DCSE Policy & Procedures Unit
Policy Update
PPU: 12-03-001
Date: March 9, 2012
SUBJECT: Changes to the 04A Closure Code

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, the **04A IV-A Error Admin Closure** code may be used to close cases that interface in error with any of the following facts:

- There has been a single parent adoption and a bio-parent is named as the absent parent.
- The child(ren) have emancipated or are no longer in the home of an Enforcement or Collections case.
- The primary informant (PI) is the boyfriend/girlfriend and does not have any biological children in the household.
- The PI does not qualify for benefits for the non-minor parent and the non-minor parent's child(ren) in the household.

To close the case, follow the procedures below in order:

1. Notify IV-A of the incorrect case information so AZTECS will be corrected
2. Refer the case to Help Desk for closure with **04A**

Help Desk will add the **M9046 CLOSURE 04A DATA MISMATCH- IVA INTERFACE ERROR** case activity code if it meets the **04A c**losure criteria.

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 2012*