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**DCSE Policy & Procedures Unit**  
**Policy Update**  
**PPU 08-02-002**

**February 27, 2008**

**SUBJECT: 904 NCP INSTITUTIONALIZED Closure Enhancement**  
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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) 771-8127.**

**The IV-D PARTNERS should send POLICY inquiries directly to [DCSE-POLICYQUESTIONS@azdes.gov](mailto:DCSE-POLICYQUESTIONS@azdes.gov)**  
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This Policy Update is being sent to inform staff of changes to the 904 NCP  
INSTITUTIONALIZED closure code.

Previously, the 904 was a “soft” closure code. This meant that a case which was closed with  
the 904 closure code would be re-opened by interface if the CP was approved for cash  
assistance.

The 904 closure code has been modified and is now a “quasi hard” closure. This modification  
will prevent a closed case from being re-opened by interface if the CP is approved for cash  
assistance. However, staff will have the ability to manually re-open the case if there is a  
change of circumstances which allow it to be worked.



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*PPU in Word Format*