

.01 Imposing A New CA Sanction

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-mail template from DCSE, complete the following:

- Key the Sanction Reason Code in the SANC RSN field on DISA for the correct sanction month, allowing for [NOAA](#). (See [MA Noncompliance - DCSE](#))
- 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 Noncompliance Notification](#) e-form and send the e-form back to 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. See [Cooperation With DCSE](#))

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

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)

- Document thoroughly on the DOC lines, FA-015, and CADO. Indicate in the documentation when the participant is in DCSE noncompliance with more than one absent parent.

NOTE Key [school attendance](#) and [immunization](#) sanctions next to the parent, not the child.

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

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

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

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](#))