

	<b>INDIANA DEPARTMENT OF CHILD SERVICES TITLE IV-D POLICY MANUAL</b>	
	<b>Chapter 3: Case Initiation</b>	<b>Effective Date: 05/20/2020</b>
	<b>Section 4: Medicaid Cases</b>	<b>Version: 1.2 Revision Date: 05/12/2020</b>

**BACKGROUND**

Federal guidance states it is not mandatory for a Medicaid recipient to automatically be referred to the Title IV-D program.<sup>1</sup> However, a Medicaid recipient may receive information about Title IV-D services and enroll in Title IV-D services at no cost.<sup>2</sup>

**POLICY**

1. Requests for Services

The Division of Family Resources (DFR) may provide information to Medicaid applicants about Title IV-D services. When a person applies for Medicaid services, the person is required to assign his or her rights to medical support to the state.<sup>3</sup>

When an individual requests an Indiana Child Support Services Enrollment Form, State Form 34882, (Enrollment Form), the Title IV-D Prosecutor shall provide the Enrollment Form. If the request is made in person, the Enrollment Form shall be provided to the individual the same day the request is made.<sup>4</sup> If the request is made in writing, i.e. mail or electronic communication, or by telephone, the Enrollment Form shall be sent to the individual within five (5) business days.<sup>5</sup>

2. Enrolling in Services

If the person chooses to enroll in services, the person submits the Enrollment Form to the Title IV-D Prosecutor’s Office.<sup>6</sup> The Title IV-D Prosecutor’s Office shall accept an Enrollment Form for services from any individual.<sup>7</sup> An individual may enroll in services in any Indiana county; however, if there is an order in another county, the Enrollment Form will be forwarded to the order county.<sup>8</sup> The Enrollment Form includes questions for information necessary to create a case in the statewide child support system. The Enrollment Form is to be signed by the enrollee.<sup>9</sup> If there are multiple “other parents”,

<sup>1</sup> OCSS-IM-08-03

<sup>2</sup> CSB-AT-425

<sup>3</sup> IC 12-15-2-16.5; 42 U.S.C. § 1396k(a)(1); 42 C.F.R. § 433.145

<sup>4</sup> 45 C.F.R. § 303.2(a)(2)

<sup>5</sup> 45 C.F.R. § 303.2(a)(2)

<sup>6</sup> Note: Some references indicate that an Application is not required from a Medicaid applicant. However, without receiving the case through an automatic interface, an application is required to gather the necessary information to create a case in the statewide child support system. See also CSB-AT-425

<sup>7</sup> 45 C.F.R. § 302.33(a)(1)(i)

<sup>8</sup> CSB-AT-350

<sup>9</sup> 45 C.F.R. § 303.2(a)(3)

the enrollee is to attach a separate page for each “other parent”. Within 20 calendar days of accepting the Enrollment Form, the Title IV-D Prosecutor shall open the case in the statewide child support system.<sup>10</sup>

To be a Medicaid case, at least one (1) of the following must be true:

- a. The Title IV-D enrollee is receiving Medicaid.
- b. The child(ren) for whom the enrollee is requesting Title IV-D services is receiving Medicaid.

Title IV-D services continue when the enrollee stops receiving Medicaid. The enrollee does not need to fill out a new Enrollment Form.<sup>11</sup>

### 3. Enrollment Fee

There is no enrollment fee when the enrollee or the child(ren) of the case is currently receiving Medicaid.<sup>12</sup>

## REFERENCES

- [IC 12-15-2-16.5](#): Automatic assignment to medical support and third party medical payments; application
- [Ind. Rules of Trial Procedure Rule 24](#): Intervention
- [CSB-AT-350](#): New Procedures for Pass-Through/Intrastate Case Processing
- [CSB-AT-425](#): Mandatory Medicaid Referrals from FSSA Cease Effective July 30, 2012; Referral Replaced by Ability for Medicaid Applicants to Voluntarily Request IV-D Services with No Application Fee
- [42 U.S.C. § 654](#): State plan for child and spousal support
- [42 U.S.C. § 1396k](#): Assignment, enforcement, and collection of rights of payments for medical care; establishment of procedures pursuant to state plan; amounts retained by State
- [42 C.F.R. § 433.145](#): Assignment of rights to benefits-State plan requirements
- [45 C.F.R. § 302.15](#): Reports and maintenance of records
- [45 C.F.R. § 302.33](#): Services to individuals not receiving title IV-A assistance
- [45 C.F.R. § 303.2](#): Establishment of cases and maintenance of case records
- [OCSS-AT-88-03](#): Extension of Services to Medicaid-only and Former AFDC Recipients
- [OCSS-IM-08-03](#): Guidance on Referral of Medicaid Cases to Title IV-D Child Support Enforcement Agencies

## PROCEDURE

1. The enrollee submits the Enrollment Form to the Title IV-D Prosecutor’s Office.
2. The Title IV-D Prosecutor’s Office verifies whether a case already exists in the statewide child support system.

<sup>10</sup> 45 C.F.R. § 303.2(b)

<sup>11</sup> 45 C.F.R. § 302.33(a)(1)(iii); OCSS-AT-88-03

<sup>12</sup> 42 U.S.C. § 654(6)(B); 45 C.F.R. § 302.33(a)(2)

- a. If a case does not already exist, the Title IV-D Prosecutor's Office creates the case in the statewide child support system. Each case is assigned a unique case number by the statewide child support system.
  - b. If a case already exists in the county where the Enrollment Form was received, the Title IV-D Prosecutor's Office updates the case and participant data in the statewide child support system and begins establishment or enforcement procedures. If the existing case is attached to an existing cause, the Title IV-D Prosecutor's Office shall move to intervene and appear in the existing cause.<sup>13</sup>
  - c. If a case already exists in another county and has an active court order, the Title IV-D Prosecutor's Office notifies the enrollee that the Enrollment Form is being forwarded to the order county for enforcement and send the Enrollment Form and any documentation provided by the enrollee to the order county.<sup>14</sup>
  - d. If a case already exists in another county and there is no court order information in the statewide child support system, the Title IV-D Prosecutor's Office further investigates the status of the case in the other county to determine if any court actions are pending or have been filed in the cause. Procedures for the Title IV-D Prosecutor's Office's next action are outlined in Chapter 7: Multi-County Case Processing; Section 2: Inter-County Case Initiation and Processing.
3. The Title IV-D Prosecutor's Office shall retain a copy of the Enrollment Form either in the paper or electronic case file.<sup>15</sup>

## FORMS AND TOOLS

1. Chapter 6: Medicaid Cases
2. Chapter 7: Multi-County Case Processing
3. [CSB-AT-350](#): New Procedures for Pass-Through/Intrastate Case Processing
4. [Indiana Child Support Services Enrollment: State Form 34882](#)

## FREQUENTLY ASKED QUESTIONS

1. Q. Is the Title IV-D Prosecutor's Office required to use the Indiana Child Support Services Enrollment Form, State Form 34882, or may the Title IV-D Prosecutor's Office create an office specific enrollment form?
  - A. The Title IV-D Prosecutor's Office is required to use the Indiana Child Support Services Enrollment Form, State Form 34882. The Indiana Commission on Public Records, State Forms Management Division, and the State Board of Accounts approved this Enrollment Form. The Title IV-D Prosecutor's Office may create and use supplemental if the office believes additional information is necessary; however, an enrollee cannot be denied services for failing to complete these supplemental questionnaires. These supplemental questionnaires are not part of the Enrollment Form and should not be referred to as the Enrollment Form.

## RELATED INFORMATION

<sup>13</sup> Ind. Rules of Trial Procedure Rule 24(C)

<sup>14</sup> CSB-AT-350

<sup>15</sup> 45 C.F.R. § 302.15(a)(1)

N/A

<b>REVISION HISTORY</b>
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<b>Version</b>	<b>Date</b>	<b>Description of Revision</b>
Version 1	05/26/2015	Final approved version
Version 1.1	11/17/2017	Revised reference to application fees; Removed locate only language
Version 1.2	05/20/2020	Terminology changes due to name change of Application to Enrollment Form
	08/21/2023	Changed Office of Child Support Enforcement (OCSE) to Office of Child Support Services (OCSS)