
DCSE Policy & Procedures Unit
Policy Update
PPU: 11-12-003

Date: December 29, 2011

SUBJECT: Administrative Closure Code for Foster Care Cases

Please contact the Policy Unit if you have any questions regarding these or any other changes at
<http://dcsevf04/DCSE/PolicyQuestions> or (602) 771-8127.

The IV-D PARTNERS should send POLICY inquiries directly to DCSE-POLICYQUESTIONS@azdes.gov

Beginning immediately, staff may use the **004 FCI ADMINISTRATIVE CLOSURE** code to close Foster Care cases that either interfaced or were set up in error. This includes cases that interfaced from IV-E without paternity established when DCSE cannot verify paternity.

The **004** is a soft closure used to close a cases with FCI or FFI program codes in the Intake, Paternity, Establishment, or Enforcement function.

To close a case with the **004** closure code:

1. Go to the **CAST** screen.
2. "M"odify the Action field.
3. Update the Closure Reas field with 004
4. Press <ENTER>

ATLAS will close the case overnight and add the **M9954 CASE CLOSED/CODE 004** case activity code to the **CAAL** screen.

Staff are urged to view this information directly on OPPM and not create a separate personal file. Enter <http://dcsepc> in your browser to view this Policy Update in Policy Updates 2011