



# FULL FARE PROCESS REFERENCE

CHAPTER: 1.00 – Process Reference for Full FARE
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SUBJECT: Introduction to Full FARE Process Reference Manual
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## PURPOSE

This document contains:

- ❖ A general description of the **Fines/Fees and Restitution Enforcement Program (FARE)**
- ❖ Implementation preparation for Full FARE Implementation
- ❖ Description of Full FARE features and processing, and
- ❖ Basic reference material required for understanding of Full FARE processing

This process reference manual has been developed to provide all involved parties with the reference material required to understand Full FARE processing and to aid courts in assuring that correct court case and records management procedures are followed and appropriate audit trail documentation is maintained when using Full FARE. Because there are so many variations in both manual court processes and automated court management systems (CMS), this document does not attempt to describe the manual or automated court processing required for interacting accurately with FARE. This manual should be supplemented by court and system-specific documentation for each court implementing Full FARE.

## ORGANIZATION

This document is first organized by phase of Full FARE processing, with four distinct processing phases identified:

- ❖ **Pre-Implementation** - Pre-Implementation covers the items that must be completed successfully prior to implementation of Full FARE
- ❖ **Pre-Disposition** - Pre-Disposition covers the time from entry of a new case without charge dispositions into FARE through entry of disposition codes on all charges on the case.
- ❖ **Post-Disposition** - Post-disposition covers the time from when the last charge on a case receives a disposition code until all financial obligations are satisfied or until 29 days after the second post-disposition notice is issued.
- ❖ **Delinquency** - Delinquency covers the remainder of the time a case remains in FARE until all financial obligations are satisfied.



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Following the phases of processing, the manual contains reference material for subjects pertinent to more than one processing phase. Examples are: person matching, TTEAP processing, and reporting. Finally, the manual contains information for production support and control of Full FARE.

## PROCESS REFERENCE DEVELOPMENT

Just as the FARE Program is being developed in phases, the sections of this manual will be developed in phases, in the order of the phases shown above. The most current version of published procedures will be available on the FARE Web site.

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### RELATED REFERENCES:

- 1.02 FARE Program Overview
- 2.00 Pre-Implementation
- 3.00 Pre-Disposition
- 4.00 Post Disposition
- 5.00 Delinquency
- 6.00 Reference Subjects
- 7.00 Production Control

### ADDITIONAL REFERENCES:

- FARE Web site  
<http://www.supreme.state.az.us/fare>