

A Interview Requirements for DCSS Cooperation

REVISION 47
(01/01/19 - 12/31/19)

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.