

	INDIANA DEPARTMENT OF CHILD SERVICES CHILD WELFARE POLICY	
	Chapter 5: General Case Management Section 13: Transferring a Case Between DCS Local Offices	
	Effective Date: January 1, 2026	Version: 3

POLICY OVERVIEW

Decisions to transfer a case from one county to another are based on the principles of child safety, permanency, and well-being and focused on meeting the family’s needs.

POLICY STATEMENT

The Indiana Department of Child Services (DCS) will:

1. Consider transferring a case when the family moves out of the jurisdiction of the local office. This applies to all case types:
 - a. Informal Adjustment (IA),
 - b. In-home Child in Need of Services (CHINS), and
 - c. Out-of-home CHINS.

2. Make sure that when a case is transferred to another county, a child’s safety will be maintained;

Note: Not recommend that the court transfer a case if the child’s safety and well-being cannot be guaranteed.

3. Not transfer any cases unless the court transfers the case.

DCS will facilitate a Child and Family Team (CFT) meeting or Case Conference when:

1. A transfer is requested; or
2. DCS learns that a family has moved out of the jurisdiction of the local office.

LEGAL REFERENCES

- [IC 31-32-7-1: Venue of proceedings](#)
- [IC 31-32-7-2: Change of Venue](#)
- [IC 31-32-7-3: Assignment of case or supervision of child to county of child’s residence](#)
- [IC 31-9-2-22.1: "Concurrent planning"](#)