

E Routing the Claim of Good Cause for DCSE Noncompliance

The following procedures must be followed so DCSE can postpone support enforcement activities. The documents must be forwarded in a timely manner to prevent harm to the budgetary unit and not delay the completion of the good cause decision.

Route a copy of the FA-176 and referral packet to the appropriate [DCSE office](#), [OSI office](#), and the [Internal Operations Unit](#) as follows:

- At the time of approval, for initial applications
- No later than one work day after a good cause claim is requested, for active cases

NOTE Route the FA-176 and referral packet even when good cause is still pending.

When sufficient documentation or verification has not been provided to make a determination of good cause, send the FA-176 and referral packet to OSI. Include copies of the AZTECS AP screens and all other supporting documentation.

For denied applications place the FA-177 and FA-176 in the [case file\(g\)](#). Do not forward any documents to DCSE or OSI.