Case #:   **Closure Code:**   **Date Begin:**   **Date Closed:**   **Worker Name:**

Enforcement Case Closure Checklist

Screen	Codes	Assessment	Yes – No – N/A	If Yes:	If No:
Cast	All	Does County/Office/Team match worker's region?	Y ☐ N ☐ N/A ☐	Continue	Refer to correct region
CAAS	All	Is system update field set to "N"?	Y ☐ N ☐ N/A ☐	Continue	Update CAAS
CPDE/NCDE	*1	If CP or NCP are deceased, has case been reviewed by AGO?	Y ☐ N ☐ N/A ☐	Continue	Review with Attorney
CAHL/LETL	All	Are all hearings and legal actions completed?	Y ☐ N ☐ N/A ☐	Continue	Review with Attorney
On Base	908	Is the completed CP withdrawal form or letter in the file?	Y ☐ N ☐ N/A ☐	Continue	Stop until provided by CP
DELN/DEDN	*2	Are current and arrears PIF or state owed less than $500?	Y ☐ N ☐ N/A ☐	Continue	Review closure code
SULI/PALC	All	Has all money been disbursed to case?	Y ☐ N ☐ N/A ☐	Continue	Release suspense
CAAL	All	Has M9813 been entered with reason & code?	Y ☐ N ☐ N/A ☐	Continue	Enter CAAL & Narrative
ADRD	All	Have all admin reviews been completed?	Y ☐ N ☐ N/A ☐	Continue	Contact Admin Review
Eloquence	All	Has closure notice been sent?	Y ☐ N ☐ N/A ☐	Continue	Send correct notice
Eloquence	All	Did the notice print without error?	Y ☐ N ☐ N/A ☐	Continue	See error codes
Non-IV-D	All	Was the Non-IV-D ATLAS case closed while the IV-D was open?	Y ☐ N ☐ N/A ☐	Continue	Review with Debt Unit

Pending Closure Actions

Screen	Codes	Assessment	Yes – No – N/A	If Yes:	If No:
DRU	All	Has a DRU been completed in the past 12 months?	Y ☐ N ☐ N/A ☐	Continue	Process DRU or refer
SUDE	*1*2	Has SUDE been suppressed to stop automated collections?	Y ☐ N ☐ N/A ☐	Continue	Suppress SUDE collections
WAWD/ORAL	*3	Has the IWO been stopped if required?	Y ☐ N ☐ N/A ☐	Continue	Send stop IWO
JULD	All	Have all administrative liens been released?	Y ☐ N ☐ N/A ☐	Continue	Release Liens
JULD	*3	Have judgment liens been satisfied if required?	Y ☐ N ☐ N/A ☐	Continue	Refer SOJ to AG
NCAD	All	Have all asset seizure actions been closed?	Y ☐ N ☐ N/A ☐	Continue	Contact FIDM for review
NCLD	All	Has the MVD lien been released? (only if no other cases)	Y ☐ N ☐ N/A ☐	Continue	Update NCLD to release
RNLI	All	Have all requests been completed/approved?	Y ☐ N ☐ N/A ☐	Continue	Review for completion
CHPL/CHNC	All	Have all payments cleared? Have VOI & EXP been reissued?	Y ☐ N ☐ N/A ☐	Continue	Refer to CPRO
ADRD	All	Have all administrative reviews been completed?	Y ☐ N ☐ N/A ☐	Continue	Refer to Admin Review Unit
Eloquence	*3 *4	Has case been opened at CoC? (When Required)	Y ☐ N ☐ N/A ☐	Continue	Send FCSE0001 F0410
CAHL/CAAL	All	Have all child support arrest warrants been quashed?	Y ☐ N ☐ N/A ☐	Continue	MISC referral to the AGO to quash warrant

Final Closure

Screen	Codes	Assessment	Yes – No – N/A	If Yes:	If No:
CAST	All	Has pending closure period expired?	Y ☐ N ☐ N/A ☐	Continue	Wait for period to expire
CAAL	All	Does closure letter sent match closure code on CAST?	Y ☐ N ☐ N/A ☐	Continue	Restart with correct code
CAAL/INTD	All *5 *6	Have all requests for case to remain open been reviewed?	Y ☐ N ☐ N/A ☐	Continue	Review & take action
CAWT	All	Have all items been worked or Purged?	Y ☐ N ☐ N/A ☐	Continue	Work or Purge items
INCM	I&R	Has the status field been updated to "C"losed?	Y ☐ N ☐ N/A ☐	Continue	Modify filed to "C"
INTD	I&R	Has the OJ been notified of the closure?	Y ☐ N ☐ N/A ☐	Continue	Send Notice or INTD
SULI/PALC	All	Has all money been disbursed to case?	Y ☐ N ☐ N/A ☐	Continue	Release suspense
DELN	All	Have all debts been deactivated?	Y ☐ N ☐ N/A ☐	Continue	Submit deactivation requests
CAST	All	Did the case close when you entered the correct closure code?	Y ☐ N ☐ N/A ☐	Completed	See error codes
SUDE	All	Did you reset SUDE to allow automated collections?	Y ☐ N ☐ N/A ☐	Completed	Reset SUDE
On Base		Send completed Checklist to be scanned to the file			

*Closure Code Notes

1. 883 CP Deceased

   901 NCP Deceased

   Deceased date must exist on CPDE/NCDE

   All NCP deceased cases will remain open at least 6 months to determine if an estate exists. Determination is to be made by Attorney General's office.

   908 Unreimbursed<$500/CP Requests Closure – Must verify case arrears and have CP written request to close the case.

   913 No Longer a Current Support Order – At least 1 Child on the case has not emancipated and debts are paid in full.

   921 No Arrears/No Obligation – All children on the case have emancipated and debts are paid in full.
2. Cases being closed when the obligations have not been paid in full do not require:
   a. The IWO should be stopped if we are not referring the case to Non-IVD. We don't want payments posting to a closed case.
   b. SOJ be referred for any judgment that debt is still owing
3. Cases with Arizona orders being closed when the obligations are still accruing and/or have not been paid in full are required to be open with the appropriate Clerk of Court.
4. 912 Loss of Contact – If any of the following conditions exist, then closure is stopped:
   a. CP provided change of address
   b. CP called in to the Agency
   c. Correspondence was received
   d. CP walked in to the Agency
   e. Program code has changed to CAI
5. All other cases are to be reviewed on a case by case basis to determine if information exists to warrant stopping the closure process.