



Employees' Manual
Title 10, Chapter A

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Administrative Paternity Establishment

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Overview

Legal reference: Iowa Code chapter 252F, 441 IAC 99.21 to 99.32

Iowa Code chapter 252F gives the Iowa Child Support Recovery Unit (the Unit) legal authority to administratively establish paternity when the child's paternity is at issue. In this context, "paternity at issue" means:

- ◆ The child was not born of a marriage; or the child was born during a marriage, but the court has determined that the child does not have a legal father. "Born of a marriage" means that the mother was married when the child was conceived or born, or at any time in between conception and birth.

NOTE: Use the Administrative Paternity (ADPAT) process for children born to two parents who later marry.

- ◆ The child's paternity has not been legally established by a court or other tribunal with jurisdiction over the parties and the subject matter.
- ◆ The child's paternity has not been legally established by completion and filing of a voluntary paternity affidavit under Iowa Code Section 252A.3A (or another state's comparable statute). See 10-C, [Paternity By Affidavit](#).

If the child has a legal father, do not use the administrative paternity establishment process, unless he has successfully disestablished paternity. (See 10-D, [Disestablishment of Paternity](#).) Instead, seek to establish an administrative child support order against the legal father under Iowa Code chapter 252C. See 10-I, [Administrative Establishment of Support](#).

If the CHILD screen shows that paternity is established for all children, ICAR does not allow you to use the administrative paternity process. If there is at least one child who needs to have paternity established, ICAR allows you to use the administrative paternity process for that child.

1. Mr. and Mrs. H have been married for 10 years, but have been separated for 9 years. Child H was born four years ago, and Mrs. H named Mr. I as the father. Mrs. H claims she has not seen Mr. H since they separated. They have not filed for a divorce. Mr. I has contacted you and wants to admit paternity.

Because the child was born during the marriage of Mr. and Mrs. H, Mr. H is the legal father unless he has successfully disestablished paternity through the court. Initiate an action under Iowa Code chapter 252C to establish an order for child support against Mr. H.

2. Ms. J and Mr. K, who were never married, had a daughter, Child J. Immediately after her birth, Ms. J and Mr. K signed an in-hospital paternity affidavit which was filed with the Iowa Bureau of Health Statistics (BHS), acknowledging Mr. K as Child J's father. Now, Ms. J and Mr. K have split up, and Ms. J is seeking child support. Mr. K says he may not be Child J's father.

Mr. K is the legal father (pursuant to Iowa Code Section 252A.3A). Unless he has successfully disestablished paternity, or the affidavit was rescinded within the required time frame, initiate an action under Iowa Code chapter 252C to establish an order for child support against Mr. K.

When paternity is not legally established, the Unit uses the administrative paternity establishment process to issue an administrative order establishing paternity and support. Types of support may include ongoing monthly child, accrued and medical support. Once you decide to use the administrative paternity process, obtain the information needed to identify and locate the alleged father and then proceed.

If you cannot obtain the information from other sources, send form 470-3877, *Child Support Information*, or form 470-3929, *Establishment Questionnaire*, if appropriate, and form 470-3293, *Mother's Written Statement Alleging Paternity*.

After the mother of the child signs the form 470-3293, *Mother's Written Statement Alleging Paternity*, or the interstate form 470-3474, *Declaration in Support of Establishing Parentage* (see [Mother's Written Statement Alleging Paternity](#)), the administrative paternity establishment process begins when the Unit serves the alleged father and the mother, if appropriate with form 470-3309, *Notice of Intent to Establish Paternity and Support*.

This notice informs the alleged father of the mother's paternity allegation against him and informs both parents of the Unit's intention to establish paternity and support obligations. It also provides the alleged father and the mother with a list of rights and options for responding to the notice.

The Unit files the legal documents (the notices and return of service) with the district court as soon as the alleged father and the mother are served with the *Notice of Intent to Establish Paternity and Support*. This differs from the administrative support order establishment process in which all legal documents are filed with the court when a court hearing is requested, or at the conclusion of the administrative action if no hearing was requested.

A variety of steps may be taken from the time the alleged father and the mother are served with form 470-3309, *Notice of Intent to Establish Paternity and Support*, until form 470-3294, *Administrative Paternity Order* is entered. The alternative scenarios are discussed in greater detail within this chapter.

Once the Unit issues an *Administrative Paternity Order*, the Unit submits the order to the district court for approval and a judge's signature. Once the order is signed by the judge and filed with the clerk of court, the administrative order carries the same weight and consequence as a district court order.

List of Steps and Forms

Action	Form No and Form Name
Getting the caretaker's completed Child Support Information or Establishment Questionnaire	470-3877, Child Support Information (PA cases)
	or
	470-3929, Establishment Questionnaire (NPA cases)
Getting the mother's allegation of paternity	470-3306, Request for Mother's Statement Alleging Paternity
	or
	470-3307, Request for Mother's Statement Alleging Paternity – Noncaretaker
	470-3293, Mother's Written Statement Alleging Paternity

Issuing the notices	470-3309, Notice of Intent to Establish Paternity and Support
	470/2819, What You Should Know About Immediate Income Withholding
	470-3310, Notice to Mother of Intent to Establish Paternity and Support
	470-2639, Request for Financial Statement
	470-0204, Financial Statement
	470-2870, Foster Care Financial Statement
	470-3181, Directions for Service and Return of Service (In-State)
	470-3325, Out-of-State Directions and Return of Service
	470-3655, Important Information About Accepting Service of Process
	470-3311, Waiver of Personal Service and Acceptance of Notice of Intent to Establish Paternity and Support and Consent to Personal Jurisdiction
	470-2982, Waiver of Personal Service and Consent to Jurisdiction
470-3328, Respondent's Rights and Responsibilities in Administrative Paternity Establishment	
Calculating the support amount and notifying the parties of the support amount	470-2950, Guidelines Worksheet Cover Letter
	470-2640, Child Support Guidelines Worksheet
Holding a conference	470-3312, Paternity Negotiation Conference Scheduled or Denied
	470-3313, Paternity Negotiation Conference Report

Issuing the second notice	470-3314, Second Notice of Intent to Establish Paternity and Support and Finding of Financial Responsibility
Ordering genetic tests	470-3317, Administrative Order for Genetic Testing 470-3322, Administrative Order for Rescheduled Genetic Testing 470-3315, Notice of Genetic Testing Results
Scheduling a court hearing	470-3319, Request for Chapter 252F Hearing
Withdrawing the action	470-3318, Dismissal of Administrative Paternity Action Without Prejudice
Issuing the administrative paternity order	470-3294, 252F Administrative Paternity (and Support Order) 470-3320, 252F Approval Order
Holding a judicial hearing	470-3335, 252F Judgment and Order Establishing Paternity (and Support) 470-3641, 252F Judicial Support Order

Time Frames and Deadlines

Legal reference: Iowa Code Sections 4.1(34), 598.21B, and 252F.8

Child Support Recovery Unit (referred to in this chapter as “the Unit”) may bring an action to establish paternity and support:

- ◆ Before a child’s eighteenth birthday,
- ◆ When the child is between age 18 or age 19,
- ◆ Is in school full time, and
- ◆ Is reasonably expected to finish high school graduation or equivalency requirements before age 19.

The action is “brought” on the date the clerk of district court files form 470-3309, *Notice of Intent to Establish Paternity (and Support)*. The Unit files the notice and the return of service after both parties are served with the notices, or after the alleged father is served when it is determined that the mother will not be a respondent in the action.

To calculate days allowed for the time frames within the administrative paternity establishment process, exclude the first day and include the last day. If any deadline falls on a Saturday, Sunday, or legal holiday, or any day when the clerk of court’s office is closed, extend the deadline to the end of the Unit’s next business day.

The parties have the right to waive any of the time limitations by providing a written waiver to the Unit. In addition, the Unit may extend the time limit for the parties to request a conference or a court hearing as long as the parties make the request before the *Administrative Paternity Order* is signed by a judge and filed with the clerk of the district court.

Eligibility Criteria

Legal reference: Iowa Code Section 252F.2-3, 441 IAC 99.21

This section provides necessary background information about the administrative paternity establishment process. The Unit needs this information to respond to inquiries and to complete the steps that follow.

Initiate an administrative paternity establishment action if the following criteria are met:

- ◆ The Unit (or another state agency) is providing IV-D services on the case involving the child for whom paternity needs to be established, and the STATUS field on the CASE screen is an “A” (active);

- ◆ Paternity of the child is at issue as indicated by an "N" in the PATERNITY ESTABLISHED field on the CHILD screen;
- ◆ The child is less than age 18, or when the child is between age 18 or age 19 and is in school full time and is reasonably expected to finish high school graduation or equivalency requirements before age 19.
- ◆ The child's mother, caretaker, or another person with information about the alleged father, has completed 470-3877, *Child Support Information*, or form 470-3929, *Establishment Questionnaire*, or you have obtained the necessary information from other sources;
- ◆ The child's **mother** has completed form 470-3293, *Mother's Written Statement Alleging Paternity*, or similar document, such as form 470-3474, *Declaration in Support of Establishing Parentage*, naming the alleged father (see [Mother's Written Statement Alleging Paternity](#)); and
- ◆ The alleged father's location is known and the Unit can obtain personal jurisdiction over him. If the alleged father lives out-of-state, the Unit must have long-arm jurisdiction over him. (See [Long-Arm Jurisdiction](#)).
- ◆ There is no payor on the case. If a payor exists on ICAR for other children on the case, but that payor is not the alleged father of the child, open a second ICAR case with the payee, the alleged father, and the children for whom paternity is to be established.

However, if a payor exists for one child and the same man is the alleged father for the new child, use the same case, but do not use the administrative paternity process. Instead, use the judicial paternity process (PATEST) to establish paternity for the child who does not have paternity established, and establish support for all of the children. End any active ADPAT screens before beginning the PATEST process.

- ◆ No active Paternity Establishment (PATEST) process for a different alleged father exists; and
- ◆ No active ADPAT process already exists.

NOTE: If more than one possible father exists, see [Multiple Allegations](#).

Verifying Identity

Before proceeding with paternity establishment, make sure you have correctly identified the alleged father. Positive identification includes the completion of all available steps to ensure that the Unit identifies the correct alleged father.

You must verify a combination of name plus a minimum of **two** of the following identifying factors before you update the payor/locate screen with the social security number:

- ◆ Social security number
- ◆ Date of birth
- ◆ Place of employment
- ◆ Address
- ◆ Physical description. Use with discretion. For example, you must have a definitive description, such as a specific tattoo.

Although undocumented citizens will not have a social security number, you must use a minimum of two of the remaining identifying factors listed above to ensure positive identification before proceeding to establishment or enforcement.

A social security number is one of the most important elements used in our location efforts. Therefore, it is necessary to proceed with **extreme caution** when the person for whom positive identification is sought does not possess a social security number. **Do not update** the case record with information unless at least two of the listed identifying factors are verified.

When unable to verify this information, do not enter the social security number and do not proceed with establishment. Take further identification action. Contact the custodial parent for additional information. Form 470_3199, *Request for New Information*, fulfills this requirement. After contact with the custodial parent, enter into ICAR any additional data provided. Review again for minimum required identifying factors.

In completing these steps, if the required name plus minimum of two identifying factors cannot be met, **do not** enter a social security number or proceed with order establishment. Set a calendar flag for no more than six months to attempt verification again. (See **MAPPS Job Aid CSJA0016**).

Additional resources for determining positive identification include:

- ◆ Child Support Enforcement Network (CSENET)
- ◆ City directory
- ◆ Clerk of court (COC)
- ◆ Eligibility Integration Application Solution (ELIAS)
- ◆ Family and Children Services (FACS) System
- ◆ Federal Case Registry (FCR)
- ◆ Federal Parent Locator System (FPLS)
- ◆ Income maintenance worker (IMW)
- ◆ Iowa Automated Benefit Calculation system (IABC)

- ◆ Iowa Centralized Employer Registry (ICER)
- ◆ Iowa Collections and Reporting (ICAR/Refer) System
- ◆ Iowa Corrections Offender Network (ICON)
- ◆ Iowa Court Information System (ICIS)
- ◆ Jail or sheriff
- ◆ Juvenile court officer (JCO)
- ◆ National Directory of New Hires (NDNH)
- ◆ Other states' child support and IV-A agencies
- ◆ Parole or probation officers
- ◆ Past employers
- ◆ Social Security Death Index (SSDI)
- ◆ Social worker
- ◆ State Parent Locator Search (SPLS)
- ◆ Vehicle Registration and Titling (VRT/DOT)
- ◆ Worker information System Exchange (WISE)

When you receive information from automated location sources, scrutinize the data to see that it aligns with other case information.

If an alleged father contacts the Unit to report that he has been incorrectly identified as a party on a case, place a hold on your action and remove the social security number from the system immediately. Talk with the alleged father about his personal information regarding identity, and compare to the information provided in the case. Narrate in detail all information received and all actions taken.

If the party provides information clearly inconsistent with case information, review the case with the lead worker or supervisor to determine if you need to document the inconsistent information.

If the lead worker or supervisor determines you do not need to document, remove all identifying information for that person from ICAR, narrate the results, and contact the party to notify him of the actions and thank him for his cooperation.

If you do need to document, contact the party to make the request. This may include, but is not limited to, a copy of a birth certificate, marriage certificate or other statement of fact.

If the information provided is questionable, ask the party to appear at the Unit's office with photo identification. If the party does not reside locally, make arrangements with the office nearest to the party. This may require collaboration with out-of-state child support agencies.

When the alleged father appears at the office, require him to provide verification of his identity with a photo identification. If the alleged father agrees, make a copy of the photo identification. If the alleged father does not allow you to photocopy the identification, take a photo of the party. If a photo identification is not available, consult with the attorney or supervisor.

Contact the custodial parent to come to the office and identify whether the person pictured in the photo identification or the photograph is the correct person.

If the custodial parent verifies the photograph is not of the correct person, remove identifying information of that person from ICAR, narrate the results, and contact the party to notify him of the actions and thank him for the cooperation.

If the custodial parent identifies the photograph as the correct party, ask for a signed statement from the custodial parent. Review with the lead worker or supervisor and attorney for the next steps, narrate the results, and notify the party of the actions and of the next steps in the process that the party may use to dispute the action.

If the alleged father does not cooperate with the request to appear and provide photo identification, consult with the attorney.

Discovery of Paternity Affidavit

Occasionally the Unit initiates an administrative paternity action and later discovers that the alleged father and the mother already completed a paternity affidavit, and it was approved by the Iowa Bureau of Health Statistics (BHS). This makes the child's paternity legally established under Iowa Code Section 252A.3A.

If a paternity affidavit is filed **after** form 470-3309, *Notice of Intent to Establish Paternity and Support*, is served on the alleged father, proceed with the administrative paternity establishment action but seek support only as paternity has been resolved by the paternity affidavit. Indicate in the support order that paternity is established by paternity affidavit. (See [Paternity Established](#) for instructions on updating ICAR in this situation.)

However, if the paternity affidavit was filed **before** you initiated the administrative paternity action, but you did not discover it until after you served the alleged father, work with the Unit attorney to amend the action to a 252C action if the administrative action has not been completed. (The action is not completed until the *Administrative Paternity Order* has been signed by a judge and is filed with the clerk of court.)

Proceed to establish support under Iowa Code chapter 252C. The amended 252C notice should be filed in the original 252F court file.

ICAR Screens

The administrative paternity establishment process is managed and tracked through four screens on ICAR: Administrative Paternity (ADPAT), Administrative Paternity - 2 (ADPAT2), Administrative Paternity - 3 (ADPAT3), and Genetic Testing Results (GENTEST).

The ADPAT screen displays the alleged father's name, payee's name, children's names (those on the case without paternity established), and other basic background information pertaining to the case. The ADPAT screen also displays the dates for the initial steps in the administrative paternity process.

The ADPAT2 screen displays the steps common to most administrative paternity cases. If the Unit does not receive a response from either the mother or the alleged father, complete the process on ADPAT2 without using ADPAT3 or GENTEST.

NOTE: The ADPAT process is a process in which certain actions by the alleged father or the mother take you back to earlier steps of the process and create new time frames for future actions.

The ADPAT3 screen contains the process steps for those activities that may not occur in every case. ADPAT3 records the steps in the administrative paternity action that occur as a result of specific responses from either the mother or the alleged father, such as a request for genetic testing or a court hearing.

Use the GENTEST screen to generate form 470-3317, *Notice of Genetic Testing Results*. GENTEST is accessed only by specific entries to fields on ADPAT3. GENTEST contains fields to exclude or include the alleged father as the biological father of the child. GENTEST also contains fields to enter the probability of paternity of genetic testing results for all children for whom the alleged father is not excluded as the biological father.

Throughout this chapter, in discussions of screens, if you do an action contrary to these instructions, ICAR displays an edit explaining what must be done.

The following descriptions of function keys and common fields (the standard fields at the top of the screens) apply to the first three administrative paternity screens.

Function Keys

These keys function the same way on the three main administrative paternity screens (ADPAT, ADPAT2 and ADPAT3):

- ◆ Use F1 to access the help screens.
- ◆ Use F2 to add the ADPAT process once you enter the required data on the ADPAT screen only.
- ◆ Use F3 to update the ADPAT process with any new information added to the screen after you add the process.
- ◆ Use F4 to delete the ADPAT process. When you press F4, ICAR issues a narrative (ADPAT142) for you to complete to document the reason for the deletion. You must end the process before you delete it.
- ◆ Use F5 to inquire on the ADPAT process for the selected case and the alleged father.
- ◆ Use F6 to access the INTERSTA screen.
- ◆ Use F7 to page back to the previous administrative paternity screen (e.g., to go from ADPAT2 to ADPAT).
- ◆ Use F8 to page forward to the next administrative paternity screen (e.g., to go from ADPAT to ADPAT2).
- ◆ Use F10 to access the ADPAT screens for the next alleged father on the case.
- ◆ Use F11 to access the ADPAT screens for the previously displayed alleged father.
- ◆ Use F12 to access the GUIDLINE screen.

Common Fields

Some fields are common to, and have the same function on, all four ADPAT screens. They are:

- ◆ CASE NUMBER: ICAR automatically displays the ICAR identifying number for this case.
- ◆ AF/PAYOR: ICAR automatically displays the name of the alleged father in this case. If multiple alleged fathers exist on the case, F10 and F11 allow you to page through the ADPAT screens for each alleged father. (See [Multiple Allegations.](#))
- ◆ PAYEE: ICAR automatically displays the name of the payee on the case; the mother or a non-parental caretaker.

- ◆ NARRATIVE: This field is used to create your own narratives. This field is not available on the GENTEST screen.
- ◆ CALENDAR FLAG: This field is used to create your own calendar flags. This field is not available on the GENTEST screen.

NOTE: The time that elapses between calendar flags is counted in calendar days, not working days.

Administrative Paternity (ADPAT) SCREEN

This screen displays all of the basic information needed for administrative paternity establishment, such as the names of the mother, alleged father, and the children.

```
D479HA50          IOWA COLLECTION AND REPORTING SYSTEM      DATE:
                  ADMINISTRATIVE PATERNITY (ADPAT)          TIME:

CASE NUMBER:                MULTIPLE AF (Y/N)...:
AF / PAYOR.:                CC AF ATTY (Y/N)...: N
PAYEE.....:                CC CP ATTY (Y/N)...: N
  CHILDREN                BIRTHDATE  SIGNATURE ID.....:
                           CSRU ATTY ID.....:
                           INTERSTATE (Y/N)...: N
                           INITIATING STATE...:
                           AF LONG-ARM .....:
                           MOTHER LONG-ARM ...:
                           CT CASE (Y/N)   :
MOTHER INTERVIEW SET.....: @ : M INTRVW HELD(Y/N/R):
GEN MOTHER STMT(Y/R) DATE: COMPLETED(Y/N): N DATE:
GENERATE NOTICES (Y/R).....: DATE:
GEN SERVICE REQT (Y/R/W/G): AF : I/O: DATE:
                           MOTHER: I/O: DATE:
SERVICE OBTAINED (Y/N/A/G): AF : DATE: REASON
                           MOTHER: DATE: REASON
NARRATIVE:                  CALENDAR FLAG:
F2=ADD F3=UPD F4=DEL F5=INQ F6=INTERSTA F8=FWD F10=NEXT AF F11=PREV AF F12=GLS
NEXT SCREEN:                NOTES:
PLEASE ENTER CASE NUMBER AND PRESS F5
```

The following fields on the ADPAT screen display information used in the administrative paternity process:

- ◆ CHILDREN: ICAR automatically displays the names of the children who need to have paternity established. If more than six children exist, the last line indicates that more children exist for the case.

There is a selector field to the left of each child's name on the ADPAT screen. ICAR automatically enters an "X" in this field for each child whose CHILD screen has an "N" in the PATERNITY ESTABLISHED field. In the rare circumstance the child is not included in the ADPAT action, enter a space in the selector field and press F3 twice. ICAR removes the child from the ADPAT screen.

If ICAR enters a "Y" in the PATERNITY ESTABLISHED field and a "PA" in the HOW field on the CHILD screen because that child's paternity is established by a paternity affidavit, ICAR also enters a "P" in the selector field for that child on the ADPAT screen.

If the child is no longer included in the ADPAT action, enter a space in the selector field and press F3 twice. ICAR removes the child from the ADPAT screen.

If the child is still included in the administrative paternity action, leave the "P" in the selector field and obtain support only for that child. (See [Discovery of Paternity Affidavit](#)).

After the final order is filed with the court, ICAR updates the paternity established fields on the CHILD screen for each child that has an 'X' in the selector field on the ADPAT screen. See [Paternity Established](#).

- ◆ BIRTHDATE: ICAR automatically displays the corresponding birth dates of the children displayed.
- ◆ MULTIPLE AF (Y/N): ICAR automatically displays a "Y" or an "N" to indicate whether the alleged father displayed is the only alleged father or whether other alleged fathers exist and are entered on the LOCATE screen. If only one alleged father exists, the field displays "N." If multiple alleged fathers exist, the field displays "Y."
- ◆ CC AF ATTY (Y/N): This field indicates whether the alleged father listed has an attorney. Enter a "Y" to indicate an attorney exists on the ATTORNEY screen for the ADPAT process for the alleged father, or an "N" to indicate an attorney does not exist on the ATTORNEY screen.

If you enter "Y," ICAR displays the ATTORNEY screen where you must enter the alleged father's attorney information. At the ATTORNEY screen, you must page to the correct alleged father if there are multiple alleged fathers. ICAR also issues a narrative (ADPAT1).

When you change the "Y" to an "N" to indicate that the alleged father no longer has an attorney, ICAR issues another narrative (ADPAT2).

- ◆ CC CP ATTY (Y/N): This field indicates whether the payee has an attorney. Enter a "Y" to indicate an attorney exists on the ATTORNEY screen for the ADPAT process for the payee, or an "N" to indicate an attorney does not exist on the ATTORNEY screen.

If you enter "Y," ICAR displays the ATTORNEY screen where you must enter the custodial parent's attorney information. ICAR also issues a narrative (ADPAT152).

When you change the "Y" to an "N" to indicate that the payee no longer has an attorney, ICAR issues another narrative (ADPAT153).

- ◆ SIGNATURE ID: This field indicates the ICAR worker identification number of the person who signs the forms. Enter the applicable identification number in this field if the document being produced requires identifying information for a staff person other than the worker assigned to the case.
- ◆ CSRU ATTY ID: This field indicates the local Unit's attorney assigned to the case. Enter the Unit attorney identification number. Adding a Unit attorney to this field causes the attorney's name and identifying information to display on ADPAT forms that contain attorney information.
- ◆ INTERSTATE (Y/N): ICAR automatically displays a "Y" or "N" to indicate whether the payee in this case lives in a jurisdiction other than Iowa and Iowa is providing establishment services as a result of an interstate action from the initiating state (identified in the INITIATING STATE field). A "Y" entry indicates an interstate case and "N" indicates this is not an interstate case.

To create this link, enter "PAT" in the REFERRAL TYPE field and "ADPAT" in the PROCESS field on the INTERSTA screen. ICAR automatically displays the ADPAT screen when you make these entries on the INTERSTA screen. **Note:** If Iowa is the initiating state, you cannot use the ADPAT process.

- ◆ INITIATING STATE: After you've linked the ADPAT process to the INTERSTA screen, ICAR automatically displays the other jurisdiction's information that sent documents requesting paternity establishment against an alleged father located in Iowa. Because the administrative paternity process is not used when Iowa is the initiating state, this code will never be IA. ICAR completes this field to reflect the entry made to the INIT STATE field on the INTERSTA screen. See 9-K, [Interstate Case Processing](#).
- ◆ AF LONG-ARM: This field indicates the basis on which Iowa has personal jurisdiction over an alleged father who resides outside the State of Iowa. ICAR requires the worker to complete this field when either the alleged father's mailing or physical address indicates an address outside Iowa.

If you attempt to add the screen prior to completion of this field, ICAR displays this on-screen edit, "Entry required in long arm when address state not = IA" For responding interstate cases, ICAR does not allow the entry.

Valid entries for this field and subsequent narratives for the AF LONG-ARM field include:

- ISERAF Served in IA (ADPAT213)
- CONSAF consents (ADPAT213)
- CONCCChild Conceived in Iowa (ADPAT213)
- DIR Child in Iowa based on NCP Directives (ADPAT213)
- RESAF resided with the child in Iowa (ADPAT213)
- SUPPAF resided in Iowa and provided support (ADPAT213)

- PATAF asserted parentage in Iowa (ADPAT213)
- OTHOther constitutionally valid basis (ADPAT214)
- ◆ MOTHER LONG-ARM: This field indicates the basis on which Iowa has personal jurisdiction over the mother who resides outside the State of Iowa. ICAR requires the worker to complete this field when either the mother's mailing or physical address indicates an address outside Iowa.

If you attempt to add the screen prior to completion of this field, ICAR displays this on-screen edit, "Entry required in long arm when address state not = IA" For responding interstate cases, ICAR does not allow the entry.

Valid entries for this field and subsequent narratives for the MOTHER LONG-ARM field include:

- ISERMother Served in IA (ADPAT213)
- CONSMother consents (ADPAT213)
- CONCCChild Conceived in Iowa (ADPAT213)
- DIR Child in Iowa based on NCP Directives (ADPAT213)
- RES Mother resided with the child in Iowa (ADPAT213)
- SUPP Mother resided in Iowa and provided support (ADPAT213)
- PAT Mother asserted parentage in Iowa (ADPAT213)
- OTH Other constitutionally valid basis (ADPAT214)
- ◆ CT CASE (Y/N): This field indicates whether the custodian of the child is the child's mother or a caretaker. A "Y" indicates a caretaker case and an "N" indicates the mother is the payee. ICAR automatically displays this information based on entries to the PAYEE screen.

ICAR uses this field in the production of certain documents. For example, in a caretaker case (CT CASE (Y/N) = Y), when you enter "Y" or "R" in the GEN MOTHER STMT (Y/R) field, ICAR generates form 470-3307, *Request for Mother's Statement Alleging Paternity – Noncaretaker*, to mail to the mother if her location is known, rather than the version of the form used when the mother is the payee.

In a caretaker case, ICAR prevents you from making an entry in the GEN SERVICE REQ T MOTHER field.

Child Support Information and Establishment Questionnaire

Legal reference: 441 IAC 99.22(252F)

If you do not already have information about the alleged father from other sources, use form 470-3877, *Child Support Information*, or form 470-3929, *Establishment Questionnaire*, to gather necessary information from the payee in order to proceed with the administrative paternity process. If you have information about the alleged father from other sources, do not send these forms.

Use the *Child Support Information* form in public assistance (PA) cases. This form is the only form that the Unit uses to get information before initiating the administrative paternity process.

Use the *Establishment Questionnaire* in non-public assistance (NPA) cases in addition to form 470-0188, *Application For Nonassistance Support Services*, that the payee completes when applying for child support services. The Unit uses the *Establishment Questionnaire* to get additional information necessary to proceed with paternity establishment but not already asked in the *Application For Nonassistance Support Services*.

For example, use these forms to:

- ◆ Determine if paternity is at issue
- ◆ If paternity is established, determine how it was established
- ◆ Determine if multiple alleged fathers exist
- ◆ Gather information about the birth and conception of the children
- ◆ Gather important location information
- ◆ Determine if Iowa has jurisdiction over the alleged father

In addition, information provided on these forms can be helpful if the Unit certifies the case to court.

With either form, the Unit gets important information about the child's conception and birth that the Unit uses to determine how to proceed with the case. However, completion of either form is not required to continue with the administrative paternity process. Do not refer the payee for non-cooperation if you can still proceed with the administrative paternity process without the *Child Support Information* form.

NOTE: In caretaker cases where the Unit opens a separate case for each parent, send only one form to the caretaker payee to complete about both parents. Keep a copy in the imaging system for each case. If you know the location of the mother, you can also send the appropriate form to the mother. This is helpful if the caretaker does not know important information about the conception and birth of the child.

On new cases when paternity is not established for some or all of the children, generate and send to the payee by first-class mail:

- ◆ The *Child Support Information* form in a PA case, after activation of the FIP referral, or
- ◆ The *Establishment Questionnaire* in an NPA case, after setting up the case.

The payee has ten days from the date you mail the *Child Support Information* form or the *Establishment Questionnaire* to complete, sign, and return it.

Generating the Child Support Information Form From ICAR

If necessary, generate form 470-3877, *Child Support Information*, before initiating the administrative paternity process in a public assistance case.

To generate this form, enter a "Y" in the QUEST field on the CASE screen. ICAR checks the CURRENT ACCT TYPE field on the PAYEE screen to establish whether the case is a public assistance or non-public assistance case.

D479HC04	IOWA COLLECTION AND REPORTING SYSTEM			DATE:
-- CASE --		TIME:		
ICAR CASE NUMBER...	IABC #:	ELIAS #:		
FATHER UNKNOWN?...	IABC WRKR:	ELIAS WRKR:	ICIS CASE:	
LAST	FIRST	MIDDLE	SUF	
PAYOR 1 NAME.....	:	:	:	
PAYOR IS APPLICANT?	USATTY:	HCDREF:	REASON:	DATE:
GEN FACE SHEET....	DRI:	FVI:		
PAYOR 2 NAME.....	:	:	:	
PAYEE NAME.....	:	:	:	
QUEST:	DATE: 00/00/0000	TFC:	SPOUSAL SUPP ONLY (Y/N):	
INTERSTATE.....				
CURRENT ACCT TYPE..	CURRENT START DATE:			
ICAR CASE WRKR ID..	CR ANNIVERSARY DTE: 00 00 00			
CHILD.....	:	:	:	
NPA APP REQUEST....	NPA APP SENT.....			
CASE OPEN DATE....	REFERRAL/APPLICATION DATE..			
STATUS (A/I/C/D/H):				
TERM NOTICE SENT..	REASON:	CASE CLOSED DATE:		
REDIRECTION FLAG...	NSF HOLD FLAG (Y/N)..	LAST REVIEW DATE:		
CLOSE (N):	NEXT REVIEW DATE:			
F2=ADD, F3=MODIFY, F5=INQUIRY, F9=REFRESH				
NEXT SCREEN:	NOTES:			

If ICAR displays a public assistance account type, 10, 11, 13, 14, 16, 18 or 19 , in the CURRENT ACCT TYPE field when you enter a "Y" in the QUEST field, ICAR generates form 470-3877, *Child Support Information*. ICAR then completes the DATE field with the current date and issues a calendar flag fifteen days in the future to remind you to review the case to determine if the payee returned the completed form.

If you need to regenerate the *Child Support Information* form, enter an "R" in the QUEST field. ICAR regenerates the *Child Support Information* form as long as the entry in the CURRENT ACCT TYPE field has not changed from a PA account type to an NPA account type.

After ICAR regenerates the form, it changes the "R" back to a "Y" and updates the DATE field with the current date. ICAR issues a calendar flag fifteen days in the future that replaces any previously issued calendar flag.

NOTE: You can also generate this form from the FORMOSEL screen.

Generating the Establishment Questionnaire From ICAR

If needed, generate form 470-3929, *Establishment Questionnaire*, before initiating the administrative paternity process in an NPA case.

To generate this form, enter a "Y" in the QUEST field on the CASE screen. ICAR checks the CURRENT ACCT TYPE field on the PAYEE screen to establish whether the case is a PA or NPA case. If ICAR displays a non-public assistance account type, , in the CURRENT ACCT TYPE field when you enter a "Y" in the QUEST field, ICAR generates form 470-3929, *Establishment Questionnaire*. ICAR then completes the DATE field with the current date and issues a calendar flag fifteen days in the future to remind you to review the case to determine if the payee returned the completed form.

If you need to regenerate the *Establishment Questionnaire*, enter an "R" in the QUEST field. ICAR regenerates the *Establishment Questionnaire* as long as the entry in the CURRENT ACCT TYPE field has not changed from an NPA to a PA account type.

After ICAR regenerates the form, it changes the "R" back to a "Y" and updates the DATE field with the current date. ICAR issues a calendar flag fifteen days in the future, which replaces any, previously issued calendar flag.

NOTE: You can also generate this from the FORMOSEL screen.

Beginning the Administrative Paternity Process

Steps to begin the administrative paternity process include:

- ◆ [Establishing long-arm jurisdiction](#), if needed
- ◆ [Interviewing the mother](#), if needed
- ◆ [Obtaining the mother's written statement alleging paternity](#)

Long Arm Jurisdiction

The Unit can obtain jurisdiction over the alleged father or the mother if service of form 470-3309, *Notice of Intent to Establish Paternity and Support*, is obtained within the state of Iowa or, if the alleged father or the mother cannot be served within the state, based on one of the following facts:

- ◆ The party is willing to submit to Iowa's jurisdiction by consent in a record, and will accept service by signing form 470-3311, *Waiver of Personal Service and Acceptance of Notice of Intent to Establish Paternity and Support and Consent to Personal Jurisdiction* or form 470-2982, *Waiver of Personal Service and Consent to Jurisdiction*.
- ◆ The party resided in Iowa with the child (Iowa Code Section 252K.201(3));
- ◆ The party resided in Iowa and provided prenatal expenses or support for the child (Iowa Code Section 252K.201(4));
- ◆ The child resides in Iowa as a result of the acts or directives of the party (Iowa Code Section 252K.201(5));
- ◆ The child may have been conceived in Iowa (Iowa Code Section 252K.201(6));
- ◆ The alleged father asserted parentage of a child in the declaration of paternity registry maintained in this state by the Iowa Department of Public Health pursuant to Iowa Code Section 144.12A or the alleged father and mother established paternity by affidavit under Iowa Code Section 252A.3A;

NOTE: The declaration of paternity registry is not the same document as a paternity affidavit. An alleged father's declaration of paternity through the paternity registry does not legally establish paternity. This assertion is only a means of verifying our jurisdiction over the alleged father as we move forward to establish paternity; or

- ◆ Any other circumstance in which the nonresident party has the necessary minimum contact with Iowa for the exercise of jurisdiction, consistent with the Iowa and United States Constitutions (Iowa Code Section 252K.201(8)).

NOTE: You must determine if the Unit has jurisdiction before you attempt to serve notice on either an alleged father or a mother who resides out-of-state.

If ICAR contains a verified out-of-state address for the alleged father, ICAR requires an entry in the AF LONG-ARM field. If ICAR contains a verified out-of-state address for the mother, and the CT CASE (Y/N) field contains an "N," ICAR requires an entry in the MOTHER LONG -ARM field.

Make at least one of the following additional entries on the ADPAT screen:

- ◆ Enter the date and time in the MOTHER INTERVIEW SET fields, or
- ◆ Enter a "Y" in the GEN MOTHER STMT (Y/R) field, or
- ◆ Enter a "Y" in the COMPLETED (Y/N) field and the completion date in the DATE field.

Because you must have a completed and signed form 470-3293, *Mother's Written Statement Alleging Paternity*, or interstate form 470-3474, *Declaration in Support of Establishing Parentage*, you must complete one of these three fields to add the process. Then you can generate the *Mother's Written Statement Alleging Paternity* or record that you received the *Mother's Written Statement Alleging Paternity* or similar document and that you are proceeding with the administrative paternity process.

Interview With the Mother

An interview with the mother may be appropriate in some situations. Reasons for conducting an interview may include:

- ◆ Multiple alleged fathers have been named on the case and you need to determine which alleged father to pursue first.
- ◆ You receive conflicting or incomplete information about the alleged father, child, or mother on a case.

There may be other reasons to schedule an interview with the mother. In most cases, form 470-3877, *Child Support Information*, or form 470-3929, *Establishment Questionnaire*, and form 470-3293, *Mother's Written Statement Alleging Paternity*, contains complete and necessary information and an interview is not needed. Discuss the case with your supervisor or office attorney if you are unsure about whether to hold an interview.

To interview the mother, schedule the interview by using the following field on ADPAT:

MOTHER INTERVIEW SET.....: @ : M INTRVW HELD(Y/N/R):
--

Enter the date and time of the interview in the first field with the following restrictions:

- ◆ You must complete the DATE, TIME, and AM/PM fields.
- ◆ If you enter a past or current date, you must also make an entry in the INTRVW HELD (Y/N/R) field to indicate the results of the interview, since past or current date indicates you already held the interview.

When you schedule an interview, ICAR generates the following narratives and calendar flags:

- ◆ If there is a "Y" in the CT CASE (Y/N) field, ICAR issues a narrative (ADPAT3) documenting the scheduled appointment and a calendar flag (ADPAT1) reminding you to send an appointment letter to the mother. When the scheduled interview date becomes the current date, ICAR issues a calendar flag (ADPAT2) to remind you that the interview is today.
- ◆ If there is an "N" in the CT CASE (Y/N) field, ICAR issues a narrative (ADPAT5) and a status (ADPAT1) that informs the payee of the scheduled appointment, and of the possible consequences for failure to attend or reschedule. When the scheduled interview date becomes the current date, ICAR issues a calendar flag (ADPAT3) to remind you that the interview is today.

After the interview:

- ◆ Enter a "Y" in the INTRVW HELD (Y/N/R) field if you held the interview. ICAR generates a narrative (ADPAT6 if CT CASE (Y/N) is "Y" or ADPAT7 if CT CASE (Y/N) is "N").
- ◆ Enter an "N" in the INTRVW HELD (Y/N/R) field if you did not hold the interview. ICAR generates a narrative (ADPAT140 if CT CASE (Y/N) is "Y" or ADPAT141 if CT CASE (Y/N) is "N") for you to enter the reason the interview was not held.

ICAR also issues a calendar flag (ADPAT77 with narrative ADPAT140, or ADPAT78 with narrative ADPAT141) to remind you to either refer the case for judicial establishment in a caretaker case, or to take appropriate action if the mother has custody.

- ◆ Enter an "R" in the INTRVW HELD (Y/N/R) field if you rescheduled the interview. ICAR generates a narrative (ADPAT8 if CT CASE (Y/N) is "Y" or ADPAT9 if CT CASE (Y/N) is "N") ICAR also issues a calendar flag (ADPAT82 with narrative ADPAT8 or ADPAT83 with narrative ADPAT9) on the date of the rescheduled interview to remind you that the interview is today.

ICAR issues another calendar flag (ADPAT85 with narrative ADPAT8, or ADPAT84 with narrative ADPAT9) two days later to remind you to record the results and take the next action.

Mother's Written Statement Alleging Paternity

Legal reference: Iowa Code Section 252F.3, 441 IAC 99.22

The Unit must have a sworn statement signed by the child's mother (not a nonparental caretaker) naming the alleged father before initiating an administrative paternity establishment action. Form 470-3293, *Mother's Written Statement Alleging Paternity*, meets this requirement.

If Iowa is the responding state in an interstate paternity establishment action, the form received in the UIFSA packet satisfies the requirement if the mother signed form 470-3474, *Declaration in Support of Establishing Parentage*. If the other state's form was signed by someone other than the mother, Iowa cannot establish paternity and support.

The *Mother's Written Statement Alleging Paternity* serves three basic functions:

- ◆ It meets the requirements of Iowa Code Sections 252F.3 and 622.1 and 441 IAC 99.22.
- ◆ It gives the mother an opportunity to declare that no legal father exists.
- ◆ By signing the document, the mother agrees to keep the Unit informed of her current address.

After reviewing the completed form 470-3877, *Child Support Information*, or form 470-3929, *Establishment Questionnaire*, or a paternity questionnaire from the other state, take the appropriate next step, depending on whether the mother is the payee.

Generating the Mother's Written Statement

To generate form 470-3293, *Mother's Written Statement Alleging Paternity*, enter a "Y" in the GEN MOTHER STMT (Y/R) field on ADPAT. The GEN MOTHER STMT (Y/R) field allows you to generate or regenerate the *Mother's Written Statement Alleging Paternity* and form 470-3306, *Request for Mother's Statement Alleging Paternity*.

The valid entries for this field include:

- ◆ "Y" to generate the documents for the first time, or
- ◆ "R" to regenerate the documents.

Two versions of the *Request for Mother's Statement Alleging Paternity* exist: one if the mother is the payee (form 470-3306), and a different version if the mother is not the payee (form 470-3307). ICAR produces the appropriate form based upon the entry in the CT CASE (Y/N) field.

NOTE: When you enter a "Y" in the GEN MOTHER STMT (Y/R) field, ICAR sets a calendar flag (ADPAT4 or ADPAT5 when generated the first time, depending on the entry in the CT CASE (Y/N) field; ADPAT6 or ADPAT7 when regenerated) to issue 15 days after the "Y" or "R" entry. This flag reminds you to refer the mother for non-cooperation or to close the case, as appropriate. (See 9-H, [Serving Qualified Customers](#))

If the Mother Is the Payee

If the mother is the payee, determine from form 470-3877, *Child Support Information*, form 470-3929, *Establishment Questionnaire*, or interview, if applicable, whether there is any indication that:

- ◆ She had sexual intercourse with more than one man during the probable period of conception, or
- ◆ She was legally married at the time of conception, at the time of the child's birth, or at any time between the child's conception and birth.

If not, generate and send to her by first-class mail form 470-3306, *Request for Mother's Statement Alleging Paternity*, and form 470-3293, *Mother's Written Statement Alleging Paternity*, or have her sign it while in the office for the interview.

She has ten days to complete, sign, and return *Mother's Written Statement Alleging Paternity*. If she fails to return it, follow the procedures for noncooperation. (See 9-H, [Serving Qualified Customers](#)).

If the mother had sexual intercourse with more than one man during the probable period of conception, follow the procedures under [Multiple Allegations](#).

If the Mother Is Not the Payee

If the Unit cannot obtain a signed form 470-3293, *Mother's Written Statement Alleging Paternity*, or interstate form 470-3474, *Declaration in Support of Establishing Parentage*, signed by the child's mother, do not use the administrative paternity establishment process. In caretaker cases in which the alleged father is the applicant, the administrative process can be used only if:

- ◆ The mother is living, her location is known, and she will complete the *Mother's Written Statement Alleging Paternity*; or
- ◆ The mother previously completed and signed the *Mother's Written Statement Alleging Paternity* or an interstate *Declaration in Support of Establishing Parentage* for the child for whom paternity is being established.

If the mother is not the payee, check ICAR to see if the mother received the Unit's services on the child's behalf. If so, check to see if she completed the mother's statement. If the Unit has a signed *Mother's Written Statement Alleging Paternity*, proceed with administrative paternity establishment.

If the non-payee mother has not already signed the *Mother's Written Statement Alleging Paternity*, try to locate her to obtain a signed statement. Review the information the caretaker has provided about the mother, if any.

Remember that the mother may be a payor on another case, so review that case and attempt to locate the mother in order to obtain the *Mother's Written Statement Alleging Paternity*. She may also be a caretaker on another case if she is receiving public assistance or services for another child who is still in her home.

If the mother is located, and you do not have the necessary information to proceed with the paternity process from other sources, generate and send to her, by first-class mail, the *Mother's Written Statement Alleging Paternity* with the cover letter form 470-3307, *Request for Mother's Statement Alleging Paternity – Noncaretaker*. See [Generating the Mother's Written Statement](#) for instructions. Include form 470-3877, *Child Support Information*, for PA cases or form 470-3929, *Establishment Questionnaire*, for NPA cases if she has not already completed one.

1. Child C lives with her aunt who receives FIP on Child C's behalf. Child C's mother, Ms. C, never applied for the Unit's services and never received public assistance on Child C's behalf. However, her location is known.

The Unit staff member handling the case contacts Ms. C and asks her to complete either the *Child Support Information* or the *Establishment Questionnaire* and the *Mother's Written Statement Alleging Paternity*. Ms. C complies, naming Mr. D as Child C's father. The Unit can proceed with the administrative paternity establishment process.
2. Child E lives with his grandfather, who receives FIP on his behalf. The location of Child E's mother, Ms. E, is unknown. However, she previously received the Unit's services, and at that time completed the *Child Support Information*, and the *Mother's Written Statement Alleging Paternity* naming Mr. F as Child E's father.

After getting a copy of the documents that Ms. E had previously completed, the Unit can proceed with the administrative paternity establishment process.

NOTE: Although only the mother's written statement is statutorily required in order to proceed with the administrative action, if you do not already have all the information you need about the alleged father, you may send the *Child Support Information* form or the *Establishment Questionnaire* to the mother as well.

The information she provides in either of those two forms helps you determine if it is a multiple allegation case and the identity of the alleged fathers. Review ICAR to determine if you have the necessary information about the alleged father before sending either of these forms.

If the mother does not complete the *Mother's Written Statement Alleging Paternity* for any reason (e.g., her location is unknown, she is deceased, or she just refuses to sign the forms, etc.), the Unit cannot use the administrative process to establish paternity and support. Review with the Unit attorney and supervisor to determine next steps.

To close the ADPAT process in that case, enter "MSNA" (Mother's Written Statement Not Attainable) in the ACTION DISMISSED/PROCESS ENDED field on ADPAT2. (See [Ending the Process](#)).

If the Mother Signs the Completed Mother's Written Statement

When the mother signs and returns form 470-3293, *Mother's Written Statement Alleging Paternity*, update ICAR with any additional information provided. Once the alleged father is located, begin the administrative paternity establishment process. (See [Notices.](#))

Recording Receipt of the Mother's Statement

The COMPLETED (Y/N) field indicates whether you have obtained a completed form 470-3306, *Mother's Written Statement Alleging Paternity*, or interstate form 470-3474, *Declaration in Support of Establishing Parentage*. An "N" entry indicates that a completed mother's statement or similar document has not been received. ICAR defaults to "N."

A "Y" indicates that a mother's statement or similar document has been received. If you enter a "Y," you must also enter the date the completed document is received in the DATE field next to the COMPLETED (Y/N) field.

When you enter a "Y" and the date, ICAR issues a narrative (ADPAT14) documenting the receipt of the statement. ICAR issues a calendar flag (ADPAT8) fifteen days after the date of the entry to remind you to generate the notices or end the process, as appropriate.

Notices

Legal reference: Iowa Code Section 252F.3, 441 IAC 99.23(252F)

After obtaining all the information you need and after obtaining form 470-3293, *Mother's Written Statement Alleging Paternity*, verifying the alleged father's location, serve the alleged father and the mother with form 470-3309, *Notice of Intent to Establish Paternity and Support*. This form must state the types of support that the Unit intends to establish.

- ◆ Include in the notice only those types of support for which a factual and legal basis exists at the time you issue the notice. Types of support are as follows: ongoing monthly child support, accrued support and medical support. Medical support may be ordered against either or both parents.
- ◆ If there is no immediate basis for asking for a type of support, do not ask for it in the notice simply because it might be needed in the future if the facts were to change before an order can be entered. If the facts change after the order is entered, establish or modify as appropriate.

The notice informs the parties that they may:

- ◆ Request a conference with the Unit to discuss paternity establishment and support issues. The party must make the written request within ten days of being served with the notice, or if paternity testing is conducted, within ten days of the date the paternity test results are issued.
- ◆ Request a court hearing on paternity or support issues, or both, by submitting a written statement within whichever of the following deadlines expires last:
 - 20 days after the date the *Notice of Intent to Establish Paternity and Support* was served
 - Ten days after the date set for a conference
 - 20 days after the date paternity test results are issued
 - Ten days after the date form 470-3314, *Second Notice of Intent to Establish Paternity and Support*, is issued
- ◆ Contest paternity by submitting a written statement to the Unit within 20 days of being served with the *Notice of Intent to Establish Paternity and Support*.

NOTE: Accept the alleged father's contest of paternity at any time before a paternity order is entered. If the alleged father requests a court hearing in writing at any time before the *Administrative Paternity Order* is signed by a judge and filed by the clerk of court, honor the request, even if the time for requesting a hearing has expired.

Amending the Notice

If you have served the alleged father and the mother with a *Notice of Intent to Establish Paternity and Support* and the types of support the Unit is seeking has changed (the Unit is seeking more than what was listed in the initial notice), you must provide the alleged father and the mother with an amended notice.

When you generate 470-3309 from ICAR, make the appropriate selection on the FORMVIEW screen to indicate it's an amended notice. This causes ICAR to print the word "AMENDED" on page 1. Always regenerate an amended notice when seeking "more than" what was sought in the original notice.

You may send the alleged father and mother the amended notice by first-class mail. However, there may be rare circumstances where it is advisable to serve the amended notice through certified mail, sheriff, or a private process server. If you are uncertain if it is appropriate to serve the amended notice or send it by first-class mail, discuss this with the Unit attorney.

If you have served the alleged father and the mother with the notice, and now the Unit is seeking less than what was in the initial notice, you do not need to provide the alleged father and the mother with an amended notice. In the order, you must reserve the types of support no longer being sought.

The following sections address:

- ◆ [How to issue the notices](#)
- ◆ [The notice to the mother](#)
- ◆ [How to generate the notices](#)
- ◆ [How to generate the service request](#)
- ◆ [Use of the ADPAT2 screen](#)
- ◆ [Possible outcomes after the notices are served](#)

Notice Packet

When you obtain form 470-3293, *Mother's Written Statement Alleging Paternity*, or interstate form 470-3474, *Declaration in Support of Establishing Parentage*, and verify the alleged father's location, prepare and send the following forms for service on the alleged father and the mother:

- ◆ Form 470-3309, *Notice of Intent to Establish Paternity and Support*.
- ◆ Copy of completed *Mother's Written Statement Alleging Paternity*

- ◆ Form 470/2819, *What You Should Know About Immediate Income Withholding*.
- ◆ Form 470-2639, *Request for Financial Statement*.
- ◆ Form 470-0204, *Financial Statement*.
- ◆ Form 470-3328, *Respondent's Rights and Responsibilities in Administrative Paternity Establishment*.
- ◆ Service documents as appropriate:
 - Form 470-3181, *Directions for Service and Return of Service*, for service within Iowa
 - Form 470-3325, *Out-of-State Directions and Return of Service*
 - Form 470-3311, *Waiver of Personal Service and Acceptance of Notice of Intent to Establish Paternity and Support and Consent to Personal Jurisdiction* for the alleged father
 - Form 470-2982, *Waiver of Personal Service and Consent to Jurisdiction* for the mother.

For more information, (See, [Serving the Notice](#).)

NOTE: If a responding interstate case and if the mother will be a respondent in the action, send these documents directly to the mother and let the other state know the steps you've taken.

- ◆ Keep one copy of the *Notice of Intent to Establish Paternity and Support* and if appropriate, form 470-3310, *Notice to Mother of Intent to Establish Paternity and Support* in the imaging system.
- ◆ Do not upload the following **blank** forms to the imaging system:
 - *Directions for Service or Waiver of Personal Service and Acceptance of Notice of Intent to Establish Paternity and Support and Consent to Personal Jurisdiction*
 - *Request for Financial Statement*
 - *Financial Statement*
 - *What You Should Know About Immediate Income Withholding*
 - *Respondent's Rights and Responsibilities in Administrative Paternity Establishment*

Regenerate these forms and provide to parties if requested.

Notice to Mother When the Mother Is Not the Payee

The Unit does not serve the mother in an ADPAT action when the mother is not the payee. Send the mother form 470-3310, *Notice to Mother of Intent to Establish Paternity and Support* by regular mail in a caretaker situation, or once you have determined that you cannot serve the mother and you need to remove her as a respondent. The notice to the mother:

- ◆ Explains the Unit’s intention to establish paternity and support obligations against the alleged father.
- ◆ Informs the mother that she may contest the action by sending a written objection to the Unit within 20 days following the date on the notice.
- ◆ Explains that the mother is not a party to the action.

NOTE: ICAR displays some forms multiple times. ICAR displays the form the first time displaying the children’s full names which is then sent to the parents. ICAR displays the form a second time displaying only the children’s initials which is used for filing with the court.

Generating the Notices

To generate or regenerate the initial notices, make an entry in the GENERATE NOTICES (Y/R) field on the ADPAT screen. Except for the *Directions for Service*, ICAR generates all of the notice packet forms by this entry.

MOTHER INTERVIEW SET.....:	@ :	M INTRVW HELD(Y/N/R):
GEN MOTHER STMT(Y/R) DATE:	COMPLETED(Y/N):	DATE:
GENERATE NOTICES (Y/R).....:	DATE:	
GEN SERVICE REQT (Y/R/W/G): AF :	I/O:	DATE:
MOTHER:	I/O:	DATE:
SERVICE OBTAINED (Y/N/A/G): AF :	DATE:	REASON
MOTHER:	DATE:	REASON

Because the administrative paternity process cannot be used without a signed form 470-3293, *Mother’s Written Statement Alleging Paternity*, or similar document, no entry is allowed in the GENERATE NOTICES (Y/R) field unless the COMPLETED (Y/N) field displays a “Y.”

When you enter "Y" (to generate the forms for the first time) or "R" (to regenerate the forms) in the GENERATE NOTICES (Y/R) field, ICAR issues two narratives:

- ◆ ADPAT143 to document the generation of the request for a financial statement.
- ◆ ADPAT146 to document the generation of the financial statement and instructions for its completion.

HEADER Screen

The first time you generate form 470-3309, *Notice of Intent to Establish Paternity and Support*, and accompanying documents for the ADPAT process, ICAR displays the HEADER screen and requires you to complete it.

The information required on the HEADER screen includes:

- ◆ COURT ORDER COUNTY
- ◆ PETITIONER LINE 1
- ◆ RESPONDENT LINE 1

D479HI60	IOWA COLLECTION AND REPORTING SYSTEM	DATE:
	HEADER	TIME:
CASE NUMBER.....:		
PROCESS TYPE.....:		
COURT ORDER COUNTY:		
COURT ORDER NUMBER:		
ICIS C.O. NUMBER..:		
PETITIONER LINE 1.:		
PETITIONER LINE 2.:		
PETITIONER LINE 3.:		
PETITIONER LINE 4.:		
PETITIONER LINE 5.:		
PETITIONER LINE 6.:		
RESPONDENT LINE 1.:		
RESPONDENT LINE 2.:		
2ND RESP LINE 1...:		
2ND RESP LINE 2...:		
2ND RESP LINE 3...:		
F2=ADD F3=UPD F4=DEL F6=TRANSFER TO CTORD F11=RETURN TO ESTAB PROCESS		
NEXT SCREEN: NOTES:		

Caption all Iowa orders with one respondent as follows:

State of Iowa, [P.I.N.], ex rel.,
[Children's initials]
Petitioner,:

vs.

[Respondent's name]
Respondent.

Caption all Iowa orders with two respondents as follows:

State of Iowa, [P.I.N.], ex rel.,
[Children's initials]
Petitioner,:

vs.

[Respondent's name]
Respondent.

vs, [2nd Respondent's name]
Respondent,

When you update the HEADER screen with two respondents, type in the following information for the 2nd respondent:

- ◆ 2ND RESP LINE 1, type in VS, <payee/mother name>
- ◆ 2ND RESP LINE 2, type in RESPONDENT **or** AKA or FKA, <payee/mother name>
- ◆ 2ND RESP LINE 3, leave it blank if you typed respondent on line two **or** type in RESPONDENT if you included an AKA/FKA name on line two.

When you add the second respondent lines you must type in the words "vs," and "respondent" as instructed above or they won't appear on the form.

IN THE IOWA DISTRICT COURT FOR _____ COUNTY

STATE OF IOWA, EX REL.,?? PIN?? CHILD INITIALS PETITIONER, VS. PAYOR NAME AKA/FKA, PAYOR NAME RESPONDENT VS, PAYEE/MOTHER NAME RESPONDENT OR AKA/FKA, PAYEE/MOTHER NAME BLANK OR RESPONDENT	NO. _____ FORM NAME
---	----------------------------

The P.I.N. (personal identification number) is the office number assigned by the clerk of the district court. When Iowa is the responding state in an interstate action, the caption should remain in exactly the same format as it is when received from the initiating state.

Once you enter this information, press F2 to add the HEADER screen. You only have to enter this information once for it to appear in the appropriate legal forms in the administrative paternity process for this case.

Serving the Notice

The alleged father and mother must be afforded their due process rights. This means that the parties must be served in accordance with the Iowa Rules of Civil Procedure by a sheriff, process server, restricted certified mail or by signing a Waiver of Personal Service. Serve only the alleged father with notice of the action when the mother is not a respondent in the action or in a caretaker case.

MOTHER INTERVIEW SET.....: @ : M INTRVW HELD(Y/N/R): GEN MOTHER STMT(Y/R) DATE: COMPLETED(Y/N): DATE: GENERATE NOTICES (Y/R).....: DATE: GEN SERVICE REQT (Y/R/W/G): AF : I/O: DATE: MOTHER: I/O: DATE: SERVICE OBTAINED (Y/N/A/G): AF : DATE: REASON MOTHER: DATE: REASON
--

Determine if the Unit has jurisdiction before you attempt service on an alleged father or a mother who reside out of state.

If you know that the alleged father wishes to waive service, provide the 470-3311, Waiver of Personal Service and Acceptance of Notice of Intent to Establish Paternity and Support and Consent to Personal Jurisdiction and a copy of the notice packet. You may find out the alleged father wishes to waive service because:

- ◆ The custodial parent informs the Unit.
- ◆ The Unit has other contact with the alleged father prior to initiation of service of process.
- ◆ The alleged father is the party requesting services from the Unit and indicates a desire to waive service.

Service of the Alleged Father By Certified Mail

To attempt or reattempt service of the alleged father by certified mail, make an entry in the GEN SERVICE REQ (Y/R/W/G): AF field on the ADPAT screen. Enter a "G" to attempt service by certified mail the first time or "R" to reattempt service by certified mail. ICAR prevents entry in the I/O field when you attempt service by certified mail.

When you enter a "G" in GEN SERVICE REQ (Y/R/W/G): AF field, ICAR does the following:

- ◆ Issues a narrative (ADPAT206 if INTERSTATE (Y/N) is "N." or ADPAT273 if INTERSTATE (Y/N) is "Y.")
- ◆ Issues a calendar flag (ADPAT9)

When you enter an "R" over an existing "G" ICAR:

- ◆ Issues a narrative (ADPAT208 if INTERSTATE (Y/N) is "N" or ADPAT274 if INTERSTATE (Y/N) is "Y")
- ◆ Issues a calendar flag (ADPAT10)

Service of the Alleged Father By Sheriff Or Process Server

To attempt or reattempt service by sheriff or process server, make an entry in the GEN SERVICE REQ (Y/R/W/G): AF field and the I/O field on the ADPAT screen. Enter a "Y" to generate the service request form for the first time or "R" to regenerate the form. The cursor automatically advances to the I/O field and requires an entry to indicate whether the on-line forms are for in-state or out-of-state directions.

When you enter a "Y" in the GEN SERVICE REQ (Y/R/W/G): AF field, ICAR does the following:

- ◆ Issues a narrative (ADPAT15 if I/O field is "I", ADPAT16 if I/O field is "O" and INTERSTATE (Y/N) is "N", or ADPAT219 if INTERSTATE (Y/N) is "Y") to document form generation.
- ◆ Issues a calendar flag (ADPAT9) 45 days later to remind you to determine whether service was successful.
- ◆ Displays form 470-3181, *Directions for Service and Return of Service*, (In-state) if the I/O field is "I" or form 470-3325, *Out-of-State Directions and Return of Service*, if the I/O field is O.

When you enter an "R" over an existing "Y," ICAR:

- ◆ Issues another narrative (ADPAT17 if I/O field is "I", ADPAT18 if I/O field is "O" and INTERSTATE (Y/N) is "N", or ADPAT219 if INTERSTATE (Y/N) is "Y") to document the re-generation of the form.
- ◆ Issues a calendar flag (ADPAT10) 45 days later to remind you to determine whether service was successful.
- ◆ Displays *Directions for Service and Return of Service* or *Out-of-State Directions and Return of Service*.

Service of the Alleged Father By Waiver

To attempt or reattempt service of the alleged father by sending form 470-3311, *Waiver of Personal Service and Acceptance of Notice of Intent to Establish Paternity and Support and Consent to Personal Jurisdiction*, make an entry in the GEN SERVICE REQ (Y/R/W/G): AF field on the ADPAT screen. Enter a "W" to generate the *Waiver* for the first time or "R" to regenerate the form.

When you enter a "W" (or an "R" over an existing "W") in the GEN SERVICE REQ (Y/R/W/G): AF field, ICAR does the following:

- ◆ Issues a narrative (ADPAT286)
- ◆ Displays the Waiver and form 470-3655, *Important Information About Accepting Service of Process*
- ◆ Issues a calendar flag (ADPAT9) 45 days later to remind you to determine whether service was successful.

After the alleged father signs the *Waiver*, provide him with a copy of the signed *Waiver*.

Service of the Mother By Waiver

Do not attempt to serve the caretaker or biological mother on a caretaker case in an ADPAT action. ICAR prevents entry in the GEN SERVICE REQ (Y/R/W/G): MOTHER field if the CT CASE (Y/N) field contains a "Y."

Attempt service of the mother by acceptance of service through form 470-2982, *Waiver of Personal Service and Consent to Jurisdiction* first. If the mother does not accept service of the notice packet, then attempt service by restricted certified mail, sheriff or private process server.

To attempt or reattempt service of the mother by waiver, make an entry in the GEN SERVICE REQ (Y/R/W/G): MOTHER field on the ADPAT screen. Enter a "W" to generate the *Waiver* for the first time or "R" to regenerate the form. ICAR prevents entry in the I/O field when you enter a "W" in the GEN SERVICE REQ (Y/R/W/G): MOTHER field.

When you enter a "W" (or an "R" over an existing "W") in the GEN SERVICE REQ (Y/R/W/G): MOTHER field, ICAR does the following:

- ◆ Issues a narrative (ADPAT287)
- ◆ Displays the Waiver and form 470-3655, *Important Information About Accepting Service of Process*.
- ◆ Issues a calendar flag (ADPAT98) 30 days later to remind you to determine whether service was successful.

After the mother signs the *Waiver*, provide her with a copy of the signed *Waiver*.

Service of the Mother By Certified Mail

When you attempt or reattempt service of the mother by certified mail, make an entry in the GEN SERVICE REQ (Y/R/W/G): MOTHER field on the ADPAT screen. Enter a "G" in the GEN SERVICE REQ (Y/R/W/G): MOTHER field. ICAR prevents entry in the I/O field when you enter a "G" in the GEN SERVICE REQ (Y/R/W/G): MOTHER field.

When you enter a "G" (or an "R" over an existing "G") in the GEN SERVICE REQ (Y/R/W/G): MOTHER field, ICAR does the following:

- ◆ Issues a narrative (ADPAT220 if INTERSTATE (Y/N) is "N" or ADPAT278 if INTERSTATE (Y/N) is "Y.")
- ◆ Issues a calendar flag (ADPAT98) 30 days later to remind you to determine whether service was successful.

Service of the Mother By Sheriff Or Process Server

If the mother won't sign a *Waiver* and you are unable to serve her using certified mail, proceed to attempt service by sheriff or process server.

Enter a "Y" to generate the service documents the first time or "R" to regenerate the service documents. The cursor automatically advances to the I/O field and requires an entry to indicate whether the on-line forms are for in-state or out-of-state directions.

When you enter a "Y" (or an "R" over an existing "Y") in the GEN SERVICE REQ (Y/R/W/G): MOTHER field, ICAR does the following:

- ◆ Issues a narrative (ADPAT217 if INTERSTATE (Y/N) IS "N" or ADPAT276 if INTERSTATE (Y/N) is "Y") to document form generation. ICAR enters "in-state" as a variable of the narrative when you enter an "I" in the I/O field. ICAR enters "out-of-state" as a variable of the narrative when you enter an "O" in the I/O field.
- ◆ Issues a calendar flag (ADPAT98) 30 days later to remind you to determine whether service was successful.
- ◆ Displays form 470-3181, *Directions for Service and Return of Service*, (In-state) if the I/O field is "I" or form 470-3325, *Out-of-State Directions and Return of Service*, if the I/O field is O.

Special Process for Service At a Shelter

You may locate a party residing at a shelter (crime victim center). Before serving an alleged father or a mother at a shelter, provide the option of accepting service as follows:

- ◆ Send the form 470-3655, *Important Information About Accepting Service of Process*.
 - For the alleged father, include in the notice packet form 470-3311, *Waiver of Personal Service and Acceptance of Notice of Intent to Establish Paternity and Support and Consent to Personal Jurisdiction*.
 - For the mother, include in the notice packet form 470-2982, *Waiver of Personal Service and Consent to Jurisdiction*.

In addition to sending out the notice packet, you may also leave a phone message at the identified shelter. (The shelter cannot confirm or deny that any person is staying there.)

- ◆ Form 470-3655, *Important Information About Accepting Service of Process* informs the alleged father or the mother why signing the *Waiver* is important. It also provides locations they can get the *Waiver* signed before returning it to the Unit.
- ◆ Give the person residing at the shelter at least 10 days to accept service. If the alleged father or the mother comes to the Unit to sign the *Waiver*, make sure the party has a complete notice packet before signing the *Waiver* in front of a notary. Make a copy of the *Waiver* for the party who has signed and make sure the party keeps the rest of the notice packet.

- If the person residing at the shelter does **not** accept service, proceed with the service by sheriff or by private process server.

Inform the sheriff or process server about return of service instructions for shelter cases by contacting the sheriff or process server before sending directions for service.

- The sheriff or private process server completes form 470-3325 or 470-3181, *Return of Service* with no actual address and form 470-3656, *§915.20A Affidavit Regarding Return of Service*, with the actual address where service was obtained and returns them both to the Unit.

The *Return of Service* with the attached *Directions for Service* allows the words "crime victim center" to be filled in in place of the address of service. The *§915.20A Affidavit Regarding Return of Service* states the actual address of service and is signed by the process server and notarized.

- ◆ The Unit attorney by *ex parte* motion requests the court to file the *Return of Service* without the actual address. This *ex parte* motion, form 470-3657, *Application for §915.20A Order for Nondisclosure*, is used in combination with the order for the process form 470-3658, *§915.20A Order for Nondisclosure*.
- ◆ File the *Return of Service* in the court file and keep the *§915.20A Affidavit Regarding Return of Service* in the Unit's file. If challenged, the *§915.20A Affidavit Regarding Return of Service* containing the actual address is in the Unit's files. The Unit may ask the court to amend the original *Return of Service* if there is a challenge by the person served.

Service Obtained

Legal reference: Iowa Code Section 252F.3(3)

Successful service of the notice on the alleged father is required before you may proceed with the ADPAT process. Successful service occurs when one of the following occurs:

- ◆ the delivery of the notice packet by certified mail is valid,
- ◆ the sheriff or private process service returns to the Unit the *Return of Service* indicating service was successful,
- ◆ the party waives personal service.

Keep one copy of the following documents in the imaging system:

- ◆ Form 470-3309, *Notice of Intent to Establish Paternity and Support*
- ◆ Proof of service:
 - Form 470-3181, *Directions for Service and Return of Service* or
 - Form 470-3325, *Out-of-State Directions and Return of Service*,or
 - Forms 470-3311, *Waiver of Personal Service and Acceptance of Notice of Intent to Establish Paternity and Support and Consent to Personal Jurisdiction*, or
 - Form 470-2982, *Waiver of Personal Service and Consent to Jurisdiction*,or
 - Form 470-4209, *Affidavit of Service by Certified Mail* and signed e-return receipt
- ◆ Form 470-3310, *Notice to Mother of Intent to Establish Paternity and Support* if appropriate
- ◆ Completed form 470-3293, *Mother's Written Statement Alleging Paternity*

File these documents with the clerk of court in:

- ◆ The county where the children live, if the action is to establish paternity and continuing support obligations, or
- ◆ The county where the children last received public assistance benefits, if the action is to establish paternity and support obligations for prior periods only, or
- ◆ The county where the alleged father lives, if the action is initiated at the request of another state.

All subsequent documents related to the paternity action are filed in the county where the *Notice of Intent to Establish Paternity and Support* is filed. Do not file the *Notices* and supporting documents until after both the alleged father and the mother in a non-caretaker case are served, or after you and your office attorney or supervisor determine that the mother needs to be removed as a respondent.

Updating Successful Service on ICAR

When the alleged father or the mother is served, record this activity on the ADPAT screen.

The SERVICE OBTAINED (Y/N/A/G):fields record whether the *Notice of Intent to Establish Paternity and Support* and supporting documents (generated from the GEN SERVICE REQUEST (Y/R/W/G): field) were successfully served on the respondents and the corresponding date of service.

To update the SERVICE OBTAINED (Y/N/A/G): field, enter a "Y" (yes, service obtained by sheriff or process server), a "G" (service by certified mail) or an "A" (service accepted by waiver) and enter the date the alleged father or the mother was successfully served. You cannot make an entry in this field unless there is an entry in the GENERATE NOTICES (Y/R) field.

GEN MOTHER STMT(Y/R) DATE:	COMPLETED(Y/N):	DATE:
GENERATE NOTICES (Y/R).....:	DATE:	
GEN SERVICE REQT (Y/R/W/G): AF	:	I/O: DATE:
MOTHER:	I/O:	DATE:
SERVICE OBTAINED (Y/N/A/G): AF	:	DATE: REASON
MOTHER:	DATE:	REASON

Successful Service of the Alleged Father By Certified Mail

When you enter a "G" in the SERVICE OBTAINED (Y/N/A/G): AF field, ICAR issues:

- ◆ A narrative (ADPAT210 if INTERSTATE (Y/N) = "N", ADPAT275 if INTERSTATE (Y/N) = "Y") to document successful service.
- ◆ A calendar flag (ADPAT11) to remind you to conduct guidelines, if appropriate.
- ◆ Displays form 470-4209, *Affidavit of Service by Certified Mail*.

Successful Service of the Alleged Father By Sheriff Or Process Server

When you enter a "Y" in the SERVICE OBTAINED (Y/N/A/G): AF field, ICAR issues:

- ◆ A narrative (ADPAT21 if CT CASE (Y/N) is "Y", ADPAT22 if CT CASE (Y/N) is "N" and if INTERSTATE is 'N', or ADPAT257 if INTERSTATE is "Y") to document successful service.
- ◆ A calendar flag (ADPAT11) to remind you to conduct guidelines, if appropriate.

Successful Service of the Alleged Father By Waiver

When you enter an "A" in the SERVICE OBTAINED(Y/N/A/G): AF field, ICAR:

- ◆ Issues a narrative (ADPAT26 if INTERSTATE (Y/N) is "N" and CT CASE (Y/N) is "Y", ADPAT27 if INTERSTATE (Y/N) is "N" and CT CASE (Y/N) is "N", or ADPAT281 if INTERSTATE (Y/N) is "Y") to document that service was accepted
- ◆ Issues a calendar flag (ADPAT11) to remind you to conduct guidelines, if appropriate.

Successful Service of the Mother By Waiver

When you enter an "A" in the SERVICE OBTAINED (Y/N/A/G): MOTHER field, ICAR issues:

- ◆ A narrative (ADPAT227 if INTERSTATE (Y/N) = "N", ADPAT281 if INTERSTATE (Y/N) = "Y") to document successful service.
- ◆ A calendar flag (ADPAT106) to remind you to conduct guidelines, if appropriate.

Successful Service of the Mother By Certified Mail

When you enter a "G" in the SERVICE OBTAINED (Y/N/A/G): MOTHER field, ICAR issues:

- ◆ A narrative (ADPAT225 if INTERSTATE (Y/N) = "N", ADPAT280 if INTERSTATE (Y/N) = "Y") to document successful service.
- ◆ A calendar flag (ADPAT106) to remind you to conduct guidelines, if appropriate.
- ◆ Displays form 470-4209, *Affidavit of Service by Certified Mail*.

Successful Service of the Mother By Sheriff of Process Server

When you enter a "Y" in the SERVICE OBTAINED (Y/N/A/G): MOTHER field, ICAR issues:

- ◆ A narrative (ADPAT223 if INTERSTATE (Y/N) = "N", ADPAT279 if INTERSTATE (Y/N) = "Y") to document successful service.
- ◆ A calendar flag (ADPAT106) to remind you to conduct guidelines, if appropriate..

Updating Unsuccessful Service on ICAR

When service is unsuccessful, enter an "N" in the SERVICE OBTAINED (Y/N/A/G): field on ADPAT.

GEN MOTHER STMT(Y/R) DATE: COMPLETED(Y/N): DATE:
GENERATE NOTICES (Y/R).....: DATE:
GEN SERVICE REQ (Y/R/W/G): AF : I/O: DATE:
MOTHER: I/O: DATE:
SERVICE OBTAINED (Y/N/A/G): AF : DATE: REASON
MOTHER: DATE: REASON

When you enter an "N" in the SERVICE OBTAINED (Y/N/A/G): field, ICAR advances the cursor to the DATE and REASON fields and requires an entry. Enter the date service was determined unsuccessful in the DATE field and the corresponding reason code in the REASON field. ICAR accepts the following reasons for unsuccessful service:

- ◆ LOC=Unable to locate
- ◆ MOVE= Moved, left no forwarding address
- ◆ EMPL= No longer employed at employer provided
- ◆ DATA= Incomplete data on *Directions for Service*
- ◆ WRNG=Wrong individual listed on *Directions for Service*
- ◆ ADDR= No such address
- ◆ PERS= Served wrong person
- ◆ REFU=Person refused to accept service
- ◆ IDEN= No such person
- ◆ APT= Address is an apartment building. Need apartment number
- ◆ JAIL= Person to be served incarcerated
- ◆ DECD= Person to be served is deceased
- ◆ OTHR= Other

When you enter an "N" in the SERVICE OBTAINED (Y/N/A/G): AF field and a corresponding date and reason code (not "OTHR"), ICAR:

- ◆ Issues a narrative (ADPAT233 if INTERSTATE (Y/N) is "N" or ADPAT283 if INTERSTATE (Y/N) is "Y") to document that service was unsuccessful.
- ◆ Issues a calendar flag (ADPAT13).
- ◆ Generates a status (ADPAT6) to inform the other state that service was unsuccessful if INTERSTATE (Y/N) is "Y".

When you enter an "N" in the SERVICE OBTAINED (Y/N/A/G): AF field and a corresponding date and reason code of "OTHR", ICAR:

- ◆ Issues a narrative (ADPAT234) to document that service was unsuccessful
- ◆ Issues a calendar flag (ADPAT13).

When you enter an "N" in the SERVICE OBTAINED (Y/N/A/G): MOTHER field and a corresponding date and reason code (not "OTHR"), ICAR:

- ◆ Issues a narrative (ADPAT230 if INTERSTATE (Y/N) = "N", ADPAT282 if INTERSTATE (Y/N) = "Y") to document that service was unsuccessful.
- ◆ Issues a calendar flag (ADPAT13).

When you enter an "N" in the SERVICE OBTAINED (Y/N/A/G): MOTHER field and a corresponding date and a reason code of "OTHR", ICAR:

- ◆ Issues a narrative (ADPAT231) to document that service was unsuccessful.
- ◆ Issues a calendar flag (ADPAT13).

If you cannot obtain service on the alleged father, keep the ADPAT process open until you determine it is impossible to proceed.

Review the *Notice* before re-serving to ensure that rules and language have not been changed since the generation of the original notice. If rules or languages regarding the notices have changed, regenerate the notice.

Administrative Paternity 2 (ADPAT2) Screen

The Administrative Paternity 2 (ADPAT2) screen displays fields for common actions taken in any administrative paternity action. If there are no challenges to paternity establishment or other interventions by the parties, complete the process on the ADPAT2 screen. To access this screen, press F8 while on the ADPAT screen, press F7 while on ADPAT3, or type ADPAT2 in the NEXT SCREEN field from any screen in ICAR.

D479HA51	IOWA COLLECTION AND REPORTING SYSTEM	DATE:
	ADMINISTRATIVE PATERNITY - 2 (ADPAT2)	TIME:
CASE NUMBER:	AF / PAYOR:	
	PAYEE:	
DATE NOTICE FILED WITH COC.....:		
GENERATE GUIDELINES CV LTR (Y/R): DATE:		
AF'S RESPONSE (Y/N).....: DATE:		
MOTHER'S RESPONSE (I/C/B/N).....: DATE:		
GENERATE ORDER (A/J/R).....: TYPE: DATE:		
PATERNITY ESTABLISHED (D/H/C/A): DATE:		
SUPPORT ESTABLISHED(D/H/C/R/N/A):AF: MOTHER: DATE:		
OBLIGATION TYPES ENTERED.....:AF: MOTHER:		
CC ORDER TO INTERESTED PARTIES..:		
ACTION DISMISSED/PROCESS ENDED..: DATE:		
NARRATIVE: CALENDAR FLAG:		
F3=UPD F4=DEL F5=INQ F6=INT F7=BACK F8=FWD F10=NEXT AF F11=PREV AF F12=GLS		
NEXT SCREEN: NOTES:		

ICAR displays information in these fields on ADPAT2 from the ADPAT screen:
Several fields from the ADPAT screen carry over to ADPAT2:

- ◆ CASE NUMBER
- ◆ AF/PAYOR
- ◆ PAYEE

Enter the date of filing in the DATE NOTICE FILED WITH COC field on ADPAT2. You must enter this date to proceed with the process on ICAR. When you enter the date, ICAR issues a narrative (ADPAT29) to document that the notice was filed.

You can update this field only if the SERVICE OBTAINED (Y/N/A/G): AF field contains a "Y" "G" or "A" entry. If you complete the DATE NOTICE FILED WITH COC date before completing the SERVICE OBTAINED (Y/N/A/G) AF field, ICAR displays this on-screen message, "Notice filed with COC date requires service obtained = Y, A or G."

Possible Outcomes After Service Obtained

The alleged father and the mother have seven options after being served with form 470-3310, *Notice of Intent to Establish Paternity and Support*:

- ◆ **Request a conference** within ten days following service. (See [Conference Requested](#).)
- ◆ **Return a completed *Financial Statement*** within ten days following service. (See [Calculating Support Amount](#).)
- ◆ **Request a court hearing** on the issues of paternity or support, or both, within 20 days after service. (See [Court Hearing Requested](#).)

NOTE: The alleged father or the mother can also request a court hearing after the conference, after paternity testing, and after the Unit issues a second notice.

- ◆ **Contest paternity** within 20 days after service. When the alleged father is the only respondent, the statute also allows the mother to contest paternity within 20 days after service of the notice on the alleged father. (See [Paternity Contested](#).)
- ◆ **Contest paternity, request a conference, and request a court hearing**, or any combination of these three responses. If the alleged father responds and does not actually admit paternity, you may schedule genetic tests before the conference. (See [Paternity Contested](#) and [Genetic Tests](#).) Consult your supervisor or attorney if you are unsure what action is appropriate.

If the alleged father requests both a conference and a court hearing and does admit paternity, follow the instructions under [Conference Requested](#).

- ◆ **Admit paternity and agree to the support obligations**, or admit paternity and disagree with the support obligations. (See [Alleged Father Agrees](#).)
- ◆ **Not respond**. If neither party requests a conference, requests a court hearing, contests paternity, or agrees to paternity and support, issue the *Administrative Paternity Order* after the appropriate timeframes pass and after giving additional notice of the amount of support to be paid by sending a new guidelines calculation.

If both parties return the completed *Financial Statement* and do not ask for a conference or a court hearing or genetic testing, issue the *Administrative Paternity Order* after sending the guidelines calculation. (See [Calculating Support Amount](#) and [Issuing The Order](#).)

Calculating Support Amount

Form 470-2639, *Request for Financial Statement*, tells the alleged father and the mother to return form 470-0204, *Financial Statement*, and supporting financial documentation to the Unit office within 10 days. It also advises the parents of the Unit's procedures for determining a parent's income to calculate support amounts based on the mandatory support guidelines.

In addition to ordering child support, all established orders must contain a medical support obligation. Either or both parents may be ordered to provide health insurance. (See 10-H, [Determining Child Support Obligations](#).)

A party's return of the completed *Financial Statement* neither constitutes a request for a conference or a court hearing, nor affects a party's right to request a conference or a court hearing, or the time frames for doing so.

After the 10 days have elapsed, regardless of whether either parent returns the *Financial Statement*, follow the procedures for determining the amount of the support obligation and for determining which parent will be ordered to provide medical support. (See 10-H, [Determining Child Support Obligations](#).) You are **not required** to calculate the support amount at this point. For example:

- ◆ If the alleged father contests paternity, do not complete the guidelines worksheet until genetic tests are completed. If the tests exclude the alleged father, this action will be unnecessary.
- ◆ If the alleged father has requested a conference, you may wait to do the guidelines calculation at the conference.

NOTE: Do **not** discourage an alleged father from submitting the *Financial Statement* pending the genetic testing results.

To determine the child and medical support and to notify the parents of the result:

- ◆ Prepare:
 - Form 470-2950, *Child Support Guidelines Worksheet Cover Letter*
 - Form 470-2640, *Child Support Guidelines Worksheet*
- ◆ Generate two copies of each document. (See [Generating the Guidelines Worksheet](#).)
 - Send one to the alleged father or his attorney, if identified, by first-class mail.
 - Send one to the payee (or mother, if not the payee) or her attorney by first-class mail.
- ◆ Keep the original of both documents in the imaging system.

The cover letter informs the parents that the Unit will consider any new or different information provided by either parent or any other source within 10 days from the date of the cover letter. If either parent responds by providing additional information, repeat the steps of preparing the guidelines worksheet. (See 10-H, [Determining Child Support Obligations](#).)

When the parents receive the guidelines worksheets, one or both of them may assert their right to contest paternity or support, or request a conference or a court hearing.

- ◆ If either the alleged father or the mother contests paternity, see [Paternity Contested](#).
- ◆ If either the alleged father or the mother requests a conference, see [Conference Requested](#).
- ◆ If either the alleged father or the mother requests a court hearing on the issues of paternity or support, or both, see [Court Hearing Requested](#).
- ◆ If the alleged father requests a conference and a court hearing, and in his response does not actually admit paternity, you may schedule genetic tests before scheduling a conference. (See [Paternity Contested](#) and [Genetic Tests](#).) Consult with your supervisor or attorney if you are unsure what is appropriate.
- ◆ If the alleged father requests both a conference and a court hearing and does admit paternity, follow the instructions under [Conference Requested](#).
- ◆ If the alleged father admits paternity and agrees to the support obligations, see [Alleged Father Agrees](#).
- ◆ If neither the alleged father nor the mother has requested a conference, requested a court hearing, contested paternity, or agreed to paternity and support, issue the *Administrative Paternity Order* after the appropriate timeframe passes. (See [Issuing the Order](#).)

Generating the Guidelines Worksheet

To generate form 470-2640, *Child Support Guidelines Worksheet*, access the guidelines application from ICAR. Access the guideline screen in ICAR (GUIDLINE) and download the data to the guidelines application to initiate the calculation.

DATE NOTICE FILED WITH COC.....:	
GENERATE GUIDELINES CV LTR (Y/R):	DATE:
AF'S RESPONSE (Y/N).....: N	DATE:

After you complete the guidelines worksheet, generate the form 470-2950, *Child Support Guidelines Cover Letter*, by entering "Y" in the GENERATE GUIDELINES CV LTR (Y/R) field on ADPAT2.

ICAR does not allow you to make an entry in this field unless the SERVICE OBTAINED (Y/R/W/G) field on ADPAT contains a "Y", "G" or an "A". If you attempt to do so, ICAR displays this on-screen edit, "Generate guidelines cover letter requires Y, A, or G in service obtained fields."

ICAR issues a narrative (ADPAT145) to document the generation of the form. Eleven days later, ICAR issues a calendar flag (ADPAT14) to remind you to generate a default order unless you receive new financial information.

If you later receive new income information and you must rework the guidelines worksheet, enter "R" to regenerate the cover letter. ICAR issues a narrative (ADPAT145) to document the re-generation of the form, and a calendar flag (ADPAT15) to remind you to generate a default order unless you receive new financial information. (See 10-H, [Determining Child Support Obligations](#).)

Conference Requested

Legal reference: Iowa Code Section 252F.3

A conference is an informal meeting between the alleged father or the mother and the Unit's staff member handling the case. The conference allows the alleged father or the mother the opportunity to ask questions about the paternity allegation, the administrative paternity establishment process, the establishment of support obligations, and how to contest these actions. The request for a conference can be verbal or in writing.

At the conference, provide information to contest the allegation of paternity or the support amounts and the opportunity to provide a complete financial picture.

Follow these guidelines in determining whether to schedule a conference:

- ◆ If the alleged father or the mother does not contest paternity, but specifically requests a conference within 10 days of the date of service of from 470-3309, *Notice of Intent to Establish Paternity and Support*, schedule a conference.
- ◆ If the alleged father or mother requests a conference but also contests paternity, do not schedule a conference until paternity testing has been conducted. First, issue an order for genetic tests. Then, if the genetic tests do not exclude the alleged father, schedule the conference after receiving the test results. (See [Genetic Tests](#) for more information.)
- ◆ If the alleged father or the mother does not request a conference within 10 days of the date of service of the *Notice of Intent to Establish Paternity and Support*, but contests paternity and paternity testing is conducted, the alleged father and mother have another opportunity to request a conference. In that case, allow 10 days after the date the paternity test results are mailed to request a conference. (See [Genetic Tests](#).)

You are not required to give the non-requesting party advance notice that a conference is being held with the other parent. Both respondents have the right to request their own conference. If something changes because a conference is held, the non-requesting respondent will be alerted to that change and will have the opportunity to request a court hearing.

Either the alleged father or the mother may complete and return form 470-0204, *Financial Statement*, with or without other financial documentation, in response to the notice. Do not treat the return of a completed *Financial Statement* as a request for a conference unless the *Financial Statement* is accompanied by a specific request for a conference.

Recording the Conference Request

DATE NOTICE FILED WITH COC.....:	
GENERATE GUIDELINES CV LTR (Y/R):	DATE:
AF'S RESPONSE (Y/N).....:	DATE:
MOTHER'S RESPONSE (I/C/B/N).....:	DATE:

When the alleged father or the mother sends a written request for a conference, record the response in ICAR. .

To update ADPAT2 to indicate the alleged father requested a conference:

- ◆ Enter "Y" in the AF'S RESPONSE (Y/N) field on ADPAT2. (Return of financial information is not considered a request for a conference.) **Note:** ICAR does not allow an entry in this field unless the SERVICE OBTAINED (Y/R/A/G) AF field contains a "Y", "G" or "A". Enter the date the request is received.
- ◆ Press F3. ICAR displays ADPAT3 screen.
- ◆ Enter "Y" in the CONFERENCE REQUESTED BY AF (Y/N) field on the ADPAT3 screen.

ICAR issues a narrative (ADPAT87) to document that a conference was requested.

To update ADPAT3 to indicate the mother requested a conference:

- ◆ Enter "Y" in the CONF REQUESTED BY MOTHER (Y/N) field on ADPAT3. (Return of financial information is not considered a request for a conference.) **NOTE:** ICAR does not allow an entry in this field unless the SERVICE OBTAINED (Y/R/A/G) MOTHER field contains a "Y", "G" or "A".
- ◆ Enter the date the request is received.
- ◆ Press F3.

ICAR issues a narrative (ADPAT245) to document that a conference was requested.

Administrative Paternity 3 (ADPAT3) Screen

The Administrative Paternity 3 (ADPAT3) screen is not used in every administrative paternity establishment case. ADPAT3 displays the process steps that occur as a result of specific responses from either the mother or the alleged father, including contesting paternity, requesting a conference, or requesting a court hearing.

You also access the GENTEST screen from ADPAT3 to report genetic testing information. After updating ADPAT3, you must return to ADPAT2 to complete the process with an order, or to end the process without an order.

ICAR displays information in these fields on ADPAT3 from the ADPAT screen:

- ◆ CASE NUMBER
- ◆ AF/PAYOR
- ◆ PAYEE

D479HA52	IOWA COLLECTION AND REPORTING SYSTEM	DATE:
	ADMINISTRATIVE PATERNITY - 3 (ADPAT3)	TIME:
CASE NUMBER:	AF / PAYOR:	
	PAYEE:	
AF CONTESTS PATERNITY (Y/N).....:	DATE:	
CONFERENCE REQUESTED BY AF (Y/N):	CSRU RESP (S/D):	DATE:
AF CONFERENCE SCHEDULED	@ : M	CONF HELD (Y/N/R)
CONF REQUESTED BY MOTHER (Y/N) :	CSRU RESP (S/D):	DATE:
MOTHER CONFERENCE SCHEDULED :	@ : M	CONF HELD (Y/N/R) :
GEN NOTICE TO CT-AGRD ORD (Y/R)..:	DATE:	
COURT HEARING REQUESTED (Y/N)....:	BY (CSRU/AF/MO):	DATE:
GENETIC TEST SET AF.....:	@ : M	TST COMPL (Y/N/R):
GENETIC TEST SET MOTHER.....:	@ : M	TST COMPL (Y/N/R):
GENETIC TEST SET CHILD.....:	@ : M	TST COMPL (Y/N/R):
GEN ADMIN ORDER GENETIC TEST(Y/R):	DATE:	
GEN FIRST RESULTS NOTICE (Y/R)..:	DATE:	
CHALLENGE REC'D (M/AF/CSRU/BOTH):	DATE:	
GEN SECOND RESULTS NOTICE (Y/R)..:	DATE:	
CERTIFIED TO COURT.....:		
COURT HEARING SET: @ :	M	COURT HEARING HELD (Y/N/R) :
F3=UPD F4=DEL F5=INQ F6=INTERSTA F7=BACK F10=NEXT AF F11=PREV AF F12=GLS		
NEXT SCREEN:	NOTES:	

Responding to the Request

When the alleged father or the mother requests a conference, respond to the request by either scheduling or denying the conference request. Use the appropriate AF or mother CSRU RESP (S/D) field to indicate whether the conference will be scheduled or that the request is denied. ICAR will not allow you to continue the process until you respond to the conference request by making an entry in the CSRU RESP (S/D) field.

As a general rule, the only reason to deny a written conference request is if the request is made after form 470-3294, *252F Administrative Paternity and Support Order*, has been signed by a judge and filed by the clerk of court.

However, once the order has been signed, filed, and entered into ADPAT, ICAR "locks" the ADPAT screens and you cannot produce any further documents. Therefore, after the *Administrative Paternity Order* has been entered in ADPAT, use the FORMLIST screen to generate form 470-3312, *Paternity Negotiation Conference Denied*, notifying the father or the mother that the request for a conference has been denied.

To deny a conference before the *Administrative Paternity Order* has been entered in ADPAT, enter "D" in the appropriate CSRU RESP (S/D) field (AF or mother). Consult your supervisor or attorney before deciding to deny a conference before entry of the order.

When you make this entry, ICAR displays form 470-3312 *Paternity Negotiation Conference Denied* for you to generate. Print one copy. Send one copy to the requestor by first-class mail. Keep one copy in the imaging system.

ICAR also issues a narrative (ADPAT88) for you to complete to document the reason for the denial when enter a "D" in either the AF or mother CSRU RESP (S/D) field.

When you accept the request for a conference, enter an "S" in the appropriate CSRU RESP (S/D) field. ICAR issues a narrative (ADPAT89) when you enter an "S" in either the AF or mother CSRU RESP (S/D) field. ICAR requires you to schedule the date and time for the conference (See [Scheduling the Conference](#)).

Scheduling the Conference When the Alleged Father Is the Requestor

When you receive a timely written request for a conference from the alleged father, schedule it as soon as possible.

- ◆ Enter the date and time of the conference in the AF CONFERENCE SCHEDULED field on ADPAT3.
 - ICAR allows entry only if CSRU RESP (S/D) = "S" and SERVICE OBTAINED (Y/N/A/G) AF = "Y", "G" or "A."
- ◆ ICAR generates:
 - Form 470-3312, *Paternity Negotiation Conference Scheduled*. Select the applicable paragraphs to schedule the conference.
 - Form 470-3313, *Paternity Negotiation Conference Report*, for you to prepare for the conference and complete during the conference. Keep the conference report in the file to complete on the date of the conference.
 - A narrative (ADPAT247) to record the scheduling.
 - A calendar flag (ADPAT31) to remind you of the conference and to enter the conference results in ICAR.
- ◆ Print one copy of form 470-3312, *Paternity Negotiation Conference Scheduled*. Send one copy to the alleged father by first-class mail. Keep one copy in the imaging system.

Scheduling the Conference When the Mother Is the Requestor

When you receive a timely written request for a conference from the mother, schedule it as soon as possible.

- ◆ Enter the date and time of the conference in the MOTHER CONFERENCE SCHEDULED field on ADPAT3. ICAR allows entry only if CSRU RESP (S/D) = "S" and SERVICE OBTAINED (Y/N/A/G) MOTHER = "Y", "G" or "A."
- ◆ ICAR generates:
 - Form 470-3312, *Paternity Negotiation Conference Scheduled*. Select the applicable paragraphs to schedule the conference.
 - Form 470-3313, *Paternity Negotiation Conference Report*, for you to prepare for the conference and complete during the conference. Keep the conference report in the file to complete on the date of the conference.

- A narrative (ADPAT246) to record the scheduling.
- A calendar flag (ADPAT101) to remind you of the conference and to enter the conference results in ICAR.
- ◆ Print one copy of form 470-3312, *Paternity Negotiation Conference Scheduled*. Send one copy to the mother by first-class mail. Keep one copy in the imaging system.

Possible Outcomes of the Conference

If the requestor appears for the conference, you must issue form 470-3314, *Second Notice of Intent to Establish Paternity and Support and Finding of Financial Responsibility*. (See [Conference Report and Second Notice](#).) The requestor has 10 days from the issuance of the second notice to request a hearing.

The requestor may:

- ◆ **Admit paternity and agree to the support obligations.** Prepare form 470-3294, *252F Administrative Paternity and Support Order*, as a **consent paternity and support order** and have the respondent sign form 470-4084, *Child Support Declaration*. (See [Alleged Father Agrees: Agrees to Paternity and Support](#).) You must still issue a second notice based on the requestor's agreement. If the non-requesting party is also a respondent in the action, you must also seek the non-requesting party's consent to the paternity and support obligation. If the non-requesting party does not consent, wait the appropriate timeframes and then prepare the order and other accompanying documents to file with the clerk of court.
- ◆ **Admit paternity but not agree to the support obligations.** Ask the requestor to submit a written request for a court hearing. Prepare the *252F Administrative Paternity and Support Order*, as a **consent paternity order only** and *Child Support Declaration*. Ask the parties to sign the *Child Support Declaration*. (See [Alleged Father Agrees: Agrees to Paternity But Not Support](#).) You must still issue a second notice.
- ◆ **Contest paternity.** Order genetic tests if they have not already been conducted after the requestor completes a written genetic testing request. (See [Genetic Tests](#).) After you receive the genetic test results, you must issue them to the parties, and (if the alleged father is not excluded) issue the second notice if you did not issue it at the conference.

- ◆ **Fail to appear.** Even if the requestor does not appear for the scheduled conference and has not already requested a court hearing, allow 10 days from the date set for the conference or 20 days from the date the genetic testing results are issued for the alleged father or the mother to request a court hearing.

If you have already sent the alleged father and the mother form 470-2640, *Child Support Guidelines Worksheet*, and you have obtained additional information that would change the child support amount, issue a second notice.

Conference Report and Second Notice

Regardless of the outcome, complete form 470-3313, *Paternity Negotiation Conference Report*, during or immediately after the conference. (ICAR generates the *Paternity Negotiation Conference Report* when the conference is scheduled.)

Use this report to summarize what occurred during the conference, including any new information the requestor provided. Keep the conference report in the imaging system and give or send a copy of the report to the requestor.

- ◆ If the requestor appears for the conference, prepare:
 - Form 470-3314, *Second Notice of Intent to Establish Paternity and Support and Finding of Financial Responsibility*. (See [Recording the Conference Result](#)).
 - Form 470-2640, *Child Support Guidelines Worksheet*, including if appropriate, the Accrued Support Calculation attachment. Generate this form from the guidelines application.
- ◆ If you complete these documents while the requestor is still in the office, provide copies of the forms. Otherwise, mail them to the requestor's last-known address (or that of the requestor's attorney, if applicable) by first-class mail.
- ◆ Keep copies of these documents and file the originals with the court. The original *Child Support Guidelines Worksheet* and the *Second Notice of Support Debt and Finding of Financial Responsibility* will be filed with the court when the administrative order is entered or when a court hearing is scheduled. Do not file the *Negotiation Conference Report* with the clerk of court, because it contains confidential information.
- ◆ Update ICAR with the results of the conference. (See [Recording the Conference Result](#).)

Recording the Conference Result

AF CONTESTS PATERNITY (Y/N).....:	DATE:		
CONFERENCE REQUESTED BY AF (Y/N):	CSRU RESP (S/D):	DATE:	
AF CONFERENCE SCHEDULED:	@ :	M	CONF HELD (Y/N/R):
CONF REQUESTED BY MOTHER (Y/N) :	CSRU RESP (S/D):	DATE:	
MOTHER CONFERENCE SCHEDULED :	@ :	M	CONF HELD (Y/N/R):

Recording the Outcome - Alleged Father Is the Requestor

Each outcome mentioned under [Possible Outcomes of the Conference](#) requires an entry in the alleged father's CONF HELD (Y/N/R) field on ADPAT3 to indicate whether the conference was held.

- ◆ If the conference is held enter "Y." ICAR issues:
 - A narrative (ADPAT92 if INTERSTATE (Y/N) is "N" or ADPAT93 if INTERSTATE (Y/N) is "Y") documenting that the AF conference was held. You may supplement the narrative entry to record what occurred at the conference.
 - A calendar flag (ADPAT33) reminding you that the conference was held and prompting you to generate a default order if appropriate.

When you enter a "Y" in the alleged father's CONF HELD (Y/N/R) field, ICAR displays form 470-3314, *Second Notice of Intent to Establish Paternity and Support and Finding of Financial Responsibility*, for you to generate. A cover letter containing address information is included with this form to use when mailing the form. Keep a copy of the cover letter in the imaging system, but **do not file it in the court file.**

- ◆ If the conference is **not** held enter "N." ICAR issues:
 - A narrative (ADPAT94) documenting that the conference was not held.
 - A calendar flag (ADPAT87) prompting you to generate an administrative paternity order if appropriate.

Proceed with the default process.

- ◆ If the conference is **rescheduled** enter "R." ICAR issues:
 - A narrative (ADPAT95) documenting that the conference was rescheduled.
 - A calendar flag (ADPAT86) when the conference is rescheduled documenting the reason, and a second calendar flag (ADPAT88) two days later requesting an entry in the CONF HELD (Y/N/R) field.

Recording the Outcome – Mother Is the Requestor

Each outcome mentioned under [Possible Outcomes of the Conference](#) requires an entry in the mother's CONF HELD (Y/N/R) field on ADPAT3 to indicate whether the conference was held.

- ◆ If the conference **is** held enter "Y." ICAR issues:
 - A narrative (ADPAT248) documenting that the mother conference was held.
 - A calendar flag (ADPAT103) reminding you that the conference was held and prompting you to generate a default order if appropriate.

When you enter a "Y" in the mother's CONF HELD (Y/N/R) field, ICAR displays form 470-3314, *Second Notice of Intent to Establish Paternity and Support and Finding of Financial Responsibility*, for you to generate. A cover letter containing address information is included with this form to use when mailing the form. Keep a copy of the cover letter in the imaging system, but **do not file it in the court file.**

- ◆ If the conference is **not** held enter "N." ICAR issues:
 - A narrative (ADPAT249) documenting that the conference was not held.
 - A calendar flag (ADPAT104) prompting you to generate an administrative paternity order if appropriate.

Proceed with the default process.

- ◆ If the conference is **rescheduled** enter "R." ICAR issues:
 - A narrative (ADPAT250) documenting that the conference was rescheduled.
 - A calendar flag (ADPAT105) when the conference is rescheduled documenting the reason, and a second calendar flag (ADPAT102) two days later requesting an entry in the CONF HELD (Y/N/R) field.

NOTE: ICAR does not allow an entry in either the alleged father's or the mother's CONF HELD (Y/N/R) field unless the CONFERENCE SCHEDULED date and time fields are completed. If you enter a "Y" in either the alleged father's or the mother's CONF HELD (Y/N/R) field but leave the CONFERENCE SCHEDULED date and time fields incomplete, ICAR displays this on-screen message, "Conference scheduled held requires an entry in conference scheduled."

Last Chance to Request a Court Hearing

After issuance of form 470-3314, *Second Notice of Intent to Establish Paternity and Support and Finding of Financial Responsibility*, the alleged father or the mother may request a court hearing by the date on whichever of the following deadlines expires last:

- ◆ 20 days after the date form 470-3309, *Notice of Intent to Establish Paternity and Support*, was served on the alleged father or the mother.
- ◆ 10 days after the date set for the conference.
- ◆ 10 days after the date the *Second Notice of Intent to Establish Paternity and Support and Finding of Financial Responsibility* is issued.

If neither party requests a court hearing nor contests paternity within the allowable time frames, issue the *Administrative Paternity Order* as a default order. (See [Issuing the Order](#).)

If the alleged father or the mother requests a hearing, even after the applicable deadlines have expired, but the *Administrative Paternity Order* has not been signed by the judge and filed by the clerk of court, grant the hearing request. (See [Court Hearing Requested](#).) If the alleged father or the mother contests paternity, genetic testing must be conducted and the results must be issued before the hearing can be scheduled. (See [Genetic Tests](#).)

If the alleged father or the mother contests paternity at any time before the *Administrative Paternity Order* has been signed by the judge and filed by the clerk of court, honor the request. (See [Paternity Contested](#).)

Court Hearing Requested

Legal reference: Iowa Code Section 252F.3(1),(4),(6)

The alleged father or the mother may request a court hearing on the issues of paternity, or support, or both. To do so, the alleged father or the mother must either submit a written request to the Unit that issued form 470-3309, *Notice of Intent to Establish Paternity and Support*, or file the request with the clerk of court (and send a copy to the Unit).

The alleged father or the mother must make the request by the date on whichever of the following deadlines expires **last**:

- ◆ 20 days after the date the *Notice of Intent to Establish Paternity and Support* is served on the alleged father or the mother;
- ◆ 10 days after the date set for a conference, if applicable;
- ◆ 20 days after the date paternity test results are issued, if applicable; or
- ◆ 10 days after the date form 470-3314, *Second Notice of Intent to Establish Paternity and Support and Finding of Financial Responsibility*, is issued.

If the alleged father or the mother requests a court hearing on the issue of paternity, do not hold a court hearing until 30 days after the genetic testing results are issued.

You may accept a request for a court hearing on paternity or support beyond the time limits allowed if the *Administrative Paternity Order* has not already been signed by a judge and filed by the clerk of court.

If the alleged father or the mother contacts the Unit to request a court hearing after the *Administrative Paternity Order* has been signed by a judge and filed, explain that the Unit cannot act upon the request. Suggest that the parent consult with an attorney regarding possible options. Until judicial relief is granted, the *Administrative Paternity Order* is a valid order, and the Unit will enforce it.

When the alleged father or the mother requests a court hearing on the issue of paternity at any time before an order is signed by the judge and filed by the clerk of court, issue an administrative order requiring the parties to submit to genetic tests if they have not already been conducted. (See [Genetic Tests](#).)

When genetic tests have been conducted and the results issued do not exclude the alleged father, both the alleged father and the mother have another 20 days from the date the results were issued to request a court hearing. The alleged father or the mother must file a challenge to the results of the tests or the presumption of paternity in order to get a court hearing, .

Consider a challenge to the genetic test results (if no one requests a retest) or a challenge to the presumption of paternity created by the test results to be a request for a court hearing. In this case, follow the procedures under [Genetic Tests: A Party Challenges the Test Results or the Presumption](#).

An alleged father or a mother who has not contested paternity, or has not challenged the genetic test results, may still request a court hearing on the issue of support. However, prepare a *Paternity Only Order* before certifying the matter to court. (See [Agrees to Paternity But Not Support](#).)

Recording the Court Hearing Request

When a party requests a court hearing , you must update ICAR with this request by entering "Y" in the COURT HEARING REQUESTED (Y/N) field on ADPAT3. When you enter a "Y" in the COURT HEARING REQUESTED (Y/N) field, ICAR requires an entry in the BY (CSRU/AF/MO) and the DATE fields.

When you enter a "Y" in the COURT HEARING REQUESTED (Y/N) field and an AF in the BY (CSRU/AF/MO) field, ICAR issues a narrative (ADPAT98 if INTERSTATE is "N" or ADPAT157 if INTERSTATE is "Y") to document the request and a calendar flag (ADPAT36) reminding you to certify the case to court.

When you enter a "Y" in the COURT HEARING REQUESTED (Y/N) field and MO in the BY (CSRU/AF/MO) field, ICAR issues a narrative (ADPAT251 if INTERSTATE is "N" or ADPAT 284 if INTERSTATE (Y/N) is "Y") to document the request and a calendar flag (ADPAT36) reminding you to certify the case to court.

GEN NOTICE TO CT-AGRD ORD (Y/R):	DATE:		
COURT HEARING REQUESTED (Y/N)... :	BY (CSRU/AF/MO):	DATE:	
GENETIC TEST SET AF.....:	@ :	M	TST COMPL (Y/N/R):

Scheduling the Court Hearing

ICAR generates the documents needed to schedule a hearing when you make specific entries on ADPAT3.

GEN SECOND RESULTS NOTICE (Y/R):	DATE:
CERTIFIED TO COURT:	
COURT HEARING SET: @ :	COURT HEARING HELD (Y/N/R):

When you enter a date in the CERTIFIED TO COURT field. ICAR displays form 470-3319, *Request for Chapter 252F Hearing*, for you to generate. The CERTIFIED TO COURT field indicates the date the administrative paternity action is certified to the court to schedule a court hearing.

- ◆ To update the CERTIFIED TO COURT field, enter a date that is equal to or later than the SERVICE OBTAINED (Y/N/A/G) date on ADPAT.

When a case is certified to court, ICAR issues a narrative (ADPAT132) recording this action, and a calendar flag (ADPAT70) reminding you to enter a court date and time.

- ◆ Assign a Unit attorney to the case by entering the identification number of the local Unit attorney who is handling the case in the CSRU ATTY ID field on ADPAT. Adding a Unit attorney to this field causes ICAR to print the attorney's name and identifying information on ADPAT forms containing the Unit's attorney information.
- ◆ Prepare and give the following documents to the Unit attorney to file in the district court where form 470-3309, *Notice of Intent to Establish Paternity and Support*, was filed:
 - ◆ Form 470-3319, *Request for Chapter 252F Hearing*, to request that a court hearing be scheduled in the district court where the *Notice of Intent to Establish Paternity and Support* was filed; and
 - ◆ Form 470-2640, *Child Support Guidelines Worksheet*, (if not already completed). Include an Accrued Support Calculation attachment, if appropriate.
- ◆ Assemble the originals of the following documents, if they have not already been filed:
 - Form 470-3317, *Administrative Order for Genetic Testing*, for each person ordered, if any.
 - Form 470-3294, *252F Administrative Paternity and Support Order*, if the alleged father and the mother agreed to the entry of a paternity only order.
 - The written request for a court hearing or challenge to the genetic test results.
 - Form 470-3313, *Paternity Negotiation Conference Report*, if applicable.
 - Form 470-3314, *Second Notice of Intent to Establish Paternity and Support and Finding of Financial Responsibility*, if any.

- Form 470-0204, *Financial Statement*.

Due to confidentiality safeguards, if there is a disclosure risk indicator (DRI) or a family violence indicator (FVI) on the case, the attorney determines whether the attachments are important to produce in court, taking into consideration the issue being disputed and what each of the parties already knows about the other. Keep attachments to the *Financial Statement*, in the imaging system.

NOTE: Do not include the cover letters with the address information in the packet to be filed with the court. Documents filed with the clerk of court are public record and the Unit must keep address information confidential.

- Copies of other notices or forms issued to the parents, but **not** the following:
 - ◇ Form 470-3877, *Child Support Information*
 - ◇ Form 470-3929, *Establishment Questionnaire*
 - ◇ Form 470-3306, *Request for Mother's Statement Alleging Paternity*
 - ◇ Form 470/2819, *What You Should Know About Immediate Income Withholding*
 - ◇ Form 470-2639, *Request for Financial Statement*
 - ◇ Form 470-3181 or 470-3325, *Directions for Service and Return of Service*
 - ◇ Form 470-3312, *Paternity Negotiation Conference Scheduled or Denied*
- ◆ Depending on the procedure in the county where the action is filed, either the court or the Unit schedules the court hearing. When the hearing is scheduled, update ICAR with the hearing date in the COURT HEARING SET field on ADPAT3. ICAR issues:
 - A narrative (ADPAT133 if INTERSTATE (Y/N) is "N" or ADPAT134 if INTERSTATE (Y/N) is "Y") to document the scheduled date of the hearing.
 - A calendar flag (ADPAT71 with narrative ADPAT133 or ADPAT72 with narrative ADPAT134) after the hearing date to remind you to enter the results of the hearing.
 - A status (ADPAT48) to inform the parties of the date and time of the hearing.
 - If INTERSTATE (Y/N) is "Y," a status (ADPAT49) to inform the initiating state of the date and time of the hearing.

Recording the Court Hearing Results

Record the results of the court hearing in the COURT HEARING HELD (Y/N/R) field on ADPAT3. (ICAR does not allow an entry in the COURT HEARING HELD (Y/N/R) field unless a date has been entered in the COURT HEARING SET field.)

- ◆ If the hearing was held, enter "Y" and proceed with entry of the order of the court. When you enter a "Y," ICAR issues a narrative (ADPAT135) to document that the hearing was held and a calendar flag (ADPAT73) to remind you to record the outcome of the hearing.
- ◆ If the hearing was not held, enter "N" and proceed with entry of a default order. When you enter an "N," ICAR issues a narrative (ADPAT136) to document that the hearing was not held and a calendar flag (ADPAT74) reminding you to take the next action.
- ◆ If the hearing was rescheduled, do not re-certify the case. Obtain a new date and time and enter an "R" in the COURT HEARING HELD (Y/N/R) field and the date in the COURT HEARING SET field.

When you enter an "R" ICAR issues a narrative (ADPAT137 if CT CASE (Y/N) is "Y" and INTERSTATE (Y/N) is "N", ADPAT138 if CT CASE (Y/N) is "N" and INTERSTATE (Y/N) is "N", or ADPAT139 if CT CASE (Y/N) is "N" and INTERSTATE (Y/N) is "Y") to document that the hearing was rescheduled.

You can generate a blank form 470-3335, *252F Judgment and Order Establishing Paternity*, or form 470-3641, *252F Judicial Support Order*, from the FORMVIEW screen for the attorney to complete at the hearing. If the blank version is not used and the court establishes paternity, prepare the order from ICAR. (See [Preparing the Judicial Order](#).)

Paternity Contested

Legal reference: Iowa Code Section 252F.3(1),(6)

Either the alleged father or the mother may contest paternity. The party contesting paternity must do so in writing and send the request to the Unit that issued form 470-3309, *Notice of Intent to Establish Paternity and Support*.

The deadline by which the Unit must receive a paternity contest from either party is 20 days following service of the *Notice of Intent to Establish Paternity and Support*.

However, if either party contests paternity before the *Administrative Paternity Order* has been signed by a judge and filed with the clerk of court, accept the contest and issue administrative *ex parte* orders requiring the parties to submit to genetic testing. (See [Genetic Tests](#).)

When the mother is not a respondent to the action, form 470-3310, *Notice to Mother of Intent to Establish Paternity and Support*, informs the mother that she has 20 days from the date of the **mother's** notice to contest paternity.

Recording Father's Paternity Contest

If the alleged **father** contests paternity, make entries on ADPAT2 and ADPAT3 as follows:

- ◆ Enter "Y" in the AF'S RESPONSE (Y/N) field on ADPAT2.
- ◆ Enter "Y" in the AF CONTESTS PATERNITY (Y/N) field on ADPAT3 to indicate the alleged father is contesting paternity. The default for the AF CONTESTS PATERNITY (Y/N) field is "N." Do not update this field unless the alleged father actually contests paternity.
- ◆ Enter the date that the alleged father contested paternity in the DATE field.

When you enter a "Y" and the date, ICAR issues:

- ◆ A narrative (ADPAT86) to document that the alleged father contested paternity.
- ◆ A calendar flag (ADPAT29) reminding you to schedule genetic testing.

Recording Mother's Response

The MOTHER'S RESPONSE (I/C/B/N) field on ADPAT2 indicates whether the mother has responded to the administrative paternity action by filing an intervention or a contest to paternity establishment, or both. Valid entries for the MOTHER'S RESPONSE (I/C/B/N) field are:

- ◆ C= Contest
- ◆ N= None

The default entry is "N." You do not have to make an entry unless a response is received.

At one time the following entries were allowed, but these entries are no longer used:

- ◆ I= Intervene
- ◆ B= Both

AF'S RESPONSE (Y/N).....:	DATE:	
MOTHER'S RESPONSE (I/C/B/N).....:	DATE:	
GENERATE ORDER (A/J/R).....:	TYPE:	DATE:

If the mother contests paternity:

- ◆ Enter "C" in the MOTHER'S RESPONSE (I/C/B/N) field on ADPAT2.
- ◆ Enter the date the contest was received in the DATE field.

When you enter a "C" ICAR issues:

- ◆ A narrative (ADPAT32 if CT CASE (Y/N) is "Y" or ADPAT33 if CT CASE (Y/N) is "N") to document the mother's contest to paternity.
- ◆ A calendar flag (ADPAT16 if CT CASE (Y/N) is "Y" or ADPAT18 if CT CASE (Y/N) is "N") ten days later to remind you to schedule genetic testing.
- ◆ A status (ADPAT7 if CT CASE (Y/N) is "Y" or ADPAT8 if CT CASE (Y/N) is "N").

Genetic Tests

Legal reference: Iowa Code Section 252F.3(6)

The Unit has statutory authority to issue *ex parte* (without prior notice to the parties) administrative orders requiring the parties to submit to genetic testing. In situations where paternity is contested, Iowa Code chapter 252F authorizes the Unit to issue genetic testing orders for all parties. In other situations, the Unit may issue these orders at its own discretion. If you are unsure if the Unit should request genetic testing, consult your supervisor or your Unit attorney.

The Unit is required to advance payment for initial genetic testing. Any additional testing requested, after the initial genetic testing results are received, is to be advanced by the contestant. If the party requesting the additional testing does not advance payment, certify the case to the district court. (See [Court Hearing Requested](#).)

A copy of a bill for genetic testing is admissible as evidence without requiring third-party foundation testimony and constitutes prima facie evidence of the amount incurred for genetic testing.

Ordering Genetic Tests

Schedule genetic test appointments with your office's testing vendor and update ICAR with the testing date.

- ◆ Prepare copies of form 470-3317, *Administrative Order for Genetic Testing*, for each of the following:
 - One for the alleged father
 - One for the children
 - One for the mother

The Unit can use the mother and the child's prior genetic testing samples when proceeding against a subsequent AF, or when proceeding on a different case. Reusing the sample is allowed only for the mother and child. The Unit cannot use the alleged father's previously collected samples.

Case #1:

Ms. A names Mr. B as the alleged father of Child J. Mr. B requests genetic testing and appears for the genetic testing appointment. Ms. A and Child J also appear for genetic testing. Genetic testing is completed.

Mr. B is excluded as the father of child J. Ms. A completes a new *Mother's Written Statement Alleging Paternity* naming Mr. G. Mr. G requests genetic testing. You do not need to reschedule Ms. A and Child J for a genetic testing appointment. You need to schedule Mr. G for a genetic testing appointment.

Case #2:

Ms. Z names the same Mr. B in the case above as the alleged father of Child M. Mr. B requests genetic testing, but does not appear for the genetic testing appointment. Ms. Z and Child M appear for testing.

Do not use the sample collected on case #1 for Mr. B in order to move forward with testing on case #2. Contact Mr. B to determine why he didn't appear for genetic testing. If you are not able to contact Mr. B, proceed to establish a paternity and support order against Mr. B for Child M.

- ◆ Get the signature of the administrator's designee on the *Administrative Order for Genetic Testing*.
- ◆ Keep a copy of each order in the imaging system and keep the originals of each order for the court file.
- ◆ Send a copy of the *Administrative Order for Genetic Testing* to the alleged father by first-class mail to his last known address (or that of his attorney, if applicable).
- ◆ Send a copy of the *Administrative Order for Genetic Testing* to the caretaker (and the mother, if applicable) by first-class mail to the last known address (or to the attorney, if applicable).

NOTE: With each order, ICAR generates a cover letter with address information for each party. Keep a copy of each cover letter in the imaging system to document the addresses each order was mailed to. Do not file the cover letters in the court file.

Entering the Schedule for Genetic Tests

Schedule the tests using the following fields on ADPAT3:

GENETIC TEST SET AF.....:	@ : M TST COMPL (Y/N/R):
GENETIC TEST SET MOTHER.....:	@ : M TST COMPL (Y/N/R):
GENETIC TEST SET CHILD.....:	@ : M TST COMPL (Y/N/R):
GEN ADMIN ORDER GENETIC TEST(Y/R):	DATE:

Record the date and time the alleged father is scheduled to have a genetic sample taken in the GENETIC TEST SET AF field. When you enter a date and time, ICAR issues:

- ◆ A narrative (ADPAT99) to document the scheduled date and time of the test.
- ◆ A calendar flag (ADPAT37) seven days after the scheduled date if you have not made entries to indicate that the test was taken or rescheduled.
- ◆ A status to the other state if INTERSTATE (Y/N) = "Y"(on the ADPAT screen), notifying the state of the date and time of the alleged father's genetic test appointment.

Record the date and time the mother is scheduled to have a genetic sample taken in the GENETIC TEST SET MOTHER field. The process can continue without the mother's sample, however, review with your supervisor and attorney first. It should only be in rare situations that the Unit must proceed without the mother's sample.

When you enter a date and time, ICAR issues:

- ◆ A narrative (ADPAT102 if CT CASE (Y/N) is "Y" or ADPAT104 if CT CASE (Y/N) is "N") to document the scheduled date and time of the appointment.
- ◆ A calendar flag (ADPAT40 if narrative ADPAT102 issues, and ADPAT96 if narrative ADPAT104 issues) which issues seven days after the scheduled date of the appointment if you have not made entries to indicate that the appointment was held or rescheduled.
- ◆ A calendar flag (ADPAT39 if CT CASE (Y/N) is "Y") reminding you to send an administrative order for genetic testing to the mother.

Record the date and time the child is scheduled to have a genetic sample taken in the GENETIC TEST SET CHILD field. When you enter a date and time, ICAR issues:

- ◆ A narrative (ADPAT106 if CT CASE (Y/N) is "Y" and ADPAT192 if CT CASE (Y/N) is "N") documenting the scheduled date and time of the appointment.
- ◆ A calendar flag (ADPAT42 if narrative ADPAT106 issues) which issues seven days after the scheduled appointment date if you have not made entries indicating that the test was held or rescheduled.

ICAR edits the entries and issues on-screen messages to prompt you to make correct entries in the GENETIC TEST SET DATE fields. The following rules apply:

- ◆ You must enter the time the genetic testing is to be done. If you complete only the date of the genetic testing, ICAR displays this on-screen message, "Genetic test AF date, time, and AM or PM must all be entered."
- ◆ The current date is always an acceptable entry.
- ◆ To enter a future date, TST COMPL (Y/N/R) must be blank or have an "R" entry. If you enter a future date for genetic testing, and the TST COMPL (Y/N/R) field contains a "Y" or if the TST COMPL (Y/N/R) field is blank, ICAR displays this on-screen message, "Genetic test AF complete must be R = Rescheduled."
- ◆ To enter a past date, TST COMPL (Y/N/R) must have a "Y" or "N" entry. If you enter a past date and do not enter a "Y" in TST COMPL (Y/N/R) field, ICAR displays this on-screen message, "Test AF compl must be Y or N when genetic test AF compl date is in the past."
- ◆ To change the genetic testing date, TST COMPL (Y/N/R) must have a "Y", "N" or "R" entry. If you change the genetic testing date and do not complete the TST COMPL (Y/N/R) field, ICAR displays this on-screen message, "Genetic test Af complete must be r = rescheduled."

Generating Orders for Genetic Tests

Enter a "Y" in the GEN ADMIN ORDER GENETIC TEST (Y/R) field to generate form 470-3317, *Administrative Order for Genetic Testing*, the first time.

- ◆ An entry in this field produces three orders: one for the alleged father, one for the mother, and one for the child.
- ◆ ICAR does not allow you to generate the order unless there is first an entry in the GENETIC TEST SET field for either the alleged father, the mother, or the child.
- ◆ Enter 'R' in the field to reproduce the order for any of the parties.

Genetic Sample Taken

Complete the TST COMPL (Y/N/R) field on ADPAT3 to indicate whether the party had a tissue sample taken for genetic testing. The valid codes are:

- ◆ Y=Yes, sample taken
- ◆ N =No, sample not taken
- ◆ R=Tests are rescheduled for this party

When a party appears for genetic tests and a sample is taken, enter "Y" in the TST COMPL (Y/N/R) field for that individual. ICAR issues the following narratives:

- ◆ ADPAT108 when the alleged father has a sample taken,
- ◆ ADPAT113 when the mother has a sample taken,
- ◆ ADPAT117 when the child has a sample taken.

When you enter information to show that all necessary parties have provided a sample, ICAR issues a calendar flag (ADPAT44) to remind you to check for the genetic test results.

Rescheduling Genetic Tests

Legal reference: Iowa Code Section 252F.3(6)(e)

Iowa Code Section 252F states that the person contesting paternity shall be provided one opportunity to reschedule the genetic testing appointment if the request is made before the originally scheduled testing appointment. However, the Unit will agree to reschedule if either the mother or the alleged father makes the request before entry of the paternity order.

To reschedule, follow the same instructions as for scheduling genetic tests, but notify the parties using form 470-3322, *Administrative Order for Rescheduled Genetic Testing*.

If any party does not appear for the genetic tests, the genetic testing laboratory should proceed with taking blood or tissue samples from those who do appear.

Entering Rescheduled Test Dates

When a party reschedules:

- ◆ Enter "R" in the TST COMPL (Y/N/R) field for the party being rescheduled.
- ◆ Enter the new date and time in the GENETIC TEST SET field for the requesting party.

If you enter "R" to reschedule, ICAR requires you to change the date or time of the appointment. If the genetic tests are rescheduled, you may overwrite the new date and time in the GENETIC TEST SET field. When you enter an "R" to reschedule and enter a new date and time in the GENETIC TEST SET fields, ICAR issues new narratives and flags:

- ◆ Narrative ADPAT112 and calendar flag ADPAT37 for the alleged father.
- ◆ Narrative ADPAT116 and calendar flag ADPAT40 for the mother if CT CASE (Y/N) is "Y" and narrative ADPAT105 and calendar flag ADPAT96 if CT CASE (Y/N) is "N".
- ◆ Narrative ADPAT119 and calendar flag ADPAT42 for the child if CT CASE (Y/N) is "Y" or narrative ADPAT107 if CT CASE (Y/N) is "N".

When you make the above entries, ICAR displays the *Administrative Order for Rescheduled Genetic Testing* for each party being rescheduled for you to generate.

NOTE: ICAR generates a cover letter with address information for each party for whom you are rescheduling genetic tests. Keep a copy of each cover letter to document the addresses the forms were mailed to. Do not file the cover letters in the court file.

Failure to Appear for Tests

If the alleged **father** fails to appear for genetic testing and does not contact you to reschedule, enter an "N" in the TST COMPL (Y/N/R) field for the alleged father on the ADPAT3 screen. When you enter an "N," ICAR:

- ◆ Issues a narrative (ADPAT110 if COURT HEARING REQUESTED (Y/N) is "N" or ADPAT111 if COURT HEARING REQUESTED (Y/N) is "Y") documenting that the alleged father failed to appear for or reschedule genetic testing.
- ◆ Generates a calendar flag (ADPAT45 with narrative ADPAT110, or ADPAT46 with ADPAT111) to remind you to take the next action.

Determine whether the guidelines worksheet must be sent or updated. If not, enter an *Administrative Paternity Order* by default after you wait for the appropriate timeframes to pass. (See [Issuing the Order](#).)

However, if the alleged father contacts you to reschedule the genetic tests before the administrative order has been signed by a judge and filed with the clerk of court, you may reschedule the alleged father for genetic testing. Consult your supervisor or attorney to determine if the genetic tests should be rescheduled.

If the **mother** fails to appear for genetic testing, enter an "N" in the TST COMPL (Y/N/R) field for the mother on the ADPAT3 screen. When you enter an "N," ICAR issues:

- ◆ A narrative (ADPAT114 if CT CASE is "N" or ADPAT115 if CT CASE (Y/N) is "Y") documenting that the mother failed to appear for or reschedule genetic testing.
- ◆ A calendar flag (ADPAT49 with narrative ADPAT114 or ADPAT50 with ADPAT115).

If the **child** fails to appear for genetic testing, enter an "N" in the TST COMPL (Y/N/R) field for the child on the ADPAT3 screen. When you enter an "N" ICAR issues:

- ◆ A narrative (ADPAT118) documenting that the child failed to appear for genetic testing.
- ◆ A calendar flag (ADPAT53) to remind you to take the next action.

NOTE: If the mother or a payee receiving public assistance does not appear for genetic testing or fails to bring the child for genetic testing and does not reschedule testing, follow the procedures for non-cooperation. (See 9-H, [Serving Qualified Customers.](#))

If the payee does not appear but reschedules testing, leave the case in non-cooperation status until the payee appears. If the payee does not appear for the rescheduled test, review the case with the Unit attorney.

Genetic Test Results Received

The genetic testing vendor returns a report listing:

- ◆ The parties from whom samples were taken.
- ◆ The type of tests conducted.
- ◆ The outcomes of each of those tests.
- ◆ The scientific likelihood that the alleged father is the child's biological father (called the probability of paternity), based on the outcomes of the tests.

A probability of 95% or higher creates a presumption that the alleged father is the biological father. The presumption, unless rebutted (disproved), is adequate basis for issuing an administrative order establishing paternity and support obligations.

The genetic testing vendor files the original test results with the clerk of the district court where form 470-3309, *Notice of Intent to Establish Paternity and Support*, was filed.

When you receive a copy of the genetic test results:

- ◆ Ensure that the test results have been filed with the clerk of court. If they have not, contact the vendor and request that the vendor files the test results with the clerk of court.
- ◆ Send a copy of the test results with form 470-3315, *Notice of Genetic Testing Result*, to the alleged father, the caretaker and the mother (if the caretaker is not the mother) at their last known addresses (or those of their attorneys, if applicable) by first-class mail.
- ◆ Keep a copy of the test results in the imaging system.
- ◆ Update ICAR as explained below in [Recording the First Genetic Test Results in ICAR](#).
- ◆ If the test results show a probability of paternity of less than 95% but more than 0%, discuss it with your office supervisor and attorney. You may need to reschedule the genetic tests.

If the genetic tests lead the genetic testing expert to conclude that the alleged father could not be the child's biological father, the alleged father is said to be "excluded." As with any other genetic test results, either the alleged father or the mother may challenge test results that exclude the alleged father. If a party challenges, see [A Party Challenges the Test Results or the Presumption](#).

Recording the First Genetic Test Results in ICAR

Use the following fields located on ADPAT3 to generate the *Notice of Genetic Testing Results*:

GEN FIRST RESULTS NOTICE (Y/R)...	DATE:
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Enter "Y" in the GEN FIRST RESULTS NOTICE (Y/R) field. ICAR allows you to update the GEN FIRST RESULTS NOTICE (Y/R) field only if tests have been completed for both the alleged father and the child as indicated by your entering a "Y" in the TST COMPL(Y/N/R) fields.

When you enter a "Y" in the TST COMPL (Y/N/R) fields, ICAR issues a narrative (ADPAT108 for the alleged father, ADPAT113 for the mother, and ADPAT117 for the child) to document the completion of the tests.

When you make an entry in the GEN FIRST RESULTS NOTICE (Y/R) field, ICAR displays the GENTEST screen.

Genetic Testing Results (GENTEST) Screen

Use the Genetic Testing Results (GENTEST) screen to enter information about genetic testing results and to generate forms used to inform the parties of testing results. Access the screen from the GEN FIRST RESULTS NOTICE (Y/R) field or the GEN SECOND RESULTS NOTICE (Y/R) field on ADPAT3 only.

After producing the genetic testing forms, ICAR automatically displays this screen for you to enter the results or make any changes. Once you exit this screen (F7), the information entered is cleared and must be re-entered if you return to GENTEST from ADPAT3.

IOWA COLLECTION AND REPORTING SYSTEM		DATE:
GENETIC TESTING RESULTS (GENTEST)		TIME:
CASE NUMBER:	AF / PAYOR:	
	PAYEE:	
	RESULTS	
CHILD	TSTED	EXCL
		PROBABILIT
		Y
		PAT.INDEX
F2=ADD	F3=UPDATE	F7=BACK
NOTES:		

ICAR displays the name of each child listed on the ADPAT screen on the Genetic Testing Results (GENTEST) screen. ICAR assumes each child was tested, so the TESTED field defaults to "Y." You may enter results for a child only if a "Y" appears in the TESTED field.

If a child was not tested, enter "N" in the TESTED field on the line designated for that child. If you enter an "N," ICAR generates a user-completed narrative (ADPAT188) for you to indicate the reason the child was not tested.

Indicate whether the alleged father was excluded or not excluded as the biological father of the child in the EXCLUDED field. ICAR requires you to update this field for each child in which the TESTED field contains a "Y".

If the alleged father was excluded, enter "Y" in the EXCLUDED field. If a "Y" is entered, only zeros are permitted in the PROBABILITY and PATERNITY INDEX fields. When you enter a "Y," ICAR:

- ◆ Generates a narrative (ADPAT189) indicating the alleged father was excluded.
- ◆ Issues calendar flags (ADPAT54 and ADPAT55) for you to make sure the results are filed with the clerk and to end the process if no challenge is received from the parties.

When an "N" is entered in the EXCLUDED field and the PROBABILITY and PATERNITY INDEX fields are updated, ICAR issues:

- ◆ A narrative (ADPAT190) with the results, documenting that the alleged father cannot be excluded by the results.
- ◆ Calendar flags (ADPAT54 and ADPAT56) for you to check that the results are filed with the clerk and to enter the *Administrative Paternity Order* if no challenge to the results is received.

When you press F2 or F3 on the GENTEST screen, ICAR displays form 470-3315, *Notice of Genetic Testing Results*. You may make changes on the form itself or you may return to the GENTEST screen to make changes on-line and regenerate the form. Once you return to the ADPAT3 screen, any information entered on GENTEST is cleared.

NOTE: ICAR generates a cover letter with address information for each party to whom you are sending results. Keep a copy of each cover letter in the imaging system to document the addresses the forms were mailed to. Do not file the cover letters in the court file.

A Party Challenges the Test Results or the Presumption

Legal reference: Iowa Code Sections 252F.3(1) and 252F.3(6)(i) and (k)

As mentioned above, a “probability of paternity” of 95% or higher creates a presumption that the alleged father is the biological father. The alleged father or the mother may challenge the genetic test results or the presumption of paternity created by the test results by filing a written notice with the district court within 20 days from the date the Unit issued the test results to the parties.

If a party challenges the genetic test results or the presumption created by the results, the challenging party should provide the Unit with a copy of the challenge. If a challenge is filed:

- ◆ Obtain a copy of the challenge, if the challenging party did not already provide one.
- ◆ Send a copy of the challenge to the other party.
- ◆ If the challenging party requests additional testing, schedule a second round of genetic testing with the testing vendor after the challenging party advances payment.
 - Follow the same instructions for scheduling genetic tests, but notify the parties using form 470-3322, *Administrative Order for Rescheduled Genetic Testing*. (See [Rescheduling Genetic Tests](#).)
 - If the party requesting the additional testing does not advance payment, certify the case to the district court. (See [Court Hearing Requested](#).)
- ◆ Update ICAR with the challenge information and new test date, if applicable.

Recording a Challenge

Use the CHALLENGE REC'D (M/AF/CSRU/BOTH) field on ADPAT3 to indicate whether a challenge to the genetic testing results has been filed by the mother (M); the alleged father (AF); both the mother and alleged father (BOTH); or the Unit (CSRU).

GEN FIRST RESULTS NOTICE (Y/R):	DATE:
CHALLENGE REC'D (M/AF/CSRU/BOTH):	DATE:
GEN SECOND RESULTS NOTICE (Y/R):	DATE:

ICAR edits the entry in this field as follows:

- ◆ No entry is allowed in the CHALLENGE REC'D (M/AF/CSRU/BOTH) field unless there is an entry in the GEN FIRST RESULTS NOTICE (Y/R) field. If you make an entry in the CHALLENGE REC'D (M/AF/CSRU/BOTH) field, and there is no entry in the GEN FIRST RESULTS NOTICE (Y/R) NOTICE field, ICAR displays this on-screen message, "First results notice indicator must not be blank."
- ◆ An entry to the CHALLENGE REC'D (M/AF/CSRU/BOTH) field requires you to enter the date the challenge is received in the DATE field. If you make an entry in CHALLENGE REC'D (M/AF/CSRU/BOTH) field, and you make no entry in the DATE field, ICAR displays this on-screen message, "Challenge received requires an entry in challenge received date."
- ◆ The date in the DATE field can be the same as or later than the GEN FIRST RESULTS NOTICE (Y/R) date. If the date in the DATE field is earlier than the GEN FIRST RESULTS NOTICE (Y/R) date, ICAR displays this on-screen message, "Challenge received date must be > = first results notice date."

When you make an entry in the CHALLENGE REC'D (M/AF/CSRU/BOTH) field and the corresponding date field, ICAR issues narratives, calendar flags and statuses as follows:

- ◆ When you enter "M" in response to a challenge by the mother, ICAR issues:
 - A narrative (ADPAT122 if CT CASE (Y/N) is "Y" or ADPAT123 if CT CASE (Y/N) is "N") to document the challenge.
 - Calendar flags (ADPAT57 and ADPAT58 with narrative ADPAT122, ADPAT59 and ADPAT60 with narrative ADPAT123) to remind you to schedule new tests if the mother requests them and to certify the case to court for a hearing.
 - A status (ADPAT39) notifying the alleged father of the mother's challenge.
- ◆ When you enter "AF" in response to a challenge by the alleged father, ICAR issues:
 - A narrative (ADPAT124 if CT CASE (Y/N) is "Y" and INTERSTATE (Y/N) is "N", ADPAT125 if CT CASE (Y/N) is "N" and INTERSTATE (Y/N) is "N", ADPAT126 if CT CASE (Y/N) is "N" and INTERSTATE (Y/N) is "Y") to document the challenge.

- Calendar flags (ADPAT61, ADPAT62 and ADPAT63 with narrative ADPAT124, ADPAT61 with narratives ADPAT125 or ADPAT126) to remind you to schedule new tests if the alleged father requests them and to certify the case to court for a hearing.
- A status (ADPAT40 with narratives ADPAT124 and ADPAT125) notifying the mother of the alleged father's challenge.
- ◆ When you enter "BOTH" in response to challenges by the alleged father and the mother, ICAR issues:
 - A narrative (ADPAT130 if CT CASE (Y/N) is "Y" and INTERSTATE (Y/N) is "N", ADPAT131 if CT CASE (Y/N) is "N" and INTERSTATE (Y/N) is "N") to document the challenges.
 - Calendar flags (ADPAT67, ADPAT68 and ADPAT69 with narrative ADPAT130, ADPAT67 only with narrative ADPAT131) to remind you to schedule new tests if either party requests them and to certify the case to court for a hearing.
 - Statuses (ADPAT40 and ADPAT45 with narrative ADPAT130 and ADPAT46 with narrative ADPAT131) notifying the parties of one another's challenges.
- ◆ When you enter "CSRU" to indicate a challenge by the Unit, ICAR issues:
 - A narrative (ADPAT127 if CT CASE (Y/N) is "N" and INTERSTATE (Y/N) is "N", ADPAT128 if CT CASE (Y/N) is "Y" and INTERSTATE (Y/N) is "N", ADPAT129 if CT CASE (Y/N) is "Y" and INTERSTATE (Y/N) is "Y") to document the challenge.
 - Calendar flags (ADPAT64 with narrative ADPAT127, ADPAT64 and ADPAT65 with narrative ADPAT128, or ADPAT64 and ADPAT66 with narrative ADPAT129) to remind you to schedule new tests.

For additional testing, see [Rescheduling Genetic Tests](#). To notify the parties of the second genetic testing results, see [Recording the Second Genetic Test Results in ICAR](#). If additional testing is not requested and the case is to be certified to court, see [Court Hearing Requested: Scheduling the Court Hearing](#).

Recording the Second Genetic Test Results in ICAR

Use the following fields located on ADPAT3 to record a second round of genetic test results:

GEN SECOND RESULTS NOTICE (Y/R)...:	DATE:
-------------------------------------	-------

You can complete this field only if there is an entry in the CHALLENGE RECEIVED (M/AF/CSRU/BOTH) field. If you enter "Y" or "R" in the GEN SECOND RESULTS NOTICE (Y/R) field, ICAR displays the GENTEST screen. Use the same procedure to record the second results as in [Recording the First Genetic Test Results in ICAR](#).

No Challenge to Tests or Presumption and No Hearing Requested

Legal reference: Iowa Code Section 252F.4(4)

If the alleged father **is not** excluded, neither party challenges the test results or the presumption, and the alleged father did not request a court hearing, review the case record to determine if the Unit has sent the alleged father and mother the guidelines worksheet. If not, follow the instructions under [Calculating Support Amount](#).

Ten days after you send the guidelines worksheet, if neither parent provides additional financial information and the alleged father has still not asked for a court hearing, issue form 470-3294, *252F Administrative Paternity and Support Order*. (See [Issuing the Order](#).)

If the alleged father is excluded and neither party files a challenge to the test results, the Unit must file a legal dismissal of the process and begin a new process to establish a different man as the child's father. Contact the mother for a new paternity allegation.

To dismiss the process and end it on ICAR:

- ◆ Enter "AFEX" in the ACTION DISMISSED/PROCESS ENDED field on ADPAT2. This code indicates that the process is ended because the alleged father was excluded through genetic testing. (For other acceptable dismissal codes, see [Ending the Process](#).) ICAR:
 - Displays form 470-3318, *Dismissal Without Prejudice*, for you to generate twice if the mother is the payee, or three times if the non-parental caretaker is the payee.

- Issues a narrative (ADPAT78 if INTERSTATE (Y/N) is "N" or ADPAT266 if INTERSTATE (Y/N) is "Y").

CC ORDER TO INTERESTED PARTIES..:			
ACTION DISMISSED/PROCESS ENDED..:	DATE:		
NARRATIVE:		CALENDAR FLAG	

- File the original of each *Dismissal Without Prejudice* sent to each party with the clerk of the court where form 470-3309, *Notice of Intent to Establish Paternity and Support*, was filed.
- Send a copy of the *Dismissal Without Prejudice* to the appropriate party at the last known address (or that of the party's attorney, if applicable).
- Keep one copy of each *Dismissal Without Prejudice* in the imaging system.

Do not delete the ADPAT screen of the excluded alleged father. Start a new ADPAT screen for the new paternity allegation.

Assessing Genetic Testing Costs

Legal reference: Iowa Code Section 252F.3(6)(n),

If genetic testing is conducted and the alleged father is subsequently established as the father, the Unit is required to assess the genetic testing costs against him **if he contested paternity**. In the *Administrative Paternity Order*, include an order for reimbursement of the testing costs.

If the Unit, the court or the mother requests genetic testing, the Unit cannot seek reimbursement for the genetic testing costs in the *Administrative Paternity Order*.

The Unit must advance payment for the first round of genetic testing. The contestant must advance the cost when requesting additional testing. If the party challenging the results and requesting the additional testing does not advance payment, certify the case to the district court. (See [Court Hearing Requested](#).)

Alleged Father Agrees

Legal reference: Iowa Code Section 252F.8

During the administrative paternity establishment process, the alleged father may admit paternity and both parties may agree to support obligations. This may happen during any phase of the process. It is also possible that the alleged father will admit paternity but one of the parties may disagree with the establishment of support obligations. This, too, may happen during any phase of the process.

Agrees to Paternity and Support

If both respondents agree with the amounts:

- ◆ Prepare form 470-3294, *252F Administrative Paternity and Support Order*, after the appropriate timeframes have passed (For ICAR instructions, see [Issuing The Order: Preparing the Administrative Order.](#))
- ◆ File the order with the court after the appropriate timeframes have passed and obtain the judge's signature.
- ◆ Send a signed, filed copy of the order to the payee and to the mother if she is not the payee.
- ◆ Send a signed, filed copy of the order to the father and his attorney, if applicable.
- ◆ Upload a copy of the order in the Unit case file.
- ◆ Update ICAR to record the filing of the agreed order. (See [Issuing the Order.](#))

Agrees to Paternity But Not Support

The alleged father may admit to paternity, but one of the parties may not agree to support obligations. Usually in this situation, the contesting party requests a court hearing in writing on the support issues. If so:

- ◆ Prepare form 470-3294, *252F Administrative Paternity and Support Order*, using the paternity-only options. (See [Issuing the Order.](#))
- ◆ Have the alleged father or his attorney, and the mother (if a respondent) or her attorney sign the form 470-4084, *Child Support Declaration* Review the case record to determine if you have sent the alleged father and mother the guidelines worksheet. If not, follow the instructions under [Calculating Support Amount.](#)

Ten days after you send the guidelines worksheet, if neither parent provides additional financial information and neither party asked for a court hearing, issue a new *Administrative Paternity Order* which includes the support provisions. (See [Issuing The Order.](#))

If one of the parties asks for a hearing, follow the instructions under [Court Hearing Requested](#), but include the agreed paternity-only order with the documents to certify to district court.

- ◆ File the paternity-only order with the district court and obtain the judge's signature.
- ◆ Send a signed, filed copy of the paternity-only order to the payee and to the mother if she is not the payee.
- ◆ Send a signed, filed copy of the paternity-only order to the father and, if applicable, to his attorney.
- ◆ Keep a copy of the order in the imaging system.

Update ICAR to reflect the filing of the agreed order.

NOTE: If the Unit obtains a support order after a paternity-only (PO) order, delete the PO obligation from ICAR after you enter the support obligation on ICAR. If support is not ordered, leave the PO obligation on ICAR.

Issuing the Order

Legal reference: Iowa Code Section 252F.4

Issue form 470-3294, *Administrative Paternity (and Support) Order*, establishing paternity and support obligations in any of the following situations:

- ◆ Neither party contests paternity, and neither respondent :
 - Responds within 20 days to the *Notice of Intent to Establish Paternity and Support*, **or**
 - Appears at the scheduled conference after responding to the *Notice*, **or**
 - Requests a court hearing, **or**
 - Provides additional information when at least 10 days have lapsed since the Unit sent form 470-2640, *Child Support Guidelines Worksheet*.
- ◆ Neither party contests paternity; but:
 - One of the respondents requests a conference, **and**
 - The conference is held, **and**
 - The Unit issues form 470-3314, *Second Notice of Intent to Establish Paternity and Support and Finding of Financial Responsibility*; **and**
 - Neither respondent requests a court hearing within ten days of issuance of the second notice.
- ◆ Neither party contests paternity, and one of the respondents requests a conference but:
 - Does not appear, and
 - Does not request a court hearing or conference within ten days of issuance of the guidelines worksheet **or** within ten days of the date set for the conference.
- ◆ Paternity is contested, and the contesting party fails to appear for genetic testing, and also fails to reschedule the appointment or fails to appear for a rescheduled testing appointment.

- ◆ Paternity is contested, genetic test results do not exclude the alleged father, **and**:
 - Neither party makes a timely challenge to the test results or the presumption created by the test results; **and**
 - Neither party requested a court hearing; **and**
 - At least ten days have lapsed since you sent the *Child Support Guidelines Worksheet* and neither parent has provided additional financial information.

NOTE: If a court hearing is requested, see [Judicial Order](#).

Servicemembers Civil Relief Act

Legal reference: 50 U.S.C. chapter 50

The Servicemembers Civil Relief Act (SCRA) provides for the temporary suspension of judicial **and administrative** actions that may adversely affect the rights of service members during their military service. The Unit must ensure that a party against whom an action is being taken is not an active duty service member or, if the party is an active duty service member, that the party waives any rights afforded under the SCRA.

The provisions in SCRA apply to any party against whom an action is being taken. This applies to alleged fathers and to mothers who are respondents in the establishment action.

Determine military status. Determine whether the party is an active duty service member and whether or not they have appeared in the action. The Department of Defense (DOD) provides certification of an individual's military status. Use the website provided by the DOD to determine if the party is active duty military. Check the website at the beginning of the process and again just before the order is sent to the judge for approval.

Not currently on active duty. If the party is **not listed as an active duty service member**, upload a copy of the certificate from the Defense Manpower Data Center website as proof that the party is not on active duty in the military. Provide a copy of the certificate if the judge asks for it. Complete the military status lines of the FORMVIEW screen appropriately when you generate the administrative order.

Active duty. If the party **is listed as an active duty service member**, determine if the service member has appeared or participated in the establishment action.

- ◆ **Has appeared.** An appearance in an establishment action occurs when a service member does one of the following:
 - Sends a letter or e-mail providing information
 - Provides a financial statement
 - Cooperates by getting genetic testing done
 - Attends a court hearing
 - Directs the party's legal representative to participate

Proceed with the establishment action if the service member appeared in the action and you documented that participation. If the service member appears, you do **not** need to ask the respondents to sign form 470-4084, *Child Support Declaration*.

A phone call is not an appearance for SCRA purposes. Accepting service is also **not** an appearance. Discuss with your office supervisor or attorney if you are unsure whether the service member's action is an appearance for SCRA purposes.

- ◆ **Has not appeared but waives SCRA rights.** If the service member has not appeared, ask that party to sign the *Child Support Declaration* stating that the party waives rights granted by the SCRA.

If there are two respondents, and only one respondent is a service member and that service member waived SCRA rights, the other respondent also needs to consent to the order by signing the *Child Support Declaration* form. If a service member respondent waives SCRA rights, but the other non-service member respondent will not consent to the order, wait until the time frames expire and then enter the order.

- ◆ **Has not appeared and does not waive SCRA rights.** If the person **is listed as active duty** but does not appear nor sign the *Child Support Declaration*, the SCRA considers the action a "default" action. The Unit cannot proceed with a default establishment action against an active duty service member. The Unit will need to wait until the person either no longer has SCRA rights or waives rights under the SCRA.

Administrative Order

ICAR is programmed to extract and insert case-specific information into form 470-3294, *Administrative Paternity (and Support) Order*, automatically. The order is also editable to allow for worker adjustments.

ICAR extracts the following information from the case:

- ◆ The court order number
- ◆ The ICAR case number
- ◆ The payor's and payee's names
- ◆ The children's initials and year of birth
- ◆ The attorney's names and addresses

You must insert information regarding:

- ◆ The payee's relationship to the children.
- ◆ Respondents' response to the action.
- ◆ The jurisdiction reasons.
- ◆ The respondent's military status. (See [Servicemember's Civil Relief Act](#))
- ◆ Any separate pending actions or existing orders.
- ◆ Separate costs of the action, such as service fees or genetic test fees and the amount.
- ◆ What types of support are at issue and included the order.

NOTE: If you did not state a type of support in the notice, do **not** state it in the order.

- ◆ The amount and frequency of the current support to be paid.
- ◆ The start date of the obligation. Set this date 20 calendar days from the date you generate the order. This makes the length of time between order and payment start date consistent for all payors and payees and assists with payment processing by spreading obligation start dates more evenly throughout the month and decreasing the number of peak processing days within the month.

If the 20th calendar day falls on the 29th, 30th, or 31st of the month, set the start date of the obligation on the 1st of the following month to avoid setting an effective date greater than the number of days in a particular month.

- ◆ The total amount of accrued support (if any), as determined under 10-H, [Determining Child Support Obligations](#).

- ◆ The amount and frequency of the monthly payment to be made toward the accrued support amount (if any) as determined under 10-H.
- ◆ Provisions for medical support required pursuant to Iowa Code chapters 598 and 252E and administrative rules.
- ◆ Provisions for uncovered medical expenses.
- ◆ Deviations.
- ◆ The reason for reserving any types of support stated in the notice but reserved in the order. The following are options when generating the order from ICAR:
 - “The Respondent now lives in the same household as the child(ren).”
 - “The caretaker does not receive FIP or Title XIX medical benefits and has asked that a support obligation not be established at this time.”

If you have another reason for reserving support, describe it.

The following information appears on all orders:

- ◆ A statement that the payor, the payee, and any necessary third party (like a non-custodial mother) must provide the following information to the Unit in writing, and update the Unit with any changes:
 - Name
 - Social security number
 - Residential, mailing and email addresses
 - Telephone number
 - Driver’s license number
 - Name, address and telephone number of the party’s employer or other source of income
- ◆ A statement that the noncustodial parent’s property is subject to collection action including, but not limited to, income withholding, garnishments, liens, income tax refund offset, and referral to a collection agency.

Preparing the Administrative Order

To generate from ICAR, forms 470-3294, *Administrative Paternity (and Support) Order*, and 470-3320, *252F Approval Order*, use the following fields on ADPAT2:

MOTHER'S RESPONSE (I/C/B/N).....: N	DATE:
GENERATE ORDER (A/J/R).....: TYPE:	DATE:
PATERNITY ESTABLISHED (D/H/C/A):.	DATE:

Enter "A" (administrative) in the GENERATE ORDER (A/J/R) field on ADPAT2. To regenerate the order and the approval order, enter "R".

Complete the TYPE field to indicate the type of support established.

- ◆ If the Unit is ordering paternity, but not child support or medical support, enter "PO" (paternity only) in the TYPE field. ICAR issues a calendar flag (ADPAT99) reminding you to file the order.

NOTE: If the case is going to court on the issue of support, do not update the SUPPORT ESTABLISHED (D/H/C/R/N/A) field at this time.

- ◆ If the Unit is ordering paternity and child support, ICAR requires that you have already generated the guidelines cover letter and form 470-2640, *Child Support Guidelines Worksheet*, from the guidelines application. If these forms have not been generated, ICAR displays this on-screen message, "Types PS, SO, PM, MS and PH require entry in gen guidelines cv letter."

Enter "PS" (paternity and support) in the TYPE field. ICAR issues a calendar flag (ADPAT22) reminding you to file the order.

- ◆ If the Unit is ordering paternity and health insurance (no child support), enter "PH" (paternity and health) in the TYPE field. ICAR issues a calendar flag (ADPAT89) reminding you to file the order.
- ◆ ICAR enters the current date in the GENERATE ORDER (A/J/R) date field.

When you enter an "A" in the GENERATE ORDER (A/J/R) field to generate the administrative order, ICAR also displays the *252F Approval Order*. The judge electronically signs this form, which shows district court approval of the administrative order. It is then electronically filed by the clerk of court with the administrative order and other documents.

Filing the Administrative Order

To file the administrative order:

- ◆ Prepare:
 - Form 470-3294, *Administrative Paternity Order*. (See [Preparing the Administrative Order](#).)
 - Form 470-3320, *252F Approval Order*.
- ◆ Present the *Administrative Paternity Order* to the Unit administrator's designee for review and signature.

After the designee signs the *Administrative Paternity Order*, the district court judge must approve it before it can be filed. Local court procedures dictate how the *Administrative Paternity Order* and accompanying documents are presented to the judge.

Submit the following forms with the *Administrative Paternity Order* and the *252F Approval Order* to the Unit attorney for presentation to the court:

- ◆ A copy of the alleged father or mother's request for a conference, if applicable.
- ◆ A copy of form 470-3313, *Paternity Negotiation Conference Report*, if applicable.
- ◆ The most recent form 470-2640, *Child Support Guidelines Worksheet*, and Accrued Support Calculation attachment, if applicable.
- ◆ Worksheets used to determine the support obligations which express findings for any deviations from the guidelines.
- ◆ Form 470-3314, *Second Notice of Intent to Establish Paternity and Support and Finding of Financial Responsibility*, if applicable.
- ◆ Other notices or forms sent to the alleged father and mother during the administrative paternity establishment process.
- ◆ Proof of service of form 470-3309, *Notice of Intent to Establish Paternity and Support*.
- ◆ Form 470-0204, *Financial Statement*

NOTE: Do not file attachments to the *Financial Statement*.

Do **not** include the following forms:

- ◆ 470-3877, *Child Support Information*
- ◆ 470-3929, *Establishment Questionnaire*
- ◆ 470-3306, *Request for Mother's Statement Alleging Paternity*
- ◆ 470-3307, *Request for Mother's Statement Alleging Paternity - Noncaretaker*
- ◆ 470/2819, *What You Should Know About Immediate Income Withholding*
- ◆ 470-2639, *Request for Financial Statement*
- ◆ 470-3181, *Directions for Service and Return of Service*
- ◆ 470-3325, *Out-of-State Directions and Return of Service*
- ◆ 470-3312, *Paternity Negotiation Conference Scheduled or Denied*

After the judge signs form 470-3320, *252F Approval Order*, the court files the order and supporting documentation electronically with the clerk of the district court. Upon filing, the order becomes effective and has the same force and effect as a district court order.

Within 14 days after the order is issued, send a copy of it to:

- ◆ The legal representative of the noncustodial parent and
- ◆ The legal representative of the custodial parent.

If either parent does not have a legal representative, send the copy to the parent's last known address.

When the order is filed, either the clerk of the district court or the Unit prepares form 588-0028, *Abstract from Court Determination of Paternity*. The clerk signs and seals the form and sends it (or gives it back to the Unit to send) to the Bureau of Health Statistics so that the child's birth record can be updated. This procedure varies depending on the county in which the action is filed.

NOTE: Do not prepare an *Abstract from Court Determination of Paternity* form for children born outside of Iowa.

Judicial Order

Use two forms when a court establishes paternity or support if a court hearing is requested. Which form to use depends on which issues are before the court. If paternity is at issue, use the form 470-3335, *252F Judgment and Order Establishing Paternity*. This form establishes paternity and orders child and medical support.

Use form 470-3641, *252F Judicial Support Order*, when the alleged father admits paternity and form 470-3294, *Administrative Paternity Order*, is entered, but support issues cannot be resolved and the court is hearing only support issues. The *252F Support Order* is used to establish the court-ordered support obligations.

Preparing the Judicial Order

To generate from ICAR form 470-3335, *Judgment and Order Establishing Paternity*:

- ◆ Enter "J" in the GENERATE ORDER (A/J/R) field on ADPAT2. To regenerate the order, enter "R."
- ◆ Complete the TYPE field to indicate the obligation established in the order.

If paternity and child support are ordered, enter "PS" in the TYPE field. This entry generates a calendar flag (ADPAT100) reminding you to file the judicial order.

- If you enter "PS" in the TYPE field, ICAR requires that you have already generated the guidelines cover letter and then form 470-2640, *Child Support Guidelines Worksheet*, from the guidelines application. Therefore, there must be an entry in the GENERATE GUIDELINES CV LTR (Y/R) field before you can enter "PS" in the TYPE field.
- If you enter "PS" in the TYPE field and leave the GUIDELINES CV LTR (Y/R) field blank, ICAR displays this on-screen message, "Types PS, SO, PM, MS and PH require entry in GEN GUIDELINES CV LTR."
- If the order does not order child support (paternity only or paternity and medical only), enter "PO" or "PH" in the TYPE field. Either entry generates a calendar flag (ADPAT100 if TYPE is "PO" or ADPAT90 if TYPE is "PH") reminding you to file the judicial order.

When paternity is already established and support needs to be ordered, generate form 470-3641, *252F Support Order*, as follows:

- ◆ Enter "J" in the GENERATE ORDER (A/J/R) field. To regenerate the order, enter "R".
- ◆ Complete the TYPE field indicating the type of obligation established by the order. Because this order is used only when paternity is already established, generate this to order an "HO" (health only) "SO" (support only) or "MS" (cash medical support only) in the TYPE field.
- If the court ordered a medical support obligation only, enter "HO" in the TYPE field. This entry generates a calendar flag (ADPAT100) reminding you to file the judicial order.
- If the court ordered child support only, enter "SO" in the TYPE field. This entry generates a calendar flag (ADPAT100) reminding you to file the judicial order.

For type "SO", "HO", or "MS," ICAR requires that you have already generated the guidelines cover letter and then the *Child Support Guidelines Worksheet* from the guidelines application. Therefore, there must be an entry in the GUIDELINES CV LTR (Y/R) field before you can enter "SO" in the TYPE field.

If you enter "SO" in the TYPE field and leave the GUIDELINES CV LTR (Y/R) field blank, ICAR displays this on-screen message, "Types PS, SO, PM, MS and PH require an entry in GEN GUIDELINES CV LTR." ICAR enters the current date in the GENERATE ORDER DATE (A/J/R) field.

Updating ICAR After the Order Is Filed

Use these ADPAT2 fields to update ICAR after the order is filed:

PATERNITY ESTABLISHED (D/H/C/A):	DATE:		
SUPPORT ESTABLISHED (D/H/C/R/N/A):	AF:	MOTHER:	DATE:
OBLIGATION TYPES ENTERED.....:	AF:		MOTHER:
CC ORDER TO INTERESTED PARTIES..:			

Paternity Established

Enter the method by which paternity was established in the PATERNITY ESTABLISHED (D/H/C/A) field. The valid entries for this field are:

- ◆ D = Default (Paternity was established by either administrative or judicial default.)
- ◆ H = Hearing (Paternity was established by court hearing.)
- ◆ C = Consent (Paternity was established by consent order.)
- ◆ A = Paternity was established by the administrative process.

Update the PATERNITY ESTABLISHED (D/H/C/A) field as follows:

- ◆ If paternity is established by default, either administratively or after a court hearing, enter "D". For example, enter a "D" if the alleged father does not send in any correspondence or form 470-0204, *Financial Statement*, and does not call the Unit or come into the office. Also enter a "D" if the alleged father requests a hearing and does not come to the hearing.
- ◆ If the case went to court and the court found the alleged father to be the legal father, enter "H" in this field. An "H" entry is not allowed unless a court hearing is held. Therefore, to enter "H," the COURT HEARING HELD (Y/N/R) field entry must be "Y" to indicate the hearing was held.
- ◆ If the parties consented to paternity establishment, either by order or by signing a paternity affidavit, enter "C."
- ◆ If the alleged father contacts the Unit in any way, but does not request a hearing or consent to the order, enter an "A." For example, enter an "A" if the alleged father sends in *Financial Statement*, contacts the Unit by phone, or comes into the office and the Unit subsequently enters an order.

ICAR requires that you also enter the date that paternity is established in the DATE field. If you do not enter the date in the DATE field, ICAR displays this on-screen message, "Paternity established requires an entry in paternity established date."

When you update the PATERNITY ESTABLISHED (D/H/C/A) field, ICAR automatically updates the PATERNITY ESTABLISHED (D/H/C/A) and HOW fields on the CHILD screen for each child with an "X" in the selector field on the ADPAT screen. With this entry, ICAR also changes the alleged father to the payor on the case and, if there is a valid address, updates the address to a verified address on the PAYOR screen. ICAR also issues a narrative (one of ADPAT198-202) which displays each child's name with an "X" in the selector field to indicate paternity has been established. (See [Narratives](#).)

If support is not established at the same time as paternity and the SUPPORT ESTABLISHED (D/H/C/R/N/A) field is left blank, ICAR:

- ◆ Issues a calendar flag (ADPAT93) reminding you to send a copy of the paternity order to the parties.
- ◆ Displays the HEADER screen for you to enter the order information and update the COURTORDE screen. (See [Completing the HEADER Screen](#).)

NOTE: ICAR does not allow an entry in the PATERNITY ESTABLISHED (D/H/C/A) field if an entry has been made to the ACTION DISMISSED/PROCESS ENDED field.

Support Established

The method by which both child and medical support are established, or the status of the support obligation if support is not ordered, is entered in the SUPPORT ESTABLISHED (D/H/C/R/N/A) field. For support establishment, make the entry in the SUPPORT ESTABLISHED (D/H/C/R/N/A) field of the parent against whom support is ordered. Valid codes for the SUPPORT ESTABLISHED (D/H/C/R/N/A) field are:

- ◆ D = Established by either administrative or judicial default
- ◆ H = Established by court hearing
- ◆ C = Established by consent
- ◆ R = Not established because the issue of support is reserved
- ◆ N = Not established because the issue of support is not addressed
- ◆ A = Established by administrative process

PATERNITY ESTABLISHED (D/H/C/A):	DATE:		
SUPPORT ESTABLISHED (D/H/C/R/N/A):	AF:	MOTHER:	DATE:
OBLIGATION TYPES ENTERED.....:	AF:		MOTHER:
CC ORDER TO INTERESTED PARTIES..:			

There are two fields to indicate how support is established: SUPPORT ESTABLISHED (D/H/C/R/N/A) **AF** and **MOTHER**. Make an entry in the SUPPORT ESTABLISHED (D/H/C/R/N/A) **AF** field when the court orders child, medical or accrued support against the **alleged father**. Make an entry in the SUPPORT ESTABLISHED (D/H/C/R/N/A) **MOTHER** field **only** when the court orders medical support against the mother.

Update the SUPPORT ESTABLISHED (D/H/C/R/N/A) field as follows:

- ◆ If support is established through a default process, either administratively or after a court hearing, enter "D." For example, enter a "D" in the SUPPORT ESTABLISHED (D/H/C/R/N/A) AF field if the alleged father does not send in any correspondence or form 470-0204, *Financial Statement*, and does not call or come into the office and the court enters an order of support against the alleged father. Also enter a "D" if the alleged father requests a hearing and does not come to the hearing. Enter a "D" in the SUPPORT ESTABLISHED (D/H/C/R/N/A) MOTHER field if the mother does not send in any correspondence or the *Financial Statement*, does not call or come into the office and the court enters an order for medical support against the mother.
- ◆ If support is ordered against the parent through a court hearing, enter "H" in this field. To make the "H" entry, ICAR requires that COURT HEARING HELD (Y/N/R) equal "Y" to indicate that the hearing was held. If COURT HEARING HELD (Y/N/R) does not equal "Y", ICAR displays this on-screen message, "Paternity established = H requires court hearing held = "Y."
- ◆ If the parties agree on the support issue and a consent order establishing support is entered, enter "C." Make an entry of "C" in the field of the parent against whom support is entered. If the alleged father consents to child, medical or accrued support, enter a "C" in the SUPPORT ESTABLISHED (D/H/C/R/N/A) AF field. For example, when both parents consent to the alleged father being ordered medical support even though the health insurance is not accessible, enter a "C" only in the SUPPORT ESTABLISHED (D/H/C/R/N/A) AF field because the alleged father is ordered to provide health insurance.
- ◆ If support is reserved, enter "R" in this field. ICAR issues a narrative (ADPAT64).
- ◆ If paternity is established and the issue of support is not addressed in the order, enter "N" in this field.

- ◆ If the alleged father contacts the Unit in any way, but does not request a hearing or consent to the order, enter an "A." For example, enter an "A" if the alleged father sends in a *Financial Statement*, contacts the Unit by phone, or comes into the office and the Unit subsequently enters an order.

Enter the date that support is established or reserved or not addressed in the DATE field. ICAR requires this date to be later than or equal to the PATERNITY ESTABLISHED (D/H/C/A) date but earlier than or equal to the date in the CC ORDER TO INTERESTED PARTIES field.

If the date entered in the DATE field is earlier than the PATERNITY ESTABLISHED (D/H/C/A) date and earlier than the CC ORDER TO INTERESTED PARTIES field, ICAR displays this on screen edit, "Support established date must be > = paternity established date. "

The following restrictions also apply:

- ◆ No entry is allowed in the SUPPORT ESTABLISHED (D/H/C/R/N/A) field unless there is first an entry in the PATERNITY ESTABLISHED (D/H/C/A) field. If you make an entry in the SUPPORT ESTABLISHED (D/H/C/R/N/A) field and leave the PATERNITY ESTABLISHED (D/H/C/A) field blank, ICAR displays this on-screen message, "Support established requires an entry in paternity established."
- ◆ An entry in the PATERNITY ESTABLISHED (D/H/C/A) field requires that the PATERNITY ESTABLISHED DATE field be completed. If the DATE field for paternity established is blank, ICAR displays this on-screen message, "Paternity established requires an entry in paternity established date."
- ◆ An entry in the SUPPORT ESTABLISHED (D/H/C/R/N/A) field requires you to also make an entry in the first OBLIGATION TYPES ENTERED field (See [Obligation Types Entered](#)). If you make an entry in the SUPPORT ESTABLISHED field and leave the OBLIGATION TYPES ENTERED field blank, ICAR displays this on-screen message, "Support established requires an entry in obligation type entered."
- ◆ An entry in the SUPPORT ESTABLISHED (D/H/C/R/N/A) field requires you to also make an entry in the CC ORDER TO INTERESTED PARTIES field (See [Obligation Types Entered](#)). If you make an entry in the SUPPORT ESTABLISHED (D/H/C/R/N/A) field and leave the CC ORDER TO INTERESTED PARTIES field blank, ICAR displays this on-screen message, "Entry to support established requires entry to cc order to interested parties."

- ◆ Do not make an entry in the SUPPORT ESTABLISHED (D/H/C/R/N/A) field if only paternity was established and the case is going to court on the issue of support. Make the SUPPORT ESTABLISHED (D/H/C/R/N/A) entry only after the court makes a decision and enters an order reflecting that decision.

When you make an entry in the SUPPORT ESTABLISHED (D/H/C/R/N/A) field and a paternity-only order has been established, ICAR displays this screen message for you to verify your entry in the SUPPORT ESTABLISHED (D/H/C/R/N/A) field, "Don't enter code if going to court on support; if entry valid, press F3 to update." This edit does not stop you from modifying the screen. It is a reminder only. ICAR also issues a narrative (one of ADPAT193-197) to indicate that support was established.

ICAR enters "ORD" in the ACTION DISMISSED/PROCESS ENDED field to indicate the process ended due to entry of an order. This entry creates a narrative (ADPAT186 if INTERSTATE (Y/N) = "N" or ADPAT272 if INTERSTATE (Y/N) is "Y") stating that an order was entered in the ADPAT process and that the process is ended.

Obligation Types Entered

When any type of support is ordered, you must enter the support types in at least the first of five OBLIGATION TYPES ENTERED fields on ADPAT2. Valid obligation codes are:

- ◆ CS =Child support is ordered
- ◆ MR =Reimbursement for medical expenditures is ordered
- ◆ MS =Medical support is ordered (cash medical)
- ◆ RE =Reimbursement for public assistance is ordered
- ◆ PO = Paternity only
- ◆ HI =Health insurance is ordered
- ◆ HO =Health only

The following rules apply to entries in the OBLIGATION TYPES ENTERED field:

- ◆ There must first be an entry in the SUPPORT ESTABLISHED (D/H/C/R/N/A) field. If you make an entry in the OBLIGATION TYPES ENTERED field and you leave the SUPPORT ESTABLISHED (D/H/C/R/N/A) field blank, ICAR displays this on-screen message, "Obligation type(s) require entry in support established."
- ◆ Each of the valid obligation codes listed above may be entered only once in these fields. If you enter one of the obligation codes more than once, ICAR displays this on-screen message, "All obligation types entered must be unique."

- ◆ If "PO" is entered, no other entries are allowed. Use "PO" when no support is ordered. NOTE: Do **not** complete this field if the case is going to court on the issue of support.
- ◆ If "HO" is entered, no other entries are allowed. Use "HO" when health insurance is the only type of support ordered. If you enter additional obligation types with "HO," ICAR displays the following on screen message, "Entry of HO disallows all other entries."
- ◆ "HI" is not allowed as a sole entry. If health insurance is the only support ordered, use the "HO" entry. "HI" indicates health insurance, plus some other type of obligation (e.g., current support or "CS") was ordered. If you enter only "HI" in the OBLIGATION TYPES ENTERED field, ICAR displays this on-screen message, "Obligation type of HI cannot be a sole entry."
- ◆ Enter "HI" when the court orders the parent to provide health insurance at reasonable cost or health insurance at no cost.

Sending Parties Copies of the Order

Legal reference: 42 USC 654(12)A

You must send the parties copies of all orders within 14 days of the date of entry. To document that the parties were sent a copy of the order, enter the date of mailing in the CC ORDER TO INTERESTED PARTIES field on ADPAT2. ICAR requires you to complete this field when the SUPPORT ESTABLISHED (D/H/C/R/N/A) field is updated. However, it may also be used to send a copy of the paternity-only order to parties.

If the SUPPORT ESTABLISHED (D/H/C/R/N/A) field has not been completed, the CC ORDER TO INTERESTED PARTIES date must be later than or equal to the date in the PATERNITY ESTABLISHED (D/H/C/A) date field. If the date in CC ORDER TO INTERESTED PARTIES field is less than the date in PATERNITY ESTABLISHED (D/H/C/A) field, ICAR displays this on-screen message, "CC order to interested parties date must be >= to paternity established date."

When you enter a date in the CC ORDER TO INTERESTED PARTIES field, ICAR generates form 470-3910, *Cover Letter for Orders*, for each party. Send this form to each party with the copy of the order.

ICAR generates this form as follows:

- ◆ If there is a "Y" in the CC AF ATTY (Y/N) field or the CC CP ATTY (Y/N) field, ICAR generates this form to the alleged father's attorney or the payee's attorney.
- ◆ If there is an "IA" in the RSPN STATE field and there is no entry in the DISMISSED/ENDED field on the INTERSTA screen, ICAR generates this form to the alleged father and to the initiating state. The initiating state forwards this form and the order to the payee.
- ◆ If there is a "Y" in the CC CP ATTY (Y/N) field on the ADPAT screen, an "IA" in the RSPN STATE field and no entry in the DISMISSED/ENDED field on the INTERSTA screen, ICAR generates this form to the payee's attorney.

However, if the SUPPORT ESTABLISHED (D/H/C/R/N/A) field has been completed, the CC ORDER TO INTERESTED PARTIES date must be later than or equal to the date in the PATERNITY ESTABLISHED (D/H/C/A) and the SUPPORT ESTABLISHED (D/H/C/R/N/A) date fields. If the date in the CC ORDER TO INTERESTED PARTIES field is earlier than the date in either the PATERNITY ESTABLISHED (D/H/C/A) or the SUPPORT ESTABLISHED (D/H/C/R/N/A) fields, ICAR displays an on-screen message, "CC order to interested parties date must be >= <paternity> <support> established date."

Once entries are made in **both** the SUPPORT ESTABLISHED (D/H/C/R/N/A) and CC ORDER TO INTERESTED PARTIES fields, ICAR prevents you from making further updates to the ADPAT screens.

Based on the combination of entries in the GENERATE ORDER (A/J/R), TYPE and INTERSTATE (Y/N) fields, ICAR issues the following narratives:

- ◆ When GENERATE ORDER (A/J/R) is "A," TYPE is "PO," and INTERSTATE (Y/N) is "N," ICAR issues:
A narrative (ADPAT42) documenting that a copy of the administrative paternity order was mailed to the parties.
- ◆ When GENERATE ORDER (A/J/R) is "A," TYPE is "PO," and INTERSTATE(Y/N) is "Y," ICAR issues:
A narrative (ADPAT259) documenting that a copy of the administrative paternity order was mailed to the parties.
- ◆ When GENERATE ORDER (A/J/R) is "A," TYPE is "PS," and INTERSTATE (Y/N) is "N," ICAR issues:
A narrative (ADPAT44) documenting that a copy of the administrative paternity and support order was mailed to the parties.

- ◆ When GENERATE ORDER (A/J/R) is "A," TYPE is "PS," and INTERSTATE (Y/N) is "Y,"
ICAR issues:
A narrative (ADPAT259) documenting that a copy of the administrative establishment order was mailed to the parties.
- ◆ When GENERATE ORDER (A/J/R) is "A," TYPE is "PH," and INTERSTATE (Y/N) is "N,"
ICAR issues:
A narrative (ADPAT178) documenting that a copy of the administrative paternity and health insurance order was mailed to the parties.
- ◆ When GENERATE ORDER (A/J/R) is "A," TYPE is "PH" and INTERSTATE (Y/N) is "Y,"
ICAR issues:
A narrative (259) documenting that a copy of the administrative paternity and health insurance order was mailed to the parties.
- ◆ When GENERATE ORDER (A/J/R) is "J," TYPE is "PO," and INTERSTATE (Y/N) is "N,"
ICAR issues:
A narrative (ADPAT46) documenting that a copy of the judicial paternity order was mailed to the parties.
- ◆ When GENERATE ORDER (A/J/R) is "J," TYPE is "PO," and INTERSTATE (Y/N) is "Y,"
ICAR issues:
A narrative (ADPAT259) documenting that a copy of the judicial paternity order was mailed to the parties.
- ◆ When GENERATE ORDER (A/J/R) is "J," TYPE is "PS," and INTERSTATE (Y/N) is "N,"
ICAR issues
A narrative (ADPAT48) documenting that a copy of the judicial paternity and support order was mailed to the parties.
- ◆ When GENERATE ORDER (A/J/R) is "J," TYPE is "PS," and INTERSTATE (Y/N) is "Y,"
ICAR issues:
A narrative (ADPAT259) documenting that a copy of the judicial paternity and support order was mailed to the parties.
- ◆ When GENERATE ORDER (A/J/R) is "J," TYPE is "PH," and INTERSTATE (Y/N) is "N,"
ICAR issues:
A narrative (ADPAT180) documenting that a copy of the judicial paternity and health insurance order was mailed to the parties.
- ◆ When GENERATE ORDER (A/J/R) is "J," TYPE is "PH," and INTERSTATE (Y/N) is "Y,"
ICAR issues:
A narrative (ADPAT259) documenting that a copy of the judicial paternity and health insurance order was mailed to the parties.

- ◆ When GENERATE ORDER (A/J/R) is "J," TYPE is "HO," and INTERSTATE (Y/N) is "N," ICAR issues:
A narrative (ADPAT182) documenting that a copy of the judicial health insurance only order was mailed to the parties.
- ◆ When GENERATE ORDER (A/J/R) is "J," TYPE is "HO," and INTERSTATE (Y/N) is "Y," ICAR issues:
A narrative (ADPAT183) documenting that a copy of the judicial health insurance only order was mailed to the parties.
- ◆ When GENERATE ORDER (A/J/R) is "J," TYPE is "SO," and INTERSTATE (Y/N) is "N," ICAR issues:
A narrative (ADPAT184) documenting that a copy of the judicial support only order was mailed to the parties.
- ◆ When GENERATE ORDER (A/J/R) is "J," TYPE is "SO," and INTERSTATE (Y/N) is "Y," ICAR issues:
A narrative (ADPAT259) documenting that a copy of the judicial support only order was mailed to the parties.

Completing the HEADER Screen

When you complete the PATERNITY ESTABLISHED (D/H/C/A) and the SUPPORT ESTABLISHED (D/H/C/R/N/A) fields ICAR automatically displays the HEADER and the COURTORRD screens for you to enter the court order number information. For more information on the entries in the SUPPORT ESTABLISHED (D/H/C/R/N/A) field and the TYPE field, see [Preparing the Administrative Order](#) and [Preparing the Judicial Order](#).

D479HI60	IOWA COLLECTION AND REPORTING SYSTEM HEADER	DATE: TIME:
CASE NUMBER.....:		
PROCESS TYPE.....:		
COURT ORDER COUNTY:		
COURT ORDER NUMBER:		
ICIS C.O. NUMBER..:		
PETITIONER LINE 1.:		
PETITIONER LINE 2.:		

When you enter a court order number on the HEADER screen, enter the court order number in the ICIS C.O. NUMBER field rather than the COURT ORDER NUMBER field. If you leave the ICIS C.O. NUMBER field blank, ICAR displays this on screen message, "Entry in the ICIS C.O. NUMBER field is required."

The ICIS C.O. NUMBER field is 17 characters long. ICAR automatically records data for the first five positions based on the entry in the COURT ORDER COUNTY field, as follows:

- ◆ Positions 1 and 2: District number.
- ◆ Positions 3 and 4: County number.
- ◆ Position 5: Jurisdiction.
- ◆ Positions 6 and 7: City code. The Unit does not use this code. The positions are always blank.

Positions 8-17 are worker-entered. ICAR allows only alphabetical entries in positions 8-11 and only numeric entries in positions 12-17.

- ◆ Positions 8 and 9: Case type.
- ◆ Positions 10 and 17: Group code.

If you don't complete the alphabetical or the numeric positions of the ICIS C.O. NUMBER, ICAR displays this on screen message, " Invalid entry in ICIS C.O. NUMBER. Press F1 for help."

Once you complete entries in the ICIS C.O. NUMBER field and press F3, ICAR also displays the case type and group code from the ICIS C.O. NUMBER field in the COURT ORDER NUMBER field.

Press F6 to transfer HEADER information to COURTORD and to add the court order to the case. Once you add the court order to the case, ICAR displays the HEADER screen for you to delete the screen. For more information on adding court orders to ICAR, see, **MAPPs Business Procedure CSBP0007**

Ending the Process

If the ADPAT process is started, it must later be ended through the entry of an order or an entry in the ACTION DISMISSED/PROCESS ENDED field on ADPAT2. When an order is entered, ICAR completes this field automatically. You complete this field only when an order is not being obtained.

The valid worker entries are:

- ◆ MSNA = Mother's statement not attainable. When you enter "MSNA," ICAR issues:
 - A narrative (ADPAT66 if INTERSTATE (Y/N) is "N" or ADPAT260 if INTERSTATE (Y/N) is "Y") to document the end of the process.
 - A status (ADPAT21 with narrative ADPAT67) to inform the payee or the initiating state of the reason the process was ended.
- ◆ CPNC = Custodial parent noncooperation. When you enter "CPNC" and SERVICE OBTAINED (Y/N/A/G) is "Y" or "A," ICAR issues:
- ◆ A narrative (ADPAT68 if INTERSTATE (Y/N) is "N" or ADPAT261 if INTERSTATE (Y/N) is "Y") to document the end of the process.
- ◆ When you enter "CPNC" and SERVICE OBTAINED (Y/N/A/G) is "N," ICAR issues:
 - A narrative (ADPAT70 if INTERSTATE (Y/N) is "N" or ADPAT262 if INTERSTATE (Y/N) is "Y") to document the end of the process.
 - A status (ADPAT24 with narrative ADPAT71) to inform the payee or the initiating state of the reason the process was ended.
- ◆ PNI = Paternity not an issue. When you enter "PNI" and SERVICE OBTAINED (Y/N/A/G) is "Y" or "A," ICAR issues:
 - A narrative (ADPAT72 if INTERSTATE (Y/N) is "N" or ADPAT263 if INTERSTATE (Y/N) is "Y") to document the end of the process.
 - A status (ADPAT24 with narrative ADPAT263) to inform the payee or the initiating state of the reason the process was ended.

When you enter "PNI" and SERVICE OBTAINED (Y/N/A/G) is "N", ICAR issues:

- A narrative (ADPAT74 if INTERSTATE (Y/N) is "N" or ADPAT264 if INTERSTATE (Y/N) is "Y") to document the end of the process.
 - A status (ADPAT24 with narrative ADPAT264) to inform the payee or the initiating state of the reason the process was ended.
- ◆ NLAF = Non-location on alleged father. When you enter "NLAF," ICAR issues:
- A narrative (ADPAT76 if INTERSTATE (Y/N) is "N" or ADPAT265 if INTERSTATE (Y/N) is "Y") to document the end of the process.
 - A status (ADPAT25 with narrative ADPAT76, or ADPAT26 with narrative ADPAT265) to inform the payee or the initiating state of the reason the process was ended.
- ◆ AFEX = Alleged father excluded by genetic testing. When you enter "AFEX," ICAR issues:
- A narrative (ADPAT78 if INTERSTATE (Y/N) is "N" or ADPAT266 if INTERSTATE (Y/N) is "Y") to document the end of the process.
- ◆ DIS = Action dismissed by 1.944. When you enter "DIS" and SERVICE OBTAINED (Y/N/A/G) is "Y" or "A," ICAR issues:
- A narrative (ADPAT80 if INTERSTATE (Y/N) is "N" or ADPAT267 if INTERSTATE (Y/N) is "Y") to document the end of the process.
- ◆ OTH = Other. When you enter "OTH" and SERVICE OBTAINED (Y/N/A/G) is "Y" or "A," ICAR issues:
- A narrative (ADPAT82 if INTERSTATE (Y/N) is "N" or ADPAT268 if INTERSTATE (Y/N) is "Y") to document the end of the process.
 - A status (ADPAT24 with narrative ADPAT268) to inform the payee or the initiating state of the reason the process was ended.
- ◆ When you enter "OTH" and SERVICE OBTAINED (Y/N/A/G) is "N," ICAR issues:
- A narrative (ADPAT84 if INTERSTATE (Y/N) is "N" or ADPAT269 if INTERSTATE (Y/N) is "Y") to document the end of the process.
 - A status (ADPAT24 with narrative ADPAT269) to inform the payee or the initiating state of the reason the process was ended.

When you make an entry in the ACTION DISMISSED/PROCESS ENDED field, ICAR requires you to enter the date the process was ended in the corresponding DATE field. If you make an entry in this field without entering a date in the corresponding DATE field, ICAR displays this on screen message, "Action dismissed/process ended requires an entry in action dismissed/ended date."

If you enter CPNC, PNI, NLAF, AFEX, or OTH to end the process, but ICAR indicates that the alleged father has already been served with the notice of the administrative paternity action, ICAR generates form 470-3318, *Dismissal of Administrative Paternity Action Without Prejudice*. ICAR generates this form twice if the mother is the payee, or three times if the non-parental caretaker is the payee.

This form serves as the Unit's formal withdrawal from the administrative paternity establishment action. File the original of each form sent to each party with the clerk of the district court and send the appropriate copy to the alleged father, the mother, and the caretaker (if not the mother).

Review the case with your Unit supervisor and attorney before generating and issuing the *Dismissal* for CPNC, NLAF or OTH codes; see Iowa Court rule 1.943.

To end the process by entering an order, see [Issuing the Order](#).

Special Circumstances

The following sections explain the application of the policies in this chapter when:

- ◆ [There are multiple allegations of paternity](#)
- ◆ [The alleged father is different from the legal father](#)
- ◆ [The minor mother claims she is victim of sexual abuse by the alleged father](#)
- ◆ [The alleged father is a minor](#)
- ◆ [The alleged father is incarcerated](#)
- ◆ [There is an action to disestablish paternity](#)
- ◆ [The payee lives in another state](#)
- ◆ [The alleged father lives in another state](#)
- ◆ [The payee moves during the administrative paternity process](#)
- ◆ [Paternity is established for some of the children, but not all of them](#)

Multiple Allegations

Form 470-3877, *Child Support Information*, and form 470-3929, *Establishment Questionnaire*, alerts the mother to the fact that she should make a multiple allegation if she had relations with more than one man during the probable conception period of the child. If the mother indicates that more than one man could have fathered the child, initiate an administrative paternity action against the most likely father.

When there is a multiple allegation:

- ◆ If you have not interviewed the mother and her answers on the *Child Support Information or Establishment Questionnaire* indicate more than one possible alleged father, interview the mother by phone or schedule an in-person interview in the office. Ask the mother to specify the man or men with whom she had intercourse during the period she was most likely to have become pregnant. (See [Interview With the Mother](#).)
- ◆ Pursue a paternity action against only one alleged father at a time. Do not proceed with a paternity action against more than one man at a time.

If the mother names a man most likely to be the father based on the probable period of conception, serve that alleged father with form 470-3309, *Notice of Intent to Establish Paternity and Support*.

If you and the mother cannot determine which man is most likely to be the father, serve the alleged father for whom you have a verified address. If more than one alleged father has a verified address, pick which one to proceed against first.

Likewise, if the most-likely alleged father cannot be located after diligent but unsuccessful efforts, serve the next most-likely alleged father for whom you have a verified address. (90 days is a reasonable amount of time to search before serving the next most-likely alleged father.)

Follow the instructions for obtaining an *Administrative Paternity Order* just as if there were a single allegation. If the alleged father who was first contacted wants to admit paternity, remind him of his right to genetic testing before he signs the agreed *Administrative Paternity Order*.

If he is reluctant to request genetic tests because of the cost, the Unit may order genetic tests on its own initiative and not seek reimbursement for the cost of the tests. The Unit is required to advance the cost of tests in the first round of genetic testing, and then charges the tests to the alleged father whom the tests conclude is the father when he requested the genetic testing. If the Unit, the court or the mother requested the genetic testing, the Unit cannot seek reimbursement from either parent.

If that alleged father is excluded from consideration through genetic testing, initiate an action against the next most likely candidate, and so on, until either:

- ◆ Paternity is established against one of the alleged fathers; or
- ◆ All the alleged fathers are excluded. In that case, ask the mother to name other possible fathers.

Legal vs. Alleged Father

When there is a legal father (i.e. the child was born during a marriage) which means paternity is already legally established, you must pursue him for child support. In these cases, the administrative paternity process is not appropriate.

Occasionally the mother or the legal father will claim that another man is actually the biological father. Unless the legal father successfully initiates an action to disestablish paternity (see 10-D, [Disestablishment of Paternity](#)), do not pursue paternity establishment against the alleged biological father. Seek child support from the **legal** father under Iowa Code chapter 252C.

If you discover that a legal father exists after the alleged father has been served with form 470-3309, *Notice of Intent to Establish Paternity and Support*, withdraw the administrative paternity action.

Do this by filing a form 470-3318, *Dismissal of Administrative Paternity Action Without Prejudice*, with the court, and sending a copy of the dismissal to the alleged father, the mother and the caretaker, if applicable. Then initiate an administrative support action under Iowa Code chapter 252C and obtain new service of process on the legal father.

Dismissing the Case

To end the administrative paternity process in ICAR when a legal father is discovered, enter "PNI" in the ACTION DISMISSED/PROCESS ENDED field on ADPAT2. This indicates the process was ended due to paternity not being at issue. For other valid codes for dismissal, see [Ending the Process](#).

Minor Mother Claims to Be a Victim of Sexual Abuse by Alleged Father

CSRU should not proceed with an action to establish paternity or support against an alleged father when the mother may be a minor victim of sexual abuse **unless** the minor victim mother requests CSRU's services.

Before proceeding with an action to establish paternity or support, review the child's date of birth (DOB) and parents' DOB to determine the age of the parents at the time of probable conception.

Iowa Code section 709.4 describes third degree sexual abuse, a class "C" felony, to include sex acts under the following circumstances:

- ◆ The other participant is 12 or 13 years old.
- ◆ The other participant is 14 or 15 and the person is four or more years older.

NOTE: A parent who meets these criteria may now be 18 or older, but will be referred to as a minor victim in this section because they were a minor when the abuse occurred.

Consult with the supervisor or office attorney before making the determination not to proceed in Public Assistance and Non Public Assistance cases.

Public Assistance cases: The minor mother is receiving public assistance and claims to be a victim of sexual abuse by the alleged father and does not wish to proceed with establishment.

- ◆ Inform the minor victim mother about claiming good cause. See 9-H, [Serving Qualified Customers](#) for more information.
- ◆ If the minor victim mother does not or cannot claim good cause and still does not want CSRU to proceed with establishment, proceed to make a determination regarding the best interests of the child.
- ◆ If CSRU determines that establishing an order is not in the best interests of the child, do not establish an order. Close the case using the "NCIN" closure code. See, 9-I, [Case Closure](#) for more information.

Non Public Assistance cases: The minor victim mother is the applicant of services, later claims to be a victim of sexual abuse by the alleged father and does not wish to proceed with establishment.

- ◆ If you have not started an action, do not proceed. Close the case using the "REQU" closure code. See, 9-I, [Case Closure](#) for more information.
- ◆ If you started an action, end the action and inform the parties the reason for ending the action. Close the case using the "REQU" closure code. See, **9-I Case Closure** for more information.
- ◆ If you started an action and a court hearing is:
 - Scheduled, work with your office attorney to ask the court to cancel the hearing date.
 - Held, work with your office attorney to ask the judge to take the appropriate action; only ask the judge to dismiss the case in rare circumstances.
 - After the disposition, if the judge did not order paternity or support, close the case using the "REQU" closure code. See **9-I, Case Closure** for more information.

NOTE: See MAPPS reference document for procedures when the minor victim is the alleged father.

Minor Alleged Father

If the alleged father on the case is a minor, do not start an establishment action. Consult your supervisor and office attorney regarding how to proceed with the case.

Incarcerated Alleged Father

The Unit cannot enter a default order against an incarcerated alleged father. If the incarcerated alleged father does not appear in the 252 action, seek a consent order for paternity, current, medical, and accrued (if appropriate) support from him using form 470-4084, *Child Support Declaration*.

An alleged father incarcerated in a county jail may be served by a sheriff or may accept service. An alleged father incarcerated in the state penal system can accept service, or the service can be processed through the warden's office.

If the mother is also a respondent to the action and the incarcerated alleged father consented to the order, the mother also needs to consent to the order by signing the Child Support Declaration form. If the alleged father consents to the order, but the mother will not consent to the order, wait until the time frames expire and submit the order and the other necessary forms to the Unit attorney for presentation to the court.

Disestablishing Paternity

Legal reference: Iowa Code Sections 598.21 and 600B.41A, 441 IAC 99.36-99.39

Paternity disestablishment is a legal process through which a man legally determined to be the father (through an administrative paternity order, marriage, or his having signed a paternity affidavit, or his open statement in court) can overcome paternity. A parent or legal representative of the parents or child can initiate an action to disestablish paternity. (See 10-D, [Disestablishment of Paternity](#)).

Responding Interstate

Legal reference: 45 CFR 303.7(d) 2)

You can use the administrative paternity establishment process in responding interstate cases as long as the mother has signed an affidavit. When an incoming paternity case is received, review the packet to ensure form 470-3474, *Declaration in Support of Establishing Parentage*, signed by the mother is included. Form 470-3474 signed by the mother in the UIFSA packet serves as the *Mother's Written Statement Alleging Paternity* and is sufficient to begin the administrative process. If the mother did not sign the affidavit, and she did not sign and return the *Mother's Written Statement Alleging Paternity*, the Unit cannot use the ADPAT process to establish paternity and support.

Before making any entries on the ADPAT screen, remember to link the INTERSTA screen to the ADPAT process. If ICAR already generated a *Mother's Written Statement Alleging Paternity*, end the ADPAT process screen. Link the INTERSTA screen to a new ADPAT process. The mother in the other state has the same rights as a mother in Iowa (e.g., to contest paternity establishment or to challenge genetic test results).

Follow the steps outlined in this chapter with two exceptions:

- ◆ The responding state schedules genetic testing for all parties. Generate form 470-3317, *Administrative Order for Genetic Testing*, for the alleged father, mother and child. Send the 470-3317 for the mother and child to the initiating state. The responding state pays for the genetic testing.
- ◆ Send forms 470-3310, *Notice to the Mother of Intent to Establish Paternity (and Support)*, 470-2640, *Child Support Guidelines Worksheet*, and 470-2950, *Child Support Guidelines Worksheet Cover Letter*, to the initiating state child support agency rather than to the mother herself.

NOTE: If Iowa is the initiating state, the ADPAT process cannot be used.

Handling Interstate

The INTERSTATE (Y/N) field on ADPAT indicates whether the payee in this case is located in a state other than Iowa and that Iowa is providing establishment services to the payee through that other state (specified in the INITIATING STATE field).

This is a "view-only" field. It is updated from information entered on the INTERSTA screen. Create this link by entering "PAT" in the REFERRAL TYPE field and "ADPAT" in the PROCESS field on the INTERSTA screen, accessing ADPAT, and adding the process.

A "Y" entry indicates this is an interstate case and "N" indicates this is not an interstate case.

Out-of-State Alleged Father

Legal reference: Iowa Code Sections 252K.201

To establish an Iowa order against an alleged father who resides outside Iowa, certain minimum contacts must exist between the alleged father and the state of Iowa. What constitutes a minimum contact is established in UIFSA. (See [Long-Arm Jurisdiction](#).)

Transferring Files

When the payee moves during the administrative paternity process and the alleged father has not been located, transfer the file to the new office to proceed with location and to continue with the pending action.

If the payee moves after the alleged father has been served, continue the action in the county where the action began. Transfer the file once the administrative paternity action has ended.

Paternity Established For Some But Not All Children

To establish a paternity and support order when paternity is established for some but not all children on the case, initiate one action for all children by filing 470-2698, *Petition to Establish Paternity, Current and Accrued Support*, under chapter 252A alleging a duty of support for all of the children. The Unit cannot use the administrative paternity process when paternity is established for some but not all children on the case.

When the final order is prepared, include a provision in the order that the Respondent is legally and judicially established as the father of any children for whom paternity is at issue.

Undocumented Citizens

Child support regulations do not require that a person be a legal citizen of the United States to receive or pay child support. Establish paternity and child support as usual if any member of the family is an undocumented citizen.

Narratives

Process: **ADPAT** Number: **1**

Text: The AF is represented by an attorney for the administrative paternity process.

Screen:	Field:	Entry:	Flag:	Status:
ADPAT	CC AF ATTY	Y		

Process: **ADPAT** Number: **2**

Text: The AF is no longer represented by an attorney for the administrative paternity process.

Screen:	Field:	Entry:	Flag:	Status:
ADPAT	CC AF ATTY	Change from Y to N		

Process: **ADPAT** Number: **3**

Text: Interview scheduled with mother on (Interview scheduled date) at (Interview scheduled time) regarding the administrative establishment of paternity against (Alleged father's name).

Screen:	Field:	Entry:	Flag:	Status:
ADPAT	MOTHER INTERVIEW SET CT CASE	Future Date Y	1	

Process: **ADPAT** Number: **4**

Text: (Blank narrative)

Screen:	Field:	Entry:	Flag:	Status:
ADPAT	MOTHER INTERVIEW SET CT CASE	MOTHER Current Date Y	2	

Process: **ADPAT** Number: **5**

Text: Interview scheduled with payee on (Interview scheduled date) at (Interview scheduled time) regarding the administrative establishment of paternity against (Alleged father's name). Interview scheduled at the following location: (Worker enters location of interview).

Screen:	Field:	Entry:	Flag:	Status:
ADPAT	MOTHER INTERVIEW SET CT CASE	Valid Date N	3	1

Process: **ADPAT** Number: **6**

Text: An interview was held with mother on (interview scheduled date) at (Interview set time) regarding the administrative establishment of paternity against (Alleged father's name). Additional information obtained (Worker enters additional information).

Screen:	Field:	Entry:	Flag:	Status:
ADPAT	INTRVW HELD	Y	81	
	CT CASE	Y		

Process: **ADPAT** Number: **7**

Text: An interview was held with payee on (Interview held date) at (Interview held time) regarding the administrative establishment of paternity against (Alleged father's name). Additional information obtained: (Worker enters additional information)

Screen:	Field:	Entry:	Flag:	Status:
ADPAT	INTRVW HELD	Y	81	
	CT CASE	N		

Process: **ADPAT** Number: **8**

Text: An interview regarding the establishment of administrative paternity with the mother has been rescheduled for (Interview scheduled date) at (Interview scheduled time). The interview was rescheduled because: (Worker enters the reason for rescheduling)

Screen:	Field:	Entry:	Flag:	Status:
ADPAT	INTRVW HELD	R	82, 85	
	CT CASE	Y		

Process: **ADPAT** Number: **9**

Text: An interview regarding the establishment of administrative paternity with the payee has been rescheduled for (Interview scheduled date) at (Interview scheduled time). The interview has been rescheduled because: (Worker enters reason for rescheduling).

Screen:	Field:	Entry:	Flag:	Status:
ADPAT	INTRVW HELD	R	83, 84	1
	CARETAKER CT CASE	N		

Process: **ADPAT** Number: **10**

Text: (Blank narrative)

Screen:	Field:	Entry:	Flag:	Status:
ADPAT	GEN MOTHER STMT	Y	4	
	DATE	15 days before current date		
	CT CASE	N		
	COMPLETED	Entry other than Y		

Process: **ADPAT** Number: **11**

Text: (Blank narrative)

Screen:	Field:	Entry:	Flag:	Status:
ADPAT	GEN MOTHER STMT DATE	Y	5	
	CT CASE COMPLETED	15 days before current date		
		Y		
		Entry other than Y		

Process: **ADPAT** Number: **12**

Text: (Blank narrative)

Screen:	Field:	Entry:	Flag:	Status:
ADPAT	GEN MOTHER STMT DATE	R	6	
	CT CASE COMPLETED	15 days before current date		
		N		
		Entry other than Y		

Process: **ADPAT** Number: **13**

Text: (Blank narrative)

Screen:	Field:	Entry:	Flag:	Status:
ADPAT	GEN MOTHER STMT, DATE	R	7	
	CT CASE COMPLETED	15 days before current date		
		Y		
		Entry other than Y		

Process: **ADPAT** Number: **14**

Text: Completed mother's statement received on (Mother's statement completed date) against (Alleged father's name) for adpat process. Additional information obtained: (Worker enters additional information).

Screen:	Field:	Entry:	Flag:	Status:
ADPAT	COMPLETED	Y	8	

Process: **ADPAT** Number: **15**

Text: Initial notices and directions for service (in-state) sent on (GEN SERVICE REQUEST date) for adpat process to be served on (Alleged father's name).

Screen:	Field:	Entry:	Flag:	Status:
ADPAT	GEN SERVICE REQUEST AF I/O	Y	9	
	INTERSTATE	I		
		N		

Process: **ADPAT** Number: **16**

Text: Initial notices and directions for out-of-state service sent on (gen service request date) for adpat process to be served on (Alleged father's name).

Screen:	Field:	Entry:	Flag:	Status:
ADPAT	GEN SERVICE REQUEST AF	Y	9	
	I/O	O		
	INTERSTATE	N		

Process: **ADPAT** Number: **17**

Text: Initial notices and directions for service (in-state) resent on (GEN SERVICE REQUEST date) for adpat process to be served on (Alleged father's name).

Screen:	Field:	Entry:	Flag:	Status:
ADPAT	GEN SERVICE REQUEST AF	R	10	
	I/O	I		
	INTERSTATE	N		

Process: **ADPAT** Number: **18**

Text: Initial notices and directions for out-of state service (in-state) re-sent on (GEN SERVICE REQUEST date) for ADPAT process to be served on (Alleged father's name).

Screen:	Field:	Entry:	Flag:	Status:
ADPAT	GEN SERVICE REQUEST AF	R	10	
	I/O	O		
	INTERSTATE	N		

Process: **ADPAT** Number: **19– Issues only from cases completed prior to 07-01-2009**

Text: Directions for service prepared on (GEN SERVICE REQUEST date) for adpat process. Action based on referral from the state of (INITIATING STATE code).

Screen:	Field:	Entry:	Flag:	Status:
ADPAT	GEN SERVICE REQUEST AF	Y	9	
	I/O	I		
	INTERSTATE	Y		

Process: **ADPAT** Number: **20– Issues only from cases completed prior to 07-01-2009**

Text: Directions for service prepared on (GEN SERVICE REQUEST date) for adpat process. Action based on a referral from the state of (INITIATING STATE code).

Screen:	Field:	Entry:	Flag:	Status:
ADPAT	GEN SERVICE REQUEST AF	R	10	
	I/O	I		
	INTERSTATE	Y		

Process: **ADPAT** Number: **21**

Text: (Alleged father's name) was served with initial notices to establish administrative paternity on (SERVICE OBTAINED date).

Screen:	Field:	Entry:	Flag:	Status:
ADPAT,	CT CASE	Y	11, 12	
ADPAT2	INTERSTATE	N		
	SERVICE OBTAINED AF	Y		

Process: **ADPAT** Number: **22**

Text: (Alleged father's name) was served with initial notices to establish administrative paternity on (SERVICE OBTAINED date).

Screen:	Field:	Entry:	Flag:	Status:
ADPAT,	CT CASE	N	11	
ADPAT2	INTERSTATE	N		
	SERVICE OBTAINED AF	Y		

Process: **ADPAT** Number: **23 Replaced by narrative ADPAT 257 on 1/14/2019**

Text: (Alleged father's name) was served with Initial Notices to Establish Administrative Paternity on (SERVICE OBTAINED date). Action based on a referral from the State of (INITIATING STATE code).

Screen:	Field:	Entry:	Flag:	Status:
ADPAT,	CT CASE	N	11	
ADPAT2	INTERSTATE	Y		
	SERVICE OBTAINED AF	Y		

Process: **ADPAT** Number: **24**

Text: Service of the Notice of Intent to Establish Paternity for ADPAT process unsuccessful on (SERVICE OBTAINED date). Comments: (Worker enters comments as needed)

Screen:	Field:	Entry:	Flag:	Status:
ADPAT,	INTERSTATE	N	13	5
ADPAT2	SERVICE OBTAINED AF	N		

Process: **ADPAT** Number: **25-Issues only from cases completed prior to 07-01-2009.**

Text: Based on a referral from the state of (INITIATING STATE code), service of the Notice of Intent to Establish Paternity for Administrative Process unsuccessful on (SERVICE OBTAINED date) at the following location: (Worker enters location).

Screen:	Field:	Entry:	Flag:	Status:
ADPAT,	INTERSTATE	Y	13	6
ADPAT2	SERVICE OBTAINED	N		

Process: **ADPAT** Number: **26**

Text: (Alleged father's name) accepted service of Initial Notices to Establish Paternity for the ADPAT process on (SERVICE OBTAINED date).

Screen:	Field:	Entry:	Flag:	Status:
ADPAT,	CT CASE	Y	11, 13	
ADPAT2	INTERSTATE	N		
	SERVICE OBTAINED AF	A		

Process: **ADPAT** Number: **27**

Text: (Alleged father's name) accepted service of Initial Notices to Establish Paternity for the ADPAT process on (SERVICE OBTAINED date).

Screen:	Field:	Entry:	Flag:	Status:
ADPAT,	CT CASE	N	11	
ADPAT2	INTERSTATE	N		
	SERVICE OBTAINED AF	A		

Process: **ADPAT** Number: **28 Replaced by narrative ADPAT 258 on 1/14/2019**

Text: (Alleged father's name) accepted service of Initial Notices to Establish Paternity for the ADPAT process on (SERVICE OBTAINED date). Action based on a referral from the state of (INITIATING STATE code).

Screen:	Field:	Entry:	Flag:	Status:
ADPAT,	CT CASE	N	11	
ADPAT2	INTERSTATE	Y		
	SERVICE OBTAINED AF	A		

Process: **ADPAT** Number: **29**

Text: Originals of Initial Notices to Establish Paternity against (Alleged father's name) filed COC on (NOTICE FILED WITH COC date).

Screen:	Field:	Entry:	Flag:	Status:
ADPAT2	FILED WITH COC			

Process: **ADPAT** Number: **30**

Text: (Blank narrative)

Screen:	Field:	Entry:	Flag:	Status:
ADPAT2	GUIDELINES CV LTR	Y	14	

Process: **ADPAT** Number: **31**

Text: (Blank narrative)

Screen:	Field:	Entry:	Flag:	Status:
ADPAT2	GUIDELINES CV LTR	R	15	

Process: **ADPAT** Number: **32**

Text: Mother filed contest to administrative paternity establishment against (Alleged father's name) on (MOTHER RESPONSE date).

Screen:	Field:	Entry:	Flag:	Status:
ADPAT,	CT CASE	Y	16, 17	7
ADPAT2	MOTHER'S RESPONSE	C		

Process: **ADPAT** Number: **33**

Text: Payee filed contest to administrative paternity establishment against (Alleged father's name) on (MOTHER'S RESPONSE date).

Screen:	Field:	Entry:	Flag:	Status:
ADPAT,	CT CASE	N	18	7, 8
ADPAT2	MOTHER'S RESPONSE	C		

Process: **ADPAT** Number: **34**

Text: Mother has intervened in the administrative paternity process.

Screen:	Field:	Entry:	Flag:	Status:
ADPAT,	CT CASE	Y	19	
ADPAT2	MOTHER'S RESPONSE	I		

Process: **ADPAT** Number: **35**

Text: Payee has intervened in the administrative paternity process.

Screen:	Field:	Entry:	Flag:	Status:
ADPAT,	CT CASE	N	20	
ADPAT2	MOTHER'S RESPONSE	I		

Process: **ADPAT** Number: **36**

Text: Mother intervened and filed contest to administrative paternity establishment on (MOTHER'S RESPONSE date).

Screen:	Field:	Entry:	Flag:	Status:
ADPAT,	CT CASE	Y	16, 17, 19	7
ADPAT2	MOTHER'S RESPONSE	B		

Process: **ADPAT** Number: **37**

Text: Payee intervened and filed contest to administrative paternity establishment on (MOTHER'S RESPONSE date).

Screen:	Field:	Entry:	Flag:	Status:
ADPAT,	CT CASE MOTHER'S	N	18, 20	7, 8
ADPAT2	RESPONSE	B		

Process: **ADPAT** Number: **38 – Issues only from cases completed prior to 07-01-2009.**

Text: (Blank narrative)

Screen:	Field:	Entry:	Flag:	Status:
ADPAT2	GENERATE ORDER TYPE	A or R PO	21	

Process: **ADPAT** Number: **39– Issues only from cases completed prior to 07-01-2009.**

Text: (Blank narrative)

Screen:	Field:	Entry:	Flag:	Status:
ADPAT2	GENERATE ORDER TYPE	A or R PS	22	

Process: **ADPAT** Number: **40– Issues only from cases completed prior to 07-01-2009.**

Text: (Blank narrative)

Screen:	Field:	Entry:	Flag:	Status:
ADPAT2	GENERATE ORDER TYPE	J or R PO	23	

Process: **ADPAT** Number: **41 – Issues only from cases completed prior to 07-01-2009.**

Text: (Blank narrative)

Screen:	Field:	Entry:	Flag:	Status:
ADPAT2	GENERATE ORDER TYPE	J or R PS	24	

Process: **ADPAT** Number: **42**

Text: Copy of Administrative Paternity Order mailed to interested parties.

Screen:	Field:	Entry:	Flag:	Status:
ADPAT, ADPAT2	INTERSTATE CC ORDER TO INTERESTED PARTIES GENERATE ORDER TYPE	N A PO	94	

Process: **ADPAT** Number: **43 Replaced by narrative ADPAT 259 on 1/14/2019**

Text: Copy of Administrative Paternity Order mailed to interested parties. Action based on referral from the state of (INITIATING STATE code).

Screen:	Field:	Entry:	Flag:	Status:
ADPAT, ADPAT2	INTERSTATE CC ORDER TO INTERESTED PARTIES GENERATE ORDER TYPE	Y A PO	94	

Process: **ADPAT** Number: **44**

Text: Copy of Administrative Paternity and Support Order mailed to interested parties.

Screen:	Field:	Entry:	Flag:	Status:
ADPAT, ADPAT2	INTERSTATE CC ORDER TO INTERESTED PARTIES GENERATE ORDER TYPE	N A PS	94	

Process: **ADPAT** Number: **45 Replaced by narrative ADPAT 259 on 1/14/2019**

Text: Copy of Administrative Paternity and Support Order mailed to interested parties. Action based on referral from the state of (INITIATING STATE code).

Screen:	Field:	Entry:	Flag:	Status:
ADPAT, ADPAT2	INTERSTATE CC ORDER TO INTERESTED PARTIES GENERATE ORDER TYPE	Y A PS	94	

Process: **ADPAT** Number: **46**

Text: Copy of Judicial Paternity Order mailed to interested parties.

Screen:	Field:	Entry:	Flag:	Status:
ADPAT, ADPAT2	INTERSTATE CC ORDER TO INTERESTED PARTIES GENERATE ORDER TYPE	N J PO	94	

Process: **ADPAT** Number: **47 Replaced by narrative ADPAT 259 on 1/14/2019**

Text: Copy of Judicial Paternity Order mailed to interested parties. Action based on referral from the state of (INITIATING STATE code).

Screen:	Field:	Entry:	Flag:	Status:
ADPAT, ADPAT2	INTERSTATE CC ORDER TO INTERESTED PARTIES GENERATE ORDER TYPE	Y J PO	94	

Process: **ADPAT** Number: **48**

Text: Copy of Judicial Paternity and Support Order mailed to interested parties.

Screen:	Field:	Entry:	Flag:	Status:
ADPAT, ADPAT2	INTERSTATE CC ORDER TO INTERESTED PARTIES GENERATE ORDER TYPE	Entry: N J PS	94	

Process: **ADPAT** Number: **49 Replaced by narrative ADPAT 259 on 1/14/2019**

Text: Copy of Judicial Paternity and Support Order mailed to interested parties. Action based on referral from the state of (INITIATING STATE code).

Screen:	Field:	Entry:	Flag:	Status:
ADPAT, ADPAT2	INTERSTATE CC ORDER TO INTERESTED PARTIES GENERATE ORDER TYPE	Y J PS	94	

Process: **ADPAT** Number: **50 - Issues only from cases completed prior to 11-1-99.**

Text: Administrative paternity and support established against (Alleged father's name) by default administrative order entered on (PATERNITY ESTABLISHED date) for the following obligation types and children: (Obligation types, Children).

Screen:	Field:	Entry:	Flag:	Status:
ADPAT, ADPAT2	INTERSTATE PATERNITY ESTABLISHED SUPPORT ESTABLISHED AF GENERATE ORDER	N D D A	25	

Process: **ADPAT** Number: **51 – Issues only from cases completed prior to 11-1-99.**

Text: Based on referral from the state of (INITIATING STATE code), administrative paternity and support established against (Alleged father's name) by default administrative order entered on (PATERNITY ESTABLISHED date) for the following obligation types and children: (Obligation types, children).

Screen:	Field:	Entry:	Flag:	Status:
ADPAT,	INTERSTATE	Y	25	
ADPAT2	PATERNITY ESTABLISHED	D		
	SUPPORT ESTABLISHED AF	D		
	GENERATE ORDER	A		

Process: **ADPAT** Number: **52– Issues only from cases completed prior to 11-1-99.**

Text: Paternity and support established against (Alleged father's name) by default hearing of the court. Order entered on (PATERNITY ESTABLISHED date) for the following obligation types and children: (Obligation types, children)

Screen:	Field:	Entry:	Flag:	Status:
ADPAT,	INTERSTATE	N	25	
ADPAT2	PATERNITY ESTABLISHED	D		
	SUPPORT ESTABLISHED AF	D		
	GENERATE ORDER	J		

Process: **ADPAT** Number: **53– Issues only from cases completed prior to 11-1-99.**

Text: Based on referral from the state of (INITIATING STATE code), paternity and support established against (Alleged father's name) by default hearing of the court. Order entered on (PATERNITY ESTABLISHED date) for the following obligation types and children: (Obligation types, children).

Screen:	Field:	Entry:	Flag:	Status:
ADPAT,	INTERSTATE	Y	25	
ADPAT2	PATERNITY ESTABLISHED	D		
	SUPPORT ESTABLISHED AF	D		
	GENERATE ORDER	J		

Process: **ADPAT** Number: **54– Issues only from cases completed prior to 11-1-99.**

Text: Paternity established against (Alleged father's name) by default hearing of the court. No support ordered. Order entered on (PATERNITY ESTABLISHED date) for the following children: (Children)

Screen:	Field:	Entry:	Flag:	Status:
ADPAT,	INTERSTATE	N	26	
ADPAT2	PATERNITY ESTABLISHED	D		
	SUPPORT ESTABLISHED AF	Blank, R or N		
	GENERATE ORDER	J		
	TYPE	PO		

Process: **ADPAT** Number: **55– Issues only from cases completed prior to 11-1-99.**

Text: Based on referral from the state of (INITIATING STATE code), paternity established against (Alleged father’s name) by default hearing of the court. No support ordered. Order entered on (PATERNITY ESTABLISHED date) for the following children: (Children).

Screen:	Field:	Entry:	Flag:	Status:
ADPAT,	INTERSTATE	Y	26	
ADPAT2	PATERNITY ESTABLISHED	D		
	SUPPORT ESTABLISHED AF	Blank, R or N		
	GENERATE ORDER	J		
	TYPE	PO		

Process: **ADPAT** Number: **56– Issues only from cases completed prior to 11-1-99.**

Text: A court hearing to establish paternity was held on (HEARING SET date). The court entered an order establishing paternity and support against (Alleged father’s name) for the following obligation types and children: (Obligation types and children)

Screen:	Field:	Entry:	Flag:	Status:
ADPAT,	INTERSTATE	N	25	
ADPAT2	PATERNITY ESTABLISHED	H		
	SUPPORT ESTABLISHED AF	H		
	GENERATE ORDER	J		
	TYPE	PS		

Process: **ADPAT** Number: **57– Issues only from cases completed prior to 11-1-99.**

Text: Based on referral from the state of (INITIATING STATE code), a court hearing to establish paternity was held on (HEARING SET date). The court entered an order establishing paternity and support against (Alleged father’s name) for the following obligation types and children: (Obligation types and children)

Screen:	Field:	Entry:	Flag:	Status:
ADPAT,	INTERSTATE	Y	25	
ADPAT2	PATERNITY ESTABLISHED	H		
	SUPPORT ESTABLISHED AF	H		
	GENERATE ORDER	J		
	TYPE	PS		

Process: **ADPAT** Number: **58– Issues only from cases completed prior to 11-1-99.**

Text: Paternity established against (alleged father’s name) by court hearing. No support ordered. Order entered on (PATERNITY ESTABLISHED date) for the following children: (Children).

Screen:	Field:	Entry:	Flag:	Status:
ADPAT,	INTERSTATE	N	26	
ADPAT2	PATERNITY ESTABLISHED	H		
	SUPPORT ESTABLISHED AF	Blank, R or N		
	GENERATE ORDER	J		
	TYPE	PO		

Process: **ADPAT** Number: **59– Issues only from cases completed prior to 11-1-99.**

Text: Based on referral from the state of (INITIATING STATE code), paternity established against (alleged father's name) by court hearing. No support ordered. Order entered on (PATERNITY ESTABLISHED date) for the following children: (Children).

Screen:	Field:	Entry:	Flag:	Status:
ADPAT,	INTERSTATE	Y	26	
ADPAT2	PATERNITY ESTABLISHED	H		
	SUPPORT ESTABLISHED AF	Blank, R or N		
	GENERATE ORDER	J		
	TYPE	PO		

Process: **ADPAT** Number: **60– Issues only from cases completed prior to 11-1-99.**

Text: Paternity and support established against (Alleged father's name) by administrative consent order. Order entered on (PATERNITY ESTABLISHED date) for the following obligation types and children: (Obligation types, Children).

Screen:	Field:	Entry:	Flag:	Status:
ADPAT,	INTERSTATE	N	25	
ADPAT2	PATERNITY ESTABLISHED	C		
	SUPPORT ESTABLISHED AF	C		
	GENERATE ORDER	A		

Process: **ADPAT** Number: **61– Issues only from cases completed prior to 11-1-99.**

Text: Based on referral from the state of (INITIATING STATE code), paternity and support established against (Alleged father's name) by administrative consent order. Order entered on (PATERNITY ESTABLISHED date) for the following obligation types and children: (Obligation types, children).

Screen:	Field:	Entry:	Flag:	Status:
ADPAT,	INTERSTATE	Y	25	
ADPAT2	PATERNITY ESTABLISHED	C		
	SUPPORT ESTABLISHED AF	C		
	GENERATE ORDER	A		

Process: **ADPAT** Number: **62– Issues only from cases completed prior to 11-1-99.**

Text: Paternity established against (Alleged father's name) by administrative consent order. Order entered on (PATERNITY ESTABLISHED date) for the following children: (Children).

Screen:	Field:	Entry:	Flag:	Status:
ADPAT,	INTERSTATE	N	26	
ADPAT2	PATERNITY ESTABLISHED	C		
	SUPPORT ESTABLISHED AF	Blank, R or N		
	GENERATE ORDER	J		
	TYPE	PO		

Process: **ADPAT** Number: **63– Issues only from cases completed prior to 11-1-99.**

Text: Based on referral from the state of (INITIATING STATE code), paternity established against (Alleged father’s name) by administrative consent order. Order entered on (PATERNITY ESTABLISHED date) for the following children: (Children).

Screen:	Field:	Entry:	Flag:	Status:
ADPAT, ADPAT2	INTERSTATE PATERNITY ESTABLISHED SUPPORT ESTABLISHED AF GENERATE ORDER TYPE	Y C Blank, R or N A PO	26	

Process: **ADPAT** Number: **64**

Text: Support reserved through ad pat process by order entered on (SUPPORT ESTABLISHED date).

Screen:	Field:	Entry:	Flag:	Status:
ADPAT2	SUPPORT ESTABLISHED AF	R	27	

Process: **ADPAT** Number: **65**

Text: Support not addressed by order entered on (SUPPORT ESTABLISHED date).

Screen:	Field:	Entry:	Flag:	Status:
ADPAT2	SUPPORT ESTABLISHED AF	N	28	

Process: **ADPAT** Number: **66**

Text: Administrative paternity process ended on (ACTION DISMISSED/PROCESS ENDED date). Mother’s statement cannot be obtained because: (Worker enters reason statement cannot be obtained).

Screen:	Field:	Entry:	Flag:	Status:
ADPAT, ADPAT2	INTERSTATE ACTION DISMISSED /PROCESS ENDED	N MSNA	25	

Process: **ADPAT** Number: **67 Replaced by narrative ADPAT 260 on 1/14/2019**

Text: Based on referral from the state of (INITIATING STATE code), administrative paternity process ended on (ACTION DISMISSED/PROCESS ENDED date). Mother’s statement cannot be obtained because: (Worker enters reason statement cannot be obtained).

Screen:	Field:	Entry:	Flag:	Status:
ADPAT, ADPAT2	INTERSTATE ACTION DISMISSED /PROCESS ENDED	Y MSNA	25	21

Process: **ADPAT** Number: **68**

Text: Administrative paternity process ended on (ACTION DISMISSED/PROCESS ENDED date).
Served (Alleged father's name) notified of dismissal. Reason for non-coop: (Worker enters reason for non-cooperation of obligee)

Screen:	Field:	Entry:	Flag:	Status:
ADPAT,	INTERSTATE	N	25	
ADPAT2	ACTION DISMISSED /PROCESS ENDED SERVICE OBTAINED AF	CPNC Y		

Process: **ADPAT** Number: **69 Replaced by narrative ADPAT 261 on 1/14/2019**

Text: Based on referral from the state of (INITIATING STATE code), administrative paternity process ended on (action dismissed/process ended date). Served (Alleged father's name) notified of dismissal. Reason for non-coop: (Worker enters reason for non-cooperation of obligee)

Screen:	Field:	Entry:	Flag:	Status:
ADPAT,	INTERSTATE	Y	25	24
ADPAT2	ACTION DISMISSED /PROCESS ENDED SERVICE OBTAINED AF	CPNC Y or A		

Process: **ADPAT** Number: **70**

Text: Administrative paternity process ended on (ACTION DISMISSED/PROCESS ENDED date).
Reason for non-coop: (Worker enters reason for non-cooperation of obligee)

Screen:	Field:	Entry:	Flag:	Status:
ADPAT,	INTERSTATE	N	25	
ADPAT2				

Process: **ADPAT** Number: **71 Replaced by narrative ADPAT 262 on 1/14/2019**

Text: Based on referral from the state of (INITIATING STATE code), administrative paternity process ended on (ACTION DISMISSED/PROCESS ENDED date). Reason for non-coop: (Worker enters reason for non-cooperation of obligee)

Screen:	Field:	Entry:	Flag:	Status:
ADPAT,	INTERSTATE	Y	25	24
ADPAT2	ACTION DISMISSED /PROCESS ENDED SERVICE OBTAINED AF	CPNC N		

Process: **ADPAT** Number: **72**

Text: Administrative paternity process ended on (ACTION DISMISSED/PROCESS ENDED date). Served (Alleged father's name) notified of dismissal. Paternity not an issue because: (Worker enters reason paternity not an issue).

Screen:	Field:	Entry:	Flag:	Status:
ADPAT,	INTERSTATE	N	25	
ADPAT2	ACTION DISMISSED /PROCESS ENDED SERVICE OBTAINED AF	PNI Y or A		

Process: **ADPAT** Number: **73 Replaced by narrative ADPAT 263 on 1/14/2019**

Text: Based on referral from the state of (INITIATING STATE code), administrative paternity process ended on (ACTION DISMISSED/PROCESS ENDED date). Served (Alleged father's name) notified of dismissal. Paternity not an issue because: (Worker enters reason paternity not an issue).

Screen:	Field:	Entry:	Flag:	Status:
ADPAT,	INTERSTATE	Y	25	24
ADPAT2	ACTION DISMISSED /PROCESS ENDED SERVICE OBTAINED AF	PNI Y or A		

Process: **ADPAT** Number: **74**

Text: Administrative paternity process ended on (ACTION DISMISSED/PROCESS ENDED date). Paternity not an issue because: (Worker enters reason paternity not an issue).

Screen:	Field:	Entry:	Flag:	Status:
ADPAT,	INTERSTATE	N	25	
ADPAT2	ACTION DISMISSED /PROCESS ENDED SERVICE OBTAINED AF	PNI N		

Process: **ADPAT** Number: **75 Replaced by narrative ADPAT 264 on 1/14/2019**

Text: Based on referral from the state of (INITIATING STATE code), administrative paternity process ended on (ACTION DISMISSED/PROCESS ENDED date). Paternity not an issue because: (Worker enters reason paternity not an issue).

Screen:	Field:	Entry:	Flag:	Status:
ADPAT,	INTERSTATE	Y	25	24
ADPAT2	ACTION DISMISSED /PROCESS ENDED SERVICE OBTAINED AF	PNI N		

Process: **ADPAT** Number: **76**

Text: Administrative paternity process ended on (ACTION DISMISSED/PROCESS ENDED date). (Alleged father's name) cannot be located.

Screen:	Field:	Entry:	Flag:	Status:
ADPAT,	INTERSTATE	N	25	25
ADPAT2	ACTION DISMISSED /PROCESS ENDED	NLAF		

Process: **ADPAT** Number: **77 Replaced by narrative ADPAT 265 on 1/14/2019**

Text: Based on referral from the state of (INITIATING STATE code), administrative paternity process ended on (ACTION DISMISSED/PROCESS ENDED date). (Alleged father's name) cannot be located.

Screen:	Field:	Entry:	Flag:	Status:
ADPAT,	INTERSTATE	Y	25	26
ADPAT2	ACTION DISMISSED /PROCESS ENDED	NLAF		

Process: **ADPAT** Number: **78**

Text: Administrative paternity action dismissed on (ACTION DISMISSED/PROCESS ENDED date) due to (Alleged father's name) is excluded as the father through genetic testing.

Screen:	Field:	Entry:	Flag:	Status:
ADPAT,	INTERSTATE	N	25	
ADPAT2	ACTION DISMISSED /PROCESS ENDED	AFEX		

Process: **ADPAT** Number: **79 Replaced by narrative ADPAT 266 on 1/14/2019**

Text: Based on referral from the state of (INITIATING STATE code), administrative paternity action dismissed on (ACTION DISMISSED/PROCESS ENDED date) due to (Alleged father's name) excluded as the father through genetic testing.

Screen:	Field:	Entry:	Flag:	Status:
ADPAT,	INTERSTATE	Y	25	
ADPAT2	ACTION DISMISSED /PROCESS ENDED	AFEX		

Process: **ADPAT** Number: **80**

Text: Administrative paternity action dismissed on (ACTION DISMISSED/PROCESS ENDED date) by COC.

Screen:	Field:	Entry:	Flag:	Status:
ADPAT,	INTERSTATE	N	25	
ADPAT2	ACTION DISMISSED /PROCESS ENDED SERVICE OBTAINED	DIS Y or A		

Process: **ADPAT** Number: **81 Replaced by narrative ADPAT 267 on 1/14/2019**

Text: Based on referral from the state of (INITIATING STATE code), administrative paternity action dismissed on (ACTION DISMISSED/PROCESS ENDED date) by COC.

Screen:	Field:	Entry:	Flag:	Status:
ADPAT,	INTERSTATE	Y	25	
ADPAT2	ACTION DISMISSED /PROCESS ENDED SERVICE OBTAINED AF	DIS Y or A		

Process: **ADPAT** Number: **82**

Text: Administrative paternity action dismissed on (ACTION DISMISSED/PROCESS ENDED date). (Alleged father's name) notified of dismissal. Action dismissed for the following reason: (Worker enters reason for dismissal).

Screen:	Field:	Entry:	Flag:	Status:
ADPAT,	INTERSTATE	N	25	
ADPAT2	ACTION DISMISSED /PROCESS ENDED SERVICE OBTAINED AF	OTH Y or A		

Process: **ADPAT** Number: **83 Replaced by narrative ADPAT 268 on 1/14/2019**

Text: Based on referral from the state of (INITIATING STATE code), administrative paternity action dismissed on (ACTION DISMISSED/PROCESS ENDED date). Served (Alleged father's name) notified of dismissal. Action dismissed for the following reason: (Worker enters reason for dismissal).

Screen:	Field:	Entry:	Flag:	Status:
ADPAT,	INTERSTATE	Y	25	24
ADPAT2	ACTION DISMISSED /PROCESS ENDED SERVICE OBTAINED AF	OTH Y or A		

Process: **ADPAT** Number: **84**

Text: Administrative paternity process ended on (ACTION DISMISSED/PROCESS ENDED date). Action ended for the following reason: (Worker enters reason for ending process).

Screen:	Field:	Entry:	Flag:	Status:
ADPAT,	INTERSTATE	N	25	
ADPAT2	ACTION DISMISSED /PROCESS ENDED SERVICE OBTAINED AF	OTH N		

Process: **ADPAT** Number: **85 Replaced by narrative ADPAT 269 on 1/14/2019**

Text: Based on referral from the state of (INITIATING STATE code), administrative paternity process ended on (ACTION DISMISSED/PROCESS ENDED date). Action ended for the following reason: (Worker enters reason for ending process).

Screen:	Field:	Entry:	Flag:	Status:
ADPAT, ADPAT2	INTERSTATE ACTION DISMISSED /PROCESS ENDED SERVICE OBTAINED AF	Y OTH N	25	24

Process: **ADPAT** Number: **86**

Text: (Alleged father's name) contests paternity establishment on (AF CONTESTS PATERNITY date).

Screen:	Field:	Entry:	Flag:	Status:
ADPAT3	AF CONTESTS PATERNITY	Y	29	

Process: **ADPAT** Number: **87**

Text: Paternity conference requested by (Alleged father's name).

Screen:	Field:	Entry:	Flag:	Status:
ADPAT3	CONFERENCE REQUESTED BY AF	Y		

Process: **ADPAT** Number: **88**

Text: Notice for potential license sanction sent to payor on (date) for the following (licenses).

Screen:	Field:	Entry:	Flag:	Status:
ADPAT3	CSRU RESPONSE	D		

Process: **ADPAT** Number: **89**

Text: Paternity conference with (Alleged father's name) to be scheduled.

Screen:	Field:	Entry:	Flag:	Status:
ADPAT3	CSRU RESPONSE	S	30	

Process: **ADPAT** Number: **90– Issues only from cases completed prior to 07-01-2009.**

Text: Paternity conference scheduled for (CONFERENCE SCHEDULED date) at (CONFERENCE SCHEDULED time).

Screen:	Field:	Entry:	Flag:	Status:
ADPAT, ADPAT3	INTERSTATE AF CONFERENCE SCHEDULED	Y Valid date	31, 88	

Process: **ADPAT** Number: **91– Issues only from cases completed prior to 07-01-2009**

Text: Paternity conference scheduled for (CONFERENCE SCHEDULED date) at (CONFERENCE SCHEDULED time).

Screen:	Field:	Entry:	Flag:	Status:
ADPAT, ADPAT3	INTERSTATE AF CONFERENCE SCHEDULED	N Valid date	32	

Process: **ADPAT** Number: **92**

Text: (Alleged father's name) appeared for paternity conference on (CONFERENCE SCHEDULED date). The following occurred: (Worker enters outcome of conference).

Screen:	Field:	Entry:	Flag:	Status:
ADPAT, ADPAT3	INTERSTATE CONF HELD	N Y	33	

Process: **ADPAT** Number: **93**

Text: (Alleged father's name) appeared for paternity conference on (CONFERENCE SCHEDULED date).

Screen:	Field:	Entry:	Flag:	Status:
ADPAT, ADPAT3	INTERSTATE CONF HELD	Y Y	33	

Process: **ADPAT** Number: **94**

Text: A conference regarding establishment of paternity and support scheduled on (CONFERENCE SCHEDULED date) was not held because: (Worker enters reason conference not held).

Screen:	Field:	Entry:	Flag:	Status:
ADPAT, ADPAT3	CONF HELD	N	87	

Process: **ADPAT** Number: **95**

Text: Paternity conference with (Alleged father's name) has been rescheduled for (CONFERENCE SCHEDULED date) at (Conference scheduled time). Conference rescheduled for the following reason: (Worker enters reason for rescheduling).

Screen:	Field:	Entry:	Flag:	Status:
ADPAT, ADPAT3	CONF HELD	R	86, 88	

Process: **ADPAT** Number: **96**

Text: Support amount agreed on by CSRU and (Alleged father's name). Amount is different from amount earlier sent to payee.

Screen:	Field:	Entry:	Flag:	Status:
ADPAT3	GEN NOTICE TO CT - AGR D ORD	Y	34	

Process: **ADPAT** Number: **97**

Text: Support amount agreed on by CSRU and (Alleged father's name). Amount is different from amount earlier sent to payee.

Screen:	Field:	Entry:	Flag:	Status:
ADPAT3	GEN NOTICE TO CT - AGRD ORD	R	35	

Process: **ADPAT** Number: **98**

Text: (Alleged father's name) requested court hearing on establishment of support obligation on (COURT HEARING REQUESTED date).

Screen:	Field:	Entry:	Flag:	Status:
ADPAT3	COURT HEARING REQUESTED AF CONTESTS PATERNITY	Y N	36	

Process: **ADPAT** Number: **99**

Text: Genetic testing is scheduled for (Alleged father's name) on (GENETIC TEST SET AF date) at (GENETIC TEST SET AF time) at the following location: (Worker enters test site).

Screen:	Field:	Entry:	Flag:	Status:
ADPAT3	GENETIC TEST SET AF/ TEST COMPL	Blank	37	

Process: **ADPAT** Number: **100**

Text: (Blank narrative)

Screen:	Field:	Entry:	Flag:	Status:
ADPAT3	GENETIC TEST SET AF/ TEST COMPL	Blank		

Process: **ADPAT** Number: **101**

Text: Genetic testing is rescheduled for (Alleged father's name) for (GENETIC TEST SET AF date) at (GENETIC TEST SET AF time).

Screen:	Field:	Entry:	Flag:	Status:
ADPAT3	GENETIC TEST SET AF/ TEST COMPL	R and Y	37	

Process: **ADPAT** Number: **102**

Text: Genetic testing is scheduled for the mother for (GENETIC TEST SET MOTHER date) at (GENETIC TEST SET MOTHER time).

Screen:	Field:	Entry:	Flag:	Status:
ADPAT, ADPAT3	CT CASE GENETIC TEST SET MOTHER/TEST COMPL	Y Blank	39, 40	

Process: **ADPAT** Number: **103-Issues only from cases completed prior to 11-1-99.**

Text: Genetic testing is rescheduled for the mother for (GENETIC TEST SET MOTHER date) at (GENETIC TEST SET MOTHER time).

Screen:	Field:	Entry:	Flag:	Status:
ADPAT, ADPAT3	CT CASE GENETIC TEST SET MOTHER/TEST COMPL	Y R or Y	40, 41	

Process: **ADPAT** Number: **104**

Text: Genetic testing is scheduled for payee for (GENETIC TEST SET MOTHER date) at (GENETIC TEST SET MOTHER time) at the following location: (Worker enters test site).

Screen:	Field:	Entry:	Flag:	Status:
ADPAT, ADPAT3	CT CASE GENETIC TEST SET MOTHER/TEST COMPL	N Blank	96	

Process: **ADPAT** Number: **105**

Text: Genetic testing is rescheduled for payee for (GENETIC TEST SET MOTHER date) at (GENETIC TEST SET MOTHER time).

Screen:	Field:	Entry:	Flag:	Status:
ADPAT, ADPAT3	CT CASE GENETIC TEST SET MOTHER/TEST COMPL	N R	96	

Process: **ADPAT** Number: **106**

Text: Genetic testing is scheduled for (GENETIC TEST SET CHILD date) at (GENETIC TEST SET CHILD time) for the following child(ren) at this location: (Worker enters children's names and test site).

Screen:	Field:	Entry:	Flag:	Status:
ADPAT3	CT CASE GENETIC TEST SET CHILD/ TST COMPL	Y Blank	42	

Process: **ADPAT** Number: **107**

Text: Genetic testing for the child(ren) is rescheduled for (GENETIC TEST SET CHILD date) at (GENETIC TEST SET CHILD time).

Screen:	Field:	Entry:	Flag:	Status:
ADPAT3	CT CASE GENETIC TEST SET CHILD/ TST COMPL	N R		

Process: **ADPAT** Number: **108**

Text: Genetic sample taken from (Alleged father's name) on (GENETIC TEST SET AF date).

Screen:	Field:	Entry:	Flag:	Status:
ADPAT3	GENETIC TEST SET AF/ TST COMPL	Y	43	

Process: **ADPAT** Number: **109**

Text: (Blank narrative.)

Screen:	Field:	Entry:	Flag:	Status:
ADPAT3	TST COMPL (for alleged father)	Y	44	
	TST COMPL (for child)	Y		
	TST COMPL (for mother)	Y or N		

Process: **ADPAT** Number: **110**

Text: (Alleged father's name) failed to appear or reschedule genetic testing.

Screen:	Field:	Entry:	Flag:	Status:
ADPAT3	TST COMPL	N	45	
	COURT HEARING REQUESTED	N		

Process: **ADPAT** Number: **111**

Text: (Alleged father's name) failed to appear or reschedule genetic testing.

Screen:	Field:	Entry:	Flag:	Status:
ADPAT3	TST COMPL	N	46	
	COURT HEARING REQUESTED	Y		

Process: **ADPAT** Number: **112**

Text: Genetic testing for the AF is rescheduled for (GENETIC TEST SET date) at (GENETIC TEST SET TIME) at the following location:

Screen:	Field:	Entry:	Flag:	Status:
ADPAT3	TST COMPL (for alleged father)	R	37, 47	

Process: **ADPAT** Number: **113**

Text: Mother appeared for genetic testing on (GENETIC TEST SET MOTHER date) at (GENETIC TEST SET MOTHER time).

Screen:	Field:	Entry:	Flag:	Status:
ADPAT3	TST COMPL (for mother)	Y	48	

Process: **ADPAT** Number: **114**

Text: Payee failed to appear for genetic testing on (GENETIC TEST SET MOTHER date) at (GENETIC TEST SET MOTHER time).

Screen:	Field:	Entry:	Flag:	Status:
ADPAT,	CT CASE	N	49	
ADPAT3	TST COMPL (for mother)	N		

Process: **ADPAT** Number: **115**

Text: Mother failed to appear for genetic testing on (GENETIC TEST SET MOTHER date) at (GENETIC TEST SET MOTHER time).

Screen:	Field:	Entry:	Flag:	Status:
ADPAT,	CT CASE	Y	50	
ADPAT3	TST COMPL (for mother)	N		

Process: **ADPAT** Number: **116**

Text: Genetic testing for the mother is rescheduled for (GENETIC TEST SET MOTHER date) at (GENETIC TEST SET MOTHER time) at the following location: (Worker enters test site).

Screen:	Field:	Entry:	Flag:	Status:
ADPAT3	CT CASE	Y	40, 51	
	TST COMPL for mother)	R		

Process: **ADPAT** Number: **117**

Text: Child(ren) appeared for genetic testing on (GENETIC TEST SET MOTHER date) at (GENETIC TEST SET MOTHER time).

Screen:	Field:	Entry:	Flag:	Status:
ADPAT3	TST COMPL (for child)	Y	52	
	CT CASE	Y		

Process: **ADPAT** Number: **118**

Text: Child(ren) failed to appear for genetic testing on (GENETIC TEST SET CHILD date).

Screen:	Field:	Entry:	Flag:	Status:
ADPAT3	TST COMPL (for child)	N	53	

Process: **ADPAT** Number: **119**

Text: Genetic testing is rescheduled for (GENETIC TEST SET CHILD date) at (GENETIC TEST SET CHILD time) for the following child(ren) at this location: (Worker enters test site).

Screen:	Field:	Entry:	Flag:	Status:
ADPAT3	CT CASE	Y	42, 52	
	TST COMPL (for child)	R		

Process: **ADPAT** Number: **120 – Issues only from cases completed prior to 11-1-99.**

Text: Genetic testing results issued on (RESULTS ISSUED date). (Alleged father's name) is excluded as father of the child(ren).

Screen:	Field:	Entry:	Flag:	Status:
ADPAT3	RESULTS ISSUED		54, 55	
	PROBABILITY	00		
	PATERNITY INDEX	00		

Process: **ADPAT** Number: **121 – Issues only from cases completed prior to 11-1-99.**

Text: Genetic testing results issued on (RESULTS ISSUED date) cannot be excluded. Probability of paternity is (PROBABILITY) and paternity index is (PATERNITY INDEX).

Screen:	Field:	Entry:	Flag:	Status:
ADPAT3	RESULTS ISSUED		54, 56	
	PROBABILITY	>0		
	PATERNITY INDEX	>0		

Process: **ADPAT** Number: **122**

Text: Challenge to genetic testing results received from mother on (CHALLENGED RECEIVED date).

Screen:	Field:	Entry:	Flag:	Status:
ADPAT, ADPAT3	CT CASE CHALLENGE REC'D	Y M	57, 58	39

Process: **ADPAT** Number: **123**

Text: Challenge to genetic testing results received from payee on (CHALLENGED RECEIVED date).

Screen:	Field:	Entry:	Flag:	Status:
ADPAT, ADPAT3	CT CASE CHALLENGE REC'D	N M	59, 60	39

Process: **ADPAT** Number: **124**

Text: Challenge to genetic testing results received from (Alleged father's name) on (CHALLENGED RECEIVED date).

Screen:	Field:	Entry:	Flag:	Status:
ADPAT, ADPAT3	INTERSTATE	N	61, 62,	40
	CT CASE CHALLENGE REC'D	Y AF	63	

Process: **ADPAT** Number: **125**

Text: Challenge to genetic testing results received from alleged father on (CHALLENGE RECEIVED date).

Screen:	Field:	Entry:	Flag:	Status:
ADPAT,	INTERSTATE	N	61	40
ADPAT3	CT CASE CHALLENGE REC'D	N AF		

Process: **ADPAT** Number: **126**

Text: Challenge to genetic testing results received from alleged father on (CHALLENGE RECEIVED date). Notice for potential license sanction sent to payor on (date) for the following (licenses).

Screen:	Field:	Entry:	Flag:	Status:
ADPAT,	INTERSTATE	Y	61	
ADPAT3	CT CASE CHALLENGE REC'D	N AF		

Process: **ADPAT** Number: **127**

Text: CSRU is challenging the genetic testing results.

Screen:	Field:	Entry:	Flag:	Status:
ADPAT,	INTERSTATE	N	64	
ADPAT3	CT CASE CHALLENGE REC'D	N CSRU		

Process: **ADPAT** Number: **128**

Text: CSRU is challenging the genetic testing results.

Screen:	Field:	Entry:	Flag:	Status:
ADPAT,	INTERSTATE	N	64, 65	
ADPAT3	CT CASE CHALLENGE REC'D	Y CSRU		

Process: **ADPAT** Number: **129**

Text: CSRU is challenging the genetic testing results.

Screen:	Field:	Entry:	Flag:	Status:
ADPAT,	INTERSTATE	Y	64, 66	
ADPAT3	CT CASE CHALLENGE REC'D	N CSRU		

Process: **ADPAT** Number: **130**

Text: Challenge to genetic testing results received from mother and alleged father on (CHALLENGE RECEIVED date).

Screen:	Field:	Entry:	Flag:	Status:
ADPAT,	INTERSTATE	N	67, 68, 69	40, 45
ADPAT3	CT CASE	Y		
	CHALLENGE 'REC'D	Both		

Process: **ADPAT** Number: **131**

Text: Challenge to genetic testing results received from mother and alleged father on (CHALLENGE RECEIVED date).

Screen:	Field:	Entry:	Flag:	Status:
ADPAT,	INTERSTATE	N	67	45, 46
ADPAT3	CT CASE	N		
	CHALLENGE REC'D	Both		

Process: **ADPAT** Number: **132**

Text: Administrative paternity case certified to court on (CERTIFIED TO COURT date).

Screen:	Field:	Entry:	Flag:	Status:
ADPAT3	CERTIFIED TO COURT	Valid date	70	

Process: **ADPAT** Number: **133**

Text: Court hearing set for (COURT HEARING SET date) at (COURT HEARING time) against (Alleged father's name).

Screen:	Field:	Entry:	Flag:	Status:
ADPAT,	INTERSTATE	N	71	48
ADPAT3	COURT HEARING SET	Valid date		

Process: **ADPAT** Number: **134**

Text: Court hearing set for (COURT HEARING SET date) at (COURT HEARING SET time) against (Alleged father's name).

Screen:	Field:	Entry:	Flag:	Status:
ADPAT,	INTERSTATE	Y	72	48, 49
ADPAT3	COURT HEARING SET	Valid date		

Process: **ADPAT** Number: **135**

Text: Court hearing held on (COURT HEARING SET date).

Screen:	Field:	Entry:	Flag:	Status:
ADPAT3	COURT HEARING HELD	Y	73	

Process: **ADPAT** Number: **136**

Text: Court hearing scheduled for (COURT HEARING SET date) was not held because: (Worker enters reason hearing not held).

Screen:	Field:	Entry:	Flag:	Status:
ADPAT3	COURT HEARING HELD	N	74	

Process: **ADPAT** Number: **137**

Text: Court hearing rescheduled for (COURT HEARING SET date). Hearing rescheduled for the following reason: (Worker enters reason hearing rescheduled).

Screen:	Field:	Entry:	Flag:	Status:
ADPAT, ADPAT3	INTERSTATE CT CASE COURT HEARING HELD	N Y R	75, 76	

Process: **ADPAT** Number: **138**

Text: Court hearing rescheduled for (COURT HEARING SET date). Hearing rescheduled for the following reason: (Worker enters reason hearing rescheduled).

Screen:	Field:	Entry:	Flag:	Status:
ADPAT, ADPAT3	INTERSTATE, CT CASE, COURT HEARING HELD	N N R	74	

Process: **ADPAT** Number: **139**

Text: Court hearing rescheduled for (COURT HEARING SET date). Hearing rescheduled for the following reason: (Worker enters reason hearing rescheduled).

Screen:	Field:	Entry:	Flag:	Status:
ADPAT, ADPAT3	INTERSTATE CT CASE COURT HEARING HELD	Y N R	74	52

Process: **ADPAT** Number: **140**

Text: Interview with mother not held on (MOTHER INTERVIEW date) because: (Worker enters reason interview not held).

Screen:	Field:	Entry:	Flag:	Status:
ADPAT	CT CASE	Y	77	

Process: **ADPAT** Number: **141**

Text: Administrative paternity interview with payee not held on (MOTHER INTERVIEW date) because: (Worker enters reason interview not held).

Screen:	Field:	Entry:	Flag:	Status:
ADPAT	CT CASE	N	78	
	INTRVW HELD	N		

Process: **ADPAT** Number: **142**

Text: Administrative paternity process for (alleged father's name) was deleted because: (Worker enters reason for deletion).

Screen:	Field:	Entry:	Flag:	Status:
ADPAT, ADPAT2, ADPAT3, GENTEST	F4 (delete)			

Process: **ADPAT** Number: **143**

Text: Request for financial statement generated.

Screen:	Field:	Entry:	Flag:	Status:
ADPAT	GENERATE NOTICES	Y or R		

Process: **ADPAT** Number: **144**

Text: Directions for service (in-state) generated.

Screen:	Field:	Entry:	Flag:	Status:
ADPAT	I/O	I		

Process: **ADPAT** Number: **145**

Text: Child support guidelines worksheet cover letter generated.

Screen:	Field:	Entry:	Flag:	Status:
ADPAT2	GUIDELINES CV LTR	Y or R		

Process: **ADPAT** Number: **146**

Text: Financial statement and instructions for completing the financial statement generated.

Screen:	Field:	Entry:	Flag:	Status:
ADPAT	GENERATE NOTICES	Y or R		

Process: **ADPAT** Number: **151**

Text: (Blank narrative.)

Screen:	Field:	Entry:	Flag:	Status:
ADPAT3	COURT HEARING REQUESTED GEN FIRST/SECOND RESULTS NOTICE	Y Y	79	

Process: **ADPAT** Number: **152**

Text: The CP is represented by an attorney for the administrative paternity process.

Screen:	Field:	Entry:	Flag:	Status:
ADPAT	CC CP ATTY	Y		

Process: **ADPAT** Number: **153**

Text: The CP is no longer represented by an attorney for the administrative paternity process.

Screen:	Field:	Entry:	Flag:	Status:
ADPAT	CC CP ATTY	N		

Process: **ADPAT** Number: **154**

Text: (Blank narrative)

Screen:	Field:	Entry:	Flag:	Status:
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Process: **ADPAT** Number: **155 Replaced by narrative ADPAT 270 on 1/14/2019**

Text: Directions for out-of-state service prepared on (GEN SERVICE REQUEST date) for administrative paternity process. Action based on a referral from the state of (initiating state code).

Screen:	Field:	Entry:	Flag:	Status:
ADPAT	GEN SERVICE REQUEST AF I/O DATE INTERSTATE	Y I or O 45 days prior to current date Y	9	

Process: **ADPAT** Number: **156– Issues only from cases completed prior to 07-01-2009**

Text: Directions for out-of-state service prepared on (GEN SERVICE REQUEST date) for administrative paternity process. Action based on a referral from the state of (initiating state code).

Screen:	Field:	Entry:	Flag:	Status:
ADPAT	GEN SERVICE REQUEST AF I/O DATE INTERSTATE	R I or O 45 days prior to current date Y	10	

Process: **ADPAT** Number: **157**

Text: (Alleged father's name) requested court hearing on establishment of paternity and support obligation on (COURT HEARING REQUESTED date).

Screen:	Field: COURT HEARING	Entry:	Flag:	Status:
ADPAT3	REQUESTED	Y	35, 36	

Process: **ADPAT** Number: **158**

Text: Status report sent to payee.

Screen:	Field:	Entry:	Flag:	Status:
ADPAT, ADPAT2, ADPAT3	Batch program.		3	

Process: **ADPAT** Number: **159**

Text: Status report sent to alleged father/payor.

Screen:	Field:	Entry:	Flag:	Status:
ADPAT, ADPAT2, ADPAT3	Batch program.			

Process: **ADPAT** Number: **160**

Text: Status not sent to payee. No valid address.

Screen:	Field:	Entry:	Flag:	Status:
ADPAT, ADPAT2, ADPAT3	Batch program.			

Process: **ADPAT** Number: **161 Replaced by narrative ADPAT 271 on 1/14/2019**

Text: Status update sent to the state of (initiating state code).

Screen:	Field:	Entry:	Flag:	Status:
ADPAT, ADPAT2, ADPAT3	Batch program.			

Process: **ADPAT** Number: **162**

Text: Status not sent to alleged father/payor. No valid address.

Screen:	Field:	Entry:	Flag:	Status:
ADPAT, ADPAT2, ADPAT3	Batch program.			

Process: **ADPAT** Number: **163 - Issues only from cases completed prior to 5-1-02.**

Text: Paternity has been established through ADPAT for the following child(ren): (Worker enters children's names).

Screen:	Field:	Entry:	Flag:	Status:
ADPAT	PATERNITY ESTABLISHED	D, H, OR C	26	
ADPAT2	INTERSTATE	N		

Process: **ADPAT** Number: **164 - Issues only from cases completed prior to 11-1-99.**

Text: Genetic testing results issued on (RESULTS ISSUED date) cannot be excluded. Probability of paternity is (PROBABILITY) and paternity index is (PATERNITY INDEX).

Screen:	Field:	Entry:	Flag:	Status:
ADPAT3	RESULTS ISSUED		54, 56	
	PROBABILITY	>0		
	PATERNITY INDEX	>0		

Process: **ADPAT** Number: **165- Issues only from cases completed prior to 07-01-2009**

Text: Attempt to obtain service of notice to intent to establish paternity was unsuccessful on (Alleged father's name). Reason: (Worker enters reason for unsuccessful service).

Screen:	Field:	Entry:	Flag:	Status:
ADPAT2	SERVICE OBTAINED AF	N		

Process: **ADPAT** Number: **166- Issues only from cases completed prior to 07-01-2009**

Text: Attempt to obtain service of notice to intent to establish paternity was unsuccessful on (Alleged father's name). Reason: (Worker enters reason for unsuccessful service).

Screen:	Field:	Entry:	Flag:	Status:
ADPAT2	SERVICE OBTAINED AF	N		5

Process: **ADPAT** Number: **167**

Text: Forms 470-3307 and 470-3293, the request to complete the Mother's Statement and the Mother's Statement, were generated to start the ADPAT process.

Screen:	Field:	Entry:	Flag:	Status:
ADPAT	GEN MOTHER STMT	Y		

Process: **ADPAT** Number: **168- Issues only from cases completed prior to 07-01-2009**

Text: Long-arm jurisdiction established for administrative paternity based on: (ICAR enters reason for long-arm jurisdiction).

Screen:	Field:	Entry:	Flag:	Status:
ADPAT	AF LONG-ARM	ISER, CONS, CONC, DIR, RES, SUPP, or PAT		

Process: **ADPAT** Number: **169– Issues only from cases completed prior to 07-01-2009**

Text: Long-arm jurisdiction established for administrative paternity based on: (Worker enters reason for long-arm jurisdiction).

Screen:	Field:	Entry:	Flag:	Status:
ADPAT	AF LONG-ARM	OTH		

Process: **ADPAT** Number: **170**

Text: (Blank narrative)

Screen:	Field:	Entry:	Flag:	Status:
ADPAT2	GENERATE ORDER TYPE	A or R PH	89	

Process: **ADPAT** Number: **171**

Text: (Blank narrative)

Screen:	Field:	Entry:	Flag:	Status:
ADPAT2	GENERATE ORDER TYPE	J or R PH	90	

Process: **ADPAT** Number: **172– Issues only from cases completed prior to 07-01-2009**

Text: (Blank narrative)

Screen:	Field:	Entry:	Flag:	Status:
ADPAT2	GENERATE ORDER TYPE	J or R HO	91	

Process: **ADPAT** Number: **173**

Text: (Blank narrative)

Screen:	Field:	Entry:	Flag:	Status:
ADPAT2	GENERATE ORDER TYPE	J or R SO	92	

Process: **ADPAT** Number: **174**

Text: This narrative is not being used.

Screen:	Field:	Entry:	Flag:	Status:
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Process: **ADPAT** Number: **175 - Issues only from cases completed prior to 5-1-02.**

Text: Based on referral from the state of (initiating state code) paternity has been established through ADPAT process for the following child(ren): (worker enters children's names)

Screen:	Field:	Entry:	Flag:	Status:
ADPAT, ADPAT2	INTERSTATE PATERNITY ESTABLISHED	Y D, H or C	26	69

Process: **ADPAT** Number: **176 - Issues only from cases completed prior to 5-1-02.**

Text: Support has been established through ADPAT process.

Screen:	Field:	Entry:	Flag:	Status:
ADPAT,	INTERSTATE	N	93	
ADPAT2	SUPPORT ESTABLISHED AF	D, H or C		

Process: **ADPAT** Number: **177 - Issues only from cases completed prior to 5-1-02.**

Text: Support has been established through ADPAT process.

Screen:	Field:	Entry:	Flag:	Status:
ADPAT,	INTERSTATE	Y	93	70
ADPAT2	SUPPORT ESTABLISHED AF	D, H or C		

Process: **ADPAT** Number: **178**

Text: Copy of administrative order for paternity and health insurance mailed to interested parties.

Screen:	Field:	Entry:	Flag:	Status:
ADPAT,	INTERSTATE	N	94	57, 58
ADPAT2	GENERATE ORDER TYPE CC ORDER TO INTERESTED PARTIES	A PH Valid Date		

Process: **ADPAT** Number: **179 Replaced by narrative ADPAT 259 on 1/14/2019**

Text: Copy of administrative order for paternity and health insurance mailed to interested parties. Action based on referral from the State of (initiating state code).

Screen:	Field:	Entry:	Flag:	Status:
ADPAT,	INTERSTATE	Y	94	
ADPAT2	GENERATE ORDER TYPE CC ORDER TO INTERESTED PARTIES	A PH Valid Date		

Process: **ADPAT** Number: **180**

Text: Copy of judicial order for paternity and health insurance mailed to interested parties.

Screen:	Field:	Entry:	Flag:	Status:
ADPAT,	INTERSTATE	N	94	57
ADPAT2	GENERATE ORDER TYPE CC ORDER TO INTERESTED PARTIES	J PH Valid Date		

Process: **ADPAT** Number: **181 Replaced by narrative ADPAT 259 on 1/14/2019**

Text: Copy of judicial order for paternity only mailed to interested parties. Action based on referral from the State of (initiating state code).

Screen:	Field:	Entry:	Flag:	Status:
ADPAT, ADPAT2	INTERSTATE GENERATE ORDER TYPE CC ORDER TO INTERESTED PARTIES	Y J PH Valid Date	94	

Process: **ADPAT** Number: **182**

Text: Copy of judicial order for health insurance mailed to interested parties.

Screen:	Field:	Entry:	Flag:	Status:
ADPAT, ADPAT2	INTERSTATE GENERATE ORDER TYPE CC ORDER TO INTERESTED PARTIES	N J HO Valid Date	94	

Process: **ADPAT** Number: **183**

Text: Copy of judicial order for health insurance mailed to interested parties. Action based on referral from the state of _____.

Screen:	Field:	Entry:	Flag:	Status:
ADPAT, ADPAT2	INTERSTATE GENERATE ORDER TYPE CC ORDER TO INTERESTED PARTIES	Y J HO Valid Date	94	

Process: **ADPAT** Number: **184**

Text: Copy of judicial order for support only mailed to interested parties.

Screen:	Field:	Entry:	Flag:	Status:
ADPAT, ADPAT2	INTERSTATE GENERATE ORDER TYPE CC ORDER TO INTERESTED PARTIES	N J SO Valid Date	94	

Process: **ADPAT** Number: **185 Replaced by narrative ADPAT 259 on 1/14/2019**

Text: Copy of judicial order for support only mailed to interested parties. Action based on request from the State of (initiating state code).

Screen:	Field:	Entry:	Flag:	Status:
ADPAT,	INTERSTATE	Y	94	
ADPAT2	GENERATE ORDER TYPE	J SO		
	CC ORDER TO INTERESTED PARTIES	Valid Date		

Process: **ADPAT** Number: **186**

Text: ADPAT process ended on (Action Dismissed/Process Ended date) due to entry of an order.

Screen:	Field:	Entry:	Flag:	Status:
ADPAT,	INTERSTATE	N	25	
ADPAT2	ACTION DISMISSED /PROCESS ENDED	ORD		

Process: **ADPAT** Number: **187 Replaced by narrative ADPAT 272 on 1/14/2019**

Text: Based on referral from the State of (initiating state code), ADPAT process ended on (Action Dismissed/Process Ended date) due to entry of an order.

Screen:	Field:	Entry:	Flag:	Status:
ADPAT,	INTERSTATE	Y	25	
ADPAT2	ACTION DISMISSED /PROCESS ENDED	ORD		

Process: **ADPAT** Number: **188**

Text: Genetic testing not completed for child, (Child's name(s) from GENTEST) for the following reason (worker enters reason child(ren) was not tested).

Screen:	Field:	Entry:	Flag:	Status:
GENTEST	TESTED	N		

Process: **ADPAT** Number: **189**

Text: (AF/Payor name) is excluded as the biological father of the following children: (ICAR lists all children from GENTEST where EXCLUDED is 'Y')

Screen:	Field:	Entry:	Flag:	Status:
GENTEST	EXCLUDED	Y	54, 55	

Process: **ADPAT** Number: **190**

Text: (AF/Payor name) cannot be excluded as the biological father of: (ICAR lists all children from GENTEST where EXCLUDED is 'N'). Probability of paternity is (Probability) and paternity index is (Paternity index).

Screen:	Field:	Entry:	Flag:	Status:
GENTEST	EXCLUDED	N	54, 56	

Process: **ADPAT** Number: **191**

Text: (Blank narrative)

Screen:	Field:	Entry:	Flag:	Status:
ADPAT2	PATERNITY ESTABLISHED	D, H or C	93	
	SUPPORT ESTABLISHED AF	Blank		

Process: **ADPAT** Number: **192**

Text: Genetic testing is scheduled for (GENETIC TEST SET CHILD date) at (GENETIC TEST SET CHILD time) for the following child(ren) at this location: "

Screen:	Field:	Entry:	Flag:	Status:
ADPAT2	CT CASE	N		
	TEST COMPL	Blank		

Process: **ADPAT** Number: **193**

Text: Support established in the administrative paternity process.

Screen:	Field:	Entry:	Flag:	Status:
ADPAT2	SUPPORT ESTABLISHED AF	A		

Process: **ADPAT** Number: **194**

Text: Support established by judicial default in the administrative paternity process.

Screen:	Field:	Entry:	Flag:	Status:
ADPAT2	SUPPORT ESTABLISHED AF	D		
ADPAT3	COURT HEARING REQUESTED	Y		

Process: **ADPAT** Number: **195**

Text: Support established by administrative default in the administrative paternity process.

Screen:	Field:	Entry:	Flag:	Status:
ADPAT2	SUPPORT ESTABLISHED AF	D		
ADPAT3	COURT HEARING REQUESTED	N		

Process: **ADPAT** Number: **196**

Text: Support established by court hearing in the administrative paternity process.

Screen:	Field:	Entry:	Flag:	Status:
ADPAT2	SUPPORT ESTABLISHED AF	H		

Process: **ADPAT** Number: **197**

Text: Support established by consent of the parties in the administrative paternity process.

Screen:	Field:	Entry:	Flag:	Status:
ADPAT2	SUPPORT ESTABLISHED AF	C		

Process: **ADPAT** Number: **198**

Text: Paternity established in the administrative paternity process for the following children:

Screen:	Field:	Entry:	Flag:	Status:
ADPAT2	PATERNITY ESTABLISHED	A		

Process: **ADPAT** Number: **199**

Text: Paternity established by judicial default in the administrative paternity process for the following children:

Screen:	Field:	Entry:	Flag:	Status:
ADPAT2	PATERNITY ESTABLISHED	D		
ADPAT3	COURT HEARING REQUESTED	Y		

Process: **ADPAT** Number: **200**

Text: Paternity established by administrative default in the administrative paternity process for the following children:

Screen:	Field:	Entry:	Flag:	Status:
ADPAT2	PATERNITY ESTABLISHED	D		
ADPAT3	COURT HEARING REQUESTED	N		

Process: **ADPAT** Number: **201**

Text: Paternity established by court hearing in the administrative paternity process for the following children:

Screen:	Field:	Entry:	Flag:	Status:
ADPAT2	PATERNITY ESTABLISHED	H		

Process: **ADPAT** Number: **202**

Text: Paternity established by consent of the parties in the administrative paternity process for the following children.

Screen:	Field:	Entry:	Flag:	Status:
ADPAT2	PATERNITY ESTABLISHED	C		

Process: **ADPAT** Number: **203**

Text: (Blank narrative)

Screen:	Field:	Entry:	Flag:	Status:
ADPAT	INTERSTATE	Y		69
	PATERNITY ESTABLISHED	D, H, or C, or A		

Process: **ADPAT** Number: **204**

Text: (Blank narrative)

Screen:	Field:	Entry:	Flag:	Status:
ADPAT	INTERSTATE	Y		70
	SUPPORT ESTABLISHED	D, H, or C, or A		

Process: **ADPAT** Number: **206**

Text: Service is being attempted by certified mail on (date) for the ADPAT process on (alleged father name).

Screen:	Field:	Entry:	Flag:	Status:
ADPAT	INTERSTATE	N	9	
	GEN SERVICE REQT AF	G		

Process: **ADPAT** Number: **207 Replaced by narrative ADPAT 273 on 1/14/2019**

Text: Service is being attempted by certified mail on (date) for the ADPAT process on (alleged father name). Action based on referral from the State of (initiating state code)

Screen:	Field:	Entry:	Flag:	Status:
ADPAT	INTERSTATE	Y	9	
	GEN SERVICE REQT AF	G		

Process: **ADPAT** Number: **208**

Text: Service is being reattempted by certified mail on (date) for the ADPAT process on (alleged father name).

Screen:	Field:	Entry:	Flag:	Status:
ADPAT	INTERSTATE	N	10	
	GEN SERVICE REQT AF	R		

Process: **ADPAT** Number: **209 Replaced by narrative ADPAT 274 on 1/14/2019**

Text: Service is being reattempted by certified mail on (date) for the ADPAT process on (alleged father name). Action based on referral from the State of (initiating state code).

Screen:	Field:	Entry:	Flag:	Status:
ADPAT	INTERSTATE	Y	10	
	GEN SERVICE REQT AF	R		

Process: **ADPAT** Number: **210**

Text: (Alleged father name) was served by certified mail with initial notice to establish administrative paternity on (date).

Screen:	Field:	Entry:	Flag:	Status:
ADPAT	INTERSTATE	N	11	
	SERVICE OBTAINED AF	G		

Process: **ADPAT** Number: **211 Replaced by narrative ADPAT 275 on 1/14/2019**

Text: (Alleged father name) was served by certified mail with initial notices to establish administrative paternity on (DATE). Action based on a referral from the State of (initiating state code).

Screen:	Field:	Entry:	Flag:	Status:
ADPAT	INTERSTATE SERVICE OBTAINED AF	Y G	11	

Process: **ADPAT** Number: **212**

Text: Administrative paternity process reopened. Closed in error by worker

Screen:	Field:	Entry:	Flag:	Status:
ADPAT	ACTION DISMISSED/PROCESS ENDED	Central office staff change to blank		

Process: **ADPAT** Number: **213**

Text: Alleged father long-arm jurisdiction for ADPAT action is based on:

Screen:	Field:	Entry:	Flag:	Status:
ADPAT	AF LONG-ARM	ISER, CONS, CONC, DIR, RES, SUPP, or PAT		

Process: **ADPAT** Number: **214**

Text: Alleged father long-arm jurisdiction for ADPAT action is based on other constitutionally valid basis:

Screen:	Field:	Entry:	Flag:	Status:
ADPAT	AF LONG-ARM	OTH		

Process: **ADPAT** Number: **215**

Text: Mother long-arm jurisdiction for ADPAT action based on:

Screen:	Field:	Entry:	Flag:	Status:
ADPAT	MOTHER LONG-ARM	ISER, CONS, CONC, DIR, RES, SUPP, or PAT		

Process: **ADPAT** Number: **216**

Text: Mother long-arm jurisdiction for ADPAT action is based on other constitutionally valid basis:

Screen:	Field:	Entry:	Flag:	Status:
ADPAT	MOTHER LONG-ARM	OTH		

Process: **ADPAT** Number: **217**

Text: Initial notices and (in-state) (out-of-state) directions for service sent on (date) to serve (payee name) for the ADPAT process.

Screen:	Field:	Entry:	Flag:	Status:
ADPAT	INTERSTATE	N	98	
	GEN SERVICE REQT MOTHER			
	I/O	Y or R		
		I or O		

Process: **ADPAT** Number: **218 Replaced by narrative ADPAT 276 on 1/14/2019**

Text: Action based on a referral from (state initial). Initial notices and (in-state/out-of-state) directions for service sent on (date) to serve (payee name) for the ADPAT process.

Screen:	Field:	Entry:	Flag:	Status:
ADPAT	INTERSTATE	Y	98	
	GEN SERVICE REQT MOTHER			
	I/O	Y or R		
		I or O		

Process: **ADPAT** Number: **219 Replaced by narrative ADPAT 277 on 1/14/2019**

Text: Action based on a referral from (state). Initial notices and (in-state/out-of-state) directions for service sent on (date) to serve (af/payor name) for the adpat process.

Screen:	Field:	Entry:	Flag:	Status:
ADPAT	INTERSTATE	Y	9	
	GEN SERVICE REQT AF	Y or R		
	I/O	I or O		

Process: **ADPAT** Number: **220**

Text: ADPAT service packet sent by certified mail on(date) for service of (payee name).

Screen:	Field:	Entry:	Flag:	Status:
ADPAT	INTERSTATE	N	98	
	GEN SERVICE REQT MOTHER			
		G or R		

Process: **ADPAT** Number: **221 Replaced by narrative ADPAT 278 on 1/14/2019**

Text: Action based on a referral from (state). ADPAT service packet sent by certified mail on (date) for service of (payee name).

Screen:	Field:	Entry:	Flag:	Status:
ADPAT	INTERSTATE	Y	98	
	GEN SERVICE REQT MOTHER			
		G or R		

Process: **ADPAT** Number: **223**

Text: (Payee name) was served with initial notices to establish administrative paternity on (date).

Screen:	Field:	Entry:	Flag:	Status:
ADPAT	INTERSTATE	N	11	
	SERVICE OBTAINED MOTHER	Y		

Process: **ADPAT** Number: **224 Replaced by narrative ADPAT 279 on 1/14/2019**

Text: (Payee name) was served with initial notices to establish administrative paternity order on (date). action based on referral from the state of (state).

Screen:	Field:	Entry:	Flag:	Status:
ADPAT	INTERSTATE	Y	11	
	SERVICE OBTAINED MOTHER	Y		

Process: **ADPAT** Number: **225**

Text: (Payee name) was served by certified mail with initial notices to establish administrative paternity on (date).

Screen:	Field:	Entry:	Flag:	Status:
ADPAT	INTERSTATE	N	11	
	SERVICE OBTAINED MOTHER	G		

Process: **ADPAT** Number: **226**

Text: (Payee name) was served by certified mail with initial notices to establish administrative paternity order on (date). Action based on a referral from the state of (state).

Screen:	Field:	Entry:	Flag:	Status:
ADPAT	INTERSTATE	Y	11	
	SERVICE OBTAINED MOTHER	G		

Process: **ADPAT** Number: **227**

Text: (Payee name) accepted service of initial notices to establish administrative paternity order on (date).

Screen:	Field:	Entry:	Flag:	Status:
ADPAT	INTERSTATE	N	11	
	SERVICE OBTAINED MOTHER	A		

Process: **ADPAT** Number: **228 Replaced by narrative ADPAT 281 on 1/14/2019**

Text: (Payee name) accepted service of initial notices to establish administrative paternity order on (date). Action based on a referral from the state of (state).

Screen:	Field:	Entry:	Flag:	Status:
ADPAT	INTERSTATE	Y	11	
	SERVICE OBTAINED MOTHER	A		

Process: **ADPAT** Number: **229 Replaced by narrative ADPAT 282 on 1/14/2019**

Text: The ADPAT notice was not served on (**payee name**) on (**date**) because: (**reason**).
Action based on a referral from the state of (state).

Screen:	Field:	Entry:	Flag:	Status:
ADPAT	INTERSTATE SERVICE OBTAINED MOTHER REASON	Y N LOC, MOVE, EMPL, DATA, WRNG, ADDR, PERS, REFU, IDEN, APT, JAIL, DECD	13	

Process: **ADPAT** Number: **230**

Text: The ADPAT notice was not served on (**payee name**) on (**date**) because: (**reason**).

Screen:	Field:	Entry:	Flag:	Status:
ADPAT	INTERSTATE SERVICE OBTAINED MOTHER REASON	N N LOC, MOVE, EMPL, DATA, WRNG, ADDR, PERS, REFU, IDEN, APT, JAIL, DECD		

Process: **ADPAT** Number: **231**

Text: The ADPAT notice was not served on (**payee name**) on (**date**) because: (**worker entered**).

Screen:	Field:	Entry:	Flag:	Status:
ADPAT	SERVICE OBTAINED MOTHER REASON	N OTHR	13	

Process: **ADPAT** Number: **232 Replaced by narrative ADPAT 283 on 1/14/2019**

Text: The ADPAT notice was not served on (**af/payor name**) on (**date**) because: (**reason**). **Action based on a referral from the state of (state).**

Screen:	Field:	Entry:	Flag:	Status:
ADPAT	INTERSTATE SERVICE OBTAINED FATHER REASON	Y N LOC, MOVE, EMPL, DATA, WRNG, ADDR, PERS, REFU, IDEN, APT, JAIL, DECD	13	6

Process: **ADPAT** Number: **233**

Text: The ADPAT notice was not served on **(af/payor name)** on **(date)** because: **(reason)**.

Screen:	Field:	Entry:	Flag:	Status:
ADPAT	INTERSTATE SERVICE OBTAINED FATHER REASON	N N LOC, MOVE, EMPL, DATA, WRNG, ADDR, PERS, REFU, IDEN, APT, JAIL, DECD	13	

Process: **ADPAT** Number: **234**

Text: The adpat notice was not served on **(af/payor name)** on **(date)** because: **(worker entered)**.

Screen:	Field:	Entry:	Flag:	Status:
ADPAT	SERVICE OBTAINED FATHER REASON	N OTHR	13	

Process: **ADPAT** Number: **235**

Text: (Blank narrative)

Screen:	Field:	Entry:	Flag:	Status:
ADPAT2	GENERATE ORDER	A or R	99	

Process: **ADPAT** Number: **236**

Text: (Blank narrative)

Screen:	Field:	Entry:	Flag:	Status:
ADPAT2	GENERATE ORDER	J or R	100	

Process: **ADPAT** Number: **237**

Text: Copy of the administrative paternity and cash medical support order mailed to interested parties.

Screen:	Field:	Entry:	Flag:	Status:
ADPAT2	INTERSTATE GENERATE ORDER TYPE CC ORDER TO INTERESTED PARTIES	N A PM Valid date	94	

Process: **ADPAT** Number: **238 Replaced by narrative ADPAT 259 on 1/14/2019**

Text: Copy of the administrative paternity and cash medical support order mailed to interested parties. action based on a referral from the state of **(state)**.

Screen:	Field:	Entry:	Flag:	Status:
ADPAT2	INTERSTATE GENERATE ORDER TYPE CC ORDER TO INTERESTED PARTIES	Y A PM Valid date	94	

Process: **ADPAT** Number: **239**

Text: Copy of the judicial paternity and cash medical support order mailed to interested parties.

Screen:	Field:	Entry:	Flag:	Status:
ADPAT2	INTERSTATE	N	94	
	GENERATE ORDER	J		
	TYPE	PM		
	CC ORDER TO INTERESTED			
	PARTIES	Valid date		

Process: **ADPAT** Number: **240 Replaced by narrative ADPAT 259 on 1/14/2019**

Text: Copy of the judicial paternity and cash medical support order mailed to interested parties. action based on a referral from the state of (**state**).

Screen:	Field:	Entry:	Flag:	Status:
ADPAT2	INTERSTATE	Y	94	
	GENERATE ORDER	J		
	TYPE	PM		
	CC ORDER TO INTERESTED			
	PARTIES	Valid date		

Process: **ADPAT** Number: **241**

Text: Copy of the ADPAT judicial order for cash medical mailed to interested parties.

Screen:	Field:	Entry:	Flag:	Status:
ADPAT2	INTERSTATE	N	94	
	GENERATE ORDER	J		
	TYPE	MS		
	CC ORDER TO INTERESTED			
	PARTIES	Valid date		

Process: **ADPAT** Number: **242 Replaced by narrative ADPAT 259 on 1/14/2019**

Text: Copy of the judicial paternity and cash medical support order mailed to interested parties. action based on a referral from the state of (**state**).

Screen:	Field:	Entry:	Flag:	Status:
ADPAT2	INTERSTATE	Y	94	
	GENERATE ORDER	J		
	TYPE	MS		
	CC ORDER TO INTERESTED			
	PARTIES	Valid date		

Process: **ADPAT** Number: **243**

Text: Mother ordered to provide health insurance in the ADPAT process.

Screen:	Field:	Entry:	Flag:	Status:
ADPAT2	OBLIGATION TYPES ENTERED			
	MOTHER	HO		

Process: **ADPAT** Number: **244**

Text: Mother ordered to pay cash medical support in the ADPAT process.

Screen:	Field:	Entry:	Flag:	Status:
ADPAT2	OBLIGATION TYPES ENTERED MOTHER	MS		

Process: **ADPAT** Number: **245**

Text: Paternity conference requested by (**payee name**).

Screen:	Field:	Entry:	Flag:	Status:
ADPAT3	CONF REQUESTED BY MOTHER	Y		

Process: **ADPAT** Number: **246**

Text: Paternity conference scheduled with (**payee name**) for (**date**) at (**time**) m.

Screen:	Field:	Entry:	Flag:	Status:
ADPAT3	MOTHER CONFERENCE SCHEDULED		101 102	

Process: **ADPAT** Number: **247**

Text: Paternity conference scheduled today with (**af/payor name**) for (**date**) at (**time**).

Screen:	Field:	Entry:	Flag:	Status:
ADPAT3	AF CONFERENCE SCHEDULED	Valid date	31 88	

Process: **ADPAT** Number: **248**

Text: (**Payee name**) appeared for paternity conference on <**date**>. The following occurred: (**worker entry**).

Screen:	Field:	Entry:	Flag:	Status:
ADPAT3	CONF HELD (for mother)	Y	103	

Process: **ADPAT** Number: **249**

Text: Paternity conference with (**payee name**) scheduled for (**date**) was not held because: (**worker entry**).

Screen:	Field:	Entry:	Flag:	Status:
ADPAT3	CONF HELD (for mother)	N	104	

Process: **ADPAT** Number: **250**

Text: Conference with (**payee name**) is rescheduled to (**date**) at (**time**). Conference rescheduled for the following reason: (**worker entry**)."

Screen:	Field:	Entry:	Flag:	Status:
ADPAT3	CONF HELD (for mother)	R	105 102	

Process: **ADPAT** Number: **251**

Text: (**Payee name**) requested a court hearing in the ADPAT action on (**date**).

Screen:	Field:	Entry:	Flag:	Status:
ADPAT3	INTERSTATE	N	36	
	COURT HEARING REQUESTED BY (CSRU/AF/MO)	Y MO		

Process: **ADPAT** Number: **252 Replaced by narrative ADPAT 284 on 1/14/2019**

Text: (**Payee name**) requested a court hearing in the adpat action on (**date**). Action is based on a referral from the state of (**state**)."

Screen:	Field:	Entry:	Flag:	Status:
ADPAT3	INTERSTATE	Y	36	
	COURT HEARING REQUESTED BY (CSRU/AF/MO)	Y MO		

Process: **ADPAT** Number: **253**

Text: CSRU requested a court hearing in the adpat action on <**date**> for the af, (**af/payor name**).

Screen:	Field:	Entry:	Flag:	Status:
ADPAT3	INTERSTATE	N	36	
	COURT HEARING REQUESTED BY (CSRU/AF/MO)	Y CSRU		

Process: **ADPAT** Number: **254 Replaced by narrative ADPAT 285 on 1/14/2019**

Text: CSRU requested a court hearing in the adpat action on (**date**) for the af, (**af/payor name**). action is based on a referral from the state of (**state**).

Screen:	Field:	Entry:	Flag:	Status:
ADPAT3	INTERSTATE	Y	36	
	COURT HEARING REQUESTED BY (CSRU/AF/MO)	Y CSRU		

Process: **ADPAT** Number: **255**

Text: Copy of the administrative order for cash medical support mailed to interested parties.

Screen:	Field:	Entry:	Flag:	Status:
ADPAT2	INTERSTATE	N		
	GENERATE ORDER TYPE	A MS		
	CC ORDER TO INTERESTED PARTIES	Valid date		

Process: **ADPAT** Number: **256 Replaced by narrative ADPAT 259 on 1/14/2019**

Text: Copy of the administrative order for cash medical support mailed to interested parties.
Action based on a referral from the state of (**state**).

Screen:	Field:	Entry:	Flag:	Status:
ADPAT2	INTERSTATE	Y	94	
	GENERATE ORDER	A		
	TYPE	PM		
	CC ORDER TO INTERESTED			
	PARTIES	Valid date		

Process: **ADPAT** Number: **257**

Text: (Alleged father's name) was served with Initial Notices to Establish Administrative Paternity on (SERVICE OBTAINED date). Action based on a referral from (state, tribe or country)

Screen:	Field:	Entry:	Flag:	Status:
ADPAT,	CT CASE	N	11	
ADPAT2	INTERSTATE	Y		
	SERVICE OBTAINED AF	Y		

Process: **ADPAT** Number: **258**

Text: (Alleged father's name) accepted service of Initial Notices to Establish Paternity for the ADPAT process on (SERVICE OBTAINED date). Action based on a referral from (state, tribe or country)

Screen:	Field:	Entry:	Flag:	Status:
ADPAT,	CT CASE	N	11	
ADPAT2	INTERSTATE	Y		
	SERVICE OBTAINED AF	A		

Process: **ADPAT** Number: **259**

Text: Copy of Administrative Paternity Order mailed to interested parties. Action based on referral from (state, tribe or country)

Screen:	Field:	Entry:	Flag:	Status:
ADPAT,	INTERSTATE	Y	94	
ADPAT2	CC ORDER TO INTERESTED			
	PARTIES			
	GENERATE ORDER	A		
	TYPE	PO		

Process: **ADPAT** Number: **260**

Text: Based on referral from (state, tribe or country) administrative paternity process ended on (ACTION DISMISSED/PROCESS ENDED date). Mother's statement cannot be obtained because: (Worker enters reason statement cannot be obtained).

Screen:	Field:	Entry:	Flag:	Status:
ADPAT,	INTERSTATE	Y	25	21
ADPAT2	ACTION DISMISSED	MSNA		
	/PROCESS ENDED			

Process: **ADPAT** Number: **261**

Text: Based on referral from (state, tribe or country), administrative paternity process ended on (action dismissed/process ended date). Served (Alleged father's name) notified of dismissal. Reason for non-coop: (Worker enters reason for non-cooperation of obligee)

Screen:	Field:	Entry:	Flag:	Status:
ADPAT,	INTERSTATE	Y	25	24
ADPAT2	ACTION DISMISSED /PROCESS ENDED SERVICE OBTAINED AF	CPNC Y or A		

Process: **ADPAT** Number: **262**

Text: Based on referral from (state, tribe or country), administrative paternity process ended on (ACTION DISMISSED/PROCESS ENDED date). Reason for non-coop: (Worker enters reason for non-cooperation of obligee)

Screen:	Field:	Entry:	Flag:	Status:
ADPAT,	INTERSTATE	Y	25	24
ADPAT2	ACTION DISMISSED /PROCESS ENDED SERVICE OBTAINED AF	CPNC N		

Process: **ADPAT** Number: **263**

Text: Based on referral from (state, tribe or country), administrative paternity process ended on (ACTION DISMISSED/PROCESS ENDED date). Served (Alleged father's name) notified of dismissal. Paternity not an issue because: (Worker enters reason paternity not an issue).

Screen:	Field:	Entry:	Flag:	Status:
ADPAT,	INTERSTATE	Y	25	24
ADPAT2	ACTION DISMISSED /PROCESS ENDED SERVICE OBTAINED AF	PNI Y or A		

Process: **ADPAT** Number: **264**

Text: Based on referral from (state, tribe or country), administrative paternity process ended on (ACTION DISMISSED/PROCESS ENDED date). Paternity not an issue because: (Worker enters reason paternity not an issue).

Screen:	Field:	Entry:	Flag:	Status:
ADPAT,	INTERSTATE	Y	25	24
ADPAT2	ACTION DISMISSED /PROCESS ENDED SERVICE OBTAINED AF	PNI N		

Process: **ADPAT** Number: **265**

Text: Based on referral from (state, tribe or country), administrative paternity process ended on (ACTION DISMISSED/PROCESS ENDED date). (Alleged father's name) cannot be located.

Screen:	Field:	Entry:	Flag:	Status:
ADPAT,	INTERSTATE	Y	25	26
ADPAT2	ACTION DISMISSED /PROCESS ENDED	NLAF		

Process: **ADPAT** Number: **266**

Text: Based on referral from (state, tribe or country), administrative paternity action dismissed on (ACTION DISMISSED/PROCESS ENDED date) due to (Alleged father's name) excluded as the father through genetic testing.

Screen:	Field:	Entry:	Flag:	Status:
ADPAT,	INTERSTATE	Y	25	
ADPAT2	ACTION DISMISSED /PROCESS ENDED	AFEX		

Process: **ADPAT** Number: **267**

Text: Based on referral from (state, tribe or country), administrative paternity action dismissed on (ACTION DISMISSED/PROCESS ENDED date) by COC.

Screen:	Field:	Entry:	Flag:	Status:
ADPAT,	INTERSTATE	Y	25	
ADPAT2	ACTION DISMISSED /PROCESS ENDED SERVICE OBTAINED AF	DIS Y or A		

Process: **ADPAT** Number: **268**

Text: Based on referral from (state, tribe or country), administrative paternity action dismissed on (ACTION DISMISSED/PROCESS ENDED date). Served (Alleged father's name) notified of dismissal. Action dismissed for the following reason: (Worker enters reason for dismissal).

Screen:	Field:	Entry:	Flag:	Status:
ADPAT,	INTERSTATE	Y	25	24
ADPAT2	ACTION DISMISSED /PROCESS ENDED SERVICE OBTAINED AF	OTH Y or A		

Process: **ADPAT** Number: **269**

Text: Based on referral from (state, tribe or country), administrative paternity process ended on (ACTION DISMISSED/PROCESS ENDED date). Action ended for the following reason: (Worker enters reason for ending process).

Screen:	Field:	Entry:	Flag:	Status:
ADPAT,	INTERSTATE	Y	25	24
ADPAT2	ACTION DISMISSED /PROCESS ENDED SERVICE OBTAINED AF	OTH N		

Process: **ADPAT** Number: **270**

Text: Directions for out-of-state service prepared on (GEN SERVICE REQUEST date) for administrative paternity process. Action based on a referral from (state, tribe or country).

Screen:	Field:	Entry:	Flag:	Status:
ADPAT	GEN SERVICE REQUEST AF I/O DATE INTERSTATE	Y I or O 45 days prior to current date Y	9	

Process: **ADPAT** Number: **271**

Text: Status update sent to (state, tribe or country).

Screen:	Field:	Entry:	Flag:	Status:
ADPAT, ADPAT2, ADPAT3	Batch program.			

Process: **ADPAT** Number: **272**

Text: Based on referral from (state, tribe or country), ADPAT process ended on (Action Dismissed/Process Ended date) due to entry of an order.

Screen:	Field:	Entry:	Flag:	Status:
ADPAT, ADPAT2	INTERSTATE ACTION DISMISSED /PROCESS ENDED	Y ORD	25	

Process: **ADPAT** Number: **273**

Text: Service is being attempted by certified mail on (date) for the ADPAT process on (alleged father name). Action based on referral from (state, tribe or country)

Screen:	Field:	Entry:	Flag:	Status:
ADPAT	INTERSTATE GEN SERVICE REQ AF	Y G	9	

Process: **ADPAT** Number: **274**

Text: Service is being reattempted by certified mail on (date) for the ADPAT process on (alleged father name). Action based on referral from (state, tribe or country).

Screen:	Field:	Entry:	Flag:	Status:
ADPAT	INTERSTATE GEN SERVICE REQ AF	Y R	10	

Process: **ADPAT** Number: **275**

Text: (Alleged father name) was served by certified mail with initial notices to establish administrative paternity on (DATE). Action based on a referral from (state, tribe or country).

Screen:	Field:	Entry:	Flag:	Status:
ADPAT	INTERSTATE SERVICE OBTAINED AF	Y G	11	

Process: **ADPAT** Number: **276**

Text: Action based on a referral from (state, tribe or country). Initial notices and (in-state/out-of-state) directions for service sent on (date) to serve (payee name) for the ADPAT process.

Screen:	Field:	Entry:	Flag:	Status:
ADPAT	INTERSTATE GEN SERVICE REQT MOTHER I/O	Y Y or R I or O	98	

Process: **ADPAT** Number: **277**

Text: Action based on a referral from (state, tribe or country). Initial notices and (in-state/out-of-state) directions for service sent on (date) to serve (af/payor name) for the adpat process.

Screen:	Field:	Entry:	Flag:	Status:
ADPAT	INTERSTATE GEN SERVICE REQT AF I/O	Y Y or R I or O	9	

Process: **ADPAT** Number: **278**

Text: Action based on a referral from (state, tribe or country). ADPAT service packet sent by certified mail on (date) for service of (payee name).

Screen:	Field:	Entry:	Flag:	Status:
ADPAT	INTERSTATE GEN SERVICE REQT MOTHER	Y G or R	98	

Process: **ADPAT** Number: **279**

Text: (Payee name) was served with initial notices to establish administrative paternity order on (date). action based on referral from the state of (state, tribe or country).

Screen:	Field:	Entry:	Flag:	Status:
ADPAT	INTERSTATE SERVICE OBTAINED MOTHER	Y Y	11	

Process: **ADPAT** Number: **280**

Text: (Payee name) was served by certified mail with initial notices to establish administrative paternity order on (date). Action based on a referral from (state, tribe or country).

Screen:	Field:	Entry:	Flag:	Status:
ADPAT	INTERSTATE SERVICE OBTAINED MOTHER	Y G	11	

Process: **ADPAT** Number: **281**

Text: (Payee name) accepted service of initial notices to establish administrative paternity order on (date). Action based on a referral from (state, tribe or country).

Screen:	Field:	Entry:	Flag:	Status:
ADPAT	INTERSTATE SERVICE OBTAINED MOTHER	Y	11	
		A		

Process: **ADPAT** Number: **282**

Text: The ADPAT notice was not served on (**payee name**) on (**date**) because: (**reason**). Action based on a referral from (state, tribe or country).

Screen:	Field:	Entry:	Flag:	Status:
ADPAT	INTERSTATE SERVICE OBTAINED MOTHER REASON	Y	13	
		N LOC, MOVE, EMPL, DATA, WRNG, ADDR, PERS, REFU, IDEN, APT, JAIL, DECD		

Process: **ADPAT** Number: **283**

Text: The ADPAT notice was not served on (**af/payor name**) on (**date**) because: (**reason**). Action based on a referral from (state, tribe or country).

Screen:	Field:	Entry:	Flag:	Status:
ADPAT	INTERSTATE SERVICE OBTAINED FATHER REASON	Y	13	6
		N LOC, MOVE, EMPL, DATA, WRNG, ADDR, PERS, REFU, IDEN, APT, JAIL, DECD		

Process: **ADPAT** Number: **284**

Text: (**payee name**) requested a court hearing in the adpat action on (**date**). Action is based on a referral from (state, tribe or country)."

Screen:	Field:	Entry:	Flag:	Status:
ADPAT3	INTERSTATE COURT HEARING REQUESTED BY (CSRU/AF/MO)	Y	36	
		Y MO		

Process: **ADPAT** Number: **285**

Text: CSRU requested a court hearing in the adpat action on (**date**) for the af, (**af/payor name**). action is based on a referral from (state, tribe or country).

Screen:	Field:	Entry:	Flag:	Status:
ADPAT3	INTERSTATE COURT HEARING REQUESTED BY (CSRU/AF/MO)	Y	36	
		Y CSRU		

Process: **EST** Number: **02**

Text: (Blank narrative)

Screen:	Field:	Entry:	Flag:	Status:
CASE	QUEST CURRENT ACCT TYPE	Y or R 10, 11, 13, 14, 16, 18, or 19	EST 10	

Process: **EST** Number: **03**

Text: (Blank narrative)

Screen:	Field:	Entry:	Flag:	Status:
CASE	QUEST CURRENT ACCT TYPE	Y or R 12 or 15	EST 11	

Calendar Flags

Process: **ADPAT** Number: **1**

Text: Send appointment letter to non-caretaker mother for administrative paternity interview on (Interview set date).

Screen:	Field:	Entry:	Narrative:	Status:
ADPAT	MOTHER INTERVIEW DATE CT CASE	Future Date Y	3	

Process: **ADPAT** Number: **2**

Text: Administrative paternity interview scheduled today with mother at (Interview set time).

Screen:	Field:	Entry:	Narrative:	Status:
ADPAT	MOTHER INTERVIEW DATE CT CASE	Current Date Y	4	

Process: **ADPAT** Number: **3**

Text: Administrative paternity interview scheduled today with payee at (Interview set time).

Screen:	Field:	Entry:	Narrative:	Status:
ADPAT	MOTHER INTERVIEW DATE CT CASE	Current Date N	5	1

Process: **ADPAT** Number: **4**

Text: Mother's statement not returned from payee for adpat process. Refer payee for non-cooperation or proceed with case closure as appropriate if non-FIP.

Screen:	Field:	Entry:	Narrative:	Status:
ADPAT	GEN MOTHER STMT DATE CT CASE MOTHER'S STATEMENT COMPL	Y 15 days prior to cur date N Entry other than Y	10	

Process: **ADPAT** Number: **5**

Text: Mother's statement in ADPAT process not returned. Take appropriate action.

Screen:	Field:	Entry:	Narrative:	Status:
ADPAT	GEN MOTHER STMT DATE CT CASE MOTHER'S STATEMENT COMPL	Y 15 days prior to current date Y Entry other than Y	11	

Process: **ADPAT** Number: **6**

Text: Second mother's statement not returned from payee for adpat process. Refer CP for non-coop or proceed with case closure (if non-FIP) as appropriate.

Screen:	Field:	Entry:	Narrative:	Status:
ADPAT	GEN MOTHER STMT DATE	R	12	
	CT CASE MOTHER'S STATEMENT COMPL		DATE is 15 days prior to current date N Entry other than Y	

Process: **ADPAT** Number: **7**

Text: Second mother's statement not returned from non-caretaker mother for adpat process. Decide whether to refer case for judicial paternity establishment.

Screen:	Field:	Entry:	Narrative:	Status:
ADPAT	GEN MOTHER STMT DATE	R	13	
	CT CASE MOTHER'S STATEMENT COMPL		15 days prior to current date Y Entry other than Y	

Process: **ADPAT** Number: **8**

Text: Mother's statement was completed 15 working days ago. Generate notices or end process, as appropriate.

Screen:	Field:	Entry:	Narrative:	Status:
ADPAT	MOTHER'S STATEMENT COMPL	Y	14	

Process: **ADPAT** Number: **9**

Text: Service documents not returned for adpat process. Determine whether service was successful.

Screen:	Field:	Entry:	Narrative:	Status:
ADPAT	GEN SERVICE REQUEST I/O DATE	Y I or O 45 days prior to current date	15, 16, 155	
	INTERSTATE	N or Y		

Process: **ADPAT** Number: **10**

Text: Service documents not returned for adpat process. Determine whether service was successful.

Screen:	Field:	Entry:	Narrative:	Status:
ADPAT	GEN SERVICE REQUEST	R	17, 18,	
	I/O	I or O	156	
	DATE	45 days prior to the current date		
	INTERSTATE	N or Y		

Process: **ADPAT** Number: **11**

Text: Ten days have passed since the AF was served in the administrative process. Conduct guidelines calculation, if appropriate.

Screen:	Field:	Entry:	Narrative:	Status:
ADPAT,	CT CASE	Y	21, 22, 23,	
ADPAT2	INTERSTATE	Y	26, 27, 28	
	SERVICE OBTAINED	DATE is 10 days prior to the current date		

Process: **ADPAT** Number: **12**

Text: If support is being sought, generate guidelines cover letter for adpat process.

Screen:	Field:	Entry:	Narrative:	Status:
ADPAT	CT CASE	Y	21	
	INTERSTATE	N		
	SERVICE OBTAINED	Y DATE is 15 days prior to the current date		

Process: **ADPAT** Number: **13**

Text: (Blank calendar flag to complete flags 9 and 10.)

Screen:	Field:	Entry:	Narrative:	Status:
ADPAT,	INTERSTATE	Y or N	24, 26	5, 6
ADPAT2	SERVICE OBTAINED	N or A		

Process: **ADPAT** Number: **14**

Text: Generate ADPAT default order for paternity and, if appropriate, support, unless new financial information was received requiring new guidelines worksheet and cover letter.

Screen:	Field:	Entry:	Narrative:	Status:
ADPAT2	GENERATE GUIDELINES CV	Y	30	
	LTR			
	DATE	DATE is 11 days prior to the current date		

Process: **ADPAT** Number: **15**

Text: Generate ADPAT default order for paternity and, if appropriate, support unless new financial information was received requiring new guidelines worksheet and cover letter.

Screen:	Field:	Entry:	Narrative:	Status:
ADPAT2	GUIDELINES CV LTR	R	31	

Process: **ADPAT** Number: **16**

Text: Mother has contested administrative paternity establishment. Schedule genetic testing.

Screen:	Field:	Entry:	Narrative:	Status:
ADPAT, ADPAT2	CT CASE MOTHER'S RESPONSE DATE	Y C or B Date is 10 days prior to the current date	32, 36	7

Process: **ADPAT** Number: **17**

Text: Send letter to non-caretaker mother advising her of receipt of her contest to PAT EST and she will be notified of when to appear for genetic testing for ad pat process.

Screen:	Field:	Entry:	Narrative:	Status:
ADPAT, ADPAT2	CT CASE MOTHER'S RESPONSE	Y C or B	32, 36	7

Process: **ADPAT** Number: **18**

Text: Payee has contested administrative paternity establishment. Schedule genetic testing.

Screen:	Field:	Entry:	Narrative:	Status:
ADPAT, ADPAT2	CT CASE MOTHER'S RESPONSE	N C	33, 37	7, 8

Process: **ADPAT** Number: **19**

Text: Mother has intervened in this action. Send to mother copies of all adpat documents that were or will be sent to (Alleged father's name).

Screen:	Field:	Entry:	Narrative:	Status:
ADPAT, ADPAT2	CT CASE MOTHER'S RESPONSE	Y B or I	34, 36	7

Process: **ADPAT** Number: **20**

Text: Payee intervened in this action. Send to payee copies of all adpat documents that were or will be sent to (Alleged father's name).

Screen:	Field:	Entry:	Narrative:	Status:
ADPAT, ADPAT2	CT CASE MOTHER'S RESPONSE	N B or I	35, 37	7, 8

Process: **ADPAT** Number: **21-Issues only from cases completed prior to 7-1-2009.**

Text: File Administrative Paternity Order.

Screen:	Field:	Entry:	Narrative:	Status:
ADPAT2	GENERATE ORDER TYPE	A or R PO	38	

Process: **ADPAT** Number: **22-Issues only from cases completed prior to 7-1-2009.**

Text: File Administrative Paternity and Support Order.

Screen:	Field:	Entry:	Narrative:	Status:
ADPAT2	GENERATE ORDER TYPE	A or R PS	39	

Process: **ADPAT** Number: **23-Issues only from cases completed prior to 7-1-2009.**

Text: File Judicial Paternity Order.

Screen:	Field:	Entry:	Narrative:	Status:
ADPAT2	GENERATE ORDER TYPE	J or R PO	40	

Process: **ADPAT** Number: **24-Issues only from cases completed prior to 7-1-2009.**

Text: File Judicial Paternity and Support Order.

Screen:	Field:	Entry:	Narrative:	Status:
ADPAT2	GENERATE ORDER TYPE	J or R PS		

Process: **ADPAT** Number: **25**

Text: (Blank calendar flag to complete flags 1-24, 26-94)

Screen:	Field:	Entry:	Narrative:	Status:
ADPAT, ADPAT2	INTERSTATE PATERNITY ESTABLISHED SUPPORT ESTABLISHED GENERATE ORDER ACTION DISMISSED /PROCESS ENDED	Y or N C, D or H C, D or H A or J MSNA, CPNC, PNI, NLAf, AFEX, DIS, ORD, or OTH	50 - 53, 56, 57, 60, 61, 66 - 85, 186, 187	21, 24, 25, 26

Process: **ADPAT** Number: **26**

Text: (Blank calendar to complete flags 21-24, 27-60, 68-69, 81-94)

Screen:	Field:	Entry:	Narrative:	Status:
ADPAT, ADPAT2	INTERSTATE PATERNITY ESTABLISHED SUPPORT ESTABLISHED GENERATE ORDER	Y or N C, D, or H Blank, D, R or N A or J	54, 55, 58, 59, 62, 63, 163, 175	69

Process: **ADPAT** Number: **27**

Text: Support reserved earlier in adpat process. Attempt to obtain support order now.

Screen:	Field:	Entry:	Narrative:	Status:
ADPAT2	SUPPORT ESTABLISHED	R	64	

Process: **ADPAT** Number: **28**

Text: (Blank calendar to complete flags 1-26, 29-79)

Screen:	Field:	Entry:	Narrative:	Status:
ADPAT2	SUPPORT ESTABLISHED	N	65	

Process: **ADPAT** Number: **29**

Text: The alleged father is contesting paternity. Schedule genetic testing in adpat process.

Screen:	Field:	Entry:	Narrative:	Status:
ADPAT3	AF CONTESTS PATERNITY	Y	86	

Process: **ADPAT** Number: **30**

Text: Schedule administrative paternity conference. Conference requested on (CONFERENCE REQUESTED BY AF date).

Screen:	Field:	Entry:	Narrative:	Status:
ADPAT3	CSRU RESPONSE	S	89	

Process: **ADPAT** Number: **31**

Text: Administrative paternity conference scheduled today with AF to discuss paternity establishment at (CONFERENCE SCHEDULED time).

Screen:	Field:	Entry:	Narrative:	Status:
ADPAT, ADPAT3	INTERSTATE CONFERENCE SCHEDULED	N Valid date	247	

Process: **ADPAT** Number: **32-Issues only from cases completed prior to 7-1-2009.**

Text: Administrative paternity conference scheduled today with AF to discuss paternity establishment at (CONFERENCE SCHEDULED time).

Screen:	Field:	Entry:	Narrative:	Status:
ADPAT, ADPAT3	INTERSTATE CONFERENCE SCHEDULED	N Valid date	91	35

Process: **ADPAT** Number: **33**

Text: Paternity conference scheduled for (CONFERENCE SCHEDULED date) was held. Generate default Administrative Paternity Order (if appropriate).

Screen:	Field:	Entry:	Narrative:	Status:
ADPAT, ADPAT3	INTERSTATE CONF HELD	N Y	92, 93	

Process: **ADPAT** Number: **34**

Text: Check whether mother has objected in adpat process. If no objection, file administrative paternity order. If objection received, schedule court hearing.

Screen:	Field:	Entry:	Narrative:	Status:
ADPAT3	GEN NOTICE TO CT - AGRD ORD	Y	96	

Process: **ADPAT** Number: **35**

Text: Check whether mother has objected in adpat process. If no objection, file administrative paternity order. If objection received, schedule court hearing.

Screen:	Field:	Entry:	Narrative:	Status:
ADPAT3	GEN NOTICE TO CT - AGRD ORD	R	97, 157	

Process: **ADPAT** Number: **36**

Text: Certify case to court to schedule hearing on adpat process.

Screen:	Field:	Entry:	Narrative:	Status:
ADPAT3	COURT HEARING REQUESTED AF CONTESTS PATERNITY	Y N or Y	98, 157	

Process: **ADPAT** Number: **37**

Text: Genetic tests were scheduled to be held seven working days ago. An entry is required in GENETIC TEST COMPL field for AF on ADPAT3.

Screen:	Field:	Entry:	Narrative:	Status:
ADPAT3	GENETIC TEST SET AF/ TEST COMPL	Blank	99, 101, 112	

Process: **ADPAT** Number: **38 – Issues only from cases completed prior to 11-1-99.**

Text: (Blank calendar to complete flags 29, 58, 60, 64, 67)

Screen:	Field:	Entry:	Narrative:	Status:
ADPAT3	GENETIC TEST SET AF/ TEST COMPL	Blank		

Process: **ADPAT** Number: **39**

Text: Send administrative order for genetic testing to mother.

Screen:	Field:	Entry:	Narrative:	Status:
ADPAT, ADPAT3	CT CASE GENETIC TEST SET MOTHER/TEST COMPL	Y Blank	102	

Process: **ADPAT** Number: **40**

Text: Genetic testing was scheduled to be held seven working days ago. An entry is required in GENETIC TEST COMPL field for mother on ADPAT3.

Screen:	Field:	Entry:	Narrative:	Status:
ADPAT, ADPAT3	CT CASE GENETIC TEST SET MOTHER/TEST COMPL	Y Blank	102, 103, 116	

Process: **ADPAT** Number: **41**

Text: Send notice of rescheduled genetic testing to non-caretaker mother for adpat process.

Screen:	Field:	Entry:	Narrative:	Status:
ADPAT, ADPAT3	CT CASE GENETIC TEST SET MOTHER/TEST COMPL	Y R or Y	103	

Process: **ADPAT** Number: **42**

Text: Genetic testing was scheduled to be held seven working days ago. An entry is required in genetic test drawn field for child(ren) on ADPAT3.

Screen:	Field:	Entry:	Narrative:	Status:
ADPAT3	GENETIC TEST SET CHILD/ TST COMPL	Blank	106, 119	

Process: **ADPAT** Number: **43**

Text: (Blank calendar to complete flag 37, 45, and 46.)

Screen:	Field:	Entry:	Narrative:	Status:
ADPAT3	TST COMPL (for alleged father)	Y	108	

Process: **ADPAT** Number: **44**

Text: Genetic test results not received in adpat process. Take appropriate action.

Screen:	Field:	Entry:	Narrative:	Status:
ADPAT3	TST COMPL (for alleged father)	Y	109	1
	TST COMPL (for child)	Y		
	TST COMPL (for mother)	Y or N		

Process: **ADPAT** Number: **45**

Text: The alleged father did not appear or reschedule genetic testing. If needed, prepare or update guidelines. If not, generate Default Administrative Paternity Order.

Screen:	Field:	Entry:	Narrative:	Status:
ADPAT3	TST COMPL COURT HEARING REQUESTED	N N	110	

Process: **ADPAT** Number: **46**

Text: The alleged father did not appear or reschedule genetic testing in ADPAT process. If necessary, update guidelines. If not, prepare default order for paternity, and if appropriate, support.

Screen:	Field:	Entry:	Narrative:	Status:
ADPAT3	TST COMPL (FOR AF)	N	111	
	COURT HEARING REQUESTED	Y		

Process: **ADPAT** Number: **47**

Text: (Blank calendar to complete flag 37)

Screen:	Field:	Entry:	Narrative:	Status:
ADPAT3	TST COMPL (for alleged father)	R	112	

Process: **ADPAT** Number: **48**

Text: (Blank calendar to complete flag 40, 49, 50)

Screen:	Field:	Entry:	Narrative:	Status:
ADPAT3	TST COMPL (for mother)	Y	113	

Process: **ADPAT** Number: **49**

Text: Refer payee for non-coop or proceed with closure as appropriate. Payee did not appear or reschedule genetic testing in adpat process.

Screen:	Field:	Entry:	Narrative:	Status:
ADPAT,	CT CASE	N	114	
ADPAT3	TST COMPL (for mother)	N		

Process: **ADPAT** Number: **50**

Text: Non-caretaker mother did not appear for genetic testing. Proceed with adpat process without her sample.

Screen:	Field:	Entry:	Narrative:	Status:
ADPAT,	CT CASE	Y	115	
ADPAT3	TST COMPL (for mother)	N		

Process: **ADPAT** Number: **51**

Text: (Blank calendar to complete flag 40)

Screen:	Field:	Entry:	Narrative:	Status:
ADPAT3	TST COMPL (for mother)	R	116	

Process: **ADPAT** Number: **52**

Text: (Blank calendar to complete flag 42, 52, 53)

Screen:	Field:	Entry:	Narrative:	Status:
ADPAT3	TST COMPL (for child)	Y	117, 119	

Process: **ADPAT** Number: **53**

Text: Refer payee for non-coop or proceed with case closure as appropriate. Payee failed to appear or reschedule genetic testing for child in adpat process.

Screen:	Field:	Entry:	Narrative:	Status:
ADPAT3	TST COMPL (for child)	N	118	

Process: **ADPAT** Number: **54**

Text: Genetic test results should have been filed with COC by vendor. Make sure genetic test results were filed with COC in ad pat process.

Screen:	Field:	Entry:	Narrative:	Status:
ADPAT3	GEN FIRST RESULTS NOTICE	Y	120, 121, 164, 189, 190	

Process: **ADPAT** Number: **55**

Text: Alleged father was excluded through genetic testing. End adpat process by entering ACTION DISMISSED = AFEX on ADPAT2.

Screen:	Field:	Entry:	Narrative:	Status:
GENTEST	EXCLUDED	Y	120, 189	

Process: **ADPAT** Number: **56**

Text: No challenge to genetic test results received. Generate default administrative paternity order.

Screen:	Field:	Entry:	Narrative:	Status:
GENTEST	EXCLUDED	N	121, 164, 190	

Process: **ADPAT** Number: **57**

Text: Challenge to genetic testing results received from mother in adpat process. If she requests new tests, schedule them.

Screen:	Field:	Entry:	Narrative:	Status:
ADPAT, ADPAT3	CT CASE CHALLENGE RECEIVED	Y M	122	39

Process: **ADPAT** Number: **58**

Text: Challenge to genetic testing results received from mother in ADPAT process. Certify to court for scheduling of court hearing.

Screen:	Field:	Entry:	Narrative:	Status:
ADPAT, ADPAT3	CT CASE CHALLENGE RECEIVED	Y M	122	39

Process: **ADPAT** Number: **59**

Text: Challenge to genetic testing results received from payee in adpat process. If she requests new tests, schedule them.

Screen:	Field:	Entry:	Narrative:	Status:
ADPAT,	CT CASE	N	123	39
ADPAT3	CHALLENGE RECEIVED	M		

Process: **ADPAT** Number: **60**

Text: Challenge to genetic testing results received from payee in ADPAT process. Certify case to court for scheduling of court hearing.

Screen:	Field:	Entry:	Narrative:	Status:
ADPAT,	CT CASE	N	123	39
ADPAT3	CHALLENGE RECEIVED	M		

Process: **ADPAT** Number: **61**

Text: Challenge to genetic testing results received from alleged father in adpat process. If he requests new tests, schedule them.

Screen:	Field:	Entry:	Narrative:	Status:
ADPAT,	INTERSTATE	N	124, 125,	40
ADPAT3	CT CASE	Y or N	126	
	CHALLENGE RECEIVED	AF		

Process: **ADPAT** Number: **62**

Text: Challenge to genetic testing results received from alleged father. Certify to court for scheduling of court hearing for ADPAT process.

Screen:	Field:	Entry:	Narrative:	Status:
ADPAT,	INTERSTATE	N	124	40
ADPAT3	CT CASE	Y		
	CHALLENGE RECEIVED	AF		

Process: **ADPAT** Number: **63**

Text: Send status to mother if address known advising her that the AF is challenging the genetic testing results and that she will be informed of a hearing date or whether to appear for further genetic testing.

Screen:	Field:	Entry:	Narrative:	Status:
ADPAT,	INTERSTATE	N	124	40
ADPAT3	CT CASE	Y		
	CHALLENGE RECEIVED	AF		

Process: **ADPAT** Number: **64**

Text: CSRU is challenging the genetic testing results in adpat process. Schedule second round of genetic testing for all parties.

Screen:	Field:	Entry:	Narrative:	Status:
ADPAT,	INTERSTATE	Y or N	127, 128,	
ADPAT3	CT CASE	N	129	
	CHALLENGE RECEIVED	CSRU		

Process: **ADPAT** Number: **65**

Text: Send status report to non-caretaker mother advising her that CSRU is challenging the genetic testing results and she will be notified when and where to appear to be re-drawn.

Screen:	Field:	Entry:	Narrative:	Status:
ADPAT,	INTERSTATE	N	128	
ADPAT3	CT CASE	Y		
	CHALLENGE RECEIVED	CSRU		

Process: **ADPAT** Number: **66**

Text: Send status report to non-caretaker mother advising her that CSRU is challenging the genetic testing results and she will be notified when and where to appear to be re-drawn.

Screen:	Field:	Entry:	Narrative:	Status:
ADPAT,	INTERSTATE	Y	129	
ADPAT3	CT CASE	N		
	CHALLENGE RECEIVED	CSRU		

Process: **ADPAT** Number: **67**

Text: Challenge to genetic testing results received from alleged father and mother in adpat process. If either party requests new tests, schedule them.

Screen:	Field:	Entry:	Narrative:	Status:
ADPAT,	INTERSTATE	N	130, 131	40, 45, 46
ADPAT3	CT CASE	Y or N		
	CHALLENGE RECEIVED	Both		

Process: **ADPAT** Number: **68**

Text: Challenge to genetic testing results received from alleged father and mother in adpat process. Certify to court for scheduling of hearing.

Screen:	Field:	Entry:	Narrative:	Status:
ADPAT,	INTERSTATE	N	130	40, 45
ADPAT3	CT CASE	Y		
	CHALLENGE RECEIVED	Both		

Process: **ADPAT** Number: **69**

Text: Send status letter to mother advising her of receipt of her challenge and that she will be notified of a hearing date if she is needed or whether to appear for further genetic testing.

Screen:	Field:	Entry:	Narrative:	Status:
ADPAT, ADPAT3	INTERSTATE CT CASE CHALLENGE RECEIVED	N Y Both	130	40, 45

Process: **ADPAT** Number: **70**

Text: Enter court hearing date and time on ADPAT3. Court hearing requested on (COURT HEARING REQUESTED date).

Screen:	Field:	Entry:	Narrative:	Status:
ADPAT3	CERTIFIED TO COURT	Valid date	132	

Process: **ADPAT** Number: **71**

Text: Enter results of court hearing scheduled for (COURT HEARING SET date).

Screen:	Field:	Entry:	Narrative:	Status:
ADPAT, ADPAT3	INTERSTATE COURT HEARING SET	N Valid date	133	48

Process: **ADPAT** Number: **72**

Text: Enter results of court hearing scheduled for (COURT HEARING SET date).

Screen:	Field:	Entry:	Narrative:	Status:
ADPAT, ADPAT3	INTERSTATE COURT HEARING SET	Y Valid date	134	48, 49

Process: **ADPAT** Number: **73**

Text: Enter action dismissed code or generate judicial order reflecting the order of the court.

Screen:	Field:	Entry:	Narrative:	Status:
ADPAT3	COURT HEARING HELD	Y	135	

Process: **ADPAT** Number: **74**

Text: Court hearing scheduled from ADPAT process not held on scheduled date. Take appropriate action.

Screen:	Field:	Entry:	Narrative:	Status:
ADPAT3	COURT HEARING HELD	N or R	136, 138, 139	52

Process: **ADPAT** Number: **75**

Text: Court hearing not held from adpat process. Reschedule court hearing.

Screen:	Field:	Entry:	Narrative:	Status:
ADPAT,	INTERSTATE	N	137	
ADPAT3	CT CASE	Y		
	COURT HEARING HELD	R		

Process: **ADPAT** Number: **76**

Text: Send status to non-caretaker mother advising her that the court hearing in the paternity case is being rescheduled and she will be notified of the new date and time of the hearing if she is needed.

Screen:	Field:	Entry:	Narrative:	Status:
ADPAT,	INTERSTATE	N	137	
ADPAT3	CT CASE	Y		
	COURT HEARING HELD	R		

Process: **ADPAT** Number: **77**

Text: Administrative paternity interview not held with mother. Decide whether to refer for judicial paternity establishment.

Screen:	Field:	Entry:	Narrative:	Status:
ADPAT	CT CASE	Y	140	
	INTRVW HELD	N		

Process: **ADPAT** Number: **78**

Text: Administrative paternity interview scheduled with payee not held. Refer for non-coop or case closure (if non-FIP) as appropriate.

Screen:	Field:	Entry:	Narrative:	Status:
ADPAT	CT CASE	N	141	
	INTRVW HELD	N		

Process: **ADPAT** Number: **79**

Text: Court hearing requested and genetic tests completed in adpat process. Certify to court for scheduling of court hearing.

Screen:	Field:	Entry:	Narrative:	Status:
ADPAT3	COURT HEARING REQUESTED	Y	151	
	GEN FIRST/SECOND RESULTS NOTICE	Y		

Process: **ADPAT** Number: **81**

Text: (Blank calendar to complete flags 1, 2, 3, 82, 83, 84, 85)

Screen:	Field:	Entry:	Narrative:	Status:
ADPAT	INTERVIEW HELD	Y	6, 7	
	CT CASE	Y or N		

Process: **ADPAT** Number: **82**

Text: Administrative paternity interview rescheduled today with mother at: (MOTHER INTERVIEW SET time).

Screen:	Field:	Entry:	Narrative:	Status:
ADPAT	INTERVIEW HELD	Y	8	
	CT CASE	N		

Process: **ADPAT** Number: **83**

Text: Administrative Paternity interview rescheduled today with payee at: : (MOTHER INTERVIEW SET time).

Screen:	Field:	Entry:	Narrative:	Status:
ADPAT	INTERVIEW HELD	R	9	1
	CT CASE	N		

Process: **ADPAT** Number: **84**

Text: An interview with payee was scheduled two working days ago. An entry is required in the INTERVIEW HELD field on ADPAT. Refer for non-coop or case closure (if non-FIP), as appropriate.

Screen:	Field:	Entry:	Narrative:	Status:
ADPAT	INTERVIEW HELD	R	9	1
	CT CASE	N		

Process: **ADPAT** Number: **85**

Text: An interview with mother was scheduled two working days ago. An entry is required in the INTERVIEW HELD field on ADPAT. Refer for non-coop or case closure (if non-FIP), as appropriate.

Screen:	Field:	Entry:	Narrative:	Status:
ADPAT	INTERVIEW HELD	Y	8	
	CT CASE	N		

Process: **ADPAT** Number: **86**

Text: Paternity conference with AF rescheduled for today at: (CONFERENCE SCHEDULED time).

Screen:	Field:	Entry:	Narrative:	Status:
ADPAT, ADPAT3	CONF HELD	R	95	

Process: **ADPAT** Number: **87**

Text: If appropriate, generate administrative paternity order. The paternity conference was not held as originally scheduled on: (CONFERENCE SCHEDULED date).

Screen:	Field:	Entry:	Narrative:	Status:
ADPAT, ADPAT3	CONF HELD	N	94	

Process: **ADPAT** Number: **88**

Text: A paternity conference was scheduled two working days ago. An entry is required in the CONF HELD field. Generate default administrative paternity order (if appropriate).

Screen:	Field:	Entry:	Narrative:	Status:
ADPAT, ADPAT3	INTERSTATE CONF HELD	N	95	

Process: **ADPAT** Number: **89**

Text: File administrative paternity and medical support order.

Screen:	Field:	Entry:	Narrative:	Status:
ADPAT2	GENERATE ORDER TYPE	A or R PH	170	

Process: **ADPAT** Number: **90-Issues only from cases completed prior to 7-1-2009.**

Text: File judicial paternity and medical support order.

Screen:	Field:	Entry:	Narrative:	Status:
ADPAT2	GENERATE ORDER TYPE	J or R PH	171	

Process: **ADPAT** Number: **91-Issues only from cases completed prior to 7-1-2009.**

Text: File judicial health insurance order.

Screen:	Field:	Entry:	Narrative:	Status:
ADPAT2	GENERATE ORDER TYPE	J or R HO	172	

Process: **ADPAT** Number: **92-Issues only from cases completed prior to 7-1-2009.**

Text: File judicial support order.

Screen:	Field:	Entry:	Narrative:	Status:
ADPAT2	GENERATE ORDER TYPE	J or R SO	173	

Process: **ADPAT** Number: **93**

Text: Order entered from the ADPAT process. Send copy of order to the parties within 14 days of entry.

Screen:	Field:	Entry:	Narrative:	Status:
ADPAT	INTERSTATE	N or Y	176, 177,	70
ADPAT2	SUPPORT ESTABLISHED	D, H, C	191	

Process: **ADPAT** Number: **94**

Text: (Blank calendar to complete flag 93)

Screen:	Field:	Entry:	Narrative:	Status:
ADPAT	INTERSTATE	N	42-49,	57, 65
ADPAT2	GENERATE ORDER TYPE CC ORDER TO INTERESTED PARTIES	A PH Valid Date	178-185	

Process: **ADPAT** Number: **95**

Text: Genetic tests were scheduled to be held seven working days ago. An entry is required in the genetic test complete field for AF on ADPAT3.

Screen:	Field:	Entry:	Narrative:	Status:
ADPAT3	GENETIC TEST SET AF	Y or R		

Process: **ADPAT** Number: **96**

Text: Genetic testing was scheduled to be held seven working days ago. An entry is required in the genetic test complete field for mother/child on ADPAT3.

Screen:	Field:	Entry:	Narrative:	Status:
ADPAT3	GENETIC TEST SET MOTHER and/or GENETIC TEST SET CHILD CT CASE	Y or R Y or R N		

Process: **ADPAT** Number: **97:**

Text: Adpat court hearing was rescheduled for (COURT HEARING SET date).

Screen:	Field:	Entry:	Narrative:	Status:
ADPAT3	COURT HEARING SET	Y or R	139	

Process: **ADPAT** Number: **98**

Text: ADPAT service documents for the mother not returned. Determine if service was successful.

Screen:	Field:	Entry:	Narrative:	Status:
ADPAT	INTERSTATE GEN SERVICE REQ MOTHER	N Y	217	

Process: **ADPAT** Number: **99**

Text: File administrative paternity order.

Screen:	Field:	Entry:	Narrative:	Status:
ADPAT2	GENERATE ORDER (A/J/R)	A	235	

Process: **ADPAT** Number: **100**

Text: File judicial adpat order.

Screen:	Field:	Entry:	Narrative:	Status:
ADPAT2	GENERATE ORDER	J	236	

Process: **ADPAT** Number: **101**

Text: Paternity conference scheduled today with mother at: (time).

Screen:	Field:	Entry:	Narrative:	Status:
ADPAT3	MOTHER CONFERENCE SCHEDULED	 Valid date	246	

Process: **ADPAT** Number: **102**

Text: A paternity conference was scheduled two working days ago with the mother. Update the conf held field. Generate order if appropriate.

Screen:	Field:	Entry:	Narrative:	Status:
ADPAT3	MOTHER CONFERENCE SCHEDULED	 Valid date	246	

Process: **ADPAT** Number: **103**

Text: Mother's ADPAT conference was held 15 days ago. Generate order, if appropriate.

Screen:	Field:	Entry:	Narrative:	Status:
ADPAT3	CONF HELD (for mother)	Y	248	

Process: **ADPAT** Number: **104**

Text: Appropriate generate an order. The conference with the mother was not held on: **(time)**.

Screen:	Field:	Entry:	Narrative:	Status:
ADPAT3	CONF HELD (for mother)	N	249	

Process: **ADPAT** Number: **105**

Text: Paternity conference scheduled today with mother at: (time).

Screen	Field:	Entry:	Narrative:	Status:
ADPAT3	CONF HELD (for mother)	R	250	

Process: **EST** Number: **10**

Text: Review case for cooperation. Form.470-3877, *Child Support Information*, was sent to the payee 10 days ago. Refer payee for non-cooperation or proceed as appropriate.

Screen:	Field:	Entry:	Narrative:	Status:
CASE	QUEST CURRENT ACCT TYPE	Y or R 10, 11, 13, 14, 16, 18, or 19	EST 02	

Process: **EST** Number: **11**

Text: Review case for cooperation. Form.470-3929, *Establishment Questionnaire*, was sent to the payee 10 days ago. Proceed with case closure if appropriate.

Screen:	Field:	Entry:	Narrative:	Status:
CASE	QUEST CURRENT ACCT TYPE	Y or R 12 or 15	EST 03	

Statuses

Process: **ADPAT** Number: **1**

Text: An appointment is scheduled for you to meet with a representative of the Child Support Recovery Unit to discuss establishment of administrative paternity for your child. You are scheduled to appear on (Interview set date) at (Interview set time). If you are unable to attend, please contact us immediately to reschedule. Failure to appear or reschedule this interview may make you ineligible to receive future public assistance (FIP) benefits, or could result in the closing of your case with CSRU (if you do not receive public assistance). Your interview is scheduled with the following caseworker at the following location: (Worker enters location of interview).

Screen:	Field:	Entry:	Narrative:	Flag:
ADPAT	MOTHER INTERVIEW SET INTERVIEW HELD CT CASE	Valid Date R N	5, 9	3, 83, 84

Process: **ADPAT** Number: **2 - Issues only from cases completed prior to 3/18/02.**

Text: Service of notice to alleged father of intent to establish paternity and support was successful on (SERVICE OBTAINED date). We will inform you if you will be needed to bring the child for genetic testing or if you will be needed for a court hearing. You will be mailed a copy of the Administrative Paternity Order when it is final. Please allow a minimum of 45 days for completion of this action.

Screen:	Field:	Entry:	Narrative:	Flag:
ADPAT, ADPAT2	CT CASE INTERSTATE SERVICE OBTAINED	Y N Y	21, 26	11, 12, 13

Process: **ADPAT** Number: **3 - Issues only from cases completed prior to 3/18/02.**

Text: The Child Support Recovery Unit has started an action to obtain an order for paternity against the alleged father named above. The alleged father was served with notice of this action on (service obtained date). Please return your completed financial statement if you have not already done so, so that we calculate the correct amount of support due. We will inform you if you will be needed for genetic testing or for a court hearing. You will be mailed a copy of the Administrative Paternity Order when it is final. Please allow a minimum of 45 days to complete this action.

Screen:	Field:	Entry:	Narrative:	Flag:
ADPAT, ADPAT2	CT CASE, INTERSTATE SERVICE OBTAINED	N N or A Y or A	22, 27	11

Process: **ADPAT** Number: **4 - Issues only from cases completed prior to 3/18/02.**

Text: The Child Support Recovery Unit has started an action to obtain an order for paternity against the alleged father named above. The alleged father was served with notice of this action on (SERVICE OBTAINED date). You will be mailed a copy of the Administrative Paternity Order when it is final. Please allow a minimum of 45 days to complete this action.

Screen:	Field:	Entry:	Narrative:	Flag:
ADPAT,	CT CASE INTERSTATE	N	23, 28	11
ADPAT2	SERVICE OBTAINED	Y Y or A		

Process: **ADPAT** Number: **5**

Text: Service of Notice to Alleged Father of Intent to Establish Paternity and Support was unsuccessful. We will resume location efforts and will send you status reports. If you have any information on the location of the alleged father, please contact your local child support office.

Screen:	Field:	Entry:	Narrative:	Flag:
ADPAT,	INTERSTATE	N	24	13
ADPAT2	SERVICE OBTAINED	N		

Process: **ADPAT** Number: **6**

Text: Service of Notice to Alleged Father of Intent to Establish Paternity was unsuccessful. We attempted to serve him at the location listed below. We will resume location efforts and will send you status reports. If you have any other information on the location of the alleged father, please contact CSRU at the number provided on this letter.

Screen:	Field:	Entry:	Narrative:	Flag:
ADPAT,	INTERSTATE	Y		13
ADPAT2	SERVICE OBTAINED	N		

Process: **ADPAT** Number: **7**

Text: The mother of the child for whom you have been named a possible father has filed a contest to administrative paternity establishment. You will be notified of where and when to appear for genetic testing.

Screen:	Field:	Entry:	Narrative:	Flag:
ADPAT,	CT CASE, MOTHER'S	Y or N	32, 33, 36,	16, 17,
ADPAT2	RESPONSE	C or B	37	18, 19, 20

Process: **ADPAT** Number: **8**

Text: Your contest to administrative paternity establishment has been received. You will be notified of where and when to appear for genetic testing.

Screen:	Field:	Entry:	Narrative:	Flag:
ADPAT,	CT CASE MOTHER'S	N	33, 37	18, 20
ADPAT2	RESPONSE	C		

Process: **ADPAT** Number: **9 - Issues only from cases completed prior to 11-1-99.**

Text: A default order establishing paternity and support was entered against (Alleged father's name) on (PATERNITY ESTABLISHED date). We will monitor to insure that payments are being made. A copy of the order is attached for your records.

Screen:	Field:	Entry:	Narrative:	Flag:
ADPAT,	INTERSTATE	N	50, 52	25
ADPAT2	PATERNITY ESTABLISHED	D		
	SUPPORT ESTABLISHED	D		
	GENERATE ORDER	A or J		

Process: **ADPAT** Number: **10 - Issues only from cases completed prior to 6/28/02.**

Text: Attached is a copy of the order establishing paternity and support. Please read the order carefully.

Screen:	Field:	Entry:	Narrative:	Flag:
ADPAT,	INTERSTATE	Y or N	50, 51, 52,	25, 94
ADPAT2	PATERNITY ESTABLISHED	C, D or H	53, 56, 57,	
	SUPPORT ESTABLISHED	C, D or H	60, 61, 44,	
	GENERATE ORDER	A or J	45, 48, 49	

Process: **ADPAT** Number: **11 - Issues only from cases completed prior to 6/28/02.**

Text: An order establishing paternity and medical support was entered on (PATERNITY ESTABLISHED date). A copy of the order is attached for your records.

Screen:	Field:	Entry:	Narrative:	Flag:
ADPAT,	INTERSTATE	Y	51, 53,	25, 94
ADPAT2	PATERNITY ESTABLISHED	D	179, 181	
	SUPPORT ESTABLISHED	D		
	GENERATE ORDER	A or J		
	TYPE	PH		
	CC ORDER TO INTERESTED PARTIES	Valid date		

Process: **ADPAT** Number: **12 - Issues only from cases completed prior to 6/28/02.**

Text: Enclosed is an order establishing paternity entered against (Alleged father's name) on (ORDER FILED date). The above named was not ordered to pay an amount of support. If appropriate, this office will continue to review the above named father's situation to determine if an amount of support may be ordered at a later time. A copy of the order establishing paternity is attached for your records.

Screen:	Field:	Entry:	Narrative:	Flag:
ADPAT,	INTERSTATE	Y	42, 46, 54,	26, 94
ADPAT2	PATERNITY ESTABLISHED	D	58	
	SUPPORT ESTABLISHED	D		
	GENERATE ORDER	J		

Process: **ADPAT** Number: **13 - Issues only from cases completed prior to 6/28/02.**

Text: Enclosed is a copy of the order establishing paternity only. Please read the order carefully.

Screen:	Field:	Entry:	Narrative:	Flag:
ADPAT,	INTERSTATE	Y	42, 43, 46,	25, 26, 94
ADPAT2	PATERNITY ESTABLISHED	D	47, 54, 55,	
	SUPPORT ESTABLISHED	D	58, 59	
	GENERATE ORDER	J		
	TYPE	PO		

Process: **ADPAT** Number: **14 - Issues only from cases completed prior to 6/28/02.**

Text: Enclosed is an order establishing paternity entered against (Alleged father's name) on (ORDER FILED date). The above named was not ordered to pay an amount of support. If appropriate, this office will continue to review the above named father's situation to determine if an amount of support may be ordered at a later time. A copy of the order establishing paternity is attached for your records.

Screen:	Field:	Entry:	Narrative:	Flag:
ADPAT,	INTERSTATE	Y	43, 47, 55,	94, 26
ADPAT2	PATERNITY ESTABLISHED	D	59	
	SUPPORT ESTABLISHED	Blank, R or N		
	GENERATE ORDER	J		
	TYPE	PO		

Process: **ADPAT** Number: **15 - Issues only from cases completed prior to 6/28/02.**

Text: Enclosed is an order establishing paternity and support.

Screen:	Field:	Entry:	Narrative:	Flag:
ADPAT,	INTERSTATE	N	44, 48, 56,	94, 25
ADPAT2	PATERNITY ESTABLISHED	H	60	
	SUPPORT ESTABLISHED	H		
	GENERATE ORDER	J or A		
	TYPE	PS		

Process: **ADPAT** Number: **16 - Issues only from cases completed prior to 6/28/02.**

Text: Enclosed is an order establishing paternity and support entered against (Alleged father's name) on (paternity established date). We will monitor to insure that payments are being made. A copy of the order is attached for your records.

Screen:	Field:	Entry:	Narrative:	Flag:
ADPAT,	INTERSTATE	Y	45, 49, 57,	94, 25
ADPAT2	PATERNITY ESTABLISHED	C or H	61	
	SUPPORT ESTABLISHED	C or H		
	GENERATE ORDER	J		
	TYPE	PS		

Process: **ADPAT** Number: **17 - Issues only from cases completed prior to 11-1-99.**

Text: An order establishing paternity was entered against (Alleged father's name) on (PATERNITY ESTABLISHED date). A copy of the order is attached for your records.

Screen:	Field:	Entry:	Narrative:	Flag:
ADPAT,	INTERSTATE	N	62	26
ADPAT2	PATERNITY ESTABLISHED	C		
	SUPPORT ESTABLISHED	Blank, R or N		
	GENERATE ORDER	J		
	TYPE	PO		

Process: **ADPAT** Number: **18 - Issues only from cases completed prior to 11-1-99.**

Text: Attached is a copy of the consent order establishing paternity. Please read the order carefully.

Screen:	Field:	Entry:	Narrative:	Flag:
ADPAT,	INTERSTATE	N	62, 63	26
ADPAT2	PATERNITY ESTABLISHED	C		
	SUPPORT ESTABLISHED	Blank, R or N		
	GENERATE ORDER	J		
	TYPE	PO		

Process: **ADPAT** Number: **19** – **Issues only from cases completed prior to 11-1-99.**

Text: An order establishing paternity was entered against (Alleged father's name) on (PATERNITY ESTABLISHED date). A copy of the order is attached for your records.

Screen:	Field:	Entry:	Narrative:	Flag:
ADPAT	INTERSTATE	Y	63	26
ADPAT2	PATERNITY ESTABLISHED	C		
	SUPPORT ESTABLISHED	Blank, R or N		
	GENERATE ORDER	A		
	TYPE	PO		

Process: **ADPAT** Number: **20** - **Issues only from cases completed prior to 3/18/02.**

Text: The administrative paternity action against (Alleged father's name) was ended because a Mother's Written Statement Alleging Paternity was not received by CSRU.

Screen:	Field:	Entry:	Narrative:	Flag:
ADPAT,	INTERSTATE	N	66	25
ADPAT2	ACTION DISMISSED/ PROCESS ENDED	MSNA		

Process: **ADPAT** Number: **21**

Text: The administrative paternity action against (Alleged father's name) was ended because neither a Mother's Written Statement Alleging Paternity nor a similar document was received by CSRU.

Screen:	Field:	Entry:	Narrative:	Flag:
ADPAT,	INTERSTATE	Y	67	25
ADPAT2	ACTION DISMISSED/ PROCESS ENDED	MSNA		

Process: **ADPAT** Number: **22** - **Issues only from cases completed prior to 3/18/02.**

Text: The administrative paternity action against (Alleged father's name) was dismissed on (ACTION DISMISSED/PROCESS ENDED date). The reason for the dismissal follows: (Worker enters the reason for the dismissal)

Screen:	Field:	Entry:	Narrative:	Flag:
ADPAT,	INTERSTATE	N	68, 70, 72,	25
ADPAT2	ACTION DISMISSED/ PROCESS ENDED	CPNC	74, 82, 84	
	SERVICE OBTAINED	Y or N		

Process: **ADPAT** Number: **23 - Issues only from cases completed prior to 3/18/02.**

Text: Attached is a copy of the order dismissing the paternity action filed against you.

Screen:	Field:	Entry:	Narrative:	Flag:
ADPAT,	INTERSTATE	Y or N	68, 69, 72,	25
ADPAT2	ACTION DISMISSED/ PROCESS ENDED SERVICE OBTAINED	CPNC Y	73, 78, 79, 82, 83	

Process: **ADPAT** Number: **24**

Text: The administrative paternity action against (Alleged father's name) on (ACTION DISMISSED/PROCESS ENDED date) was dismissed. The reason for the dismissal follows: (Worker enters reason for dismissal)

Screen:	Field:	Entry:	Narrative:	Flag:
ADPAT,	INTERSTATE	Y	69, 71, 73,	25
ADPAT2	ACTION DISMISSED/ PROCESS ENDED SERVICE OBTAINED	CPNC Y	75, 83, 85	

Process: **ADPAT** Number: **25**

Text: The administrative paternity action against (Alleged father's name) has been ended because (Alleged father's name) cannot be located.

Screen:	Field:	Entry:	Narrative:	Flag:
ADPAT,	INTERSTATE	N	76	25
ADPAT2	ACTION DISMISSED/ PROCESS ENDED	NLAF		

Process: **ADPAT** Number: **26**

Text: The administrative paternity action against (Alleged father's name) has been ended because (Alleged father's name) cannot be located.

Screen:	Field:	Entry:	Narrative:	Flag:
ADPAT,	INTERSTATE	Y	77	25
ADPAT2	ACTION DISMISSED/ PROCESS ENDED	NLAF		

Process: **ADPAT** Number: **27 - Issues only from cases completed prior to 3/18/02.**

Text: The administrative paternity action filed against (Alleged father's name) was dismissed on (ACTION DISMISSED date) due to (Alleged father name) was excluded as the father through genetic testing.

Screen:	Field:	Entry:	Narrative:	Flag:
ADPAT,	INTERSTATE	N	78	25
ADPAT2	ACTION DISMISSED/ PROCESS ENDED	NLAF		

Process: **ADPAT** Number: **28 - Issues only from cases completed prior to 3/18/02.**

Text: The administrative paternity action filed against (Alleged father's name) was dismissed on (action dismissed date) due to (Alleged father's name) was excluded as the father through genetic testing.

Screen:	Field:	Entry:	Narrative:	Flag:
ADPAT,	INTERSTATE	Y	79	25
ADPAT2	ACTION DISMISSED/ PROCESS ENDED	AFEX		

Process: **ADPAT** Number: **29 - Issues only from cases completed prior to 3/18/02.**

Text: The paternity action filed against (Alleged father's name) was dismissed on (action dismissed date) by the Clerk of Court.

Screen:	Field:	Entry:	Narrative:	Flag:
ADPAT,	INTERSTATE	N	80	25
ADPAT2	ACTION DISMISSED/ PROCESS ENDED SERVICE OBTAINED	DIS Y or A		

Process: **ADPAT** Number: **30 - Issues only from cases completed prior to 3/18/02.**

Text: The paternity action filed against you was dismissed on (ACTION DISMISSED/PROCESS ENDED date) by the Clerk of the Court.

Screen:	Field:	Entry:	Narrative:	Flag:
ADPAT,	INTERSTATE	N	80, 81	25
ADPAT2	ACTION DISMISSED/ PROCESS ENDED SERVICE OBTAINED	DIS Y or A		

Process: **ADPAT** Number: **31 - Issues only from cases completed prior to 3/18/02.**

Text: The paternity action filed against (Alleged father's name) was dismissed on (action dismissed date) by the Clerk of Court.

Screen:	Field:	Entry:	Narrative:	Flag:
ADPAT, ADPAT2	INTERSTATE ACTION DISMISSED/ PROCESS ENDED SERVICE OBTAINED	Y DIS Y or A	81	25

Process: **ADPAT** Number: **32 - Issues only from cases completed prior to 3/18/02.**

Text: (Alleged father's name) is contesting paternity. You will be notified when and where to appear for genetic testing.

Screen:	Field:	Entry:	Narrative:	Flag:
ADPAT3	AF CONTESTS PATERNITY	Y	86	29

Process: **ADPAT** Number: **33 - Issues only from cases completed prior to 3/18/02.**

Text: Your denial of paternity has been received. You will be notified when and where to appear for genetic testing.

Screen:	Field:	Entry:	Narrative:	Flag:
ADPAT3	AF CONTESTS PATERNITY	Y	86	29

Process: **ADPAT** Number: **34 - Issues only from cases completed prior to 3/18/02.**

Text: This is to inform you that (Alleged father's name) has requested a paternity conference to discuss paternity establishment. You will be informed of the results.

Screen:	Field:	Entry:	Narrative:	Flag:
ADPAT, ADPAT3	INTERSTATE CONFERENCE SCHEDULED	N Valid date		31, 88

Process: **ADPAT** Number: **35 - Issues only from cases completed prior to 3/18/02.**

Text: This is to inform you that (Alleged father's name) has requested a paternity conference to discuss paternity establishment. You will be informed of the results.

Screen:	Field:	Entry:	Narrative:	Flag:
ADPAT, ADPAT3	INTERSTATE CONFERENCE SCHEDULED	Y Valid date		32

Process: **ADPAT** Number: **36 - Issues only from cases completed prior to 3/18/02.**

Text: This is to inform you that a paternity conference was held with (Alleged father's name). The following occurred: (Worker enters conference outcome).

Screen:	Field:	Entry:	Narrative:	Flag:
ADPAT,	INTERSTATE	N	92	33
ADPAT3	CONF HELD	Y		

Process: **ADPAT** Number: **37 - Issues only from cases completed prior to 3/18/02.**

Text: This is to inform you that a paternity conference was held with (Alleged father's name). The following occurred: (Worker enters conference outcome).

Screen:	Field:	Entry:	Narrative:	Flag:
ADPAT,	INTERSTATE	Y	93	33
ADPAT3	CONF HELD	Y		

Process: **ADPAT** Number: **38 - Issues only from cases completed prior to 3/18/02.**

Text: The caretaker has been notified of the agreement on paternity and support. The caretaker has ten days to contest the amount of support. If the caretaker contests, a court hearing will be scheduled, and you will be notified of the date and time. If the caretaker does not contest, the order will be filed.

Screen:	Field:	Entry:	Narrative:	Flag:
ADPAT3	GEN NOTICE TO CT - AGRD ORD	Y	96, 97	34, 35

Process: **ADPAT** Number: **39**

Text: The mother of the child in this case has filed a challenge to the paternity test results. You will be notified of a court hearing date and time or whether to appear for further genetic testing.

Screen:	Field:	Entry:	Narrative:	Flag:
ADPAT,	CT CASE CHALLENGE	Y or N	122, 123	57, 58,
ADPAT3	RECEIVED	M		59, 60

Process: **ADPAT** Number: **40**

Text: (Alleged father's name) is challenging the genetic testing results. You will be notified of a court hearing date and time if you need to appear or whether to appear for further genetic testing.

Screen:	Field:	Entry:	Narrative:	Flag:
ADPAT,	CT CASE CHALLENGE	Y or N	124, 125,	61, 62,
ADPAT3	RECEIVED	M	130	63, 67, 68, 69

Process: **ADPAT** Number: **41 - Issues only from cases completed prior to 3/18/02.**

Text: (Alleged father's name) is challenging the genetic testing results. You will be notified of a hearing date or whether further genetic testing is required.

Screen:	Field:	Entry:	Narrative:	Flag:
ADPAT,	INTERSTATE	Y	126	61
ADPAT3	CT CASE CHALLENGE RECEIVED	Y or N AF		

Process: **ADPAT** Number: **42 - Issues only from cases completed prior to 3/18/02.**

Text: CSRU is challenging the genetic testing results. You will be notified when and where to appear to be re-tested. If you have any questions, please contact your CSRU worker at the number listed in this letter.

Screen:	Field:	Entry:	Narrative:	Flag:
ADPAT,	INTERSTATE	Y	127, 128	64, 65
ADPAT3	CT CASE CHALLENGE RECEIVED	N CSRU		

Process: **ADPAT** Number: **43 - Issues only from cases completed prior to 3/18/02.**

Text: CSRU is challenging the genetic testing results. You will be notified when and where to appear to be re-tested. if you have any questions, please contact the Unit at the number listed in this letter.

Screen:	Field:	Entry:	Narrative:	Flag:
ADPAT,	INTERSTATE	Y or N	127, 128,	64, 65, 66
ADPAT3	CT CASE CHALLENGE RECEIVED	N CSRU	129	

Process: **ADPAT** Number: **44 - Issues only from cases completed prior to 3/18/02.**

Text: CSRU is challenging the genetic testing results. You will be notified when and where to appear to be re-tested. if you have any questions, please contact the worker at the number listed in this letter.

Screen:	Field:	Entry:	Narrative:	Flag:
ADPAT,	INTERSTATE	Y or N	129	64, 66
ADPAT3	CT CASE CHALLENGE RECEIVED	N CSRU		

Process: **ADPAT** Number: **45**

Text: Your challenge to the genetic testing results has been received. The mother of the child is also challenging the genetic testing results. You will be notified of a court hearing date and time or whether to appear for further genetic testing.

Screen:	Field:	Entry:	Narrative:	Flag:
ADPAT,	INTERSTATE	Y	130, 131	67, 68, 69
ADPAT3	CT CASE CHALLENGE RECEIVED	N CSRU		

Process: **ADPAT** Number: **46**

Text: Your challenge to the genetic testing results has been received. (Alleged father's name) is also challenging the genetic testing results. You will be notified of a court hearing date and time or whether to appear for further genetic testing.

Screen:	Field:	Entry:	Narrative:	Flag:
ADPAT,	INTERSTATE	N	131	67
ADPAT3	CT CASE CHALLENGE RECEIVED	Y or N Both		

Process: **ADPAT** Number: **47 - Issues only from cases completed prior to 3/18/02.**

Text: This is to inform you that a court hearing has been set for (COURT HEARING SET date) at (COURT HEARING SET time) against (Alleged father's name).

Screen:	Field:	Entry:	Narrative:	Flag:
ADPAT,	INTERSTATE	N	133	71
ADPAT3	CT CASE CHALLENGE RECEIVED	N Both		

Process: **ADPAT** Number: **48**

Text: This is to inform you that a court hearing has been set for (COURT HEARING SET date) at (COURT HEARING SET time). If you fail to appear, a default order establishing paternity and/or support will be entered.

Screen:	Field:	Entry:	Narrative:	Flag:
ADPAT,	INTERSTATE	N	133, 134	71, 72
ADPAT3	COURT HEARING SET	Valid date		

Process: **ADPAT** Number: **49**

Text: This is to inform you that a court hearing has been set for (COURT HEARING SET date) at (COURT HEARING SET time) against (Alleged father's name). We will advise you of the outcome.

Screen:	Field:	Entry:	Narrative:	Flag:
ADPAT,	INTERSTATE	N	134	72
ADPAT3	COURT HEARING SET	Valid date		

Process: **ADPAT** Number: **50 - Issues only from cases completed prior to 3/18/02.**

Text: The court hearing in the paternity case against (Alleged father's name) is being rescheduled. You will be notified of the new date and time of your hearing if you are needed to appear.

Screen:	Field:	Entry:	Narrative:	Flag:
ADPAT,	INTERSTATE	Y	137, 138	74, 75, 76
ADPAT3	COURT HEARING SET	Valid date		

Process: **ADPAT** Number: **51 - Issues only from cases completed prior to 3/18/02.**

Text: The court hearing for paternity establishment in the paternity case against you is being rescheduled. You will be notified of the new date and time for your hearing.

Screen:	Field:	Entry:	Narrative:	Flag:
ADPAT,	INTERSTATE	N	137, 138,	74, 75, 76
ADPAT3	CT CASE	Y or N	139	
	COURT HEARING HELD	R		

Process: **ADPAT** Number: **52**

Text: The court hearing in this case is being rescheduled for (court hearing set date). We will advise you of the results of this hearing.

Screen:	Field:	Entry:	Narrative:	Flag:
ADPAT,	INTERSTATE	N	139	74
ADPAT3	CT CASE	Y or N		
	COURT HEARING HELD	R		

Process: **ADPAT** Number: **53 - Issues only from cases completed prior to 3/18/02.**

Text: This is to inform you that the conference to discuss paternity establishment with (Alleged father's name) has been rescheduled. You will be informed of the results.

Screen:	Field:	Entry:	Narrative:	Flag:
ADPAT,	INTERSTATE	Y	95	86, 88
ADPAT3	CT CASE	N		
	COURT HEARING HELD	R		

Process: **ADPAT** Number: **54**

Text: A genetic testing appointment to determine paternity is scheduled for you at (GENETIC TEST SET AF time) on at (GENETIC TEST SET AF date). If you are unable to attend this appointment, please contact us immediately to reschedule. If you fail to reschedule or appear as scheduled, CSRU will continue with other actions to establish paternity. You should appear at the following location: (Worker enters test site).

Screen:	Field:	Entry:	Narrative:	Flag:
ADPAT3	GENETIC TEST SET AF/ TEST COMPL	R		

Process: **ADPAT** Number: **55**

Text: A genetic testing appointment to determine paternity is scheduled for you at (GENETIC TEST SET MOTHER time) on at (GENETIC TEST SET MOTHER date). If you are unable to attend this appointment, please contact us immediately to reschedule. Failure to reschedule or appear as scheduled may make you ineligible to receive future public assistance (FIP) benefits, or could result in the closing of your case with CSRU (if you do not receive public assistance). You should appear at the following location: (Worker enters test site).

Screen:	Field:	Entry:	Narrative:	Flag:
ADPAT	CT CASE GENETIC TEST	N		
ADPAT3	SET/AF TEST COMPL	Blank		

Process: **ADPAT** Number: **56**

Text: A genetic testing appointment to determine paternity of your child(ren) is scheduled for (GENETIC TEST SET CHILD date) at (GENETIC TEST SET CHILD time). If your child(ren) cannot attend this appointment, please contact us immediately to reschedule. Your failure to reschedule or the failure of your child to appear as scheduled may make you ineligible to receive future public assistance (FIP) benefits, or could result in the closing of your case with CSRU (if you do not receive FIP). The following child(ren) are to appear at the location listed below: (Worker enters test site).

Screen:	Field:	Entry:	Narrative:	Flag:
ADPAT	CT CASE	N		
ADPAT3	GENETIC TEST SET CHILD/ TEST COMPL	blank		

Process: **ADPAT** Number: **57**

Text: Attached is a copy of the order establishing paternity and medical support. Please Read the order carefully.

Screen:	Field:	Entry:	Narrative:	Flag:
ADPAT	INTERSTATE	Y or N	178, 179,	94
ADPAT2	PATERNITY ESTABLISHED	D, H, or C	180, 181	

Process: **ADPAT** Number: **58 - Issues only from cases completed prior to 06/28/02.**

Text: An administrative order establishing paternity and medical support was entered on (Paternity established date). A copy of the order is attached for your records.

Screen:	Field:	Entry:	Narrative:	Flag:
ADPAT	INTERSTATE	N	178	94
ADPAT2	GEN ORDER	A or J		
	TYPE	PH		
	CC ORDER TO INTERESTED	Valid date		
	PARTIES			

Process: **ADPAT** Number: **59 - Issues only from cases completed prior to 06/28/02.**

Text: A judicial order establishing paternity and medical support was entered on (Paternity established date). A copy of the order is attached for your records.

Screen:	Field:	Entry:	Narrative:	Flag:
ADPAT	INTERSTATE			
ADPAT	GEN ORDER	N	180	94
ADPAT2	TYPE	J		
	CC ORDER TO INTERESTED	PH		
	PARTIES	Valid date		

Process: **ADPAT** Number: **60 - Issues only from cases completed prior to 06/28/02.**

Text: A judicial order establishing medical support was entered against (AF's name) on (Paternity established date). A copy of the order is attached for your records.

Screen:	Field:	Entry:	Narrative:	Flag:
ADPAT	INTERSTATE			
ADPAT	GEN ORDER	N	182	94
ADPAT2	TYPE	J		
	CC ORDER TO INTERESTED	HO		
	PARTIES	Valid date		

Process: **ADPAT** Number: **61 - Issues only from cases completed prior to 06/28/02.**

Text: Attached is a copy of the order establishing medical support. Please read the order carefully.

Screen:	Field:	Entry:	Narrative:	Flag:
ADPAT	INTERSTATE	N or Y	182, 183	94
ADPAT2	GEN ORDER	J		
	TYPE	HO		
	CC ORDER TO INTERESTED PARTIES	Valid date		

Process: **ADPAT** Number: **62 - Issues only from cases completed prior to 06/28/02.**

Text: A judicial order establishing medical support was entered on (Paternity established date). A copy of the order is attached for your records.

Screen:	Field:	Entry:	Narrative:	Flag:
ADPAT	INTERSTATE	Y	183	94
ADPAT2	GEN ORDER	J		
	TYPE	HO		
	CC ORDER TO INTERESTED PARTIES	Valid date		

Process: **ADPAT** Number: **63 - Issues only from cases completed prior to 06/28/02.**

Text: A judicial order establishing a support obligation was entered on (Paternity established date). A copy of the order is attached for your records.

Screen:	Field:	Entry:	Narrative:	Flag:
ADPAT	INTERSTATE	N	184	94
ADPAT2	GEN ORDER	J		
	TYPE	SO		
	CC ORDER TO INTERESTED PARTIES	Valid date		

Process: **ADPAT** Number: **64 - Issues only from cases completed prior to 06/28/02.**

Text: Attached is a copy of the order establishing a support obligation. Please read the order carefully.

Screen:	Field:	Entry:	Narrative:	Flag:
ADPAT	INTERSTATE	N or Y	184, 185	94
ADPAT2	GEN ORDER	J		
	TYPE	SO		
	CC ORDER TO INTERESTED PARTIES	Valid date		

Process: **ADPAT** Number: **65**

Text: A judicial order establishing a support obligation was entered on (Paternity established date). A copy of the order is attached for your records.

Screen:	Field:	Entry:	Narrative:	Flag:
ADPAT	INTERSTATE	Y	185	94
ADPAT2	GEN ORDER TYPE CC ORDER TO INTERESTED PARTIES	J SO Valid date		

Process: **ADPAT** Number: **66 - Issues only from cases completed prior to 3/18/02.**

Text: Alleged father failed to reschedule or appear for genetic testing. We will keep you informed of case progress.

Screen:	Field:	Entry:	Narrative:	Flag:
ADPAT	TST COMPL	N	110, 111	45, 46
ADPAT2				

Process: **ADPAT** Number: **67 - Issues only from cases completed prior to 3/18/02.**

Text: _____ is contesting paternity. We will be scheduling genetic testing and will keep you informed of case progress.

Screen:	Field:	Entry:	Narrative:	Flag:
ADPAT	AF CONTESTS PATERNITY	Y	86	29
ADPAT2				

Process: **ADPAT** Number: **68 - Issues only from cases completed prior to 3/18/02.**

Text: A genetic testing appointment to determine paternity is scheduled for the AF on (GENETIC TEST SET AF date) at (GENETIC TEST SET AF time).

Screen:	Field:	Entry:	Narrative:	Flag:
ADPAT	GENETIC TEST SET AF	Date and time of test	99, 112	37, 47
ADPAT2				

Process: **ADPAT** Number: **69**

Text: Defendant/respondent is parent and owes duty.

Screen:	Field:	Entry:	Narrative:	Flag:
ADPAT	INTERSTATE	Y		
ADPAT2	PATERNITY ESTABLISHED	D, H, or C, or A		

Process: **ADPAT** Number: **70**

Text: Defendant/respondent is ordered to pay.

Screen:	Field:	Entry:	Narrative:	Flag:
ADPAT	INTERSTATE	Y		
ADPAT2	SUPPORT ESTABLISHED	D, H, or C, or A		
