Administrative Establishment of Support

Overview

Legal reference: Iowa Code Chapter 252C, 441 IAC 99.41(252C)

Iowa Code chapter 252C gives Iowa Child Support Recovery Unit (referred to in this chapter as "the Unit") legal authority to establish child and medical support obligations administratively when the child's paternity is not at issue. In this context, "paternity not at issue" means:

♦   The child was born of a marriage. "Born of a marriage," means that the mother was married when the child was conceived or born, or at any time in between conception and birth.

   NOTE: Use the 252F, Administrative Establishment of Paternity (Adpat) process for children born to two parents who later marry.

♦   The child's paternity has been legally established by a court or other tribunal with jurisdiction over the parties and the subject matter.

♦   The child's paternity has been legally established under Iowa Code Section 252A.3A (or another state's comparable statute making a paternity acknowledgment conclusive) as a result of the parents' completion and filing of a voluntary paternity affidavit. Refer to 10-C, *Paternity By Affidavit*.

If the child has a legal father, use the administrative establishment process to establish support. If not, establish an administrative paternity and child support order for the biological father under Iowa Code chapter 252F.

Administrative establishment may also be used to establish a support obligation against a mother, or when there is an order that is silent on the issue of support or if support is reserved but no reason is stated. If a reason is stated, modify the order using the administrative modification process.

To determine whether to establish or modify an order to include a support obligation, refer to Figure 1, Establishment v. Modification Decision Tree, on the next page, or refer to the administrative modification process.

Establishment v. Modification Decision Tree

Existing Order*

- This includes any document incorporated in the order by reference.
- This chart applies to both Iowa and out-of-state orders

Silent On Support
Current Support
Medical Support

Lack Of Personal Jurisdiction

Accrued Support (Or Arrearages) Only**

Support Reserved***
No reason given

Establish A New Order

*The existing order is the controlling order. CEJ determines if Iowa or another state modifies the existing order.

**The order cannot set or reserve either current or medical support.

***The reservation must be a total/complete reservation of all support issues. The order cannot include:
- Current Support
- Medical Support

Sets Support At Zero
Obligor unable to pay
No reason given
Insufficient evidence of obligor's income

Reserved**
States a reason, such as insufficient evidence of payor's income

Sets Any Type Of Support
Medical Support
Current Support

Modify Existing Order

1. Child G is born two months before Mr. and Mrs. G divorce. The divorce decree states that the child was born of the marriage, but does not include child support provisions. Mrs. G applies for FIP and names Mr. F as the father of this child.

    Mr. G is the legal father. Unless he has successfully disestablished paternity (see 10-D, *Disestablishment of Paternity*), initiate an action under Iowa Code chapter 252C to establish an order for Mr. G to pay child support.

2. Mr. and Mrs. H have been married since 2010 but have been separated since 2015. Child H was born in 2019, and Mrs. H named Mr. I as the father. Mrs. H claims she has not seen Mr. H since he left her in 2015. Mr. I has contacted you and wants to admit paternity.

    Because Mr. and Mrs. H are still legally married, Mr. H is the legal father unless he has successfully disestablished paternity. See 10-D, *Disestablishment of Paternity*, for additional information. Initiate an action under Iowa Code chapter 252C to establish an order for child support against Mr. H.

3. Ms. J and Mr. K, who were never married, have a daughter, Child J. Immediately after Child J's birth, Ms. J and Mr. K completed and filed an in-hospital paternity affidavit acknowledging Mr. K as Child J's father. Now, Ms. J and Mr. K have split up, and Ms. J is seeking child support. Mr. K says he may not be Child J's father.

    Mr. K is the legal father (pursuant to Iowa Code Section 252A.3A). Unless he has successfully disestablished paternity or the affidavit was rescinded within required timeframes (see 10-C, *Paternity By Affidavit*), initiate an action under Iowa Code chapter 252C to establish an order for child support against Mr. K.

The administrative establishment process begins when the Unit serves the payor and payee, if appropriate with form 470-1922, *Notice of Support Debt– Chapter 252C*. This notice informs the parties of the Unit's intention to establish a support obligation and provides them with a list of rights and options for responding. Depending on a party's response to the notice, a variety of steps may be taken from the time the parties are served with the notice until an administrative support order is entered.

Once the Unit has issued an administrative support order, a Unit attorney submits the order, along with all of the other supporting documentation, to the district court for a judge's approval and signature. After the judge has signed the order, the clerk of the district court electronically files it, along with all the other supporting documentation, including the notice. Once filed, the administrative support order carries the same weight and consequence as a district court order.

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List of Steps and Forms

List of Steps and Forms

Action	Form No.	Form Name
Getting the caretaker's completed information or questionnaire	470-3877 or	*Child Support Information* (PA cases)
	470-3929	*Establishment Questionnaire* (NPA cases)
Issuing the notices	470-1922	*Notice of Support Debt – Chapter 252C*
	470-2983	*Notice of Support Debt: Foster Care –Chapter 252C*
	470/2819	*What You Should Know About Immediate Income Withholding*
	470-2639	*Request for Financial Statement*
	470-2154	*Request to Complete Financial Statement (FC)*
	470-0204	*Financial Statement*
	470-2870	*Foster Care Financial Statement*
	470-3181	*Directions for Service (In-state)*
	470-3325	*Out-of-State Directions for Service*
Waiving service	470-2982	Waiver of Personal Service and Consent to Jurisdiction
	470-2981	Personal Service Waiver Request
	470-3655	*Important Information About Accepting Service of Process*
Calculating the support amount and notifying the parties of the amount	470-2950	*Child Support Guidelines Worksheet Cover Letter*
	470-2640	*Child Support Guidelines Worksheet*
Holding a conference	470-2883	*Negotiation Conference Scheduled/Denied*
	470-1970	*Negotiation Conference Report*
Issuing the second notice	470-1924	*Second Notice of Support Debt and Finding of Financial Responsibility – Chapter 252C*
Scheduling a court hearing	470-1919	*Request for Hearing to Determine Support Obligation and Certification of Matter to District Court*
Issuing the administrative order	470-1918	*Administrative Support Order*
	470-2984	*Administrative Support Order: Foster Care*
	470-2608	*252C Approval Order*
Holding a judicial hearing	470-3640	*252C Judicial Support Order*

Time Limits and Deadlines

Legal reference: Iowa Code Section 4.1(34) and Chapter 252C

An action to establish support may be brought before a child's 18th birthday. If the child attends classes full time and is expected to complete high school graduation or equivalency requirements after age 18, but before age 19, the action may be brought after the child's 18th birthday. The action is "brought" on the date form 470-1922, *Notice of Support Debt – Chapter 252C*, is served on the payor

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

The parties have the right to waive the time limits for requesting a negotiation conference or court hearing by providing a written waiver to the Unit. In addition, the Unit may extend the time limit for the parties to request a court hearing, as long as the party makes the request before the administrative support order has been signed by a judge and filed with the clerk of the district court.

Child Support Information and Establishment Questionnaire

Legal reference: 441 IAC 99.22(252F)

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

With either form, the Unit gets important information about the child that the Unit uses to determine how to proceed with the case. The information provided on these forms can be helpful if the Unit certifies the case to court. For example, use the forms to:

♦ Determine how paternity was established for each child.
♦ Determine if there are any existing child support orders.
♦ Gather important location information.
♦ Determine if Iowa has jurisdiction over the payor.

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

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

If necessary, generate and send, by first-class mail, the *Child Support Information* form in a PA case or the *Establishment Questionnaire* in an NPA case to the payee after activation of the FIP referral or after setting up an NPA case **on new cases** when you need further information to identify how to proceed with the case.

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

NOTE: On existing cases, if you do not have sufficient information to proceed with an establishment action, generate and send, by first-class mail, the *Child Support Information* form to the payee to complete.

The payee has ten days from the date you mail the *Child Support Information* form or the *Establishment Questionnaire* to complete, sign and return it. After you receive the completed form from the payee, determine whether to begin an administrative establishment action.

Completion of this form is not required to continue with the administrative establishment process. Do not refer a PA payee for non-cooperation if you can still proceed with the administrative establishment process without the *Child Support Information* form.

Generating the Child Support Information Form from ICAR

If necessary, generate form 470-3877, *Child Support Information*, before initiating the administrative establishment process in a PA case. Generate this form from the CASE screen:

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

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

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

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

After ICAR regenerates the form, it changes the "R" back to a "Y" and updates the DATE field with the current date. ICAR issues a calendar flag (EST 10) fifteen days in the future, which replaces any, previously issued EST 10 calendar flag.

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

Generating the Establishment Questionnaire from ICAR

If needed, generate form 470-3929, *Establishment Questionnaire*, before initiating the administrative establishment process in an NPA case. Generate this form from the CASE screen:

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

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

If ICAR displays a 12 or a 15 in the CURRENT ACCT TYPE field when you enter a "Y" in the QUEST field, ICAR generates the *Establishment Questionnaire*. ICAR then completes the DATE field with the current date and issues a calendar flag (EST 11) fifteen days in the future to remind you to review the case to determine if the payee returned the completed form.

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

After ICAR regenerates the form, it changes the "R" back to a "Y" and updates the DATE field with the current date. ICAR issues a calendar flag (EST 11) fifteen days in the future, which replaces any, previously issued EST 11 calendar flag.

NOTE: You can also generate the *Establishment Questionnaire* from the FORMOSEL screen.

Eligibility Criteria

Legal reference: Iowa Code chapters 252K and 252C, 441 IAC 99.41(252C)

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

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

♦ The Unit (or another state agency) is providing IV-D services on the case involving the child for whom support needs to be established, and the status field on the CASE screen is an "A."

♦ Paternity of the child has been previously established by marital status, court order, or formal paternity acknowledgment, as indicated by a "Y" in the PATERNITY ESTABLISHED field on the CHILD screen.

♦ An order establishing a support obligation for this payor and child does not currently exist, or if multiple orders exist, none of the parties lives in any of the issuing states.

♦ The child has not reached the child's 18th birthday, or the child has not reached the child's 19th birthday and is expected to complete high school graduation or equivalency before age 19.

NOTE: Do not establish a new order for a child who is 18 if an existing dissolution decree or administrative order ended support at age 18.

♦ The payor's location is known, and the Unit can obtain personal jurisdiction over the payor. The Unit can obtain jurisdiction if service of form 470-1922, *Notice of Support Debt– Chapter 252C*, is made on the payor within the state of Iowa. If the payor cannot be served within Iowa, Iowa may be able to obtain service based on long-arm jurisdiction.

Long-Arm Jurisdiction

Legal reference: Iowa Code chapter 252K.201

Under certain conditions, Iowa may be able to serve legal documents on a person in another state. Service may be attempted in another state based on any of the following facts:

♦ The party is willing to submit to having support established in Iowa, and the party will accept service by signing form 470-2982, *Waiver of Personal Service and Consent to Jurisdiction*.

♦ The payor resided in Iowa with the child.

♦ The payor resided in Iowa and provided prenatal expenses or support for the child.

♦ The child resides in Iowa as a result of the acts or directives or with the approval of the non-resident payor.

♦ The child may have been conceived in Iowa.

♦ The payor asserted parentage in the declaration of paternity registry or established paternity by affidavit.

♦ Any other circumstance in which Iowa can assert jurisdiction over the nonresident payor due to the payor's necessary minimum contact with Iowa, consistent with the Iowa and United States Constitutions.

Determine if long-arm jurisdiction applies using information received from the party's completed forms 470-0188, *Application for Nonassistance Support Services*, 470-3877, *Child Support Information*, or from a personal interview with the party.

Verifying Identity

Before proceeding with order establishment, make sure you have correctly identified the payor. Positive identification is defined as the completion of all available steps to ensure that the correct payor has been identified. A combination of name plus a minimum of **two** of the following identifying factors **must be** verified before you update the PAYOR/LOCATE screen with the social security number:

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

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

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

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

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

Additional resources to determine positive identification include:

♦ Child Support Enforcement Network (CSENET)
♦ City directory
♦ Clerk of court (COC)
♦ Eligibility Integration Application Solution (ELIAS)
♦ Family and Children Services system (FACS)
♦ Federal Case Registry (FCR)
♦ Federal Parent Locator Search (FPLS)
♦ Income maintenance worker (IMW)
♦ Iowa Automated Benefit Calculation System (IABC)
♦ Iowa Centralized Employer Registry (ICER)
♦ Iowa Collections and Reporting (ICAR/Refer)
♦ Iowa Corrections Offender Network (ICON)
♦ Iowa Court Information System (ICIS)
♦ Jail or sheriff
♦ Juvenile Court Officer (JCO)
♦ National Directory of New Hires (NDNH)
♦ Other states' CSRU child support and IV-A agencies
♦ Parole or probation officers
♦ Past employers
♦ Public Information Exchange (PIEX)
♦ Social Security Death Index (SSDI)
♦ Social worker
♦ State Parent Locator Search (SPLS)
♦ Vehicle Registration and Titling (VRT/DOT)
♦ Worker Information System Exchange (WISE)

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

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

If the party provides information clearly inconsistent with case information, review the case with the supervisor to determine if documentation is needed. If the supervisor determines no documentation is needed, remove all identifying information for that person from ICAR, narrate the results, and contact the party to report your actions and thank the party for cooperating.

If the supervisor determines that documentation is needed, contact the party to make the request. Documentation may include, but is not limited to, a copy of a birth certificate, marriage certificate, or other statement of fact.

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

When the party appears at the office, require the party to provide verification of identity with a photographic identification. If the party agrees, make a copy of the photo identification. If the party does not agree to have the photo identification copied, take a photograph of the party. If photo identification is not available, consult with the attorney or supervisor.

Contact the payee to come to the office and identify whether the person pictured in the photo identification or the photograph is the correct person. If the payee verifies the photograph is not of the correct person, remove identifying information of that person from ICAR, narrate the results, and contact the party to report your actions and thank the party for cooperating.

If the payee identifies the photograph as the correct party, ask for a signed statement from the payee. Review with the supervisor and attorney for the next steps, narrate the results, and contact the party to notify of the actions and of the next steps in the process to use to dispute the action.

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

Overview of ICAR

The administrative establishment process is accessed through two screens on ICAR: ADMINISTRATIVE ESTABLISHMENT (ADMIN), and ADMINISTRATIVE ESTABLISHMENT-2 (ADMIN2). Actions taken and forms generated from these screens issue automated narratives, statuses, and calendar flags that appear on the NARRCASE and CALCASE screens.

The ADMIN screen is the first screen used in the administrative establishment process. It displays the payor's name, payee's name, children's names, and other basic background information pertaining to the case. The ADMIN screen also displays the dates for the initial steps in the administrative establishment process.

The ADMINISTRATIVE ESTABLISHMENT-2 (ADMIN2) screen contains fields used for the remaining steps of the process. ADMIN2 also records the steps in the action that occur when either party requests a negotiation conference or court hearing. ADMIN2 records the reason the process ends.

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

Function Keys

These keys have the same function on both administrative establishment screens:

♦ F1 is used to access the help screens. If the cursor is on a field that contains help, F1 displays the help for that field. If no help exists for that field or if the cursor is not on a field, F1 displays the help text for that particular screen.

♦ F2 is used to add the administrative establishment process (the ADMIN screen only).

♦ F3 is used to update the administrative establishment process with any new information added to the screen.

♦ F4 is used to delete the administrative establishment process. When you press F4, ICAR issues a narrative (ADMIN50) for you to complete to document the reason for the deletion. The process must be ended before it may be deleted.

♦ F5 is used to inquire on the administrative establishment process for the selected case.

♦ F6 is used to access the INTERSTA screen.

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♦ F7 and F8 are used to move from one screen to the other within the administrative establishment process.

♦ F10 and F11 are used to move from one administrative establishment process to another on the case.

♦ F12 is used to access the GUIDLINE screen.

Common Fields

There are fields that appear on and have the same function on both ADMIN screens. ICAR automatically completes the fields with the information from other screens. These common fields are:

♦ CASE NUMBER - the ICAR identifying number for this case.
♦ PAYOR - the name of the payor in this case.
♦ PAYEE - the name of the payee on the case.
♦ NARRATIVE - used to create your own narratives.
♦ CALENDAR FLAG - used to create your own calendar flags.

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

ADMINISTRATIVE ESTABLISHMENT (ADMIN) Screen

```
D479HA01          IOWA COLLECTION AND REPORTING SYSTEM          DATE:
                  ADMINISTRATIVE ESTABLISHMENT (ADMIN)          TIME:

 CASE NUMBER.:                                    CC RP ATTY (Y/N)..:
 PAYOR.......:                                    CC CP ATTY (Y/N)..:
 PAYEE.......:                                    SIGNATURE ID......:
         CHILDREN              BIRTHDATE          CSRU ATTY ID......:
                                                 INTERSTATE (Y/N)..:
                                                 INITIATING STATE..:
                                                 PAYOR LONG-ARM ...:
                                                 PAYEE LONG-ARM ...:
                                                 CT CASE (Y/N) ....:


 GENERATE NOTICES (Y/F/R)......:    DATE:
 GEN SERVICE REQUEST (Y/R/W/G).: PAYOR:        I/O.:      DATE:
                                 PAYEE:        I/O.:      DATE:
 SERVICE OBTAINED (Y/N/A/G)....: PAYOR:   DATE:              REASON:
                                 PAYEE:   DATE:              REASON:
 GENERATE GUIDELINE CV LTR(Y/R):    DATE:
 NARRATIVE..:                               CALENDAR FLAG.:
 F2=ADD F3=UPD F4=DEL F5=INQ F6=INT F8=FWD F9=REFRESH F10=NEXT ADMIN
 F11=PREV ADMIN F12=GLS
 NEXT SCREEN:          NOTES:
ENTER CASE NUMBER AND PRESS F5 TO INQUIRE
```

The following fields on the ADMIN screen display information used in the administrative establishment process:

♦ CHILDREN: ICAR automatically displays the names of the children for whom support needs to be established. If there are more than six children, ICAR displays "MORE CHILDREN EXIST" in the 6th child line.

♦ BIRTHDATE: ICAR automatically displays the corresponding birth dates of the children who need support established.

♦ CC RP ATTY (Y/N): This field indicates whether an attorney represents the payor listed. A "Y" indicates an attorney is listed on the ATTORNEY screen for the administrative establishment process, and "N" indicates an attorney is not listed on the ATTORNEY screen.

When the process begins, ICAR enters an "N" in this field. You may change the "N" to a "Y," if the payor is represented. If you enter "Y," ICAR displays the ATTORNEY screen, where you must enter the payor's attorney information. ICAR also issues a narrative (ADMIN1).

You may also change the "Y" back to an "N" if the payor is no longer represented. When you change the "Y" to an "N," ICAR issues another narrative (ADMIN2).

♦ CC CP ATTY (Y/N): This field indicates whether an attorney represents the payee. A "Y" indicates an attorney is listed on the ATTORNEY screen for the administrative establishment process, and "N" indicates an attorney is not listed on the ATTORNEY screen.

When the process begins, ICAR enters an "N" in this field. You may change the "N" to a "Y," if the payee is represented. If you enter "Y," ICAR displays the ATTORNEY screen where you must enter the payee's attorney information. ICAR also issues a narrative (ADMIN91).

You may also change the "Y" back to an "N" if the payee is no longer represented. When you change the "Y" to an "N," ICAR issues another narrative (ADMIN92).

♦ SIGNATURE ID: This field indicates the ICAR worker ID of the CSRU worker who is actually signing the forms. You are required to make an entry to this field.

♦ CSRU ATTY ID: This field indicates the local Unit attorney assigned to the case. You are required to make an entry to this field. This entry causes the attorney's name and identifying information to be generated on ADMIN forms that contain attorney information.

♦ INTERSTATE (Y/N): This field indicates whether the case is with another state, foreign country or Tribal IV-D agency, and Iowa is providing establishment services as a result of an interstate action from the initiating jurisdiction (indicated in the INITIATING STATE field). A "Y" in this field indicates this is an interstate case and "N" indicates this is not an interstate case. Documents for the payee are sent to the initiating jurisdiction's agency in interstate cases.

This field information comes from the INTERSTA screen when the ADMIN and INTERSTA screens are linked. This link is created by entering "EST" in the REFERRAL TYPE field and "ADMIN" in the PROCESS field on the INTERSTA screen, accessing ADMIN and adding the process. This field is updated only by making changes to the INTERSTA screen.

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

♦ INITIATING STATE: This field indicates the two-letter abbreviation for the state that sent documents requesting support order establishment against a payor located in Iowa. If the case is with a foreign country or a Tribal IV-D agency, digits 3, 4, and 5 displays from the FIPS field on the INTERSTA screen rather than a two-letter state abbreviation. ICAR completes this field based on the entry made to the INIT STATE field on the INTERSTA screen. Because the administrative establishment process is not used when Iowa is the initiating state, this code will never be "IA."

♦ PAYOR LONG-ARM: This field indicates the basis on which Iowa has personal jurisdiction over a payor who resides outside of Iowa. You must complete this field when either the payor's mailing or physical address indicates an address outside of Iowa. If this is a responding interstate case, the entry is not allowed.

The following are valid entries and subsequent narratives to the PAYOR LONG-ARM field:

ISER   Payor served in IA (ADMIN165)
CONS   Payor consents (ADMIN165)
CONC   Child conceived in Iowa (ADMIN165)
DIR   Child in Iowa based on payor directives (ADMIN165)
RES   Payor resided with the child in Iowa (ADMIN165)
SUPP   Payor resided in Iowa and provided support (ADMIN165)
PAT   Payor asserted parentage in Iowa (ADMIN165)
OTH   Other constitutionally valid basis (ADMIN166)

♦ PAYEE LONG-ARM: This field indicates the basis on which Iowa has personal jurisdiction over a payee who resides outside of Iowa. You must complete this field when either the payee's mailing or physical address indicates an address outside of Iowa. If this is a responding interstate case, the entry is not allowed.

The following are valid entries and subsequent narratives to the PAYEE LONG-ARM field:

ISER   Payee served in IA (ADMIN167)
CONS   Payee consents (ADMIN167)
CONC   Child conceived in Iowa (ADMIN167)
DIR   Child in Iowa based on payee directives (ADMIN167)
RES   Payee resided with the child in Iowa (ADMIN167)
SUPP   Payee resided in Iowa and provided support (ADMIN167)
PAT   Payee asserted parentage in Iowa (ADMIN167)
OTH   Other constitutionally valid basis (ADMIN168)

Generating the NOTICES

Legal reference: Iowa Code Section 252C.3, 441 IAC 99.41 (252C)

Once you have a verified address for the payor, generate form 470-1922, *Notice of Support Debt– Chapter 252C*, and other required documents for service on both payor and payee, if appropriate. Certain documents must also be sent to the non-parental caretaker by regular mail in caretaker situations. The notice and other documents, the reason for sending them, and who to send them to are explained in the following sections.

Select only those types of support for which there is a factual and legal basis at the time the notice is issued. Types of support are as follows: ongoing monthly child support, accrued support and medical support. Medical support may be ordered against either or both parents.

NOTE: The HIPP program is available only to Medicaid-eligible families and is designed to pay the private health insurance premium for the Medicaid-eligible family.

Health insurance provided under the HIPP program is considered Medicaid; therefore, include an obligation for health insurance in the *Notice of Support Debt- Chapter 252C.*

The Notice of Child Support Debt – Chapter 252C informs the parties that they may:

♦ Within ten days of being served with the *Notice of Child Support Debt– Chapter 252C*, request a conference with the Unit to discuss support issues.

♦ Request in writing, a court hearing within the following deadlines, whichever expires last:

- 30 days after the date the notice was served.
- Ten days after the date of the negotiation conference.
- 30 days after the date form 470-1924, *Second Notice of Child Support Debt and Finding of Financial Responsibility* is issued.

♦ Waive any rights and time limits.

♦ Fail to respond. If either party fails to respond, the Unit may enter an order as stated in the notice.

NOTE: If either party requests a court hearing in writing at any time before the administrative support order is signed by a judge and filed by the clerk of court, the Unit will honor the request, even if the time for requesting a hearing has expired.

If you have served the parties with a *Notice of Child Support Debt – Chapter 252C* and the type of support the Unit is seeking has changed or there is an additional child who needs to be added to the action, you must provide the parties with an amended notice.

When you generate the *Notice of Child Support Debt – Chapter 252C* form from ICAR, make the appropriate selection on the FORMVIEW screen to indicate it is an amended notice. This causes ICAR to print the word "AMENDED" on page 1.

If the amended notice changes the types of support the Unit is seeking, you may send the parties the amended notice by first-class mail. However, if the amended notice adds a child to the action, or other rare circumstances exist, serve the amended notice through certified mail, sheriff or a private process server. If you are uncertain if it is appropriate to serve the amended notice or send it by first-class mail, discuss this with the Unit attorney.

If you are seeking less than what was in the initial notice, you do not need to provide the parties with an amended notice. In the order, you must reserve the types of support no longer being sought.

Generating the Notice Packet From ICAR

To generate or regenerate the initial notice and accompanying documents, make an entry in the GENERATE NOTICES (Y/F/R) field.

```
GENERATE NOTICES (Y/F/R)......:      DATE:
GEN SERVICE REQUEST (Y/R/W/G).: PAYOR:          I/O.:      DATE:
                                PAYEE:          I/O.:      DATE:
SERVICE OBTAINED (Y/N/A/G)....: PAYOR:     DATE:              REASON:
                                PAYEE:     DATE:              REASON:
```

If you are working a non-foster care case, enter 'Y.' The 'Y' entry generates these forms:

470-1922, *Notice of Support Debt– Chapter 252C*
470/2819, *What You Should Know About Immediate Income Withholding*
470-2639, *Request for Financial Statement*
470-0204, *Financial Statement*

If you are working a foster care case, enter an 'F.' The 'F' entry generates these forms:

470-2983, *Notice of Support Debt: Foster Care*
470/2819, *What You Should Know About Immediate Income Withholding*
470-2870, *Foster Care Financial Statement*

When you enter 'Y' or 'F' (to generate the forms for the first time) or 'R' (to regenerate the forms), ICAR issues a calendar flag (ADMIN1) to remind you to request service of first notice forms.

HEADER Screen

When the administrative establishment process is added, ICAR displays the HEADER screen.

```
D479HI60            IOWA COLLECTION AND REPORTING SYSTEM          DATE:
                                 HEADER                           TIME:
CASE NUMBER.......:
PROCESS TYPE......:

COURT ORDER COUNTY:
COURT ORDER NUMBER:
ICIS C.O. NUMBER..:
PETITIONER LINE 1.:
PETITIONER LINE 2.:
PETITIONER LINE 3.:
PETITIONER LINE 4.:
PETITIONER LINE 5.:
PETITIONER LINE 6.:


RESPONDENT LINE 1.:
RESPONDENT LINE 2.:
2ND RESP LINE 1...:
2ND RESP LINE 2...:
2ND RESP LINE 3...:


 F2=ADD  F3=UPD  F4=DEL  F6=TRANSFER TO CTORD  F11=RETURN TO ESTAB PROCESS
NEXT SCREEN:         NOTES:
```

The first time that the notices are generated for the administrative establishment process, ICAR requires you to complete the HEADER screen. The information required on the HEADER screen is:

♦ Court order county
♦ Petitioner lines
♦ Respondent lines

Caption all Iowa orders with one respondent as follows:

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

Caption all Iowa orders with two respondents as follows:

> State of Iowa, [P.I.N.], ex rel.,
> [Children's initials]
> Petitioner,:
>
> vs.
>
> [Respondent's name]
> Respondent,
> vs. [2nd Respondent's name]
> Respondent.

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

♦ 2ND RESP LINE 1, type in vs, <payee name>
♦ 2ND RESP LINE 2, type in RESPONDENT **or** AKA or FKA, <payee name>
♦ 2ND RESP LINE 3, leave it blank if you typed respondent on LINE 2 **or** type in RESPONDENT if you included an AKA/FKA name on LINE 2.

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

Once you enter this information, press F2 to add the HEADER screen.

NOTE: You need to enter this information only once for it to appear in the header section of all legal forms in the administrative establishment process for this case.

In order to modify the HEADER screen, access the screen through the ADMIN screen by entering 'HEADER' in the NEXT SCREEN function. Make the necessary changes and press F3 to update the screen. ICAR again displays the ADMIN screen. You can also press F11 from the HEADER screen to return to the ADMIN screen if you determine a modification is not necessary.

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Generating Service to the Parties

The payor and payee must be afforded their due process rights. This means that the parties must be served in accordance with the Iowa Rules of Civil Procedure by a sheriff, or process server, restricted certified mail or by signing a Waiver of Personal Service. Serve only the payor with notice of the action when the payee is non-parental caretaker and in pure foster care cases.

```
GENERATE NOTICES (Y/F/R)......:     DATE:
GEN SERVICE REQUEST (Y/R/W/G).: PAYOR:        I/O.:      DATE:
                                PAYEE:        I/O.:      DATE:
SERVICE OBTAINED (Y/N/A/G)....: PAYOR:   DATE:           REASON:
                                PAYEE:   DATE:           REASON:
```

Service of the Payor by Certified Mail

To attempt service of the payor by restricted certified mail for the first time, enter a "G" in the GEN SERVICE REQUEST (Y/R/W/G).: PAYOR: field on the ADMIN screen. To reattempt service by restricted certified mail, enter an "R" in the GEN SERVICE REQUEST (Y/R/W/G).: PAYOR: field. ICAR prevents an entry of I/O field when you attempt service by certified mail.

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

♦ Issues a narrative (ADMIN160)
♦ Issues a calendar flag (ADMIN2)

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

♦ Issues a narrative (ADMIN161)
♦ Issues a calendar flag (ADMIN2)

Service of the Payor by Sheriff or Process Server

To attempt service of the payor by Sheriff or Process Server for the first time, enter a "Y" in the GEN SERVICE REQUEST (Y/R/W/G).: PAYOR: field on the ADMIN screen. To reattempt service by Sheriff or Process Server, enter an "R" in the GEN SERVICE REQUEST (Y/R/W/G).: PAYOR: field. The cursor automatically advances to the I/O field and requires an entry to indicate whether the on-line forms are for in-state or out-of-state directions for service.

When you enter a "Y" in GEN SERVICE REQUEST (Y/R/W/G): PAYOR field and an "I" in the I/O field, ICAR does the following:

♦ Issues a narrative (ADMIN100)

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♦ Issues a calendar flag (ADMIN2) 20 days later to remind you to determine whether service was successful

♦ Generates form 470-3181, *Directions for Service*

When you enter an "R" in GEN SERVICE REQUEST (Y/R/W/G): PAYOR field and an "I" in the I/O field, ICAR does the following:

♦ Issues a narrative (ADMIN102)

♦ Issues a calendar flag (ADMIN2) 20 days later to remind you to determine whether service was successful

♦ Regenerates form 470-3181, *Directions for Service*

When you enter a "Y" in GEN SERVICE REQUEST (Y/R/W/G): PAYOR field and an "O" in the I/O field, ICAR does the following:

♦ Issues a narrative (ADMIN101)

♦ Issues a calendar flag (ADMIN2) 20 days later to remind you to determine whether service was successful

♦ Generates form 470-3325, *Out of State Directions for Service*

When you enter an "R" in GEN SERVICE REQUEST (Y/R/W/G): PAYOR field and an "O" in the I/O field, ICAR does the following:

♦ Issues a narrative (ADMIN103)

♦ Issues a calendar flag (ADMIN2) 20 days later to remind you to determine whether service was successful

♦ Regenerates form 470-3325, *Out of State Directions*

<u>Service of the Payor by Waiver</u>

To attempt or reattempt service of the payor by waiver, make an entry in the GEN SERVICE REQUEST (Y/R/W/G): PAYOR: field on the ADMIN screen. Enter a "W" to generate the waiver for the first time or "R" to regenerate the form.

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

♦ Issues a narrative (ADMIN239)

♦ Issues a calendar flag (ADMIN2) 20 days later to remind you to determine whether service was successful

♦ Generates form 470-3655, *Important Information About Accepting Service of Process*

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- Generates form 470-2982, *Waiver of Personal Service and Consent to Jurisdiction* in a non-foster care case, or

- Generates form 470-2981, *Personal Service Waiver Request* in a foster care case

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

Service of the Payee by Waiver

Attempt to serve the payee by sending a *Waiver of Personal Service and Consent to Jurisdiction* first. If the payee does not accept service of the notice packet, then attempt service by restricted certified mail or by sheriff or process server.

Note: Do not attempt to serve a caretaker in an ADMIN action. ICAR prevents entry in the GEN SERVICE REQUEST (Y/R/W/G): PAYEE: field if the CT CASE (Y/N) field contains a "Y."

To attempt or reattempt service of the payee by waiver, make an entry in the GEN SERVICE REQUEST (Y/R/W/G): PAYEE: field on the ADMIN screen. Enter a "W" to generate the waiver for the first time or "R" to regenerate the form.

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

- Issues a narrative (ADMIN240)

- Issues a calendar flag (ADMIN48) 20 days later to remind you to determine whether service was successful

- Generates form 470-3655, *Important Information About Accepting Service of Process*

- Generates form 470-2982, *Waiver of Personal Service and Consent to Jurisdiction*

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

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Service of the Payee by Certified Mail

To attempt service of the payee by restricted certified mail for the first time, enter a "G" in the GEN SERVICE REQUEST (Y/R/W/G).: PAYEE: field on the ADMIN screen. To reattempt service by restricted certified mail, enter an "R" in the GEN SERVICE REQUEST (Y/R/W/G).: PAYEE: field. ICAR prevents an entry of I/O field when you attempt service by certified mail.

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

♦ Issues a narrative (ADMIN170)
♦ Issues a calendar flag (ADMIN48)

Service of the Payee by Sheriff or Process Server

To attempt service of the payee by Sheriff or Process Server for the first time, enter a "Y" in the GEN SERVICE REQUEST (Y/R/W/G).: PAYEE: field on the ADMIN screen. To reattempt service by Sheriff or Process Server, enter an "R" in the GEN SERVICE REQUEST (Y/R/W/G).: PAYEE: field. The cursor automatically advances to the I/O field and requires an entry to indicate whether the on-line forms are for in-state or out-of-state directions for service.

When you enter a "Y" or an "R" in GEN SERVICE REQUEST (Y/R/W/G): PAYEE field and an "I" or an "O" in the I/O field, ICAR does the following:

♦ Issues a narrative (ADMIN169)

♦ Issues a calendar flag (ADMIN48) 20 days later to remind you to determine whether service was successful

♦ Generates form 470-3181, *Directions for Service* when the I/O field is "I" or

♦ Generates form 470-3325, *Out of State Directions for Service* when the I/O field is "O"

Special Rules for Service at Shelter

You may locate a party residing at a domestic violence shelter. Before serving a person at a shelter, give the person the option of accepting service.

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Send form 470-3655, *Important Information About Accepting Service of Process*. This form gives the person at the shelter the option of accepting service. Include in the notice packet, form 470-2982, *Waiver of Personal Service and Consent to Jurisdiction*. In addition to sending out the notice packet, you may also leave a phone message at the identified shelter. (The shelter cannot confirm or deny that any person is staying there.)

The *Important Information About Accepting Service of Process* form informs the person who resides at the shelter why signing the Waiver is important. It also provides locations they can get the *Waiver* signed before returning it to the Unit.

Give the person residing at the shelter at least ten days to accept service. If the person comes to the Unit to sign the waiver, make sure the person has a complete notice packet before signing the waiver in front of a notary. Make a copy of the waiver for the person who has signed and make sure the person takes the rest of the notice packet.

If the person residing at the shelter does <u>not</u> accept service, consult with your office attorney and follow the instructions below unless local rules or court restrictions do not permit this procedure:

♦ Proceed with service by sheriff or private process server

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

♦ The sheriff or private process server:

- Completes the *Return of Service* page of form 470-3325, *Out-of-State Directions for Service*, or form 470-3181, *Directions for Service*, with no actual address. The *Return of Service* page allows the process server to fill in the words "crime victim center" in place of the address of service.

- Completes form 470-3656, *§915.20A Affidavit Regarding Return of Service*, with the actual address where service was obtained. This form is signed by the sheriff or private process server and notarized.

- Returns both forms to the Unit.

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♦ The Unit attorney requests the court by *ex parte* motion to file the *Return of Service* page without the actual address. This *ex parte* motion, form 470-3657, *Application for §915.20A Order for Nondisclosure*, is used in combination with the order for the process, form 470-3658, *§915.20A Order for Nondisclosure*.

File the Return of Service page in the court file and keep the *§915.20A Affidavit Regarding Return of Service* in the case file.

♦ If challenged, the *§915.20A Affidavit Regarding Return of Service* containing the actual address is in the case files. The Unit may ask the court to amend the original *Return of Service* page if there is a challenge by the person served.

Service Results

Legal reference: Iowa Code Section 252C.3

Successful service of form 470-1922, *Notice of Support Debt – Chapter 252C*, on the payor is required before you may proceed with the administrative establishment process. If you are unable to obtain successful service of the payee, you must amend the *Notice of Child Support Debt – Chapter 252C* and remove the payee as a respondent.

Service is considered successful when one of the following occurs:

♦   The party waives personal service,

♦   The party has received delivery of the notice by certified mail and confirmation has been received by the Unit, or

♦   The sheriff or private process server returns to the Unit the *Return of Service* indicating service was successful.

Proof of service must be saved into the imaging system.

Recording Successful Service on ICAR

When a party is served, you must record this on the ADMIN screen.

The SERVICE OBTAINED (Y/N/A/G) field indicates whether the *Notice of Support Debt– Chapter 252C* and supporting documents (generated from the GENERATE NOTICES (Y/F/R) field) were successfully served on the payor and payee and the corresponding date of service.

To update the SERVICE OBTAINED (Y/N/A/G) field when service is successful, enter a "Y" if service obtained by sheriff or process server, enter an "A" if service accepted by waiver, enter a "G" if service obtained by certified mail and enter the date the payor or payee was successfully served or accepted service.

```
GENERATE NOTICES (Y/F/R)......:    DATE:
GEN SERVICE REQUEST (Y/R/W/G).: PAYOR:        I/O.:     DATE:
                                PAYEE:        I/O.:     DATE:    SERVICE
OBTAINED (Y/N/A/G)....: PAYOR:    DATE:      REASON:
                                PAYEE:    DATE:        REASON:
```

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Successful Service of the Payor by Certified Mail

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

♦ Issues a narrative (ADMIN162 if INTERSTATE (Y/N) is "N"; ADMIN222 if INTERSTATE (Y/N) is "Y") to document that service was successful,

♦ Issues a calendar flag (ADMIN25) to remind you to conduct guidelines if appropriate,

♦ Issues a calendar flag (ADMIN40) to remind you to generate the administrative support order, and

♦ Displays form 470-4209, *Affidavit of Service by Certified Mail*.

Successful Service of the Payor by Sheriff or Process Server

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

♦ Issues a narrative (ADMIN8 if INTERSTATE (Y/N) is "N"; ADMIN209 if INTERSTATE (Y/N) is "Y") to document that service was successful,

♦ Issues a calendar flag (ADMIN25) to remind you to conduct guidelines if appropriate, and

♦ Issues a calendar flag (ADMIN40) to remind you to generate the administrative support order.

Successful Service of the Payor by Waiver

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

♦ Issues a narrative (ADMIN11 if INTERSTATE (Y/N) is "N"; ADMIN210 if INTERSTATE (Y/N) is "Y") to document that service was accepted,

♦ Issues a calendar flag (ADMIN25) to remind you to conduct guidelines if appropriate, and

♦ Issues a calendar flag (ADMIN40) to remind you to generate the administrative support order.

Successful Service of the Payee by Waiver

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

♦ Issues a narrative (ADMIN175 if INTERSTATE (Y/N) is "N"; ADMIN225 if INTERSTATE (Y/N) is "Y") to document that service was accepted, and

♦ Issues a calendar flag (ADMIN49) to remind you to generate the administrative support order, if appropriate.

Successful Service of the Payee by Certified Mail

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

♦ Issues a narrative (ADMIN173 if INTERSTATE (Y/N) is "N"; ADMIN224 if INTERSTATE (Y/N) is "Y") to document that service was successful,

♦ Issues a calendar flag (ADMIN49) to remind you to generate the administrative support order, if appropriate, and

♦ Displays form 470-4209, *Affidavit of Service by Certified Mail*.

Successful Service of the Payee by Sheriff or Process Server

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

♦ Issues a narrative (ADMIN171 if INTERSTATE (Y/N) is "N"; ADMIN223 if INTERSTATE (Y/N) is "Y") to document that service was successful, and

♦ Issues a calendar flag (ADMIN49) to remind you to generate the administrative support order if appropriate.

Recording Unsuccessful Service on ICAR

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

```
GENERATE NOTICES (Y/F/R).......:     DATE:
GEN SERVICE REQUEST (Y/R/W/G).: PAYOR:          I/O.:  DATE:
                                PAYEE:          I/O.:  DATE:    SERVICE
OBTAINED (Y/N/A/G)....: PAYOR:     DATE:     REASON:
                       PAYEE:     DATE:     REASON:
```

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

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

Unsuccessful Service of the Payor

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

♦ Issues a narrative (ADMIN181 if INTERSTATE (Y/N) is "N" or ADMIN238 if INTERSTATE (Y/N) is "Y") to document that service was unsuccessful, and

♦ Issues a calendar flag (ADMIN52) to remind you to reattempt service of the notice if new locate information.

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

♦ Issues narrative (ADMIN182 if INTERSTATE (Y/N) is "N" or ADMIN228 if INTERSTATE (Y/N) is "Y") to document that service was unsuccessful, and

♦ Issues a calendar flag (ADMIN52) to remind you to reattempt service of the notice if new locate information.

Unsuccessful Service of the Payee

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

♦ Issues a narrative (ADMIN178 if INTERSTATE (Y/N) is "N" or ADMIN226 if INTERSTATE (Y/N) is "Y") to document that service was unsuccessful, and

♦ Issues a calendar flag (ADMIN51) to remind you to reattempt service of the notice if new locate information.

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

♦ Issues narrative (ADMIN179 if INTERSTATE (Y/N) is "N" or ADMIN227 if INTERSTATE (Y/N) is "Y") to document that service was unsuccessful, and

♦ Issues a calendar flag (ADMIN51) to remind you to reattempt service of the notice if new locate information.

Possible Outcomes After Service Obtained

The parties have options after being served with form 470-1922, *Notice of Support Debt– Chapter 252C*. They may:

♦ Request a **conference** within ten days following service. (See Conference Requested.)

♦ Return a completed **Financial Statement** within ten days following service. (See Child Support Guidelines Worksheet.)

♦ Request a **court hearing** within 30 days after service. (See Court Hearing Requested.)

   NOTE: The parties will have other opportunities to request a court hearing after the conference is scheduled, after form 470-1924, *Second Notice of Support Debt and Finding of Financial Responsibility*, is issued, and after form 470-2640, *Child Support Guidelines Worksheet*, is issued.

♦ Request a **conference and a court hearing**. If either party requests both a conference and a court hearing, follow the instructions under Conference Requested.

♦ **Agree** to the support obligations. (See Order by Consent).

♦ **Not respond.** If neither party requests a conference or a court hearing, or does not agree to support, issue the administrative support order after the appropriate timeframes pass and after giving additional notice of the amount of support to be paid.

   If either or both parties return the completed form 470-0204, *Financial Statement*, and do not ask for a conference or a court hearing, issue the administrative support order after sending the *Child Support Guidelines Worksheet*, if appropriate. (See Child Support Guidelines Worksheet and Issuing The Order.)

<u>Child Support Guidelines Worksheet</u>

Form 470-2639, *Request for Financial Statement*, tells the payee and payor to return form 470-0204, *Financial Statement*, and supporting financial documentation to the Unit within ten days. It also advises the parties of the Unit's procedures for determining a parent's income to calculate support based on the mandatory Supreme Court child support guidelines. The party's return of the completed *Financial Statement* does not constitute a request for either a conference or a court hearing. Likewise, the return of the *Financial Statement* does not affect the party's right to request a conference or a court hearing or the time limits for doing so.

After ten days have passed, regardless of whether either parent returns the financial statement, follow the procedures for determining the child, medical and accrued support, if applicable. (See 10-H, *Determining Child Support Obligations*.) You are **not required** to calculate the guideline amount at this point. For example, if either party has requested a conference, you may wait to do the guidelines calculation after the conference.

To determine the child, medical and accrued support, if applicable and to notify the parents of the result:

♦ Prepare:

  • Form 470-2950, *Child Support Guidelines Worksheet Cover Letter*; and
  • Form 470-2640, *Child Support Guidelines Worksheet*.

♦ Generate two copies of each document (See 10-H, *Determining Child Support Obligations*).

♦ Send one copy to the payor or the payor's attorney, if identified, by first-class mail.

♦ Send one copy to the payee or the payee's attorney, if identified, by first-class mail.

♦ Save a copy of both documents in the imaged case file.

The *Child Support Guidelines Worksheet Cover Letter* informs the parents that the Unit will consider any new or different information provided by either parent or any other source within ten days from the date of the cover letter. If either parent responds by providing additional information, repeat the steps of preparing the *Child Support Guidelines Worksheet* and sending it to the parents. (See 10-H, *Determining Child Support Obligations*.)

It is possible that once the parties receive the *Child Support Guidelines Worksheet*, either party may then request a conference or a court hearing. If either party:

♦ Requests a conference, see Conference Requested.
♦ Requests a court hearing, see Court Hearing Requested.

♦ Requests a conference and a court hearing, follow the instructions under Conference Requested.

♦ Agrees, see Order by Consent

♦ Does not request a conference or a court hearing, or does not return the signed consent order, issue the administrative support order. (See Issuing The Order.)

Generating the Guidelines Worksheet Cover Letter from ICAR

After generating the *Child Support Guidelines Worksheet* from the guidelines application, generate form 470-2950, *Child Support Guidelines Worksheet Cover Letter*, by entering "Y" in the GENERATE GUIDELINE CV LTR (Y/R) field on ADMIN. ICAR issues a narrative (CASE178) to document the generation of the form.

```
GENERATE NOTICES (Y/F/R)......:    DATE:
GEN SERVICE REQUEST (Y/R/W/G).: PAYOR:      I/O.:     DATE:
                                PAYEE:      I/O.:     DATE:
SERVICE OBTAINED (Y/N/A/G)....: PAYOR:      DATE:     REASON:
                                PAYEE:      DATE:     REASON:
GENERATE GUIDELINE CV LTR(Y/R):    DATE:
```

ICAR issues the following calendar flags to remind you to generate the order:

♦ ADMIN4 issues 31 days from SERVICE OBTAINED PAYOR date,

♦ ADMIN26 issues ten days from the date the *Child Support Guidelines Worksheet Cover Letter* is generated, or

♦ ADMIN40 issues 31 days from the SERVICE OBTAINED PAYOR date and, if appropriate,

♦ ADMIN49 issues 31 days from the SERVICE OBTAINED PAYEE date, whichever is later.

You cannot make an entry in the GENERATE GUIDELINE CV LTR (Y/R) field unless the SERVICE OBTAINED (Y/N/A/G) field on the ADMIN screen indicates successful service by an entry of either a "Y", "A" or a "G". Remember that this field must be completed in order to generate an order for child support.

If new income information is received and you must revise the *Child Support Guidelines Worksheet*, regenerate the cover letter by entering "R." ICAR issues a narrative (CASE178) to document the re-generation of the form and a calendar flag (ADMIN28) to remind you to generate the order.

NOTE: You do not need to send the *Child Support Guidelines Worksheet* again if the new income information does not change the child support amount.

ADMINISTRATIVE ESTABLISHMENT 2 (ADMIN2) Screen

The Administrative Establishment 2 screen (ADMIN2) displays fields to support the remaining activities in an administrative establishment action.

```
                   IOWA COLLECTION AND REPORTING SYSTEM        DATE:
                   ADMINISTRATIVE ESTABLISHMENT - 2 (ADMIN2)      TIME:
CASE NUMBER:                          PAYOR:
                                      PAYEE:


CONFERENCE REQUESTED BY PAYOR(Y/N):  N     CSRU RESP(S/D):    DATE:
PAYOR CONFERENCE SCHEDULED:                @    :        M CONF HELD(Y/N/R):
CONFERENCE REQUESTED BY PAYEE(Y/N):  N     CSRU RESP(S/D):    DATE:
PAYEE CONFERENCE SCHEDULED:                @    :        M CONF HELD(Y/N/R):
GEN SECOND NOTICE(Y/R):PAYOR:    DATE:              PAYEE:    DATE:
COURT HEARING REQUESTED (Y/N)...: N   A/R/P:        DATE:
CERTIFIED TO COURT............:
COURT HEARING SET.............:            @    :    M HEARING HELD (Y/N/R):
GENERATE ORDER (A/J/R)...............:     TYPE:         DATE:


30 DAY WAIVER (Y/N).................: N
SUPPORT ESTABLISHED (D/H/C/R/A):PAYOR:    PAYEE:        DATE:
OBLIGATION TYPES ENTERED........PAYOR:                 PAYEE:
CC ORDER TO INTERESTED PARTIES......:
ACTION DISMISSED/PROCESS ENDED......:      DATE:


F3=UPD F4=DEL F5=INQUIRY F6=INT F7=BACK F10=NEXT ADMIN F11=PREV ADMIN
F12=GLS
NEXT SCREEN:          NOTES:
```

Conference Requested

Legal reference: Iowa Code Section 252C.3, 441 IAC 99.41(4)

The conference is an informal meeting between the payor or payee and the worker handling the case. Its purpose is to allow the payor or payee the opportunity to ask questions about the establishment of the support obligation and how to contest the action. The request for a conference can be verbal or in writing.

Schedule a conference at the payor or payee's request if the party specifically requests a conference within ten days of the date of service of form 470-1922, *Notice of Support Debt– Chapter 252C*. Attempt to schedule the conference at the earliest convenient date to avoid delay of the process. Notify the requesting party of the scheduling of a negotiation conference by sending form 470-2883, *Negotiation Conference Scheduled or Denied*.

When the conference is scheduled, ICAR removes the word "Denied" so the form title appears as *Negotiation Conference Scheduled*. ICAR removes the word "Scheduled" when the conference is denied so the form title appears as *Negotiation Conference Denied*.

At the conference, provide the party the opportunity to provide a complete financial picture or to contest the support amounts.

As a general rule, the only reason to deny a written conference request is if the request is made after the administrative support order has been signed by a judge and filed by the clerk of court. Consult with a supervisor or attorney before denying a request for any reason other than that the order has already been entered.

Recording the Conference Request

```
CONFERENCE REQUESTED BY PAYOR(Y/N):  N      CSRU RESP(S/D):     DATE:
PAYOR CONFERENCE SCHEDULED:              @    :      M CONF HELD(Y/N/R):
CONFERENCE REQUESTED BY PAYEE(Y/N):  N      CSRU RESP(S/D):     DATE:
PAYEE CONFERENCE SCHEDULED:              @    :      M CONF HELD(Y/N/R):
GEN SECOND NOTICE(Y/R):PAYOR:    DATE:             PAYEE:    DATE:
```

Updating ADMIN2 When Payor Requests a Conference

To record whether a conference is requested by the payor, update the CONFERENCE REQUESTED BY PAYOR (Y/N) field on ADMIN2. A "Y" entry means the payor has requested a conference and an "N" entry indicates a conference has not been requested. The default entry is "N." To successfully update with a "Y" entry, the SERVICE OBTAINED (Y/N/A/G) PAYOR field must indicate successful service by an entry of either "Y", "G" or "A". ICAR issues the following from a "Y" entry:

♦ A narrative (ADMIN116 if INTERSTATE (Y/N) is "N"; ADMIN221 if INTERSTATE (Y/N) is "Y") documenting the request for a conference.

♦ A calendar flag (ADMIN29) reminding you to decide whether to accept or deny the conference request.

Updating ADMIN2 When Payee Requests a Conference

To record whether a conference is requested by the payee, update the CONFERENCE REQUESTED BY PAYEE (Y/N) field on ADMIN2. A "Y" entry means the payee has requested a conference and an "N" entry indicates a conference has not been requested. The default entry is "N." To successfully update with a "Y" entry, the SERVICE OBTAINED (Y/N/A/G) PAYEE field must indicate successful service by an entry of either "Y", "G" or "A".

ICAR issues the following from a "Y" entry:

♦ A narrative (ADMIN190 if INTERSTATE (Y/N) is "N"; ADMIN232 if INTERSTATE (Y/N) is "Y") documenting the request for a conference.

♦ A calendar flag (ADMIN53) reminding you to decide whether to accept or deny the conference request.

Responding to the Request

When the payor or payee requests a conference, you must respond to the request by either scheduling the conference or denying the conference request. Use the appropriate CSRU RESP (S/D) field on ADMIN2 to record whether the conference will be scheduled or denied. The cursor advances to the CSRU RESP (S/D) field once you have recorded the request and ICAR does not allow you to continue the process until you make an entry in this field.

Denying the Conference

To deny a conference before the administrative support order has been entered in the ADMIN screen, enter "D" in the appropriate CSRU RESP (S/D) field. This entry requires you to enter the date the conference request was denied in the DATE field. This date must be later than the SERVICE OBTAINED date and cannot be a future date.

When you enter a "D" in the appropriate CSRU RESP (S/D) field, ICAR displays form 470-2883, *Negotiation Conference Denied*, for you to generate. This form informs the party that the Unit is denying the request for a conference and the reason for the denial. Send one copy to the requestor by first-class mail and save one copy in the imaged case file.

ICAR also issues the following narratives:

♦ A narrative (ADMIN118) for you to complete to document the denial of the request and the reason for the denial to the payor, or

♦ A narrative (ADMIN192) for you to complete to document the denial of the request and the reason for the denial to the payee, and

♦ A narrative (CASE178) documenting the *Negotiation Conference Denied* form was generated.

Once the order has been signed, filed and entered into the ADMIN screen, ICAR will not allow you to make entries on the ADMIN screens, and you cannot produce any documents from the administrative establishment process. To deny the conference after the ADMIN screens are locked, you must use the FORMLIST screen to generate the conference denied form.

Scheduling the Conference

When you accept the request for a conference, enter an "S" in the appropriate CSRU RESP (S/D) field. The cursor advances to the DATE field and you must enter the date the conference request was accepted in this field. This date must be later than the SERVICE OBTAINED date of the requesting party and cannot be a future date. ICAR edits the entry to ensure it is within these parameters.

At this time, you must also schedule the conference by updating the appropriate PAYOR OR PAYEE CONFERENCE SCHEDULED date and time fields. ICAR advances the cursor to this field. Schedule the conference at the earliest convenient date.

♦ Enter the conference date and time in the appropriate PAYOR OR PAYEE CONFERENCE SCHEDULED field on ADMIN2. ICAR edits the entry to meet these restrictions:

  • The date must be the same as or later than the CSRU RESP (S/D) date.

  • The date must be a current or future date if the conference is rescheduled (CONF HELD (Y/N/R) is "R").

  • The date must be a current or past date if the conference has been held or not held (CONF HELD (Y/N/R) is "Y" or "N").

  • No entry is allowed unless CSRU RESP (S/D) is "S."

♦ Your entry of "S" causes ICAR to generate:

  • Form 470-2883, *Negotiation Conference Scheduled*. Select the appropriate paragraphs to schedule the conference. Print one copy to send to the requestor by first-class mail and save one copy to the imaged case file.

  • Form 470-1970, *Negotiation Conference Report*, is used as preparation for the conference and completed during the conference. Keep the *Negotiation Conference Report* in the file to be completed during the conference.

  • A narrative (ADMIN184 if INTERSTATE is "N" and ADMIN229 if INTERSTATE is "Y") to reflect the scheduling of a conference for the payor and a calendar flag (ADMIN7) to remind you of the conference and to enter the conference results in ICAR.

  • A narrative (ADMIN193 if INTERSTATE is "N" and ADMIN233 if INTERSTATE is "Y") to reflect the scheduling of a conference for the payee and a calendar flag (ADMIN55) to remind you of the conference and to enter the conference results in ICAR.

Outcome of the Conference

At the conference, the requesting payor or payee may:

♦ **Fail to appear**. Even if the requestor does not appear for the scheduled conference, the requestor still has ten days from the date set for the conference or 30 days from the date of service of the first notice, whichever is later, to request a court hearing.

By the time the conference has been scheduled, you may already have sent the requestor form 470-2640, *Child Support Guidelines Worksheet*. If you have obtained additional information that would change the child support amount, recalculate the support amount and re-issue the *Child Support Guidelines Worksheet*. (See Child Support Guidelines Worksheet.)

You must also issue form 470-1970, *Negotiation Conference Report*, to reflect that the requestor failed to appear. (See Conference Report and Second Notice.)

Finally, update ICAR with the results of the conference. (See Recording the Conference Result.)

♦ **Appear and agree to the support obligations**. (See Order by Consent) Prepare the administrative support order as a **consent support order** after the appropriate timeframes. (See Filing the Administrative Order.)

You must still issue a conference report based on the requestor's agreement. (See Conference Report and Second Notice.)If a new *Child Support Guidelines Worksheet* is completed at the conference and the requestor agrees to that amount, you must issue the new *Child Support Guidelines Worksheet* to the non-requesting party and wait ten days before filing the consent support order.

♦ **Appear and request a court hearing**. (See Court Hearing Requested.)

♦ **Appear and persuade the Unit to withdraw the action**. (See Ending the Process.)

♦ **Appear and persuade the Unit to change its position**. Prepare and issue form 470-1924, *Second Notice of Support Debt and Finding of Financial Responsibility* (see Conference Report and Second Notice.)

NOTE: If the requestor appears and does not agree, issue an administrative support order following appropriate timeframes.

Conference Report and Second Notice

Form 470-1970, Negotiation Conference Report, and form 470-1924, Second Notice of Support Debt and Finding of Financial Responsibility, are forms used to indicate the results of a conference.

Both forms summarize what occurred during the conference, including any new information the requestor provided. The appropriate form to use depends on what occurred at the conference and whether the Unit's position has changed as a result of the conference.

Issue the conference report in the following circumstances:

♦   The requestor fails to appear for the conference without rescheduling;
♦   The conference is held and the Unit's position does not change; or
♦   The requestor agrees to the support obligation

If one of the above applies, complete the conference report during or immediately after the conference. The conference report was generated when the conference was scheduled and was kept in the case file. The requestor has ten days to request a court hearing from the date set for the conference or the date the conference report is issued. If possible, provide the requestor a copy of the conference report at the conference.

Issue the *Second Notice of Support Debt and Finding of Financial Responsibility* (See Generating the Second Notice from ICAR) in the following circumstances:

♦   The requestor provides new income information that changes the child support amount.

♦   The requestor provides information that makes the administrative establishment process inappropriate. (See Eligibility Criteria.)

♦   Any other circumstance in which the Unit changes its position regarding the administrative establishment process.

If not completed earlier, or if there is a change in the amount, prepare form 470-2640, *Child Support Guidelines Worksheet*, including the accrued support calculation attachment, if applicable. This form is generated from the guidelines application. (See Child Support Guidelines Worksheet.)

If you complete these documents while the requestor is still in the office, give the requestor copies of the forms. Otherwise, mail them to the requestor's last-known address (or to the attorney, if applicable) by first-class mail. Save copies of these documents in the imaged case file.

The original or revised guidelines worksheet and the *Second Notice of Support Debt and Finding of Financial Responsibility* will be filed with the court when the administrative order is entered or when a court hearing is scheduled. Do not file the conference report with the clerk of the court, because it contains confidential information.

Recording the Conference Result

Each outcome mentioned above requires an entry in the CONF HELD (Y/N/R) field on the ADMIN2 screen to indicate whether the conference was held. No entry is allowed in the CONF HELD (Y/N/R) field unless the date in the appropriate PAYOR or PAYEE CONFERENCE SCHEDULED field is completed.

```
CONFERENCE REQUESTED BY PAYOR(Y/N):  N     CSRU RESP(S/D):    DATE:
PAYOR CONFERENCE SCHEDULED:                 @     :     M CONF HELD(Y/N/R):
CONFERENCE REQUESTED BY PAYEE(Y/N):  N     CSRU RESP(S/D):    DATE:
PAYEE CONFERENCE SCHEDULED:                 @     :     M CONF HELD(Y/N/R):
GEN SECOND NOTICE(Y/R):PAYOR:    DATE:              PAYEE:    DATE:
```

Recording the outcome when the payor is the requestor

♦ If the conference is is held with the payor, enter "Y." ICAR issues:

- A narrative (ADMIN188 if INTERSTATE is "N," ADMIN231 if INTERSTATE is "Y") documenting that the conference was held. You may supplement the narrative entry to reflect what occurred at the conference.

- A calendar flag (ADMIN31) prompting you to generate an order if appropriate.

  NOTE: This entry locks the conference scheduled date and time fields.

♦ If the conference is **not** held, enter 'N.' ICAR issues:

- A new form 470-1970, *Negotiation Conference Report*, for you to select the paragraph indicating the requestor failed to appear or reschedule the conference. Discard the original conference report that generated when you scheduled the conference.

- A user-completed narrative (ADMIN121) to document that the conference was not held and the reason.

- A calendar flag (ADMIN31) to prompt you to generate an order, if appropriate.

♦ If the conference is **rescheduled**, enter 'R.' You must enter a new date and time. ICAR issues:

- Form 470-2883, *Negotiation Conference Scheduled*. Generate one copy to send to the payor by first-class mail, and save one in the imaged case file.

- • A narrative (ADMIN186 if INTERSTATE is 'N' or ADMIN230 if INTERSTATE is 'Y') documenting that the conference was rescheduled.

- • A calendar flag (ADMIN32) issuing on the date set for the conference. The flag requests an entry in the CONF HELD (Y/N/R) field.

Recording the outcome when the payee is the requestor

♦ If the conference is held with the payee, enter "Y." ICAR issues:

- • A narrative (ADMIN195 if INTERSTATE is "N," ADMIN234 if INTERSTATE is "Y") documenting that the conference was held. You may supplement the narrative entry to reflect what occurred at the conference.

- • A calendar flag (ADMIN56) prompting you to generate an order if appropriate.

  NOTE: This entry locks the conference scheduled date and time fields.

♦ If the conference is **not** held, enter 'N.' ICAR issues:

- • A new form 470-1970, *Negotiation Conference Report*, for you to select the paragraph indicating the payee failed to appear or reschedule the conference. Discard the original conference report that generated when you scheduled the conference.

- • A user-completed narrative (ADMIN197 if INTERSTATE is "N," ADMIN235 if INTERSTATE is "Y") to document that the conference was not held and the reason.

- • A calendar flag (ADMIN56) to prompt you to generate an order, if appropriate.

♦ If the conference is **rescheduled**, enter 'R.' You must enter a new date and time. ICAR issues:

- • Form 470-2883, *Negotiation Conference Scheduled*. Generate one copy to send to the payee by first-class mail, and save one in the imaged case file.

- • A narrative (ADMIN199 if INTERSTATE is 'N' or ADMIN236 if INTERSTATE is 'Y') documenting that the conference was rescheduled.

- • A calendar flag (ADMIN57) issuing on the date set for the conference. The flag requests an entry in the CONF HELD (Y/N/R) field.

Generating the Second Notice from ICAR

To generate form 470-1924, *Second Notice of Support Debt and Finding of Financial Responsibility - Chapter 252C*, use the following field located on ADMIN2:

```
CONFERENCE REQUESTED BY PAYOR(Y/N):  N     CSRU RESP(S/D):    DATE:
PAYOR CONFERENCE SCHEDULED:                 @     :      M CONF HELD(Y/N/R):
CONFERENCE REQUESTED BY PAYEE(Y/N):  N     CSRU RESP(S/D):    DATE:
PAYEE CONFERENCE SCHEDULED:                 @     :      M CONF HELD(Y/N/R):
GEN SECOND NOTICE(Y/R):PAYOR:    DATE:            PAYEE:    DATE:
```

Enter a 'Y' in the appropriate GEN SECOND NOTICE (Y/R) field to generate the *Second Notice of Support Debt and Finding of Financial Responsibility - Chapter 252C*. This entry is allowed only if the conference was held (CONF HELD (Y/N/R) is 'Y'). Enter 'R' if you need to regenerate the form. ICAR issues a calendar flag (ADMIN33) in 30 days prompting you to generate an order, if appropriate.

Court Hearing Requested

Legal reference: Iowa Code Section 252C.3, and 252C.4, 441 IAC 99.41(7)

Either the Unit, the payor or payee may request a court hearing. To do so, the payor or payee must submit a **written** request to the Unit that issued form 470-1922, *Notice of Support Debt – Chapter 252C,* or file the request for court hearing with the clerk of court (and send a copy to the Unit). The requesting party must make the request by the latest date of the following:

♦ 30 days after the date the notice was served on the requestor;

♦ Ten days after the date set for a conference;

♦ Ten days after form 470-1970, *Negotiation Conference Report*, is issued;

♦ Ten days after the date the last form 470-2640, *Child Support Guidelines Worksheet*, is issued; or

♦ 30 days after the date form 470-1924, *Second Notice of Support Debt and Finding of Financial Responsibility – Chapter 252C*, is issued.

You may accept a request for a court hearing beyond the time allowed if the judge has not already signed the administrative support order and the clerk of court has not filed it.

If the payor or payee contacts the Unit to request a court hearing after the administrative support order has been signed by a judge and filed, advise the party that the Unit cannot act upon the request. Suggest that the party consult an attorney regarding possible options. Until another order modifies the support obligation, the administrative support order is a valid order, and the Unit will enforce it.

A Unit's request for a court hearing may be appropriate when there is reason to believe that the financial information provided by the payor or payee is incomplete or inaccurate, but no income information from other sources is available to support or contradict the information provided by the party. Once the issue is before the court, the Unit may use judicial procedures to compel the payor or payee to respond to interrogatories or otherwise provide proof of income and allowable deductions.

Recording the Court Hearing Request

When either party or the Unit requests a court hearing, enter "Y" in the COURT HEARING REQUESTED (Y/N) field on the ADMIN2 screen. The default entry is "N." You do not have to make an entry until a hearing is requested. A "Y" entry is not allowed unless the requesting party has been served (SERVICE OBTAINED (Y/N/A/G) PAYOR OR PAYEE contains a "Y", "G" or "A").

```
COURT HEARING REQUESTED (Y/N)...: N   A/R/P:          DATE:
CERTIFIED TO COURT............:
COURT HEARING SET............:              @   :      M HEARING HELD (Y/N/R):
```

Record which party made the request by updating the A/R/P field. If the payor made the request, enter "R." If the Unit made the request, enter "A." If the payee made the request, enter "P". An entry is not allowed unless the COURT HEARING REQUESTED (Y/N) field contains a "Y."

Record the date the court hearing is requested in the DATE field. This date must be after the SERVICE OBTAINED date for the requesting party and cannot be a future date.

♦ If the payor requested the court hearing, ICAR issues:

- A narrative (ADMIN126 if INTERSTATE (Y/N) is "N" or ADMIN218 if "Y") documenting the request.

- A calendar flag (ADMIN10) prompting you to certify the case to court.

♦ If the Unit requested the court hearing, ICAR issues:

- A narrative (ADMIN124 if INTERSTATE (Y/N) is "N" or ADMIN217 if "Y") documenting the request.

- A calendar flag (ADMIN10) prompting you to certify the case to court.

♦ If the payee requested the court hearing, ICAR issues:

- A narrative (ADMIN201 if INTERSTATE (Y/N) is "N" or ADMIN237 if "Y") documenting the request.

- A calendar flag (ADMIN10) prompting you to certify the case to court.

Scheduling the Court Hearing

Depending on the procedure in your local office, either the court or the Unit schedules the court hearing. The hearing is scheduled in the district court in:

♦ The county where the children live; or

♦ The county where the children last received public assistance benefits, if the action is to establish support obligations only for prior periods; or

♦ The county where the payor lives, if the action is initiated at the request of another state.

Assemble the originals of the following documents:

♦ Form 470-1922, *Notice of Support Debt– Chapter 252C* or form 470-2983, *Notice of Support Debt: Foster Care - Chapter 252C*;

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♦ The proof of service of the first notice for the payor and if appropriate, the payee;

♦ Form 470-1924, *Second Notice of Support Debt and Finding of Financial Responsibility - Chapter 252C*, if applicable;

♦ Form 470-0204, *Financial Statement*, or form 470-2870, *Foster Care Financial Statement*.

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

Keep attachments to the Financial Statement in the imaged case file. For more information regarding the disclosure risk indicator, see 9-A, *General Program Information*.

♦ The most recent form 470-2640, *Child Support Guidelines Worksheet*, and accrued support calculation attachment, if applicable;

♦ The party's written request for a court hearing;

♦ Form 470-1919, *Request for Hearing to Determine Support Obligation and Affidavit of Certification of Matter to District Court* by the Unit, to request that a court hearing be scheduled.

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

Prepare and give the listed documents to the Unit attorney to be filed in the district court. **NOTE:** Do **not** include the following forms:

♦ 470-3877, *Child Support Information* if PA Case

♦ 470-3929, *Establishment Questionnaire* if NPA Case

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

♦ 470-2639, *Request for Financial Statement*

♦ 470-3181, *Directions for Service* or 470-3325, *Out-of-State Directions for Service*

♦ 470-3655, *Important Information About Accepting Service of Process*

♦ 470-2981, *Personal Service Waiver Request*

♦ 470-2883, Negotiation Conference Scheduled or Denied

♦ 470-1970, Negotiation Conference Report

The *Request for Hearing to Determine Support Obligation and Affidavit of Certification of Matter to District Court by the Unit* is needed to schedule a hearing. This form is generated from ICAR by entering a date in the CERTIFIED TO COURT field on the ADMIN2 screen. The CERTIFIED TO COURT field indicates the date the administrative establishment action is certified to the court to schedule a court hearing.

```
COURT HEARING REQUESTED (Y/N)...: N   A/R/P:        DATE:
CERTIFIED TO COURT...........:
COURT HEARING SET............:              @    :   M HEARING HELD (Y/N/R):
```

To update the CERTIFIED TO COURT field, enter a date as follows:

♦   The date must be the same, or later than the COURT HEARING REQUESTED DATE on the ADMIN2 screen, but less than or equal to the current date.

♦   No entry is allowed unless ICAR reflects that a court hearing is requested (COURT HEARING REQUESTED (Y/N) field is "Y").

♦   When a case is certified to court, ICAR issues a narrative (ADMIN19 if INTERSTATE (Y/N) is "N" or ADMIN211 if INTERSTATE (Y/N) is "Y") reflecting this action, and a calendar flag (ADMIN11) reminding you to enter a court date and time.

Update ICAR with the hearing date and time in the COURT HEARING SET field on the ADMIN2 screen. A date cannot be entered unless the CERTIFIED TO COURT field is completed. The court hearing date must be:

♦   Later than or the same date as the CERTIFIED TO COURT date.

♦   In the future, or the current date if the hearing is rescheduled (HEARING HELD is "R").

♦   In the past, or the current date if the hearing is held or not held (HEARING HELD is "Y" or "N").

When the court hearing the payor requested is scheduled, ICAR issues:

♦   A narrative (ADMIN22 if INTERSTATE (Y/N) is "N," ADMIN214 if INTERSTATE (Y/N) is "Y") to document the scheduled date of the hearing.

♦   A calendar flag (ADMIN15) after the hearing date to remind you to enter the results of the hearing.

♦   A status (ADMIN15 with narrative ADMIN214) to inform the parties/initiating jurisdiction of the date and time of the hearing.

When a court hearing that the Unit requested is scheduled, ICAR issues:

♦ A narrative (ADMIN128 if INTERSTATE (Y/N) is "N," ADMIN219 if INTERSTATE (Y/N) is "Y") to document the scheduled date of the hearing.

♦ A calendar flag (ADMIN15) after the hearing date to remind you to enter the results of the hearing.

♦ A status (ADMIN24 with ADMIN219) to inform the parties/initiating jurisdiction of the date and time of the hearing.

Recording the Court Hearing Results

The HEARING HELD (Y/N/R) field on the ADMIN2 screen indicates whether the court hearing was held, not held, or rescheduled. (An entry is not allowed in the HEARING HELD (Y/N/R) field unless a date has been entered in the COURT HEARING SET field.)

♦ If the hearing was held, enter "Y" and proceed with entry of the order of the court. When you enter a "Y," ICAR issues:

- A narrative (ADMIN20 if INTERSTATE (Y/N) is "N," ADMIN212 if INTERSTATE (Y/N) is "Y") to document that the hearing was held;

- A calendar flag (ADMIN34 with ADMIN20 or ADMIN35 with ADMIN212) to remind you to end the process; and

- A status (ADMIN26 with ADMIN212) to the payee or to the initiating jurisdiction as appropriate to inform them the hearing was held.

♦ If the hearing was not held, enter "N" and proceed with entry of a default order. When you enter an "N," ICAR issues:

- A user-completed narrative (ADMIN21 if INTERSTATE (Y/N) is "N," ADMIN213 if INTERSTATE (Y/N) is "Y") to document that the hearing was not held and for you to enter the reason it was not held;

- A calendar flag (ADMIN13) reminding you to take the next action; and

- A status (ADMIN27 with ADMIN21 or ADMIN28 with ADMIN213) to the payee or to the initiating jurisdiction as appropriate to inform them the hearing was not held.

♦ If the hearing is rescheduled, do not re-certify the case. Obtain a new date and time and enter an "R" in the HEARING HELD (Y/N/R) field and the new date in the COURT HEARING SET field. When you enter an "R" ICAR issues:

- A narrative (ADMIN23 if INTERSTATE (Y/N) is "N," ADMIN215 if INTERSTATE (Y/N) is "Y") to document that the hearing was rescheduled;

- A calendar (ADMIN37) reminding you to enter the court hearing results on the date of the hearing; and

- A status (ADMIN16 with ADMIN215) to the payee or the initiating jurisdiction informing them that the hearing has been rescheduled.

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Issuing the Order

Legal reference: Iowa Code Section 252C.5, 441 IAC 99.41(9)

Once the Unit has issued an administrative support order, a Unit attorney submits the order to the district court for a judge's approval and signature. After the judge has signed the order, the clerk of the district court electronically files it, along with all the other supporting documentation, including the notice.

Time Frames for Issuing an Administrative Order

Issue form 470-1918, *Administrative Order for Support*, or form 470-2984, *Administrative Order for Support: Foster Care*, if appropriate for a pure foster care case, after the latest of the following timeframes have expired:

♦   30 days after form 470-1922, *Notice of Support Debt– Chapter 252C*, or form 470-2983, *Notice of Support Debt: Foster Care – Chapter 252C* was served on the respondent(s);

♦   Ten days after the date set for a conference;

♦   Ten days after form 470-1970, *Negotiation Conference Report*, is issued;

♦   30 days after form 470-1924, *Second Notice of Support Debt and Finding of Financial Responsibility – Chapter 252C*, is issued; or

♦   Ten days after the last form 470-2640, *Child Support Guidelines Worksheet*, is issued.

NOTE: The respondent(s) have 30 days from the date of service of the notice or 30 days from the issuance of a second notice to request a court hearing. However, the respondent(s) may agree to **waive** this period. The Unit may then enter an order before the end of the 30 days. Record this activity in the 30-DAY WAIVER (Y/N) field on the ADMIN2 screen.

Enter a "Y" in the 30-DAY WAIVER (Y/N) field. ICAR issues a narrative (ADMIN134).

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Provisions of the Administrative Order

The administrative support order includes the following information:

♦ The name of the respondent(s).

♦ The name of the child's caretaker (person or agency).

♦ The dependent child's initials and year of birth.

♦ The basis for jurisdiction over the respondent(s).

♦ The type of support ordered. For each type of support mentioned in the notice, indicate that it is at issue and that you are ordering that type of support. Also enter information to explain any deviation from guidelines.

Indicate any type of support that is at issue but is reserved. If you requested a type of support in the notice but it cannot be ordered at this time, explain the reason for reserving that particular type of support. The following are options when generating the order from ICAR:

• "The Payor now lives in the same household as the child."

• "The caretaker does not receive FIP or Title XIX medical benefits and has asked that support not be set at this time."

• "The Payee was not served."

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

NOTE: If you did not mention a type of support in the notice, do <u>not</u> mention it in the administrative support order.

♦ The amount and frequency of the current support to be paid, if appropriate. For information on calculation of current support, see 10-H, *Determining Child Support Obligations*.

♦ The start date of the obligation. Set this date 20 calendar days from the date you generate the order. If the 20th calendar day falls on the 29th, 30th or 31st, set the start date of the obligation on the 1st of the following month.

♦ The total amount of accrued support, if appropriate. For information on how to calculate accrued support, see 10-H, *Determining Child Support Obligations*.

♦ The amount and frequency of the accrued support payment to be made toward the accrued support amount (if any).

♦ A statement that the payor's property is subject to collection action including, but not limited to, income withholding, garnishments, liens, income tax refund offset, and referral to a collection agency.

♦ Provisions for medical support required pursuant to Iowa Code chapter 252E.

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♦ A statement that the payor, the payee, and any necessary third party (such as the other noncustodial parent) must provide the following information to the Unit in writing, and update the Unit with any changes:

- Name
- Social security number
- Residential and mailing addresses
- Telephone number
- Driver's license number
- The name, address and telephone number of the party's employer or other source of income.

♦ The respondent's military status. See [Servicemember's Civil Relief Act](#).

Servicemembers Civil Relief Act

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

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

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

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

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

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

- **Has appeared**. An appearance in an establishment action occurs when a service member does one of the following:

  ◊ Sends a letter or e-mail providing information
  ◊ Provides a financial statement
  ◊ Attends a court hearing
  ◊ Directs the party's legal representative to participate

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

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

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

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

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

Generating the Administrative Order

To generate the administrative support order from ICAR, use the following fields located on the ADMIN2 screen:

```
GENERATE ORDER (A/J/R)..............:      TYPE:          DATE:
```

♦ Enter "A" in the GENERATE ORDER (A/J/R) field on the ADMIN2 screen. To regenerate the order, enter "R."

   NOTE: To generate form 470-1918, *Administrative Support Order,* and form 470-2608, *252C Approval Order*, the GENERATE NOTICES (Y/F/R) field on the ADMIN screen must contain a "Y." To generate form 470-2984, *Administrative Support Order: Foster Care*, and form 470-2608, *252C Approval Order*, the GENERATE NOTICES (Y/F/R) field on the ADMIN screen must contain an "F."

♦ Complete the TYPE field to indicate the type of support established in the order:

   • If ordering **child and medical support**, enter 'SO' (SUPPORT ORDER) in the TYPE field. ICAR enters the current date in the GENERATE ORDER DATE field.

   • If ordering **medical support only** (no child support), enter 'HO' (HEALTH INSURANCE ONLY) in the TYPE field. ICAR enters the current date in the GENERATE ORDER DATE field.

   • If ordering **cash medical support only** (no child support), enter 'MS' (cash medical support only) in the TYPE field. ICAR enters the current date in the GENERATE ORDER DATE field.

   NOTE: To make an entry of SO, HO or MS you must first have generated form 470-2950, *Child Support Guidelines Worksheet Cover Letter*, and form 470-2640, *Child Support Guidelines Worksheet*, from the guidelines application.

ICAR issues a calendar flag (ADMIN16) reminding you to file the order.

Filing the Administrative Order

Present form 470-1922, *Administrative Support Order*, or form 470-2984, *Administrative Order for Support: Foster Care*, to the Unit administrator's designee for review and signature.

After the designee signs the administrative support order, the district court judge must approve it before it can be filed in the county identified in the notice. Local procedures dictate how the order and accompanying documents are presented to the judge.

Submit the following forms with the administrative support order and form 470-2608, *252C Approval Order*, to the Unit attorney for presentation to the court:

♦ 470-1922, *Notice of Support Debt– Chapter 252C*, or 470-2983, *Notice of Support Debt: Foster Care – Chapter 252C*

♦ The proof of service of the *Notice of Support Debt – Chapter 252C* or *Notice of Support Debt: Foster Care- Chapter 252C*

♦ 470-0204, *Financial Statement*, or 470-2870, *Foster Care Financial Statement.*

NOTE: Worksheets used to determine the support obligations that include reasons for any deviations from the guidelines include:

♦ The most recent form 470-2640, *Child Support Guidelines Worksheet*, and the Accrued Support Calculation Attachment, if applicable

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

♦ Other notices or forms sent to the payee and payor during the administrative establishment process

Do not include the following forms:

♦ 470-3877, *Child Support Information* if PA Case

♦ 470-3929, *Establishment Questionnaire* if NPA Case

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

♦ 470-2639, *Request for Financial Statement*

♦ 470-3181, *Directions for Service* or 470-3325, *Out-of-State Directions for Service*

♦ 470-2883, *Negotiation Conference Scheduled or Denied*

♦ 470-1970, *Negotiation Conference Report*

After the judge signs the approval order, the clerk of district court will electronically file the administrative support order and supporting documentation in the county where the judge who signed the order presides. Upon filing, the order becomes effective and has the same force and effect as a district court order.

Within 14 days after the order is filed, send a copy of it along with form 470-3910, *Information About the Child Support Recovery Program* to:

♦ The payor or the payor's legal representative; and
♦ The payee or the payee's legal representative.

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

Judicial Order

For cases involving a hearing, a blank version of form 470-3640, *252C Judicial Support Order*, may be generated from the FORMVIEW screen for the attorney to complete at the hearing. If the blank version is not used and the court establishes support, generate the *252C Judicial Support Order* from ICAR, using the following fields on the ADMIN2 screen:

GENERATE ORDER (A/J/R)..............:	TYPE:	DATE:

♦ Enter "J" in the GENERATE ORDER (A/J/R) field. To regenerate the order, enter "R."

♦ Complete the TYPE field to indicate the type of support established in the order.

- If ordering **child and medical support**, enter 'SO' (SUPPORT ORDER) in the TYPE field. ICAR enters the current date in the GENERATE ORDER DATE field.

- If ordering **medical support only** (no child support), enter 'HO' (HEALTH INSURANCE ONLY) in the TYPE field. ICAR enters the current date in the GENERATE ORDER DATE field.

- If ordering **cash medical support only** (no child support), enter 'MS' (cash medical support only) in the TYPE field. ICAR enters the current date in the GENERATE ORDER DATE field.

NOTE: To make an entry of SO, HO or MS you must first have generated form 470-2950, *Child Support Guidelines Worksheet Cover Letter*, and form 470-2640, *Child Support Guidelines Worksheet*, from the guidelines application.

ICAR issues a calendar flag (ADMIN38) reminding you to file the order.

Order by Consent

During any phase of the administrative establishment process, the respondent(s) may agree to the support obligations.

When the respondent(s) indicates a willingness to discuss the issues of child and medical support, complete form 470-2640, *Child Support Guidelines Worksheet*, if not previously completed, to determine the current child and medical support obligations and accrued support, if appropriate. Discuss the obligations with the respondent(s) or with the respondent's attorney, if applicable. When the payor and payee are both respondents in the action, both parties must agree to the obligations.

If the respondent(s) are willing to agree to the obligations:

♦ Update ICAR with the agreed information and prepare the administrative support order after the appropriate timeframes have passed using the consent order options. (For ICAR instructions, see Generating the Administrative Order and Updating ICAR After the Order Is Filed.)

♦ If less than ten days have passed since the *Child Support Guidelines Worksheet* and form 470-2950, *Child Support Guidelines Worksheet Cover Letter* were mailed to the parties, hold the consent order until ten days have passed. A payee not named as a respondent in the action may provide updated financial information that will affect the support amount.

   If the non-respondent payee does provide updated financial information that changes the support amount the payor agreed to, discard the consent order, recalculate guidelines, and re-issue the guidelines worksheet and cover letter to the parties.

♦ Assemble the documents to be filed in the district court. (See Filing the Administrative Order.)

♦ The clerk of district court will electronically file the order and obtain the judge's signature.

♦ Within 14 days, send a signed, file-stamped copy of the order to:

   • The payee and attorney, if applicable.
   • The payor and attorney, if applicable.

♦ Keep a copy of the order in the imaged case file.

♦ Update ICAR to reflect the filing of the consent order (see Updating ICAR After the Order Is Filed).

Updating ICAR After the Order Is Filed

To complete the administrative establishment process in ICAR through entry of an order, use the following fields on the ADMIN2 screen:

```
30 DAY WAIVER (Y/N)................: N
SUPPORT ESTABLISHED (D/H/C/R/A):PAYOR:      PAYEE:            DATE:
OBLIGATION TYPES ENTERED........PAYOR:                        PAYEE:
CC ORDER TO INTERESTED PARTIES......:
ACTION DISMISSED/PROCESS ENDED......:        DATE:
```

Support Established

Enter the method by which support is established or reserved in the SUPPORT ESTABLISHED (D/H/C/R/A) field of the parent against whom support is ordered. Valid codes for the SUPPORT ESTABLISHED (D/H/C/R/A) field are:

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

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

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

♦   If support is established through a default process, either administratively or after a court hearing, enter "D" in the PAYOR field and/or the PAYEE field, if appropriate when one or both parties do not send in any correspondence or return form 470-0204, *Financial Statement,* and does not call the Unit or come into the local office. ICAR generates a narrative (ADMIN135) if the COURT HEARING REQUESTED (Y/N) field contains an "N."

    Also enter a "D" if the payor or payee requests a hearing on the issue of support, but does not appear at the hearing. ICAR generates a narrative (ADMIN136) if the COURT HEARING REQUESTED (Y/N) field contains a "Y."

♦   If support is ordered against either or both parents through a court hearing, enter "H" in this field. To make the "H" entry, the code in HEARING HELD (Y/N/R) must be "Y" to indicate that the hearing was held. ICAR generates a narrative (ADMIN137).

♦ If the parties agree on the support issue and a consent order establishing support is entered, enter "C." This entry generates a narrative (ADMIN138).

♦ If support is reserved, enter "R" in this field. ICAR issues a narrative (ADMIN139).

♦ If the payor or payee contacts the Unit in any way but does not request a hearing or consent to the order, enter an "A" in their appropriate field. For example, enter an "A" if the payor returns form 470-0204, *Financial Statement*, contacts the Unit by telephone or comes into the local office and the Unit subsequently enters an order. ICAR issues a narrative (ADMIN156).

♦ Enter the date that support is established or reserved in the DATE field.

ICAR edits the entries as follows:

♦ The party ordered must have been served. (SERVICE OBTAINED (Y/N/A/G) is "G", "Y" or "A.")

♦ An order must have been generated. (GENERATE ORDER (A/J/R) is "A" or "J.")

♦ ICAR does not allow entries of "H" or "R" unless HEARING HELD(Y/N/R) is "Y."

♦ An entry is not allowed if:

• A conference was requested, but the CSRU RESP (S/D) field is blank or "R."

• A conference was scheduled, but the CONF HELD (Y/N/R) field is blank or "R."

• A court hearing was scheduled, but the HEARING HELD (Y/N/R) field is blank or "R."

♦ Any entry requires that the SUPPORT ESTABLISHED DATE field be completed, with the following restrictions:

• This date must be at least 30 days greater than the service obtained date unless the parties waived the time frame (30 DAY WAIVER (Y/N) is "Y").

• If the *Child Support Guidelines Worksheet Cover Letter* has been generated, the support established date must be at least ten days greater than the GENERATE GUIDELINE CV LTR (Y/R) date.

• If a second notice has been generated (GENERATE SECOND NOTICE (Y/R) is "Y"), this date must be at least 30 days later than the date the second notice was generated unless the parties waived the time frame (30 DAY WAIVER (Y/N) is "Y").

- If the case went to court, this date must be later than or the same as the court hearing set date.

♦ A "D," "H," "C" or "A" entry requires you to also make an entry in the first OBLIGATIONS TYPES ENTERED field. (See below.)

♦ Any entry requires that the CC ORDER TO INTERESTED PARTIES field be completed. (See below.)

Obligation Types Entered

When any type of support is ordered, you must enter the support types in the OBLIGATION TYPES ENTERED field on ADMIN2. Valid obligation codes are:

CS   Child support
MR   Reimbursement for medical expenditures
MS   Medical support
RE   Reimbursement for public assistance
HO   Health only
HI   Health insurance

ICAR edits the entry as follows:

♦ There must first be an entry of "D," "H," "C" or "A" in the SUPPORT ESTABLISHED (D/H/C/R/A) field.

♦ If "HO" is entered, no other entries are allowed. Use "HO" when health insurance is the only type of support ordered.

♦ "HI" is not allowed as a sole entry. "HI" indicates health insurance plus some other type of obligation (e.g., current support is "CS") was ordered.

♦ Each of the valid obligation codes listed above may be entered only once in these fields.

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Sending Parties Copies of the Order

You must send the parties copies of all orders within 14 days of the date of entry. To document that the parties were sent a copy of the order, enter the date of mailing in the CC ORDER TO INTERESTED PARTIES field on the ADMIN2 screen. ICAR requires you to complete this field when the SUPPORT ESTABLISHED (D/H/C/R/A) field is updated.

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

If an attorney represents one of the parties, ICAR generates this form to the attorney instead of that party. If the Unit establishes support at the request of another state, ICAR generates one copy of the *Cover Letter for Orders* for the payor and a second copy for the other state.

NOTE: If an attorney represents the payee in the other state, ICAR generates the *Cover Letter for Orders* for the attorney instead of the other state.

The CC ORDER TO INTERESTED PARTIES date must be later than or equal to the date in the SUPPORT ESTABLISHED DATE field and cannot be a future date. An entry is not allowed unless the SUPPORT ESTABLISHED (D/H/C/R/A) field is completed.

When you make entries to the SUPPORT ESTABLISHED (D/H/C/R/A), OBLIGATION TYPES ENTERED, and CC ORDER TO INTERESTED PARTIES fields, ICAR:

♦ Enters "ORD" in the ACTION DISMISSED/PROCESS ENDED field;

♦ Locks the screens from further updates;

♦ Generates narratives (ADMIN26 and ADMIN142 if interstate is "N" or ADMIN216 and ADMIN220 if interstate is "Y") reflecting the entry of the order and the ending of the process; and

♦ Automatically displays the HEADER screen to add the court order information.

Completing the HEADER Screen

```
COURT ORDER NUMBER .. :
ICIS  C.O. NUMBER ... :
```

When you enter a court order number on the HEADER screen, leave the COURT ORDER NUMBER field blank. Enter the number in the ICIS C.O. NUMBER field instead. The ICIS C.O. NUMBER field is 17 characters long. The first 7 positions are ICAR-entered based on the number in the COURT ORDER COUNTY field. You complete positions 8-17.

The following explains the entry in each of the positions completed by ICAR:

♦ Positions 1 and 2: District number
♦ Positions 3 and 4: County number
♦ Position 5: Jurisdiction
♦ Positions 6 and 7: City code.

   NOTE: The Unit does not use this code. These positions are always blank.

Positions 8-17 are worker-entered and consist of the following entries:

♦ Positions 8 and 9: Case type. ICAR allows only alphabetical entries.
♦ Positions 10-17: Group code. ICAR allows only alphabetical entries in positions 10 and 11 and only numeric entries in positions 12-17.

Once you complete entries in the ICIS C.O. NUMBER field and press F3, the case type and group code from the ICIS C.O. NUMBER field transfer to the COURT ORDER NUMBER field. If the ICIS C.O. NUMBER field does not contain the appropriate worker entries, an edit displays requiring the appropriate entries.

If you attempt to modify the entry in the COURT ORDER NUMBER field, ICAR does not accept the change. You must make modifications to the court order number in the ICIS C.O. NUMBER field.

Press F6 to transfer HEADER information to COURTORD and to add the court order to the case. Once you add the court order to the case and complete the Health Insurance Update (HIUPDATE) screen, if appropriate, ICAR again displays the HEADER screen. For more information on adding court orders to ICAR, see 9-E, *Entering Court Orders And Obligations*.

Ending the Process

ICAR ends the ADMIN process through the entry of an order. You can also end the process by making one of the following entries in the ACTION DISMISSED/PROCESS ENDED field on ADMIN2:

OAE　Order already exists
DIS　Action dismissed by 1.944
OTH　Other

An entry is not allowed in the ACTION DISMISSED/PROCESS ENDED field if:

♦ A conference has been requested and the CSRU RESP (S/D) field is blank.

♦ A conference has been scheduled and the CONF HELD (Y/N/R) field contains an "R" or is blank.

♦ A court hearing has been scheduled and the HEARING HELD (Y/N/R) field contains an "R" or is blank.

An entry to this field requires that you enter the date the process was ended in the corresponding DATE field. This date must be greater than or the same as the GENERATE NOTICES (Y/F/R) date and cannot be a future date.

When you enter 'OAE' (order already exists), ICAR issues:

♦ A narrative (ADMIN144 if INTERSTATE (Y/N) is 'N,' or ADMIN145 if INTERSTATE (Y/N) is 'Y') to document the ending of the process.

♦ A status (ADMIN33 with narrative ADMIN144, or ADMIN35 with narrative ADMIN145) to inform the payee or the initiating jurisdiction that the process ended because an order for support already exists.

♦ A status (ADMIN34) to inform the payor that the process ended because an order for support already exists.

The DIS code is not allowed unless the CERTIFIED TO COURT field contains a date. When you enter 'DIS' (action dismissed by 1.944), ICAR issues:

♦ A narrative (ADMIN205 if INTERSTATE (Y/N) is 'N,' or ADMIN141 if INTERSTATE (Y/N) is 'Y') to document the ending of the process.

♦ A status (ADMIN30 with narrative ADMIN140, or ADMIN32 with narrative ADMIN141) to inform the payee or the initiating jurisdiction that the Clerk of Court dismissed the action.

♦ A status (ADMIN31) to inform the payor that the Clerk of Court dismissed the action.

When you enter 'OTH' (other). ICAR issues:

♦ A narrative (ADMIN146 if INTERSTATE (Y/N) is 'N,' or ADMIN147 if INTERSTATE (Y/N) is 'Y') for you to enter the reason the process is ended.

♦ A status (ADMIN36 with narrative ADMIN146, or ADMIN38 with narrative ADMIN147) to inform the payee or the initiating jurisdiction the reason the process is ended.

♦ A status (ADMIN37) to inform the payor the reason the process is ended.

To end the process by entering an order, see Issuing the Order.

<u>Special Circumstances</u>

This section addresses adjustments to the administrative establishment process for the following special circumstances:

♦ <u>The minor payee claims to be a victim of sexual abuse by the payor</u>.
♦ <u>The payor is a minor</u>.
♦ <u>The payor is incarcerated</u>.
♦ <u>The Unit's action is for health insurance only</u>.
♦ <u>Iowa is responding on an interstate case</u>.
♦ <u>The payee moves during the establishment process</u>.
♦ <u>A family member cannot document U. S. citizenship</u>.

<u>Minor Payee Claims to Be a Victim of Sexual Abuse by Payor</u>

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

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

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

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

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

Consult with the supervisor or office attorney before making the determination to proceed in Public Assistance and Non-Public Assistance cases.

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

♦ Inform the minor victim payee about claiming good cause. See 9-H, *Serving Qualified Customers* for more information.

♦ If the minor victim payee does not or cannot claim good cause and still does not want CSRU to proceed with establishment, proceed to make a determination regarding the best interests of the child.

♦ If CSRU determines that establishing an order is not in the best interests of the child, do not establish an order. Close the case using the "NCIN" closure code. See 9-I, *Case Closure* for more information.

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

♦ If you have not started an action, do not proceed. Close the case using the "REQU" closure code. See 9-I, *Case Closure* for more information.

♦ If you started an action, end the action and inform the parties the reason for ending the action. Close the case using the "REQU" closure code. See 9-I, *Case Closure* for more information.

♦ If you started an action and a court hearing is:

• Scheduled, work with your office attorney to ask the court to cancel the hearing date.

• Held, work with your office attorney to ask the judge to take the appropriate action; Only ask the judge to dismiss the case in rare circumstances.

• After the disposition, if the judge did not order support, close the case using the "REQU" closure code. See 9-I, *Case Closure* for more information.

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

Minor Payor

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

Incarcerated Payor

The Unit cannot enter a default order against an incarcerated payor. If the payor appears in the 252C action and wants to consent to an order, the payor **must** sign the *Child Support Declaration*.

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

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Incarcerated Payor

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

Action for Health Insurance Only

In most situations, the Unit establishes both child and medical support obligations using the administrative process. However, in some cases it is appropriate for the Unit to enter an order that does not include child support. An example is when, the mother and the child receive Medicaid-only benefits, and the mother declines the establishment of a child support obligation. See 11-I, *Medical Support*.

The administrative process may be used to establish a health insurance only obligation. If an order for current child support exists, that order should be modified to add health insurance provisions if appropriate. See Establishment v. Modification Decision Tree at the beginning of this chapter when deciding whether to use administrative establishment or modification to create a medical support obligation.

Essentially, the process is the same whether or not child support is being sought. The only difference in the process is when the administrative or judicial support order is issued, it indicates that child support is reserved and may be set at a later date. (See Issuing the Order.)

Responding Interstate

The administrative establishment process is available only for responding interstate cases. The same steps are followed in an interstate case, except that all correspondence for the out-of-state payee is sent to the initiating jurisdiction child support agency. Before making any entries on the ADMIN screen, remember to link the INTERSTA screen to the ADMIN process.

Payee Moves

When a payee moves during the administrative establishment process and the payor has not been located, transfer the file to the new office. The new office proceeds with location and regenerates all service forms once the payor is located.

If a payee moves after the payor has been served, continue the action in the county where it began. Once the administrative establishment action is ended by an order for support or by a dismissal order, follow existing procedures for transferring the case to the new office.

Undocumented Citizens

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

Narratives

Process: **ADMIN**   Number: **001**

Text: The payor is represented by an attorney for administrative process.

Screen:	Field:	Entry:	Flag:	Status:
ADMIN	CC RP ATTY	Y		

Process: **ADMIN**   Number: **002**

Text: The obligor is no longer represented by an attorney for administrative process.

Screen:	Field:	Entry:	Flag:	Status:
ADMIN	CC RP ATTY	Y changed to N		

Process: **ADMIN**   Number: **003** – **Issues only from cases completed before 11-1-99**.

Text: First notice of public assistance child support debt for administrative process prepared on GEN SERVING NOTICES DATE.

Screen:	Field:	Entry:	Flag:	Status:
			1	

Process: **ADMIN**   Number: **004** – **Issues only from cases completed before 11-1-99**.

Text: First notice of non-public assistance child support debt for administrative process prepared on GEN SERVING NOTICES DATE.

Screen:	Field:	Entry:	Flag:	Status:
			1	

Process: **ADMIN**   Number: **005** – **Issues only from cases completed before 11-1-99**.

Text: Request for service of the notice of child support debt for administrative process by sheriff issued on SERVICE REQUEST DATE

Screen:	Field:	Entry:	Flag:	Status:
			2	1

Process: **ADMIN**   Number: **006** – **Issues only from cases completed before 11-1-99**.

Text: Request for service of the notice of child support debt for administrative process by process server issued on SERVICE REQUEST DATE.

Screen:	Field:	Entry:	Flag:	Status:
			2	

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Process: **ADMIN**   Number: **007** – **Issues only from cases completed before 11-1-99**.

Text: Request for service of the notice of child support debt for administrative process by longarming issued on SERVICE REQUEST DATE

Screen:	Field:	Entry:	Flag:	Status:
LISAN	GEN NOTICE DATE		3	

Process: **ADMIN**   Number: **008**

Text: The payor was served with notice of child support debt for administrative process on (SERVICE OBTAINED DATE).

Screen:	Field:	Entry:	Flag:	Status:
ADMIN	SERVICE OBTAINED	Y	25	1
	INTERSTATE	N	40	

Process: **ADMIN**   Number: **009** – **Issues only from cases completed before 11-1-99**.

Text: Status report sent to the payee.

Screen:	Field:	Entry:	Flag:	Status:

Process: **ADMIN**   Number: **010** – **Issues only from cases completed before 11-1-99**.

Text: Service of the notice of child support debt for administrative process unsuccessful on SERVICE OBTAINED DATE.

Screen:	Field:	Entry:	Flag:	Status:
			5	

Process: **ADMIN**   Number: **011**

Text: The payor signed acceptance of service of notice of child support debt for administrative process on (SERVICE OBTAINED DATE).

Screen:	Field:	Entry:	Flag:	Status:
ADMIN	SERVICE OBTAINED	A	25	1
	INTERSTATE	N	40	

Process: **ADMIN**   Number: **012** – **Issues only from cases completed before 11-1-99**.

Text: Negotiation conference regarding administrative process requested by the payor on:

Screen:	Field:	Entry:	Flag:	Status:
			6	

Process: **ADMIN**   Number: **013**

Text: Negotiation conference regarding administrative process scheduled for
(CONFERENCE DATE) at (CONFERENCE TIME)   M.

Screen:	Field:	Entry:	Flag:	Status:
ADMIN2	CONFERENCE SCHEDULED	(valid entry)	7	
	CONF HELD	(blank)		
ADMIN	INTERSTATE	N		

Process: **ADMIN**   Number: **014**

Text: Negotiation conference regarding administrative process rescheduled for
(CONFERENCE DATE) at (CONFERENCE TIME _M).

Screen:	Field:	Entry:	Flag:	Status:
ADMIN2	CONFERENCE SCHEDULED	(valid entry)	32	
	CONF HELD	(blank)		
ADMIN	INTERSTATE	N		

Process: **ADMIN**   Number: **015**

Text: Negotiation conference regarding administrative process held on (CONFERENCE
SCHEDULED DATE).

Screen:	Field:	Entry:	Flag:	Status:
ADMIN2	CONF HELD	Y	31	
	INTERSTATE	N		

Process: **ADMIN**   Number: **016** – **Issues only from cases completed before 11-1-99**.

Text: Second notice of child support debt for administrative process issued on SECOND
NOTICE DATE.

Screen:	Field:	Entry:	Flag:	Status:
			9	

Process: **ADMIN**   Number: **017** – **Issues only from cases completed before 11-1-99**.

Text: Request for judicial review of administrative process received from the payor on
COURT HEARING REQUESTED DATE

Screen:	Field:	Entry:	Flag:	Status:
			10	

Process: **ADMIN**   Number: **018** – **Issues only from cases completed before 11-1-99**.

Text: Notice of petition for judicial review of administrative process filed by the payor
received on

Screen:	Field:	Entry:	Flag:	Status:
			10	

Process: **ADMIN**   Number: **019**

Text: Administrative process certified to the court for judicial review on (CERTIFIED TO COURT DATE).

Screen:	Field:	Entry:	Flag:	Status:
ADMIN2	CERTIFIED TO COURT	(valid date)	11	
ADMIN	INTERSTATE	N		

Process: **ADMIN**   Number: **020**

Text: Hearing regarding administrative process was held on (COURT HEARING SET DATE).

Screen:	Field:	Entry:	Flag:	Status:
ADMIN2	HEARING HELD	Y	34	25
ADMIN	INTERSTATE	N		

Process: **ADMIN**   Number: **021**

Text: Hearing regarding administrative process was not held as scheduled on (COURT HEARING SET DATE) for the following reason:

(WORKER ENTERS REASON).

Screen:	Field:	Entry:	Flag:	Status:
ADMIN2	HEARING HELD	N	13	27
	INTERSTATE	N		

Process: **ADMIN**   Number: **022**

Text: Hearing regarding administrative process scheduled for (COURT HEARING SET DATE) at (COURT HEARING SET TIME) M. The hearing will take place at the following location:
(WORKER ENTERS LOCATION).

Screen:	Field:	Entry:	Flag:	Status:
ADMIN	INTERSTATE	N	15	3
ADMIN2	A/R	A		22
	COURT HEARING SET	(valid date)		
	HEARING HELD	(blank)		

Process: **ADMIN**   Number: **023**

Text: Hearing regarding administrative process rescheduled for (COURT HEARING SET DATE) at (COURT HEARING SET TIME) M. The hearing will take place at the following location:

Screen:	Field:	Entry:	Flag:	Status:
ADMIN2	HEARING HELD	R	37	4
	INTERSTATE	N		29

Process: **ADMIN**   Number: **024** – **Issues only from cases completed before 11-1-99**.

Text: Administrative order prepared on

Screen:	Field:	Entry:	Flag:	Status:
			16	

Process: **ADMIN**   Number: **025** – **Issues only from cases completed before 11-1-99**.

Text: Support order resulting from administrative process filed on

Screen:	Field:	Entry:	Flag:	Status:
			17	

Process: **ADMIN**   Number: **026**

Text: Copies of support order resulting from administrative process sent to all interested parties on (CC ORDER TO INTERESTED PARTIES DATE).

Screen:	Field:	Entry:	Flag:	Status:
ADMIN2	CC ORDER TO INTERESTED	(valid date)		5
ADMIN	PARTIES	N		6
	INTERSTATE			

Process: **ADMIN**   Number: **027** – **Issues only from cases completed before 11-1-99**.

Text: Status report sent to the payor.

Screen:	Field:	Entry:	Flag:	Status:

Process: **ADMIN**   Number: **028** – **Issues only from cases completed before 11-1-99**.

Text: Interoffice memo sent to the local DHS office.

Screen:	Field:	Entry:	Flag:	Status:

Process: **ADMIN**   Number: **029** – **Issues only from cases completed before 11-1-99**.

Text: Administrative process terminated on PROCESS ENDED DATE

Screen:	Field:	Entry:	Flag:	Status:
			19	7

Process: **ADMIN**   Number: **030** – **Issues only from cases completed before 11-1-99**.

Text: Interstate status update received. Notice of administrative process prepare by the state of (RESPONDING STATE CODE) on

Screen:	Field:	Entry:	Flag:	Status:

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Process: **ADMIN**   Number: **031** – **Issues only from cases completed before 11-1-99**.

Text: Interstate status update received. Request for service of notice of administrative process made by the state of (RESPONDING STATE CODE) on

Screen:	Field:	Entry:	Flag:	Status:

Process: **ADMIN**   Number: **032** – **Issues only from cases completed before 11-1-99**.

Text: Interstate status update received. The payor was served with notice of administrative process in the state of (RESPONDING STATE CODE) on

Screen:	Field:	Entry:	Flag:	Status:
ADMIN				8

Process: **ADMIN**   Number: **033** – **Issues only from cases completed before 11-1-99**.

Text: Interstate status update received. Unsuccessful attempt at service of notice of administrative process made by the state of (RESPONDING STATE CODE) on

Screen:	Field:	Entry:	Flag:	Status:
ADMIN				

Process: **ADMIN**   Number: **034** – **Issues only from cases completed before 11-1-99**.

Text: Interstate status update received. Negotiation conference regarding administrative process requested by the payor in the state of (RESPONDING STATE CODE) on

Screen:	Field:	Entry:	Flag:	Status:
ADMIN				

Process: **ADMIN**   Number: **035** – **Issues only from cases completed before 11-1-99**.

Text: Interstate status update received. Conference regarding administrative process is scheduled in the state of (RESPONDING STATE CODE) on (CONFERENCE SET DATE) at (CONFERENCE SET TIME) M.

Screen:	Field:	Entry:	Flag:	Status:
ADMIN				

Process: **ADMIN**   Number: **036** – **Issues only from cases completed before 11-1-99**.

Text: Interstate status update received. Conference regarding administrative process is rescheduled by the state of (RESPONDING STATE CODE) on (CONFERENCE SET DATE) at (CONFERENCE SET TIME) M.

Screen:	Field:	Entry:	Flag:	Status:
ADMIN				

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Process: **ADMIN**   Number: **037** – **Issues only from cases completed before 11-1-99**.

Text: Interstate status update received. Conference regarding administrative process held in the state of (RESPONDING STATE CODE) on (CONFERENCE SET DATE).

Screen: Field: Entry: Flag: Status:
ADMIN

Process: **ADMIN**   Number: **038** – **Issues only from cases completed before 11-1-99**.

Text: Interstate status update received. Second notice regarding administrative process issued to the payor by the state of (RESPONDING STATE CODE) on (SECOND NOTICE DATE).

Screen: Field: Entry: Flag: Status:
ADMIN

Process: **ADMIN**   Number: **039** – **Issues only from cases completed before 11-1-99**.

Text: Interstate status update received. The payor has contested administrative process in the state of (RESPONDING STATE CODE) on (CONTEST DATE).

Screen: Field: Entry: Flag: Status:
ADMIN

Process: **ADMIN**   Number: **040** – **Issues only from cases completed before 11-1-99**.

Text: Interstate status update received. Administrative process certified to the courts for the state of (RESPONDING STATE CODE) on (CERTIFIED TO COURT DATE).

Screen: Field: Entry: Flag: Status:
ADMIN

Process: **ADMIN**   Number: **041** – **Issues only from cases completed before 11-1-99**.

Text: Interstate status update received. Hearing regarding administrative process was held in the state of (RESPONDING STATE CODE) on (HEARING SET DATE).

Screen: Field: Entry: Flag: Status:
ADMIN

Process: **ADMIN**   Number: **042** – **Issues only from cases completed before 11-1-99**.

Text: Interstate status update received. Hearing regarding administrative process was not held as previously scheduled in the state of (RESPONDING STATE CODE) on (HEARING SET DATE).

Screen: Field: Entry: Flag: Status:
ADMIN

Process: **ADMIN**   Number: **043** – **Issues only from cases completed before 11-1-99**.

Text: Interstate status update received. Hearing regarding administrative process scheduled in the state of (RESPONDING STATE CODE) on (COURT HEARING SET DATE) at (COURT HEARING SET TIME) M.

Screen:	Field:	Entry:	Flag:	Status:
ADMIN				9

Process: **ADMIN**   Number: **044** – **Issues only from cases completed before 11-1-99**.

Text: Interstate status update received. Order for support resulting from administrative process filed in the state of (RESPONDING STATE CODE) on (ORDER FILED DATE)..

Screen:	Field:	Entry:	Flag:	Status:
ADMIN			18	

Process: **ADMIN**   Number: **045** – **Issues only from cases completed before 11-1-99**.

Text: Interstate status update received. Hearing regarding administrative process rescheduled in the state of (RESPONDING STATE CODE) on (COURT HEARING SET DATE) at (COURT HEARING SET TIME) M.

Screen:	Field:	Entry:	Flag:	Status:
ADMIN				10

Process: **ADMIN**   Number: **046** – **Issues only from cases completed before 11-1-99**.

Text: Interstate status update received. Administrative process terminated by the state of (RESPONDING STATE CODE) on

Screen:	Field:	Entry:	Flag:	Status:
ADMIN			19	12

Process: **ADMIN**   Number: **047** – **Issues only from cases completed before 11-1-99**.

Text: Status update sent to the state of (INITIATING STATE CODE)

Screen:	Field:	Entry:	Flag:	Status:
ADMIN				

Process: **ADMIN**   Number: **048** – **Issues only from cases completed before 11-1-99**.

Text: Status update not sent to the payee, no valid address.

Screen:	Field:	Entry:	Flag:	Status:
ADMIN				

Process: **ADMIN**   Number: **049** – **Issues only from cases completed before 11-1-99**.

Text: Status update not sent to the payor, no valid address.

Screen:	Field:	Entry:	Flag:	Status:
ADMIN				

Process: **ADMIN**   Number: **050**

Text: Administrative order screen deleted for the following reason:
(WORKER ENTERS REASON).

Screen:	Field:	Entry:	Flag:	Status:
ADMIN		F4	19	

Process: **ADMIN**   Number: **051** – **Issues only from cases completed before 11-1-99**.

Text: First notice of public assistance child support debt for administrative process prepared on (Generate Notice date). Action based on a referral from the state of (INITIATING STATE CODE).

Screen:	Field:	Entry:	Flag:	Status:
ADMIN			1	

Process: **ADMIN**   Number: **052** – **Issues only from cases completed before 11-1-99**.

Text: First notice of non-public assistance child support debt for administrative process prepared on (GENERATE NOTICE DATE). Action based on a referral from the state of (INITIATING STATE CODE).

Screen:	Field:	Entry:	Flag:	Status:
ADMIN			1	

Process: **ADMIN**   Number: **053** – **Issues only from cases completed before 11-1-99**.

Text: Request for service of the notice of child support debt for administrative process by sheriff issued on (SERVICE REQUEST DATE). Action based on a referral from the state of (INITIATING STATE CODE).

Screen:	Field:	Entry:	Flag:	Status:
ADMIN			2	

Process: **ADMIN**   Number: **054** – **Issues only from cases completed before 11-1-99**.

Text: Request for service of the notice of child support debt for administrative process by process server issued on (SERVICE REQUEST DATE). Action based on a referral from the state of (INITIATING STATE CODE).

Screen:	Field:	Entry:	Flag:	Status:
ADMIN			2	

Process: **ADMIN**   Number: **055**

Text: The payor was served with notice of child support debt for administrative process on (SERVICE OBTAINED DATE). Action based on referral from the State of (INITIATING STATE CODE).

Screen:	Field:	Entry:	Flag:	Status:
ADMIN	SERVICE OBTAINED	Y	25	13
	INTERSTATE	Y	40	

Process: **ADMIN**   Number: **056** – **Issues only from cases completed before 11-1-99**.

Text: Service on the notice of child support debt for administrative process unsuccessful on SERVICE OBTAINED DATE. Action based on a referral from the state of (INITIATING STATE CODE).

Screen:	Field:	Entry:	Flag:	Status:
ADMIN			5	

Process: **ADMIN**   Number: **057**

Text: The payor signed acceptance of service of notice of child support debt for administrative process on (SERVICE DATE). Action based on referral from the State of (INITIATING STATE CODE).

Screen:	Field:	Entry:	Flag:	Status:
ADMIN	SERVICE OBTAINED	A	25	13
	INTERSTATE	Y	40	

Process: **ADMIN**   Number: **058** – **Issues only from cases completed before 11-1-99**.

Text: Negotiation conference regarding administrative process requested by the payor on: Action based on a referral from the state of (INITIATING STATE CODE).

Screen:	Field:	Entry:	Flag:	Status:
ADMIN			6	

Process: **ADMIN**   Number: **059**

Text: Negotiation conference regarding administrative process scheduled for (CONFERENCE DATE) at (CONFERENCE TIME)   M. Action based on referral from the State of (INITIATING STATE CODE).

Screen:	Field:	Entry:	Flag:	Status:
ADMIN2	CONFERENCE SCHEDULED	(valid entry)	7	
	CONF HELD	(blank)		
ADMIN	INTERSTATE	Y		

Process: **ADMIN**   Number: **060**

Text: Negotiation conference regarding administrative process rescheduled for (CONFERENCE DATE) at (CONFERENCE TIME)   M. Action based on a referral from the State of (INITIATING STATE CODE).

Screen:	Field:	Entry:	Flag:	Status:
ADMIN2	CONFERENCE SCHEDULED	(valid entry)	32	
	CONF HELD	(blank)		
ADMIN	INTERSTATE	Y		

Process: **ADMIN**   Number: **061**

Text: Negotiation conference regarding administrative process held on (CONFERENCE SCHEDULED DATE). Action based on a referral from the State of (INITIATING STATE CODE).

Screen:	Field:	Entry:	Flag:	Status:
ADMIN2	CONF HELD	Y	31	
	INTERSTATE	Y		

Process: **ADMIN**   Number: **062** – **Issues only from cases completed before 11-1-99**.

Text: Second notice of child support debt for administrative process issued on SECOND NOTICE DATE. Action based on a referral from the state of (INITIATING STATE CODE).

Screen:	Field:	Entry:	Flag:	Status:
ADMIN			9	

Process: **ADMIN**   Number: **063** – **Issues only from cases completed before 11-1-99**.

Text: Request for judicial review of administrative process received from the payor on (COURT HEARING REQUESTED DATE). Action based on a referral from the state of (INITIATING STATE CODE).

Screen:	Field:	Entry:	Flag:	Status:
ADMIN			10	

Process: **ADMIN**   Number: **064** – **Issues only from cases completed before 11-1-99**.

Text: Notice of petition for judicial review of administrative process filed by the payor received on (COURT HEARING REQUEST DATE). Action based on a referral from the state of (INITIATING STATE CODE).

Screen:	Field:	Entry:	Flag:	Status:
ADMIN			10	

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Process: **ADMIN**   Number: **065**

Text: Administrative process certified to the court for judicial review on (CERTIFIED TO COURT DATE). Action based on a referral from the State of (INITIATING STATE CODE).

Screen:	Field:	Entry:	Flag:	Status:
ADMIN2	CERTIFIED TO COURT	(valid date)	11	
ADMIN	INTERSTATE	Y		

Process: **ADMIN**   Number: **066**

Text: Hearing regarding administrative process was held on (COURT HEARING SET DATE). Action based on a referral from the State of (INITIATING STATE CODE).

Screen:	Field:	Entry:	Flag:	Status:
ADMIN2	HEARING HELD	Y	35	26
ADMIN	INTERSTATE	Y		

Process: **ADMIN**   Number: **067**

Text: Hearing regarding administrative process was not held as scheduled on (COURT HEARING SET DATE). Action based on referral from the State of (INITIATING STATE CODE). Hearing not held for the following reason:
(WORKER ENTERS REASON).

Screen:	Field:	Entry:	Flag:	Status:
ADMIN2	HEARING HELD	N	13	28
	INTERSTATE	Y		

Process: **ADMIN**   Number: **068**

Text: Hearing regarding administrative process scheduled for (COURT HEARING SET DATE) at (COURT HEARING SET TIME) M. Action based on a referral from the State of (INITIATING STATE CODE). The hearing will take place at the following location:
(WORKER ENTERS LOCATION).

Screen:	Field:	Entry:	Flag:	Status:
ADMIN	INTERSTATE	Y	15	15
ADMIN2	A/R	R		22
	COURT HEARING SET	(valid date)		
	HEARING HELD	(blank)		

Process: **ADMIN**   Number: **069**

Text: Hearing regarding administrative process rescheduled for (COURT HEARING SET DATE) at (COURT HEARING SET TIME) M. Action based on a referral from the State of (INITIATING STATE CODE). The hearing will take place at the following location:
(WORKER ENTERS LOCATION).

Screen:	Field:	Entry:	Flag:	Status:
ADMIN2	HEARING HELD	R	37	16
	INTERSTATE	Y		29

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Process: **ADMIN**   Number: **070** – **Issues only from cases completed before 11-1-99**.

Text: Administrative order prepared on   . Action based on a referral from the state of (INITIATING STATE CODE).

Screen:	Field:	Entry:	Flag:	Status:
ADMIN			16	

Process: **ADMIN**   Number: **071** – **Issues only from cases completed before 11-1-99**.

Text: Support order resulting from administrative process filed on (SUPPORT ESTABLISHED DATE). Action based on a referral from the state of (INITIATING STATE CODE).

Screen:	Field:	Entry:	Flag:	Status:
ADMIN			17	

Process: **ADMIN**   Number: **072**

Text: Copies of support order resulting from administrative process sent to all interested parties on (CC ORDER TO INTERESTED PARTIES DATE). Action based on a referral from the State of (INITIATING STATE CODE).

Screen:	Field:	Entry:	Flag:	Status:
ADMIN2	CC ORDER TO INTERESTED PARTIES	(valid date)		17
ADMIN	INTERSTATE	Y		18

Process: **ADMIN**   Number: **073** – **Issues only from cases completed before 11-1-99**.

Text: Administrative process terminated on (ACTION DISMISSED/PROCESS ENDED DATE). Action based on a referral from the state of (INITIATING STATE CODE).

Screen:	Field:	Entry:	Flag:	Status:
ADMIN			19	19

Process: **ADMIN**   Number: **074** – **Issues only from cases completed before 11-1-99**.

Text: Copies of support order resulting from administrative process sent to all interested parties on (CC ORDER TO INTERESTED PARTIES DATE). Based on a referral from the state of (INITIATING STATE CODE).

Screen:	Field:	Entry:	Flag:	Status:
ADMIN			19	11

Process: **ADMIN**   Number: **075** – **Issues only from cases completed before 11-1-99**.

Text: (blank)

Screen:	Field:	Entry:	Flag:	Status:
ADMIN				

Process: **ADMIN**   Number: **076** – **Issues only from cases completed before 11-1-99**.

Text: Form number (FORM NUMBER) has been system generated.

Screen:	Field:	Entry:	Flag:	Status:
ADMIN				

Process: **ADMIN**   Number: **077** – **Issues only from cases completed before 11-1-99**.

Text: Worker has flagged court order to distribute portion of money received to the caretaker. Court order# (COURT ORDER NUMBER).

Screen:	Field:	Entry:	Flag:	Status:
ADMIN				

Process: **ADMIN**   Number: **078** – **Issues only from cases completed before 11-1-99**.

Text: Worker has removed the flag on court order to distribute portion of money received to the caretaker. Court order # (COURT ORDER NUMBER).

Screen:	Field:	Entry:	Flag:	Status:
ADMIN				

Process: **ADMIN**   Number: **079** – **Issues only from cases completed before 11-1-99**.

Text: S - The payor was served with notice of child support debt for administrative process on (SERVICE OBTAINED DATE).

Screen:	Field:	Entry:	Flag:	Status:
ADMIN			4	1

Process: **ADMIN**   Number: **080** – **Issues only from cases completed before 11-1-99**.

Text: P - The payor was served with notice of child support debt for administrative process on (SERVICE OBTAINED DATE).

Screen:	Field:	Entry:	Flag:	Status:
ADMIN			4	1

Process: **ADMIN**   Number: **081** – **Issues only from cases completed before 11-1-99**.

Text: L - The payor was served with notice of child support debt for administrative process on (SERVICE OBTAINED DATE)

Screen:	Field:	Entry:	Flag:	Status:
ADMIN			4	1

Process: **ADMIN**   Number: **082** – **Issues only from cases completed before 11-1-99**.

Text: S - Interstate status update received. The payor was served with notice of administrative process in the State of (RESPONDING STATE CODE) on (SERVICE OBTAINED DATE).

Screen:	Field:	Entry:	Flag:	Status:
ADMIN				8

Process: **ADMIN**   Number: **083** – **Issues only from cases completed before 11-1-99**.

Text: P - Interstate status update received. The payor was served with notice of administrative process in the State of (RESPONDING STATE CODE) on (SERVICE OBTAINED DATE).

Screen:	Field:	Entry:	Flag:	Status:
ADMIN				8

Process: **ADMIN**   Number: **084** – **Issues only from cases completed before 11-1-99**.

Text: L - Interstate status update received. The payor was served with notice of administrative process in the State of (RESPONDING STATE CODE) on (SERVICE OBTAINED DATE).

Screen:	Field:	Entry:	Flag:	Status:
ADMIN				8

Process: **ADMIN**   Number: **085** – **Issues only from cases completed before 11-1-99**.

Text: S - The payor was served with notice of child support debt for administrative process on (SERVICE OBTAINED DATE). Action based on referral from the State of (INITIATING STATE CODE).

Screen:	Field:	Entry:	Flag:	Status:
ADMIN			4	13

Process: **ADMIN**   Number: **086** – **Issues only from cases completed before 11-1-99**.

Text: P - The payor was served with notice of child support debt for administrative process on (SERVICE OBTAINED DATE). Action based on referral from the State of (INITIATING STATE CODE).

Screen:	Field:	Entry:	Flag:	Status:
ADMIN			4	13

Process: **ADMIN**   Number: **087** – **Issues only from cases completed before 11-1-99**.

Text: L - The payor was served with notice of child support debt for administrative process on (SERVICE OBTAINED DATE). Action based on referral from the State of (INITIATING STATE CODE).

Screen:	Field:	Entry:	Flag:	Status:
ADMIN			4	13

Process: **ADMIN**   Number: **088** – **Issues only from cases completed before 11-1-99**.

Text: First notice of child support debt foster care for administrative process prepared (GENERATE NOTICE DATE)

Screen:	Field:	Entry:	Flag:	Status:
ADMIN			1	

Process: **ADMIN**   Number: **089** – **Issues only from cases completed before 11-1-99**.

Text: Request for service of the notice of child support debt for administrative process by waiver issued on (SERVICE REQUEST DATE).

Screen:	Field:	Entry:	Flag:	Status:
ADMIN			2	

Process: **ADMIN**   Number: **090** – **Issues only from cases completed before 11-1-99**.

Text: W – The payor was served with notice of child support debt for administrative process on (SERVICE OBTAINED DATE).

Screen:	Field:	Entry:	Flag:	Status:
ADMIN			4	

Process: **ADMIN**   Number: **091**

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

Screen:	Field:	Entry:	Flag:	Status:
ADMIN	CC CP ATTY	Y		

Process: **ADMIN**   Number: **092**

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

Screen:	Field:	Entry:	Flag:	Status:
ADMIN	CC CP ATTY	Y changed to N		

Process: **ADMIN**   Number: **093** – **Issues only from cases completed before 11-1-99**.

Text: A new support order involving the above referenced case was established on (SUPPORT ESTABLISHED DATE). The new order differs from a previous order entered in another state.

Screen:	Field:	Entry:	Flag:	Status:
ADMIN				20

Process: **ADMIN**   Number: **094** – **Issues only from cases completed before 11-1-99**.

Text: The support order has been modified.

Screen:	Field:	Entry:	Flag:	Status:
ADMIN				21

Process: **ADMIN**   Number: **095**

Text: IIW generated during the administrative establishment process.

Screen:	Field:	Entry:	Flag:	Status:
ADMIN2	IIW PROVISIONS	Y		

Process: **ADMIN**   Number: **096**

Text: IIW not generated for this case. There is no current employer for this payor.

Screen:	Field:	Entry:	Flag:	Status:
ADMIN2	IIW PROVISIONS	N		
	TYPE	SO		

Process: **ADMIN**   Number: **097**

Text: IIW not generated at this time as good cause granted for this case by the court or administrative authority.

Screen:	Field:	Entry:	Flag:	Status:
ADMIN2	IIW PROVISIONS	G	21	

Process: **ADMIN**   Number: **098**

Text: IIW not generated at this time as a written agreement is on file for this case.

Screen:	Field:	Entry:	Flag:	Status:
ADMIN2	IIW PROVISIONS	A	22	

Process: **ADMIN**   Number: **099** – **Issues only from cases completed before 11-1-99**.

Text: IIW generated without support amounts and frequencies. The case is set for hearing and support amount is not established.

Screen:	Field:	Entry:	Flag:	Status:
ADMIN				

Process: **ADMIN**   Number: **100**

Text: Initial notices and directions for service (in-state) sent on (GENERATE SERVICE REQUEST DATE) for ADMIN process to be served on (NCP NAME).

Screen:	Field:	Entry:	Flag:	Status:
ADMIN	GENERATE SERVICE REQUEST I/O	Y I	2	

Process: **ADMIN**   Number: **101**

Text: Initial notices and directions for service (out-of-state) sent on (GENERATE SERVICE REQUEST DATE) for ADMIN process to be served on (NCP NAME).

Screen:	Field:	Entry:	Flag:	Status:
ADMIN	GENERATE SERVICE REQUEST I/O	Y O	2	

Process: **ADMIN**   Number: **102**

Text: Initial notices and directions for service (in-state) re-sent on (GENERATE SERVICE REQUEST DATE) for ADMIN process to be served on (NCP NAME).

Screen:	Field:	Entry:	Flag:	Status:
ADMIN	GENERATE SERVICE REQUEST I/O	R I	2	

Process: **ADMIN**   Number: **103**

Text: Initial notices and directions for service (out-of-state) re-sent on (GENERATE SERVICE REQUEST DATE) for ADMIN process to be served on (NCP NAME).

Screen:	Field:	Entry:	Flag:	Status:
ADMIN	GENERATE SERVICE REQUEST I/O	R O	2	

Process: **ADMIN**   Number: **104**

Text: Attempt to obtain service of notice of support debt was unsuccessful on (SERVICE OBTAINED DATE). Reason:

Screen:	Field:	Entry:	Flag:	Status:
ADMIN	REASON INTERSTATE	OTHR N	5	

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Process: **ADMIN** Number: **105**
Text: Attempt to obtain service of notice of support debt for ADMIN process was unsuccessful on (NCP NAME). Reason:
(codes described at CODEDES xxx)

Screen:	Field:	Entry:	Flag:	Status:
ADMIN	REASON	LOC, MOVE EMPL, DATA, WRNG, ADDR, PERS, REFU, IDEN, APT, JAIL, DECD or	5	
	INTERSTATE	OTH N		

Process: **ADMIN** Number: **106**

Text: Long-arm jurisdiction established for administrative establishment process based on: (**reason description from CODEDES xxxx)**

Screen:	Field:	Entry:	Flag:	Status:
ADMIN	LONG-ARM REASON	ISER, CONS CONC, DIR RES, SUPP or PAT		

Process: **ADMIN** Number: **107**
Text: Long-arm jurisdiction established for administrative establishment process based on:
(user input)

Screen:	Field:	Entry:	Flag:	Status:
ADMIN	LONG-ARM REASON	OTH		

Process: **ADMIN** Number: **108**
Text: First notice of child support debt for administrative process prepared.

Screen:	Field:	Entry:	Flag:	Status:
ADMIN	GENERATE NOTICES	Y or R	1	

Process: **ADMIN** Number: **109**
Text: First notice of child support debt for administrative process prepared.

Screen:	Field:	Entry:	Flag:	Status:
ADMIN	GENERATE NOTICES	F or R	1	

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Process: **ADMIN**   Number: **110**

Text: Unable to serve NCP with notice packet for ADMIN process on (SERVICE DATE) because: **(codes described at CODEDES xxx).** Action based on referral from the State of (INITIATING STATE).

Screen:	Field:	Entry:	Flag:	Status:
ADMIN	REASON	LOC, MOVE EMPL, DATA, WRNG, ADDR, PERS, REFU, IDEN, APT, JAIL, or DECD	5	
	INTERSTATE	Y		

Process: **ADMIN**   Number: **111**

Text: Attempt to obtain service of notice of support debt was unsuccessful on (SERVICE OBTAINED DATE). Action based on referral from the State of (INITIATING STATE CODE). Reason:
(user input).

Screen:	Field:	Entry:	Flag:	Status:
ADMIN	REASON	OTHR	5	
	INTERSTATE	Y		

Process: **ADMIN**   Number: **112**

Text: (blank narrative)

Screen:	Field:	Entry:	Flag:	Status:
ADMIN	GENERATE GUIDELINES CV LTR	Y	4	

Process: **ADMIN**   Number: **113**

Text: (blank narrative)

Screen:	Field:	Entry:	Flag:	Status:
ADMIN	GENERATE GUIDELINES CV LTR	Y	26	

Process: **ADMIN**   Number: **114**

Text: (blank narrative)

Screen:	Field:	Entry:	Flag:	Status:
ADMIN	GENERATE GUIDELINES CV LTR	R	27	

Process: **ADMIN** Number: **115**

Text: (blank narrative)

Screen:	Field:	Entry:	Flag:	Status:
ADMIN	GENERATE GUIDELINES CV LTR	R	28	

Process: **ADMIN** Number: **116**

Text: Conference requested by the non-custodial parent for the ADMIN process.

Screen:	Field:	Entry:	Flag:	Status:
ADMIN2	CONFERENCE REQUESTED	Y	29	
ADMIN	INTERSTATE	N		

Process: **ADMIN** Number: **117**

Text: (blank narrative)

Screen:	Field:	Entry:	Flag:	Status:
ADMIN				

Process: **ADMIN** Number: **118**

Text: Conference requested by the non-custodial parent for the ADMIN process denied for the following reason:
(WORKER ENTERS REASON)

Screen:	Field:	Entry:	Flag:	Status:
ADMIN2	CSRU RESP	D	30	

Process: **ADMIN** Number: **119**

Text: Negotiation conference regarding administrative process held on (CONFERENCE SCHEDULED DATE).

Screen:	Field:	Entry:	Flag:	Status:
ADMIN2	CONF HELD	Y		
	INTERSTATE	N		

Process: **ADMIN** Number: **120**

Text: Negotiation conference regarding administrative process held on (CONFERENCE SCHEDULED DATE). Action based on a referral from the State of (INITIATING STATE CODE).

Screen:	Field:	Entry:	Flag:	Status:
ADMIN2	CONF HELD	Y		
	INTERSTATE	Y		

Process: **ADMIN**   Number: **121**
Text: ADMIN conference with NCP not held for the following reason:
(WORKER ENTERS REASON).

Screen:	Field:	Entry:	Flag:	Status:
ADMIN2	CONF HELD	N	31	

Process: **ADMIN**   Number: **122**
Text: ADMIN conference with NCP not held for the following reason:
(WORKER ENTERS REASON).

Screen:	Field:	Entry:	Flag:	Status:
ADMIN2	CONF HELD	N	39	

Process: **ADMIN**   Number: **123**
Text: (blank narrative)

Screen:	Field:	Entry:	Flag:	Status:
ADMIN2	GENERATE SECOND NOTICE	Y or R	33	

Process: **ADMIN**   Number: **124**
Text: CSRU requested judicial review of ADMIN process on (COURT HEARING
REQUESTED DATE).

Screen:	Field:	Entry:	Flag:	Status:
ADMIN2	A/R	A	10	
ADMIN	INTERSTATE	N		

Process: **ADMIN**   Number: **125**
Text: CSRU requested judicial review of ADMIN process on (COURT HEARING
REQUESTED DATE). Action based on referral from the State of (INITIATING STATE
CODE).

Screen:	Field:	Entry:	Flag:	Status:
ADMIN2	A/R	A	10	
ADMIN	INTERSTATE	Y		

Process: **ADMIN**   Number: **126**
Text: NCP requested judicial review of ADMIN process on (COURT HEARING
REQUESTED DATE).

Screen:	Field:	Entry:	Flag:	Status:
ADMIN2	A/R	R	10	
ADMIN	INTERSTATE	N		

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Process: **ADMIN**　Number: **127**

Text: NCP requested judicial review of ADMIN process on (COURT HEARING REQUESTED DATE). Action based on a referral from the State of (INITIATING STATE CODE).

Screen:	Field:	Entry:	Flag:	Status:
ADMIN2	A/R	R	10	
ADMIN	INTERSTATE	Y		

Process: **ADMIN**　Number: **128**

Text: Hearing regarding administrative process scheduled for (COURT HEARING SET DATE) at (COURT HEARING SET TIME) M. The hearing will take place at the following location: (WORKER ENTERS LOCATION)

Screen:	Field:	Entry:	Flag:	Status:
ADMIN	INTERSTATE	N	15	22
ADMIN2	A/R	A		23
	COURT HEARING SET	(valid date)		
	HEARING HELD	(blank)		

Process: **ADMIN**　Number: **129**

Text: Hearing regarding administrative process scheduled for (COURT HEARING SET DATE) at (COURT HEARING SET TIME) M. Action based on a referral from the State of (INITIATING STATE CODE). The hearing will take place at the following location: (WORKER ENTERS LOCATION).

Screen:	Field:	Entry:	Flag:	Status:
ADMIN	INTERSTATE	Y	15	22
ADMIN2	A/R	A		24
	COURT HEARING SET	(valid date)		
	HEARING HELD	blank		

Process: **ADMIN**　Number: **130**

Text: (Blank narrative)

Screen:	Field:	Entry:	Flag:	Status:
ADMIN2	GENERATE ORDER	A or R	16	
ADMIN	GENERATE NOTICES	Y		

Process: **ADMIN**　Number: **131**

Text: (Blank narrative)

Screen:	Field:	Entry:	Flag:	Status:
ADMIN2	GENERATE ORDER	A or R	16	
ADMIN	GENERATE NOTICES	F		

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Process: **ADMIN**   Number: **132**

Text: (Blank narrative)

Screen:	Field:	Entry:	Flag:	Status:
ADMIN2	GENERATE ORDER	J or R	38	

Process: **ADMIN**   Number: **133**

Text: (Blank narrative)

Screen:	Field:	Entry:	Flag:	Status:
ADMIN				

Process: **ADMIN**   Number: **134**

Text: NCP waived 30 day time frame for ADMIN process.

Screen:	Field:	Entry:	Flag:	Status:
ADMIN2	30 DAY WAIVER	Y		

Process: **ADMIN**   Number: **135**

Text: Support established by default administrative order in the ADMIN process.

Screen:	Field:	Entry:	Flag:	Status:
ADMIN2	COURT HEARING	N		
	REQUESTED	D		
	SUPPORT ESTABLISHED			

Process: **ADMIN**   Number: **136**

Text: Support established by default judicial order in the ADMIN process.

Screen:	Field:	Entry:	Flag:	Status:
ADMIN2	COURT HEARING	Y		
	REQUESTED	D		
	SUPPORT ESTABLISHED			

Process: **ADMIN**   Number: **137**

Text: Support established by court hearing in the ADMIN process.

Screen:	Field:	Entry:	Flag:	Status:
ADMIN2	SUPPORT ESTABLISHED	H		

Process: **ADMIN**   Number: **138**

Text: Support established by consent of the parties in the ADMIN process.

Screen:	Field:	Entry:	Flag:	Status:
ADMIN2	SUPPORT ESTABLISHED	C		

Process: **ADMIN** Number: **139**

Text: Support reserved by judicial hearing in the ADMIN process.

Screen:	Field:	Entry:	Flag:	Status:
ADMIN2	SUPPORT ESTABLISHED	R		

Process: **ADMIN** Number: **140**

Text: ADMIN process ended on (ACTION DISMISSED/PROCESS ENDED DATE) because the case was dismissed by 215.1.

Screen:	Field:	Entry:	Flag:	Status:
ADMIN2	ACTION	DIS	19	30
ADMIN	DISMISSED/PROCESS ENDED INTERSTATE	N		31

Process: **ADMIN** Number: **141**

Text: ADMIN process ended on (ACTION DISMISSED/PROCESS ENDED DATE) because the case was dismissed by 215.1.

Screen:	Field:	Entry:	Flag:	Status:
ADMIN2	ACTION	DIS	19	31
ADMIN	DISMISSED/PROCESS ENDED INTERSTATE	Y		32

Process: **ADMIN** Number: **142**

Text: ADMIN process ended on (ACTION DISMISSED/PROCESS ENDED DATE) because an order was obtained.

Screen:	Field:	Entry:	Flag:	Status:
ADMIN2	ACTION	ORD	19	
ADMIN	DISMISSED/PROCESS ENDED INTERSTATE	N		

Process: **ADMIN** Number: **143**

Text: ADMIN process ended on (ACTION DISMISSED/PROCESS ENDED DATE) because an order was obtained. Action based on referral from the State of (INITIATING STATE CODE).

Screen:	Field:	Entry:	Flag:	Status:
ADMIN2	ACTION	ORD	19	
ADMIN	DISMISSED/PROCESS ENDED INTERSTATE	Y		

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Process: **ADMIN**   Number: **144**

Text: ADMIN process ended on (ACTION DISMISSED/PROCESS ENDED DATE) because an existing order was discovered.

Screen:	Field:	Entry:	Flag:	Status:
ADMIN2	ACTION	OAE	19	33
ADMIN	DISMISSED/PROCESS ENDED INTERSTATE	N		34

Process: **ADMIN**   Number: **145**

Text: ADMIN process ended on (ACTION DISMISSED/PROCESS ENDED DATE) because an existing order was discovered.

Screen:	Field:	Entry:	Flag:	Status:
ADMIN2	ACTION	OAE	19	34
ADMIN	DISMISSED/PROCESS ENDED INTERSTATE	Y		35

Process: **ADMIN**   Number: **146**

Text: ADMIN process ended on (ACTION DISMISSED/PROCESS ENDED DATE) for the following reason:
(WORKER ENTERS REASON).

Screen:	Field:	Entry:	Flag:	Status:
ADMIN2	ACTION	OTH	19	36
ADMIN	DISMISSED/PROCESS ENDED INTERSTATE	N		37

Process: **ADMIN**   Number: **147**

Text: ADMIN process ended on (ACTION DISMISSED/PROCESS ENDED DATE) for the following reason:
(WORKER ENTERS REASON).

Screen:	Field:	Entry:	Flag:	Status:
ADMIN2	ACTION	OTH	19	37
ADMIN	DISMISSED/PROCESS ENDED INTERSTATE	Y		38

Process: **ADMIN**   Number: **148**

Text: Conference requested by the non-custodial parent for the ADMIN process. Action based on referral from the State of (INITIATING STATE CODE).

Screen:	Field:	Entry:	Flag:	Status:
ADMIN2	CONFERENCE REQUESTED	Y	29	
ADMIN	INTERSTATE	Y		

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Process: **ADMIN** Number: **156**

Text: Support established in the administrative process

Screen:	Field:	Entry:	Flag:	Status:
ADMIN2	SUPPORT ESTABLISHED	A		

Process: **EST** Number: **02**

Text: (Blank narrative)

Screen:	Field:	Entry:	Flag:	Status:
CASE	QUEST	Y or R	EST 10	
PAYEE	CURRENT ACCT TYPE	10, 11, 13, 14, 16, 18, or 19		

Process: **EST** Number: **03**

Text: (Blank narrative)

Screen:	Field:	Entry:	Flag:	Status:
CASE	QUEST	Y or R	EST 11	
PAYEE	CURRENT ACCT TYPE	12 or 15		

Calendar Flags

Process: **ADMIN**   Number: **001**

Text: Request service of first notice of child support debt for administrative process.

Screen:	Field:	Entry:	Narrative:	Status:
ADMIN	GENERATE NOTICES	Y, F, or R	3, 51, 52, 88, 108, 109	

Process: **ADMIN**   Number: **002**

Text: Check for service of notice of child support debt for administrative process on the payor.

Screen:	Field:	Entry:	Narrative:	Status:
ADMIN	GENERATE SERVICE REQUEST I/O	Y or R I or O	5, 6, 53, 54, 89, 100, 101, 102, 103	

Process: **ADMIN**   Number: **003** – **Issues only from cases completed before 11-1-99**.

Text: Check for service of notice of child support debt for administrative process on the payor.

Screen:	Field:	Entry:	Narrative:	Status:
ADMIN			7	

Process: **ADMIN**   Number: **004**

Text: Administrative process has not been completed. Issue administrative order. The payor was served with notice of child support debt on (SERVICE OBTAINED DATE).

Screen:	Field:	Entry:	Narrative:	Status:
ADMIN	GENERATE GUIDELINES CV LTR	Y	79, 80, 81, 85, 86, 87, 90, 112	

Process: **ADMIN**   Number: **005**

Text: Request service of notice of child support debt for administrative process be reattempted.

Screen:	Field:	Entry:	Narrative:	Status:
ADMIN	REASON INTERSTATE	(completed) N or Y	10, 56, 104, 105, 110, 111	

Process: ADMIN   Number: **006** – **Issues only from cases completed before 11-1-99**

Text: Negotiation conference regarding administrative process needs to be scheduled.

Screen:	Field:	Entry:	Narrative:	Status:
ADMIN			12, 58	

Process: **ADMIN**   Number: **007**

Text: Enter results of admin conference scheduled today with NCP at (CONFERENCE SCHEDULED TIME).

Screen:	Field:	Entry:	Narrative:	Status:
ADMIN	INTERSTATE	N or Y	13, 59	
ADMIN2	CONFERENCE SCHEDULED	(completed)		
	CONF HELD	(blank)		

Process: **ADMIN**   Number: **008** – not used

Text: Exemption for LISAN expires on: (date)

Screen:	Field:	Entry:	Narrative:	Status:
ADMIN				

Process: **ADMIN**   Number: **009** – **Issues only from cases completed before 11-1-99**.

Text: Proceed with administrative order. No hearing requested.

Screen:	Field:	Entry:	Narrative:	Status:
ADMIN			16, 62	

Process: **ADMIN**   Number: **010**

Text: Certify administrative process to court.

Screen:	Field:	Entry:	Narrative:	Status:
ADMIN	INTERSTATE	N or Y	17, 18, 63,	
ADMIN2	A/R	A or R	64, 124,	
			125, 126,	
			127	

Process: **ADMIN**   Number: **011**

Text: Schedule hearing for judicial review of administrative process.

Screen:	Field:	Entry:	Narrative:	Status:
ADMIN	INTERSTATE	N or Y	19, 65	
ADMIN2	CERTIFIED TO COURT	(completed)		

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Process: **ADMIN**   Number: **012** – not used

Text:

Screen:	Field:	Entry:	Narrative:	Status:
ADMIN				

Process: **ADMIN**   Number: **013**

Text: Hearing not held. Reschedule hearing for judicial review or terminate administrative process.

Screen:	Field:	Entry:	Narrative:	Status:
ADMIN	INTERSTATE	N or Y	21, 67	27, 28
ADMIN2	HEARING HELD	N		

Process: **ADMIN**   Number: **014** – not used

Text:

Screen:	Field:	Entry:	Narrative:	Status:
ADMIN				

Process: **ADMIN**   Number: **015**

Text: Enter results of Hearing regarding administrative process scheduled on (HEARING SCHEDULED DATE)

Screen:	Field:	Entry:	Narrative:	Status:
ADMIN	INTERSTATE	N or Y	22, 68,	3, 15, 22,
ADMIN2	A/R	A or R	128, 129	23, 24
	COURT HEARING SET	(completed)		
	HEARING HELD	(blank)		

Process: **ADMIN**   Number: **016**

Text: Administrative order not filed. Check on status.

Screen:	Field:	Entry:	Narrative:	Status:
ADMIN	GENERATE NOTICES	Y or R	24, 70,	
ADMIN2	GENERATE ORDER	A, J or R	130, 131	

Process: **ADMIN**   Number: **017** – **Issues only from cases completed before 11-1-99**.

Text: Send copy of order resulting from administrative process to interested parties.

Screen:	Field:	Entry:	Narrative:	Status:
ADMIN			25, 71	

Process: **ADMIN**   Number: **018** – **Issues only from cases completed before 11-1-99**.

Text: Request copy of support order resulting from administrative process from the state of (RESPONDING STATE CODE).

Screen:	Field:	Entry:	Narrative:	Status:
ADMIN			44	

Process: **ADMIN**   Number: **019**

Text: (This flag deletes almost all calendars associated with the admin process).

Screen:	Field:	Entry:	Narrative:	Status:
ADMIN	INTERSTATE	N or Y	29, 46, 50,	7, 12, 11,
ADMIN2	ACTION	DIS, ORD, OAE, or	73, 74,	19, 30,
	DISMISSED/PROCESS	OTH	140, 141,	31, 32,
	ENDED		142, 143,	33, 34,
			144, 145,	35, 36,
			146, 147	37, 38

Process: **ADMIN**   Number: **020** – not used

Text:

Screen:	Field:	Entry:	Narrative:	Status:
ADMIN				

Process: **ADMIN**   Number: **021**

Text: Review case, is good cause still in effect for the IIW?

Screen:	Field:	Entry:	Narrative:	Status:
ADMIN2	IIW PROVISIONS	G	97	

Process: ADMIN   Number: **022**

Text: Review case, assignment of support is in effect. The written agreement may no longer be valid.

Screen:	Field:	Entry:	Narrative:	Status:
ADMIN2	IIW PROVISIONS	A	98	

Process: **ADMIN**   Number: **023** – not used

Text:

Screen:	Field:	Entry:	Narrative:	Status:
ADMIN				

Process: **ADMIN**   Number: **024** – not used

Text:

Screen:	Field:	Entry:	Narrative:	Status:
ADMIN				

Process: **ADMIN**   Number: **025**

Text: Ten days have passed since the NCP was served in the administrative process. Conduct guidelines calculation, if appropriate.

Screen:	Field:	Entry:	Narrative:	Status:
ADMIN	INTERSTATE	N or Y	8, 11, 55,	1, 13
	SERVICE OBTAINED	Y or A	57	

Process: **ADMIN**   Number: **026**

Text: Administrative process has not been completed. Issue administrative order. The payor was served with notice of child support debt on (SERVICE OBTAINED DATE).

Screen:	Field:	Entry:	Narrative:	Status:
ADMIN	GENERATE GUIDELINES CV LTR	Y	113	

Process: **ADMIN**   Number: **027**

Text: Administrative process has not been completed. Issue administrative order. The payor was served with notice of child support debt on (SERVICE OBTAINED DATE).

Screen:	Field:	Entry:	Narrative:	Status:
ADMIN	GENERATE GUIDELINES CV LTR	R	114	

Process: **ADMIN**   Number: **028**

Text: Administrative process has not been completed. Issue administrative order. The payor was served with notice of child support debt on (SERVICE OBTAINED DATE).

Screen:	Field:	Entry:	Narrative:	Status:
ADMIN	GENERATE GUIDELINES CV LTR	R	115	

Process: **ADMIN**   Number: **029**

Text: Decide whether to accept ADMIN conference request from NCP.

Screen:	Field:	Entry:	Narrative:	Status:
ADMIN	INTERSTATE	N or Y	116, 148	
ADMIN2	CONFERENCE REQUESTED	Y		

Process: **ADMIN** Number: **030**

Text: (This calendar deletes calendar 29).

Screen:	Field:	Entry:	Narrative:	Status:
ADMIN2	CSRU RESP	D	118	

Process: **ADMIN** Number: **031**

Text: Administrative process has not been completed. Issue administrative order. The payor was served with notice of child support debt on (SERVICE OBTAINED DATE).

Screen:	Field:	Entry:	Narrative:	Status:
ADMIN	INTERSTATE	N or Y	15, 61,	
ADMIN2	CONF HELD	Y or N	121	

Process: **ADMIN** Number: **032**

Text: Admin conference scheduled today with NCP. Enter results of the conference.

Screen:	Field:	Entry:	Narrative:	Status:
ADMIN	INTERSTATE	N or Y	14, 60	
ADMIN2	CONFERENCE SCHEDULED	(blank)		
	CONF HELD	(completed)		

Process: **ADMIN** Number: **033**

Text: 30 days have passed since second notice issued for admin process. Issue administrative order.

Screen:	Field:	Entry:	Narrative:	Status:
ADMIN2	GENERATE SECOND NOTICE	Y or R	123	

Process: **ADMIN** Number: **034**

Text: Admin process still active. Check status. Hearing for admin process held on (HEARING HELD DATE).

Screen:	Field:	Entry:	Narrative:	Status:
ADMIN	INTERSTATE	N	20	25
ADMIN2	HEARING HELD	Y		

Process: ADMIN Number: **035**

Text: Admin process still active. Check status. Hearing for admin process held on (HEARING HELD DATE).

Screen:	Field:	Entry:	Narrative:	Status:
ADMIN	INTERSTATE	Y	66	26
ADMIN2	HEARING HELD	Y		

Process: **ADMIN**   Number: **036** – not used

Text:

Screen:	Field	Entry:	Narrative:	Status:
ADMIN				

Process: **ADMIN**   Number: **037**

Text: Enter results of hearing regarding administrative process scheduled on (HEARING SCHEDULED DATE).

Screen:	Field:	Entry:	Narrative:	Status:
ADMIN	INTERSTATE	N or Y	23, 69	4, 16, 29
ADMIN2	HEARING HELD	R		

Process: **ADMIN**   Number: **038**

Text: Judicial order for ADMIN process not filed. Check on status.

Screen:	Field:	Entry:	Narrative:	Status:
ADMIN2	GENERATE ORDER	J or R	132	

Process: **ADMIN**   Number: **039**

Text: (blank calendar to delete calendars 7 and 32)

Screen:	Field:	Entry:	Narrative:	Status:
ADMIN	INTERSTATE	N or Y	119, 120,	
ADMIN2	CONF HELD	Y or N	122	

Process: **ADMIN**   Number: **040**

Text: Administrative process has not been completed. Issue administrative order. The payor was served with notice of child support debt on (SERVICE OBTAINED DATE).

Screen:	Field:	Entry:	Narrative:	Status:
ADMIN	INTERSTATE	N or Y	8, 11, 55,	
	SERVICE OBTAINED	Y or A	57	

Process: **EST**   Number: **10**

Text: Review case for cooperation. Form 470-3877, *Child Support Information*, was sent to the payee 10 days ago. Refer payee for non-cooperation or proceed as appropriate.

Screen:	Field:	Entry:	Flag:	Status:
CASE	QUEST	Y or R	EST 10	
PAYEE	CURRENT ACCT TYPE	10, 11, 13, 14, 16, 18, or 19		

Process: **EST**   Number: **11**

Text: Review case for cooperation. Form 470-3929, *Establishment Questionnaire*, was sent to the payee 10 days ago. Proceed with case closure if appropriate

Screen:	Field:	Entry:	Flag:	Status:
CASE	QUEST	Y or R	EST 10	
PAYEE	CURRENT ACCT TYPE	12 or 15		

Statuses

Process: **ADMIN**   Number: **001 Issues only from cases completed before 12/5/01.**

Text: The child support recovery unit has started an action to obtain an order for support against the noncustodial parent named above. The noncustodial parent was served with notice of this action (SERVICE OBTAINED DATE). Please allow us at least 45 days to complete this action.

Screen:	Field:	Entry:	Narrative:	Flag:
ADMIN	INTERSTATE	N	8, 79, 80,	4, 25
	SERVICE OBTAINED	Y	81	

Process: **ADMIN**   Number: **002** – not used

Text:

Screen:	Field:	Entry:	Narrative:	Flag:
ADMIN				

Process: **ADMIN**   Number: **003 Issues only from cases completed before 12/5/01.**

Text: An action to obtain a support order against the noncustodial parent named above was previously started by the Child Support Recovery Unit. The noncustodial parent has contested this action and a court hearing has been set for (COURT HEARING SET DATE). We will advise you whether your presence is required at this hearing, as well as the results of the hearing.

Screen:	Field:	Entry:	Narrative:	Flag:
ADMIN	INTERSTATE	N	22	15
ADMIN2	A/R	A		
	COURT HEARING SET	(completed)		
	HEARING HELD	(blank)		

Process: **ADMIN**   Number: **004 Issues only from cases completed before 12/5/01.**

Text: A court hearing was previously scheduled regarding an action taken by the Child Support Recovery Unit to establish a support order against the noncustodial parent named above. This hearing has been rescheduled for (COURT HEARING SET DATE). We will advise you whether your presence is required at this hearing, as well as the results of the hearing.

Screen:	Field:	Entry:	Narrative:	Flag:
ADMIN	INTERSTATE	N	23	37
ADMIN2	HEARING HELD	R		

Process: **ADMIN**   Number: **005 Issues only from cases completed before 6/28/02.**

Text: Enclosed please find a copy of the support order filed on (SUPPORT ESTABLISHED DATE). Payments should be made in the amount and frequency specified. Failure to comply with this order shall result in the Child Support Recovery Unit taking any enforcement action necessary to secure the support ordered.

Screen:	Field:	Entry:	Narrative:	Flag:
ADMIN	INTERSTATE	N	26	
ADMIN2	CC ORDER TO INTERESTED PARTIES	(completed)		

Process: **ADMIN**   Number: **006 Issues only from cases completed before 6/28/02.**

Text: Enclosed please find a copy of the support order filed against the noncustodial parent named above on (SUPPORT ESTABLISHED DATE). We will monitor the case for payments and take any enforcement action necessary should the noncustodial parent fail to comply with this order.

Screen:	Field:	Entry:	Narrative:	Flag:
ADMIN	INTERSTATE	N	26	
ADMIN2	CC ORDER TO INTERESTED PARTIES	(Completed)		

Process: **ADMIN**   Number: **007 – Issues only from cases completed before 11/1/99.**

Text: An action to obtain a support order against the noncustodial parent named above was previously started by the Child Support Recovery Unit. This action has been terminated.

Screen:	Field:	Entry:	Narrative:	Flag:
ADMIN			29	19

Process: **ADMIN**   Number: **008 – Issues only from cases completed before 11/1/99.**

Text: A recent status report has been received from the Child Support Recovery Unit for the state of (RESPONDING STATE CODE). An action has been started to obtain an order for support against the noncustodial parent named above. The noncustodial parent was served with notice of this action on (SERVICE OBTAINED DATE). We will be sending status requests to this state at least every 90 days if additional information is not received in this time.

Screen:	Field:	Entry:	Narrative:	Flag:
ADMIN			32, 82, 83, 84	

Process: **ADMIN**   Number: **009** – **Issues only from cases completed before 11/1/99**.

Text: An action to obtain a support order against the noncustodial parent named above was previously started by the child support agency for the state of (RESPONDING STATE CODE). The noncustodial parent has contested this action and a hearing is scheduled in the state of (RESPONDING STATE CODE) for (COURT HEARING SET DATE). We will advise you of the outcome of this hearing.

Screen:	Field:	Entry:	Narrative:	Flag:
ADMIN			43	

Process: **ADMIN**   Number: **010** – **Issues only from cases completed before 11/1/99**.

Text: A court hearing previously scheduled regarding an action to establish a support order against the noncustodial parent named above by the state of (RESPONDING STATE CODE) has been rescheduled for (COURT HEARING SET DATE). We will advise you of the outcome of this hearing.

Screen:	Field:	Entry:	Narrative:	Flag:
ADMIN			45	

Process: **ADMIN**   Number: **011** – **Issues only from cases completed before 11/1/99**.

Text: Enclosed please find a copy of the support order filed against the noncustodial parent named above in the state of (RESPONDING STATE CODE) on (SUPPORT ESTABLISHED DATE). We will monitor this case for payment and request that the child support agency of (RESPONDING STATE CODE) take any enforcement action necessary if the noncustodial parent fails to comply with this order.

Screen:	Field:	Entry:	Narrative:	Flag:
ADMIN			74	19

Process: **ADMIN**   Number: **012** – **Issues only from cases completed before 11/1/99**.

Text: An action to obtain a support order against the noncustodial parent named above was previously started by the state of (RESPONDING STATE CODE). The child support agency of this state has reported that this action has ended.

Screen:	Field:	Entry:	Narrative:	Flag:
ADMIN			46	19

Process: **ADMIN**   Number: **013 Issues only from cases completed before 12/05/01.**

Text: An action to obtain an order for support through an administrative process has been initiated. The noncustodial parent named above was served with notice of this action on (SERVICE OBTAINE DATE). Please allow us at least 45 days to complete this action.

Screen:	Field:	Entry:	Narrative:	Flag:
ADMIN	INTERSTATE	Y	55, 57, 85,	4, 25
ADMIN2	SERVICE OBTAINED	Y or A	86, 87	

Process: **ADMIN**   Number: **014** – not used

Text:

Screen:	Field:	Entry:	Narrative:	Flag:
ADMIN				

Process: **ADMIN**   Number: **015**

Text: An action to obtain a support order against the noncustodial parent named above was previously started by the Child Support Recovery Unit. The noncustodial parent named above has contested our action to establish an order for support through the administrative process. A court hearing has been set for (COURT HEARING SET DATE). We will advise you of the results of this hearing.

Screen:	Field:	Entry:	Narrative:	Flag:
ADMIN	INTERSTATE	Y	68	15
ADMIN2	A/R	R		
	COURT HEARING SET	(completed)		
	HEARING HELD	(blank)		

Process: **ADMIN**   Number: **016**

Text: A court hearing previously scheduled regarding our action to establish an order for support through administrative process has been rescheduled for (COURT HEARING SET DATE). We will advise you of the outcome of this hearing.

Screen:	Field:	Entry:	Narrative:	Flag:
ADMIN	INTERSTATE	Y	69	37
ADMIN2	HEARING HELD	R		

Process: **ADMIN**   Number: **017 Issues only from cases completed before 6/28/02.**

Text: Enclosed please find a copy of the support order filed against the noncustodial parent named above on (SUPPORT ESTABLISHED DATE).

Screen:	Field:	Entry:	Narrative:	Flag:
ADMIN	INTERSTATE	Y	72	
ADMIN2	CC ORDER TO INTERESTED PARTIES	(completed)		

Process: **ADMIN**   Number: **018 Issues only from cases completed before 6/28/02.**

Text: Enclosed please find a copy of the support order filed on (SUPPORT ESTABLISHED DATE). Payments should be made in the amount and frequency specified. Failure to comply with this order shall result in the Child Support Recovery Unit taking any enforcement action necessary to secure the support ordered.

Screen:	Field:	Entry:	Narrative:	Flag:
ADMIN	INTERSTATE	Y	72	
ADMIN2	CC ORDER TO INTERESTED PARTIES	(completed)		

Process: **ADMIN**   Number: **019 – Issues only from cases completed before 11/1/99**.

Text: The administrative process previously initiated against the noncustodial parent named above was terminated on (ACTION DISMISSED/PROCESS ENDED DATE).

Screen:	Field:	Entry:	Narrative:	Flag:
ADMIN			73	19

Process: **ADMIN**   Number: **020 – Issues only from cases completed before 11/1/99**.

Text: A new support order involving the above referenced case was established on (SUPPORT ESTABLISHED DATE). The new order differs from the support order previously entered in your state. A copy of the order is attached.

Screen:	Field:	Entry:	Narrative:	Flag:
ADMIN			93	

Process: **ADMIN**   Number: **021 – Issues only from cases completed before 11/1/99**.

Text: The support order involving the above named parent has been modified. A copy of the modified support order is attached.

Screen:	Field:	Entry:	Narrative:	Flag:
ADMIN			94	

Process: **ADMIN**   Number: **022 Issues only from cases completed before 12/05/01.**

Text: This is to inform you that a court hearing has been set for (COURT HEARING SET DATE) at (COURT HEARING SET TIME)   M. Your presence is required at this hearing. The hearing will take place at the following location:
(WORKER ENTERS LOCATION).

Screen:	Field:	Entry:	Narrative:	Flag:
ADMIN	INTERSTATE	N or Y	22, 68,	15
ADMIN2	A/R	A or R	128, 129	
	COURT HEARING SET	(completed)		
	HEARING HELD	(blank)		

Process: **ADMIN**   Number: **023 Issues only from cases completed before
                                12/05/01.**

Text: An action to obtain a support order against the noncustodial parent named above
was previously started by the Child Support Recovery Unit. The Child Support Recovery
Unit has requested judicial review and a court hearing has been set for (COURT
HEARING SET DATE). We will advise you whether your presence is required at this
hearing, as well as the results of the hearing.

Screen:	Field:	Entry:	Narrative:	Flag:
ADMIN	INTERSTATE	N	128	15
ADMIN2	A/R	A		
	COURT HEARING SET	(completed)		
	HEARING HELD	(blank)		

Process: **ADMIN**   Number: **024**

Text: An action to obtain a support order against the noncustodial parent named above
was previously started by the Child Support Recovery Unit. We are requesting judicial
review. A court hearing has been set for (COURT HEARING SET DATE). We will advise
you of results of this hearing.

Screen:	Field:	Entry:	Narrative:	Flag:
ADMIN	INTERSTATE	Y	129	15
ADMIN2	A/R	A		
	COURT HEARING SET	(completed)		
	HEARING HELD	(blank)		

Process: **ADMIN**   Number: **025 Issues only from cases completed before
                                12/05/01.**

Text: A judicial hearing regarding support was held on (COURT HEARING SET DATE).
You will receive a copy of the order.

Screen:	Field:	Entry:	Narrative:	Flag:
ADMIN	INTERSTATE	N	20	34
ADMIN2	HEARING HELD	Y		

Process: **ADMIN**   Number: **026**

Text: A judicial hearing regarding support was held on (COURT HEARING SET DATE).
You will receive a copy of the order.

Screen:	Field:	Entry:	Narrative:	Flag:
ADMIN	INTERSTATE	Y	66	35
ADMIN2	HEARING HELD	Y		

Process: **ADMIN**   Number: **027**

Text: A judicial hearing regarding support scheduled for (COURT HEARING SET DATE)
was not held for the following reason:
(WORKER ENTERS REASON).

Screen:	Field:	Entry:	Narrative:	Flag:
ADMIN	INTERSTATE	N	21	13
ADMIN2	HEARING HELD	N		

Process: **ADMIN**   Number: **028**

Text: A judicial hearing regarding support scheduled for (COURT HEARING SET DATE)
was not held for the following reason:
(WORKER ENTERS REASON).

Screen:	Field:	Entry:	Narrative:	Flag:
ADMIN	INTERSTATE	Y	67	13
ADMIN2	HEARING HELD	N		

Process: ADMIN   Number: **029 Issues only from cases completed before
12/05/01.**

Text: This is to inform you that a court hearing has been rescheduled for (COURT
HEARING SET DATE) at (COURT HEARING SET TIME)   M. Your presence is required at
this hearing. The hearing will take place at the following location:
(WORKER ENTERS LOCATION).

Screen:	Field:	Entry:	Narrative:	Flag:
ADMIN	INTERSTATE	N	23	37
ADMIN2	HEARING HELD	R		

Process: **ADMIN**   Number: **030**

Text: The administrative establishment process was ended on (ACTION
DISMISSED/PROCESS ENDED DATE). The action was dismissed by 215.1 rules of civil
procedure – the judicial time limit was exceeded.

Screen:	Field:	Entry:	Narrative:	Flag:
ADMIN	INTERSTATE	N	140	19
ADMIN2	ACTION DISMISSED/PROCESS ENDED	DIS		

Process: **ADMIN**   Number: **031**

Text: The administrative establishment process was ended on (ACTION DISMISSED/PROCESS ENDED DATE). The action was dismissed by 215.1 rules of civil procedure – the judicial time limit was exceeded.

Screen:	Field:	Entry:	Narrative:	Flag:
ADMIN	INTERSTATE	N or Y	140, 141	19
ADMIN2	ACTION DISMISSED/PROCESS ENDED	DIS		

Process: **ADMIN**   Number: **032**

Text: The administrative establishment process was ended on (ACTION DISMISSED/PROCESS ENDED DATE). The action was dismissed by 215.1 rules of civil procedure – the judicial time limit was exceeded.

Screen:	Field:	Entry:	Narrative:	Flag:
ADMIN	INTERSTATE	Y	141	19
ADMIN2	ACTION DISMISSED/PROCESS ENDED	DIS		

Process: **ADMIN**   Number: **033**

Text: The administrative establishment process was ended on (ACTION DISMISSED/PROCESS ENDED DATE) because an order for support was discovered.

Screen:	Field:	Entry:	Narrative:	Flag:
ADMIN	INTERSTATE	N	144	19
ADMIN2	ACTION DISMISSED/PROCESS ENDED	OAE		

Process: **ADMIN**   Number: **034**

Text: The administrative establishment process was ended on (ACTION DISMISSED/PROCESS ENDED DATE) because an order for support was discovered.

Screen:	Field:	Entry:	Narrative:	Flag:
ADMIN	INTERSTATE	N or Y	144, 145	19
ADMIN2	ACTION DISMISSED/PROCESS ENDED	OAE		

Process: **ADMIN**   Number: **035**

Text: The administrative establishment process was ended on (ACTION DISMISSED/PROCESS ENDED DATE) because an order for support was discovered.

Screen:	Field:	Entry:	Narrative:	Flag:
ADMIN	INTERSTATE	Y	145	19
ADMIN2	ACTION DISMISSED/PROCESS ENDED	OAE		

Process: **ADMIN**   Number: **036**

Text: The administrative establishment process was ended on (ACTION DISMISSED/PROCESS ENDED DATE) for the following reason:
(WORKER ENTERS REASON).

Screen:	Field:	Entry:	Narrative:	Flag:
ADMIN	INTERSTATE	N	146	19
ADMIN2	ACTION DISMISSED/PROCESS ENDED	OTH		

Process: ADMIN   Number: **037**

Text: The administrative establishment process was ended on (ACTION DISMISSED/PROCESS ENDED DATE) for the following reason:
(WORKER ENTERS REASON).

Screen:	Field:	Entry:	Narrative:	Flag:
ADMIN	INTERSTATE	N or Y	146, 147	19
ADMIN2	ACTION DISMISSED/PROCESS ENDED	OTH		

Process: ADMIN   Number: **038**

Text: The administrative establishment process was ended on (ACTION DISMISSED/PROCESS ENDED DATE) for the following reason:
(WORKER ENTERS REASON)

Screen:	Field:	Entry:	Narrative:	Flag:
ADMIN	INTERSTATE	Y	147	19
ADMIN2	ACTION DISMISSED/PROCESS ENDED	OTH		