



CHILD SUPPORT SERVICES DIVISION
CASE MANAGEMENT

Unenforceable Case Checklist
Request for Closure

CS 201.7

Supervisor approval is required *before* sending CS 201.5B 60-day closure letter.
Please retain a copy of this checklist in the case record.

Caseworker:_____ C#:_____ Supervisor:_____ Reg.#: _____ Case#_____

NCP: _____ ☐ TANF ☐ Non-TANF ☐ Foster care ☐ MT initiating CP:_____

Children in case: _____ List children having multiple CPs; include

CP names & case #s with child:_____

List other open case #s for the NCP:_____

Yes	No	ARM 37.62.1122 Determining Unenforceable Case Status (1): This rule establishes the criteria which a IV-D case must satisfy to be categorized as unenforceable. All of the following criteria must be met.
<input type="checkbox"/>	<input type="checkbox"/>	a) no payments have been posted to the case in the last 12 months, and payments are not expected to be posted in the immediate future;
<input type="checkbox"/>	<input type="checkbox"/>	b) no payments from the federal offset program have been received during the past two years;
<input type="checkbox"/>	<input type="checkbox"/>	c) no payments from the state offset program have been received during the past two years;
<input type="checkbox"/>	<input type="checkbox"/>	d) if payments have been made in the past two years, collected by methods other than federal or state offset, those payments do not exceed \$1,000 (Enter date two years before today_____ & the total non-offset amount collected since then:\$_____.) If no payments in two years, mark 'n/a'.
<input type="checkbox"/>	<input type="checkbox"/>	e) the CSSD has not identified any attachable financial institution accounts belonging to obligor parent [or, if identified but not successfully pursued, the Office of Legal Affairs has case-noted the situation (date of last warrant or writ— e.g., FIDM: _____).]
<input type="checkbox"/>	<input type="checkbox"/>	f) the CSSD has not identified any executable assets belonging to the noncustodial parent [or, if identified but not successfully pursued, the Office of Legal Affairs has case-noted the situation (date of last warrant or writ:_____).]
		➡ Supervisor must initial here to approve caseworker getting credit report via Locate Unit: [_____]
<input type="checkbox"/>	<input type="checkbox"/>	g) a credit bureau report accessed within the past six months indicates that income or asset information is unavailable. (Enter date of report from the Locate Unit:_____.)
<input type="checkbox"/>	<input type="checkbox"/>	h) in a case involving Title IV-E funds, all of the children of the case have been emancipated, or parental rights of the noncustodial parent have been terminated. [If no IV-E, mark 'n/a.']
		➡ In addition to the above ARM criteria, CSSD's below add-on criteria also must be met.
<input type="checkbox"/>	<input type="checkbox"/>	NCP's address is verified, and NCP is not incarcerated, institutionalized, or disabled [i.e., LOC must be resolved and NCP can't be out of workforce due to those listed conditions, which could change later].
<input type="checkbox"/>	<input type="checkbox"/>	Case has been open with MT CSSD at least two years with no MOB due on case in past two years, and closure of MOB is documented and case-noted in case file.
<input type="checkbox"/>	<input type="checkbox"/>	If NCP has other open cases: No current MOB payment has been received on any case in past two years. [If NCP does not have other open cases, mark 'n/a.']
<input type="checkbox"/>	<input type="checkbox"/>	If any child of this case has had multiple CPs: All of those other CP subcases also will be closed, or already are closed, as unenforceable—like this case. [If no child has had multiple CPs, mark 'n/a.']
<input type="checkbox"/>	<input type="checkbox"/>	At least once in the past six months, CSSD has attempted to contact and request new information from CP (or, for interstate cases, from other state) and each attempt is case-noted.

☐ Approved Date:_____ Supervisor:_____ Signature_____

☐ Denied Notes: