.04   DCSE Compliance Notification

When a participant does not comply with a PRA requirement, DCSE notifies FAA using the DCSE Sanction FAA Outlook E-Form .. The E-Form fields are keyed by DCSE with the following case information:

- Subject: DCSE Sanction FAA.

- The noncompliant participant's AZTECS case number.

- The ATLAS case number.

- The noncompliant custodial parent's (CP) name.

- The noncustodial parent's (NCP) or absent parent's (AP) name for whom the CA participant must comply.

- The names of the AP's children.

- The DCSE Case Manager's name.

- The sending DCSE office site code.

- The DCSE Case Manager's phone number.

NOTE   DO NOT give this phone number to participants.

- Date of Noncompliance.

- Noncompliance (N) Sanction Reason Code.

- Additional information.
  In this field, DCSE informs FAA when there are multiple APs and the name of the AP's children for whom the participant must comply.

When FAA imposes the CA sanction, respond to DCSE by keying the following fields in the original DCSE Sanction FAA Outlook E-Form and forward the E-Form to DCSE:

- Change the receiver's e-mail address to the DCSE Case Manager's e-mail address in the TO field.

- Key the name of the responding FAA Sanction Worker in the PSE field.

- Key the responding FAA site code number in the Site Code field.
- Key the phone number of the responding FAA sanction worker in the Phone Number field.
- Key the sanction effective date in the Sanction Effective Date (MM/YY) field.
- Key additional comments in regard to the sanction or case in the Comments field.

When FAA does not impose the sanction, key the reason in the Comments field.

When the E-Form has been sent back to DCSE, access Sent Items in Outlook. Print the sent version of the E-Form. Place the sent E-Form in the case file(g). Thoroughly document the case file and CADO or the CADO Extension Form (CEF).

When the participant has complied with DCSE, DCSE keys the following fields of the original DCSE Sanction FAA Outlook E-Form and sends it to FAA:

- Date of Compliance.
- Additional information in regard to the compliance.

(See Ending CA Sanctions)

Print the notification of compliance E-Form and place it in the case file. The original filed copy of the E-Form can be destroyed ONLY after receipt of DCSE's notification of compliance. DCSE notifies FAA via the DCSE Sanction FAA Outlook E-Form when a participant noncomplies. DCSE keys a Noncompliance Reason Code in the N Reason Code field in the E-Form .

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