

cooperate with BCSE after the referral. The Worker must provide the client with an unsigned copy of the DFA-AP-1 and this must also be recorded in RAPIDS.

2. BCSE Referrals

Referrals to the Bureau for Child Support Enforcement (BCSE) are automated in RAPIDS. Clients who claim good cause are not required to cooperate with BCSE, but a referral is made. APNC in RAPIDS indicates good cause. Refer to the RAPIDS User Guide.

A referral to BCSE must be made when one or both parents is absent, with the following exceptions:

- The specific absence reason is due to court-ordered public service or other absences.
- The child in any coverage group is age 18 or over. BCSE cannot establish an order for these individuals, but can enforce an existing order, without a referral. This individual is coded in RAPIDS with the absence reason code CO.
- **The mother is a Medicaid recipient who is pregnant or receiving Medicaid during the 2-month postpartum period. The newborn child is coded in RAPIDS with the absence reason code OT. The code is changed to the appropriate absence code when the postpartum period ends.**
- The adult who can legally assign medical support rights is not a Medicaid recipient. The child is coded in RAPIDS with the absence reason code CO.

When the non-Medicaid individual, who can legally assign support rights, voluntarily accepts BCSE services, the CO code is changed to the appropriate absence code when BCSE requests it. This permits the link for data system exchanges between RAPIDS and OSCAR. If the individual, after accepting the referral, no longer wants to use BCSE services, no penalty is applied if the individual is not a Medicaid recipient. The code is changed back to CO.

3. BCSE CASE CLOSURE OF MEDICAID AND WV WORKS CASE

BCSE closes a case after referral for reasons such as, but not limited to, the following:

Specific Medicaid Requirements

- The non-custodial parental rights and responsibilities are terminated and no arrears are owed
- The non-custodial parent or alleged father is deceased and no further action, including a levy against the estate, can be taken.
- Paternity cannot be established because the alleged father's identity is unknown
- The non-custodial parent's location is unknown and BCSE has been unsuccessful in locating the person after exhausting all efforts.
- The non-custodial parent is a citizen of, and lives in, a foreign country, does not work for the federal government or a company with headquarters or offices in the United States, and has no reachable domestic income or assets; and there is no reciprocity with the other country.
- The non-custodial parent cannot pay support for the duration of the child's minority and the person has no income or assets which can be levied or attached for support for one of the following reasons:
 - The non-custodial parent is incarcerated and there is no chance for parole for the duration of the child's minority; or
 - The non-custodial parent is receiving SSI and there is no income or assets to pay support and a doctor's statement or statement from SSA is provided to state that the non-custodial parent is permanently and totally disabled; or
 - The non-custodial parent has a medically verified permanent and total disability with no evidence of support potential.

When BCSE closes a case for one of the above stated reasons, the BCSE Legal Assistant enters the absence code PX. When this code is entered, information about the absent parent is no longer exchanged with OSCAR. The code cannot be changed by the Worker. The code is retained in RAPIDS and no entry is required at redetermination on screens APGI or APNC. If the Worker receives information about the absent parent which he believes is pertinent and which may require action by BCSE, he sends a DHS-1 to the Legal Assistant.