

**DCSS Policy & Procedure Unit  
Policy Update  
PPU: 20-08-001  
Date: August 21, 2020  
SUBJECT: Child Support Lien**

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)*

This Policy Update is to inform staff of revisions to policies and procedures in The PORT pertaining to the Child Support Lien process and the administrative review process relating to child support liens.

Effective August 25, 2020, the Child Support Lien process has been streamlined. An order to pay child support creates a child support lien by operation of law. There is no longer a specific arrears balance or arrears timeframe required to record a child support lien.

In addition, a child support lien may be recorded with the County Recorder's office by filing a copy of the child support order along with an Information Statement of Creditor(s), Child Support Lien form. The DCSS is no longer required to notify an NCP prior to recording a child support lien.

The DCSS must provide a payoff amount when requested by the NCP or a party acting with the NCP's consent. If the NCP disagrees with the payoff amount, the NCP may request an administrative review.

**Links to the new policies and procedures:**

[Child Support Lien Policy](#); [Child Support Lien Procedures](#); [Child Support Lien Administrative Review Procedure](#)

File paths: (The PORT > ENFORCEMENT > Child Support Lien > Child Support Lien Policy); (The PORT > ENFORCEMENT > Child Support Lien > Child Support Lien Procedures); and (The PORT > ENFORCEMENT > Administrative Review > Administrative Review > Administrative Review Procedures > Child Support Lien Administrative Review)

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