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**DCSE Policy & Procedures Unit**  
**Policy Update**  
**PPU 10-08-003**

**August 17, 2010 (Amended August 18, 2010)**

**SUBJECT: End Dates for Closing Job Records and Insurance Records**  
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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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The purpose of this Policy Update is to provide staff with uniform instructions for entering end dates when closing job records on the **NCP Job Detail (NCJD)** and **CP Job Detail (CPJD)** screens, along with the associated insurance records on the **NCP Insurance Policy Detail (NCPD)** and **CP Insurance Policy Detail (CPPD)** screens.

When closing job records on **NCJD/CPJD**, the following steps must be adhered to:

Individual job records

- Update the **End Date** with the actual end date whenever possible.
- When the actual end date cannot be obtained, the last date of the previous month should be used.
- If the **Start Date** is later than the actual end date, or if a job record was entered in error for any other reason:
  1. Update the **End Date** with the same date as the **Start Date**.
  2. Enter "ENE" as the **Term Reason**.
  3. Type the reason for the error in **Comments** on the second panel.

Multiple job records

- For various employer listings:
    1. Update the **End Date** with the last date of month prior to the **Start Date** of the next chronological job record.
    2. Enter "UNK" as the **Term Reason**.
  - For duplicate employer listings with no other job records in between, and the employer has been continuous:
    1. Update the **End Date** with the same date as the **Start Date**.
    2. Enter "ENE" as the **Term Reason**.
    3. On the oldest job record, update the second **Src** field with the same source code as the most recent reporting for the same employer.
- Note: If the employer is still valid, all but the oldest job record must be closed.

Whenever a job record is closed, the associated insurance record must also be closed. When updating the **Covrg End** field on **NCPD/CPPD**, the same date that was used as the **End Date** on **NCJD/CPJD** should be used.

Any time a job record is closed, the related income withholding record on the **Wage Withholding Detail (WAWD)** screen must be inactivated as well.

**Staff are urged to view this information directly on OPPM and not create a separate personal file. Click on the link <http://dcsepc>. You will find this Policy Update in Policy Updates 2010.**