

DCSS Policy & Procedure Unit
Policy Update
PPU: 16-01-002
Date: January 20, 2016
SUBJECT: 903 Closure Code Procedures

Please contact the Policy Unit if you have any questions regarding these or any other changes at <http://dcssvf04/DCSS/PolicyQuestions> or (602) 771-8127.

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

This Policy Update clarifies actions staff should take when a case review demonstrates both parties are no longer living in Arizona, or the NCP resides on a reservation in another state.

The DCSS does not have jurisdiction to move the case forward when a case is in the intake, paternity or establishment function and the CP and NCP live out of state. The DCSS does not have jurisdiction when the NCP resides on a reservation in another state, regardless of the case function.

Upon verification that both parties of an intake, paternity or establishment case are not residing in Arizona, or the NCP resides on a tribal reservation in another state, close the case with the **903 NCP in Foreign Jurisdiction** closure code. These procedures can be found in The PORT here [02. Review Case for Appropriate Closure Code](#)