
DCSE Policy & Procedures Unit
Policy Update
PPU 06-01-004
January 19, 2006

SUBJECT: Foster Care Case Closure

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 *DCSE-POLICYQUESTIONS @azdes.gov*

This PPU is being sent to guide staff in the Foster Care case closure process. In July of 2003, system enhancements were made to allow Foster Care In-State (FCI), Former Foster Care In-State (FFI), and Former Foster Care Out of State (FFO) case types to be closed. The FFO case type requires the **909 (UIFSA Closure)** or **910 (IJ Not Responding)** closure notices to be generated. The generation of closure notices is not required for the FCI and FFI case types as the state is the CP in Foster Care cases. In order to start the closure process, a **G9XXX** CAAL narrative is required instead of generating a closure notice on FCI and FFI cases.

The closure modifications were made to allow FCI, FFI, or FFO cases to be closed using the following criteria:

FUNCTION CODE- PATERNITY:

911 AF Excluded (60 day timeline)

Add the **G9911** (FC Close AF Excluded) CAAL narrative through the CAAL screen.

916 Eman & No Paternity (60 day timeline)

- There is a child(ren) emancipation date for each child(ren) on the CHDE screen.
- (Note: All children must contain an emancipation date to allow the case to be closed).
- ARQ – Age Requirement Not Met, IVE Program reason code exists on the CPPI screen.
- The system automatically starts the 916 closure by generating the **G9916** (FC Close Eman-No Paternity) CAAL narrative when the child(ren) emancipation date and the ARQ (Age Requirement Not Met) IVE program exists.

OR

- The worker can manually add the **G9916** (FC Close Eman-No Paternity) CAAL narrative through the CAAL screen.

923 Not in Child's Interest (60 day timeline)

- Add the **G9923** (FC Close Not In Child's Interest) CAAL narrative through the CAAL screen.

936 AF Unknown (60 day timeline)

- The case has been in a sub-function of Locate, no specified time period is required.
- The NCDE screen has a pseudo NCP SSN (social security number) or the verified source field is blank, SNR (FCR Multiple Possible SSN's) or SNS (FCR-NCP SSN via IRS-U) and the first and last name has a pseudo first and/or last name of John or Jane Doe or unknown and a pseudo NCP DOB (date of birth) of 01/01/1901.
- Add the **G9936** (FC Close AF Unknown) CAAL narrative through the CAAL screen.

FUNCTION CODE- PATERNITY AND ESTABLISHMENT:

881 Children No Longer In Household (No 60 day timeline)

- NSR – Not Living W/Spec Relative, IVE Program reason code exists on the CPPI screen.
- Add the **G9881** (FC Close Child(ren) No Longer In Hsehd) CAAL narrative through the CAAL screen.

882 Child Adopted (60 day timeline)

- ADP – Adoption Final, IVE Program reason code exists on the CPPI screen.
- Add the **G9882** (FC Close Child Adopted) CAAL narrative through the CAAL screen.

884 Child Deceased (No 60 day timeline)

- The child deceased date is populated on the CHDE screen.
- DTH – Death, IVE Program reason code exists on the CPPI screen.
- Add the **G9884** (FC Close Child Deceased) CAAL narrative through the CAAL screen.

888 Foster Care/No Further Action (60 day timeline)

- The IVE Program Closure Reason code is other than ADP, ARQ, DTH, or NSR on the CPPI screen.
- Add the **G9888** (FC Close No Further Action) CAAL narrative through the CAAL screen.

FUNCTION CODE- ESTABLISHMENT

885 NCP Excluded (No 60 day timeline)

- Add the **G9885** (FC Close NCP Excluded Establishment) CAAL narrative through the CAAL screen.

886 Emancipated/No Support Order (60 day timeline)

- There is a child emancipation date on the CHDE screen. (Note: The child must contain an emancipation date to allow the case to be closed).
- ARQ – Age Requirement Not Met, IVE Program reason code exists on CPPI.
- The system automatically starts the 886 closure by generating the **G9886** (FC Close Eman-Estab No Order) CAAL narrative when the child(ren) emancipation date and ARQ (Age Requirement Not Met) IVE program reason code exists.

OR

- The **G9886** CAAL narrative can be manually added through the CAAL screen.

FUNCTION CODE- PATERNITY, ESTABLISHMENT, ENFORCEMENT, AND COLLECTIONS:

887 NCP Excluded (Enforce/Collect) (No 60 day timeline)

- Add the **G9887** (FC Close NCP Excluded Enforce/Collect) CAAL narrative through the CAAL screen.

901 NCP Deceased (60 day timeline)

- The NCP deceased date is populated on the NCDE screen.
- The system generates the **G9901** (FC Close NCP Deceased) CAAL narrative for a Paternity or Establishment case through the CAAL screen

OR

- The worker can manually add the **G9901** (FC Close NCP Deceased) CAAL narrative for an Enforcement or Collections case through the CAAL screen.

902 CSENET Locate Only (Responding Case)

There is no closure notice to be generated for this closure code. Only for FCO and FFO cases.

903 NCP In Foreign Jurisdiction (60 day timeline)

- The NCP address contains a country other than USA on the NCDE screen.
- Add the **G9903** (FC Close NCP In Foreign Jurisdiction) CAAL narrative through the CAAL screen.

904 NCP institutionalized (60 day timeline)

- There is a NCP Institution ID and the Institution Release Date is greater than the youngest child's emancipation date.
- Add the **G9904** (FC Close NCP Institutionalized) CAAL narrative through the CAAL screen.

909 UIFSA Closure (Responding Case)

Generate the **UIFSA Closure Notice** (FCSE0001/F9909) through the DORD screen.

910 IJ Not Responding (Responding Case) (60 day timeline)

Generate the **IJ Not Responding Closure Notice** (FCSE0001/F9910) through the DORD screen.

934 NCP Locate Unk-3 Yr Suff Info (60 day timeline)

- The case has been in a sub-function of Locate for 3 years.
- The NCDE screen has a valid NCP SSN (social security number) with a verified source other than SNR (FCR-Multiple Possible SSN's), SNS (FCR-NCP SSN via IRS-U), or a valid NCP name and DOB (date of birth).
- The system automatically starts the **934** closure by generating the **G9934** (FC Close NCP Locate Unk-3Yr Suff Info) CAAL narrative and when the **934** closure criteria have been met.

OR

- The worker can manually add the **G9934** (FC Close NCP Locate Unk-3Yr Suff Info) CAAL narrative for a Paternity, Establishment, Enforcement, or Collections case through the CAAL screen.

935 NCP Locate Unk-1Yr Insuff Info (60 day timeline)

- The case has been in a sub-function of Locate for 1 year.
- The NCDE screen has a pseudo NCP SSN (social security number) or the verified source field is blank, SNR (FCR-Multiple Possible SSN's), or SNS (FCR-NCP SSN via IRS-U) and there is a pseudo DOB (date of birth) of 01/01/1901.
- The system automatically starts the 935 closure by generating the **G9935** (FC Close NCP Locate Unk-1Yr Insuff Info) CAAL narrative and when the 935 closure criteria has been met.

OR

- The worker can manually add the **G9935** (FC Close NCP Locate Unk-1Yr Insuff Info) CAAL narrative for a Paternity, Establishment, Enforcement, or Collections case through the CAAL screen.

936 paternity Only – AF Unknown

- The case has a sub function of Locate, no specified time period is required.
- The NCDE screen has a pseudo SSN or the Verified Source field = blank, SNR, or SNS and “Unknown or Unk name and pseudo DOB = 01/01/1901 or 01/01/1910.
- The system automatically starts the **936** closure by generating the **G9936** (FC Close Paternity Only – AF Unknown) CAAL narrative and when the **936** closure criteria has been met.

FUNCTION CODE- ENFORCEMENT OR COLLECTIONS:

913 No Longer A Curr Supp Order (60 day timeline)

Add the **G9913** (FC Close No Longer Curr Supp Order) CAAL narrative through the CAAL screen.

921 No Arrears/No Obligation (60 day timeline)

Add the **G9921** (FC Close No Arrears/No Obligation) CAAL narrative through the CAAL screen.

When a case meets the above closure criteria and the **G9XXX** CAAL narrative code has been added, the nightly program places a case into a pending closure status.

After nightly batch process, the CAST screen displays the closure code in the Pending Closure Reason field, displays the date of the “nightly program”, and displays the date in the Pending Closure Date field.

When the 60 day timeline has expired, the case will be eligible for closure. When Case is eligible for closure, the case is closed automatically by the system or manually by the worker. The system can automatically close only those cases with a closure code that contains a 60 day timeline. The exceptions to this process are Enforcement or Collection cases. These case types will require the worker to manually close the case. A case can be closed manually by entering the closure code reason code in the closure reason field. The system automatically closes a FCI or FFI case with the following closure codes:

AUTOMATED CLOSURE CODES:

The monthly closure program will automatically close a case when the case has met the closure conditions. The following closure codes will allow a case to be

automatically closed:

882 Child Adopted
886 Emancipated/No Support Order
888 Foster Care No Further Action
901 NCP Deceased (Paternity & Establishment only)
903 NCP in Foreign Jurisdiction (Paternity & Establishment only)
904 NCP Institutionalized (Paternity & Establishment only)
911 AF Excluded
916 Eman & No Paternity
923 Not In Child's Interest
934 NCP Locate Unk-3Yr Suff Info
935 NCP Locate Unk-1Yr Insuff Info
936 AF Unknown

Reminder: The monthly closure will close cases eligible for closure the 1st Saturday after ATLAS month end processing has run.

Global Edits:

The following global closures exist within the Foster Care Closure Process:

1. Pending Litigation – The 2nd panel of the CAAS (CASE Assignment) screen contains a date in the “Legal Intake Date” field.
2. Pending Asset Seizure (Enforcement and Collection case types)- the “Status” field on the NCAD (NCP Asset Detail) screen contains one of the following status types:
 - ASP Asset Seizure in Progress
 - ASR Asset Seizure Requested
 - ASE Asset Seizure – Adm Review
 - ASL Asset Seizure in Litigation
 - MAS Manual Asset Seizure
3. Payments in Suspense/Disbursement – Display a payment in suspense through the SULI (Suspense Listing) screen. When a payment is not in suspense and the payment has a disbursement amount that is not equal to the distribution amount, contact the ATLAS Help Desk.
4. Payment exists within last 60 days – Display the payment through the PALC (Payment List by Case) screen.
5. State Assigned Arrears (Enforcement and Collection case types) – Review the Total Assigned field on the CPAS (CP Accounting) screen.
6. Active Debt (NCP or CP Debt) – Review the Debt Status of “A”(ctive) on the DEDN (Debt Detail NCP) or DEDC (Debt Detail CP) screens.