

	INDIANA DEPARTMENT OF CHILD SERVICES TITLE IV-D POLICY MANUAL	
	Chapter 17: Case Closure	Effective Date: 12/08/2021
	Section 4: Quick Locate Request from Other State Closed (CLOC)	Version: 1.1 Revision Date: 12/08/2021

BACKGROUND

Quick locate is an intergovernmental limited service that occurs through an automated process. When a State requests the quick locate services of another State, a request is sent through CSENet. The statewide child support system in the State receiving the request conducts an automated search of State specific locate resources. Both the CSENet and case closure programs in the statewide child support system are used to close a case when this search has been completed. This closure reason falls within the category of auto closure due to the statewide child support system recognizing that the criteria has been met to close the case.

For this case closure reason, an intent to close notice is not generated to the requesting State. The case is closed without the 60 day waiting period which occurs in the other auto closure reasons.

POLICY

The statewide child support system closes a case completely when another tribunal requests locate as a limited service through CSENet and the statewide child support system has conducted a search of Indiana specific locate sources.¹

REFERENCES

- [45 C.F.R. § 303.2](#): Establishment of cases and maintenance of case records
- [45 C.F.R. § 303.11](#): Case closure criteria

PROCEDURE

When another tribunal requests quick locate as a limited service through CSENet, the statewide child support system does the following:

1. Builds a locate only case;
2. Conducts a search of Indiana specific locate sources;
3. Notifies the other State of a successful or unsuccessful locate; and
4. Closes the case 60 days after opening the case.

FORMS AND TOOLS

1. [Case Closure Complete Guide](#)
2. [Case Closure Desktop Guide](#)

¹ 45 C.F.R. § 303.11(b)(11)

3. [Case Closure Matrix: How It Works](#)
4. [Why Didn't My Case Close - Case Closure Checklist](#)

FREQUENTLY ASKED QUESTIONS

1. Q. When a CP receives the intent to close notice for this case closure reason and contacts the Title IV-D Prosecutor's Office and asks that the case remain open, may the Title IV-D Prosecutor's Office cancel or proceed with case closure? Does it matter if the CP provides new or additional information?
 - A. If the CP provides new or additional information that could assist the Title IV-D Prosecutor's Office in working the case, then the Title IV-D Prosecutor's Office is strongly encouraged to cancel the case closure and proceed with working the case. However, if the CP does not provide new or additional information, then the Title IV-D Prosecutor's Office has the discretion as to whether to cancel or proceed with case closure. Regardless of whether the CP provides new or additional information or not, the Title IV-D Prosecutor's Office shall document the correspondence or conversation with the CP in the statewide child support system.²

RELATED INFORMATION

1. The ISETS case type for these quick locate cases is LOCO. For more information on quick locate, see Chapter 8: Parent Locate.
2. The ISETS case closure code is CLOC.

REVISION HISTORY

Version	Date	Description of Revision
Version 1	12/18/2018	Final approved version
Version 1.1	12/08/2021	Added FAQ regarding when CP responds to notice of intent to close

² 45 C.F.R. § 303.2(c)