

**DCSS Policy & Procedure Unit
Policy Update
PPU: 16-02-002
Date: February 25, 2016
SUBJECT: Administrative Liens**

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

This message is official notification of the revision to a Division of Child Support Services (DCSS) Policy and Procedure which can be accessed through the PORT by clicking on the titles below.

[Administrative Lien Policy](#)

[Administrative Lien Procedures](#)

[Administrative Lien Standard Operating Procedures \(SOP\)](#)

This policy outlines the new Administrative Lien Policy, Procedure and SOP for issuing and releasing administrative liens and replaces all previous policy and procedures. The DCSS has contracted with the Child Support Lien Network (CLSN) to locate real property owned by NCPs owing past-due child support. Additionally, the CSLN will issue and record administrative liens in partnership with the DCSS Lien Team.

The Specialized Services Lien Team is responsible for processing and releasing all administrative liens. Please submit administrative lien referrals, release requests, inquiries or correspondence directly to the DCSS Lien Team for review at [+DCSS AZ LIEN TEAM](#) .