

**DCSS Policy & Procedure Unit  
Policy Update  
PPU:17-08-002**

**Date: August 23, 2017**

**SUBJECT: Initiating Cases to the Responding Jurisdiction (RJ) and Federal Tax Information**

Please contact the Policy Unit if you have any questions regarding these or any other changes at (602) 771-8127.  
*All DCSS staff and IV-D PARTNERS should send POLICY inquiries directly to [DCSS-POLICYQUESTIONS@azdes.gov](mailto:DCSS-POLICYQUESTIONS@azdes.gov)*

Federal Tax Information (FTI) is information received from the Internal Revenue Services or another authorized source. This information is highly confidential and must be safeguarded at all times.

The payment history contains FTI if it includes any payments received directly from the IRS. In order to comply with the federal requirements of IRS Publication 1075, UIFSA packets to an RJ shall not contain a payment history with FTI. DCSS staff may provide the FPUB or PALR payment histories or the DRU calculation as they do not contain FTI; the PALC payment histories contain FTI and must not be used.

More information on how to safeguard FTI may be found in the [IRS FTI Desk Aid](#).

*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 2017.*

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