

# Attachment 1

## Automated Case Closure Status and Reason Codes Desk Aid

This chart lists the status and reason codes that must be manually set for a case to be selected for the automated case closure process. These codes are **in addition to** any codes that must be appropriately set as a standard part of case record maintenance.

criteria #	description of condition that allows a case to be closed	status and reason code a worker must set to make sure the case enters the automated case closure process	status and reason code name
1	There is no longer a current child support order for the case, and the past due child support totals less than \$500 or is unenforceable under New York State Laws.	[none specifically for this condition; however, Status and reason code <b>S999-04</b> may be used when a support order should not be established.	No Basis for Support
2	The putative father or non-custodial parent died and no further action can be taken, including levy against an estate.	None specifically for this condition, but you must <b>set the wedlock indicator (WI) on IVDJCH to 5 for cases. For accounts set a "D" on the REV ADJ IND on IVDADJ</b>	
3A	You cannot establish paternity for the child in the case because the child is at least 21 years old, or action is barred by an applicable statute of limitations.	[none specifically for this condition]	
3B	You cannot establish paternity for the child in the case because a genetic test found that the man named as the child's father is not the father, and you do not have another man identified as a possible father.	<b>P801 05</b>	PATERNITY EXCL VIA GENETIC TEST
3C	You cannot establish paternity for the child involved in the case because you decided that efforts to establish paternity are not in the child's best interest.	<b>P801 07</b>	NO PAT, NOT IN CHILDS BST INT
3D	You cannot establish paternity for the child in the case because you cannot identify the child's biological father after diligent	<b>P100 04</b>	PATERNITY INTERVIEW/CLIENT JOHN DOE CASE

efforts, including at least one interview with the custodial parent.

**L801 01**

**4A and 4B**

The location of the non-custodial parent or putative father is unknown, and you have tried to locate the parent or putative father for at least three years if sufficient information for automated searches (4A) or one year if insufficient information for automated searches (4B).

[none specifically for this condition]

**5A**

There is no income or assets available to the noncustodial parent that could be levied or attached for support, and the noncustodial parent is institutionalized in a psychiatric facility.

**R802 21**

NCP IN INSTITUTION, PSYCHIATRIC

**S802 21**

NCP IN INSTITUTION, PSYCHIATRIC

**5B**

There is no income or assets available to the noncustodial parent that could be levied or attached for support, and the noncustodial parent is incarcerated with no chance of parole.

**R802 22**

NCP INCARCERATED, NO PAROLE

**S802 22**

NCP INCARCERATED, NO PAROLE

**5C**

There is no income or assets available to the noncustodial parent that could be levied or attached for support, and the noncustodial parent has a medically verified total and permanent disability and no support potential.

**R802 23**

NCP DISABLED, UNABLE TO SUPPT

**S802 23**

NCP DISABLED, UNABLE TO SUPPT

**6**

The noncustodial parent is a citizen of, and lives in, another country, does not work for the US government or a company with headquarters or offices in the US, and has no reachable income or assets in the US, and the other country cannot help collect child support.

**E802 24**

NCP FOREIGN CITIZEN, NO RECIPR

**R802 24**

NCP FOREIGN CITIZEN, NO RECIPR

**S802 24**

NCP FOREIGN CITIZEN, NO RECIPR

**7**

The IV-D agency has provided location-only services as requested.

The location-only process is fully automated, so this condition does not require any worker action.

**8**

The non-public assistance client has requested case closure and there is no assignment to the state of medical support or arrearages which accrued under a support order.

**D002 18**

CP WRITTEN REQUEST TO CLOSE CASE

**E999 01**

CLIENT REQUESTS CASE BE CLOSED

**P999 01**

CLIENT REQUESTS CASE BE CLOSED

**R999 01**

CLIENT REQUESTS CASE BE CLOSED

**S999 01**

CLIENT REQUESTS CASE CLOSED

T999 01		
9	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.	<p>G801 00 GOOD CAUSE CLAIM UPHELD</p> <p>M803 03 GOOD CAUSE GRANTED</p> <p>Set Wedlock IND To "6" for all associated children</p> <p>Set Family Violence IND to "1"</p>
10	You have been unable to contact the client despite at least one attempt by first class mail to the client's last known address.	L801 02 CLIENT CANNOT BE LOCATED
11	You have documented that the non-public assistance client or a non-public assistance Medicaid-only recipient of services has not cooperated with you and an action by the client is essential for the next step in providing services.	<p>E201 05 CLIENT DID NOT APPEAR</p> <p>E802 02 DSMSSL-SMMNS SRVD-NEITH SIDE APP</p> <p>P801 01 CLIENT FAILED TO COOPERATE</p> <p>P802 04 DSMSSD W/ PREJ-CLI DIDN T COOP</p> <p>P802 05 DSMSSD W/O PREJ-CLI DIDN T COOP</p> <p>S201 05 CLIENT DID NOT APPEAR</p> <p>S802 04 CLIENT FAILED TO COOPERATE</p> <p>S802 08 DISMISSAL-SUMMONS SERVED-CLI ABS</p> <p>S802 10 DSMSSL-SUMNS SRVD-NEITHR SIDE AP</p>
12	It is an interstate case and the referring state did not take an action essential for you to provide child support enforcement services.	R802 25 INITIATING STATE/NON COOPERATION

## MANUAL STATUS CODES FOR USE WITH THE AUTOMATED CASE CLOSURE PROCESS

The following statuses must be used whenever one of the appropriate conditions exists:

### **E Status & Reason**

E201-05	Client did not appear
E802-02	Dismissal, summons served, neither side appeared
E802-24	NCP foreign citizen, no reciprocal agreement
E999-01	Client requests case closed

### **G Status & Reason**

G801-00	Good cause claim upheld
M803-01	Good Cause Granted

### **L Status & Reason**

L200-00	Insufficient info for PLS search
L801-01	John Doe case
L801-02	Client cannot be located

### **M Status & Reason**

M803-03	Good cause granted
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### **P Status & Reason**

P100-04	Paternity interview, client
P801-01	Client failed to cooperate
P801-05	Paternity excluded via genetic testing
P801-07	No paternity, not in child's best interest
P802-04	Dismissed w/prejudice, client did not cooperate
P802-05	Dismissed w/o prejudice, client did not cooperate
P999-01	Client requests case be closed

### **R Status & Reason**

R802-21	NCP in institution, psychiatric
R802-22	NCP incarcerated, no parole
R802-23	NCP disabled, unable to support
R802-24	NCP foreign citizen, no reciprocal agreement
R802-25	Initiating state/non cooperation
R999-01	Client requests case be closed

### **S Status & Reason**

S201-05	Client did not appear
S802-04	Client failed to cooperate
S802-08	Dismissal, summons served, client absent
2802-10	Dismissal, summons served, neither side appeared
S802-21	NCP in institution, psychiatric
S802-22	NCP incarcerated, no parole
S802-23	NCP disabled, unable to support
S802-24	NCP foreign citizen, no reciprocal
S999-01	Client requests case be closed
S999-04	No Basis for Child Support

### **T Status & Reason**

T999-01	Client requests case be closed
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