

A Interview Requirements for DCSS Cooperation

REVISION 48
(01/01/20 - 12/31/20)

Effective 07/01/2020, DCSS Cooperation restarts using the Virtual Pre-Approval Cooperation instructions below.

For benefit months 04/2020 through 06/2020 see the [Urgent Bulletin](#) emailed 03/31/2020 regarding Temporary Suspension of DCSS Cooperation.

All new CA applications, not claiming a good cause and required to cooperate with DCSS, must complete the DCSS pre-cooperation before CA is approved. Pre-cooperation with DCSS is not required for CA renewal applications.

At the interview, complete the following when the participant is not [exempt from DCSS cooperation](#):

- [Key the DCSS Cooperation Code in AZTECS.](#)
- Key the [Absent parent screens](#).
- 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 caretaker relative that before the CA benefits can be approved, they must complete the virtual DCSS pre-cooperation process.
- Indicate on the Information Needed - CA/TPEP (A011) notice that the participant is required to complete a DCSS pre-cooperation interview.
- Send the DCSS Requirement (A000) notice at the CA initial interview. Key on the A000 notice the phone number associated with the participant's residential ZIP Code from the [DCSS Pre-Cooperation Contact List by ZIP Code](#) found in SharePoint (for internal use only).

NOTE The A000 notice lists information and documents that may be needed to complete the DCSS pre-cooperation requirement.

- Encourage the participant to call DCSS 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.

ARCHIVED (Valid until 04/26/21)