

	INDIANA DEPARTMENT OF CHILD SERVICES TITLE IV-D POLICY MANUAL	
	Chapter 17: Case Closure	Effective Date: 12/08/2021
	Section 25: Duplicate Case (CDUP)	Version: 2 Revision Date: 12/08/2021

BACKGROUND

Closing a case which is a duplicate of another open case is a manual closure process, which means the statewide child support system does not automatically recognize the case closure criteria, but the Title IV-D Prosecutor’s Office, Clerk of Courts, or Child Support Bureau (CSB) knows certain facts that make the case eligible for case closure.

The manual case closure reasons do not require an intent to close notice be sent to the custodial party (CP) or other tribunal. When the Title IV-D Prosecutor’s Office, Clerk of Courts, or CSB enters the case closure reason in the statewide child support system, the case is immediately closed.

Closing the case to Title IV-D services does not affect the validity or status of a court order.

POLICY

The Title IV-D Prosecutor’s Office, Clerk of Courts, or CSB may close a case that has been determined to be a duplicate case. A case is determined to be a duplicate if both cases consist of the same parties in the same roles.

REFERENCES

- [45 C.F.R. § 303.2](#): Establishment of cases and maintenance of case records

PROCEDURE

1. Case Management When Closing a Duplicate Case

Upon determining that the cases are duplicates, the Title IV-D Prosecutor’s Office, Clerk of Courts, or CSB reviews both cases to determine which case will remain open and which case will be closed. Relevant factors in this determination may include which case has financial records and any court orders. If only one (1) of the cases has financial records or a court order, then that is the case that should be left open. If more than one (1) of the cases has financial records or a court order, the case with the most recent or active court order should be the case that is left open. However, if there are multiple active orders, the Court may need to address this before the cases can be consolidated in the statewide child support system and one (1) of the cases be closed. The Title IV-D Prosecutor’s Office, Clerk of Courts, or CSB shall make notes in both

cases in the statewide child support system cross-referencing the two (2) cases and noting any court orders or financial records from the case that was closed.¹

2. Case Type and Status Upon Closure

When a Title IV-D case is closed for this manual closure reason, the case closes to Title IV-D services and becomes a closed non-Title IV-D (NIVD) case.² If an open NIVD case is closed for this manual closure reason, the case becomes a closed NIVD case.

FORMS AND TOOLS

1. [Case Closure Complete Guide](#)
2. [Case Closure Desktop Guide](#)
3. [Case Closure Matrix: How It Works](#)
4. [Clerk's Office Guide to Closing Non-IV-D Cases](#)
5. [Splitting ISETS Cases](#)
6. [Why Didn't My Case Close - Case Closure Checklist](#)

FREQUENTLY ASKED QUESTIONS

1. Q. The custodial party (CP) and child(ren) were receiving Temporary Assistance for Needy Families (TANF) and a State owed arrearage accrued on the Title IV-D case. After going off TANF, the CP requested the Title IV-D case be closed. The Title IV-D Prosecutor's Office created a new Title IV-D case for the same non-custodial parent (NCP), CP, and child(ren) with the State owed arrears only. On the original prior TANF Title IV-D case, the Title IV-D Prosecutor's Office removed the State owed arrears and closed the case to Title IV-D services. The Title IV-D Prosecutor's Office is no longer enforcing the now closed case but is enforcing the case with only the State owed arrears. Can one (1) or both of these cases be closed as a duplicate because both of these cases have the exact same parties in the exact same roles?
 - A. No. It is true that these two (2) cases have the exact same parties in the exact same roles. However, these are two (2) separate cases because one (1) case is a Title IV-D case with arrears owed to the state only and the other case is a NIVD case with current support or arrears owed to the CP.
2. Q. What should the Title IV-D Prosecutor's Office, Clerk of Courts, or CSB do to consolidate payment histories on duplicate cases?
 - A. The Title IV-D Prosecutor's Office, Clerk of Courts, or CSB shall make a note in the payment history of the statewide child support system on the case that will remain open that there is a payment history that is recorded on a different case and include that case number in the note.³ The Title IV-D Prosecutor's Office may further wish to keep in the file of the case that remains open a copy of the payment records and/or final arrears calculation from the now closed case.

¹ 45 C.F.R. § 303.2(c)

² An exception to this is that a DCS child welfare case will close to Title IV-D services but does not change case type.

³ 45 C.F.R. § 303.2(c)

3. Q. In a Title IV-D case, there are two (2) cases in the statewide child support system with the exact same parties in the exact same roles. However, each case has a different cause number and child support order (for example, a JP order and a DC order). How should the Title IV-D Prosecutor's Office proceed?
- A. The Title IV-D Prosecutor's Office is strongly encouraged to file an appropriate pleading with the Court that issued the most recent order for the purpose of determining the arrears and consolidating the obligations of the two (2) orders. Because the Court has the discretion to consolidate the causes, at minimum, the Title IV-D Prosecutor's Office is strongly encouraged to request the Court determine the current child support amount. The Title IV-D Prosecutor's Office then ensures that the order is entered into the statewide child support system. This may include entering the new order, terminating previous orders, and updating arrears balances in both cases. Then, the Title IV-D Prosecutor's Office may close the case that does not have the active order as a duplicate case. The Title IV-D Prosecutor's Office shall make a note in the statewide child support system cross-referencing the cases.⁴

RELATED INFORMATION

1. The ISETS case closure code is CDUP.

REVISION HISTORY

Version	Date	Description of Revision
Version 1	12/18/2018	Final approved version
	03/11/2020	Changed section number from 24 to 25.
Version 2	12/08/2021	Revised to include that Clerks of Courts and CSB are also able to use this case closure reason; Added guidance for when there are court orders and/or payment histories on both cases

⁴ 45 C.F.R. § 303.2(c)