
DCSE Policy & Procedures Unit
Policy Update
PPU 03-07-004
July 09, 2003

SUBJECT: Release of Liens and Inactivating Debt Balances Upon Case Closure

This PPU is to reiterate existing Policy information to all IV-D staff. Please save this email for future reference. Please contact the Policy Unit if you have any questions regarding this or any other information we are providing to *DCSE-POLICY, CSE.POLICY or (602) 274-7951.****

Do we release the administrative lien that DCSE has filed for child support arrears upon closure of the IV-D child support case?

Yes, since DCSE no longer has an interest in the child support case, you must release the property subject to the lien. This does not satisfy any of the arrears that may still be owed on the order, it simply releases the lien action on the property that the IV-D agency completed previously on the case. You must file a "Release of Lien", (FCSE0001-F0287), with the county where the lien was originally filed and also send a copy to the NCP for their records.

This information can be found in the Closure Desk aid dated June 8, 2000, Revision date 07/08/03, page 40 of Procedures, section number 8, Transfer of IV-D case to non-IV-D.

Do we zero out the debt balances on the DELN screen upon closure of the IV-D child support case?

No, when you are preparing a case for the closure process the debt balances listed on the DELN screen must remain there in an inactive status and should never be zeroed out. The existing debt balance information will be deactivated and remain on ATLAS after the case closes for accuracy.

The debt(s) will be deactivated in order to retain an accurate record of what the debt was at the time of closure. By inactivating the debt information and not zeroing them out it will preserve the amounts owed in the event the case is opened as a result of the CP going on TANF or their request that the IV-D agency re-open the old case at a later date.

This information can be found in the Closure Desk Aid dated June 8, 2000, Revision Date 07/08/03, page 34 of Procedures, section number 5, Cases with Active Debts.

These revisions noted above have been completed and are attached now below in the updated Closure Desk Aid.



CLOSURE1.
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