations and self-sufficiency for our noncustodial and custodial parents is unemployment or underemployment. To assist clients with employment issues, the Division of Child Support Services (DCSS) has entered into an agreement with the Department of Economic Security (DES), Division of Employment and Rehabilitation Services (DERS), Employment Administration (EA) to refer clients to the EA for help.

New Policy, Procedure, and Standard Operating Procedure (SOP) supporting this endeavor are now available in The PORT.

Using this new process helps our clients become self-sufficient, better able to meet their child support obligations and will result in increased collections.

Please take a few minutes to review the new Policy, Procedure, and SOP directly in The PORT under Global, or by following the below links:

[Employment Administration Referral Policy](#)  
[Employment Administration Referral Procedure](#)  
[Employment Administration Referral SOP](#)