

DEBT APPROVALS "What"	✓	"Why"
<i>Check the BIPI and PACC Screen</i>		The Names and relationship of the Mother and Father. If divorced we need all fields (date married, date divorced, county, state, country) filled in.
<i>Note Emancipation or Term date (CHDE Screen)</i>		<pre> ***** Emancipation Date: 03/26/2020 State Emancipation: 04 - ARIZONA High School Graduation (HSA): 03/26/2020 Date: 02/28/2019 Emancipation Override: _____ Reason: ___ CO#: _____ Special Needs Child: ___ Emancipation refresh: _ (Y or blank) Direct Command: _____ (CHDE) </pre>
<i>Compare DELN v DRU balances</i>		Look for discrepancy in balance if any then check if ADPs, waivers, Non-IV-D payments, OJ payments, tax intercept were applied to DRU or the reason for the discrepancy.
<i>Check for any Affidavits of Direct Payments or Waivers</i>		Based on the dates, this will instruct where the ADP or Waiver should be on the DRU.
<i>Are any kids BC or CNOG (CHPH Screen)</i>		It will help ensure CPAS screen is correct if children are coded BC or CNOG.
<i>Check F codes on CAAL</i>		All F codes. It will help you understand the history of the case.
<i>Check DRU notes</i>		Look for any Special Circumstances: Marriage, Cp deceased, Simplified Calculation and CVR calculation.
<i>INTD for Tax Intercepts (If information is not available on Quick, contact the IJ for payment history)</i>		Tol add tax credit to case payment history.
<i>Check all Orders against SUOD</i>		SUOD must mirror the court order. (OCSE-157 Report items. Will assist in audit issues.)
<i>Hayden or CSP SOL</i>		SOL for CSP – if no judgments are obtained, CSP is lost three years after monthly obligation ends.
<i>Compare SUOD and DRU order information</i>		Ensure the court order effective date and amounts are correct on SUOD. Variable obligations (panel 3 on SUOD) need to be added manually on DRU. If more than 1 Judgment, make sure judgments are consecutive with oldest first.
<i>Check ATLAS open date and N4D if applicable (CAST Screen)</i>		If the effective date on the court order is prior to open Atlas date the system won't allow us to use it when we set up debts. Also, we can't charge CHF before Atlas was opened (IV-D or N IV-D). We must check N IV-D case for payments.
<i>Make sure all DRU dates flow properly</i>		Ensure there's no gap or dates don't overlap.

<i>If confident DRU is accurate proceed to Approval</i>		DRU version must be activated, click on modify, then select from the version status – APPROVED and save. Check Yes when asked if you want the report to be saved to OnBase.
DELN and DRU are not matching		
“What”		“Why”
<i>Check RELI for previous adjustments</i>		Verify adjustments were done correctly and DELN mirrors the balances on DRU/ARCA at the time.
<i>Check previous DRU and notes (ARCA too)</i>		Notes will help understand the history of the case when adjustments were made, what type of adjustments and if any credit was given (ADP, CPW’S). If a settlement was done/or if the Non-IVD payments were imported.
<i>Read all CAALS thoroughly</i>		Need to understand the case history.
<i>Check Debt DEHL</i>		If the case has AZ orders, ensure debts were loaded with interest indicator Y. If OJ order, we need to verify if the case had a balance when the debt setup.
<i>Check for missing payments (INTD, OJ, MAPA, COC)</i>		Payments will change the balance.
<i>Check CONA for older narrations</i>		May assist in further understanding the history.
<i>Check CCM begin and end dates on NCPD and Correspondence. (CAAL will have narrations under the “H” codes to see if insurance dates match the dates on NCPD)</i>		Will affect the balance. Check that the Chic(s) are listed on NCPD to ensure coverage.
<i>Check Payment Adj on DRU for any CCM payments that should not have applied</i>		DRU does not always calculate CCM properly.
<i>Check for SSI derivatives (CAAL F5600) AZTECS, CLBD</i>		SSI -Supplemental Security Income. If the NCP is on SSI case will proceed to close. SSD – Social Security Derivatives is when the CP receives derivatives benefits for the child due to NCP’s disability. NCP shall receive credit for SSD payments up to the amount of accrual. No credit can be given after the child’s emancipation or the child support was terminated.