

	INDIANA DEPARTMENT OF CHILD SERVICES TITLE IV-D POLICY MANUAL	
	Chapter 4: Temporary Assistance for Needy Families (TANF) Cases	Effective Date: 07/30/2020
	Section 8: Updating TANF Cases	Version: 1.1 Revision Date: 07/29/2020

BACKGROUND

N/A

POLICY

When a change in a Temporary Assistance for Needy Families (TANF) case occurs, the Title IV-D Prosecutor’s Office receives updated information from the local Division of Family Resources (DFR) via the IV-A/IV-D interface. This will include, but is not limited to, demographic updates, address changes, good cause requests and determinations, and case transfer information.

REFERENCES

N/A

PROCEDURE

The local DFR transmits case update information and changes in participant data to the Title IV-D Prosecutor’s Office via the IV-A/IV-D interface. Where possible, the statewide child support system automatically updates this information. Automatic updates generally occur when demographic information or address changes are sent. The statewide child support system generates events to document the actions taken by the IV-A/IV-D interface.

1. Addition of a Child to the TANF Grant

If any children are added to an existing TANF grant, the Title IV-D Prosecutor’s Office will receive this information via the IV-A/IV-D interface. A new case will be created in the statewide child support system with the added child(ren), custodial party (CP), and non-custodial parent (NCP). The Title IV-D Prosecutor’s Office will be notified of this new case with a worklist item coded AF50.¹

2. Case Transfer

If a CP is approved for TANF in County A and then moves to County B before County A is able to establish a child support order, the case will automatically transfer in the statewide child support system. The case will be closed in County A. A new case will be created in County B. Upon receiving the worklist item in County A that the case has

¹ See Chapter 3: Case Initiation for more information on the creation of TANF cases

transferred, the Title IV-D Prosecutor's Office will cease any action taken to obtain a court order. Upon receiving the worklist item in County B that the case has been received, the Title IV-D Prosecutor's Office begins working the case as a new TANF case referral.²

FORMS AND TOOLS

N/A

FREQUENTLY ASKED QUESTIONS

N/A

RELATED INFORMATION

1. Chapter 3: Case Initiation

REVISION HISTORY

Version	Date	Description of Revision
Version 1	06/16/2015	Final approved version
Version 1.1	07/30/2020	Updated links and terminology

² See Chapter 3: Application and Case Initiation for more information on TANF case referrals