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**DCSE Policy & Procedures Unit**  
**Policy Update**  
**PPU 08-04-002**  
**April 3, 2008**

**SUBJECT: Change to the State Assigned Arrears Global Edit**  
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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 a change to the State Assigned Arrears Global Edit. When the case is evaluated for closure, the edit will now total the active debts for each suffix prior to checking the CP Accounting Screen (**CPAS**) for the State assigned arrears balance. When the total arrears balance of the active debts is less than \$500.00, the Closure Notice can be created and the case will continue through the closure process.

Previously, ATLAS would not allow closure of a case if the **CPAS** screen indicated that the State assigned arrears balance was equal to or greater than \$500.00. This was preventing the closure of case suffixes in the Enforcement and Collection functions which met the closure criteria for different closure codes and had a total arrears balance of less than \$500.00.

ATLAS will no longer display the pop up verification window on the **CAST** screen asking you to verify that you want to close a case with a State assigned arrears balance of \$500.00 or more, because the edit is now checking the arrears balance of the active IDI debts on the suffix.

When the balance on the **DELN** screen is \$500.00 or greater, ATLAS will review the **CPAS** screen. If the State assigned arrears balance is less than \$500.00 the closure process will continue. If the State assigned arrears balance is \$500.00 or greater, the State Assigned Arrears edit will stop the closure process.