



Iowa Department of Human Services

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CIRCULAR LETTER NO. 56Z-632-FO

ISSUED BY: Bureau of Collections
Division of Field Operations

SUBJECT: Comm. 77, "Child Support Information," revised.

Summary

Informational brochure Comm. 77 is revised to:

- ◆ Remove field office addresses and phone numbers, and
- ◆ Simplify other information.

Effective Date

Upon receipt.

Material Superseded

This material replaces Circular Letter No. 56Z-626-FO, dated December 11, 2015.

Additional Information

Use up existing supplies before reordering supplies of the revised brochure, dated 03/18, from Anamosa in the usual manner.

Refer questions about this circular letter to your regional collections administrator.

HOW DO I MAKE MY SUPPORT PAYMENTS?

The most common method of collecting support is through income withholding. Non-income withholding payments can be made:

- ◆ **By automatic withdrawal:** Make payments automatically from a checking or savings account or by phone. Forms to sign up to make these types of electronic payments are available on our website: www.childsupport.ia.gov
- ◆ **By mail:** Send a check or money order, including your case number to:
Collection Services Center
PO Box 9125
Des Moines, IA 50306-9125
- ◆ **In person:** Make payments at any CSRU office.
- ◆ **Online:** Make payments using a debit or credit card on our website: www.childsupport.ia.gov

HOW DO I CONTACT THE UNIT?

You can get more information about services, office phone numbers and addresses, and payment options on our website, www.childsupport.ia.gov, or by calling the child support automated information line at **1-888-229-9223** (toll-free nationwide). Child Support Recovery Unit offices are open 8:00 am to 4:30 pm Monday through Friday, except state holidays.

Policy Regarding Discrimination, Harassment, Affirmative Action and Equal Employment Opportunity

The Iowa Department of Human Services (DHS) policy on nondiscrimination, harassment, affirmative action, and equal employment can be viewed on the DHS website at the bottom of the page at: dhs.iowa.gov.



Child Support Information

This brochure tells you about the Child Support Recovery Unit's services, as required by federal regulations (45 CFR 303.8 and 302.30).



Printed on Recycled Paper

WHAT ARE THE UNIT'S GOALS?

- ◆ To make sure children and their families are healthy and secure.
- ◆ To make sure families receive child support services in order to meet financial and medical support needs of the children.

WHAT WILL THE UNIT DO FOR ME?

Here are some of the ways we may be able to help you:

- ◆ Locate parents and their income sources
- ◆ Establish paternity
- ◆ Establish an order for support, including medical support
- ◆ Review an order amount to recommend that it increase, decrease, or remain the same
- ◆ Enforce child support, including medical support
- ◆ Withhold support payments from wages, unemployment benefits, or other income
- ◆ Process support payments and maintain payment records
- ◆ Deposit support payments directly into bank accounts
- ◆ Suspend current support obligations
- ◆ Collect child support from state and federal tax refunds or other payments
- ◆ Sanction:
 - Passports
 - Business and professional licenses
 - Recreational or driver's licenses
- ◆ Place liens against real estate
- ◆ Refer past due accounts to credit reporting agencies
- ◆ Collect from accounts at financial institutions
- ◆ File contempt of court proceedings

HOW DO I GET THE SERVICES?

- ◆ Your name is sent to us when you are approved for the following:
 - Family Investment Program (FIP) benefits
 - Foster care services
 - Medicaid benefits
 - If you receive Medicaid benefits and you have an order for cash medical support, or
 - If you want child support services.
- ◆ If you do not receive public assistance, you must file an application for services. Either parent may apply for services.
- ◆ You may receive our services even if one of the parents lives in another state.

IS THERE A COST FOR SERVICES?

- ◆ If the payee gets FIP, Medicaid, or foster care services, there is no application fee.
- ◆ If the payee does not receive public assistance, there is a one-time \$25 application fee. We list other fees on the application.
- ◆ Parents contesting paternity establishment may be asked to pay genetic testing costs.
- ◆ The payee pays a \$25 fee each year if the payee never received cash assistance for a child on the case under Title IV-A of the Social Security Act (such as FIP, TANF, ADC). We collect it from payments after we have sent at least \$500 during the federal fiscal year (October 1 – September 30).

HOW DO I GET AN APPLICATION?

Contact the local child support office or visit our website: www.childsupport.ia.gov

WHAT DO I NEED TO DO?

To serve you better, we need your help. Please:

- ◆ Send us documents that establish paternity or support.
- ◆ Send us records of payments made on the case.
- ◆ Provide to us your address and employer.
- ◆ Attend all required hearings
- ◆ Tell us about any new information you may have which may help us collect and distribute support payments

HOW LONG DO UNIT PROCESSES TAKE?

The length of time depends on how hard it is to find a necessary party and verify income or assets. We must allow more time for legal processes if the other parent lives in another state.

HOW DO I GET MY ORDER REVIEWED?

- ◆ Either party has a right to ask for a review of the support order.
- ◆ Contact the local child support office or visit our website, www.childsupport.ia.gov, to get a request form.
- ◆ Fill out the request form and return it to the local child support office.
- ◆ For more information visit our website, www.childsupport.ia.gov, and view the Modifying an Order section under the Resources tab.

WILL THE UNIT SHARE MY INFORMATION WITH ANYONE?

We keep addresses and other information about parties who receive or pay child support confidential. However, information may become known as a part of court actions to obtain or enforce support. Sometimes the court may order us to release confidential information.