Determining Child Support Obligations

Appendix

470-0204, Financial Statement

Purpose
:   Use form 470-0204, *Financial Statement*, to request the parents' financial information.

Source
:   Generate this form by making the following entries on the respective process screens:

♦ ADMIN: Enter a "Y" in the GENERATE NOTICES field on the ADMIN screen to generate this form for the first time, or an "R" to regenerate it.

♦ ADPAT: Enter a "Y" in the GENERATE NOTICES field on the ADPAT screen to generate this form for the first time, or an "R" to regenerate it.

♦ PATEST: Enter a "Y" in the GEN FORMS field on the PATEST2 screen to generate this form for the first time, or an "R" to regenerate it.

♦ REVIEW: Enter a "Y" in the NOI field on the REVIEW1 screen to generate this form for the first time, or an "R" to regenerate it.

♦ ADMOD: Enter a "Y" in the NOI field on the ADMOD1 screen to generate this form for the first time, or an "R" to regenerate it.

Completion
:   Complete this form when you need to compute the child support obligation.

    If generated from the ADMIN, ADPAT, PATEST2, REVIEW1, or ADMOD1 screen, ICAR automatically enters all of the data in the heading of this form. If generated manually, you must enter all of the data. Each parent completes the remainder of this form.

Distribution
:   Personally serve, by waiver, certified mail or through a sheriff or private process server, one copy of this form with the accompanying establishment or modification documents upon the payor (or the alleged father if appropriate).

Personally serve, by waiver, certified mail or through the sheriff or private process server, one copy of this form with accompanying establishment or modification documents upon the payee (not the caretaker, if the other parent is not the caretaker).

Data

ICAR enters all of the information on the form. You must enter the information for manually generated forms:

- Payor's/alleged father's name
- Payee's or caretaker's name
- Third party's name (if applicable)
- Children's names
- Date generated (current date in MM/DD/CCYY format)
- Docket number
- ICAR number
- Worker ID
- County name where document is filed

470-2154, Request to Complete Financial Statement

Purpose   Use form 470-2154, *Request to Complete Financial Statement*, with form 470-2870, *Foster Care Financial Statement*, in the ADMIN process, to inform the payor with a prior support order that the prior order remains in effect. This form also explains that this payor's financial information will be used to determine the other parent's child support obligation.

Source   Because this form is not used frequently, this form is not generated from the ADMIN screen. Generate it from the FORMVIEW screen.

Completion   Complete this form when the payor has a prior support order including the child in foster care.

                     You must enter all of the data into this form.

Distribution   Personally serve, by certified mail or through the sheriff or private process server, one copy of this form with the *Foster Care Financial Statement* upon the payor who is already ordered to pay support.

Data   Worker enters all of the following information on the form:

♦ Date generated (current date in MM/DD/CCYY format)
♦ ICAR number
♦ Payor's name and address
♦ Children's names
♦ Court order number
♦ County and state where prior order is being filed
♦ Worker name, address, and telephone number

470-2639, Request for Financial Statement

Purpose

Use form 470-2639, *Request for Financial Statement*, in an establishment action to:

♦ Ask each parent to complete and return form 470-0204, *Financial Statement*, within ten days.

♦ Explain the use of the guidelines in determining child support obligations.

♦ Inform the parent of the consequences of not returning the *Financial Statement* in ten days.

Source

Enter a "Y" in the GENERATE NOTICES field on the ADMIN or the ADPAT screen to generate this form for the first time, or an "R" to regenerate it.

Completion

Complete this form when you send the *Financial Statement* to the payor/alleged father and payee to enable you to compute the child support obligation.

If you generate this form from the ADMIN or the ADPAT screen, ICAR automatically enters all of the data in the heading of the form. If you generate it manually, you must enter all of the data.

Distribution

Personally serve, by waiver, certified mail or through the sheriff or private process server, one copy of this form with form 470-3309, *Notice of Intent to Establish Paternity (and Support)*, or with form 470-1922, *Notice of Support Debt*, and accompanying documents upon the payor/alleged father and payee/mother, as appropriate.

Do not mail a copy of this form to the caretaker (if the other parent is not the caretaker). For an interstate case, mail the payee's copy to the responding state.

Data   ICAR enters all of the information on the form. You must enter
                          the information for manually generated forms:

                          ♦ Date generated (current date in MM/DD/CCYY format)

                          ♦ ICAR number

                          ♦ Payee's name and address or responding state's IV-D
                             agency name and address

                          ♦ Payor's/alleged father's name and address

                          ♦ Worker's name, ID, address and telephone number

                          ♦ Children's names

470-2640, Child Support Guidelines Worksheet

Purpose   Use form 470-2640, *Child Support Guidelines Worksheet*, to inform each parent about the child support obligation.

Source   Generate this form from the guidelines application.

Completion   Complete this form after you gather the parent's financial information and after you calculate the child support obligation. Enter all necessary financial information into the guidelines application which performs the necessary calculations.

                    To print this form from the guidelines application, click on the GUIDELINES tab. Select VIEW/PRINT GUIDELINES WORKSHEET or VIEW/PRINT REDACTED GUIDELINES WORKSHEET.

Distribution   Send one copy each to the payor/alleged father and the payee by first-class mail with the cover letter.

Data   The form contains the following information:

- ♦ Case number

- ♦ Docket numbers

- ♦ Dependents included in support order

- ♦ Names of payor/alleged father and payee

- ♦ Method used to determine income

- ♦ Income information and deductions

- ♦ Calculation used to determine guideline amount of child support

- ♦ Extraordinary visitation

- ♦ Child care expense variance under rule 9.11A

- ♦ Deviation reason and amounts, if appropriate

- ♦ Recommended amount of current and accrued support

- ♦ Recommended medical support

- ♦ Changes in support obligation as children emancipate

- ♦ Qualified additional dependents (QADD)

- ♦ Comments

470-2870, Foster Care Financial Statement

Purpose   Use form 470-2870, *Foster Care Financial Statement*, to request
                   the parents' financial information, which the Unit uses to
                   compute the child support obligations.

Source   Enter an "F" in the GENERATE NOTICES field on the ADMIN screen
                   to generate this form for the first time, or an "R" to regenerate
                   it.

                   Enter a "Y" in the NOI field on the REVIEW1 or ADMOD1 screen
                   to generate this form for the first time, or an "R" to regenerate
                   it.

Completion   Complete this form if there is not currently an order for support
                   for this payor or if there is currently an order for support for this
                   payor.

                   When generated from the ADMIN, ADMOD1 or REVIEW1 screen,
                   ICAR automatically enters all of the data into this form. If
                   manually generated, you must enter the data.

Distribution   Personally serve, by certified mail or through the sheriff or
                   process server, one copy of this form with:

                   ♦ Form 470-2983, *Notice of Support Debt: Foster Care*, and
                      accompanying documents upon the payor if no order for
                      support exists for this payor.

                   ♦ Form 470-2154, *Request to Complete Financial Statement*,
                      upon the payor if an order for support for the child in foster
                      care exists for this payor.

                   ♦ Form 470-3253, *Notice of Intent to Review and Adjust a
                      Child Support Obligation*, to each necessary party if an order
                      is being reviewed.

                   ♦ Form 470-3437, *Notice of Intent to Modify a Child Support
                      Obligation*, to each necessary party if an order is being
                      modified.

Data   ICAR enters all of the following information on the form. You
                              must enter the information for manually generated forms:

- Payor's name
- Payee's name
- Third party's name (if applicable)
- Children's names
- Date generated (current date in MM/DD/CCYY format)
- ICAR number
- Worker ID
- Court order number
- County where action is being filed

470-2950, Child Support Guidelines Worksheet Cover Letter

Purpose	Use form 470-2950, *Child Support Guidelines Worksheet Cover Letter*, in an establishment action to notify the payor/alleged father and the payee (or the other parent, if not the caretaker) that the Unit will consider any new or different financial information they submit within ten days of the date on this form.
Source	Enter a "Y" in the GENERATE GUIDELINES CV LTR field on the ADMIN or the ADPAT2 screen to generate the form for the first time, or an "R" to regenerate it.
Completion	Complete this form after you gather the parent's financial information and after you calculate the child support obligation. If generated from the ADMIN or the ADPAT2 screen, ICAR automatically enters all of the data. If manually generated, you must enter all of the data.
Distribution	Send one copy each to the payor/alleged father and the payee by first-class mail with form 470-2640, *Child Support Guidelines Worksheet*. For caretaker cases, send one copy to the caretaker and to the other parent. For an interstate case, send the payee's copy to the responding state.
Data	ICAR enters all of the information on the form. You must enter the information for manually generated forms:

- Data generated (current date in MM/DD/CCYY format)
- ICAR number
- Payee's name and address or responding state's IV-D agency's name and address
- Payor's/alleged father's name and address
- Children's names
- Worker name, ID, address and telephone number

470-3515, Verification of Social Security Information

Purpose   Use form 470-3515, *Verification of Social Security Information*, to verify social security disability (SSD) benefits received by the parent and dependents.

Source   Because this form is not generated from a process screen, generate this form from the FORMVIEW screen.

Completion   You must first check online sources for SSA information. Use this form only when a parent is indicating they receive SSD benefits, but you cannot verify the parent's SSD benefits through the Location Data Base (LOCDB) or Worker Information System Exchange Database (WISE).

Distribution   Send this form to your region's Social Security Administration (SSA) office with a self-addressed stamped envelope.

Data   The worker enters all of the following information:

                 ♦ Date generated
                 ♦ SSA office address
                 ♦ ICAR case number
                 ♦ Parent's name, SSN, and date of birth
                 ♦ Children's names, SSNs, and dates of birth
                 ♦ Worker name and address

IRS-2441, Child and Dependent Care Expenses

Purpose   Use form IRS-2441, *Child and Dependent Care Expenses*, to
                        verify employment-related child care expenses when calculating
                        a support obligation.

Source   Because the payee obtains this form from the Internal Revenue
                        Service (IRS), this form does not generate from ICAR.

                        For this form go to the IRS website: https://www.irs.gov/ and
                        search for form 2441.

Completion   The payee completes this form to receive credit from the IRS
                        for employment-related child care expenses. The Unit reviews
                        this completed form when giving the payee a child care
                        deduction to gross income.

IRS Schedule C, Profit or Loss From Business

Purpose   Use form IRS Schedule C, *Profit or Loss From Business*, to verify income and expenses from self-employment when calculating a support obligation.

Source   Because the payor/alleged father or the payee obtains this form from the IRS, this form does not generate from ICAR.

                    For this form go to the IRS website: https://www.irs.gov/ and search for Schedule C (Form 1040).

Completion   The payor/alleged father or the payee completes this form to report income or loss from self-employment to the IRS. The Unit reviews this completed form when determining income.

IRS Schedule F, Profit or Loss From Farming

Purpose   Use form IRS Schedule F, *Profit or Loss From Farming*, to verify
                            income and loss from farming when calculating a support
                            obligation.

                            For this form go to the IRS website: https://www.irs.gov/ and
                            search for Profit or Loss From Farming.

Source   Because the payor/alleged father or the payee obtains this form
                            from the IRS, this form does not generate from ICAR.

Completion   The payor/alleged father or the payee completes this form to
                            report income or loss from farming to the IRS. The Unit
                            reviews this completed form when determining income.

Schedule SE, Self-Employment Tax

Purpose   Use Schedule SE, *Self-Employment Tax*, to verify the tax due on
                     net earnings for self-employed individuals when calculating a
                     support obligation.

Source   Because the payor/alleged father or the payee obtains this form
                     from the IRS, this form does not generate from ICAR.

                     For this form go to the IRS website: https://www.irs.gov/ and
                     search for Schedule SE.

Completion   The payor/alleged father or the payee completes this form to
                     calculate the tax due on net earnings from self-employment and
                     reports that amount to the IRS. The Unit reviews this
                     completed form when determining income.

Medical Support Hierarchy and Joint Physical Care Medical Hierarchy

Purpose

These Medical Support Hierarchies are provided to help you determine what type of medical support to seek in an establishment or modification action. The hierarchies are based on:

♦ Code of Federal Regulations 303.31,
♦ Iowa Code section 252E.1B, and
♦ Iowa Court Rules, Chapter 9.