

## Case Closure Matrix

The left column below lists the federal case closure criteria. (Michigan IV-D program updates to these criteria are in **bold**.) Next to each criterion is the MiCSES reason code and description, whether case closure for that reason is manual or automatic, and whether a 60-day notice to the parties for that reason code is required.

Federal IV-D Case Closure Criteria (45 CFR 303.11)	MiCSES Reason Code	MiCSES Description	Manual	Automatic	60-Day Notice
(a) The IV-D agency shall establish a system for case closure. (b) In order to be eligible for closure, the case must meet at least one of the following criteria:					
(1) There is no longer a current support order and arrearages are under \$500; <b>updated to close IV-D cases that have active public assistance, but all children have emancipated OR</b> unenforceable under State law;	CE	ARREARS < \$500, NO CURRENT SUPPORT OBLIGATION		X	X
(4) The noncustodial parent or alleged father is deceased and no further action, including a levy against the estate, can be taken;	GM	YOUNGEST CHILD REACHED MAJORITY, NO PAYMENTS IN 10 YRS		X	X
(6) Paternity cannot be established because:					
(i) The child is at least 18 years old and action to establish paternity is barred by a statute of limitations which meets the requirements of §302.70(a)(5) of this chapter;	EZ	NCP/PF DECEASED		X	1
(ii) The child is at least 18 years old and action to establish paternity is barred by a statute of limitations which meets the requirements of §302.70(a)(5) of this chapter;	EC	UNABLE TO ESTABLISH PATERNITY - DEP > 18		X	X
(iii) A genetic test or a court or administrative process has excluded the alleged father and no other alleged father can be identified; or	EX	PF EXCLUDED - UNABLE TO ESTABLISH PATERNITY		X	X
(iv) In accordance with §303.5(b) of this part, the IV-D agency has determined that it would not be in the best interests of the child to establish paternity in a case involving incest or forcible rape, OR in any case where legal proceedings for adoption are pending;	BI	BEST INTEREST OF CHILDREN	X		X
(v) The identity of the biological father is unknown and cannot be identified after diligent efforts, including at least one interview by the IV-D agency with the recipient of services;	PT	ADOPTION PENDING/FINAL	X		X
(vi) The identity of the biological father is unknown and cannot be identified after diligent efforts, including at least one interview by the IV-D agency with the recipient of services;	UN	UNKNOWN NCP/PF	X		X

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(a) The IV-D agency shall establish a system for case closure. (b) In order to be eligible for closure, the case must meet at least one of the following criteria:					
(7) The noncustodial parent's location is unknown, and the State has made diligent efforts using multiple sources, in accordance with §303.3, all of which have been unsuccessful, to locate the noncustodial parent:					
(i) Over a three-year period when there is sufficient information to initiate an automated locate effort <b>(the case is updated to not close if a payment has been received on the IV-D case within the last 15 months)</b> , OR	LX	NCP NOT LOCATED IN 3 YRS		X	X
(ii) Over a one-year period when there is not sufficient information to initiate an automated locate effort;	LZ	NCP NOT LOCATED IN 1 YEAR		X	X
(8) The noncustodial parent cannot pay support for the duration of the child's minority because the parent has been institutionalized in a psychiatric facility, is incarcerated with no chance for parole, or has a medically-verified total and permanent disability with no evidence of support potential. <b>The XJ reason code has been updated to only close IV-D cases where the NCP is currently incarcerated with a release date in the future that is later than the date that the youngest child will reach the age of majority.</b> The State must also determine that no income or assets are available to the noncustodial parent which could be levied or attached for support;	XI	NCP INCAPACITATED	X		X
	XJ	NCP INCARCERATED		X	X
	XD	NCP DISABLED	X		X
(10) The noncustodial parent is a citizen of, (and lives in, a foreign country, does not work for the Federal government or a company with headquarters or offices in the United States, and has no reachable domestic income or assets; and the State has been unable to establish reciprocity with the country;	WF	NCP IN A FOREIGN COUNTRY	X		X

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(a) The IV-D agency shall establish a system for case closure. (b) In order to be eligible for closure, the case must meet at least one of the following criteria:					
CP Requests Closure:					
(12) The non-IV-A recipient of services requests closure of a case and there is no assignment to the State of medical support under 42 CFR 433.146 or of arrearages which accrued under a support order;	WQ	NON-PUBLIC ASSISTANCE APPLICANT REQUESTS CLOSURE	X		
(14) There has been a finding by the responsible State agency of good cause or other exceptions to cooperation with the IV-D agency and the State or local IV-A, IV-D, IV-E, Medicaid or food stamp agency has determined that support enforcement may not proceed without risk of harm to the child or caretaker relative;	GG	GOOD CAUSE APPROVED		X	
Non-Public Assistance CP, Unable to Contact Closure Reasons:					
(15) In a non-IV-A case receiving services under §302.33(a)(1)(i) or (iii), or under §302.33(a)(1)(ii) when cooperation with the IV-D agency is not required of the recipient of services, the IV-D agency is unable to contact the recipient of services despite a good faith effort to contact the recipient through at least two different methods;	WT	NON-PUBLIC ASSISTANCE APPLICANT CANNOT BE CONTACTED	X		X
(16) In a non-IV-A case receiving services under §302.33(a)(1) (i) or (iii), or under §302.33(a)(1)(ii) when cooperation with the IV-D agency is not required of the recipient of services, the IV-D agency documents the circumstances of the recipient of services' noncooperation and an action by the recipient of services is essential for the next step in providing IV-D services.	N9	CP UNCOOPERATIVE IN NON-PUBLIC ASSISTANCE CASE	X		X
Intergovernmental Case Closure Reasons:					
(17) The IV-D agency documents failure by the initiating agency to take an action which is essential for the next step in providing services;	IX	INITIATING STATE UNCOOPERATIVE	X		4
(18) The initiating agency has notified the responding State that the initiating State has closed its case under §303.7(c)(11); and	WI	INITIATING STATE REQUESTS CLOSURE	X		4
(19) The initiating agency has notified the responding State that its intergovernmental services are no longer needed.	IS	INITIATING STATE NO LONGER NEEDS SERVICES	X		

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(c) The IV-D agency must close a case and maintain supporting documentation for the case closure decision when the following criteria have been met: (1) the child is eligible for health care services from the Indian Health Services (IHS); and (2) the IV-D case was opened because of a Medicaid referral based solely upon health care services, including the Purchased/Referred Care program, provided through an Indian Health Program (as defined at 25 U.S.C. 1603(12)).	MZ	CASE MERGED/OPENED IN ERROR	X		
Other IV-D Closure Reasons:					
MiCSES Closure: An inactive case is closed automatically by the <i>Automatic Closure for Inactive IV-D cases (ACIC)</i> (BATCH_CLOSE_INACTIVE_CASES) process.	AK	ADMINISTRATIVE ERROR		X	
MiCSES Closure: A duplicate case closed automatically by the <i>Automatic Closure for Duplicate IV-D Cases (ACDC)</i> (BATCH_CLOSE_DUP_CASE) process.	AZ	AUTOMATED DUPLICATE CASE CLOSURE		X	
MiCSES Closure, refer to 45 CFR 303.11(b)(1): All children have emancipated OR at least one child is deceased and no court action referral (CAR) or support order.	CA	ALL CHILD(REN) EMANCIPATED OR DECEASED, NO CAR/ORDER		X	2
MiCSES Closure, refer to 45 CFR 303.11(b)(1): The custodial parent is deceased.	CD	CP DECEASED		X	3
MiCSES Closure, refer to 45 CFR 303.11(b)(1): The child(ren) has moved to another location.	PG	CHILD DOES NOT RESIDE WITH OR UNDER SUPERVISION OF THE CP	X		X
MiCSES Closure – Merging Cases, Case Opened in Error: The case is a duplicate; or the case was opened in error; or the non-public assistance parties reconcile.	MZ	CASE MERGED/OPENED IN ERROR	X		
Revocation of Paternity, refer to MCL 722.431 et. seq. or Court Excludes Paternity, refer to 45 CFR 303.11(b)(6)(ii): Revocation of paternity; a court or administrative process has excluded the person.	NS	NO VIABLE IV-D SERVICES	X		X

## Case Closure Matrix

The left column below lists non-IV-D case closure criteria. Next to each criterion is the MiCSES reason code and description, whether case closure for that reason is manual or automatic, and whether a 60-day notice to the parties for that reason code is required.

Non-IV-D Case Closure Criteria	MiCSES Reason Code	MiCSES Description	Manual	Automatic	60-Day Notice
Non-IV-D Closure (excludes non-IV-D cases that have a current support order and future obligations): The case is a non-IV-D case, the arrears are less than \$500, no payments have been received in six months, and all dependents on the case have emancipated.	WY	NON-IVD CASE, ARR < \$500 NO PMT 6 MONTHS		X	
Non-IV-D Closure: The case is a non-IV-D case, there have been no charges on the case in 10 years, no payments have been received in 10 years, and all dependents on the case have emancipated.	WZ	NON-IVD CASE, NO PMT 10YRS		X	
Non-IV-D Closure: A non-IV-D case where FOC services are no longer needed or possible.	FC	NON-IVD, SERV NO LONGER NEEDED	X		

<sup>1</sup> Notice is not provided to the NCP in this instance.

<sup>2</sup> If closure is only due to the child(ren)'s death, no notice is provided.

<sup>3</sup> Notice is not provided to the CP in this instance.

<sup>4</sup> Notice is provided to the initiating state through CSENet.

<sup>5</sup> If a case is at the LOCATEONLY minor under SSACT on the *Case Processor* (CPRO) screen and the IV-D worker selects "8F," the case will automatically close (if no activities that prevent closure exist) with the closure code of "LY." The "LY" code is a behind-the-scenes closure code and is not chosen by IV-D workers. "LY" is an automatic code, but request for closure is generated on the CPRO screen and not the *Case Member Details* (CASE) screen in this instance only.