

A Interview Requirements for DCSS Cooperation

[REVISION 48](#)

(01/01/20 - 12/31/20)

Effective 07/01/2020, DCSS Cooperation restarts using the Virtual Pre-Approval Cooperation instructions below.

For benefit months 04/2020 through 06/2020 see the [Urgent Bulletin](#) emailed 03/31/2020 regarding Temporary Suspension of DCSS Cooperation.

At the interview, complete the following when the participant is not [exempt of DCSS cooperation](#):

- [Key the DCSS Cooperation Code in AZTECS.](#)
- [Absent parent screens](#) must be completed.
- Explain 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 specified relative that before the CA benefits can be approved, they must complete the virtual pre-approval cooperation process with DCSS.
- Indicate on the A011 notice that the participant is required to complete a DCSS pre-approval cooperation interview.
- Send the DCSS Requirement (A000) notice at the CA initial interview. Key on the A000 notice the phone number associated with the participant's residential ZIP Code from the [DCSS Pre-Approval Cooperation Contact List by ZIP Code](#) found in SharePoint (for internal use only).

NOTE The A000 notice lists information and documents that may be needed to complete the DCSS pre-approval cooperation requirement.

- 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 of the actions taken.