

Federal Reg 45 CFR 303.11	Closure Reason Code	60-Day Notice Req'd?	Closure Method	May Convert to a Non-IV-D Pass-Through Case When Closed?	Check for Active Benefits ?	Check for payments	Check for Money Owed on the case less than \$500 ?	Check for Money Owed on the case greater than \$500 & Unenf arrears?	CSENET Code
N/A	00- Zero balance/no active child on any order (Use with caution – cannot reopen) • Must be an active case with at least one active child. • Case has at least one complete and active obligation with an order status of A, C, or H. • All children must be emancipated. • The most recent judgment effective date is not a future date. • If status 10/reason 35 or 36 the review date must be in the past. • If assigned current cash medical is accruing then the case cannot close. • If the amount owed on the case is greater than \$0, the case will not close;	N/A	Manual initiation Immediate closure	No	No	Yes	Any arrears	No	GSC02

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(b)(12)	01 - Non-TANF: Applicant Request, No Money Due the State - A child that has not been deleted or removed from the case cannot be a current recipient of benefits with case type C, A, F, H, I, M, or X. - A written request from the customer to close the case is in the file. - If assigned current cash medical is accruing then the case cannot close. - If the amount owed to the state on the case is greater than \$500, the case will not close; - If the amount owed to the state on the case is greater than 0 and less than \$500, the case will close, unless there has been a payment in the last 365 days. - If the amount owed to the state on the case is \$0 or less, the case closes regardless of when the last payment was received.	No	Manual initiation Immediate closure	Yes	Yes	Yes	"Owed to State" arrears	No	GSC09
(b)(18)	1A – Initiating State Requests Closure - Case must have at least one active or inactive incoming interstate referral. - Children not deleted or removed cannot have case type C, F, M, or X. - If assigned current cash medical is accruing then the case cannot close. - Amount owed to the state must be less than \$500, and the case cannot close if assigned current cash medical is accruing.	No	Manual initiation Immediate closure	No	Yes	No	"Owed to State" arrears	No	GSC16

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(b)(19)	1B – Initiating Agency No Longer Needs Service - Case must have at least one active or inactive incoming interstate referral. - Children not deleted or removed cannot have case type C, F, M, or X. - If assigned current cash medical is accruing then the case cannot close. - Amount owed to the state must be less than \$500, and the case cannot close if assigned current cash medical is accruing.	No	Manual initiation Immediate closure	No	Yes	No	"Owed to State" arrears	No	GSC16
(b)(6)(iv)	02 – NCP unknown: diligent effort and interview Case is priority 6/NCP Unknown.	Yes	Manual initiation Final closure 60 days after S02	No	No	No	No	No	GSC4D
(b)(10)	03 – NCP foreign citizen & Resident, No Reciprocal Agreement Case status is '10' and the status reason is '35' or '36' and reason '10' status date is in the past.	Yes	Manual initiation Final closure 60 days after S02	Yes	No	No	No	No	GSC07
(b)(4)	04 – NCP Deceased/No estate - NCP death has been verified and NCP has no estate. This information is indicated on the DCN OR in the FCR SSA data. - CSCU review date must be in the past if the case is in status 10/reason 21 (NCP deceased, estate pending).	Yes	Automatic or Manual initiation Immediate closure, S02 generated	No	No	No	No	No	GSC03
(b)(6)(i)	05 - Can't establish paternity, child greater than 18 years (AP legal status is M (paternity not established)) - Case contains an active child. - All active children are over age 18.	Yes	Manual initiation Final closure 60 days after S02	No	No	No	No	No	GSC4A

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(b)(6)(iii)	06 - Can't establish paternity because it is not in the best interests of child or pending adoption - Case must have active children. - All children must have finding of GA (adoption pending) or GR (paternity est not in the best interest of the child).	Yes	Automatic or Manual initiation Final closure 60 days after S01 or S02	No	No	No	No	No	GSC4C
(b)(7)(ii)	07 - Can't locate NCP: No SSN for 6 months - Case is priority 5 (NCP location not est) for at least 6 months - NCP has no SSN - There has been no auto locate activity for the NCP using an SSN within 6 months - At least one L06 or L07 document has been sent at least 30 days before requesting closure and since the case priority changed. If either document was scheduled but didn't print because of no CP address, then one of two other conditions must be met: - all the active children are in DHS custody or, - CP for the children has no DCN and the first 5 characters of the name are "OTHER"	Yes	Automatic or Manual initiation Final closure 60 days after S01 or S02	No	No	Yes	No	No	GSC5B

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(b)(11)	08 - Active for Locate Only, Completed (STO Only Entry) - Type service is Locate Only - If assigned cash medical support is accruing the FGN cannot be closed. - If the amount owed to the state on the case is greater than \$500, the case will not close; - If the amount owed to the state on the case is greater than 0 and less than \$500, the case will close, unless there has been a payment in the last 365 days. - If the amount owed to the state on the case is \$0 or less, the case closes regardless of when the last payment was received.	No	Manual initiation Immediate closure	No	No	Yes	"Owed to State" arrears	No	GSC08
(b)(8)	09 – NCP Permanently Institutionalized/Disabled: No assets - The case is active with at least one active child. - An emancipation date has been set for each child: - The CSCU review date is greater than the youngest child's age of majority if the case is in status 10/reason 19 (NCP incarcerated) or reason 37 (institutionalized) <u>OR</u> - The case is active with at least one active child. - Paternity is established with all children on the case and they have the NCP legal status of P, H, I or B. - NCP is the recipient of SSI (Title XVI) payments or concurrent SSI payments and social security disability insurance (SSDI) benefits under Title II of the social security act.	Yes	Automatic or Manual initiation Final closure 60 days after S01 or S02	Yes	No	No	No	No	GSC06

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(b)(14)	10 – Good Cause - Case has active children - CCPU good cause for each CP on the case = G (good cause for not cooperating) or E (foster care plan precludes cooperation)	No	Automatic or Manual initiation Immediate closure	Yes	No	No	No	No	GSC10
(b)(6)(ii)	11 – NCP judicially determined not father - Case has active children, AND - Father is excluded for paternity for all children, OR - Legal status of all children is N (paternity disproved), <u>OR</u> - All children were removed from case with reason 06 (NCP excluded by genetic testing) or 05 (NCP judicially determined not the father).	Yes	Automatic or Manual initiation Immediate closure, S02 generated	No	No	No	No	No	GSC4B

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(b)(7)(i)	12 - Insufficient information to locate for 2 years - Case is active and priority 5 or 6 for at least 2 years. - If priority 5, At least one L06 or L07 has been sent to the CP since the priority on the case changed and at least 30 days prior to requesting closure. If either document was scheduled but didn't print because of no CP address, then one of two other conditions must be met: - all the active children are in DHS custody - or, - CP for the children has no DCN and the first 5 characters of the name are "OTHER" - If priority 6, at least one L06 or L07 has been sent per year for the prior 2 years to the CP and at least 30 days prior to requesting closure. If either document was scheduled but didn't print because of no CP address, then one of two other conditions must be met: - all the active children are in DHS custody - or, - CP for the children has no DCN and the first 5 characters of the name are "OTHER" - If the case is status 10/reason 26 or 27, the CSCU review date must be in the past.	Yes	Automatic or Manual initiation Final closure 60 days after S01 or S02	Yes	No	Yes	No	No	GSC05

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(b)(17)	13 - Incoming interstate non-coop - The case has at least one active incoming interstate referral. - If the case has a zero balance, it cannot have an instate judgment with a future effective date. - If the case has a balance greater than zero, it cannot have an instate judgment with an effective date within the last six months. - If assigned current cash medical is accruing then the case cannot close. - If the amount owed to the state on the case is greater than \$500, the case will not close; - If the amount owed to the state on the case is greater than 0 and less than \$500, the case will close, unless there has been a payment in the last 365 days. - If the amount owed to the state on the case is \$0 or less, the case closes regardless of when the last payment was received.	Yes	Manual initiation Final closure 60 days after S04	No	No	Yes	"Owed to State" arrears	No	GSC16

(b)(1)	15 - No longer current support order Payment criteria for Automatic or Manual Closure for Reason 15 for all the following cases: - If the amount owed on the case is greater than 0 and less than \$500, the case will close, unless there has been a payment in the last 365 days. If the amount owed to the state is zero or less, the case can close regardless of when the last payment was received. Then continue to check if one of the following 3 conditions is true for the case: All Children Are Emancipated - Case is in status 02, 06, 08, or 10 - All children have emancipated. - Case has no future hearing dates. - The case cannot close if assigned current cash medical is accruing - There are no judgments, effective in the future or, in the last 6 months with arrears still on the case <u>OR</u> CP Living With NCP (Family united) - Case contains at least one active child. - CP and NCP are reunited: CCPU Living With AP field = Y - Case has no future hearing dates. - The case cannot close if assigned current cash medical is accruing <u>OR</u>	Yes	Automatic or Manual initiation Final closure 60 days after S01 or S02	No	No	Yes	Yes	No	GSC02
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	15 - No longer current support order Continued All Children Deleted or Removed - All children have been removed with reason 01, 02, 03, 04, 05, 06, or 07. Reason 15 may be used if a non-TANF Medicaid case was an inappropriate referral, or if all children were adopted. - Case has no future hearing dates. - The case cannot close if assigned current cash medical is accruing					Yes	Yes	No	GSC02

(b)(1)	UN - No longer current support order/unenforceable under state law Payment criteria for automatic or manual closure for all the following cases: • If amount owed on the case is equal or greater than \$500, the case will continue checking for unenforceable arrears criteria, unless there has been a payment in the last 365 days. Unenforceable arrears for auto or manual closure of all of the following cases: • Case has to have been in 06 and/or 08 status for at least a year • Children's legal status indicates there has previously been an order established. • Any worker's comp or personal injury lien added in the last three years on the LENL display must have been released • IWO lump sum cannot have an amount greater than zero within last 6 months. • Any FIDM lien listed on the LENL display must have been released (or expired). • If FCR reset flag is set is yes, 1) no NH data with a date received in the last 60 days; 2) No QW data received in current or one previous quarter unless the employer has been put to history; 3) No UIB data received for the current or one previous quarter. • No SSA data with the status as approved (paying) or pending on the FCR display and no current SSA employer. Then continue to check if one of the following 4 conditions is true for the case: All Children Are Emancipated • All children have emancipated. • Case has no future hearing dates. • The case cannot close if assigned current cash medical is accruing. • There are no judgments, effective in the future or, in the last 6 months with arrears still on the case	Yes	Automatic or Manual initiation Final closure 60 days after S01 or S02 For tribal programs, only the manual closure is allowed.	No	No	Yes	No	Yes	GSC02
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	UN - No longer current support order/<u>unenforceable arrears</u> under state law Continued CP Living With NCP (Family Reunited) - Case contains at least one active child. - CP and NCP are reunited: CCPU Living With AP field = Y - Case has no future hearing dates. - The case cannot close if assigned current cash medical is accruing <u>OR</u> All Children Deleted or Removed - All children have been removed with reason 01, 02, 03, 04, 05, 06, or 07. Reason 15 may be used if a non-TANF Medicaid case was an inappropriate referral, or if all children were adopted. - Case has no future hearing dates. - The case cannot close if assigned current cash medical is accruing		Manual only			Yes	No	Yes	GSC02

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(b)(15)	16 - Non-TANF, CP Unreachable for last 60 days - Children not deleted or removed cannot have case types C, A, F, H, I, X, or M (unless child only medical). - CP address (type 20 or 21) has been in history for at least 60 days. - The case cannot close if assigned current cash medical is accruing - If the case is child only medical (OHCA or PS2) the CP cannot be an active recipient of any medical benefits. - CP must have been added to the case more than 60 days ago. - If the amount owed to the state on the case is greater than or equal \$500, the case will not close; - If the amount owed to the state on the case is greater than 0 and less than \$500, the case will close, unless there has been a payment in the last 365 days. - If the amount owed to the state on the case is \$0 or less, the case closes regardless of when the last payment was received.	Yes	Manual initiation Final closure 60 days after S02	No	Yes	Yes	"Owed to State" arrears	No	GSC11

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(b)(16)	17 - Non-TANF, customer uncooperative - Children not deleted or removed cannot have case types C, A, F, H, I, X, or M (unless child only medical) - All of the CPs on the case with at least one active child must have coop code of O. - The CCPU non-coop reason must be 01, 02, 03, 04, 05, 06, or 07, and there is a non-coop date. - If the case is child only medical (OHCA or PS2), the CP cannot be an active recipient of any medical benefits. - The CP must have been added to the case more than 60 days ago. - The case cannot close if assigned current cash medical is accruing - If the amount owed to the state on the case is greater than or equal \$500, the case will not close; - If the amount owed to the state on the case is greater than 0 and less than \$500, the case will close, unless there has been a payment in the last 365 days. - If the amount owed to the state on the case is \$0 or less, the case closes regardless of when the last payment was received. - If one of the applicants was also the AP, ensure the AP is also in non-cooperation.	Yes	Manual initiation Auto-initiation 30 days after printing L01 Final closure 60 days after S02	No	Yes	Yes	"Owed to State" arrears	No	GSC12

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(c)(1) & (2)	TI – Tribal Affiliation, Case is associated with a Tribe • Case is not pending closure • Case is not in an OSIS tribal office (number or ADA) • Case is not an 'Interstate Redirect' case (CSCU OFFICE = SIN) • Case is not an active incoming intergovernmental case (REFI REFERRAL TYPE = 'I' and REFERRAL STATUS = 'A') • A non-deleted, non-removed child in the case was Medicaid eligible (M X B J) when the case opened or was Medicaid eligible beginning no later than the first day of the month after the case was opened • A non-deleted, non-removed child from the case has not been a current recipient of TANF (case types C A) or Foster Care (case types F H) benefits since the case was open • Case owes less than \$500 in assigned state debt • Documented proof that the CP receiving state child support services requested case closure and they or their children are members of an American Indian tribe (CSCU TRIBAL = 'Y') • A non-deleted CP that a child is tied to has a DCN	No	Manual initiation Immediate closure	No	Yes	No	"Owed to State" arrears Excluding Cash Medical and Awarded Costs (AO, CE & GO)	No	

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(c)(1) & (2)	T6 – Tribal Case Receiving Health Care Services Through Indian Health Services • Case is not pending closure • Case is not in an OSIS tribal office (number or ADA) • Case is not an 'Interstate Redirect' case (CSCU OFFICE = SIN) • Case is not an active incoming intergovernmental case (REFI REFERRAL TYPE = 'I' and REFERRAL STATUS = 'A') • A non-deleted, non-removed child in the case was Medicaid eligible (M X B J) when the case opened or was Medicaid eligible beginning no later than the first day of the month after the case was opened • A non-deleted, non-removed child from the case has not been a current recipient of TANF (case types C A) or Foster Care (case types F H) benefits since the case was open • Case owes less than \$500 in assigned state debt • At least one active/current obligation has been identified with MED ORD field = 'I' or at least one non removed/non deleted child is tied to an Indian Health Service Policy on POLM/POLMEMU • A non-deleted CP that a child is tied to has a DCN	Yes	Manual initiation Final closure 60 days after S02	No	Yes	No	"Owed to State" arrears Excluding Cash Medical and Awarded Costs (AO, CE & GO	No	GSC09

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"	NC – NCP Non-TANF, customer uncooperative • NCP requested the case be opened and there is no other applicant. • NCP has a non-coop date (which initiated the evaluation for this closure). • Children not deleted or removed; cannot have case types C, A, F, H, I, X, or M (unless child only medical) • If the case is child only medical (OHCA or PS2), the CP cannot be an active recipient of any medical benefits. • The case cannot close if assigned current cash medical is accruing. • If the amount owed to the state on the case is greater than or equal \$500, the case will not close; • If the amount owed to the state on the case is greater than 0 and less than \$500, the case will close, unless there has been a payment in the last 365 days. • If the amount owed to the state on the case is \$0 or less, the case closes regardless of when the last payment was received.	Yes	Manual initiation L01AP Automatic with NCP non-coop Auto-initiation 30 days after printing L01AP Final closure 60 days after S02AP and S02	No	Yes	Yes	"Owed to State" arrears	No	GSC12

♦You **must obtain appropriate documentation** for closure Reason Codes: 01, 04, 06, 09 and TI.

♦The Code of Federal Regulations does not contain a specific provision for closing a case with OSIS Reason Code 00.

♦If you do not want the closure analyzer to initiate closure on a case (for example, a case in which you are receiving interest payments only), you should update the BYPASS AUTO CLOSE field with a 'Y' or 'I' on the CSCU screen.

♦If you are collecting interest payments only, consider placing the case in Status 06 or 08.

♦Reasons 04 and 11 close case immediately, and generate S02 letter.