

	INDIANA DEPARTMENT OF CHILD SERVICES TITLE IV-D POLICY MANUAL	
	Chapter 17: Case Closure	Effective Date: 12/18/18
	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)	Version: 1.0 Revision Date: 12/18/18

BACKGROUND

Closing a case when the non-custodial parent’s sole source of income is from Supplemental Security Insurance (SSI) benefits or a combination of SSI and Social Security Disability Insurance (SSDI) 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 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 or other tribunal is required for the case closure reasons that use the manual/auto process.

When the Title IV-D Prosecutor 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 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 may close a case when the Title IV-D Prosecutor determines the non-custodial parent’s sole income is from SSI benefits or a combination of SSI and SSDI benefits.¹

When the Title IV-D Prosecutor becomes aware that a case meets these criteria, the Title IV-D Prosecutor 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 believes future payments are likely, the Title IV-D Prosecutor may choose to not initiate the case closure process.

REFERENCES

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

PROCEDURE

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)

1. Case Management When the Non-Custodial Parent's Sole Source of Income Is from SSI or a Combination of SSI and SSDI

When the Title IV-D Prosecutor learns the non-custodial parent's sole source of income is from SSI benefits or a combination of SSI and SSDI benefits, the Title IV-D Prosecutor 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 determines the case should not close, the Title IV-D Prosecutor 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 case.² The statewide child support system determines at the time of closure if the case will be an open non-Title IV-D case or a closed non-Title IV-D 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 non-Title IV-D case. If there is not a current child support obligation or an arrears balance, the case will be a closed non-Title IV-D case.

FORMS AND TOOLS

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

FREQUENTLY ASKED QUESTIONS

1. Q. What is the difference in this case closure reason and CSSI?
 - A. CSSI is based on the non-custodial parent having a medically verified total and permanent disability. CSID is based on the non-custodial parent's sole source of income being from SSI benefits or a combination of SSI and SSDI 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 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 An exception to this is that a DCS child welfare case will close to Title IV-D services, but does not change case type.

2. Q. If the Title IV-D Prosecutor learns the non-custodial parent's sole source of income is from SSI benefits or a combination of SSI and SSDI benefits, is it proper for the Title IV-D Prosecutor to initiate a review and adjustment of the child support order?
- A. Yes. The Title IV-D Prosecutor is strongly encouraged to initiate a review and adjustment whenever the Title IV-D Prosecutor 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

RELATED INFORMATION

The ISETS case closure code is CSID.

REVISION HISTORY

Version	Date	Description of Revision
Version 1	12/18/2018	Final Approved Version
	03/11/2020	Changed Section number from 19 to 20.

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