
DCSE Policy & Procedures Unit
Policy Update
PPU 07-11-005
November 15, 2007

SUBJECT: CLOSURE and INTAKE CASES

Please contact the Policy Unit if you have any questions regarding these or any other changes at
*DCSE-POLICYQUESTIONS, CSE.POLICY or (602) 771-8127.

*The IV-D PARTNERS should send POLICY inquiries directly to [*DCSE-POLICYQUESTIONS@azdes.gov](mailto:DCSE-POLICYQUESTIONS@azdes.gov)*

Federal guidelines provide IV-D agencies with a 20 day timeframe for Intake to be completed on new cases. At times, staff may identify cases in the Intake function which meet closure criteria.

This Policy Update is being sent to inform staff that cases that have exceeded the 20 day timeframe must have Intake completed before being closed.

If a case meets closure criteria and it has not exceeded the 20 day timeframe, it may be closed without Intake being completed.