

	INDIANA DEPARTMENT OF CHILD SERVICES TITLE IV-D POLICY MANUAL	
	Chapter 17: Case Closure	Effective Date: 12/08/2021
	Section 32: Parental Rights Terminated in a Department of Child Services (DCS) Child Welfare Case and Arrears Below \$500.00 (CTRM)	Version: 1 Revision Date: 12/08/2021

BACKGROUND

Closing a Department of Child Services (DCS) child welfare case in which parental rights were terminated, there is no current child support order, and the arrearage is less than \$500.00 is a manual closure process, which means the statewide child support system does not automatically recognize the case closure criteria, but the Title IV-D Prosecutor’s Office knows certain facts that make the case eligible for case closure.

The manual case closure reasons do not require an intent to close notice be sent to the custodial party (CP) or other tribunal. When the Title IV-D Prosecutor’s Office enters the case closure reason in the statewide child support system, the case is immediately 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’s Office may close a DCS child welfare case when the following criteria are met:

1. Parental rights are terminated;
2. There is not a current child support order; and
3. The arrearage is less than \$500.00.¹

REFERENCES

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

PROCEDURE

1. Case Management Upon Termination of Parental Rights in a Child Welfare Case

When the Title IV-D Prosecutor’s Office receives a copy of the court order terminating parental rights, the Title IV-D Prosecutor’s Office shall verify that the current child support subaccount has been closed and any arrearage subaccounts reflect the correct amount owed.

2. Determining Whether the Case Should Close

¹ 45 C.F.R. § 303.11(b)(1)
DCS IV-D Policy Manual/Chapter 17: Case Closure
Section 32: Parental Rights Terminated in a Department of Child Services (DCS) Child Welfare Case and Arrears Below \$500.00 (CTRM)

When the Title IV-D Prosecutor’s Office becomes aware that a case meets these criteria, the Title IV-D Prosecutor’s Office may wish to review the history of the case and payment history to determine the likelihood of future payments toward an arrearage. If the Title IV-D Prosecutor’s Office believes future payments are likely, the Title IV-D Prosecutor’s Office may choose to not initiate the case closure process.

3. Case Type and Status Upon Closure

When a Title IV-D case is closed for this manual closure reason, the case closes to Title IV-D services but does not change case type.

FORMS AND TOOLS

1. [Case Closure Complete Guide](#)
2. [Case Closure Desktop Guide](#)
3. [Case Closure Matrix: How It Works](#)
4. [Why Didn't My Case Close - Case Closure Checklist](#)

FREQUENTLY ASKED QUESTIONS

1. Q. There are two (2) case closure reasons using the same case closure code CTRM. What is the difference in these two (2) reasons?
 - A. The main difference in these reasons is whether the case is a DCS Child Welfare case (case type FC or CHNS). When the Title IV-D Prosecutor’s Office enters the case closure code CTRM, the statewide child support system looks at the case type. If the case type is a DCS Child Welfare case (FC or CHNS), then the manual case closure process is followed. No intent to close notice is sent to the CP, DCS. If the case type is not a DCS Child Welfare case (such as NADC, AFDC, MANG, ARRA, or ARRN), then the manual/auto closure process is followed. When the Title IV-D Prosecutor’s Office enters the case closure code on a case with one of these case types, an intent to close notice is sent to the CP or other tribunal.²

RELATED INFORMATION

1. The ISETS case closure code is CTRM.

REVISION HISTORY

Version	Date	Description of Revision
Version 1	12/18/2018	Final approved version
	03/11/2020	Changed section number from 31 to 32

² Chapter 17: Case Closure, Section 22: Parental Rights Terminated, Arrears Below \$500.00, and Not Department of Child Services (DCS) Child Welfare Case (CTRM)
 DCS IV-D Policy Manual/Chapter 17: Case Closure
 Section 32: Parental Rights Terminated in a Department of Child Services (DCS) Child Welfare Case and Arrears Below \$500.00 (CTRM)

	12/08/2021	Reviewed content and cites for accuracy
--	------------	---