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|  | INDIANA DEPARTMENT OF CHILD SERVICES TITLE IV-D POLICY MANUAL | |
| | Chapter 17: Case Closure | Effective Date: 12/08/2021 |
| | Section 20: Non-Custodial Parent Sole Source of Income Is from Supplemental Security Insurance (SSI), Combination of SSI and Social Security Disability Insurance (SSDI), or Combination of SSI and Social Security Retirement (SSR) (CSID) | Version: 1.2 Revision Date: 12/08/2021 |

BACKGROUND

Closing a case when the non-custodial parent’s (NCP’s) sole source of income is from Supplemental Security Insurance (SSI) benefits, a combination of SSI and Social Security Disability Insurance (SSDI) benefits, or a combination of SSI and Social Security Retirement (SSR) benefits is a manual/auto closure process. In the manual/auto closure process, 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 and takes the initiating case closure step. An intent to close notice to the custodial party (CP) or other tribunal is required for the case closure reasons that use the manual/auto process.

When the Title IV-D Prosecutor’s Office enters the case closure reason in the statewide child support system, an intent to close notice is automatically generated. This notice gives the party 60 days to contact the Title IV-D Prosecutor’s Office to request the case remain open or provide information that would make case closure inappropriate. After this 60 day period passes, the auto closure process determines whether the closure criteria still exists and if the closure process has been cancelled. If the criteria still exists and the process has not been cancelled, the case is automatically 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 a case when the Title IV-D Prosecutor’s Office determines the NCP’s sole income is from SSI benefits, a combination of SSI and SSDI benefits, or a combination of SSI and SSR benefits.¹

When the Title IV-D Prosecutor’s Office becomes aware that a case meets these criteria, the Title IV-D Prosecutor’s Office may wish to review the history of the case and payment history to determine the likelihood of future payments. If the Title IV-D Prosecutor’s Office believes future payments are likely, the Title IV-D Prosecutor’s Office may choose to not initiate the case closure process.

REFERENCES

¹ 42 U.S.C. § 303.11(b)(9)
DCS IV-D Policy Manual/Chapter 17: Case Closure
Section 20: Non-Custodial Parent Sole Source of Income Is from Supplemental Security Insurance (SSI) or Combination of SSI and Social Security Disability Insurance (SSDI) (CSID)

- [45 C.F.R. § 303.11\(b\)\(9\)](#): Case closure criteria

PROCEDURE

1. Case Management When the NCP's Sole Source of Income Is from SSI, a Combination of SSI and SSDI, or a Combination of SSI and SSR

When the Title IV-D Prosecutor's Office learns the NCP's sole source of income is from SSI benefits, a combination of SSI and SSDI benefits, or a combination of SSI and SSR benefits, the Title IV-D Prosecutor's Office enters the case closure code in the statewide child support system. The intent to close notice is automatically generated by the statewide child support system. After 60 days, the statewide child support system verifies the case closure process has not been cancelled.

2. Determining Whether the Case Should Close

If the Title IV-D Prosecutor's Office determines the case should not close, the Title IV-D Prosecutor's Office may cancel the case closure process in the statewide child support system.

3. Case Type and Status Upon Closure

When a Title IV-D case is closed for this manual/auto closure reason, the case closes to Title IV-D services and becomes a non-Title IV-D (NIVD) case.² The statewide child support system determines at the time of closure if the case will be an open NIVD case or a closed NIVD case based on whether there is a current child support obligation or an arrears balance. If there is a current child support obligation and/or an arrears balance, the case will be an open NIVD case. If there is not a current child support obligation or an arrears balance, the case will be a closed NIVD case.

FORMS AND TOOLS

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

FREQUENTLY ASKED QUESTIONS

1. Q. What is the difference in this case closure reason and CSSI?
 - A. CSSI is based on the NCP having a medically verified total and permanent disability. CSID is based on the NCP's sole source of income being from SSI benefits, a combination of SSI and SSDI benefits, or a combination of SSI and SSR benefits. A person may have a medically verified total and permanent disability and not receive SSI or SSDI either because the person has not applied for SSI or SSDI or is waiting

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.

on SSI or SSDI approval. A person may receive SSI or SSDI benefits but not have a total and permanent disability such as when a person is unable to work full-time for a certain period due to injury or illness, but is expected to recover and return to full-time employment.

2. Q. If the Title IV-D Prosecutor’s Office learns the NCP’s sole source of income is from SSI benefits, a combination of SSI and SSDI benefits, or a combination of SSI and SSR benefits, is it proper for the Title IV-D Prosecutor’s Office to initiate a review and adjustment of the child support order?
 - A. Yes. The Title IV-D Prosecutor’s Office is strongly encouraged to initiate a review and adjustment whenever the Title IV-D Prosecutor’s Office learns that a substantial and continuing change of circumstances has occurred (e.g., a party has become disabled, has been incarcerated, has suffered a reduction of income, etc.).³

3. 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.⁴

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| RELATED INFORMATION |
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The ISETS case closure code is CSID.

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| REVISION HISTORY |
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| Version | Date | Description of Revision |
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| Version 1 | 12/18/2018 | Final Approved Version |
| | 03/11/2020 | Changed Section number from 19 to 20. |
| Version 1.1 | 11/17/2020 | 45 C.F.R. 303.11(b)(9) now includes a combination of SSI and SSR benefits in this case closure reason. Also made style updates. |

³ See Chapter 13: Review and Adjustment/Modification of the Child Support Order, Section 4: Review and Adjustment Procedures, for more information

⁴ 45 C.F.R. § 303.2(c)

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| Version 1.2 | 12/08/2021 | Added FAQ regarding when CP responds to notice of intent to close. |
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