DCSE Policy & Procedures Unit
Policy Update
PPU 05-09-015
September 29, 2005
Subject: Changes to Closure Code 910

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

ATLAS has been updated with enhancements to the **910 (IJ Not Responding) Closure Code.** These enhancements allow responding cases in the paternity, establishment, enforcement or collection functions to be automatically closed by the monthly closure program with the 910 closure code. The responding case will be automatically closed by evaluating specific selection criteria as indicated below:

Responding cases in the Paternity or Establishment function with no active debt(s) are eligible for closure using the 910 automated (closure) code.

- The worker starts the closure by adding and printing the **FCSE0001/F9910** (IJ Not Responding Closure Notice) document generation closure notice.

- After the closure notice has been printed, the nightly closure process will place the case with a 910 pending closure code and start the 60 day timeline.

- The system reviews the case and determines if the **D0136** (**IJ Information Request Letter)** or **C0050 (Response to Request for Information Sent to Other State)** case activity code exists within the last 183 calendar days.

- When the **D0136** or **C0050** case activity code does not exist, the case remains in a pending closure status and generates the existing **M9819** case activity code. The additional text will be included with the **M9819** case activity code: "Cannot Close-IJ Request for Information does not exist".

- The monthly closure program evaluates and automatically closes the case.

A responding case in the Enforcement or Collections function with active debts and a Non-Arizona court order and/or a Non-Arizona wage assignment are eligible for closure using the 910 automated closure code.

- The worker starts the closure by adding and printing the **FCSE0001/F9910** (IJ Not Responding Closure Notice) document generation closure notice.

- After the closure notice has been printed, the nightly closure process will place the case with a 910 pending closure code and start the 60 day timeline.

- When a case contains an active **ODO** (NCP Debt Case Out of State), **FCO** (Foster Care out of State), **FFO** (Former Foster Care out of state), and/or **CHF** (Clearinghouse Fee) debt(s) the system performs a debt adjustment or debt inactivation.

- When the debt contains 'Y'(es) in the "Accruing" field the closure program will adjust the "Monthly Accrual" and "Unpaid Mo Accrual" fields, by performing an automated debt balance adjustment. The system will perform the debt adjustment process via the on-line DARN (Debt Adjustment Request NCP) screen. Any cases with debt types that have the "Accruing" field set to N(o), do not require the system to perform an automated debt balance adjustment. **The system does not adjust the NCP arrears on the debt**.

- When an active debt has an "N" in the "Accruing" field, the monthly closure program inactivates the debt using the on-line DEDR (Debt Deactivation Request) screen.

- The monthly closure program updates the TRLI (Transaction List) screen with the affiliated NCP debt transactions.

- The monthly closure program automatically closes the case.

Exceptions for cases in the Enforcement or Collections function that <u>do not</u> result in automatic closure:

- When the only debt on a case is an **IDI** (NCP Debt case in state) debt.

- When there are active ODO or FCO debts with a **JXX** (Judgment for C/S, Medical Support, etc) debt obligation type. The **M9819** case activity will be generated with the following text: "Judgment Obligation exists and requires Manual Review".

- When an active **GTF** (Genetic Testing Fee) debt exists, the **M9819** case activity will be generated with the additional text: "Genetic Fee Debt exists and requires Manual Review". The worker will review and take the next appropriate action and manually close the case.

- When a case contains an Arizona court order and/or Arizona wage assignment, the case will not be eligible for the new 910 closure process. The **M9819** case activity code will be generated with the following text: "AZ order exists and requires Manual Review".

- When a responding case contains more than one open interstate case record and the Fips codes are different, the monthly closure program will not close the case. The system generates the **M9819** case activity code with the additional test narrative: "Multiple IJ exists on the Interstate case record and requires Manual Review".

- Additionally, the existing **M0915** (No Longer Meets Closure Criteria) work list item generates to the case worker.

When the responding case meets established 910 closure criteria, the monthly closure program automatically closes the case with the 910 closure code.

The monthly closure program will perform the following:

- Generate the **Confirmation Notice of Case Closure IJ** (FARI001/F9810-001) by adding this notice to the case. When the confirmation notice has been added the document

generation batch process prints the notice. The printed notice will be populated with the IJ address based on the state and county Fips code on the INCM record. The system generates the notice by evaluating the last update change on the interstate case status (INCM screen). The last update change must have been updated within 10 calendar days from the closure date.

- The interstate status field on the INCM screen will be changed from (**O**)pen to (**C**)losed.