

.01 Imposing A New CA Sanction

REVISION 06
(10/01/08 – 12/31/08)

To impose a new CA progressive sanction, a noncompliance notification **MUST** be received from **DCSE** or Jobs prior to imposing a new sanction. (See [DCSE Noncompliance Notification](#) and [Jobs Noncompliance Notification](#))

NOTE For progressive sanctions, when there has been no compliance between sanctions, **AZTECS** generates the [CA DEAUTH - PROG SANC ACTS alert](#) at rollover. (See [Imposing Ongoing CA Sanction](#))

When FAA receives a DCSE Sanction FAA Outlook E-Form from DCSE, complete the following:

- Key the DCSE Sanction Reason Code in the RSN CODE field on **DISA** for the correct sanction month, allowing for [NOAA](#). (See [MA Noncompliance - DCSE](#))
- Key the DCSE Sanction Reason Sub Code in the corresponding SUB RSN field on DISA.
- Send the NOAA for the correct sanction level. The sanction level on the **NOAA** must match the sanction level that was imposed on PRAP/DISA.
- Key the sanction information in the DCSE Sanction FAA Outlook E-Form and send the E-Form back to DCSE.

When the participant is in DCSE noncompliance with more than one absent parent, document the case file and the DISA (PAGE 2) screen.

WARNING

DO NOT key the NC DCSE Cooperation Code in the AF COOPERATION CODE field on APPD when a CA participant does not cooperate with DCSE. The NC DCSE Cooperation Code is only used for MA. (See [Cooperation with DCSE](#))

When a Jobs noncompliance ACTS alert is received, complete the following:

- Review **NOHS** to verify that a NOAA was sent by Jobs to the PI.

WARNING

DO NOT impose the sanction when any of the following occur:

- NOAA was not mailed
- NOAA states the incorrect sanction level
- NOAA states the incorrect sanction month

Contact the Jobs case worker for a resolution.

- Review sanction history on **PRAP** and DISA.
- Key the Sanction Reason Code in the RSN CODE field on DISA.

When DISA is correctly keyed, AZTECS calculates and displays the correct Progressive Sanction Number in the NBR field. Complete the following:

- Process the case through AFPD to authorize reduced benefits.
- Proceed to FSAD to authorize NA benefits and MADA to authorize MA, as appropriate.

NOTE See [SA Income](#) for the sanction effect on NA.

Consider the following when imposing CA sanctions:

- Impose the sanction for the correct month as stated in the NOAA sent by Jobs or FAA.
- Consider multiple sanctions that affect the same benefit month as one sanction month. (See [CA Cumulative Sanctions](#))

When a sanction has been imposed and the participant has not complied by the AZTECS monthly rollover date, AZTECS deauthorizes the CA case and generates the CA DEAUTH - PROG SANC ACTS alert. (See [Imposing Ongoing CA Sanction](#))