

Suspension and Satisfaction of Support

	<u>Page</u>
Overview	1
Suspension Processes.....	1
Definition of Terms	3
Satisfaction of Suspended Obligations.....	4
Responding to an Initial Suspension Inquiry	5
Receiving CSRU Services	5
Basis for Suspension	6
Barred Status.....	7
Collecting Information	8
Notify Income Maintenance	9
Notifying Another State	9
Suspension by Mutual Consent—Determining Eligibility.....	10
Eligibility Criteria	10
Basis for Suspension	11
Duration of Conditions.....	11
Necessary Parties Who Must Consent to Suspend	11
Children Receiving Public Assistance.....	12
Support Orders Eligible for Suspension by Mutual Consent.....	13
Child, Medical, and Spousal Support.....	14
Current vs. Accrued Support.....	15
Determining Jurisdiction to Suspend.....	16
Iowa Support Orders	16
Out-of-State Support Orders	17
Suspension by Mutual Consent—The Request and Affidavit	18
Prepare and Send Suspension by Mutual Consent Forms	18
Accepting the Suspension by Mutual Consent Request.....	21
Parties Withdraw Their Suspension Request.....	22
Suspension by Mutual Consent—The Notice of Decision.....	23
Returning Incomplete Suspension by Mutual Consent Forms	23
Pending Further Action on the Suspension by Mutual Consent Request	25
Denying the Suspension by Mutual Consent Request.....	26
Changes After the Notice of Decision	28
Basis for Suspension No Longer Exists	28
Basis for Suspension Changes	29
Suspension by Mutual Consent—Obtaining the Order Suspending Support	30
Submitting the Order Suspending Support and Affidavits.....	30
After Filing the Order Suspending Support.....	31
Suspension by Mutual Consent—Entering the Suspension on ICAR.....	32
Suspend Enforcement of Current Support.....	32
Entering a Suspension by Mutual Request on ICAR	32
The SUSC1 Screen.....	33

	<u>Page</u>
Generating Suspension by Mutual Consent Request Forms from SUSC1	39
MULTORD Screen.....	40
PARTIAL Screen.....	43
CASESTAT Screen.....	44
The SUSC2 Screen	45
Interstate Screen (INTERSTA)	50
Outgoing Interstate (IA as INIT ST).....	50
Incoming Interstate (IA as RESP ST)	51
After the Suspension Process Is Completed	52
Closing the Case.....	52
Suspension By Payor’s Request—Determining Eligibility.....	53
Eligibility Criteria	53
Basis of Suspension	53
Duration of Conditions.....	54
Necessary Parties Who Must Consent to Suspend	54
Children Receiving Public Assistance.....	54
Support Orders Eligible for Suspension by Payor’s Request	56
Court Order Types	56
Child and Medical Support.....	58
Current vs. Accrued Support.....	58
Determining Jurisdiction to Suspend	59
Iowa Support Orders	59
Out-of-State Support Orders	60
Suspension By Payor’s Request – The Request and Affidavit	61
Prepare and Send Suspension by Payor’s Request Forms.....	61
The Request Form.....	61
The Affidavit	63
Accepting the Suspension by Payor’s Request Forms.....	64
Payor Withdraws the Request for Suspension.....	65
Suspension By Payor’s Request – The Notice of Intent and Payee’s Objection	66
The Notice of Intent to the Payee.....	66
Service On the Payee	67
Service by Certified Mail	67
Service by Sheriff or Process Server	67
Unsuccessful Service	68
Objection From the Payee	68
Payee Withdraws Their Objection	69
Suspension By Payor’s Request – The Notice of Decision.....	70
Returning Incomplete Suspension By Payor’s Request Forms	70
Pending Further Action On the Suspension By Payor’s Request	72
Denying the Suspension By Payor’s Request	73

	<u>Page</u>
Changes After Service On the Payee.....	75
Basis for Suspension no Longer Exists	75
Basis for Suspension Changes	75
Suspension By Payor’s Request–Obtaining The Order Suspending Support ...	77
Submitting the Order Suspending Support and Affidavits.....	77
After Filing the Order Suspending Support.....	78
Suspension By Payor’s Request – Entering the Suspension On ICAR	79
Suspend Enforcement of Current Support.....	79
Entering the Suspension By Payor’s Request On ICAR	79
The SUSP1 Screen	80
Generating Suspension By Payor’s Request Forms From SUSP1	85
MULTORD2 Screen.....	86
PARTIAL2 Screen.....	89
CASESTAT Screen.....	90
The SUSP2 Screen	91
After the Suspension Process is Completed.....	97
Closing the Case.....	97
Suspension and Modification Process Interaction.....	98
Relationship between Suspension and Modification	98
Handling a Suspension Request When There Is an Active Modification	99
Handling a Modification Request When There Is an Active Suspension	99
ICAR-Generated Narratives and Flags.....	100
Request for Modification and Suspension Received at the Same Time	101
TANF Selection Process.....	101
Batch Processes.....	102
Batch Process When There is No Activity—Suspension by Mutual Consent	102
Batch Process When There is No Activity—Suspension by Payor’s Request	102
Other Batch Processes.....	103
Initiating the Satisfaction Process	104
Interstate Referral	104
Eligibility Criteria	104
Eligible Support Orders.....	105
Necessary Parties Consent to Satisfaction.....	106
Preparing Satisfaction Request Forms	107
Responding to the Satisfaction Request	110
Accepting the Satisfaction Request.....	111
Denying the Satisfaction Request.....	111
Returning Satisfaction Forms.....	111
Preparing the Satisfaction Notice of Decision.....	113

	<u>Page</u>
Obtaining The Order Of Satisfaction	115
Preparing the Satisfaction Order	115
Submitting Satisfaction Order and Affidavits	116
Response to Order on Satisfaction	116
Narratives.....	117
Calendar Flags	136
Statuses	144

Overview

This chapter describes two expedited processes available through the Child Support Recovery Unit (the Unit):

- ◆ Suspension of current support
- ◆ Satisfaction of delinquent support

To understand the suspension process, you must become familiar with the following topics:

- ◆ Which support orders are eligible for suspension,
- ◆ What circumstances furnish a proper basis for suspension,
- ◆ What constitutes a complete request for suspension, and
- ◆ Who must sign the suspension forms.

To understand the satisfaction process, you must become familiar with the following topics:

- ◆ What types of support are eligible for satisfaction,
- ◆ When a party can request satisfaction, and
- ◆ Who must sign the satisfaction forms.

Suspension Processes

Legal reference: Iowa Code Section 252B.20, 252B.20A; 441 IAC 99.102(252B), 99.103(252B), 99.104(252B)

If a family receives CSRU services and experiences a household change that eliminates the need for support, the family may qualify for suspension of the obligation. The Unit has developed suspension processes in response to common family changes. Conditions for suspending an obligation include:

- ◆ Some or all of the children covered by the order live with their reconciled parents, or
- ◆ Some or all of the children covered by the order go to live with the payor, or
- ◆ Some or all of the children covered by the order go to live with a caretaker who does not want CSRU services, and
- ◆ The family reasonably expects the living arrangement to last at least six months. Temporary changes, such as summer vacations, are not grounds for suspension.

Iowa law gives the Unit two processes by which to suspend support. Suspension by mutual consent (252B.20) allows the Unit to suspend support when all parties agree and complete the necessary forms. Suspension by payor's request (252B.20A) allows the Unit to suspend support when the payee will not complete the forms agreeing to the suspension, but does not object to the suspension. Under both suspension processes, there are also other legal requirements the case must meet.

You must attempt suspension by mutual consent first. However, you can attempt a suspension by payor's request if a suspension by mutual consent attempt failed within the last six months because the payee refused to complete the forms, and the case meets other legal requirements.

If the parties request suspension services and the Unit files a temporary suspension order, the accrual of current support stops for six months. If the circumstances that were the basis for suspension do not continue for six months, a necessary party can request reinstatement of support.

If the Unit receives and accepts a request for reinstatement, current support starts to accrue again. However, any arrears satisfied are permanently satisfied and unaffected by reinstatement of current support.

If the Unit does not request reinstatement within six months of the filed date of the suspension order, the order becomes final by operation of law and terminates the support obligation. The Unit may ask the court to reinstate the accruing support order within six months of the file date of the suspension order if:

- ◆ Either parent or other person with physical custody makes application for reinstatement,
- ◆ The parent or person with physical custody of the affected children correctly receives public assistance benefits on behalf of the affected children, provided the Department does not consider the person owing support a member of the same household as the children for the purpose of public assistance eligibility.

Iowa Code Sections 252B.20 (suspension by mutual consent) and 252B.20A (suspension by payor's request) do not limit the rights of parents or the Unit to pursue other means to suspend, terminate, modify, reinstate, or establish support obligations, nor from enforcing and collecting support arrears.

Definition of Terms

“Assignee” is a person or entity, other than the support payee named in the original order having the right to receive current support payments for a child. This person or entity’s right to receive current support must have been created in a support order or redirection order. As circumstances change, support may revert to the original payee without further court action. This includes caretaker and foster care cases.

“Caretaker who does not want CSRU services” is a non-parental natural person who one or more of the children lives with and who has not requested CSRU services. This caretaker cannot be receiving public assistance benefits for the children. This person is not an assignee of the obligation and is not a redirection payee.

“Change of residency” includes the following situations:

- ◆ One or more of the children move from the payee’s residence to the payor’s residence.
- ◆ The payee is a non-parental caretaker and the payor moves into the same household with the payee and children.
- ◆ One or more of the children move from the payee’s residence to the residence of a caretaker who does not want CSRU services.

“Necessary party” is a person who has a legal duty to pay or a right to receive child support under a support order. Necessary parties include all persons with a current obligation to pay and anyone or any state with a current or future right to receive support under the order.

“Reconciled parents” are parents who were separated and are currently reconciled and living at the same address with one or more of the children entitled to support under the order to be suspended.

“Reconciliation” includes the following situations:

- ◆ The payor and payee parents are unmarried, but live together with one or more of their children entitled to support under one or more paternity or support orders.
- ◆ The payor and payee parents marry each other for the first time after the birth of their children entitled to support under a paternity or support order.

- ◆ The payor and payee parents remarry each other and live with one or more of their children entitled to support under an order other than their divorce decree.
- ◆ The payor and payee parents divorce each other, do not remarry, but live with one or more of their children entitled to support under the dissolution decree or any other support order.
- ◆ The payor and payee parents are married and live together with one or more of their children entitled to support under one or more support orders issued during a period of separation.

Satisfaction of Suspended Obligations

Legal reference: Iowa Code Sections 252B.3 and 252B.20
441 IAC 99.4(234,252B)

Iowa law gives families an expedited alternative for satisfying delinquent child support when an Iowa order is suspended under the suspension by mutual consent process. Satisfaction of delinquent child support is not available if the order is suspended under the suspension by payor's request process. The Unit assists the family in satisfying some or all of any delinquent child support from the suspended Iowa order at the request of the payee or assignee.

The Unit notifies the party due the arrears about the satisfaction process by sending Comm. 240, *Procedures for Suspending, Satisfying and Reinstating Child Support Obligations*, and form 470-3033, *Request to Suspend Support*, with the suspension packet. Unless the payor asks about a satisfaction, the Unit does not send the payor a notice about satisfaction until after the satisfaction approval.

The Unit can start the satisfaction process:

- ◆ At the same time the Unit sends out the suspension by mutual consent packet, or
- ◆ Any time after the suspension by mutual consent order is filed.

If the Unit accepts a satisfaction request from the payee, the Unit prepares an order to satisfy support. The Unit submits the order and corresponding notarized affidavit to the district court. After the satisfaction order is filed, the Unit stops collecting the delinquent support debt satisfied by the obligee or assignee. However, the Unit continues to collect any and all delinquent monies due the state of Iowa or any other agency or individual.

The order satisfying support is effective as of the date the satisfaction order is filed with the clerk of court. The satisfaction is permanent and may not be reversed, even if the suspended order is reinstated.

Responding to an Initial Suspension Inquiry

Legal reference: Iowa Code Section 252B.20
441 IAC 99.102(252B), 99.103(252B), 99.104(252B)

People may become aware of suspension services offered by the Unit in several ways. Suspension information is available on the CSRU Customer Website. Suspension is a service listed on form 470-0188, *Application for Nonassistance Support Services*, and on form 470-1981, *Notice of Continued Support Services*.

Initial inquiries about the suspension service may come to the Unit by mail, telephone, or in person. If you receive an inquiry about suspension and satisfaction services, try to determine if the person making the inquiry is eligible to make a request and if the circumstances of the case qualify for suspension services.

NOTE: Caretakers who do not want CSRU services are not case parties and therefore are not entitled to the same information about a case as a payor or payee. We do not need a release of information to send suspension forms to a caretaker who does not want CSRU services. However, we do require a release of information from the case parties in order to discuss details of the case with the caretaker who does not want CSRU services.

Receiving CSRU Services

Legal reference: Iowa Code Sections 252B.20(1), 252B.20A(1)
441 IAC 99.103(1), (2), (3), (4), and (5)

If the Unit is providing IV-D services to a family by enforcing current support under an order entered or registered in Iowa, the suspension processes are available to persons who request it and otherwise qualify. Under suspension by mutual consent, only necessary parties are eligible to request suspension services. These include all parties with a legal duty to pay or a legal right to receive child support under the support order. Under suspension by payor's request, only the payor is eligible to request suspension services.

If a party requests suspension services for an order the Unit is not currently enforcing and the court order appears to be eligible for suspension, send form 470-1988, *Application for Nonassistance Support Services (NPA)*, along with the suspension packet to the requesting party.

When the requesting party returns the *Application for Nonassistance Support Services*, send the applicable suspension packet for the particular suspension process to other party.

Basis for Suspension

Legal reference: Iowa Code Sections 252B.20(1)(a), (b), (d), and (e)
441 IAC 99.103(1), (2), (3), (4), and (5)

The case may qualify for suspension services based on reconciliation or change of residency.

◆ Reconciliation

“Reconciled parents” or “reconciliation” means the parents live in the same residence with each other and one or more children entitled to support under the order to be suspended live with the reconciled parents. See [Definition of Terms](#) for the circumstances that constitute reconciliation.

Reconciliation is not the proper suspension basis when the payor and a non-parent payee live together in the same residence with their own children and one or more of the children affected by a support order. Instead, use the following basis for suspension.

◆ Change of Residency

A family is eligible for suspension when one or more of the children for whom support is ordered no longer live with the parent ordered to receive support. For this basis to apply, the children must go to live with either the payor or a non-parental caretaker who does not want CSRU services. See [Definition of Terms](#) for the circumstances that constitute change of residency.

Temporary changes, such as summer vacations, are not grounds for suspension.

If the basis for suspension involves fewer than all the children, the order must contain a step change which specifies the amount of support that is due as the number of children entitled to support changes. If the order doesn't have step changes, the Unit cannot process the suspension.

Barred Status

When a party asks about suspension services, make sure their court order is not currently subject to the two-year bar due to a previous suspension. Review the case to see if the court order has been through the suspension by mutual consent process or the suspension by payor's request process.

Under Iowa law, the Unit can only accept one complete suspension request per court order every two years. If the Unit completes a suspension request for fewer than all the children, the parties cannot request a subsequent suspension for the remaining children for two years.

Parties are barred from requesting suspension services on the same court order for two years from the date:

- ◆ The Unit received a complete request under Iowa Code Section 252B.20 (suspension by mutual consent), or
- ◆ The Unit served a request under Iowa Code Section 252B.20A (suspension by payor's request).

A complete request under the suspension by mutual consent process means the Unit received a correct and complete form 470-3033, *Request to Suspend Support*, and form 470-3032, *Affidavit Regarding Suspension of Support*, from all necessary parties.

A served request under the suspension by payor's request process means the Unit successfully served the payee with form 470-5351, *Notice of Intent to Payee to Suspend a Child Support Obligation Based on Payor's Request*.

If either of the above situations applies, inform the requestor of the two-year time limitation for suspension services.

Correct and complete forms identify the correct necessary parties, correct court orders, and correct reason for suspension. If necessary parties or court orders are added or the reason for suspension changes after the forms are received, the parties are not barred from making a new request based on the new information. For further discussion of this exception to the two-year limit, see [Basis for Suspension Changes](#).

There are five children on the order. Two children move in with the payor in May 2018. The Unit suspends the obligations for those children only in June 2018.

The remaining three children move in with the payor in July 2018. We cannot suspend the obligations of those children. The payor must still pay child support for the remaining three children, unless the payor and payee get a private suspension.

Collecting Information

Ask the party who requests suspension services enough case-specific questions to determine which orders could qualify for suspension. Unless you collect enough information to know which support orders should be suspended, you cannot adequately prepare the request forms.

By collecting the appropriate information, you can make an initial determination if the court order is a likely candidate for suspension services. If you do not make this initial determination, the parties may make a request for suspension that will be denied and they may risk being subject to the two-year bar.

While some children are affected by only one enforceable order for ongoing support, other children may be affected by multiple orders. All enforceable orders for ongoing support must be suspended if the orders name the same payor and payee and if:

- ◆ One or more children named in the order live with the reconciled payor and payee, or
- ◆ One or more children named in the order live with only the payor, or
- ◆ One or more children named in the order live with a caretaker who does not want CSRU services.

Unless all ongoing obligations are suspended, the Unit continues to enforce the highest support obligation of any remaining orders.

Find out if:

- ◆ The payor has returned to the child's home, or
- ◆ The child has left a public assistance household to live with the payor or a caretaker who does not want CSRU services, or
- ◆ The children affected by the support order receive Family Investment Program (FIP) or Medicaid-only benefits.

Narrate that you received a suspension inquiry and what information you collected.

Notify Income Maintenance

You may get an inquiry about the suspension process for children who receive FIP or Medicaid-only benefits at the same time as:

- ◆ The payor reconciles with the payee and becomes part of the public assistance household.
- ◆ The children entitled to support leave a public assistance household to reside with the payor.
- ◆ The children entitled to support leave a public assistance household to reside with a caretaker who does not want CSRU services.

Tell the person who asks about suspension that if the children affected by the support order receive FIP or Medicaid, the parties must report household membership changes to the DHS office responsible for the public assistance case. Income maintenance (the IM worker) considers a report timely if the party makes it no later than ten days after the change has occurred. If the household does not report the change, you cannot complete the suspension process.

Notifying Another State

Notification procedures vary depending upon whether the Unit is enforcing the order through an interstate referral or not.

If the Unit is enforcing an Iowa order through an interstate referral and the payor or payee asks about suspending a support obligation:

- ◆ Review the order to determine whether Iowa retains continuing, exclusive jurisdiction to modify the Iowa order. In a suspension by mutual consent, the parties consent to Iowa jurisdiction by signing form 470-3032, *Affidavit Regarding Suspension of Support*.
- ◆ If so, generate a status to the referring state's IV-D representative. The status notifies the other IV-D agency of the inquiry and seeks information that you may need if a party submits a written request. Send the status to the other state's IV-D agency no later than five working days after you receive the initial inquiry:
 - Whether or not the person who inquired receives public assistance.
 - Whether or not the change in the household has already taken place.

Do not wait for a response from the other state before proceeding to the next step in the suspension process. Do not set a calendar flag to send a second status if you don't get a response from the other state.

If there is no interstate referral, but the payee or payor reports that the children entitled to support received public assistance benefits from another state any time during the previous 12 months, send a letter to that state's IV-D representative. The purpose of the letter is to confirm that the children no longer receive public assistance in the other state.

Send the letter to the other state's IV-D personnel no later than five working days after you receive the initial report. Send a letter whether or not the change in the household has already taken place. Narrate the type of letter you sent and to whom you sent it.

Do not wait for a response from the other state before proceeding with the suspension process. Do not set a calendar flag to send a second letter if you don't get a response from the other state.

Suspension by Mutual Consent—Determining Eligibility

Legal reference: Iowa Code Section 252B.20(1)(2)
441 IAC 99.102(252B), 99.103(252B), 99.104(252B)

Eligibility Criteria

In order to request a suspension by mutual consent, each party must provide to the Unit a completed and signed form 470-3033, *Request to Suspend Support*, and completed, signed, and notarized form 470-3032, *Affidavit Regarding Suspension of Support*.

The request form must contain the basis for suspension and the names of the children affected by the basis for suspension. The parties must express consent to the suspension of the order in the affidavit by attesting that all eligibility criteria are met. The affidavit must bear the notarized signature of the party signing the form.

Basis for Suspension

The basis for suspension must be due to a reconciliation of the payor and payee or a change of residency from the payee's home to the home of the payor or the home of a caretaker who does not want CSRU services. See [Definition of Terms](#) for the circumstances that constitute reconciliation and change of residency.

Duration of Conditions

The payor and payee must reasonably expect their suspension basis to continue for not less than six months from the date that the Unit receives the suspension request. A child's temporary presence in the payor's home, created by events such as summer visitation, a vacation period or temporary illness does not satisfy this requirement.

Necessary Parties Who Must Consent to Suspend

Legal reference: Iowa Code Section 252B.20(1)(c)
441 IAC 99.104(1)

Necessary parties include all parties who have a legal duty to pay or a current or future legal right to receive child support under a support order. Necessary parties may include the payor, the payee, the redirection payee, and the assignee. All necessary parties must consent to the suspension of the order.

If there is more than one assignee or redirection payee, all must sign the request form and the affidavit. The "other payee" or "redirection payee" is a person who currently has physical custody of a child. The person's right to receive support must have been created in a support order or redirection order. If their right to receive child support is not contained in an existing order, the person should not sign the forms.

NOTE: When a child goes to live with a non-parental caretaker who wants to receive the support obligation, the Unit files a redirection order. This order makes the non-parental caretaker the new payee of the case. Due to the language of the Unit's redirection orders, the original payee no longer has a future interest in the support obligation, and thus is no longer a necessary party to the case.

The Unit very rarely files voluntary assignments, which allow the original payee to retain their future interest in the support obligation. In the event you receive a suspension request on a case involving a voluntary assignment of child support, you should attempt suspension by mutual request and work with your local office attorney.

1. Mr. A and Ms. B (never married) have one child, C. Child C resides with Ms. B. The Unit established an administrative order setting ongoing child and medical support. Mr. A is the payor; Ms. B is the payee. Three years have passed since the original order and Child C now lives with Aunt D. The parties privately filed a voluntary assignment of the support obligation with the court. Aunt D is currently the assignee.

One year passes and Aunt D decides she no longer wants to receive CSRU services. Mr. A and Ms. B inquire about suspension services. You recommend the suspension by mutual consent process. Mr. A, Ms. B, and Aunt D must complete the request form and submit notarized affidavits consenting to the suspension.

2. Mr. and Mrs. X were married and have two children, Y and Z. The dissolution decree set ongoing child and medical support. Mr. X is the payee and Mrs. X is the payor. Two years have passed since the original order and Child Y and Child Z move in with Grandma X. Grandma X does not want CSRU services.

Mr. X and Mrs. X must submit the request form. Since Grandma X is not currently a payee or assignee, she does not need to submit a request form. However, Mr. X, Mrs. X, and Grandma X must all complete and submit notarized affidavits consenting to the suspension.

If Mrs. X will not consent to the suspension, you can review the case for eligibility under suspension by payor's request.

Children Receiving Public Assistance

In order to receive suspension services, the children for whom suspension is requested cannot be receiving public assistance benefits (FIP or Medicaid) in Iowa or another state, unless the Department considers the payor to be a member of the same household as the child for purposes of public assistance eligibility. This means IM must consider the payor and child as members of the same household, and be using the payor's income and resources to determine eligibility for the public assistance benefits.

Regardless of the basis of suspension (reconciliation or change of residency), the Unit requires parties whose children receive public assistance benefits to report the household change to IM. However, if the parties report the household change to IM, and IM fails to update the public assistance benefits case correctly, you can proceed with the suspension by mutual consent.

If the IM worker fails or refuses to take action on the household change report, you can:

- ◆ Contact the IM supervisor for the case to ask why the worker did not act on the household change and
- ◆ Inform them of the potential problems that causes for CSRU case work.

NOTE: The person named on the PAYEE screen may not be the only person, other than the payor, who must sign the forms. While a redirection payee, such as a caretaker, may be receiving support at this time, the right to receive support could return to the payee under conditions named in a redirection order.

The payee and the caretaker must both sign if the redirection order says the caretaker has the right to receive ongoing child support, but the payee will receive child support if the children return to the payee's home.

Support Orders Eligible for Suspension by Mutual Consent

Legal reference: Iowa Code Section 252B.20
441 IAC 99.102(252B)

The Unit can suspend orders under the suspension by mutual consent process for:

- ◆ Child, medical, and spousal support, if the basis for suspension is reconciliation.
- ◆ Child and medical support, if the basis for suspension is change in residency.
- ◆ Support obligations on multiple orders.

If the suspension by mutual consent request is for fewer than all of the children affected by the support order, the support order must contain a step change which specifies the amount of support that is due as the number of children entitled to support changes. If the order doesn't have a step change, the Unit cannot process the suspension.

NOTE: It is not necessary to suspend:

- ◆ A support obligation set in the dissolution decree of parents who remarry.
- ◆ An administrative foster care order. An obligation set by an administrative foster care support order ends when the child for whom the order was set leaves foster care.

Child, Medical, and Spousal Support

In the suspension by mutual consent process, a suspension order suspends:

- ◆ Current or ongoing child support,
- ◆ Medical support, or
- ◆ Cash medical support.

If the suspension is for fewer than all the children in the home and there is cash medical support in the obligation, the cash medical obligation continues at the amount previously ordered for all the children. There are no step changes in cash medical provisions.

The Unit can suspend the above types of obligations whether the case involves a primary care arrangement, joint physical care, or split/divided care.

NOTE: The payor must notify the appropriate parties in order to discontinue health insurance coverage and premium deductions. The Unit does **not** provide this service.

CSRU can only suspend spousal support under the suspension by mutual consent process. The suspension order suspends spousal support only if:

- ◆ The basis for suspension is the reconciliation of the parents, and
- ◆ The spousal support obligation is contained in the child support order to be suspended.

NOTE: The spousal support obligation **cannot** be suspended if:

- ◆ The basis for suspension is a change in residency which occurs when all children affected by the support order now live with the payor or with a caretaker who does not want CSRU services,
- ◆ The obligation was not set in a child support order, or
- ◆ The obligation was set in a child support order, but the child support order cannot be suspended.

When Mr. and Mrs. A divorced, they have two children, B and C. The dissolution order set ongoing child, medical, and spousal support for Mrs. A. Two years have passed since the original order, and Child B and Child C now live with Mr. A.

The child and medical support obligations for B and C can be suspended. However, because spousal support was set in the child support order for B and C and Mr. and Mrs. A have not reconciled, the Unit cannot suspend the spousal support obligation. The suspension order can only suspend the child support provisions of the dissolution order. The suspension order does not affect the spousal support. If Mr. and Mrs. A wish to suspend spousal support, they will need to pursue a private court action.

Current vs. Accrued Support

Suspension affects only ongoing or current support obligations. Current support does not accrue after an order suspending support has been filed. Support debts accrued before the order is filed are not affected by the suspension process unless the payee or assignee requests satisfaction of those debts.

If a client requests satisfaction, assist in satisfying some or all of any delinquent child support due the payee or assignees from the suspended order. See [Satisfaction of Suspended Obligations](#) for information on the satisfaction process.

All collections on an account with a suspended support obligation are credited according to the distribution hierarchy to any delinquency due.

NOTE: There is no legal requirement that there be a certain number of months remaining on an ongoing support obligation. However, you can inform the parties that the suspension is effective on the date the suspension order is filed and, depending on when the parties return the required forms, it's possible the order will have ended before we can file a suspension order. In addition, if the six-month period of reinstatement is longer than the number of months remaining on an order, there may be nothing to reinstate.

Determining Jurisdiction to Suspend

If you receive a request for suspension, 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 and can suspend or end the order. The Unit can only provide suspension by mutual request process for families when Iowa has continuing, exclusive jurisdiction to modify the order.

Before you begin the suspension process, determine the controlling order and whether Iowa has jurisdiction to suspend the controlling order. Only the state that has continuing, exclusive jurisdiction or is able to assume continuing, exclusive jurisdiction has authority to suspend the order.

Make sure you know about all the possible orders that should be included in your analysis by checking the:

- ◆ Case file,
- ◆ ICAR records,
- ◆ Paperless Office Document System (PODS),
- ◆ Federal Case Registry (FCRSUM screen),
- ◆ Iowa Court Information System (ICIS), and
- ◆ Iowa Courts Online.

Iowa Support Orders

If the Iowa order is the controlling order and at least one of the parties or children lives in Iowa, Iowa has continuing, exclusive jurisdiction and the Unit can suspend the support order.

If a case involves multiple Iowa support orders, Iowa law dictates that no Iowa support order supersedes or is superseded by another Iowa support order. Suspend all multiple, concurrent Iowa orders for ongoing support that name the same payor and payee if one or more of the children named in the order lives with:

- ◆ Their reconciled parents,
- ◆ The payor, or
- ◆ A caretaker who does not want CSRU services.

If the order is an Iowa order, but all parties and children live outside of Iowa, the parties can consent to Iowa's jurisdiction to suspend a child support obligation. The parties consent by signing form 470-3032, *Affidavit Regarding Suspension of Support*.

NOTE: The individual parties may consent in writing for another state to modify (suspend) or end the order and assume continuing, exclusive jurisdiction. As long as there is a state with continuing, exclusive jurisdiction, no other state can modify the order without written consent of the parties, even if that state would have long-arm jurisdiction over the parties.

Out-of-State Support Orders

If only one out-of-state order exists, determine whether Iowa has modification jurisdiction under Full Faith and Credit for Child Support Orders Act (FFCCSOA) and the Uniform Interstate Family Support Act (UIFSA). Suspension and reinstatement constitute modifications under those statutes.

If Iowa has jurisdiction to modify an out-of-state order, the order should be registered for modification in Iowa. ICAR is not capable of determining if an out-of-state order is registered in Iowa. You must verify that the Unit has jurisdiction to suspend the obligation. After you complete registration of the order, suspend the obligation. Refer to chapter 9-K, [Interstate Case Processing](#), for more information.

If support orders have been issued by more than one state, determine the controlling order to determine which order should be suspended and if Iowa has jurisdiction to modify.

If the order is from a state other than Iowa and no one lives in the issuing state, register the order for modification in a state with jurisdiction over all parties.

Suspension by Mutual Consent–The Request and Affidavit

Under the suspension by mutual request process, the payor, the payee, and any assignee or redirection payee must jointly consent to, and submit written requests to suspend an ongoing child support obligation. A written request consists of the information provided on the request forms received. All necessary parties must also submit written affidavits attesting that all of the suspension eligibility requirements are met.

Prepare and Send Suspension by Mutual Consent Forms

Within five working days after receiving an initial inquiry about the suspension process, prepare, and issue the appropriate forms. Send a separate form 470-3033, *Request to Suspend Support*, form 470-3032, *Affidavit Regarding Suspension of Support*, and Comm. 240, *Procedures for Suspending, Satisfying, and Reinstating Child Support Obligations*, to the requestor and non-requestor or their respective attorneys.

In the suspension by mutual request process, send the parties Comm. 240, the request form, and the affidavit at the same time. You do not need to receive the request form back before sending the parties the affidavit.

The *Request to Suspend Support* you send to the payee and assignee, if appropriate, should contain the optional paragraph regarding the option to satisfy arrears if there are arrears due the party. **Do not** include this optional paragraph in the *Request to Suspend Support* form you send to the payor.

All parties must provide notarized signatures on the *Affidavit Regarding Suspension of Support* and must submit one *Affidavit Regarding Suspension of Support* for each court order being suspended.

NOTE: If one or more of the children affected by the support order are now living with a caretaker who does not want CSRU services, and that caretaker is not a redirection payee, and is not currently receiving CSRU services for this support order, the caretaker is not required to submit a request form. That caretaker only needs to submit a notarized affidavit consenting to the suspension.

NOTE: To count working days allowed for all timeframes associated with the suspension process, exclude the first working day and include the last working day.

- ◆ Locate and review all enforceable orders for ongoing support that affect the children who live with the payor named in the support order. Review ICAR, PODS, ICIS, Iowa Courts Online, and any other court order sources to make sure you know about all the possible orders that should be included in your analysis. Determine whether the same payor and payee are named in each order.

NOTE: The Unit must ask the court to suspend the order currently enforced, plus all other enforceable orders which affect the children kept in the case file. The Unit continues to enforce any enforceable Iowa order not suspended.

- ◆ Generate the *Request to Suspend Support* form, the *Affidavit Regarding Suspension of Support*, and Comm. 240 for the payor, payee, and assignee or each party's attorney. Keep a copy in the imaging system as well.

NOTE: The payor and payee are the only eligible requestors in the suspension by mutual consent process. The caretaker who does not want CSRU services is not required to return a request form. The caretaker's packet should only include Comm. 240 and the *Affidavit Regarding Suspension of Support*.

Send only one copy of the *Request to Suspend Support*, even if more than one order affects the children, the payor, payee, and assignee. However, send a separate *Affidavit Regarding Suspension of Support* for each court order that affects the children, the payor, payee, and assignee.

The payor and payee have two children. Both now live with the reconciled payor and payee. Each child has a separate support order that names the same payee and payor in each order. Prepare one request form. Prepare two affidavits—one for each court order.

Send one *Request to Suspend Support* per court order if all children named in each order live with the payor, but the orders name different payees. Prepare one *Request to Suspend Support* for each payor/payee combination. Maintain one copy of each *Request to Suspend Support* in each respective case file.

The payor has two children with two different payees. The payor has a separate case with each payee for one child. Both children now live with the payor. Each child is affected by a separate support order. The orders do not name the same payee. Prepare two request forms.

- ◆ If more than one assignee or redirection payee exists, edit the form and add additional lines on the form for each additional assignee. Label the extra lines as appropriate.

ICAR narrates the following:

- ◆ Number of request forms generated.
- ◆ Docket number and county of entry of each order for which you prepared a suspension request.
- ◆ Name and address of persons to whom you mailed the forms.
- ◆ Date you mailed the forms.

If the parties each submit a *Request to Suspend Support* and an *Affidavit Regarding Suspension of Support* and the information on the forms shows the suspension by mutual consent criteria is met, proceed with the suspension process. See [Accepting the Suspension by Mutual Consent Request](#).

If a party other than the payor or payee submits a *Request to Suspend Support*, or if the information provided on the request or affidavit does not meet the suspension by mutual consent requirements, deny the request using form 470-3080, *Notice of Decision to Suspend Support Order*. See [Denying the Suspension by Mutual Consent Request](#).

If the request or affidavit is incomplete, or if any of the forms are missing a signature or notarized signature, send the *Notice of Decision to Suspend Support Order*. See [Returning Incomplete Suspension by Mutual Consent Forms](#).

If any of the children for whom suspension by mutual consent is being requested are receiving public assistance and the household change has not been reported to IM, send the *Notice of Decision to Suspend Support Order*. See [Pending Further Action on the Suspension by Mutual Consent Request](#).

NOTE: If any of the parties never returns the *Request to Suspend Support* or *Affidavit Regarding Suspension of Support*, ICAR automatically closes the suspension process after 75 days.

Accepting the Suspension by Mutual Consent Request

The Unit provides consensual suspension by mutual consent services if:

- ◆ The Unit is providing IV-D services to a family by enforcing current or accrued support under an order entered or registered in Iowa; and
- ◆ Iowa is the proper state for modification under FFCCSOA and UIFSA (refer to chapter 9-K, [Interstate Case Processing](#), for more information); and
- ◆ Form 470-3033, *Request to Suspend Support*, provides sufficient information to identify the support order to be suspended; and
- ◆ The payor and the payee (as well as any assignee) affected by the order have signed a *Request to Suspend Support*; and
- ◆ The payor and the payee (as well as any assignee or caretaker who does not want CSRU services, if applicable) affected by the order have submitted a notarized *Affidavit Regarding Suspension of Support*; and
- ◆ The support order affects one or more of the children; and
- ◆ One or more of the children live with the payor in the same household, with a caretaker who does not want CSRU services, or with the reconciled parents of the children under the support order (see [Basis for Suspension](#)); and

- ◆ The parties expect the conditions providing the basis for suspension to continue for at least six months (see [Duration of Conditions](#)); and
- ◆ If the children receive public assistance, the parties have reported the household change to IM (see [Children Receiving Public Assistance](#)); and
- ◆ At least two calendar years have passed since the Unit last received a complete suspension by mutual consent request or last served a suspension by payor's request.

If you accept the suspension by mutual consent request, you are not required to send form 470-3080, *Notice of Decision*, to the parties informing them of the acceptance. You can move directly to preparing the order. See [Suspension by Mutual Consent—Obtaining the Order Suspending Support](#).

NOTE: In the suspension by mutual consent process, the two-year bar is triggered when the Unit receives a complete and correct request form and complete affidavit from each necessary party. Once you have received these complete and correct forms from all necessary parties, the parties are barred from requesting another suspension of the same court order (either suspension by mutual consent or suspension by payor's request) for two calendar years from the date the last complete and correct form was received.

Parties Withdraw Their Suspension Request

Any necessary party to the suspension by mutual consent can request to withdraw their consent to the suspension process any time before the Unit enters an order suspending support.

The Unit does not require that the request to withdraw be in writing. However, a written request to withdraw is helpful for case processing. If the payee submits a written request to withdraw the objection, keep a copy in the case file.

If the party submits a request to withdraw before all necessary parties have submitted complete and correct request forms and affidavits, the court order is not subject to the two-year bar.

If the party submits a request to withdraw after all necessary parties have submitted complete and correct request forms and affidavits, the court order is subject to the two-year bar. The parties cannot request a suspension (either suspension by mutual consent or suspension by payor's request) for two years from the date the Unit received last complete and correct form.

ICAR narrates:

- ◆ The party who made the request to withdraw.
- ◆ The date the Unit received the request to withdraw.

You can further narrate whether the request was verbal or in writing.

Suspension by Mutual Consent–The Notice of Decision

Legal reference: 441 IAC 99.104(2)

Form 470-3080, *Notice of Decision to Suspend Support Order*, is used to notify the parties that:

- ◆ Form 470-3033, *Request to Suspend Support*, or form 470-3032, *Affidavit Regarding Suspension of Support*, is incomplete or incorrect and must be completed or corrected before the Unit can proceed; or
- ◆ The children are receiving public assistance and the parties have not yet reported the household change to IM; or
- ◆ The request for suspension has been denied.

NOTE: If a payor submits a *Request from the Payor to Suspend Support* and the Unit is not yet providing IV-D services for the court order for which the payor is requesting suspension, issue a *Notice of Decision Regarding the Payor's Request to Suspend Support* and ask the payor to complete form 470-1988, *Application for Nonassistance Support Services* (NPA).

Returning Incomplete Suspension by Mutual Consent Forms

You may receive a suspension by mutual consent request form or affidavit that does not contain enough information to proceed with either acceptance or denial. In these situations, return the incomplete form to ask for the missing information. Use form 470-3080, *Notice of Decision to Suspend Support Order*, to return the request form or affidavit and indicate what information you need.

Return the *Request to Suspend Support* if the parties:

- ◆ Did not indicate the basis for suspension,
- ◆ Did not list the children for whom support was ordered,
- ◆ Did not provide enough information to identify the support order to be suspended,
- ◆ Did not sign the form.

NOTE: You may also receive a suspension request where the parties return request forms with conflicting information. Return the request forms if the request forms do not:

- ◆ List the same basis for suspension,
- ◆ List the same children for whom support should be suspended, or
- ◆ Other conflicting information.

Return the request with an application if the Unit is not providing enforcement services for the order to be suspended.

Return the *Affidavit Regarding Suspension of Support* if the parties:

- ◆ Did not sign the form.
- ◆ Signed the form, but did not sign in the presence of a notary.

NOTE: If the affidavit is incomplete, but signed and notarized, you must send a new form to be completed, re-signed, and re-notarized. If the affidavit is missing a notarized signature, you can return the original form.

Narrate:

- ◆ The reason for returning the form.
- ◆ To whom any incomplete forms were returned.

If the forms are incomplete but are plainly ineligible because the information that appears on the forms does not meet one or more of the eligibility requirements, do not return the incomplete forms for completion. Instead, keep the forms in the case file and issue a *Notice of Decision to Suspend Support Order* that denies the request.

When the forms are resubmitted and the request forms and affidavits comprise a complete request, apply suspension criteria and accept or deny the request.

If the forms are resubmitted but remain incomplete, return the incomplete forms with an updated *Notice of Decision to Suspend Support Order* indicating the reason it is being returned.

NOTE: The two-year bar on resubmitting a suspension request for the same court order does not apply to parties who submit incomplete requests. If you receive incomplete forms or forms with conflicting information from a party, do not mark them as received in ICAR. Instead, mark them as "Incomplete" (I).

Pending Further Action on the Suspension by Mutual Consent Request

If a family applies for suspension and the children included in the support order receive FIP or Medicaid-only public assistance benefits and the household change has not been reported to IM, issue a *Notice of Decision to Suspend Support Order*.

Tell the parties who submitted the request to report all changes in household membership to the DHS office responsible for the public assistance case. IM considers a change report timely if it is made no later than ten days after the change has occurred. Narrate:

- ◆ The reason for pending the request, and
- ◆ The parties to whom you sent the *Notice of Decision to Suspend Support Order*.

If you pend the request, ICAR generates calendar flags to notify you when to review the case and move to the next step in the process. At that time:

- ◆ Review IM systems for evidence the parties have reported the household change. If you cannot determine if the household change has been reported, send the IM worker an email requesting the status of the case.
 - If the household change has been reported, but the IM worker has not yet acted on the residency change, accept the suspension request and proceed with the suspension process.
 - If the household change has not yet been reported to the IM worker, issue a *Notice of Decision to Suspend Support Order* denying the suspension request.
- ◆ If you get a suspension request from a family whose child receives public assistance from another state, pend the request and send form 470-3080, *Notice of Decision to Suspend Support Order*, to the parties. When the other state's IM worker notifies you that they have received a report of the household change, you can accept the request.

Denying the Suspension by Mutual Consent Request

Legal reference: Iowa Code Section 252B.20(1)(d)
441 IAC 99.104(3)

Apply all of the following denial criteria to the request. Issue a *Notice of Decision to Suspend Support Order* denying the request if:

- ◆ It has been less than 24 months since the Unit received a complete suspension by mutual consent request or served a suspension by payor's request for this court order. See [Barred Status](#).
- ◆ The person requesting the suspension is not eligible to request.
- ◆ Iowa does not have jurisdiction to suspend the order.
- ◆ The request for suspension is for fewer than all of the children and there is no step change in the order.
- ◆ The children are not living with the payor, reconciled parents or a caretaker who does not want CSRU services. See [Basis for Suspension](#).
- ◆ The basis for suspension is not expected to last at least six months.
- ◆ No current obligation is due.
- ◆ The children are receiving public assistance and the parties did not report the household change to IM.
- ◆ Not all parties agree to end support.
- ◆ Any other reason not listed above, but which is an allowable denial under Iowa law and rules.

ICAR narrates the following:

- ◆ The reason for denial, and
- ◆ The parties to whom the *Notice of Decision to Suspend Support Order* is sent.

NOTE: Iowa law only requires the Unit send a *Notice of Decision to Suspend Support Order* denying a suspension request when the Unit has received complete and correct request forms and affidavits from all necessary parties. If you have not received forms from one or more necessary parties, there is no legal requirement to send a *Notice of Decision to Suspend Support Order*. In cases where one or more parties do not return forms, allow ICAR to end the process in the 75-day batch process. See [Batch Processes](#).

Choose the most reasonable denial code for the circumstances of the case. This provides the customer with the most accurate denial information and allows you to preserve possible eligibility for the suspension by payor's request process.

Examples:

Case A:

The payor and payee have requested suspension by mutual consent based on reconciliation. After you have sent the parties the request forms and affidavits, but before receiving the forms back from the parties, you receive a phone call from the payee informing you that the parties are no longer reconciled.

There is no longer any basis for suspension. Deny the suspension request using denial reason 05 – The children are not living with the payor, reconciled parents, or a caretaker who does not want CSRU services.

Case B:

The payor has requested suspension by mutual consent based on change of residency. After you have sent the parties the request forms and affidavits, but before receiving the forms back from the parties, you receive a phone call from the payee.

The payee informs you they do not agree with the suspension because the children on the case are still living with them. They inform you they will not sign the forms agreeing to the suspension. Deny the suspension request using denial reason 09 – Not all parties agree to end support.

Case C:

The payor has requested suspension by mutual consent based on a change of residency. You have sent the parties the request forms and affidavits. While reviewing the case 60 days later, you see that neither of the parties has returned their forms.

Do not deny the suspension request. ICAR will automatically end the suspension process with a 04 end code 75 days after you generated the request forms and affidavits. Send a status to the parties to inform them the process has been ended, if desired. This case will not yet be eligible for suspension by payor's request because neither party cooperated in returning suspension by mutual consent forms.

Case D:

The payor has requested suspension by mutual consent based on a change of residency. You have sent the parties the request forms and affidavits. While reviewing the case 60 days later, you see that the payor has returned their forms, but the payee has not.

Do not deny the suspension request. ICAR will automatically end the suspension process with a 03 end code 75 days after you generated the request forms and affidavits. Send a status to the parties to inform them the process has been ended, if desired. ICAR will view this case as possibly eligible for suspension by payor's request and allow you to start a suspension by payor's request so long as all other case criteria are met.

If you deny a suspension by mutual consent request, include information about whether or not the parties are barred from making a future suspension request on the court order.

Changes After the Notice of Decision

A family's living arrangement may change any time after you issue form 470-3080, *Notice of Decision to Suspend Support Order*, but before the district court has entered a suspension order. If the situation changes so that the basis of suspension described in the request and affidavit forms is no longer accurate, proceed as follows.

Basis for Suspension No Longer Exists

When the basis for suspension no longer exists, issue an updated form 470-3080, *Notice of Decision to Suspend Support Order*.

Deny the request on ICAR using the appropriate denial reason.

If a suspension order has been submitted to the district court, ask the CSRU attorney to prepare a request to withdraw the matter from the court's consideration. There is no standardized form for removing a suspension order submitted to the court. Send all necessary parties copies of the document the Unit submits to the court to remove the matter from consideration.

Narrate the following:

- ◆ When and how the suspension basis ceased to exist.
- ◆ When the Unit submitted a request to withdraw the matter to district court. Include the docket numbers of the appropriate orders.

Set a calendar flag for ten calendar days to check for a response from the court.

Basis for Suspension Changes

The court order the Unit submits to suspend support must contain the correct language regarding the basis of suspension. That language must be updated if:

- ◆ The initial basis for suspension was reconciliation, but now one or more of the children live with the payor or a caretaker who does not want CSRU services.
- ◆ The initial basis for suspension was that one or more children live with the payor, but now one or more of the children live with their reconciled parents, who are the named payor and payee in the support order.

Generate a new form 470-3032, *Affidavit Regarding Suspension of Support*, to the payee, payor, and any assignees or caretakers who do not want CSRU services for notarized signatures. When generating the new *Affidavit Regarding Suspension of Support*, be sure to indicate that the basis for suspension has changed and that the *Affidavit Regarding Suspension of Support* reflects this change.

If a suspension order has been submitted to district court, ask the CSRU attorney to prepare a request to withdraw the matter from the court's consideration. Upon return of the new *Affidavit Regarding Suspension of Support* with all appropriate signatures, enter a new order for suspension.

Narrate:

- ◆ When the suspension basis changed.
- ◆ When and to whom you sent the new affidavit.
- ◆ When you submitted a request to withdraw to district court. Include the docket numbers of the appropriate orders.
- ◆ Set a calendar flag for ten calendar days to check for a response from the court.

Suspension by Mutual Consent—Obtaining the Order Suspending Support

Legal reference: Iowa Code Section 252B.20(2)(b)
441 IAC 99.105(252B)

After the Unit receives a complete and correct *Request to Suspend Support and Affidavit Regarding Suspension of Support* from all necessary parties, you can prepare and submit an order and the corresponding forms to the district court.

A suspension order is a temporary order. It becomes final by operation of law after it has been on file for more than six months. An accrued support debt due the payee can be affected if suspension by mutual consent is approved and the payee requests satisfaction.

If the basis for suspension is reconciliation of the payee and payor, the suspension order suspends all ongoing child and medical support provided to the children affected by the order and spousal support contained in the child support order.

If the basis for suspension is a change of residency, where one or more of the children affected by the support order live with the payor or a caretaker who does not want CSRU services, the suspension order suspends all ongoing child and medical support provisions. Under this suspension basis, a spousal support obligation set by the child support order remains in effect unless the child support order set spousal support for a non-payee spouse who now resides with the payor and children.

NOTE: If the children are receiving public assistance benefits with the payee, and the parties have reported the household change to IM, you can proceed with obtaining an order to suspend support even if the IM worker has not taken action on the household change report. See [Children Receiving Public Assistance](#).

Submitting the Order Suspending Support and Affidavits

Generate form 470-3081, *Order Suspending Support*, no later than five days after receiving a complete and correct *Request to Suspend Support and Affidavit Regarding Suspension of Support* from all necessary parties. Keep one copy of each order in imaging system.

Upload a copy of the order and each affidavit to the CSeF system for your local office attorney. If you are located in a different county than the county the original child support order was entered, follow CSeF procedures to direct the *Order Suspending Support* and *Affidavit Regarding Suspension of Support* to the correct CSRU attorney.

After Filing the Order Suspending Support

Legal reference: Iowa Code Section 252K.614

When you receive a signed, file stamped copy of form 470-3081, *Order Suspending Support*, distribute copies of the order to all necessary parties and complete the ICAR SUSC2 screen.

If **reconciliation** is the suspension basis, send a copy to:

- ◆ The reconciled parents or their attorneys,
- ◆ Each assignee or redirection payee or respective attorney.

If **change of residency** is the suspension basis, send one copy to:

- ◆ The payee or payee's attorney,
- ◆ The payor or payor's attorney,
- ◆ The caretaker who does not want CSRU services or that caretaker's attorney,
- ◆ Each assignee or redirection payee or respective attorney.

If the suspended order is a registered **out-of-state** order, send a certified copy of the suspension order to:

- ◆ The issuing tribunal and
- ◆ Each tribunal in which the order has previously been registered.

ICAR narrates to whom you sent the form.

If the children receive public assistance, within five working days after CSRU receives a file-stamped copy of the order, notify the IM worker that a suspension order has been entered.

Follow current procedures for updating ICAR when a filed order is obtained. Refer to 11-T, [Obligation Suspensions](#) for updating the screens that support the suspension of support.

Suspension by Mutual Consent–Entering the Suspension on ICAR

Suspend Enforcement of Current Support

Legal reference: Iowa Code Section 252B.20(3)(10)(11)
441 IAC 99.106(252B)

Until a court suspends or terminates an ongoing support obligation, the Unit must enforce the obligation. Once the current support obligation is suspended, the Unit applies all payments to the accrued support debt. If no accrued support debt exists, all CSRU collection activities stop.

Although a suspension order is temporary until it has been on file for six months, the suspension order is effective on the date it is filed in the office of the clerk of court. Current support does not accrue while the support order is suspended.

Entering a Suspension by Mutual Request on ICAR

Legal reference: 45 CFR 201

The following information explains how to use ICAR screens during the suspension by mutual consent process.

In order to make ICAR deliver flags and narratives correctly and to keep suspension screen information from bleeding from one case to another, we designed the screens with tighter edits than other process screens you might use. You must enter the correct information about court orders, assignees, and children. If you don't enter the right information on the SUSC1, you must end the suspension with a 7 (started in error) and start new screens with all the correct information.

To initiate the suspension by mutual consent process on ICAR, you must complete the Suspension Consent 1 (SUSC1) screen. You have two options for accessing the SUSC1 screen. When there has never been a suspension entered on the order, you must access the SUSC1 from the COURTORD screen. Review all the court orders listed to confirm you are suspending the correct obligation. Once you've determined the correct docket number, type SUSC1 in the NEXT SCREEN field or press F13 (Shift/F1). You may need to link the suspension to an existing INTERSTA screen. See [Interstate Screen \(INTERSTA\)](#).

If there is an existing active suspension screen, access the SUSC1 screen by typing SUSC1 in the NEXT SCREEN field from any ICAR screen.

The SUSC1 Screen

This is a screen print of the SUSC1 screen:

```
D479HV01          IOWA COLLECTION AND REPORTING SYSTEM          DATE: 07/16/19
                   SUSPENSION CONSENT - 1                      TIME: 13:06:12

CASE NUMBER:                CSRU ATTY:                SIGNATURE ID:
PAYOR:                      RP ATTY:
PAYEE:                      CP ATTY:
ASSIGNEE:      ASN CASE:    ASN NAME:
COURT ORD #:    COUNTY:                MULT ORDS:
INTERSTATE:     INIT STATE:            RESP STATE:

SUSPENSION REQUESTED BY:    DATE:
SUSP REASON (REC/CUS/PSC):  PARTIAL SUSP (Y/N):

GEN CVR/COM/REQ/AFF(Y/R):CP          RP          ASN
REQ RECD (Y/N/I DATE):CP            RP          ASN
AFF RECD (Y/N/I DATE):CP            RP          ASN

F2=ADD  F3=UPD  F4=MULTORD  F5=INQ  F6=PARTIAL  F8=SUSC2  F9=REFRESH
F10=OLDER SUSP  F11=NEWER SUSP  F12=COURTORD
NEXT SCREEN:                NOTES:
ACCESS FROM INTERSTA OR COURTORD WITH A VALID CASE NUMBER TO ADD OR VIEW SUSC1
```

You need to complete multiple fields on the screen. The following information describes the names and definitions of fields on the SUSC1 screen:

- ◆ **CASE NUMBER:** The case number for the orders considered for this suspension process displays here.
- ◆ **CSRU ATTY:** This field identifies the local CSRU attorney assigned to the case. This allows the correct attorney's name and identifying information to pull into forms. This field is required to add the process.
- ◆ **SIGNATURE ID:** This field identifies the ICAR worker ID of the person assigned to the process. This allows the correct worker's name and identifying information to pull into forms. This field is required to add the process.
- ◆ **PAYOR:** This is the name of the payor listed on the PAYOR screen. ICAR displays this information when the screen is accessed from another ICAR screen displaying case information. A worker cannot make entries in this field.

- ◆ **RP ATTY:** This field indicates whether the payor is represented by an attorney for this process. Make one of the following entries in this field:

Y The payor has an attorney for this process.

N The payor does not have an attorney for this process.

The ATTORNEY screen automatically displays when you press F2 to add the screen if you enter a 'Y' in this field. Updating information about the attorney on this screen allows you to link the attorney to the process. This field is required to add the process.

- ◆ **PAYEE:** This is the name of the payee listed on the PAYEE screen. ICAR displays this information when the screen is accessed from another ICAR screen. A worker cannot make entries in this field.

- ◆ **CP ATTY:** This field indicates whether the payee is represented by an attorney for this process. Make one of the following entries in this field:

Y The payee has an attorney for this process.

N The payee does not have an attorney for this process.

The ATTORNEY screen automatically displays when you press F2 to add the screen if you enter a 'Y' in this field. Updating information about the attorney on this screen allows you to link the attorney to the process. This field is required to add the process.

- ◆ **ASSIGNEE:** This field indicates whether there is an assignee associated with the order to be suspended. Make the following entries in this field:

Y There is an assignee.

N There is not an assignee.

This field is required to add the process.

NOTE: You can also use this field to indicate there is a caretaker who does not want CSRU services for the suspension process.

- ◆ **ASN CASE:** This field displays the assignee's case number. If you enter a 'Y' in the ASSIGNEE field, enter the assignee's case number. The assignee's case number must be a current case number and not a case in history. If there is no ICAR case number, leave it blank.

NOTE: If you entered a 'Y' in the ASSIGNEE field to indicate the process involves a caretaker who does not want CSRU services, do not make any entry in this field.

- ◆ **ASN NAME:** This field displays the assignee's name. If there is a 'Y' in the ASSIGNEE field and you enter an ICAR case number, ICAR pulls the assignee's name from the PAYEE screen on that case. If there is no ICAR case number, you enter the name. When you complete forms for this person, you will have to enter the assignee's mailing address. ICAR will not pull the address from the other case.

NOTE: If you entered a 'Y' in the ASSIGNEE field to indicate the process involves a caretaker who does not want CSRU services, enter that caretaker's name here. ICAR will not have that information available.

- ◆ **COURT ORD #:** ICAR pulls the court order number from the COURTORD screen when you come to the SUSC1 screen from COURTORD. You must come from COURTORD to populate the field. A worker cannot make entries in this field.
- ◆ **COUNTY:** ICAR enters the county name associated with the court order from the COURTORD screen. You must come to SUSC1 from COURTORD to populate the field. A worker cannot make entries in this field.
- ◆ **MULT ORDS:** This field indicates whether the suspension involves multiple orders. Valid entries are:
 - Y The case involves multiple orders.
 - N The case does not involve multiple orders.

The MULTORD screen automatically displays when you press F2 to add the screen if you enter a 'Y' in this field. See the MULTORD section for details about including orders on this screen. This field is required to add the process.

- ◆ **INTERSTATE:** This field indicates the case is an interstate case. The default for this field is blank. ICAR displays a 'Y' in this field when there is a suspension record linked from the INTERSTA screen. The INTERSTATE field displays an entry based on information you enter on the INTERSTA screen. If there is no interstate connection, this and the following two fields remain blank.
- ◆ **INIT STATE:** When a 'Y' displays in the INTERSTATE field, ICAR displays the two-character state code for the initiating state (e.g., 'MN' for Minnesota).
- ◆ **RESP STATE:** When a 'Y' displays in the INTERSTATE field, ICAR displays the two-character state code for the responding state (e.g., 'IA' for Iowa).

- ◆ **SUSPENSION REQUESTED BY:** This field consists of two sections: the person who requested the suspension and the date. The request from a necessary party can be verbal or written. Valid entries are:

CP Custodial Parent, Payee
RP Responsible Parent, Payor
ASN Assignee (You can only enter 'ASN' when the ASSIGNEE field is 'Y')
OTH Other (Use 'OTH' when the requestor is not a necessary party)

According to Iowa law, only necessary parties can request a suspension. When you enter 'OTH' in the SUSPENSION REQUESTED BY field, ICAR denies the request and ends the process. The Unit is not defined as a necessary party and cannot initiate a suspension on the parties' behalf.

- ◆ **DATE:** This field indicates the date of the request. Enter the date the request is received. The date must be a valid current date or a date in the past. It cannot be a future date. The format should be MM/DD/CCYY.

This field is required to add the process.

- ◆ **SUSP REASON:** This field indicates the reason for the suspension. Valid entries are:

REC Reconciliation. Use this code when both parents and the children live together.
CUS Change in the child's residency. Use this code when some or all of the children on the order go to live with the payor or a caretaker who does not want CSRU services.
PSC Use this code when some or all of the children on the order live with a caretaker who does not want CSRU services.

This field is required to add the process.

After making entries in the **boldface** fields in the screen print above, ICAR requires you to press F2 twice to add the suspension screen. You can't move forward without adding the screen. This ensures you will get all the narratives and flags to help keep track of your actions. At this time, if you entered a 'Y' in the ATTY or MULT ORD fields, ICAR takes you to those screens. Make necessary entries and return to SUSC1 to continue the process.

When you press F2, ICAR programming determines if the suspension is appropriate. ICAR automatically denies a suspension for three reasons:

- ◆ Deny reason 01 = It has been less than 24 months since the last complete suspension request. (The 'complete suspension request' could have occurred under the suspension by mutual request process or under the suspension by payor's request process.)
- ◆ Deny reason 02 = The person requesting the suspension is not eligible to request. (State law only allows necessary parties to request – those are the parents or any caretakers who had support assigned to them.)
- ◆ Deny reason 07 = No current obligation is due. (This can be child support, medical support or cash medical on the selected court order.)

ICAR determines the automatic denial based on the court order number and entries you make in the SUSPENSION REQUESTED BY and DATE fields. When any of the three situations above occur, ICAR displays a message that it will deny the suspension. These are the denial reason messages:

- ◆ Deny reason 01 = All data valid. Press F2 to deny the suspension due to barred date.
- ◆ Deny reason 02 = All data valid. Press F2 to deny suspension invalid requestor.
- ◆ Deny reason 07 = All data valid. Press F2 to deny the suspension no valid oblig.

After you press F2 the second time, ICAR takes you to FORMVIEW so you can generate and send form 470-3080, *Notice of Decision to Suspend Support Order*, to the requesting party, denying the request.

After adding the SUSC1 screen on a valid suspension request, the cursor moves to the PARTIAL SUSP field.

- ◆ **PARTIAL SUSP:** Use this field to indicate the suspension is for at least one, but not all of the children listed in the court order. Valid entries are:

Y The suspension is for fewer than all of the children.
N The suspension is for all of the children.

When you make an entry in this field and press F3 twice, the PARTIAL screen automatically displays. Make additional entries as described below before returning to SUSC1.

This field is required before generating forms.

- ◆ **GEN CVR/COM/REQ/AFF(Y/R): CP_RP_ASN:** Entry of 'Y' or 'R' generates (or regenerates) the forms required to send to the parties. The forms are:
 - 470-3033, *Request to Suspend Support* (and cover letter)
 - 470-3032, *Affidavit Regarding Suspension of Support* (and cover letter)
 - Comm. 240, *Procedures for Suspending, Satisfying and Reinstating Child Support Obligations*

ICAR enters the date you generate or regenerate the forms in MM/DD/CCYY format. When you first generate the forms (Y), you must generate them for all the parties. In most cases, that is the payee and payor. If there is an assignee on the order, generate that set of forms at the same time. If you find out about the assignee later, you can generate forms to only that person. You can regenerate the forms (R) for any one or more of the parties separately.

- ◆ **REQ RECD (Y/N/I DATE): CP_RP_ASN:** These fields indicate whether each party has returned a completed request and the date returned. Valid entries are:
 - Y The correctly completed request was returned to CSRU.
 - N The request was not returned to CSRU.
 - I The request was returned to CSRU but was not completed correctly. You must return the incomplete form to the party with the Notice of Decision which you generate by entering an 'I' in the SUSP APPROPRIATE field on SUSC2.

Enter the date in MM/DD/CCYY format.

- ◆ **AFF RECD (Y/N/I DATE): CP_RP_ASN:** These fields indicate whether each party has returned a completed affidavit, and the date returned. Valid entries are:
 - Y The correctly completed request was returned to CSRU.
 - N The request was not returned to CSRU.
 - I The request was returned to CSRU but was not completed correctly. You must return the incomplete or incorrect form to the party with the Notice of Decision which you generate by entering an 'I' in the SUSP APPROPRIATE field on SUSC2.

Enter the date in MM/DD/CCYY format.

Generating Suspension by Mutual Consent Request Forms from SUSC1

After making entries in the **GEN CVR/COM/REQ/AFF(Y/R): CP_RP_ASN** fields and pressing F3 twice, ICAR takes you to the FORMVIEW screen to make the required entries before printing the forms. ICAR generates all forms for the payee first, the payor second and the assignee last.

Any time there is a 'Y' in the REQUIRED field for an address, ICAR completes that information when it has it. You will always enter the assignee's address, because the suspension record cannot store that for you. In some cases, the assignee may not be on ICAR, so there is no way for ICAR to complete the address.

When generating form 470-3033, *Request to Suspend Support* (and cover letter), ICAR inputs much of the information for you. ICAR generates **one** form for each party involved in the suspension, regardless of the number of orders you are suspending. Using the example above, (two orders, three parties), ICAR generates three request forms.

The request form instructs parties to put additional information on the back of the page. **Imaging staff must check to see whether there is more information on the back of the form, and scan that as well as the front of the form.**

When generating form 470-3032, *Affidavit Regarding Suspension of Support* (and cover letter), ICAR inputs much of the information into FORMVIEW for you. ICAR generates one affidavit for each order you selected on the MULTORD screen, for each party to the suspension. For example, if you have two orders and three parties you'll print six affidavits total. In most cases, you'll have one affidavit for each party.

Comm. 240, *Procedures for Suspending, Satisfying and Reinstating Child Support Obligations* explains the suspension process. It provides information on how the parties complete a request for suspension. There are no variables to complete for this form. Generate the form and print a copy for all parties involved in the suspension.

NOTE: You must generate forms for customers and F3 before you can make entries to show the forms are returned. In other words, you must make entries in GEN CVR/COM/REQ/AFF and press F3 before you make entries in REQ RECD or AFF RECD.

Requests must be returned by all necessary parties before you can generate the suspension order. Payee and payor are always necessary. The assignee or caretaker who does not want CSRU services is necessary if ASSIGNEE field = Y. Receiving all forms from all parties constitutes a complete suspension request. The system looks at the latest date in these fields to determine if the court order is subject to the two-year bar.

MULTORD Screen

The MULTORD screen is a sub-screen of the SUSC1 screen and requires worker entry when a suspension involves multiple orders. You indicate which orders should be included in the suspension on this screen. An order on the case may not display on the MULTORD screen when you start the suspension if there is no obligation on ICAR associated with that order. See below for instructions on including non-billing orders in the suspension.

You can suspend multiple orders on a case in one of two ways. You can select all the orders on the MULTORD screen or you can go to each COURTORD screen and start a new suspension for each order there. The reason for the multiple orders may drive how you want to do the suspension: as a single suspension for each order or a suspension with multiple orders.

Example 1:

Order 1 = DM between Mom and Dad for Kids 1 & 2; payments redirected to Grandpa.

Order 2 = AO Grandpa vs. Mom for both kids.

Do a separate suspension for each order, since the parties are different.

Example 2:

Order 1 = Grandma vs. Mom for Kid 1 by Dad 1.

Order 2 = Grandma vs. Mom for Kid 2 by Dad 2.

Since both orders involve only Mom and Grandma, use the MULTORD option.

When you enter 'N' in the MULT ORDS field on SUSC1, complete the rest of the required fields and press F2 twice. ICAR then adds the suspension, regardless of the number of orders listed on MULTORD. **You should determine before you start the suspension screens whether or not you need to add multiple orders.**

When you enter 'Y' in the MULT ORDS field on SUSC1, complete the rest of the required fields and press F2 twice. ICAR then takes you to the MULTORD screen. The court order number that matches the COURTORDE screen you came from has an 'X' in the INCLUDE field. If there are multiple orders on the case with valid obligations, they will display here. You select the ones you want to include by putting an 'X' in the INCLUDE field and pressing F3 twice.

When a case has multiple orders associated with the parties, the Unit enters multiple orders on the COURTORDE screen, but only bills the highest order by adding only the highest obligation to ICAR. When you receive a suspension request and the order you want to suspend does not display on the MULTORD screen, take the following steps:

- ◆ Start on the SUSC1 screen associated with the order where the Unit is billing the obligation.
- ◆ Go to the COURTORDE screen for the other orders you want to include in the suspension.
- ◆ Enter 'Y' in the USE IN SUSP field.
- ◆ Return to the SUSC1 screen and press F4 to go to the MULTORD screen. Select the orders you want to include by putting an 'X' in the INCLUDE field, and pressing F3 twice.

This is the screen print of the MULTORD screen:

```
D479HV25      IOWA COLLECTION AND REPORTING SYSTEM      DATE: 01/16/19
                                MULTORD                                TIME: 13:35:11

CASE NUMBER:
PAYOR:
PAYEE:

INCLUDE      COURT ORDER #      CNTY      ORDER DATE
  X          XXXXXXXXXXXX          XX        XX XX XXXX
  X          XXXXXXXXXXXX          XX        XX XX XXXX
            XXXXXXXXXXXX          XX        XX XX XXXX

F3=UPD PF7=PG BACK F8=PG FORWARD CLEAR=SUSC1
                                NOTES:
CASE COURT ORDERS LISTED
```

The following information describes the names and definitions of all fields located on the MULTORD screen:

- ◆ **INCLUDE:** ICAR automatically selects the first court order on the screen – it is the court order from the COURTORD screen you started from. Enter 'X' on any other order you want to include in the suspension process. Orders selected will populate the forms. If there are multiple orders, you must select all the orders before generating forms.
- ◆ **COURT ORDER #:** ICAR pulls the court order number from the COURTORD screen. All orders with obligations display here; ICAR also displays any orders that have a 'Y' in the USE IN SUSP field on the COURTORD screen. A worker cannot make entries in this field.
- ◆ **CNTY:** ICAR pulls the county number from the COUNTY NUMBER field on the COURTORD screen. A worker cannot make entries in this field.
- ◆ **ORDER DATE:** ICAR pulls the order date from the ORDER DATE field on the COURTORD screen. A worker cannot make entries in this field.

NOTE: If you include additional court orders, press F3 twice. When you finish reviewing the MULTORD screen, press the PAUSE/BREAK key to return to the SUSC1 screen.

After you add the suspension, you can access the MULTORD screen by pressing F4 from SUSC1.

PARTIAL Screen

The PARTIAL screen is a sub-screen of the SUSC1 screen and always requires worker entry to indicate which children to include in the suspension.

This is the screen print of the PARTIAL screen:

```

D479HV30          IOWA COLLECTION AND REPORTING SYSTEM          DATE: 01/16/19
                   PARTIAL                                     TIME: 13:32:56

CASE NUMBER:
PAYOR.....:
PAYEE.....:

CHILDREN          BIRTH      RECEIVING      SUSPENDING
                  YEAR        SUPPORT
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX    XXXX          X          X
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX    XXXX          X          X

F3=UPDATE  F7=PAGE BACK  F8=PAGE FORWARD  CLEAR=SUSC1
                NOTES:
LAST CHILD DISPLAYED
    
```

The following information describes the names and definitions of all fields located on the PARTIAL screen:

- ◆ **CHILDREN:** ICAR pulls the child’s name from case records. A worker cannot make entries in this field.
- ◆ **BIRTH YEAR:** ICAR pulls the child’s birth year from case records. A worker cannot make entries in this field.
- ◆ **RECEIVING SUPPORT:** ICAR indicates which children receive current support, according to case records. A worker cannot make entries in this field.
- ◆ **SUSPENDING:** Enter 'Y' to suspend a child's support. Leave the field blank for any child you are not including in the suspension process. You can enter an 'N' over a 'Y' if the case situation changes during the suspension process and you need to continue support for a child. You cannot change the code after approving or denying the suspension.

If a child did not move to the payor’s home or is not receiving support from this court order, leave the field blank.

NOTE: After making valid entries in SUSPENDING, press F3 twice. When you finish reviewing the PARTIAL screen, press the PAUSE/BREAK key to return to the SUSC1 screen.

CASESTAT Screen

ICAR automatically updates the SUSPENSION field on the CASESTAT screen. The entry remains on the screen until the process closes. ICAR will indicate an active suspension process here whether it is a suspension by mutual consent or a suspension by payor's request.

This is the screen print of the CASESTAT screen:

D479HC54	IOWA COLLECTION AND REPORTING SYSTEM	DATE: 06/12/19	
	CASE PROCESS STATUS	TIME: 10:47:26	
CASE NUMBER:	CURRENT ACCT TYPE:	CASE STATUS:	
PAYOR.....:		TFC:	
PAYEE.....:			
INTERSTATE.:	INIT STATE:	RESP STATE:	MULT:
LOCATION PROCESS	ESTABLISHMENT PROCESS	ENFORCEMENT PROCESS	
APADDRESS	PATEST	INCOME WITHHOLDING	
APEMPLOYER	ADPAT	LEVY	
CPADDRESS	ADMIN	LISAN	
CPEMPLOYER	URESA	SEEK EMPLOYMENT	
		CONTEMPT	
MODIFICATION PROCESS		LIENS/BONDS	
ADMOD		SEC ENFORCEMENT	
REVIEW	DCO	MEDICAL	
	REGISTRATION	CREDIT AGENCY REF	
1 SUSPENSION	UIFSA	STATE OFFSET Y	
REINSTATEMENT		HCDEBT	
F3=UPDATE, F5=INQUIRY			
NEXT SCREEN:	NOTES:		

ICAR bases the indicator in the SUSPENSION field on the suspension screen entries. If there are multiple suspensions on the case, the number on the screen increases.

The SUSC2 Screen

The next step is to complete appropriate fields on the SUSC2 screen. You have two options for accessing the SUSC2 screen: when you are on SUSC1, type SUSC2 in the NEXT SCREEN field, or press F8. You can only get to SUSC2 from SUSC1.

This is the screen print of the SUSC2 screen:

D479HV05	IOWA COLLECTION AND REPORTING SYSTEM	DATE: 07/16/19
	SUSPENSION - 2	TIME: 13:31:26
CASE NUMBER:	COURT ORD #:	
RP	CP	
ASN NAME:		
SUSP APPROPRIATE ... (Y/N/P/I):	DENY RSN:	DATE:
SUSP NOD ISSUED (Y):		DATE:
REQ TO WITHDRAW (CP/RP/ASN):		DATE:
GENERATE ORDER (Y/R):	DATE:	
ORDER FILED (Y/N):	DATE:	
COPIES SENT (Y):	DATE:	
PROCESS ENDED (CODE):	DATE:	BARRED (Y/N/E):
REINSTATEMENT PERIOD EXPIRES	DATE:	
CLOSED BY (W/S):	DATE:	
F3=UPD F7=SUSC1 F9=REFRESH F12=COURTORD		
NOTES:		
MAKE ENTRIES AND PRESS F3 TO UPDATE		

The following information describes the names and definitions of all fields located on the SUSC2 screen:

- ◆ **CASE NUMBER:** The case number for the order(s) considered for this suspension process displays here.
- ◆ **COURT ORDER #:** ICAR pulls the court order number from the SUSC1 screen. A worker cannot make entries in this field.
- ◆ **RP:** This is the name of the payor from the PAYOR screen. A worker cannot make entries in this field.
- ◆ **CP:** This is the name of the payee from the PAYEE screen. A worker cannot make entries in this field.
- ◆ **ASN NAME:** This is the name of the assignee from the SUSC1 screen. A worker cannot make entries in this field.

- ◆ **SUSP APPROPRIATE:** This field indicates whether the request for suspension by mutual consent is appropriate. Valid entries are:

Y The suspension is appropriate.

N The suspension is not appropriate.

P CSRU is reviewing the suspension for its appropriateness.

I There is an 'I' in any AFF RECD CP/RP/ASN: OR REQ RECD CP/RP/ASN: field on SUSC1.

A 'Y' is required to make an entry in the GENERATE ORDER field. 'N', 'P' or 'I' is required to make an entry in the SUSP NOD ISSUED field.

- ◆ **DENY RSN:** This field displays the reason code for denying the suspension request. Either ICAR or the worker can update this field. Valid entries are:

01 It has been less than 24 months since the last complete suspension request. (ICAR or worker generated)

02 The person requesting the suspension is not eligible to request. (ICAR or worker generated)

03 Iowa doesn't have legal authority to suspend the order. (Worker generated)

04 The request for suspension is for fewer than all of the children and there is no step change in the order. (Worker generated)

05 The children are not living with the payor or the reconciled parents. (Worker generated)

06 The basis for the suspension is not expected to last at least six months. (Worker generated)

07 No current obligation is due. (ICAR or worker generated)

08 Children are receiving public assistance and parties didn't report the household change. (Worker generated)

09 Not all parties agree to end the support. (Worker generated)

10 The request doesn't meet the suspension requirements because _____. (Worker generated. Additional narrative entry required.)

This field is required if there is an 'N' in the SUSP APPROPRIATE field. An entry in this field generates form 470-3080, *Notice of Decision to Suspend Support Order*, and ends the process. Once a reason code is entered, it cannot be removed or changed by a worker. Contact the ICAR Maintenance team to reopen the process if necessary.

- ◆ **DATE:** This field indicates the date the request was either determined appropriate or denied. ICAR enters the current date.

- ◆ **SUSP NOD ISSUED:** This field has two sections: the NOD indicator and the date the NOD is generated.
 - NOD indicator: 'Y' displays after ICAR generates form 470-3080, *Notice of Decision to Suspend Support Order*. ICAR generates the NOD based on the entries in the SUSP APPROPRIATE field when you pend the request, return incomplete forms, or deny the suspension request. You are not required to send an NOD when you approve the suspension.
 - Date: This field indicates the date the NOD was generated. ICAR enters the current date.

When generating form 470-3080, *Notice of Decision to Suspend Support Order*, ICAR inputs much of the information into FORMVIEW for you. Print a copy for all parties involved in the suspension.

- ◆ **REQ TO WITHDRAW:** This field has two sections: the person who requests the withdrawal, and the date. The code in the requestor field can be any valid party to the suspension action (not just the person listed in the SUSPENSION REQUESTED BY field on SUSC1). Valid entries for the requestor section of this field are:

CP Custodial Parent, Payee
RP Responsible Parent, Payor
ASN Assignee

Enter the date in MM/DD/CCYY format.

- ◆ **GENERATE ORDER:** This field indicates that you generated the order. This field has two sections: the generation section and the date section. An entry of 'Y' or 'R' generates or regenerates form 470-3081, *Order Suspending Support*. This field is required to make an entry in the ORDER FILED field. ICAR enters the current date.

When generating form 470-3081, *Order Suspending Support*, ICAR inputs much of the information into FORMVIEW for you. Print a copy for all parties involved in the suspension.

- ◆ **ORDER FILED:** This field indicates whether the order was filed. Valid entries are:
 - Y The order has been filed. You must make entries here when the filed order comes back from the court.
 - N The order has not been filed. ICAR generates narrative SUSPD27 and SUSPD57, both of which require worker entry to explain why the order was not filed. ICAR ends the process with a '6' when you enter an N, closes the screen with an 'S' in the CLOSED BY field and enters the current date in the DATE field.
- ◆ **DATE:** Enter the file-stamped date of the order. It must be a valid past or present date in MM/DD/CCYY format and cannot be a future date.

- ◆ **COPIES SENT:** This field indicates that copies of the filed order were sent to all necessary parties. This field has two sections: the action taken and the date. You must make entries here when you send a copy of the filed order to the parties.

'Y' is only a valid entry if ORDER FILED is 'Y'. Entry in this field automatically populates the PROCESS ENDED field with a '2' entry (Order Filed).

ICAR enters the date in MM/DD/CCYY format when a 'Y' indicates the copies were sent to the appropriate parties.

- ◆ **PROCESS ENDED:** This field indicates that the suspension process ended. This field has two sections: the action taken and the date of the action. Contact the ICAR Maintenance team to remove the process end code and reopen the screens, if necessary. Valid entries for the first section are:

- 1 Denied (ICAR generated)
- 2 Order filed (ICAR generated)
- 3 One party failed to respond (Worker or ICAR generated)
- 4 Parties failed to respond (Worker or ICAR generated)
- 5 Withdrawn (ICAR generated)
- 6 Other (Worker generated when appropriate. ICAR generated when no action within 75 days since the SUSC1 screen was added.)
- 7 The suspension screens were started in error. (Worker generated)

ICAR enters the date the suspension process ended.

- ◆ **BARRED:** This field indicates whether the parties are barred for two years from requesting a suspension. Valid entries are:

Y The parties are barred due to this suspension action. ICAR enters 'Y' if all necessary parties returned complete Request and Affidavit forms. The CP and RP are always necessary parties and always get forms. The assignee or caretaker who does not want CSRU services is only necessary if ASSIGNEEY. The two-year period is counted from the latest Request or Affidavit Received date on SUSC1.

N The parties are not barred. ICAR enters an 'N' if the process ends and not all parties returned complete and correct Request and Affidavit forms.

E The parties were barred in a prior suspension action, which is now ended and closed. ICAR enters an 'E' because of that closed suspension. The parties are still barred. ICAR enters the 'E' when you or ICAR denies the current suspension request because we granted a suspension (either a suspension by mutual consent or a suspension by payor's request) in the prior 24 months.

- ◆ **REINSTATEMENT PERIOD EXPIRES:** ICAR enters the date that the six-month reinstatement period ends. This date is six months from the date in the ORDER FILED field.
- ◆ **CLOSED BY:** An entry in this field closes the suspension screens and ends the open process on the CASESTAT screen. The worker can complete this field, if necessary, to close the open process and allow case closure. Otherwise, ICAR ends the screen when the six-month period of reinstatement expires. Valid entries are:
 - W Worker entered closure. Workers can close the suspension when a party requests and is granted reinstatement, and to allow case closure.
 - S System entered closure. ICAR will close the screens as appropriate, based on worker entries in other fields, or when the six-month period of reinstatement expires.

Interstate Screen (INTERSTA)

When processing a suspension by mutual consent request on an interstate case, link the suspension and interstate screens in order to notify the other state about the actions you take on the case. You can link the screens at any time during the suspension process. To link the suspension and interstate screens, take the following steps:

Outgoing Interstate (IA as INIT ST)

- ◆ Make note of the docket number listed in the COURT ORDER NUMBER field on the COURTORDD screen.
- ◆ Type INTERSTA in the NEXT SCREEN field and press enter.
- ◆ Enter the court order number (from the COURT ORDER NUMBER field) in the OTHER ST CRT # field.
- ◆ Type 'S' in the SELECT field, 'EST' in the REFERRAL TYPE field and 'SUSPD' in the PROCESS field.
- ◆ Press F3 twice.

This is a screen print of the INTERSTA screen correctly displaying a linked outgoing interstate case:

```
D479HI01          IOWA COLLECTION AND REPORTING SYSTEM          DATE: 06/12/19
                   INTERSTATE CONTACT SCREEN A                 TIME: 11:07:43
                   DCO(S) NOT COMPLETED YET
CASE NUMBER:      DRI:          PE CH
PAYOR/AF:        FVI:          PE CH
PAYEE:           WORKER ID:

IOWA COURT-ORD#:  CENTRAL REGIST#:
  INIT STATE: IA  FIPS: 19 163 00   RSPN STATE: OH  FIPS: 39 000 00
  OTHER ST CASE#:  OTHER ST CRT#: CDCD#####
LOC RCVING RFRAL: 00 00 0000       REFERRAL SENT: 00 00 0000
ACKNLDGMENT RCVD: 00 00 0000       ADDL DOCUMENTS PROVIDED:
OTHER ST CONTACT:  UIB ONLY:
                   DISMISSED/ENDED: 00 00 0000

SELECT: S  REFERRAL TYPE: EST  PROCESS: SUSPD  LINKED?: Y
SELECT:   REFERRAL TYPE:      PROCESS:          LINKED?:
SELECT:   REFERRAL TYPE:      PROCESS:          LINKED?:      MORE?: N
COMMENT: MOD ONLY

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:
```

Incoming Interstate (IA as RESP ST)

- ◆ Make note of the docket number listed in the COURT ORDER NUMBER field on the COURTRD screen.
- ◆ Type INTERSTA in the NEXT SCREEN field and press enter.
- ◆ Enter the court order number (from the COURT ORDER NUMBER field) in the IOWA COURT-ORD # field.
- ◆ Type 'S' in the SELECT field, 'EST' in the REFERRAL TYPE field and 'SUSPD' in the PROCESS field.
- ◆ Press F3 twice.

This is a screen print of the INTERSTA screen correctly displaying a linked incoming interstate referral:

```
D479HI01          IOWA COLLECTION AND REPORTING SYSTEM          DATE: 06/21/19
                  INTERSTATE CONTACT SCREEN A                  TIME: 10:40:08
                                                           DCO(S) NOT COMPLETED YET
CASE NUMBER:
PAYOR/AF:          DRI:
PAYEE:            FVI:
                  WORKER ID:
IOWA COURT-ORD#:  CENTRAL REGIST#:
  INIT STATE: UT  FIPS: 49 000 00      RSPN STATE: IA  FIPS: 19 033 00
OTHER ST CASE#:  C#####          OTHER ST CRT#:
LOC RCVING RFRAL: 00 00 0000        REFERRAL SENT: 00 00 0000
ACKNLDMGMENT SENT: 00 00 0000
                                                           UIB ONLY:
                                                           DISMISSED/ENDED: 00 00 0000
SELECT: S   REFERRAL TYPE: EST   PROCESS: SUSPD   LINKED?: Y
SELECT:     REFERRAL TYPE:      PROCESS:          LINKED?:
SELECT:     REFERRAL TYPE:      PROCESS:          LINKED?:      MORE?: N
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:
ENTER DATA TO BE UPDATED
```

After linking the INTERSTA screens to the suspension process screens, ICAR takes you to the SUSC1 screen to complete the necessary entries. See [SUSC1 Screen](#).

A 'Y' displays in the LINKED field on the INTERSTA screen, indicating the interstate and suspension screens are properly linked. ICAR also displays a 'Y' in the INTERSTATE field on the SUSC1 screen and displays the name of the initiating and responding state or country in the INIT STATE and RESP STATE fields.

ICAR automatically unlinks the INTERSTA and SUSC1 screen when the SUSC1 screen is ended using the PROCESS ENDED field. If you need to unlink the

SUSC1 and INTERSTA screens before the suspension is complete, you can space through the 'Y' in the INTERSTATE field on the SUSC1 screen and press F3 twice.

NOTE: You can link an existing SUSC1 screen to the INTERSTA screen. Complete the REFERRAL TYPE and PROCESS fields on the INTERSTA screen and press F3 twice. ICAR takes you to the SUSC1 screen, where you press F3 to complete the link.

If the court order was issued by another state and registered in Iowa, you need to use the original court order number listed in the COURT ORDER NUMBER field from the COURTORD screen on the INTERSTA screen. Edit the forms to display the Iowa docket number for the court order that you are suspending.

When the INTERSTA screen is linked to the suspension screens, ICAR sends statuses to the other state to notify them of actions being taken on the case. If we have an agreement to exchange CSENet transactions with the other state, these statuses will be sent via CSENet. If we do not have an agreement, send a paper status.

After the Suspension Process Is Completed

Legal reference: 441 IAC 99.106(232B)

The payor must notify appropriate parties in order to discontinue health insurance coverage and premium deductions. CSRU does not provide this service.

A suspension order does not suspend, waive, satisfy, or retroactively modify unpaid support balances accrued before the file date of the suspension order unless CSRU has approved a satisfaction request from the payee/assignee. CSRU provides enforcement to collect arrearages accrued before the file date of the suspension order on balances not satisfied by the payee.

Closing the Case

Legal reference: Iowa Code Section 252B.20(8)

Since the suspension order is final after it has been on file for six months, verify the ongoing support obligation is terminated at that time. Determine if the case meets case closure criteria. Refer to the case closure manual [9-I](#) for complete information.

Do not apply case closure criteria until after the suspension order becomes final. However, if a non-public assistance payee requests case closure, follow the appropriate procedures.

Suspension By Payor's Request—Determining Eligibility

Legal reference: Iowa Code Section 252B.20A(1), 441 IAC 99.109(252B), 99.110(252B), 99.111(252B)

Eligibility Criteria

If a suspension by mutual consent request failed within the past 6 months because the payee was not willing to cooperate, you may review the case to see if it meets eligibility criteria for the suspension by payor's request process. However, because the eligibility criteria for this process are stricter, not all cases will qualify. It is possible that a case will meet the criteria for a suspension by mutual consent, but not meet the criteria for a suspension by payor's request.

The payor demonstrates the eligibility criteria have been met by providing to the Unit a completed and signed form 470-5348, *Request from the Payor to Suspend Support*. The request form must contain the basis for suspension, the names of the children affected by the basis for suspension, and the date the children moved in.

If the Unit determines the eligibility criteria have been met, the payor is then required to submit a completed, signed, and notarized form 470-5349, *Affidavit Requesting Suspension of Support Based on Payor's Request*. The payor must express consent to the suspension of the order in the affidavit by attesting that all eligibility criteria exist. The affidavit must bear the notarized signature of the payor.

If the basis of suspension is a change in residency because one or more of the children are living with a caretaker who does not want CSRU services, the caretaker must also submit a completed, signed, and notarized *Affidavit Requesting Suspension of Support Based on Payor's Request* consenting to the suspension and attesting that all eligibility criteria are met.

Basis of Suspension

This process is used to assist the payor when the payee will not cooperate and complete the necessary forms for the suspension by mutual consent process. It is not required that one or more of the children live only with the payor. Therefore, the basis for suspension can be due to a reconciliation of the payor and payee or a change of residency from the payee's home to the home of the payor or the home of a caretaker who does not want CSRU services.

Duration of Conditions

Legal reference: Iowa Code Section 252B.20A(1)(a), (c), 441 IAC 99.109.5

One or more of the children must have lived with the payor, a caretaker who does not want CSRU services, or reconciled payor and payee for more than 60 consecutive days. The payor must also reasonably expect the basis for suspension to continue for not less than six months from the date the Unit receives the request form. A child's temporary presence in the payor's home, created by events such as summer visitation, a vacation period or temporary illness does not satisfy this requirement.

Necessary Parties Who Must Consent to Suspend

In the suspension by payor's request process, the payor is always a necessary party who must consent to the suspension. If one or more of the children affected by the order live with a caretaker who does not want CSRU services, that caretaker is also a necessary party who must consent to the suspension.

The payee is never a necessary party who must consent to the suspension by payor's request. The payee does not complete the request form and the affidavit. The payee does not need to consent for the process to move forward; they only need not to object. See [Notice Of Intent To The Payee](#) for more information about the forms sent to the payee in the suspension by payor's request process.

NOTE: Assignees will generally not be a part of the suspension by payor's request process. When a child goes to live with a non-parental caretaker who wants to receive the support obligation, the Unit files a redirection order. This order makes the non-parental caretaker the new payee of the case. Due to the language of the Unit's redirection orders, the original payee no longer has a future interest in the support obligation, and thus is no longer a necessary party to the case. In the event you receive a suspension request on a case involving a voluntary assignment of child support, you should attempt suspension by mutual request and work with your local office attorney.

Children Receiving Public Assistance

In order to receive suspension services, the children for whom suspension is requested cannot be receiving public assistance benefits (FIP or Medicaid) in Iowa or another state, unless the payor is considered to be a member of the same household as the child for purposes of public assistance eligibility.

This means IM must consider the payor and child as members of the same household, and use the payor's income and resources to determine eligibility for the public assistance benefits.

Regardless of the basis of suspension (reconciliation or change of residency), the Unit requires parties whose children receive public assistance benefits to report the household change to IM. However, if the parties report the household change to IM, and IM fails to update the public assistance benefits case correctly, you may proceed with the suspension by payor's request.

If the IM worker fails to or refuses to take action on the household change report, you can contact the IM supervisor for the case to ask why the household change was not acted on and to inform them of the potential problems that causes for CSRU case work.

NOTE: You may receive a request from a payor who does not know if the children are receiving public assistance with someone else. For those cases, the report to IM needs to come from the Unit. See [Pending Further Action on the Suspension by Payor's Request](#).

Support Orders Eligible for Suspension by Payor's Request

Legal reference: Iowa Code Section 252B.20A(1)(b), 441 IAC 99.112(252B)

The Unit can suspend orders under the suspension by payor's request process for:

- ◆ Current child and medical support, regardless of the basis for suspension.
- ◆ Support obligations on multiple orders.

If the suspension by payor's request is for fewer than all of the children affected by the support order, the support order must contain a step change that specifies the amount of support due as the number of children entitled to support changes. If the order doesn't have a step change, the Unit cannot process the suspension.

NOTE: It is not necessary to suspend an administrative foster care order. An obligation set by an administrative foster care support order ends when the child for whom the order was set leaves foster care.

Court Order Types

The suspension by payor's request process is only available for certain types of court orders. Under Iowa law, the Unit cannot use the suspension by payor's request process for any support order that also includes legal custody, physical care, visitation, or other parenting time for the children. Therefore, the Unit cannot suspend support under this process for parties with court orders which set a specific care or custody arrangement (primary care, joint physical care, or split/divided care).

Note: Adoption decrees are **not** orders establishing custody, visitation, parenting time, or child support – they legally establish the parent-child relationship, and the parental rights and responsibilities of that relationship. The existence of an adoption decree does not prevent the Unit from processing a suspension by payor's request.

Under this process, the Unit can suspend orders filed by the Unit under Iowa Code chapters 252A, 252C, or 252F. This includes:

- ◆ Administrative Orders (AO)
- ◆ Administrative Paternity Orders (AP)
- ◆ Judicial Review of Administrative Paternity Orders (JP)
- ◆ Judicial Review of Administrative Support Orders (JR)

Under this process, the Unit can **sometimes** suspend the following order types:

- ◆ Administrative Modification Orders (AM)

- ◆ Judicial Review of Administrative Modification Orders (JM)
- ◆ Juvenile Orders (JO)
- ◆ URESA Orders (Non-Paternity) (UN)
- ◆ URESA Orders (Paternity) filed under Iowa Code chapter 252A (UP)

For each of these orders (AM, JM, JO, UN, and UP), you must check the underlying order for language regarding legal custody, physical care, visitation or other parenting time. You may need to consult with your office attorney to determine if it contains custody language. If it does not contain that language, the order is eligible for suspension by payor's request. If the order does contain that language, deny the suspension request. Currently ICAR denies a suspension when you try to use the SUSP screens for a JO order. Contact the Suspension team for help with processing cases with JO orders.

Under this process, the Unit **cannot** suspend the following order types:

- ◆ Divorce Decree/Dissolution of Marriage/Temporary Order (DM)
- ◆ No Order (Paternity is NOT an issue) (ON)
- ◆ No Order (Paternity is an issue) (OP)
- ◆ Registered Out-of-State Order (RO)
- ◆ URESA Orders (Paternity) filed under Iowa Code chapter 600B (UP)

If you receive a request for suspension by payor's request for any of the court order types (DM, ON, OP, RO, or UP) the Unit cannot suspend, deny the suspension request. See [Denying the Suspension by Payor's Request](#).

If a case has multiple court orders involving a mix of eligible and ineligible court order types, the Unit cannot proceed with a suspension by payor's request.

Mr. J and Mrs. J have a case with the Unit. The original order (the first order entered for these parties) is an AO established by the Unit under Iowa Code 252C in 2012. The AO orders Mr. J to pay child support to Mrs. J for Child M.

In 2015, Mr. J and Mrs. J get a private divorce decree (DM) which modifies the child support amount and grants primary care to Mrs. J.

The parties are not eligible for suspension by payor's request because there is an order in effect regarding legal custody, physical care, visitation, or other parenting time. The private order addressing legal custody, physical care, visitation, or other parenting time disqualifies the case from suspension by payor's request regardless of whether there is also an eligible court order type on the case.

NOTE: If there is a juvenile court order, guardianship, conservatorship, or an administrative order from another state, review that order with your local office attorney to verify that it does not include language regarding legal custody, physical care, visitation, or other parenting time for the children. If it includes such language, deny the request.

Child and Medical Support

In the suspension by payor' process, a suspension order suspends:

- ◆ Current or ongoing child support;
- ◆ Medical support; or
- ◆ Cash medical support.

If the suspension is for fewer than all the children in the home and there is cash medical support in the obligation, the cash medical obligation continues at the amount previously ordered for all the children. There are no step changes in cash medical provisions.

NOTE: The payor must notify the appropriate parties in order to discontinue health insurance coverage and premium deductions. The Unit does not provide this service.

Spousal support **cannot** be suspended under the suspension by payor's request process.

Current vs. Accrued Support

Suspension affects only ongoing or current support obligations. Current support does **not** accrue after an order suspending support has been filed. Support debts accrued before the order is filed are **not** affected by the suspension process unless the payee or assignee requests satisfaction of those debts.

All collections on an account with a suspended support obligation are credited according to the distribution hierarchy to any delinquency due.

NOTE: There is no legal requirement that there be a certain number of months remaining on an ongoing support obligation. However, you can inform the parties that the suspension is effective on the date the suspension order is filed and, depending on when the payee is served, it's possible the order will have ended before we can file a suspension order. In addition, if the six-month period of reinstatement is longer than the number of months remaining on an order, there may be nothing to reinstate.

Determining Jurisdiction to Suspend

If you receive a request for suspension, 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 and can suspend or end the order. The Unit can only provide suspension by payor's request process for families when Iowa has continuing, exclusive jurisdiction to modify the order.

Before you begin the suspension process, determine the controlling order and whether Iowa has jurisdiction to suspend the controlling order. Only the state that has continuing, exclusive jurisdiction or is able to assume continuing, exclusive jurisdiction has authority to suspend the 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 should be included in your analysis.

Iowa Support Orders

If the Iowa order is the controlling order and at least one of the parties or children lives in Iowa, Iowa has continuing, exclusive jurisdiction and the Unit can suspend the support order.

If a case involves multiple Iowa support orders, Iowa law dictates that no Iowa support order supersedes or is superseded by another Iowa support order. If one or more of the children named in the order live with their reconciled parents, with the payor, or live with a caretaker who does not want CSRU services, suspend all multiple, concurrent Iowa orders for ongoing support that name the same payor and payee.

Under suspension by payor's request, if the order is an Iowa order, but all parties and children live outside of Iowa, the parties **cannot** consent to Iowa's jurisdiction to suspend a child support obligation. This is because the payee is not completing a request form and affidavit to consent to the suspension in this process—the payee is only required not to object. If the parties live outside of Iowa and wish to have the Unit suspend their support obligation, direct them to the suspension by mutual consent process.

Out-of-State Support Orders

The Unit can only use the suspension by payor's request process to suspend certain types of Iowa court orders. Even though Iowa may now have jurisdiction over an out-of-state support order, the Unit does not have statutory authority to suspend the obligation under the suspension by payor's request process.

If you receive a request for suspension by payor's request and the court order is an out-of-state order, inform the party that the Unit can only assist them with a suspension by mutual consent. If the party does not wish to pursue a suspension by mutual consent, they will have to pursue a suspension privately.

Suspension By Payor's Request – The Request and Affidavit

Legal reference: Iowa Code Section 252B.20A(2)(a), 441 IAC 99.110(252B)

Under the suspension by payor's request process, the payor is the only eligible requestor. The payor must submit a written request to suspend the ongoing support obligation and consent in a written affidavit attesting that all of the suspension eligibility requirements are met. If one or more of the children subject to the support order are living with a caretaker who does not want CSRU services, that caretaker must also consent in an affidavit.

Prepare and Send Suspension by Payor's Request Forms

Within five working days after receiving an initial inquiry about the suspension process, prepare and issue the appropriate forms. In the suspension by payor's request process, the request form must be received from the payor before the Unit can prepare and send the affidavit.

The Request Form

First, generate and send form 470-5348, *Request from the Payor to Suspend Support*, and Comm. 240, *Procedures for Suspending, Satisfying and Reinstating Child Support*, to the payor or the payor's attorney.

The *Request from the Payor to Suspend Support* does **not** include the optional paragraph regarding satisfaction of arrears. The payee is the only party who can request satisfaction of arrears. Since the payee is not actively requesting or consenting to the suspension, there is no opportunity in this process for payees to satisfy any arrears balance owed to them.

NOTE: If one or more of the children affected by the support order are now living with a caretaker who does not want CSRU services, and that caretaker is not a redirection payee and is not currently receiving CSRU services for this support order, the caretaker is not required to submit a request form. That caretaker only needs to submit a notarized affidavit consenting to the suspension.

Send only one *Request from the Payor to Suspend Support* per case, regardless of how many court orders are attached to a case.

When the payor submits the request to the Unit, review the request to determine if it meets the criteria for suspension by payor's request.

- ◆ Locate and review all enforceable orders for ongoing support that affect the children for whom suspension of support is requested. Review ICAR, PODS, ICIS, Iowa Courts Online, and any other court order sources for orders that affect this payor, payee, and the children for whom suspension is requested. Determine whether the order(s) for the payor and payee and children are eligible for suspension by payor's request. See [Support Orders Eligible for Suspension by Payor's Request](#).

NOTE: The Unit must ask the court to suspend the order currently enforced, plus all other enforceable orders which affect the children kept in the case file. The Unit continues to enforce any enforceable Iowa order not suspended.

- ◆ Review the date the children moved reported by the payor. The children must have moved in with the payor, a caretaker who does not want CSRU services, or the reconciled parents more than 60 days prior to the date the Unit receives the request form.
- ◆ Review whether any children for whom suspension of support is requested are receiving public assistance and whether the parties have reported the change to IM. See [Pending Further Action on the Suspension by Payor's Request](#).
- ◆ If the payor reports on the request form that one or more of the children are living with a caretaker who does not want CSRU services, review whether the payor provided the name and address of the caretaker. If the payor did not provide this information, contact the payor for the address.

If payor submits a *Request from the Payor to Suspend Support* and the information on the request shows the suspension by payor's request criteria are met, issue form 470-5349, *Affidavit Requesting Suspension of Support Based on Payor's Request*. See [The Affidavit](#).

If a party other than the payor submits a *Request from the Payor to Suspend Support*, or if the information provided on the request does not meet the suspension by payor's request requirements, deny the request using form 470-5353, *Notice of Decision Regarding Payor's Request to Suspend Support*. See [Denying the Suspension by Payor's Request](#).

If the request is incomplete or incorrect, send the *Notice of Decision Regarding Payor's Request to Suspend Support*, to the party. See [Returning Incomplete Suspension by Payor's Request Forms](#).

If the children for whom suspension is requested are receiving public assistance benefits, pend the suspension by payor's request and send the *Notice of Decision Regarding Payor's Request to Suspend Support*. See [Pending Further Action on the Suspension by Payor's Request](#).

NOTE: If the payor never returns the *Request from the Payor to Suspend Support*, ICAR automatically closes the suspension process after 75 days.

The Affidavit

After you receive a *Request from the Payor to Suspend Support* from the payor, if the criteria for suspension by payor's request are met, prepare and send form 470-5349, *Affidavit Requesting Suspension of Support Based on Payor's Request*.

If the payor reported on the request form that one or more of the children are living with a caretaker who does not want CSRU services, generate and send Comm. 240 and the *Affidavit Requesting Suspension of Support Based on Payor's Request* to the caretaker.

Generate and send a separate *Affidavit Regarding Suspension of Support Based on Payor's Request* for each court order that covers the children from whom suspension of support is being request.

When the payor (and caretaker who does not want CSRU services, if applicable) submits the affidavit to the Unit, review the affidavit to determine if it meets the criteria for suspension by payor's request.

- ◆ Review the attestation section of the affidavit. The party completing the form must mark all four of the eligibility criteria (lettered (a) through (d) on the affidavit). The party can initial, put an "X," put a check mark, or any other mark that shows it is clear they are attesting to the existence of the eligibility criteria.
- ◆ Review the signature section of the affidavit. The affidavit must include the party's notarized signature.

The payor (or caretaker who does not want CSRU services, if applicable) does not need to submit proof or supporting documentation with the affidavit. Iowa law only requires that they attest to the criteria. If the payor (or caretaker who does not want CSRU services, if applicable) submits an *Affidavit Requesting Suspension Based on Payor's Request* clearly attesting to all four eligibility criteria and containing a notarized signature, accept the affidavit and proceed to serve the payee. See [Suspension By Payor's Request—The Notice Of Intent And Payee's Objection](#).

If the payor (or caretaker who does not want CSRU services, if applicable) submits an *Affidavit Requesting Suspension Based on Payor's Request* and did not clearly mark all four eligibility criteria or did not provide a notarized signature, send the *Notice of Decision Regarding Payor's Request to Suspend Support*, as appropriate. See [Returning Incomplete Suspension by Payor's Request Forms](#) and [Denying the Suspension by Payor's Request](#).

NOTE: If the payor (or caretaker who does not want CSRU services, if applicable) never returns the *Affidavit Requesting Suspension of Support Based on Payor's Request*, ICAR automatically closes the suspension process after 75 days.

Accepting the Suspension by Payor's Request Forms

The Unit provides suspension by payor's request services if:

- ◆ The Unit is providing IV-D services to a family by enforcing current or accrued support under an order entered in Iowa; and
- ◆ Iowa is the proper state for modification under FFCCSOA and UIFSA (refer to the interstate process for more information); and
- ◆ The *Request from the Payor to Suspend Support* provides sufficient information to identify the support order to be suspended; and
- ◆ The payor affected by the order has signed a *Request from the Payor to Suspend Support*; and
- ◆ The payor (as well as any caretaker who does not want CSRU services, if applicable) affected by the order has submitted a notarized *Affidavit Requesting Suspension of Support Based on Payor's Request*; and
- ◆ The support order affects one or more of the children; and
- ◆ One or more of the children live with the payor, with a caretaker who does not want CSRU services, or with the reconciled parents of the children under the support order (see [Basis for Suspension](#)); and
- ◆ The children for whom suspension by payor's request is being requested have resided in that household for more than 60 days; and
- ◆ The payor (and any caretaker who does not want CSRU services, if applicable) expects the conditions providing the basis for suspension to continue for at least six months (see [Duration of Conditions](#)); and
- ◆ If the children receive public assistance, the parties have reported the household change to IM (see [Children Receiving Public Assistance](#)); and
- ◆ At least two calendar years have passed since the Unit last received a complete consensual suspension request or last served a suspension by payor's request.

Payor Withdraws the Request for Suspension

The payor is the only party who can request to withdraw the suspension request in this process. That is because the payor is the only valid requestor in the suspension by payor's request process.

The payor can withdraw suspension request any time prior to the Unit entering an order suspending support.

The Unit does not require that the request to withdraw be in writing. However, a written request is helpful for case processing. If the payee submits a written request to withdraw the objection, image a copy in the case record.

If the payor submits a request to withdraw **before** the Unit serves the payee with the *Notice of Intent to Payee to Suspend a Child Support Obligation Based on Payor's Request*, the court order is not subject to the two-year bar.

If the payor submits a request to withdraw **after** the Unit serves the payee with the *Notice of Intent to Payee to Suspend a Child Support Obligation Based on Payor's Request*, the court order is subject to the two-year bar. The parties cannot request a suspension (either suspension by mutual consent or suspension by payor's request) for two years from the date the Unit served the payee.

ICAR narrates the date the Unit received the request to withdraw. You can further narrate whether the request to withdraw was verbal or in writing.

Suspension By Payor's Request – The Notice of Intent and Payee's Objection

Legal reference: Iowa Code Section 252B.20A, 441 IAC 99.111(252B)

If the payor submits a *Request from the Payor to Suspend Support* and an *Affidavit Requesting Suspension Based on the Payor's Request* that meet all necessary eligibility criteria, your next step is to inform the payee of the suspension by payor's request. In the suspension by payor's request process, the payee is not actively consenting to the suspension by completing a request form or affidavit. Therefore, the Unit must inform the payee of the payor's suspension request by serving them with notice of the suspension action.

The Notice of Intent to the Payee

The purpose of the notice of intent to the payee is to inform that the payor has made a request for suspension services and to provide the payee with an opportunity to object to the suspension of the support obligation.

After receiving a complete *Request from the Payor to Suspend Support* and *Affidavit Requesting Suspension Based on the Payor's Request* from the payor (and caretaker who does not want CSRU services, if applicable), generate form 470-5351, *Notice of Intent to the Payee to Suspend a Child Support Obligation Based on Payor's Request (Notice of Intent to the Payee)*, form 470-5352, *Payee's Affidavit Objecting to Suspension of Support*, and Comm. 240 for the payee.

Also include in the packet for the payee a copy of the *Affidavit Requesting Suspension of Support Based on the Payor's Request* the payor submitted to the Unit. If the case involves a caretaker who does not want CSRU services, include a copy of the caretaker's submitted affidavit, too. This allows the payee to know exactly what the payor attested to and what the payor considers the basis for suspension.

The *Notice of Intent to the Payee* and accompanying documents provide the payee:

- ◆ Information sufficient to identify the parties, the children, and the support order to be suspended.
- ◆ An explanation of the procedure for suspension by payor's request and procedure for reinstatement of the support obligation.

- ◆ An explanation of the rights and responsibilities of the payee, including applicable procedural time frames.

Most importantly, the *Notice of Intent to the Payee* informs the payee that they have **20 days** from the date they are served with the notice to object to the suspension.

Service On the Payee

The Unit must serve the *Notice of Intent to the Payee* and accompanying documents on the payee before proceeding to obtain an order suspending support.

NOTE: In the suspension by payor's request process, successful service on the payee triggers the application of the two-year bar. Once you have obtained successful service on the payee, the parties are barred from requesting another suspension of the same court order (either suspension by mutual consent or suspension by payor's request) for two calendar years from the date the payee was served.

Service by Certified Mail

First attempt service by certified mail. You must use restricted certified mail in order to serve the payee. In this process, the payee is not aware of the suspension request until they receive the *Notice of Intent to the Payee* and accompanying documents. They have a very limited time frame to submit an objection to the Unit (20 days).

Therefore, we want to prevent anyone other than the payee from signing for the certified mail. This will better ensure that the payee receives the *Notice of Intent to the Payee* and accompanying documents as efficiently as possible.

Service by Sheriff or Process Server

If service by certified mail fails, attempt service by sheriff or process server.

You can allow substitution when the basis for suspension is change of residency (either to the payor's household or to the household of a caretaker who does not want CSRU services).

However, when the basis for suspension is reconciliation, substitution is not allowed. We do not want to allow the payor to accept sheriff's service for the payee when they are living in the same household.

Unsuccessful Service

If you are unable to serve the payee after attempting certified mail and sheriff or process server, you cannot proceed to obtain an order to suspend the obligation. Deny the suspension by payor's request and issue a *Notice of Decision Regarding the Payor's Request to Suspend Support* to the payor (and caretaker who does not want CSRU services, if applicable). See [Denying the Suspension By Payor's Request](#).

If you are unable to serve the payee, the two-year bar does not trigger and the payor is not barred from making a future request to suspend the court order.

NOTE: The suspension by payor's request process cannot be used if the payee is incarcerated. Iowa Rules of Civil Procedure do not allow courts to default against a prisoner, and the suspension by payor's request would be based upon a default (consent by silence). If you determine a payee is in incarcerated, indicate on ICAR the payee could not be served because they are incarcerated and deny the suspension.

Objection From the Payee

After being served the *Notice of Intent to the Payee*, the payee has 20 days to submit a signed and notarized objection to the Unit.

The Unit provides a means to object to the suspension by including form 470-5352, *Payee's Affidavit Objecting to Suspension of Support*, in the *Notice of Intent to the Payee* packet served on the payee. However, the payee is not required to object using this form, and can submit an objection to the suspension by payor's request to the Unit by:

- ◆ Completing a *Payee's Affidavit Objecting to Suspension of Support* by marking at least one of the payor's attestations with which they disagree (lettered (a) through (d) on the form), and signing the form in front of a notary, or
- ◆ Providing any other written objection to at least one of the payor's attestations, and signing that written objection in front of a notary.

While the law allows the payee 20 days from the date of service to submit a signed and notarized objection, you can accept any signed and notarized objection received up until the order is filed, even if more than 20 days have passed since the date of service.

NOTE: If the payee submits an incomplete or incorrect objection, the 20 days to respond does not reset. The payee still only has 20 days from the original date of service to respond with an objection. See [Returning Incomplete Suspension by Payor's Request Forms](#).

If the payee objects to the suspension by payor's request, the payor is not entitled to a hearing. The payor does have the right to pursue a suspension privately.

Payee Withdraws Their Objection

The payee can withdraw their objection to the suspension by payor's request any time prior to the Unit issuing a *Notice of Decision Regarding the Payor's Request to Suspend Support* denying the suspension request.

The Unit does not require that the request to withdraw be in writing. However, a written request is helpful for case processing. If the payee submits a written request to withdraw the objection, image a copy in the case record.

If the payee withdraws the objection, proceed with the suspension by payor's request process to obtain an order suspending support when procedural timeframes have been met. See [Suspension By Payor's Request—Obtaining the Order Suspending Support](#).

ICAR narrates the date the Unit received the request to withdraw. You can further narrate whether the request to withdraw was verbal or in writing.

Suspension By Payor's Request – The Notice of Decision

Legal reference: 441 IAC 99.111(1)(252B)

Form 470-5350, *Notice of Decision Regarding the Payor's Request to Suspend Support*, is used to notify the parties that:

- ◆ Form 470-5348, *Request from the Payor to Suspend Support*, or form 470-5349, *Affidavit Regarding Suspension of Support*, is incomplete or incorrect and must be completed or corrected before the Unit can proceed; or
- ◆ Form 470-5352, *Payee's Affidavit Objecting to Suspension of Support*, or other written objection submitted by the payee, is incomplete and must be completed before the Unit can proceed; or
- ◆ The children are receiving public assistance and the parties have not yet reported the household change to IM; or
- ◆ The request for suspension has been denied.

NOTE: If a payor submits a *Request from the Payor to Suspend Support* and the Unit is not providing IV-D services for the court order in the request, issue a *Notice of Decision Regarding the Payor's Request to Suspend Support*, and ask the payor to complete form 470-1988, *Application for Nonassistance Support Services (NPA)*.

Returning Incomplete Suspension By Payor's Request Forms

You may receive a suspension by payor's request form or affidavit that does not contain enough information to proceed with either acceptance or denial. Also, you may receive an objection from the payee that does not contain necessary information to accept the objection. In these situations, return the incomplete form to ask for the missing information. Use form 470-5350, *Notice of Decision Regarding the Payor's Request to Suspend Support*, to return the request form, affidavit, or objection and indicate what information you need.

Return the *Request from the Payor to Suspend Support* if the payor:

- ◆ Did not indicate the basis for suspension,
- ◆ Did not list the children for whom support was ordered,
- ◆ Did not indicate the date the children moved into the home,
- ◆ Did not provide enough information to identify the support order to be suspended, or
- ◆ Did not sign the form.

NOTE: If you receive an incomplete request form, you can return the original to the payor to get the missing information added to it.

If the payor does not provide the payee's address on the request form, do not consider the form incomplete. The Unit will use regular location procedures to locate the payee.

Return the request with an application if the Unit is not providing IV-D services for the order to be suspended.

Return the *Affidavit Requesting Suspension of Support Based on Payor's Request* if the party:

- ◆ Did not mark each of the four eligibility criteria.
- ◆ Did not sign the form.
- ◆ Signed the form, but did not sign in the presence of a notary.

NOTE: If the affidavit is incomplete, but signed and notarized, you must send a new form for to be completed, re-signed, and re-notarized. If the affidavit is missing a notarized signature, you can return the original form.

Return the *Payee's Affidavit Objecting to Suspension of Support* (or other written objection submitted by the payee) if the payee:

- ◆ Did not indicate which criterion or criteria they object to.
- ◆ Did not sign the form.
- ◆ Signed the form, but did not sign in the presence of a notary.

NOTE: If you have already successfully served the payee and return the *Payee's Affidavit Objecting to Suspension of Support* (or other written objection submitted by the payee) because it is incomplete, you do not need to re-serve them. You can send the *Notice of Decision Regarding Payor's Request to Suspend Support* and the payee's affidavit by regular mail.

Narrate:

- ◆ The reason for returning the form.
- ◆ To whom any incomplete forms were returned.

If the forms are incomplete but are plainly ineligible because the information that appears on the forms does not meet one or more of the eligibility requirements, do not return the incomplete forms for completion. Instead, keep the forms in the case file and issue a *Notice of Decision Regarding Payor's Request to Suspend Support* that denies the request.

When the forms are resubmitted, apply suspension criteria and proceed with the suspension or deny the request.

If the forms are resubmitted but remain incomplete, you can either:

- ◆ Return the incomplete forms with an updated *Notice of Decision Regarding Payor's Request to Suspend Support Order* indicating the reason it is being returned, or
- ◆ Deny the request. See [Denying the Suspension by Payor's Request](#).

If you receive incomplete forms or forms with conflicting information from a party, do not mark them as received in ICAR. Instead, mark them as "incomplete" and issue a *Notice of Decision Regarding the Payor's Request to Suspend Support*.

NOTE: If the payor submits an *Affidavit Requesting Suspension of Support Based on Payor's Request* and has not marked each of the four eligibility criteria, you have the option to return the incomplete form to the payor or deny the request. Neither situation will trigger the two-year bar.

Pending Further Action On the Suspension By Payor's Request

If a payor applies for suspension and the children included in the support order receive FIP or Medicaid-only public assistance benefits and the household change has not been reported to IM, issue a *Notice of Decision Regarding the Payor's Request to Suspend Support Order*.

Tell the party who submitted the request to report all changes in household membership to the DHS office responsible for the public assistance case. IM considers a change report timely if it is made no later than ten days after the change has occurred.

Narrate:

- ◆ The reason for pending the request, and
- ◆ The parties to whom you sent the *Notice of Decision Regarding the Payor's Request to Suspend Support Order*.

NOTE: You may receive a request from a payor who does not know whether or not the children are receiving public assistance with someone else. For those cases, the report to IM needs to come from the Unit. You can contact IM and inform them that we have received a signed affidavit attesting that the child is residing with another person and the date the child moved in. This should prompt the IM worker to remove the child from the case.

If you pend the request, ICAR generates calendar flags to notify you when to review the case and move to the next step in the process. At that time:

- ◆ Review IM systems for evidence the parties have reported the household change. If you cannot determine if the household change has been reported, send the IM worker an email requesting the status of the case.
 - If the household change has been reported, but the IM worker has not yet acted on the residency change, accept the suspension request and proceed with the suspension process.
 - If the household change has not yet been reported to the IM worker, issue a *Notice of Decision Regarding the Payor's Request to Suspend Support* denying the suspension request.
- ◆ If you get a suspension request from a payor whose child receives public assistance from another state, pend the request and send a *Notice of Decision Regarding the Payor's Request to Suspend Support* to the payor. When the other state's IM worker notifies you that they have received a report of the household change, you can accept the request.

If the IM worker fails to or refuses to take action on the household change report, you can contact the IM supervisor for the case to ask why the household change was not acted on and to inform them of the potential problems that causes for CSRU case work. If IM still doesn't act on the report, contact the Suspension team to review the details to determine how to proceed with the case. Do not send a *Notice of Decision Regarding the Payor's Request to Suspend Support* in these situations.

Denying the Suspension By Payor's Request

Legal reference: Iowa Code Section 252B.20A

Apply all of the following denial criteria to the request. Issue a *Notice of Decision Regarding the Payor's Request to Suspend Support Order* denying the request if:

- ◆ It has been less than 24 months since the Unit received a complete suspension by mutual consent request or served a suspension by payor's request for this court order. See [Barred Status](#).
- ◆ Someone other than the payor made the request.
- ◆ Iowa does not have jurisdiction to suspend the order.
- ◆ The request for suspension is for fewer than all of the children, and there is no step change in the order.
- ◆ The basis for suspension is not expected to last at least six months.

- ◆ No current obligation is due.
- ◆ The child is receiving public assistance and the parties did not report the household change to IM.
- ◆ The child is not currently living with the payor or a caretaker who does not want CSRU services. See [Basis for Suspension](#).
- ◆ The child has not been living with the payor or a caretaker who does not want CSRU services for more than sixty consecutive days.
- ◆ There is an order in effect regarding legal custody, physical care, visitation, or other parenting time for the child. See [Eligible Court Order Types](#).
- ◆ The requestor has not signed and submitted a notarized affidavit to the unit.
- ◆ The requestor has not attested to all the required suspension criteria.
- ◆ The payee could not be served. See [Service on the Payee](#).
- ◆ The payee objected to the request. See [Objection from the Payee](#).
- ◆ The order is already suspended.
- ◆ Any other reason not listed above, but which is an allowable denial under Iowa law and rules.

If you are denying the suspension by payor's request because the payee objected, you **must** wait 30 days from the date of service on the payee before issuing the *Notice of Decision Regarding Payor's Request to Suspend Support*. The parties cannot waive this 30-day time period.

ICAR narrates the following:

- ◆ The reason for denial, and
- ◆ The parties to whom the *Notice of Decision to Suspend Support Order* is sent.

If you deny a suspension by payor's request, include information about whether or not the parties are barred from making a future suspension request on the court order.

Changes After Service On the Payee

A family's living arrangement may change any time after you serve form 470-5351, *Notice of Intent to Payee to Suspend a Child Support Obligation Based on Payor's Request*, but before the district court has entered a suspension order. If the situation changes so that the basis of suspension described in the request and affidavit forms is no longer accurate, proceed as follows.

Basis for Suspension no Longer Exists

When the basis for suspension no longer exists, issue an updated form 470-5350, *Notice of Decision Regarding the Payor's Request to Suspend Support Order*. Deny the request on ICAR using the appropriate denial reason.

If a suspension order has been submitted to the district court, ask the CSRU attorney to prepare a request to withdraw the matter from the court's consideration. There is no standardized form for removing a suspension order submitted to the court. Send all necessary parties copies of the document the Unit submits to the court to remove the matter from consideration.

Narrate the following:

- ◆ When and how the suspension basis ceased to exist.
- ◆ When the Unit submitted a request to withdraw the matter to district court. Include the docket numbers of the appropriate orders.

Set a calendar flag for ten calendar days to check for a response from the court.

Basis for Suspension Changes

The court order the Unit submits to suspend support must contain the correct language regarding the basis of suspension. That language must be updated if:

- ◆ The initial basis for suspension was reconciliation, but now one or more of the children live with the payor or a caretaker who does not want CSRU services.
- ◆ The initial basis for suspension was that one or more children live with the payor, but now one or more of the children live with their reconciled parents, who are the named payor and payee in the support order.

Prepare a new form 470-5349, *Affidavit Requesting Suspension of Support Based on Payor's Request*, and send it to the payor (and any caretaker who does not want CSRU services, if applicable) for a notarized signature. When generating the new *Affidavit Requesting Suspension of Support Based on Payor's Request*, be sure to indicate that the basis for suspension has changed and that the *Affidavit Request Suspension of Support Based on Payor's Request* must reflect this change.

If a suspension order has been submitted to district court, ask the CSRU attorney to prepare a request to withdraw the matter from the court's consideration. Upon return of the new *Affidavit Requesting Suspension of Support Based on Payor's Request* with all appropriate signatures, enter a new order for suspension. Narrate:

- ◆ When the suspension basis changed.
- ◆ When and to whom you sent the new affidavit.
- ◆ When you submitted a request to withdraw to district court. Include the docket numbers of the appropriate orders.
- ◆ Set a calendar flag for ten calendar days to check for a response from the court.

Suspension By Payor's Request—Obtaining The Order Suspending Support

Legal reference: Iowa Code Section 252B.20(2)(b), 441 IAC 99.105(252B)

After the Unit has successfully served the payee, you must allow the payee 20 days from the date of service to submit a signed and notarized objection. If the payee does not submit a signed and notarized objection to the Unit, you can file an order suspending support no sooner than 30 days from the date of service on the payee.

A suspension order is a temporary order. It becomes final by operation of law after it has been on file for more than six months.

The suspension order suspends all ongoing child and medical support provided to the children affected by the order.

NOTE: If the children are receiving public assistance benefits with the payee, and the parties have reported the household change to IM, you can proceed with obtaining an order to suspend support even if the IM worker has not taken action on the household change report. See [Children Receiving Public Assistance](#).

Submitting the Order Suspending Support and Affidavits

Prepare form 470-5353, *Order Suspending Support Pursuant to 252B.20A*, no sooner than 30 days after you have successfully served the payee with the *Notice of Intent to Payee*. Keep one copy of the order in the imaging system.

Upload a copy of the *Order Suspending Support Pursuant to 252B.20A*, the payor's *Affidavit Requesting Suspension of Support Based on Payor's Request*, the *Notice of Intent to Payee*, and the affidavit of service on the payee to the CSeF system for your local office attorney. If the case involves a caretaker who does not want CSRU services, also upload a copy of the caretaker's affidavit. If you are located in a different county than the county the original child support order was entered, follow CSeF procedures to direct the *Order Suspending Support Pursuant to 252B.20A* and supporting documents to the correct CSRU attorney.

After Filing the Order Suspending Support

Legal reference: Iowa Code Section 252K.614

When you receive a signed, file stamped copy of form 470-5353, *Order Suspending Support Pursuant to 252B.20A*, distribute copies of the order to all necessary parties.

ICAR narrates to whom you sent the form.

If the children receive public assistance, within five working days after CSRU receives a file-stamped copy of the order, notify the IM worker that a suspension order has been entered.

Follow current procedures for updating ICAR when a filed order is obtained. Refer to 11-T, [Obligation Suspensions](#) for updating the screens that support the suspension of support.

Suspension By Payor's Request – Entering the Suspension On ICAR

Suspend Enforcement of Current Support

Legal reference: Iowa Code Section 252B.20(3)(10)(11), 441 IAC 99.106(252B)

Until a court suspends or terminates an ongoing support obligation, the Unit must enforce the obligation. Once the current support obligation is suspended, the Unit applies all payments to the accrued support debt. If no accrued support debt exists, all CSRU collection activities stop.

Although a suspension order is temporary until it has been on file for six months, the suspension order is effective on the date it is filed in the office of the clerk of court. Current support does **not** accrue while the support order is suspended.

Entering the Suspension By Payor's Request On ICAR

The following information explains how to use ICAR screens during the suspension by payor's request process.

ICAR will only allow you to enter a suspension by payor's request if a suspension by mutual consent was process ended with a code of 3 (one party failed to respond), or denied with a 09 (not all parties agree to end support) and process ended with a code of 1 in the last 6 months. If the suspension by mutual consent was ended with any other coding, you will need to re-attempt suspension by mutual consent.

In order to make ICAR deliver flags and narratives correctly and to keep suspension screen information from bleeding from one case to another, we designed the screens with tighter edits than other process screens you might use. You must enter the correct information about court orders, assignees and children. If you don't enter the right information on the SUSC1, you must end the suspension with a 7 (started in error) and start new screens with all the correct information.

To initiate the suspension by payor's request on ICAR, you must complete the Suspension Payor Request 1 (SUSP1) screen. You have two options for accessing the SUSP1 screen. When there has never been a suspension entered on the order, you must access the SUSP1 from the COURTOR screen. Review all the court orders listed to confirm you are suspending the correct obligation. Once you've determined the correct docket number, type SUSP1 in the next screen field or press F15 (shift/F3).

If there is an existing active suspension screen, access the SUSP1 screen by typing SUSP1 in the next screen field from any ICAR screen.

The SUSP1 Screen

This is a screen print of the SUSP1 screen:

D479HV03	IOWA COLLECTION AND REPORTING SYSTEM	DATE: 01/10/19
	SUSPENSION PAYOR REQUEST - 1	TIME: 12:50:08
CASE NUMBER:	CSRU ATTY:	SIGNATURE ID:
PAYOR:	RP ATTY:	
PAYEE:	CP ATTY:	
CARETAKER: NAME:		
CO:	COUNTY:	TYP: MULTORD:
SUSPENSION REQUESTED BY:	DATE:	
SUSP REASON .. (PSR/PSC):	PARTIAL SUSP (Y/N):	
GEN CVR/COM/REQ (Y/R):RP		
REQ RECD (Y/N/I DATE):RP		
GEN AFFIDAVIT .. (Y/R):RP	CTK	
AFF RECD (Y/N/I DATE):RP	CTK	
F2=ADD F3=UPD F4=MULTORD2 F5=INQ F6=PARTIAL2 F8=SUSP2 F9=REFRESH		
F10=OLDER SUSP F11=NEWER SUSP F12=COURTORD		
NEXT SCREEN:	NOTES:	

You need to complete multiple fields on the screen. The following information describes the names and definitions of fields on the SUSP1 screen:

- ◆ **CASE NUMBER:** The case number for the order(s) considered for this suspension process displays here.
- ◆ **CSRU ATTY:** This field identifies the local CSRU attorney assigned to the case. This allows the correct attorney's name and identifying information to pull into forms. This field is required to add the process.
- ◆ **SIGNATURE ID:** This field identifies the ICAR worker ID of the person assigned to the process. This allows the correct worker's name and identifying information to pull into forms. This field is required to add the process.
- ◆ **PAYOR:** This is the name of the payor listed on the PAYOR screen. ICAR displays this information when the screen is accessed from another ICAR screen displaying case information. A worker cannot make entries in this field.
- ◆ **RP ATTY:** This field indicates whether the payor is represented by an attorney for this process. Make one of the following entries in this field:
 - Y The payor has an attorney for this process.
 - N The payor does not have an attorney for this process.

The ATTORNEY screen automatically displays when you press F2 to add the screen if you enter a 'Y' in this field. Updating information about the attorney on this screen allows you to link the attorney to the process. This field is required to add the process.

- ◆ **PAYEE:** This is the name of the payee listed on the PAYEE screen. ICAR displays this information when the screen is accessed from another ICAR screen. A worker cannot make entries in this field.
- ◆ **CP ATTY:** This field indicates whether the payee is represented by an attorney for this process. Make one of the following entries in this field:

Y The payee has an attorney for this process.

N The payee does not have an attorney for this process.

The ATTORNEY screen automatically displays when you press F2 to add the screen if you enter a 'Y' in this field. Updating information about the attorney on this screen allows you to link the attorney to the process. This field is required to add the process.

- ◆ **CARETAKER:** This field indicates whether there is a caretaker and the caretaker's name. The caretaker is someone with whom the children are living and is not the parent of the children. In this situation, the caretaker does not want CSRU services. Make the following entries in this field:

Y There is a caretaker. If you enter a 'Y,' you must enter the caretaker's name in the NAME field. If you enter a 'Y,' you must enter PSC in the SUSP REASON field.

N There is not a caretaker.

This field is required to add the process.

- ◆ **NAME:** This field displays the caretaker's name. If there is a 'Y' in the CARETAKER field, you enter the name. When you complete forms for this person, you will have to enter the caretaker's mailing address. ICAR does not have that information.
- ◆ **COURT ORD #:** ICAR pulls the court order number from the COURTORD screen when you come to the SUSP1 screen from COURTORD. You must come from COURTORD to populate the field. A worker cannot make entries in this field.
- ◆ **COUNTY:** ICAR enters the county name associated with the court order from the COURTORD screen. You must come to SUSP1 from COURTORD to populate the field. A worker cannot make entries in this field.

- ◆ **TYPE:** This field displays the court order type of the court order attached to the screen.
 - Invalid court order types for this process are: DM, JO, ON, OP, or RO. ICAR will automatically deny the request with deny reason 13 if any of these codes display here. Currently ICAR denies a suspension when you try to use the SUSP screens for a JO order. Contact the Suspension team for help with processing cases with JO orders.
 - If the court order type is AM, JM, UN, or UP, the worker must first check the underlying, original order to see what Iowa Code Section was used to establish the order. The only allowable Iowa Code Sections are 252A, 252C or 252F. Orders entered under any other Iowa code (e.g., 598 or 600B) cannot be suspended under this process. If the underlying, original order was entered under Iowa Code Section 252A, 252C, or 252F, enter a 'U' in the USE IN SUSP: field on the COURTOR screen. Otherwise, ICAR will automatically deny the request with deny reason 13.
 - Valid court order types for this process are: AF, AO, AP, JP, or JR. You can proceed with the process, if the case meets other criteria.

- ◆ **MULT ORDS:** This field indicates whether the suspension involves multiple orders. Valid entries are:

Y The case involves multiple orders.
N The case does not involve multiple orders.

The MULTORD2 screen automatically displays when you press F2 to add the screen if you enter a 'Y' in this field. See the MULTORD2 section for details about including orders on this screen. This field is required to add the process.

- ◆ **SUSPENSION REQUESTED BY:** This field consists of two sections: the person who requested the suspension and the date. The request from a necessary party can be verbal or written. Valid entries are:

RP Responsible Parent, Payor
CP Custodial Parent, Pay
CTK Caretaker (You can only enter 'CTK' when the CARETAKER field is 'Y'.)
OTH Other (Use 'OTH' when the requestor is not a necessary party.)

According to Iowa law, only the payor request a suspension by payor's request. When you enter 'CP,' 'CTK,' or 'OTH' in the SUSPENSION REQUESTED BY field, ICAR denies the request using deny reason 02 and ends the process. The Unit is not defined as a necessary party and cannot initiate a suspension on the parties' behalf.

- ◆ **DATE:** This field indicates the date of the request. Enter the date the request is received. The date must be a valid current date or a date in the past. It cannot be a future date. The format should be MM/DD/CCYY.

This field is required to add the process.

- ◆ **SUSP REASON:** This field indicates the reason for the suspension. Valid entries are:

PSR Children are living with the payor. (Use this code when the children live with just the payor or with both parents.)

PSC Children are living with a caretaker who does not want CSRU services. If you entered 'Y' in the CARETAKER field, you must enter PSC in this field.

This field is required to add the process.

After making entries in the **boldface** fields in the screen print above, ICAR requires you to press F2 twice to add the suspension screen. You can't move forward without adding the screen. This ensures you will get all the narratives and flags to help keep track of your actions. At this time, if you entered a 'Y' in the ATTY or MULT ORD fields, ICAR takes you to those screens. Make necessary entries and return to SUSP1 to continue the process.

When you press F2, ICAR programming determines if the suspension is appropriate. ICAR automatically denies a suspension by payor's request for four reasons:

- ◆ **Deny reason 01** It has been less than 24 months since the last complete suspension request. (The 'complete suspension request' could have occurred under the suspension by mutual request process or under the suspension by payor's request process.)
- ◆ **Deny reason 02** The person requesting the suspension is not eligible to request. (State law only allows the payor to request.)
- ◆ **Deny reason 07** No current obligation is due. (This can be child support, medical support or cash medical on the selected court order.)
- ◆ **Deny reason 13** There is an order in effect regarding legal custody, physical care, visitation, or other parenting time for the child.

ICAR determines the automatic denial based on the court order number and entries you make in the SUSPENSION REQUESTED BY and DATE fields. When any of the four situations above occur, ICAR displays a message that it will deny the suspension. These are the denial reason messages:

- ◆ **Deny reason 01** All data valid. Press F2 to deny the suspension due to barred date.
- ◆ **Deny reason 02** All data valid. Press F2 to deny suspension invalid requestor.

- ◆ **Deny reason 07** All data valid. Press F2 to deny the suspension no valid oblig.
- ◆ **Deny reason 13** All data valid. Press F2 to deny the suspension invalid co.

After you press F2 the second time, ICAR takes you to FORMVIEW so you can generate and send form 470-3080, *Notice of Decision to Suspend Support Order*, to the requesting party, denying the request.

After adding the SUSP1 screen on a valid suspension request, the cursor moves to the PARTIAL SUSP field.

- ◆ **PARTIAL SUSP:** Use this field to indicate the suspension is for at least one, but not all of the children listed in the court order. Valid entries are:

Y The suspension is for fewer than all of the children.
N The suspension is for all of the children.

When you make an entry in this field and press F3 twice, the PARTIAL2 screen automatically displays. Make additional entries as described below before returning to SUSP1.

This field is required before generating forms.

- ◆ **GEN CVR/COM/REQ/AFF(Y/R): RP:** Entry of 'Y' or 'R' generates (or regenerates) the forms required to send to the payor. The forms are:

- 470-5348 – *Request from the Payor to Suspend Support (and Cover Letter)*
- Comm. 240 – *Procedures for Suspending, Satisfying and Reinstating Child Support Obligations*

ICAR enters the date you generate or regenerate the forms in MM/DD/CCYY format.

- ◆ **REQ RECD (Y/N/I DATE): RP:** These fields indicate whether the payor has returned a completed request, and the date returned. Valid entries are:

Y The correctly completed request was returned to CSRU.
N The request was not returned to CSRU.
I The request was returned to CSRU but was not completed correctly. You must return the incomplete or incorrect form to the party with the Notice of Decision which you generate by entering an 'I' in the SUSP APPROPRIATE field on SUSP2.

Enter the date in MM/DD/CCYY format.

- ◆ **GEN AFFIDAVIT (Y/R): RP: CTK:** Entry of 'Y' or 'R' generates (or regenerates) form 470-5349, *Affidavit Requesting Suspension of Support Based on the Payor's Request* for that party. ICAR enters the date you generate or regenerate the forms in MM/DD/CCYY format.

You can only make entries in this field when there are 'Y's in the REQ RECD field.

- ◆ **AFF RECD (Y/N/I): RP: CTK:** These fields indicate whether the parties have returned a completed affidavit, and the date returned. Valid entries are:
 - Y The correctly completed affidavit was returned to CSRU.
 - N The affidavit was not returned to CSRU.
 - I The affidavit was returned to CSRU but was not completed correctly. You must return the incomplete or incorrect form to the party with the Notice of Decision which you generate by entering an 'I' in the SUSP APPROPRIATE field on SUSP2.

Enter the date in MM/DD/CCYY format.

Generating Suspension By Payor's Request Forms From SUSP1

After making entries in the GEN CVR/COM/REQ(Y/R): RP or GEN AFFIDAVIT (Y/R): RP: CTK: fields and pressing F3 twice, ICAR takes you to the FORMVIEW screen to make the required entries before printing the forms.

Any time there is a 'Y' in the REQUIRED field for an address, ICAR completes that information when it has it. You will always enter the caretaker's address, because the suspension record cannot store that for you.

When generating form 470-5348, *Request from the Payor to Suspend Support* (and cover letter), ICAR inputs much of the information for you.

The request form instructs the payor to put additional information on the back of the page. **Imaging staff must check to see whether there is more information on the back of the form, and scan that as well as the front of the form.**

Comm. 240, *Procedures for Suspending, Satisfying and Reinstating Child Support Obligations* explains the suspension process. It provides information on how the parties complete a request for suspension. There are no variables to complete for this form. Generate the form and print a copy for all parties involved in the suspension.

The payor must return the request form before you can generate the affidavit.

When generating form 470-5349, *Affidavit Requesting Suspension of Support Based on Payor's Request* (and cover letter), ICAR inputs much of the information into FORMVIEW for you. ICAR generates one affidavit for each order you selected on the MULTORD2 screen, for each party to the suspension. For example, if you have two orders and three parties you'll print six affidavits total. In most cases, you'll have one affidavit for each party.

For cases with a caretaker who does not want CSRU services, Comm. 240 will not automatically generate for the caretaker when you generate the affidavit. Manually generate Comm. 240 for the caretaker from FORMVIEW or print 2 copies of the form from ICAR.

NOTE: You must generate forms for customers and F3 before you can make entries to show the forms are returned. In other words, you must make entries in GEN CVR/COM/REQ and press F3 before you make entries in REQ RECD; and you must make entries in GEN AFFIDAVIT and press F3 before you make entries in AFF RECD.

The affidavit(s) must be returned by the payor, and any caretaker who does not want CSRU services, before you can generate the Notice of Intent and affidavit for the payee.

MULTORD2 Screen

The MULTORD2 screen is a sub-screen of the SUSP1 screen and requires worker entry when a suspension involves multiple orders. You indicate which orders should be included in the suspension on this screen. An order on the case may not display on the MULTORD2 screen when you start the suspension if there is no obligation on ICAR associated with that order. See below for instructions on including certain order types or non-billing orders in the suspension. **You should determine before you start the suspension screens whether or not you need to add multiple orders.**

Example 1:

Order 1 = AP order: Dad vs. Mom for child A.

Order 2 = AP order: Dad vs. Mom for child B.

Since both orders are for the same payor and payee, and are both eligible court order types, you should use the MULTORD2 screen to include both orders.

Example 2:

Order 1 – AO order: Mom vs. Dad for child A and child B.

Order 2 – DM order: Mom vs. Dad for child A and child B.

Both orders are for the same payor, payee, and children; however a DM is not an eligible court order type. Do not use the MULTORD2 screen because the court orders are not both eligible for the suspension by payor's request process. You cannot process a suspension by payor's request for this case.

When you enter 'N' in the MULT ORDS field on SUSP1, complete the rest of the required fields and press F2 twice. ICAR then adds the suspension, regardless of the number of orders listed on MULTORD2.

When you enter 'Y' in the MULT ORDS field on SUSP1, complete the rest of the required fields and press F2 twice. ICAR then takes you to the MULTORD2 screen. The court order number that matches the COURTORD screen you came from has an 'X' in the INCLUDE field. If there are multiple orders on the case with valid obligations, they will display here. You select the ones you want to include by putting an 'X' in the INCLUDE field and pressing F3, twice.

There are times when the Unit has entered multiple orders on the COURTORD screen, but is billing only on the highest order. When this occurs, the Unit adds all court orders to ICAR, but only adds the highest obligation to ICAR. When you receive a suspension request and the order you want to suspend does not display on the MULTORD2 screen, you must take the following steps:

- ◆ Start on the SUSP1 screen associated with the order where the Unit is billing the obligation.
- ◆ Go to the COURTORD screen for the other orders you want to include in the suspension.
- ◆ Enter 'U' in the USE IN SUSP field.
- ◆ Return to the SUSP1 screen and press F4 to go to the MULTORD2 screen. Select the orders you want to include by putting an 'X' in the include field, and pressing F3 twice.

NOTE: You can never enter a 'U' for court order types DM, JO, ON, OP, or RO. These court order types are not eligible for the suspension by payor's request process. ICAR will deny the request with deny reason 13 if any of these court order types exist on a case, even if there is also an eligible court order type on the case. Currently ICAR denies a suspension when you try to use the SUSP screens for a JO order. Contact the Suspension team for help with processing cases with JO orders.

This is the screen print of the MULTORD2 screen:

```
D479HV26      IOWA COLLECTION AND REPORTING SYSTEM      DATE: 01/10/19
                MULTORD2                                TIME: 16:35:07

CASE NUMBER:
PAYOR:
PAYEE:

INCLUDE      COURT ORDER #          CNTY      ORDER DATE
X            XXXXXXXXXXXX          XX        XX XX XXXX
X            XXXXXXXXXXXX          XX        XX XX XXXX
X            XXXXXXXXXXXX          XX        XX XX XXXX

F3=UPD PF7=PG BACK  F8=PG FORWARD  CLEAR=SUSP1
                NOTES:
CASE COURT ORDERS LISTED
```

The following information describes the names and definitions of all fields located on the MULTORD screen:

- ◆ **INCLUDE:** ICAR automatically selects the first court order on the screen – it is the court order from the COURTORD screen you started from. Enter 'X' on any other order you want to include in the suspension process. Orders selected will populate the forms. If there are multiple orders, you must select all the orders before generating forms.
- ◆ **COURT ORDER #:** ICAR pulls the court order number from the COURTORD screen. All orders with obligations display here; ICAR also displays any orders that have a 'Y' in the USE IN SUSP field on the COURTORD screen. A worker cannot make entries in this field.
- ◆ **CNTY:** ICAR pulls the county number from the COUNTY NUMBER field on the COURTORD screen. A worker cannot make entries in this field.
- ◆ **ORDER DATE:** ICAR pulls the order date from the ORDER DATE field on the COURTORD screen. A worker cannot make entries in this field.

NOTE: If you include additional court orders, press F3 twice. When you finish reviewing the MULTORD2 screen, press the PAUSE/BREAK key to return to the SUSP1 screen.

After you add the suspension, you can access the MULTORD2 screen by pressing F4 from SUSP1.

PARTIAL2 Screen

The PARTIAL2 screen is a sub-screen of the SUSP1 screen and always requires worker entry to indicate which children to include in the suspension.

This is the screen print of the PARTIAL2 screen:

```

D479HV31          IOWA COLLECTION AND REPORTING SYSTEM          DATE: 01/11/19
                                PARTIAL2                                TIME: 14:02:36

CASE NUMBER:
PAYOR.....:
PAYEE.....:

CHILDREN          BIRTH      RECEIVING      SUSPEND      DATE CHILD
                  YEAR        SUPPORT
XXXXXXXXXXXXXXXXXX  XXXX          X              X            MM DD CCYY
XXXXXXXXXXXXXXXXXX  XXXX          X              X            MM DD CCYY
XXXXXXXXXXXXXXXXXX  XXXX          X              X            MM DD CCYY

F3=UPDATE  F7=PAGE BACK  F8=PAGE FORWARD  CLEAR=SUSP1
NOTES:
LAST CHILD DISPLAYED
    
```

The following information describes the names and definitions of all fields located on the PARTIAL2 screen:

- ◆ **CHILDREN:** ICAR pulls the child's name from case records. A worker cannot make entries in this field.
- ◆ **BIRTH YEAR:** ICAR pulls the child's birth year from case records. A worker cannot make entries in this field.
- ◆ **RECEIVING SUPPORT:** ICAR indicates which children receive current support, according to case records. A worker cannot make entries in this field.
- ◆ **SUSPENDING:** Enter 'Y' to suspend a child's support. Leave the field blank for any child you are not including in the suspension process. You can enter an 'N' over a 'Y' if the case situation changes during the suspension process and you need to continue support for a child. You cannot change the code after approving or denying the suspension.
- ◆ **DATE CHILD MOVED IN:** When you receive the request form from the payor, enter the date the children moved in with the payor or caretaker who does not want CSRU services. Enter the date in MM/DD/CCYY format.

If a child did not move to the payor's home or is not receiving support from this court order, leave the field blank.

NOTE: After making valid entries in SUSPEND, press F3 twice. When you finish reviewing the PARTIAL2 screen, press the PAUSE/BREAK key to return to the SUSP1 screen.

CASESTAT Screen

ICAR automatically updates the SUSPENSION field on the CASESTAT screen. The entry remains on the screen until the process closes. ICAR will indicate an active suspension process here whether it is a suspension by mutual consent or a suspension by payor's request.

This is the screen print of the CASESTAT screen:

D479HC54	IOWA COLLECTION AND REPORTING SYSTEM	DATE: 06/12/19
	CASE PROCESS STATUS	TIME: 10:47:26
CASE NUMBER:	CURRENT ACCT TYPE:	CASE STATUS:
PAYOR.....:		TFC:
PAYEE.....:		
INTERSTATE..:	INIT STATE:	RESP STATE:
		MULT:
LOCATION PROCESS	ESTABLISHMENT PROCESS	ENFORCEMENT PROCESS
APADDRESS	PATEST	INCOME WITHHOLDING
APEMLOYER	ADPAT	LEVY
CPADDRESS	ADMIN	LISAN
CPEMLOYER	URESA	SEEK EMPLOYMENT
		CONTEMPT
MODIFICATION PROCESS		LIENS/BONDS
ADMOD		SEC ENFORCEMENT
REVIEW	DCO	MEDICAL
	REGISTRATION	CREDIT AGENCY REF
1 SUSPENSION	UIFSA	STATE OFFSET Y
REINSTATEMENT		HCDEBT
F3=UPDATE, F5=INQUIRY		
NEXT SCREEN:	NOTES:	

ICAR bases the indicator in the SUSPENSION field on the suspension screen entries. If there are multiple suspensions on the case, the number on the screen increases.

The SUSP2 Screen

The next step is to complete multiple fields on the SUSP2 screen. You have two options for accessing the SUSP2 screen: when you are on SUSP1, type SUSP2 in the NEXT SCREEN field, or press F8. You can get to SUSP2 only from SUSP1.

This is the screen print of the SUSP2 screen:

```
D479HV07          IOWA COLLECTION AND REPORTING SYSTEM          DATE: 01/11/19
                  SUSPENSION PAYOR REQUEST - 2                  TIME: 14:13:08

CASE NUMBER:                COURT ORD #:
RP...:                      CP.:
CRTKR:

GEN COM/NOI/AFFIDAVIT (Y/R)....:          DATE:
CP NOI GENERATE SERVICE (G/Y/R):          I/O:          DATE:
SERVED (G/Y/N DATE).....:                REASON NOT SERVED:
OBJECTION RECD (Y/N/I DATE):              OBJECTION WITHDRAW:

SUSP APPROPRIATE (Y/N/P/I):              DENY RSN:          DATE:
SUSP NOD ISSUED (Y).....:                DATE:
REQST WITHDRAW (RP):                    DATE:

GEN ORDER (Y/R):          DATE:          ORDER FILED (Y/N)..:          DATE:
COPIES SENT (Y):          DATE:          PROCESS END (CODE):          DATE:
REINSTATEMENT PERIOD EXPIRES DATE:          BARRED (Y/N/E):
CLOSED BY (W/S):          DATE:

F3=UPD  F7=SUSP1  F9=REFRESH  F12=COURTORD
                NOTES:
MAKE ENTRIES AND PRESS F3 TO UPDATE
```

The following information describes the names and definitions of all fields located on the SUSP2 screen:

- ◆ **CASE NUMBER:** The case number for the order(s) considered for this suspension process displays here.
- ◆ **COURT ORDER #:** ICAR pulls the court order number from the SUSP1 screen. A worker cannot make entries in this field.
- ◆ **RP:** This is the name of the payor from the PAYOR screen. A worker cannot make entries in this field.
- ◆ **CP:** This is the name of the payee from the PAYEE screen. A worker cannot make entries in this field.
- ◆ **CRTKR:** This is the name of the caretaker from the SUSP1 screen. A worker cannot make entries in this field.

- ◆ **GEN COM/NOI/AFFIDAVIT (Y/R):** Entry of 'Y' or 'R' generates (or regenerates) the forms required to send to the payee. The forms are:
 - 470-5351, *Notice of Intent to Payee to Suspend a Child Support Obligation Based on Payor's Request*
 - 470-5352, *Payee's Affidavit Objecting to Suspension of Support*
 - Comm. 240, *Procedures for Suspending, Satisfying and Reinstating Child Support Obligations*

ICAR enters the date you generate or regenerate the forms in MM/DD/CCYY format.

- ◆ **CP NOI GENERATE SERVICE (G/Y/R): I/O:** Make entries here to indicate the type of service and to generate (or regenerate) the Direction for Service form. You cannot make an entry in this field unless there is a 'Y' in the GEN COM/NOI/AFFIDAVIT field. Valid entries are:

G Service is attempted by certified mail.
Y Service is attempted by sheriff or process server.
R Reattempt service by certified mail or regenerate service forms to the sheriff or process server. An entry of 'r' resets the date to the current date.

An entry of 'Y' in this field requests an entry in the I/O field. For in-state service, enter an 'I' and generate form 470-3181. For out-of-state service, enter an 'O' and generate form 470-3325.

ICAR enters the date in MM/DD/CCYY format.

- ◆ **SERVED (G/Y/N DATE):** The field indicates if the Notice of Intent was served on the payee and, if so, the date service was obtained. The first position indicates whether service was attempted or obtained on the payee. Entry in this field can only be made if a 'Y' has been entered in the GEN COM/NOI/AFFIDAVIT field above. Valid entries are:

G Yes, service was obtained by certified mail. ICAR generates form 470-4209, *Affidavit of Service by Certified Mail*, when the worker enters 'G' in this field.

Y Yes, service was obtained by sheriff or process server.

N No, service was attempted, but not obtained.

The second position is the date service was attempted or obtained by the worker (MM/DD/CCYY format).

- ◆ **REASON NOT SERVED:** Enter the reason service of the Notice of Intent on the payee was not obtained. Valid entries are:

LOC Unable to Locate
MOVE Moved, left no forwarding address
EMPL No longer employed with employer provided
DATA Incomplete data on service form
WRNG Wrong individual listed on service form

ADDR No such address
PERS Person refused to accept service
IDEN No such person
APT Address is an apartment building, need apartment number
JAIL Person to be served is incarcerated
DECD Person to be served is deceased
OTHR Other

- ◆ **OBJECTION RECD (Y/N/I DATE):** This field indicates whether the payee returned a complete objection and the date the objection was returned. You cannot make an entry in this field at the same time you make entries in the service fields above. Valid entries are:

Y The correctly completed objection was returned to CSRU.
N The objection was not returned to CSRU.
I The objection was returned to CSRU but was not completed correctly. You must return the incomplete or incorrect form to the payee with the Notice of Decision that you generate by entering an 'I' in the SUSP APPROPRIATE field on SUSP2.

Enter the date in MM/DD/CCYY format.

- ◆ **OBJECTION WITHDRAW (Y):** This field indicates whether the payee withdrew the objection and the date the objection was withdrawn. Valid entry is 'Y' and the date. Enter the date in MM/DD/CCYY format.
- ◆ **SUSP APPROPRIATE:** This field indicates whether the request for suspension by payor's request is appropriate. Valid entries are:

Y The suspension is appropriate.
N The suspension is not appropriate.
P CSRU is reviewing the suspension for its appropriateness.
I There is an 'I' in any AFF RECD CP/RP/ASN: or REQ RECD CP/RP/ASN: field on SUSC1.

A 'Y' is required to make an entry in the GENERATE ORDER field. 'N', 'P' or 'I' is required to make an entry in the SUSP NOD ISSUED field.

- ◆ **DENY RSN:** This field displays the reason code for denying the suspension request. Either ICAR or the worker can update this field. Valid entries are:
 - 01 It has been less than 24 months since the last complete suspension request. (ICAR or worker generated)
 - 02 The person requesting the suspension is not eligible to request. (ICAR or worker generated)
 - 03 Iowa doesn't have legal authority to suspend the order. (Worker generated)
 - 04 The request for suspension is for fewer than all of the children and there is no step change in the order. (Worker generated)
 - 06 The basis for the suspension is not expected to last at least six months. (Worker generated)

- 07 No current obligation is due. (ICAR or worker generated)
- 08 Children are receiving public assistance and parties didn't report the household change. (Worker generated)
- 10 The request doesn't meet the suspension requirements because _____. (Worker generated. Additional narrative entry required.)
- 11 The child is not currently living with the payor or a caretaker who does not want CSRU services. (Worker generated)
- 12 The child has not been living with the payor or a caretaker who does not want CSRU services for more than sixty consecutive days. (Worker generated)
- 13 There is an order in effect regarding legal custody, physical care, visitation, or other parenting time for the child. (Worker generated)
- 14 The requestor has not signed and submitted a notarized affidavit to the unit. (Worker generated)
- 15 The requestor has not attested to all the required suspension criteria. (Worker generated)
- 16 The payee could not be served. (Worker generated)
- 17 The payee objected to the request. (Worker generated)
- 18 The order is already suspended. (Worker generated)

This field is required if there is an 'N' in the SUSP APPROPRIATE field. An entry in this field generates form 470-5350, *Notice of Decision Regarding the Payor's Request to Suspend Support*, and ends the process. Once a reason code is entered, it cannot be removed or changed by a worker. Contact the ICAR Maintenance team to reopen the process, if necessary.

- ◆ **DATE:** This field indicates the date the request was either determined appropriate or denied. ICAR enters the current date.
- ◆ **SUSP NOD ISSUED:** This field has two sections: the NOD indicator and the date the NOD is generated.
 - NOD indicator: 'Y' displays after ICAR generates form 470-5350, *Notice of Decision Regarding the Payor's Request to Suspend Support*. ICAR generates the NOD based on the entries in the SUSP APPROPRIATE field when you pend the request, return incomplete forms, or deny the suspension request. You are not required to send an NOD when you approve the suspension.
 - Date: This field indicates the date the NOD was generated. ICAR enters the current date.

When generating form 470-5350, *Notice of Decision Regarding the Payor's Request to Suspend Support*, ICAR inputs much of the information into FORMVIEW for you. Print a copy for all parties involved in the suspension.

- ◆ **REQ TO WITHDRAW:** This field has two sections: the person who requests the withdrawal, and the date. The only valid entry for the requestor section of this field is RP – Responsible Parent, Payor. Enter the date in MM/DD/CCYY format.
- ◆ **GENERATE ORDER:** This field indicates that you generated the order. This field has two sections: the generation section and the date section. An entry of 'Y' or 'R' generates or regenerates form 470-5353, *Order Suspending Support Pursuant to 252B.20A*. This field is required to make an entry in the ORDER FILED field. ICAR enters the current date.

When generating form 470-5353, *Order Suspending Support Pursuant to 252B.20A*, ICAR inputs much of the information into FORMVIEW for you. Print a copy for all parties involved in the suspension.

- ◆ **ORDER FILED:** This field indicates whether the order was filed. Valid entries are:
 - Y The order has been filed. You must make entries here when the filed order comes back from the court.
 - N The order has not been filed. ICAR generates narrative SUSPD128 and SUSPD135, both of which require worker entry to explain why the order was not filed. ICAR ends the process with a '6' when you enter an N, closes the screen with an 'S' in the CLOSED BY field and enters the current date in the DATE field.
- ◆ **DATE:** Enter the file-stamped date of the order. It must be a valid past or present date in MM/DD/CCYY format and cannot be a future date.
- ◆ **COPIES SENT:** This field indicates that copies of the filed order were sent to all necessary parties. This field has two sections: the action taken and the date. You must make entries here when you send a copy of the filed order to the parties.

'Y' is only a valid entry if ORDER FILED is 'Y'. Entry in this field automatically populates the PROCESS ENDED field with a '2' entry (Order Filed).

ICAR enters the date in MM/DD/CCYY format when a 'Y' indicates the copies were sent to the appropriate parties.
- ◆ **PROCESS ENDED:** This field indicates that the suspension process ended. This field has two sections: the action taken and the date of the action. Contact the ICAR Maintenance team to remove the process end code and reopen the screens, if necessary. Valid entries for the first section are:
 - 1 Denied (ICAR generated)
 - 2 Order filed (ICAR generated)
 - 3 One party failed to respond (Worker or ICAR generated)
 - 4 Parties failed to respond (Worker or ICAR generated)
 - 5 Withdrawn (ICAR generated)

6 Other (Worker generated when appropriate. ICAR generated when no action within 75 days since the SUSC1 screen was added.)

7 The suspension screens were started in error. (Worker generated)

ICAR enters the date the suspension process ended.

- ◆ **BARRED:** This field indicates whether the parties are barred for two years from requesting a suspension. Valid entries are:
 - Y The parties are barred due to this suspension action. ICAR enters 'Y' if the payee was successfully served the Notice of Intent. The two-year period is counted from the date the payee was served on SUSP1.
 - N The parties are not barred. ICAR enters an 'N' if the process ends and the payee was not served.
 - E The parties were barred in a prior suspension action, which is now ended and closed. ICAR enters an 'E' because of that closed suspension. The parties are still barred. ICAR enters the 'E' when you or ICAR denies the current suspension request because we granted a suspension (either a suspension by mutual consent or a suspension by payor's request) in the prior 24 months.
- ◆ **REINSTATEMENT PERIOD EXPIRES:** ICAR enters the date that the six-month reinstatement period ends. This date is six months from the date in the ORDER FILED field.
- ◆ **CLOSED BY:** An entry in this field closes the suspension screens and ends the open process on the CASESTAT screen. The worker can complete this field, if necessary, to close the open process and allow case closure. Otherwise, ICAR ends the screen when the six-month period of reinstatement expires. Valid entries are:
 - W Worker entered closure. Workers can close the suspension when a party requests and is granted reinstatement, and to allow case closure.
 - S System entered closure. ICAR will close the screens as appropriate, based on worker entries in other fields, or when the six-month period of reinstatement expires.

After the Suspension Process is Completed

Legal reference: 441 IAC 99.106(252B)

The payor must notify appropriate parties in order to discontinue health insurance coverage and premium deductions. CSRU does not provide this service.

A suspension order does not suspend, waive, satisfy, or retroactively modify unpaid support balances accrued before the file date of the suspension order unless CSRU has approved a satisfaction request from the payee/assignee. CSRU provides enforcement to collect arrearages accrued before the file date of the suspension order on balances not satisfied by the payee.

Closing the Case

Legal reference: Iowa Code Section 252B.20(8)

Since the suspension order is final after it has been on file for six months, verify the ongoing support obligation is terminated at that time. Determine if the case meets case closure criteria. Refer to 9-I, [Case Closure](#) for complete information.

Do not apply case closure criteria until after the suspension order becomes final. However, if a non-public assistance payee requests case closure, follow the appropriate procedures.

Suspension and Modification Process Interaction

The suspension and modification process screens (both review and adjustment, and administrative modification) are designed to allow ICAR to monitor the interaction between the suspension process and the modification process. This information applies to both the suspension by mutual consent and the suspension by payor's request processes.

Relationship between Suspension and Modification

The suspension and modification process are mutually exclusive – you can't do one while the other is in process. The nature of each process prevents it. If the parties reconcile, there's no reason to modify the order – handle changing the order through the suspension process by suspending the obligation for the six months, then ending it. The same is true if all the children covered by the order move from the payee to the payor. There's no reason to modify the obligation to another amount because suspension ends the obligation.

If fewer than all the children move from the payee to the payor, partially suspend the obligation for the six-month time period. Once the suspension closes, you can modify the remaining support obligation if that's still appropriate. Since we can't do a suspension for fewer than all children unless there are step changes in the order, once the children who moved come off the obligation, there may not be a need to modify the remaining amount. If the parties still want a modification, you can move forward.

The main reason for keeping the processes separate is the potential for conflicting court orders. Having one order before a judge at a time simplifies those court actions. You can't start a suspension action if the modification order is currently before a judge either for a hearing or for approval. Your office attorney can raise the suspension issue with the judge by taking the modification action to court.

If you have an open suspension, you can't start a modification on the same court order. Once the suspension is ended and closed, you can modify any remaining obligation. There won't be an obligation to modify on a reconciliation suspension or on a custody change when all the children move from the payee to the payor.

Handling a Suspension Request When There Is an Active Modification

ICAR postpones a modification automatically when you open the suspension screens before you generate the modification order. There are two times when ICAR will not postpone the modification, but will stop you from adding the suspension:

1. You have generated the modification order.

When you generate the modification order and then attempt to add a suspension, ICAR stops you from adding the suspension until you finish the modification action. The SUSC1 or SUSP1 screen displays the message: CANNOT ADD SUSPENSION. ORDER UNDER MODIFICATION. ICAR won't postpone the modification.

If you have an active modification where you are ready to generate the order but you receive a suspension request, you should generate the modification order before adding the suspension screens. Then ICAR stops you from adding the suspension until you finish the modification process. After the order is modified, if you need to continue with the suspension you can add the suspension screens.

2. The modification action has a hearing request.

When there is a request for hearing at any point of the modification process, ICAR stops you from adding the suspension until you finish the modification action. The SUSC1 or SUSP1 screen displays the message: CANNOT ADD SUSPENSION. ORDER UNDER MODIFICATION. ICAR won't postpone the modification. The suspension worker should alert the modification 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.

Handling a Modification Request When There Is an Active Suspension

You can't start a modification when there is an active suspension screen (the suspension is not closed on SUSC2 or SUSP2). ICAR displays the message SUSPENSION IN PROGRESS ON THIS COURT ORDER when you try to add a review or admod on the same court order (using F2). The screen displays the same message when the review or admod court order is included on the suspension MULTORD or MULTORD2 screen on an open suspension.

ICAR will not let you deny the modification request on the system. If you receive a modification request when there is an active suspension, send a status to the requesting party denying the request. Explain in the status that if the parties still need to modify an obligation after the suspension, they can resubmit a modification request.

ICAR-Generated Narratives and Flags

ICAR generates the following review and admod narratives and flags when you add a suspension on a case with an active modification (when the modification is not before the court).

Narrative REV 27	Review of support order postponed due to suspension request or action. Status generated for obligor, obligee, and any necessary third party.
Flag REV 25	Check on postponement of R&A due to suspension.
Narrative ADMOD 17	Admod postponed due to a suspension of the court order.
Flag ADMOD 11	Check on postponement of Admod due to a suspension.

When you make entries to show you filed the order, ICAR ends the suspension screens with a code 2. After the six-month period of reinstatement, ICAR ends the modification process if there is no obligation left to modify (the suspension was for all children). ICAR generates the following review and admod 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	Postponed R&A has been ended because the current support obligation is terminated due to a suspension. Review for accuracy.
Narrative ADMOD 234	Admod process ended. Process postponed due to a pending suspension. Current support is now terminated. Status generated for all parties.
Flag ADMOD 109	Postponed Admod has been ended because the current support obligation is terminated due to a suspension. Review for accuracy.

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 modification so you can continue that process. ICAR generates the following review and admod narratives and flags when the suspension ends and closes, but there is still an obligation due on the order.

Narrative REV 30	Postponed R&A has been reopened. Status generated for obligor, obligee, and any necessary third party.
Flag REV 28	Postponed R&A has been reopened. Continue process.

Narrative ADMOD 19	Postponed Admod reopened. Location found or case no longer meets the criteria for postponement. Statuses generated.
Flag ADMOD 13	Postponed Admod process has been reopened. Continue process.

Request for Modification and Suspension Received at the Same Time

Sometimes a party requests suspension and modification at same time. For example, a child on the order lives with the payor now and the payor wants to suspend that child's obligation. The payor also wants to get the modification process started to reduce the child support obligation.

Explain to the payor that if the payee doesn't sign the forms, depending on the court order type and other factors, we may be able to process a request for a suspension by payor's request. You can start the modification first and then add the suspension by mutual consent. ICAR will postpone the modification until the suspension process ends and closes. You can deny the suspension using code 09 if you have verification that the payee won't sign the forms.

You may also contact the customers and ask why they want a modification of the order being suspended or why they want to suspend an order being modified. If circumstances changed since the customer submitted the original request (either the suspension or the modification), the customer might want to withdraw that request. In that case, end the open process with the appropriate denial reason and then start the other process.

TANF Selection Process

ICAR bypasses the order for TANF selection when there is an active suspension screen. This includes when the suspension is ended but not closed and waiting for the conclusion of the six-month period of reinstatement.

In PD 07-05, *Changes to the COURTOR2 and TPARTY screens*, we provided directions to update the COURTOR2 TERMINATED/SUPERSEDED (Y/N)/FULL/PARTIAL/DATE: field in order to assist with case selection for the TANF selection process. Use those directions when you suspend an obligation for reasons other than a 252B.20 or 252B.20A suspension.

Batch Processes

ICAR uses batch processes to close the suspension process when there is no activity, when the six-month period of reinstatement ends, and to delete process ended suspension screens.

Batch Process When There is No Activity—Suspension by Mutual Consent

If the GEN CVR/COM/REQ/AFF(Y/R) dates are all blank and more than 75 days have passed since the SUSC1 SUSPENSION REQUESTED BY date, ICAR ends the process with a '6' and enters the current date into the PROCESS ENDED date field and an 'N' into the BARRED (Y/N) field on SUSC2.

When 75 days have passed since the oldest date entered in the GEN CVR/COM/REQ/AFF(Y/R) date fields on SUSC1 and **not all necessary parties have returned** their forms, the program will enter a process end code on the SUSC2 screen. The CP and RP are always necessary parties. The ASN is necessary only when there is a 'Y' in the ASSIGNEE field displayed on the SUSP1 screen. There must be a 'Y' displayed in the REQ RECD (Y/N/I DATE) and AFF RECD (Y/N/I DATE) fields for all necessary parties to avoid ICAR ending the process. If the suspension has an assignee, you will have three 'Y' entries on both REQ RECD (Y/N/I DATE) and AFF RECD (Y/N/I DATE) rows to avoid ICAR ending the process. If there were no assignee, there would only be two 'Y' entries required on each row (for the CP & RP). If not, ICAR enters the current date into the PROCESS ENDED date field and an 'N' into the BARRED (Y/N) field on SUSC2.

If the parties return the forms after ICAR closes the original request, send an email to the Central Office ICAR Maintenance team. They will determine whether to re-open the suspension screens or to direct you to start a new suspension.

Batch Process When There is No Activity—Suspension by Payor's Request

When 75 days have passed since the oldest date entered in the GEN CVR/COM/REQ (Y/R) RP: date field or the GEN AFFIDAVIT (Y/R) RP/CTK: date field on SUSP1 and the payor (and caretaker who does not want CSRU services, if applicable) has not returned the particular form, the program ends the process with the appropriate code and enters the current date in the process ended date field. ICAR enters an 'N' in the barred (y/n) field on SUSP2.

If the payor (and caretaker who does not want CSRU services, if applicable) returns the forms after ICAR closes the original request, send an email to the Central Office ICAR Maintenance team. They will determine whether to re-open the suspension screens or to direct you to start a new suspension.

Other Batch Processes

A batch program runs weekly (at the weekend) to close suspensions after the six-month period of reinstatement ends. This batch process works the same for suspension by mutual consent screens and suspension by payor's request screens. There are three types of 'dates' according to ICAR – a past, current or future date.

If the date in the REINSTATEMENT PERIOD EXPIRES field is before today's date – ICAR closes the suspension. (past)

If the date in the REINSTATEMENT PERIOD EXPIRES field is the same as today's date – ICAR leaves the suspension running. (current)

If the date in the REINSTATEMENT PERIOD EXPIRES field is after today's date – ICAR leaves the suspension running. (future)

If ICAR leaves the suspension running, it will close in a future batch.

Today's date is May 18, 2019. The REINSTATEMENT EXPIRES DATE is May 13, 2019. ICAR closes the suspension screens.

Today's date is May 18, 2019. The REINSTATEMENT PERIOD EXPIRES date is May 18, 2019. ICAR leaves the suspension screens open. It will close the suspension at the next batch run, May 25, 2019.

Today's date is May 18, 2019. The REINSTATEMENT PERIOD EXPIRES date is July 15, 2019. ICAR leaves the suspension screens open.

For both suspension processes, ICAR deletes suspension screens that display a PROCESS ENDED CODE of '7' in the weekly batch run, regardless of how long it has been process ended. These suspensions were entered by mistake. Any screen ended with this process end code will already have a closed date.

ICAR deletes suspension screens that display a PROCESS ENDED date on SUSC2 or SUSP2 42 months after that date.

Initiating the Satisfaction Process

Legal reference: Iowa Code Section 252B.3

If the parties have consented to suspension of the child support order under the suspension by mutual consent process, the Unit can provide services to satisfy some or all of the arrears balance owed to the payee or assignee. The satisfaction process is **not** available for orders suspended under the suspension by payor's request process.

Upon receiving the completed form 470-3033, *Request to Suspend Support*, determine if the payee or assignee who consented to the suspension indicated a desire to satisfy accrued support in the request form. Proceed with the satisfaction process if:

- ◆ Iowa has jurisdiction to modify the order, and
- ◆ You are in the process of suspending at least one Iowa order, and
- ◆ Either:
 - The payee or assignee has indicated a desire to satisfy support or
 - An assignee who was not a party to the suspension has arrearages that could be satisfied on the suspended order.

Interstate Referral

If the Unit is enforcing an Iowa order through an interstate referral and the payor or payee asks about a satisfaction, generate a status to the referring state's IV-D representative to notify the other state about the satisfaction request.

Send this status to the referring state's IV-D representative within five working days after you receive the initial inquiry, whether or not the change in the household has already taken place.

Do not wait for a response from the other state before proceeding to the next step in the satisfaction process. Do not set a calendar flag to send a second status if you receive no response from the other state.

Eligibility Criteria

Legal reference: Iowa Code Section 252B.20(1), 441 IAC 99.102(252B) and 99.103(252B)

Parties who apply and meet all of the following suspension eligibility criteria can ask the Unit to satisfy support if:

- ◆ the Unit is providing IV-D services,
- ◆ the Unit is suspending or has suspended the Iowa support order under the suspension by mutual consent process,

- ◆ The necessary parties consent to and return the signed, notarized form 470-3546, *Request and Affidavit to Satisfy Delinquent Child Support*.

The Unit can satisfy delinquent child support only if it suspends the Iowa order under which delinquent support has accrued. If the Unit has not filed or is not in the process of filing a suspension order, the Unit cannot satisfy support due under that order and must continue enforcement services to collect accrued and accruing support.

Eligible Support Orders

Legal reference: Iowa Code Section 252B.20, 441 IAC 99.102(252B)

The Unit helps satisfy support for families whose support obligations were created by a support order entered in Iowa and subsequently suspended by the Unit. If an interstate referral is based on an Iowa order that is being or has been suspended, the order's support obligation is eligible for satisfaction.

Persons who reside in Iowa but who are subject to out-of-state orders may take action to satisfy the support in the state where the support order was entered. If the support obligation is satisfied in the state where the order was entered, the Unit honors the satisfaction. The Unit does **not** register an order only to satisfy support.

Only delinquent support is satisfied. Current support does not accrue after entry of a suspension order. If a customer requests satisfaction, the Unit assists in satisfying some or all of any delinquent child support due the payee or assignee from the suspended Iowa order.

When the payee or assignee completes form 470-3546, *Request and Affidavit to Satisfy Delinquent Child Support*, and returns it to the Unit, the payee or assignee indicates whether:

- ◆ The entire balance due that party should be satisfied, or if
- ◆ All but a portion should be satisfied, reserving a portion of the balance for the Unit to continue to enforce against the payor.

After entry of a suspension order, the Unit continues to enforce delinquent child support that the party chose not to satisfy, as well as the accrued support due the state of Iowa and any other state, agency, or individual, or due under other orders which were not suspended. The Unit credits all collections on a case with a suspended support obligation to the delinquent support due.

Necessary Parties Consent to Satisfaction

Legal reference: Iowa Code Section 252B.20(1)(c)

The party with a right to accrued support under the suspended court order must consent to the satisfaction. This includes the payee, which may be a “redirection payee,” or the assignee, if any.

Determine who must consent to the satisfaction:

- ◆ If there is only one ICAR case and support has never been assigned to anyone other than the original payee named in the order, only that payee must consent to the satisfaction of accrued support.
- ◆ If the original payee named in the order and a past or current assignee have separate ICAR cases, each payee must consent to the satisfaction of accrued support due on that payee’s case only. The assignee must consent to satisfaction of accrued support due on that assignee’s case only.
- ◆ If the original payee named in the order and a past or current assignee shared the same ICAR case, the payee and the assignee must both consent to the satisfaction of accrued support due on the same *Request and Affidavit to Satisfy Delinquent Child Support*.

For more information about how to prepare the *Request and Affidavit to Satisfy Delinquent Child Support*, see [Preparing Satisfaction Request Forms](#).

Consent must be expressed in an affidavit that:

- ◆ Attests to the request for satisfaction and the consent of all parties who have a right to accrued support, and
- ◆ Bears the notarized signature of the party who has a right to accrued support.

If the person’s right to receive child support is not contained in an existing order, the person should **not** sign the form.

A request is not complete unless the Unit receives the *Request and Affidavit to Satisfy Delinquent Child Support* form bearing the notarized signature of the party with a right to the accrued support being satisfied.

Preparing Satisfaction Request Forms

The Unit can satisfy only arrearages that accrued under Iowa orders. If no party requested satisfaction services, do not send satisfaction forms to any party.

If a determination of controlling order has been completed, Iowa has the jurisdiction to proceed with the suspension, and you have sent form 470-3032, *Affidavit Regarding Suspension of Support*, to the parties, take the next steps, as explained below.

Send the satisfaction forms as indicated below to any party that requested satisfaction services on form 470-3033, *Request to Suspend Support*, or any time after the suspension order is filed. This party can be:

- ◆ The original payee listed on the order, or
- ◆ An individual or agency to whom current support was or is assigned (called an “assignee”).

Do not send these satisfaction request forms to the payor. It is the payee’s choice whether to satisfy support due him or her. Once the payee has decided to satisfy support and you have approved the request, notify the payor. (It is up to the payee to decide if the payee wants to share this information with the payor while making the decision.)

NOTE: For the satisfaction process, the assignee is usually a “payee” on an ICAR case separate from that of the original payee named in the court order. The forms do not refer to the assignee or the payee by these terms, but instead contain the individual names as parties entitled to receive child support under the order being satisfied.

Before you prepare and mail the satisfaction forms, review all necessary information and cross-reference the parties’ names on ICAR to identify other cases on ICAR that contain the same court order that is suspended or being suspended.

Payees on other ICAR cases with the same payor and the children named in the court orders suspended or being suspended also have the right to satisfy support due them from the payor. Send the satisfaction paperwork to other payees that do not **currently** have support assigned or redirected to them under the order and are not party to the suspension but still have the right to satisfy support, to inform them of their option to satisfy.

After you identify the necessary parties eligible to satisfy support, determine which forms to send:

- ◆ If there is only one ICAR case and support has never been assigned to anyone other than the original payee, send form 470-3545, *Instructions for Satisfying Delinquent Child Support*, and form 470-3546, *Request and Affidavit to Satisfy Delinquent Child Support*, to the payee only.
- ◆ If the payee and an assignee are both on one case, they need to complete only one *Request and Affidavit to Satisfy Delinquent Child Support* form, even if there are multiple Iowa support orders for which accrued support is being satisfied.

If there is more than one assignee, each assignee must sign a separate affidavit page of the *Request and Affidavit to Satisfy Delinquent Child Support*. The person requesting the satisfaction should get all necessary signatures on the *Request and Affidavit to Satisfy Delinquent Child Support*.

- ◆ If the original payee named in the order and any other assignees have separate ICAR cases, send one *Instructions for Satisfying Delinquent Child Support* form and one *Request and Affidavit to Satisfy Delinquent Child Support* form to each payee requesting satisfaction of arrearages due on their own case.

Each payee must complete and return a *Request and Affidavit to Satisfy Delinquent Child Support* form to satisfy arrearages on their own case, even if there are multiple support orders for which accrued support is being satisfied.

Then follow these instructions:

- ◆ Prepare and generate the satisfaction forms noted above for the appropriate parties (or their attorneys) as indicated above. Keep one copy of each form for the case file.

Be sure to review each order being suspended to make sure it is eligible for satisfaction. Do not list on any of the satisfaction forms an order that clearly does not qualify for satisfaction.

For assistance in determining balances to enter on the satisfaction paperwork, see the *Satisfaction Balance Calculation Worksheet* in the 10-S-Appendix.

1. Order 123 was entered in Iowa. The payee has received FIP benefits since the court order was entered. All arrearages are due to the state of Iowa. **Do not include this order on the satisfaction forms**, because the payee cannot satisfy amounts due the state.

2. Order 325 was entered in Colorado but has been registered in Iowa and Iowa has jurisdiction to suspend the order. Since Iowa does not satisfy money accrued under another jurisdiction's order, **do not include this order on the satisfaction forms.**
3. Order 456 was entered in Iowa. Arrearages are due to the state of Iowa and to the payee. **Include this order on the satisfaction forms**, since the payee has the right to satisfy amounts due him or her.
4. Order 982 was entered in Iowa and all arrearages are due to the payee. **Include this order on the satisfaction forms.**

- ◆ Mail the packet to the party who requested the satisfaction or that party's attorney and (if applicable) any payee/assignee who was not a party to the suspension and has satisfiable arrearages for the orders being suspended.
- ◆ Narrate the following:
 - The docket number and county of entry of each order for which you prepared an affidavit,
 - The name and address to whom you mailed the form, and
 - The date you mailed the form.

Responding to the Satisfaction Request

Legal reference: Iowa Code Section 252B.20(1)(2), 441 IAC 99.101(252B) and 99.104(252B)

A written satisfaction request consists of the information provided on form 470-3546, *Request and Affidavit to Satisfy Delinquent Child Support*. When you receive the *Request and Affidavit to Satisfy Delinquent Child Support*, evaluate it by applying eligibility criteria to the information provided on the form. See [Eligibility Criteria](#) for more information.

Determine whether to:

- ◆ Accept the satisfaction request;
- ◆ Deny the request because it does not meet the eligibility criteria; or
- ◆ Return the request because it is incomplete.

After evaluating the satisfaction request and deciding whether to accept, return, or deny it, determine which of the necessary parties and attorneys to notify of your decision. See the chart under [Preparing Satisfaction Notice of Decision](#) for more detailed information.

Use the chart to define when to complete and issue form 470-3547, *Notice of Decision to Satisfy Delinquent Child Support*. Issue the satisfaction *Notice of Decision to Satisfy Delinquent Child Support* no later than ten working days after the Unit received the *Request and Affidavit to Satisfy Delinquent Child Support*, back from the party.

Narrate the following:

- ◆ The reason you accepted or denied the satisfaction request or returned the *Request and Affidavit to Satisfy Delinquent Child Support* for further information,
- ◆ To whom you sent the *Notice of Decision to Satisfy Delinquent Child Support*, and
- ◆ The date you mailed the *Notice of Decision to Satisfy Delinquent Child Support*, or provided it in person, if applicable.

If you accept the satisfaction request, set a calendar flag for ten working days to remind you to prepare form 470-3548, *Order Relating to Satisfaction of Child Support Obligation*. For more information, see [Preparing the Satisfaction Order](#).

Accepting the Satisfaction Request

Apply the following criteria to form 470-3546, *Request and Affidavit to Satisfy Delinquent Child Support*. Issue form 470-3547, *Notice of Decision to Satisfy Delinquent Child Support* to accept the request if:

- ◆ The forms are completed correctly and bear the notarized signatures of all necessary parties.
- ◆ The Unit is suspending or has already suspended the orders under which the accrued support is being satisfied.
- ◆ The arrears being satisfied are due the payee and accrued under an order entered in Iowa.

Denying the Satisfaction Request

Apply the following criteria to form 470-3546, *Request and Affidavit to Satisfy Delinquent Child Support*. Issue form 470-3547, *Notice of Decision to Satisfy Delinquent Child Support*, to deny the request if:

- ◆ The Unit is not suspending or has not suspended the order for which satisfaction is requested.
- ◆ The accrued support to be satisfied accrued under another state's order.
- ◆ Someone other than the payee, assignee, or redirection payee made the request to satisfy.

Returning Satisfaction Forms

To return form 470-3546, *Request and Affidavit to Satisfy Delinquent Child Support*, to the party as incomplete, issue form 470-3547, *Notice of Decision to Satisfy Delinquent Child Support*, and return the original, incomplete request form to the party for completion and resubmission.

If the party completed the *Request and Affidavit to Satisfy Delinquent Child Support* form incorrectly, send a new *Request and Affidavit to Satisfy Delinquent Child Support* form with the original, incorrect form for completion and resubmission. Keep a copy of the incomplete or incorrectly completed form in the case file. See the section [Preparing Satisfaction Notice of Decision](#).

The *Request and Affidavit to Satisfy Delinquent Child Support* may be incomplete because:

- ◆ The necessary party (payee, assignee, redirection payee) did not sign it.
- ◆ A notary public did not notarize the form.

- ◆ The form does not contain enough information to process the request.
- ◆ The form lacked the requested information.

If you cannot tell if the order meets the satisfaction criteria, return the incomplete forms with the *Notice of Decision to Satisfy Delinquent Child Support* explaining the reason you returned the form.

The *Request and Affidavit to Satisfy Delinquent Child Support* may be completed incorrectly if:

- ◆ A necessary party signed on the wrong signature line.
- ◆ The amount the payee or assignee reserves is more than the balance due.

When you return a *Request and Affidavit to Satisfy Delinquent Child Support* form to a party, the *Notice of Decision to Satisfy Delinquent Child Support* explains that the party must re-submit the *Request and Affidavit to Satisfy Delinquent Child Support* in order for the Unit to proceed with the satisfaction request.

If you receive an incomplete or incorrectly completed *Request and Affidavit to Satisfy Delinquent Child Support* form that is plainly ineligible for satisfaction, do not request that the party resubmit a complete and accurate request form. Instead, keep the original form in the case file and issue a *Notice of Decision to Satisfy Delinquent Child Support* that denies the request for satisfaction.

One necessary party's signature does not appear on the *Request and Affidavit* form. However, the support order was entered in Nebraska. Do not return the incomplete form for the missing signature. Instead, deny the request on the basis that Iowa cannot satisfy accrued support due under another state's order.

NOTE: If information on a resubmitted form seems inconsistent with prior case information or appears questionable, investigate and attempt to identify the reason for the inconsistency before going on to the next step of the satisfaction process.

Preparing the Satisfaction Notice of Decision

Use the following chart to determine who should receive form 470-3547, *Notice of Decision to Satisfy Delinquent Child Support*.

If you:	Inform the following parties:
Accept all of the orders for satisfaction:	All: the payee, the payor, and the assignee, if applicable.
Deny all of the orders for satisfaction:	Requestor only: the payee or the assignee, if applicable.
Accept at least one order, but also deny an order:	All: the payee, the payor, and the assignee, if applicable.
Return the request for any of the orders:	Requestor only: the payee or the assignee, if applicable.

Use the *Notice of Decision to Satisfy Delinquent Child Support* to communicate one of the following:

- ◆ The Unit **accepts** the satisfaction request. The Unit accepts the request for satisfaction and provides legal notice to the payor, payee, and assignee, if applicable.

Send the *Notice of Decision to Satisfy Delinquent Child Support* within ten working days but not before sending the suspension form 470-3080, *Notice of Decision to Suspend Support Order*, to the parties accepting the suspension request.

Complete a separate *Notice of Decision to Suspend Satisfy Delinquent Child Support*, for the payor, payee, and assignee, if applicable. Send the *Notice of Decision to Satisfy Delinquent Child Support* to all necessary parties only when you have accepted the satisfaction request.

- ◆ The Unit **denies** the satisfaction request. For more information on denial reasons, see the [Denying the Satisfaction Request](#).

Send the *Notice of Decision to Satisfy Delinquent Child Support* to only the payee and assignee, if applicable.

Do not send the *Notice of Decision to Satisfy Delinquent Child Support* to the payor when denying the request unless it is necessary to send an *Amended Notice of Decision to Satisfy Delinquent Child Support* to the parties after sending a prior *Notice of Decision to Satisfy Delinquent Child Support* accepting the satisfaction.

An accepted *Notice of Decision to Suspend Support* was sent to the necessary parties. Because of this, an accepted *Notice of Decision to Satisfy Delinquent Support* was issued to the necessary parties for the satisfaction.

One of the parties intervenes, preventing the Unit from filing the *Order Suspending Support*. The CSRU worker must send an *Amended Notice of Decision to Satisfy Delinquent Child Support* to inform the parties that the satisfaction must now be denied due to the fact that the suspension did not occur.

- ◆ The Unit **returns** the satisfaction request form. The Unit returns an incomplete form 470-3546, *Request and Affidavit to Satisfy Delinquent Child Support*, that must be completed and resubmitted before the Unit can proceed with the satisfaction.

Send the *Notice of Decision to Satisfy Delinquent Child Support* with the incomplete *Request and Affidavit to Satisfy Delinquent Child Support* and a return envelope only to the party that needs to complete the form.

The Unit returns an incorrectly completed *Request and Affidavit to Satisfy Delinquent Child Support* form with a new *Request and Affidavit to Satisfy Delinquent Child Support* form that the party must complete correctly before the Unit can proceed.

Send the *Notice of Decision to Satisfy Delinquent Child Support* with the original form, a new form and a return envelope to the party that needs to complete the form correctly.

Send one *Notice of Decision to Satisfy Delinquent Child Support* to the appropriate parties even if the satisfaction affects more than one court order. Whenever you generate and send a *Notice of Decision to Satisfy Delinquent Child Support*, keep one copy for the case file.

Narrate the following:

- ◆ Whether you accepted the satisfaction request;
- ◆ The reason you denied the request, if applicable;
- ◆ The reason you returned the request, if applicable;
- ◆ To whom you sent the *Notice of Decision to Satisfy Delinquent Child Support*; and
- ◆ The date you mailed the *Notice of Decision to Satisfy Delinquent Child Support* or provided it in person, if applicable.

If you accept the satisfaction request, set a calendar flag for ten working days to prepare form 470-3548, *Order Relating to Satisfaction of Child Support Obligation*.

Obtaining The Order Of Satisfaction

Legal reference: Iowa Code Section 252B.3

Wait ten working days after you send form 470-3547, *Notice of Decision to Satisfy Delinquent Child Support*, to the parties accepting the satisfaction before you prepare form 470-3548, *Order Relating to Satisfaction of Child Support Obligation*.

When the payor receives the satisfaction *Notice of Decision to Satisfy Delinquent Child Support*, this is the first time that the payor receives any information about a satisfaction. The payor has ten days to contact the Unit to object to the Unit's filing of the satisfaction order.

NOTE: If the balance of the suspended orders falls below the amount the payee wants to reserve (not satisfy) before the Unit files the satisfaction order, you must issue an *Amended Notice of Decision to Satisfy Delinquent Child Support* to the payee or assignee with a new form 470-3545, *Instructions for Satisfying Delinquent Child Support*, and *Request and Affidavit to Satisfy Delinquent Child Support*.

The Unit must provide the payee or assignee with the recalculated balances and the opportunity to change the amount satisfied or reserved in this situation.

A satisfaction order becomes final as of the date the order is filed with the clerk of court.

Preparing the Satisfaction Order

Generate one form 470-3548, *Order Relating to Satisfaction of Child Support Obligation*, for each order under which accrued support is being satisfied using:

- ◆ The returned and completed form 470-3546, *Request and Affidavit to Satisfy Delinquent Child Support*, and
- ◆ The docket number, county of entry, and file-stamped date of each suspended support order affected by the satisfaction request.

NOTE: When all support being satisfied accrued under the same court order, prepare only one satisfaction order if possible, even if multiple parties are satisfying support due them. However, do not hold up the satisfaction process waiting for other "payees" to return their completed affidavits.

Keep one copy in the imaging system, along with the *Request and Affidavit(s) to Satisfy Delinquent Child Support* and form 470-3080, *Notice of Decision to Satisfy Delinquent Child Support*, for the corresponding satisfaction order.

Submitting Satisfaction Order and Affidavits

Generate form 470-3548, *Order Relating to Satisfaction of Child Support Obligation*, and form 470-3546, *Request and Affidavit to Satisfy Delinquent Child Support*, and upload the documents to the CSeF system for the CSRU attorney in the county or counties where the suspended support order was entered.

The *Order Relating to Satisfaction of Child Support Obligation* and *Request and Affidavit to Satisfy Delinquent Child Support* must be filed in the county where the suspended support order was entered. If the office that received the satisfaction request (referred to as the initiating office) does not serve the county where the support order was entered, the office prepares and forwards all appropriate legal documents to the filing office's attorney.

Response to Order on Satisfaction

When the Unit receives a copy of the file-stamped, signed form 470-3548, *Order Relating to Satisfaction of Child Support Obligation*, make a copy for the case file and distribute copies to all necessary parties. To do this:

- ◆ Provide one photocopy of the signed *Order Relating to Satisfaction of Child Support Obligation* to:
 - The payee or the payee's attorney.
 - The payor or the payor's attorney.
 - Each assignee or redirection payee that is mentioned in the *Order Relating to Satisfaction of Child Support Obligation* or their respective attorneys.
- ◆ Image a copy in the case record
- ◆ Enter a satisfaction (SAT) for the order within five days of receiving the signed order. Follow current procedures for updating ICAR when a filed satisfaction order is obtained. Refer to [11-T, Allocation and Distribution of Support: Conversion Screen \(CONVERT\)](#) for information on how to make the SAT entry.
- ◆ Narrate the following:
 - The docket number, county name, and the entry date of the *Order Relating to Satisfaction of Child Support Obligation*. The *Order Relating to Satisfaction of Child Support Obligation* becomes effective on the date it is filed with the clerk of the court.
 - The names and addresses of persons to whom you sent a copy of the *Order Relating to Satisfaction of Child Support Obligation*.

Narratives

Process: **SUSPD** Number: **1**

Text: Request to start suspension received from payee on <DATE>.

Screen:	Field:	Entry:	Flag:	Status:
SUSC1	SUSPENSION REQUESTED BY:	CP	1	1

Process: **SUSPD** Number: **2**

Text: Request to start suspension received from payor on <DATE>.

Screen:	Field:	Entry:	Flag:	Status:
SUSC1	SUSPENSION REQUESTED BY:	RP	1	01

Process: **SUSPD** Number: **3**

Text: Request to start suspension received from the assignee on <DATE>.

Screen:	Field:	Entry:	Flag:	Status:
SUSC1	SUSPENSION REQUESTED BY:	ASN	1	01

Process: **SUSPD** Number: **4**

Text: Suspension requested due to reconciliation of the parties.

Screen:	Field:	Entry:	Flag:	Status:
SUSC1	SUSP REASON	REC		

Process: **SUSPD** Number: **5**

Text: Suspension requested for all of the children receiving support.

Screen:	Field:	Entry:	Flag:	Status:
SUSC1	PARTIAL SUSP	N		

Process: **SUSPD** Number: **6**

Text: Suspension requested for some of the children receiving support.

Screen:	Field:	Entry:	Flag:	Status:
SUSC1	PARTIAL SUSP	Y		

Process: **SUSPD** Number: **7**

Text: Worker generated suspension forms for <PARTY>.

Screen:	Field:	Entry:	Flag:	Status:
SUSC1	GEN CVR/COM/REQ/AFF CP RP ASN	Y	2, 3, 4	

Process: **SUSPD** Number: **8**

Text: Request to Suspend (470-3033) received from payee on <DATE>.

Screen:	Field:	Entry:	Flag:	Status:
SUSC1	REQ RECD (Y/N/I DATE):CP	Y DATE		

Process: **SUSPD** Number: **9**

Text: Request to Suspend (470-3033) received from payor on <DATE>.

Screen:	Field:	Entry:	Flag:	Status:
SUSC1	REQ RECD (Y/N/I DATE):RP	Y DATE		

Process: **SUSPD** Number: **10**

Text: Request to Suspend (470-3033) received from the assignee on <DATE>.

Screen:	Field:	Entry:	Flag:	Status:
SUSC1	REQ RECD (Y/N/I DATE):ASN	Y DATE		

Process: **SUSPD** Number: **11**

Text: Suspension Affidavit (470-3032) received from payee on <DATE>.

Screen:	Field:	Entry:	Flag:	Status:
SUSC1	AFF RECD (Y/N/I DATE):CP	Y DATE		

Process: **SUSPD** Number: **12**

Text: Suspension Affidavit (470-3032) received from payor on <DATE>.

Screen:	Field:	Entry:	Flag:	Status:
SUSC1	AFF RECD (Y/N/I DATE):RP	Y DATE		

Process: **SUSPD** Number: **13**

Text: Suspension Affidavit (470-3032) received from the assignee on <DATE>.

Screen:	Field:	Entry:	Flag:	Status:
SUSC1	AFF RECD (Y/N/I DATE):ASN	Y DATE		

Process: **SUSPD** Number: **14**

Text: All suspension requests and affidavits received from necessary parties.

Screen:	Field:	Entry:	Flag:	Status:
SUSC1	AFF RECD (Y/N/I DATE):CP/RP/ASN	Y DATE	5	

Process: **SUSPD** Number: **15**

Text: The worker has determined the suspension request is appropriate.

Screen:	Field:	Entry:	Flag:	Status:
SUSC2	SUSP APPROPRIATE	Y	7	

Process: **SUSPD** Number: **16**

Text: Suspension pending. The worker is waiting for confirmation of household composition for suspension.

Screen:	Field:	Entry:	Flag:	Status:
SUSC2	SUSP APPROPRIATE	Y	8	

Process: **SUSPD** Number: **17**

Text: The suspension request is denied because <REASON>.

Screen:	Field:	Entry:	Flag:	Status:
SUSC2	DENY RSN	01 - 09		02

Process: **SUSPD** Number: **18**

Text: Notice of Decision to Suspend, Form 470-3080, generated.

Screen:	Field:	Entry:	Flag:	Status:
SUSC2	SUSP NOD ISSUED	Y		

Process: **SUSPD** Number: **19**

Text: The worker removed the Y in the Interstate field on the SUSC1 screen.

Screen:	Field:	Entry	Flag:	Status:
SUSC1	INTERSTATE	N over Y		07

Process: **SUSPD** Number: **20**

Text: Status report generated for the state of __. 'This status was sent by CSENet' or 'A paper status was sent.'

Screen:	Field:	Entry:	Flag:	Status:
SUSC1 or 2	Various	Various		

Process: **SUSPD** Number: **21**

Text: Request to withdraw from suspension received from payee on <DATE>.

Screen:	Field:	Entry:	Flag:	Status:
SUSC2	REQ TO WITHDRAW	CP		

Process: **SUSPD** Number: **22**

Text: Request to withdraw from suspension received from payor on <DATE>.

Screen:	Field:	Entry:	Flag:	Status:
SUSC2	REQ TO WITHDRAW	RP		

Process: **SUSPD** Number: **23**

Text: Request to withdraw from suspension received from assignee on <DATE>.

Screen:	Field:	Entry:	Flag:	Status:
SUSC2	REQ TO WITHDRAW	ASN		

Process: **SUSPD** Number: **24**

Text: Worker generated the Order Suspending Support (470-3081).

Screen:	Field:	Entry:	Flag:	Status:
SUSC2	GENERATE ORDER	Y	10	

Process: **SUSPD** Number: **25**

Text: Worker regenerated the Order Suspending Support (470-3081).

Screen:	Field:	Entry:	Flag:	Status:
SUSC2	GENERATE ORDER	R		

Process: **SUSPD** Number: **26**

Text: Order Suspending Support (470-3081) filed on <DATE>.

Screen:	Field:	Entry:	Flag:	Status:
SUSC2	SUSP ORDER FILED	Y	11, 12, 13	

Process: **SUSPD** Number: **27**

Text: Suspension order was not filed because <WORKER ENTRY>.

Screen:	Field:	Entry:	Flag:	Status:
SUSC2	SUSP ORDER FILED	N		

Process: **SUSPD** Number: **28**

Text: Worker sent copies of the Order Suspending Support to the parties.

Screen:	Field:	Entry:	Flag:	Status:
SUSC2	SUSP COPIES SENT	Y		

Process: **SUSPD** Number: **29**

Text: The entries in the Process Ended code and date fields were removed for the following reasons: <WORKER ENTRY>.

Screen:	Field:	Entry:	Flag:	Status:
SUSC2	PROCESS ENDED	blank		

Process: **SUSPD** Number: **30**

Text: Suspension process ended because the request is denied.

Screen:	Field:	Entry:	Flag:	Status:
SUSC2	PROCESS ENDED	01	15	

Process: **SUSPD** Number: **31**

Text: Parties are barred from requesting suspension for 2 years from <DATE OF LAST FORM RECEIVED>.

Screen:	Field:	Entry:	Flag:	Status:
SUSC2	BARRED	Y		

Process: **SUSPD** Number: **32**

Text: Parties are not barred from requesting future suspensions.

Screen:	Field:	Entry:	Flag:	Status:
SUSC2	BARRED	N		

Process: **SUSPD** Number: **33**

Text: Suspension process closed by worker because: <WORKER ENTRY>.

Screen:	Field:	Entry:	Flag:	Status:
SUSC2	CLOSED BY	W	16, 17	

Process: **SUSPD** Number: **34**

Text: Suspension process closed.

Screen:	Field:	Entry:	Flag:	Status:
SUSC2	CLOSED BY	S		

Process: **SUSPD** Number: **35**

Text: Payee returned an incomplete Request to Suspend (470-3033) on <DATE>.

Screen:	Field:	Entry:	Flag:	Status:
SUSC1	REQ RECD CP	I		

Process: **SUSPD** Number: **36**

Text: Payor returned an incomplete Request to Suspend (470-3033) on <DATE>.

Screen:	Field:	Entry:	Flag:	Status:
SUSC1	REQ RECD RP	I		

Process: **SUSPD** Number: **37**

Text: Assignee returned an incomplete Request to Suspend (470-3033) on <DATE>.

Screen:	Field:	Entry:	Flag:	Status:
SUSC1	REQ RECD ASN	I		

Process: **SUSPD** Number: **38**

Text: Payee returned an incomplete Suspension Affidavit (470-3032) on <DATE>.

Screen:	Field:	Entry:	Flag:	Status:
SUSC1	AFF RECD CP	I		

Process: **SUSPD** Number: **39**

Text: Payor returned an incomplete Suspension Affidavit (470-3032) on <DATE>.

Screen:	Field:	Entry:	Flag:	Status:
SUSC1	AFF RECD RP	I		

Process: **SUSPD** Number: **40**

Text: Assignee returned an incomplete Suspension Affidavit (470-3032) on <DATE>.

Screen:	Field:	Entry:	Flag:	Status:
SUSC1	AFF RECD ASN	I		

Process: **SUSPD** Number: **41**

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

Screen:	Field:	Entry:	Flag:	Status:
SUSC1	RP ATTY	Y		

Process: **SUSPD** Number: **42**

Text: The payor is no longer represented by an attorney for the suspension process.

Screen:	Field:	Entry:	Flag:	Status:
SUSC1	RP ATTY	CHANGE Y TO N		

Process: **SUSPD** Number: **43**

Text: The payee is represented by an attorney for the suspension process.

Screen:	Field:	Entry:	Flag:	Status:
SUSC1	CP ATTY	Y		

Process: **SUSPD** Number: **44**

Text: The payee is no longer represented by an attorney for the suspension process.

Screen:	Field:	Entry:	Flag:	Status:
SUSC1	CP ATTY	Change y to N		

Process: **SUSPD** Number: **45**

Text: Worker regenerated suspension forms for <PARTY>.

Screen:	Field:	Entry:	Flag:	Status:
SUSC1	GEN COV/COM/REQ/AFF	R	2, 3, 4	

Process: **SUSPD** Number: **46**

Text: Request to Suspend (470-3033) was not returned by the payee.

Screen:	Field:	Entry:	Flag:	Status:
SUSC1	REQ RECD CP	N		

Process: **SUSPD** Number: **47**

Text: Request to Suspend (470-3033) was not returned by the payor.

Screen:	Field:	Entry:	Flag:	Status:
SUSC1	REQ RECD CP	N		

Process: **SUSPD** Number: **48**

Text: Request to Suspend (470-3033) was not returned by the assignee.

Screen:	Field:	Entry:	Flag:	Status:
SUSC1	REQ RECD CP	N		

Process: **SUSPD** Number: **49**

Text: Suspension Affidavit (470-3032) was not returned by the payee.

Screen:	Field:	Entry:	Flag:	Status:
SUSC1	AFF RECD CP	N		

Process: **SUSPD** Number: **50**

Text: Suspension Affidavit (470-3032) was not returned by the payor.

Screen:	Field:	Entry:	Flag:	Status:
SUSC1	AFF RECD CP	N		

Process: **SUSPD** Number: **51**

Text: Suspension Affidavit (470-3032) was not returned by the assignee.

Screen:	Field:	Entry:	Flag:	Status:
SUSC1	AFF RECD CP	N		

Process: **SUSPD** Number: **52**

Text: Suspension requested due to change in residence.

Screen:	Field:	Entry:	Flag:	Status:
SUSC1	SUSP REASON	CUS		03

Process: **SUSPD** Number: **53**

Text: Suspension process ended because order filed.

Screen:	Field:	Entry:	Flag:	Status:
SUSC2	PROCESS ENDED	02		04

Process: **SUSPD** Number: **54**

Text: Suspension process ended because one party failed to respond.

Screen:	Field:	Entry:	Flag:	Status:
SUSC2	PROCESS ENDED	03	15	04

Process: **SUSPD** Number: **55**

Text: Suspension process ended because all parties failed to respond.

Screen:	Field:	Entry:	Flag:	Status:
SUSC2	PROCESS ENDED	04	15	04

Process: **SUSPD** Number: **56**

Text: Suspension process ended because request was withdrawn.

Screen:	Field:	Entry:	Flag:	Status:
SUSC2	PROCESS ENDED	05	15	04

Process: **SUSPD** Number: **57**

Text: Suspension process ended because of other reasons. Reasons: <WORKER ENTRY>.

Screen:	Field:	Entry:	Flag:	Status:
SUSC2	PROCESS ENDED	06	15	02

Process: **SUSPD** Number: **58**

Text: The request doesn't meet the suspension requirements because <WORKER ENTRY>.

Screen:	Field:	Entry:	Flag:	Status:
SUSC2	DENY RSN	10		06

Process: **SUSPD** Number: **59**

Text: Suspension process ended because no action on request after 75 days.

Screen:	Field:	Entry:	Flag:	Status:
SUSC2	PROCESS ENDED	Ended in batch process	15	

Process: **SUSPD** Number: **60**

Text: Blank narrative to issue Calendar flag SUSPD 14 from date order filed.

Screen:	Field:	Entry:	Flag:	Status:
SUSC2	ORDER FILED	Y	14	

Process: **SUSPD** Number: **61**

Text: Suspension process screens started in error

Screen:	Field:	Entry:	Flag:	Status:
SUSC2	PROCESS ENDED	07	15	04

Process: **SUSPD** Number: **62**

Text: The six-month suspension period ended on this case. The obligation is terminated.

Screen:	Field:	Entry:	Flag:	Status:
SUSC2	CLOSED BY	S	16	05

Process: **SUSPD** Number: **63**

Text: Party returned incomplete form. Notice of decision issued; send form back to party.

Screen:	Field:	Entry:	Flag:	Status:
SUSC2	SUSP APPROPRIATE	I	9	

Process: **SUSPD** Number: **64**

Text: Include this court order in the Suspension process: <COURT ORDER NUMBER>.

Screen:	Field:	Entry:	Flag:	Status:
COURTORD	USE IN SUSP	Y		

Process: **SUSPD** Number: **65**

Text: Stop including this court order in the Suspension process: <COURT ORDER NUMBER>.

Screen:	Field:	Entry:	Flag:	Status:
COURTORD	USE IN SUSP	REMOVE Y		

Process: **SUSPD** Number: **66**

Text: 252B.20 suspension requested due to caretaker who does not want CSRU services

Screen:	Field:	Entry:	Flag:	Status:
SUSC1	SUSP REASON	PSC		

Process: **SUSPD** Number: **67**

Text: Include this court order in the 252B.20A process: <COURT ORDER NUMBER>.

Screen:	Field:	Entry:	Flag:	Status:
COURTORD	USE IN SUSP	U		

Process: **SUSPD** Number: **68**

Text: Stop including this court order in the 252B.20A process: <COURT ORDER NUMBER>.

Screen:	Field:	Entry:	Flag:	Status:
COURTORD	USE IN SUSP	Remove U		

Process: **SUSPD** Number: **69**

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

Screen:	Field:	Entry:	Flag:	Status:
SUSP1	RP ATTY	Y		

Process: **SUSPD** Number: **70**

Text: The payor is no longer represented by an attorney for the suspension process.

Screen:	Field:	Entry:	Flag:	Status:
SUSP1	RP ATTY	Change Y to N		

Process: **SUSPD** Number: **71**

Text: The payee is represented by an attorney for the suspension process.

Screen:	Field:	Entry:	Flag:	Status:
SUSP1	CP ATTY	Y		

Process: **SUSPD** Number: **72**

Text: The payee is no longer represented by an attorney for the suspension process.

Screen:	Field:	Entry:	Flag:	Status:
SUSP1	CP ATTY	CHANGE Y TO N		

Process: **SUSPD** Number: **73**

Text: Request to start suspension received from payor on <DATE>.

Screen:	Field:	Entry:	Flag:	Status:
SUSP1	SUSPENSION REQUESTED BY	RP	1	

Process: **SUSPD** Number: **74**

Text: Suspension requested due to child living with payor.

Screen:	Field:	Entry:	Flag:	Status:
SUSP1	SUSP REASON	PSR		

Process: **SUSPD** Number: **75**

Text: 252B.20A suspension requested due to child living with caretaker who does not want CSRU services

Screen:	Field:	Entry:	Flag:	Status:
SUSP1	SUSP REASON	PSC		

Process: **SUSPD** Number: **76**

Text: Suspension requested for all of the children receiving support.

Screen:	Field:	Entry:	Flag:	Status:
SUSP1	PARTIAL SUSP	N		

Process: **SUSPD** Number: **77**

Text: Suspension requested for some of the children receiving support.

Screen:	Field:	Entry:	Flag:	Status:
SUSP1	PARTIAL SUSP	Y		

Process: **SUSPD** Number: **78**

Text: Worker generated request forms for <PARTY>.

Screen:	Field:	Entry:	Flag:	Status:
SUSP1	GEN COV/COM/REQ RP	Y	18, 19, 20	

Process: **SUSPD** Number: **79**

Text: Worker regenerated request forms for <PARTY>.

Screen:	Field:	Entry:	Flag:	Status:
SUSP1	GEN COV/COM/REQ RP	R	21, 22, 23	

Process: **SUSPD** Number: **80**

Text: Request from the Payor to Suspend (470-5348) received from payor on <DATE>.

Screen:	Field:	Entry:	Flag:	Status:
SUSP1	REQ RECD RP	Y	24	

Process: **SUSPD** Number: **81**

Text: This narrative available for use.

Screen:	Field:	Entry:	Flag:	Status:
---------	--------	--------	-------	---------

Process: **SUSPD** Number: **82**

Text: This narrative available for use.

Screen:	Field:	Entry:	Flag:	Status:
---------	--------	--------	-------	---------

Process: **SUSPD** Number: **83**

Text: Request from Payor to Suspend Support (470-5348) was not returned by the payor.

Screen:	Field:	Entry:	Flag:	Status:
SUSP1	REQ RECD RP	N		

Process: **SUSPD** Number: **84**

Text: This narrative available for use.

Screen:	Field:	Entry:	Flag:	Status:
---------	--------	--------	-------	---------

Process: **SUSPD** Number: **85**

Text: This narrative available for use.

Screen:	Field:	Entry:	Flag:	Status:
---------	--------	--------	-------	---------

Process: **SUSPD** Number: **86**

Text: Payor returned an incomplete Request to Suspend (470-5348) on <DATE>.

Screen:	Field:	Entry:	Flag:	Status:
SUSP1	REQ RECD RP	I		

Process: **SUSPD** Number: **87**

Text: This narrative available for use.

Screen:	Field:	Entry:	Flag:	Status:
---------	--------	--------	-------	---------

Process: **SUSPD** Number: **88**

Text: This narrative available for use.

Screen:	Field:	Entry:	Flag:	Status:
---------	--------	--------	-------	---------

Process: **SUSPD** Number: **89**

Text: Worker generated payor's affidavit (470-5349) for <PARTY>.

Screen:	Field:	Entry:	Flag:	Status:
SUSP1	GEN AFFIDAVIT RP/CTK	Y	27, 28, 29	

Process: **SUSPD** Number: **90**

Text: Worker regenerated payor's affidavit (470-5349) for <PARTY>.

Screen:	Field:	Entry:	Flag:	Status:
SUSP1	GEN AFFIDAVIT RP/CTK	R	30, 31, 32	

Process: **SUSPD** Number: **91**

Text: Payor's Affidavit (470-5349) received from payor on <DATE>.

Screen:	Field:	Entry:	Flag:	Status:
SUSP1	AFF RECD RP	Y		

Process: **SUSPD** Number: **92**

Text: This narrative available for use.

Screen:	Field:	Entry:	Flag:	Status:

Process: **SUSPD** Number: **93**

Text: Payor's Affidavit (470-5349) received from the caretaker on <DATE>.

Screen:	Field:	Entry:	Flag:	Status:
SUSP1	AFF RECD CTK	Y		

Process: **SUSPD** Number: **94**

Text: Payor's Affidavit (470-5349) was not returned by the payor.

Screen:	Field:	Entry:	Flag:	Status:
SUSP1	AFF RECD RP	N		

Process: **SUSPD** Number: **95**

Text: This narrative available for use.

Screen:	Field:	Entry:	Flag:	Status:

Process: **SUSPD** Number: **96**

Text: Payor's Affidavit (470-5349) was not returned by the caretaker on <DATE>.

Screen:	Field:	Entry:	Flag:	Status:
SUSP1	AFF RECD CTK	N		

Process: **SUSPD** Number: **97**

Text: Payor returned an incomplete suspension affidavit (470-5349) on <DATE>.

Screen:	Field:	Entry:	Flag:	Status:
SUSP1	AFF RECD RP	I		

Process: **SUSPD** Number: **98**

Text: This narrative available for use.

Screen:	Field:	Entry:	Flag:	Status:

Process: **SUSPD** Number: **99**

Text: Caretaker returned an incomplete suspension affidavit (470-5349) on <DATE>.

Screen:	Field:	Entry:	Flag:	Status:
SUSP1	AFF RECD CTK	I		

Process: **SUSPD** Number: **100**

Text: All suspension requests and affidavits received from requesting parties.

Screen:	Field:	Entry:	Flag:	Status:
SUSP1	REQ RECD RP and AFF RECD RP/CTK all	Y	33	

Process: **SUSPD** Number: **101**

Text: Worker generated NOI (470-5351) and Payee's Affidavit (470-5352) forms for payee.

Screen:	Field:	Entry:	Flag:	Status:
SUSP2	GEN COM/NOI/AFFIDAVIT	Y	35, 36	

Process: **SUSPD** Number: **102**

Text: Worker regenerated NOI (470-5351) and Payee's Affidavit (470-5352) forms for payee.

Screen:	Field:	Entry:	Flag:	Status:
SUSP2	GEN COM/NOI/AFFIDAVIT	R	38, 39	

Process: **SUSPD** Number: **103**

Text: Service attempted by certified mail for suspension by payor's request process on <date>.

Screen:	Field:	Entry:	Flag:	Status:
SUSP2	CP NOI GENERATE SERVICE	G	40	

Process: **SUSPD** Number: **104**

Text: This narrative available for use.

Screen:	Field:	Entry:	Flag:	Status:

Process: **SUSPD** Number: **105**

Text: Service re-attempted by certified mail for suspension by payor's request process on <date>.

Screen:	Field:	Entry:	Flag:	Status:
SUSP2	CP NOI GENERATE SERVICE	R	42	

Process: **SUSPD** Number: **106**

Text: This narrative available for use.

Screen:	Field:	Entry:	Flag:	Status:
---------	--------	--------	-------	---------

Process: **SUSPD** Number: **107**

Text: In-state service attempted by sheriff/process server for suspension by payor's request process on <date>.

Screen:	Field:	Entry:	Flag:	Status:
SUSP2	CP NOI GENERATE SERVICE	Y / I	44	

Process: **SUSPD** Number: **108**

Text: Out-of-state service attempted by sheriff/process server for suspension by payor's request process on <date>.

Screen:	Field:	Entry:	Flag:	Status:
SUSP2	CP NOI GENERATE SERVICE	Y / O	45	

Process: **SUSPD** Number: **109**

Text: In-state service re-attempted by sheriff/process server for suspension by payor's request process on <date>.

Screen:	Field:	Entry:	Flag:	Status:
SUSP2	CP NOI GENERATE SERVICE	R / I	46	

Process: **SUSPD** Number: **110**

Text: Out-of-state service re-attempted by sheriff/process server for suspension by payor's request process on <date>.

Screen:	Field:	Entry:	Flag:	Status:
SUSP2	CP NOI GENERATE SERVICE	R / O	47	

Process: **SUSPD** Number: **111**

Text: Notice of Intent for suspension by payor's request process served by certified mail on the payee on <date>.

Screen:	Field:	Entry:	Flag:	Status:
SUSP2	SERVED	G	48	

Process: **SUSPD** Number: **112**

Text: Notice of Intent for suspension by payor's request process served by sheriff/process server on the payee on <date>.

Screen:	Field:	Entry:	Flag:	Status:
SUSP2	SERVED	Y	48	

Process: **SUSPD** Number: **113**

Text: Attempt to obtain service on the payee of the Notice of Intent to suspend support was unsuccessful on <date>. Reason: _____

Screen:	Field:	Entry:	Flag:	Status:
SUSP2	SERVED	N	49	

Process: **SUSPD** Number: **114**

Text: Received objection from payee on <DATE>.

Screen:	Field:	Entry:	Flag:	Status:
SUSP2	OBJECTION RECD	Y		

Process: **SUSPD** Number: **115**

Text: Payee did not object.

Screen:	Field:	Entry:	Flag:	Status:
SUSP2	OBJECTION RECD	N		

Process: **SUSPD** Number: **116**

Text: Payee returned an incomplete suspension affidavit (470-5352) on <DATE>.

Screen:	Field:	Entry:	Flag:	Status:
SUSP2	OBJECTION RECD	I		

Process: **SUSPD** Number: **117**

Text: Payee withdrew objection.

Screen:	Field:	Entry:	Flag:	Status:
SUSP2	OBJECTION WITHDRAW	Y		

Process: **SUSPD** Number: **118**

Text: The worker has determined the suspension request is appropriate.

Screen:	Field:	Entry:	Flag:	Status:
SUSP2	SUSP APPROPRIATE	Y	7	

Process: **SUSPD** Number: **119**

Text: Suspension pending. The worker is waiting for confirmation of household composition for suspension.

Screen:	Field:	Entry:	Flag:	Status:
SUSP2	SUSP APPROPRIATE	P	8	

Process: **SUSPD** Number: **120**

Text: Party returned incomplete form. Notice of decision issued; send form back to party as specified in NOD.

Screen:	Field:	Entry:	Flag:	Status:
SUSP2	SUSP APPROPRIATE	I	9	

Process: **SUSPD** Number: **121**

Text: The suspension request is denied because <REASON>.

Screen:	Field:	Entry:	Flag:	Status:
SUSP2	DENY RSN	01 - 04; 06-08; 11 - 18		

Process: **SUSPD** Number: **122**

Text: The request doesn't meet the suspension requirements because _____.
(Worker entry required)

Screen:	Field:	Entry:	Flag:	Status:
SUSP2	DENY RSN	10		

Process: **SUSPD** Number: **123**

Text: Worker generated Notice of Decision Regarding Payor's Request to Suspend (470-5350).

Screen:	Field:	Entry:	Flag:	Status:
SUSP2	SUSP NOD ISSUED	Y		

Process: **SUSPD** Number: **124**

Text: Request to withdraw from suspension received from payor on <DATE>.

Screen:	Field:	Entry:	Flag:	Status:
SUSP2	REQST WITHDRAW	RP		

Process: **SUSPD** Number: **125**

Text: Worker generated the Order Suspending Support Pursuant to 252B.20A (470-5353).

Screen:	Field:	Entry:	Flag:	Status:
SUSP2	GEN ORDER	Y	10	

Process: **SUSPD** Number: **126**

Text: Worker regenerated the Order Suspending Support Pursuant to 252B.20A (470-5353).

Screen:	Field:	Entry:	Flag:	Status:
SUSP2	GEN ORDER	R		

Process: **SUSPD** Number: **127**

Text: Order Suspending Support Pursuant to 252B.20A (470-5353) filed on <DATE>.

Screen:	Field:	Entry:	Flag:	Status:
SUSP2	ORDER FILED	Y	11, 12, 13	

Process: **SUSPD** Number: **128**

Text: Suspension order was not filed because <WORKER ENTRY>.

Screen:	Field:	Entry:	Flag:	Status:
SUSP2	ORDER FILED	N		

Process: **SUSPD** Number: **129**

Text: Worker sent copies of the Order Suspending Support Pursuant to 252B.20A to the parties.

Screen:	Field:	Entry:	Flag:	Status:
SUSP2	COPIES SENT	Y		

Process: **SUSPD** Number: **130**

Text: Suspension process ended because denied.

Screen:	Field:	Entry:	Flag:	Status:
SUSP2	PROCESS END	01	15	

Process: **SUSPD** Number: **131**

Text: Suspension process ended because order filed.

Screen:	Field:	Entry:	Flag:	Status:
SUSP2	PROCESS END	02		

Process: **SUSPD** Number: **132**

Text: Suspension process ended because one party failed to respond.

Screen:	Field:	Entry:	Flag:	Status:
SUSP2	PROCESS END	03	15	

Process: **SUSPD** Number: **133**

Text: Suspension process ended because all parties failed to respond.

Screen:	Field:	Entry:	Flag:	Status:
SUSP2	PROCESS END	04	15	

Process: **SUSPD** Number: **134**

Text: Suspension process ended because request was withdrawn.

Screen:	Field:	Entry:	Flag:	Status:
SUSP2	PROCESS END	05	15	

Process: **SUSPD** Number: **135**

Text: Suspension process ended because of other reasons. Reasons: <WORKER ENTRY>.

Screen:	Field:	Entry:	Flag:	Status:
SUSP2	PROCESS END	06	15	

Process: **SUSPD** Number: **136**

Text: Suspension process screens started in error.

Screen:	Field:	Entry:	Flag:	Status:
SUSP2	PROCESS END	07	15	

Process: **SUSPD** Number: **137**

Text: Suspension process ended because no action on request after 75 days.

Screen:	Field:	Entry:	Flag:	Status:
SUSP2	PROCESS END	Ended in batch process	15	

Process: **SUSPD** Number: **138**

Text: The six-month suspension period ended on this case. The obligation is terminated.

Screen:	Field:	Entry:	Flag:	Status:
SUSP2	CLOSED BY	S	16	

Process: **SUSPD** Number: **139**

Text: Parties are barred from requesting suspension for 2 years from <PAYEE SERVED>.

Screen:	Field:	Entry:	Flag:	Status:
SUSP2	BARRED	Y		

Process: **SUSPD** Number: **140**

Text: Parties are not barred from requesting future suspensions.

Screen:	Field:	Entry:	Flag:	Status:
SUSP2	BARRED	N		

Process: **SUSPD** Number: **141**

Text: Suspension process closed by worker because <WORKER ENTRY>.

Screen:	Field:	Entry:	Flag:	Status:
SUSP2	CLOSED BY	W	16	

Process: **SUSPD** Number: **142**

Text: Suspension process closed.

Screen:	Field:	Entry:	Flag:	Status:
SUSP2	CLOSED BY	S	17	

Process: **SUSPD** Number: **143**

Text: *(Blank Narrative to issue Calendar flag SUSPD 14 from date order filed).*

Screen:	Field:	Entry:	Flag:	Status:
SUSP2	ORDER FILED	Y	14	

Process: **SUSPD** Number: **144**

Text: The entries in the Process Ended code and date fields were removed for the following reasons: <WORKER ENTRY>.

Screen:	Field:	Entry:	Flag:	Status:
SUSP2	PROCESS END	BLANK		

Calendar Flags

Process: **SUSPD** Number: **1**

Text: Suspension requested. Send process appropriate forms.

Screen:	Field:	Entry:	Narrative:	Status:
SUSC1; SUSP1	SUSPENSION REQUESTED BY	CP, RP, ASN	1, 2, 3, 73	01

Process: **SUSPD** Number: **2** Completes: 1

Text: 14 days have passed since sending the suspension request and affidavit. Check on return of forms and follow up if appropriate.

Screen:	Field:	Entry:	Narrative:	Status:
SUSC1	GEN COV/COM/REQ/AFF	Y, R	7	

Process: **SUSPD** Number: **3**

Text: 30 days have passed since sending the suspension request and affidavit. Check on return of forms and follow up if appropriate.

Screen:	Field:	Entry:	Narrative:	Status:
SUSC1	GEN COV/COM/REQ/AFF	Y, R	7	

Process: **SUSPD** Number: **4**

Text: 60 days have passed since sending the suspension request and affidavit. Check on return of forms and follow up if appropriate.

Screen:	Field:	Entry:	Narrative:	Status:
SUSC1	GEN COV/COM/REQ/AFF	Y, R	7	

Process: **SUSPD** Number: **5** Completes: 2, 3, 4

Text: Suspension requests and affidavits returned by all parties. Determine whether suspension is appropriate.

Screen:	Field:	Entry:	Narrative:	Status:
SUSC1	REQ RECD CP/RP/ASN and AFF RECD CP/RP/ASN all	Y	14	

Process: **SUSPD** Number: **6** Completes:

Text: This flag available for use.

Screen:	Field:	Entry:	Narrative:	Status:
---------	--------	--------	------------	---------

Process: **SUSPD** Number: **7** Completes: 5, 18-48

Text: Order is appropriate for suspension. Generate suspension order.

Screen:	Field:	Entry:	Narrative:	Status:
SUSC2; SUSP2	SUSP APPROPRIATE	Y	15, 118	

Process: **SUSPD** Number: **8** Completes: 5, 18-48

Text: Determine whether suspension is appropriate. Check on household composition.

Screen:	Field:	Entry:	Narrative:	Status:
SUSC2; SUSP2	SUSP APPROPRIATE	P	16, 119	

Process: **SUSPD** Number: **9** Completes: 8, 18-48

Text: Check on return of forms from party. A form was incomplete.

Screen:	Field:	Entry:	Narrative:	Status:
SUSC2; SUSP2	SUSP APPROPRIATE	I	63, 120	

Process: **SUSPD** Number: **10** Completes: 7, 8, 9

Text: Order suspending support generated 7 days ago. Check for filing.

Screen:	Field:	Entry:	Narrative:	Status:
SUSC2; SUSP2	GENERATE ORDER	Y	24, 125	

Process: **SUSPD** Number: **11** Completes: 10

Text: Order suspending support filed. Make appropriate entries to Suspense, IWO, and other screens. Notify other workers.

Screen:	Field:	Entry:	Narrative:	Status:
SUSC2; SUSP2	ORDER FILED	Y	26, 127	

Process: **SUSPD** Number: **12**

Text: Order suspending support filed 3 months ago. Review case to ensure suspension continues to be appropriate. Obligations will terminate in 3 months.

Screen:	Field:	Entry:	Narrative:	Status:
SUSC2; SUSP2	ORDER FILED	Y	26, 127	

Process: **SUSPD** Number: **13**

Text: Order suspending support filed 5 months ago. Review case to ensure suspension continues to be appropriate. Obligations will terminate in 1 month

Screen:	Field:	Entry:	Narrative:	Status:
SUSC2; SUSP2	ORDER FILED	Y	26, 127	

Process: **SUSPD** Number: **14**

Text: Order suspending support filed 6 months ago. Make entries to terminate obligations. Notify case worker, if appropriate.

Screen:	Field:	Entry:	Narrative:	Status:
SUSC2; SUSP2	ORDER FILED	Y	60	

Process: **SUSPD** Number: **15** Completes: 1-13; 18-49

Text: This is a blank flag to delete all suspension flags when the process ends.

Screen:	Field:	Entry:	Narrative:	Status:
SUSC2; SUSP2	PROCESS ENDED	01, 02, 03, 04, 05, 06, 07, or if ended in batch process	30, 54, 55, 56, 57, 59, 61, 130, 132, 133, 134, 135, 136, 137	

Process: **SUSPD** Number: **16** Completes: 11, 12, 13; 18-49

Text: This is a blank flag to delete suspension flags when the process ends.

Screen:	Field:	Entry:	Narrative:	Status:
SUSC2; SUSP2	CLOSED BY	W	33, 62, 138	

Process: **SUSPD** Number: **17** Completes: 14

Text: This is a blank flag to delete suspension flag when the worker closes the SUSP2 screen

Screen:	Field:	Entry:	Narrative:	Status:
SUSC2; SUSP2	CLOSED BY	W	33, 141	

Process: **SUSPD** Number: **18** Completes: 1

Text: 14 days have passed since generating the suspension request. Check on return of form and notify case worker if appropriate.

Screen:	Field:	Entry:	Narrative:	Status:
SUSP1	GEN COV/COM/REQ RP	Y	78	

Process: **SUSPD** Number: **19**

Text: 30 days have passed since generating the suspension request. Check on return of form and notify case worker if appropriate.

Screen:	Field:	Entry:	Narrative:	Status:
SUSP1	GEN COV/COM/REQ RP	Y	78	

Process: **SUSPD** Number: **20**

Text: 60 days have passed since generating the suspension request. Check on return of form and notify case worker if appropriate.

Screen:	Field:	Entry:	Narrative:	Status:
SUSP1	GEN COV/COM/REQ RP	Y	78	

Process: **SUSPD** Number: **21** Completes: 1, 18-20

Text: 14 days have passed since regenerating the suspension request. Check on return of form and notify case worker if appropriate.

Screen:	Field:	Entry:	Narrative:	Status:
SUSP1	GEN COV/COM/REQ RP	R	79	

Process: **SUSPD** Number: **22**

Text: 30 days have passed since regenerating the suspension request. Check on return of form and notify case worker if appropriate.

Screen:	Field:	Entry:	Narrative:	Status:
SUSP1	GEN COV/COM/REQ RP	R	79	

Process: **SUSPD** Number: **23**

Text: 60 days have passed since regenerating the suspension request. Check on return of form and notify case worker if appropriate.

Screen:	Field:	Entry:	Narrative:	Status:
SUSP1	GEN COV/COM/REQ RP	R	79	

Process: **SUSPD** Number: **24** Completes: 1, 18-23

Text: Received request from payor (form 470-5348). Generate affidavit (form 470-5349) if appropriate.

Screen:	Field:	Entry:	Narrative:	Status:
SUSP1	REQ RECD RP	Y	80	

Process: **SUSPD** Number: **25**

Text: This flag available for use.

Screen:	Field:	Entry:	Narrative:	Status:
---------	--------	--------	------------	---------

Process: **SUSPD** Number: **26**

Text: This flag available for use.

Screen:	Field:	Entry:	Narrative:	Status:
---------	--------	--------	------------	---------

Process: **SUSPD** Number: **27**

Completes: 24-26

Text: 14 days have passed since generating the suspension affidavit. Check on return of form and notify case worker if appropriate.

Screen:	Field:	Entry:	Narrative:	Status:
SUSP1	GEN AFFIDAVIT RP/CTK	Y	89	

Process: **SUSPD** Number: **28**

Text: 30 days have passed since generating the suspension affidavit. Check on return of form and notify case worker if appropriate.

Screen:	Field:	Entry:	Narrative:	Status:
SUSP1	GEN AFFIDAVIT RP/CTK	Y	89	

Process: **SUSPD** Number: **29**

Text: 60 days have passed since generating the suspension affidavit. Check on return of form and notify case worker if appropriate.

Screen:	Field:	Entry:	Narrative:	Status:
SUSP1	GEN AFFIDAVIT RP/CTK	Y	89	

Process: **SUSPD** Number: **30**

Completes: 27-29

Text: 14 days have passed since regenerating the suspension affidavit. Check on return of form and notify case worker if appropriate.

Screen:	Field:	Entry:	Narrative:	Status:
SUSP1	GEN AFFIDAVIT RP/CTK	R	90	

Process: **SUSPD** Number: **31**

Text: 30 days have passed since regenerating the suspension affidavit. Check on return of form and notify case worker if appropriate.

Screen:	Field:	Entry:	Narrative:	Status:
SUSP1	GEN AFFIDAVIT RP/CTK	R	90	

Process: **SUSPD** Number: **32**

Text: 60 days have passed since regenerating the suspension affidavit. Check on return of form and notify case worker if appropriate.

Screen:	Field:	Entry:	Narrative:	Status:
SUSP1	GEN AFFIDAVIT RP/CTK	R	90	

Process: **SUSPD** Number: **33** Completes: 1, 18-32
Text: 252B.20A forms received from all parties. Determine if request is appropriate. If no, generate NOD; if yes, generate NOI and payee's affidavit, and serve payee.
Screen: Field: Entry: Narrative: Status:
SUSP1 REQ RECD RP and Y 100
AFF RECD RP/CTK all

Process: **SUSPD** Number: **34**
Text: This flag available for use.
Screen: Field: Entry: Narrative: Status:

Process: **SUSPD** Number: **35** Completes: 33
Text: 30 days have passed since generating the NOI and payee's affidavit. Check on return of payee's affidavit and notify case worker if appropriate.
Screen: Field: Entry: Narrative: Status:
SUSP2 GEN COM/NOI/AFFIDAVIT Y 101

Process: **SUSPD** Number: **36**
Text: 60 days have passed since generating the NOI and payee's affidavit. Check on return of payee's affidavit and notify case worker if appropriate.
Screen: Field: Entry: Narrative: Status:
SUSP2 GEN COM/NOI/AFFIDAVIT Y 101

Process: **SUSPD** Number: **37**
Text: This flag available for use.
Screen: Field: Entry: Narrative: Status:

Process: **SUSPD** Number: **38** Completes: 35-37
Text: 30 days have passed since regenerating the NOI and payee's affidavit. Check on return of payee's affidavit and notify case worker if appropriate.
Screen: Field: Entry: Narrative: Status:
SUSP2 GEN COM/NOI/AFFIDAVIT R 102

Process: **SUSPD** Number: **39**
Text: 60 days have passed since regenerating the NOI and payee's affidavit. Check on return of payee's affidavit and notify case worker if appropriate.
Screen: Field: Entry: Narrative: Status:
SUSP2 GEN COM/NOI/AFFIDAVIT R 102

Process: **SUSPD** Number: **40** Completes: 33
Text: 30 days have passed since generating the certified mail packet. Prepare the sheriff or process server packet to obtain service.
Screen: SUSP2 Field: CP NOI GENERATE SERVICE Entry: G Narrative: 103 Status:

Process: **SUSPD** Number: **41**
Text: This flag available for use.
Screen: Field: Entry: Narrative: Status:

Process: **SUSPD** Number: **42** Completes: 40
Text: 30 days have passed since regenerating the certified mail packet. Prepare the sheriff or process server packet to obtain service.
Screen: SUSP2 Field: CP NOI GENERATE SERVICE Entry: R Narrative: 105 Status:

Process: **SUSPD** Number: **43**
Text: This flag available for use.
Screen: Field: Entry: Narrative: Status:

Process: **SUSPD** Number: **44** Completes: 40, 42
Text: 30 days have passed since generating the sheriff or process server packet. Check on service of the NOI packet.
Screen: SUSP2 Field: CP NOI GENERATE SERVICE Entry: Y / I Narrative: 107 Status:

Process: **SUSPD** Number: **45** Completes: 40, 42, 44
Text: 30 days have passed since generating the sheriff or process server packet. Check on service of the NOI packet.
Screen: SUSP2 Field: CP NOI GENERATE SERVICE Entry: Y / O Narrative: 108 Status:

Process: **SUSPD** Number: **46** Completes: 44
Text: 30 days have passed since regenerating the sheriff or process server packet. Check on service of the NOI packet.
Screen: SUSP2 Field: CP NOI GENERATE SERVICE Entry: R / I Narrative: 109 Status:

Process: **SUSPD** Number: **47** Completes: 45

Text: 30 days have passed since regenerating the sheriff or process server packet. Check on service of the NOI packet.

Screen:	Field:	Entry:	Narrative:	Status:
SUSP2	CP NOI GENERATE SERVICE	R / O	110	

Process: **SUSPD** Number: **48** Completes: 35, 36, 38, 39, 40, 42, 44, 45, 46, 47

Text: Notice of intent, form 470-5351, served on payee more than 30 days ago. Deny payor's request if payee objected. Generate order if payee does not object.

Screen:	Field:	Entry:	Narrative:	Status:
SUSP2	SERVED	G or Y	111, 112	

Process: **SUSPD** Number: **49** Completes: 1-49

Text: Unable to serve payee. Deny payor's request.

Screen:	Field:	Entry:	Narrative:	Status:
SUSP2	SERVED	N	113	

Statuses

Process: **SUSPD** Number: **1** Generated for: Other State

Text: Iowa is in the process of suspending the current support due on this case.

Screen:	Field:	Entry:	Narrative:	Flag:
SUSC1	SUSPENSION REQUESTED BY	CP, RP, ASN	01, 02, 03	01

Process: **SUSPD** Number: **2** Generated for: Other State

Text: Iowa denied a suspension request on this case because <match denial reason>.

Screen:	Field:	Entry:	Narrative:	Flag:
SUSC2	DENY RSN	01 - 10	17	

Process: **SUSPD** Number: **3** Generated for: Other State

Text: Iowa ended the suspension process on this case by filing an order suspending the obligation.

Screen:	Field:	Entry:	Narrative:	Flag:
SUSC2	PROCESS END	02	53	

Process: **SUSPD** Number: **4** Generated for: Other State

Text: Iowa ended the suspension process on this case because <match end reason>.

Screen:	Field:	Entry:	Narrative:	Flag:
SUSC2	PROCESS END	03, 04 ,05, 06, 07	54, 55, 56, 57, 61	15

Process: **SUSPD** Number: **5** Generated for: Other State

Text: The six-month suspension period ended on this Iowa case. The obligation is terminated.

Screen:	Field:	Entry:	Narrative:	Flag:
SUSC2	PROCESS END	02	62	16

Process: **SUSPD** Number: **6** Generated for: Other State

Text: Iowa ended the suspension process on this case because there was no requestor action for 75 days.

Screen:	Field:	Entry:	Narrative:	Flag:
SUSC2	PROCESS END	Ended in batch process	59	7

Process: **SUSPD** Number: **7** Generated for: Other State

Text: The interstate process is closed. You will no longer receive notification about the suspension process.

Screen:	Field:	Entry:	Narrative:	Flag:
SUSC1	INTERSTATE	CHANGED FROM Y TO N	19	
