

## .01 New CA Participant - FAA Responsibilities

ALL new CA participants must cooperate with DCSE before CA approval unless one of the following apply:

- [Exempt from DCSE cooperation.](#)
- Claiming good cause.
- The date displayed in the DATE OF AF COOPERATION field is less than 30 days prior to the date of the interview, and there have been no budgetary unit participant changes.

### EXCEPTION

This CA requirement does not apply to Tribal TANF Programs.

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 DCSE.
- Complete the Verification of Cooperation with the Division of Child Support Enforcement (FAA-1221A) form. Make a copy and place the copy in the [case file\(g\)](#). Give the original to the participant to take to DCSE within the required ten calendar day time frame.
- Inform the participant that when they comply, DCSE completes the FAA-1221A, gives the completed FAA-1221A to the participant for their records, and updates ATLAS, which informs FAA of the participant's compliance.

All FAA Local Office Managers (LOM) have the DCSE forms packet to provide to participants who meet the following conditions and are not able to go to the DCSE office:

- Home visit interviews.
- Phone interviews.
- In-office interviews and the participant is unable to go to a DCSE office.

Encourage the participant to go to the DCSE office to comply. When they are unable to go to the DCSE office, complete the following:

- Obtain the DCSE forms packet from the LOM and give a copy to the participant.
- Complete the FAA-1221A and give it to the participant. The FAA-1221A is also available as the [A000 notice](#).

It is the participant's responsibility to timely mail or take the completed DCSE forms and FAA-1221A to the DCSE office. Notification of compliance must be received by FAA from DCSE by the ten day due date to approve CA benefits.

NOTE Completed DCSE paternity forms cannot be FAXed to DCSE. DCSE requires the original signed paternity documents.

- Indicate on the Information Request and Pending Information Agreement (FA-077) form that the participant is required to take the FAA-1221A to DCSE.
- Inform the participant that when they comply, DCSE completes the FAA-1221A, gives the completed FAA-1221A to the participant for their records, and updates ATLAS, which informs FAA of compliance.
- Inform the CA parent or specified relative that the CA application will be denied if they do not comply with DCSE. Notification of compliance must be received by FAA by the required due date. (See [DCSE Responsibility](#))
- Thoroughly document the Case Record History (FA-015) and CADO or the CADO Extension Form (CEF) of the actions taken.