

Inactive Case Checklist

Case Name _____

Case Number _____

This case should be inactive for the following reason(s):

A. Payer or Payer's Assets Not Located in Three Years.

- 1. The location of the payer is unknown.
- 2. No assets of the payer are known.
- 3. Diligent efforts including the use of automated locate tools were used to locate the payer or assets and were unsuccessful.
- 4. No collections have occurred within a year on any case involving the payer.

B. Foreign Citizen and Residency.

- 1. Payer resides in a foreign country and is a citizen of a foreign country.
- 2. Payer does not work for the federal government, a company with headquarters or offices in the United States, or has no known employer.
- 3. Payer does not have any known reachable domestic income or assets.
- 4. Michigan does not have reciprocity with the country where the payer resides nor is the country a member of the Hague Convention.
- 5. In the absence of a reciprocity agreement, the country does not accept interstate actions.

C. Payee Not Located.

- 1. Diligent efforts have been made to locate the payee using locate resources available.
- 2. There is no public assistance involved.
- 3. No current support obligation exists for any child in the case.
- 4. No arrears are due to the state.
- 5. There is no other IV-D request.

D. If child support arrears are less than \$500 or child support is unenforceable under state law or collection is unlikely:

- 1. Child support is unenforceable under state law.
- 2. The FOC has made a reasonable effort to collect support (no extraordinary effort should be made on these cases, but the file should reflect efforts to locate the payer or the payer's assets), and the FOC has attempted to find out whether other offices have any information about the payer and no information was discovered.

E. Payee Request Closure.

- 1. There is a request from the payee to close the FOC case.
- 2. There is no assignment to the state of medical support or of arrearage, which accrued under a support order.
- 3. No other IV-D request is in existence.
- 4. There is no documented evidence of domestic violence in the file.

5. The request does not appear to be for improper purposes.

6. The order has been modified to stop charges, or the payee has opted out of FOC services.

F. Good Cause End Services.

1. Good cause to end services has been determined by the Michigan Department of Health and Human Services.