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|  | <b>INDIANA DEPARTMENT OF CHILD SERVICES<br/>TITLE IV-D POLICY MANUAL</b> |   |
|   | <b>Chapter 1: Establishment and Administration of the Program</b>        | <b>Effective Date: 02/14/2025</b>                 |
|   | <b>Section 4: Indiana State Central Collection Unit (INSCCU)</b>         | <b>Version: 1.2<br/>Revision Date: 02/14/2025</b> |

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| <b>BACKGROUND</b> |
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The Personal Responsibility and Work Opportunity Reconciliation Act of 1996 (PRWORA) required states to establish a central location where all income withholding payments could be made.<sup>1</sup> PRWORA required all child support (except for cash payments which may still be made at the local Clerk of Court's office) to be made at the central location.<sup>2</sup> In response to this mandate, the Child Support Bureau (CSB) contracted with a vendor to establish the Indiana State Central Collection Unit (INSCCU).

INSCCU receives non-cash payments in the form of personal check, money order, cashier's check and certified check. These payments are processed through the statewide child support system.<sup>3</sup>

INSCCU uses automated mail handling procedures and computer driven technology for the processing of child support payments, including procedures for receipt of payments from parents, employers, and for accurate identification of payments.<sup>4</sup> 99.5% of all payments received during the business day must be identified to a case in the INSCCU vendor's payment system. All payments recorded must be transferred to the statewide child support system by 5:00 pm EST on the day they were received.

All correspondence as well as accompanying payment documentation received by INSCCU are available for review by CSB, or the Title IV-D Prosecutor's Office upon request to CSB for review.

In order to expedite and organize the processing of payments, INSCCU has three (3) P.O. Boxes.

1. Payments made by employers and NCPs current support or arrears, as well as Financial Institution Data Match (FIDM) and insurance payments, are mailed to:
 

P.O. Box 6219  
Indianapolis, IN  
46206-6219
2. Annual Support Fee (ASFE) payments are mailed to:
 

P.O. Box 6271  
Indianapolis, IN  
46206-6271

<sup>1</sup>42 U.S.C. § 654(27)(A); 42 U.S.C. § 654b; Pub. L. No. 104-193, 110 Stat. 2105; OCSS-AT-97-13

<sup>2</sup> 42 U.S.C. § 654b(a)(1); Pub. L. No. 104-193, 110 Stat. 2105

<sup>3</sup> IC 31-25-3-1

<sup>4</sup> 42 U.S.C. § 654(b); 42 U.S.C. § 666(a)(8)(B)

3. Correspondence, Repayment, Intergovernmental Inquiries, and Other State Payments are mailed to:

P.O. Box 6098  
 Indianapolis, IN  
 46206-6098

**POLICY**

N/A

**REFERENCES**

- [IC 31-25-3-1](#): Child support bureau; compliance; state central collection unit
- [42 U.S.C. § 654](#): State plan for child and spousal support
- [42 U.S.C. § 654b](#): Collection and disbursement of support payments
- [42 U.S.C. § 666](#): Requirement of statutorily prescribed procedures to improve effectiveness of child support enforcement
- [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

**FORMS AND TOOLS**

N/A

**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 | 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) |

|             |            |                          |
|-------------|------------|--------------------------|
| Version 1.2 | 02/14/2025 | Updated INSCCU addresses |
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