05 *Cooperation with Child Support Services - Overview*

Parents or specified relatives who apply for or are receiving CA are required to cooperate with the Division of Child Support Services (DCSS), unless they meet one of the following:

- Exempt from DCSS cooperation

- Claim good cause for noncooperation with DCSS

> **EXCEPTION**
>
> This CA requirement does not apply to the Pascua Yaqui and Hopi Tribal TANF Programs.

For CA, key the information related to the absent parent on the AP screens.

When changes regarding an absent parent are reported or discovered, key the changes on the AP screens.

When a new CA application is received, key the CO DCSS Cooperation Code in the AF COOPERATION CODE field on APPD when the CA participant is required to cooperate with DCSS.

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

- Refugees who turn in an application at the Refugee Office

- Participants for whom all absent parents of the dependent children are verified as deceased

- Grant Diversion participants

- Hopi Tribal TANF participants

- Pascua Yaqui 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

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

Key the CO DCSS Cooperation Code in the AF COOPERATION CODE field on APPD when the CA parent or specified relative is keyed OU in the PT field on SEPA.

NOTE   Absent parent screens must be completed during the interview. A cooperation date is not required to approve the CA benefits.

Key the appropriate Good Cause Code in the AF COOPERATION CODE field on APPD when the participant is exempt from cooperating with DCSS due to Good Cause.

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.

All new CA participants must cooperate with DCSS before CA approval unless one of the following applies:

- Exempt from DCSS cooperation.

- Claiming good cause.

- The date displayed in the DATE OF AF COOPERATION field is less than 30 calendar days prior to the date of the interview, and there have been no budgetary unit participant changes.

At the interview, complete the following:

- 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 (FA-077) 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 timely mail or take any required verification or documents to the DCSS office. Notification of compliance must be received by FAA from DCSS by the tenth calendar day due date to approve CA benefits timely.

- 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.

Encourage the following participants to comply with DCSS, even though they are not required to cooperate:

- Exempt pregnant participants

- Participants in child only cases

- Grant Diversion participants

DCSS is responsible for completing the following:

- Determining cooperation with DCSS for new CA participants

- Documenting the AZTECS case file with the date of cooperation

- Keying ATLAS with the date of cooperation when the new CA participant complies

NOTE   When DCSS keys ATLAS, the APPD DATE OF AF COOPERATION field is auto-populated with the DCSS date of compliance.

The CA participant is required to turn in support money when they receive child support, alimony, or spousal maintenance payments.

The participant must turn in all support money received beginning the month following the month of CA approval. The support payments must be turned in to DCSS within five calendar days of receipt.

Inform the participant to contact DCSS customer service within five calendar days, when support payments that must be turned in are placed on their Electronic Pay Card(g) in error.

> **WARNING**
>
> CA participants must turn in child support intended for a child coded BC or SS in the CA PT field on SEPA, when there is a child coded IN in the CA PT field on SEPA and both of the following apply:
>
> - The child support is received directly from a private source, such as the absent parent, the Clerk of the Court, or a private collection agency.
>
> - The absent parent of the child is also the absent parent of a child in the same budgetary unit who is coded IN in the CA PT field on SEPA.
>
> DCSS determines the amount of child support to be retained by the state or passed through to the CA budgetary unit.

The participant may also choose to turn in support payments directly to DCSS.

> NOTE   Advise the participant not to mail cash payments but to purchase a money order or cashier's check.

When a child support order is established by DCSS, DCSS does not retain support monies for certain CA cases. DCSS passes through child support monies to the following budgetary units:

- CA budgetary units with a nonparent specified relative as the PI who is coded OU on SEPA.

- CA budgetary units when the following DCSS Cooperation Code is keyed in the AF COOPERATION CODE field on APPD:

    G3 (pending adoption)

    G4 (possible adoption)

    G5 (conceived by sexual assault)

    G6 (conceived by incest)

- Tribal TANF Program cases. Tribal TANF Programs do not have an agreement with DCSS to pursue child support for their participants.

- CA budgetary units with the EX DCSS Cooperation Code (exempt) keyed in the AF COOPERATION CODE field on APPD.

- Grant Diversion budgetary units.

- CA budgetary units that include an SSI child. When there are other children in the budgetary unit, only the portion intended for the SSI child is passed through.

- CA budgetary units that include a Benefit Capped (BC) child. When there are other children in the budgetary unit, only the portion for the BC child is passed through.