

	<b>INDIANA DEPARTMENT OF CHILD SERVICES</b> <b>TITLE IV-D POLICY MANUAL</b>	
	<b>Chapter 17: Case Closure</b>	<b>Effective Date: 12/18/18</b>
	<b>Section 30: Initiating State Closed Case (CRSP)</b>	<b>Version: 1.0</b> <b>Revision Date: 12/18/18</b>

## BACKGROUND

Closing a case when the initiating state has closed 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 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 or other tribunal. When the Title IV-D Prosecutor 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 may close an intergovernmental case when the following criteria have been met:

1. The initiating tribunal has notified the Title IV-D Prosecutor that the tribunal has closed its case;<sup>1</sup> and
2. Any genetic testing subaccount is at least three (3) years old and no payments have been applied to the genetic testing subaccount in the last year.

## REFERENCES

- [45 C.F.R. § 303.2\(c\)](#): Establishment of cases and maintenance of case records
- [45 C.F.R. § 303.11\(b\)\(18\)](#): Case closure criteria

## PROCEDURE

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

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

<sup>1</sup> 45 C.F.R. § 303.11(b)(18)

<sup>2</sup> 45 C.F.R. § 303.2(c)

<sup>3</sup> 45 C.F.R. § 303.2(c)

## 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. If the initiating state is closing their case and has asked Indiana to close its case, can the case be closed for 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 should close current child support, zero out the subaccounts, and terminate any income withholding orders.

If it is an Indiana order, the Title IV-D Prosecutor changes the interstate field in the statewide child support system to NA and leaves the case status as open. If the custodial party has never applied for Title IV-D services directly in Indiana, the Title IV-D Prosecutor changes the case type to non-Title IV-D.

## RELATED INFORMATION

The ISETS case closure code is CRSP.

## REVISION HISTORY

Version	Date	Description of Revision
Version 1	12/18/2018	Final Approved Version
	03/11/2020	Changed Section number from 29 to 30.