

	<b>INDIANA DEPARTMENT OF CHILD SERVICES TITLE IV-D POLICY MANUAL</b>	
	<b>Chapter 7: Multi-County Case Processing</b>	<b>Effective Date: 10/05/2020</b>
	<b>Section 1: Inter-County Case Initiation and Processing</b>	<b>Version: 1.1 Revision Date: 09/23/2020</b>

**BACKGROUND**

In 2008, procedures were created to address the scenario in which an individual enrolls in Title IV-D services in a county other than the Order County.<sup>1</sup>

**DEFINITIONS**

1. **“Enrollment County”** is the county where the Indiana Child Support Services Enrollment (State Form 34882) (Enrollment Form) for Title IV-D services or referral from the IV-A interface is received.
2. **“Inter-county case”** is a case in which the county where the participant has been referred to or enrolls in Title IV-D services is different from where the child support order was issued.
3. **“Order County”** is the county where a court order already exists for the case or petitions have been filed but no order has been issued.

**POLICY**

An individual may enroll in Title IV-D services in any county and is not required to be a resident of Indiana or of a particular county to enroll in that county.<sup>2</sup>

Title IV-D cases shall be managed and enforced by the Title IV-D Prosecutor’s Office in the county where the order was issued unless the Court has ordered a transfer of jurisdiction of the case.<sup>3</sup>

**REFERENCES**

- [IC 31-16-20-1](#): Application of chapter
- [CSB-AT-350](#): New Procedures for Pass-Through Intrastate Case Processing
- [42 U.S.C. § 654](#): State plan for child and spousal support

**PROCEDURE**

When an Enrollment Form or referral from the Title IV-A interface is received, the Title IV-D Prosecutor’s Office shall investigate to determine whether a child support order exists or a child support related court case is open in any other county in Indiana.

<sup>1</sup> CSB-AT-350  
<sup>2</sup> 42 U.S.C. § 654(6)(A)  
<sup>3</sup> IC 31-16-20-1; Ind. Trial Rule 67; CSB-AT-350

The Title IV-D Prosecutor's Office shall do the following:

1. Search the statewide child support system;
2. Review the Enrollment Form; and
3. Ask the enrollee if he or she has enrolled in Title IV-D services in another county or has an open child support case in a Court in another county.<sup>4</sup>

If there is no Order County and no open child support case, the Title IV-D Prosecutor's Office shall accept the Enrollment Form and proceed with case initiation.<sup>5</sup>

If there is an Order County, and at least one party resides in that county:

1. The Enrollment County shall send the Enrollment Form and any documents provided by the enrollee to the Order County;
2. The Enrollment County will notify the enrollee that the Enrollment Form has been sent to the Order County and provide the contact information for the county; and
3. The Order County proceeds to take any appropriate action on the case.

If there is an Order County, and neither of the parties reside in that county:

1. The Enrollment County shall send the Enrollment Form and any documents provided by the enrollee to the Order County;
2. The Enrollment County will notify the enrollee that the Enrollment Form has been sent to the Order County and provide the contact information for the county; and
3. The Order County proceeds to take any appropriate action on the case which may include filing a petition for transfer of jurisdiction.<sup>6</sup>

For intergovernmental responding cases in which the non-custodial parent (NCP) has moved within Indiana:

1. If an Indiana order exists or any court action has begun, including registration of a foreign support order, the case should remain in the county where the order exists or the court action has begun.
2. If no Indiana order exists or no court action has begun, and no foreign support order has been registered, the case in the statewide child support system should be transferred to the NCP's county of residence and the Intergovernmental Central Registry Unit (ICRU) must be notified, in writing, of the case transfer.

Intergovernmental initiating cases in which there is an Order County in Indiana and a participant enrolls in a county other than the Order County should be handled per the inter-county case processing procedures above.

## **FORMS AND TOOLS**

1. [Transferring an ISETS Case to Another County Desktop Guide](#)
2. [Intergovernmental Case Transfer Checklist](#)

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<sup>4</sup> CSB-AT-350: Inter-County Case Processing, p. 1, Case Referrals through ISETS or an application for services

<sup>5</sup> See Chapter 3: Case Initiation

<sup>6</sup> IC 31-16-20-1; See Chapter 7: Multi-County Case Processing, Section 3: Transfer of Jurisdiction Over Support Orders, for more information on filing a petition for transfer of jurisdiction

## FREQUENTLY ASKED QUESTIONS

1. Q. What happens when a participant who received IV-A benefits in a county moves to a different county and begins receiving IV-A benefits?
  - A. When a participant begins receiving IV-A benefits in a different county, the Title IV-D Prosecutor's Office receives updated information from the local Division of Family Resources (DFR) via the IV-A/IV-D interface. The updated information will include, but is not limited to, demographic updates, address changes, good cause requests and determinations, and case transfer information. It is important to note that the case type is not always switched, the case may go on to the error report, a new case may be built, or a case may need to be created manually. In these instances, it is important to check the error report and the statewide child support system to make sure a case does not already exist.
2. Q. What happens when both participants reside in different Indiana counties and there is a foreign order?
  - A. If the NCP enrolls in services first, the Title IV-D Prosecutor's Office where he or she enrolled registers the order for enforcement. If the custodial party (CP) enrolls in services first, the Title IV-D Prosecutor's Office where he or she enrolled either registers the order for enforcement or sends the Enrollment Form to the county where the NCP lives to register for enforcement.

## RELATED INFORMATION

1. Chapter 3: Case Initiation

## REVISION HISTORY

Version	Date	Description of Revision
Version 1	08/27/2018	Final Approved Version
Version 1.1	09/23/2020	Updated for consistent formatting and language.