

**DCSS Policy & Procedure Unit**  
**Policy Update**  
**PPU:18-06-001**  
**Date: June 26, 2018**  
**SUBJECT: SLCK System Large Check Held (AMENDED)**

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 [DCSSPOLICYQUESTIONS@azdes.gov](mailto:DCSSPOLICYQUESTIONS@azdes.gov)*

The Policy Unit is pleased to announce revisions to the SLCK Procedure and a new companion flowchart.

**SLCK System Large Check Held**

1. Payments received with a payment status of Identified (I), Refunded (R), Non-sufficient funds-NSF (N), or Previously Unidentified (P) will be evaluated according to the SLCK process.
2. A payment of \$2,500.00 or greater suspends under the SLCK suspense code if the payment type is one of the following:
  - a. Business Check (BCH)
  - b. Personal Check (PCH)
3. A payment of \$2,500.00 or greater will not suspend under the SLCK process if in the past 60 days one or more payments have posted to the case from the same payer with the same payment type and amount. The payments cannot be identified as a NSF check or refunded. These monies are released immediately.
4. IRS and DOR incoming payments do not suspend under the SLCK code. These payments are available immediately.
5. SLCK code payments with a payment type of EFT release after five business days. Most other payments are released after ten business days.
6. The SDU staff review payments suspended under the SLCK code daily. Upon SDU approval, payments will release with a SURE request.

Updated procedures for the SLCK are found [here](#).  
The new SLCK Flowchart is found [here](#).

***Staff are urged to view this information directly on The PORT and not create a separate personal file.***

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