

C DCSS Cooperation Exemptions

[REVISION 51](#)

(01/01/23 - 12/31/23)

Key the EX DCSS Cooperation Code in the AF COOPERATION CODE field on APPD when the CA participant is exempt from cooperating with the Division of Child Support Services (DCSS) requirements for one of the following reasons:

- Refugees in their first 12 months of residency in the United States

NOTE A refugee parent must comply with DCSS after their initial 12 months in the United States, even when the absent parent is residing outside the United States.

- Participants for whom both parents of the dependent children are verified as deceased
- Grant Diversion participants
- Hopi Tribal TANF participants
- The only child is an SSI child
- Foster Care child
- The only child is a Benefit Capped child
- The only child is a child of a [single parent](#) through adoption or artificial insemination

Participants who are potentially eligible for the Two Parent Employment Program (TPEP) are exempt from cooperation with DCSS when both parents of all the children in the budgetary unit are in the home. Do not refer these participants to DCSS for compliance prior to TPEP approval.

For cases where the CA parent or caretaker relative is keyed OU in the PT field on SEPA, all the following apply:

- [Absent parent screens](#) must be completed during the interview.
- Key the CO DCSS Cooperation Code in the AF COOPERATION CODE field on APPD.
- Do not refer these participants to DCSS for compliance prior to CA approval.
- Advise the CA parent or specified relative of the non-public assistance [DCSS locator services\(g\)](#).
- The cooperation date is not required to approve the CA benefits.

NOTE Document the case file with the reason for the exemption.

ARCHIVED (Valid Until 04/15/24)