

A Interview Requirements for DCSS Cooperation

REVISION 47

(01/01/19 - 12/31/19)

Effective for benefit month 04/2020 until further notice, see the Urgent Bulletin emailed 03/31/2020 regarding Temporary Suspension of Jobs Work Requirements, Cooperation with DCSS, and Federal and State Time Limits.

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 comply with DCSS.
- Indicate on the Information Request and Pending Information Agreement (FAA-0077A) form that the participant is required to comply with DCSS by going to the DCSS local office and completing a DCSS pre-cooperation interview.
- Provide the participant with the TANF Pre-cooperation Interview (FAA-1585A) flyer at the CA initial face-to-face interview or send the DCSS Requirement (A000) notice at the CA initial telephone interview. The FAA-1585A and the A000 notice lists information and documents that may be needed at the DCSS office.
- Explain it is the participant's responsibility to mail or take any required verification or documents to the DCSS office on or before the tenth calendar day due date.
- Encourage the participant to go to the DCSS office 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.