

	INDIANA DEPARTMENT OF CHILD SERVICES TITLE IV-D POLICY MANUAL	
	Chapter 17: Case Closure	Effective Date: 12/08/2021
	Section 31: Initiating State Requests Indiana Close Case (CSNR)	Version: 1.1 Revision Date: 12/08/2021

BACKGROUND

Closing a case when the initiating State requests Indiana close its 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 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’ Office enters the case closure reason in the statewide child support system, the case is immediately closed to Title IV-D services.

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 may close an intergovernmental case when the initiating tribunal has notified the Title IV-D Prosecutor’s Office, in writing or electronically, that Indiana’s services are no longer needed.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

The Title IV-D Prosecutor’s Office shall make notes in the statewide child support system documenting the other State’s name and closure request.² Additionally, if the request was sent in any manner other than through interface with the statewide child support system, the Title IV-D Prosecutor’s Office shall place a copy of the other State’s request to close the case in the paper or electronic case file.³

If there are State owed arrears due to the CP receiving Temporary Assistance for Needy Families (TANF) in Indiana, the Title IV-D Prosecutor’s Office should contact their Child Support Bureau Field Consultant for assistance in determining the course of action for those arrears.

¹ 45 C.F.R. § 303.11(b)(19)

² 45 C.F.R. § 303.2(c)

³ 45 C.F.R. § 303.2(c)

FORMS AND TOOLS

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

FREQUENTLY ASKED QUESTIONS

1. Q. If the initiating State continues to have an open case, but is asking Indiana to close its case because the initiating State no longer needs assistance from Indiana, can the case be closed using this case closure reason?

A. If it is not an Indiana order, yes, the case may be closed using this case closure reason. The Title IV-D Prosecutor's Office should close current child support, zero out the subaccounts, and terminate any income withholding orders.

If it is an Indiana order, current child support should not be closed. The Title IV-D Prosecutor's Office should contact their Field Consultant for case specific instruction.
2. Q. If Indiana is enforcing another State's order and the non-custodial parent (NCP) moves out of Indiana, can the case be closed?

A. The Title IV-D Prosecutor's Office may contact the initiating State and ask if the case can be closed due to neither party residing in Indiana. If the initiating State responds that the case can be closed, then the case may be closed using this closure reason (CSNR). If the initiating State does not respond, the case must remain open.

RELATED INFORMATION

1. The ISETS case closure code is CSNR.

REVISION HISTORY

Version	Date	Description of Revision
Version 1	12/18/2018	Final approved version
	03/11/2020	Changed section number from 30 to 31
Version 1.1	08/19/2020	Removed genetic testing fee criteria
	12/08/2021	Reviewed content and cites for accuracy