

.01 Imposing A New CA Sanction

REVISION 45
(01/01/17 – 12/31/17)

To impose a new CA graduated sanction, a noncompliance notification must have occurred.

For additional information, see one or more of the following:

- [DCSS Noncompliance Notification](#)
- [Jobs Noncompliance Notification](#)
- [CA PRA Immunization Noncompliance](#)
- [School Attendance Noncompliance for New Applications](#)
- [Drug Conviction Noncompliance](#)
- [Voluntary Quit Noncompliance](#)

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

When FAA receives a Sanction: Noncompliance/Compliance Request email from DCSS, complete the following:

- Key the DCSS Sanction Reason Code in the RSN CODE field on **DISA** for the correct sanction month, allowing for [NOAA](#).
- Key the DCSS 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.

When the participant is in DCSS noncompliance with more than one absent parent, document the [case file\(g\)](#) and the DISA (PAGE 2) screen.

WARNING

Do not key the NC DCSS Cooperation Code in the AF COOPERATION CODE field on APPD when a CA participant does not cooperate with DCSS. (See [Cooperation with DCSS](#))

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

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

NOTE For notices mailed on or after 11/15/2022, view notice content in OnBase.

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 FAA is notified that a CA participant voluntarily quits working without good cause, complete the following:

- Key the Voluntary Quit Sanction Reason Code VQ in the corresponding RSN CODE field on DISA.
- Key the date the sanction will be imposed in the begin field on DISA.
- Key the date the sanction will end in the end field on DISA.

FAA2.E Program and Person Alerts (PRAP/DISA) : 06 CA Sanctions : D Imposing CA Sanctions : .01 Imposing A New CA Sanction

- 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.

When FAA verifies that a CA participant has been convicted of using, selling, or possessing a controlled substance, complete the following:

- Key the Drug Conviction Sanction Reason Code DR in the corresponding RSN CODE field on DISA.
- Key the date the sanction will be imposed in the BEGIN 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.

When DISA is correctly keyed, AZTECS calculates and displays the correct graduated sanction number in the NBR field. Complete the following:

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

NOTE See CA sanction income under [Assistance Income Types](#) 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 - GRAD SANC ACTS alert. (See [Imposing an Ongoing CA Sanction](#))