

	INDIANA DEPARTMENT OF CHILD SERVICES TITLE IV-D POLICY MANUAL	
	Chapter 17: Case Closure	Effective Date: 12/18/18
	Section 11: Alleged Father Excluded and No Other Alleged Father Can Be Identified (CBIO)	Version: 1.0 Revision Date: 12/18/18

BACKGROUND

Closing a case when the alleged father has been excluded and no other alleged father can be identified 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 when paternity cannot be established because of the following:

1. A genetic test or a court order has excluded the alleged father;
2. No other alleged father can be identified; and
3. 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.¹

The case will not close for this reason if the case is a responding intergovernmental case.

REFERENCES

- [45 C.F.R. § 303.2\(c\)](#): Establishment of cases and maintenance of case records
- [45 C.F.R. § 303.11\(b\)\(6\)\(ii\)](#): Case closure criteria

PROCEDURE

1. Case Management When the Alleged Father Has Been Excluded

¹ Items 1 and 2 are found in 45 C.F.R. § 303.11(b)(6)(ii) and item 3 is state policy.
DCS IV-D Policy Manual/Chapter 17: Case Closure
Section 11: Alleged Father Excluded and No Other Alleged Father Can Be Identified (CBIO)

When an alleged father has been excluded and no other alleged father has been named on this case, the Title IV-D Prosecutor enters the case closure code in the statewide child support system. The intent to close notice is automatically generated by the statewide child support system. After 60 days, the statewide child support system verifies that another alleged father has not been added to the case or the case closure process has not been cancelled.

The Title IV-D Prosecutor shall keep a copy of the genetic test or order excluding the alleged father in the paper or electronic case file.²

2. 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.

3. Case Type and Status Upon Closure

When a Title IV-D case is closed for this manual/auto closure reason, the case closes to Title IV-D services and becomes a non-Title IV-D case.³ 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. Our county opens a separate case for the custodial party, child, and each alleged father. When an alleged father is excluded, can we still close that particular case with this closure reason even though there are other potential fathers in other cases?

A. Yes. Because on this particular case the alleged father has been excluded, this closure reason may be used. The Title IV-D Prosecutor shall make a note in this case stating that this alleged father has been excluded and cross reference the case numbers in which other alleged fathers are named.⁴

² 45 C.F.R. § 303.2(c)

³ An exception to this is that a DCS child welfare case will close to Title IV-D services, but does not change case type.

⁴ 45 C.F.R. § 303.2(c)

RELATED INFORMATION

The ISETS case closure code is CBIO.