

	<b>INDIANA DEPARTMENT OF CHILD SERVICES TITLE IV-D POLICY MANUAL</b>	
	<b>Chapter 17: Case Closure</b>	<b>Effective Date: 12/08/2021</b>
	<b>Section 15: Initiating Jurisdiction Non-Cooperation (CINT)</b>	<b>Version: 1.2 Revision Date: 12/08/2021</b>

**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’s Office 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’s Office 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’s Office 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’s Office 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’s Office has documented this failure; and
3. There have been no payments received on this case in the last 45 days.<sup>1</sup>

**REFERENCES**

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

**PROCEDURE**

1. Case Management When the Initiating Jurisdiction Does Not Cooperate

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

<sup>1</sup> Items 1 and 2 are found in 45 C.F.R. § 303.11(b)(17) and item 3 is State policy.

- 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.<sup>2</sup>

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's Office 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's Office determines the case should not close, the Title IV-D Prosecutor's Office may cancel the case closure process in the statewide child support system.

## 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. When the initiating jurisdiction receives the intent to close notice for this case closure reason and contacts the Title IV-D Prosecutor's Office and asks that the case remain open, may the Title IV-D Prosecutor's Office cancel or proceed with case closure? Does it matter if the initiating jurisdiction provides new or additional information?  
  
A. If the initiating jurisdiction provides new or additional information that could assist the Title IV-D Prosecutor's Office in working the case, then the Title IV-D Prosecutor's Office is strongly encouraged to cancel the case closure and proceed with working the case. However, if the initiating jurisdiction does not provide new or additional information, then the Title IV-D Prosecutor's Office has the discretion as to whether to cancel or proceed with case closure. Regardless of whether the initiating jurisdiction provides new or additional information or not, the Title IV-D Prosecutor's Office shall document the correspondence or conversation with the initiating jurisdiction in the statewide child support system.<sup>3</sup>

## RELATED INFORMATION

1. The ISETS case closure code is CINT

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<sup>2</sup> 45 C.F.R. § 303.2(c)

<sup>3</sup> 45 C.F.R. § 303.2(c)

<b>REVISION HISTORY</b>
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<b>Version</b>	<b>Date</b>	<b>Description of Revision</b>
Version 1	12/18/2018	Final approved version
Version 1.1	08/19/2020	Removed genetic testing fee criteria
Version 1.2	12/08/2021	Added FAQ regarding when initiating jurisdiction responds to the notice of intent to close