

	INDIANA DEPARTMENT OF CHILD SERVICES TITLE IV-D POLICY MANUAL	
	Chapter 17: Case Closure	Effective Date: 12/18/18
	Section 15: Initiating Jurisdiction Non-Cooperation (CINT)	Version: 1.0 Revision Date: 12/18/18

BACKGROUND

Closing a case due to the non-cooperation of the initiating jurisdiction 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 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 other tribunal 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 the following occurs:

1. An initiating jurisdiction fails to take an action that is essential for the next step in providing services;
2. The Title IV-D Prosecutor has documented this failure;
3. There have been no payments received on this case in the last 45 days; and
4. 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

REFERENCES

- [45 C.F.R. § 303.2\(c\)](#): Establishment of cases and maintenance of case records
- [45 C.F.R. § 303.11\(b\)\(17\)](#): Case closure criteria

PROCEDURE

1. Case Management When the Initiating Jurisdiction Does Not Cooperate

¹ Items 1 and 2 are found in 45 C.F.R. § 303.11(b)(17) and items 3 and 4 are state policy.

For Self-Assessment and Data Reliability Audit purposes, the Title IV-D Prosecutor shall make the following notes in the statewide child support system:

- a. The essential information that is needed for the case to proceed and that the other state failed to provide;
- b. The date(s) and method(s) this information was requested from the other state; and
- c. The name of the other state.²

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.

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.

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

N/A

RELATED INFORMATION

The ISETS case closure code is CINT.

² 45 C.F.R. § 303.2(c)