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**DCSE Policy & Procedures Unit**  
**Policy Update**  
**PPU 04-12-005**  
**December 17, 2004**

**Subject: Case Transfer from IV-D to Non-IV-D**  
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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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When a custodial parent withdraws from IV-D services, the IV-D case is closed, the case has an Arizona court order, and a Non-IV-D case with the same participants must be opened, the IV-D worker must notify the Clerk of Superior Court to open a Non-IV-D case, and ensure that an existing administrative **Order/Notice to Withhold Income for Child Support (IWO)** or judicial **Order of Assignment (O/A)** is not stopped unless the criteria for this kind of action exists on the IV-D case.

The IV-D worker should fax the **Notification of Change of Case Status For the Clerk of the Superior Court to Open the Non-IV-D Case (FCSE0001 F0410 001)** form to the appropriate court, when the IV-D case is closed and a Non-IV-D case is to be opened.

An **IWO** to stop an income withholding order can be issued after receipt of a stipulation or a request.

The criteria via stipulation are:

1. The non-custodial parent is no longer obligated to pay current support.
2. All arrearages have been satisfied or waived.
3. The custodial parent, non-custodial parent, and DCSE or its agent sign and notarize a stipulation that states that the current obligation of support no longer exists and that all arrearages either have been satisfied or waived.

The criteria via a request are:

1. DCSE or its agent, the non-custodial parent or the custodial person, has made a request to stop the income withholding order.
2. The support obligation has ended or will end within ninety (90) days after the date of the request.
3. All arrearages have either been paid or will be paid within the ninety (90) day period or have been waived.

**Note:** A party that receives a request to stop the income withholding order can request an administrative review to challenge the request.

There are other situations where an **IWO** to stop an income withholding order can be issued, however, these generally do not occur when the ATLAS case is in review for closure. These situations include when an **IWO** is sent to a secondary employer while the entire monthly obligation is paid through a primary employer, or when an **IWO** is sent to an employer and the same obligation is already being paid at the same employer through a different income withholding order issued by another state's child support agency.