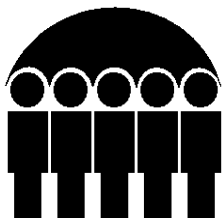


Revised August 27, 2002

Employees' Manual
Title 10
Chapter C

PATERNITY BY AFFIDAVIT



Iowa
Department
of
Human Services

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CHAPTER OVERVIEW

Legal reference: 45 CFR 302.70, 45 CFR 303.5
Iowa Code sections 252A.3 and 252A.3A

In 1993 the Iowa legislature approved a change in Iowa law to provide for the legal establishment of paternity through the completion and filing of a *Paternity Affidavit*. The paternity affidavit process may be used to establish paternity for a child born out of wedlock within the state of Iowa. This is in compliance with federal requirements for a simple civil process to voluntarily acknowledge paternity.

The mother and father of the child complete a *Paternity Affidavit* that lists the names of both parents and the child, along with personal identification and location data about the parents. To be considered valid, this affidavit must be signed by both parents before a notary public. The affidavit is sent to the Iowa Department of Public Health, Bureau of Vital Records, to be filed with the birth certificate of the child.

The Bureau of Vital Records supplies the paternity affidavit information and birth certificate information to the Bureau of Collections. The Bureau of Vital Records sends actual copies of the affidavit and sends birth certificate data by tape. The information from these sources stores to a file. Birth certificate information is not directly accessible to caseworker staff.

The file runs against ICAR in a matching process to search for an ICAR case match. When there is a match between the file and ICAR, information transfers to the appropriate ICAR screens and the worker receives calendar flags concerning the match to determine the next appropriate establishment action. Workers can also access *Paternity Affidavits* online and transfer matches to ICAR cases.

This chapter contains information about the *Paternity Affidavit*, the roles of Child Support Recovery Unit (Unit) and the Bureau of Vital Records, how the *Paternity Affidavit* relates to ICAR, and procedures to be used by the Unit when a *Paternity Affidavit* exists. The chapter also explains the rescission of paternity process and the birth certificate match program.

AFFIDAVIT

Legal reference: 45 CFR 302.70, 45 CFR 303.5
Iowa Code section 252A.3A

The state of Iowa has designated form 588-0037, *Paternity Affidavit*, as the form to be used in legally establishing paternity through voluntary acknowledgment. Since July 1, 1993, the *Paternity Affidavit* is a legally binding document when signed by both parents of the child and filed with the Iowa Department of Public Health, Bureau of Vital Records.

Before that date, the affidavit form was an acknowledgment or admission of paternity by the putative father. While the information was used as a valuable piece of evidence in paternity actions, it did not establish paternity by itself.

See 10-C-Appendix for a sample of the *Paternity Affidavit*, developed by the Bureau of Vital Records. It includes the child's name, parents' names and dates of birth, and other data, such as mailing and street addresses, race of parents, etc.

The *Paternity Affidavit* is available at hospitals and birth centers throughout Iowa. Forms are also available from child support offices, from county recorders, and from the Bureau of Vital Records. Contact any of the above for more information. The *Paternity Affidavit* may be handwritten or typed (except for signatures).

The following sections provide further information about the *Paternity Affidavit* and the affidavit process, including:

- ◆ When the *Paternity Affidavit* may be completed.
- ◆ Who completes the *Paternity Affidavit*.
- ◆ Conclusive establishment of paternity through the affidavit.
- ◆ Honoring other states' affidavits.
- ◆ Rescinding a *Paternity Affidavit*.

When the Affidavit May be Completed

Legal reference: Iowa Code section 252A.3

Form 588-0037, *Paternity Affidavit*, may be completed when a child is born or at any time afterward, including after the child reaches majority. There is no age restriction. Often the *Paternity Affidavit* is completed at the hospital before the mother and child are released. If it is not completed then, the parents of the child or other parties may complete it later.

Parents complete the *Paternity Affidavit* for the purpose of establishing the child's paternity. However, there are some situations in which completion of the *Paternity Affidavit* does establish paternity, and others in which it does not. A *Paternity Affidavit* may be completed when there is:

- ◆ An out-of-wedlock birth. In this situation, the child does not have a legally established father. Paternity may be established in one of four ways:
 - Through marriage.
 - Through a statement in open court and consent of the mother.
 - Through a court order or an administrative order.
 - Through a *Paternity Affidavit*.
- ◆ A legal father who is not the biological father. The *Paternity Affidavit* signed by a biological father is valid only after the legal father's paternity is disestablished. See the **Mother Married to Someone Other Than the Biological Father** below and 10-D, ***DISESTABLISHMENT OF PATERNITY***.

Legislation requires that information about the affidavit process be provided to the parents both orally and in writing. Video or audio equipment or the desk aid RC-0068, *Oral Information About Paternity Establishment*, found in the 10-C-Appendix, may be used to provide oral information.

Comm. 107, "Establishing Paternity by Affidavit," is an informational pamphlet developed by the Unit for distribution to parents. Make this pamphlet available to parents and answer any questions they have about the process.

Who Completes the Affidavit

Legal reference: Iowa Code section 252A.3A

The *Paternity Affidavit* may be completed by one of the following but can be signed only by the parents:

- ◆ Parents of the child.
- ◆ Hospital staff.
- ◆ Guardian of a minor parent or any other interested person.

The parents of the child usually complete the *Paternity Affidavit* themselves, have it notarized, and send it to the Bureau of Vital Records for filing. The biological father of the child may be married to a person other than the mother of the child. This does not prohibit him from signing the *Paternity Affidavit* for the child of an unwed mother. The *Paternity Affidavit* legally establishes paternity.

The legal guardian of a minor parent or any other interested party may complete the form along with the parents and send it to the Bureau of Vital Records for filing. However, the parents' signatures must be obtained and notarized.

The hospital staff where the child is born assists in the completion of the *Paternity Affidavit* and submits it to the Bureau of Vital Records for filing after obtaining the signatures of the parents and notary.

Conclusive Establishment of Paternity

Legal reference: Iowa Code section 252A.3A(8)(a,b,c)
Iowa Code section 600B.41A

Form 588-0037, *Paternity Affidavit*, is a legally binding document that has the same legal force and effect as a judicial determination of paternity. It also serves as an element for seeking medical and child support without further judgment of paternity. No further proceeding beyond the *Paternity Affidavit* is required to establish paternity.

If there is a question that paternity exists, the Unit or the court may, on its own motion or upon the request of a party, require the child, mother, and alleged father to submit to genetic testing. If the test results show that the alleged father is not excluded and the probability is 95% or higher, there is a rebuttable presumption that the alleged father is the biological father.

To challenge the presumption of paternity, a party must follow the requirements listed in Iowa Code section 600B.41A. The party challenging the presumption of paternity has the burden of proving that the legally established father is not the biological father of the child. The presumption of paternity can be rebutted only by clear and convincing evidence.

This also relates to challenging the validity of a paternity affidavit based on fraud, duress, or material mistake of fact. See 10-D, *DISESTABLISHMENT OF PATERNITY*, for more information.

Paternity can be rescinded if form 588-0032, *Rescission of Paternity Affidavit*, is completed and registered with the Bureau of Vital Records within the required period. See **Rescinding a Paternity Affidavit**, later in this chapter.

Honoring Other States' Paternity Affidavits

Legal reference: Iowa Code section 252A.3(8)(d)
45 CFR 302.70(a)(11)

In order for Iowa to honor another state's affidavit to establish paternity, several conditions must be met:

- ◆ The voluntary paternity acknowledgment must be recognized as legally establishing paternity under the other state's law.
- ◆ A copy of the other state's law in regard to voluntary paternity acknowledgment must be provided to the worker for review.
- ◆ A copy of the affidavit in question must be provided to the worker for review.

The paternity acknowledgment must be valid in the foreign jurisdiction under the laws of that jurisdiction to be considered valid in Iowa. The other state's paternity affidavit statute may have an effective date earlier than the Iowa effective date of July 1, 1993. If the other state's affidavit complies with the laws of the issuing state, Iowa's effective date does not apply.

Review the laws pertaining to the paternity affidavit process from the other state to determine the validity of the affidavit in establishing paternity according to the laws it was filed under in that state. Resources for securing a copy of the other state's law include the "Interstate Registry Guide" and contacting the other state's central registry.

Miss A and Mr. B have child C born out of wedlock in Nebraska in December 1992. They complete a voluntary paternity acknowledgment and it is filed with the appropriate state agency in Nebraska.

Miss A moves to Iowa and requests nonassistance services to collect child support for child C. She provides a copy of the paternity acknowledgment and a copy of the applicable laws from Nebraska. The caseworker must review the information and proceed only if the paternity acknowledgment is filed in accordance with Nebraska laws and the appropriate Nebraska statute exists.

Rescinding a Paternity Affidavit

Legal reference: Iowa Code section 252A.3A(12)

Either parent can void form 588-0037, *Paternity Affidavit*, by completing form 588-0032, *Recision of Paternity Affidavit*. This form must be completed, notarized, and registered with the Iowa Department of Public Health within the earlier of:

- ◆ 60 days after the latest notarized signature on the *Paternity Affidavit*, or
- ◆ Entry of a court order regarding the child.

The *Recision of Paternity Affidavit* forms are available to the public through all child support offices, county recorders, and county registrar's offices and through the Bureau of Vital Records. The Bureau of Vital Records charges a fee for processing and filing the form.

When the Bureau of Vital Records receives and registers a recision form within required time limit, the alleged father's name is removed from the birth certificate and any legal ties between the man and child are severed. In addition, a registered recision form prevents the registration of any subsequent paternity affidavit involving the same man, woman, and child.

If a recision form is received after the required date, recision is denied and the man remains the legal father. The only other option available to overcome paternity is the disestablishment process. (See 10-D, *DISESTABLISHMENT OF PATERNITY*.)

ROLES IN THE PATERNITY AFFIDAVIT PROCESS

Legal reference: 45 CFR 302.70, 45 CFR 303.5,
Iowa Code section 252A.3

This section explains the roles of Iowa hospitals, Child Support Recovery Units, and the Department of Public Health's Bureau of Vital Records in the paternity affidavit process.

Hospitals and Birthing Centers

Legal reference: Iowa Code section 252A.3A(9),
45 CFR 301.1

All birth facilities in Iowa must:

- ◆ Make information about the *Paternity Affidavit* available to the mother and biological father (if present) both orally, in person or through the use of video or audio equipment, and in writing before discharging the mother and child. This includes:
 - The informational pamphlet, Comm. 107, "Establishing Paternity by Affidavit."
 - Form 588-0037, *Paternity Affidavit*.
 - An opportunity to consult further with facility staff about the information.
- ◆ Give the parents the opportunity to complete the *Paternity Affidavit* while at the facility.
- ◆ File any *Paternity Affidavit* completed at the facility with the Bureau of Vital Records within ten days of the child's birth.

A “birth facility” may be either:

- ◆ A hospital with an Iowa license for an obstetric care unit, providing obstetric services, or a birthing center associated with the hospital.
- ◆ A birthing center (a facility outside a hospital that provides maternity services).

Comm. 107, “Establishing Paternity by Affidavit,” is an informational pamphlet developed by the Unit that is intended to provide useful, helpful information to the parents about the affidavit process. The pamphlet information includes:

- ◆ Paternity-related information.
- ◆ Why it is important to establish paternity.
- ◆ How the affidavit process works.
- ◆ Effects, rights, and responsibilities of completing a *Paternity Affidavit*.
- ◆ Information about rescinding a *Paternity Affidavit*.

The facility may provide assistance in the completion of the *Paternity Affidavit* and supply a notary public to witness signatures. The facility may provide these services at no cost or may enter into a contract with the Unit to claim reimbursement.

Option to Contract

Legal reference: Iowa Code section 252A.3A(10)

A hospital or birthing center may enter into a written contract with the Unit to be reimbursed for assistance in the completion of form 588-0037, *Paternity Affidavit*. By entering into a contract, the facility agrees to assist parents in completing the form and take responsibility for sending completed paternity affidavits to the Bureau of Vital Records. In return, the facility is compensated.

All institutions entering into a contract are assigned an identification number for tracking purposes. This ensures accountability and accuracy in record keeping. This vendor number is identified on the PATAFF screen, BIRTH FACILITY field. (See **ICAR SCREENS RELATED TO PATERNITY ESTABLISHMENT**.)

The hospital or birthing center must submit a voucher to the Department of Human Services detailing the names and number of paternity affidavits completed per month for payment. The Department reimburses the facility at the rate of \$20.00 for each *Paternity Affidavit* completed and filed in compliance with Iowa law.

Child Support Recovery Unit

Legal reference: Iowa Code section 252A.3(3), 45 CFR 301.1

The Unit is involved in several aspects of the paternity affidavit process. The Unit must:

- ◆ Supply affidavits, brochures, and oral information to the public.
- ◆ Provide initial and ongoing training to birth facilities.
- ◆ Assess the contract facilities' compliance.

Supplying Affidavits and Brochures to the Public

The Unit supplies form 588-0037, *Paternity Affidavit*, form 588-0032, *Recision of Paternity Affidavit*, and informational brochures to the public through all of its local offices. In addition, the Unit provides oral information to parents about paternity establishment.

The public may also seek assistance with the completion of an affidavit from any Department office. If a *Paternity Affidavit* is completed in a field office, the field office must forward it to the Bureau of Vital Records for filing.

Providing Training to Birth Facilities

When paternity establishment by affidavit was implemented, the Unit contracted with a private vendor to provide training to all Iowa hospitals. The Unit worked with the vendor to develop brochures and instructions to be used in training. Each hospital was invited to attend the initial training, which was held at regional locations throughout the state.

In addition to the training sessions, the Unit sent out informational letters to all identified hospitals and birthing centers to clarify their role in this process.

Ongoing training for the hospitals consists of periodic notifications of changes through written correspondence and updates of existing brochures. The brochures are updated as changes in the law and policy occur, while written correspondence covers day-to-day procedural changes.

The Unit has provided hospitals with a “hot line” number to contact the Unit’s administrative staff about the paternity affidavit process. They can call 712-262-6562 to address concerns that are of a nonlegal nature. Legal staff of the individual hospitals handles legal questions.

Assessing the Contract Hospitals’ Compliance

Federal regulations require IV-D agencies to assess hospitals’ compliance in the voluntary paternity acknowledgment program. The Unit’s administrative staff maintain and monitor data evaluating hospitals’ compliance.

Department of Public Health

Legal reference: 45 CFR 303.5(g)(8)
Iowa Code section 144.12A

The state of Iowa has designated the Department of Public Health, Bureau of Vital Records, the entity to receive completed *Paternity Affidavit* forms. The Bureau of Vital Records plays an important role in the paternity affidavit process. Iowa law requires that the Bureau must promptly:

- ◆ Receive, record, and distribute *Paternity Affidavit* forms.
- ◆ Distribute blank *Paternity Affidavit* forms and brochures to the public and hospitals.

The Bureau of Vital Records provides blank *Paternity Affidavit* forms and brochures to the public and to hospitals when requested. The Bureau must receive and promptly record the *Paternity Affidavit* and birth certificate information. The Bureau’s role also includes:

- ◆ Enforcing state requirements for the *Paternity Affidavit*.
- ◆ Updating the birth certificate based on a completed *Paternity Affidavit* or registered *Recision* form.
- ◆ Providing information to the Department of Human Services.

Enforcing State Requirements for the Paternity Affidavit

The Bureau of Vital Records has certain requirements that must be met to have a valid *Paternity Affidavit*. If any of these items is incomplete, the Bureau of Vital Records returns the *Paternity Affidavit* to the sender to correct the error, if it is correctable. The *Paternity Affidavit* must meet these requirements:

- ◆ The *Paternity Affidavit* must be for Iowa births only. The Bureau of Vital Records does not file a *Paternity Affidavit* that is supplied for a child born outside of the state. It also does not accept *Paternity Affidavit* forms originated in another state, unless accompanied by a court order from that state.
- ◆ The form must be the current version of form 588-0037, *Paternity Affidavit*. If the current form is not used, the Bureau of Vital Records returns the *Paternity Affidavit* to the sender.
- ◆ The complete names and dates of birth of the parents and child must be used. If the child's name is not the same on both front and back, the Bureau of Vital Records rejects the *Paternity Affidavit*.
- ◆ The signatures of both parents must be witnessed and notarized by a notary public.
- ◆ If a second *Paternity Affidavit* for the same child is filed with the Bureau of Vital Records, it must name the same persons as listed on the first *Paternity Affidavit*. (A second *Paternity Affidavit* may be completed to update information on either parent or to establish paternity if the first affidavit was filed before July 1, 1993.)
- ◆ If the mother was married to someone other than the father of the child, a copy of the court order disestablishing paternity must be attached.

The Bureau of Vital Records cannot accept birth certificates for children who are not yet born.

Updating the Birth Certificate Based on a Completed Affidavit

Form 588-0037, *Paternity Affidavit*, may change information contained on the Iowa birth certificate in two areas:

- ◆ With the mother's consent, the Bureau of Vital Records adds the father's name to a birth certificate if it was previously listed as unknown.
- ◆ If a court order has been submitted along with the *Paternity Affidavit* that changes the legal father of the child, the Bureau of Vital Records changes the father's name on the birth certificate to coincide with the court order.

Providing Information to the Department of Human Services

The Bureau of Vital Records has also entered into a contract to provide birth certificate and paternity affidavit information to the Department of Human Services. The Unit must have timely access to the identifying information and documentation needed to determine if form 588-0037, *Paternity Affidavit*, has been recorded.

All birth certificates in Iowa are originally sent to the Bureau of Vital Records to be filed. On November 1, 1990, the Bureau began providing the Department a data tape containing birth certificate information. The tape contains the following information to be interfaced with the ICAR system:

- ◆ Name of the mother and father if applicable.
- ◆ Mailing address of mother.
- ◆ Social security numbers of mother and father.
- ◆ Birthdate of the child.

The Bureau of Vital Records sends the Unit copies of all *Paternity Affidavit* forms filed after September 16, 1994. The central office Operations Unit enters the *Paternity Affidavit* into a computer file known as the Iowa Paternity Affidavit Registry (IPAR). This file interfaces with IV-D cases on the ICAR system and for workers' online access.

All information that is recorded on the *Paternity Affidavit* is compiled into the file. The only exception is information that cannot be read by Operations staff. Those fields are left blank.

This information is available on line or by requesting a hard copy. See **Requesting a Copy of a Paternity Affidavit, Requesting Confidential Verification of Birth Information, and Requesting a Certified Copy of the Birth Certificate.**

ICAR SCREENS RELATED TO PATERNITY ESTABLISHMENT

This section describes the ICAR screens used to record paternity affidavit information. This data is needed in order to review an ICAR case to determine whether a match has occurred and determine the next process needed in handling the case. The section provides a description of the following:

- ◆ Affected fields on the CHILD screen
- ◆ PATAFF screens
- ◆ IPAR SEARCH screen

PATAFF1 and PATAFF2 screens indicate the existence of a *Paternity Affidavit* for a specific child. They may be accessed only from the CHILD screen, as they are child-specific. Make screen prints of the PATAFF1 and PATAFF2 screens for the case file. The IPAR SEARCH screen provides workers the ability to access IPAR and to update a case with a paternity affidavit match online.

CHILD Screen

The CHILD screen records information obtained as a result of a paternity affidavit match. Fields also indicate:

- ◆ The assigned birth certificate number from the Bureau of Vital Records (B/C NO).
- ◆ The birth facility code (birth facility).
- ◆ The county of birth (cnty).
- ◆ That paternity has been established (paternity established—y/n).
- ◆ The date that paternity has been established (paternity established—date).
- ◆ The manner in which it was established (how).

D479HC06	IOWA COLLECTION AND REPORTING SYSTEM	DATE: 03/22/02
	CHILD	TIME: 14:21:11
CASE NUMBER :	DISABILITY: DRI: FVI:	CT?:
CHILD RESIDES WITH PAYEE . . . :	FC IABC CASE NUMBER:	UNXREF?:
	FACS ID :	REOT BIRTH CERT:
	VERIFY BIRTH INFO:	
B/C NO		
NAME (LFMS) :	:	:
SEX (F/M) :	RELATIONSHIP :	
SSN :		ASSIGN/TERM:
CNTY OF RESIDENCE . . . :	STATE OF BIRTH :	CNTY:
BIRTHDATE : 00 00 0000	EMANC. DATE :	00 00 0000 LTR:
EMANC. CHANGE TYPE :	EMANC. FLAG (Y/N):	SCHOOL:
STATE ID :	BIRTH FACILITY :	- FED BEN:
CURRENT ACCT TYPE . . . :	CURRENT START DATE . . . :	00 00 0000
NEXT ACCT TYPE :	NEXT START DATE :	00 00 0000
FCRU CASE WORKER . . . :	EMAN RETURN:	00 00 0000
GEN CONT. SERVICE . . . :	CORRECTION FLAG:	CORRECTION START DATE
BORN OUT OF WEDLCK:	PATERNITY ESTABLISHED :	00 00 0000 HOW:
COMMENTS:		CORRECTION RUN DATE
F2=ADD, F3=MOD, F4=DEL, F5=INQ, F6=CHILD2, F7=BCK, F8=FWR, F9=REFSH, F10=PATAFF, F12=XREFVER		
NEXT SCREEN:	NOTES:	

Place your cursor at the HOW field entry point and press PF1 to access the HELP screen which lists these codes. The HOW codes are also listed below, along with the narrative that issues when the HOW field is updated.

- AD** Paternity is established by adoption for the following child: CASE # 234
_____.
- AO** Paternity is established by administrative order for the following child: CASE # 233
child: _____.
- CO** Paternity is established by court order—initiated by CSRU for the following child: CASE # 230
the following child: _____.
- JR** Paternity is established by judicial review from administrative process for the following child: CASE # 235
_____.

MA	Paternity is established by marriage for the following child: _____.	CASE # 226
MC	Paternity is established, as child was conceived during the marriage for the following child: _____.	CASE # 227
MO	Paternity is established through maternity, as the obligor is the mother of the following child: _____.	CASE # 228
OC	Paternity is established by acknowledgment in open court for the following child: _____.	CASE # 236
OS	Paternity of the child is established by out of state—IV-D case for the following child: _____.	CASE # 237
OT	Paternity is established by other means for the following child: _____.	CASE # 240
PA	Paternity is established by paternity affidavit for the following child: _____.	CASE # 232
PI	Paternity is established by out of state paternity affidavit for the following child: _____.	CASE # 238
PO	Paternity is established by court order—private action for the following child: _____.	CASE # 231
PS	Paternity of the child is established by out of state—private action for the following child: _____.	CASE # 239

The VERIFY BIRTH INFO and REQ T BIRTH CERT fields enable you to generate forms to verify birth information or to request a certified copy of a child's birth certificate. See **Requesting Confidential Verification of Birth Information** and **Requesting a Certified Copy of the Birth Certificate** for instructions.

PATAFF1 Screen

The PATAFF1 screen displays information for the mother and child. To display the PATAFF1 screen, access a specific child on the CHILD screen and press F10. To return to the CHILD screen, press F10 again. Use F7 and F8 to toggle between the PATAFF1 and PATAFF2 screens for the same child. PATAFF1 and PATAFF2 are “view-only” screens. No entries can be made on these screens.

D479HC06	IOWA COLLECTION AND REPORTING SYSTEM	DATE: 03/22/02
	-- PATAFF1 --	TIME: 10:00:27
CASE NUMBER :	BIRTH CERT. NO. :	DOCKET NUMBER:
MOTHER (LFMS) :	: :	:
MAIDEN NAME (LFMS) :	: :	:
SSN:	BIRTHDATE . . . :	RACE :
ADDRESS LINE 1 :		
ADDRESS LINE 2 :		
CITY/STATE/ZIP :		
() NOT MARRIED-TIME OF CONCEPTION	() MARRIED TO SOMEONE OTHER THAN FATHER	
() MARRIED FATHER OF THE CHILD SINCE BIRTH		
DATE SIGNED BY MOTHER . . :	00 00 0000	
MAIL ADDRESS LN 1 . . . :		
MAIL ADDRESS LN 2 . . . :		
CITY/STATE/ZIP :		
CHILD'S BIRTH NAME (LFMS):	:	:
CHILD'S LEGAL NAME (LFMS):	:	:
SEX :	BIRTHDATE :	
BIRTH FACILITY :	BIRTH CTY:	DATE PAT AFFID COMPLETE . . :
F2=ADD, F4=DELETE, F6=SEARCH, F8=PATAFF2, F10=CHILD		
NEXT SCREEN: NOTES:		

The data displayed in these fields is information obtained from form 588-0037, *Paternity Affidavit*, keyed in by ICER staff. In addition to identifying demographic information about the mother and child, the screen displays information as follows:

- ◆ BIRTH CERT NO: This is the birth certificate number for the child.
- ◆ DOCKET NUMBER: This is the Bureau of Vital Records docket number for the affidavit.

- ◆ NOT MARRIED—TIME OF CONCEPTION: This ensures that a married couple is not signing a paternity affidavit needlessly.
- ◆ MARRIED TO SOMEONE OTHER THAN FATHER: This signifies a situation that must be treated differently. (See **Mother Married to Someone Other Than the Biological Father**).
- ◆ MARRIED FATHER OF CHILD SINCE BIRTH: If a mother and father marry after the birth of a child, the Bureau of Vital Records still requires the parents to sign a paternity affidavit to document paternity establishment of that child.
- ◆ DATE SIGNED BY MOTHER: This is the actual date the mother signed the *Paternity Affidavit* in front of a notary public.
- ◆ CHILD'S BIRTH NAME: This is the child's name at birth. Do not enter this name on the CHILD screen as the child's name.
- ◆ CHILD'S LEGAL NAME: This is the child's legal name. Enter this name on the CHILD screen.
- ◆ BIRTH FACILITY: This is the number of the birth facility where the child was born.
- ◆ BIRTH COUNTY: This is the number of the county where the child was born.
- ◆ DATE PATAFF COMPLETED: This is the date that the Bureau of Vital Records docketed the *Paternity Affidavit*.

Press the F2 key twice to add a Paternity Affidavit to a child record transferred from the IPAR SEARCH screen.

Press the F4 key to delete a Paternity Affidavit from a child record.

Press the F6 key to access the IPAR SEARCH screen to search IPAR for a paternity affidavit for a child.

Press F8 to toggle to the PATAFF2 screen which contains information about the father.

Press F10 to toggle back to the CHILD screen.

PATAFF2 Screen

The PATAFF2 screen contains demographic information about the father of the child as reported on the *Paternity Affidavit*.

D479HC06	IOWA COLLECTION AND REPORTING SYSTEM	DATE: 03/22/02
	-- PATAFF2 --	TIME: 10:00:27
CASE NUMBER :	BIRTH CERT. NO. :	
CHILD'S BIRTH NAME (LFMS) :	:	:
CHILD'S LEGAL NAME (LFMS) :	:	:
FATHER (LFMS) :	:	:
SSN :	BIRTHDATE. . . :	RACE. :
ADDRESS LINE 1 :		
ADDRESS LINE 2 :		
CITY/STATE/ZIP :		
BIRTH (CITY/STATE) :		
DATE SIGNED BY FATHER . . :	00 00 0000	
MAIL ADDRESS LN 1 :		
MAIL ADDRESS LN 2 :		
CITY/STATE/ZIP. :		
F2=ADD, F4=DELETE, PF7=PATAFF1, PF10=CHILD		
NEXT SCREEN: NOTES:		

The PATAFF2 screen displays the following information:

- ◆ BIRTH CERT NO: This is the child's birth certificate number.
- ◆ CHILD'S BIRTH NAME: This is the child's name at birth. Do not enter this name on the CHILD screen as the child's name.
- ◆ CHILD'S LEGAL NAME: This is the child's legal name. Enter this name on the CHILD screen.
- ◆ BIRTHDATE: This is the father's date of birth.
- ◆ BIRTH (CITY/STATE): This is the father's birth location.
- ◆ DATE SIGNED BY FATHER: This is the date the father signed the paternity affidavit in front of a notary public.

Press the F2 key twice to add the paternity affidavit to the child record transferred from the IPAR SEARCH screen.

Press the F4 key to delete the paternity affidavit from the child record.

Press the F7 key to toggle to the PATAFF1 screen.

Press the F10 key to toggle to the CHILD screen.

IPAR SEARCH Screen

The Iowa Paternity Affidavit Registry (IPAR) contains all paternity affidavits docketed by the Bureau of Vital Records in the state of Iowa. The IPAR SEARCH screen allows workers to search IPAR for a specific paternity affidavit for a child on an ICAR case. If you find a paternity affidavit match for a child on a case, you can press F10 to copy the paternity affidavit information to the PATAFF screens for that specific child on that case.

D479HP62	IOWA COLLECTION AND REPORTING SYSTEM	DATE: 03/22/02
	IPAR SEARCH	TIME: 10:00:27
NAME (LFMS) . . . :		:
: :		:
SOUNDS LI KE . . . :		:
: :		:
SSN :		ROLE:
CASE NBR: 0005000		
PAYOR:		
PAYEE:		
CHI LD:		
SEL NAME		
SSN	DOCKET	

F5=INQUIRY, F7=BACK, F8=FORWARD, F9=REFRESH, F10=COPY DATA, RETURN=CLEAR
NOTES:

Searching the Iowa Paternity Affidavit Registry (IPAR)

To search IPAR, access the CHILD screen for the child for whom you wish to search. Press F10 to display the PATAFF1 screen, then press F6 to display the IPAR SEARCH screen. ICAR automatically displays the CASE NBR, PAYOR, PAYEE, and CHILD data.

If a case has multiple alleged fathers, ICAR displays “UNKNOWN FATHER” in the PAYOR field. To remember which alleged father to search on, enter the name of the alleged father in the NOTES field on the PATAFF1 screen before accessing the IPAR SEARCH screen.

Once on the IPAR SEARCH screen, make entries in the NAME, SOUNDS LIKE, or SSN field and in the ROLE field. Valid entries in the ROLE field include father, mother, and child. Possible search combinations include:

- ◆ Name and role
- ◆ Sounds like and role
- ◆ SSN and role

Press F5 to search IPAR. If ICAR finds possible matches for the name entered, ICAR displays the matches in the groups of father, mother, and child. ICAR also displays the name and SSN for each party in the match and the docket number assigned by the Bureau of Vital Records.

D479HP62	IOWA COLLECTION AND REPORTING SYSTEM		DATE: 03/22/02
	IPAR SEARCH		TIME: 10:40:28
NAME (LFMS): :		:	
SOUNDS LI KE.: :		:	
SSN. : 001-01-0001	ROLE: FATHER	CASE NBR: 0003333	
PAYOR: SMI TH, DadC			
PAYEE: JONES, MomC		CHI LD: SMI TH, Chi IdC	
SEL NAME		SSN	DOCKET
DadC	Mi ddl e	SMI TH	001-01-000 0123456
MomC	Mi ddl e	JONES	002-02-0002 012345
Chi IdC	Mi ddl e	SMI TH	0123456
F5=I NQUI RY F7=BACK F8=FORWARD F9=REFRESH F10=COPY DATA RETURN=CLEAR			
NOTES:			

Enter “X” in the SEL field next to the father’s name to select the paternity affidavit to copy. Press F10 to copy the paternity affidavit to the child record on the case. After ICAR copies the paternity affidavit information to the PATAFF1 and PATAFF2 screens, press F2 twice to add the paternity affidavit to the child.

ICAR issues narrative AFF # 9 to document the addition of the paternity affidavit to the case and calendar flag AFF # 9 to prompt the worker to update the PAYOR and CHILD screens and to proceed to establish a child support order for the child.

ICAR copies all of the information on IPAR to the PATAFF screens. ICAR does not copy mailing addresses, birthdates and sex of the child information to other ICAR screens.

Clear out of the IPAR SEARCH screen if the paternity affidavit does not match the ICAR case.

Updating the CHILD Screen

BORN OUT OF WEDLCK:	PATERNITY ESTABLISHED.:	00 00 0000 HOW:
---------------------	-------------------------	-----------------

If you add a paternity affidavit to a child record on an ICAR case, press F10 to return from PATAFF1 or PATAFF2 to the CHILD screen to review the PATERNITY ESTABLISHED and HOW fields. If these fields are blank:

- ◆ Enter 'Y' and the date from the DATE PAT AFFID COMPLETE field on the PATAFF1 screen in the PATERNITY ESTABLISHED field;
- ◆ Enter 'PA' in the HOW field and
- ◆ Press F3 twice.

If the PATERNITY ESTABLISHED and HOW fields already contain entries, review the information to determine whether to change the information to indicate the paternity affidavit match for that child. Use the following criteria to help determine whether or not to change the information in these fields:

- ◆ If paternity was established before adding the paternity affidavit to the case, do not change the existing information.
- ◆ If paternity was not established before adding the paternity affidavit to the case, change the existing information as indicated above.
- ◆ If these fields contain incorrect information, change them as indicated above.

Updating the LOCATE Screen

UPDATE PAYOR WITH VERIFIED NAME(Y, N): N	FPLS REQUEST?:	BYPASS AF?:
--	----------------	-------------

After you update the paternity established information on the CHILD screen, access the LOCATE screen. Change the entry from 'N' to 'Y' in the UPDATE PAYOR WITH VERIFIED NAME field and press F3 twice. Delete calendar flag AFF9 on the CALCASE screen.

Deleting a Paternity Affidavit

If you incorrectly add a paternity affidavit to a child, press F4 twice on either the PATAFF1 or PATAFF2 screen to delete the paternity affidavit. ICAR issues narrative CASE # 257 to record the deletion.

AUTOMATIC MATCH OF PATERNITY AFFIDAVITS WITH ICAR

In addition to the worker's ability to access paternity affidavits in IPAR on line, the paternity affidavit file matches automatically with ICAR every Friday. This match identifies those cases where paternity is established through affidavit and provides workers with the information from the paternity affidavits. The information on the file is automatically added to ICAR and updates the PATAFF screens.

Match with Existing ICAR Cases

The paternity affidavit data file runs against all active ICAR cases in a batch process. Paternity affidavit information is matched with existing ICAR cases, comparing the following elements with data in fields on the screens indicated in priority order as listed:

- ◆ Mother's social security number—PAYEE screen
- ◆ Mother's name—PAYEE screen
- ◆ Mother's maiden name—PAYEE2 screen
- ◆ Father's social security number—PAYOR or LOCATE screens
- ◆ Father's name—PAYOR or LOCATE screens
- ◆ Child's date of birth—CHILD screen
- ◆ Child's name—CHILD screen

When there is a match between the PATAFF file and ICAR for one of the parents' data fields plus one of the child's fields, ICAR:

- ◆ Updates the PATERNITY ESTABLISHED field on the CHILD screen with a "Y."
- ◆ Enters a code of "PA" in the HOW field along with the date the affidavit was matched.

Note: Do not change this date to match the date in the DATE PAT AFFID COMPLETED field on the PATAFF screens, since this date represents the date the paternity affidavit matched the case. The date the paternity affidavit was signed by the parents is already displayed on the PATAFF screens.

- ◆ Issues an appropriate narrative (AFF # 4).

See **CHILD Screen** for a list of HOW codes and corresponding narratives.

The following information passes over to the appropriate ICAR fields from the paternity affidavit tape when the ICAR field is blank:

- ◆ Mailing addresses of payee and payor or locate name.
- ◆ Birthdates of child, payee, and payor or locate name.
- ◆ Sex of child.

The ICAR caseworker receives a calendar flag detailing the match if new data is passed to the ICAR case.

If PATAFF information is different from the existing ICAR data, PATAFF information does not overlay information that already exists on ICAR. Calendar flags are issued and narratives are entered as described below.

Note: The match program does not automatically update the social security number of the payee, the payor, or the alleged father (locate). Narratives and calendar flags indicate that the social security number is "different."

Also, if a mother and child have a case on ICAR with an unknown father, the match program adds a LOCATE screen displaying the name and date of birth of the father listed on the paternity affidavit and issues a calendar flag to inform the worker.

Flags and Narratives from the Match

The worker listed on the CASE screen receives all flags with the exception of cases that are in “H” status. Those flags are directed to the appropriate ICAR case setup worker as reflected on the CASELOAD screen.

ICAR issues the following flags and narratives when appropriate to inform the worker that a match has been made and list information gathered from the paternity affidavit:

	<u>Calendar Flag</u>	<u>Narrative</u>
Child, payee, payor, or locate information different		AFF # 1
Child, payee, payor, or locate information added		AFF # 2
PATAFF matches case in HOLD	AFF # 3	AFF # 3
Paternity established by affidavit	AFF # 4	AFF # 4
Child, payee, payor, or locate information different		
Multiple locates/PATAFF match	AFF # 5	AFF # 5
PATAFF matches case/paternity already established	AFF # 6	AFF # 6
Possible payee address found		AFF # 7
Possible payor address found		AFF # 8

Worker Action on Notification of PATAFF Match

The calendar flag AFF # 4 identifies a paternity affidavit match. On receipt of this flag, review the case to see if the affidavit was completed accurately based on available case information. Check the following:

- ◆ PATAFF screen: Is the affidavit correctly matched? Is the marital status of the mother shown correctly (married at time of birth, not married at time of birth, or married since time of birth)?
- ◆ CHILD screen: Was paternity previously established? (Calendar flag AFF # 6 and narrative AFF # 6 indicate a “Y” already appears in the paternity established field on the CHILD screen.)
- ◆ PAYOR screen: Was the legal father already identified? Is this the same father as the one listed on the paternity affidavit?

- ◆ LOCATE screens: Is the father listed on the PATAFF screen?
- ◆ REFER screens: Does a marriage/divorce date exist to determine the mother's marital status at the time of conception and birth?
- ◆ NARRCASE: Was information added or noted as "different" when the paternity affidavit matched?

When paternity has been established on a case, review the case and determine the process to be used for obtaining a support order. See **Obtaining an Order for Child Support or Medical Support**.

The following sections give additional information on:

- ◆ Deleting affidavit information.
- ◆ Requesting a copy of the affidavit.

Modifying Affidavits

The Operations Unit may need to modify paternity affidavit information previously added to IPAR. This should rarely occur.

If the Operations Unit modifies any information for form 588-0037, *Paternity Affidavit*, previously added to IPAR that you already added to a case, ICAR issues a narrative (AFF 10) and calendar flag (AFF 10) to notify you of the change. ICAR displays the modified information in the narrative. Review the modified information to determine the next appropriate action, if any.

Note: Once the Operations Unit modifies *Paternity Affidavit* information in IPAR that was added to a case, ICAR automatically displays the changes on the PATAFF1 and PATAFF2 screens.

If the Operations Unit modifies information in IPAR for a *Paternity Affidavit* not added to a case, ICAR does not issue a narrative and calendar flag.

Deleting Affidavits

If careful scrutiny reveals that a match was made incorrectly, delete the PATAFF screens by pressing F4 on either PATAFF screen (both screens are deleted). ICAR issues a narrative (CASE # 257) indicating the PATAFF was deleted.

Then delete the PATERNITY ESTABLISHED, date, and HOW information from the CHILD screen.

Delete the county and state entries if they were added because of the match.

Also delete information from the PAYEE, PAYOR, LOCATE, ADDVER, CPADDVER, and CHILD screens that was added because of the match.

If necessary, deleted PATAFF screens can be reapplied. You may delete paternity affidavit information if it was incorrectly matched because of false information on the case file. Further information may convince you that the father listed on the PATAFF screens you deleted was indeed the correct father.

If you incorrectly delete a PATAFF screen, access the IPAR SEARCH screen to find the match online and reapply it to the case. See **IPAR SEARCH Screen**.

If the Bureau of Vital Records notifies the Unit of a rescinded *Paternity Affidavit*, Operations Unit deletes the *Paternity Affidavit* from IPAR. If they delete a *Paternity Affidavit* that you already added to a case or that matched to a case through batch processing, ICAR issues a narrative (AFF 11) and a calendar flag (AFF 11) to notify you the *Paternity Affidavit* was deleted and the reason why. Delete the information on the screen as indicated above. Take the next appropriate action on the case.

Requesting a Copy of a Paternity Affidavit

An actual copy of form 588-0037, *Paternity Affidavit*, is not needed for the case file after September 16, 1994, unless it is required for a court action. Assess the need for a hard copy on a case-by-case basis. You need a copy of the *Paternity Affidavit* only if one of the parents disputes its validity.

Request a copy of the *Paternity Affidavit* for a child born after September 16, 1994, by e-mailing Jan Sieren in central office. Note the docket number for the *Paternity Affidavit* found on the PATAFF1 screen. Include the child's name and the docket number in your request.

Paternity Affidavit forms filed with the Bureau of Vital Records before July 1, 1993, do not establish paternity. However, these affidavits can still be useful in a paternity establishment. A signed *Paternity Affidavit* may be used as court evidence in establishing a paternity order.

Note: Children on ICAR who were born before July 1, 1993, are included in the automated match program if their *Paternity Affidavits* were filed after that date.

Request a copy of a *Paternity Affidavit* from the Bureau of Vital Records only if the *Paternity Affidavit* was filed before September 16, 1994, and central office does not have a copy. Check with central office before requesting a hard copy of a *Paternity Affidavit* from the Bureau of Vital Records.

To request a copy from the Bureau of Vital Records, access FORMVIEW screen and generate form 470-3901, *Paternity Affidavit Request from Bureau of Vital Records*. Be sure the CNTY field (county of birth of the child) is complete, if at all possible, before requesting a *Paternity Affidavit*. This helps the Bureau of Vital Records locate the affidavit more easily and efficiently.

Set a calendar flag for 90 days as a reminder to check if the *Paternity Affidavit* has been received from the Bureau of Vital Records.

Obtaining an Order for Child Support or Medical Support

Legal reference: Iowa Code section 252C

Once paternity has been established for a child, review the case for obtaining a child support order and medical order as needed. When location is verified, begin the process by generating the forms for the appropriate process. Three processes can be followed:

- ◆ Administrative orders under Iowa Code Chapter 252C.
- ◆ Judicial orders under Iowa Code Chapter 252A.
- ◆ An out-of-state referral using an interstate transmittal.

Since paternity establishment is no longer an issue, an administrative (252C) order for child and medical support is the appropriate vehicle for establishing an order. **Exception:** Follow the 252A process if the father is a minor or mentally impaired.

If an action has already been started under Iowa Code Chapter 252A or 252F, determine the correct process to pursue since a Paternity Affidavit now exists, as described below. See 10-A, *ADMINISTRATIVE PATERNITY ESTABLISHMENT*, for further information.

There are circumstances when you may question the validity of an affidavit as a document to establish paternity, even though it has been signed and notarized. These may involve:

- ◆ Parents who are minors or mentally impaired persons.
- ◆ A mother married to someone other than the biological father.

If upon review of the paternity affidavit match, you discover that one of these circumstances exists, further review is needed.

The following sections give more information on:

- ◆ Administrative orders
- ◆ Judicial orders
- ◆ Out-of-state referrals
- ◆ Mothers married to someone other than the biological father

Administrative Order

Establish an administrative order for support of the child if the following conditions are met:

- ◆ Paternity is established as indicated by a “Y” in the PATERNITY ESTABLISHED field on the CHILD screen. Paternity must have been established by one of the following methods as indicated in the HOW field on the CHILD screen:
 - The child was born, or the mother was pregnant with the child, during the marriage—MA
 - The child was conceived during the marriage—MC
 - The parents filed a *Paternity Affidavit* with the Bureau of Vital Records—PA
 - The parents filed an out-of-state *Paternity Affidavit*—PI
- ◆ The address of the obligee is verified in Iowa and the address of the obligor is verified in Iowa or with long-arm jurisdiction feasible.
- ◆ Children have not reached the age of majority.
- ◆ There is no support obligation.

See 10-I, ***ADMINISTRATIVE ESTABLISHMENT***, for more information about establishing an administrative order for child support.

Judicial Order

Legal reference: Iowa Code sections 252A.3A, 232.2, 222.34, 633
Iowa Rules of Civil Procedure 56.1

Minors and mentally impaired persons are not prohibited from signing a *Paternity Affidavit* in Iowa. In either case, the signing of an affidavit by the father establishes him as the father of a child.

A minor father may dispute the validity of the *Paternity Affidavit* while he is still a minor or shortly thereafter. Once 30 days have passed since the father’s 18th birthday, proceed to establish an order for support using the administrative process.

Take additional steps to safeguard the legal establishment of paternity for:

- ◆ Mentally impaired persons.
- ◆ Fathers who are minors and who will not be age 18 plus 30 days when you are notified or become aware of the case circumstances.

The conditions for establishing an administrative order as stated above apply to establishment of a judicial order under Iowa Code Chapter 52A also. Serve the minor or mentally incompetent father with notice and obtain an order under the Chapter 252A process. In either case, the father may seek legal counsel after service.

If there is no response to the service after 20 days, a guardian ad litem must be appointed before an order can be entered. Once a guardian ad litem is appointed, the Unit can proceed with the Chapter 252A action, including establishing a support order.

A guardian ad litem could be the parents or legal guardian of the father or an attorney, if the parents or legal guardian cannot serve in this capacity. Attorney representation can be compensated from state funds. However, neither parents nor guardians are eligible for compensation.

Out-of-State Referral

Legal reference: Iowa Code section 252B.12
Iowa Rules of Civil Procedure 56.2

When paternity is established, and the location of the legal father is verified to be outside the state of Iowa, begin an interstate referral process when “long arm” is not appropriate. For information on long-arm jurisdiction, see 10-A, ***ADMINISTRATIVE PATERNITY ESTABLISHMENT***, or 10-I, ***ADMINISTRATIVE ESTABLISHMENT***.

Mother Married to Someone Other Than the Biological Father

Legal reference: Iowa Code section 252A.3A, 252A.3(9)(b), 600B.41A, 598.21(4A)

If the mother of the child was married at the time of conception, while pregnant, or at the time of the child's birth, the husband of the mother is the legal father. The legal father must deny paternity in order to establish the paternity of a different person admitting paternity. A court of competent jurisdiction must determine that the person to whom the mother was married at the time is not the father of the child.

Do not proceed against the biological father until the legal father has disestablished paternity. After the paternity of the legal father is disestablished, the biological father (whether married or not) may consent to paternity through the paternity affidavit process.

The *Paternity Affidavit* requires the mother of the child to acknowledge:

“I, _____, hereby declare upon oath that I am the mother of the child referred to above; (check the appropriate statement)

- I was not legally married to anyone either at the time of the birth, conception, or while pregnant with this child.*
- I was married to someone other than the father of this child at the time of birth, conception, or during the pregnancy and there has been a court order entered ruling that the man to whom I was married at that time is not the father of this child; and that _____, is the father of this child and that I wish to show him as the father and to show the name of the child as _____.”*

If the first statement is marked, (“I was not legally married to anyone either at the time of the birth,...”), but you know or suspect that this may not be correct, interview the mother of the child to verify the facts of the case.

If after interviewing the mother of the child, you find the information that there is a legal father is correct and accurate, proceed against the legal father to establish a support order. The legal father may subsequently “disestablish paternity.” See 10-D, ***DISESTABLISHMENT OF PATERNITY***, for further information.

The following requirement is also part of the *Paternity Affidavit*.

If the mother was married to someone other than the father, a certified copy of the court order stating that the husband is not the father of the child must be provided with the affidavit.

If the second statement, “married to someone other than the father of the child,” is marked, request a copy of the order that the custodial parent sent to the Bureau of Vital Records with the affidavit.

While the Bureau of Vital Records requests a copy of the order, Bureau staff may not know whether the order was obtained in accordance with the disestablishment of paternity statute, and therefore may file an affidavit which does not meet disestablishment provisions. Upon receipt of the court order, review it as follows:

- ◆ If the order was filed under Iowa Code section 598.21, subsection 4A, accept the order if it was signed and filed with a court of competent jurisdiction.
- ◆ If the order was filed under Iowa Code section 600B.41A, accept the order if:
 - The Unit was an “assignee” and was given proper notice.
 - Blood or genetic testing was done.
 - The order was signed and filed with a court of competent jurisdiction.

When the Unit is an “assignee” under Iowa Code section 600B.41A, blood or genetic testing must be done before a *Paternity Affidavit* can be honored. If the Unit was not an “assignee” when the order was entered, accept the order on face value in the absence of blood or genetic testing.

If an order was signed and filed under Iowa Code section 598.21, subsection 4A, or under Iowa Code section 600B.41A and accepted on face value, proceed with establishing a support order against the biological father using Iowa Code Chapter 252C, Iowa Code Chapter 252A, or the interstate referral process.

If an order was signed and filed under Iowa Code section 598.21, subsection 4A, or Iowa Code section 600B.41A but not accepted due to the absence of proper notice or blood or genetic testing, proceed against the legal father using Chapter 252C, Chapter 252A, or the interstate referral process. Such action may force him to disestablish paternity in accordance with the statute.

RECEIPT OF BIRTH CERTIFICATE INFORMATION

The Department of Public Health, Bureau of Vital Records, is under contract to provide birth certificate information to the Department of Human Services, Bureau of Collections. All birth certificates in Iowa are sent to the Bureau of Vital Records to be filed. The Bureau provides a data tape containing birth certificate information on births since November 1, 1990.

When you are notified of a match between the birth certificate tape and an ICAR case, review the case to determine if the actual copy of the birth certificate is needed for the case. Assess the need for a copy of the birth certificate on a case-by-case basis.

Matching of Birth Certificate Data

The birth certificate tape updates ICAR in a similar manner to the PATAFF data. There are six key birth certificate match elements:

- ◆ Mother's social security number
- ◆ Mother's name
- ◆ Child's date of birth
- ◆ Child's name
- ◆ Father's social security number
- ◆ Father's name

These elements follow a numbered hierarchy in performing the ICAR search. The mother's social security number is used as the primary identifier.

When there is a match between the birth certificate file and ICAR, ICAR copies information to other screens and generates a flag to the worker notifying the worker that information has been added. The worker listed on the case screen receives all flags with the exception of cases that are in "H" status. Those flags are directed to the ICAR case setup worker as indicated on the CASELOAD screen.

The following information passes over to the applicable ICAR fields from the birth certificate file when the ICAR field is blank or information is not known:

- ◆ Mailing address of payee
- ◆ Locate name
- ◆ Birth date of the child

Only blank fields are updated. If the birth certificate data is different from existing ICAR data, birth certificate data does not overlay information that already exists on ICAR. Calendar flags and narratives are issued indicating the information that is different.

If there are multiple alleged fathers, a narrative (CASE # 223) and calendar flag (CASE # 134) issue asking the worker to review the case to identify the correct father.

ICAR issues the following flags and narratives when appropriate:

	<u>Calendar Flag</u>	<u>Narrative</u>
B/C does not match some of the CHILD screen fields		CASE # 217
B/C child, payor, locate, or payee information added		CASE # 218
B/C matches ICAR case	CASE # 130	CASE # 219
Child, payor, locate or payee information is different		
B/C Possible payee address		LOC # 169
B/C Multiple locates/B/C match	CASE # 134	CASE # 223
B/C info matches case in HOLD	CASE # 127	CASE # 216

Requesting Confidential Verification of Birth Information

To obtain verification of birth information from the Bureau of Vital Records, enter a 'Y' or 'R' in the VERIFY BIRTH INFO field on the CHILD screen to generate or regenerate form 588-0298, *Confidential Verification of Birth*. (The ICAR form number for this form is 470-3194.

Complete part 1 of this form only and mail it to the Bureau of Vital Records. ICAR issues narrative (CASE # 413 or # 414) to document that this form was generated or regenerated and calendar flag (CASE # 197) at 90 days to remind you to check for a response to your request.

After reviewing the information provided on this form, the Bureau of Vital Records completes part 2 of this form and returns it to the Unit. The Bureau also corrects any information, crosses out incorrect information, or provides missing information on part 1 of this form and returns it to the Unit. The Bureau of Vital Records does not provide the Unit with a copy of the birth certificate with this type of request.

Requesting a Certified Copy of the Birth Certificate

To get a certified copy of a birth certificate from the Bureau of Vital Records, enter a 'Y' or 'R' in the REQT BIRTH CERT field on the CHILD screen to generate or regenerate form 470-3880, *Birth Certificate Request*.

ICAR issues narrative (CASE # 415 or # 416) to document that this form was generated or regenerated and calendar flag (CASE # 117) at 90 days to remind you to check for a response to your request.

NARRATIVES

Process: **AFF** Number: **1**

Text: PATAFF info received for child: _____

The following information is different: _____

Screen:	Field:	Entry:	Flag:	Status:
PATAFF1		System/batch program		

Process: **AFF** Number: **2**

Text: PATAFF info received for child: _____

The following information has been added: _____

Screen:	Field:	Entry:	Flag:	Status:
PATAFF1		System/batch program		

Process: **AFF** Number: **3**

Text: Paternity affidavit has matched ICAR case in hold.

Screen:	Field:	Entry:	Flag:	Status:
PATAFF1		System/batch program	3	

Process: **AFF** Number: **4**

Text: Paternity is established by paternity affidavit for the following child: _____

Screen:	Field:	Entry:	Flag:	Status:
PATAFF1		System/batch program	4	

Process: **AFF** Number: **5**

Text: PATAFF matches with ICAR case. Multiple locates exist.

Screen:	Field:	Entry:	Flag:	Status:
PATAFF1		System/batch program	5	

Process: **AFF** Number: **6**

Text: Paternity affidavit has matched an existing ICAR case for which paternity has already been established for _____

Screen:	Field:	Entry:	Flag:	Status:
PATAFF1		System/batch program	6	

Process: **AFF** Number: **7**

Text: Possible payee address found through match with PATAFF.

Screen:	Field:	Entry:	Flag:	Status:
PATAFF1		System/batch program		

Process: **AFF** Number: **8**

Text: Possible payor address found through match with PATAFF.

Screen:	Field:	Entry:	Flag:	Status:
PATAFF1		System/batch program		

Process: **AFF** Number: **9**

Text: Worker selected a paternity affidavit match for child: _____

Screen:	Field:	Entry:	Flag:	Status:
PATAFF1		F2	9	

Process: **AFF** Number: **10**

Text: Paternity affidavit information linked to this case has changed. The changes are:

Screen:	Field:	Entry:	Flag:	Status:
IPAR1			10	
IPAR2				

Process: **AFF** Number: **11**

Text: Paternity affidavit has been deleted for:

Due to:

Screen:	Field:	Entry:	Flag:	Status:
IPAR1			11	
IPAR2				

NARRATIVES

Title 10 Support Establishment and Modification

Revised May 6, 2003

Chapter C Paternity by Affidavit

Process: **CASE** Number: **204 Issued only on cases before 11/29/01**

Text: Request for certified copy of birth certificate, form 470-3194, generated for _____.

Screen:	Field:	Entry:	Flag:	Status:
CHILD	REQT B/C CERT:	Y Y	117	

Process: **CASE** Number: **206 Issued only on cases before 11/29/01**

Text: Request for non-certified copy of birth certificate, form 470-3194, generated for _____.

Screen:	Field:	Entry:	Flag:	Status:
CHILD	REQT B/C CERT:	Y N	117	

Process: **CASE** Number: **208 Issued only on cases before 11/29/01**

Text: Request for copy of paternity affidavit, form 470-3194, generated for: _____.

Screen:	Field:	Entry:	Flag:	Status:
CHILD	REQT PATAFF	Y	119	

Process: **CASE** Number: **209 Issued only on cases before 11/29/01**

Text: Form 470-3194, Paternity Affidavit/Birth Certificate Request, generated to request birth certificate and/or paternity affidavit from the Bureau of Vital Records for: _____.

Screen:	Field:	Entry:	Flag:	Status:
CHILD	REQT B/C OR REQT PATAFF	System/batch program		

Process: **CASE** Number: **216**

Text: Birth certificate has matched ICAR case in hold for _____.

Screen:	Field:	Entry:	Flag:	Status:
		System/batch program	127	

Process: **CASE** Number: **217**

Text: Birth certificate does not match the following child screen fields for _____

Screen:	Field:	Entry:	Flag:	Status:
		System/batch program		

Process: **CASE** Number: **218**

Text: Birth certificate information added to the following child screen fields for _____

Screen:	Field:	Entry:	Flag:	Status:
		System/batch program		

Process: **CASE** Number: **219**

Text: Birth certificate match with ICAR case for:

FATHER: _____

Screen:	Field:	Entry:	Flag:	Status:
		System/batch program	130	

Process: **CASE** Number: **223**

Text: Birth certificate match with ICAR case. Multiple locate names exist.

Screen:	Field:	Entry:	Flag:	Status:
		System/batch program	134	

Process: **CASE** Number: **226**

Text: Paternity is established by marriage for the following child: _____

Screen:	Field:	Entry:	Flag:	Status:
CHILD	PAT EST, HOW	Y, Date, MA		

Process: **CASE** Number: **227**

Text: Paternity is established as child was conceived during the marriage for the following child:

Screen:	Field:	Entry:	Flag:	Status:
CHILD	PAT EST, HOW	Y, Date, MC		

Process: **CASE** Number: **228**

Text: Paternity is established through maternity as the obligor is the mother of the following child: _____

Screen:	Field:	Entry:	Flag:	Status:
CHILD	PAT EST, HOW	MO		

Process: **CASE** Number: **230**

Text: Paternity is established by court order—initiated by CSRU—for the following child: _____

Screen:	Field:	Entry:	Flag:	Status:
CHILD	PAT EST, HOW	CO		

Process: **CASE** Number: **231**

Text: Paternity is established by court order—private action—for the following child:

Screen:	Field:	Entry:	Flag:	Status:
CHILD	PAT EST, HOW	PO		

NARRATIVES

Title 10 Support Establishment and Modification

Revised August 27, 2002

Chapter C Paternity by Affidavit

Process: **CASE** Number: **232**

Text: Paternity is established by paternity affidavit for the following child: _____

Screen:	Field:	Entry:	Flag:	Status:
CHILD	PAT EST, HOW	PA or System/batch program		

Process: **CASE** Number: **233**

Text: Paternity is established by administrative order for the following child: _____

Screen:	Field:	Entry:	Flag:	Status:
CHILD	PAT EST, HOW	AO		

Process: **CASE** Number: **234**

Text: Paternity is established by adoption for the following child: _____

Screen:	Field:	Entry:	Flag:	Status:
CHILD	PAT EST, HOW	AD		

Process: **CASE** Number: **235**

Text: Paternity is established by judicial review from administrative process for the following child: _____

Screen:	Field:	Entry:	Flag:	Status:
CHILD	PAT EST, HOW	JR		

Process: **CASE** Number: **236**

Text: Paternity is established by acknowledgment in open court for the following child: _____

Screen:	Field:	Entry:	Flag:	Status:
CHILD	PAT EST, HOW	OC		

Process: **CASE** Number: **237**

Text: Paternity is established by out-of-state—IV-D case for the following child: _____

Screen:	Field:	Entry:	Flag:	Status:
CHILD	PAT EST, HOW	OS		

Process: **CASE** Number: **238**

Text: Paternity is established by out-of-state paternity affidavit for the following child: _____

Screen:	Field:	Entry:	Flag:	Status:
CHILD	PAT EST, HOW	PI		

Process: **CASE** Number: **239**

Text: Paternity is established by out-of-state private action for the following child: _____

Screen:	Field:	Entry:	Flag:	Status:
CHILD	PAT EST, HOW	PS		

Process: **CASE** Number: **240**

Text: Paternity is established by other means for the following child: _____

Screen:	Field:	Entry:	Flag:	Status:
CHILD	PAT EST, HOW	OT		

Process: **CASE** Number: **257**

Text: Paternity affidavit has been deleted for the following child: _____

Screen:	Field:	Entry:	Flag:	Status:
PATAFF1		F4		

Process: **CASE** Number: **258 Issued only on cases before 3/30/2001**

Text: Y entered in reapply paternity affidavit.

Screen:	Field:	Entry:	Flag:	Status:
CHILD	REAPPLY PATAFF	Y		

Process: **CASE** Number: **413**

Text: Form 470-3194, Confidential Verification of Birth, was generated and sent to the Bureau of Vital Records to verify birth information.

Screen:	Field:	Entry:	Flag:	Status:
CHILD	VERIFY BIRTH INFO	Y	197	

Process: **CASE** Number: **414**

Text: Form 470-3194, Confidential Verification of Birth, was regenerated and sent to the Bureau of Vital Records to verify birth information.

Screen:	Field:	Entry:	Flag:	Status:
CHILD	VERIFY BIRTH INFO	R	197	

Process: **CASE** Number: **415**

Text: Form 470-3880, Birth Certificate Request, was generated and sent to the Bureau of Vital Records to request a certified copy of the birth certificate.

Screen:	Field:	Entry:	Flag:	Status:
CHILD	REQT BIRTH CERT	Y	117	

NARRATIVES

Title 10 Support Establishment and Modification

Revised August 27, 2002

Chapter C Paternity by Affidavit

Process: **CASE** Number: **416**

Text: Form 470-3880, Birth Certificate Request, was regenerated and sent to the Bureau of Vital Records to request a certified copy of the birth certificate.

Screen:	Field:	Entry:	Flag:	Status:
CHILD	REQT BIRTH CERT	R	117	

Process: **LOC** Number: **169**

Text: Possible payee address found through match with birth certificate.

Screen:	Field:	Entry:	Flag:	Status:
PATAFF1		System./batch program		

CALENDAR FLAGS

Process: **AFF** Number: **1 Issued only on cases before 6/01/01**

Text: Verify PATAFF---different info: _____.

Screen:	Field:	Entry:	Narrative:	Status:
PATAFF1		System/batch program	1	

Process: **AFF** Number: **2 Issued only on cases before 6/01/01**

Text: Verify info added from PATAFF: _____.

Screen:	Field:	Entry:	Narrative:	Status:
PATAFF1		System/batch program	2	

Process: **AFF** Number: **3**

Text: Paternity affidavit information has matched an ICAR case in hold. Review and initiate next action.

Screen:	Field:	Entry:	Narrative:	Status:
PATAFF1		System/batch program	3	

Process: **AFF** Number: **4**

Text: Pataff match with existing ICAR case. May need to update payor. Different information indicated below. Review case and proceed to obtain a support order for: _____

Screen:	Field:	Entry:	Narrative:	Status:
PATAFF1		System/batch program	4	

Process: **AFF** Number: **5**

Text: Multiple locates exist. PATAFF matches ICAR case. Review to identify legal father for:

Screen:	Field:	Entry:	Narrative:	Status:
PATAFF1		System/batch program	5	

Process: **AFF** Number: **6**

Text: PATAFF match with existing ICAR case. Paternity established field already "Y." Update HOW and DATE fields accordingly. Different information indicated below. Child name:

Screen:	Field:	Entry:	Narrative:	Status:
PATAFF1	PATERNITY ESTABLISHED	System/batch program	6	

Process: **AFF** Number: **7 Issued only on cases before 6/01/01**

Text: Payee address received from PATAFF. Please verify new or different information.

Screen:	Field:	Entry:	Narrative:	Status:
PATAFF1		System/batch program	7	

Process: **AFF** Number: **8 Issued only on cases before 6/01/01**

Text: Payor address received from PATAFF. Please verify new or different information.

Screen:	Field:	Entry:	Narrative:	Status:
PATAFF1		System/batch program	8	

Process: **AFF** Number: **9**

Text: Worker selected PATAFF match. May need to update payor and child. Proceed to obtain support for _____.

Screen:	Field:	Entry:	Narrative:	Status:
PATAFF1		F2	9	

Process: **AFF** Number: **10**

Text: Paternity affidavit information has changed. Review the paternity affidavit for these changes.

Screen:	Field:	Entry:	Narrative:	Status:
IPAR1			10	
IPAR2				

CALENDAR FLAGS

Title 10 Support Establishment and Modification

Revised May 6, 2003

Chapter C Paternity by Affidavit

Process: **AFF** Number: **11**

Text: Paternity affidavit has been deleted for child:

Please review the case.

Screen:	Field:	Entry:	Flag:	Status:
IPAR1			11	
IPAR2				

Process: **CASE** Number: **117**

Text: Request for certified birth certificate sent 90 days ago. Check for copy for:

Screen:	Field:	Entry:	Narrative:	Status:
CHILD	REQT BIRTH CERT	Y	415, 416	

Process: **CASE** Number: **119 Issued only on cases before 11/29/01**

Text: Request for paternity affidavit sent 90 days ago. Check for copy for: _____

Screen:	Field:	Entry:	Narrative:	Status:
CHILD	REQT PATAFF	Y	208	

Process: **CASE** Number: **127**

Text: Birth certificate information has matched an ICAR case in hold. Review and initiate next action.

Screen:	Field:	Entry:	Narrative:	Status:
		System	216	

Process: **CASE** Number: **128 Issued only on cases before 6/01/01**

Text: Verify birth cert—different info: _____

Screen:	Field:	Entry:	Narrative:	Status:
		System	217	

Process: **CASE** Number: **129 Issues only from cases completed before 6/01/01**

Text: Verify info added from birth cert: _____

Screen:	Field:	Entry:	Narrative:	Status:
		System/batch program	218	

Process: **CASE** Number: **130**

Text: Birth certificate match with ICAR case. Different information indicated below. Review and initiate next action for the following child and father: _____

Screen:	Field:	Entry:	Narrative:	Status:
		System/batch program	219	

Process: **CASE** Number: **134**

Text: Multiple locate names exist on case. Birth certificate matches ICAR case. Review to identify father for: _____

Screen:	Field:	Entry:	Narrative:	Status:
		System/batch program	223	

Process: **CASE** Number: **197**

Text: Verification of birth information was sent to Bureau of Vital Records 90 days ago. Check for response.

Screen:	Field:	Entry:	Narrative:	Status:
CHILD	VERIFY BIRTH INFO	Y or R	413, 414	

Process: **LOC** Number: **45 Issued only on cases before 6/01/01**

Text: Payee address received from birth certificate. Please verify new or different information.

Screen:	Field:	Entry:	Narrative:	Status:
		System/batch program	169	



August 27, 2002

GENERAL LETTER NO. 10-C-16

ISSUED BY: Bureau of Collections, Division of Child Support Recovery, Case Management, and Refugee Services

SUBJECT: Employees' Manual, Title 10, Chapter C, PATERNITY BY AFFIDAVIT, Title page, revised; Contents (page 1), revised; Contents (page 2), new; and pages 1 through 42, revised.

Summary

This chapter is renamed PATERNITY BY AFFIDAVIT, to reflect the contents, which is revised and relocated from its previous location in Title 10, Chapter F. Material previously contained in X-C, CHILD SUPPORT RECOVERY, will be revised and incorporated into Chapter 10-I, ADMINISTRATIVE ESTABLISHMENT.

This material on paternity by affidavit is revised to:

- ◆ Add current legal and manual references.
◆ Add information regarding data entry for paternity affidavits.
◆ Update the CHILD and PATAFF screens to reflect current ICAR system.
◆ Add information on the online search functionality of the Iowa Paternity Affidavit Registry.
◆ Add the procedures for requesting copies of paternity affidavits, certified birth certificates, and verifying birth information through the Bureau of Vital Records.

Effective Date

Immediately.

Material Superseded

Remove the entire Chapter C from Employees' Manual, Title 10, and destroy it. This includes the following pages:

Table with 2 columns: Page, Date. Rows include Title page (Oct 28, 1980), Manual Letter X-C-2 (Oct 19, 1993), Contents (page 1) (June 27, 1995), 1-13 (Oct 13, 1987), 14-24 (July 16, 1991).

25-34	October 13, 1987
35-38	June 27, 1995
39-45	October 13, 1987
46	September 22, 1992
47	June 27, 1995
48-69	September 22, 1992
70-72	November 10, 1992
73	September 22, 1992

Manual Letter X-C-2 on administrative orders no longer superseded by court orders, is now obsolete.

Additional Information

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



STATE OF IOWA

THOMAS J. VILSACK, GOVERNOR
SALLY J. PEDERSON, LT. GOVERNOR

DEPARTMENT OF HUMAN SERVICES
KEVIN W. CONCANNON, DIRECTOR

May 6, 2003

GENERAL LETTER NO. 10-C-17

ISSUED BY: Bureau of Collections,
Division of Child Support, Case Management, and Refugee Services

SUBJECT: Employees' Manual, Title 10, Chapter C, *PATERNITY BY AFFIDAVIT*,
Contents (pages 1 and 2), revised; pages 1, 2, 3, 5, 6, 8, 9, 10, 12, 14, 16, 19, 20,
25, 26, 29, 31, 33, 35, 36, 37, 41, 42, and 43, revised; and page 26a, new.

Summary

Chapter 10-C is revised to reflect policy changes to the paternity by affidavit process. The policy changes include:

- ◆ Modification of screens used in the process.
- ◆ Modification of procedures used when a paternity affidavit is modified or deleted.
- ◆ Addition of calendar flags and narratives.

Effective Date

Upon receipt.

Material Superseded

Remove the following pages from Employees' Manual, Title 10, Chapter C, and destroy them:

<u>Page</u>	<u>Date</u>
Contents (pages 1 and 2)	August 27, 2002
1-3, 5, 6, 8-10, 12, 14, 16, 19, 20, 25, 26, 29, 31, 33, 35, 36, 37, 41-43	August 27, 2002

Additional Information

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