
DCSE Policy & Procedures Unit
Policy Update
PPU 04-10-001
October 8, 2004
SUBJECT: Closure Code 903

Please contact the Policy Unit if you have any questions regarding these or any other changes at
*DCSE-POLICYQUESTIONS, CSE.POLICY or (602) 274-7951.

The IV-D PARTNERS should send POLICY inquiries directly to PGriffin@azdes.gov

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- A. When an NCP resides on a reservation, users are now able to close cases using Closure Code 903 – NCP in Foreign Jurisdiction.

The criteria to use code 903 when the NCP resides on a reservation include:

1. The case must be reviewed by your office attorney to determine if the State has subject matter jurisdiction (SMJ). A case may be closed when the attorney's determination is the State does not have SMJ.
2. When the attorney has determined that the State does not have SMJ, the CAAL narrative O9002 "State of Arizona does not have Subject Matter Jurisdiction" must be added to CAAL screen or the case will not be eligible for closure.
3. The NCP's residential zip code will need to be identified as one of the following zip codes: 86022, 85941, 86435, 85634, 85321, 85550, 86045, 86503, 86507, 86538, 86545, 86547, 86556, 86033, 86515, 85371, 85935, 85221, 86434, 86035, 86040, 86044, 86047, 86020, 86520, 86540, 86502, 86505, 86506, 86508, 86510, 86512, 86514, 86053, 86054, 85264, 85339, 85247, 85256, 85203. The zip code must be entered on the NCDE screen, in the residential zip code field. If someone attempts to close a case without one of the listed possible reservation zip codes listed, the following error message will appear on DORD that states "Cannot generate F9903, NCP country or zip code invalid."

Note: If other zip codes, not shared between state and reservation land are discovered, please notify HelpDesk so that the list of valid zip codes for this closure code can be updated.

- B. The 903 closure code is not exclusive to tribal cases and applies to foreign countries and jurisdictions with whom we do not have reciprocity.
1. When a worker tries to create the F9903 closure letter and the country code is for a country with whom we have a reciprocal child support agreement an error message will appear that states "Cannot generate F9903, NCP country or zip code invalid."

2. Arizona has reciprocity with the following foreign countries and cases with these countries are not eligible for closure under the 903 closure code:

Australia, Canada, including provinces of Alberta, British Columbia, Manitoba, New Brunswick , Newfoundland, Ontario, Prince Edward Island, Quebec, and Saskatchewan; Costa Rica, El Salvador, France, Germany, Honduras, Ireland, Mexico, Netherlands, Norway, Poland, Sweden, Switzerland, United Kingdom (England), United Kingdom (Scotland), and the Virgin Islands

- C. The IV-A interface will no longer re-open cases closed with Closure code 903.

Intake staff will still be able to re-open cases manually on the CAST screen when it is determined that the NCP's address is no longer out of our jurisdiction. When you reopen a case that has been closed with the 903 closure, you must contact the FIT Team at e-mail address *DCSE-SAA-FIT and they will request that the IV-A interface update the case.