

	INDIANA DEPARTMENT OF CHILD SERVICES TITLE IV-D POLICY MANUAL	
	Chapter 3: Case Initiation	Effective Date: 05/20/2020
	Section 3: Temporary Assistance for Needy Families (TANF) Cases	Version: 1.2 Revision Date: 05/12/2020

BACKGROUND

Recipients of Temporary Assistance for Needy Families (TANF) benefits are required to complete an assignment of child support rights and participate in the Title IV-D program.¹ The Child Support Bureau (CSB) is required to collect support payments under this assignment of rights.²

POLICY

1. Enrolling in Services

TANF cases are automatically received through the IV-A/IV-D interface or the case may appear on the Title IV-D Prosecutor’s Office’s IV-A/IV-D Interface Error Report. Within 20 calendar days of the referral through the IV-A/IV-D interface, the case shall open in the statewide child support system.³ The Title IV-D Prosecutor’s Office is required to provide services to a TANF recipient to establish paternity and establish and/or enforce child support orders.⁴ A person on TANF is not required to submit an Indiana Child Support Services Enrollment Form, State Form 34882, (Enrollment Form).⁵

A condition of receiving TANF is that the custodial party (CP) assigns his or her rights to child support and spousal support to the state.⁶ This requires the enrollee’s cooperation with the Title IV-D office in establishing paternity, establishment and/or enforcement of a child support order, establishment and/or enforcement of a medical support order, and modification of a child support and/or medical support order.⁷

Title IV-D services continue when the enrollee stops receiving TANF. The enrollee does not need to fill out an Enrollment Form.⁸

2. Enrollment Fee

There is no enrollment fee when the enrollee is currently receiving TANF.⁹

¹ IC 12-14-7-1; 42 U.S.C. § 608(a)(3)

² IC 31-25-4-17(a)(1)

³ 45 C.F.R. § 303.2(b)

⁴ 45 C.F.R. § 654(4)

⁵ 45 C.F.R. § 302.33(a)(2)

⁶ IC 12-14-7-1; 42 U.S.C. § 608(a)(3)

⁷ IC 12-14-2-24(a); IC 12-14-2-24(c); 42 U.S.C. § 654(29)(A)

⁸ 45 C.F.R. § 302.33(a)(1)(iii); OCSS-AT-88-03

⁹ 42 U.S.C. § 654(6)(B); 45 C.F.R. § 302.33(a)(2)

REFERENCES

- [IC 12-14-2-24](#): Establishing paternity required; exceptions; revocation; good faith effort to cooperate required; presumption of good faith effort; other considerations
- [IC 12-14-7-1](#): Assignment of support rights; eligibility for assistance
- [IC 31-25-4-17](#): Support related duties of bureau
- [42 U.S.C. § 608](#): Prohibitions; requirements
- [42 U.S.C. § 654](#): State plan for child and spousal support
- [45 C.F.R. § 302.33](#): Services to individuals not receiving title IV-A assistance
- [45 C.F.R. § 303.2](#): Establishment of cases and maintenance of case records
- [OCSS-AT-88-03](#): Extension of Services to Medicaid-only and Former AFDC Recipients

PROCEDURE

1. The Division of Family Resources (DFR) has the first contact with TANF applicants. During the TANF intake process, necessary case information and initial child support data is collected from the applicant and support rights are assigned.
2. The information collected in the TANF intake process is transmitted to the statewide child support system, via the IV-A/IV-D interface. Each case is assigned a unique case number by the statewide child support system.
3. The Title IV-D Prosecutor's Office is notified electronically of the new case, is responsible for reviewing the case to determine if additional information is needed, and begins establishment or enforcement procedures.
4. If a case does not properly interface, it will appear on the Title IV-D Prosecutor's Office's IV-A/IV-D Interface Error Report.

FORMS AND TOOLS

1. Chapter 4: Temporary Assistance for Needy Families (TANF) Cases
2. [Working Error Reports](#)

FREQUENTLY ASKED QUESTIONS

N/A

RELATED INFORMATION

N/A

REVISION HISTORY

Version	Date	Description of Revision
Version 1	05/26/2015	Final approved version
Version 1.1	11/17/2017	Revised reference to application fees; Added spousal support to assignment of rights to the state
Version 1.2	05/20/2020	Terminology changes due to name change of Application to Enrollment Form
	08/21/2023	Changed Office of Child Support Enforcement (OCSE) to Office of Child Support Services (OCSS)