

Administrative Establishment of Support Appendix

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252C Approval Order, Form 470-2608

Purpose	Use form 470-2608, <i>252C Approval Order</i> , with form 470-1918, <i>252C Administrative Order for Support</i> , or form 470-2984, <i>Administrative Order for Support: Foster Care</i> . This form serves as the document on which the judge indicates (by a signature) approval of the administrative support order.
Source	Enter an "A" in the GENERATE ORDER (A/J/R) field on the ADMIN2 screen to generate this form for the first time, or an "R" to regenerate it.
Completion	Complete this form each time you generate the administrative support order. If you generate the form from the ADMIN2 screen, ICAR automatically enters some of the data, and you must enter the rest of the data. If you generate the form manually from the FORMVIEW screen, you must enter all of the data.
Distribution	<p>Present this form with the administrative support order and other accompanying documents to the CSRU administrator's designee for review and approval. After the designee signs the administrative support order, present the order and this form with the additional documents to the CSRU attorney for presentation to the court.</p> <p>Once the judge signs this form and all documents are filed with the clerk of court, mail copies of this form and the administrative support order to the parties involved in the action.</p>
Data	<p>ICAR enters the following information:</p> <ul style="list-style-type: none">◆ County where action is being filed◆ Petitioner and Respondent information◆ Court order number◆ Payor's name◆ Payee's name◆ Payor's attorney's name and address (if applicable)◆ Payee's attorney's name and address (if applicable)

The worker enters the following information:

- ◆ Judicial district number
- ◆ Foster care case (if applicable)
- ◆ ICAR case number
- ◆ Form electronically filed (if applicable)

252C Judicial Support Order, Form 470-3640

Purpose	Use form 470-3640, <i>252C Judicial Support Order</i> , to set the child support obligations.
Source	Enter a "J" in the GENERATE ORDER (A/J/R) field on the ADMIN2 screen to generate this form for the first time, or an "R" to regenerate it.
Completion	<p>Complete this form for the judge's approval after all applicable timeframes have passed, and a hearing on the issue of support has been requested or held.</p> <p>When you generate the form from the ADMIN2 screen, ICAR automatically enters some of the data, and you must enter the rest. If you generate the form manually from the FORMVIEW screen, you must enter all of the data.</p>
Distribution	<p>If you generate this form as a blank order before the hearing, give it to the CSRU attorney to take to the hearing.</p> <p>If you generate this form after the hearing, give it to the CSRU attorney to present to the judge for approval.</p> <p>Once the judge approves the order and all documents are filed with the clerk of court, mail copies of this form to all parties involved in the action.</p>
Data	<p>ICAR enters the following information:</p> <ul style="list-style-type: none">◆ County where order is being filed◆ Petitioner and respondent information◆ Date of hearing◆ CSRU attorney's name◆ Payor's name◆ Caretaker/Payee's name◆ Initials and birth year of each child◆ ICAR case number◆ Payor's attorney's name and address (if applicable)◆ Payee's attorney's name and address (if applicable)

The worker enters the following information:

- ◆ Requestor's name
- ◆ Caretaker's relationship to children
- ◆ Foster care is payee (if applicable)
- ◆ Payor's relationship to children for foster care cases
- ◆ Reserved support and reasons (if applicable)
- ◆ Current support amount, frequency, and due date
- ◆ Current support amount after emancipation
- ◆ Deviations (if applicable)
- ◆ Accrued support amount, frequency, and due date
- ◆ Medical support
- ◆ Parenting class requirement (if applicable)
- ◆ Judicial district number
- ◆ Electronic Funds Transfer Agreement (if applicable)
- ◆ Payor's jurisdiction
- ◆ Separate action pending (if applicable)
- ◆ Existing support orders (if applicable)
- ◆ Payee's jurisdiction (if applicable)
- ◆ Form electronically filed (if applicable)
- ◆ Assessment of additional costs of action

Administrative Support Order, Form 470-1918

Purpose	Use form 470-1918, <i>Administrative Support Order</i> , when approved by a judge, to set the child support obligations.
Source	Enter an "A" in the GENERATE ORDER (A/J/R) field on the ADMIN2 screen to generate this form for the first time, or an "R" to regenerate it. ICAR requires an entry in the GENERATE GUIDELINE CV LTR (Y/R) field in addition to an entry of either "SO", "MS" or "HO" in the TYPE field, as appropriate.
Completion	<p>Complete this form, for the judge's approval, after all applicable timeframes have passed to establish support.</p> <p>When you generate the form from the ADMIN2 screen, ICAR automatically enters some of the data, and you must enter the rest. If you generate the form manually from the FORMVIEW screen, you must enter all of the data.</p>
Distribution	<p>Present this form to the CSRU administrator's designee for review and signature. After the designee signs, give the form and the additional documents to the CSRU attorney for presentation to the court.</p> <p>Once the judge signs form 470-2608, <i>252C Approval Order</i>, and all documents are filed with the clerk of court, mail copies of this form and the <i>252C Approval Order</i> to the parties involved in the action.</p>
Data	<p>ICAR enters the following information:</p> <ul style="list-style-type: none">◆ ICAR case number◆ Caretaker's name◆ Payor's name◆ Initials and birth year of each child◆ Payor's attorney's name and address (if applicable)◆ Payee's attorney's name and address (if applicable)

The worker enters the following information:

- ◆ Payee is a respondent in the action (if applicable)
- ◆ Caretaker's relationship to the children
- ◆ Reserved support and reasons (if applicable)
- ◆ Current support amount, frequency, and due date
- ◆ Current support after emancipation (if applicable)
- ◆ Accrued support amount, frequency, and due date
- ◆ Deviations (if applicable)
- ◆ Medical support
- ◆ Electronic Funds Transfer Agreement (if applicable)
- ◆ Payor's jurisdiction
- ◆ Payor's response to action
- ◆ Separate pending action (if applicable)
- ◆ Existing support orders (if applicable)
- ◆ Payee's jurisdiction (if applicable)
- ◆ Payee's response to action
- ◆ Respondent(s) military status
- ◆ CSRU worker name and title
- ◆ Parenting class requirement (if applicable)
- ◆ Assessment of additional costs of action

Administrative Support Order: Foster Care, Form 470-2984

Purpose	Use form 470-2984, <i>Administrative Support Order: Foster Care</i> , when approved by a judge, to set a payor's child support obligation for a child in foster care.
Source	Enter an "A" in the GENERATE ORDER (A/J/R) field on the ADMIN2 screen to generate this form for the first time, or an "R" to regenerate it. ICAR also requires entry of "F" in the GENERATE NOTICES (Y/F/R) field on the ADMIN screen and an entry of "SO" or "HO" in the TYPE field on the ADMIN2 screen.
Completion	<p>Complete this form for the judge's approval after all applicable timeframes have passed to establish support.</p> <p>When you generate the form from the ADMIN2 screen, ICAR automatically enters some of the data into this form, and you must enter the rest. If you generate the form manually from the FORMVIEW screen, you must enter all of the data.</p>
Distribution	<p>Present this form to the CSRU administrator's designee for review and signature. After the designee signs, give the form with the additional documents to the CSRU attorney for presentation to the court.</p> <p>Once the judge signs form 470-2608, <i>252C Approval Order</i>, and all documents are filed with the clerk of court, mail copies of this form and the <i>252C Approval Order</i> to the parties involved in the action.</p>
Data	<p>ICAR enters the following information:</p> <ul style="list-style-type: none">◆ Payor's name◆ Initials and birth year of each child◆ ICAR case number◆ Payor's attorney's name and address (if applicable) <p>The worker enters the following information:</p> <ul style="list-style-type: none">◆ Payor's relationship to child◆ Child(ren) currently in foster care (if applicable)◆ Reserved support and reasons (if applicable)

- ◆ Deviations (if applicable)
- ◆ Current support amount, frequency, and due date
- ◆ Current support amount after emancipation (if applicable)
- ◆ Accrued support amount, frequency, and due date
- ◆ Medical support
- ◆ Parenting class requirement (if applicable)
- ◆ Payor's military status
- ◆ Worker name and title
- ◆ Electronic Funds Transfer Agreement (if applicable)
- ◆ Payor's jurisdiction
- ◆ Separate pending action (if applicable)
- ◆ Existing child support order (if applicable)
- ◆ Payor's response to action
- ◆ Service fees (if applicable)

Automatic Withdrawal Cover Letter, Form 470-3870

Purpose	The Foster Care Recovery Unit (FCRU) uses form 470-3870, <i>Automatic Withdrawal Cover Letter</i> , to provide instruction to payors on how to complete form 470-2602, <i>Authorization for Automatic Withdrawal</i> .
Source	Generate this form from the FORMOSEL or FORMVIEW screen.
Completion	<p>Complete this form when you send out the automatic withdrawal authorization form. It is not needed in all cases.</p> <p>When you generate the form from the FORMOSEL screen, ICAR automatically enters most of the data. If you generate the form manually from the FORMVIEW screen, you must enter all of the data. Distribution</p> <p>Send one copy of this form to the payor when you send the <i>Authorization for Automatic Withdrawal</i>.</p>
Data	<p>ICAR enters the following information:</p> <ul style="list-style-type: none">◆ Payor's name and address◆ CSRU worker's name and telephone number <p>The worker enters the following information:</p> <ul style="list-style-type: none">◆ Current date◆ Support payment due date◆ Support payment frequency◆ Types of support ordered◆ Total amount of current, cash medical and accrued support◆ Date the form is due back to the FCRU worker◆ ICAR case number

Child Support Guidelines Worksheet, Form 470-2640

Purpose	Use form 470-2640, <i>Child Support Guidelines Worksheet</i> with form 470-2950, <i>Child Support Guidelines Worksheet Cover Letter</i> to inform the payor and the payee about the support obligation.
Source	Generate this form from the guidelines application.
Completion	<p>Complete this form after you receive financial information from the parents and after you calculate the child support obligation.</p> <p>Enter all necessary financial information into the guidelines application, and the guidelines application performs the necessary calculations. All of that information displays on this form. For more information, see 10-H, Determining Child Support Obligations.</p> <p>To print this form from the guidelines application, select "Print Preview" from the guidelines menu.</p>
Distribution	Send one copy each to the payor and the payee (or other parent if not the payee) by first class mail with the cover letter.
Data	<p>The form contains the following information:</p> <ul style="list-style-type: none">◆ Case number◆ Docket number(s)◆ Dependents included in the support order◆ Names of payor and payee◆ Method used to determine income◆ Income information and deductions◆ Calculation used to determine guideline amount of child support◆ Extraordinary visitation◆ Deviation reason and amounts◆ Recommended amount of current, medical and accrued support

- ◆ Changes in support obligation as children emancipate
- ◆ Qualified additional dependents (QADD)
- ◆ Comments

Child Support Guidelines Worksheet Cover Letter, Form 470-2950

Purpose	Use form 470-2950, <i>Child Support Guidelines Worksheet Cover Letter</i> , to notify the payor and the payee (or the other parent if not the payee) that CSRU will consider any new or different financial information they submit within ten days of the date of the cover letter.
Source	Enter a "Y" in the GENERATE GUIDELINE CV LTR (Y/R) field on the ADMIN screen, or an "R" to regenerate it.
Completion	Complete this form after you receive the parent's financial information and after you calculate the child support obligation. If you generate the form from the ADMIN screen, ICAR automatically enters all of the data into this form. If you generate the form manually from the FORMVIEW screen, you must enter all of the data.
Distribution	Send one copy each to the payor and to the payee (or the other parent if not the payee) by first class mail with form 470-2640, <i>Child Support Guidelines Worksheet</i> .
Data	ICAR enters the following information: <ul style="list-style-type: none">◆ Current date◆ ICAR case number◆ Addressee's name and address◆ Name of each child included in action◆ Worker name, worker ID, address, and telephone number◆ Initiating state's IV-D address (if applicable)

Cover Letter for Orders, Form 470-3910

Purpose	Use form 470-3910, <i>Cover Letter for Orders</i> , as a cover letter to the parties' copy of the support order.
Source	Enter a date in the CC ORDER TO INTERESTED PARTIES field on the ADMIN2 screen to generate this form.
Completion	Complete this form when you send a copy of the filed support order to the parties. If you generate this form from the ADMIN screen, ICAR automatically enters all of the data. If you generate the form from the FORMVIEW screen, you must enter all of the data.
Distribution	Send this form with a copy of the filed order to the parties (or their attorneys) on the case.
Data	ICAR enters the following information: <ul style="list-style-type: none">◆ Addressee's name and address◆ ICAR case number◆ Name of the other party involved in the action◆ Type of order enclosed◆ CSRU worker's name, title, and address The worker enters the following information: <ul style="list-style-type: none">◆ Current date CSRU information needed or not needed◆ CSRU telephone number

Directions for Service and Return of Service, Form 470-3181

Purpose	Use form 470-3181, <i>Directions for Service and Return of Service</i> , to provide location information and a return form on which the in-state process server or sheriff can report the success or failure of the service attempt.
Source	Enter a "Y" in the GEN SERVICE REQUEST (Y/R/W/G) field on the ADMIN screen to generate this form for the first time, or an "R" to regenerate it. You must also enter an "I" in the I/O field.
Completion	<p>Complete this form when you generate the notice packet and you need to serve it upon the payor or payee in Iowa. If you generate the form from the ADMIN screen, ICAR automatically enters some of the data into this form, and you must enter the rest. If you generate the form manually from the FORMVIEW screen, you must enter all of the data.</p> <p>The sheriff or process server completes the Return of Service page after the successful or unsuccessful service attempts and returns it to CSRU.</p>
Distribution	<p>Send this form along with a notice packet to the in-state sheriff or process server by first-class mail or through other appropriate office procedures.</p> <p>If the person you are trying to serve resides in a shelter, include form 470-3665, <i>Information Sheet for Sheriffs and Private Process Servers</i>, and form 470-3656, <i>Section 915.20A Affidavit Regarding Return of Service</i>. (See 9-A, General Program Information.)</p>
Data	<p>ICAR enters the following information:</p> <ul style="list-style-type: none">◆ ICAR case number◆ Court order number◆ Current date◆ Item to be served◆ Person to be served and the service address◆ Employer name and address

- ◆ Social security number and date of birth of person to be served
- ◆ Description of person to be served
- ◆ CSRU or FCRU worker name, ID, address, and telephone number

The worker enters the following information:

- ◆ Expiration date
- ◆ County where requesting service
- ◆ Sheriff's office or Process server's name and address
- ◆ Service requirements (personal service vs. service on any adult member of household)
- ◆ Other information relating to service
- ◆ Office (i.e. Sioux City CSRU)
- ◆ Billing information
- ◆ Other directions (if applicable)

Financial Statement, Form 470-0204

Purpose	Use form 470-0204, <i>Financial Statement</i> , to request the parents' financial information.
Source	Enter a "Y" in the GENERATE NOTICES (Y/F/R) field on the ADMIN screen to generate this form for the first time, or an "R" to regenerate it.
Completion	<p>Generate this form when you need to compute the child support obligation.</p> <p>If you generate the form from the ADMIN screen, ICAR automatically enters all of the data in the heading of this form. If you generate the form manually from the FORMVIEW screen, you must enter all of the data. The payor and payee complete the remainder of this form.</p> <p>Generation of this form also generates form 470-2639, <i>Request for Financial Statement</i>.</p>
Distribution	<p>Personally serve one copy of this form with form 470-1922, <i>Notice of Support Debt</i>, and accompanying documents upon the payor, and payee (if appropriate to serve the payee).</p> <p>In a caretaker case, mail this form with the <i>Request for Financial Statement</i> to the other parent. Do not send this form to the non-parental caretaker.</p>
Data	<p>ICAR enters the following information:</p> <ul style="list-style-type: none">◆ Addressee name and address◆ Initials of each child included in action◆ Date generated◆ ICAR case number◆ CSRU worker ID◆ Court order number◆ County where document is filed◆ CSRU telephone number and address

Foster Care Assignment of Support Payments, Form 470-2946

Purpose	Use form 470-2946, <i>Foster Care Assignment of Support Payments</i> , to assign child support under an existing order to the Department of Human Services when a child is in foster care.
Source	Generate this form through the FORMOSEL screen.
Completion	Use this form when a child enters foster care to assign support under an existing order.
Distribution	Send this form to the clerk of court for filing. Save a copy of this form in the CSRU imaged case file.
Data	<p>ICAR enters the following information:</p> <ul style="list-style-type: none">◆ Worker ID◆ Current date◆ FCRU address information◆ Petitioner and respondent information◆ Court order number◆ ICAR case number <p>The worker enters the following information:</p> <ul style="list-style-type: none">◆ County where assignment is filed◆ Clerk of court address◆ Petitioner and respondent information◆ Court order number◆ Initials of children in foster care◆ Date of assignment (day, month and year)

Foster Care Financial Statement, Form 470-2870

Purpose	Use form 470-2870, <i>Foster Care Financial Statement</i> , to request the parents' financial information, which is used to compute the child support obligations.
Source	Enter an "F" in the GENERATE NOTICES (Y/F/R) field on the ADMIN screen to generate this form for the first time, or an "R" to regenerate it.
Completion	<p>Generate this form when you need to compute the child support obligation for a foster care case.</p> <p>When you generate the form from the ADMIN screen, ICAR automatically enters all of the data into this form. If you generate the form manually from the FORMVIEW screen, you must enter the data.</p>
Distribution	Personally serve a copy of this form with form 470-2983, <i>Notice of Support Debt: Foster Care – Chapter 252C</i> , and accompanying documents upon the payor if no order for support exists for this payor.
Data	<p>ICAR enters the following information:</p> <ul style="list-style-type: none">◆ Addressee's name and address◆ Initials of each child included in action◆ Current date◆ ICAR case number◆ FCRU worker ID, telephone number and address◆ Court order number◆ County where action is being filed

Foster Care Termination of Assignment, Form 470-2945

Purpose	Use form 470-2946, <i>Foster Care Termination of Assignment</i> , to terminate the assignment of child support to the Department of Human Services when a child leaves foster care.
Source	Generate this form through the FORMOSEL screen.
Completion	Use this form when a child leaves foster care and child support established for that child under an existing order was assigned to the Department during the time the child was in foster care.
Distribution	Send this form to the clerk of court for filing. Save a copy of this form in the CSRU imaged case file.
Data	ICAR enters the following information: <ul style="list-style-type: none">◆ Worker ID◆ Current date◆ FCRU address information◆ Petitioner and Respondent information◆ Court order number◆ ICAR case number <p>The worker enters the following information:</p> <ul style="list-style-type: none">◆ County where termination is filed◆ Clerk of court address information◆ Initials of children in foster care◆ Date of termination (day, month and year)

**Important Information About Accepting
Service of Process**

Revised October 1, 2021

Important Information About Accepting Service of Process, Form 470-3655

Purpose	Use form 470-3655, <i>Important Information About Accepting the Service of Process</i> , as a cover letter for any persons receiving form 470-2982, <i>Waiver of Personal Service and Consent to Jurisdiction</i> . The form advises the person of their right to accept delivery of the notice packet and of their responsibilities.
Source	Enter a "W" in the GEN SERVICE REQUEST (Y/R/W/G) PAYOR or PAYEE field on the ADMIN screen to generate this form for the first time, or an "R" to regenerate it.
Completion	Complete this form when generating service to a payee, or a payor who wants to waive personal service of the notice. If you generate the form from the ADMIN screen, ICAR automatically enters some of the data into this form, and you must enter the rest. If you generate the form manually from the FORMVIEW screen, you must enter all of the data.
Distribution	Mail or present a copy to the appropriate party with the <i>Waiver of Personal Service and Consent to Jurisdiction</i> and form 470-1922, <i>Notice of Support Debt – Chapter 252C</i> .
Data	ICAR enters the following information: <ul style="list-style-type: none">◆ Current date◆ Name and address of person to be served◆ CSRU worker name, address and telephone number◆ Children's names◆ ICAR case number The worker enters the following information: <ul style="list-style-type: none">◆ Docket number (if one exists)◆ County name (if one exists)

Revised October 1, 2021

**Information Pursuant to §598.22B & 602.6111(4) Confidential, Form
470-3804**

Purpose	Use form 470-3804, <i>Information Pursuant to §598.22B & 602.6111(4) Confidential</i> , to provide the clerk of court with the information needed for the State Case Registry (SCR), Federal Case Registry (FCR) and the State Disbursement Unit (SDU).
Source	Generate this form from the FORMOSEL or FORMVIEW screen.
Completion	<p>Complete this form in all cases when filing the administrative establishment order with the clerk of court to facilitate the exchange of information between ICAR and the Iowa Court Information System (ICIS).</p> <p>When you generate the form from the FORMOSEL screen, ICAR automatically enters all of the data. If you generate the form manually from the FORMVIEW screen, you must enter all of the data.</p>
Distribution	Provide this form to the clerk of court when filing an administrative order and accompanying documents.
Data	<p>ICAR enters all of the information on this form:</p> <ul style="list-style-type: none">◆ County where order is being filed◆ Docket number◆ Petitioner’s information, including date of birth and social security number◆ Respondent’s information, including date of birth and social security number◆ Each child’s name, date of birth and social security number◆ Date document generated◆ CSRU office◆ ICAR case number

Negotiation Conference Report, Form 470-1970

Purpose	Use form 470-1970, <i>Negotiation Conference Report</i> , to summarize what occurred during the conference and to record any new information the appropriate party provided during the conference.
Source	Enter an "S" in the appropriate CSRU RESP (S/D) field on the ADMIN2 screen to generate this form. Keep this form until the date of the negotiation conference.
Completion	Complete this form during the negotiation conference requested by the appropriate party. This form is not required in all cases. If you generate the form from the ADMIN2 screen, ICAR automatically enters all of the data into this form. If you generate the form manually from the FORMVIEW screen, you must enter all of the data.
Distribution	Retain the form in the imaged case file. Send a copy of the form to the appropriate party by first class mail. Do not file this form with the clerk of court because it contains confidential information.
Data	ICAR enters the following information: <ul style="list-style-type: none">◆ Requestor's name and address◆ Children's names◆ Caretaker's name◆ Payor's name◆ Requestor's attendance of conference◆ Date and time of conference

Negotiation Conference Scheduled/Denied, Form 470-2883

Purpose	Use form 470-2883, <i>Negotiation Conference Scheduled/Denied</i> , to either deny the conference request and to provide the reasons for denial or to provide the date, place and time of the conference, if it is scheduled.
Source	Enter an "S" or "D" in the CSRU RESP (S/D) field on the ADMIN2 screen. This entry also generates form 470-1970, <i>Negotiation Conference Report</i> , for you to use to prepare for the conference and to complete during the conference.
Completion	<p>Complete this form only if the payor or the payee requests a negotiation conference. It is not required for all cases.</p> <p>If you generate the form from the ADMIN2 screen, ICAR enters some of the data into this form, and you must enter the rest. If you generate the form manually from the FORMVIEW screen, you must enter all of the data.</p>
Distribution	Send one copy of this form to the requesting party by first class mail.
Data	<p>ICAR enters the following information:</p> <ul style="list-style-type: none">◆ Current date◆ ICAR case number◆ Requestor's name and address◆ CSRU/FCRU worker ID, name, address and telephone number◆ Date and time for conference if scheduled◆ Conference denied (if applicable) <p>The worker enters the following information:</p> <ul style="list-style-type: none">◆ Address of conference location (if applicable)◆ Conference denied reasons (if applicable)

Notice of Support Debt – Chapter 252C, Form 470-1922

Purpose	Use form 470-1922, <i>Notice of Support Debt – Chapter 252C</i> , to notify the necessary parties of CSRU’s intention to establish support obligations and the options for responding.
Source	Enter a “Y” in the GENERATE NOTICES (Y/F/R) field on the ADMIN screen to generate this form for the first time, or an “R” to regenerate it.
Completion	Complete this form when you initiate the administrative establishment process. If you generate the form from the ADMIN screen, ICAR automatically enters some of the data, but you must enter the rest. If you generate the form manually from the FORMVIEW screen, you must enter all of the data.
Distribution	<p>Personally serve a copy upon the payor and payee (if appropriate to serve the payee). Personal service is obtained using form 470-2982, <i>Waiver of Personal Service and Acceptance</i>, restricted certified mail or through a sheriff or process server. Serve one copy of each of the following documents with form 470-1922:</p> <ul style="list-style-type: none">◆ Form 470/2819, What You Should Know About Immediate Income Withholding◆ Form 470-2639, Request for Financial Statement◆ Form 470-0204, Financial Statement◆ Do not serve notice of the action on the payee when the payee is a non-parental caretaker, or in pure foster care cases.
Data	<p>ICAR enters the following information:</p> <ul style="list-style-type: none">◆ Respondent(s) name◆ ICAR case number◆ Current date◆ Payee’s name◆ Initials of each child included in action◆ CSRU worker name, address and telephone number◆ Payor’s attorney’s name and address (if applicable)◆ Payee’s attorney’s name and address (if applicable)◆ County where action is being filed

The worker enters the following information:

- ◆ Amended notice (if applicable)
- ◆ Payee is a respondent (if applicable)
- ◆ Types of support being sought
- ◆ Payor's jurisdiction
- ◆ Pending action (if applicable)
- ◆ Existing child support order (if applicable)
- ◆ Parenting class requirement (if applicable)
- ◆ Payee's jurisdiction (if applicable)

Notice of Support Debt: Foster Care – Chapter 252C, Form 470-2983

Purpose	Use form 470-2983, <i>Notice of Support Debt: Foster Care – Chapter 252C</i> , to notify the payor of FCRU’s intention to establish support obligations and the options for responding.
Source	Enter an “F” in the GENERATE NOTICES (Y/F/R) field on the ADMIN screen to generate this form for the first time, or an “R” to regenerate it.
Completion	<p>Complete this form when you initiate an administrative establishment action for children that are in foster care.</p> <p>If you generate the form from the ADMIN screen, ICAR enters some of the data, but you must enter the rest of the data. If you generate the form manually from the FORMVIEW screen, you must enter all of the data.</p>
Distribution	<p>Personally serve a copy upon the payor, or present it to the payor with form 470-2982, <i>Waiver of Personal Service and Consent to Jurisdiction</i>.</p> <p>Serve one copy of each of the following documents with form 470-2983:</p> <ul style="list-style-type: none">◆ Form 470/2819, What You Should Know About Immediate Income Withholding◆ Form 470-2870, Foster Care Financial Statement
Data	<p>ICAR enters the following information:</p> <ul style="list-style-type: none">◆ Payor’s name and address◆ ICAR case number◆ Initials of each child included in action◆ FCRU worker and telephone number◆ Payor’s attorney’s name and address (if applicable)◆ County where document is filed <p>The worker enters the following information:</p> <ul style="list-style-type: none">◆ Current date◆ Type of support being sought◆ Payor’s jurisdiction◆ Existing child support order (if applicable)◆ Separate pending action (if applicable)◆ Parenting class requirement (if applicable)

Out-of-State Directions and Return of Service, Form 470-3325

Purpose	Use form 470-3325, <i>Out of State Directions for Service and Return of Service</i> , to provide location information and a return form on which the out-of-state process server or sheriff can report the success or failure of the service attempt.
Source	Enter a "Y" in the GEN SERVICE REQUEST (Y/R/W/G) field on the ADMIN screen to generate this form for the first time, or an "R" to regenerate it. You must also enter an "O" in the I/O field.
Completion	<p>Complete this form when you generate the notice packet and you need to serve it upon the payor or the payee in another state. If you generate the form from the ADMIN screen, ICAR automatically enters some of the data into this form, and you must enter the rest. If you generate the form manually from the FORMVIEW screen, you must enter all of the data.</p> <p>The sheriff or process server completes the <i>Return of Service</i> page after the successful or unsuccessful service attempts and returns it to CSRU.</p>
Distribution	<p>Send this form along with a notice packet to the out-of-state sheriff or process server by first-class mail or through other appropriate office procedures.</p> <p>If the person you are trying to serve resides in a shelter, include form 470-3665, <i>Information Sheet for Sheriffs and Private Process Servers</i>, and form 470-3656, <i>Section 915.20A Affidavit Regarding Return of Service</i>. (See 9-A, General Program Information.)</p>
Data	<p>ICAR enters the following information:</p> <ul style="list-style-type: none">◆ ICAR case number◆ Court order number◆ Current date◆ Item to be served◆ Person to be served and service address◆ Employer name and address◆ Social security number and date of birth of person to be served

- ◆ Description of person to be served
- ◆ CSRU or FCRU worker name, ID, address and telephone number

The worker enters the following information:

- ◆ Expiration date
- ◆ County and state where requesting service
- ◆ Sheriff's office or Process's server name and address
- ◆ Service requirements (personal service vs. service on any adult member of household)
- ◆ Other information relating to service
- ◆ Office (i.e. Sioux City)

Personal Service Waiver Request, Form 470-2981

Purpose	Use form 470-2981, <i>Personal Service Waiver Request</i> , to inform the payor of the benefits of waiving service of form 470-2983, <i>Notice of Support Debt: Foster Care – 252C</i> . If the payor wants to waive service, have the payor sign form 470-2982, <i>Waiver of Personal Service and Consent to Jurisdiction</i> .
Source	Enter a "W" in the GEN SERVICE REQUEST (Y/R/W/G) PAYOR field on the ADMIN screen when there is an "F" in the GENERATE NOTICES (Y/F/R) field or enter an "R" to regenerate it.
Completion	<p>Complete this form for a payor with a child in foster care when providing a <i>Waiver of Personal Service and Consent to Jurisdiction</i>.</p> <p>If you generate the form from the ADMIN screen, ICAR automatically enters all of the data into this form. If you generate the form manually from the FORMVIEW screen, you must enter all of the data.</p>
Distribution	Present the form to the payor when the payor accepts service of the <i>Notice of Support Debt: Foster Care – 252C</i> . Provide this form along with form 470-2870, <i>Foster Care Financial Statement</i> .
Data	<p>ICAR enters the following information:</p> <ul style="list-style-type: none">◆ Current date◆ ICAR case number◆ Payor's name and address◆ Names of each child included in action◆ FCRU worker name, address, and telephone number

**Petition Cover Sheet for Civil Law, Domestic Relations,
and Other Equity Filed in Iowa District Court**

Revised October 1, 2021

**Petition Cover Sheet for Civil Law, Domestic Relations, and Other Equity Cases
Filed in Iowa District Court, Form 470-3806**

Purpose	Use form 470-3806, <i>Petitioner Cover Sheet for Civil Law, Domestic Relations, and Other Equity Cases Filed in Iowa District Court</i> , to provide information to the clerk of court for processing.
Source	Generate this form from the FORMVIEW screen.
Completion	Complete this form when filing an administrative order and accompanying documents. You enter all of the data into this form.
Distribution	Provide this form to the clerk of court when filing an administrative support order and accompanying documents.
Data	The worker enters all of the information on this form: <ul style="list-style-type: none">◆ Petitioner and Respondent information◆ CSRU attorney's name, address, telephone number, and PIN number

Request for Financial Statement, Form 470-2639

Purpose	<p>Use form 470-2639, <i>Request for Financial Statement</i>, to:</p> <ul style="list-style-type: none">◆ Ask each parent to complete and return form 470-0204, <i>Financial Statement</i>, within ten days.◆ Explain the use of the child support guidelines in determining child support obligations.◆ Inform the parent of the consequences of not returning the financial statement in ten days.
Source	<p>Enter a "Y" in the GENERATE NOTICES (Y/F/R) field on the ADMIN screen to generate this form for the first time, or an "R" to regenerate it.</p>
Completion	<p>Complete this form when sending the <i>Financial Statement</i> to the payor and the other parent when you need to compute the child support obligation.</p> <p>If you generate the form from the ADMIN screen, ICAR automatically enters all of the data in the heading of this form. If you generate the form manually from the FORMVIEW screen, you must enter all of the data.</p>
Distribution	<p>Personally serve a copy of this form with form 470-1922, <i>Notice of Support Debt, Financial Statement</i> and accompanying documents upon the payor and payee (if appropriate to serve the payee).</p>
Data	<p>ICAR enters the following information:</p> <ul style="list-style-type: none">◆ Current date◆ ICAR case number◆ Addressee's name and address◆ Children's names◆ CSRU worker name, address and telephone number◆ Initiating state's IV-D address (if applicable)

Revised October 1, 2021

**Request for Hearing to Determine Support
Obligation and Certification of Matter to District Court**

**Request for Hearing to Determine Support Obligation and Certification of
Matter to District Court by the Unit, Form 470-1919**

Purpose	Use form 470-1919, <i>Request for Hearing to Determine Support Obligation and Certification of Matter to District Court by the Unit</i> , to certify to the court that the record of the administrative proceeding is true and accurate and to request that the court set a time for hearing.
Source	Enter a date in the CERTIFIED TO COURT field on the ADMIN2 screen to generate this form. An entry of "Y" in the COURT HEARING REQUESTED (Y/N) field is required in order to update this field.
Completion	Complete this form when either party or CSRU requests a court hearing before the entry of an order. If you generate the form from the ADMIN2 screen, ICAR automatically enters some of the data, and you must enter the rest of the data. If you generate the form manually from the FORMVIEW screen, you must enter all of the data.
Distribution	Give this form (with copies of all the documents related to the administrative establishment action) to the CSRU attorney for filing with the clerk of court.
Data	ICAR enters the following information: <ul style="list-style-type: none">◆ County where action is being filed◆ Petitioner and Respondent information◆ Court order number◆ CSRU attorney name, title, pin number, address, and telephone number◆ CSRU or FCRU worker name◆ Payor's name◆ Payee's attorney's name and address (if applicable)◆ Payor's attorney's name and address (if applicable)◆ Payee's name

The worker enters the following information:

- ◆ Party requesting hearing
- ◆ Foster care case (if applicable)
- ◆ CSRU attorney's FAX number and email address
- ◆ CSRU worker county
- ◆ ICAR case number

Request to Complete Financial Statement, Form 470-2154

Purpose	Use form 470-2154, <i>Request to Complete Financial Statement</i> , with form 470-2870, <i>Foster Care Financial Statement</i> , 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 process. 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 this form with the foster care financial statement upon the payor who is already ordered to pay support.
Data	The worker enters the following information: <ul style="list-style-type: none">◆ Current date◆ ICAR case number◆ Payor's name and address◆ Children's names◆ Court order number◆ County and state where action is being filed◆ FCRU worker name, address, and telephone number

**Second Notice of Support Debt and Finding of
Financial Responsibility – Chapter 252C**

Revised October 1, 2021

**Second Notice of Support Debt and Finding of Financial Responsibility –
Chapter 252C, Form 470-1924**

Purpose	Use form 470-1924, <i>Second Notice of Support Debt and Finding of Financial Responsibility – Chapter 252C</i> , to inform the parties of the action to be taken as a result of the conference.
Source	Enter a "Y" in the GEN SECOND NOTICE (Y/R) field for the appropriate party on the ADMIN2 screen to generate this form for the first time, or an "R" to regenerate it.
Completion	<p>Complete this form after you hold a negotiation conference <u>and</u> CSRU's position changes. This form is not required after every negotiation conference.</p> <p>If you generate the form from the ADMIN2 screen, ICAR automatically enters some of the data, and you must enter the rest of the data. If you generate the form manually from the FORMVIEW screen, you must enter all of the data.</p>
Distribution	Give a copy of this form to the party immediately following the conference while still in the office or mail a copy to the party by first class mail. Give a copy of this form to the CSRU attorney for filing with the clerk of court when the administrative order is filed.
Data	<p>ICAR enters the following information:</p> <ul style="list-style-type: none">◆ Court caption◆ Payor's name◆ Payor's address◆ ICAR case number◆ Current date◆ Payee's name◆ Payee's address◆ Initials of each child included in action◆ CSRU or FCRU worker name, address, telephone number◆ Payee's attorney's name and address (if applicable)◆ Payor's attorney's name and address (if applicable)◆ Date of conference

**Second Notice of Support Debt and Finding of
Financial Responsibility – Chapter 252C**

Revised October 1, 2021

The worker enters the following information:

- ◆ Conference results
- ◆ Type, amount, and frequency of support (if applicable)
- ◆ Reasons support is reserved (if applicable)
- ◆ Type and date of delivery of notice
- ◆ Name of person who requested conference

Waiver of Personal Service and Consent to Jurisdiction

Waiver of Personal Service and Consent to Jurisdiction, Form 470-2982

Purpose	Use form 470-2982, <i>Waiver of Personal Service and Consent to Jurisdiction</i> , for the payee or payor to waive personal service of form 470-1922, <i>Notice of Support Debt – Chapter 252C</i> , or form 470-2983, <i>Notice of Support Debt: Foster Care – Chapter 252C</i> , and to acknowledge receipt of a copy of the notice.
Source	Enter a “W” in the GEN SERVICE REQUEST (Y/R/W/G) PAYOR or PAYEE field on the ADMIN screen to generate this form for the first time, or an “R” to regenerate it.
Completion	<p>Complete this form when generating service to a payee, or a payor who wants to waive personal service of the notice.</p> <p>If you generate the form from the ADMIN screen, ICAR automatically enters some of the data into this form, and you must enter the rest. If you generate the form manually from the FORMVIEW screen, you must enter all of the data.</p>
Distribution	<p>Mail or present a copy to the payee with the <i>Notice of Support Debt – Chapter 252C</i>.</p> <p>Present the form to the payor when the payor wants to accept service of the <i>Notice of Support Debt – Chapter 252C</i>, or <i>Notice of Support Debt: Foster Care – Chapter 252C</i>.</p>
Data	<p>ICAR enters the following information:</p> <ul style="list-style-type: none">◆ County where action is being filed◆ Petitioner and respondent information◆ Court order number◆ Person accepting service◆ ICAR case number <p>The worker enters the following information:</p> <ul style="list-style-type: none">◆ Type of notice being served◆ Judicial Paternity action (if applicable)

**What You Should Know About Immediate
Income Withholding**

Revised October 1, 2021

**What You Should Know About Immediate Income Withholding, Form
470/2819**

Purpose	Use form 470/2819, <i>What you Should Know About Immediate Income Withholding</i> , to explain how immediate income withholding works and the possible exemptions from immediate income withholding.
Source	Enter a "Y" in the GENERATE NOTICES (Y/F/R) field on the ADMIN screen to generate this form for the first time, or an "R" to regenerate it.
Completion	<p>Complete this form when you initiate the administrative establishment process.</p> <p>If you generate the form from the ADMIN screen, ICAR automatically enters all of the data into the heading of this form. If you generate the form manually from the FORMVIEW screen, you must enter all of the data.</p>
Distribution	Personally serve a copy of this form (with form 470-1922, <i>Notice of Support Debt – Chapter 252C</i> , or form 470-2983, <i>Notice of Support Debt: Foster Care – Chapter 252C</i> , and other accompanying documents) upon the payor and payee (if appropriate to serve the payee).
Data	<p>ICAR enters the following information:</p> <ul style="list-style-type: none">◆ Current date◆ Addressee name and address◆ ICAR case number◆ Worker ID, name, address and telephone number <p>NOTE: Do not send form 470/2819, <i>What You Should Know About Immediate Income Withholding</i>, to the parties if you are serving the parties for a health insurance only obligation. An income withholding order is not issued on these cases.</p>