

	INDIANA DEPARTMENT OF CHILD SERVICES TITLE IV-D POLICY MANUAL	
	Chapter 3: Case Initiation	Effective Date: 05/20/2020
	Section 7: Intergovernmental Cases	Version: 1.2 Revision Date: 05/18/2020

BACKGROUND

An intergovernmental case can result from either of these scenarios:

1. One party is located in one tribunal (i.e., a State, tribe, or country) and the other party is located in another tribunal; or
2. A State requests Indiana to enforce arrears owed to that State when the obligor is in Indiana.¹

If the enrollee is in Indiana and the other party is in another tribunal, there is no difference in the case initiation process as described in the other Sections of Chapter 3: Case Initiation. If another tribunal sends a case to Indiana for establishment, enforcement, or modification, there are some differences to the case initiation process.

POLICY

When another tribunal requests an Indiana jurisdiction to establish, enforce, or modify an order, the initial request is sent from that tribunal to Indiana’s central registry, the Intergovernmental Central Registry Unit (ICRU). The other tribunal sends the Transmittal #1, and supporting documents, to ICRU either by fax or mail. A CSENet transmission may create a new case in the statewide child support system or may change the intergovernmental status of an existing case.

Occasionally, the Title IV-D Prosecutor’s Office may receive these documents directly from the other tribunal. If so, the Title IV-D Prosecutor’s Office shall send the entire packet of documents to ICRU through electronic document exchange (EDE) as ICRU maintains an electronic copy of all initial requests.

REFERENCES

- [45 C.F.R. § 303.7](#): Provision of services in intergovernmental IV-D cases

PROCEDURE

Within ten (10) days of receipt of the documents from the other tribunal, ICRU verifies whether all necessary documents have been received and does one (1) of the following:

¹ Chapter 16: Intergovernmental Case Processing

1. If any necessary documents are missing, notifies the other tribunal of the missing documents with a phone call or letter requesting the missing documents be sent within 60 days; or
2. If all necessary documents have been received, updates the statewide child support system, sends the documents to the appropriate Title IV-D Prosecutor's Office, and sends an acknowledgment to the other tribunal that includes Indiana's case number, the name of the county where the documents were sent, and the contact information for that county.²

ICRU builds or updates the case in the statewide child support system, with the appropriate case status code (initiating/responding/NA) and the following information:

1. For the custodial party (CP): name, Social Security number, date of birth, address, and payment FIPS code. If known, sex, race, city and state of birth, and home phone number are also included.
2. For the non-custodial parent (NCP): name, Social Security number, date of birth, and address. If known, sex, race, city and state of birth, and home phone number are also included.
3. For the child: name, Social Security number, date of birth, sex, race, and BOW indicator. If known, city and state of birth are also included.
4. For the other tribunal: case type, case number, FIPS code, and caseworker contact information.

ICRU does not enter the court order information in the statewide child support system so that the case may be transferred to another Title IV-D Prosecutor's Office if needed. ICRU does not enter the family violence indicator (FVI); therefore, the Title IV-D Prosecutor's Office will need to review the information provided by the other State to determine if the FVI should be entered into the statewide child support system.

When the Title IV-D Prosecutor's Office receives the documents from ICRU, the Title IV-D Prosecutor's Office updates the statewide child support system to indicate the documents were received.

FORMS AND TOOLS

N/A

FREQUENTLY ASKED QUESTIONS

N/A

RELATED INFORMATION

1. Chapter 16: Intergovernmental Case Processing

REVISION HISTORY

² 45 C.F.R. § 303.7(b)(2)

Version	Date	Description of Revision
Version 1	05/26/2015	Final approved version
Version 1.1	05/20/2020	Added that case can also come from another State for enforcement of arrears owed to that State