

	<b>INDIANA DEPARTMENT OF CHILD SERVICES TITLE IV-D POLICY MANUAL</b>	
	<b>Chapter 17: Case Closure</b>	<b>Effective Date: 12/18/18</b>
	<b>Section 22: Parental Rights Terminated, Arrears Below \$500.00, and Not Department of Child Services (DCS) Child Welfare Case (CTRM)</b>	<b>Version: 1.0 Revision Date: 12/18/18</b>

**BACKGROUND**

Closing a case when the non-custodial parent’s parental rights have been terminated (such as in an adoption), there is no current child support order, the arrearage is less than \$500.00, and the case is not a Department of Child Services (DCS) child welfare case 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 because of the following:

1. The case is not a DCS child welfare case;
2. The non-custodial parent’s parental rights have been terminated;
3. There is not a current child support order; and
4. The arrearage is under \$500.00.<sup>1</sup>

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\(b\)\(1\)](#): Case closure criteria

<sup>1</sup> Item 1 is state policy and items 2-4 are found in 45 C.F.R. § 303.11(b)(1).  
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## PROCEDURE

### 1. 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.

### 2. Case Type and Status Upon Closure

When a Title IV-D case is closed for this manual/auto closure reason, the case always closes to Title IV-D services and becomes a non-Title IV-D case. 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. There are two (2) case closure reasons using the same case closure code CTRM. What is the difference in these two (2) reasons?
  - A. The main difference in these reasons is whether the case is a DCS Child Welfare case (case type FC or CHNS). When the Title IV-D Prosecutor enters the case closure code CTRM, the statewide child support system looks at the case type. If the case type is a DCS Child Welfare case (FC or CHNS), then the manual case closure process is followed.<sup>2</sup> No intent to close notice is sent to the custodial party, DCS. If the case type is not a DCS Child Welfare case (such as NADC, AFDC, MANG, ARRA, or ARRN), then the manual/auto closure process is followed. When the Title IV-D Prosecutor enters the case closure code on a case with one of these case types, an intent to close notice is sent to the custodial party or other tribunal.

## RELATED INFORMATION

The ISETS case closure code is CTRM.

## REVISION HISTORY

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<sup>2</sup> For more information on this case closure reason, see Section 31 of this Chapter. DCS IV-D Policy Manual/Chapter 17: Case Closure Section 22: Parental Rights Terminated, Arrears Below \$500.00, and Not Department of Child Services (DCS) Child Welfare Case (CTRM)

<b>Version</b>	<b>Date</b>	<b>Description of Revision</b>
Version 1	12/18/2018	Final Approved Version
	03/11/2020	Changed Section number from 21 to 22.