



FULL FARE PROCESS REFERENCE

CHAPTER: 6.00 – Reference Subjects

SUBJECT: Traffic Ticket Enforcement Assistance Program (TTEAP)

REFERENCE #: 6.08

EFFECTIVE DATE: 09/26/06

PAGE #: 1 of 5

PURPOSE

The purpose of implementing TTEAP is to have another effective tool for collections--the ability to place a hold on renewal of vehicle registrations for those persons who have failed to appear on Criminal Traffic charges or who owe the courts (collectively) more than \$10 in financial obligations on civil and criminal traffic or Title 5 Chapter 3 (Recreational Boating) offenses.

TTEAP Conditions/Processing

There are two different scenarios in which a case/party will be reported to MVD for a TTEAP hold: failure to appear for a criminal traffic offense or financial obligations for traffic/boating offenses in excess of \$10. In order for a case to be considered for an MVD TTEAP hold, the person information in ACS must contain a Date of Birth and either an SSN or a Driver License Number. For MVD to add the TTEAP hold, it must be able to match the person to an existing customer record. The person matching criteria used by MVD are detailed in section 6.03 Person Matching Reference.

If a person has failed to appear on a criminal traffic offense that case/party can be added to TTEAP if there is a customer record for the person at MVD. This occurs after JUSTIS evaluates the dispositions received from the CMS and determines the FTA status. A transaction is sent to ACS indicating that the case/party can be added to TTEAP for FTA. If ACS determines the person is not already on TTEAP, a transaction is sent to MVD through JUSTIS for the TTEAP add.

- If MVD returns an add confirmation through JUSTIS to ACS, ACS will record this information in eTIMS and send a TTEAP add transaction through JUSTIS to the CMS for the case/party and the CMS will record that information
- If MVD does not return an add confirmation for the person because they have no customer record, JUSTIS and ACS will record this information and the CMS would receive a "Rejections Details" transaction indicating the data that did not match MVD, giving the court an opportunity to correct the data. Please refer to the section below, "TTEAP Reject Processing", for more information on the reject codes and the processing involved.



FULL FARE PROCESS REFERENCE

CHAPTER: 6.00 – Reference Subjects

SUBJECT: Traffic Ticket Enforcement Assistance Program (TTEAP)
--

REFERENCE #: 6.08

EFFECTIVE DATE: 09/26/06

PAGE #: 2 of 5

If the person is currently on TTEAP for another case, ACS flags the case/party in eTIMS as contributing to a TTEAP hold and will send a TTEAP add transaction through JUSTIS to the CMS for the case/party and the CMS will record that information.

JUSTIS is responsible for evaluating TTEAP FTA disposition changes and sending ACS a transaction when the all the TTEAP FTA conditions have been cleared for a case/party.

If a person has outstanding financial obligations for traffic/boating offenses in excess of \$10 **for all courts**, a TTEAP hold can be placed against the person's customer record at MVD. This can only happen if all charges for a case/party are TTEAP eligible, the person has been noticed twice for the financial obligations on the case and the FARE Delinquency Fee has been added to the case. ACS will add the amount of the financial obligation to the qualifying TTEAP amount for the person.

If the person is not currently on TTEAP but the amount for all TTEAP-eligible cases now exceeds \$10, a transaction is sent to MVD through JUSTIS for the TTEAP add.

- If MVD returns an add confirmation through JUSTIS to ACS, ACS will record this information in eTIMS and send a TTEAP add transaction through JUSTIS to the CMS for each case/party contributing to the hold and the CMS in each court will record that information for the case/party
- If MVD does not return an add confirmation for the person because they have no customer record, JUSTIS and ACS will record this information and the CMS would receive a "Rejections Details" transaction indicating the data that did not match MVD, giving the court an opportunity to correct the data. Please refer to the section below, "TTEAP Reject Processing", for more information on the reject codes and the processing involved.

If there is currently a TTEAP hold on the person, ACS will flag the case/party in eTIMS as contributing to a TTEAP hold and will send a TTEAP add transaction through JUSTIS to the CMS for the case/party and the CMS will record that information.

If MVD can place the hold, a letter is sent to all registered owners of any vehicle where the defendant is a registered owner saying that the hold is being placed because "John Doe" either has failed to pay court obligations in traffic cases or failed to appear on a criminal traffic matter. The letter refers them to Public Access to see a list of the courts and case numbers involved in the hold and also gives them phone numbers for the AOC Support Center if they don't have a way to get to Public Access.



FULL FARE PROCESS REFERENCE

CHAPTER: 6.00 – Reference Subjects

SUBJECT: Traffic Ticket Enforcement Assistance Program (TTEAP)
--

REFERENCE #: 6.08

EFFECTIVE DATE: 09/26/06

PAGE #: 3 of 5

ACS is responsible for determining when to send MVD a TTEAP release for a person based on satisfaction of all FTA's and outstanding amounts contributing to the TTEAP hold. At the time MVD confirms a TTEAP delete, ACS will send a TTEAP release transaction for each case/party that contributed to the hold. The CMS in each court will record that information for the case/party.

If a TTEAP release is needed on an emergency basis, a process exists to request and perform the release. See section 7.00 Production Control.

TTEAP Waiver

A person may request, and the court may grant, a TTEAP Waiver for a case contributing to a TTEAP hold if the request meets the statutory requirements for release. CMS systems must be capable of transmitting TTEAP Waiver Flags to ACS through JUSTIS.

Upon receipt of a TTEAP Waiver for a case/party, ACS transmits a TTEAP release transaction to the court for this case/party and then re-evaluates the person's TTEAP status. If this is the last case for the party with a TTEAP hold, ACS will transmit a TTEAP release to MVD. TTEAP waivers for a case/party remain in effect for 30 calendar days from the date of issuance to allow the person time to re-register the vehicle. ACS will re-evaluate these waivers at the end of 30 calendar days and if the person has not satisfied the TTEAP requirements for the case, ACS will re-add the person to TTEAP and send a TTEAP add transaction to MVD and the CMS.

TTEAP Reject Processing

The steps below give a more detailed outline of the processing for a TTEAP hold request and the MVD return codes that can be received.

PROCESS STEPS

1. ACS requests a TTEAP Hold from MVD
2. MVD returns a record for the individual with an MVD Number and the following information:



FULL FARE PROCESS REFERENCE

CHAPTER: 6.00 – Reference Subjects

SUBJECT: Traffic Ticket Enforcement Assistance Program (TTEAP)		
--	--	--

REFERENCE #: 6.08	EFFECTIVE DATE: 09/26/06	PAGE #: 4 of 5
-------------------	--------------------------	----------------

MVD's First, Middle and Last Name, DOB, D/L, D/L State and SSN for the individual and a processing code which gives the result of the request. The processing codes are:

- A Duplicate; hold already in place for the individual
- B Transaction contains bad data or a formatting error
- E Serious error; call programmer
- N No customer record; no hold can be placed
- R Deceased
- Y TTEAP Hold placed

3. ACS processes the information based on the return code.

a. For codes A and Y, a hold is recorded in eTIMS (if not already present) and an event record is sent to JUSTIS for the Hold. Since these codes represent success, not a reject, there is no MVD reject transaction with the MVD fields sent to JUSTIS.

b. For codes B, N and R, an MVD reject record is sent to JUSTIS, including the reject code. The MVD fields will be sent to JUSTIS for the R transactions. Since there is no match for the B or N transactions, MVD does not return their fields.

c. Everyone ignores the "E" code since it is meant to signal a serious error at MVD only and ACS should not be sent that code.

d. ACS creates separate reports for the partial matches, the deceased transactions, the accepted holds and the no matches. The reports are viewable on, and downloadable from Report Web; however, the reports are not by court number.

4. JUSTIS processes the records sent from ACS and returns reject transaction records to the courts for items listed in 3.b. above.

TTEAP Return Codes from a Release Request

When a TTEAP Release Request has been sent to the MVD, the following return codes may be received.

- D MVD release – Our release request has been processed, but the registration is still held for another reason.



FULL FARE PROCESS REFERENCE

CHAPTER: 6.00 – Reference Subjects

SUBJECT: Traffic Ticket Enforcement Assistance Program (TTEAP)

REFERENCE #: 6.08

EFFECTIVE DATE: 09/26/06

PAGE #: 5 of 5

- N record not found – The person was not found at MVD.
- P Hold not found – The person was found at MVD, but no TTEAP hold was in place. There may still be a hold in place on the registration for another reason.
- S MVD release, display link – Our release was processed at MVD, and the registration has no other holds and can be renewed. The link back to “Service Arizona” is displayed on public access to allow the customer to register their vehicle.
- Z Hold not found, display link – MVD did not have a hold and the registration is free to be renewed. The link back to “Service Arizona” is displayed on public access to allow the customer to register their vehicle.

RELATED PROCEDURES:

- 4.00 Post Disposition
- 6.01 Data Elements for FARE
- 6.02 Data Update Requirements
- 6.03 Person Matching Reference
- 6.09 Backlog Processing
- 7.00 Production Control

ADDITIONAL REFERENCES:

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