

Administrative Review and Adjustment

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Overview

This chapter describes the policies and procedures for modifying a support order through the review and adjustment process. Iowa law limits the review and adjustment process only to issues directly related to permanent child support and medical support obligations including:

- ◆ A potential increase or decrease in the amount of the child support obligation. The change must be due to a variation between the current support obligation and an amount figured according to the mandatory Iowa Supreme Court child support guidelines (guidelines).
- ◆ The availability of health care coverage for the children named in the support order. This coverage must be available to the parent ordered to provide support at a reasonable cost, unless an exception applies. Either parent may be ordered to provide medical support.

Parties cannot use the review and adjustment process to address issues related to:

- ◆ Custody and visitation,
- ◆ Arrearages, or
- ◆ Temporary support orders including domestic abuse orders.

NOTE: Iowa Code Chapter 252H does not include changing college support to a post-secondary education subsidy as part of an administrative review and adjustment. It is not within the scope of a 252H action. Parties may ask for a deduction on the guidelines for a prior-court-order credit. Since a subsidy is not child support, do not allow the deduction.

Once every three years, we must complete a review and adjustment on every case that receives Temporary Assistance for Needy Families (TANF). We use automated methods to identify orders eligible for review, conduct the review, identify orders eligible for adjustment, and apply the appropriate adjustment to the orders. We refer to these cases as ICAR1 or ICAR3 modifications or TANF reviews.

You use the review and adjustment process to keep support obligations in line with changes in the financial circumstances of the parents of the children affected by the support order.

The use of the guidelines may also address inequities that exist in older support orders. The Supreme Court reviews the guidelines every four years. The guidelines help provide more consistent child support obligations so that payors in similar circumstances provide essentially the same amount of support. See 10-H, [Determining Child Support Obligations](#), for instructions on using the guidelines.

In general, you may do a review and adjustment of an order entered or registered in Iowa that meets all of the following conditions:

- ◆ We are enforcing the order, or another state is enforcing the order, but Iowa is the only state that has the authority to modify the order. The current case or child account type for Iowa cases must be a IV-D account type, which includes 10, 11, 12, 13, 14, 15, 16, 18, or 19.
- ◆ It has been at least 24 months since entering the order; modifying the child support, or determining the child support is not appropriate for adjustment, whichever occurred last. If an earlier review did not result in an adjustment, the two-year period begins 30 calendar days after issuing the Notice of Decision (NOD). If a party withdraws a request or agrees to a withdrawal after service of process within the last 24 months, you may deny a review and adjustment until two years have passed. (Note: You can review a child support order before 24 months to add health insurance.)
- ◆ The current child support obligation must end **at least** 12 months in the future.

We may begin the review and adjustment process to determine if an adjustment to the support order is appropriate or to add health insurance if:

- ◆ A party requests a review and the case meets the criteria for review and adjustment.
- ◆ We become aware of a case that meets the criteria for review and adjustment (e.g., SSI-only cases).
- ◆ The child support agency in another state requests a modification.
- ◆ The payee receives Family Investment Program (FIP) benefits. ICAR uses certain criteria to select cases appropriate for a mandatory review. ICAR updates the REVIEW1 screen with the ICAR1 or ICAR3 designation, and sends a calendar flag to the worker to continue processing the review.

If the case does **not** meet the criteria for review and adjustment, the case may meet the requirements for an administrative modification (ADMOD) action.

The following sections provide information on:

- ◆ The legal basis for the review and adjustment process.
- ◆ Definitions of terms used in the chapter.
- ◆ A summary of the steps in the review and adjustment process.
- ◆ Notices, forms, and ICAR screens used in the process.

Legal Basis

Legal reference: 42 USC 666(a)(10), Personal Responsibility and Work Opportunity Reconciliation Act of 1996; 45 CFR 303.31, 303.8, 302.70, 303.4; Iowa Code Sections 234.39, 252A.3, 252B.26(2), 252B.5, 252C.2, 252E, 252H, 252K, 598.21B 600B; 441 IAC 99.62, 98.104(3)

The following statutes provide the legal basis for the review and adjustment process:

- ◆ Section 466(a) of the Social Security Act [codified at 42 U.S.C. 666(a)] as amended by the federal Family Support Act of 1988 requires states to develop and implement procedures for the periodic review and adjustment of child support orders being enforced by the state's IV-D agency.
- ◆ The Personal Responsibility and Work Opportunity Reconciliation Act (PRWORA) of 1996 requires states to:
 - Provide notice at least once every three years to the parties of their right to request a review and adjustment.
 - Adjust an order, if appropriate.
 - Provide all parties a copy of the adjusted order or the notice of decision not to adjust the order within 14 calendar days of issuance.
 - Use Uniform Interstate Family Support Act (UIFSA) criteria to determine controlling orders for cases when there are interstate orders and modification jurisdiction.
- ◆ 45 CFR 303.31 authorizes states to pursue health care coverage for children with inadequate medical support.
- ◆ 45 CFR 303.8 authorizes states to review and adjust child support orders.
- ◆ Iowa Code Section 598.21B authorizes the Iowa Supreme Court to prescribe uniform support guidelines (in accordance with the Family Support Act). Any new or modified support orders entered on or after October 13, 1989, under Iowa Code Sections 598.21B, 252A.3, 252C.2, 252H, 252K, 600B, 234.39 or any other section of the Code, must use these guidelines to determine the amount of the child support obligation.
- ◆ Iowa Code Sections 252B.5 and 252H authorize us to:
 - Review support orders that we enforce,
 - Establish the criteria to use in the review and adjustment process,
 - Establish procedures for the review and adjustment process, and
 - Enter administrative orders when a review of a child support order indicates that an adjustment of the obligation is appropriate.

- Begin the process with service of the Notice of Decision when we have access to parties' financial information through automated sources, if the party receives benefits from the department, or the Social Security Administration, or if the party is an inmate of an institution under the control of the department of Corrections.
- ◆ Iowa Code Section 252B.26(2) allows us to serve the Notice of Intent (NOI) or the Notice of Decision (NOD) by regular US mail if the party receives FIP benefits from the department.
- ◆ 441 Iowa Administrative Code (IAC) Chapter 99, Division IV, contains the rules for the review and adjustment process. Provisions in 441 IAC 98.104(3) require that staff provide the payor with the forms necessary to request review and adjustment during the license sanction process. We require the payor to make a written request for review and adjustment.
- ◆ 441 IAC 99.62 (252B, 252H) authorize us to add medical support provisions.

Rules and regulations define what information we may release from a child support record. All forms generated by ICAR in the process conform to these rules and regulations. Be sure not to violate confidentiality in any aspect of the review and adjustment process. Do not release confidential information including social security numbers, addresses, financial information, and location. File the financial statements in the court file but do not file any supporting documents in the court file. You may release the supporting documents to the court as exhibits during a court hearing. See 9-A, [Confidentiality of Child Support Information](#), for the guidelines on confidentiality.

Basic Steps In the Review and Adjustment Process

This section presents a general overview of the process and steps in the administrative review and adjustment process. We explain specific policy and procedures in detail in the appropriate sections in this chapter.

Department protocol requires you to complete the review and adjustment within 180 calendar days from the date you receive a signed request, or from the date we locate all necessary parties, or we select the case for a mandatory review and adjustment. We complete a review and adjustment by entering an order or making the decision not to enter an order. State statutes and rules define specific timeframes for completing each stage of the process and the specific forms and notices you must provide to the parties.

NOTE: See Employee's Manual 10-Q-Appendix for flowcharts of the review and adjustment process. The flowcharts specify the timeframes allowed to complete each stage of the process and identify how to move forward in the process.

Step One: Requesting a Modification and Taking Action

If a party affected by the court order asks about a review of the obligation, provide the party form 470-2749, *Request to Modify a Child Support Order*, and Comm. 85, *Procedures for Modifying Child Support Obligations: Review and Adjustment; Administrative Modification; Cost-of-Living Alteration*.

The process begins when we receive a valid request on form 470-2749 from one of the necessary parties affected by a court order or CSRU selects the case for a mandatory review and adjustment. A valid review request requires **only** the name and signature of the requestor.

NOTE: We call the party requesting a review and adjustment the requestor throughout this chapter. Any other necessary party is called a non-requestor. There may or may not be a third party involved in a review and adjustment.

Within 15 calendar days after receiving the valid request or ICAR selecting the case, decide whether a review and adjustment is appropriate. Before proceeding with the review, determine if Iowa is the correct state to perform a modification. Determine the controlling order and modification jurisdiction as described in the [Determining Jurisdiction to Modify](#) section in this chapter.

When you decide whether to review the case, take the appropriate action:

- ◆ If you must deny the request, postpone the process, or refer the request to another state, send form 470-3251, *Review Request Acknowledgment*, to tell the requestor about the decision and reason. If you need to, complete the referral to another state.

In an ICAR1 or an ICAR3 action, do not send form 470-3251 to any party. If it is appropriate to postpone the process, ICAR issues a status to the parties.

- ◆ If you accept the review, send form 470-3253, *Notice of Intent to Review and Adjust a Child Support Obligation (NOI)*, to all necessary parties when a party requests a review, or ICAR selects the case as an ICAR1 review. (In an abbreviated review or ICAR3 review, the process begins with the NOD and the guidelines; it does not begin with the NOI.) See [Notice of Intent to Review](#), to determine which of the following forms to include in the notice packet sent to each of the parties.
 - Form 470-0204, *Financial Statement* or, if foster care, form 470-2870, *Foster Care Financial Statement*.
 - Form 470-3254, *Waiver of Pre-Review Waiting Period for Review and Adjustment*.
 - Form 470-3252, *Waiver of Personal Service of the Review and Adjustment Notice and Consent to Jurisdiction* for the non-requestor.

NOTE: The non-requestor may waive the service of the notice packet by completing and signing the waiver. The requestor waives personal service of the notice packet and agrees to accept service by mail by signing form 470-2749, *Request to Modify a Child Support Order*.

For regular reviews, allow the parties 15 calendar days from the date of service on the last party to return the financial information. To waive the 15-day pre-review waiting period, all parties must sign the *Waiver of Pre-Review Waiting Period for Review and Adjustment*. If all necessary parties agree to waive the 15-day pre-review waiting period, you may continue the process before the end of the 15 days. Waiving the 15-day waiting period does not waive the requirement to provide financial data.

The requestor may ask to withdraw the request for review and adjustment. If the requestor asks to withdraw, send form 470-3256, *Notice of Withdrawal Request (252H)*, to all parties.

- ◆ Allow the non-requestor to continue the review and adjustment by completing and signing form 470-3257, *Request to Continue Review (252H)*.
- ◆ End the review and adjustment if the non-requestor sends the form back asking to stop the process or does not return the *Request to Continue Review (252H)* in ten calendar days.

Whether the review and adjustment continues or ends, complete form 470-3258, *Results of Withdrawal Request (252H)*, and send to all parties advising them of the results of the withdrawal request. See [Withdrawing a Request for Review](#).

Step Two: Performing the Review

- ◆ Use the financial information the party provides or other available income sources to complete the guidelines calculation. Generate the form 470-2640, *Child Support Guidelines Worksheet*. See [Calculating Support Based on the Guidelines](#).
- ◆ Mail form 470-3259, *Notice of Decision to Review and Adjust a Child Support Obligation (NOD)*, and the *Child Support Guidelines Worksheet*, to all parties telling them the decision to adjust or not to adjust the obligation. Do this on or after the 16th calendar day after service on the last party unless all parties waive the pre-review waiting period.
- ◆ In an ICAR3 or abbreviated review, the process begins with service of the NOD and the *Child Support Guidelines Worksheet*. Once you determine the review is appropriate, generate and serve the NOD and the *Child Support Guidelines Worksheet* on all parties to tell them the decision to adjust or not to adjust the obligation.
- ◆ If you become aware of new or different information which changes any of the results of the review, including the uncovered medical expenses (UME) amounts, issue form 470-3260, *Revised Notice of Decision to Review and Adjust a Support Obligation (Revised NOD)*, unless a party has challenged the result.

The parties have ten calendar days from the issue date of the NOD or the revised NOD to challenge the decision and ask for a second review. The parties also have 15 calendar days from the NOD issue date to request a court hearing. If all necessary parties agree to waive the 15-day waiting period, use form 470-3261, *Waiver of Post-Review Waiting Period for Review and Adjustment*, continue the process before the end of the 15 days.

In an ICAR3 or abbreviated review, a party may challenge the decision by requesting a second review within thirty calendar days from the NOD issue date. When a party challenges the first decision, all parties must provide financial information to complete a second review. A party may request a court hearing within ten calendar days of the second NOD issue date.

Step Three: Contesting the Results

- ◆ If you receive a challenge, determine whether to accept or deny it. See [Challenging the Review](#).
- ◆ Use form 470-3262, *Acknowledgment of Challenge to Review and Adjust a Support Obligation (252H)*, to deny the challenge.

Use form 470-3263, *Notice of a Second Review of a Child Support Obligation (252H)*, to accept the challenge. Conduct a second review and notify the parties of the second review decision, using form 470-3264, *Second Notice of Decision to Review and Adjust a Child Support Obligation (252H)* (second NOD). See [Completing a Second Review](#).

- ◆ Do not issue a revised NOD if you receive a challenge. Instead, proceed with the challenge and complete a second review.

NOTE: If you completed a second review and issued a second NOD, and then receive new information; do not issue a revised NOD. Issue a revised second NOD.

- ◆ Do not issue a revised NOD if you receive a request for a court hearing. Instead, proceed with the court hearing.

If a party requests a court hearing within 30 calendar days after the NOD or within ten calendar days after the second NOD, prepare the items required for the attorney to certify the review and adjustment record to the court. Do not update the JUDICIAL MOD ACTION field on the COURTOR2 screen when you receive a request for a court hearing during the review. See [Request for Court Hearing](#). Complete form 470-3270, *Request for a Chapter 252H Hearing for Modification of a Child Support Order and Certification of Matter to District Court*.

Step Four: Completing the Process

After the time allowed for a challenge or request for a court hearing expires, complete the review and adjustment process on the 31st calendar day after generating the NOD or on the 11th calendar day after generating the second NOD.

- ◆ If the results indicate there is not a change in the support amount, end the process with a code of '2'.

- ◆ If the results indicate an adjustment is appropriate, prepare the following forms to complete the adjustment process:
 - 470-3503, *252H Administrative Order for Adjustment of a Support Obligation*,
 - 470-3266, *252H Approval Order – Administrative Modification of a Child Support Obligation*, and
 - 470-3267, *Administrative Modification Order Cover Letter to Clerk of Court*, or 470-3268, *Cover Letter – Administrative Order for Modification – Multiple Orders*.

Present the packet to the regional administrator or designee for approval. Electronically file the order, and provide copies to the parties. ICAR ends the process when you send copies of the order to each party.

Requests For Review And Adjustment

Legal reference: 45 CFR 303.8(b)(2); Iowa Code Sections 252H.12, 252H.13, 252H.14;
441 IAC 99.62

People may learn about review and adjustment services in several ways. After you enter a child support order on ICAR, a batch program generates a brochure telling the payor and payee about the right to request review and adjustment. Every three years thereafter, ICAR generates a notice to the parties that review and adjustment is available. More information about modification processes is also available on the child support website at www.childsupport.ia.gov.

NOTE: When you generate a notice, ICAR updates the COURTOR screen. ICAR also issues appropriate narratives in the case record documenting that CSRU did or did not send the notice. If the court order or case does not meet the criteria for a notice, ICAR enters a code and issues narrative REV191 stating why CSRU did not send a notice.

People may ask about the review and adjustment process by mail, telephone, or in person. Provide the person asking with as much information as possible by:

- ◆ Giving or sending the person a copy of pamphlet Comm. 85.
- ◆ Providing the Request form, 470-2749. Complete only the information in the "For Office Use Only" box in the top right hand corner of the form. Do not change or add information anywhere else on the form.
- ◆ Helping the person complete the request, if asked. Don't write on the request form unless the person is with you and only then if the person asks you to fill out the form. If you help complete the request form, you must sign and date it, but don't sign on the same page where the person signs.
- ◆ Answering questions about the information needed on the form.
- ◆ Answering questions about our modification processes.

If the requestor asks you not to tell the other parent who requested the review and adjustment, explain that our forms show who asked for the review and the state where that person lives. We do not consider this confidential information, and it is on the forms sent to all parties, and filed in the court file. Make it clear that the requestor must be the one who decides whether or not to proceed with the review.

Signed Requests and Reviews Initiated By the Child Support Recovery Unit (CSRU)

Legal reference: 42 USC 666(a)(10)

The requestor waives personal service of the NOI packet and agrees to accept service by mail by signing the request form. Begin the review process when you receive a signed and dated request or when ICAR selects a case for an automated review and adjustment.

The name and signature of the requestor are the only items required on form 470-2749. Do not return the form for completion if other items are missing. Contact the requesting party to gather additional information necessary to determine whether you can conduct the review and adjustment. Narrate the efforts you make to obtain this information. If a party has more than one case listed on a single request form, make copies of the request form and place a copy in each case file. However, if the party provides confidential information on the request form, do not copy it. Ask the party to submit a separate request for each case.

When you receive this form without a signature, or the signature date is over two months old, update the RTN REQ field on the REVIEW1 screen and return it to the requesting party. ICAR generates form 470-3251, *Review Request Acknowledgment*, which allows you to explain the information you need to process the request. When you return the request form because the signature date is over two months old, include a new signature page for the requestor to sign.

Consider a request officially submitted on the date that we receive the signed and dated form. The Foster Care Recovery Unit (FCRU) is responsible for pure foster care case reviews, so there is no local office involvement in those reviews.

1. Mr. and Mrs. A are the legal parents of children b and c. A divorce decree entered in Polk County, Iowa, names Mr. A as the petitioner and Mrs. A as the respondent. Mr. A is required to pay \$200.00 per month for the support of children b and c. Mrs. A receives non-public assistance enforcement services from the local office. Child c goes into foster care. A party requests review of the order. The local office reviews the order.
2. Mr. and Mrs. B are the legal parents of children e and f. A divorce decree entered in Warren County, Iowa, names Mr. B as the petitioner and Mrs. B as the respondent. Mr. B is required to pay \$400.00 per month for the support of children e and f. Mrs. B does not receive non-public assistance enforcement services. Child e goes into foster care. A party requests review of the order. FCRU reviews the order.

3. Mr. and Mrs. C are the legal parents of child g. FCRU obtains administrative orders for each parent to provide support in Story County, Iowa. Mr. C is required to pay \$50.00 per week for the support of child g. Mrs. C is required to pay \$50.00 per week for the support of child g. Both parties request review of their order. FCRU reviews the orders.

When you receive a signed and dated request for a review and adjustment, enter the request on ICAR within two workdays. ICAR uses the date received to track review and adjustment activities until the process is completed. See [Initiating Review and Adjustment on ICAR](#) for instructions on entering information into ICAR.

Within 15 calendar days after receiving the request, determine if the order meets the criteria for review. See [Accepting Or Denying the Review](#).

If a person sends a request to Central Office or to a local office that is not providing enforcement services for the case, that office must forward the request to the correct office within two workdays.

When ICAR selects a case for a mandatory review and adjustment, it links the court order to the REVIEW1 screen, completes certain fields on this screen, and issues calendar flags to the TANF review worker. The selection program creates a report that provides the information you need to begin your review of the case.

Since ICAR selects the case, neither party completes a request form. Within 15 calendar days of ICAR selecting the case, determine if the order meets the criteria for review. See [ACCEPTING OR DENYING THE REVIEW](#).

NOTE: All district courts in the state of Iowa have jurisdiction over all orders entered in any county in Iowa. Enforcement is not related to the county where the order was filed. The local office providing enforcement services is responsible for the review. If you initiate a review and adjustment and a party or the child moves to another part of Iowa not covered by your office, complete the process before transferring the case file to the office that is now providing the enforcement services. See Employee's Manual 9-H, [Serving Qualified Customers](#) for further information.

A request for change of venue is beyond the scope of the administrative review and adjustment process. Either parent or their attorneys may make a request for a change of venue directly to the Court.

Persons Entitled to Request Review and Adjustment

Legal reference: Iowa Code Section 252H.13, 252H.14

Either legal parent of the children affected by the support order has the right to request a review only if the parent is also subject to the support order. Parents “subject to a support order” are parents who, under the terms of the support order, have the right to receive or the obligation to pay child support.

A caretaker or custodian entitled to receive support payments on behalf of the children affected by the support order may also request a review, even if this person is not the legal parent of the children (e.g., grandparent).

In general, the following persons are necessary parties, and may request a review of a support order, and must be included in each step of the process. This includes receiving the notice of the intent to review the order and the results of the review, as well as having the right to challenge the results of the review:

- ◆ The person or persons ordered to pay current support under the order.
- ◆ The person or agency entitled to receive current support payments for any of the children affected by the order. These persons or agencies include:
 - The payee,
 - A caretaker, or
 - A person, state, or agency that is assigned support.
 - A party who retains the right to receive future current support based on the terms of the support order or any subsequent modification or redirection order. This person currently may not be entitled to receive support but language in the order states that the person may receive future payments without requiring another court order. The language in the order or a subsequent redirection or modification order must state that the right to receive current support reverts or is redirected to that party.

Identifying Necessary Parties Who Can Request Review and Adjustment

Examine the support order and case record to identify persons who are necessary parties to the order, or entitled to receive support payments, and therefore may request a review. The caption of the order generally lists the necessary parties to an order. It identifies them as either the petitioner or the respondent in the action.

If the original order resulted from our services, the payee or caretaker may be named in the body of the support order rather than in the caption.

- ◆ When neither the caption nor the body of the order specifically identifies an individual as the payee or caretaker, the person having physical custody of the children at the time the order is entered is presumed to be the payee or caretaker.

1. Mr. and Mrs. A are the legal parents of Child B. A divorce decree entered in Polk County, Iowa, names Mr. A as the petitioner and Mrs. A as the respondent. Mr. A is required to pay \$200 per month for the support of Child B. Mrs. A is the payee under this order.

Either Mr. or Mrs. A may request a review and adjustment of this support order.

2. Mr. G and Ms. P are the legal parents of Child C. We initiated a paternity action that resulted in an order entered in Monroe County, Iowa, establishing Mr. G's paternity and requiring him to pay \$170 per month for the support of Child C. The caption names the State of Iowa and Child C as the petitioner. Mr. G is the respondent. Ms. P is named in the body of the order as the custodial parent of Child C and is the payee.

Either Mr. G or Ms. P may request a review and adjustment of the support order.

- ◆ When the permanent payee or caretaker established in a support order has assigned support to the state as a condition of eligibility for public assistance, the payee or caretaker remains a necessary party to any action that may potentially affect the child support provisions of the order. This also applies to those instances when support is assigned to any other temporary custodial caretaker such as a grandparent or other relative or custodian. The permanent payee or caretaker may request review and adjustment and must always be included in the process.

3. Mr. and Mrs. Q are the legal parents of Children T and U. A divorce decree entered in Guthrie County, Iowa, named Mr. Q as the petitioner and Mrs. Q as the respondent. The decree ordered Mr. Q to pay a total of \$300 per month for Children T and U. Mrs. Q is the payee of Children T and U under the order. Child T entered foster care and remains there. Support is assigned to the state.

Either Mr. or Mrs. Q may request review of the support order. Even if both Child T and Child U had entered foster care and support for both assigned to the state, Mrs. Q would still be entitled to request review. The foster parents are not entitled to request review.

4. Mr. and Mrs. T are the legal parents of Children Y and Z. A divorce decree entered in Sioux County, Iowa, named Mrs. T as the petitioner and Mr. T as the respondent. This decree ordered Mr. T to pay \$150 per month per child for Children Y and Z. Mrs. T is the payee under the order. Child Y went to live with Mrs. O, the grandmother. Mrs. O began receiving non-public assistance enforcement services for Child Y. We obtained an assignment of support from Mrs. T to Mrs. O for Child Y.

Mr. T, Mrs. T, or Mrs. O may request review. Mrs. O is the temporary caretaker for Child Y by virtue of the assignment. However, Mrs. T remains the permanent payee named in the support order. Even if support for both Child Y and Child Z is temporarily assigned to Mrs. O, Mrs. T is still entitled to request review.

- ◆ When an order is captioned "STATE OF IOWA, EX REL....", and the body of the order names the payee or caretaker, the payee or caretaker may request review and adjustment. The order may contain a statement such as:

"Upon termination of public assistance, the Collection Services Center shall pay any current child support to the caretaker named herein unless the court redirects the payments to another caretaker."

NOTE: If FIP ends, we are not required to get a new order to make payments to a payee or caretaker named in the order. We must obtain a redirection court order before we can distribute to anyone not named in the court order. An assignment of support establishes a temporary payee or caretaker rather than a permanent beneficiary as may be established by an order redirecting support payments to a caretaker. In Foster Care cases where the State of Iowa is the payee, the support order ends when the child leaves foster care placement. Foster Care orders are limited to the duration of the foster care placement.

5. Mr. H and Mrs. H are the legal parents of Child V who is receiving FIP. We pursued support. An order entered in Cherokee County, Iowa, orders Mr. H to pay \$200 per month for Child V. The caption is "STATE OF IOWA, EX REL Child V" as petitioners and Mr. H as the respondent. Mrs. H is **not** named in the caption. The body of the order identifies her as the payee to receive support if Child V becomes ineligible for FIP. Mrs. H would begin receiving the child support with no other court action needed.

Either Mr. H or Mrs. H may request a review of this order. Mrs. H is **not** named in the order caption but she is the payee.

- ◆ When the support order does not name a legal parent as an affected party or the payee or caretaker, that parent is not entitled to request a review and adjustment.

6. Mr. and Mrs. J are the legal parents of Children R and S. An order entered in Clay County, Iowa, orders Mr. J to pay \$300 per month for Children R and S. The caption names the State of Iowa, Child R, and Child S as the petitioners. Mr. J is the respondent. The order names Mrs. F, the grandmother of the children, the caretaker.

Either Mr. J or Mrs. F may request a review of this order. Mrs. J is not a party to the support order and the order does not name her as the payee. Therefore, Mrs. J is not entitled to request a review. However, Mrs. J is a non-necessary third party for the purpose of obtaining her financial information to complete the guidelines worksheet.

- ◆ When an order redirects support payments, review the order to determine whether the payee or caretaker named in the original support order remains a necessary party in subsequent actions. The payee or caretaker's right to request a review depends on the wording in the redirection order.

7. Mr. and Mrs. D are the legal parents of Child X. A divorce decree entered in Howard County, Iowa, names Mrs. D as the petitioner and Mr. D as the respondent. Mr. D is ordered to pay \$250 per month for Child X. Mrs. D is the payee under this order.

An order entered later redirects support payments for Child X to Mrs. L, the grandmother. Under the terms of the redirection order, Mrs. L is entitled to receive support payments on behalf of Child X as long as Child X lives with her. When Child X no longer resides with Mrs. L, support payments automatically revert to Mrs. D without a subsequent order by the court.

Mrs. D retains an interest in any subsequent action that may affect the support of Child X. Mr. D, Mrs. D, or Mrs. L may make a request for a review during the time periods that payments are redirected to Mrs. L, and all three must be included in the review process. Should Child X leave Mrs. L's custody and support payments revert to Mrs. D, Mrs. L would no longer be entitled to request a review or be included in the review.

8. Mr. and Mrs. M are the legal parents of Child G. A divorce decree entered in Polk County, Iowa, names Mr. M as the petitioner and Mrs. M as the respondent. This decree orders Mr. M to pay \$75 per week for Child G. Mrs. M is the payee under this order.

An order entered later redirects support payments for Child G to Mr. S, the grandfather. This order contains no provisions establishing conditions under which support payments would automatically revert to Mrs. M without a subsequent order by the court.

Mrs. M retains no interest in any subsequent action that may affect the support of Child G under the redirection order. Mrs. M would not be entitled to request a review. Only Mr. M or Mr. S may request a review.

9. Mr. and Mrs. T are the legal parents of Children E and F. A divorce decree entered in Marshall County, Iowa, names Mr. T as the petitioner and Mrs. T as the respondent. This decree orders Mr. T to pay \$350 per month for Children E and F. Mrs. T is the payee under this order. An order entered later redirects support for Child E to Mrs. Q, an aunt. Mrs. T remains entitled to support for Child F under this order.

Mrs. T has a continued interest in the support order since she remains entitled to support for Child F. Whether support for Child E reverts to Mrs. T later is not an issue. Mr. T, Mrs. T, or Mrs. Q may request a review.

- ◆ When both legal parents are parties to an action establishing a support obligation and neither parent is payee or caretaker for the child or children, examine the terms of the order to see which parent is required to provide support. The order may specify who provides support and set forth conditions that may automatically establish one of the parents as the payee or caretaker at a later date without further order by the court.

10. Mr. and Mrs. C are the legal parents of Child M. A divorce decree entered in Sac County, Iowa, names Mrs. C as the petitioner and Mr. C as the respondent. The order names Mr. X, the grandfather of Child M, as an interested party. The decree grants custody of Child M to Mr. X. Mr. C was ordered to pay \$200 per month for Child M. The order states that custody and the rights to support of Child M may be transferred to Mrs. C if Mr. X is no longer capable of caring for the child.

Mrs. C retains an interest in the support provisions of the order and may request a review of the order. If the terms of the order did not establish such conditions, Mrs. C would not be entitled to request a review. Mrs. C would be a non-necessary third party to obtain financial information for the guidelines.

Other Criteria for Approval

Legal reference: Iowa Code Section 252H.12

When you receive a completed request for review of a child support obligation, apply the following criteria to determine if it is appropriate to initiate the review and adjustment process:

- ◆ Unless you need to add health insurance to the order, it must be at least two years since:
 - Filing the support order with the court or modifying the order for the purpose of adjusting the child support obligation, or
 - Reviewing the support order for the purpose of adjusting the child support obligation. (If the results of an earlier review indicate there is not a change in support amount, the two-year waiting period begins 30 calendar days after the NOD was issued.), or
 - An earlier request for review was withdrawn (this restriction does not apply if the requestor of this review did not agree to the previous withdrawal.)
See [Withdrawing a Request for Review](#).
- ◆ Iowa or another state IV-D agency must be providing enforcement services for the ongoing support obligation. The current case or child account type must be a IV-D account type. Iowa must be the only state that has authority to modify the order.
- ◆ The request must be for a review of the current support obligations (child and medical support) or to add medical support.
- ◆ There must be no indication of good cause for not cooperating with us.
 - An "I" appears in the STATUS field on the CASE screen and an "A" appears in the GOOD CAUSE field on the PAYEE screen, or
 - An "A" appears in the STATUS field on the CASE screen and a "P" appears in the GOOD CAUSE field on the PAYEE screen.See [Failure to Provide Information](#) for information about good cause for not cooperating.
- ◆ The request may not be for the purpose of adjusting the amount of delinquent support that has accrued under a support order.
- ◆ The request may not be for the purpose of adjusting the amount in a temporary order.
- ◆ A person entitled to request a review and adjustment must submit a completed request. See [Persons Entitled to Request Review and Adjustment](#).

- ◆ The end date of the obligation must be at least 12 months in the future.

NOTE: If the order contains provisions to pay child support while a child attends college, conduct the review giving the payor prior court order credit, if paid, for the child in college. If the order contains provisions for a post-secondary education subsidy, this is not child support. Do not allow a deduction.

- Language in the order indicates that child support for each child continues until the child turns 18.

1. Mr. and Mrs. A are the legal parents of Child X and Y. A divorce decree entered in Polk County, Iowa, states the child support obligation ends when each child turns 18. Child X is a senior in high school and turned 18 on February 1, 2020. Child Y turns 18 on December 15, 2021.

On March 15, 2020 you receive a request from the payee requesting a review. Since Child X has already turned 18, you would not include Child X in your review because the language states that child support ends at age 18. Only include Child Y in your review since that child is not 17 1/2 and more than 12 months remains on the obligation.

- Language in the order indicates that child support for each child continues until the child graduates from high school.

2. Mr. and Mrs. B are the legal parents of Child M and N. A divorce decree entered in Jasper County, Iowa, states child support ends upon graduation from high school. Child M is a senior in high school and turned 18 on January 23, 2020. Graduation from high school is set for May 28, 2020. Child N is only 10 years old.

On February 5, 2020, you receive a request from the RP requesting a review. Even though Child M is 18 years old, this child will not graduate from high school until May 28, 2020. According to the language in the order support continues until graduation. You will include both children in the review.

- Language in the order indicates that child support for each child continues until the child reaches the age of 18 or becomes emancipated. If the child is engaged full-time in completing high school graduation or equivalency requirements, and is reasonably expected to complete these requirements before age 19, support continues until high school graduation or equivalency requirements are met.

3. Mr. and Mrs. F are the legal parents of child q. A divorce decree entered in Pottawattamie County, Iowa, orders support to be paid on the 15th of each month and states child support continues for the child between the ages of 18 and 19 if the child is still in high school and is expected to graduate before age 19. Child q is a junior in high school and turns 18 on December 1, 2019. Graduation from high school is set for May 28, 2020.

On April 3, 2019, you receive a request from the CP requesting a review. Even though child q will be 18 years old on December 1, 2019, this child will not graduate from high school until May 28, 2020. According to the language in the order, support continues until graduation. Continue with the review because there is at least 12 months left on the obligation and the child is less than 17 ½.

When ICAR selects ICAR1 and ICAR3 cases these additional criteria apply:

- ◆ The payee is receiving FIP benefits from the department.
- ◆ The current account type is an 11 and the payee does not reside in the state of Iowa.

NOTE: Contact the income maintenance (IM) worker:

- ◆ If the payee is eligible to receive FIP in Iowa, continue with the review.
- ◆ If the payee is not eligible to receive FIP in Iowa, and Iowa cannot do the review, mark the review as inappropriate. If appropriate, send a referral to the state that has continuing, exclusive jurisdiction to modify the order. Verify that the IM worker changes the FIP status of the payee.

Determining Jurisdiction to Modify

Before you begin the review and adjustment process, determine the controlling order and whether Iowa has jurisdiction to modify the controlling order. Only the state that has continuing, exclusive jurisdiction (CEJ) or is able to assume CEJ has authority to modify the order. To assume jurisdiction, you may have to register the order in Iowa. See 9-K, [Interstate Case Processing](#), for procedures to determine the controlling order (DCO) and [Registering Another State's Order](#) for registering orders issued in states other than Iowa. See the 10-Q Appendix for CEJ and DCO flowcharts.

Enter the order data and track the results of the analysis on the DCO screens.

- ◆ If you receive a request from another state to modify an order, the other state may have completed the determination of the controlling order. In that situation, enter the determination on ICAR.
- ◆ If you receive a request for modification directly from one of the parties, conduct a controlling order analysis to make sure Iowa has jurisdiction to modify the controlling order.

Check the case file, the ICAR records, the Federal Case Registry (FCRSUM screen) and the Iowa Court Information System (ICIS) to make sure you know about all the possible orders that you should include in your analysis. See [Multiple Support Orders](#) for the orders to include in the analysis.

Determining the Controlling Order (DCO)

Follow these rules to determine the controlling order:

- ◆ If there is only one order, it is the controlling order. If one of the parties or the child lives in the state that issued the order, that state has continuing, exclusive jurisdiction (CEJ) and can modify the order, or the parties may choose to agree in writing for another state to modify the order and assume CEJ.

If no one lives in the issuing state, the order must be registered for modification in a state with jurisdiction over the parties.

- ◆ If there are two or more orders, the controlling order depends on how many states that issued orders are still the residence of at least one of the parties or the child. If:
 - **One state.** The order issued in that state is the **controlling order**. That state has CEJ.
 - **Two or more states.** In this situation, determine if one of the states is the “home state” of the child.
 - If yes,** the order issued in that state is the **controlling order**.
 - If no,** the most recently issued order is the **controlling order**.
- NOTE:** The “home state” of the child means the state where the child lived at least six consecutive months immediately preceding the filing of a petition or comparable pleading for support, or the state where the child has lived since birth if the child is less than six months old.
- **None.** In a situation where there are multiple orders but none of the issuing states remain the residence of the payor, payee, or child, the state with jurisdiction over the parties (usually the non-requestor’s state) issues a **new order**. That order becomes the controlling order.

Continuing, Exclusive Jurisdiction

Once you have determined the controlling order, that order is the one that must be enforced in the future. No new order can be entered for child support.

If you receive a request for a review and adjustment, determine where the individual parties and the child live. As long as one of the individual parties or the child lives in the state that issued the controlling order, that state has continuing, exclusive jurisdiction (CEJ) and can modify the order. The individual parties may consent in writing for another state to modify the order and assume CEJ as long as one of the parties resides in that state. A party cannot pick a state that cannot assume CEJ. CSRU does not assist either party with consents to jurisdiction. As long as there is a state with CEJ, a non-CEJ state cannot modify the order, even if it would have long-arm jurisdiction over the parties, unless the parties file written consents.

If no one lives in the issuing state, register the order for modification in a state with jurisdiction over the non-requesting party. If Iowa modifies the order, Iowa assumes CEJ. If another state modifies the order, that state assumes CEJ. (Consult your local office attorney for assistance in caretaker cases when the caretaker is the requestor of the review and adjustment and the non-requesting parties live in different states.)

NOTE: When CEJ changes during a review and adjustment, determine if Iowa can continue with the review and adjustment, or if you need to refer the case to another state to complete the modification.

- ◆ If a party is served in Iowa and then leaves the state, Iowa keeps CEJ. In this situation, issue amended notices to the parties to reflect the change in residency.
- ◆ If a party is not served before leaving Iowa and none of the parties remain in this state, Iowa does not keep CEJ. Send a referral to the IV-D agency in the state that now has CEJ asking for registration of the order for modification since neither party is residing in Iowa.

NOTE: If one of the parties or the child remains in Iowa, Iowa retains CEJ and you can continue with the review and adjustment.

Entering Data on the DCO Screen

Use the DETERMINE CONTROLLING ORDER (DCO) screen in ICAR to enter the data about orders to be considered in the DCO process. In addition to the DCO screen, use the DCO2 screen if there are multiple orders and you need to get a court ruling stating which order is the controlling order.

With the DCO and DCO2 screens, you can select orders to be considered in the determination, select children appropriate for each order, and enter information necessary to track your progress.

- ◆ Search the case file for all orders for this payor, payee, and child or children.
- ◆ Check FCRSUM for other orders that may be relevant to your case.
- ◆ After the modification order is filed, complete the DCO screen including all orders to be considered. If the review results show it is not appropriate to adjust the order or to add health insurance, do not complete the DCO screens unless one of the parties asks you complete the DCO. If there no request to continue the DCO, end the review process and delete the DCO screen. When you delete the DCO screen, enter the reason for deleting the process. If a party requests you complete the DCO, end the review screens and complete a stand-alone DCO.

- ◆ To access the DCO screen, press PF6 on the COURTORD screen or type "DCO" in the NEXT SCREEN field on any screen.

D479HU10	IOWA COLLECTION AND REPORTING SYSTEM				DATE:						
	DETERMINE CONTROLLING ORDER				TIME:						
CASE NUMBER:				INTERSTATE.....:	N						
PAYOR.....:				STATE OF RESIDENCE:							
PAYEE.....:				STATE OF RESIDENCE:							
SEL	DCO	COURT	ORDER	NUMBER	ISS ST	MOD ST	ORDER	DATE	CEJ	CEJ	DATE
	DCO	CHILDREN			RES ST	HOME ST	FROM	DATE		TO	DATE
COMMENT:											
PF3=UPDATE			PF4=DELETE			PF5=INQUIRY			PF6=DCO2		
PF7=BACK CO			PF8=FORWARD CO			PF10=BACK CHILD			PF11=FORWARD CHILD		
NEXT SCREEN:						NOTES:					

The fields, descriptions, and values are:

- ◆ **CASE NUMBER:** ICAR displays the case number from the prior screen or you may enter the case number and press PF5.
- ◆ **INTERSTATE:** ICAR displays "Y" if there is an active INTERSTA screen for the case. Otherwise, the field is blank.
- ◆ **PAYOR:** ICAR displays the name of the payor from the PAYOR screen.
- ◆ **STATE OF RESIDENCE:** ICAR displays the state of residence from the ADDVER screen.
- ◆ **PAYEE:** ICAR displays the name of the payee from the PAYEE screen.
- ◆ **STATE OF RESIDENCE:** ICAR displays the state of residence from the CPADDVER screen.
- ◆ **SEL:** ICAR displays the orders associated with the case under review. If there is only one order, it is the controlling order. The DCO2 screen is **not** used.

If there are two or more orders, enter "X" to select the court order to consider for determining the controlling order. ICAR allows you to select only one court order at a time.

- ◆ **DCO:** Enter the code that applies to the order displayed on the line. ICAR allows you to code more than one order as controlling for different children. Manually enter "O, I, or M." ICAR enters "P or F" based on your entries on the DCO2 screen. Valid entries are:
 - O This order was issued or last modified by another state. ICAR allows entry of "O" only when the ISS ST field or the MOD ST field on this screen is not "IA."
 - I This order was issued or last modified by Iowa. ICAR allows entry of "I" only when the ISS ST field or the MOD ST field on this screen is "IA."
 - M There are multiple orders and Iowa issued or last modified all the orders. Enter an "M" next to each of the orders that meet these criteria.
 - P You made a preliminary determination that this is the controlling order for this case. ICAR displays "P" when you enter "P" in the DCO field by at least one of the children on the DCO2 screen and update the screen.
 - F You made a final determination that this is the controlling order for this case. ICAR displays "F" when you complete the effective date field on the DCO2 screen for this order.

You may update the DCO field until you finalize the determination of the controlling order.

- ◆ **COURT ORDER NUMBER:** ICAR displays the court order number(s) for the case under review. ICAR automatically enters all orders listed on the COURTORD screen. If an order exists that has not been entered on the COURTORD screen, manually enter the number here. A "C" following the court order number indicates the order is on the COURTORD screen. A "D" following the number indicates the order was manually entered on the DCO screen. To code an order as controlling, the order information must be on the COURTORD screen.
- ◆ **ISS ST:** This field indicates the state that issued the order. ICAR displays the two-letter state abbreviation from the COURTORD screen or you may enter the state.
- ◆ **MOD ST:** This field indicates the state that modified the order. Enter the two-letter state abbreviation if applicable.
- ◆ **ORDER DATE:** This field indicates the date in the MM/DD/CCYY format that the order was issued or last modified. ICAR displays the date from the COURTORD screen or you may enter the date.

- ◆ **CEJ:** This field indicates if the issuing or modifying state has CEJ. Valid entries are:
 - Y The issuing state has CEJ to modify the selected order. "Y" also can mean the modifying state can assume CEJ to modify.
ICAR requires that you enter a "Y" in the CEJ field before the DCO2 screen for that order displays.
 - N No state has CEJ for the selected order.
- ◆ **CEJ DATE:** This field indicates the date you determined the state had CEJ to modify the order. Enter the date in the MM/DD/CCYY format. You may change the entry in this field until both the CP and RP have been served. ICAR requires a date if "Y" is in the CEJ field. If there are two states that can claim CEJ over their own orders and none of the orders is from the home state of the child (tie breaker), only enter the "Y" and date for the most recently entered order (the one you will be choosing as the controlling order).
- ◆ **DCO:** This field indicates the DCO status of each child in the case. ICAR allows you to manually enter "E, N, X, O, I, or M." ICAR enters "P or F" based on your entries on the DCO2 screen. Valid entries are:
 - E • The child emancipated.
 - N • There is no order for this child.
 - X • A determination of a controlling order is not necessary for this child.
 - O • This is the only order for this child and the order was issued out-of-state. Enter "O" for all children included in an order with "O" in the court order DCO field on this screen.
 - I • This is the only order for this child and the order was issued in Iowa. Enter "I" for all children included in an order with "I" in the court order DCO field on this screen.
 - M • There are multiple Iowa orders. Enter "M" for all children included in an order with "M" in the court order DCO field on this screen.
 - P • You made a preliminary determination that this is the controlling order for this child. ICAR displays "P" when you enter "P" in the DCO field by this child on the DCO2 screen.
 - F • You made a final determination that this is the controlling order for this child. ICAR changes the "P" to an "F" when you finalize the determination of the controlling order by completing the EFFECTIVE DATE field on the DCO2 screen.

- ◆ **CHILDREN:** ICAR displays the names of the children associated with the case in this field. Make sure all of the children display. Use PF10 and PF11 to see all the children. Enter the state of residence (RES ST), home state (HOME ST), if you need to use it as a tiebreaker, the date the child began living in that state (FROM DATE) and the last date the child lived in that state (TO DATE).
- ◆ **RES ST:** ICAR displays the two-letter abbreviation for the child's state of residence from the PAYEE screen if "Y" is in the CHILD RESIDES WITH PAYEE field on the CHILD screen. If the child does not reside with the payee, enter the two-letter state abbreviation of the child's state. ICAR requires an entry when the DCO field on this screen contains "I," "O," "M," or "P" for this child.
- ◆ **HOME ST:** This field indicates the child's "Home State." Enter the two-letter state abbreviation. ICAR requires an entry when there are entries in the FROM DATE field and TO DATE field on this screen.

NOTE: The "Home State" of the child means the state where the child lived at least six consecutive months immediately preceding the filing of a petition or comparable pleading for support or the state where the child has lived since birth if the child is less than six months old.

- ◆ **FROM DATE:** Enter the date in the MM/DD/CCYY format the child began living in the "Home State." ICAR requires an entry if you made entries in the HOME ST field and the TO DATE field on this screen. Entry is **not** allowed if the HOME ST field on this screen is blank. You may update the field until the DCO2 screen has been established for the child.
- ◆ **TO DATE:** Enter the date in the MM/DD/CCYY format the child stopped living in the "Home State." ICAR requires an entry if you made entries in the HOME ST field and the FROM DATE field on this screen. Entry is **not** allowed if the HOME ST field on this screen is blank. You may update the field until the DCO2 screen has been established for the child.

Entering Data on the DCO2 Screen

If you see that there is more than one order from more than one state, determine the controlling order for the child or children. Complete the DCO2 screen, recording more specific information about the DCO process. To access the DCO2 screen, select the appropriate order from the DCO screen and press PF6.

D479HU13	IOWA COLLECTION AND REPORTING SYSTEM	DATE:
	DETERMINE CONTROL ORDER - 2	TIME:
CASE NUMBER:		INTERSTATE.....: N
COURT ORDER NUMBER:		
C.O. COUNTY FIPS...:		
	DCO	CHILDREN
INIT ST:	PRESUMED CONTROL ST:	
GEN INITIAL FORMS:	DATE:	
ARREARS?:		
GEN SVC:CP	I/O	RP I/O TP I/O
REV/ADMOD DCO (Y):		
SERVED.....: CP		RP TP
REASON NOT SERVED: CP		RP TP
GEN DEFAULT FORMS:	DATE:	GEN ORDER: DATE:
DECIDING ST:	CONTROL ORD TRIBUNAL:	DETERMINATION
REASON:		
EFFECTIVE DATE...:	GEN FINAL FORMS:	DATE.....:
DCO ORDER NUMBER:		REG OR FILE COUNTY FIPS:
ICIS C.O. NUMBER:		
F3=UPD F4=DEL DCO'S FOR CO	F6=DCO	F10=BACK CHLDRN F11=FRWD CHLDRN
NEXT SCREEN:	NOTES:	

NOTE: If you enter an "I," "O," or "M" on the DCO screen, you cannot view a DCO2 screen for this case.

The fields, descriptions and values are:

- ◆ **CASE NUMBER:** ICAR displays the case number from the DCO screen.
- ◆ **INTERSTATE:** ICAR displays "Y" if there is an active INTERSTA screen attached to this case. Otherwise, this field is blank.
- ◆ **COURT ORDER NUMBER:** ICAR displays the order number selected on the DCO screen.
- ◆ **C.O. COUNTY FIPS:** ICAR displays the FIPS code for the county from the COURTORDE screen for the selected court order.
- ◆ **INIT ST:** This field identifies the state that is making a preliminary determination of the controlling order. Enter the two-letter abbreviation for the state. ICAR requires an entry in this field.
- ◆ **PRESUMED CONTROL ST:** This field indicates the state presumed to have issued or last modified the controlling order. ICAR requires an entry and displays the state from the COURTORDE screen. You may update this field. Enter the two-letter abbreviation for the state.

- ◆ **DCO:** This field indicates the controlling order status of the child. Enter "P" next to each child for which this order is controlling. When you finalize the determination on the DCO2 screen, ICAR automatically changes the "P" to an "F," indicating the determination is now final for that child. If you enter an "E," "N," or "X" in the DCO field for a child on the DCO screen, this field displays the same code. If this field is blank, the child has not yet been considered for DCO purposes. An asterisk (*) next to a code indicates the child has already been considered for controlling order purposes.
- ◆ **CHILDREN:** ICAR displays the names of the children associated with the case. Use F10 and F11 to scroll through the children. Select at least one child in the CHILDREN column.
- ◆ Press F3 to update the screen.

Track your progress on the DCO2 screen as follows:

- ◆ **GEN INITIAL FORMS, ARREARS, OR GEN SVC: CP I/O, RP I/O, OR TP I/O:** Do not make entries in these fields. You will make these entries through the review process screens.
- ◆ **REV/ADMODO DCO (Y):** Enter a "Y" in this field if the DCO was completed during the review process. When you enter a "Y" in the REV/ADMODO DCO field ICAR issues narrative DCO40 indicating the DCO was completed during the review process. When a "Y" is entered ICAR only requires certain fields on the DCO2 screen to be updated.
NOTE: The "Y" does not remain in the REV/ADMODO DCO field after the screen is updated. Enter the "Y" each time you update the DCO2 screen in a review case.
- ◆ **SERVED...CP...RP...TP:** Enter service dates of the Notice of Intent or Notice of Decision (those forms contain necessary UIFSA/DCO language). When you enter a "Y", "G", "A", or "U" in the SERVED fields on the REVIEW1 or REVIEW2 screen to indicate service was successful, also enter a "Y" in the SERVED fields on the DCO2 screen. Do not update the SERVED fields if service was unsuccessful since the monitoring program for reattempting service already looks at the REASON NOT SERVED fields on the REVIEW1 and REVIEW2 screens to remind the worker to reattempt service.
- ◆ **DECIDING ST:** This field identifies the state making the final decision on the DCO. Enter Iowa's two-letter abbreviation. ICAR requires an entry when entries are made in the CONTROL ORD TRIBUNAL field, the DETERMINATION REASON field, the DCO ORDER NUMBER field, and the EFFECTIVE DATE field on this screen. You **cannot** change the state identifier once you enter it.
- ◆ **CONTROL ORD TRIBUNAL:** Enter the two-letter abbreviation of the state that issued or last modified the controlling order as of the date the determination is final (the date the review and adjustment order is filed).

- ◆ **DETERMINATION REASON:** Enter the reason this is the controlling order:
 - A The state that issued the order is the only issuing/modifying state that still has CEJ.
 - B Multiple states have CEJ, but none is the home state of the child, so the most recent order is the controlling order.
 - C Multiple states have CEJ, but only one is the home state of the children.
 - D A new controlling order must be created because none of the states with orders for the children has CEJ.
- ◆ **EFFECTIVE DATE:** Once you finish the review process, enter the EFFECTIVE DATE of the adjusted or modified order that also contains the DCO.
- ◆ **GEN FINAL FORMS:** Enter a "Y" or "R" in the GEN FINAL FORMS field to generate or regenerate form 470-3476, *Notice of Determination of Controlling Order*. This federal notice must be sent to all parties and tribunals with an interest in the results of the DCO, along with a copy of the adjusted or modified order. ICAR creates a copy of this form for each state represented on the DCO and INTERSTA screens.
- ◆ **DATE:** ICAR enters the date the federal notice was generated or regenerated in MM/DD/CCYY format.
- ◆ **DCO ORDER NUMBER:** Enter the following:
 - If another state determined the controlling court order, enter the other state's court order number.
 - If Iowa determined the controlling court order, enter the Iowa court order number in the ICIS C.O. NUMBER field on this screen. This is the Iowa number even if the other state's order is the controlling order.
- ◆ **REG OR FILE COUNTY FIPS:** Enter the FIPS code of the county in which the order determining the controlling order is filed. This field is required when there is an entry in the ICIS C.O. NUMBER field.
- ◆ **ICIS C.O. NUMBER:** If Iowa determined the controlling order, enter the number of the court order that designates the controlling order. The number must conform to the ICIS format:
 - Complete characters 8-9 (Case Type Code)
 - 10-17 (Group Code)ICAR enters characters 1-7 based on your entry in the REG OR FILE COUNTY FIPS field.

NOTE: Refer to the 9-E Appendix, [Case Setup](#) manual Case Type/Group Code table for allowable entries.

Registering Another State's Order

Legal reference: 45 CFR 303.7

You may receive a request from another state to review an order that Iowa did not issue and does not control at the time of the request. You must register the order in Iowa. This situation arises when:

- ◆ In determining the controlling order, you find there is only one order, no one lives in the issuing state, and the non-requestor lives in Iowa.
- ◆ The parties have requested in writing that Iowa registers the order (usually because a party or the child lives in Iowa).

Initiate the review when you receive the request. Request certified copies of all orders and payment records. Send form 470-3251, *Review Request Acknowledgement*, to the requesting party to explain the registration process. When the orders and payment records arrive and the case is ready for service of the registration forms and packet, proceed with the review. Serve form 470-3253, *Notice of Intent to Review and Adjust a Child Support Obligation* (NOI), with the registration forms and packet, to all necessary parties. Do not enter the order until you finish the registration process.

Register **only** orders that have arrears, and the order you presume is the controlling order, if it was not entered in Iowa or was not previously registered.

File form 470-3463, *Notice of Registration of Support Order(s)*. Serve a copy along with a copy of the order and the *Registration Statement* (form 470-3477, the federal version or form 470-3466, Iowa's version) on the non-requesting party at the same time you serve the NOI packet.

Note: When issuing form 470-3259, *Notice of Decision to Review and Adjust a Child Support Obligation*, and orders, enter the Iowa court order number in the heading section of the forms. Enter the other state's court order number and information in the appropriate table within the body of the forms.

Mail a copy to the requesting party and to the issuing tribunal. Track the registration process on the REGIST screen. The forms mentioned above generate based on the entries you make on the REGIST screen.

You can only initiate registration by pressing F12 on the COURTRD screen for the orders being registered. ICAR displays the REGIST screen. Access the REGIST screen for update or inquiry by entering REGIST in the NEXT SCREEN field on any screen.

NOTE: The 20-day registration contest period must have expired in order for you to enter an adjustment order.

If you are registering multiple orders, track each order on a separate REGIST screen. See 9-K, [Interstate Case Processing](#), for further instructions for registering other states' orders.

Initiating Review and Adjustment on ICAR

The order under review determines the policy and procedures to follow when you enter data into ICAR.

- ◆ If more than one Iowa order includes the same child or children and the same payor, review all of the orders. See [Multiple Support Orders](#).
- ◆ If at least one order was entered in another state, analyze the orders to determine which order is the controlling order. See [Determining the Controlling Order \(DCO\)](#). Conduct the review and adjustment in Iowa or refer it to another state as appropriate. See 9-K, [Interstate Case Processing](#), for instructions for completing interstate actions.

The review and adjustment process uses several screens to allow entry and display of data. During the review and adjustment process, ICAR:

- ◆ Edits the data when you enter it.
- ◆ Displays data for you to evaluate, select, and modify.
- ◆ Tracks timeframes for the review process.
- ◆ Issues forms, narratives, calendar flags, and a status to ensure we meet policy and procedure requirements for the review process.
- ◆ Retrieves and displays historical review data.

Help text is available for the screen fields. To view screen-level help, place the cursor on the screen title and press F1. To view field-level help, place the cursor in any area of the desired field and press F1.

There are four review screens used to enter data and track the process:

- ◆ REVIEW1 (ADMIN REVIEW AND ADJUST - 1)
- ◆ REVIEW2 (ADMIN REVIEW AND ADJUST - 2)
- ◆ REVIEW3 (ADMIN REVIEW AND ADJUST - 3)
- ◆ REVIEW4 (ADMIN REVIEW AND ADJUST - 4)

Other screens used in the review process include:

- ◆ The REVSUM (REVIEW SUMMARY) screen summarizes the review and adjustment information specific to a particular review.
- ◆ The TPARTY (THIRD PARTY DATA) and the TPADDVER (TPARTY ADDRESS VERIFICATION) screens allow you to enter and see data related to the third party.
- ◆ The MOREORD (MORE ORDERS AND MORE CASES) and COSELECT (COURT ORDER SELECT) screens allows you to enter and see court order information including both information specific to the primary order under review and any additional orders related to the review.
- ◆ The COURTORD (COURT ORDER) and COURTOR2 (COURT ORDER 2) screens show information about court orders and subsequent modifications.
- ◆ The ATTORNEY and INTERSTA (INTERSTATE CONTACT SCREEN A) screens allows you to enter and see information about private attorney and interstate processing necessary for the review process.

ICAR generates forms based on the entries you make. Forms display immediately for you to complete; some statuses for the case generate in an overnight batch process. You may also generate forms for the review process through FORMVIEW or FORMOSEL if necessary.

All forms generated by ICAR in the review process conform to rules regarding release of confidential information including social security numbers, addresses, financial information and location. Be sure that you do not violate confidentiality in any aspect of the review process. See 9-A, [General Program Information](#).

ICAR Function Key Use

Following is a list of function keys common to the screens used in the review process. Other F keys listed on screens related to the review process have a purpose unique to the screen. In this manual, those F keys are explained at the end of the field explanations.

F1 = HELP: This key displays help text for the field the cursor on. If the cursor is not on an entry field, the help text for the screen displays.

F2 = ADD: ICAR begins the edits required to add a new record. Once the entries pass all the edits, ICAR displays the message "ALL DATA VALID - PRESS F2 TO ADD." If you press F2 again, ICAR adds the record.

F3 = UPDATE: ICAR begins the edits required to update the record. Once the entries pass all the edits, ICAR displays the message "ALL DATA VALID - PRESS F3 AGAIN TO MODIFY." If you press F3 again, ICAR saves the changes to the record. This function key works the same on all screens.

F4 = DELETE: ICAR begins the edits required to delete the record. Once the entries pass all the edits, ICAR displays the message "ALL DATA VALID - PRESS F4 TO DELETE." If the entries do not pass the edits, ICAR displays a message telling you why ICAR can't delete the record.

F5 = INQUIRY: ICAR accesses a case when you enter a case number and press F5. Pressing this key retrieves the screen data for the key fields entered on the screen.

F6 = If used, this key usually has a purpose unique to the screen.

F7 = Normally, pressing this key causes ICAR to display the previous screen or record.

F8 = Normally, pressing this key causes ICAR to display the next screen or record.

F9 = REFRESH: Pressing this key causes ICAR to display a refreshed screen.

COURT ORDER (COURTORD) Screen

Use the indicated fields on the COURT ORDER (COURTORD) screen to initiate a review unless the case is an interstate case. See [Interstate Cases](#), for information on initiating an interstate review.

D479HC05	IOWA COLLECTION AND REPORTING SYSTEM	DATE:
	COURT ORDER	TIME:
CASE NUMBER.....:	DISTRIBUTE PERCENTAGE TO CARETAKER? :	
PAYOR:	MOD NTC: 00000000	DNY: 00000000
PAYEE:	MOD NTC: 00000000	DNY: 00000000
-ORDER OBTAINED IN -	BYPASS ORDER FOR A/T: IA FILE:	
C.O. COUNTY FIPS...:	-OR- COUNTY NUMBER:	
COURT ORDER NUMBER..:	ORDER DATE: 00 00 0000	TYPE:
ICIS C.O. NUMBER...:	REG/FILE NO:	
REG/FILE COUNTY FIPS...:	-OR- COUNTY NUMBER:	EFILE:
LAST COURT ACTION...:	CSRU MOD (Y/N):	HI/MS ORDERED:
	IIW PROVISIONS (Y/N/G/A):	NOTICE (I/M):
PETITIONER (FML) ...:		MORE?
RESPONDENT (FML) ...:		MORE?
PAYEE (O/L/A).....:	IV-D NOTICE:	
C.O. REGISTERED IN..:		
C.O. TRANSCRIBED TO:	C.O. TRANSFERS.....:	
MOD JUR: MOD JUR DATE: 00 00 0000	CHOICE OF LAW JUR..:	
RELATED ORDERS: CASES:	MORE? LEVY USE IN SUSP:	
F2=ADD F3=MOD F5=INQ F6=DCO F7=BACK F8=FORWARD F9=REFRESH F10=COURTOR2		
F11=REVIEW1 F12=REGIST F13=SUSC1 F14=ADMOD1 F15=SUSP1 F16=HIUPD F17=ASNTRM		
NEXT SCREEN:	NOTES:	

The fields, descriptions, and values are:

- ◆ **CASE NUMBER:** Enter the case number for the case under review. Press F5. ICAR displays information about the court order most recently added to the case.

Make sure ICAR displays the primary court order number you plan to review in the COURT ORDER NUMBER field. Once the correct court order displays, press F11 and ICAR displays the REVIEW1 screen. Another method to access the screen is to type REVIEW1 in the NEXT SCREEN field and press ENTER.

ADMIN REVIEW AND ADJUST - 1 (REVIEW1) Screen

ICAR displays the CASE number, PAYOR name, PAYEE name, LOC KNOWN, C.O.# and CNTY data when you access the REVIEW1 screen from the COURTORDD screen.

Use the indicated fields on the REVIEW1 screen to initiate the review. When ICAR initiates the review it completes certain fields on the REVIEW1 screen.

NOTE: Once you or ICAR initiates the review, you may access the REVIEW1, REVIEW2, REVIEW3, and REVIEW4 screens from the ICAR Main Menu or by typing the screen name in the NEXT SCREEN field on any screen.

D479HL51	IOWA COLLECTION AND REPORTING SYSTEM	DATE:
	ADMIN REVIEW AND ADJUST - 1	TIME:
CASE NUMBER:	CSRU ATTY.:	SIGNATURE ID.:
PAYOR.....:	LOC KNOWN.:	CC RP ATTY...:
PAYEE.....:	LOC KNOWN.:	CC CP ATTY...:
3RD PARTY (Y/N):	NECESSARY:	LOC KNOWN.:
		FOSTER CARE...:
C.O.#:	MULT ORD.(Y/N):	CNTY:
INTERSTATE.....(Y/N):	INIT STATE:	RTN REQ:
PREREVIEW REQUESTED BY...:	DATE:	ABBREVIATED (Y/N):
REVIEW APPROPRIATE (Y/N):	DENY RSN..:	DATE:
DATE REVIEW INITIATED....:	NOI..(Y/R):	DATE:
POSTPONED (Y): # RSN:	REOPENED(Y):	DATE:
NOI GEN SERVICE REQ (Y/G/R):		
CP: I/O:	RP: I/O:	TP: I/O:
SERVED (Y/G/A/U/N DATE):	CP: RP:	TP:
REASON NOT SERVED:	CP: RP:	TP:
F2=ADD F3=UPD F5=INQ F6=INTERSTA F7=REVSUM F8=REV2 F9=REFRESH F10=OLD REV		
F11=NEW REV F12=COURTORDD F13=NXT ORD F14=PRI ORD		
NEXT SCREEN:	NOTES:	

To start a review on ICAR, make entries in the following fields: CSRU ATTY, SIGNATURE ID, CC RP ATTY, CC CP ATTY, 3RD PARTY, NECESSARY, MULT ORD, PREREVIEW REQUESTED BY, and DATE.

Fields, descriptions, and values are:

- ◆ **CASE NUMBER:** ICAR displays this data
- ◆ **CSRU ATTY:** Enter the alphanumeric characters that identify the local office attorney assigned to the case. This entry allows ICAR to generate forms containing the attorney information. ICAR requires an entry in this field.
- ◆ **SIGNATURE ID:** Enter the ICAR worker ID for the worker (other than the caseworker) who signs the review forms. ICAR requires an entry in this field. When ICAR selects a case for an ICAR1 or ICAR3 review, ICAR enters the appropriate TANF worker ID.
- ◆ **PAYOR:** ICAR displays the payor name.
- ◆ **LOC KNOWN (PAYOR):** ICAR displays one of the following codes:
 - Y There is a verified address or income provider for the payor.
 - N There is no verified address or income provider for the payor. If you have not yet served the payor when you lose location, ICAR postpones the review.
- ◆ **CC RP ATTY:** This field indicates whether an attorney represents the payor for this process. Valid entries are:
 - Y The RP has an attorney. When you enter "Y" and press F2 or F3, ICAR displays the ATTORNEY screen. Entries on the ATTORNEY screen link the RP's attorney to the review process. See [ATTORNEY Screen](#). ICAR issues a narrative (REV160). If you change "Y" to "N," ICAR issues a narrative (REV161).
 - N The RP does not have an attorney.
- ◆ **PAYEE:** ICAR displays the payee name.
- ◆ **LOC KNOWN (PAYEE):** ICAR displays one of the following codes:
 - Y There is a verified address or income provider for the payee.
 - N There is no verified address or income provider for the payee. If you have not yet served the payee, ICAR postpones the review unless the payee is the State of Iowa, for foster care cases.
- ◆ **CC CP ATTY:** This field indicates whether an attorney represents the payee for this process. Valid entries are:
 - Y The payee has an attorney. When you enter "Y" and press F2 or F3, ICAR displays the ATTORNEY screen. Entries on the ATTORNEY screen link the payee's attorney to the review process. See [ATTORNEY Screen](#). ICAR issues narrative REV162. If you change "Y" to "N," ICAR issues a narrative (REV163).
 - N The CP does not have an attorney.

- ◆ **3RD PARTY (Y/N):** This field indicates if there is a third party for this review. Valid entries are:
 - Y There is a third party. When you enter "Y" and press F2 or F3, ICAR displays the TPARTY screen. See [THIRD PARTY DATA \(TPARTY\) Screen](#).
 - N There is no third party.
- ◆ **NECESSARY:** This field indicates if the third party is a necessary party. The entry from the NECESSARY PARTY field on the TPARTY screen displays in this field. Valid entries are:
 - Y The third party is a necessary party.
 - N This third party is not a necessary party. Send a legal parent who is not a necessary party form 470-0204, *Financial Statement*.
- ◆ **LOC KNOWN (NECESSARY THIRD PARTY):** ICAR displays one of the following codes:
 - Y There is a verified address for the necessary third party.
 - N There is no verified address for the necessary third party. If you have not yet served the necessary third party, ICAR postpones the review.
- ◆ **FOSTER CARE:** In a foster care case, the FCRU worker enters a "Y" to indicate the payee is the State of Iowa. When a "Y" appears in the FOSTER CARE field, ICAR processes the case to fit foster care circumstances.
- ◆ **C. O. #:** ICAR displays the court order number.
- ◆ **CNTY:** ICAR displays the county where the court order is filed.
- ◆ **MULT ORD. (Y/N):** This field indicates whether the review involves multiple orders. ICAR requires an entry in this field. Valid entries are:
 - Y This case involves multiple orders. When you enter "Y," you enter or select at least one order other than the primary order. See [MORE ORDERS AND MORE CASES \(MOREORD\) Screen](#).
 - N This case does not involve multiple orders.
- ◆ **INTERSTATE (Y/N):** This field indicates if the INTERSTA screen is linked to the review process. If you initiated the review from the INTERSTA screen, ICAR displays a "Y" and "REV" in the PROCESS field on the INTERSTA screen. In this case, Iowa is the responding state.
- ◆ **INIT STATE:** For interstate reviews, ICAR displays the two-letter abbreviation entered in the INIT STATE field on the INTERSTA screen. If the case is with a foreign country or a Tribal IV-D agency, digits 3, 4 and 5 display from the FIPS field on the INTERSTA screen (e.g. 490 for Meskwaki Nation Child Support Services). ICAR does **not** allow entry of the Iowa code in this field.

- ◆ **RTN REQ:** This field indicates the request form was not complete and is being returned to the requestor for more information, or if the signed date was more than two months old. ICAR enters the current date in the corresponding DATE field. Valid entries are:
 - CP The payee.
 - RP The payor.
 - TP The third party. ICAR allows this entry only if there is a necessary third party.
- ◆ **PREREVIEW REQUESTED BY:** This field indicates the person or agency that requested the review. ICAR requires an entry in this field. Valid entries are:
 - CP The payee.
 - RP The payor.
 - TP The third party. ICAR allows this entry only if there is a necessary third party.
 - OTHST The IV-D agency from another state. ICAR allows an entry of "OTHST" only if the INTERSTATE field contains "Y."
 - CSRU The Child Support Recovery Unit.
 - ICAR1 ICAR enters this code after selecting the case for mandatory review because the payee receives FIP from the state of Iowa. The mandatory review for the ICAR1 process starts with the service of the Notice of Intent.
 - ICAR3 ICAR enters this code after selecting the case for mandatory review because the payee receives FIP from the state of Iowa and the payor receives FIP, Food Assistance, Medical Assistance, SSI, SSD, or is an inmate of the department of corrections. The mandatory review for the ICAR3 process starts with the service of the Notice of Decision and the guidelines worksheet.
 - OTH Other. When you enter "OTH," ICAR automatically denies the request by entering an "N" in the REVIEW APPROPRIATE field and a code of "07" in the DENY RSN field. See [Entering Acceptance or Denial on ICAR](#).
- ◆ **DATE:** Enter the date-stamped date on the request in the MM/DD/CCYY format. ICAR enters the date for an ICAR1 and ICAR3 review.

At this point, you should press F2 to initiate the review. This allows ICAR to properly generate narratives and flags to move the review forward.

You will use the remaining fields on the REVIEW1 screen in other stages of the review process. We explain these fields in the sections that describe those particular stages. Depending on the entries you make on the REVIEW1 screen, ICAR displays additional screens for you to update, select, or review data.

Unique function keys for REVIEW1

F6=INTERSTA: ICAR displays any INTERSTATE screen linked to this review.

F7=REVSUM: ICAR displays the Review Summary screen for this review.

F8=REV2: ICAR displays the REVIEW2 screen for this review.

F10=OLD REV: The worker can page backwards to previous reviews for this court order starting with the most recent.

F11=NEW REV: The worker can page forward to more recent reviews for the court order.

F12=COURTORD: ICAR displays the COURTORD screen for the court order connected to the current review.

F13=NXT ORD: The worker can page forward to REVIEW1 screens for other orders on the case.

F14=PRI ORD: The worker can page backwards to previous REVIEW1 screens for other orders on the case.

THIRD PARTY DATA (TPARTY) Screen

This screen contains information about a third party related to the court order. ICAR displays this screen when you enter "Y" in the 3RD PARTY (Y/N) field on the REVIEW1 screen. On an existing review, access this screen by entering "TPARTY" in the NEXT SCREEN field on REVIEW1, REVIEW2, REVIEW3, REVIEW4, or REVSUM screens.

Use the indicated fields on the THIRD PARTY DATA (TPARTY) screen to enter data about the third party.

```

D479HL55          IOWA COLLECTION AND REPORTING SYSTEM          DATE:
                   -- THIRD PARTY DATA --                      TIME:

CASE NUMBER.....:          COURT ORDER #:
3RD PARTY (LFM)..:          :
NECESSARY PARTY?.:          CC TP ATTY...:
SSN.....:          SEX (F/M)...:
BIRTHDATE.....:          PHONE NUMBER.:
MAIL ADDR LN 1...:
MAIL ADDR LN 2...:
CITY/STATE/ZIP...:          :          :          0000
HOME ADDR LN 1...:
HOME ADDR LN 2...:
CITY/STATE/ZIP...:          :          :
BANKRUPTCY (Y)...:          GEN STATUS (Y):
CURRENT ACCT TYPE:          CURRENT START DATE:
RELATIONSHIP.....: PARENT:          NON-PARENT:
ACTIVE MILITARY (Y/N DATE):
COMMENTS:

F2=ADD      F3=UPD      F4=DELETE      F5=INQ      F6=TPADDVER      F7=BACKWARD
F8=FORWARD  F9=REFRESH  F10=DEL MAIL ADDR  F11=DEL HOME ADDR  CLEAR=REVIEW1
NOTES
    
```

The fields, descriptions, and values are:

- ◆ **CASE NUMBER:** ICAR displays the case number.
- ◆ **COURT ORD #:** ICAR displays the court order number.
- ◆ **3RD PARTY (LFM):** Enter the third party’s name in last, first and middle initial format. ICAR requires an entry in this field.
- ◆ **NECESSARY PARTY?:** This field indicates if the third party is subject to the order and retains a vested interest in the current or future support of the children affected by the order. ICAR requires an entry. ICAR displays the entry in the NECESSARY field on REVIEW1. Valid codes are:
 - Y The third party is subject to the order.
 - N The third party is not subject to the order.
- ◆ **CC TP ATTY:** This field indicates if an attorney represents the third party. ICAR requires an entry in this field. Valid entries are:
 - Y The third party has an attorney. When you enter “Y” and press F2 or F3, ICAR displays the ATTORNEY screen. Entries on the ATTORNEY screen link the third party’s attorney to the review process. See [ATTORNEY Screen](#). ICAR issues narrative REV164. If you change “Y” to “N,” ICAR issues narrative REV165.
 - N The TP does not have an attorney.
- ◆ **SSN:** This field displays the third party’s social security number. Enter the number without hyphens.

- ◆ **SEX (M/F):** This field indicates the third party's sex. Valid codes are:
 - M Male.
 - F Female.
- ◆ **BIRTHDATE:** Enter the third party's birthdate in MM/DD/CCYY format.
- ◆ **PHONE NUMBER:** Enter the third party's telephone number, if known.
- ◆ **EXT:** Enter the third party's telephone extension number, if known.
- ◆ **MAIL ADDR LN 1, 2, CITY/STATE/ZIP:** This field indicates the third party's mailing address. ICAR displays the address entered on the TPADDVER screen. If there isn't an address on the TPADDVER screen, ICAR postpones the process for LOC.
- ◆ **HOME ADDR LN 1, 2, CITY/STATE/ZIP:** This field indicates the third party's home address. ICAR displays the address entered on the TPADDVER screen.
- ◆ **BANKRUPTCY (Y):** Enter a "Y" in this field to indicate that the third party has filed bankruptcy.
- ◆ **GEN STATUS (Y):** Enter a "Y" in this field to enter text to be printed on a status (form 470-3324, *Third Party Case Status Report*) to send to the third party.
- ◆ **CURRENT ACCT TYPE:** Enter a two-digit number to indicate the current account type for the third party. The valid account types for this field are 11, 12, 14, 15, 17, 18, and 19.
- ◆ **CURRENT START DATE:** Enter the date the current account type became effective for the third party in MM/DD/CCYY format.
- ◆ **RELATIONSHIP/PARENT/NON-PARENT:** ICAR requires an entry in this field to indicate the relationship of the third party to the children. You must enter an "X" in either the PARENT or NON-PARENT field.
- ◆ **ACTIVE MILITARY (Y/N DATE):** This field indicates the third party's military status. Valid entries are:
 - Y Yes, the third party is currently active in the military. When you enter a "Y", ICAR issues a narrative REV218.
 - N No, the third party is not currently active in the military. ICAR issues a narrative REV219.
- ◆ **COMMENTS:** This field is free-form text that allows you to enter two additional lines about the third party situation.

Press F2 to add the TPARTY screen.

Function keys unique to the TPARTY screen

F6=TPADDVER: ICAR displays the address screen for this third party.

F7=BACKWARD: ICAR displays the TPARTY screen for the previous third party.

F8=FORWARD: ICAR displays the TPARTY screen for the next third party.

F10=DEL MAIL ADDR: This key allows the user to delete the mailing address of the third party only if accessed from REVIEW1.

F11=DEL HOME ADDR: This key allows the user to delete the home address of the third party only if accessed from REVIEW1.

CLEAR=REVIEW: This key functions differently depending on which screen you were on before accessing the TPARTY screen. Press CLEAR to take you back to that screen.

TPARTY ADDRESS VERIFICATION (TPADDVER) Screen

Access the TPARTY ADDRESS VERIFICATION screen by typing TPADDVER in the NEXT SCREEN field on any of the REVIEW screens for the REVIEW or by pressing F6 on the TPARTY screen.

Use the indicated fields on the TPADDVER screen to enter and verify address information for the third party.

D479HL03	IOWA COLLECTION AND REPORTING SYSTEM	DATE:
	TPARTY ADDRESS VERIFICATION	TIME:
	DRI:	FVI:
CASE NUMBER.....:		
THIRD PARTY NAME...:	:	:
MISTAKEN ID.....:		
LOCATE SSN.....:		DATE ADDRESS ENTERED.:
AUTOSOURCE: N		LAST SOURCE:
SOURCE OF ADDRESS...:	RSPN STATE:	DATE OF ADDRESS.:
ADDRESS LINE 1.....:		
ADDRESS LINE 2.....:		
ADDRESS LINE 3.....:		
CITY/STATE/ZIP.....:	:	:
COUNTRY.....:		
	VRSN:	
SEND P.O. LETTER...:	DATE SENT.....: 00 00 00	HOME/MAILING:
ADDRESS VERIFIED...:	DATE VERIFIED...:	BY:
INTERSTATE REFERRAL:	UPDATE ADDRESS.:	REVER: 00 00 0000
F2=ADD, F3=UPDATE, F5=INQUIRY, F6=CELL, F7=BACKWARD, F8=FORWARD, F9=REFRESH		
F13=NEXT TPARTY, F14=PRIOR TPARTY, F15=COPY, CLEAR=RETURN		
NEXT SCREEN:	NOTES:	

The fields, descriptions, and values are:

- ◆ **DRI:** ICAR enters data in this field to show there is a Disclosure Risk Indicator on a party associated with the case. See 9-A, [General Program Information](#), for details on the RISK DETAIL UPDATE screen
- ◆ **FVI:** ICAR enters data in this field to show the Federal Case Registry reported a Family Violence Indicator on a party associated with the case. See 9-A, [General Program Information](#), for details on the RISK DETAIL UPDATE screen
- ◆ **CASE NUMBER:** ICAR displays this data.
- ◆ **THIRD PARTY NAME:** ICAR displays the data entered on the TPARTY screen.
- ◆ **MISTAKEN IDENTITY:** The MISTAKEN ID field is used to indicate if the address does not belong to this person. This field is worker-entered. Valid worker entries are:

Y The address does not belong to this person.

N Enter an 'N' over a 'Y' to indicate the address does belong to this person.

Space Enter a space over a 'Y' to indicate the address does belong to this person.

All programs will bypass this address when there is a "Y" in this field preventing the address from being re-verified as a good address.

- ◆ **LOCATE SSN:** ICAR displays the data entered on the TPARTY screen.
- ◆ **DATE ADDRESS ENTERED:** ICAR displays the date in the MM/DD/CCYY format.
- ◆ **AUTOSOURCE:** This field shows whether the address was loaded by ICAR or by a worker. A "Y" shows an automated source added the address.
- ◆ **SOURCE OF ADDRESS:** Use this field to show where you got the information about the third party's address. The entry is free-form text of up to 12 alphanumeric characters.
- ◆ **RSPN STATE:** If another state supplied the third party address information, enter the two-letter abbreviation for that state.
- ◆ **DATE OF ADDRESS:** Use this field to enter the date you received the third party address information. Enter the date in the MM/DD/CCYY format.
- ◆ **ADDRESS LINES 1, 2, 3:** Enter the third party's address. ICAR requires an entry in line 1.

- ◆ **CITY/STATE/ZIP:** Enter the third party's city. ICAR requires an entry in this field. Enter the third party's state. ICAR requires an entry unless you make an entry in country field on this screen. Enter the third party's zip code.
- ◆ **COUNTRY:** ICAR allows you to enter the country's name **only** if you made **no** entry in the STATE field on this screen.
- ◆ **PHONE NUMBER:** Enter the third party's telephone number, if known.
- ◆ **EXTENSION:** Enter the third party's telephone extension, if known.
- ◆ **VRSN:** This field indicates why you generated a verification letter. An entry is required when you enter a "Y" or "R" in the SEND P.O. LETTER field.
- ◆ **SEND P.O. LETTER:** Use this field to indicate whether ICAR should generate a letter to the postmaster at the city listed. ICAR requires an entry in this field. Valid entries:
 - Y ICAR should generate the letter.
 - N ICAR should not generate the letter.
 - R ICAR should regenerate the first letter for a new attempt to verify the third party address.
- ◆ **DATE SENT:** ICAR enters the date the P.O. Letter was generated and sent in the MM/DD/CCYY format. If you entered "N" in the SEND P.O. LETTER field, ICAR leaves this field blank.
- ◆ **HOME/MAILING:** This field indicates if the address is the home or mailing address. When you press F2 or F3, ICAR checks for an entry in this field. If there is no entry, ICAR enters an "M." Valid entries are:
 - H Home address. When you enter "H," ICAR checks the address on the TPARTY screen. If there is a mailing address, ICAR updates the home address. If there is no mailing address, ICAR enters this address as the mailing address.
 - M Mailing address. When you enter "M," ICAR updates the mailing address on the TPARTY screen.
- ◆ **ADDRESS VERIFIED:** This field indicates if the address is verified. Valid entries are:
 - Y The address is verified.
 - N The address is not verified.

- ◆ **DATE VERIFIED:** ICAR updates this field when you enter "Y" in the ADDRESS VERIFIED field and press F2 or F3 to add the address.

ICAR checks the TPARTY screen for a verified address when you enter the date.
 - If there is no verified address, ICAR enters this address in the address fields on the TPARTY screen.
 - If there is a verified address on the TPARTY screen, ICAR prompts you to make an entry in the UPDATE ADDRESS? field on this screen.
- ◆ **BY:** This field indicates whether you or ICAR verified the address. ICAR updates this field when either you or an automated process enters a "Y" or "N" in the ADDRESS VERIFIED field. Valid entries are:
 - S The system verified the address
 - W A worker verified the address
 - Blank The address is not verified
 - U The address was verified before the BY field was available
- ◆ **INTERSTATE REFERRAL:** The INTERSTATE REFERRAL field is used to indicate whether or not there is a potential need for a referral to another state due to the verification of an out-of-state third party or income provider address. ICAR enters "R" in the field and issues a calendar flag to the worker when there is a potential need for a referral to the other state. ICAR or the worker enters "N" when it has been determined that there is not a need for a referral to another state. ICAR enters "Y" when a referral to another state has been made.
- ◆ **UPDATE ADDRESS?:** Entry of a "Y" in this field causes ICAR to update the address field on the TPARTY screen. ICAR requires an entry if a third party address already exists and you enter a new verified address. ICAR does **not** allow an entry if the ADDRESS VERIFIED field is "N." Valid entries are:
 - Y ICAR should update the address.
 - N ICAR should **not** update the address.
- ◆ **REVER:** This field displays the date a worker re-verifies an address. There must be a "Y" in the ADDRESS VERIFIED field, before you can enter the date the address was re-verified.

ATTORNEY Screen

ICAR displays the ATTORNEY screen when you enter "Y" in the CC CP ATTY field or CC RP ATTY field on the REVIEW1 screen or when you enter "Y" in the CC TP ATTY field on the TPARTY screen. ICAR displays a separate screen for each party represented by an attorney. ICAR generates notices, narratives, calendar flags, and a status based on the data entered. You can also access the ATTORNEY screen by typing ATTORNEY in the NEXT SCREEN field on any screen.

Use the indicated fields on the ATTORNEY screen to enter data for the payor's attorney, the payee's attorney, and the third party's attorney.

D479HL08	IOWA COLLECTION AND REPORTING SYSTEM	DATE:
	ATTORNEY	TIME:
CASE NUMBER.....:		SIGNATURE ID....:
PAYOR.....:		CC RP ATTY (Y/N): Y
LOCATE NAME.....:		CC AF ATTY (Y/N): N
PAYEE.....:		CC CP ATTY (Y/N): N
STATUS TO ATTORNEY...:	REVIEW FOR RESPONSE DATE:	0000
ATTORNEY NAME.....:		
ADDRESS LINE 1.....:		
ADDRESS LINE 2.....:		
CITY/STATE/ZIP.....:	: :	
PHONE NUMBER.....:	000 000 0000	EXT:
PROCESS CODES.....:	REV	
PF2=ADD, PF3=UPDATE, PF4=DELETE, PF5=INQUIRY, PF7=PAGE BACK, PF8=PAGE FORWARD		
PF9=REFRESH, PF10=NEXT LOCATE, PF11=PRIOR LOCATE		
NEXT SCREEN:	NOTES:	

The fields, descriptions, and values are:

- ◆ **CASE NUMBER:** ICAR displays this data.
- ◆ **CC RP ATTY (Y/N):** ICAR displays a "Y" in this field if you enter a "Y" in the CC RP ATTY field on the REVIEW1 screen.
- ◆ **PAYOR:** ICAR displays the payor's name.
- ◆ **CC AF ATTY (Y/N):** This field is not used in the REVIEW process since an order was previously established.
- ◆ **LOCATE NAME:** This field is not used in the review process since an order was previously established.
- ◆ **CC CP ATTY (Y/N):** ICAR displays a "Y" in this field when you enter a "Y" in the CC CP ATTY field on the REVIEW1 screen.

- ◆ **PAYEE:** ICAR displays payee's name.
- ◆ **CC TP ATTY (Y/N):** ICAR displays a "Y" in this field when you enter a "Y" in the CC TP ATTY field on the TPARTY screen.
- ◆ **STATUS TO ATTORNEY:** When you enter "Y," ICAR generates form 470-3192, *Case Status Report*, to the attorney. After you generate the form, ICAR changes the "Y" to a blank, to allow you to generate additional status updates to the attorney.
- ◆ **REVIEW FOR RESPONSE DATE:** ICAR displays the date in the MM/DD/CCYY format when you should review the case for the attorney's response.
- ◆ **ATTORNEY NAME:** Enter the attorney's name.
- ◆ **ADDRESS LINE 1:** Enter line one of the attorney's address.
- ◆ **ADDRESS LINE 2:** Enter line two of the attorney's address.
- ◆ **CITY/STATE/ZIP:** Enter the attorney's city, state and zip code.
- ◆ **PHONE NUMBER:** Enter the attorney's telephone number.
- ◆ **EXT:** Enter the attorney's telephone extension.
- ◆ **PROCESS CODES:** ICAR displays REV in this field when you enter "Y" in the CC RP ATTY or CC CP ATTY fields on the REVIEW1 screen or in the CC TP ATTY field on the TPARTY screen.

Function keys unique to the ATTORNEY screen

F7=PAGE BACK: ICAR displays the previous ATTORNEY screen.

F8=PAGE FORWARD: ICAR displays the next ATTORNEY screen.

F10=NEXT LOCATE: ICAR displays the ATTORNEY screen for the next alleged father (not used in review).

F11=PRIOR LOCATE: ICAR displays the ATTORNEY screen for the previous alleged father (not used in review).

MORE ORDERS AND MORE CASES (MOREORD) Screen

D479HL56	IOWA COLLECTION AND REPORTING SYSTEM						DATE:
	MORE ORDERS AND MORE CASES						TIME:
CASE NUMBER:			COURT ORDER NUMBER:				
SEL	CASE #	COURT ORDER #	CNTY	ORDER	ORDER	OBLIG	OBLIG
S IND			#	TYPE	DATE	START	END
PF2=ADD, PF3=MOD, PF4=DELETE, PF5=INQ, PF6=COLCAL, PF7=BACKWARD, PF8=FORWARD							
ENTER=OBLIGHST, CLEAR=RETURN NOTES:							

Make entries to this screen only if:

- ◆ Other orders with an obligation listed on the OBLIG screen are associated with the court order under review.
- ◆ Other cases are associated with the court order under review.
- ◆ Health only orders are associated with the court order under review.

Use the indicated fields on the MORE ORDERS AND MORE CASES (MOREORD) screen to enter information about other orders to be reviewed.

Access this screen by:

- ◆ Entering "Y" in the MUL ORD (Y/N) field on the REVIEW1 screen and pressing F2 or F3, or
- ◆ Typing "MOREORD" in the NEXT SCREEN field on the REVIEW1 screen and pressing ENTER.

The fields, descriptions, and values are:

- ◆ **CASE NUMBER:** ICAR displays this data.
- ◆ **COURT ORDER NUMBER:** ICAR displays the primary court order number for the order under review.
- ◆ **S:** Enter any letter to select the line on which you want to add, change, or delete information. After you select a line, make the modifications and press PF3 to update the field. To delete an order, select the entry and press PF4.

- ◆ **SEL IND:** Enter any letter in each line that lists a court order that is under review. ICAR includes the selected orders in the modification order when you complete the review process. ICAR prevents you from selecting an order that is already included in a review or adm on another case.

When you use the SEL IND field to select an order for inclusion in the modification order, ICAR displays the order on the COSELECT screen. See [COURT ORDER SELECT \(COSELECT\) Screen](#).

- ◆ **CASE #:** Enter the case number of the case that contains the related court order(s) to be included in the review.
 - If the court order is associated with an ICAR case, enter **only** the case number. When you press ENTER, ICAR displays the OBLIGHST screen for that case number. ICAR populates the COURT ORDER #, CNTY #, ORDER TYPE, ORDER DATE, OBLIG START and OBLIG END fields when you select orders from the OBLIGHST screen. See [OBLIGATION HISTORY \(OBLIGHST\) Screen](#).
 - If the court order is **not** associated with an ICAR case, enter "NONICAR." Complete the COURT ORDER #, CNTY #, ORDER TYPE, ORDER DATE, and OBLIG START fields for the NONICAR case. Do **not** complete the OBLIG END field. Press PF2 twice to add the court order.

NOTE: Complete this process **separately** for each NONICAR order you add.

Function Keys Unique to the MOREORD Screen

F6=COLCAL: ICAR displays the COLA CALCULATIONS (COLCAL) screen for the court order during a COLA action. (Not used in review).

ENTER=OBLIGHST: ICAR displays the OBLIGHST screen for the case.

CLEAR=RETURN: ICAR takes you back to the REVIEW1 screen.

OBLIGATION HISTORY (OBLIGHST) Screen

When you select a court order on the MOREORD screen that is associated with an ICAR case, ICAR displays the OBLIGHST screen for that case number. Use the SEL field on the OBLIGHST screen to select orders to include in the review.

```
D479HC14          IOWA COLLECTION AND REPORTING SYSTEM          DATE:
                   OBLIGATION HISTORY                          TIME:

CASE NUMBER.....:

OBL. C.O.          EFFECTIVE  END          C.O.          COURT          COLA
TYPE TYPE  FREQ  AMOUNT    DATE    DATE    NUMBER    ACTION  H S ADJ SEL

PF5=INQ, PF7=BACKWARD, PF8=FORWARD, PF10=DEVHST, PF11=COLCAL, ENTER=SEL DETAIL
NEXT SCREEN:          NOTES:
```

- ◆ **SEL:** Enter "S" to select an order and press ENTER. ICAR enters data in the following fields on MOREORD for the selected order:
 - CNTY #
 - ORDER TYPE
 - ORDER DATE
 - OBLIG START
 - OBLIG END if there is an end date

Press F2 to add the order. Repeat to add more orders.

Accepting Or Denying the Review

Legal reference: Iowa Code Section 598.1, 441 IAC 99.69

Within 15 calendar days of either receiving a completed form 470-2749, *Request to Modify a Child Support Order*, or ICAR selecting the case for mandatory review, determine if:

- ◆ The case meets the criteria for review and adjustment;
- ◆ The case should be referred to another state;
- ◆ The case should be accepted but postponed;
- ◆ The request form should be returned; or
- ◆ The request should be denied.

If the request meets the criteria and Iowa is the correct state to modify the order, accept the request and do the review. If the case does not meet review and adjustment criteria, check the criteria for the administrative modification process. If the case does not meet the criteria for either process, deny the request within the 15-day period.

If another state is the appropriate state to modify the order, make a referral to that state within 20 calendar days of receiving the request and all necessary documentation required for the interstate referral. See 9-K, [Interstate Case Processing](#), for procedures to process outgoing interstate referrals.

If the request meets the criteria for review and adjustment and it is appropriate for your office to do the review, complete the process. If you receive a request and the payee moves, determine which office should complete the review and adjustment. If another office should complete the process, transfer the case file and the request, within 2 working days to the office that is now providing the enforcement services. If the request meets the criteria for review and adjustment, and the payee moves after you initiate the process, complete the process first. Transfer the review file upon completion of the process to the office that is now providing the enforcement services. See 9-H, [Serving Qualified Customers](#), for more information on the case transfer process.

Sometimes, after we accept the request, we must postpone the review. Depending on the reason, either ICAR automatically postpones it, or the worker makes the entries. See [Postponing a Review](#), for postponement reasons and procedures.

The following sections summarize the rules for accepting the request, accepting the request but postponing the review, and denying the request. You can use this as a checklist when you are determining whether to accept the request.

Criteria for Accepting the Request and Notifying the Requestor

Accept the request if the case meets the following criteria:

- ◆ The case is active.
- ◆ There is at least one court order on the case.
- ◆ There is at least one ongoing child support obligation for the order being reviewed. Include health-only support orders in a multiple order review since all ongoing orders for the parents and children should be accounted for and acknowledged.
- ◆ Two years or more have elapsed since the **last** of these occurred:
 - The support order was entered.
 - The support order was modified as the result of Review and Adjustment, Administrative Modification, or Cost-of-Living Alteration.
 - The current requestor of a review and adjustment withdrew a prior request for review and adjustment or agreed to withdraw.

NOTE: If a previous private modification addressed only alimony provisions, you may accept a request to review the child support provisions.

- ◆ Two years have elapsed since CSRU determined the child support was not appropriate for an adjustment (also known as a no-change review).
- ◆ The end date of the obligation is more than 12 months in the future.
- ◆ Good Cause is not in effect.
- ◆ A IV-D agency is providing enforcement services for the ongoing support obligation. The current case or child account type must be a IV-D account type.
- ◆ The request is to review the ongoing support obligation amount or to add health insurance.
- ◆ The request is to review a juvenile court order. FCRU accepts the request to review and adjusts the order, if appropriate. FCRU files the adjusted order with the juvenile court rather than the district court.

NOTE: The original court order may contain limiting provisions about when a party can ask for a review and adjustment, or may contain a deviation from the guidelines. Proceed with the review using current guidelines. A party may request a hearing to ask for special provisions. If neither party requests a hearing, and the reason for the deviation still exists, talk with your attorney. If the attorney thinks it is appropriate based on the original reasons for deviation, prepare a request for hearing on behalf of the State.

When the payee receives FIP benefits, ICAR uses the following criteria to select cases for an ICAR1 or ICAR3 review:

- ◆ There is an "A" in the STATUS field on the CASE screen and there is no reason code in the REASON field on the CASE screen.
- ◆ The payee has received FIP for at least two months.
- ◆ There is no date in the DATE OF DEATH field for the payor.
- ◆ There is an active court order on the COURTOR2 screen.
- ◆ The court order is not a temporary order.
- ◆ The date in the LAST COURT ACTION field on the COURTOR2 screen is at least 36 months before the selection run date.
- ◆ There is a CS obligation on the OBLIG screen and the end date is more than 12 months in the future.
- ◆ There is not an open or pending modification on the case.
- ◆ There is a valid home or mailing address for the payor and payee.
- ◆ A "no change" modification was completed more than three years ago.
- ◆ A private modification was completed more than three years ago.
- ◆ All the children on the case have paternity established.
- ◆ There is not an open or pending judicial modification on the case.
- ◆ A prior judicial modification was completed more than three years ago.
- ◆ There is no "Y" in the PHYSICAL CARE OFFSET field on the COURTOR2 screen.
- ◆ There is no "Y" in the TERMINATED/SUPERSEDED FULL field on the COURTOR2 screen.
- ◆ There is an "A" or "P" code in the GOOD CAUSE field on the PAYEE screen.

Notifying the Requestor the Request is Accepted

Use form 470-3251, *Review Request Acknowledgment*, to inform the requestor that you accepted the request. Include the form in the NOI packet if you are immediately moving forward with the review. See [Entering Acceptance or Denial on ICAR](#) for system entry instructions.

Do not send the *Review Request Acknowledgment* to the parties when the requestor is ICAR1 or ICAR3.

Criteria for Accepting the Request but Postponing the Review

Accept the request but postpone the review if:

- ◆ Location of the payor, the payee, or a necessary third party is unknown. ICAR automatically postpones when we lose location before service of process on the non-requestor. Losing location means we don't have an address or verified income provider or for the party.
- ◆ The consensual or unilateral suspension process suspended the support order.
- ◆ Changes in financial conditions have not existed for three months or it is unclear that the changes will continue for three additional months.
- ◆ Custody issues are pending in a private court action.
- ◆ Other reasons. Review the case with your supervisor for other reasons.

Notifying the Requestor the Request is Postponed

Use form 470-3251, *Review Request Acknowledgment*, to tell the requestor that you postponed the process. See [Postponing the Review](#) for system entry instructions. Criteria for Returning an Incomplete Request

Notifying the Requestor the Request is Incomplete

Return the form 470-2749, Request to Modify a Child Support Order if:

- ◆ The following information is missing and it is not available on ICAR:
 - Requestor's name
 - Requestor's address
 - Name of the other party
- ◆ The form does not include the requestor's signature and date.
- ◆ The signature date is more than two months from the date you receive the form.

Update the RTN REQ field on REVIEW1. Valid entries are:

- CP The payee.
- RP The payor.
- TP The third party. ICAR allows this entry only if there is a necessary third party.

When you enter "CP", "RP", or "TP" in the RTN REQ field, ICAR generates form 470-3251, *Review Request Acknowledgment*, to tell the requestor why you are returning the request. Do not return the request form to a requestor who fails to provide information that is available on ICAR. You can move forward as long as you have a signature, a date less than two months old, and a verified address to obtain service by mail.

Criteria for Denying the Request

Deny the request if:

- ◆ It has not been two years since the order was filed with the court, last reviewed, ending in a no-change review, or the obligation was last modified, and there are medical support provisions in the order.
- ◆ A private modification is in progress.
- ◆ An interstate modification is in progress.
- ◆ We are reviewing the order in another action.
- ◆ It has not been two years since the requestor was barred because of a withdrawal from a review and adjustment action.
- ◆ A IV-D agency is **not** providing enforcement services for an ongoing support order. The current case or child account type **is not** a IV-D account type (example: a 17 account type with an 11 repay balance).
- ◆ The end date of the obligation is less than 12 months in the future.
- ◆ The requestor is not eligible to request a review and adjustment.
- ◆ Issues raised relate only to non-support such as visitation rights or custody.
- ◆ The sole purpose of the request for a review and adjustment is to modify delinquent support.
- ◆ The only order in the case is a temporary order. We can modify only permanent, ongoing support orders.
- ◆ The order is only for alimony.

Notifying the Requestor the Request is Denied

Use form 470-3251, *Review Request Acknowledgment*, to tell the requestor you denied the request. See [Entering Acceptance or Denial on ICAR](#) for system instructions.

Entering Acceptance or Denial on ICAR

When you receive the request, record it on the REVIEW1 screen by updating the PRE-REVIEW REQUESTED BY and DATE fields. ICAR tracks the 15-day period to notify the requestor and issues calendar flag REV4 on the 16th day to remind you to accept or deny the request.

Use the **boldface** fields on the REVIEW1 screen below to accept or deny the request for review and adjustment.

D479HL51	IOWA COLLECTION AND REPORTING SYSTEM		DATE:
	ADMIN REVIEW AND ADJUST - 1		TIME:
CASE NUMBER:	CSRU ATTY.:	SIGNATURE ID.:	
PAYOR.....:	LOC KNOWN.:	CC RP ATTY...:	
PAYEE.....:	LOC KNOWN.:	CC CP ATTY...:	
3RD PARTY (Y/N):	NECESSARY:	LOC KNOWN.:	FOSTER CARE...:
C.O.#:	MULT ORD. (Y/N):	CNTY:	
INTERSTATE..... (Y/N):	INIT STATE:	RTN REQ:	DATE:
PREREVIEW REQUESTED BY...:	DATE:	ABBREVIATED (Y/N):	
REVIEW APPROPRIATE (Y/N):	DENY RSN...:	DATE:	
DATE REVIEW INITIATED....:	NOI.. (Y/R):	DATE:	
POSTPONED (Y): # RSN:	REOPENED(Y):	DATE:	
NOI GEN SERVICE REQ (Y/G/R):			
CP: I/O:	RP: I/O:	TP: I/O:	
SERVED (Y/G/A/U/N DATE):	CP:	RP:	TP:
REASON NOT SERVED:	CP:	RP:	TP:
F2=ADD F3=UPD F5=INQ F6=INTERSTA F7=REVSUM F8=REV2 F9=REFRESH F10=OLD			
REV			
F11=NEW REV F12=COURTORD F13=NXT ORD F14=PRI ORD			
NEXT SCREEN:		NOTES:	

The fields, descriptions, and values are:

- ◆ **REVIEW APPROPRIATE (Y/N):** Use this field to record if you accept or deny the request for a review and adjustment. Valid entries are:
 - Y The case meets the criteria for review. When you enter "Y," ICAR does **not** allow an entry in the DENY RSN field. ICAR displays form 470-3251, *Review Request Acknowledgment*, for you to complete when the requestor is CP, RP, TP, CSRU, and OTHST. When you complete the necessary fields and generate the form, ICAR issues a narrative REV172 when the requestor is CP, RP, TP, CSRU, OTHST, and ICAR1, and REV111 when the requestor is ICAR3 to document acceptance of the review request.
 - N The case does **not** meet the criteria for review. When you enter "N," ICAR requires an entry in the DENY RSN field.

- ◆ **DENY RSN:** Use this field to record the reason you are denying the request for a review and adjustment. ICAR requires an entry in this field with an "N" in the REVIEW APPROPRIATE field.

Valid entries are:

- 01 The order is not 24 months old.
- 02 It has not been 24 months since the last review, adjustment, private modification, administrative modification, or interstate modification.
- 03 There is a private modification pending.
- 04 There is an interstate modification action pending.
- 05 One or both of the parties (or the TP) is barred from review because of a previous withdrawal from a review and adjustment action.
- 06 The requestor asked to withdraw prior to the service of the Notice of Intent.
- 07 The requestor is not eligible to request a review (ICAR entry only).
- 08 Other. (You must enter the reason in the narrative when you use "08." ICAR issues narrative REV159 when you enter "08" in the DENY RSN field.)
- 09 End date is less than 12 months in the future.
- 10 There is no open obligation.
- 11 The youngest child is over 17 ½ years of age and support ends at 18.
- 12 The case is inactive, closed, deleted or on hold.
- 13 The case has been redirected.
- 14 The case is a good cause case.
- 15 Payee has claimed good cause, unable to proceed.

When you enter the reason for denial and the requestor is CP, RP, TP, CSRU, OTHST, or OTH, ICAR displays form 470-3251, *Review Request Acknowledgment*, for you to complete. Complete necessary fields, generate the form, and send it to the requestor. Keep a copy in the imaging system. ICAR issues a narrative REV12 documenting that ICAR generated the form and the reason for the denial. When you enter a code in the DENY RSN field, ICAR automatically ends the process with a code of "5" (other circumstances).

- ◆ **DATE:** This is the date you accept or deny the review and adjustment. ICAR enters the current date when there is a "Y" in the REVIEW APPROPRIATE field or if there is a reason in the DENY RSN field on the REVIEW1 screen.
- ◆ **DATE REVIEW INITIATED:** ICAR displays the date when you generate the notice of intent packet or when all necessary parties are located. In an ICAR3 or abbreviated review, you do not generate a notice of intent packet. When you determine the review is appropriate, ICAR enters the current date.

Notice Of Intent To Review

Legal reference: Iowa Code Section 252H.15, 441 IAC 99.63(2)

We must notify parties with a legal interest in the court order of its intent to review and adjust the order. Keep the parties informed during all steps in the process. See [Persons Entitled to Request Review and Adjustment](#), to determine the parties to include in the review process.

When continuing, exclusive jurisdiction (CEJ) changes during the review and adjustment, you need to determine if Iowa can continue or if you need to refer the case to another state to complete the modification. See [Continuing, Exclusive Jurisdiction](#), for more information regarding.

Issue form 470-3253, *Notice of Intent to Review and Adjust a Child Support Obligation* (NOI), and the rest of the packet to the payor, the payee, and any necessary third party when you initiate the review. By signing the request form, the requestor agrees to waive service of the NOI, and accept service by regular mail. Generate form 470-3252, *Waiver of Personal Service of the Review and Adjustment Notice and Consent to Jurisdiction*, and include this form in the NOI packet sent to the non-requesting parties. When the non-requesting party receives FIP benefits, do not generate form 470-3252. You may serve the packet by regular mail.

In an ICAR1 review, generate the *Waiver of Personal Service of the Review and Adjustment Notice and Consent to Jurisdiction*, and send to all necessary parties who do not receive FIP benefits.

When a party is receiving FIP benefits from the department, you may serve that party by regular US mail. See [Serving the Notice Packet](#), for procedures on serving by regular US mail.

The packet:

- ◆ Identifies orders to be reviewed,
- ◆ Explains the issues to be reviewed, and
- ◆ Describes how the process works, including each party's right to contest our decision to adjust the support order.

The NOI packet includes the following forms:

- ◆ Form 470-3253, *Notice of Intent to Review and Adjust a Child Support Obligation*.
- ◆ Form 470-0204, *Financial Statement*, if it is not a foster care case.
 - Send form 470-0204 to a non-parental custodial caretaker only if the courts established a legal obligation for the caretaker to provide financial support for the children in the order.

- Manually generate and mail only form 470-0204 to a legal parent who is not a necessary party (not subject to the order being modified). The legal parent’s income must be included in the review. Follow normal procedures to generate the form from FORMLIST.
- ◆ Form 470-2870, *Foster Care Financial Statement*, if it is a foster care case.
- ◆ Form 470-3254, *Waiver of Pre-Review Waiting Period for Review and Adjustment*.
- ◆ Form 470-3252, *Waiver of Personal Service of the Review and Adjustment Notice and Consent to Jurisdiction*.

Generate and send this form only to the non-requesting party who does not receive FIP benefits. When a necessary party receives FIP benefits, serve the packet by regular US mail. By signing the request form, the requestor waives personal service and agrees to accept service by mail. See [Serving the Notice Packet](#).

Include pamphlet Comm. 85, *Procedures for Modifying Child Support Obligations: Review and Adjustment; Administrative Modification; Cost-of-Living Alteration*, if one was not sent before.

Generating the Notice of Intent

Use the **boldface** fields on the REVIEW1 screen below to generate the NOI packet.

D479HL51	IOWA COLLECTION AND REPORTING SYSTEM		DATE:
	ADMIN REVIEW AND ADJUST - 1		TIME:
CASE NUMBER:	CSRU ATTY.:	SIGNATURE ID.:	
PAYOR.....:	LOC KNOWN.:	CC RP ATTY...:	
PAYEE.....:	LOC KNOWN.:	CC CP ATTY...:	
3RD PARTY (Y/N):	NECESSARY:	LOC KNOWN.:	FOSTER CARE...:
C.O.#:	MULT ORD. (Y/N):	CNTY:	
INTERSTATE..... (Y/N):	INIT STATE:	RTN REQ:	DATE:
PREREVIEW REQUESTED BY...:	DATE:	ABBREVIATED (Y/N):	
REVIEW APPROPRIATE (Y/N):	DENY RSN..:	DATE:	
DATE REVIEW INITIATED....:	NOI.. (Y/R):	DATE:	
POSTPONED (Y): # RSN:	REOPENED(Y):	DATE:	
NOI GEN SERVICE REQ (Y/G/R):			
CP: I/O:	RP: I/O:	TP: I/O:	
SERVED (Y/G/A/U/N DATE):	CP:	RP:	TP:
REASON NOT SERVED:	CP:	RP:	TP:
F2=ADD F3=UPD F5=INQ F6=INTERSTA F7=REVSUM F8=REV2 F9=REFRESH F10=OLD			
REV			
F11=NEW REV F12=COURTORD F13=NXT ORD F14=PRI ORD			
NEXT SCREEN:		NOTES:	

The fields, descriptions, and values are:

- ◆ **NOI (Y/R):** Use this field to generate the NOI packet when you have accepted the request and are going to do the review. Do not generate the NOI packet for an ICAR3 or abbreviated review. Valid entries are:
 - Y ICAR generates all necessary forms. If the entry in the PREREVIEW REQUESTED BY field is "CP," "RP," or "TP," ICAR issues narrative REV202, documenting generation of the NOI packet and the address to which you sent the requestor's packet. ICAR issues calendar flag REV12 to remind you to check on service of the NOI and the return of financial information.

If the entry in the PREREVIEW REQUESTED BY field is "OTHST" or "CSRU," ICAR issues narrative REV14 and calendar flag REV12.

If the entry in the PREREVIEW REQUESTED BY field is "ICAR1", ICAR issues narrative REV6 and calendar flag REV12.
 - R ICAR regenerates all required forms. You may regenerate the NOI packet as needed. ICAR issues narrative REV202, documenting generation of the NOI packet and the address to which you sent the requestor's packet. ICAR issues calendar flag REV12 to remind you to check on service and return of financial information. ICAR updates the DATE field each time you regenerate the NOI packet.
 - N ICAR entry only. Because we do not generate the NOI packet for an abbreviated review or ICAR3 review, ICAR enters an "N" in the NOI (Y/R) field and the current date in the DATE field when you enter a "Y" in the REVIEW APPROPRIATE field on an ICAR3 case.
- ◆ **DATE:** ICAR enters the current date in the DATE field.

Serving the Notice Packet

You may serve a party several different ways in the review process.

- ◆ By regular US mail when the party signs and returns form 470-2749, *Request to Modify a Child Support Order*.
- ◆ By regular US mail if the party receives Iowa FIP benefits.
- ◆ When a party signs the form 470-3252, *Waiver of Personal Service of the Review and Adjustment Notice and Consent to Jurisdiction*
- ◆ By certified mail.
- ◆ By a sheriff or process server.

A Party Requests

Because the requestor waives personal service of the NOI packet and agrees to accept service by mail, generate and send the NOI packet to the requestor within five calendar days of receiving the form 470-2749, *Request to Modify a Child Support Order*.

If service by mail is not successful within 90 calendar days, you must:

- ◆ Have the requestor sign the form 470-3252, *Waiver of Personal Service of the Review and Adjustment Notice and Consent to Jurisdiction*, or
- ◆ Serve the party by certified mail, or
- ◆ Personally serve the requestor by sheriff or process server.

A Proof of Service page prints for the requesting party.

A Party Receives Iowa FIP Benefits

You can serve any necessary party by regular US mail when that party receives Iowa FIP benefits. You can use this type of service for:

- ◆ The payee when there is an "11" in the CURRENT ACCT TYPE field on the CASE screen.
- ◆ The payor when there is a code of FIP in the PERSON INDICATOR field on the NARRCASE screen.
- ◆ The necessary third party when there is an "11" in the CURRENT ACCT TYPE field on the TPARTY screen.

When the party is receiving FIP benefits you can place the notice packet in the regular US mail and indicate that you served the party by placing the packet in the mail. The service date is the date that you actually put the packet in the US mail basket in your specific office. When you enter a "U" in the SERVED (Y/G/A/U/N) field, ICAR generates form 470-4480, *Affidavit of Service by U.S. Regular Mail*.

If the packet sent by regular US mail comes back undelivered, and you have a new address from the post office or from the income maintenance worker, serve the packet (using the new address) by regular US mail. If the packet comes back undelivered, but you do not have a new address, start the location process and attempt service using the next level of the service process.

Service by Signing the Waiver

Generate the NOI or NOD (for abbreviated review or ICAR3 reviews) packet for each necessary party. Non-requesting parties may waive the right to personal service of the NOI or NOD packet in writing by completing form 470-3252, *Waiver of Personal Service of the Review and Adjustment Notice and Consent to Jurisdiction*. This form is part of the packet that ICAR generates.

When you receive the signed and notarized waiver, update the SERVED fields on the REVIEW1 screen or the REVIEW2 screen, as appropriate, to show you obtained service.

If a party does not return a completed waiver, send the packet by certified mail.

Service by Certified Mail

If a party does not accept service by signing the waiver, attempt service by certified mail. Update the NOI GEN SERVICE REQT fields on REVIEW1 if serving the NOI, or the NOD GEN SERVICE REQT fields on REVIEW2 if serving the NOD. When the party claims the packet, update ICAR to show we obtained service.

NOTE: Use certified mail to serve parties out-of-state if Iowa has long-arm jurisdiction. This includes parties in the military. The post office considers military addresses the same as regular U.S. addresses. Do not use certified mail for international addresses.

If you are unable to serve the party by certified mail, send the packet to the sheriff or process server to serve the party. Do not use the sheriff or a process server to serve the NOI or NOD packet on a child support agency or an agency entitled to receive child or medical support payments as the result of an assignment of support rights.

Exceptions to using certified mail for service

Use the sheriff or process server to serve a party instead of certified mail when:

1. The person is in a county jail.
2. The person does not have a home mailing address.
3. The person is visiting from out of state and will only be in Iowa for a short time.
4. We attempted certified mail before and the party refused to sign for the item.
5. The person is considered "violent". The sheriff may be better able to handle this type of situation.

Do not use certified mail to serve a person in prison. If a person is in prison, continue to follow current procedures to send a waiver of service.

Service by Sheriff or Process Server

When you are unable to serve a party using one of the other methods, generate and send the NOI or NOD packet to the appropriate sheriff's office or process server. To serve a party using the sheriff or process server, update the NOI GEN SERVICE REQ fields on REVIEW1 if serving the NOI or the NOD GEN SERVICE REQ fields on REVIEW2 if serving the NOD.

ICAR generates form 470-3181, *Directions for Service and Return of Service for Service in Iowa*, or form 470-3325, *Out of State Directions for Service and Out of State Return of Service*. ICAR generates the correct form based on the entries you make in NOI GEN SERVICE REQ fields on the REVIEW1 screen or the NOD GEN SERVICE REQ fields on the REVIEW2 screen.

Service Fees Payment

Do not require payment of fees before service. The requestor is responsible to pay the service fees, unless, as a condition of receiving public assistance benefits, the person has assigned rights to child or medical support. The requestor may pay the fees in advance, but if the requestor cannot or will not pay in advance, proceed with the review. Indicate in the court order that the requestor is responsible for paying the fees. Follow local office procedures to recover the money either by setting the debt up on tracking fees and costs or by having the court collect the fee.

If the current account type changes from a public assistance case to a non-public assistance case before the end of the review, assess the service fees to the requestor. If the requestor is the payor and the payee receives public assistance, assess any service fees to the requestor.

NOTE: You cannot generate a service packet for the requestor until 90 calendar days after the date displayed in the PREREVIEW REQUESTED BY DATE field on REVIEW1.

If a party lives in a shelter or crime victim center, take extra precautions against disclosing the location to the other party. Iowa Code Section 915.20A(2) prohibits disclosing the location of a crime victim center or the identity of a victim counselor during any civil or criminal proceeding. Take the following steps when serving a person who lives in a shelter:

- ◆ Give the person the option of accepting service by sending form 470-3655, *Important Information About Accepting Service of Process*. Include form 470-3252, *Waiver of Personal Service of the Review and Adjustment Notice and Consent to Jurisdiction*, as well as the NOI or NOD packet. The *Important Information About Accepting Service of Process* form offers the person the option of mailing back the notarized waiver or coming to the local office. Give the person at least ten calendar days to accept service. If the person signs the waiver, file it in the court file since there is no address on the form.
- ◆ If the person does not accept service, consult with your office attorney and note the following instructions to be used unless local rules or court restrictions do not permit this procedure. 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 form 470-3325 (out-of-state) or 470-3181 (in-state).

The *Return of Service*, (either the return attached to the directions or the return provided by the process server) must be returned without the address. Form 470-3656, § 915.20A *Affidavit Regarding Return of Service*, which gives the actual address of service and is signed by the sheriff or process server and notarized, must also be returned.

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

Use the **boldfaced** fields to generate the request for service.

D479HL51	IOWA COLLECTION AND REPORTING SYSTEM ADMIN REVIEW AND ADJUST - 1	DATE: TIME:
CASE NUMBER:	CSRU ATTY.:	SIGNATURE ID.:
PAYOR.....:	LOC KNOWN.:	CC RP ATTY...:
PAYEE.....:	LOC KNOWN.:	CC CP ATTY...:
3RD PARTY (Y/N):	NECESSARY:	LOC KNOWN.:
		FOSTER CARE..:
C.O.#:	MULT ORD.(Y/N):	CNTY:
INTERSTATE.....(Y/N):	INIT STATE:	RTN REQ:
PREREVIEW REQUESTED BY...:	DATE:	DATE: ABBREVIATED
(Y/N):		
REVIEW APPROPRIATE (Y/N):	DENY RSN.:	DATE:
DATE REVIEW INITIATED....:	NOI..(Y/R):	DATE:
POSTPONED (Y): # RSN:	REOPENED(Y):	DATE:
NOI GEN SERVICE REQ (Y/G/R):		
CP: I/O:	RP: I/O:	TP: I/O:
SERVED (Y/G/A/U/N DATE):	CP:	RP:
REASON NOT SERVED:	CP:	RP:
		TP:
F2=ADD F3=UPD F5=INQ F6=INTERSTA F7=REVSUM F8=REV2 F9=REFRESH		
F10=OLD REV		
F11=NEW REV F12=COURTORD F13=NXT ORD F14=PRI ORD		
NEXT SCREEN:	NOTES:	

The fields, descriptions, and values are:

- ◆ **NOI GEN SERVICE REQ (Y/G/R):** This is the header field. You cannot enter text on this line.

- ◆ **CP I/O RP I/O TP I/O DATE:** These fields contain three segments. Each segment has three fields to allow you to generate or regenerate certified mail, or process service directions for the CP, the RP, or the TP. ICAR locks these fields on ICAR3 and abbreviated reviews. The three segments and three fields in each segment are:

CP I/O (in-state or out-of-state) DATE
 RP I/O (in-state or out-of-state) DATE
 TP I/O (in-state or out-of-state) DATE

You may make an entry in any or all three segments. If you make an entry in any field in a segment, ICAR requires that you complete the other fields in that segment.

Valid entries for CP, RP or TP fields are:

- Y ICAR generates the sheriff or process server form for the indicated party. If you leave this field blank, ICAR does **not** generate the form.
- G Indicates you are attempting service by certified mail on a party.
- R ICAR regenerates the form for the indicated party. When you attempt service again, replace the "Y" or "G" with "R" to indicate which parties are being re-served.

Valid entries for the I/O fields are:

- I Within the state of Iowa.
- O Outside the state of Iowa.

When you enter a "Y" and "I", ICAR displays form 470-3181. When you enter a "Y" and "O", ICAR displays form 470-3325. ICAR completes as much data as possible. Enter additional data as needed and generate the form. File the **original** form and the return of service in the case file since these forms are required for the court file.

ICAR issues these narratives to document your actions and a status to a party according to entries made in the NOI GEN SERVICE REQ (Y/G/R) CP/RP/TP I/O DATE fields.

CP/RP/TP	I/O	Payor	Payee	Third Party
Y/R	I - in-state service	REV34	REV32	REV36
Y/R	O - out-of-state service	REV33	REV31	REV35
G/R	I - in-state service	REV208	REV208	REV208
G/R	O - out-of-state service	REV209	REV209	REV209

- ◆ **DATE:** If you do **not** enter a date, ICAR enters the current date.

Use the **boldfaced** fields on REVIEW2 to generate the request for service in an abbreviated review or ICAR3 review.

D479HL52	IOWA COLLECTION AND REPORTING SYSTEM	DATE: 08/28/19
	ADMIN REVIEW AND ADJUST - 2	TIME: 13:53:04
CASE NUMBER:		C.O.#:
PAYOR:		PAYEE:
3RD PARTY...:		
WAIVE PREREV TIME (Y/N):	CP: RP: TP:	
REQ TO WITHDRAW RECD(CP/RP/TP/OTHST):		DATE:
WITHD REQ ACCEPTED (Y/N):	CODE:	DATE: NR:
FINANCIAL INFO RECD.....:	CP: RP: TP:	
OBLIG (AMOUNT/FREQ).....:	OLD:	PER: NEW: PER:
CHANGE (AMOUNT/FREQ).....:	CHG:	PER: PERCENT:
REVIEW RESULTS (Y/N).....:	NC: INC: DEC: HI ORDERED:	MS ORDERED:
NOD ISSUED (Y/R/V/X).....:	DATE:	
NOD GEN SERVICE REQ (Y/G/R):		
CP: I/O:	RP: I/O:	TP: I/O:
SERVED (Y/G/A/U/N DATE):	CP: RP: TP:	
REASON NOT SERVED.....:	CP: RP: TP:	
F3=UP F5=INQ F6=INTERSTA F7=REV1 F8=REV3 F12=COURTORD F13=NXT ORD F14=PRI ORD		
NEXT SCREEN:	NOTES:	

The fields, descriptions, and values are:

- ◆ **NOD GEN SERVICE REQ (Y/G/R):** This is the header field. You cannot enter text on this line.
- ◆ **CP I/O RP I/O TP I/O DATE:** These fields contain three segments. Each segment has three fields to allow you to generate or regenerate certified mail, or process service directions for the CP, the RP, or the TP. These fields are only valid in abbreviated review or ICAR3 reviews. The three segments and three fields in each segment are:

CP	I/O (in-state or out-of-state)	DATE
RP	I/O (in-state or out-of-state)	DATE
TP	I/O (in-state or out-of-state)	DATE

You may make an entry in any or all three segments. If you make an entry in any field in a segment, ICAR requires that you complete the other fields in that segment.

Valid entries for CP, RP or TP fields are:

- Y ICAR generates the sheriff or process server form for the indicated party. If you leave this field blank, ICAR does not generate the form.
- G Indicates you are attempting service by certified mail on a party.
- R ICAR regenerates the form for the indicated party. When you attempt service again, replace the "Y" or "G" with "R" to indicate which parties are being re-served.

Valid entries for the I/O fields are:

- I Within the state of Iowa.
- O Outside the state of Iowa.

When you enter a "Y" and "I", ICAR displays form 470-3181. When you enter a "Y" and "O", ICAR displays form 470-3325. ICAR completes as much data as possible. Enter additional data as needed and generate the form. File the **original** form and the return of service in the case record since these forms are required for the court file.

ICAR issues these narratives to document your actions and a status to a party according to entries made in the NOI GEN SERVICE REQT (Y/G/R) CP/RP/TP I/O DATE fields.

CP/RP/TP	I/O	Payor	Payee	Third Party
Y/R	I – in-state service	REV117	REV117	REV117
Y/R	O – out-of-state service	REV130	REV130	REV130
G/R	I – in-state service	REV215	REV215	REV215
G/R	O – out-of-state service	REV216	REV216	REV216

- ◆ **DATE:** If you do **not** enter a date, ICAR enters the current date.

Make entries to the **boldfaced** fields on the REVIEW1 screen to record service result.

```

D479HL51          IOWA COLLECTION AND REPORTING SYSTEM          DATE:
                   ADMIN REVIEW AND ADJUST - 1                  TIME:

CASE NUMBER:                CSRU ATTY.:                SIGNATURE ID.:
PAYOR.....:                 LOC KNOWN.:                CC RP ATTY...:
PAYEE.....:                 LOC KNOWN.:                CC CP ATTY...:
3RD PARTY (Y/N):           NECESSARY:                 LOC KNOWN.:        FOSTER CARE...:

C.O.#:                      MULT ORD.(Y/N):           CNTY:
INTERSTATE.....(Y/N):      INIT STATE:             RTN REQ:           DATE:
PREREVIEW REQUESTED BY...:   DATE:                   ABBREVIATED (Y/N):
REVIEW APPROPRIATE (Y/N):    DENY RSN...:            DATE:
DATE REVIEW INITIATED....:   NOI..(Y/R):             DATE:
POSTPONED (Y): # RSN:        REOPENED(Y):           DATE:

NOI GEN SERVICE REQT (Y/G/R):
CP:  I/O:                   RP:  I/O:                   TP:  I/O:
SERVED (Y/G/A/U/N DATE): CP:           RP:           TP:
REASON NOT SERVED:      CP:           RP:           TP:

F2=ADD  F3=UPD  F5=INQ  F6=INTERSTA  F7=REVSUM  F8=REV2  F9=REFRESH  F10=OLD REV
F11=NEW REV  F12=COURTORD  F13=NXT ORD  F14=PRI ORD
NEXT SCREEN:                NOTES:
    
```

The fields, descriptions, and values are:

- ◆ **SERVED (Y/G/A/U/N DATE):** ICAR locks these fields on ICAR3 or abbreviated reviews. This field contains three segments, one for each of these parties:

CP The payee.
RP The payor.
TP The third party.

Each segment has one field divided into two portions to allow you to enter whether the NOI packet was served, and, if served, the date of service. ICAR allows entry only if there is a "Y" in the REVIEW APPROPRIATE (Y/N) and NOI (Y/N) fields on the REVIEW1 screen. For the requestor, enter the date of service as the date you deposited the NOI packet in an official United States Postal Service (USPS) mailbox.

Valid entries for the first portion of the CP, RP, and TP fields are:

- Y A sheriff or process server obtained service of the NOI on a party.

When you enter "Y" in the first portion of the field, ICAR requires an entry in the corresponding date portion of the field. ICAR moves the cursor to the DATE field. Enter the service date in the MM/DD/CCYY format.

When service is complete, ICAR issues narrative REV178 for the payor, REV179 for the payee and REV180 for the third party documenting service of the NOI. When the SERVED (Y/G/A/U/N DATE) fields for all necessary parties contain a "Y", "G", "A", or "U", ICAR issues narrative REV37 and calendar flag REV29 for you to conduct the review and issue the *Notice of Decision to Review and Adjust a Child Support Obligation* (NOD).

- G The party was served by certified mail.

When you enter "G" in the first portion of the field, ICAR requires an entry in the corresponding date portion of the field. ICAR moves the cursor to the DATE field. Enter the service date in the MM/DD/CCYY format. When you enter "G" and press F3, ICAR displays form 470-4209, *Affidavit of Service by Certified Mail*, for you to complete. File this form in the court file.

When service is complete, ICAR issues narrative REV211 documenting service of the NOI. When the SERVED (Y/G/A/U/N DATE) fields for all necessary parties contain a "Y", "G", "A", or "U", ICAR issues narrative REV37 and calendar flag REV29 for you to conduct the review and issue the NOD.

- A The party accepted service of the NOI by signing form 470-3252, *Waiver of Personal Service of the Review and Adjustment Notice and Consent to Jurisdiction* or by signing form 470-2749, *Request to Modify a Child Support Order*.

When you enter "A" in the first portion of the field, ICAR requires an entry in the corresponding date portion of the field. ICAR moves the cursor to the DATE field. Enter the service date in the MM/DD/CCYY format.

The date of service for the requestor is the date you deposited the NOI packet in an official USPS mailbox. This date should match the date in the second paragraph of the Proof of Service page.

When service is complete, ICAR issues narrative REV214 documenting service of the NOI. When the SERVED (Y/G/A/U/N DATE) fields for all necessary parties contain a "Y", "G", "A", or "U", ICAR issues narrative REV37 and calendar flag REV29 for you to conduct the review and issue the NOD.

- U The party receives Iowa FIP benefits. We obtained service by putting the NOI packet in the regular US mail.

When the requestor is the CP, RP, or TP, even though that party receives FIP benefits, enter the code of "A" in the SERVED field since the requestor has already accepted service. Do not use the code of "U" for the requestor in this situation. You can use the code of "U" for the **non-requestor** if that party receives FIP benefits.

When you enter "U" in the first portion of the field, ICAR requires an entry in the corresponding date portion of the field. ICAR moves the cursor to the DATE field. Enter the service date in the MM/DD/CCYY format. The date of service is the date you deposited the NOI packet in an official USPS mailbox. When you enter "U" and press F3, ICAR displays form 470-4480, *Affidavit of Service by U.S. Regular Mail*, for you to complete. File this form in the court file.

When service is complete, ICAR issues narrative REV212 documenting service of the NOI. When the SERVED (Y/G/A/U/N DATE) fields for all necessary parties contain a "Y", "G", "A", or "U", ICAR issues narrative REV37 and calendar flag REV29 for you to conduct the review and issue the NOD.

- N The NOI was **not** served. When you enter "N," ICAR requires an entry in the REASON NOT SERVED field.

You can only update the TP field when there is a "Y" in the 3RD PARTY and NECESSARY fields on the REVIEW1 screen. See [Identifying Necessary Parties Who Can Request Review and Adjustment](#) for information about whether a party is a "necessary" party to an order.

- ◆ **REASON NOT SERVED CP:** Use this field to show why the CP was **not** served. ICAR locks this field on abbreviated review or ICAR3 reviews.

- ◆ **REASON NOT SERVED RP:** Use this field to show why the RP was **not** served. ICAR locks this field on abbreviated review or ICAR3 reviews.
- ◆ **REASON NOT SERVED TP:** Use this field to show why the TP was **not** served. ICAR locks this field on abbreviated review or ICAR3 reviews.
- ◆ Valid entries for the REASON NOT SERVED fields are:
 - LOC The location of the party is unknown.
 - MOVE The party moved and left no forwarding address.
 - EMPL The party is no longer employed with the income provider provided.
 - DATA The data on the service form is incomplete.
 - WRNG The wrong person is listed on the service form.
 - ADDR There is no such address.
 - PERS The wrong person was served.
 - REFU The person refused to accept service.
 - IDEN There is no such person.
 - APT The address is an apartment building and needs the apartment number.
 - JAIL The person to be served is incarcerated.
 - DECD The person to be served is deceased.
 - OTHR Service was not accomplished for other reasons.

If the post office returns the requestor's NOI packet, check for a new address provided on the envelope or a different verified address on ICAR to resend the NOI packet to the requestor. Update the SERVED DATE field with the date you resend the NOI packet. Complete a new Proof of Service page to replace the Proof of Service page from the unsuccessful service attempt. Only file the most recent Proof of Service page in the court file.

Do not try to serve the NOI packet to the requestor by first-class mail at the income provider's address. Do not proceed with the process if you can't successfully serve the requestor by mail at a home address. If you have no other verified address to resend the NOI packet to the requestor, delete the address, if appropriate, and change the "A" to "N" in the SERVED field on the REVIEW1 screen. See [Ending the Review and Adjustment Process](#) for information on closing the review process screens.

If service is unsuccessful, ICAR issues narrative REV183 to document the reason based on the above codes. If the reason code is OTHR, ICAR issues narrative REV184 that requires you to enter the reason for unsuccessful service. The Direct Case to Next Activity (DCTNA) ICAR batch program periodically searches for processes that have documented unsuccessful service. ICAR issues calendar flag EST6 or EST7 to remind you to reattempt service. See 9-E, [Case Setup](#), for further information.

D479HL52	IOWA COLLECTION AND REPORTING SYSTEM		DATE:
	ADMIN REVIEW AND ADJUST - 2		TIME:
CASE NUMBER:		C.O.#:	
PAYOR:		PAYEE:	
3RD PARTY..:			
WAIVE PREREV TIME (Y/N):	CP:	RP:	TP:
REQ TO WITHDRAW RECD(CP/RP/TP/OTHST):			DATE:
WITHD REQ ACCEPTED (Y/N):		CODE:	DATE:
			NR:
FINANCIAL INFO RECD.....:	CP:	RP:	TP:
OBLIG (AMOUNT/FREQ).....:	OLD:		PER: NEW:
CHANGE (AMOUNT/FREQ).....:	CHG:		PER: PERCENT:
REVIEW RESULTS (Y/N).....:	NC:	INC:	DEC: HI ORDERED: MS ORDERED:
NOD ISSUED (Y/R/V/X).....:		DATE:	
NOD GEN SERVICE REQT (Y/G/R):			
CP: I/O:	RP: I/O:	TP: I/O:	
SERVED (Y/G/A/U/N DATE):	CP:	RP:	TP:
REASON NOT SERVED.....:	CP:	RP:	TP:
F3=UP F5=INQ F6=INTERSTA F7=REV1 F8=REV3 F12=COURTORD F13=NXT ORD F14=PRI ORD			
NEXT SCREEN:		NOTES:	

The fields, descriptions, and values are:

- ◆ **SERVED (Y/G/A/U/N DATE):** These fields are only valid on abbreviated review or ICAR3 reviews. This field contains three segments, one for each of these parties:

CP The payee.
 RP The payor.
 TP The third party.

Each segment has one field divided into two portions to allow you to enter whether the NOD packet was served, and, if served, the date of service. ICAR allows entry only if there is a "Y" in the REVIEW APPROPRIATE (Y/N) field on the REVIEW1 screen and a "Y" in the NOD (Y/N) field on the REVIEW2 screen.

Valid entries for the first portion of the CP, RP, and TP fields are:

- Y A sheriff or process server obtained service of the NOD on a party.

When you enter "Y" in the first portion of the field, ICAR requires an entry in the corresponding date portion of the field. ICAR moves the cursor to the DATE field. Enter the service date in the MM/DD/CCYY format.

The date of service for the requestor is the date you deposited the NOD packet in an official USPS mailbox. This date should match the date in the second paragraph of the Proof of Service page.

When service is complete, ICAR issues narrative REV220 documenting service of the NOD. When the SERVED (Y/G/A/U/N DATE) fields for all necessary parties contain a "Y", "G", "A", or "U", ICAR issues narrative REV221 and calendar flag REV31 for you to generate the administrative order.

- G Service of the NOD was obtained by certified mail on that party.

When you enter "G" in the first portion of the field, ICAR requires an entry in the corresponding date portion of the field. ICAR moves the cursor to the DATE field. Enter the service date in the MM/DD/CCYY format. When you enter "G" and press F3, ICAR displays form 470-4209, *Affidavit of Service by Certified Mail*, for you to complete. File this form in the court file.

When service is complete, ICAR issues a narrative (REV222) documenting service of the NOD. When the SERVED (Y/G/A/U/N DATE) fields for all necessary parties contain a "Y", "G", "A", or "U", ICAR issues narrative REV221 and calendar flag REV31 for you to generate the administrative order.

- A The party accepted service of the NOD by signing form 470-3252, *Waiver of Personal Service of the Review and Adjustment Notice and Consent to Jurisdiction*.

When you enter "A" in the first portion of the field, ICAR requires an entry in the corresponding date portion of the field. ICAR moves the cursor to the DATE field. Enter the service date in the MM/DD/CCYY format.

When service is complete, ICAR issues narrative REV223 documenting service of the NOD. When the SERVED (Y/G/A/U/N DATE) fields for all necessary parties contain a "Y", "G", "A", or "U", ICAR issues narrative REV221 and calendar flag REV31 for you to generate the administrative order.

- U The party receives Iowa FIP benefits. Service was obtained by placing the NOD packet in the regular US mail.

When the **requestor** is the CP, RP, or TP, even though that party is receiving FIP benefits, enter the code of "A" in the SERVED field since the requestor has already accepted service. Do not use the code of "U" for the requestor in this situation. You can use the code of "U" for the **non-requestor** if that party is receiving FIP benefits.

When you enter "U" in the first portion of the field, ICAR requires an entry in the corresponding date portion of the field. ICAR moves the cursor to the DATE field. Enter the service date in the MM/DD/CCYY format. The date of service is the date you deposited the NOD packet in an official USPS mailbox. When you enter "U" and press F3, ICAR displays form 470-4480, *Affidavit of Service by U.S. Regular Mail*, for you to complete. File this form in the court file.

When service is complete, ICAR issues narrative REV148 documenting service of the NOD. When the SERVED (Y/G/A/U/N DATE) fields for all necessary parties contain a "Y", "G", "A", or "U", ICAR issues narrative REV221 and calendar flag REV31 for you to generate the administrative order.

- N The NOD was **not** served. When you enter "N," ICAR requires an entry in the REASON NOT SERVED field.

You can only update the TP field when there is a "Y" in the 3RD PARTY and NECESSARY fields on the REVIEW1 screen. See [Identifying Necessary Parties Who Can Request Review and Adjustment](#) for more information.

- ◆ **REASON NOT SERVED CP:** Use this field to show why the CP was **not** served. Only valid on abbreviated review or ICAR3 reviews.
- ◆ **REASON NOT SERVED RP:** Use this field to show why the RP was **not** served. Only valid on abbreviated review or ICAR3 reviews.
- ◆ **REASON NOT SERVED TP:** Use this field to show why the TP was **not** served. Only valid on abbreviated review or ICAR3 reviews.

Valid entries for the REASON NOT SERVED fields are:

LOC	The location of the party is unknown.
MOVE	The party moved and left no forwarding address.
EMPL	The party is no longer employed with the income provider provided.
DATA	The data on the service form is incomplete.
WRNG	The wrong person is listed on the service form.
ADDR	There is no such address.
PERS	The wrong person was served.
REFU	The person refused to accept service.
IDEN	There is no such person.
APT	The address is an apartment building and needs the apartment number.

- JAIL The person to be served is incarcerated.
- DECD The person to be served is deceased.
- OTHR Service was **not** accomplished for other reasons.

If service is unsuccessful, ICAR issues narrative REV224 to document unsuccessful service and the reason based on the above codes. If the reason code is OTHR, ICAR issues narrative REV225 that requires you to enter the reason for unsuccessful service. The Direct Case to Next Activity (DCTNA) ICAR batch program periodically searches for processes that have documented unsuccessful service. ICAR issues calendar flag EST6 or EST7 to remind you to reattempt service. See 9-E, [Case Setup](#), for further information.

Pre-Review Waiting Period

Legal reference: Iowa Code Section 252H.7, 252H.16

In a regular review, you cannot issue the NOD until 15 calendar days after you have successfully served all necessary parties with the NOI, unless all parties waive the pre-review waiting period in writing. Use form 470-3254, *Waiver of Pre-Review Waiting Period for Review and Adjustment*, served as part of the NOI packet, for this purpose. If you receive signed statements from each of the parties waiving the waiting period, you can prepare the NOD before the 15-day waiting period has expired.

If the parties jointly waive the waiting period and the obligation changes, file the signed statements in the court record with the order adjusting the support obligation.

ICAR allows you to generate the NOD only if 15 calendar days have passed since the last party was served (the latest date in the SERVED (Y/G/A/U/N DATE) field) or if all necessary parties waive the waiting period.

Use the **boldfaced** fields on the REVIEW2 screen to record that the parties waived the 15-day waiting period.

D479HL52	IOWA COLLECTION AND REPORTING SYSTEM		DATE:
	ADMIN REVIEW AND ADJUST - 2		TIME:
CASE NUMBER:		C.O.#:	
PAYOR:		PAYEE:	
3RD PARTY...:			
WAIVE PREREV TIME (Y/N) :	CP:	RP:	TP:
REQ TO WITHDRAW RECD(CP/RP/TP/OTHST) :			DATE:
WITHD REQ ACCEPTED (Y/N) :	CODE:		DATE: NR:
FINANCIAL INFO RECD.....:	CP:	RP:	TP:
OBLIG (AMOUNT/FREQ).....:	OLD:		PER: NEW: PER:
CHANGE (AMOUNT/FREQ).....:	CHG:		PER: PERCENT:
REVIEW RESULTS (Y/N).....:	NC:	INC:	DEC: HI ORDERED: MS ORDERED:
NOD ISSUED (Y/R/V/X).....:		DATE:	
NOD GEN SERVICE REQ(T (Y/G/R) :			
CP: I/O:	RP: I/O:	TP: I/O:	
SERVED (Y/G/A/U/N DATE) :	CP:	RP:	TP:
REASON NOT SERVED.....:	CP:	RP:	TP:
F3=UP F5=INQ F6=INTERSTA F7=REV1 F8=REV3 F12=COURTORD F13=NXT ORD F14=PRI ORD			
NEXT SCREEN:	NOTES:		
PLEASE ENTER CASE NUMBER			

The fields, descriptions, and values are:

- ◆ **WAIVE PREREV TIME (Y/N):** ICAR locks these fields in an abbreviated review or ICAR3 review. This field contains three segments, one for each of these parties:

CP The payee.
RP The payor.
TP The third party.

Valid entries for the CP, RP, or TP field are:

Y The party waived the 30-day pre-review period.
N The party did **not** waive the 30-day pre-review period.

You may issue the NOD if all necessary parties waive the 15-day pre-review time period in regular reviews. ICAR issues narratives REV39 or REV40 and calendar flag REV30 indicating all parties waived the time period. If the parties do not waive, you can collect and verify financial information while in the 15-day time period. This information gathering is to prepare you to conduct the actual review, and issue the NOD. Collecting information does not mean you are conducting the review.

Conducting the review involves using the information you gathered to perform the guidelines calculation. Once the waiting period has expired or all parties have waived the waiting period, determine whether it is appropriate to adjust the support order. Prepare the NOD indicating the results of the review.

Obtaining And Verifying Information

Legal reference: Iowa Code Section 252H.6

You may begin the process of obtaining, verifying, and analyzing information as soon as you enter a "Y" in the REVIEW APPROPRIATE field on the REVIEW1 screen. You can gather and analyze information throughout the entire review and adjustment process until the court approves the order. Parties who have a legal interest in the support order have the primary responsibility for providing details about their financial circumstances, income, and expenses.

Include form 470-0204, *Financial Statement*, or form 470-2870, *Foster Care Financial Statement*, in the NOI packet to request information and verification of income from:

- ◆ The payor.
- ◆ The payee, if one of the legal parents subject to the order.
- ◆ The third party if a legal parent.
- ◆ A non-parental custodial caretaker if the courts have established a legal obligation requiring the person to provide financial support for the children.

NOTE: Do not request financial information about, or verification of, the caretaker's financial circumstances unless a legal obligation exists for the caretaker to provide support. See [Non-Parental Caretakers](#).

A party has ten calendar days to return the financial statement indicating income, expenses, and deductions. A party must provide verification in the form of pay stubs, income tax forms, with a letter from the income provider, or other documentation. The ten-day period begins the day following the date you serve the last party.

In general, accept the information and verification provided by a party unless it is obviously inconsistent with information available from other sources or case circumstances. Request verification as an aid to determine a party's true financial circumstance; however, note that verification is not mandatory unless inconsistencies exist. A person may submit a financial statement only, and if consistent with other available information (example: Iowa Workforce Development data), you should not require additional verification. Enter the information gathered into the guidelines application to determine the amount of the support obligation as described in [Calculating Support Based on the Guidelines](#).

If a party asks for help to complete the financial statement, answer questions but do not enter any information on the form between the caption and signature line. The party must enter the data except when:

- ◆ The party is non-English speaking.
- ◆ The party needs help reading or writing.
- ◆ The party needs special assistance due to hearing, visual, or other impairments.

In these circumstances, help the party find assistance, if necessary. Narrate the case record and note on form 470-0204 who assisted the party in completing the form. Sign the notation.

In an abbreviated review or ICAR3 review, do not send a financial statement to the parties at the beginning of the process.

- ◆ Gather financial income information for each party using online sources.
- ◆ Complete the guidelines application using this income information. See [Conducting the Review](#).
- ◆ If a party disagrees with the outcome of the decision, that party may challenge by asking for a second review. See [Challenging the Review](#).

Failure to Provide Information

If a party doesn't return a completed financial statement, take appropriate action:

- ◆ If the parent receives public assistance under the FIP or Medicaid program and is required to cooperate with us, do **not** refer the individual for non-cooperation. You can proceed with the review using income information available through the Worker Information System Exchange (WISE).
- ◆ Use independent sources to obtain or confirm information about the financial circumstances of any party whose income we must consider in determining the amount of the support order. Use all available sources that are appropriate to the case situation to obtain and verify this information.
- ◆ If you think the requesting party knows about the non-requestor's income, ask the requestor to fill out an affidavit about the non-requestor's income. See [Affidavit About the Non-Requestor's Income](#).
- ◆ If you exhaust all available sources for obtaining and verifying financial information, use the occupation wage rate tables. If you have no information about the person's occupation, then use the appropriate CSRU median income. See 10-H, [Determining Child Support Obligations](#), for information about the wage rate tables and CSRU median income.
- ◆ If it is appropriate, request a court hearing to compel a party to provide income information. See [Using the Court to Obtain Verification](#).

Affidavit About the Non-Requestor's Income

You may ask the party who requested the review to provide an affidavit about the non-requestor's income if:

- ◆ You can't get information about the financial circumstances of the non-requesting party and you believe the requesting party may have or be able to get the information, and
- ◆ The requesting party indicates the non-requesting party has unreported income or other financial resources available to meet a support obligation.

If you ask the requesting party to complete an affidavit, clearly state in your letter or status what information you need.

The affidavit may be in any format but the requesting party must sign it. The affidavit should state what income or resources the requesting party believes are available to the non-requesting party and the reasons for this belief.

The affidavit guides you to sources that may verify income information for the non-requestor. Use independent sources to verify the information provided in the affidavit. Do not use unsubstantiated information provided by the requesting party to determine the non-requestor's income and resources.

Using the Court to Obtain Verification

You may ask for a court hearing if you think the financial information provided by the parties is incomplete or inaccurate. Use this option only when:

- ◆ All your efforts to obtain and verify income failed and it is not appropriate to use the occupational wage rate tables or CSRU median income.
- ◆ The party does **not** respond to your requests for information, or verification, or refuses to provide information or verification.
- ◆ You can't get income information from other sources to support or contradict the information provided by the party.

The court may compel the party to respond to interrogatories or otherwise provide proof of income and allowable deductions. See [Request for a Court Hearing](#), for instructions for completing a hearing request.

Health Insurance Information

Legal reference: 45 CFR 303.8(d), 302.33(a)(5), Iowa Code Section 252H.14, 441 IAC 99.62(3)b

Attempt to obtain information about health care coverage or the availability of health care coverage for the children affected by the support order under review. You need this information to determine:

- ◆ If dependent health care coverage is available and if the child(ren) are already enrolled.
- ◆ The health insurance premium amount to use in the guidelines calculation. See 10-H, [Determining Child Support Obligations](#), for further information about health insurance deductions.

These instructions apply to all cases.

We have no procedures in place in the administrative process for setting a dollar amount for reimbursement of health insurance premiums. Either party may request a court hearing during the review process to contest our decision.

When none of the above conditions apply, determine whether health care coverage for the children affected by the order is available to either party at reasonable cost by following the Medical Support Hierarchy in Employee's Manual 10-H, [Determining Child Support Obligations](#).

Completing the Information Process

After gathering and verifying financial and medical information, use the **boldfaced** fields on the REVIEW2 screen to record that a party provided financial information. ICAR issues narrative REV44 when you enter a "Y" in the FINANCIAL INFO RECD field to indicate that a party provided financial information.

D479HL52	IOWA COLLECTION AND REPORTING SYSTEM		DATE:
	ADMIN REVIEW AND ADJUST - 2		TIME:
CASE NUMBER:		C.O.#:	
PAYOR:		PAYEE:	
3RD PARTY..:			
WAIVE PREREV TIME (Y/N) .:	CP:	RP:	TP:
REQ TO WITHDRAW RECD (CP/RP/TP/OTHST) :			DATE:
WITHD REQ ACCEPTED (Y/N) :		CODE:	DATE: NR:
FINANCIAL INFO RECD.....:	CP:	RP:	TP:
OBLIG (AMOUNT/FREQ).....:	OLD:		PER: NEW: PER:
CHANGE (AMOUNT/FREQ).....:	CHG:		PER: PERCENT:
REVIEW RESULTS (Y/N).....:	NC:	INC:	DEC: HI ORDERED: MS ORDERED:
NOD ISSUED (Y/R/V/X).....:		DATE:	
NOD GEN SERVICE REQ (Y/G/R) :			
CP: I/O:	RP: I/O:	TP: I/O:	
SERVED (Y/G/A/U/N DATE) :	CP:	RP:	TP:
REASON NOT SERVED.....:	CP:	RP:	TP:
F3=UP F5=INQ F6=INTERSTA F7=REV1 F8=REV3 F12=COURTORD F13=NXT ORD F14=PRI ORD			
NEXT SCREEN:		NOTES:	

The fields, descriptions, and values are:

- ◆ **FINANCIAL INFO RECD:** ICAR locks these fields in an abbreviated review or ICAR3 review. This field contains three segments, one for each of the parties:

- CP The payee.
- RP The payor.
- TP The third party.

Enter a "Y" in the CP, RP, or TP field to indicate you received financial information from that party.

Conducting The Review

Legal reference: Iowa Code Section 252H.16

When the process begins with service of the NOI packet, conduct the review no sooner than 15 calendar days after serving the last party with the NOI. When the process begins with service of NOD packet (and abbreviated review or ICAR3 review), conduct the review when you determine the case meets the criteria for a review.

When a party submits a request form, the office serving the original court order county is responsible for conducting the review. When you receive the request to modify, determine the court order county. If the court order county is a county not served by your office, transfer the request to the office handling that county. If your office serves the court order county, proceed with conducting the review. See 9-H, [Serving Qualified Customers](#), for more information on when to transfer a case file.

When ICAR selects a case for a mandatory review (ICAR1 and ICAR3), ICAR notifies the TANF worker who will conduct the review. The TANF worker and local office worker will follow the Regional TANF Review Unit Protocol Document (located in the Best Practices Handbook) to access orders and other information needed to process the review.

You may ask for additional information or verification from any party during the review. You have primary responsibility for conducting the review but may consult with the local office attorney when necessary.

- ◆ Conduct the review and issue the NOD after the expiration of the 15-day period following service of the NOI packet unless all parties waived the waiting period. If all parties waived the waiting period, conduct the review and issue the NOD when you have information necessary to proceed.
- ◆ In an abbreviated review or ICAR3 review, conduct the review and issue the NOD when you determine the case meets the criteria for a review. Complete the guidelines worksheet using income from sources available from other agencies or through online resources.

If the location of one of the parties becomes unknown after service of the NOI or NOD packet but prior to completing the review, continue the review and send all correspondence to the last known address for each party. Do not postpone the review if you lose location of the party after service.

Identifying Support Orders Appropriate for Adjustment

Legal reference: 45 CFR 303.8(c) & (d), 441 IAC 99.62, Iowa Code Sections 252H, 598.21B, 252E

We consider an order appropriate for adjustment when the order is for current support and:

- ◆ The present support amount varies by more than 20% from the amount of support that would be due under the guidelines, or
- ◆ The order does not contain health care coverage provisions, or
- ◆ An ICAR batch program identifies the case as appropriate for a mandatory review when the current account type on the CASE screen is an "11" and the case meets all other criteria. When ICAR selects a case for a mandatory review, it links the court order to the REVIEW1 screen, completes certain fields on this screen, and issues the appropriate calendar flag (REV6, REV9, REV8, REV72, REV77, or REV76) to the TANF worker.

NOTE: When adjusting a support order to add health care coverage provisions, set the child support amount according to the current guidelines, even if the resulting variance is less than 20%. See [Variance From the Guidelines](#)

NOTE: A health-only order associated with the court order under review is appropriate and is included in a multiple order review. See [Procedures for Multiple Order Reviews](#).

Variance From the Guidelines

Legal reference: 441 IAC 99.62(3), 65(1), 99.2(8)"a"(3)

Adjust the support obligation based on a substantial change in financial circumstances when **all** of these financial conditions are met:

- ◆ Because of changes in the financial circumstances of the parties, the current support amount varies by more than 20% from the new amount of support that would be due under the guidelines. See 10-H, [Determining Child Support Obligations](#) for information on calculating support.

NOTE: The 20% variance must be met before allowing the qualified additional dependents deduction (QADD) for either party in a downward modification, but may be used after the 20% variance is met. The QADD may be used in an upward modification. See [Calculating Support Based on the Guidelines](#) for more information on when to allow the QADD.

- ◆ The income change is due to financial circumstances that have lasted for at least three months and can reasonably be expected to last for an additional three months (three-month/three month rule). If the change in financial circumstances has not lasted for three months, postpone the review. If the change in financial circumstances has lasted for at least three months and can reasonably be expected to last another three months, do not postpone the review. See [Postponing a Review](#) for more information on postponing the review when the three-month/three-month rule is not met.
- ◆ The 20% variance is **not** due to any material misrepresentation of fact concerning any financial information submitted to us.

Continuous Nature of Financial Circumstances

Legal reference: 441 IAC 99.62(3)

A variation from the guidelines sufficient to make a support order appropriate for adjustment must be based on financial circumstances that have lasted for at least three months and can reasonably be expected to last for an additional three months. Consider variances such as the following continuous and recurring. The case therefore qualifies for review and adjustment if the 20% threshold is met.

- ◆ Fluctuations in earned income due to:
 - Changes in the number of hours worked.
 - Changes in the number of overtime hours worked.
 - Receipt of annual bonuses, vacation pay, tips, or commissions.

Considering these changes or income types as continuous and recurring means you will not deny an adjustment just because the person has or hasn't received it in the last or next three months.

If a person's income fluctuates significantly from pay period to pay period for these or similar reasons, determine a net monthly income that is representative of the individual's actual financial circumstances. Enter a narrative on the case providing details for determining the amount of earnings.

- ◆ Changes in the net profit from self-employment associated with the nature of the self-employment, provided the individual continues in the same manner of self-employment.
- ◆ Cost-of-living adjustments in social security, veterans or similar benefits, pensions, or annuities.
- ◆ Changes in salary due to promotion, demotions, job performance, cost-of-living adjustments, or similar reasons associated with continuous employment with the same company, business, or organization.
- ◆ Lottery winnings that are distributed regularly over a period of time.
- ◆ Changes in income associated with seasonal jobs when such changes reflect permanent changes in the established work pattern for the individual, not fluctuations in income.

Consider a loss to be permanent if a person provides verification that the income terminated, the loss has lasted for at least three months, and there is no reason to believe that the income will begin again within the next three months. Consider a gain to be permanent if the person provides verification (or you confirm from an independent source) that the source of income is at least three months old and there is reason to believe that the income will continue for at least an additional three months. You may base the verification on statements from the person, the person's financial history, or information provided by the source of income or otherwise available to us.

Changes that are typical and normally anticipated in a source of income, or are part of an established work pattern are not treated as substantial changes in income regardless of the fluctuations. Do not apply the three-month/three-month rule to these fluctuations.

NOTE: Do not consider it a change in financial circumstances when a person goes from temporary to permanent employment or when a person moves from one income provider to another income provider unless the income changes. The important thing to remember is to look for the change in income, not in the income provider. See [Postponing a Review](#) for more information about when to postpone the process because of a change in financial circumstances.

1. Mr. J is a seasonal farm worker. The established pattern of his work requires him to move from state to state in search of work. Consequently, Mr. J often goes for days or weeks without income when he is between jobs. Because this temporary loss of income is part of his work pattern, Mr. J's income is considered continuous. Calculate his income over an appropriate period. Consider the income as any other periodic income.
2. Ms. R drives a school bus nine months out of each year and works under contract with the school district. During the summer months, Ms. R does not receive any income from driving the bus. This loss of income during the summer is the established pattern for the job. Ms. R's income is considered continuous. Calculate the income over the appropriate period. Consider the income as any other periodic income.
3. Mr. Q works for a local company on a temporary basis. He is filling in for workers that are currently on strike. He has been working for one month, and his job ends when the strike ends. This temporary income gain is not expected to continue. Mr. Q's income variance does not qualify for review.
4. Ms. C works on a seasonal basis as a department store window decorator during the Christmas season. She does not work in the off-season. Ms. C has worked in this capacity for the same department store for the past several years, and plans to continue in future years. Because Ms. C's income follows an established pattern, her income is considered continuous and calculated over the appropriate period. Consider the income as any other periodic income.

The following changes in financial circumstances are not considered continuous and recurring and do not qualify the case for review.

- ◆ Lottery winnings received as a one-time payment.
- ◆ Lump sum payments such as inheritances, settlements, or trusts, if there are legal restrictions that preclude the use of this income for child support purposes.
- ◆ One-time bonuses.
- ◆ Other income changes that do not meet the three-month/three-month rule.

NOTE: If you question that a change that happened within the three months before the review is expected to last for an additional three months, talk with the party who experienced the change. If you cannot clarify it, postpone the review until the change is at least three months old. See [Postponing a Review](#). If the date when the three-month period ends is more than 30 calendar days in the future, you may need updated financial statements from the parties.

Calculating Support Based on the Guidelines

Legal reference: 441 IAC 99.62(3)(a)(1)

Follow these steps to calculate support based on the guidelines:

- ◆ Access the guidelines web-based application.
- ◆ Enter the financial information that you got and verified in the review process.

NOTE: Follow all requirements in the guidelines to determine what income and deductions to look at in calculating each party's net monthly income. See 10-H, [Determining Child Support Obligations](#) for the procedures for performing the calculations. Allow special conditions such as:

- Qualified Additional Dependent Deduction (QADD). Figure the guideline amount of support without giving the QADD to either party.

If the child support amount decreases, it must meet the 20% variance before you give the QADD for either party. You may give the deduction after the 20% variance is met.

If the guideline amount increases, you may give the QADD to limit the amount of the increase. Give the QADD and then determine if the 20% variance has been met.

If a party is eligible for a QADD on the day you are doing the guidelines, allow the deduction.

- Social Security Disability (SSD) received by children based on the payor's disability for Iowa orders. Other states may treat receipt of disability payments differently.
 - Extraordinary visitation credit (EV) for the payor when the language of the order provides a specific number of overnights. Give the credit even if the payor does not request it.
 - Supplemental Security Income (SSI) received by the payor. If SSI is the payor's only source of income, the child support amount must be set at zero.
 - Joint, shared or split physical care provisions in the order. The guidelines require us to offset the child support amounts when the language in the order provides for joint or shared physical care (each parent has the child(ren) 50% of the time) or split physical care (each parent has at least one of the children). See [Physical Care Provisions in the Order](#) for more information about physical care provisions.
- ◆ Complete form 470-2640, *Child Support Guidelines Worksheet*, using the web-based application to determine the amount of support due under the guidelines and if the present support amount varies by more than 20% from the amount of support that would be due under the guidelines.

Uncovered Medical Expenses

When you modify an existing order, calculate uncovered medical expenses based on current net incomes of the parties involved regardless whether the order already contains uncovered medical expense percentages. See 10-H, [Determining Child Support Obligations](#) for information about uncovered medical expenses.

When the variance is not more than 20% and health insurance provisions are already in the order, you do not need to enter an order to add the uncovered medical expense language. Only add the uncovered medical expense language to an existing order when you modify the order.

Results of the Review

Legal reference: 45 CFR 303.8(c), Iowa Code Section 252H.16, 441 IAC 99.63(3)

Within ten calendar days of completing the guidelines and determining the outcome of the review, send form 470-3259, *Notice of Decision to Review and Adjust a Child Support Obligation* (NOD) and form 470-2640, *Child Support Guidelines Worksheet*, to the last known address of each party affected by the review or, if applicable, to their attorneys. Indicate the results of the review and if you intend to file an administrative order to adjust the support obligation.

In an abbreviated review or ICAR3 review, you must serve the NOD and the guidelines worksheet on all necessary parties. See [Serving the Notice](#), for more information on obtaining service.

If the IV-D agency of another state is providing enforcement services of the support order, issue status updates to that agency about the results of the review.

You may learn new or different information, or you may discover an error that affects the results of the review after you generate the NOD, but before you enter the administrative order adjusting the support. If so, redo the guidelines calculation. If the decision changes or any amounts change, including UME, generate form 470-3260, *Revised Notice of Decision to Review and Adjust a Support Obligation*.

The timeframe for challenging the review or to request a court hearing is from the date of the Revised NOD, not the NOD. If the new information does not change the amount of the obligation, do not re-send NOD. Instead, send a status letter to the party that provided the new information to tell the party that the recommended amount of support did not change. If it helps the customer understand the status letter, you can include the revised guidelines worksheet. In this circumstance, the timeframe to challenge or request a court hearing is from the date of the NOD.

NOTE: If you receive new information along with a request for a second review or a request for a court hearing, do not issue a Revised NOD. Complete a second review or proceed with a court hearing. See [Challenging the Review](#) and [Request for Court Hearing](#).

Only CSRU can request a court hearing prior to the NOD. Before issuing the NOD, you may determine that the review should be handled judicially because of special circumstances such as concurrent license sanction or contempt proceedings. In an abbreviated review or ICAR3 review, a party cannot request a hearing unless a second NOD is issued. See [Request for Court Hearing](#).

Entering Review Results on the REVIEW2 Screen

When you complete the review, upload the guidelines, and use the **boldfaced** fields on the REVIEW2 screen to record the results.

D479HL52	IOWA COLLECTION AND REPORTING SYSTEM	DATE:
	ADMIN REVIEW AND ADJUST - 2	TIME:
CASE NUMBER:		C.O.#:
PAYOR:	PAYEE:	
3RD PARTY..:		
WAIVE PREREV TIME (Y/N):	CP: RP: TP:	
REQ TO WITHDRAW RECD(CP/RP/TP/OTHST):	DATE:	
WITHD REQ ACCEPTED (Y/N):	CODE: DATE:	NR:
FINANCIAL INFO RECD.....:	CP: RP: TP:	
OBLIG (AMOUNT/FREQ).....:	OLD:	PER: NEW: PER:
CHANGE (AMOUNT/FREQ).....:	CHG:	PER: PERCENT:
REVIEW RESULTS (Y/N).....:	NC: INC: DEC: HI ORDERED:	MS ORDERED:
NOD ISSUED (Y/R/V/X).....:	DATE:	
NOD GEN SERVICE REQ (Y/G/R):		
CP: I/O: RP: I/O: TP: I/O:		
SERVED (Y/G/A/U/N DATE):	CP: RP: TP:	
REASON NOT SERVED.....:	CP: RP: TP:	
F3=UP F5=INQ F6=INTERSTA F7=REV1 F8=REV3 F12=COURTORD F13=NXT ORD F14=PRI ORD		
NEXT SCREEN:	NOTES:	

The fields, descriptions, and values are:

When you upload the guideline information to the GUIDLINE screen, ICAR completes the entries in the OBLIG: OLD/PER, NEW/PER, CHANGE: CHG/PER, and PERCENT fields. You must update the REVIEW RESULTS: NC/INC/DEC/HI ORDERED and MS ORDERED fields.

NOTE: Because ICAR completes certain RESULTS fields, upload guidelines even if the results indicate a “no change” in the support amount. DO NOT ATTACH the guidelines until the order is filed or the process is completed. If an order is filed, enter a “Y” in the USED IN ORDER field on the GUIDLINE screen. If an order is not filed (no change), enter an “N” in the USED IN ORDER field.

- ◆ **OLD:** This field displays the current amount of the support obligation prior to any adjustment.
- ◆ **NEW:** This field displays the new amount of the support obligation resulting from the REVIEW process.

- ◆ **PER:** This field displays the frequency of the support obligation. Valid entries are:
 - A Annually.
 - BM Bi-monthly.
 - BW Bi-weekly.
 - M Monthly.
 - Q Quarterly.
 - SA Semi-annually.
 - SM Semi-monthly.
 - SP Single payment.
 - W Weekly.
 - ◆ **CHG:** This field displays the amount of change in the support award based on the review process.
 - ◆ **PER:** This field displays the frequency from the valid entries for the PER field above.
 - ◆ **PERCENT:** This field displays the percent of the variance in the support award based on the review process.
 - ◆ **REVIEW RESULTS:** This field contains five segments:
 - NC** There is no change in the amount of the support order.
 - INC** The amount of support increased.
 - DEC** The amount of support decreased.
 - HI ORDERED** Health insurance provisions were added to the order.
 - MS ORDERED** A Medical support judgment was added to the order.
- ICAR requires you to make an entry in each of the five segments. Valid entries are:
- Y Yes. When you enter "Y" in any one of the first three fields, ICAR updates the other two fields with "N."
 - N No.
- You must enter "Y" or "N" in the HI ORDERED and MS ORDERED fields. If you do **not** make an entry in the MS ORDERED field, ICAR enters "N."

- ◆ **NOD ISSUED:** Your entry determines if ICAR generates form 470-3259, *Notice of Decision to Review and Adjust a Child Support Obligation*, or form 470-3260, *Revised Notice of Decision to Review and Adjust a Child Support Obligation*. Form 470-3261, *Waiver of Post-Review Waiting Period for Review and Adjustment (252H)*, also generates. In an abbreviated review or ICAR3 review, ICAR issues the form 470-3252, *Waiver of Personal Service of the Review and Adjustment Notice and Consent to Jurisdiction* to allow a party to accept service of the NOD packet by signing the waiver. Valid entries are:
 - Y Generates form 470-3259 (NOD), and form 470-3261, and form 470-3252, if appropriate. When you enter "Y," ICAR issues narrative REV46 advising that the NOD is issued and calendar flag REV33 reminding you to prepare the order once the post-review time period has expired. When you press F3 to update, ICAR also issues narrative REV45 with variable text based on the code entered in the RESULTS field indicating changes to the support obligation. In an abbreviated review or ICAR3 review, when you enter a "Y," ICAR issues narrative REV229 telling you the NOD issued and calendar flag REV106 reminding you to check on service.
 - R Regenerates form 470-3259, and form 470-3261, and 470-3252, if appropriate. When you press F3, ICAR issues narrative REV47 telling you the NOD was regenerated and calendar flag REV34 reminding you to prepare the order. In an abbreviated review or ICAR3 review, ICAR issues narrative REV230 telling you the NOD was regenerated and calendar flag REV107 reminding you to check on service.
 - V Generates form 470-3260 (Revised NOD). When you enter "V," ICAR issues narrative REV48 telling you a revised NOD was issued and calendar flag REV35 reminding you to prepare the order. In an ICAR3 case, ICAR issues narrative REV231 telling you a revised NOD was issued and calendar flag REV108 reminding you to check on service.
 - X Regenerates form 470-3260. ICAR issues narrative REV48 documenting that a revised NOD was issued and calendar flag REV35 reminding you to prepare the order. In an ICAR3 case, ICAR issues narrative REV232 telling you a revised NOD was regenerated and calendar flag REV109 reminding you to check on service.
- ◆ **DATE:** ICAR enters the current date in the MM/DD/CCYY format. The current date must be at least 16 calendar days after the latest of the dates in the SERVED (Y/G/A/U/N) CP, RP, TP field **unless** all necessary parties waived the pre-review period and the PREREVIEW REQUESTED BY field on REVIEW1 is not ICAR3 or the ABBREVIATED (Y/N) field on REVIEW1 is not "Y".

Post-Review Challenge Period

Legal reference: 45 CFR 303.8(b)(3); Iowa Code Section 252H.17, 441 IAC 99.63(4)

After you complete the review and send the NOD, necessary parties have ten calendar days to ask for a second review and 15 calendar days to request a court hearing. In an abbreviated review or ICAR3 review, parties have 30 calendar days to ask for a second review. Wait until the 15 calendar days have passed before preparing an administrative order to adjust the obligation or ending the process if the decision is that an adjustment is not appropriate.

NOTE: In an abbreviated review or ICAR3 review, a party cannot request a court hearing unless a party challenged the NOD and you have issued a second NOD.

The parties may choose to waive the challenge period. They may use form 470-3261, *Waiver of Post-Review Waiting Period for Review and Adjustment (252H)*, for this purpose or present other written, signed statements. Unless all necessary parties request waiver, do not prepare the administrative order until the challenge period expires.

If all necessary parties do request waiver and you adjust the obligation, e-file the signed waiver request from each party in the court record with the administrative order adjusting the support obligation.

NOTE: Cases involving non-parental caretakers must include written consent from the caretaker to waive any challenge periods.

Use the **boldfaced** fields on the REVIEW3 screen to enter waiver requests.

D479HL53	IOWA COLLECTION AND REPORTING SYSTEM	DATE:
	ADMIN REVIEW AND ADJUST - 3	TIME:
CASE NUMBER:	C.O.#:	
PAYOR:	PAYEE:	
3RD PARTY...:		
WAIVE POSTREV TIME (Y/N):	CP:	RP:
CHALLENGE (CP/RP/TP/OTHST)...	ACCEPT:	DATE:
NOTICE OF 2ND REV (Y/R) ..	DATE:	DENY RSN:
FINANCIAL INFO RECD.....	CP:	RP:
OBLIG (AMOUNT/FREQ).....	OLD:	TP:
CHANGE (AMOUNT/FREQ).....	CHG:	PER:
2ND REV RESULTS (Y/N)....	NC:	INC:
2ND NOD (Y/R/W).....	DATE:	DEC:
GENERATE ADMIN ORDER (Y/R).....	DATE:	HI ORDERED:
ADMIN ORDER FILED (Y/N).....	DATE:	MS ORDERED:
COPIES SENT (Y).....	DATE:	
F3=UPD F5=INQ F6=INTERSTA F7=REV2 F8=REV4 F12=COURTORD F13=NXT ORD F14=PRI ORD		
NEXT SCREEN:	NOTES:	

The fields, descriptions, and values are:

- ◆ **WAIVE POSTREV TIME (Y/N):** This field contains three segments so you can enter a "Y" or "N" for each of these parties:

CP The payee.
RP The payor.
TP The third party.

Enter a "Y" if that party provided a written, signed statement waiving the post-review challenge period to request a court hearing.

ICAR does not allow you to generate the administrative order until 16 calendar days after the NOD unless all necessary parties provide a valid waiver request as indicated by a "Y" in each necessary party's section of the WAIVE POSTREV TIME field. In an abbreviated review or ICAR3 review, ICAR does not allow you to generate the administrative order until 31 calendar days after the last party is served with the NOD packet, unless all parties waive the post-review period.

- ◆ If there is a necessary third party and all parties agree to waive the post-review period, ICAR issues narrative REV50 indicating the challenge period is waived and calendar flag REV36 reminding you to prepare the administrative order.
- ◆ If there is no necessary third party and the payee and payor both agree to waive the post-review period, ICAR issues narrative REV51 indicating the challenge period is waived and calendar flag REV36 reminding you to prepare the administrative order.

Completing the Review and Adjustment Process

After you send the parties the NOD and guidelines, their responses determine what actions you take to complete the review process.

Completing the process may include:

- ◆ Accepting a challenge and conducting a second review.
- ◆ Generating and filing a new administrative order.
- ◆ Requesting a court hearing and certifying the administrative record to the court.
- ◆ Generating and filing a new judicial order.
- ◆ Sending copies of the order to the payor, the payee, and the third party, if applicable.
- ◆ Notifying interested states of any determination of controlling order and subsequent modification affecting orders from their states.
- ◆ Entering data into ICAR to record and track the process.

Challenging the Review

Legal reference: 45 CFR 303.8(b)(3), Iowa Code Section 252H.17, 441 IAC 99.63(4)

A necessary party may challenge the results by requesting a second review within ten calendar days or 30 calendar days (in an abbreviated review or ICAR3 review), of the date on the NOD, or form 470-3260, *Revised Notice of Decision to Review and Adjust a Child Support Obligation*. ICAR allows entry of a challenge beyond the ten-day or 30-day period to account for mail delays or other problems.

The challenge must be in writing and must request a second review. The challenging party must submit any new or different information not previously considered in the initial review. Accept only one challenge to the review. If more than one party challenges the review, use all new information, but only conduct second review once. Do not accept a challenge to a second review. To contest the results of the second review, a party must request a court hearing. See [Request for a Court Hearing](#).

Denying the Request

If you deny a request for a second review, generate and send form 470-3262, *Acknowledgment of Challenge to Review and Adjust a Support Obligation (252H)*, to the challenging party indicating the reason you will not conduct a second review. Valid reasons for denying a second review are:

- ◆ You received the challenge after the allowable time limit. (ICAR allows entry of a challenge beyond the allowable time limit to account for mail delays or other problems.)
- ◆ Issues raised are not related to the child or medical support provisions of the order.
- ◆ The request was not in writing.
- ◆ No new or different information was provided.
- ◆ The person who requested a second review is not eligible to do so.

Accepting a Challenge

If the request meets the criteria for a second review:

- ◆ Generate and send form 470-3262, *Acknowledgement of Challenge to Review and Adjust a Support Obligation (252H)*, and form 470-3263, *Notice of a Second Review of a Child Support Obligation (252H)*, notifying all necessary parties that a second review will be conducted.

Form 470-0204, *Financial Statement*, generates as part of the packet with the Notice of Second Review in an abbreviated review or ICAR3 review. Allow the parties ten days to return the financial statement before conducting the second review.

- ◆ Conduct the second review using new or additional information provided or available since issuing the NOD.
- ◆ Within 30 calendar days of the original NOD date, generate and send form 470-3264, *Second Notice of Decision to Review and Adjust a Child Support Obligation (252H)*, to all necessary parties.

NOTE: If you receive a written request from the challenging party to withdraw a challenge, accept the withdrawal if you receive the written request before you generate the second notice of decision. Code the withdrawal as described in the 2ND NOD field instructions below.

Recording a Challenge

When you receive a challenge, evaluate the situation to decide whether to accept the challenge and proceed with a second review, or to deny the challenge. Use the **boldfaced** fields on the REVIEW3 screen to record the request and the subsequent actions.

D479HL53	IOWA COLLECTION AND REPORTING SYSTEM	DATE:
	ADMIN REVIEW AND ADJUST - 3	TIME:
CASE NUMBER:	C.O.#:	
PAYOR:	PAYEE:	
3RD PARTY..:		
WAIVE POSTREV TIME (Y/N):	CP:	RP:
		TP:
CHALLENGE (CP/RP/TP/OTHST) . . . :	ACCEPT:	DATE:
NOTICE OF 2ND REV (Y/R)..:	DATE:	DENY RSN:
FINANCIAL INFO RECD.....:	CP:	RP:
		TP:
OBLIG (AMOUNT/FREQ).....:	OLD:	PER:
		NEW:
CHANGE (AMOUNT/FREQ).....:	CHG:	PER:
		PERCENT:
2ND REV RESULTS (Y/N).....:	NC:	INC:
		DEC:
2ND NOD (Y/R/W).....:	DATE:	HI ORDERED:
		MS ORDERED:
GENERATE ADMIN ORDER (Y/R).....:	DATE:	
ADMIN ORDER FILED (Y/N).....:	DATE:	
COPIES SENT (Y).....:	DATE:	
F3=UPD F5=INQ F6=INTERSTA F7=REV2 F8=REV4 F12=COURTORD F13=NXT ORD F14=PRI ORD		
NEXT SCREEN:	NOTES:	

The fields, descriptions, and values are:

- ◆ **CHALLENGE (CP/RP/TP/OTHST):** Use this field to record which party challenged the review. Valid entries are:
 - CP The payee.
 - RP The payor.
 - TP The third party.
 - OTHST The IV-D agency from another state. ICAR allows an entry of "OTHST" only if the INTERSTATE field contains "Y."
 - ◆ **ACCEPT:** Use this field to indicate if you accepted or denied the challenge. Valid entries are:
 - Y You accepted the challenge. When you enter "Y," ICAR generates form 470-3262 acknowledging the challenge.
 - N You denied the challenge. When you enter "N," ICAR requires an entry in the DENY RSN field.
- NOTE:** The challenger may withdraw the challenge until you generate the Notice of a Second Review. See [Completing a Second Review](#).

- ◆ **DATE:** Enter the postmark date on the challenge in the MM/DD/CCYY format. If you make no entry, ICAR enters the current date.
 - If the date is within the time limit, ICAR issues narrative REV53 identifying the person making the challenge and calendar flag REV38 prompting you to accept or deny the challenge.
 - If the date is beyond the time limit, ICAR issues narrative REV52 indicating the challenge is late and calendar flag REV68 prompting you to enter a deny reason if appropriate.
- ◆ **DENY RSN:** Use this field to indicate why you denied the challenge. Valid entries are:
 - 1 You received the challenge after the 10-day limit to file a challenge or 30-day limit in an ICAR3 case.
 - 2 The challenge addresses issues not related to the child support provisions of the order.
 - 3 The request is not in writing.
 - 4 No new or different information accompanied the request.
 - 5 The person challenging the review is not eligible to request a second review.
 - 6 Other.

NOTE: ICAR issues narratives and calendar flags according to the entry you make in this field.

When you enter "1," ICAR issues narrative REV52 indicating that the challenge was received late and calendar REV68 prompting you to enter a deny reason code if appropriate.

If you enter "2," "3," "4" or "5," ICAR issues narrative REV54 indicating why you denied the challenge.

If you enter "6," ICAR issues narrative REV119 prompting you to enter the reason you denied the challenge.

When you enter the DENY RSN, ICAR generates form 470-3262, acknowledging the challenge and indicating the reason for denial.

Completing a Second Review

When you accept a challenge, gather, and verify information for the second review as you did for the original review. See [Obtaining and Verifying Information](#). Conduct the review as you conducted the original review. See [Conducting the Review](#).

Inform all necessary parties of the results of the second review.

- ◆ If the first review is revised or reversed by the second review, send a copy of the 470-2640, *Child Support Guidelines Worksheet* showing how you calculated the amount of support due, and a comparison of the newly figured amount with the current support obligation amount.
- ◆ A party may still request a court hearing within 30 calendar days of the original NOD date or within ten calendar days of the second notice of decision date, whichever is later. In an abbreviated review or ICAR3 review, a party cannot request a court hearing unless you generate the Second Notice of Decision.

Use the boldface fields on the REVIEW3 screen to:

- ◆ Generate the Notice of Second Review;
- ◆ Show you received a financial statement in an abbreviated review or ICAR3 review;
- ◆ Enter the results of the second review; and
- ◆ Generate the Second Notice of Decision

D479HL53	IOWA COLLECTION AND REPORTING SYSTEM	DATE:
	ADMIN REVIEW AND ADJUST - 3	TIME:
CASE NUMBER:		C.O.#:
PAYOR:	PAYEE:	
3RD PARTY..:		
WAIVE POSTREV TIME (Y/N):	CP:	RP:
		TP:
CHALLENGE (CP/RP/TP/OTHST) ...:	ACCEPT:	DATE:
NOTICE OF 2ND REV (Y/R) ..:	DATE:	DENY RSN:
FINANCIAL INFO RECD.....:	CP:	RP:
		TP:
OBLIG (AMOUNT/FREQ).....:	OLD:	PER:
		NEW:
CHANGE (AMOUNT/FREQ).....:	CHG:	PER:
		PERCENT:
2ND REV RESULTS (Y/N).....:	NC:	INC:
		DEC:
2ND NOD (Y/R/W).....:	DATE:	HI ORDERED:
		MS ORDERED:
GENERATE ADMIN ORDER (Y/R).....:	DATE:	
ADMIN ORDER FILED (Y/N).....:	DATE:	
COPIES SENT (Y).....:	DATE:	
F3=UPD F5=INQ F6=INTERSTA F7=REV2 F8=REV4 F12=COURTORD F13=NXT ORD F14=PRI ORD		
NEXT SCREEN:	NOTES:	

The fields, descriptions, and values are:

- ◆ **NOTICE OF 2ND REV (Y/R):** Make an entry in this field to generate form 470-3263, *Notice of a Second Review of a Child Support Obligation (252H)* and form 470-0204, *Financial Statement*, when the requestor is ICAR3. ICAR does **not** allow an entry unless the CHALLENGE...ACCEPT field is "Y." Valid entries are:

Y ICAR generates form 470-3263 and form 470-0204, if appropriate.

When you enter "Y," ICAR issues narrative REV55 to record generation of form 470-3263 and form 470-0204, if appropriate. ICAR also issues calendar flag REV39 to track the time frame to complete the second review.

R ICAR regenerates form 470-3263 and form 470-0204, if appropriate and issues narrative REV56 to record generation of these forms. ICAR also issues calendar flag REV39 to track the time frame.

- ◆ **FINANCIAL INFO RECD:** This field contains three segments, one for each of the parties. Only valid when the requestor is ICAR3:

CP The payee.

RP The payor.

TP The third party.

Enter a "Y" in the CP, RP, or TP field to indicate you received financial information from that party.

When you upload the guideline information to the GUIDLINE screen, ICAR completes the entries in the OBLIG: OLD/PER, NEW/PER, CHANGE: CHG/PER, and PERCENT fields. You must update the 2ND REV RESULTS: NC/INC/DEC/HI ORDERED and MS ORDERED fields.

NOTE: Because ICAR completes certain RESULTS fields; upload guidelines even if the results indicate a "no change" in the support amount. DO NOT ATTACH the guidelines until you file the order or the process is completed. If you file an order, enter a "Y" in the USED IN ORDER field on the GUIDLINE screen. If an order is not filed (no change), enter an "N" in the USED IN ORDER field.

- ◆ **OLD:** This field displays the current amount of the support obligation prior to any adjustment.
- ◆ **NEW:** This field displays the new amount of the support obligation resulting from the review process.

- ◆ **PER:** This field indicates the frequency of the support obligation resulting from the second review process. Valid entries are:

A Annually.
 BM Bi-monthly.
 BW Bi-weekly.
 M Monthly.
 Q Quarterly.
 SA Semi-annually.
 SM Semi-monthly.
 SP Single payment.
 W Weekly.

- ◆ **CHG:** This field displays the amount of change in the support award based on the second review process.
- ◆ **PER:** This field displays the frequency from the valid entries for the PER field above.
- ◆ **PERCENT:** This field displays the percent of the variance in the support award based on the second review process.
- ◆ **2ND REV RESULTS (Y/N):** Entries in this field indicate the results of the second review. The results of the second review are independent of the first review. This field contains five segments:

NC There is no change in the amount of the support order.
INC The amount of support increased.
DEC The amount of support decreased.
HI ORDERED Health insurance was added to the order.
MS ORDERED Medical support was added to the order.

ICAR requires an entry in each of the five segments. Valid entries are:

Y Yes. When you enter "Y" in any one of the first three fields, ICAR updates the other two fields with "N." You must enter "Y" or "N" in the HI ORDERED and MS ORDERED fields. If you do not make an entry in the MS ORDERED field, ICAR enters "N."

N No.

- ◆ **2ND NOD:** Your entry indicates if a second NOD was issued or the challenge request was withdrawn. Valid entries are:
 - Y ICAR generates form 470-3264, *Second Notice of Decision to Review and Adjust a Child Support Obligation (252H)*, and narrative REV58 documenting the generation of form 470-3264.

When you enter "Y" or "R" and press F3, ICAR issues calendar flag REV41 directing you to prepare the administrative order. ICAR issues narrative REV57 with variable text based on the code entered in the RESULTS field indicating changes to the support obligation.
 - R ICAR regenerates form 470-3264 and issues narrative REV59 documenting the regeneration of form 470-3264.
 - W The party withdrew the challenge. ICAR only allows the challenge request to be withdrawn if the second NOD has not been issued.

When you enter "W" in the 2ND NOD field, ICAR generates form 470-3264, *Second Notice of Decision to Review and Adjust a Child Support Obligation (252H)* for you to indicate the challenge was withdrawn. ICAR issues narrative REV2 indicating the withdrawal and calendar flag REV2 directing you to prepare the administrative order using the results from the first NOD.
- ◆ **DATE:** ICAR enters the current date in the MM/DD/CCYY format.

Preparing an Administrative Order

Legal reference: Iowa Code Section 252H.9

If a necessary party does not make a timely request for a court hearing and if the review results indicate an adjustment to the support obligation, generate form 470-3503, *252H Administrative Order for Adjustment of a Support Obligation*. The form must specify all of the following:

- ◆ The amount of support to be paid and the manner of payment.
- ◆ The name of the custodian of any child for who support is to be paid.
- ◆ The name of the party ordered to pay support.
- ◆ The name and birth date of any child for whom support is to be paid.
- ◆ Provisions for health care coverage.
- ◆ The percentage of uncovered medical expenses for which the payor is responsible. See 10-H, [Determining Child Support Obligations](#), for information about uncovered medical expenses.
- ◆ An explanation of reconciliation of payments and periodic due dates for multiple orders.
- ◆ A determination of the controlling order.
- ◆ A statement that the property of the payor is subject to collection action including, but **not** limited to, income withholding, administrative levy, garnishment, attachment of a lien, and other enforcement methods.

The regional administrator or designee must review and sign the administrative order before you submit it to the district court for review and approval.

Prepare the administrative order for adjustment and an approval order for the judge to sign approving the adjustment order. Follow local office procedures to submit the order packet for filing. Include the following documents when you submit the administrative order to the district court:

- ◆ Form 470-3266, *252H Approval Order – Administrative Modification of a Child Support Obligation*.
- ◆ Form 470-3267, *Administrative Modification Order Cover Letter to Clerk of Court*, or 470-3268, *Cover Letter – Administrative Order for Modification – Multiple Orders*.

Also make copies of the following attachments available for the court's review and approval, as applicable.

- ◆ Form 470-3253, *Notice of Intent to Review and Adjust a Child Support Obligation*.
- ◆ The return of service, acceptance of service, or signed statement by the parties waiving service of the notice.
- ◆ Form 470-3259, *Notice of Decision to Review and Adjust a Child Support Obligation*, and any revised notice.
- ◆ Form 470-3264, *Second Notice of Decision to Review and Adjust a Child Support Obligation (252H)*, if applicable.
- ◆ Written objections to and requests for a second review or court hearing.
- ◆ The latest of form 470-2640, *Child Support Guidelines Worksheet*, which shows how you calculated the amount of support.
- ◆ Any reconciliation worksheets prepared to reconcile multiple orders.
- ◆ Copies of signed waivers if all necessary parties have waived time periods.
- ◆ Form 470-0204, *Financial Statement*. Do not file any supporting documentation provided by the parents when you are submitting an administrative order for approval. Only submit those documents if required by the court during a court hearing.

The judge reviews the original file packet containing the adjustment order and required attachments and signs the approval order. The court files the order and supporting documentation electronically with the clerk of the district court.

How a Party Appeared

When preparing the administrative order, you need to indicate how a party appeared in the administrative review and adjustment process. Use only one of the following options that best describes how a party appeared in the review and adjustment process.

- ◆ Represented by (Attorney's name) – select this option when an attorney represents a party in the review and adjustment process. When you indicate an attorney represents a party by completing the ATTORNEY screen, ICAR displays the attorney's name for you in the administrative order.

- ◆ Without an attorney – select this option when the party is not represented by an attorney and cooperates throughout the process with CSRU. This includes, but is not limited to, providing financial information, corresponding with CSRU in writing, or having telephone contact with CSRU.
- ◆ Did not appear – select this option when the party did not provide a financial statement, did not have contact with CSRU, or cooperate at all in the process.
- ◆ Had contact with CSRU by telephone – select this option when you only have verbal communication with a party. This includes when you make a Connections Equal Collections (CEC) contact with a party and you discuss issues related to the review process. Do not use this option when a party provides financial information, or other written documentation.
- ◆ Provided financial statement – select this option when a party cooperates by only providing a financial statement. Do not use this option when the party provides other documentation or you have verbal contact with the party.
- ◆ Service member submitted request for review – select this option when the requestor is currently active in the military and signed form 470-2749, *Request to Modify a Child Support Order*.

Effective Date of the Support Obligation

Legal reference: Iowa Code Section 252H.10, 441 IAC 99.71

After the court approves and files the adjustment order, the new obligation amount is effective on the next regular due date for the order being modified. The Iowa Code requires that the periodic due date established under a prior order for child support remain the same unless the court or CSRU determines that good cause exists. If either entity determines that good cause exists, the entity must include the reasons for the change in the modified order. Additionally, the modified order must reconcile any payments due under the original and modified orders. See [Changing Periodic Due Dates and Reconciliation of Payments](#).

1. A divorce decree required a monthly obligation due on the 15th of each month. The worker completed a review of the order and the court e-filed the adjustment order on October 1. The new support obligation is effective October 15.
2. The original order required a weekly obligation due each Friday. The court e-filed the adjustment order on Monday, March 2. The new support amount is effective Friday, March 6.

If a modification of support does not state a periodic payment due date, use the due date from the original order.

3. The original order for support requires payment of \$200 per month due on the 10th. A modification was completed and increased the child support to \$300 per month. The modified order is e-filed on July 20th and does not state a periodic payment due date or a new effective date. Using the due date from the original order, enter the obligation on ICAR as \$300 due on August 10th.

Generating the Administrative Order

ICAR generates the administrative order when you make entries in the **boldfaced** fields on the REVIEW3 screen.

```

D479HL53          IOWA COLLECTION AND REPORTING SYSTEM          DATE:
                  ADMIN REVIEW AND ADJUST - 3                   TIME:

CASE NUMBER:                C.O.#:
PAYOR:                      PAYEE:
3RD PARTY..:

WAIVE POSTREV TIME (Y/N):  CP:      RP:      TP:
CHALLENGE (CP/RP/TP/OTHST) ...:  ACCEPT:  DATE:      DENY RSN:
NOTICE OF 2ND REV (Y/R)..:  DATE:

FINANCIAL INFO RECD.....:  CP:      RP:      TP:
OBLIG (AMOUNT/FREQ).....:  OLD:      PER:      NEW:      PER:
CHANGE (AMOUNT/FREQ).....:  CHG:      PER:      PERCENT:
2ND REV RESULTS (Y/N)...:  NC:      INC:      DEC:      HI ORDERED:  MS ORDERED:
2ND NOD (Y/R/W).....:      DATE:

GENERATE ADMIN ORDER (Y/R).....:  DATE:
ADMIN ORDER FILED (Y/N).....:  DATE:
COPIES SENT (Y).....:          DATE:

F3=UPD F5=INQ F6=INTERSTA F7=REV2 F8=REV4 F12=COURTORD F13=NXT ORD F14=PRI ORD
NEXT SCREEN:                NOTES:
    
```

The fields, descriptions, and values are:

- ◆ **GENERATE ADMIN ORDER (Y/R):** Your entries in this field cause ICAR to generate or regenerate the order. Valid entries are:
 - Y ICAR generates the administrative order and other documents. When you enter "Y," ICAR issues narrative REV60 to record generation of a single order or narrative REV61 for multiple orders.
 - R ICAR regenerates the administrative order and other documents. When you enter "R," ICAR issues narrative REV62 for single orders or narrative REV63 for multiple orders.

If you included multiple orders in the review, when you enter "Y" or "R," ICAR displays the COSELECT screen for you to select which orders to list in the adjusted order. See [COURT ORDER SELECT \(COSELECT\) Screen](#).

When you finish selecting all orders to be listed in the administrative order, ICAR generates these forms as appropriate:

- ◆ Form 470-3503, *252H Administrative Order for Adjustment of Support Obligation*.
- ◆ Form 470-3266, *252H Approval Order – Administrative Modification of a Child Support Obligation*.
- ◆ Form 470-3267, *Administrative Modification Order Cover Letter to Clerk of Court (single)*, or 470-3268, *Cover Letter – Administrative Order for Modification – Multiple Orders*.

ICAR uses the entry in the MULT ORD field on REVIEW1 to determine which cover letter to generate. If a "Y" appears, ICAR chooses 470-3268. If an "N" appears, ICAR chooses 470-3267.

- ◆ **DATE:** ICAR enters the current date in the MM/DD/CCYY format.

NOTE: The date must be 16 calendar days or more after the date of the Notice of Decision or Revised Notice of Decision, unless all parties waived the post-review challenge period. If any of the parties challenged the first decision and you conducted a second review, the date must be 11 or more calendar days after the date of form 470-3264, *Second Notice of Decision to Review and Adjust a Child Support Obligation (252H)*.

In an abbreviated review or ICAR3 review, the date must be 31 calendar days or more after the last party is served with the NOD packet.

COURT ORDER SELECT (COSELECT) Screen

The COSELECT screen displays the case numbers and court order numbers for all orders included in the review. It looks essentially the same as the MOREORD screen but its purpose is different. ICAR displays the screen if "Y" is in the MULT ORD field on REVIEW1, and if "Y" or "R" is in:

- ◆ The GENERATE ADMIN ORDER field on the REVIEW3 screen.
- ◆ The REQUEST FOR HEARING GENERATED field on the REVIEW4 screen.
- ◆ The GENERATE JUD ORDER field on the REVIEW4 screen.

ICAR displays order information on the COSELECT screen. Use the COSELECT screen to select the orders to be included in the following forms:

- ◆ Administrative Order (REVIEW3 screen)
- ◆ Form 470-3503, *252H Administrative Order for Adjustment of a Support Obligation*.
- ◆ Form 470-3266, *252H Approval Order – Administrative Modification of a Child Support Obligation*.

- ◆ Form 470-3268, *Cover Letter – Administrative Order for Modification – Multiple Orders.*
- ◆ Hearing Form (REVIEW4 screen)
- ◆ Form 470-3270, *Request for a Chapter 252H Hearing for Modification of a Child Support Order and Affidavit of Certification of Matter to District Court by the Unit.*
- ◆ Judicial Order (REVIEW4 screen)
- ◆ Form 470-3504, *252H Judicial Order for Adjustment of a Support Obligation.*

D479HL56		IOWA COLLECTION AND REPORTING SYSTEM					DATE:	
		COURT ORDER SELECT					TIME:	
CASE NUMBER:				COURT ORDER NUMBER:				
SEL	CASE #	COURT ORDER #	CNTY	ORDER	ORDER	OBLIG	OBLIG	
S IND			#	TYPE	DATE	START	END	
-	#####	XXXX#####	##	XX	#####	#####	#####	
-	#####	XXXX#####	##	XX	#####	#####	#####	
PF7=BACKWARD, PF8=FORWARD, ENTER=SELECT, CLEAR=RETURN								
NOTES:								

The fields, descriptions, and values are:

- ◆ **CASE NUMBER:** ICAR displays this data.
- ◆ **COURT ORDER NUMBER:** ICAR displays the primary court order number.
- ◆ **S:** Use this field to select the orders to appear in the forms.
- ◆ **SEL IND:** The SEL IND field works in conjunction with the s field. ICAR displays the SEL IND field either blank or with an "S" in the field.
- ◆ If the SEL IND field is blank and you wish to select the order, type a letter in the s field. When you press ENTER, ICAR displays an "S" in the SEL IND field to include the order.
- ◆ If the SEL IND field is blank and you do **not** wish to select the order, do nothing.
- ◆ If "S" is in the SEL IND field and you wish to select the order, do nothing.

- ◆ If "S" is in the SEL IND field and you do **not** wish to select the order, enter any letter in the s field. When you press ENTER, ICAR deletes the "S" in the SEL IND field leaving that field blank. ICAR does **not** include the order in the selection.

When you finish selecting orders, press ENTER. ICAR assembles the necessary information for each order for inclusion in the forms to be generated.

Filing the Administrative Order

Follow local office procedures to file the review and adjustment order. Unless defects appear in the order or attachments, the judge is required to approve the administrative order. After approval and filing, the order has the same force, effect, and attributes of an order of the district court.

When you receive notification that the order was filed with the court, enter the date of filing of the adjusted order on ICAR.

Use the **boldfaced** fields on the REVIEW3 screen to enter data for filing the administrative order.

D479HL53	IOWA COLLECTION AND REPORTING SYSTEM	DATE:
	ADMIN REVIEW AND ADJUST - 3	TIME:
CASE NUMBER:	C.O.#:	
PAYOR:	PAYEE:	
3RD PARTY..:		
WAIVE POSTREV TIME (Y/N):	CP: RP: TP:	
CHALLENGE (CP/RP/TP/OTHST)...	ACCEPT: DATE:	DENY RSN:
NOTICE OF 2ND REV (Y/R)..:	DATE:	
FINANCIAL INFO RECD.....:	CP: RP: TP:	
OBLIG (AMOUNT/FREQ).....:	OLD: PER: NEW: PER:	
CHANGE (AMOUNT/FREQ).....:	CHG: PER: PERCENT:	
2ND REV RESULTS (Y/N)....:	NC: INC: DEC: HI ORDERED: MS ORDERED:	
2ND NOD (Y/R/W).....:	DATE:	
GENERATE ADMIN ORDER (Y/R).....:	DATE:	
ADMIN ORDER FILED (Y/N).....:	DATE:	
COPIES SENT (Y).....:	DATE:	
F3=UPD F5=INQ F6=INTERSTA F7=REV2 F8=REV4 F12=COURTORD F13=NXT ORD F14=PRI ORD		
NEXT SCREEN:	NOTES:	

The fields, descriptions, and values are:

- ◆ **ADMIN ORDER FILED (Y/N):** Your entry indicates whether the clerk of court filed the adjustment order. If you do **not** make an entry in the ADMIN ORDER FILED Y/N field within ten calendar days, ICAR issues calendar flag REV42 to remind you to check the status of the order. Valid entries are:

Y The order is filed. If there is a single order, ICAR issues narrative REV139 and calendar flag REV48 directing you to send copies to the parties within 14 calendar days. ICAR displays the OBLIG screen for you to update the obligation.

If there are multiple orders, ICAR issues narrative REV68, and calendar flag REV48 directing you to send copies to the parties within 14 calendar days. ICAR displays the OBLIG screen for you to enter information about the primary order obligation. ICAR issues calendar flag REV69 to remind you to update other orders.

N The order is not filed. When you enter "N," ICAR issues worker-input narrative REV69 and calendar flag REV50 for you to enter the reason the order was not filed and suggesting you may need to end the review.

If you remove the entry in this field, ICAR issues narrative REV132 to document the deletion of the entries.

- ◆ **DATE:** Enter the date in the MM/DD/CCYY format that the administrative order for adjustment was filed. ICAR requires an entry when you enter "Y" in the ADMIN ORDER FILED field.
- ◆ **COPIES SENT (Y):** Entries in this field indicate if you sent copies of the administrative order to the parties. The only valid entry is "Y". When you enter "Y", ICAR issues narrative REV70 and form 470-3910, *Cover Letter for Orders*, to inform the parties that the order has been filed in the court file. ICAR also enters reason "8" in the PROCESS ENDED field and the current date in the PROCESS ENDED DATE field on the REVIEW4 screen to end this review
- ◆ **DATE:** ICAR enters the date in the MM/DD/CCYY format when you enter "Y" in the COPIES SENT field.

NOTE: Federal regulations require that you send copies within 14 calendar days after the date the administrative order is filed. Send a copy of the filed administrative order by regular mail to the last known address of each party affected by the review or, if applicable, to their attorneys.

To enter the new obligation on ICAR, do the following:

- ◆ Enter the new obligation information on the OBLIG screen for the correct court order. See 11-T, [Distribution](#) for instructions on updating the obligation on ICAR. End the old obligation the day before the new obligation begins. Press F9 to refresh the screen.
- ◆ Update the HIUPDATE screen with the new medical support provisions. See 11-I, [Medical Support](#) for more information.

If there are step changes in this obligation, enter those through the OBLIGADJ screen. See 9-E, [Case Setup](#) for more information on entering step changes.

Request for a Court Hearing

Legal reference: Iowa Code Section 252H.8, 441 IAC 99.63(4)

The review process usually results in the filing of an administrative order to adjust the obligation amount. However, any necessary party or CSRU may request a court hearing about the adjustment of a support obligation. We may request a court hearing at any time after service on all parties if the information provided by one or more of the parties is incomplete or inaccurate. Once the issue is before the court, the court may compel the party to respond or provide proof of income and allowable deductions. See [Using the Court to Obtain Verification](#).

NOTE: In an abbreviated review, or ICAR3 review, neither a party nor CSRU may request a court hearing unless we have issued a second NOD as a result of a party's challenge to the first NOD.

If more than one support order exists involving children with the same legal parents, schedule the hearing on all of the orders in the district court in the county where the primary order is filed. The district court has jurisdiction over all other Iowa support orders we review.

The party's request for a court hearing must meet these criteria:

- ◆ The request must be in writing.
- ◆ The party must submit the request to the local office that issued the NOD. Do not accept a request received before you issue the NOD or before you issue the second NOD in an abbreviated review, or ICAR3 review.

- ◆ You must receive the request within the timeframes, whichever is later:
 - 15 calendar days from the date on form 470-3259, *Notice of Decision to Review and Adjust a Child Support Obligation*, or form 470-3260, *Revised Notice of Decision to Review and Adjust a Child Support Obligation*.
 - Ten calendar days from the date on form 470-3264, *Second Notice of Decision to Review and Adjust a Child Support Obligation*.

NOTE: You may accept the request for a court hearing that is beyond the time limits allowed if you have **not** filed the administrative order.

To deny a request for a court hearing, send a status or letter to the requesting party indicating why you are denying the request for a court hearing. ICAR generates form 470-3369, *Court Hearing Status Report*, if "OTH" is entered in the REQ COURT HEARING BY field. Reasons to deny a request are:

- ◆ The request was received after the time limit had expired.
- ◆ The person requesting the hearing is not eligible to request a hearing.

If you accept the request, prepare the request for hearing:

- ◆ Form 470-3270, *Request for a Chapter 252H Hearing for Modification of a Child Support Order and Affidavit of Certification of Matter to District Court by the Unit*.

Assemble the necessary supporting documents for certification to the court. These documents should already be in the case file:

- ◆ Form 470-3253, *Notice of Intent to Review and Adjust a Child Support Obligation*.
- ◆ Proof of service of the notice packet, or signed statements by the parties waiving service of the notice, or certified mail, or sheriff service.
- ◆ Form 470-3259, *Notice of Decision to Review and Adjust a Child Support Obligation*.
- ◆ As appropriate:
 - Form 470-3260, *Revised Notice of Decision to Review and Adjust a Child Support Obligation*.
 - Form 470-3264, *Second Notice of Decision to Review and Adjust a Child Support Obligation*.
- ◆ Any written objections to and request for a second review or court hearing.
- ◆ Form 470-2640, *Child Support Guidelines Worksheet*, prepared by the worker to determine the amount of support.
- ◆ Any reconciliation worksheets prepared to reconcile multiple orders.

- ◆ Copies of signed waivers if all necessary parties have waived time periods.
- ◆ Form 470-0204, *Financial Statement* and supporting documentation provided by the parents

Request that a hearing be scheduled in the district court by filing form 470-3270, *Request for a Chapter 252H Hearing for Modification of a Child Support Order and Affidavit of Certification of Matter to District Court by the Unit*, along with all supporting documentation. The court or the worker notifies all parties of the date, time, and location of the hearing.

Entering the Request and Scheduling the Hearing

Use the **boldfaced** fields on the REVIEW4 screen to enter information about the request for a court hearing and to schedule the hearing.

D479HL54	IOWA COLLECTION AND REPORTING SYSTEM ADMIN REVIEW AND ADJUST - 4	DATE: TIME:
CASE NUMBER: PAYOR: 3RD PARTY..:	PAYEE:	C.O.#:
REQ COURT HEARING BY.....:	DATE:	DENY RSN:
REQUEST FOR HEARING GENERATED (Y/R):	DATE:	
HEARING SET (AM/PM).....TIME:	M DATE:	
HEARING HELD (Y/N/P/C/R).....:		
OBLIG (AMOUNT/FREQ)..: OLD:	PER: NEW:	PER:
CHANGE (AMOUNT/FREQ)..: CHG:	PER: PERCENT:	
RESULTS (Y/N).....: NC: INC:	DEC: HI ORDERED:	MS ORDERED:
GENERATE JUD ORDER (Y/N/R).....:	DATE:	
JUD ORDER FILED (Y/N).....:	DATE:	
COPIES SENT (Y).....:	DATE:	
PROCESS ENDED.....CODE:	DATE:	
F3=UPD F5=INQ F6=INTERSTA F7=REV3 F12=COURTORD F13=NXT ORD F14=PRI ORD		
NEXT SCREEN:	NOTES:	

The fields, descriptions, and values are:

- ◆ **REQ COURT HEARING BY:** Use this field to record which party requested the court hearing. Valid entries are:
 - CP The payee.
 - RP The payor.
 - TP The third party. ICAR allows an entry only if there is a necessary third party.
 - OTHST The IV-D agency from another state. ICAR allows an entry of "OTHST" only if the INTERSTATE field contains "Y."

CSRU The Child Support Recovery Unit.

OTH Other. When you enter "OTH," ICAR enters "2" in the DENY RSN field, issues narrative REV72 and form 470-3369, *Court Hearing Status Report*, advising that the request is denied because the person is not entitled to request a hearing.

- ◆ **DATE:** Enter the date in the MM/DD/CCYY format of the request. If you leave the date blank, ICAR enters the current date.
- ◆ If the ADMIN ORDER FILED field is "N" or "Blank," ICAR allows you to accept and process the hearing request as though it were timely.
- ◆ **DENY RSN:** If you are denying the party's request for a court hearing, enter the denial reason. Valid entries are:

- 1 The request is beyond the time limits and an administrative order has been filed. ICAR issues narrative REV126 and status REV41 if the payee requested the hearing, or narrative REV71 and status REV40 if the payor requested the hearing, or narrative REV127 and status REV42 if the third party requested the hearing. If CSRU or OTHST requested the hearing, ICAR issues narrative REV129 for you to identify who requested the hearing.
- 2 The person requesting the court hearing is not eligible to make the request. See "OTH" entry in REQ COURT HEARING BY field.
- 3 Other. Use reason "3" to deny any request for a court hearing that you receive before you issue the NOD.

When you enter "3" in the DENY RSN field, ICAR issues narrative REV134 for the payor, REV135 for the payee, or REV136 for the third party, identifying the party that requested the hearing. If someone other than these parties requested the hearing, ICAR issues narrative REV73 for you to identify who requested the hearing. ICAR also issues status REV48 to the payor, REV49 to the payee, or REV50 to the third party providing notice that the requested hearing is denied.

- ◆ **DATE:** ICAR enters the current date in the MM/DD/CCYY format.
- ◆ **REQUEST FOR HEARING GENERATED (Y/R):** Your entry indicates that you have prepared the necessary background materials and ICAR should generate the forms to submit to the court. Valid entries are:

Y ICAR generates form 470-3270, *Request for a Chapter 252H Hearing for Modification of a Child Support Order and Affidavit of Certification of Matter to District Court by the Unit*.

When you enter "Y" in this field, ICAR issues narrative REV75 and calendar flag REV51 recording generation of the form and prompting you to enter a hearing date. ICAR issues narrative REV74 that you received a request.

R ICAR regenerates form 470-3270. When you enter "R" in this field, ICAR issues narrative REV76 and calendar flag REV52 recording regeneration of the form.

If you delete the entry in this field, ICAR issues narrative REV133 to document the deletion.

- ◆ **DATE:** ICAR enters the current date in this field.
- ◆ **HEARING SET (AM/PM):** Enter the time of the hearing in this field. Valid entries are the time in hours, minutes, and AM/PM format, e.g. 2:30 PM.
- ◆ **DATE:** Enter the date in the MM/DD/CCYY format of the hearing.

When you make entries in the HEARING SET (AM/PM) and DATE fields, ICAR issues narrative REV77 indicating the date and time of the hearing. ICAR also issues statuses REV56 to the payor, REV57 to the payee and REV58 to the third party notifying the parties of the time and date of the hearing. On the day following the scheduled date, ICAR issues calendar flag REV53 prompting you to check the outcome of the hearing.

Entering the Results of the Hearing on ICAR

Legal reference: Iowa Code Section 252H.8

If a party who was properly notified fails to appear at the hearing, the court may find the party in default and enter an appropriate order.

Use the **boldfaced** fields on the REVIEW4 screen to enter the results of the hearing.

D479HL54	IOWA COLLECTION AND REPORTING SYSTEM	DATE:
	ADMIN REVIEW AND ADJUST - 4	TIME:
CASE NUMBER:	C.O.#:	
PAYOR:	PAYEE:	
3RD PARTY..:		
REQ COURT HEARING BY.....:	DATE:	DENY RSN:
REQUEST FOR HEARING GENERATED (Y/R):	DATE:	
HEARING SET (AM/PM).....TIME:	M DATE:	
HEARING HELD (Y/N/P/C/R).....:		
OBLIG (AMOUNT/FREQ)..: OLD:	PER:	NEW:
CHANGE (AMOUNT/FREQ)..: CHG:	PER:	PERCENT:
RESULTS (Y/N).....: NC:	INC:	DEC:
	HI ORDERED:	MS ORDERED:
GENERATE JUD ORDER (Y/N/R).....:	DATE:	
JUD ORDER FILED (Y/N).....:	DATE:	
COPIES SENT (Y).....:	DATE:	
PROCESS ENDED.....CODE:	DATE:	
F3=UPD F5=INQ F6=INTERSTA F7=REV3 F12=COURTORD F13=NXT ORD F14=PRI ORD		
NEXT SCREEN:	NOTES:	

The fields, descriptions, and values are:

- ◆ **HEARING HELD (Y/N/P/C/R):** Use this field to record whether the scheduled hearing was held. Valid entries are:
 - Y The hearing was held. When you enter "Y," ICAR issues narrative REV78 recording the date the hearing was held. ICAR also requires an entry in the RESULTS field.
 - N The hearing was not held. When you enter "N," ICAR issues narrative REV152 requiring you to enter the reason the hearing was not held.
 - P The hearing was postponed. When you enter "P," ICAR issues narrative REV80 and calendar flag REV54 recording the postponement.
 - C The hearing was continued. When you enter "C," ICAR issues narrative REV80 and calendar flag REV54 recording the continuance.
 - R The hearing was rescheduled. When you enter "R," ICAR issues narrative REV79 and calendar flag REV53. ICAR requires that you enter a new time and date in the HEARING SET (AM/PM) and DATE fields.
- If you delete the entry in this field, ICAR issues narrative REV175 documenting the deletion.

Enter only numbers in the OBLIG/OLD and OBLIG/NEW fields. ICAR enters the percent sign, the dollar sign, and decimals.

- ◆ **OLD:** This field indicates the current amount and frequency of the support obligation prior to any adjustment. ICAR displays the dollar amount (e.g., 200) and displays the frequency in the PER field for the OLD. You may change the fields.
- ◆ **NEW:** This field indicates the new amount of the support obligation resulting from the court hearing. Enter the dollar amount (e.g., 400) as contained in the order.
- ◆ **PER:** This field indicates the frequency of the support obligation. Valid entries are:
 - A Annually.
 - BM Bi-monthly.
 - BW Bi-weekly.
 - M Monthly.
 - Q Quarterly.
 - SA Semi-annually.
 - SM Semi-monthly.
 - SP Single payment.
 - W Weekly.

- ◆ **CHG:** This field allows you to enter the amount of the change. The difference between the old and the new amounts.
- ◆ **PER:** Enter the frequency from the valid entries for the PER field above.
- ◆ **PERCENT:** This field allows you to enter the percent of the variance in the support award based on the court hearing. Enter the figures from the guidelines.
- ◆ **RESULTS:** Enter the results of the hearing. The hearing results are independent of the results from the first or second review. This field contains five segments:

NC	There is no change in the amount of the support order.
INC	The amount of support increased.
DEC	The amount of support decreased.
HI ORDERED	Health insurance was added to the order.
MS ORDERED	Medical support was added to the order.

ICAR requires an entry in each of the five segments. Valid entries are:

Y Yes. When you enter "Y" in any one of the first three fields, ICAR updates the other two fields with "N." You must enter "Y" or "N" in the HI ORDERED and MS ORDERED fields. If you do not make an entry in the MS ORDERED field, ICAR enters "N."

N No.

Preparing a Judicial Order

When a party requests a court hearing and the court decides to adjust the support obligation, the court may ask us to prepare an order.

Use ICAR to generate form 470-3504, *252H Judicial Order for Adjustment of a Support Obligation*. The form must specify all of the following:

- ◆ The amount of support to be paid and the manner of payment.
- ◆ The name of the custodian of any child for who support is to be paid.
- ◆ The name of the party ordered to pay support.
- ◆ The initials and year of birth of any child for whom support is to be paid.
- ◆ Provisions for health care coverage.
- ◆ The percentage of uncovered medical expenses for which the payor is responsible. See 10-H, [Determining Child Support Obligations](#), for information about uncovered medical expenses.
- ◆ An explanation of reconciliation of payments and periodic due dates for multiple orders.

- ◆ A determination of the controlling order.
- ◆ A statement that the property of the payor is subject to collection action including, but **not** limited to, income withholding, administrative levy, garnishment, attachment of a lien, and other enforcement methods.

Generating the Judicial Order

ICAR generates the judicial order when you make entries in the **boldfaced** fields on the REVIEW4 screen.

D479HL54	IOWA COLLECTION AND REPORTING SYSTEM ADMIN REVIEW AND ADJUST - 4	DATE: TIME:
CASE NUMBER:	C.O.#:	
PAYOR:	PAYEE:	
3RD PARTY..:		
REQ COURT HEARING BY.....:	DATE:	DENY RSN:
REQUEST FOR HEARING GENERATED (Y/R):	DATE:	
HEARING SET (AM/PM).....TIME:	: M DATE:	
HEARING HELD (Y/N/P/C/R).....:		
OBLIG (AMOUNT/FREQ) ..: OLD:	PER: NEW:	PER:
CHANGE (AMOUNT/FREQ) ..: CHG:	PER: PERCENT:	
RESULTS (Y/N).....: NC: INC:	DEC: HI ORDERED:	MS ORDERED:
GENERATE JUD ORDER (Y/N/R)	DATE:	
JUD ORDER FILED (Y/N).....:	DATE:	
COPIES SENT (Y).....:	DATE:	
PROCESS ENDED.....CODE:	DATE:	
F3=UPD F5=INQ F6=INTERSTA F7=REV3 F12=COURTORD F13=NXT ORD F14=PRI ORD		
NEXT SCREEN:	NOTES:	

The fields, descriptions, and values are:

- ◆ **GENERATE JUD ORDER (Y/N/R):** Your entries in this field cause ICAR to generate or regenerate the judicial order . Valid entries are:
 - Y Yes, the system-generated judicial order was used.
 When you enter "Y," ICAR issues narrative REV137 for single orders or narrative REV82 for multiple orders.
 ICAR also issues narrative REV81 based on the codes entered in the RESULTS field. See [Entering the Results of the Hearing on ICAR.](#)
 - N No, the system-generated judicial order was not used. An order was prepared manually. ICAR issues narrative REV83 to document use of a non-ICAR order.
 - R ICAR regenerates the judicial order. When you enter "R," ICAR issues narrative REV138 for single orders, or narrative REV84 for multiple orders.

If you included multiple orders in the review, when you enter "Y" or "R," ICAR displays the COSELECT screen for you to select the orders to list in the judicial order. See [COURT ORDER SELECT \(COSELECT\) Screen.](#)

Once you select all orders to be listed in the administrative order, ICAR generates form 470-3504, *252H Judicial Order for Adjustment of a Support Obligation*.

- ◆ **DATE:** ICAR enters the date in the MM/DD/CCYY format that the judicial order is generated.

Filing the Judicial Order

When you receive the file-stamped order, complete entries on ICAR to document the date the adjusted order was filed. See 9-E, [Case Setup](#), for instructions on updating the order and the obligation on ICAR.

Use the **boldfaced** fields on the REVIEW4 screen to enter data for filing the judicial order.

D479HL54	IOWA COLLECTION AND REPORTING SYSTEM	DATE:
	ADMIN REVIEW AND ADJUST - 4	TIME:
CASE NUMBER:	C.O.#:	
PAYOR:	PAYEE:	
3RD PARTY..:		
REQ COURT HEARING BY.....:	DATE:	DENY RSN:
REQUEST FOR HEARING GENERATED (Y/R):	DATE:	
HEARING SET (AM/PM).....TIME:	: M DATE:	
HEARING HELD (Y/N/P/C/R).....:		
OBLIG (AMOUNT/FREQ)..: OLD:	PER:	NEW: PER:
CHANGE (AMOUNT/FREQ)..: CHG:	PER:	PERCENT:
RESULTS (Y/N).....: NC: INC:	DEC: HI ORDERED:	MS ORDERED:
GENERATE JUD ORDER (Y/N/R).....:	DATE:	
JUD ORDER FILED (Y/N).....:	DATE:	
COPIES SENT (Y).....:	DATE:	
PROCESS ENDED.....CODE:	DATE:	
F3=UPD F5=INQ F6=INTERSTA F7=REV3 F12=COURTORD F13=NXT ORD F14=PRI ORD		
NEXT SCREEN:	NOTES:	

The fields, descriptions, and values are:

- ◆ **JUD ORDER FILED (Y/N):** Use this field to record whether the order is filed. If you do **not** make an entry in the JUD ORDER FILED (Y/N) field within ten calendar days, ICAR issues calendar flag REV55 or REV56 reminding you to check the status of the order. ICAR issues this flag daily until the order is filed. An entry in the JUD ORDER FILED field deletes the flag. Valid entries are:

Y The order has been filed. If there is a single order, ICAR issues narrative REV85 indicating the judicial order was filed and calendar flag REV59 directing you to send copies to the parties within 14 calendar days. ICAR displays the OBLIG screen for you to update the obligation.

If there are multiple orders, ICAR issues narrative REV118 indicating the order was filed and calendar flag REV59 telling you to send copies to the parties within 14 calendar days. ICAR displays the OBLIG screen for you to enter information about the primary order. ICAR issues calendar flag REV60 prompting you to update the other orders and obligations.

N The order is not filed. When you enter "N," ICAR issues narrative REV86 and calendar flag REV61 indicating the order is not filed, and prompting you to determine if the review process should end. For both, you must enter the reason the order is not filed.

If you delete the entry in this field, ICAR issues narrative REV128 to document your deletion.

- ◆ **DATE:** Enter the date in MM/DD/CCYY format that the judicial order for adjustment was file-stamped. ICAR requires an entry when you enter "Y" in the JUD ORDER FILED field.
- ◆ **COPIES SENT (Y):** Use this field to document that you sent copies of the judicial order to the parties. The only valid entry is "Y", which indicates you sent copies of the order to all necessary parties. When you enter "Y," ICAR issues narrative REV87 and form 470-3910, *Cover Letter for Orders*, to inform the parties that the order has been filed in the court file. ICAR also enters reason "8" in the PROCESS ENDED field and the current date in the PROCESS ENDED DATE field on the REVIEW4 screen to end this review.
- ◆ **DATE:** ICAR enters the date in the MM/DD/CCYY format when you enter "Y" in the COPIES SENT field.

NOTE: Federal regulations require that you send copies within 14 calendar days after the date the order is filed. Send a copy of the filed order to the last known address of each party affected by the review or, if applicable, to their attorneys.

To enter the new obligation on ICAR, do the following:

- ◆ End the old obligation the day before the new obligation begins. Press F9 to refresh the screen.
- ◆ Enter the new obligation information on the OBLIG screen for the correct court order. See 9-E, [Case Setup](#) for instructions on updating the order and the obligation on ICAR.

If there are step changes in this obligation, enter those through the OBLIGADJ screen. See 9-E, [Case Setup](#) for more information on entering step changes.

Ending the Review and Adjustment Process

The review process may end at various times and for a number of reasons. Use the **boldfaced** fields on the REVIEW4 screen to enter data for ending the review process.

D479HL54	IOWA COLLECTION AND REPORTING SYSTEM		DATE:
	ADMIN REVIEW AND ADJUST - 4		TIME:
CASE NUMBER:		C.O.#:	
PAYOR:		PAYEE:	
3RD PARTY...:			
REQ COURT HEARING BY.....:		DATE:	DENY RSN:
REQUEST FOR HEARING GENERATED (Y/R):		DATE:	
HEARING SET (AM/PM).....TIME:	:	M DATE:	
HEARING HELD (Y/N/P/C/R).....:			
OBLIG (AMOUNT/FREQ)...: OLD:		PER: NEW:	PER:
CHANGE (AMOUNT/FREQ)...: CHG:		PER: PERCENT:	
RESULTS (Y/N).....: NC: INC: DEC:		HI ORDERED:	MS ORDERED:
GENERATE JUD ORDER (Y/N/R).....:		DATE:	
JUD ORDER FILED (Y/N).....:		DATE:	
COPIES SENT (Y).....:		DATE:	
PROCESS ENDED.....CODE:		DATE:	
F3=UPD F5=INQ F6=INTERSTA F7=REV3 F12=COURTORD F13=NXT ORD F14=PRI ORD			
NEXT SCREEN:		NOTES:	

The fields, descriptions, and values are:

- ◆ **PROCESS ENDED CODE:** Entries in this field indicate the reason the review process has ended. If the field is blank, the review is in progress. Valid entries are:
 - 1 You accepted a request to withdraw the review. ICAR enters this code when a "Y" appears in the WITHD REQ ACCEPTED (Y/N) field on the REVIEW2 screen.
 ICAR issues narrative REV42 indicating that you approved a request to withdraw. See [Withdrawing a Request for Review](#).
 - 2 You or ICAR completed the review and results indicated that it was not appropriate to adjust the order or to add health insurance.
 When either you or ICAR enters a "2," ICAR issues narrative REV89 and, as appropriate, status REV62 to the payor, status REV63 to the payee, and status REV64 to the third party. The statuses indicate the review ended because the variance is less than 20% and the addition of health insurance is not appropriate.
 - 3 The case was closed or inactivated during the review process. The entry in the STATUS field on the CASE screen must be "C" or "I."
 When you enter "3," ICAR issues narrative REV90, calendar flag REV 66, indicating the review ended because the case is closed or inactive.

- 4 A private modification was completed for the case.
When you enter a "C" in the PRIVATE MOD (P/D/C) field on COURTOR2, ICAR enters a "4," on the REVIEW4 screen. ICAR issues narrative REV103 and calendar flag REV67 indicating the review ended because a private modification was completed and to obtain a copy of the order.
- 5 Other circumstances ended the review.
When you enter "5," you must also enter the reason for ending the process. ICAR issues narrative REV92 and, as appropriate, status REV71 to the payor, status REV72 to the payee, and status REV73 to the third party indicating the review ended and why.
Example: End the process using "5" when we start a review based on a party's request, but Iowa subsequently loses jurisdiction because parties move. Indicate the review is not appropriate and the case no longer meets the criteria for a review.
- 6 The case has been in location status for three years.
When ICAR enters a "6," it issues narrative REV93, calendar flag REV 62, and, as appropriate, status REV74 to the payor, status REV75 to the payee, and status REV76 to the third party indicating the review ended because the case was in location for 3 years.
- 7 The action is dismissed under Iowa Rules of Civil Procedure 1.944.
When you enter "7," ICAR issues narrative REV94 and, as appropriate, status REV77 to the payor, status REV78 to the payee, and status REV79 to the third party indicating the review ended because the action was dismissed because the judicial time limit was exceeded.
- 8 The review resulted in the filing of an administrative or judicial order.
ICAR enters "8" when you indicate copies have been sent to the parties. ICAR issues narratives and statuses as described in the COPIES SENT sections.
- 9 The review was initiated in error.
When you enter "9," ICAR issues narrative REV96 indicating the review was initiated in error.
- 10 The requestor did not re-submit a completed request form.
ICAR enters "10" 15 calendar days after you make an entry in the RTN REQ field and there is not an entry in the PREREVIEW REQUESTED BY field on the REVIEW1 screen. ICAR issues narrative REV200 and calendar flag REV95 indicating ICAR has ended the process.
- 11 Service of the NOI packet by mail on the requestor was not successful.
When you enter "11," ICAR issues narrative REV201 indicating you were unable to serve the requesting party by mail.

- 12 At least 180 days have passed since the completion of a suspension and termination, and there is no longer a current support obligation on the case.

When either you or ICAR enter "12", ICAR issues narrative REV210 and calendar flag REV103 indicating the process is ended because current support is now terminated. ICAR issues status REV107 to the payor, status REV106 to the payee, and status REV108 to the third party indicating the review ended because the current support obligation is terminated.

Delete the DCO screen and indicate the reason for deleting the DCO screen when the PROCESS ENDED CODE is 1, 2, 3, 4, 5, 6, 7, 9, 10, 11, or 12. Complete the DCO screen when the PROCESS ENDED CODE is 8.

- ◆ **DATE:** ICAR enters the current date in the MM/DD/CCYY format when the code is entered in the PROCESS ENDED CODE field.

Review Summary Screen (REVSUM)

The REVSUM screen summarizes the review and adjustment information about the current or most recent review of the court order. If there is no review in progress, the REVSUM screen summarizes the most recently completed review. You can page through REVSUM screens to view an older review for an order or a review on another associated order. REVSUM is a view-only screen, which displays information shown on the other review screens.

After you initiate a review or when a review is complete, access the REVSUM screen by:

- ◆ Pressing F7 on the REVIEW1 screen.
- ◆ Pressing F13 on the COURTOR2 or COURTOR2 screen.
- ◆ Typing REVSUM in the NEXT SCREEN field on any screen.
- ◆ Choosing REVSUM on the Main Menu.

D479HL50	IOWA COLLECTION AND REPORTING SYSTEM	DATE:
	REVIEW SUMMARY	TIME:
CASE NUMBER:	C.O.#:	
PAYOR.....:		
PAYEE.....:		
3RD PARTY...:	NECESSARY:	MULT ORDS. (Y/N) :
PREREVIEW BY...:	ABBREVIATED. (Y/N) :	
REV APPR..:	DENY RSN:	
DATE REVIEW INITIATED:	NOI.. (Y/R) :	
NOD ISSUED (Y/V).....:		DATE:
CHALLENGE (CP/RP/TP/OTHST)....:	ACCEPT:	DATE:
REQ COURT HEARING BY.....:	DENY RSN...:	DATE:
RESULTS NC: INC: DEC: HI ORDERED:	MS ORDERED:	DATE:
ORDER FILED.....ADMIN:	JUD.....:	DATE:
REVIEW ENDED.....CODE:	BARRED.....:	DATE:
PROCESS STARTED.....:	DAYS PASSED:	DAYS TO COMPLETE:
F5=INQ F8=REV1 F10=OLD REV F11=NEW REV F13=NXT ORD F14=PRI ORD		
NEXT SCREEN	NOTES	

The REVSUM screen displays information shown on other review screens. However, the following three fields appear only on the REVSUM screen:

- ◆ **PROCESS STARTED:** ICAR displays the date entered in the PREREVIEW REQUESTED BY/DATE field on the REVIEW1 screen.

- ◆ **DAYS PASSED:** ICAR calculates the number of days that have passed since the date entered in the PREREVIEW REQUESTED BY/DATE field. ICAR displays the current number of days passed including the days when the review is postponed for reasons other than location. When you file an order and enter a "Y" in ADMIN ORDER FILED on REVIEW3 or the JUD ORDER FILED field on REVIEW4 or when you end the process using the PROCESS ENDED field on REVIEW4, ICAR stops counting days.
- ◆ **DAYS TO COMPLETE:** This field remains "blank" until you enter a "Y" and the date in the ADMIN ORDER FILED field on REVIEW3 or the JUD ORDER FILED field on REVIEW4. ICAR then computes the number of days to complete the process and displays the number in this field.

COURTOR2 Screen

The COURTOR2 screen contains data about the most recent review for a specific court order. The screen contains information about the party's military status, physical care offset language in the order, the number of overnight visits indicated in the order, modifications conducted by other states, and modifications initiated by a private action.

Access the COURTOR2 screen by pressing F10 on the COURTORD screen.

If the primary court order is under review (there is an active review process), ICAR displays "primary" next to the ADMINISTRATIVE REVIEW (P/D/C) field. If an associated order is under review, ICAR displays "associate" next to the ADMINISTRATIVE REVIEW (P/D/C) field.

The COURTOR2 screen is divided into three sections.

- ◆ The first section displays data about the current or the last completed review.
- ◆ The second section has fields for you to enter data about each party's military status, the physical care offset language in the order, the extraordinary visitation nights in the order, and if the order is terminated or superseded.
- ◆ The third section has fields for you to enter data about other types of modifications such as a judicial modification, an interstate review, or a private modification action. This section also displays data about a current or the last completed administrative modification.

D479HC44	IOWA COLLECTION AND REPORTING SYSTEM COURTOR2	DATE: TIME:
CASE NUMBER: PAYOR.....: PAYEE.....:	COURT ORDER #:	
ADMINISTRATIVE REVIEW (P/D/C) ...:		DATE:

ACTIVE MILITARY (Y/N DATE).....: PAYOR:		PAYEE:
PHYSICAL CARE OFFSET (Y/N).....:		DATE:
EXTRAORDINARY VISITATION NIGHTS.: 0		DATE:
TERMINATED/SUPERSEDED (Y/N).....: FULL:	PARTIAL:	DATE:

JUDICIAL MOD ACTION (P/D/C).....:		DATE:
INTERSTATE REVIEW (P/D/C).....:	RSPN STATE:	DATE:
NOTICE RECD (Y/R)..: DATE:	STATUS (Y/R)	DATE:
PRIVATE MOD (P/D/C).....:		DATE:
ADMINISTRATIVE MOD (P/D/C).....:		DATE:
SUSPENSION.....: 00/00/0000	REINSTATE..:	DATE: 00
F3=UPD, F5=INQ, F6=INTERSTA, F10=COURTOR2, F11=REVIEW1		
NEXT SCREEN:	NOTES:	

The fields, descriptions, and values are:

- ◆ **ADMINISTRATIVE REVIEW (P/D/C):** ICAR enters a code and the date based on the information from the review screens. Valid entries are:
 - P There is a pending review on the court order.
 - D The process was dismissed or ended. We did not file an order. There is a code of 1, 3, 5, 6, 7, 9, 11, or 12 in the PROCESS ENDED CODE field on the REVIEW4 screen.
 - C The process is completed. Either:
 - We filed an order. There is a code of 8 in the PROCESS ENDED CODE field on REVIEW4;
 - The results indicate no change in the child support amount. There is a code of 2 in the PROCESS ENDED CODE field on REVIEW4; or
 - A private modification changed the amount. There is a code of 4 in the PROCESS ENDED CODE field on REVIEW4.
- ◆ **DATE:** ICAR displays the date from the PREREVIEW REQUESTED BY/DATE field on the REVIEW1 when the action is pending. When the process is completed or dismissed, ICAR displays the date from the PROCESS ENDED DATE field on the REVIEW4 screen.

- ◆ **ACTIVE MILITARY (Y/N DATE)/PAYOR/PAYEE:** This field indicates whether the payor or payee is currently active in the military. Valid entries are:
 - Y Yes, the party is currently active in the military. When you enter a "Y" in the PAYOR field, ICAR issues narrative CASE450 and calendar flag CASE210 as a reminder to check on the military status of the payor. When you enter a "Y" in the PAYEE field, ICAR issues narrative CASE212 and calendar flag CASE24 as a reminder to check on the military status of the payee.
 - N No, the party is not currently active in the military. ICAR issues narrative CASE451 for the payor and CASE211 for the payee to indicate the party is not currently active in the military.
- ◆ **DATE:** Enter the date you check the military website and verify a party is active or not active in the military.
- ◆ **PHYSICAL CARE OFFSET/DATE:** Use this field to indicate if there is physical care offset language in the order. Enter a "Y" when there is physical care offset language in the order. See [Physical Care Provisions in the Order](#) to determine if the order provides for split care or shared care arrangements. Enter the date you review the order and determine if there is offset language in the order. Or, if there is an action to disallow the offset or reinstate the offset, enter the date of that court action.

When you enter a "Y", ICAR issues narrative CASE452. When you enter an "N", ICAR issues narrative CASE453.
- ◆ **EXTRAORDINARY VISITATION NIGHTS/DATE:** Use this field to indicate the number of overnights visits the court order states the children have with payor. Enter any number from 0 to 365. An entry in this field is only valid if the court order type is DM, JO, RO, UN, or UP. If the number is equal to or greater than 128, this amount downloads to the guidelines application. If the number is less than 128, a zero downloads. Enter the date you review the court order and determine the number of overnight visits.

When you enter a number and the date, ICAR issues narrative CASE454.
- ◆ **TERMINATED/SUPERSEDED FULL/PARTIAL/DATE:** Use this field to show if the court order number that displays in the COURT ORDER # field is terminated or superseded by another order. Enter the date the support provisions were terminated or superseded, or the date you review the orders and determine the support provisions are not terminated or superseded. Valid entries in the FULL/PARTIAL field are:
 - Y Yes, all or some of the support provisions in the order are terminated or superseded. When you enter a "Y", ICAR issues narrative CASE455.
 - N No, the support provisions in the order are not terminated or superseded. When you enter an "N", ICAR issues narrative CASE459.

- ◆ **JUDICIAL MOD ACTION (P/D/C):** Use this field to indicate if there is a judicial modification action on the case. Do not update this field when there is a private action pending in court or when there is a request for a court hearing in the review process. Valid entries are:
 - P There is a pending judicial modification action on the case. When you enter a "P", ICAR issues narrative CASE456 and enters an "X" in the MODIFICATION PROCESS field and a number in the REVIEW field on the CASESTAT screen. When you enter a "D" or "C" in this field, ICAR removes the entries from the CASESTAT screen.
 - D The judicial modification action was dismissed. An order was not filed. When you enter a "D", ICAR issue narrative CASE457.
 - C The judicial modification action was completed. When you enter a "C", ICAR issues narrative CASE458.

The following fields on the COURTOR2 screen are used to process an interstate REVIEW:

- ◆ **INTERSTATE REVIEW (P/D/C), RSPN STATE, DATE**
- ◆ **NOTICE RECD (Y/R), DATE, STATUS (Y/R), DATE**

See [Requesting that Another State Complete the Review](#) for more information on using these fields during an outgoing interstate referral.

- ◆ **PRIVATE MOD (P/D/C):** Complete this field to document the status of a private modification action. Update the field when you become aware of a pending private action even if there is not a pending review and adjustment process on the case. Valid codes are:
 - P A private modification action is pending.
 - If no review is in progress,** ICAR issues narrative CASE298. ICAR also issues status CASE43 to the payor, status CASE44 to the payee, and status CASE45 to the third party advising them of the pending private mod. ICAR issues calendar flag CASE155 for 90 calendar days in the future. When you enter "D" or "C" in this field ICAR deletes this flag.
 - If a review is in progress,** ICAR enters a code of PMP in the POSTPONED/RSN field on the REVIEW1 screen and issues narrative REV101 and calendar flag REV63. ICAR issues status REV83 to the payor, status REV84 to the payee, and status REV85 to the third party advising them that the review is postponed because a private mod is pending. ICAR issues calendar flag REV63 for 90 calendar days in the future. When you enter "D" or "C" in this field ICAR deletes this flag.

When you enter a "P" in this field, ICAR updates the CASESTAT screen by entering an "X" in the MODIFICATION PROCESS field and a number in the REVIEW field. When you enter a "D" or "C" in this field, ICAR removes the entries from the CASESTAT screen.

- D The private modification is dismissed.

If no review is in progress, ICAR issues narrative CASE299 documenting the dismissal.

If a review is in progress, ICAR issues narrative REV102 and calendar flag REV66 indicating the private mod is dismissed. ICAR issues status REV86 to the payor, status REV87 to the payee, and status REV88 to the third party advising the private mod is dismissed and that the review is reopened.

- C The private modification is complete.

If no review is in progress, ICAR issues narrative CASE300 and calendar flag CASE156 documenting that action is complete. ICAR prompts you to obtain a copy of the order, update ICAR with the order information, and determine if enforcement actions are needed.

If a review is in progress, ICAR issues narrative REV103 and calendar flag REV67 indicating the private mod is complete. ICAR ends the review by entering a "4" in the PROCESS ENDED CODE field on the REVIEW4 screen. ICAR prompts you to obtain a copy of the order, update ICAR with the order information, and determine if enforcement actions are needed.

ICAR displays information from any administrative modification actions on the case in the ADMINISTRATIVE MOD field.

Currently, we do not use the SUSPENSION or the REINSTATE fields on COURTOR2.

Special Circumstances Affecting The Review Process

Special circumstances may affect the review and adjustment process. Special circumstances include:

- ◆ [Interstate cases](#)
- ◆ [Postponing](#) and [reopening a postponed review and adjustment](#)
- ◆ [Withdrawing a request for review and adjustment](#)
- ◆ [Non-parental custodial caretakers](#)
- ◆ [Multiple support orders](#)
- ◆ [Concurrent actions](#)
- ◆ [Death of one of the parties](#)
- ◆ [Incarcerated Payors](#)
- ◆ [Servicemembers Civil Relief Act \(SCRA\)](#)
- ◆ [Social Security Income \(SSI\)](#)
- ◆ [Physical care provisions in the order](#)

Interstate Cases

Legal reference: 28 U.S.C. 1738B, 45 CFR 303.7, 303.8(f), Iowa Code Section 252H.14(2), 252K

Interstate processing involves two states, usually one state that issued the order and one state that is enforcing the order. The following situations require interstate processing:

- ◆ Iowa issued the order but another state is enforcing the order and no party subject to the order lives in Iowa. See [Requesting that Another State Complete the Review](#).
- ◆ Iowa did not issue an order, but Iowa is enforcing an order issued by other state and no party subject to the order lives in the order issuing state. See [Responding to Another State's Request to Complete the Review](#). These account type identifies cases referred to Iowa by another state:
 - 14 Public Assistance case.
 - 15 Non-Public Assistance case.
 - 16 Foster Care case.
 - 19 Medicaid case.
- ◆ Another state issued the order but does not have jurisdiction to modify the court order. The non-requestor of the modification lives in Iowa. Register the order in Iowa. See [Registering Another State's Order](#).

When you receive a request to review an order, look at the order to see if interstate processes apply. See 9-K, [Interstate Case Processing](#) for policy and procedures for interstate cases.

Requesting that Another State Complete the Review

If you receive a request to review an order, and another state has modification jurisdiction, generate form 470-3251, *Review Request Acknowledgment*, to the requestor acknowledging the request. Explain that you will forward the request to the appropriate agency in the other state. Tell the party that the other state must conduct the modification according to that state's laws, policies, and procedures.

The other state:

- ◆ Provides notice of its intent to modify the order to all parties.
- ◆ Gathers and verifies information.
- ◆ Conducts the modification.
- ◆ Provides notice of its decision to all parties.
- ◆ Determines costs associated with the modification and who pays the costs.

Cooperate with the other state in the modification process by:

- ◆ Responding to requests for information.
- ◆ Contacting parties within our jurisdiction to obtain information or documentation.
- ◆ Forwarding notices to parties within our jurisdiction.
- ◆ Updating requests and tracking progress.

See 9-K, [Interstate Case Processing](#) for policy and procedures for interstate cases. See [Continuing, Exclusive Jurisdiction](#) for help determining which state is the proper state to modify the order.

When you refer to another state to modify the order, and you complete the INTERSTA screen, ICAR displays the COURTOR2 screen for the court order you entered in OTHER ST CRT# on INTERSTA.

D479HC44	IOWA COLLECTION AND REPORTING SYSTEM	DATE:
	COURTOR2	TIME:
CASE NUMBER:	COURT ORDER #:	
PAYOR.....:		
PAYEE.....:		
ADMINISTRATIVE REVIEW (P/D/C)....:		DATE:

ACTIVE MILITARY (Y/N DATE).....:	PAYOR:	PAYEE:
PHYSICAL CARE OFFSET (Y/N).....:		DATE:
EXTRAORDINARY VISITATION NIGHTS.: 0		DATE:
TERMINATED/SUPERSEDED (Y/N).....:	FULL: PARTIAL:	DATE:

JUDICIAL MOD ACTION (P/D/C).....:		DATE:
INTERSTATE REVIEW (P/D/C).....:	RSPN STATE:	DATE:
NOTICE RECD (Y/R) ...:	DATE:	STATUS (Y/R)
PRIVATE MOD (P/D/C).....:		DATE:
ADMINISTRATIVE MOD (P/D/C).....:		DATE:
SUSPENSION.....: 00/00/0000	REINSTATE..:	DATE: 00
F3=UPD, F5=INQ, F6=INTERSTA, F10=COURTOR, F11=REVIEW1		
NEXT SCREEN:	NOTES:	

The fields, descriptions, and values are:

- ◆ **INTERSTATE REVIEW (P/D/C):** ICAR completes this field only when another state is conducting the review and Iowa is **not** the responding state. Update the field as needed to track the status of the review. Valid codes are:
 - P Pending. The request was forwarded to another state for modification. ICAR displays this entry if you linked the Interstate Contact Screen A (INTERSTA) screen.

ICAR generates form 470-3251, *Review Request Acknowledgment*, informing the requestor that the request for review was forwarded to the appropriate state. ICAR issues narrative REV97 documenting this action.
 - D The request is dismissed. Enter this code when the other state dismisses the request.

ICAR issues narrative REV177 and calendar flag REV93 for you to enter the reason for dismissal.
 - C The review is complete. Enter this code when the other state completes the review.

ICAR issues narrative REV176 and calendar flag REV92 documenting this action.

- ◆ **RSPN STATE:** ICAR enters the two-letter state code indicating the state conducting the modification. If the case is with a foreign country or a Tribal IV-D agency, digits 3, 4, and 5 display from the FIPS field on the INTERSTA screen.
- ◆ **DATE:** ICAR enters the current date in the MM/DD/CCYY format. When the other state completes or dismisses the review, enter that date.

NOTE: Press F3 twice to update the COURTOR2 screen. If you don't take this step, the process does not link to the INTERSTA.

Once the COURTOR2 screen is updated, ICAR enters "Y" in the EST/REV combination on the INTERSTA screen linking the review to the interstate process.

When you receive notification from the responding state about any action on the case, make the following entries on the COURTOR2 screen:

- ◆ **NOTICE RECD (Y/R):** Use this field to record you received a notice from the state performing the modification. Valid entries are:

Y You received a notice.

R You received a subsequent notice.

When you enter "Y" or "R," ICAR issues narrative REV153 and calendar flag REV78 telling you to comply with federal regulations by sending a copy of the notice to the Iowa party within **five** calendar days. If you do **not** indicate that you sent the copy by entering "Y" in the STATUS field within five calendar days, ICAR issues calendar flag REV79 reminding you to complete this action.

- ◆ **DATE:** Enter the date you received the notice or subsequent notice.
- ◆ **STATUS (Y/R):** When you make an entry in this field, ICAR issues a status to the Iowa party indicating a notice was received from the other state. Valid entries are:

Y ICAR issues the status. When you enter "Y" or "R," ICAR issues narrative REV154 and, as appropriate, status REV89 to the payor, status REV90 to the payee, and status REV91 to the third party advising them of receipt of the notice.

R ICAR reissues the status.

- ◆ **DATE:** ICAR enters the date in the MM/DD/CCYY format the status is issued

Responding to Another State's Request to Complete the Review

Legal reference: 45 CFR 303.7, Iowa Code Section 252K

If you receive a request from another state IV-D agency to modify an order that Iowa has jurisdiction to modify, conduct the review in accordance with the policy and procedures for reviewing any other Iowa order.

You may receive a direct request from a party in another state about modifying an Iowa order over which Iowa has jurisdiction. Tell the requestor that one of the parties must apply for NPA services in Iowa if there is **not** an active NPA case with current support in that person's state or in Iowa. The requestor must also complete form 470-2749, *Request to Modify a Child Support Order*.

In either situation, rules for conducting the review apply as though the request originated in Iowa. During the review:

- ◆ Determine if the requestor is entitled to request a review and adjustment.
- ◆ Determine if review and adjustment is appropriate.
- ◆ Determine if Iowa should conduct the review and adjustment.

NOTE: Complete DCO analysis. See [Determining the Controlling Order \(DCO\)](#). If there are multiple orders from multiple states, complete DCO analysis and do the official determination within the review and adjustment process.

- ◆ Provide notice of intent to all parties.
- ◆ Gather and verify information.
- ◆ Conduct the review.
- ◆ Provide a notice of decision to all parties.
- ◆ Determine costs associated with the review and who pays the costs.
- ◆ Keep the other state advised of the status of the review.

The other state cooperates with the review and adjustment process by:

- ◆ Providing the county and docket number for the order.
- ◆ Responding to requests for information.
- ◆ Providing service of process when needed.

- ◆ Contacting parties within the jurisdiction of the other state to obtain information or documentation.
- ◆ Forwarding notices to parties within the jurisdiction of the other state.

See 9-K, [Interstate Case Processing](#), for policy and procedures for interstate cases.

Entering the Incoming Request on ICAR

Access the INTERSTA screen. The incoming case INTERSTA screens should already be set up.

Use the **boldfaced** fields on the INTERSTATE CONTACT SCREEN A (INTERSTA) to enter data to initiate the review.

D479HI01	IOWA COLLECTION AND REPORTING SYSTEM		DATE:
	INTERSTATE CONTACT SCREEN A		TIME:
CASE NUMBER:		DRI:	
PAYOR/AF:		FVI:	
PAYEE:		WORKER ID:	
IOWA COURT-ORD#:		CENTRAL REGIST#:	
INIT STATE:	FIPS: 00 000 00	RSPN STATE:	FIPS: 00 000 00
OTHER ST CASE#:		OTHER ST CRT#:	
LOC RCVING RFRAL:	00 00 0000	REFERRAL SENT:	00 00 0000
ACKNOWLEDGMENT:	00 00 0000		
		UIB ONLY:	
		DISMISSED/ENDED:	00 00 0000
SELECT:	REFERRAL TYPE:	PROCESS:	LINKED?:
SELECT:	REFERRAL TYPE:	PROCESS:	LINKED?:
SELECT:	REFERRAL TYPE:	PROCESS:	LINKED?: MORE?:
COMMENT:			
F2=ADD F3=UPD F4=DEL PROC(S) F5=INQ F6=PROC F7=BACK F8=FRWD F9=REFRESH			
F10=PRIOR PROC F11=NEXT PROC F12=INTERST2 F13=INTERST3 F14=INTERST4			
NEXT SCREEN:	NOTES:		

The fields, descriptions, and values are:

- ◆ **WORKER ID:** Enter the worker ID of the individual who sends and receives interstate statuses and calendar flags.
- ◆ **IOWA COURT ORD#:** Enter the primary court order number exactly as it appears on the COURTOR screen.

NOTE: ICAR identifies this action as an incoming interstate review request when you complete this field. Make sure to enter the court order number of the order being registered. This number must match the number in the COURT ORDER NUMBER field on the COURTOR screen.

- ◆ **CENTRAL REGIST#:** ICAR displays this data.

- ◆ **SELECT:** This field allows you to select and link referral types and process. Enter "X" in a blank line to initiate the interstate referral process.
- ◆ **REFERRAL TYPE:** Enter "EST" as the referral type.
- ◆ **PROCESS:** Enter "REV" as the process.
- ◆ **LINKED?:** ICAR displays "Y" when the EST/REV combination is linked to the interstate process.

Press F3 to update. ICAR links this combination to the INTERSTA screen. When you press F3 to update, ICAR displays the REVIEW1 screen. See [ADMIN REVIEW AND ADJUST - 1 \(REVIEW1\) Screen](#), for instructions to complete the REVIEW1 screen.

```

D479HL51          IOWA COLLECTION AND REPORTING SYSTEM          DATE:
                  ADMIN REVIEW AND ADJUST - 1                  TIME:

CASE NUMBER:                CSRU ATTY.:          SIGNATURE ID.:
PAYOR.....:                LOC KNOWN.:          CC RP ATTY...:
PAYEE.....:                LOC KNOWN.:          CC CP ATTY...:
3RD PARTY (Y/N):          NECESSARY:          LOC KNOWN.:          FOSTER CARE...:

C.O.#:                    MULT ORD.(Y/N):          CNTY:
INTERSTATE.....(Y/N):          INIT STATE:          RTN REQ:          DATE:
PREREVIEW REQUESTED BY...:          DATE:          ABBREVIATED (Y/N):
REVIEW APPROPRIATE (Y/N):          DENY RSN...:          DATE:
DATE REVIEW INITIATED....:          NOI..(Y/R):          DATE:
POSTPONED (Y): # RSN:          REOPENED(Y):          DATE:

NOI GEN SERVICE REQ(T (Y/G/R):
CP: I/O:          RP: I/O:          TP: I/O:
SERVED (Y/G/A/U/N DATE): CP:          RP:          TP:
REASON NOT SERVED: CP:          RP:          TP:

F2=ADD F3=UPD F5=INQ F6=INTERSTA F7=REVSUM F8=REV2 F9=REFRESH F10=OLD REV
F11=NEW REV F12=COURTORD F13=NXT ORD F14=PRI ORD
NEXT SCREEN:          NOTES:
    
```

When you complete the initial REVIEW1 screen entries, you must press F2 twice to initiate the interstate review. If you don't, the link will not be established. ICAR displays a "Y" in the LINKED? field on the INTERSTA screen, linking the review to the interstate process.

Complete the remaining screen fields as you do for a non-interstate review.

Postponing a Review

If a review and adjustment is appropriate for the case, but circumstances prevent a review at this time, postpone the review. A postponed review is active but delayed. Most reviews are postponed for a short period, but a review may remain postponed for up to three years, if postponed because of location. ICAR issues appropriate narratives, calendar flags, and statuses when you postpone a review. Valid reasons to postpone are as follows:

- ◆ We don't know the location of at least one of the necessary parties (including a non-parental caretaker). In this case, neither form 470-3253, *Notice of Intent to Review and Adjust a Child Support Obligation* (NOI), nor form 470-3259, *Notice of Decision to Review and Adjust a Child Support Obligation* (NOD) (in an abbreviated review or ICAR3 review), has been served on the non-located party.
- ◆ Changes in financial circumstances have not yet lasted for three months or it is not yet clear that you can reasonably expect circumstances to continue for an additional three months.
- ◆ A private modification is pending that seeks to modify the child support obligation or custody issues are pending in a private court action.
- ◆ There is an active suspension in process.
- ◆ A party is active in the military and unable to participate or "appear"
- ◆ Other reasons. Use this option in **very limited** instances. Most circumstances that occur in a review have appropriate reason codes, listed below.

Use the **boldfaced** fields on the REVIEW1 screen to postpone a review.

D479HL51	IOWA COLLECTION AND REPORTING SYSTEM		DATE:
	ADMIN REVIEW AND ADJUST - 1		TIME:
CASE NUMBER:	CSRU ATTY.:	SIGNATURE ID.:	
PAYOR.....:	LOC KNOWN.:	CC RP ATTY.:	
PAYEE.....:	LOC KNOWN.:	CC CP ATTY.:	
3RD PARTY (Y/N):	NECESSARY:	LOC KNOWN.:	FOSTER CARE.:
C.O.#:	MULT ORD. (Y/N):	CNTY:	
INTERSTATE.....(Y/N):	INIT STATE:	RTN REQ:	DATE:
PREREVIEW REQUESTED BY...:	DATE:	ABBREVIATED (Y/N):	
REVIEW APPROPRIATE (Y/N):	DENY RSN.:	DATE:	
DATE REVIEW INITIATED...:	NOI..(Y/R):	DATE:	
POSTPONED (Y): # RSN:	REOPENED(Y):	DATE:	
NOI GEN SERVICE REQ(T (Y/G/R):			
CP: I/O:	RP: I/O:	TP: I/O:	
SERVED (Y/G/A/U/N DATE):	CP:	RP:	TP:
REASON NOT SERVED:	CP:	RP:	TP:
F2=ADD F3=UPD F5=INQ F6=INTERSTA F7=REVSUM F8=REV2 F9=REFRESH F10=OLD REV			
F11=NEW REV F12=COURTORD F13=NXT ORD F14=PRI ORD			
NEXT SCREEN:	NOTES:		

The fields, descriptions, and values are:

- ◆ **POSTPONED (Y):** This field indicates if the review is postponed. Valid entries are:
 - Y The review is postponed. ICAR automatically postpones the review when there is not a verified address or income provider on ICAR for one of the necessary parties and that party is not served. The payor and payee are always necessary parties (except pure foster care cases). A third party may be a necessary party. See [Identifying Necessary Parties Who Can Request Review and Adjustment](#).

You may enter the "Y" to postpone the review when you determine postponement is appropriate for another reason using the code listed below.
 - Z The review may proceed. ICAR makes this entry when the REOPENED (Y) field is "Y." ICAR continues to display the former RSN and DATE so you can see why and when it was last postponed.

If a postponement ends and another postponement becomes appropriate, change the "Z" in the POSTPONED (Y) field to "Y." ICAR then allows entry of the new postponement reason.
- ◆ **#:** This field indicates the number of postponements that have occurred for this review. ICAR makes this entry.
- ◆ **RSN:** This field indicates the reason for the postponement. ICAR requires an entry when the POSTPONED field is "Y." Valid entries are:
 - LOC The location of at least one necessary party is unknown and the party has not accepted service or been served form 470-3253, *Notice of Intent to Review and Adjust a Child Support Obligation*, or form 470-3259, *Notice of Decision to Review and Adjust a Child Support Obligation* in an abbreviated review or ICAR3 review. ICAR makes the entry when "N" is in one or more of the payor, payee, or necessary third party loc known fields. Only ICAR postpones the review until location is complete.

NOTE: Postponement may last for up to three years. The three years is calculated from the last date the review was postponed for location. ICAR does not store the original location postpone date; therefore, the three years is not calculated from the original location postpone date.

If the case is pure foster care, only a Foster Care worker can enter a "Y" in the foster care field on the REVIEW1 screen. ICAR postpones the review for location only if ICAR does not show a verified address or income provider for the payor and the payor is not served.

When "LOC" is in the rsn field, ICAR displays form 470-3251, *Review Request Acknowledgment*. Select the appropriate option to inform the requestor that the review will be reopened as soon as location is known for all necessary parties. No additional request from the requestor is required. The *Review Request Acknowledgment* would not be sent if the location of the requestor is unknown.

If the loc known field for any party is initially "Y" but changes to "N" prior to service of the NOI packet or NOD packet, ICAR postpones the review until the location is verified. ICAR will not postpone the review if you lose location after service of the NOI or NOD packet.

ICAR issues the following narratives, calendar flags, and a status depending on which party requested the review and which party is not located.

Requestor	Not located	Narrative	Flag	Status
Payee	Payor	REV16	None	REV3
Payee	Necessary TP	REV17	None	REV5
Payor	Payee	REV15	REV15	REV1
Payor	Necessary TP	REV122	None	REV6
Necessary TP	Payor	REV121	None	REV4
Necessary TP	Payee	REV120	REV15	REV2
Any party including CSRU, ICAR1, and ICAR3	Any party	REV156	None	None

ICAR automatically reopens the review when addresses for all parties are verified. ICAR updates the date review initiated with the current date and the reopened (y) field with "Y" and the date field with the current date. ICAR issues a calendar flag notifying you to attempt or reattempt service. Regenerate the notice packet if necessary.

FIN Enter this code when the financial changes are less than three months old or the changes may not last an additional three months. When using this reason, look for the change in income not in the income provider.

1. The ABC Company hired Mr. A through an employment agency as temporary help. The ABC Company then hired Mr. A as a permanent employee, doing the same job, for the same wage.

Do not postpone the review using FIN in this situation. Changing from temporary to permanent employment is not a change in financial circumstances.
2. Mrs. G was working for the Green Factory when you started the review. Now Mrs. G works for the Red Factory because it is closer to her home. She is doing the same type of job, for the same pay she was making at the Green Factory.

Do not postpone the review using FIN in this situation. Changing from one employer to another employer is not considered a change in financial circumstances unless the income changes.

Another example of this may be when one company buys another company. Even though the name of the employer changes, if the party's income does not change, you would not postpone the review with FIN.

3. Mr. M was making \$40,000 per year. During the review process, the business closes, and permanently lays off all employees. Mr. M now has zero income.

When you get the appropriate documentation, postpone the process for three months using the FIN code. If Mr. M expects the change to last an additional three months, reopen the review and issue the guidelines based on zero income. Do not keep the review postponed for the additional three months.

If Mr. M doesn't expect the change to last an additional three months, leave the review postponed until you find out the financial circumstances have changed, or the second three months have passed. At that time, issue the guidelines using the current income, even if it is still zero income.

4. Ms. U received UIB for the last three months. You verify the UIB ended, and Ms. U has no other source of income.

Postpone the review for three months using the FIN code. If Ms. U expects the change to last an additional three months, reopen the review and issue the guidelines based on zero income. Do not keep the review postponed for the additional three months.

If Ms. U doesn't expect the change to last an additional three months, leave the review postponed until you find out the financial circumstances have changed, or the second three months have passed. At that time, issue the guidelines using the current income.

5. Mr. C was in prison at the time you started the review. He was working while in prison, making 50 cents per day. Now he is out of prison and has no job and zero income.

Whether Mr. C did or did not work while in prison, postpone the review for three months using the FIN code. If Mr. C expects the change to last an additional three months, reopen the review and issue the guidelines based on zero income.

If Mr. C doesn't expect the change to last an additional three months, leave the review postponed until you find out the financial circumstances have changed or the second three months have passed. At that time, issue the guidelines using the current income.

If possible, serve all necessary parties with form 470-3253, *Notice of Intent to Review and Adjust a Child Support Obligation*, or 470-3259, *Notice of Decision to Review and Adjust a Child Support Obligation* in an abbreviated review or ICAR3 review, along with the other documents in the notice packet. Enter a "Y" in the POSTPONED field and "FIN" in the RSN field. ICAR enters the current date.

ICAR issues narrative REV25 indicating the reason for postponement and statuses REV16 to the payor, REV17 to the payee, and REV18 to the third party telling them about the financial circumstances postponement.

If you do not reopen the review by entering "Y" in the REOPENED (Y) field on the REVIEW1 screen or end the review by entering a code in the PROCESS ENDED field on REVIEW4 within 90 calendar days, ICAR reopens the process and issues narrative REV30 and calendar flag REV28 telling you the process is open and to continue with the review.

Conduct the review or end the process as appropriate.

PMP Enter "P" in the PRIVATE MOD field on the COURTOR2 screen to indicate a private modification is in progress that addresses the child or medical provisions of the order. **Note:** This includes the notice of a pending temporary modification. ICAR then enters "Y" in the POSTPONED (Y) field on the REVIEW1 screen and updates the DATE field with the date in the PRIVATE MOD DATE field on the COURTOR2 screen.

If possible, serve all necessary parties with form 470-3253, *Notice of Intent to Review and Adjust a Child Support Obligation*, or 470-3259, *Notice of Decision to Review and Adjust a Child Support Obligation* in an abbreviated review or ICAR3 review, along with the other documents in the notice packet.

ICAR issues narrative REV101 stating the reason for postponement and statuses REV83 to the payor, REV84 to the payee, and REV85 to the third party telling them about the private modification postponement.

If you do not indicate the private modification is ended or completed by entering "D" (dismissed) or "C" (complete) in the PRIVATE MOD field on the COURTOR2 screen within 90 calendar days, ICAR issues calendar flag REV63 to remind you to act on the postponement.

If a "D" is entered in the PRIVATE MOD field on the COURTOR2 screen ICAR opens the review by entering a "Y" in the REOPENED field and a date in the DATE field on the REVIEW1 screen. The "D" indicates the court did not take action on child support, and you can continue the review.

If a "C" is entered in the PRIVATE MOD field on the COURTOR2 screen, ICAR automatically ends the review by entering a code of "4" in the PROCESS ENDED CODE field on the REVIEW4 screen. The "C" indicates the court did take action on child support and you do not need to continue the review.

SUS ICAR postpones a review automatically when you open the suspension screens before you generate the review order. There are two times when ICAR will not postpone the review, but will stop you from adding the suspension:

1. You have generated the review order.

When you generate the review order and then attempt to add a suspension, ICAR stops you from adding the suspension until you finish the review action. The SUSC1 or SUSP1 screen displays the message: CANNOT ADD SUSPENSION. ORDER UNDER MODIFICATION. ICAR won't postpone the review.

If you have an active review where you are ready to generate the order but you receive a suspension request, you should generate the review order before adding the suspension screens. Then ICAR stops you from adding the suspension until you finish the review process. After the order is modified, if you need to continue with the suspension you can add the suspension screens.

2. The review action has a hearing request.

When there is a request for hearing at any point of the review process, ICAR stops you from adding the suspension until you finish the review action. The SUSC1 or SUSP1 screen displays the message: CANNOT ADD SUSPENSION. ORDER UNDER MODIFICATION. ICAR won't postpone the review. The suspension worker should alert the review worker **and** office attorney of the suspension request. The attorney can let the court know that the parties are interested in suspending the order during the hearing.

ICAR generates the following review narratives and flags when you add a suspension on a case with an active review.

Narrative REV 27 Review of support order postponed due to suspension request or action. Status generated for payor, payee, and any necessary third party.

Flag REV 25 Check on postponement of R&A due to suspension.
When you make entries to show you filed the suspension order, ICAR ends the suspension screens with a code 2. After the six-month period of reinstatement, ICAR ends the review process if there is no obligation left to modify (the suspension was for all children). ICAR generates the following review narratives and flags when the suspension ends and closes, and the obligation terminates.

Narrative REV 210 R&A process ended. Process postponed due to pending suspension. Current support is now terminated. Status generated to all parties.

Flag REV 103	<p>Postponed R&A has been ended because the current support obligation is terminated due to a suspension. Review for accuracy.</p> <p>Sometimes, the suspension process ends with only a partial change or no change to the obligation. This happens when fewer than all the children go to live with the payor, a party doesn't return the forms, or if the suspension is no longer valid for another reason. ICAR reopens the postponed review so you can continue that process. ICAR generates the following review narratives and flags when the suspension ends and closes, but there is still an obligation due on the order.</p>
Narrative REV 30	<p>Postponed R&A has been reopened. Status generated for payor, payee, and any necessary third party.</p>
Flag REV 28	<p>Postponed R&A has been reopened. Continue process.</p>
MIL	<p>Use this code only if a party is active in the military and unable to participate or "appear" in the process.</p> <p>ICAR issues narrative REV207 showing the reason for the postponement and calendar flag REV102 180 calendar days from the date you postpone the process to check the status of the postponement. ICAR issues statuses REV104 to the payor, REV103 to the payee, and REV105 to the third party advising of the military postponement. See Servicemembers Civil Relief Act, for correct procedures for processing reviews involving a service member.</p> <p>If you do not reopen the review by entering "Y" in the reopened (y) field on the REVIEW1 screen or end the review by entering a code in the process ended code field on REVIEW4 within 180 calendar days, ICAR issues calendar flag REV102 to remind you to take action.</p> <p>Conduct the review or end the process as appropriate.</p>
OTH	<p>Use this code only when none of the listed reasons fit your postponement circumstances. Use this reason code infrequently. You should be able to use a different reason code to postpone in most situations. this reason code.</p>

1. You receive a request for review. Before serving the payee, you lose location on her. Do not use OTH to postpone the review. Make appropriate updates to the CPADDVER screen, and let ICAR postpone for LOC. See Postpone reason LOC for more information.
2. You receive a request for review. During the review process, the payor who was working goes to prison. Do not use OTH to postpone the review. Use the FIN reason, because there has been a possible change in the payor's financial situation, which requires you to follow 3 month/ 3 month policy. See Postpone reason FIN for more information. This is true whether the party goes to jail or prison
3. You receive a request for review. You find out during the process that the payor filed a private modification to address a custody change. Do not use OTH to postpone the review. Use the PMP reason to indicate there is a private modification which might change the outcome of the review. See Postpone reason PMP for more information.
4. The payor requests the review. After you send the Notice of Decision, the payor calls and says he's thinking about withdrawing his request. **Do not** postpone the review. If the payor submits a written request for withdrawal, follow the withdrawal procedures described later in this section. If the payor does not submit a written request for withdrawal, finish the review.
5. The payee requests the review. During the process, the payee dies. You know the children have gone to a caretaker. Postpone the review using the OTH code pending redirection of the order.
6. You receive a request for review. During the process, the payor goes to jail. Do not use OTH to postpone the review. Use the FIN reason, because there has been a possible change in the payor's financial situation, which requires you to follow 3 month/ 3 month policy. See Postpone reason FIN for more information.
7. You receive a request for review. During the process, you find out both the payor and the payee are incarcerated, and you do not know where the children are. Postpone the review using the OTH code until you find out where the children are.

If possible, serve all necessary parties with the NOI, or NOD in an abbreviated review or ICAR3 review, along with the other documents in the notice packet.

ICAR issues user-input narrative REV29 for you to enter the reason for postponement and issues statuses REV28 to the payor, REV29 to the payee, and REV30 to the third party telling them about the other reason for postponement.

If you do not reopen the review by entering "Y" in the REOPENED (Y) field on the REVIEW1 screen or end the review by entering a code in the PROCESS ENDED CODE field on REVIEW4 within 90 calendar days, ICAR reopens the process and issues narrative REV30 and calendar flag REV28 telling you the process is open and to continue with the review. Conduct the review or end the process as appropriate.

- ◆ **DATE:** Entries in this field indicate the date the review was postponed. If LOC appears in the RSN field, ICAR enters the date. Enter the date for all other RSN codes. ICAR requires an entry if you postpone the review.

Reopening a Postponed Review

When the reason for postponing a review is resolved, you may need to reopen the review. ICAR automatically reopens the review when location is verified through the ADDRESS/EMPLOYER UPDATE program or when you verify an address or income provider. ICAR issues appropriate narratives, calendar flags, and a status when you reopen a postponed review.

Use the **boldfaced** fields on the REVIEW1 screen to reopen a postponed review.

D479HL51	IOWA COLLECTION AND REPORTING SYSTEM		DATE:
	ADMIN REVIEW AND ADJUST - 1		TIME:
CASE NUMBER:	CSRU ATTY.:	SIGNATURE ID.:	
PAYOR.....:	LOC KNOWN.:	CC RP ATTY...:	
PAYEE.....:	LOC KNOWN.:	CC CP ATTY...:	
3RD PARTY (Y/N):	NECESSARY:	LOC KNOWN.:	FOSTER CARE...:
C.O.#:	MULT ORD. (Y/N):	CNTY:	
INTERSTATE..... (Y/N):	INIT STATE:	RTN REQ:	DATE:
PREREVIEW REQUESTED BY...:	DATE:	ABBREVIATED (Y/N):	
REVIEW APPROPRIATE (Y/N):		DENY RSN...:	DATE:
DATE REVIEW INITIATED....:		NOI.. (Y/R):	DATE:
POSTPONED (Y): # RSN:		REOPENED (Y):	DATE:
NOI GEN SERVICE REQ (Y/G/R):			
CP: I/O:	RP: I/O:	TP: I/O:	
SERVED (Y/G/A/U/N DATE):	CP:	RP:	TP:
REASON NOT SERVED:	CP:	RP:	TP:
F2=ADD F3=UPD F5=INQ F6=INTERSTA F7=REVSUM F8=REV2 F9=REFRESH F10=OLD REV			
F11=NEW REV F12=COURTORD F13=NXT ORD F14=PRI ORD			
NEXT SCREEN:		NOTES:	

The fields, descriptions, and values are:

- ◆ **REOPENED (Y):** This field indicates that a postponed review is reopened.
 - Y The review is reopened. Enter "Y" to reopen the review when postponement for reason codes "FIN," "PMP," "SUS," "MIL", or "OTH" is resolved and reopening is the appropriate action. ICAR issues narrative REV30 indicating the review is reopened and calendar flag REV28 to track actions. ICAR issues statuses REV31 to the payor, REV32 to the payee, and REV33 to the third party telling them you reopened the review.

When the parties are located (the postponement reason code was "LOC"), ICAR enters "Y" to reopen the review. ICAR issues the following narratives, calendar flags, and statuses when a review postponed for location is reopened.

Requestor	Person Now located	Narrative (online)	Flag (online)	Status (online)	Status (batch)
Payee	Payor	REV18	REV16	REV7	REV44
Payee	Necessary TP	REV20	REV18	REV11	None
Payor	Payee	REV19	REV17	REV9	REV46
Payor	Necessary TP	REV125	REV18	REV12	None
Necessary TP	Payor	REV123	REV16	REV8	REV45
Necessary TP	Payee	REV124	REV17	REV10	REV47
Any party including CSRU, ICAR1, and ICAR3	Any party	REV151	REV75	None	None

When a "Y" is entered in the REOPENED field, ICAR enters a "Z" in the POSTPONED (Y) field to indicate that the RSN and DATE entries apply to the original postponement. If a REVIEW is postponed again later, enter a "Y" in the POSTPONED field with a new RSN and DATE. At that point, ICAR blanks out the entries in the REOPENED field and its corresponding DATE field.

When the review is postponed with "FIN" or "OTH" and you do not reopen the review by entering "Y" in the REOPENED (Y) field on the REVIEW1 screen or end the review by entering a code in the PROCESS ENDED CODE field on REVIEW4 within 90 calendar days, ICAR reopens the process and issues narrative REV30 and calendar flag REV28 telling you the process is open and to continue with the review.

- ◆ **DATE:** ICAR enters the current date.

Withdrawing a Request for Review

Legal reference: 441 IAC 99.70

The requestor may ask to withdraw the request for review and adjustment. No other party can submit a request to withdraw from the action. Act on the withdrawal only if the request is in writing. Within five calendar days of receiving a written request to withdraw, enter the request on the REVIEW2 screen.

Examine the case to determine whether to accept or deny the request. Deny the request to withdraw from the review if the non-requestor indicates a desire to continue.

NOTE: If the requestor asks to withdraw from the process, the current account type has no bearing on whether you accept or deny the request to withdraw.

Otherwise, proceed with the request to withdraw. The timing of the request to withdraw determines the actions you take.

Requests to Withdraw Before Service of Notice of Intent

The requestor waives personal service and agrees to accept service by mail by signing the *Request to Modify a Child Support Order*. If the requestor asks to withdraw before the NOI packet has been served on the non-requestor, accept the withdrawal. You do not have to offer the other party the opportunity to continue the review process.

The requestor is **not** barred from requesting another review and adjustment before the two-year waiting period has passed.

Requests to Withdraw After Service of Notice of Intent

The requestor may ask to withdraw from the review and adjustment process after you served the non-requestor with the NOI. If so, notify the non-requestor of the withdrawal request by sending the form 470-3256, *Notice of Withdrawal Request (252H)*. Allow the non-requestor an opportunity to agree with the withdrawal or to continue with the review by completing and submitting form 470-3257, *Request to Continue Review (252H)*. Allow ten calendar days for the non-requestor to reply.

- ◆ If the non-requestor returns form 470-3257 and asks to continue the review, move forward with the current review process. The original non-requestor becomes the requestor. Send 470-3258, *Results of Withdrawal Request (252H)*, to notify all parties that the review will continue. Proceed in the same manner as any other review.
- ◆ If the non-requestor returns form 470-3257 and asks to stop the process, send all parties form 470-3258, *Results of Withdrawal Request (252H)*, notifying them that we will end the process at their request. The requestor and the non-requestor are barred from requesting review and adjustment services for two years.
- ◆ If the non-requestor fails to respond to form 470-3256 within the ten-day period, end the review. Send all parties form 470-3258, *Results of Withdrawal Request (252H)*, notifying them we will end the review. The requesting party is barred from requesting review and adjustment services for two years. The non-requestor is not barred from requesting review and adjustment.

Requests to Withdraw and Terminate CSRU Services During a Review

If you receive a request to withdraw and terminate CSRU services while a review and adjustment is in progress for a non-public assistance case, follow the scenario below that best fits the situation, or discuss the case with your supervisor.

- ◆ The payee requested CSRU services and the payee requested review. The payee asks to withdraw the request for review and to terminate CSRU services:

End the review if the payor does not request to continue.

- ◆ The payee requested CSRU services and the payee requested review. The payee asks to withdraw the request for review and to terminate CSRU services:

Continue the review if the payor requests to continue.

- ◆ The payee requested CSRU services and the payor requested review. The payor asks to withdraw the request for review. The payee requests termination of CSRU services:

End the review if the payee does not request to continue.

- ◆ The payee requested CSRU services and the payor requested review. The payor asks to withdraw the request for review. The payee requests termination of CSRU services:

Continue the review if the payee requests to continue.

- ◆ The payee requested CSRU services and the payee requested review. There is a necessary third party. The payee asks to withdraw the request for review and terminate CSRU services:

End the review if neither the payor nor third party requests to continue.

- ◆ The payee requested CSRU services and the payee requested review. There is a necessary third party. The payee asks to withdraw the request for review and terminate CSRU services:

Continue the review if either the payor or third party requests to continue.

- ◆ The payee requested CSRU services and the payor requested review. There is a necessary third party. The payor asks to withdraw the request. The payee requests termination of CSRU services:

End the review if neither the payee nor third party requests to continue.

- ◆ The payee requested CSRU services and the payor requested review. There is a necessary third party. The payor asks to withdraw the request. The payee requests termination of CSRU services:

Continue the review if either the payee or third party requests to continue.

For more information about Converting Cases from IV-D to Non-IV-D when you have received a *Request to Stop Support Services*, See 9-I, [Case Closure](#).

Entering a Request to Withdraw From the Review

When you receive a request to withdraw from a review, use the **boldfaced** fields on the REVIEW2 screen to enter the request. ICAR generates the appropriate forms, narratives, calendar flags, and statuses for the withdrawal.

D479HL52	IOWA COLLECTION AND REPORTING SYSTEM	DATE:
	ADMIN REVIEW AND ADJUST - 2	TIME:
CASE NUMBER:	C.O.#:	
PAYOR:	PAYEE:	
3RD PARTY...:		
WAIVE PREREV TIME (Y/N):	CP: RP: TP:	
REQ TO WITHDRAW RECD (CP/RP/TP/OTHST):	DATE:	
WITHD REQ ACCEPTED (Y/N):	CODE: DATE:	NR:
FINANCIAL INFO RECD.....:	CP: RP: TP:	
OBLIG (AMOUNT/FREQ).....:	OLD: PER: NEW: PER:	
CHANGE (AMOUNT/FREQ).....:	CHG: PER: PERCENT:	
REVIEW RESULTS (Y/N).....:	NC: INC: DEC: HI ORDERED: MS ORDERED:	
NOD ISSUED (Y/R/V/X).....:	DATE:	
NOD GEN SERVICE REQ (Y/G/R):		
CP: I/O: RP: I/O: TP: I/O:		
SERVED (Y/G/A/U/N DATE):	CP: RP: TP:	
REASON NOT SERVED.....:	CP: RP: TP:	
F3=UP F5=INQ F6=INTERSTA F7=REV1 F8=REV3 F12=COURTORD F13=NXT ORD F14=PRI ORD		
NEXT SCREEN:	NOTES:	

The fields, descriptions, and values are:

- ◆ **REQ TO WITHDRAW RECD (CP/RP/TP/OTHST):** This field identifies who requested the withdrawal. Valid entries are:
 - CP The payee.
 - RP The payor.
 - TP The third party. ICAR allows an entry only if there is a necessary third party.
 - OTHST The IV-D agency from another state. ICAR allows an entry of "OTHST" only if the INTERSTATE field contains "Y."

The entry CP, RP, TP or OTHST must match the party displayed in the PREREVIEW REQUESTED BY field on the REVIEW1 screen.

When you make an entry of CP, RP or TP in this field, ICAR generates form 470-3256, *Notice of Withdrawal Request (252H)*, telling the parties that you received a request to withdraw from the review. ICAR also generates form 470-3257, *Request to Continue Review (252H)*, asking the non-requestor to agree or **not** agree with withdrawal. When you make an entry of OTHST, you must generate the two forms listed above from the FORMS menu in ICAR to send to the non-requestor. The non-requestor has ten calendar days to respond.

When ICAR generates the forms, ICAR issues narrative REV41 stating forms 470-3256 and 470-3257 were generated. The narrative identifies the person making the request for withdrawal. ICAR issues calendar flag REV32 ten calendar days after the forms 470-3256 and 470-3257 are generated prompting you to accept or deny the withdrawal request. If the original requestor is OTHST, you need to enter your own narratives and flags with the same information listed above.

- ◆ **DATE:** This field indicates the date you received the request for withdrawal. Enter the date in the MM/DD/CCYY format. If you leave the field blank, ICAR enters the current date.
- ◆ **WITHD REQ ACCEPTED (Y/N):** This field indicates whether the request for withdrawal was accepted. Valid entries are:
 - Y You accepted the request to withdraw from the review process. When you enter "Y," ICAR issues narrative REV42 indicating that a withdrawal has been accepted and identifies the parties who are barred from requesting a review and adjustment for two years.
 - N You did not accept the request to withdraw from the review process. When you enter "N", ICAR issues narrative REV43 indicating that the withdrawal request was denied. Use this code when the original non-requesting party wants to continue the review. You must make entry in the NR field when you enter "N".
- ◆ **CODE:** This field indicates the result of the request for withdrawal. ICAR requires an entry if "Y" or "N" is entered in the WITHD REQ ACCEPTED (Y/N) field. Specific numbers are tied to the review requestor. Valid entries are:
 - 01 You received the request to withdraw before serving the notice of intent packet on the non-requestor and accepted the request. No party is barred from requesting a review. Use this code regardless of the original requestor.
 - 02 You received the request to withdraw after serving the notice of intent packet and accepted the request, and the non-requestor does not respond about stopping the review. The CP is barred from initiating a review for two years. Use this code when the CP is the original requestor.

- 03 You received the request to withdraw after serving the notice of intent packet and accepted the request, and the non-requestor does not respond about stopping the review. The RP is barred from initiating a review for two years. Use this code when the RP is the original requestor.
- 04 You received the request to withdraw after serving the notice of intent packet and accepted the request, and the non-requestor does not respond about stopping the review. The TP is barred from initiating a review for two years. Use this code when the TP is the original requestor.
- 05 You received the request to withdraw after serving the notice of intent packet and accepted the request, and the non-requestor agrees to stop the review. The CP and the RP are barred from initiating a review for two years.
- 06 You received the request to withdraw after serving the notice of intent packet on only the CP and TP, and accepted the request. The RP was not served. The CP and the TP are barred from initiating a review for two years.
- 07 You received the request to withdraw after serving the notice of intent packet on only the RP and TP, and accepted the request. The CP was not served. The RP and the TP are barred from initiating a review for two years.
- 08 You received the request to withdraw after serving the notice of intent packet on all parties, and accepted the request and all parties agree to stop the review. The CP, the RP, and the TP are barred from initiating a review for two years.
- 09 You did not accept the request to withdraw. The non-requestor wishes to continue the review. Use this code regardless of the original requestor.

When you enter "1" through "8" in the WITHD REQ ACCEPTED? field, ICAR enters a "1" and the current date in the PROCESS ENDED CODE field and the corresponding DATE field on the REVIEW4 screen.

If the entry is "9," follow the instructions in the "NR" section below.

When you make entries in the WITHD REQ ACCEPTED (Y/N) field and the CODE field, ICAR generates form 470-3258, *Results of Withdrawal Request (252H)*, to the parties. The form provides the reason for accepting or denying the request for withdrawal.

- ◆ **DATE:** ICAR enters the current date.

- ◆ **NR:** Use this field when the non-requestor wants to continue with the review. ICAR requires an entry in the NR field when "9" is entered in the CODE field. Enter the code for the party who was **not** the original requestor but who now requests that the review continue. Valid codes are:

CP The payee.
RP The payor.
TP The third party. ICAR allows an entry only if there is a necessary third party.
OTHST The IV-D agency from another state. ICAR allows an entry of "OTHST" only if the INTERSTATE field contains "Y."

ICAR updates the PREREVIEW REQUESTED BY field on the REVIEW1 screen with the new requestor. Continue the review with the new requestor.

The original requestor of the review is CP. CP requests withdrawal but the RP wishes to continue the review.

The RP now becomes the requestor of the review. Enter code "RP" for the new requestor in the NR field. ICAR updates the PREREVIEW REQUESTED BY field on the REVIEW1 screen with RP. The PREREVIEW REQUESTED BY DATE field on the REVIEW1 screen does not change.

Non-Parental Caretakers

Non-parental caretakers must meet at least one of the following criteria:

- ◆ Have support made payable to them by the payee on the order.
- ◆ Be designated as the payee under a redirection order entered in district court.
- ◆ Be a caretaker of children receiving public assistance and named in an EX REL order.

ICAR displays the non-parental caretaker as the payee on the case. Non-parental caretakers have many of the same rights as payee during the review and adjustment process. The caretaker is:

- ◆ Entitled to request a review and adjustment.
- ◆ Included in each step of the process.
- ◆ Served form 470-3253, *Notice of Intent to Review and Adjust a Child Support Obligation (NOI)*, or form 470-3259, *Notice of Decision to Review and Adjust a Child Support Obligation (NOD)*.
- ◆ Allowed to withdraw from a review if he or she is the requestor.
- ◆ Afforded the opportunity to continue a review if a requestor asks to withdraw.
- ◆ Subject to the two-year limitation for requesting review after asking for or agreeing to a withdrawal.
- ◆ Provided form 470-3259, *Notice of Decision to Review and Adjust a Child Support Obligation (NOD)*.
- ◆ Allowed to challenge our decision to adjust or not adjust the order, see [Challenging the Review](#).
- ◆ Allowed to request a court hearing.
- ◆ A necessary party whose signature is necessary to waive the waiting periods required prior to beginning the review and following the NOD.
- ◆ Provided notice of all legal actions filed for the purpose of having the support order modified.

Non-parental caretakers are not required to provide financial and health insurance information unless there is a legal obligation to provide support. See [Obtaining and Verifying Information](#).

Parents who are Third Parties on Caretaker Cases

When a legal parent is not the payor or current payee on the case, that person is considered a third party. Since the third party must be treated differently based on case circumstances, review the order to determine what status applies to the third party on the case being reviewed to determine what steps you must take. Consider the following:

- ◆ A legal parent who is not subject to the support order is not a necessary party. However, you need financial information from both parents to apply the guidelines.
- ◆ A legal parent who is not the present custodian for all of the children affected by the support order, but retains the right to receive support in the future (based on the terms of the support order or any subsequent modification or redirection order), must be included in every step of the review and adjustment process. See [Persons Entitled to Request Review and Adjustment](#).
- ◆ A legal parent who has made support payable to a non-parental caretaker remains a necessary party to the action.
- ◆ A legal parent for whom a redirection order (redirecting support to a different caretaker) has been filed may or may not be a necessary party to the action based on the terms of the redirection order.

If the parent is not subject to the support order, send only the financial statement and a request that the information be provided. If the parent is subject to the support order, serve the appropriate notice packet and include that parent in all steps of the process.

See [THIRD PARTY DATA \(TPARTY\) Screen](#) and [TPARTY ADDRESS VERIFICATION \(TPADDVER\)](#) Screen for details about tracking third party information on ICAR.

Multiple Support Orders

Legal reference: Iowa Code Sections 252A.6(7); 252H.8(9)

Every support order entered in the state of Iowa is a separate judgment. However, Iowa law requires that amounts paid under any order are credited against amounts accruing or accrued for the same period under all. This prevents a payor from being double-billed under cumulative support obligations for the same children.

Include multiple orders in the same review and adjustment provided all the following conditions are met:

- ◆ Each order provides for the ongoing support of children sharing the same legal parents. **Do not consider support orders** in which the children share only one common parent under the provisions described in this section.
- ◆ The person required to pay support under each order is the same.
- ◆ All of the orders are subject to the jurisdiction of the Iowa courts.

When you get a request for review of a support order, examine the case record associated with that order and any information provided in the request to see if the case has multiple support orders.

NOTE: Include health-only support orders in a multiple order review since all ongoing orders for the parents and children should be accounted for and acknowledged.

The following examples involve only the two legal parents of the children. If support payments for some or all of the children under any of the orders are payable to a non-parental caretaker, all of the orders in these examples are still included in the review. You include the legal parents and the non-parental caretaker in the review process. See [Non-Parental Caretakers](#).

NOTE: An assignment of support establishes a temporary caretaker rather than a permanent one as may be established by an order redirecting support payments to a caretaker. See [Persons Entitled to Request a Review and Adjustment](#).

1. Mr. and Mrs. A are the legal parents of z. An administrative order entered in Boone County, Iowa, on January 6, 2012, ordered Mr. A to pay \$250.00 per month for the support of z. A divorce decree entered in Boone County on March 6, 2013, ordered Mr. A to pay \$175.00 per month for the support of z. Mrs. A is the payee under both orders.

Both orders meet the necessary criteria and will be included in the review.

2. Mr. and Mrs. B are the legal parents of x and y. An administrative order entered in Lucas County, Iowa, on May 28, 2010, required Mr. B to pay \$120.00 per month for the support of x (y had not yet been born). A divorce decree entered in Benton County, Iowa, on January 8, 2013, ordered Mr. B to pay \$300.00 per month for the support of x and y. Mrs. B is the payee under both orders.

Both orders meet the necessary criteria and will be included in the review.

3. Mr. C and Mrs. D are the legal parents of s, t, and u. A paternity order entered in Wright County, Iowa, on February 10, 2011, established Mr. C as the father of s, and required him to pay \$25.00 per week for the support of s. A paternity order entered in Adair County, Iowa, on August 7, 2013, established Mr. C as the father of t, and required him to pay \$100.00 per month for the support of t. A paternity order entered in Jones County, Iowa, on March 30, 2015, established Mr. C as the father of u, and required him to pay \$50.00 per month for the support of u. Mrs. D is the payee under all three orders.

All three orders meet the necessary criteria and will be included in the review.

4. Mr. E and Ms. F are the legal parents of a, b, c, and d. An order entered in Tama County, Iowa, on June 21, 2011, required Mr. E to pay \$75.00 per month for the support of a. An order entered in Page County, Iowa, on November 6, 2013, required Mr. E to pay \$50.00 per month for the support of b and c. A divorce decree entered in Page County, Iowa, on December 21, 2016, ordered Mr. E to pay \$60.00 per week for the support of a, b, c, and d. An order entered in Woodbury County, Iowa, on April 13, 2017, required Mr. E to pay \$300.00 per month for the support of a, b, c, and d. Ms. F is the payee under each of these orders.

All four orders meet the necessary criteria and will be included in the review.

In the following examples, both parents are the legal parents of the children entitled to support under one or more of the orders, but are not necessary parties to each of the orders. See [Identifying Necessary Parties Who Can Request Review and Adjustment](#).

Include all of the orders in the review only if the location of each of the necessary parties is known. If you locate the parent ordered to pay support under each order, but not all of the other necessary parties to each order, include only those orders involving the necessary parties whose location is known.

For instance, if in example 7 below, you locate Mr. J and Ms. A, but not Ms. J, include only the order entered in August 2003, in which Ms. A is the caretaker.

Continue standard location practices on the remaining orders and start a review on those orders when you get location. No additional request is required.

5. Mr. and Ms. G are the legal parents of p. A divorce decree entered in Guthrie County, Iowa, on March 8, 2010, ordered Mr. G to pay \$75.00 per week for the support of p. Ms. G is the payee under this order.

In May 2001, p went to live with Ms. W, the grandmother. An order entered in Crawford County, Iowa, on June 24, 2011, ordered Mr. G to pay \$125.00 per month for the support of p. Ms. W is the caretaker under this order.

Both orders meet the criteria and will be included in the review.
6. Mr. H and Ms. I are the legal parents of u, v, and w. A divorce decree entered in Humboldt County, Iowa, on September 12, 2012, ordered Mr. H to pay \$100.00 per month per child for the support of u, v, and w. Ms. I is the payee under this order.

In January 2013, v went to live with Mr. T, the grandfather. An order entered in Humboldt County, Iowa, on March 10, 2013, required Mr. H to pay \$50.00 per week for the support of v. Mr. T is the caretaker under this order.

Both orders meet the criteria and will be considered in the review.
7. Mr. and Ms. J are the legal parents of f, g, and h. An order entered in Monroe County, Iowa, on March 14, 2011, required Mr. J to pay \$75.00 per month for the support of f. A divorce decree entered in Monroe County, Iowa, on June 24, 2014, ordered Mr. J to pay \$250.00 per month for the support of f and g. An order entered in Jasper County, Iowa, on January 14, 2016, required Mr. J to pay \$300.00 per month for the support of f, g, and h. Ms. J is the payee under each of these orders.

In April 2016, g and h went to live with Ms. A, an aunt of the children. An order entered in Adair County, Iowa, on April 22, 2016, required Mr. J to pay \$50.00 per week per child for the support of g and h. Ms. A is the caretaker under this order.

All three orders meet the criteria and will be considered in the review.
8. Mr. K and Ms. L are the legal parents of r and s. An order entered in Clay County, Iowa, on February 6, 2011, required Mr. K to pay \$100.00 per month for the support of r. Ms. L is the payee under this order.

An order entered in Bremer County, Iowa, on November 12, 2012, required Mr. K to pay \$60.00 per month for the support of s. Ms. X, the grandmother, is the caretaker under this order.

Both orders meet the criteria and will be included in the review.

Procedures for Multiple Order Reviews

After determining that you have multiple orders that must be combined, evaluate each order to determine if it meets the criteria for the review. Review each order individually to determine if it should be adjusted. This includes any variance between the present support obligation and the amount that would be due under the guidelines.

Start procedures to adjust each order included in the review if any one of the orders is appropriate for adjustment.

For procedures for determining where to file the order or schedule a hearing, see [Filing the Administrative Order](#) and [Request for Court Hearing](#).

Orders for the Same Children

If your review involves multiple orders for all of the same children, follow the procedures as outlined below. Compare the amount of support due under each order to the amount due under the guidelines for the number of children covered by that order. If any of the orders meets the criteria for adjustment, start a review. Remember to review provisions for medical support for each order.

See **Example 4** above. If the new amount of support under the guidelines is \$400.00 per month for the support of all four children entitled to support, the amount is \$100.00 per month per child. The amount due under each individual adjusted order is as follows:

- ◆ \$100.00 per month for the support of one child under the June 2011 order.
- ◆ \$200.00 per month for the support of two children under the November 2013 order.
- ◆ \$400.00 per month for the support of all four children under the December 2016 divorce decree and the April 2017 order.

EXCEPTION: If we did an earlier review and adjustment on the orders being reviewed, and the amount of support due under each order was adjusted according to the above procedures, you don't need to review each order individually again. Compare the total current support obligation due under each of the orders to the amount of support due under the guidelines, to determine if there is a 20% variance.

Include the total number of children for whom current support is due under any of the orders in the review to determine the amount of support to be set when applying the guidelines.

Orders not for the Same Children

When reviewing support orders that are not all for the same children, equally divide the total obligation amount calculated under the guidelines for all of the children.

Determine the new amount of support under each individual order based on the guideline amount and the number of children for whom support is due under each order. For example, if the total guidelines amount for two children is \$400, each child will receive \$200.

Generally, each child is entitled to an equal share of the total support. This may vary if, for example, one or more of the children has special needs that require a greater share of the total amount. Specify in the adjusted order any reason for not equally dividing the total support obligation.

When reviewing multiple orders that do not all provide for the support of the same children, include in any resulting order language that explains how the new amount of support under each order was determined.

At a minimum, explain the following:

- ◆ The initials and year of birth of all the children entitled to current support under the terms of all of the orders included in the review.
- ◆ The county of filing, filing date, and court order number of each order.
- ◆ The current amount and frequency of the support obligation under each order.
- ◆ The children entitled to support under each order.
- ◆ The amount of support due for all of the children based on the results of the review and the guidelines.
- ◆ The amount of support to which each child is entitled.
- ◆ The new amount of support for each order.

NOTE: In reviews involving multiple support orders, include the county and court order number of each order included in the review on any form or notice issued during the process.

Medical Support Language Different in all Orders for the Same Children

When you have two or more orders, both running concurrently, with conflicting medical support language, and there is a modification action of any type pending, the local office attorney should ask the Court to reconcile the two orders or eliminate the discrepancy.

See [MORE ORDERS AND MORE CASES \(MOREORD\) Screen](#) for details about recording information about associated orders on the system.

Changing Periodic Due Dates and Reconciliation of Payments

We must make the periodic due date and frequency of child support obligations the same for each of the orders in a review and adjustment involving multiple orders. Iowa Code Section 252H.10 requires us to include the rationale for a change in the periodic due date of an obligation and to address the issue of reconciliation of payments due under both the prior and the adjusted orders. The effective date of the adjusted orders is the first regular periodic payment due date after the issuance of the order.

When you finish a review involving two or more orders, you may need to figure a one-time reconciliation amount for each associated order. The associated orders' child support obligation due dates and frequencies will be changed to the due date and frequency of the primary order selected for review. The primary order is usually the order that we are currently enforcing. If we are enforcing more than one order, choose the order to which reconciliation is easiest.

When you receive a request for review or we select an order for review, examine the case record associated with that order along with any information provided in the request to determine whether the case has multiple orders. Include multiple orders in the same review, provided all three of the following are true:

- ◆ Each order provides for the ongoing support of children sharing the same legal parents.
- ◆ The person required to pay support under each order is the same.
- ◆ Iowa has jurisdiction to modify each of the orders.

After you have gathered the information you need to figure the correct guidelines amount for the number of children to be supported, figure the correct amount for each of the orders as follows:

- ◆ Total the number of children covered by all orders.
- ◆ Divide the guidelines amount for that number of children by the number of children to get the per child amount of support.
- ◆ Figure the number of children covered under the primary order. Multiply by the per child amount. This is the adjusted obligation amount of the primary order.
- ◆ For each of the associated orders, figure the number of children covered. Multiply by the per child amount. This is the adjusted obligation amount of the associated order.

There are three children involved in a review and adjustment.
The guidelines amount is \$600 per month.
The amount per child is \$200 per month.
The primary order covers child #1 and child #2. Set the obligation amount of the adjusted primary order at \$400.
The second order covers just child #3. Set the obligation amount of the adjusted order at \$200.
The third order covers just child #2 and child #3. Set the obligation amount of the adjusted order at \$400.

To reconcile the associated orders which did not have the same frequency and due date as the primary order, you must calculate an amount which equitably handles the time period between the due date on the prior order and the new due date on the adjusted order.

NOTE: A payment is assumed to be for the upcoming period, not the period just passed. A support debt is effective and begins the day the first payment is due; therefore, the period that it covers is from the effective date until the date the next payment is due.

If you have an associated order that covers children already covered on another order, you must reconcile the order on paper and include it in the administrative order. You must also adjust the obligation amount on ICAR, but not the reconciliation amount if you will not be billing under this order at this time.

For two or more orders with open obligations you need to enter the reconciliation amounts on ICAR. When changing a due date or frequency, obligations must be ended, the single payment reconciliation amount entered, and the new obligation with the new due date and frequency entered.

When only one of the orders has an open obligation, adjust the primary order on ICAR. Do not make an ICAR adjustment for associated order that do not have open obligations.

See [10-Q Appendix](#) for instructions on completing:

- ◆ 470-3358, *Reconciliation of Multiple Orders Worksheet*.
- ◆ 470-3503, *252H Administrative Order for Adjustment of a Support Obligation*.
- ◆ 470-3504, *252H Judicial Order for Adjustment of a Support Obligation*.

See 9-E, [Case Setup](#), for information on entering the modified obligation on the OBLIG screen.

Concurrent Actions

Legal reference: Iowa Code Section 252H.11

A party or an attorney representing that party may file a private modification action. If a party files an action concerning an order under review, postpone any action started under the review and adjustment process, subject to the following:

- ◆ The private action must address the same issues as the action started under review and adjustment.
- ◆ If the court dismisses the private action before hearing it, continue the review and adjustment action your stated, or start a new action as follows:
 - If you have not issued the NOD and the NOI was served 90 or fewer calendar days before the date the court dismisses the private action, finish the review and issue the NOD.
 - If you have not issued the NOD and the court dismisses the private action more than 90 calendar days after the original NOI was served, serve a new NOI and do the review.
 - If you issued the NOD ninety or fewer calendar days before the date the court dismisses the private action, you must request, receive, and verify any new or different information about the parents' financial circumstances and issue a revised NOD to each parent, or each parent's attorney.
 - If you issued the NOD more than ninety calendar days before the date the court dismisses the private action, serve a new NOI, and finish the review.
- ◆ If you postponed a review action because of a private action filed by one of the parties or their attorneys, tell each party in writing that you postponed our action and when and how the review can be continued, or a new one started.
- ◆ If you postponed a review action because of a private action filed by one of the parties or their attorneys and later reopen it because the court dismisses the private action, tell each party in writing that you are continuing the administrative review and adjustment started earlier.

Death of One of the Parties

If a party dies during the review and adjustment process, the impact on the review depends on:

- ◆ Which party dies
- ◆ Which party is the requestor, and
- ◆ Where you are in the process.

In most circumstances, if you have generated the NOD and the guidelines worksheet, you will continue the review.

Payee

When the payee was the requestor and the payee dies during the review:

- ◆ If the payor assumes custody of the children, end the review. See [Ending the Review and Adjustment Process](#).
- ◆ If a caretaker assumes custody of the children, examine the court order to determine what to do.
 - If the order caption names the payee and the payee had assigned support to the caretaker prior to death, continue the review on the original case if the payor is served. If the payor is not served, move the review to the caretaker case. Use zero for the payee's income on the guidelines worksheet.
 - If the order caption names the payee and the payee did not assign support to the caretaker prior to death, end the review.

NOTE: If the caption names the payee, only the payee can assign support. A new order must be obtained before we can pay support to the caretaker.
 - If the order caption does not name the payee, support follows the children. When the children receive FIP, continue the review on the original case if the payor is served. If the payor is not served, move the review to the caretaker case. Use zero for the payee's income on the guidelines worksheet.
 - If the order caption does not name the payee, support follows the children. When the children do not receive FIP, end the review.

When the payor was the requestor and the payee dies during the review, continue the review on the original case unless the payor withdraws the request. When a necessary third party is the requestor and the payee dies during the review, continue the review on the original case unless the third party withdraws the request.

Payor

When the payor dies during the review, end the review.

Necessary Third Party

When the third party is the requestor and a necessary third party dies during the review, end the review.

When a necessary third party dies during the review, and the third party is not the requestor, continue with the review. If the third party was one of the parents, use zero for the third party parent's income on the guidelines worksheet.

CSRU

When CSRU, ICAR1, or ICAR3 is the requestor and a party dies during the process, follow the same criteria listed above.

Incarcerated Payors

When you receive a request to review an order and the payor is incarcerated, continue to follow all current procedures, rules, and requirements for processing a request and adjusting the current support obligation.

When you receive financial information and you are ready to complete the guidelines calculation, apply these criteria:

1. Any change in circumstances must be permanent or continuous. Apply the three-month/three-month rule. If the three-month rule does not apply, postpone the process until the criteria are met.
2. The adjustment must be more than 20%.

If you are aware of any assets that could be used to pay the current support amount, consult with your office attorney for further advice on handling these assets. Otherwise, use current income provided by the payor on the financial statement.

If the above criteria are met, complete the guidelines worksheet using current income or assets (if available) of the incarcerated payor to figure the amount of support due under the guidelines.

Generate the order and send it, with form 470-4084, *Child Support Declaration*, to the incarcerated payor to sign. If the payor signs the form, proceed to file the order. If the payor does not sign or return the form, discuss next steps with your office supervisor and attorney.

If either party challenges the guidelines worksheet by requesting a court hearing, refer the case to your office attorney. The attorney should file a request to obtain an order that would allow the incarcerated payor to appear by telephone for the hearing. This practice may not be acceptable in all court districts. Handle these on a case-by-case basis. If a court does not allow an incarcerated payor to appear by telephone, discuss the case with your office attorney to determine how to proceed.

NOTE: If the tentative discharge date is after the youngest child's emancipation date and the case meets the criteria for case closure, end the review. See 9-I, [Case Closure](#) for more information on when it may be appropriate to end the review because the case meets the criteria for case closure.

Servicemembers Civil Relief Act (SCRA)

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 the SCRA apply to any party against whom an action is being taken. Determine military status in the same way for all necessary parties. When you receive a request to modify a child support order, determine whether the parties are in the military at the beginning, and the end of the review and adjustment process.

Determine military status

The Department of Defense (DOD) provides certification of an individual's military status. Use the Defense Manpower Data Center website provided by the DOD to determine if the party is active duty military.

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 process.

- ◆ **Has appeared.** If the service member "appeared" and you have documentation of the participation, you may proceed with the review and enter the order. An "appearance" includes when the service member does any one of the following:
 - Requests a modification
 - Sends a letter or e-mail providing information
 - Provides a financial statement
 - Attends a court hearing
 - Directs his/her legal representative to participate

NOTE: A phone call is not an “appearance” for SCRA purposes. Accepting service is also NOT an “appearance.” If you are not sure whether the person’s action is an “appearance” for SCRA, consult with your office attorney or supervisor.

- ◆ **Has not appeared but waives SCRA rights.** If the service member has not “appeared,” ask the service member to sign a consent, form 470-4084, *Child Support Declaration*, indicating waiver of rights granted by the SCRA.
- ◆ **Has not appeared and does not waive SCRA rights.** If the person is listed **as active duty** but does not appear, nor signs the *Child Support Declaration*, the SCRA considers the action a “default” action. The Unit cannot proceed with a default action against an active duty service member. The Unit will need to wait until the person either no longer has SCRA rights or waives rights under the SCRA.

Supplemental Security Income (SSI)

Legal reference: Iowa Court Rules Chapter 9, 42 USC 407(a), 42 USC 1381a; 5 CFR 581.104(j); 441 IAC 99.1(1)“b”; 441 IAC 99.4(2) “b”(4)

We modify the support amount to zero when the payor’s only known source of income is SSI benefits. You may find cases where the payor’s only known source of income is SSI benefits when:

- ◆ You receive a request from a party to modify the support obligation.
- ◆ You already have a modification action in process.
- ◆ You find that the payee receives public assistance.

You can start a review on a case where the payee currently receives public assistance and you know the payor’s **only** source of income is SSI benefits.

When CSRU is the requestor of the modification action, you can start a review on a public assistance case even if it is less than two years since the support order was filed with the court, last modified, or last reviewed for the purpose of adjustment.

NOTE: Do not start a modification on non-public assistance cases unless you receive a request from one of the parents. If the payor contacts us about a case in general or because of an enforcement notice that the payor received, tell the payor about our modification processes.

See 10-H, [Determining Child Support Obligations](#) for more information.

Physical Care Provisions In the Order

CSRU does not address child custody in any of the administrative orders we establish. However, privately-established orders may address custody . The court may order that the physical care of a child be equally shared between both parents (also known as “joint” physical care). In these situations, the child lives with each parent 50 percent of the year.

When there are multiple children in a family, the court may order their physical care to be split or divided between the parents. In these situations, each parent has primary physical care of at least one of the children.

When the court has ordered equally shared physical care or split or divided physical care for multiple children, CSRU calculates support for each parent and offsets the support amounts. An “offset” is a method of payment calculated by comparing how much each parent owes for child support and ordering the parent with the higher obligation amount to pay the difference between the two amounts. There must be a private order or dissolution of marriage order filed with the court that contains language on joint or split/divided physical care for CSRU to seek an order using the offset method of payment. For more information about calculating support on court-ordered equally shared or split divided physical care cases, see 10-H, [Determining Child Support Obligations](#).

When you review an order in which the offset method was used as the method of payment because the court ordered joint physical care or split/divided physical care, continue with the review if either of the payor’s calculations meet the 20% variance criteria for the review.

When you receive a request to modify a child support order and neither party nor the caretaker receives FIP, there are no children in foster care placement, and the court previously ordered joint physical or split/divided physical care, follow the instructions in the Joint Physical Care and Split/Divided Care Training, March 2017 to modify the order. The guidelines application does the calculation for a joint physical care case when you check the appropriate box in the header. You will do two calculations for a split/divided case.

The training also gives instructions on removing the offset as a method of payment, as well as reinstating the offset as a method of payment as necessary.

Narratives

Process: **REV** Number: **2**

Text: *Second Notice of Decision* (form 470-3264) for R&A issued. Challenge withdrawn.

Screen:	Field:	Entry:	Flag:	Status:
REVIEW3	2ND NOD	W	2	

Process: **REV** Number: **7**

Text: COLA process contested – Review and Adjustment process should be initiated.

Screen:	Field:	Entry:	Flag:	Status:
COLA	CONTEST RECEIVED	CP, RP, TP, or OTHST	94	

Process: **REV** Number: **8**

Text: Request to R&A Child Support Order received on _____ from _____.

Screen:	Field:	Entry:	Flag:	Status:
REVIEW1	PREREVIEW REQUESTED BY	CP, RP, TP, or OTHST	4	

Process: **REV** Number: **11**

Text: This case was worker-selected for R&A.

Screen:	Field:	Entry:	Flag:	Status:
REVIEW1	PREREVIEW REQUESTED BY	CSRU	10	

Process: **REV** Number: **12**

Text: REVIEW ended (form 470-3251 generated). This order is not appropriate for R&A because: _____.

Screen:	Field:	Entry:	Flag:	Status:
REVIEW1	REVIEW APPROPRIATE - DENY RSN -	N 01, 02, 04, 05, 06, 07		

Process: **REV** Number: **13**

Text: Entry made to generate NOI (470-3253) prepared along with forms 470-2788, 470-0204, 470/2819, 470-3254, and 470-3252.

Screen:	Field:	Entry:	Flag:	Status:
REVIEW1	NOI	Y	12	

Process: **REV** Number: **14**

Text: Accepted for full REVIEW of order. NOI (470-3253) prepared along with forms 470-2788, 470-0204, 470-2639, 470/2819, 470-3254.

Screen:	Field:	Entry:	Flag:	Status:
REVIEW1	PREREVIEW REQUESTED	CSRU or OTHST	12	
	BY	Y		
	REVIEW APPROPRIATE	Y		
	NOI			

Process: **REV** Number: **15**

Text: R&A appropriate but obligee address is unknown. Case in location process. Status generated for obligor.

Screen:	Field:	Entry:	Flag:	Status:
REVIEW1	PREREVIEW REQUESTED	RP	15	1
	BY	N		
	PAYEE ... LOC KNOWN			

Process: **REV** Number: **16**

Text: R&A appropriate but obligor address is unknown. Case in location process. Status generated for obligee.

Screen:	Field:	Entry:	Flag:	Status:
REVIEW1	PREREVIEW REQUESTED	CP		3
	BY	N		
	PAYOR ... LOC KNOWN			

Process: **REV** Number: **17**

Text: R&A appropriate but third party address unknown. Case in location process. Status generated for obligee.

Screen:	Field:	Entry:	Flag:	Status:
REVIEW1	PREREVIEW REQUESTED	CP		5
	BY	N		
	TP ... LOC KNOWN			

Process: **REV** Number: **18**

Text: Obligor located, REVIEW continued. Status generated for obligee.

Screen:	Field:	Entry:	Flag:	Status:
REVIEW1	PREREVIEW REQUESTED	CP	16	7
	BY	Y		
	RP ... LOC KNOWN			

Process: **REV** Number: **19**

Text: Obligee located, REVIEW continued. Status generated for obligor.

Screen:	Field:	Entry:	Flag:	Status:
REVIEW1	PREREVIEW REQUESTED	RP	17	9
	BY	Y		
	CP ... LOC KNOWN			

Process: **REV** Number: **20**

Text: Third party located, REVIEW continued. Status generated for obligee.

Screen:	Field:	Entry:	Flag:	Status:
REVIEW1	PRE-REVIEW REQUESTED	CP	18	11
	BY	Y		
	TP ... LOC KNOWN			

Process: **REV** Number: **21**

Text: Entry made to regenerate NOI (470-3253) along with forms 470-0204, 470/2819, 470-3252, 470-2788, and 470-3254.

Screen:	Field:	Entry:	Flag:	Status:
REVIEW1	NOI	R	12	

Process: **REV** Number: **22**

Text: Account type changed. Worker alerted to continue or end the review and adjust process.

Screen:	Field:	Entry:	Flag:	Status:
CHILD	CURRENT ACCT TYPE	ANY CHANGE OF ACCOUNT TYPE	19	

Process: **REV** Number: **24**

Text: Review of support order postponed due to custody action in progress. Status generated for payor, payee, and any necessary third party.

Screen:	Field:	Entry:	Flag:	Status:
REVIEW1	POSTPN RSN	CUS	21	13, 14, 15

Process: **REV** Number: **25**

Text: Review of support order postponed due to 3-month/3-month rule (temporary status of finances). Status generated for payor, payee, and any necessary third party.

Screen:	Field:	Entry:	Flag:	Status:
REVIEW1	POSTPN RSN	FIN	22, 23	16, 17, 18

Process: **REV** Number: **27**

Text: Review of support order postponed due to suspension request or action. Status generated for obligor, obligee, and any necessary third party.

Screen:	Field:	Entry:	Flag:	Status:
REVIEW1	POSTPN RSN	SUS	25	22, 23, 24

Process: **REV** Number: **29**

Text: Status generated for obligor, obligee, and any necessary third party regarding review of support order postponed due to: _____.

Screen:	Field:	Entry:	Flag:	Status:
REVIEW1	POSTPN RSN	OTH	27	28, 29, 30

Process: **REV** Number: **30**

Text: Postponed R&A has been reopened. Status generated for obligor, obligee, and any necessary third party.

Screen:	Field:	Entry:	Flag:	Status:
REVIEW1	REVIEW REOPENED	Y	28	31, 32, 33

Process: **REV** Number: **31**

Text: Out-of-state directions for service form 470-3325 for obligee generated.

Screen:	Field:	Entry:	Flag:	Status:
REVIEW1	GEN SERVICE REQT- CP I/O	Y O		

Process: **REV** Number: **32**

Text: Entries made to generate in-state directions for service form 470-3181 for obligee.

Screen:	Field:	Entry:	Flag:	Status:
REVIEW1	GEN SERVICE REQT- CP I/O	Y I		

Process: **REV** Number: **33**

Text: Out-of-state directions for service form 470-3325 for obligor generated.

Screen:	Field:	Entry:	Flag:	Status:
REVIEW1	GEN SERVICE REQT- RP I/O	Y O		

Process: **REV** Number: **34**

Text: Entries made to generate in-state directions for service form 470-3181 for obligor.

Screen:	Field:	Entry:	Flag:	Status:
REVIEW1	GEN SERVICE REQT- RP I/O	Y I		

Process: **REV** Number: **35**

Text: Out-of-state directions for service form 470-3325 for third party generated.

Screen:	Field:	Entry:	Flag:	Status:
REVIEW1	GEN SERVICE REQT- TP I/O	Y O		

Process: **REV** Number: **36**

Text: In-state directions for service form 470-3181 for third party generated.

Screen:	Field:	Entry:	Flag:	Status:
REVIEW1	GEN SERVICE REQT- TP I/O	Y I		

Process: **REV** Number: **37**

Text: Notice of Intent for R&A served on all necessary parties.

Screen:	Field:	Entry:	Flag:	Status:
REVIEW2	SERVED - CP, RP, and TP (if appropriate)	Y IN ALL FIELDS	29	

Process: **REV** Number: **39**

Text: All necessary parties have waived the pre-review waiting period for R&A.

Screen:	Field:	Entry:	Flag:	Status:
REVIEW2	WAIVE PREREV TIME - CP, RP	Y IN BOTH FIELDS	30	

Process: **REV** Number: **40**

Text: All necessary parties have waived the pre-review waiting period for R&A.

Screen:	Field:	Entry:	Flag:	Status:
REVIEW2	WAIVE PREREV TIME - CP, RP and TP	Y IN ALL FIELDS	30	

Process: **REV** Number: **41**

Text: *Notice of Withdrawal Request* (form 470-3256) and *Request to Continue Review* (form 470-3257) generated to nonrequestor(s). A written request to withdraw from R&A process was

received from: _____.

Screen:	Field:	Entry:	Flag:	Status:
REVIEW2	REQ TO WITHDRAW RECD	CP, RP, TP, OR OTHST	32	

Process: **REV** Number: **42**

Text: Request to withdraw from R&A accepted. Results of *Withdrawal Request* (form 470-3258) generated to all parties. Process ended.

Screen:	Field:	Entry:	Flag:	Status:
REVIEW2	WITHD REQ ACCEPTED	Y		

Process: **REV** Number: **43**

Text: Request to withdraw from R&A denied. Results of *Withdrawal Request* (form 470-3258) generated to all parties.

Screen:	Field:	Entry:	Flag:	Status:
REVIEW2	WITHD REQ ACCEPTED	N		

Process: **REV** Number: **44**

Text: Financial information has been received for review of support order from _____.

Screen:	Field:	Entry:	Flag:	Status:
REVIEW2	FINANCIAL INFO RECD	CP, RP, or TP		

Process: **REV** Number: **45**

Text: Review of support obligation indicates: _____.

Screen:	Field:	Entry:	Flag:	Status:
REVIEW2	REVIEW RESULTS:... NC?, INC?, DEC?, ADD HI, ADD MS?	ANY VALID COMBINATION OF ENTRIES		

Process: **REV** Number: **46**

Text: Entries made to issue *Notice of Decision* (form 470-3259) and *Waiver of Post-Review Time Period* (form 470-3261).

Screen:	Field:	Entry:	Flag:	Status:
REVIEW2	NOD ISSUED	Y	33	

Process: **REV** Number: **47**

Text: NOD regenerated.

Screen:	Field:	Entry:	Flag:	Status:
REVIEW2	NOD ISSUED	R	34	

Process: **REV** Number: **48**

Text: Entries made to issue revised NOD (form 470-3260).

Screen:	Field:	Entry:	Flag:	Status:
REVIEW2	NOD ISSUED	V	35	

Process: **REV** Number: **50**

Text: All necessary parties have waived the postreview time period after the NOD for R&A.

Screen:	Field:	Entry:	Flag:	Status:
REVIEW2	WAIVE POSTREV TIME ... CP, RP	Y IN BOTH FIELDS	36	

Process: **REV** Number: **51**

Text: All necessary parties have waived the postreview time period after the NOD for R&A.

Screen:	Field:	Entry:	Flag:	Status:
REVIEW2	WAIVE POSTREV TIME ... CP, RP, TP	Y IN ALL FIELDS	36	

Process: **REV** Number: **52**

Text: Challenge to NOD for R&A received more than 10 days after the date the Notice of Dec was issued.

Screen:	Field:	Entry:	Flag:	Status:
REVIEW3	CHALLENGE ... DENY RSN	1	68	

Process: **REV** Number: **53**

Text: Challenge to NOD for R&A received from _____.

Screen:	Field:	Entry:	Flag:	Status:
REVIEW3	CHALLENGE:	CP, RP, TP, or OTHST	38	

Process: **REV** Number: **54**

Text: Challenge to NOD for R&A denied because:
_____.

Screen:	Field:	Entry:	Flag:	Status:
REVIEW3	CHALLENGE ... DENY RSN	2, 3, 4, 5, 6	33	

Process: **REV** Number: **55**

Text: Entries made to issue *Notice of 2nd Review* for R&A (form 470-3263).

Screen:	Field:	Entry:	Flag:	Status:
REVIEW3	NOTICE OF 2ND REV	Y	39	

Process: **REV** Number: **56**

Text: Entries made to regenerate *Notice of 2nd Review* for R&A (form 470-3263).

Screen:	Field:	Entry:	Flag:	Status:
REVIEW3	NOTICE OF 2ND REV	R	39	

Process: **REV** Number: **57**

Text: 2nd REVIEW of support obligation indicates: _____.

Screen:	Field:	Entry:	Flag:	Status:
REVIEW3	2ND REV RESULTS: NC?, INC?, DEC?, ADD HI, ADD MS?	ANY VALID COMBINATION OF ENTRIES		

Process: **REV** Number: **58**

Text: Entries made to issue 2nd NOD (form 470-3264) to all parties.

Screen:	Field:	Entry:	Flag:	Status:
REVIEW3	2ND NOD	Y	41	

Process: **REV** Number: **59**

Text: Entry made to regenerate 2nd NOD (form 470-3264).

Screen:	Field:	Entry:	Flag:	Status:
REVIEW3	2ND NOD	R	41	

Process: **REV** Number: **60**

Text: Entries made to generate Administrative Order for Adjustment of Child Support Obligation, 252H Approval Order, and Cover Letter to Clerk of Court.

Screen:	Field:	Entry:	Flag:	Status:
REVIEW3	GENERATE ORDER	Y	42	
REVIEW1	MULTIPLE ORDERS	N		

Process: **REV** Number: **61**

Text: Entries made to generate Administrative Order for Adjustment of Child Support Obligation, 252H Approval Order, and Cover Letter to Clerk of Court.

Screen:	Field:	Entry:	Flag:	Status:
REVIEW3	GENERATE ORDER	Y	42	
REVIEW1	MULTIPLE ORDERS	Y		

Process: **REV** Number: **62**

Text: Entries made to regenerate Administrative Order for Adjustment of Child Support Obligation, 252H Approval Order, and Cover Letter to Clerk of Court.

Screen:	Field:	Entry:	Flag:	Status:
REVIEW3	GENERATE ORDER	R	42	
REVIEW1	MULTIPLE ORDERS	N		

Process: **REV** **63**

Text: Entries made to regenerate Administrative Order for Adjustment of Child Support Obligation, 252H Approval Order, and Cover Letter to Clerk of Court.

Screen:	Field:	Entry:	Flag:	Status:
REVIEW3	GENERATE ORDER	R	42	
REVIEW1	MULTIPLE ORDERS	Y		

Process: **REV** Number: **64**

Text: Entry made to generate IWO during the REVIEW process.

Screen:	Field:	Entry:	Flag:	Status:
REVIEW3 or REVIEW4	IWO PROV	Y		

Process: **REV** Number: **65**

Text: IWO not generated for this case. There is no current employer for the obligor.

Screen:	Field:	Entry:	Flag:	Status:
REVIEW3 or REVIEW4	IWO PROV	N		

Process: **REV** Number: **66**

Text: The IWO was not generated at this time as good cause has been granted from this case by the court or administrative authority.

Screen:	Field:	Entry:	Flag:	Status:
REVIEW3, or REVIEW4	IWO PROV	G		

Process: **REV** Number: **67**

Text: The IWO was not generated at this time as a written agreement is on file.

Screen:	Field:	Entry:	Flag:	Status:
REVIEW3, or REVIEW4	IWO PROV	A		

Process: **REV** Number: **68**

Text: Administrative Rev & Adj Order to Adjust Child Support Obligation filed with the court on _____.

Screen:	Field:	Entry:	Flag:	Status:
REVIEW3	ORDER FILED	Y	69, 48	
	DATE	DATE ORDER FILED		
REVIEW1	MULTIPLE ORDERS	Y		

Process: **REV** Number: **69**

Text: Admin R&A order not filed because _____.

Screen:	Field:	Entry:	Flag:	Status:
REVIEW3	ORDER FILED	N	50	

Process: **REV** Number: **70**

Text: Entries made to generate copies of Admin. Order and statuses for all parties. Process ended.

Screen:	Field:	Entry:	Flag:	Status:
REVIEW3	COPIES SENT	Y		37, 38, 39

Process: **REV** Number: **71**

Text: Request from obligor for court hearing for R&A received after time limit and order has been filed. Status generated for obligor.

Screen:	Field:	Entry:	Flag:	Status:
REVIEW4	REQ COURT HEARING BY	RP		40
	DENY RSN	1		
REVIEW3	ORDER FILED	Y		

Process: **REV** Number: **72**

Text: Request for court hearing for R&A denied because party not eligible to request a hearing.

Screen:	Field:	Entry:	Flag:	Status:
REVIEW4	REQ COURT HEARING BY	OTH		
	DENY RSN	2		

Process: **REV** Number: **73**

Text: Request from _____ for court hearing for R&A denied because _____.

Screen:	Field:	Entry:	Flag:	Status:
REVIEW4	REQ COURT HEARING BY	CP, RP, TP, OTHST,		
	DENY RSN	CSRU		
		3		

Process: **REV** Number: **74**

Text: Status generated for all necessary parties. A court hearing for R&A has been requested by _____.

Screen:	Field:	Entry:	Flag:	Status:
REVIEW4	REQ COURT HEARING BY	CP, RP, TP, OTHST,		52, 53, 54
		CSRU		

Process: **REV** Number: **75**

Text: Entries made to generate Request for 252H Hearing and Certification of Matter to District Court.

Screen:	Field:	Entry:	Flag:	Status:
REVIEW4	REQUEST FOR HEARING GENERATED	Y	51	

Process: **REV** Number: **76**

Text: Entries made to regenerate Request for 252H Hearing and Certification of Matter to District Court.

Screen:	Field:	Entry:	Flag:	Status:
REVIEW4	REQUEST FOR HEARING GENERATED	R	52	

Process: **REV** Number: **77**

Text: Status generated for all parties. Hearing to review and adjust child support scheduled on _____ at _____.

Screen:	Field:	Entry:	Flag:	Status:
REVIEW4	HEARING SET TIME ... DATE	TIME AND DATE THE HEARING IS SCHEDULED	53	56, 57, 58

Process: **REV** Number: **78**

Text: 252H Court Hearing for R&A held _____.

Screen:	Field:	Entry:	Flag:	Status:
REVIEW4	HEARING HELD	Y		

Process: **REV** Number: **79**

Text: Hearing for R&A has been rescheduled for _____ at _____.

Screen:	Field:	Entry:	Flag:	Status:
REVIEW4	HEARING HELD HEARING SET...TIME...DATE	R TIME AND DATE THE HEARING IS RESCHEDULED	53	94

Process: **REV** Number: **80**

Text: The court hearing for R&A was postponed or continued.

Screen:	Field:	Entry:	Flag:	Status:
REVIEW4	HEARING HELD	P or C	54	

Process: **REV** Number: **81**

Text: 252H court hearing for R&A resulted in: _____.

Screen:	Field:	Entry:	Flag:	Status:
REVIEW4	RESULTS:... NC?, INC?, DEC?, ADD HI, ADD MS?	ANY VALID COMBINATION OF ENTRIES		

Process: **REV** Number: **82**

Text: Judicial Order for Adjustment of a Child Support Obligation generated.

Screen:	Field:	Entry:	Flag:	Status:
REVIEW4	GENERATE JUD ORDER	Y	55	
REVIEW1	MULTIPLE ORDERS	Y		

Process: **REV** Number: **83**

Text: A Judicial Review and Adjustment Order was prepared manually.

Screen:	Field:	Entry:	Flag:	Status:
REVIEW4	GENERATE JUD ORDER	N	56	

Process: **REV** Number: **84**

Text: Judicial Order for Adjustment of a CS Obligation regenerated.

Screen:	Field:	Entry:	Flag:	Status:
REVIEW4	GENERATE JUD ORDER	R	55	

Process: **REV** Number: **85**

Text: Judicial order filed for R&A on _____.

Screen:	Field:	Entry:	Flag:	Status:
REVIEW4	FILED DATE	Y DATE ORDER WAS FILED	59	

Process: **REV** Number: **86**

Text: Judicial order not filed after a hearing for R&A

Screen:	Field:	Entry:	Flag:	Status:
REVIEW4	FILED	N	61	

Process: **REV** Number: **87**

Text: Copies of the adjusted support order have been sent to all parties. REVIEW ended.

Screen:	Field:	Entry:	Flag:	Status:
REVIEW4	COPIES SENT	Y		59, 60, 61

Process: **REV** Number: **89**

Text: R&A process ended. Case was reviewed but adjustment not appropriate. 20% variance not met. Statuses generated for all involved parties.

Screen:	Field:	Entry:	Flag:	Status:
REVIEW4	PROCESS ENDED	2		62, 63, 64

Process: **REV** Number: **90**

Text: R&A process ended. Case closed or inactive. Statuses issued for all involved parties.

Screen:	Field:	Entry:	Flag:	Status:
REVIEW4	PROCESS ENDED	3		65, 66, 67

Process: **REV** Number: **91**

Text: R&A process ended. Private modification action completed.

Screen:	Field:	Entry:	Flag:	Status:
REVIEW4	PROCESS ENDED	4		68, 69, 70

Process: **REV** Number: **92**

Text: Status generated for all involved parties. R&A process ended.

Screen:	Field:	Entry:	Flag:	Status:
REVIEW4	PROCESS ENDED	5		71, 72, 73

Process: **REV** Number: **93**

Text: R&A process ended. Case was in location process for 3 years. Statuses generated for all involved parties.

Screen:	Field:	Entry:	Flag:	Status:
REVIEW4	PROCESS ENDED	6	62	74, 75, 76

Process: **REV** Number: **94**

Text: R&A process ended. Action dismissed by 215.1 rules of civil procedure (judicial time limit exceeded). Statuses generated for all involved parties.

Screen:	Field:	Entry:	Flag:	Status:
REVIEW4	PROCESS ENDED	7		77, 78, 79

Process: **REV** Number: **96**

Text: R&A process ended. REVIEW screens were established in error.

Screen:	Field:	Entry:	Flag:	Status:
REVIEW4	PROCESS ENDED	9		

Process: **REV** Number: **97**

Text: Request for R&A of support order has been forwarded to appropriate state. *Review Request Acknowledgment* form 470-3251 was sent to requestor.

Screen:	Field:	Entry:	Flag:	Status:
COURTOR2	INTERSTATE REVIEW	P		

Process: **REV** Number: **101**

Text: Private modification pending. REVIEW process postponed. Statuses generated for all involved parties.

Screen:	Field:	Entry:	Flag:	Status:
COURTOR2	PRIVATE MOD	P	63	83, 84, 85

Process: **REV** Number: **102**

Text: Private modification action dismissed. Statuses generated for all involved parties. REVIEW reopened.

Screen:	Field:	Entry:	Flag:	Status:
COURTOR2	PRIVATE MOD	D	66	86, 87, 88

Process: **REV** Number: **103**

Text: Private modification action completed.

Screen:	Field:	Entry:	Flag:	Status:
COURTOR2	PRIVATE MOD	C	67	68, 68, 70

Process: **REV** Number: **104**

Text: Status report generated for obligee.

Screen:	Field:	Entry:	Flag:	Status:
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Process: **REV** Number: **105**

Text: Status report not sent to payee. No valid address.

Screen:	Field:	Entry:	Flag:	Status:
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Process: **REV** Number: **106**

Text: Status report generated for obligor.

Screen:	Field:	Entry:	Flag:	Status:
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Process: **REV** Number: **107**

Text: Status report not sent to obligor. No valid address.

Screen:	Field:	Entry:	Flag:	Status:
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Process: **REV** Number: **108**

Text: Status report generated for third party.

Screen:	Field:	Entry:	Flag:	Status:
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Process: **REV** Number: **109**

Text: Status report not sent to third party. No valid address.

Screen:	Field:	Entry:	Flag:	Status:
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Process: **REV** Number: **110**

Text: Status update generated for the state of _____.

Screen:	Field:	Entry:	Flag:	Status:
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Process: **REV** Number: **118**

Text: Judicial order filed for R&A on _____.

Screen:	Field:	Entry:	Flag:	Status:
REVIEW4	ORDER FILED	Y	59, 60	
REVIEW1	MULTIPLE ORDERS	Y		

Process: **REV** Number: **119**

Text: Challenge to NOD for R&A denied because _____.

Screen:	Field:	Entry:	Flag:	Status:
REVIEW3	CHALLENGE ... DENY RSN	2, 3, 4, 5, 6		

Process: **REV** Number: **120**

Text: R&A appropriate but obligee address is unknown. Case in location process. Status generated for third party.

Screen:	Field:	Entry:	Flag:	Status:
REVIEW1	PREREVIEW REQUESTED BY CP ... LOC KNOWN	TP N	15	2

Process: **REV** Number: **121**

Text: R&A appropriate but obligor address is unknown. Case in location process. Status generated for third party.

Screen:	Field:	Entry:	Flag:	Status:
REVIEW1	PREREVIEW REQUESTED BY RP ... LOC KNOWN	TP N		4

Process: **REV** Number: **122**

Text: R&A appropriate but third party address unknown. Case in location process. Status generated for obligor.

Screen:	Field:	Entry:	Flag:	Status:
REVIEW1	PREREVIEW REQUESTED	RP		6
	BY	N		
	TP ... LOC KNOWN			

Process: **REV** Number: **123**

Text: Obligor located, REVIEW continued. Status generated for third party.

Screen:	Field:	Entry:	Flag:	Status:
REVIEW1	PREREVIEW REQUESTED	TP	16	8
	BY	Y		
	RP ... LOC KNOWN	Y		
	REV REOPENED			

Process: **REV** Number: **124**

Text: Obligee located, REVIEW continued. Status generated for third party.

Screen:	Field:	Entry:	Flag:	Status:
REVIEW1	PREREVIEW REQUESTED	TP	17	10
	BY	Y		
	CP ... LOC KNOWN	Y		
	REV REOPENED			

Process: **REV** Number: **125**

Text: Third party located, REVIEW continued. Status generated for obligor.

Screen:	Field:	Entry:	Flag:	Status:
REVIEW1	PREREVIEW REQUESTED	RP	18	12
	BY	Y		
	TP ... LOC KNOWN	Y		
	REV REOPENED			

Process: **REV** Process: **REV** Number: **126**

Text: Request from obligee for court hearing for R&A received after time limit and order has been filed. Status generated for obligee.

Screen:	Field:	Entry:	Flag:	Status:
REVIEW4	REQ COURT HEARING BY	CP		41
REVIEW3	DENY RSN	1		
	ORDER FILED	Y		

Process: **REV** Number: **127**

Text: Request from third party for court hearing for R&A received after time limit and order has been filed. Status generated for third party.

Screen:	Field:	Entry:	Flag:	Status:
REVIEW4	REQ COURT HEARING BY	TP		42
REVIEW3	DENY RSN	1		
	ORDER FILED	Y		

Process: **REV** Number: **128**

Text: Entries in order filed field on REVIEW4 deleted.

Screen:	Field:	Entry:	Flag:	Status:
REVIEW4	ORDER FILED	PREVIOUS ENTRY DELETED		

Process: **REV** Number: **129**

Text: Request from _____ for court hearing for R&A received after time limit and order has been filed.

Screen:	Field:	Entry:	Flag:	Status:
REVIEW4	REQ COURT HEARING BY	CSRU or OTHST		
REVIEW3	DENY RSN	1		
	ORDER FILED	Y		

Process: **REV** Number: **131**

Text: The entry in the Generate Order (Y/R), Date, and IWO PROV fields on REVIEW3 where changed for the following reason: _____.

Screen:	Field:	Entry:	Flag:	Status:
REVIEW3	GENERATE ORDER	PREVIOUS ENTRY DELETED	45	
	DATE			
	IWO PROV			

Process: **REV** Number: **132**

Text: Entries in the order filed field deleted.

Screen:	Field:	Entry:	Flag:	Status:
REVIEW3	ORDER FILED	PREVIOUS ENTRY DELETED	42	

Process: **REV** Number: **133**

Text: Entries in request for hearing generated field deleted.

Screen:	Field:	Entry:	Flag:	Status:
REVIEW4	REQUEST FOR HEARING GENERATED	PREVIOUS ENTRY DELETED		

Process: **REV** Number: **134**

Text: Request from obligor for court hearing for R&A denied because _____.

Screen:	Field:	Entry:	Flag:	Status:
REVIEW4	REQ COURT HEARING BY DENY RSN	RP 3		48

Process: **REV** Number: **135**

Text: Request from obligee for court hearing denied because _____.

Screen:	Field:	Entry:	Flag:	Status:
REVIEW4	REQ COURT HEARING BY DENY RSN	CP 3		49

Process: **REV** Number: **136**

Text: Request from third party for court hearing for R&A denied because _____.

Screen:	Field:	Entry:	Flag:	Status:
REVIEW4	REQ COURT HEARING BY DENY RSN	TP 3		50

Process: **REV** Number: **137**

Text: Entries made to generate Judicial Order for Adjustment of a Child Support Obligation.

Screen:	Field:	Entry:	Flag:	Status:
REVIEW4	GENERATE JUD ORDER	Y	55	
REVIEW1	MULTIPLE ORDERS	N		

Process: **REV** Number: **138**

Text: Entries made to regenerate Review & Adjust judicial order.

Screen:	Field:	Entry:	Flag:	Status:
REVIEW4	GENERATE JUD ORDER	R	55	
REVIEW1	MULTIPLE ORDERS	N		

Process: **REV** Number: **139**

Text: Administrative Rev & Adj Order to Adjust Child Support Obligation filed with the court on _____.

Screen:	Field:	Entry:	Flag:	Status:
REVIEW3	ORDER FILED	Y	48	
REVIEW1	DATE MULTIPLE ORDERS	DATE ORDER FILED N		

Process: **REV** Number: **140**

Text: Third party no longer exists. Postponed R&A continued.

Screen:	Field:	Entry:	Flag:	Status:
TPARTY		DELETION OF TPARTY SCREEN ENTRIES	84	

Process: **REV** Number: **142**

Text: Entries made to generate out-of-state directions for service form 470-3325 for obligee.

Screen:	Field:	Entry:	Flag:	Status:
REVIEW1	GEN SERVICE REQT ... CP	Y O		
		I/O		

Process: **REV** Number: **143**

Text: Entries made to generate in-state directions for service form 470-3181 for obligee.

Screen:	Field:	Entry:	Flag:	Status:
REVIEW1	GEN SERVICE REQT ... CP	Y I		
		I/O		

Process: **REV** Number: **144**

Text: Entries made to generate out-of-state directions for service form 470-3325 for obligor.

Screen:	Field:	Entry:	Flag:	Status:
REVIEW1	GEN SERVICE REQT ... RP	Y O		
		I/O		

Process: **REV** Number: **145**

Text: Entries made to generate in-state directions for service form 470-3181 for obligor.

Screen:	Field:	Entry:	Flag:	Status:
REVIEW1	GEN SERVICE REQT ... RP	Y I		
		I/O		

Process: **REV** Number: **146**

Text: Entries made to generate out-of-state directions for service form 470-3325 for third party.

Screen:	Field:	Entry:	Flag:	Status:
REVIEW1	GEN SERVICE REQT ... TP I/O	Y O		

Process: **REV** Number: **147**

Text: Entries made to generate in-state directions for service form 470-3181 for third party.

Screen:	Field:	Entry:	Flag:	Status:
REVIEW1	GEN SERVICE REQT ... TP I/O	Y I		

Process: **REV** Number: **151**

Text: _____ located, REVIEW continued.

Screen:	Field:	Entry:	Flag:	Status:
REVIEW1	LOC KNOWN for party requesting the REVIEW	Y	75	

Process: **REV** Number: **152**

Text: The court hearing for R&A was not held because _____.

Screen:	Field:	Entry:	Flag:	Status:
REVIEW4	HEARING HELD	N		

Process: **REV** Number: **153**

Text: Notice received from other state for R&A of CS order.

Screen:	Field:	Entry:	Flag:	Status:
COURTOR2	NOTICE RECD	Y or R	78	

Process: **REV** Number: **154**

Text: A status concerning R&A notice was generated for the party who lives in Iowa.

Screen:	Field:	Entry:	Flag:	Status:
COURTOR2	STATUS	Y		89, 90, 91

Process: **REV** Number: **156**

Text: _____ address unknown. R&A process postponed due to location.

Screen:	Field:	Entry:	Flag:	Status:
REVIEW1	LOC KNOWN for party requesting the REVIEW	N		

Process: **REV** Number: **159**

Text: This order is not appropriate for R&A because _____.

Screen:	Field:	Entry:	Flag:	Status:
REVIEW1	REVIEW APPROPRIATE	N		
	DENY RSN	08		

Process: **REV** Number: **160**

Text: The obligor is represented by an attorney for the review and adjustment process.

Screen:	Field:	Entry:	Flag:	Status:
REVIEW1	CC RP ATTY	Y		

Process: **REV** Number: **161**

Text: The obligor is no longer represented by an attorney for the review and adjustment process.

Screen:	Field:	Entry:	Flag:	Status:
REVIEW1	CC RP ATTY	Y is changed to an N		

Process: **REV** Number: **162**

Text: The obligee is represented by an attorney for the review and adjustment process.

Screen:	Field:	Entry:	Flag:	Status:
REVIEW1	CC CP ATTY	Y		

Process: **REV** Number: **163**

Text: The obligee is no longer represented by an attorney for the review and adjustment process.

Screen:	Field:	Entry:	Flag:	Status:
REVIEW1	CC CP ATTY	Y is changed to an N		

Process: **REV** Number: **164**

Text: The third party is represented by an attorney for the review and adjustment process.

Screen:	Field:	Entry:	Flag:	Status:
TPARTY	CC TP ATTY	Y		

Process: **REV** Number: **165**

Text: The third party is no longer represented by an attorney for the review and adjustment process.

Screen:	Field:	Entry:	Flag:	Status:
TPARTY	CC TP ATTY	Y is changed to an N		

Process: **REV** Number: **172**

Text: CSRU has determined order appropriate for REVIEW and will proceed with R&A process.

Screen:	Field:	Entry:	Flag:	Status:
REVIEW1	PREREVIEW REQUESTED BY REVIEW APPROPRIATE	CSRU Y	91	

Process: **REV** Number: **173**

Text: Caretaker indicator changed to Y. REVIEW no longer postponed.

Screen:	Field:	Entry:	Flag:	Status:
PAYEE	CARETAKER?	Y	89	

Process: **REV** Number: **174**

Text: Foster care indicator set. REVIEW no longer postponed.

Screen:	Field:	Entry:	Flag:	Status:
REVIEW1	FOSTER CARE	Y	90	

Process: **REV** Number: **175**

Text: Entries in hearing held field deleted.

Screen:	Field:	Entry:	Flag:	Status:
REVIEW4	HEARING HELD	PREVIOUS ENTRY DELETED		

Process: **REV** Number: **176**

Text: Other state REVIEW of CS order completed.

Screen:	Field:	Entry:	Flag:	Status:
COURTOR2	INTERSTATE	C	92	

Process: **REV** Number: **177**

Text: Other state REVIEW of CS order dismissed due to: _____.

Screen:	Field:	Entry:	Flag:	Status:
COURTOR2	INTERSTATE	D	93	

Process: **REV** Number: **178**

Text: Notice of Intent for R&A served on obligor on _____.

Screen:	Field:	Entry:	Flag:	Status:
REVIEW2	SERVED? ... RP	Y		

Process: **REV** Number: **179**

Text: Notice of Intent for R&A served on obligee on _____.

Screen:	Field:	Entry:	Flag:	Status:
REVIEW2	SERVED? ... CP	Y		

Process: **REV** Number: **180**

Text: Notice of Intent for R&A served on necessary third party on _____.

Screen:	Field:	Entry:	Flag:	Status:
REVIEW2	SERVED? ... TP	Y		

Process: **REV** Number: **183**

Text: Attempt to obtain service on _____, of the Notice of Intent to Review and Adjust was unsuccessful on _____. Reason:

Screen:	Field:	Entry:	Flag:	Status:
REVIEW2	SERVED? ... CP, RP, TP	N – REASON CODE		

Process: **REV** Number: **184**

Text: Attempt to obtain service on _____, of the Notice of Intent to Review and Adjust was unsuccessful on _____. Reason:

Screen:	Field:	Entry:	Flag:	Status:
REVIEW2	SERVED? ... CP, RP, TP	N – REASON CODE OF 'OTHR'		

Process: **REV** Number: **185**

Text: Initial notice of right to request a modification was sent to the obligor.

Screen:	Field:	Entry:	Flag:	Status:
COURTORD	PAYOR – MOD NTC	Y		

Process: **REV** Number: **186**

Text: Initial notice of right to request a modification was sent to the obligee.

Screen:	Field:	Entry:	Flag:	Status:
COURTORD	PAYEE – MOD NTC	Y		

Process: **REV** Number: **187**

Text: 3-year notice of right to request a modification was sent to the obligor.

Screen:	Field:	Entry:	Flag:	Status:
COURTORD	PAYOR – MOD NTC	Y		

Process: **REV** Number: **188**

Text: 3-year notice of right to request a modification was sent to the obligee.

Screen:	Field:	Entry:	Flag:	Status:
COURTORD	PAYEE – MOD NTC	Y		

Process: **REV** Number: **189**

Text: Case meets the criteria for REVIEW. 3-year qualifying notice was sent to the obligor.

Screen:	Field:	Entry:	Flag:	Status:
COURTORD	PAYOR – MOD NTC	Q		

Process: **REV** Number: **190**

Text: Case meets the criteria for REVIEW. 3-year qualifying notice was sent to the obligee.

Screen:	Field:	Entry:	Flag:	Status:
COURTORD	PAYEE – MOD NTC	Q		

Process: **REV** Number: **191**

Text: The modification notice was not issued because: unable to locate necessary party.

Screen:	Field:	Entry:	Flag:	Status:
COURTORD	DNY	A		

Process: **REV** Number: **191**

Text: The modification notice was not issued because: one or more of the parties has been barred from requesting a REVIEW.

Screen:	Field:	Entry:	Flag:	Status:
COURTORD	DNY	B		

Process: **REV** Number: **191**

Text: The modification notice was not issued because: no children distributed under the court order.

Screen:	Field:	Entry:	Flag:	Status:
COURTORD	DNY	C		

Process: **REV** Number: **191**

Text: The modification notice was not issued because: the payor is deceased.

Screen:	Field:	Entry:	Flag:	Status:
COURTORD	DNY	D		

Process: **REV** Number: **191**

Text: The modification notice was not issued because: support obligation ends less than 14 months in the future.

Screen:	Field:	Entry:	Flag:	Status:
COURTORD	DNY	E		

Process: **REV** Number: **191**

Text: The modification notice was not issued because: Foster care case, state is the payee.

Screen:	Field:	Entry:	Flag:	Status:
COURTORD	DNY	F		

Process: **REV** Number: **191**

Text: The modification notice was not issued because: good cause case.

Screen:	Field:	Entry:	Flag:	Status:
COURTORD	DNY	G		

Process: **REV** Number: **191**

Text: The modification notice was not issued because: invalid court order type.

Screen:	Field:	Entry:	Flag:	Status:
COURTORD	DNY	I		

Process: **REV** Number: **191**

Text: The modification notice was not issued because: invalid case or child account type.

Screen:	Field:	Entry:	Flag:	Status:
COURTORD	DNY	J		

Process: **REV** Number: **191**

Text: The modification notice was not issued because: it has not been 36 months since the last modification action.

Screen:	Field:	Entry:	Flag:	Status:
COURTORD	DNY	M		

Process: **REV** Number: **191**

Text: The modification notice was not issued because: no current child or medical support obligations.

Screen:	Field:	Entry:	Flag:	Status:
COURTORD	DNY	N		

Process: **REV** Number: **191**

Text: The modification notice was not issued because: not an Iowa order or an out-of-state order registered in Iowa.

Screen:	Field:	Entry:	Flag:	Status:
COURTORD	DNY	O		

Process: **REV** Number: **191**

Text: The modification notice was not issued because: there is a current modification action pending.

Screen:	Field:	Entry:	Flag:	Status:
COURTORD	DNY	P		

Process: **REV** Number: **191**

Text: The modification notice was not issued because: the case is redirected.

Screen:	Field:	Entry:	Flag:	Status:
COURTORD	DNY	R		

Process: **REV** Number: **191**

Text: The modification notice was not issued because: the current child or medical support order is suspended.

Screen:	Field:	Entry:	Flag:	Status:
COURTORD	DNY	S		

Process: **REV** Number: **191**

Text: The modification notice was not issued because: the order is a temporary order.

Screen:	Field:	Entry:	Flag:	Status:
COURTORD	DNY	T		

Process: **REV** Number: **191**

Text: The modification notice was not issued because: the case is inactive, closed, deleted or in-hold

Screen:	Field:	Entry:	Flag:	Status:
COURTORD	DNY	X		

Process: **REV** Number: **194**

Text: Case meets the criteria for REVIEW. Generic notice sent to obligor.

Screen:	Field:	Entry:	Flag:	Status:
COURTORD	PAYOR – MOD NTC	Y		

Process: **REV** Number: **195**

Text: Case meets the criteria for REVIEW. Generic notice sent to obligee.

Screen:	Field:	Entry:	Flag:	Status:
COURTORD	PAYEE – MOD NTC	Y		

Process: **REV** Process: **REV** Number: **196**

Text: The requestor of the R&A has been changed from _____ to _____ for the following reason: _____.

Screen:	Field:	Entry:	Flag:	Status:
REVIEW1	PREREVIEW REQUESTED BY	PREVIOUS ENTRY CHANGED		

Process: **REV** Number: **197**

Text: The requestor of the challenge for R&A has been changed from ____ to ____ for the following reason: _____.

Screen:	Field:	Entry:	Flag:	Status:
REVIEW3	CHALLENGE (CP/RP/TP/OTHST)	PREVIOUS ENTRY CHANGED		

Process: **REV** Number: **198**

Text: The Challenge fields on REVIEW3 have been changed for the following reason: _____.

Screen:	Field:	Entry:	Flag:	Status:
REVIEW3	ACCEPT DATE DENY RSN	PREVIOUS ENTRY CHANGED OR DELETED	38	

Calendar Flags

Process: **REV** Number: **2**

Text: Second NOD for R&A issued. Challenge withdrawn. Prepare order using first NOD results.

Screen:	Field:	Entry:	Narrative:	Status:
REVIEW3	2ND NOD	W	2	

Process: **REV** Number: **4**

Text: Within 15 days send acknowledgment accepting or denying request for R&A child support to _____.

Screen:	Field:	Entry:	Narrative:	Status:
REVIEW1	PREREVIEW REQUESTED BY	CP, RP, TP, or OTHST	8	

Process: **REV** Number: **10**

Text: Case selected for R&A. Generate NOI.

Screen:	Field:	Entry:	Narrative:	Status:
REVIEW1	PREREVIEW REQUESTED BY	CSRU	11	

Process: **REV** Number: **11**

Text: At least 15 days have passed since this case was selected for R&A. Make entry in REVIEW appropriate field.

Screen:	Field:	Entry:	Narrative:	Status:
REVIEW1	PREREVIEW REQUESTED BY	CSRU	114	

Process: **REV** Number: **12**

Number: **12**

Text: Check on service of NOI and return of financial information for REVIEW of order

Screen:	Field:	Entry:	Narrative:	Status:
REVIEW1	REVIEW APPROPRIATE	Y	14	
	NOI	Y, R	13, 21	

Process: **REV** Number: **15**

Text: Obligee address is unknown. Case in location process. Review for case closure criteria, noncooperation, or incorrect system information.

Screen:	Field:	Entry:	Narrative:	Status:
REVIEW1	PREREVIEW REQUESTED	RP or TP	15 (RP)	1
	BY	N	120 (TP)	2
	PAYEE ... LOC KNOWN			

Process: **REV** Number: **16**

Text: Obligor located, continuing R&A process. Regenerate NOI packet. Attempt or reattempt service.

Screen:	Field:	Entry:	Narrative:	Status:
REVIEW1	PREREVIEW REQUESTED	CP or TP	18 (CP)	7
	BY	Y	123 (TP)	8
	RP ... LOC KNOWN	Y		
	REVIEW REOPENED			

Process: **REV** Number: **17**

Text: Obligee located, continuing R&A process. Regenerate NOI packet. Attempt or reattempt service.

Screen:	Field:	Entry:	Narrative:	Status:
REVIEW1	PREREVIEW REQUESTED	RP or TP	19 (RP)	9
	BY	Y	124 (TP)	10
	CP ... LOC KNOWN			

Process: **REV** Number: **18**

Text: Third party located, continuing R&A process. Regenerate NOI packet. Attempt or reattempt service if necessary party.

Screen:	Field:	Entry:	Narrative:	Status:
REVIEW1	PREREVIEW REQUESTED	CP or RP	20 (CP)	11
	BY	Y	125 (RP)	12
	TP ... LOC KNOWN			

Process: **REV** Number: **19**

Text: Current account type has changed. R&A process was postponed due to lack of location of one of the parties. Review to determine status of R&A process.

Screen:	Field:	Entry:	Narrative:	Status:
CHILD	CURRENT ACCT TYPE	ANY VALID ACCOUNT TYPE OTHER THAN 11.	22	

Process: **REV** Number: **21**

Text: Check on custody action for R&A process.

Screen:	Field:	Entry:	Narrative:	Status:
REVIEW1	POSTPN RSN	CUS	24	13, 14, 15

Process: **REV** Number: **22**

Text: Check on financial information when 3-month rule met for R&A.

Screen:	Field:	Entry:	Narrative:	Status:
REVIEW1	POSTPN RSN	FIN	25	16, 17, 18

Process: **REV** Number: **23**

Text: Check on financial information for postponed R&A.

Screen:	Field:	Entry:	Narrative:	Status:
REVIEW1	POSTPN RSN	FIN	25	16, 17, 18

Process: **REV** Number: **25**

Text: Check on postponement of R&A due to suspension.

Screen:	Field:	Entry:	Narrative:	Status:
REVIEW1	POSTPN RSNBY	SUS	27	22, 23, 24

Process: **REV** Number: **27**

Text: Check on postponement of R&A.

Screen:	Field:	Entry:	Narrative:	Status:
REVIEW1	POSTPN RSN	OTH	29	28, 29, 30

Process: **REV** Number: **28**

Text: Postponed R&A has been reopened. Continue process.

Screen:	Field:	Entry:	Narrative:	Status:
REVIEW1	REVIEW REOPENED	Y	30	31, 32, 33

Process: **REV** Number: **29**

Text: Conduct REVIEW and issue NOD. Notice of Intent for R&A served 30 days ago on all necessary parties.

Screen:	Field:	Entry:	Narrative:	Status:
REVIEW2	SERVED - CP, RP, AND TP (If appropriate)	Y IN ALL FIELDS	37	

Process: **REV** Number: **30**

Text: Pre-review waiting period has been waived. Issue NOD.

Screen:	Field:	Entry:	Narrative:	Status:
REVIEW2	WAIVE PREREV TIME - CP, RP	Y IN BOTH FIELDS	39	
	WAIVE PREREV TIME - CP, RP, and TP	Y IN ALL FIELDS	40	

Process: **REV** Number: **32**

Text: Accept or deny the request to withdraw from R&A process. Use form 470-3258
(Results of Withdrawal Request).

Screen:	Field:	Entry:	Narrative:	Status:
REVIEW2	REQ TO WITHDRAW RECD	CP, RP, TP, or OTHST	41	

Process: **REV** Number: **33**

Text: NOD and Waiver of Post-Review Time Period for R & A have been issued. Prepare to generate order if appropriate.

Screen:	Field:	Entry:	Narrative:	Status:
REVIEW2	NOD ISSUED	Y	46	

Process: **REV** Number: **34**

Text: NOD has been regenerated. Prepare to generate order if appropriate.

Screen:	Field:	Entry:	Narrative:	Status:
REVIEW2	NOD ISSUED	R	47	

Process: **REV** Number: **35**

Text: Revised NOD (form 470-3260) has been issued. Prepare to generate order if appropriate.

Screen:	Field:	Entry:	Narrative:	Status:
REVIEW2	NOD ISSUED	V	48	

Process: **REV** Number: **36**

Text: Postreview waiting period for R&A has been waived. Proceed with order.

Screen:	Field:	Entry:	Narrative:	Status:
REVIEW2	WAIVE POSTREV TIME ... CP, RP	Y IN BOTH FIELDS	50	
	WAIVE POSTREV TIME ... CP, RP, and TP	Y IN ALL FIELDS	51	

Process: **REV** Number: **38**

Text: Challenge to NOD for R&A received. Make entries to challenge field sections on REVIEW3 to accept or deny.

Screen:	Field:	Entry:	Narrative:	Status:
REVIEW3	CHALLENGE	CP, RP, TP, OTHST	53	

Process: **REV** Number: **39**

Text: Prepare 2nd NOD for R&A in response to challenge.

Screen:	Field:	Entry:	Narrative:	Status:
REVIEW3	NOTICE OF 2ND REV	Y	55	
		R	56	

Process: **REV** Number: **41**

Text: 2nd NOD for R&A has been issued. Prepare order if appropriate.

Screen:	Field:	Entry:	Narrative:	Status:
REVIEW3	2ND NOD	Y	58	
		R	59	

Process: **REV** Number: **42**

Text: Order not filed. Check on status.

Screen:	Field:	Entry:	Narrative:	Status:
REVIEW3	GENERATE ORDER	Y	60, 61, 62,	
REVIEW1		Y or N	63	
REVIEW3	MULTIPLE ORDERS	PREVIOUS ENTRY	132	
	ORDER FILED	DELETED		

Process: **REV** Number: **45**

Text: Generate order fields on REVIEW3 were deleted. Prepare to generate order if appropriate.

Screen:	Field:	Entry:	Narrative:	Status:
REVIEW3	GENERATE ORDER (Y/R)	PREVIOUS ENTRY	131	
	DATE	DELETED		
	IWO PROV			

Process: **REV** Number: **46**

Text: Review case. Assignment of support is in effect. The written assignment may no longer be valid.

Screen:	Field:	Entry:	Narrative:	Status:
CASE	CURRENT ACCT TYPE	CHANGED TO ANYTHING OTHER THAN 12, 15, OR 17.	116	

Process: **REV** Number: **48**

Text: Admin R&A order filed. Send copies to parties within 14 days.

Screen:	Field:	Entry:	Narrative:	Status:
REVIEW3	ORDER FILED	Y	68, 139	
REVIEW1	DATE MULTIPLE ORDERS	DATE ORDER FILED Y, N		

Process: **REV** Number: **50**

Text: Admin R&A order not filed. R&A process may need to be ended.

Screen:	Field:	Entry:	Narrative:	Status:
REVIEW3	ORDER FILED	N	69	

Process: **REV** Number: **51**

Text: Request for 252H Hearing and Certification to Court has been generated. Has hearing been set?

Screen:	Field:	Entry:	Narrative:	Status:
REVIEW4	REQUEST FOR HEARING GENERATED	Y	75	

Process: **REV** Number: **52**

Text: Request for 252H Hearing and Certification to Court has been regenerated. Has hearing been set?

Screen:	Field:	Entry:	Narrative:	Status:
REVIEW4	REQUEST FOR HEARING GENERATED	R	76	

Process: **REV** Number: **53**

Text: Hearing for R&A was scheduled for yesterday. Check on outcome.

Screen:	Field:	Entry:	Narrative:	Status:
REVIEW4	HEARING SET ... TIME ... DATE HEARING HELD HEARING SET ... TIME ... DATE	TIME AND DATE THE HEARING IS SCHEDULED. R TIME AND DATE THE HEARING IS RESCHEDULED.	77 79	56, 57, 58

Process: **REV** Number: **54**

Text: Check on status of court hearing for R&A that was postponed or continued.

Screen:	Field:	Entry:	Narrative:	Status:
REVIEW4	HEARING HELD	P or C	80	

Process: **REV** Number: **55**

Text: R&A judicial order not filed. Check on status.

Screen:	Field:	Entry:	Narrative:	Status:
REVIEW4	GENERATE JUD ORDER	Y or R	82, 84, 137, 138	

Process: **REV** Number: **56**

Text: Order for R&A not filed. Check on status.

Screen:	Field:	Entry:	Narrative:	Status:
REVIEW4	GENERATE JUD ORDER	N	83	

Process: **REV** Number: **59**

Text: Judicial order filed. Send copies to parties within 14 days.

Screen:	Field:	Entry:	Narrative:	Status:
REVIEW4	FILED DATE	Y DATE THE ORDER WAS FILED	85, 118	

Process: **REV** Number: **60**

Text: Judicial order filed for R&A. Multiple orders exist. Update all obligations/orders.

Screen:	Field:	Entry:	Narrative:	Status:
REVIEW4	ORDER FILED	Y	118	
REVIEW1	MULTIPLE ORDERS	Y		

Process: **REV** Number: **61**

Text: Judicial order not filed. R&A process may need to be ended.

Screen:	Field:	Entry:	Narrative:	Status:
REVIEW4	FILED	N	86	

Process: **REV** Number: **62**

Text: R&A process has been ended due to lack of location for 3 years. Review for accuracy.

Screen:	Field:	Entry:	Narrative:	Status:
REVIEW4	PROCESS ENDED	6	93	74, 75, 76

Process: **REV** Number: **63**

Text: Check on pending private modification for R&A.

Screen:	Field:	Entry:	Narrative:	Status:
COURTOR2	PRIVATE MOD	P	101	83, 84, 85

Process: **REV** Number: **66**

Text: Private modification action dismissed. Proceed according to stage of REVIEW prior to private mod.

Screen:	Field:	Entry:	Narrative:	Status:
COURTOR2	PRIVATE MOD	D	102	86, 87, 88

Process: **REV** Number: **67**

Text: Private modification completed. Obtain copy of order, update screens, check on enforcement actions.

Screen:	Field:	Entry:	Narrative:	Status:
COURTOR2	PRIVATE MOD	C	103	68, 69, 70

Process: **REV** Number: **68**

Text: It has been more than 10 days since the Notice of Dec was issued. Enter challenge deny reason code if appropriate.

Screen:	Field:	Entry:	Narrative:	Status:
REVIEW3	CHALLENGE ... DENY RSN	1	52	

Process: **REV** Number: **69**

Text: Administrative order filed for R&A. Multiple orders exist. Update all obligations/orders.

Screen:	Field:	Entry:	Narrative:	Status:
REVIEW3	ORDER FILED	Y	68	
REVIEW1	DATE MULTIPLE ORDERS	DATE ORDER FILED Y		

Process: **REV** Number: **74**

Text: Entries made to Challenge field sections on REVIEW3 to accept. Generate Notice of 2nd Review if accepted.

Screen:	Field:	Entry:	Narrative:	Status:
REVIEW3	CHALLENGE (CP/RP/TP/OTHST) ACCEPT	CP, RP, TP, or OTHST Y		

Process: **REV** Number: **75**

Text: Location process ended, continuing R&A process. Regenerate NOI packet for and attempt or reattempt service on _____.

Screen:	Field:	Entry:	Narrative:	Status:
REVIEW1	LOC KNOWN for party requesting the REVIEW	Y	151	

Process: **REV** Number: **78**

Text: Notice concerning R&A received from other state. Send copy to the party who lives in Iowa within 5 days.

Screen:	Field:	Entry:	Narrative:	Status:
COURTOR2	NOTICE RECD	Y or R	153	

Process: **REV** Number: **79**

Text: Notice received from other state re: R&A more than 5 days ago.

Screen:	Field:	Entry:	Narrative:	Status:
COURTOR2	STATUS	NO ENTRY WITHIN 5 DAYS	155	

Process: **REV** Number: **84**

Text: A necessary third party no longer exists. Continuing R&A process. Attempt or reattempt service if necessary.

Screen:	Field:	Entry:	Narrative:	Status:
TPARTY		DELETION OF TPARTY SCREEN ENTRIES	140	

Process: **REV** Number: **88**

Text: Good cause now claimed or pending. Evaluate status of REVIEW.

Screen:	Field:	Entry:	Narrative:	Status:
PAYEE	GOOD CAUSE	A or P	158	

Process: **REV** Number: **89**

Text: Caretaker indicator set for R&A. REVIEW no longer in location. Continue process.

Screen:	Field:	Entry:	Narrative:	Status:
PAYEE	CARETAKER?	Y	173	

Process: **REV** Number: **90**

Text: Foster care payee indicated. Continue R&A process.

Screen:	Field:	Entry:	Narrative:	Status:
REVIEW1	FOSTER CARE	Y	174	

Process: **REV** Number: **91**

Text: Order appropriate for REVIEW. Generate and serve NOI packet on all necessary parties.

Screen:	Field:	Entry:	Narrative:	Status:
REVIEW1	REVIEW APPROPRIATE	Y	172	

Process: **REV** Number: **92**

Text: Other state REVIEW of CS order completed. Obtain copy of order, update screens and send status to party who lives in Iowa.

Screen:	Field:	Entry:	Narrative:	Status:
COURTOR2	INTERSTATE REVIEW	C	176	

Process: **REV** Number: **93**

Text: Other state REVIEW of CS order dismissed. Make entries to NOTICE RECD and STATUS fields.

Screen:	Field:	Entry:	Narrative:	Status:
COURTOR2	NOTICE RECD STATUS	Y Y	177	

Process: **REV** Number: **94**

Text: COLA process has been contested. Initiate Review and Adjustment Process.

Screen:	Field:	Entry:	Narrative:	Status:
COLA	CONTEST RECEIVED	CP, RP, TP, OTHST	7	

Statuses

Process: **REV** Number: **1**

Generated for: Obligor

Text: Obligee address unknown. Review and adjustment process postponed until obligee is located. If you have location information, please contact our office. Thank you.

Screen:	Field:	Entry:	Narrative:	Flag:
REVIEW1	PREREVIEW REQUESTED BY PAYEE ... LOC KNOWN	RP N	15	15

Process: **REV** Number: **2**

Generated for: Third Party

Text: Obligee address unknown. Review and adjustment process postponed until obligee is located. If you have location information, please contact our office. Thank you.

Screen:	Field:	Entry:	Narrative:	Flag:
REVIEW1	PREREVIEW REQUESTED BY PAYEE ... LOC KNOWN	TP N	120	15

Process: **REV** Number: **3** Generated for: Obligee
Text: Obligor address unknown. Review and adjustment process postponed until obligor located. If you have location information, please contact our office. Thank you.

Screen:	Field:	Entry:	Narrative:	Flag:
REVIEW1	PREREVIEW REQUESTED	CP	16	
	BY	N		
	PAYOR ... LOC KNOWN			

Process: **REV** Number: **4** Generated for: Third Party
Text: Obligor address unknown. Review and adjustment process postponed until obligor located. If you have location information, please contact our office. Thank you.

Screen:	Field:	Entry:	Narrative:	Flag:
REVIEW1	PREREVIEW REQUESTED	TP	121	
	BY	N		
	RP ... LOC KNOWN			

Process: **REV** Number: **5** Generated for: Obligee
Text: Necessary third party address unknown. Review and adjustment process postponed until

this person is located. If you have location information, please contact our office. Thank you.

Screen:	Field:	Entry:	Narrative:	Flag:
REVIEW1	PREREVIEW REQUESTED	CP	17	
	BY	N		
	TP ... LOC KNOWN			

Process: **REV** Number: **6** Generated for: Obligor
Text: Necessary third party address unknown. Review and adjustment process postponed until

this person is located. If you have location information, please contact our office. Thank you.

Screen:	Field:	Entry:	Narrative:	Flag:
REVIEW1	PREREVIEW REQUESTED	RP	122	
	BY	N		
	TP ... LOC KNOWN			

Process: **REV** Number: **7** Generated for: Obligee
Text: The obligor has been located. The REVIEW that had been postponed will now continue.

Screen:	Field:	Entry:	Narrative:	Flag:
REVIEW1	PREREVIEW REQUESTED	CP	18	16
	BY	Y		
	RP ... LOC KNOWN	Y		
	REV REOPENED			

Process: **REV** Number: **8** Generated for: Third Party

Text: The obligor has been located. The REVIEW that had been postponed will now continue.

Screen:	Field:	Entry:	Narrative:	Flag:
REVIEW1	PREREVIEW REQUESTED	TP	123	16
	BY	Y		
	RP ... LOC KNOWN	Y		
	REV REOPENED			

Process: **REV** Number: **9** Generated for: Obligor

Text: The obligee has been located. The REVIEW that had been postponed will now continue.

Screen:	Field:	Entry:	Narrative:	Flag:
REVIEW1	PREREVIEW REQUESTED	RP	19	17
	BY	Y		
	CP ... LOC KNOWN	Y		
	REV REOPENED			

Process: **REV** Number: **10** Generated for: Third Party

Text: The obligee has been located. The REVIEW that had been postponed will now continue.

Screen:	Field:	Entry:	Narrative:	Flag:
REVIEW1	PREREVIEW REQUESTED	TP	124	17
	BY	Y		
	CP ... LOC KNOWN	Y		
	REV REOPENED			

Process: **REV** Number: **11** Generated for: Obligor

Text: The Third Party has been located. The REVIEW that had been postponed will now continue.

Screen:	Field:	Entry:	Narrative:	Flag:
REVIEW1	PREREVIEW REQUESTED	CP	20	18
	BY	Y		
	TP ... LOC KNOWN	Y		
	REV REOPENED			

Process: **REV** Number: **12** Generated for: Obligor

Text: The third party has been located. The REVIEW that had been postponed will now continue.

Screen:	Field:	Entry:	Narrative:	Flag:
REVIEW1	PREREVIEW REQUESTED	RP	125	18
	BY	Y		
	TP ... LOC KNOWN	Y		
	REV REOPENED			

Process: **REV** Number: **90** Generated for: Obligee
Text: The enclosed information has been received from the other state doing the review and adjustment of your child support order. If you have any questions, contact your local CSRU office.

Screen:	Field:	Entry:	Narrative:	Flag:
COURTOR2	STATUS	Y	154	

Process: **REV** Number: **91** Generated for: Third Party
Text: The enclosed information has been received from the other state doing the review and adjustment of your child support order. If you have questions, contact your local CSRU office.

Screen:	Field:	Entry:	Narrative:	Flag:
COURTOR2	STATUS	Y	154	

Process: **REV** Number: **94** Generated for: Obligor
Text: The hearing to review and adjust child support is rescheduled for _____ at _____.

Screen:	Field:	Entry:	Narrative:	Flag:
REVIEW4	HEARING HELD HEARING SET...TIME...DATE	R TIME AND DATE THE HEARING IS RESCHEDULED	79	53
