

	<b>INDIANA DEPARTMENT OF CHILD SERVICES TITLE IV-D POLICY MANUAL</b>	
	<b>Chapter 16: Intergovernmental Case Processing</b>	<b>Effective Date: 11/26/2019</b>
	<b>Section 6: Responding to an Action Under UIFSA</b>	<b>Version: 1 Revision Date: 11/26/2019</b>

**BACKGROUND**

N/A

**POLICY**

Upon receipt of a request for services from an initiating agency, the Title IV-D Prosecutor shall accept and process an intergovernmental request for services within the appropriate federal time frames.<sup>1</sup>

**REFERENCES**

- [IC 31-18.5-2-7](#): Determination of controlling child support order
- [42 U.S.C. § 654](#): State plan for child and spousal support
- [45 C.F.R. § 303.7](#): Provision of services in intergovernmental IV-D cases

**PROCEDURE**

1. Receipt of an Intergovernmental Case
  - a. Intergovernmental Central Registry Unit

All new Title IV-D Uniform Interstate Family Support Act (UIFSA) cases from another state or country are first processed by the Intergovernmental Central Registry Unit (ICRU).

Within ten (10) business days of receiving the packet, ICRU:

- i. Reviews the UIFSA packet to determine completeness;<sup>2</sup>
- ii. Determines whether the UIFSA packet will be sent to the State Parent Locator Service (SPLS) or a Title IV-D Prosecutor for further processing;<sup>3</sup>
- iii. Send an acknowledgement of receipt of the case to the initiating agency and request any missing information;<sup>4</sup> and
- iv. Notify the initiating agency where the UIFSA packet has been sent for further processing.<sup>5</sup>

---

<sup>1</sup> 45 C.F.R. § 303.7(d)(1)  
<sup>2</sup> 45 C.F.R. § 303.7(b)(2)(i)  
<sup>3</sup> 45 C.F.R. § 303.7(b)(2)(ii)  
<sup>4</sup> 45 C.F.R. § 303.7(b)(2)(iii)  
<sup>5</sup> 45 C.F.R. § 303.7(b)(2)(iv)

ICRU determines which Title IV-D Prosecutor to send the UIFSA packet by reviewing the statewide child support system to determine if an Indiana court order exists for the case. If an Indiana court order exists, ICRU forwards the UIFSA packet to the Title IV-D Prosecutor in that county. If an Indiana court order does not exist, ICRU reviews the UIFSA packet to determine the location of the party in Indiana and forwards the UIFSA packet to the Title IV-D Prosecutor in that county.

b. Title IV-D Prosecutor

Within 75 calendar days of ICRU's receipt of an intergovernmental request, the Title IV-D Prosecutor shall:

- i. Provide location services if the UIFSA packet does not include adequate location information for the non-custodial parent;<sup>6</sup>
- ii. If unable to proceed with the case because of a lack of information, notify the initiating agency of the need for additional information;<sup>7</sup> and
- iii. If the documentation is incomplete and cannot be remedied without the assistance of the initiating agency, process the case to the extent possible pending receipt of additional information from the initiating agency.<sup>8</sup>

2. Actions of the Responding State

a. Locating the Non-Custodial Parent

The locate procedures of Chapter 8: Parent Locate also apply to locate activities in intergovernmental cases.

Within ten (10) business days of locating the non-custodial parent in a different state, the Title IV-D Prosecutor must either:

- i. Return the UIFSA packet, including the new location information, to the initiating agency;<sup>9</sup> or
- ii. If directed by the initiating agency, forward the UIFSA packet to the central registry in the state where the non-custodial parent has been located.<sup>10</sup>

The Title IV-D Prosecutor shall notify ICRU when the UIFSA packet is either returned to the initiating state or forwarded to another state.<sup>11</sup>

Within ten (10) business days of locating the non-custodial parent in a different Indiana county and there is not an Indiana court order, the Title IV-D Prosecutor shall:

- i. Forward the UIFSA packet, via Electronic Document Exchange (EDE), to the Title IV-D Prosecutor where the non-custodial parent has been located;<sup>12</sup>

---

<sup>6</sup> 45 C.F.R. § 303.7(d)(2)(i)

<sup>7</sup> 45 C.F.R. § 303.7(d)(2)(ii)

<sup>8</sup> 45 C.F.R. § 303.7(d)(2)(iii)

<sup>9</sup> 45 C.F.R. § 303.7(d)(3)

<sup>10</sup> 45 C.F.R. § 303.7(d)(3)

<sup>11</sup> 45 C.F.R. § 303.7(d)(3)

<sup>12</sup> 45 C.F.R. § 303.7(d)(4); Chapter 7: Multi-County Case Processing, Section 2: Inter-County Case Initiation and Processing

- ii. Notify the initiating agency;<sup>13</sup> and
- iii. Notify ICRU.<sup>14</sup>

b. Determination of Controlling Order<sup>15</sup>

If the request is for a determination of controlling order, the Title IV-D Prosecutor shall file the petition within 30 calendar days of receipt of the request or of locating the non-custodial parent.<sup>16</sup> Within 30 calendar days of receipt of the court order determining the controlling order, the Title IV-D Prosecutor shall notify the initiating agency, the controlling order state, and any state where the order was issued or registered.<sup>17</sup>

c. Provide Title IV-D Services

The Title IV-D Prosecutor shall provide services to an intergovernmental case in the same manner as in an intrastate case.<sup>18</sup> These services include:

- i. Establishing paternity/parentage;<sup>19</sup>
- ii. Establishing a child support order;<sup>20</sup>
- iii. Enforcing a child support order;<sup>21</sup>
- iv. Collecting, monitoring, and forwarding child support payments;<sup>22</sup> and
- v. Reviewing and adjusting child support orders.<sup>23</sup>

d. Case Closure

Within ten (10) business days of receiving a request for case closure from the initiating agency, the Title IV-D Prosecutor shall stop any income withholding order and close the Title IV-D case unless the Title IV-D Prosecutor and initiating agency have an alternate agreement on how to proceed on the case.<sup>24</sup>

3. Forms and Documents

OCSE forms must be used in all interstate cases.<sup>25</sup> However, tribal Title IV-D agencies and foreign countries are not required to use OCSE forms. OCSE and CSB have each created an informational forms matrix, linked below in Forms and Tools, to assist the Title IV-D Prosecutor in selecting the correct forms to use for each case action.

---

<sup>13</sup> 45 C.F.R. § 303.7(d)(4)

<sup>14</sup> 45 C.F.R. § 303.7(d)(4)

<sup>15</sup> Chapter 16: Intergovernmental Case Processing, Section 4: Controlling Order

<sup>16</sup> 45 C.F.R. § 303.7(d)(5)(i)

<sup>17</sup> 45 C.F.R. § 303.7(d)(5)(ii); IC 31-18.5-2-7(g)

<sup>18</sup> 42 U.S.C. § 654(6)(a); 45 C.F.R. § 303.7(d)(6)

<sup>19</sup> 45 C.F.R. § 303.7(d)(6)(i)

<sup>20</sup> 45 C.F.R. § 303.7(d)(6)(ii)

<sup>21</sup> 45 C.F.R. § 303.7(d)(6)(iv)

<sup>22</sup> 45 C.F.R. § 303.7(d)(6)(v)

<sup>23</sup> 45 C.F.R. § 303.7(d)(6)(vi)

<sup>24</sup> 45 C.F.R. § 303.7(d)(9); See Chapter 17: Case Closure for all case closure policies and procedures

<sup>25</sup> 45 C.F.R. § 303.7(a)(4)

UIFSA requires that a foreign petition or pleading must “conform substantially” with the federal forms. OCSE, recognizing, that foreign countries may use alternative forms, have made agreements with each foreign reciprocating country (FRC) as to which forms and documents the child support agency should send to the FRC when requesting child support action.<sup>26</sup> Many foreign jurisdictions use the OCSE forms when seeking action by a state tribunal; however, a Title IV-D agency cannot refuse a case if information is omitted from the forms.

#### **FORMS AND TOOLS**

1. [Controlling Order Desktop Guide](#)
2. [CSENet for Responding Intergovernmental \(UIFSA\) Cases](#)
3. [Federal Interstate Time Frames UIFSA](#)
4. [Indiana Intergovernmental Case Transfer Form](#)
5. [Intergovernmental Case Management UIFSA FAQ](#)
6. [Intergovernmental Case Transfer Checklist](#)
7. [Intergovernmental Forms Matrix \(OCSE\)](#)
8. [Responding Intergovernmental Cases Checklist](#)
9. [Responding Intergovernmental \(Incoming UIFSA\) Smart Guide](#)
10. [UIFSA Matrix \(CSB\)](#)

#### **FREQUENTLY ASKED QUESTIONS**

N/A

#### **RELATED INFORMATION**

1. Chapter 7: Multi-County Case Processing, Section 2: Inter-County Case Initiation and Processing
2. Chapter 8: Parent Locate
3. Chapter 16: Intergovernmental Case Processing, Section 4: Controlling Order
4. Chapter 17: Case Closure

---

<sup>26</sup> 45 C.F.R. § 303.7(a)(4)