

	INDIANA DEPARTMENT OF CHILD SERVICES TITLE IV-D POLICY MANUAL	
	Chapter 17: Case Closure	Effective Date: 12/08/2021
	Section 19: Non-Custodial Parent Is Citizen of, and Residing in, Foreign Country and No Reciprocity with that Country (CNRE)	Version: 1.1 Revision Date: 12/08/2021

BACKGROUND

Closing a case when the non-custodial parent (NCP) is a citizen of, and lives in, a foreign country with which Indiana has been unable to establish reciprocity, does not work for the United States government or a company with headquarters in the United States, and does not have reachable domestic income or assets that could be attached for child support 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 custodial party (CP) or 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 party 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. The NCP is a citizen of, and lives in, a foreign country;
2. Indiana has been unable to establish reciprocity with a country with jurisdiction over the NCP;
3. The NCP does not work for the United States government or a company with headquarters in the United States;
4. The NCP has no reachable domestic income or assets that could be attached for child support; and
5. There have been no payments received on this case in the last 45 days.¹

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. If the Title IV-D Prosecutor's Office believes future

¹ Items 1-4 are found in 45 C.F.R. § 303.11(b)(10) and item 5 is State policy.

payments are likely, the Title IV-D Prosecutor's Office may choose to not initiate the case closure process.

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 NCP Is in a Foreign Country

The Title IV-D Prosecutor's Office is strongly encouraged to ensure the NCP's address, including the country, is correct in the statewide child support system.

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.

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 (NIVD) case.² The statewide child support system determines at the time of closure if the case will be an open NIVD case or a closed NIVD 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 NIVD case. If there is not a current child support obligation or an arrears balance, the case will be a closed NIVD case.

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](#)
5. [International](#): This OCSS website includes a listing of Foreign Reciprocating Countries and Hague Convention Countries

FREQUENTLY ASKED QUESTIONS

1. Q. How can a Title IV-D Prosecutor's Office determine if Indiana has reciprocity with a foreign country?

² An exception to this is that a DCS child welfare case will close to Title IV-D services but does not change case type.

- A. The Office of Child Support Services maintains a list of countries declared by the United States to be foreign reciprocating countries or Hague Convention countries for the purpose of child support. A link to this list is found in the Forms and Tools of this Section.
2. Q. When a CP 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 CP provides new or additional information?
- A. If the CP 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 CP 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 CP provides new or additional information or not, the Title IV-D Prosecutor’s Office shall document the correspondence or conversation with the CP in the statewide child support system.³

RELATED INFORMATION

1. The ISETS case closure code is CNRE.

REVISION HISTORY

Version	Date	Description of Revision
Version 1	12/18/2018	Final approved version
	03/11/2020	Changed Section number from 18 to 19
Version 1.1	12/08/2021	Added FAQ regarding when CP responds to notice of intent to close
	08/22/2023	Changed Office of Child Support Enforcement (OCSE) to Office of Child Support Services (OCSS)

³ 45 C.F.R. § 303.2(c)
DCS IV-D Policy Manual/Chapter 17: Case Closure
Section 19: Non-Custodial Parent Is Citizen of, and Residing in,
Foreign Country and No Reciprocity with that Country (CNRE)