

	INDIANA DEPARTMENT OF CHILD SERVICES TITLE IV-D POLICY MANUAL	
	Chapter 3: Case Initiation	Effective Date: 05/20/2020
	Section 1: Enrollees and Case Types	Version: 1.2 Revision Date: 05/12/2020

BACKGROUND

An enrollee is the individual enrolling in Title IV-D services or automatically referred to Title IV-D services through the IV-A/IV-D interface.¹ An enrollee under age 18 must be accompanied by a parent or legal guardian when enrolling in Title IV-D services. An enrollee is not required to live in the county or State in which he or she is enrolling in Title IV-D services.²

The Indiana Child Support Services Enrollment Form, State Form 34882, (Enrollment Form) is the enrollment form that has been approved by the Child Support Bureau (CSB); Indiana Commission on Public Records, State Forms Management Division; and State Board of Accounts.

POLICY

While any individual may enroll in services, Title IV-D services are only available to the following individuals. If an enrollee does not fall into one of these categories, the Title IV-D Prosecutor’s Office may require that an individual take necessary action (i.e., obtain a legal relationship to the child) to fall within one of these categories before the Enrollment Form is further processed.

1. A custodial party (CP) is a person who has legal custody or legal guardianship of a child and is requesting the assistance of the Title IV-D Prosecutor’s Office in establishing paternity or establishing and/or enforcing a child support and/or medical support order.
2. A non-custodial parent (NCP) is any parent of a child, and the child does not live with that parent, who is requesting the assistance of the Title IV-D Prosecutor’s Office in establishing paternity or establishing and/or enforcing a child support and/or medical support order.
3. An alleged father who believes he is the father of a child may enroll in Title IV-D services to establish paternity of that child.
4. The child who is the subject of the paternity, child support, or medical support order may enroll in Title IV-D services to establish paternity up to the child’s 20th birthday.³ A child may enroll in Title IV-D services to establish a child support or medical support order up to the child’s emancipation. A child may enroll at any age to enforce a child support or medical support order that has already been issued.

¹ IC 31-25-4-19; 42 U.S.C. § 654(4); 45 C.F.R. § 302.33(a)(1)

² 42 U.S.C. § 654(6)(A)

³ IC 31-14-5-2(b)

When a child support case is opened, it is labeled as one of the following case types:

1. A non-public assistance case is any Title IV-D case in which neither the enrollee nor the child is receiving Temporary Assistance to Needy Families (TANF) or Medicaid. Any individual may enroll in services regardless of income. For more information see Chapter 1: Application and Case Initiation, Section 2: Non-Public Assistance Cases.
2. A Temporary Assistance for Needy Families (TANF) case is a case that was automatically referred to the Title IV-D Prosecutor's Office for Title IV-D services when one (1) or more children are receiving TANF and one (1) or both parents are not in the home. For more information see Chapter 1: Application and Case Initiation, Section 3: Temporary Assistance for Needy Families (TANF) Cases.
3. A Medicaid case is a case in which the enrollee and/or the child is receiving Medicaid. These cases are not automatically referred through a computer interface. The custodial party or non-custodial parent may enroll in Title IV-D services if he or she chooses. For more information see Chapter 1: Application and Case Initiation, Section 4: Medicaid Cases.
4. There are three (3) types of Department of Child Services (DCS) Child Welfare cases:
 - a. The first type is used if the child is in Title IV-E funded placement. These cases are automatically referred through the IV-E/IV-D interface.
 - b. The second case type is used if the child is in a placement not funded by Title IV-E funds and the Department of Child Services (DCS) enrolls the case in Title IV-D services.
 - c. The third case type is a non-IV-D (NIVD) case and is used if DCS does not enroll the case in Title IV-D services and the child is not in a Title IV-E funded placement.For more information see Chapter 1: Application and Case Initiation, Section 5: Department of Child Services (DCS) Child Welfare Cases.
5. A non-IV-D (NIVD) case is a case in which none of the parties has enrolled in Title IV-D services, the case has not been automatically referred through the IV-A or IV-E interfaces for Title IV-D services, or a case that was formerly a Title IV-D case that is now closed to Title IV-D services. For more information see Chapter 1: Application and Case Initiation, Section 6: Non-IV-D (NIVD) Cases.

REFERENCES

- [IC 31-14-5-2](#): Petitions by minors and incompetent persons; time for filing petition; tolling of limitations during period of incompetency
- [IC 31-25-4-19](#): Services for other than TANF recipients or applicants; application; fees
- [42 U.S.C. § 654](#): State plan for child and spousal support
- [45 C.F.R. § 302.33](#): Services to individuals not receiving Title IV-A services

PROCEDURE

N/A

FORMS AND TOOLS

1. [Indiana Child Support Services Enrollment Form, State Form 34882](#)

FREQUENTLY ASKED QUESTIONS

N/A

RELATED INFORMATION

N/A

REVISION HISTORY

Version	Date	Description of Revision
Version 1	05/26/2015	Final Approved Version
Version 1.1	11/17/2017	Removed all references to application fees.
Version 1.2	05/20/2020	Restructured to remove Definitions and add Policy.