

	INDIANA DEPARTMENT OF CHILD SERVICES TITLE IV-D POLICY MANUAL	
	Chapter 1: Establishment and Administration of the Program	Effective Date: 03/26/2020
	Section 3: Role of the Clerk of Courts in Providing Child Support Services	Version: 1.1 Revision Date: 03/26/2020

BACKGROUND

The Child Support Bureau (CSB) has a Cooperative Agreement with each Clerk of Court to provide child support services. The Personal Responsibility and Work Opportunity Reconciliation Act of 1996 (PRWORA) added a Title IV-D State Plan requirement that the State agency will operate a State Disbursement Unit (SDU) on or after October 1, 1998.¹ This new requirement for each State to have a SDU has greatly reduced the role of the Clerk of Courts in collecting child support payments, from collecting virtually all payments to collecting only walk-in cash payments.²

The Title IV-D role of the Clerk of Courts include:

1. Maintaining child support payment records;
2. Updating party information;
3. Collecting, posting, and disbursing walk-in cash payments;
4. Processing orders established within its Courts;
5. Entering child support order information into the statewide child support system; and
6. Distributing payment records and histories to parties upon request.³

POLICY

N/A

REFERENCES

- [IC 31-16-21-1](#): Payment; fee; collection of unpaid fees
- [IC 31-25-4-24](#): Duties of circuit court clerk; support money; cash payments
- [42 U.S.C. § 654](#): State plan for child and spousal support
- [42 U.S.C. § 654b](#): Collection and disbursement of support payments
- [Pub. L. No. 104-193, 110 Stat. 2105](#): Personal Responsibility and Work Opportunity Reconciliation Act of 1996
- [OCSS-AT-97-13](#): Collection and Disbursement of Support Payments

PROCEDURE

N/A

¹ 42 U.S.C. § 654; 42 U.S.C. § 654b; Pub. L. No. 104-193, 110 Stat. 2105; OCSS-AT-97-13

² Chapter 1: Establishment and Administration of the Program, Section 4: Indiana State Central Collection Unit (INSCCU)

³ IC 31-16-21-1(b); IC 31-25-4-24; Chapter 2: Funding

FORMS AND TOOLS

N/A

FREQUENTLY ASKED QUESTIONS

N/A

RELATED INFORMATION

1. Chapter 1: Establishment and Administration of the Program, Section 4: Indiana State Central Collection Unit (INSCCU)
2. Chapter 2: Funding
3. [Child Support Bureau Units and Responsibilities](#)

REVISION HISTORY

Version	Date	Description of Revision
Version 1	05/26/2015	Final approved version
Version 1.1	03/26/2020	Updated hyperlinks; Renumbered and reviewed for accuracy
	08/21/2023	Changed Office of Child Support Enforcement (OCSE) to Office of Child Support Services (OCSS)