

**DCSS Policy & Procedure Unit  
Policy Update  
PPU:18-10-002  
Date: October 29, 2018  
SUBJECT: Updated Debt Set Up Procedures**

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 DEDN-Completing Panel One, procedure 12.

Procedures for determining the effective date have changed to instruct staff to enter the first day of the month that the case opened on DEDN when the court order effective date is prior to the Case Open date on the CAST screen. The Effective Date field cannot be modified after the debt has been added to the DEDN screen.

Additionally, the procedures have been clarified with examples and additional information. The 17 different procedures under “DEDN-Completing Panel One” have been consolidated into one procedure of the same name.

Updated procedures may be found [here](#) or on the PORT in the following location:

DEBT/FINANCIAL MANAGEMENT>DEBT>Debt Essentials>Debt Set Up>Debt Set Up Procedures>DEDN: Completing Panel One>12.

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

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