

**DCSS Policy & Procedure Unit  
Policy Update  
PPU:18-01-003  
Date: January 9, 2018  
SUBJECT: Updates to 904 Closure**

Please contact the Policy Unit if you have any questions regarding these or any other changes at (602) 771-8127.

*All DCSS staff and IV-D PARTNERS should send POLICY inquiries directly to [DCSSPOLICYQUESTIONS@azdes.gov](mailto:DCSSPOLICYQUESTIONS@azdes.gov)*

The Policy Unit is pleased to announce implementation of updated closure code 904-NCP INSTITUTION/LONG-TERM CARE. This code was updated as part of the implementation process for the Flexibility, Efficiency, and Modernization in Child Support Enforcement Programs Final Rule.

Changes to the 904 closure code include:

- The 904 Closure may now be used in cases where the NCP has been placed in long-term care and meets income criteria. 904 closure will still be used for cases in which the NCP is incarcerated or institutionalized in a psychiatric facility and meets the income criteria.
- The 904 Closure is no longer used for cases in which the NCP's sole source of income is Social Security Insurance (SSI). These cases may now be closed with the 938 closure.

Updated procedures for using the 904 closure can be found [here](#).

*Staff are urged to view this information directly on The PORT and not create a separate personal file.*

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