

	<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 4: Quick Locate Request from Other State Closed (CLOC)</b>	<b>Version: 1.0 Revision Date: 12/18/18</b>

**BACKGROUND**

Quick locate is an intergovernmental limited service that occurs through an automated process. When a state requests the quick locate services of another state, a request is sent through CSENet. The statewide child support system in the state receiving the request conducts an automated search of state specific locate resources. Both the CSENet and case closure programs in the statewide child support system are used to close a case when this search has been completed. This closure reason falls within the category of auto closure due to the statewide child support system recognizing that the criteria has been met to close the case.

For this case closure reason, an intent to close notice is not generated to the requesting state. The case is closed without the 60 day waiting period which occurs in the other auto closure reasons.

**POLICY**

The statewide child support system closes a case completely when another tribunal requests locate as a limited service through CSENet and the statewide child support system has conducted a search of Indiana specific locate sources.<sup>1</sup>

**REFERENCES**

- [45 C.F.R. § 303.11\(b\)\(11\)](#): Case closure criteria

**PROCEDURE**

When another tribunal requests quick locate as a limited service through CSENet, the statewide child support system does the following:

1. Builds a locate only case;
2. Conducts a search of Indiana specific locate sources;
3. Notifies the other state of a successful or unsuccessful locate; and
4. Closes the case 60 days after opening the 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](#)

<sup>1</sup> 45 C.F.R. § 303.11(b)(11)

## **FREQUENTLY ASKED QUESTIONS**

N/A

## **RELATED INFORMATION**

The ISETS case type for these quick locate cases is LOCO. For more information on quick locate, see Chapter 8: Parent Locate.

The ISETS case closure code is CLOC.