

A Interview Requirements for DCSS Cooperation Qualified Noncitizens

REVISION 49
(01/01/21 - 12/31/21)

All new CA applications, not claiming a [good cause](#) and not [exempt from DCSS cooperation](#), must complete the DCSS pre-cooperation before CA is approved. Pre-cooperation with DCSS is not required for CA renewal applications.

At the interview, complete the following when the participant is not exempt from DCSS cooperation:

- [Key the DCSS Cooperation Code in AZTECS.](#)
- Key the [Absent parent screens.](#)
- Explain that the participant is required to [turn in support money](#) when they receive child support, alimony, or spousal maintenance payments while receiving CA benefits.
- Inform the CA parent or caretaker relative that before the CA benefits can be approved, they must complete the virtual DCSS pre-cooperation process.
- Indicate on the Information Needed - CA/TPEP (A011) notice that the participant is required to complete a DCSS pre-cooperation interview.
- Send the DCSS Requirement (A000) notice at the CA initial interview. The A000 notice provides the [DCSS Customer Service](#) number and lists information and documents that may be needed to complete the DCSS pre-cooperation requirement.
- Provide the participant with the DCSS Customer Service phone number of 1-800-882-4151 and the information requested on the A000.
- Encourage the participant to call DCSS to comply as soon as possible.
- Inform the participant that when they comply, DCSS updates the Arizona Tracking Location Automated System (ATLAS), which informs FAA of the participant's compliance.
- Thoroughly document the [case file\(g\)](#) of the actions taken.