

	<b>INDIANA DEPARTMENT OF CHILD SERVICES TITLE IV-D POLICY MANUAL</b>	
	<b>Chapter 17: Case Closure</b>	<b>Effective Date: 12/18/18</b>
	<b>Section 25: Duplicate Case (CDUP)</b>	<b>Version: 1.0 Revision Date: 12/18/18</b>

**BACKGROUND**

Closing a case which is a duplicate of another open case 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 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 or other tribunal. When the Title IV-D Prosecutor enters the case closure reason in the statewide child support system, the case is immediately closed.

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 that has been determined to be a duplicate case. A case is determined to be a duplicate if both cases consist of the same parties in the same roles.

**REFERENCES**

- [45 C.F.R. § 303.2\(c\)](#): Establishment of cases and maintenance of case records

**PROCEDURE**

1. Case Management When Closing a Duplicate Case

The case with financial information or a court order is the case that should be left open. The Title IV-D Prosecutor shall make notes in the statewide child support system cross-referencing the two (2) cases.<sup>1</sup>

2. 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 and becomes a non-Title IV-D case.<sup>2</sup> The next time the auto closure program runs, every Saturday except the first day of the month, after the manual closure, the statewide child support system determines 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

<sup>1</sup> 45 C.F.R. § 303.2(c)

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

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. [Clerk's Office Guide to Closing Non-IV-D Cases](#)
5. [Splitting ISETS Cases](#)
6. [Using Proper Case Closure Codes](#)

## FREQUENTLY ASKED QUESTIONS

1. Q. The custodial party and child(ren) were receiving Temporary Assistance for Needy Families (TANF) and a state owed arrearage accrued on the Title IV-D case. After going off TANF, the custodial party requested the Title IV-D case be closed. The Title IV-D Prosecutor created a new Title IV-D case for the same non-custodial parent, custodial party, and child(ren) with the state owed arrears only. On the original prior TANF Title IV-D case, the Title IV-D Prosecutor removed the state owed arrears and closed the case to Title IV-D services. The Title IV-D Prosecutor is no longer enforcing the now closed case, but is enforcing the case with only the state owed arrears. Can one (1) or both of these cases be closed as a duplicate because both of these cases have the exact same parties in the exact same roles?
  - A. No. It is true that these two (2) cases have the exact same parties in the exact same roles. However, these are two separate cases because one (1) case is a Title IV-D case with arrears owed to the state only and the other case is a non-Title IV-D case with current support or arrears owed to the custodial party.

## RELATED INFORMATION

The ISETS case closure code is CDUP.

## REVISION HISTORY

Version	Date	Description of Revision
Version 1	12/18/2018	Final Approved Version
	03/11/2020	Changed Section number from 24 to 25.