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Employees' Manual
Title 9
Chapter I Appendix

CHILD SUPPORT RECOVERY

CASE CLOSURE APPENDIX



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470-0201, Notice of Termination of Child Support Services

Purpose Use form 470-0201, *Notice of Termination of Child Support Services*, to notify the recipient of services of the Unit's intent to close its IV-D case. The form allows the person 60 days to respond with any information that might keep the case open, if appropriate.

Source Enter one of the following valid closure codes in the REASON field on the CASE screen to generate this form:

CITZ	CONT	COOP	COOP1
COOP2	DECD	DISA	EXCL
INST	NCIN	NOID	NSOR2

You can also generate this form from the FORMVIEW screen.

Completion Complete this form when the case meets the criteria for one of the closure codes above.

Distribution ICAR automatically enters some of the data into this form. You must enter the rest of the data. Mail this form to the recipient of services by first-class mail. Place a copy of the form in the case file or image the document in case of appeal by the recipient of services.

Data ICAR enters the following information:

- ◆ Worker ID number
- ◆ Name and address of the recipient of services
- ◆ Current date in the MM/DD/CCYY format
- ◆ ICAR case number
- ◆ Initiating state's case number (not currently used)
- ◆ Obligor's name
- ◆ Effective date in the MM/DD/CCYY format
- ◆ Worker name, telephone number, and address
- ◆ A paragraph explaining which federal criteria the case meets to allow closure

You enter information only when closing the case for noncooperation (closure code "COOP"). You must enter the actions the Unit requires the recipient to take to allow the Unit to take the next required step in providing services.

470/0201, Notice of Termination of Child Support

Purpose	ICAR generates form 470/0201, <i>Notice of Termination of Child Support</i> , to notify the recipient of services of the Unit's intent to close its IV-D case during automated case closure. The form allows the person 60 days to respond with any information that might keep the case open, if appropriate.
Source	ICAR enters "AGEL," "DECDA," "LOCA," "LOCA1," "NSOR," or "NSOR1" in the reason field on the CASE screen to generate this form. ICAR generates this form overnight through a batch process.
Completion	ICAR completes this form when a case meets the criteria for one of the closure codes above.
Distribution	The Department's mailing service forwards one copy of this form to the local office for you to send to the recipient of services by first-class mail. Make a copy of the form and place it in the case file or image the document in case of appeal by the recipient of services.
Data	ICAR enters the following information: <ul style="list-style-type: none">◆ Worker ID◆ Current date in the MM/DD/CCYY format◆ Name and address of the recipient of services◆ ICAR case number◆ Initiating state's case number (completed only for closure reason "DECDA" when another state is the addressee)◆ Effective date in the MM/DD/CCYY format◆ Obligor's name◆ A paragraph explaining which federal criteria the case meets to allow closure◆ Worker name, telephone number, and address

470_3199, Request for New Information

Purpose	Use form 470_3199, <i>Request for New Information</i> , to obtain information from the payee to help locate a payor or alleged father, or to establish or enforce an order against the payor or alleged father.
Source	Generate this form by entering a “Y” in the SEND PAYEE LTR: field on the LOCATE screen or from the FORMVIEW screen.
Completion	Complete this form when you need to get updated information from the payee about the payor or alleged father.
Distribution	ICAR automatically enters some of the data into this form and the payee completes the remainder. Mail this form to the payee by first-class mail.
Data	ICAR enters the following information: <ul style="list-style-type: none">◆ Payee’s name and address◆ Current date in MM/DD/CCYY format◆ ICAR case number◆ Payor or alleged father’s name◆ Worker name, ID, and address

470-3210, Notice of Balance Below \$50

Purpose	Use form 470-3210, <i>Notice of Balance Below \$50</i> , to notify the payor of the small amount of debt owed on a particular case.
Source	ICAR generates this form through a monthly batch program.
Completion	ICAR generates this form when the obligation end date is in the same month or earlier as the date the program runs, and the balance is below \$50.
Distribution	ICAR mails this form to the payor by first-class mail.
Data	ICAR enters the following information: <ul style="list-style-type: none">◆ Current date in the MM/DD/CCYY format◆ ICAR case number◆ Worker ID◆ Payor's name and address◆ Balance due◆ Worker name, title, address, and telephone number

[470-4077, Deceased Obligor Notice of Money in Hold](#)

Purpose	Use form 470-4077, <i>Deceased Obligor Notice of Money in Hold</i> , to tell the executor or attorney for the payor’s estate or the payor’s possible heirs about money in hold owed to the payor.
Source	Generate this form from the FORMVIEW screen.
Completion	Complete this form when the Unit is holding money owed to a deceased payor.
Distribution	<p>Mail this form by first-class mail to the executor or attorney of the payor’s estate.</p> <p>If you cannot find the executor or attorney of the estate, do the following:</p> <ul style="list-style-type: none">◆ Mail one copy of the form to the payor’s last known address. Address the form to the “Estate of <i>payor’s name</i>.”◆ Also mail a copy of the form to each possible heir you locate. <p>Place a copy of the form in the case file or image the document.</p> <p>See the location process for instructions on locating the estate or possible heirs.</p>
Data	<p>You must complete the following information:</p> <ul style="list-style-type: none">◆ Current date.◆ The name and address of the person to whom you are sending the letter.◆ The payor’s name and gender.◆ ICAR case number.◆ Whether you want to include general or attorney-specific contact language. (Select attorney-specific language if your office’s attorney requests it. Include your office attorney’s phone number.)◆ Your name, title, and address.

[470-4078, Deceased Obligee Notice of Money in Hold](#)

Purpose Use form 470-4078, *Deceased Obligee Notice of Money in Hold*, to tell the executor or attorney for a payee's estate or the payee's possible heirs about money in hold owed to the payee.

Source Generate this form from the FORMVIEW screen.

Completion Complete this form when the Unit is holding money owed to a deceased payee.

Distribution Mail this form by first-class mail to the executor or attorney of the payee's estate.

If you cannot find the executor or attorney of the estate, do the following:

- ◆ Mail one copy of the form addressed to the payee's last known address. Address the form to the "Estate of *payee's name*."
- ◆ Also mail a copy of the form to each possible heir you locate.

Place a copy of the form in the case file or image the document.

See the location process for instructions on locating the estate or possible heirs.

Data You must complete the following information:

- ◆ The current date.
- ◆ The name and address of person to whom you are sending the letter.
- ◆ The payee's name and gender.
- ◆ ICAR case number.
- ◆ Whether you want to include general or attorney-specific contact language. (Select attorney-specific language if your office's attorney requests it. Include your office attorney's phone number.)
- ◆ Your name, title, and address.

470-4079, Request for Caretaker Information

Purpose	Use form 470-4079, <i>Request for Caretaker Information</i> , to ask for information about the current caretaker for any minor children of a deceased payee.
Source	Generate this form from the FORMVIEW screen.
Completion	Complete this form when a payee is deceased, the payee's case has an ongoing obligation, and you have not identified the children's current caretaker.
Distribution	<p>Mail this form by first-class mail to:</p> <ul style="list-style-type: none">◆ The payee's last known address, or◆ A person you believe may have information about the children's current caretaker. <p>When you send the form to the payee's last known address, include a copy of form 470-0188, <i>Application for Nonassistance Support Services</i>. See 9-H-Appendix.</p> <p>Place a copy of the form in the case file or image the document.</p>
Data	<p>You must complete the following information:</p> <ul style="list-style-type: none">◆ Current date in the MM/DD/CCYY format.◆ The name and address of the person to whom you are sending the letter.◆ ICAR case number.◆ The payee's name.◆ The names of any minor children on the case.◆ Whether you are sending the letter to the payee's last known address.◆ Your name, title, and address.

Report S479H012-A, Archived Case Report

Purpose	Report S479H012-A, <i>Archived Case Report</i> , lists information on closed cases archived to the Archived Case History File.
Source	Enter a “Y” in the REQUEST REPORT field on the CASEHIST screen to request a copy of this report.
Completion	Request this report when you need to: <ul style="list-style-type: none">◆ Rebuild a case.◆ Inquire on an old case.◆ Provide a payment record to a former case participant or other authorized individual.
Distribution	ICAR prints this report at night to the local printer of the requesting worker.
Data	<p>The following list contains field descriptions for the <i>Archived Case History Report</i>. Each field description explains where ICAR displayed the information before moving the case to the Case History Archive File. Unless otherwise noted in these descriptions, this report displays a blank in these fields to indicate unknown information.</p> <p>The report displays the following information on each page.</p> <ul style="list-style-type: none">◆ ICAR CASE NUMBER: The ICAR case number.◆ WORKER ID: The ID of the worker who requested the report.◆ WORKER NAME: The name of the worker who requested the report.◆ LOCATION: The office of the worker who requested the report. <p>I. CASE DATA This section displays general case information.</p> <ul style="list-style-type: none">◆ OPEN DATE: The date the case opened as displayed in the CASE OPEN DATE field on the CASE screen.

- ◆ **CLOSED DATE:** The date the case closed as displayed in the CASE CLOSED DATE field on the CASE screen.
- ◆ **REDIRECTION FLAG:** One of the following redirection indicators as displayed in the REDIRECTION field on the CASE screen:
 - Y Payments redirected to the clerk of courts.
 - N Payments not redirected to the clerk of courts.
- ◆ **IABC NUMBER:** The Automated Benefit Calculation system's case number as displayed in the IABC CASE NUMBER field on the CASE screen.
- ◆ **STATUS:** The status of the case as displayed in the STATUS field on the CASE screen. This field always displays a "C."
- ◆ **IMAGED FLAG:** One of the following image file codes as displayed in the IMAGED? field on the NARRCASE screen:
 - Y The case is completely imaged.
 - P The case is partially imaged.
 - N The case is not imaged.
 - E The EPICS documents for the case are imaged.
 - B The back filing for imaging of the case is completed.
 - W The back filing for imaging of the case is not completed.
- ◆ **WTW:** This field displays "Y" if the obligor is a participant in the Welfare to Work (WTW) project as displayed in one of four user fields next to the obligor's name on the NARRCASE screen.
- ◆ **WTW DATE:** The date the obligor started the WTW project as displayed in the WTW DATE field on the PAYOR2 screen.
- ◆ **POPP:** This field displays a "Y" if the obligor participated in the Parental Obligation Pilot Project (POPP) as displayed in one of four user fields next to the obligor's name on the NARRCASE screen.
- ◆ **POPP DATE:** The date the obligor participated in the POPP as displayed in the POPP DATE field on the PAYOR2 screen.

II. PERSON DATA This section displays general case participant information.

- ◆ **CASE ROLE:** This field displays at least two of the following case role titles: PAYOR, ALLEGED FATHER, PAYEE, CHILD.
- ◆ **NAME (LFMS):** Each case participant's name as displayed on the PAYOR, PAYEE, CHILD and LOCATE screens. The name appears in the order of last name, first name, middle name, and suffix.
- ◆ **BIRTHDATE:** Each case participant's date of birth as displayed in the BIRTHDATE or DATE OF BIRTH fields on the PAYEE, PAYOR, CHILD, and LOCATE screens.
- ◆ **SEX:** Each case participant's gender as displayed in the SEX field on the PAYEE, PAYOR, CHILD, and LOCATE screens. Valid entries include:
 - M The participant is male.
 - F The participant is female.
- ◆ **DATE OF DEATH:** The date of death of the obligor, alleged father, and obligee as displayed in the DATE OF DEATH fields on the PAYEE, PAYOR, and LOCATE screens.
- ◆ **SSN/S(LOCATE MULTIPLES):** The social security number (SSN) of the obligor, alleged father, and obligee as displayed in the SSN field on the PAYEE, PAYOR, and LOCATE screens.
- ◆ **STATE ID:** The state ID number of the obligee and children as displayed in the STATE ID field on the PAYEE and CHILD screens.
- ◆ **CARETAKER:** This field displays a "Y" if the obligee on the case is the caretaker of the child as displayed in the CARETAKER? field on the PAYEE screen.
- ◆ **SSN:** The social security number (SSN) for the child or children as displayed in the SSN field on the CHILD screen.

- ◆ **OUT OF WED:** This field displays one of the following codes to indicate if the child was born out of wedlock as displayed in the BORN OUT OF WEDLOCK field on the CHILD screen:
 - Y The child was born out of wedlock.
 - N The child was not born out of wedlock.
 - X The obligor on the case is the mother so paternity is not at issue.

- ◆ **PAT EST:** This field displays one of the following codes to indicate if paternity was established for the child as displayed in the PATERNITY ESTABLISHED field on the CHILD screen:
 - Y The child was born out of wedlock.
 - N The child was not born out of wedlock.
 - X The obligor on the case is the mother so paternity is not at issue.

- ◆ **HOW:** This field displays one of the following codes to indicate how paternity was established as displayed in the HOW field on a participant's CHILD screen:
 - AD Adoption
 - AO Administrative order
 - CO Court order
 - JR Judicial review from administrative process
 - MA Marriage
 - MC Child's parents were married at the time of conception
 - MO Obligor is the mother of the child
 - OC Open court
 - OS Out of state
 - OT Other
 - PA Paternity affidavit
 - PI Out-of-state paternity affidavit
 - PO Court order obtained through a private action
 - PS Out-of-state through a private action

- ◆ **PATAFF DOC NO:** The paternity affidavit docket number as displayed in the DOCKET NUMBER field on the PATAFF1 screen.

- ◆ **MEN DIS:** This column displays a “Y” if the child has a mental disability as displayed in the DISABILITY field on the CHILD screen.
- ◆ **LIVES W/PE:** This column displays a “Y” or “N” to indicate if the child lives with the obligee as displayed in the CHILD RESIDES WITH PAYEE field on the CHILD screen:
 - Y The child lives with the obligee.
 - N The child does not live with the obligee.
- ◆ **CT:** This field displays a “Y” or “N” to indicate if the child lives with a caretaker as displayed in the CT? field on the CHILD screen:
 - Y The child lives with a caretaker.
 - N The child does not live with a caretaker.

III. COURT ORDER DATA This section displays information related to court orders on the case.

- ◆ **COURT ORDER NUMBER:** The court order number of the court orders as displayed on in the C. O. NUMBER field on the OBLIGHST screen.
- ◆ **ORDER DATE:** The filed date of the court order.
- ◆ **TYPE:** One of the following court order codes as displayed in the TYPE field on the COURTOR screen:
 - AF Administrative foster care order
 - AM Administrative modification order
 - AO Administrative order
 - AP Administrative paternity order
 - DM Divorce, dissolution of marriage, or temporary order
 - JM Judicial review of administrative modification order
 - JO Juvenile order
 - JP Judicial review of administrative paternity order
 - JR Judicial review of administrative support order
 - ON No order (paternity is not an issue)
 - OP No order (paternity is an issue)
 - RO Registered Out of state order
 - UN URESA order (non-paternity)
 - UP URESA order or IA Code 600B (paternity)

- ◆ **C.O. CO FIPS:** The county FIPS code for the county in which the court order originated as displayed in the C.O. CO FIPS field on the COURTORD screen.
- ◆ **CO CNTY:** One of the following court order county codes as displayed in the COUNTY NUMBER field on the COURTORD screen:

01: Adair County	02: Adams County
03: Allamakee County	04: Appanoose County
05: Audubon County	06: Benton County
07: Black Hawk County	08: Boone County
09: Bremer County	10: Buchanan County
11: Buena Vista County	12: Butler County
13: Calhoun County	14: Carroll County
15: Cass County	16: Cedar County
17: Cerro Gordo County	18: Cherokee County
19: Chickasaw County	20: Clarke County
21: Clay County	22: Clayton County
23: Clinton County	24: Crawford County
25: Dallas County	26: Davis County
27: Decatur County	28: Delaware County
29: Des Moines County	30: Dickinson County
31: Dubuque County	32: Emmet County
33: Fayette County	34: Floyd County
35: Franklin County	36: Fremont County
37: Greene County	38: Grundy County
39: Guthrie County	40: Hamilton County
41: Hancock County	42: Hardin County
43: Harrison County	44: Henry County
45: Howard County	46: Humboldt County
47: Ida County	48: Iowa County
49: Jackson County	50: Jasper County
51: Jefferson County	52: Johnson County
53: Jones County	54: Keokuk County
55: Kossuth County	56: Lee County
57: Linn County	58: Louisa County
59: Lucas County	60: Lyon County

61: Madison County	62: Mahaska County
63: Marion County	64: Marshall County
65: Mills County	66: Mitchell County
67: Monona County	68: Monroe County
69: Montgomery County	70: Muscatine County
71: O'Brien County	72: Osceola County
73: Page County	74: Palo Alto County
75: Plymouth County	76: Pocahontas County
77: Polk County	78: Pottawattamie County
79: Poweshiek County	80: Ringgold County
81: Sac County	82: Scott County
83: Shelby County	84: Sioux County
85: Story County	86: Tama County
87: Taylor County	88: Union County
89: Van Buren County	90: Wapello County
91: Warren County	92: Washington County
93: Wayne County	94: Webster County
95: Winnebago County	96: Winneshiek County
97: Woodbury County	98: Worth County
99: Wright County	

- ◆ **FIPS C.O. REGISTERED IN:** The county FIPS code for up to five counties in which the court order was previously registered as displayed in the C.O. REGISTERED IN field on the COURTORD screen.
- ◆ **LAST FULL REVIEW:** The date of the court order's last full review as displayed in the LAST FULL REVIEW DATE: field on the COURTORD2 screen.
- ◆ **RESULTS:** One of the following review results codes as indicated by a "Y" in the corresponding RESULTS field on the COURTORD2 screen:

NC?	No change in the support amount.
INC?	Increase in the support amount.
DEC?	Decrease in the support amount.
ADD HI?	Health insurance added.
ADD MS?	Medical support amount added.

- ◆ **ICIS CO#:** The Iowa Court Information System (ICIS) 17-digit court order number as displayed in the ICIS C.O. field on the COURTORD screen.
- ◆ **PETITIONER:** The name of the petitioner as displayed in the PETITIONER field on the COURTORD screen.
- ◆ **RESPONDENT:** The name of the respondent as displayed in the RESPONDENT field on the COURTORD screen.

IV. OBLIGATION DATA This section contains obligation history and obligation suspension information.

- ◆ **OBLIGATION HISTORY:** This subsection of the report displays obligation history information. If the case has no obligation data, the report displays the following message: “** NO OBLIGATION INFORMATION FOUND.”
- ◆ **OBL TYPE:** One of the following obligation type codes as displayed in the in the OBLIG TYPE column on the OBLIGHST screen:
 - CA Alimony
 - CS Child support
 - HO Health insurance only
 - HP House payment
 - IP House insurance premium
 - MS Medical support
 - MR Medical Reimbursement
 - PO Paternity establishment only
 - RE Reimbursement
 - VO Voluntary payment
 - ZZ Used only for RE error when money applied

- ◆ **C.O. TYPE:** One of the following court order type codes as displayed on the OBLIGHST screen:
 - AF Administrative foster care order
 - AM Administrative modification order
 - AO Administrative order
 - AP Administrative paternity order
 - DM Divorce, dissolution of marriage, or temporary order
 - JM Judicial review of administrative modification order
 - JO Juvenile order
 - JP Judicial review of administrative paternity order
 - JR Judicial review of administrative support order
 - ON No order (paternity is not an issue)
 - OP No order (paternity is an issue)
 - RO Registered out of state order
 - UN URESA order (non-paternity)
 - UP URESA Order or IA Code 600B (paternity)

- ◆ **FREQ:** One of the following payment frequency codes as displayed in the FREQ column on the OBLIGHST screen on ICAR:
 - A Annual
 - BM Bi-monthly
 - BW Bi-weekly
 - M Monthly
 - Q Quarterly
 - SA Semi-annual
 - SM Semi-monthly
 - SP Single payment
 - W Weekly

- ◆ **AMOUNT:** The amount of the obligation as displayed in the AMOUNT column on the OBLIGHST screen.

- ◆ **EFFECTIVE DATE:** The effective date of the obligation as displayed in the EFFECTIVE DATE column on the OBLIGHST screen.

- ◆ **END DATE:** The end date of the obligation as displayed in the END DATE column on the OBLIGHST screen.

- ◆ **C.O. NUMBER:** The court order number as displayed in the C.O. NUMBER column on the OBLIGHST screen.
- ◆ **COURT ACTION:** One of the following court action codes as displayed in the COURT ACTION column on the OBLIGHST screen:
 - T01 Temporary order.
 - D01 The order is a decree (support order).
 - M01 The order is a modification.
 - C01 The order was obtained by the Child Support Recovery Unit.
- ◆ **COLA ADJ:** One of the following cost of living adjustment indicators as displayed in the COLA ADJUST column on the OBLIGHST screen:
 - Y A cost of living adjustment was ordered on the case.
 - S The ordered cost of living adjustment on the case was suspended.
- ◆ **TOTAL RE AMT:** The total amount of each RE obligation as displayed in the AMT DUE field on the OBLIG screen.
- ◆ **DEV:** One of the following deviation indicators as displayed in the DEV column on the DEVIATION HISTORY screen:
 - Y Deviation from the obligation.
 - N No deviation from the obligation.
- ◆ **DEV BY:** One of the following deviation requester codes as displayed in the BY field on the OBLIGADJ screen:
 - 1 Iowa Court
 - 2 CSRU
 - 3 Out-of-state court
 - 4 Out-of-state IV-D Agency
- ◆ **DEV REASON:** One of the following deviation reason codes as displayed in the REASON field on the OBLIGADJ screen:
 - 1 The obligor is unemployed or underemployed.
 - 2 The obligee is unemployed or underemployed.
 - 3 The obligor has excessive health care costs.
 - 4 The obligee has excessive health care costs.
 - 5 The obligor has multiple families in addition to QADD.

- 6 The obligee has multiple families in addition to QADD.
- 7 The obligor is making a house payment.
- 8 The obligee is making a house payment.
- 9 The obligor is paying off a large debts.
- 10 The obligee is paying off a large debts.
- 11 The other expenses considered for obligor.
- 12 The other expenses considered for obligee.
- 13 The obligor is enrolled in school.
- 14 The obligee is enrolled in school.
- 15 The obligor is or was in prison or halfway house.
- 16 The obligee is or was in prison or halfway house.
- 17 Stipulated by both parties.
- 18 SSD received by obligor.
- 19 SSD received by obligee and/or child.
- 20 The obligor is on public assistance.
- 21 The obligee is on public assistance.
- 22 The obligor's health insurance premium is excessive.
- 23 The obligee's health insurance premium is excessive.
- 24 Protracted litigation.
- 25 Out-of-state order uses higher or lower amounts.
- 26 Hardship to obligor (unspecified).
- 27 The obligor is a minor and amount set by law.
- 28 Unknown, worker unable to identify why court deviated.
- 50 FCRU: Permanency (valid before 7/1/99 only).
- 51 FCRU: Hardship (valid before 7/1/99 only).
- 52 FCRU: Seeks lower CS liability (valid before 7/1/99 only).
- 53 FCRU: Limited to MR cap.
- 54 FCRU: Assessing up to cost of care.
- 55 FC: Standard 30% deviation.
- 56 FCRU obligor has additional dependents.
- 70 Based on FIP expended (no reconciliation).
- 71 Based on FIP expended (reconciliation).
- 99 Other.

- ◆ **PERIODS OF SUSPENSION:** This subsection of the report displays suspense information. If the case has no suspense data, the report displays the following message: “** NO SUSPENSE INFORMATION FOUND.”

- ◆ **CHILD FNAME:** The first name of the child (or children) for whom a suspension of the obligation was entered as displayed in the NAME (LFMS) field on the CHILD screen.
- ◆ **C.O. NUMBER:** The court order number as displayed in the COURT ORDER field on the SUSPENSE screen.
- ◆ **OBLIG AMOUNT:** The obligation amount as displayed in the OBLIGATION AMOUNT field on the OBLIG screen.
- ◆ **OBLIG TYPE:** One of the following obligation type codes as displayed in OBLIGATION TYPE field on the SUSPENSE screen:
 - CA Alimony
 - CS Child support
 - HO Health insurance only
 - HP House payment
 - IP House insurance premium
 - MS Medical support
 - MR Medical reimbursement
 - PO Paternity establishment only
 - RE Reimbursement
 - VO Voluntary payment
 - ZZ Used only for RE error when money applied
- ◆ **OBLIGATION START:** The date the obligation started as displayed in the OBLIGATION START column on the SUSPENSE screen.
- ◆ **OBLIGATION END:** The date the obligation ended as displayed in the OBLIGATION END column on the SUSPENSE screen.
- ◆ **SUSPEND DATE FROM:** The date of the obligation's suspension as displayed in the SUSPEND FROM column on the SUSPENSE screen.
- ◆ **SUSPEND DATE TO:** The suspension end date as displayed in the SUSPEND TO column on the SUSPENSE screen.
- ◆ **SUSPEND AMOUNT:** The total amount of the suspension as displayed in the SUSP. AMT. column on the SUSPENSE screen.

V. DISTRIBUTION DATA This section displays distribution information.

- ◆ **CASE PAYMENT HISTORY:** This subsection of the report displays payment information. If the case has no payment data, the report displays the following message: “** NO PAYMENT INFORMATION FOUND.”
- ◆ **RECEIPT CREDITED:** The date CSC credited the payment to the account as displayed in the RECEIPT CREDITED column on the PAYHIST screen.
- ◆ **CSC RECEIVED:** The date CSC received the payment as displayed in the CSC RECEIVED column on the PAYHIST screen.
- ◆ **RECEIPT AMOUNT:** The amount of the payment received by the CSC as displayed in the RECEIPT AMOUNT column on the PAYHIST screen.
- ◆ **AMOUNT APPLIED:** The amount of the payment applied to the case as displayed in the AMOUNT APPLIED column on the PAYHIST screen.
- ◆ **---PAID TO---**: The account types to which ICAR credited the payment as displayed in the ---PAID TO--- column on the PAYHIST screen.
- ◆ **DISTR DATE:** The date CSC distributed the payment to the obligee as displayed in the DISTR DATE column on the PAYHIST screen.
- ◆ **FND SRC:** One of the following method of payment codes as displayed in the FND SRC column on the PAYHIST screen.

ADJ Adjustment
ATM Automatic teller machine
BAL Balance owed to an account type
BND Bond
BRI Bank returned item
BRR Bank returned item recoupment
CLK Redirection
COC Clerk of court payments distribute the same as regular payments

CRP	Credit for payments distribute the same as clerk of court payments
DOP	Debtor offset payment
EFT	Electronic funds transfer
FAO	Federal administrative offset
FED	Federal tax refund offset
FEE	Interstate fee
LVY	Administrative levy
MIW	Income withholding
MOD	Modification of judgment
NSF	Non-sufficient funds
NSR	Non-sufficient funds recoupment
OFT	Other state's federal tax refund offset
OPY	Other state's payment
OST	Other state's state tax refund
OTH	Other
PRS	Payments received by state
REG	Regular cash remittance
SAT	Satisfaction of judgment
STT	State tax refund
TIF	Tax intercept fee
UIB	Unemployment insurance benefit
VCP	CAR payment
VOL	Voluntary payment
VRP	Voluntary credit for payment
VRT	Voluntary regular transfer

- ◆ **RC:** The return code for a returned payment as displayed in the RC column on the PAYHIST screen.
- ◆ **WARRANT NUMBER:** The state-assigned warrant number as displayed in the WARRANT NUMBER column on the WARRANT INFORMATION/COUPON ALLOCATION screen. The report only lists the warrant number for refunds. Access this screen by selecting a payment on the PAYREC screen and pressing the ENTER key.

- ◆ **CLAIM NUMBER:** The state assigned claim number as displayed in the CLAIM NUMBER column on the WARRANT INFORMATION/COUPON ALLOCATION screen. Access this screen by selecting a payment from the PAYREC screen and pressing the ENTER key.
- ◆ **CERTIFIED PAYMENT RECORD:** This subsection of the report displays payment record information. If the case has no payment record data, the report displays the following message: “** NO OBLIGATION INFORMATION FOUND.”
- ◆ **PAYOR NAME:** The name of the obligor on the case as displayed in the NAME (L,F,M,S) field on a participant’s PAYOR screen.
- ◆ **PAYEE NAME:** The name of the obligee on the case as displayed in the NAME (L,F,M,S) field on the PAYREC screen.
- ◆ **COURT-ORDER #:** The court order’s number as displayed in the COURT ORDER # field on the PAYREC screen.
- ◆ **COUNTY NAME:** The county that filed the court order as displayed in the COUNTY NAME field on the PAYREC screen.
- ◆ **RECIEPT CREDITED:** The date CSC credited the payment to the account as displayed in the RECEIPT CREDITED column on the PAYREC screen.
- ◆ **CSC RECEIVED:** The date CSC received the payment as displayed in the CSC RECEIVED column on the PAYREC screen.
- ◆ **PAYMENT AMOUNT:** The amount of the payment received by the CSC as displayed in the RECEIPT AMOUNT column on the PAYREC screen.
- ◆ **TYPE OF PAYMENT:** One of the following methods of payment:
 - Adjustment
 - Automatic teller machine
 - Balance owed to an account type
 - Bond
 - Bank returned item

Bank returned item recoupment
Redirection
Clerk of court payments distribute the same as regular payments
Credit for payments distribute the same as clerk of court payments
Debtor offset payment
Electronic funds transfer
Federal administrative offset
Federal tax refund offset
Interstate fee
Administrative levy
Income withholding
Modification of judgment
Non-sufficient funds
Non-sufficient funds recoupment
OFT - Other state's federal tax refund offset
Other state's payment
Other state's state tax refund
Other
Payments received by state
Regular cash remittance
Satisfaction of judgment
State tax refund
Tax intercept fee
Unemployment insurance benefit
CAR payment
Voluntary payment
Voluntary credit for payment
Voluntary regular transfer

- ◆ **DISTR DATE:** The date CSC distributed the payment to the obligee as displayed in the DISTR DATE column on the PAYREC screen.
- ◆ **BATCH DATE:** The date CSC entered the payment on ICAR as displayed in the DISTR DATE column on the PAYREC screen on ICAR.
- ◆ **SQNO:** The sequence number corresponding with the type of payment as displayed in the SQNO column on the PAYREC screen.

- ◆ **RECEIPT NBR:** The receipt number assigned to a specific receipt of payment as displayed in the RECEIPT NBR column on the PAYREC screen.
- ◆ **ACCOUNT TYPE/UPPA BALANCES:** This subsection of the report displays balance and unpaid past public assistance (UPPA) information. If the case has no balance or UPPA data, the report displays the following message: “** NO ACCTBAL INFORMATION FOUND.”
- ◆ **ACCT TYPE:** One of the following account type codes as displayed in the ACCT TYPE column on the BALANCE screen:
 - 10 Foster care
 - 11 FIP
 - 12 Non-public assistance
 - 13 FIP/foster care
 - 14 Interstate/FIP
 - 15 Interstate/non-public assistance
 - 16 Interstate/foster care
 - 17 Non IV-D Medicaid-only
 - 19 Interstate/Medicaid-only
 - 40 Foster care (medical only)
 - 41 FIP (medical only)
 - 42 Non-public assistance (medical only)
 - 43 FIP/foster care (medical only)
 - 44 Interstate/FIP (medical only)
 - 45 Interstate/non-public assistance (medical only)
 - 46 Interstate/foster care state (medical only)
 - 47 Non-IV-D (medical only)
 - 48 Medicaid only (medical only)
 - 49 Interstate Medicaid only (medical only)
- ◆ **AMOUNT DUE:** The total amount due for a balance’s account type as displayed in the AMT DUE field on the BALANCE screen.
- ◆ **PAID ON PAYHIST:** The total amount paid on a balance’s account type as displayed in the PAID ON PAYHIST column on the BALANCE screen.

- ◆ **COUPON BALANCE:** The balance of the coupon as displayed in the COUPON BALANCE column on the BALANCE screen.
- ◆ **PA TYPE:** “FIP” and “ASN” to indicate the case has FIP payments as displayed in the CALC TYPE column on the UPPA BALANCES screen.
- ◆ **PA ISSUED:** The amount of public assistance paid out to a certain public assistance account type on all of the obligees cases as displayed in the TOTALS column on the UPPA BALANCES screen.
- ◆ **PA RECPTS ON PAYHIST:** The amount of public assistance receipts from the PAYHIST screen of all of the obligee’s cases as displayed in the PA RECPTS PN PAYHIST column on the UPPA BALANCES screen.
- ◆ **UPPA BALANCE:** The amount of UPPA on all of the obligee’s cases as displayed in the UPPA BALANCE column on the UPPA BALANCES screen.
- ◆ **UPPA CALCULATED:** The last date a total UPPA calculation was calculated for this case and all of the obligee’s associated cases as displayed in the UPPA/ASN CALCULATED field on the UPPA BALANCES screen.
- ◆ **OTHER CASES USED IN TOTAL UPPA CALC:** The obligee’s associated cases used in the total UPPA calculation as displayed in the OTHER CASES USED IN TOTAL UPPA CALC field on the UPPA BALANCES screen.
- ◆ **TOTAL:** The AMOUNT DUE, PAID ON PAYHIST, and COUPON BALANCE totals as displayed in the TOTALS field on the BALANCE screen.
- ◆ **UPPA FIP MONTHLY DETAIL:** This subsection of the report displays FIP information. If the case has no FIP data, the report displays the following message: “** NO FIPS INFORMATION FOUND.”
- ◆ **PAYEE NAME:** The name of the obligee on the case as displayed in the PAYEE NAME field on a participant’s UPPA FIP MONTHLY DETAIL screen.

- ◆ **MO/YEAR:** The date of the public assistance payment as displayed in the MO/YEAR column on a participant's UPPA FIP MONTHLY DETAIL screen.
- ◆ **FIP PAID:** The amount of the public assistance payment as displayed in the FIP PAID column on a participant's UPPA FIP MONTHLY DETAIL screen.
- ◆ **FIP RCPTS ON PAYHIST:** The amount of FIP receipts from the PAYHIST screen of all of the obligee's cases as displayed in the FIP RCPTS ON PAYHIST column on a participant's UPPA FIP MONTHLY DETAIL screen.
- ◆ **ARREARAGE AMOUNT:** The amount of payments on arrearages that the UPPA program processed in the month as displayed in the ARREARAGE AMOUNT field on the UPPA FIP MONTHLY DETAIL screen.
- ◆ **UPPA MONTHLY BALANCE:** The amount of unpaid public assistance remaining on the case for a month as displayed in the UPPA MONTHLY BALANCE column on a participant's UPPA FIP MONTHLY DETAIL screen.
- ◆ **UPPA FCM MONTHLY DETAIL:** This subsection of the report displays foster care maintenance information. If the case has no foster care maintenance data, the report displays the following message: “** NO FCM INFORMATION FOUND.”
- ◆ **CHILD NAME:** The name of the child who was in foster care on the case as displayed in the CHILD NAME field on the UPPA FCM MONTHLY DETAIL screen.
- ◆ **OTHER CASES:** The child’s associated cases used in the total foster care maintenance calculation as displayed in the OTHER CASES field on the UPPA FCM MONTHLY DETAIL screen.
- ◆ **TOTAL FCM ISSUED:** The amount of money paid to foster care on a case as displayed in the TOTAL FCM ISSUED column on a participant’s UPPA FCM MONTHLY DETAIL screen.

- ◆ **TOTAL FCM RCPTS ON PAYHIST:** The total amount of foster care receipts showing on the payment history as displayed in the TOTAL FCM RCPTS ON PAYHIST column on a participant's UPPA FCM MONTHLY DETAIL screen.
- ◆ **TOTAL GOV'T INCOME:** The total amount of income received by the foster care caretaker as displayed in the TOTAL GOV'T INCOME field on the UPPA FCM MONTHLY DETAIL screen.
- ◆ **TOTAL UPPA BALANCE:** The total amount of UPPA as displayed in the TOTAL UPPA BALANCE field on the UPPA FCM MONTHLY DETAIL screen.
- ◆ **MO/YEAR:** The date of the foster care public assistance payment as displayed in the MO/YEAR column on the UPPA FCM MONTHLY DETAIL screen.
- ◆ **FCM PAID:** The amount of the foster care payment as displayed in the FCM PAID column on the UPPA FCM MONTHLY DETAIL screen.
- ◆ **FCM RCPTS ON PAYHIST:** The foster care receipts from the payment history of the case as displayed in the FCM RCPTS ON PAYHIST column on a participant's UPPA FCM MONTHLY DETAIL screen.
- ◆ **GOVERNMENT INCOME:** The amount of money paid to the foster care caretaker for the period of the foster care payment as displayed in the GOVERNMENT INCOME column on the UPPA FCM MONTHLY DETAIL screen.
- ◆ **ARREARAGE AMOUNT:** The public assistance arrearages accrued for the given time period as displayed in the ARREARAGE AMOUNT column on the UPPA FCM MONTHLY DETAIL screen.
- ◆ **UPPA MONTHLY BALANCE:** The UPPA balance for the given time period as displayed in the UPPA MONTHLY BALANCE column on the UPPA FCM MONTHLY DETAIL screen.

- ◆ **NON SUPPORT DEBTS INQUIRY:** This subsection of the report displays nonsupport debt information. If the case has no nonsupport debt data, the report displays the following message: “** NO DEBT INFORMATION FOUND.”
- ◆ **DEBTOR TYPE:** One of the following case role indicators as displayed in the DEBTOR TYPE field on the FINQUIRY screen:
 - PE Obligee
 - CH Child
 - P1 Obligor
 - AF Alleged father
 - TP Third party
- ◆ **DATE OF DEBT:** The debts date of creation as displayed in the DATE OF DEBT column on the FINQUIRY screen.
- ◆ **DATE OF LST RCPT:** The date of the last payment against the debt as displayed in the DATE OF LST RCPT column on the FINQUIRY screen.
- ◆ **DEBT AMOUNT:** The total amount of the debt as displayed in the DEBT AMOUNT column on the FINQUIRY screen.
- ◆ **AMOUNT PAID:** The total amount of payments received for the debt as displayed in the AMOUNT PAID column on the FINQUIRY screen.
- ◆ **BALANCE DUE:** The total balance due for the debt as displayed in the BALANCE DUE column on the FINQUIRY screen.
- ◆ **DEBT CODE:** One of the following debt type codes as displayed in the DEBT CODE column on the FINQUIRY screen:
 - ATY Other debt collection/attorney
 - BRI Bank return item recoupment
 - BTC Blood test company
 - BTI Blood test
 - BTS Blood test
 - CCS Court costs
 - CRF CRF service fee

IFC IRS full collection
IRP Recoup of incorrectly issued payment
IRS IRS adjustment
MIS Miscellaneous
MSC Other debt collection
NPA Non-public assistance fee
NSF Non-sufficient funds recoupment
PKF Parental kidnap location
RDW Redeemed warrant fee
TIF Tax offset intercept—western region

- ◆ **ACCT TYPE:** The account type under which ICAR created the debt as displayed in the ACCT TYPE column on the FINQUIRY screen.
- ◆ **FUND SOURCE:** One of the following method of payment codes as displayed in the FND SRC column on the PAYHIST screen:

ADJ Adjustment
ATM Automatic teller machine
BAL Balance owed to an account type
BND Bond
BRI Bank returned item
BRR Bank returned item recoupment
CLK Redirection
COC Clerk of court payments distribute the same as regular payments
CRP Credit for payments distribute the same as clerk of court payments
DOP Debtor offset payment
EFT Electronic funds transfer
FAO Federal administrative offset
FED Federal tax refund offset
FEE Interstate fee
LVY Administrative levy
MIW Income withholding
MOD Modification of judgment
NSF Non-sufficient funds
NSR Non-sufficient funds recoupment
OFT Other state's federal tax refund offset
OPY Other state's payment
OST Other state's state tax refund

OTH Other
PRS Payments received by state
REG Regular cash remittance
SAT Satisfaction of judgment
STT State tax refund
TIF Tax intercept fee
UIB Unemployment insurance benefit
VCP CAR payment
VOL Voluntary payment
VRP Voluntary credit for payment
VRT Voluntary regular transfer

- ◆ **FIPS CODE:** This field displays the appropriate FIP code for the payment. ICAR does not display this information.
- ◆ **NSF APPLY:** This field displays a “Y” if the debt is a result of a rejected application due to nonsufficient funds. ICAR does not display this information.

**VI-A. CHILD
ASSIGNMENT RECORD:**

This section displays child assignment information.

- ◆ **CHILD NAME:** The name of the child for whom the assignment belongs as displayed in the CHILD NAME field on the CASSIGN screen.
- ◆ **ASSIGN DATE:** The date of the assignment as displayed in the ASSIGN DATE (MM/DD/CCYY) column on the CASSIGN screen.
- ◆ **TERM DATE:** The date of termination for the assignment as displayed in the TERM DATE (MM/DD/CCYY) column on the CASSIGN screen.
- ◆ **ACCT TYPE:** The account type of the assignment as displayed in the ACCT TYPE IND column on the CASSIGN screen.

VI-B. PAYEE

ASSIGNMENT RECORD: This section contains obligee assignment information.

- ◆ **ASSIGN DATE:** The date of the assignment as displayed in the ASSIGN DATE column on the ASSIGN screen.
- ◆ **TERM DATE:** The date of termination for the assignment as displayed in the TERM DATE column on the ASSIGN screen.
- ◆ **ACCT TYPE:** The account type of the assignment as displayed in the ACCT TYPE IND column on the ASSIGN screen.

VII. COMMENTS: This section displays worker-entered comment information.

- ◆ **SCREEN:** The name of the screen on which the comment was originally entered on ICAR.
- ◆ **COMMENTS:** The text of the worker entered comments. The history report pulls this information from a variety of screens.

VIII. NARRATIVES: This section contains narrative information.

- ◆ **NARR DATE:** The date ICAR or the worker issued the narrative as displayed in the DATE column on the NARRCASE screen.
- ◆ **NARR PROC:** The process code under which ICAR or the worker issued the narrative. ICAR does not display this information.
- ◆ **USER ID:** The user ID of the worker or program that issued the narrative as displayed on the NARRCASE screen.
- ◆ **NARRATIVE TEXT:** The text of the narrative as displayed in the NARRATIVE column on the NARRCASE screen.

Case Closure Report for Supervisory Review

Purpose	Supervisors and Central Office use the <i>Case Closure Report for Supervisory Review</i> to review cases that closed or were selected for closure during the previous month.
Source	ICAR generates this report by batch processing at the end of every month. ICAR selects cases with a closure code entered in the REASON field during the previous month or a date entered in the CASE CLOSED DATE field during the previous month on the CASE screen. Note: ICAR does not select cases that converted to non-IV-D cases instead of closing when an entry was made in the REASON field.
Distribution	Staff download this report through the Excel Importer.
Data	This report contains the following information: <ul style="list-style-type: none"> ◆ REGION: This column shows the region number where the case is assigned. ◆ OFFICE: This column shows the office number where the case is assigned. ◆ WORKER ID: This column shows the four-character alphanumeric identifier assigned to the worker on the case. ◆ CASE #: This column contains the case number. ◆ TERMINATION NOTICE DATE: This column contains the date you or ICAR selected the case for closure. ◆ TERMINATION REASON: This column contains the closure code as displayed in the REASON field on the CASE screen. ◆ CASE STATUS: This column lists the status of the case at the time ICAR created the report. Valid entries are: <ul style="list-style-type: none"> A Active C Closed I Inactive

- ◆ **CLOSED DATE:** This column lists the date the case status changed from “A” or “T” to “C.”
- ◆ **ACCOUNT TYPE:** This column lists the case account type at the time ICAR selected the case for the report. This may be different than the case account type when the closure code was entered in the REASON field.
- ◆ **FILE DATE:** This column shows the date ICAR selected the case for the report.

DECDA Closure Error Report

Purpose	Supervisors and Central Office use the <i>DECDA Closure Error Report</i> to review cases that did not close and the obligor is deceased.
Source	ICAR generates this report by batch processing at the end of every month. ICAR selects cases with a “Y” in the DECEASED field on the LOCATE screen.
Distribution	Staff download this report through the Excel Importer.
Data	<p>This report contains the following information:</p> <ul style="list-style-type: none">◆ REGION: This column shows the region number where the case is assigned.◆ OFFICE: This column shows the office number where the case is assigned.◆ WORKER ID: This column shows the four-character alphanumeric identifier assigned to the worker on the case.◆ CASE #: This column contains the case number.◆ REJECTED REASON: This column shows the reason the case was not selected for closure. Valid entries are:<ul style="list-style-type: none">• ACTIVE AF ON CASE: There is another alleged father on the case who has not been excluded or bypassed.• CLOSING ASSETS: There is a “Y” in the delay closing/assets field on the LOCATE screen.• DEATH LESS THAN 1 YEAR: The case is certified for federal or state tax offset and the obligor has been deceased for less than one year.• FLAGGED BUT DATE OF DEATH MISS: There is not an entry in the date of death field on the LOCATE screen.

- **HAS AN EXISTING TERM:** There is an entry other than “DECDA” in the REASON field on the CASE screen.
- **OPEN PROCESS EXISTS:** There is an active process on the case that you or ICAR must end before the case can close.
- **PAYMENTS IN HOLD:** Payments still need to be distributed.
- **UPDT FLAG = E:** There is an “E” in the CORRECTION FLAG field on the OBLIG screen.
- ◆ **FILE DATE:** This column shows the date ICAR selected the case for the report.

Deceased Party Report

Purpose	Regional staff and supervisors use the <i>Deceased Party Report</i> to attempt to locate probate filings for cases where the obligor, the obligee, or the child is deceased.
Source	ICAR generates this report by batch processing at the end of every month. ICAR selects cases with: <ul style="list-style-type: none">◆ “Y” in the DATE OF DEATH field on the LOCATE or PAYEE2 screens, or◆ “DEC” in the EST BY-PASS field on the CHILD2 screen.
Distribution	Staff download this report through the Excel Importer.
Data	This report contains the following information: <ul style="list-style-type: none">◆ REGION: This column shows the region number where the case is assigned.◆ DISTRICT: This column shows the office number where the case is assigned.◆ WORKER ID: This column shows the four-character alphanumeric identifier assigned to the worker on the case.◆ CASE NUMBER: This column contains the case number.◆ CHILD NAME: This column shows the name of the deceased child on the case.◆ DECEASED DATE: This column shows the child’s date of death.◆ PAYOR NAME: This column shows the name of the deceased obligor on the case.◆ DECEASED FLAG: This column contains a “Y” if there is an entry of “DECD” in one of the PAYOR INDICATOR fields on the NARRCASE screen or an entry of “Y” in the DECEASED field on the LOCATE screen.◆ DATE OF DEATH: This column shows the obligor’s date of death.

- ◆ **PAYEE NAME:** This column shows the name of the deceased obligee on the case.
- ◆ **DECEASED FLAG:** This column contains a “Y” if there is an entry of “DECD” in one of the PAYEE INDICATOR fields on the NARRCASE screen.
- ◆ **DATE OF DEATH:** This column shows the obligee’s date of death.

NSOR & NSOR1 Case Closure Report

Purpose	Supervisors use the <i>NSOR & NSOR1 Case Closure Report</i> to review cases that did not close and the obligor is deceased.
Source	ICAR generates this report by batch processing at the end of every month. ICAR selects cases that cannot close under NSOR or NSOR1 because there is a condition blocking case closure.
Distribution	Staff download this report through the Excel Importer.
Data	<p>This report contains the following information:</p> <ul style="list-style-type: none">◆ REGION: This column shows the region number where the case is assigned.◆ OFFICE: This column shows the office number where the case is assigned.◆ WORKER ID: This column shows the four-character alphanumeric identifier assigned to the worker on the case.◆ CASE #: This column contains the case number.◆ REJECTED REASON: This column shows the reason the case was not selected for closure. Valid entries are:<ul style="list-style-type: none">• CASE UPDATE FLAG IS AN 'E': There is an "E" in the correction flag field on the OBLIG screen.• PAYMENTS IN HOLD: Payments still need to be distributed.• REFUND PENDING: There is a refund pending approval.• REJECTING MONEY: Payments cannot apply to an account type.• SPECIAL ABSTRACT: There is a special abstract pending approval.◆ FILE DATE: This column shows the date ICAR selected the case for the report.

UPPA History Report

Purpose	<p>Workers use the <i>UPPA History Report</i> to review the records on closed cases that meet the selection criteria to move to history in six months. When cases move to history, ICAR saves 11 account type coupon and receipt information from some cases for use in UPPA calculations.</p> <p>The information is saved on the UPPA FIP MONTHLY DETAIL screen if the payee has other active, closed, or inactive cases still on ICAR. If the saved records are incorrect, the UPPA calculation will be incorrect.</p>
Source	<p>ICAR generates this report overnight on the first Friday of every month. ICAR selects cases that:</p> <ul style="list-style-type: none">◆ Meet all of the history case selection criteria;◆ Have been closed for 18 months and may close in 6 months;◆ Have a payee state identification number (SID);◆ Have a valid CS, MS, or RE obligation;◆ Have at least one unverified CASSIGN; and◆ Share the same payee SID with at least one other case still on ICAR
Distribution	<p>The MA2 for each region downloads the region's report through the Excel Importer and sends it to the support recovery supervisor for each office so the cases can be reviewed.</p>
Data	<p>The regional level report displays only the offices with cases that meet the selection criteria. An office that has no cases which meet the selection criteria during the current month is not included on the regional report. The report contains the following information:</p> <ul style="list-style-type: none">◆ REGION NUMBER: This column shows the number of the region where the case is assigned.◆ OFFICE NUMBER: This column shows the number of the office where the case is assigned.

- ◆ **WORKER ID:** This column show the four-character alpha-numeric identifier assigned to the worker on the case.
- ◆ **CASE NUMBER:** This column contains the case number.
- ◆ **PAYEE NAME:** This column contains the payee name in the last name, first name, middle initial format.
- ◆ **REPORT RUN DATE:** This column shows the date when the batch program identified cases and generated the report.