

OFFICE OF THE PROSECUTING ATTORNEY
CHILD SUPPORT ENFORCEMENT DIVISION
WAYNE COUNTY
RICHMOND, INDIANA

Date: _____

Name: _____

RE: Title IV-D Case No. _____

NCP Name: _____

PLEASE RETAIN THIS PAGE FOR YOUR RECORDS AS YOUR NOTICE OF THESE FACTS

The Title IV-D Child Support Program has received a request from you to close the above referenced IV-D case. Please carefully review the information below. If you meet the criteria to close your case, understand the ramifications of case closure and still wish to close your case, please sign, and date the attached form and return it to the address provided along with a copy of your photo identification.

YOUR CASE CANNOT BE CLOSED IF YOU ARE CURRENTLY RECEIVING TANF.

IF YOU ARE NOT CURRENTLY RECEIVING TANF AND YOU WISH TO HAVE YOUR CASE CLOSED:

You will not be entitled to receive any support enforcement services from the prosecutor's child support office. These include paternity establishment, parent locator, establishment and enforcement of support orders, income withholding orders, and tax refund offsets.

Keep in mind that closing your case in this office **DOES NOT STOP A CHILD SUPPORT ORDER.** You must go to the Clerk's Office and file a petition for modification of child support and attend a hearing to stop a child support order. By signing the attached closure form, **YOU ONLY ARE STOPPING ENFORCEMENT.**

If your case was previously a TANF case, the state will process support payments and tax offsets in accordance with the applicable federal and state IV-D law governing the distribution of collections.

To ensure timely delivery of support payments to which you are entitled, you must notify the Clerk of the Circuit Court of any change in your address.

If you become a TANF recipient in the future, you will again be referred to the IV-D program, and your participation and cooperation will be required.

If your case is eligible for closure and, after reading the above information, you wish to have it closed, please return the attached Case Closure Request form to your local Prosecutor's Office.

YOUR CASE WILL REMAIN OPEN UNTIL THIS SIGNED FORM IS RETURNED TO:

OFFICE OF THE PROSECUTING ATTORNEY
CHILD SUPPORT ENFORCEMENT DIVISION
301 E. MAIN STREET
RICHMOND, IN 47374

CASE CLOSURE REQUEST

I hereby affirm that I have read and understand the conditions of case closure provided to me in writing. I believe my case to be in a status that allows it to be closed at my request, and I understand the ramifications of my decision.

I am therefore requesting that my Title IV-D child support case be closed upon receipt of this notice.

PRINTED NAME: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP CODE: _____

SOCIAL SECURITY NUMBER: _____ DATE OF BIRTH: _____

ISETS CASE NUMBER: _____

NCP or CP NAME: _____

SIGNATURE: _____

DATE SIGNED: _____

****Please include a copy of your photo identification for this request.****