

April 5, 2010

CASE CONSTRUCT CLEAN UP REPORT INSTRUCTIONS

The clean up of cases with the incorrect case construct will generally consist of:

- Zeroing the balance and closing the IV-D case that has the incorrect participant as the custodial parent (CP) (i.e. senior mother or girlfriend).
- Cases will be closed using the user initiated closure functionality with a closure reason of "case opened in error," a 60-day closure notice is not required.
- A new IV-D case must be opened following federal case construct rules; the role of the CP will be assigned to the correct participant (i.e. minor mother or boyfriend).
- Account balances will need to be recreated based on the information in the closed case.

In situations where the new case is being opened mid-month and a portion of the current support payment for the month has already been posted to the incorrect case, the Central Financial Worker (CFW) will need to adjust the charging instructions to reflect the remaining balance of current support owed. **The CFW must enter notes in the combined/activity log on the new case cross referencing the closed case and explain that the current support has been split between the two cases.** Specify the amounts and how they were split and show the amounts are equal to the total obligation owed and paid for the month. These notes are to ensure there is an audit trail and reduce the chance of an audit finding due to the total support owed and paid in the month not being represented in the new case. All impacted cases need to be cleaned up in Federal Fiscal Year (FFY) 2009.

In addition, closing one case and opening another case for the same participants in the same FFY may result in duplicate case counts on Lines 18, 28, 29, 38, 43, 44, 45, 48, and 49 of the CS 1257/OCSE 157 as well as in the Case Universe File. Lines 28 and 29 are federally audited lines, and the Case Universe File is provided to the Office of Child Support Enforcement each FFY. There is a slight audit risk if these cases were selected as part of the federal audit. Therefore, after release of the clean up report, local child support agencies are advised to work these cases as soon as possible.