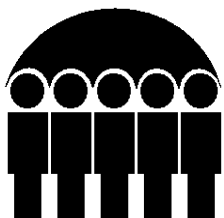


Revised April 2, 2002

Employee's Manual
Title 10
Chapter T

REINSTATEMENT OF SUPPORT



Iowa
Department
of
Human Services

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OVERVIEW

Legal reference: Iowa Code section 252B.20

The suspension process results in an order suspending support. The order becomes final and terminates a support obligation after it has been on file for six months. During the six months following the entry of the suspension order, the support order may be reinstated if the basis for suspension no longer exists for all children affected by the suspension order.

Reinstatement of a support order may be initiated by the Child Support Recovery Unit (CSRU) or by a request from the support order obligee, obligor, or other person who has physical custody of the children and who was a party to the suspension order. If an order reinstating support is initiated before the suspension order becomes final, the support obligation is reactivated.

In order to process a reinstatement on time, the CSRU attorney makes a good faith effort to get the application filed by the six-month deadline set by the statute. CSRU will not accept reinstatement requests submitted later than six months after the date form 470-3081, *Order Suspending Support*, was filed.

If the process begins as a written request, CSRU evaluates the request and issues a 470-3082, *Notice of Decision to Reinstate Support Order* that approves or denies the request. CSRU then prepares and files with district court form 470-3084, *Application for Reinstatement of Support* and form 470-3148, *Original Notice of Application for Reinstatement of Support*.

If CSRU initiates the reinstatement process, the notice of decision step is not necessary. Instead, CSRU begins the process by preparing and filing the application for reinstatement and the original notice with the appropriate district court.

Unlike suspension, reinstatement is not a consensual process. All necessary parties to the suspension order must be served. The statute allows use of first-class mail to serve the application for reinstatement and original notice on all necessary parties. The answer period for documents served by mail is 13 days from the mailing date. The answer period for in-person service is ten days from the date the documents are served.

If an answer is filed, a hearing is held and district court decides whether to issue a reinstatement order. If no answer is filed, CSRU directly submits an form 470-3085, *Order Reinstating Support* to district court for judicial signature.

When the order reinstating support becomes effective, the person or state that received support payments before the obligation was suspended will again receive support payments.

Note: The Foster Care Recovery Unit (FCRU) has discretion whether to follow reinstatement procedures or to seek an administrative foster care order when a child with a suspended support obligation enters the foster care system. FCRU makes the procedural decision based on the facts of the individual case.

List of Steps and Forms

Action	Form Number	Form Name
Optional form to use as customer's request for reinstatement	470-3184	<i>Reinstatement Request</i>
Acknowledge request to reinstate support order	470-3082	<i>Notice of Decision to Reinstate Support Order</i>
Prepare application for reinstatement of support	470-3083	<i>Application for Reinstatement of Support - Cover Letter</i>
	470-3084	<i>Application for Reinstatement of Support</i>
	470-3148	<i>Original Notice of Application for Reinstatement of Support</i>
Service of process	470-3149	<i>Proof of Service of Application for Reinstatement of Support</i>
	470-3150	<i>Acceptance of Service of Application for Reinstatement of Support</i>
	470-3151	<i>Acceptance of Service of Application for Reinstatement of Support - Original Notice Waived</i>
Prepare order reinstating support	470-3085	<i>Order Reinstating Support</i>
Correct court file after reinstatement deadline	470-3162	<i>Withdrawal of Application for Reinstatement of Support</i>
	470-3163	<i>Motion to Void Order Reinstating Support</i>

Time Frames

Legal reference: Iowa Code section 4.1(34)

In computing the timeframe associated with the reinstatement process, exclude the first working day and include the last working day.

The date the form 470-3081, *Order Suspending Support* is filed drives several reinstatement deadlines. The suspension order is final after it has been on file more than six months. If a reinstatement request is submitted shortly before the six-month deadline, the CSRU attorney must make a good faith effort to file form 470-3084, *Application for Reinstatement of Support*, with the district court before the suspension order becomes final.

If any deadline falls on a Saturday, Sunday, legal holiday, or day when the clerk of court's office is closed, extend the deadline to the end of the following CSRU working day.

Throughout the reinstatement process there are maximum time frames for completing the task described. Normally, the time frame for a given task is constant.

Keep the following time frames in mind and proceed accordingly whenever you receive a request or are notified by Income Maintenance (IM) that an obligor is no longer considered a member of the children's household for public assistance purposes.

Timing of Reinstatement Request

Effect on Time Frames

Through the end of the fourth month after the filing date of the suspension order.

Regard all time frames as the maximum amount of time needed to complete task

During the fifth month after the entry date of the suspension order.

Do not regard time frames indicated as the amount of time you may take to complete a task. Handle each step in the process as quickly as possible. The goal is to secure a signed reinstatement order before the temporary suspension order becomes final six months after the suspension order's entry date.

During the sixth month after the entry date of the suspension order.

If the application is submitted to the court before the six-month deadline, the six-month time frame will be put on hold.

ELIGIBILITY CRITERIA

Legal reference: Iowa Code section 252B.20(5)
441 IAC 99.107(252B) & 99.108(252B)

CSRU will begin the reinstatement process if these eligibility criteria are met:

- ◆ Reinstatement grounds are reported to CSRU no later than six months after form 470-3081, *Order Suspending Support*, was filed.
- ◆ CSRU provides IV-D services.
- ◆ Reinstatement is appropriate for all children affected by the suspension order.
- ◆ Reinstatement is requested by a party to the order suspending support.
- ◆ The reinstatement request is in writing and includes the necessary information.

Obligations Affected

Legal reference: Iowa Code section 252B.20(5)
441 IAC 99.108 (1)

Refer to this section when you evaluate written requests for the reinstatement service or as you prepare reinstatement documents at CSRU's initiation.

The reinstatement process provides a way to return the ongoing support obligation types and amounts to their pre-suspension levels. Obligations set in the support order are enforceable as of the reinstatement order's effective date. All suspended obligation types and amounts are reinstated. Therefore, if ongoing child, medical, and spousal support were suspended, a reinstatement order reinstates child, medical, and spousal support.

The party who had a right to receive ongoing support when the support order was suspended again has that right when the support order is reinstated.

When the situation qualifies for reinstatement, CSRU must reinstate all enforceable concurrent Iowa orders for ongoing support that were suspended by the suspension order.

Six-Month Timeframe

Legal reference: 441 IAC 99.107(4)“d”

To be effective under the provisions of Iowa Code Section 252B.20, the district court must enter a reinstatement order before the suspension order has been on file more than six months.

Filing or serving form 470-3084, *Application for Reinstatement*, stops the statutory deadline. If an application has not been filed with the clerk of court by six months after the suspension order was entered, there is no possibility of reinstatement under this statute.

Despite the statutory six-month reinstatement timeframe and the number of working days necessary to complete the CSRU’s portion of the reinstatement process, CSRU initiates or accepts reinstatement requests received until six months after the suspension order’s entry date.

CSRU pursues establishment of a new support order, where appropriate, if either of the following occurs six months after the entry date of the suspension order:

- ◆ CSRU receives a reinstatement request, or
- ◆ The children under a suspended order begin receiving public assistance.

CSRU Provides IV-D Services

Legal reference: 441 IAC 99.107(4)“c”

If CSRU is providing IV-D service to a family, the reinstatement process is available when the family meets all other reinstatement eligibility criteria. A “IV-D case” is a case with a IV-D balance.

Normally, if an obligation was suspended, the case is probably still a IV-D case. An exception is a non-public assistance case with no arrears assigned to Iowa or to any other state and case closure was requested by the recipient before the suspension order was final. If the case has been closed under these circumstances, the reinstatement process is not available without reapplication for CSRU services.

No Partial Reinstatement

Legal reference: 441 IAC 99.107(4)“e”

The suspension basis must have ceased to exist for all children affected by the suspension order. The statute does not allow partial or proportionate reinstatement of a suspended support order.

CSRU does not initiate or assist a parent to reinstate a support obligation if the basis for suspension continues to apply to some, but not all of the children entitled to support under the suspended support order. However, any parent or other person with physical custody of the children may take other legal action to establish support. CSRU is required to pursue support establishment procedures for children who are receiving IV-D services.

Proper Person Initiates Request

Legal reference: 441 IAC 99.107(4)“a”

CSRU may ask the court to reinstate the suspended obligation upon request of the obligor, the obligee, or another person who has physical custody of the children and whose right to receive current support was affected by the suspension order. A request may also be made by an attorney who represents one of the parties to the suspension order.

CSRU may initiate reinstatement proceedings if the children affected by the suspended support order begin or continue to receive public assistance, but Income Maintenance no longer considers the obligor a member of the children’s household for the purpose of public assistance eligibility.

Elements of Request

A person may request reinstatement by completing form 470-3184, *Reinstatement Request*, or by submitting a written request that includes:

- ◆ A statement that indicates the person making the request wants suspended support to begin again,
- ◆ The reason for the reinstatement request,
- ◆ Sufficient information to identify the necessary order and parties, and
- ◆ The signature of the requesting party.

INITIATING REINSTATEMENT PROCESS

The reinstatement process can be initiated by either CSRU or a party to the suspension order.

Initiated by CSRU

Legal reference: 1995 Iowa Code section 252B.20(5)(b)
441 IAC 99.107(2)

CSRU may initiate the reinstatement process without a request from a party to the suspension order. Initiate reinstatement if:

- ◆ IM notifies you that children on whose behalf support was paid receive FIP or Medicaid-only benefits and the obligor is no longer considered a member of the same household as the children for public assistance eligibility purposes.

Note: IM notifies CSRU no later than five working days after IM issues its own *Notice of Decision*. The IM *Notice of Decision* is based on a family composition change that establishes or re-establishes eligibility for public assistance or changes eligibility based on the obligor's absence.

- ◆ Another state's IV-D agency initiates an *Interstate Transmittal* to Iowa advising it has received a IV-A referral for all children affected by the support order, and the obligor is not part of the public assistance household.
- ◆ You become aware the parties requested and agreed to support suspension under false pretenses.

Note: The steps outlined in the next two sections are not appropriate when CSRU initiates a reinstatement. If CSRU initiates reinstatement, refer to section **PREPARING INITIAL REINSTATEMENT FORMS** for further information.

Request for Reinstatement

Legal reference: 1995 Iowa Code section 252B.20(5)(a)
441 IAC 99.107(1)

Unlike the suspension process, where all parties sign a joint request to suspend, the reinstatement process may be initiated at the request of one person. The person making the request must have been a party to the suspension order. The request may be made by an attorney who represents one of the parties to the suspension order.

The person making the request may submit either the optional form 470-3184, *Reinstatement Request*, or any other written request that indicates reinstatement is being requested, the reason for the request, and sufficient information to identify the court order and parties involved.

Review the request and issue a form 470-3082, *Notice of Decision to Reinstate Support Order*, that approves or denies the request.

Note: If you receive a verbal request for reinstatement, instruct the person to submit a written request. Explain that the person may either complete the optional reinstatement request or any other type of written request. Explain the necessary information that must be included. Refer to the **ELIGIBILITY CRITERIA** section. Explain the reinstatement deadlines.

If the person asks for the optional reinstatement request, generate one blank copy. The process code is REINS. Send the form to the person who requested it and narrate your action.

Notifying Income Maintenance

If you receive an inquiry or written request for reinstatement from a family whose children receive FIP or Medicaid-only public assistance benefits:

- ◆ Tell the person requesting reinstatement to report household membership changes to the DHS office responsible for the public assistance case. IM considers a report timely if it is made no later than ten days after the change occurs.
- ◆ Report requests for reinstatement to the IM worker assigned to the public assistance case, no later than five working days after receipt of the request. Use e-mail to report the information.
- ◆ Report which type changes has occurred:
 - Either the obligor has left the public assistance household where the children remain, or
 - The eligible children reside with the obligee only.
- ◆ Do not report inquiries where the inquiring party wants to know how the reinstatement process works in case a change takes place in the future.

Notifying Another State: Interstate Referrals Only

If CSRU is enforcing an Iowa order through an interstate referral and the order's obligor or obligee inquires about or submits a written reinstatement request, send a status to the referring state's IV-D representative.

Send the status to the other state's IV-D representative no later than five working days after the CSRU receives an inquiry or written request. The purpose of the status is to alert the other IV-D agency of case activity. Send the status whether or not the person who inquired or requested reinstatement receives public assistance.

Do not wait for a response from the other state before proceeding to the next step in the reinstatement process. Do not set a calendar flag to send a second status.

Determining Eligibility for Reinstatement

Legal reference: 441 IAC 99.107(4)

CSRU accepts requests through the end of the sixth month after the entry date of the suspension order. Because the suspension order becomes final six months after its entry date, CSRU may be left with little time to:

- ◆ Prepare form 470-3082, *Notice of Decision to Reinstate Support* and form 470-3084 *Application for Reinstatement of Support*,
- ◆ Serve the application for reinstatement,
- ◆ Appear at a reinstatement hearing, and
- ◆ Submit and secure form 470-3085, *Order Reinstating Support*.

The CSRU attorney makes a good faith effort to file the application for reinstatement with the district court within the six-month deadline.

If CSRU receives a reinstatement request during the fifth or sixth month after the entry of the suspension order, evaluate the request as quickly as possible.

Deny the reinstatement request if:

- ◆ CSRU no longer provides IV-D service,
- ◆ The request is for partial reinstatement of a suspended order.
Note: If the reason for suspension still applies to at least one of the children affected by the suspension order, the support obligation cannot be reinstated.
- ◆ CSRU received the written request more than six months after the entry date of the suspension order.
- ◆ Reinstatement of support was not requested in writing. Requests that do not use the word “reinstatement” must explain that the requester wants the suspended support order put back in force.
- ◆ The written request did not include essential elements as described under **Elements of Request:**
 - Was made by a person who either was not a party to the suspension order or does not have physical custody of all of the children affected by the suspension order, or by such a person’s attorney.

The obligee and obligor parents reconcile and all children move in with them. An order suspending support is entered.

Two months after the suspension order is entered, the obligor moves out of the residence shared with the obligee and children. At the same time, all the children move in with their grandmother. She requests reinstatement.

Although the grandmother has physical custody of all the children, she was not a party to the suspension order. The reinstatement service is not available at her request.

- Does not contain sufficient information to identify the necessary court order and parties.
- Does not indicate the reason the suspension no longer exists.
- Is not signed.

Approve a reinstatement request if none of the conditions above are present.

Narrate:

- ◆ The date written request was received.
- ◆ The name and address of person who submitted the request.

Send the notice of decision as directed in the following section.

Preparing Notice of Decision

Legal reference: 441 IAC 99.107(3)

After you have reviewed the request to reinstate support, notify the person who submitted the request whether the request has been approved or denied. Complete and issue form 470-3082, *Notice of Decision to Reinstate Support Order*.

If CSRU receives a reinstatement request during the fifth or sixth month after the suspension order's entry date, mail the notice of decision as quickly as possible.

The following information is required to process the notice of decision after you receive a written request to reinstate:

- ◆ ICAR case number(s),
- ◆ Name and address of person who requested reinstatement, and the person's attorney, if applicable,
- ◆ Docket number, county of entry, and file-stamped date of each suspension order affected by the reinstatement request,
- ◆ Types of support to be reinstated, if you approved the request, and
- ◆ Reasons for denial, if you denied the request.

Complete the notice of decision using the process code REINS.

If you are able to approve reinstatement of some suspended orders, but not others included in a single request, prepare one notice of decision for orders that may be reinstated and a separate notice of decision for orders that cannot be reinstated.

If the request affects more than three support orders, generate the notice of decision form. Type the court order number, date filed, and county of each additional support order on the back of the first page of each copy of the notice of decision.

INITIATING REINSTATEMENT PROCESS

Request for Reinstatement

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Chapter T Reinstatement of Support

Generate copies of the notice of decision for:

- ◆ The person who requested reinstatement or the person's attorney. If you have accepted the request, generate one copy for the person and one copy for the person's attorney.
- ◆ The other state's IV-D agency, if the case is an interstate referral.
- ◆ The case file.

Mail one copy of the notice of decision to:

- ◆ The person who requested the reinstatement and to the person's attorney, if you approved the request.
- ◆ The other state's IV-D agency, if the case is an interstate referral.

Keep the original written reinstatement request in the case file.

Narrate:

- ◆ Whether you approved or denied the request to reinstate,
- ◆ Reason for denial if you denied the request,
- ◆ Persons to whom you sent a notice of decision, and
- ◆ Date you mailed the notice of decision.

Note: You must prepare the initial reinstatement forms no later than two working days after you issue the notice of decision. See the next section for details.

PREPARING INITIAL REINSTATEMENT FORMS

After you send a form 470-3082, *Notice of Decision to Reinstate Support Order*, approving a reinstatement request or IM notifies you that the children are receiving FIP or Medicaid-only benefits and the obligor is no longer considered a member of the public assistance household, prepare and forward the following:

- ◆ Form 470-3083, *Application for Reinstatement of Support - Cover Letter*,
- ◆ Form 470-3084, *Application for Reinstatement of Support* and
- ◆ Form 470-3148, *Original Notice of Application for Reinstatement of Support*.

If more than one CSRU office is involved in the reinstatement process, the initiating office is responsible for generating the above forms.

If reinstatement is requested or initiated during the fifth or sixth month after the suspension order's entry date, process and send these forms as quickly as possible.

Completing Forms

You must have the following information in order to complete the required correspondence:

- ◆ ICAR case number.
- ◆ Suspension order.
- ◆ Types of support to be reinstated.
- ◆ Reason for reinstatement.
- ◆ Knowledge of whether all the children affected by the suspension order(s) are receiving public assistance.
- ◆ The date the change in the public assistance household occurred.
- ◆ Names and addresses of all persons or entities that were party to the suspension order.
- ◆ Evidence of false pretenses, if any.

For all the following forms, the process code is REINS.

- ◆ Prepare and generate form 470-3083, *Application for Reinstatement of Support - Cover Letter*. Send a copy to each person who must be served (all persons or entities that were party to the suspension order) and all attorneys involved. Keep one copy for the case file.
- ◆ Prepare and generate form 470-3084, *Application for Reinstatement of Support*. One copy is filed with the clerk of court via the CSRU attorney and one copy is maintained in the case record.
- ◆ Prepare and generate form 470-3148, *Original Notice of Application for Reinstatement of Support*. Complete all but the signature section of the original notice. Individually complete and send a copy for each person who must be served (all persons or entities that were party to the suspension order) and all attorneys involved. Generate one copy to be filed in the clerk of court's office for each person served and maintain a copy in the case record.

Narrate the type of forms you prepared and the names and addresses of the parties to whom these forms were sent.

Forwarding Forms

Forms 470-3084, *Application for Reinstatement of Support*, 470-3148, *Original Notice of Application for Reinstatement of Support*, and 470-3085, *Order Reinstating Support*, must be filed in the county where form 470-3081, *Order Suspending Support*, was entered.

If your office received the reinstatement request but does not serve the county where the suspension order was entered, prepare and forward all appropriate legal documents to the attorney in the filing office. The attorney in the filing office signs legal documents as necessary, files them with the clerk of court, presents them to the court, and attends hearings.

Order Entered in a County Served by the Initiating Office

When the order suspending support is entered in a county served by the initiating office:

- ◆ You sign the verification section of form 470-3084, *Application for Reinstatement of Support*, in front of a notary.
- ◆ The CSRU attorney for your office signs and has notarized the front section of the application for reinstatement.
- ◆ Do not use the certificate of service stamp on the application for reinstatement. An alternative method of proving service is used in the reinstatement process. Refer to **SERVING THE REINSTATEMENT FORMS**.
- ◆ Mail or otherwise deliver form 470-3083, *Application for Reinstatement of Support - Cover Letter*, the application for reinstatement and the individualized form 470-3148, *Original Notice of Application for Reinstatement of Support*, to the clerk of the district court within the appropriate time frame.
- ◆ Narrate the date you sent or delivered these forms to the clerk of court.
- ◆ Set a calendar flag for five working days to check the return of the file-stamped documents from the clerk of court's office.

Order Entered in a County not Served by Initiating Office

When the suspension order is entered in a county not served by the initiating office, the following responsibilities have been assigned for the purposes of filing and serving form 470-3084, *Application for Reinstatement of Support*, and form 470-3148, *Original Notice of Application for Reinstatement of Support*.

Initiating Office

Sign the verification section of form 470-3084, *Application for Reinstatement of Support*, in front of a notary.

Note: The CSRU attorney for your office does not sign the front section of the application for reinstatement.

Forward the following documents to the attorney for the filing office within the appropriate time frame:

- ◆ The original of forms:
 - 470-3148, *Original Notice of Application for Reinstatement of Support*,
 - 470-3083, *Cover Letter*, and
 - 470-3084, *Application for Reinstatement*.
- ◆ A copy of form 470-3082, *Notice of Decision to Reinstate Support*, if any.
- ◆ A copy of form 470-3081, *Order Suspending Support*.
- ◆ Names and addresses of all persons, states, and their respective attorneys who must be served.
- ◆ Copy of the support order.
- ◆ Keep in your office case file:
 - A copy of each application for reinstatement - cover letter.
 - A copy of the application for reinstatement.
 - A copy of each original notice.
- ◆ Narrate the list of documents sent to filing office, the names of necessary parties, the name of CSRU attorney and location of filing office, and the date the documents were sent to the filing office.
- ◆ Set a calendar flag for ten working days to see whether the application for reinstatement has been filed.

Filing Office

The CSRU attorney for your office signs and has notarized the front section of form 470-3084, *Application for Reinstatement of Support*.

Do not use the certificate of service stamp on the application for reinstatement. An alternate method for proving service is used in the reinstatement process.

Mail or otherwise deliver the application for reinstatement, and all forms 470-3148, *Original Notice of Application for Reinstatement of Support*, to the clerk of the district court within the appropriate time frame.

Narrate the date you sent or delivered the forms to the clerk of court.

Set a calendar flag for five working days to see whether the file-stamped documents have returned from the clerk of court's office.

SERVING THE REINSTATEMENT FORMS

Legal reference: 1995 Iowa Code section 252B.20(6)
441 IAC 99.108(252B)

The clerk of the district court file-stamps and returns a copy of form 470-3084, *Application for Reinstatement of Support*, and all forms 470-3148, *Original Notice of Application for Reinstatement of Support*, to CSRU. CSRU then serves the documents on all persons or states whose obligation to pay or right to receive support was affected by the suspension order. CSRU also serves all represented parties' attorneys.

Necessary parties may include the obligee, the obligor, an assignee (including another state), and a redirection obligee (caretaker). CSRU then serves all parties' attorneys because of the brief time allowed for an answer to the application for reinstatement.

Note: The CSRU office that files the application for reinstatement and original notices is responsible for serving copies of the documents after the clerk of court has filed-stamped them.

State law allows CSRU to serve these documents by first-class mail. Because this special provision allows quicker and less expensive service than service by process server or sheriff, use the first class mail option. The answer period for documents served by mail is 13 days from the mailing date.

If the mailed service is returned by the post office as undeliverable, initiate location efforts and serve the application for reinstatement and the original notices by process server or sheriff.

Although service by first-class mail should be attempted first, the following sections describe the three possible service options that could become necessary:

- ◆ Service by first-class mail.
- ◆ Service by sheriff or process server.
- ◆ Service in person in CSRU office.

Service by First Class Mail

Use first class mail to serve the documents on all persons or states which are parties to the suspension order and their respective attorneys, as follows:

- ◆ Make photocopies of the file-stamped form 470-3084, *Application for Reinstatement of Support*:
 - For each person or state to be served. Each name should already appear on form 470-3084, *Application for Reinstatement of Support*.
 - For the case file.
- ◆ Attach one application for reinstatement and one form 470-3083, *Application for Reinstatement of Support - Cover Letter*, to each original notice.
- ◆ Generate and complete form 470-3149, *Proof of Service of Application*, for each person or state served and their respective attorneys. The process code is REINS.
- ◆ Narrate:
 - The date the application for reinstatement and original notices were filed in the clerk of court's office,
 - The date the application for reinstatement, original notices and proof of service documents were filed in the clerk of court's office,
 - The mailing date, and
 - The names of all persons, states, and attorneys served.

- ◆ Hold the proof of service of application for 13 calendar days.
- ◆ Set a calendar flag for 13 calendar days from the date you served the documents by first class mail. Mail the proof of service to the clerk of court no sooner than the end of the thirteenth day, narrate the date, and list the persons, states, and attorneys for whom you mailed a proof of service form.

Note: Although Iowa Code Section 252B.20(6) allows people who have been served ten days from the date of service to answer, Iowa Rule of Civil Procedure 83, provides persons served by mail to have three more days than the usual answer period to file an answer.

If none of the parties served file an answer to the application for reinstatement, immediately prepare and submit form 470-3085, *Order Reinstating Support*, at the end of the 13-day period. Refer to **No Answer to Application for Reinstatement** for detailed instructions.

Service by Sheriff or Process Server

If documents served by first-class mail are returned as undeliverable, begin the location process. If you locate an alternate personal or employer address, attempt in-person service using the sheriff or a process server.

Set a calendar flag for seven working days after the documents are delivered to the sheriff or process server. At that time, check with either the clerk of court, the sheriff or process server to determine whether the documents have been served.

If the documents have been served:

- ◆ Set a calendar flag for ten calendar days after the date of service.
- ◆ File the return of service in the case file.
- ◆ If no answer has been filed at the end of the ten-day period, immediately prepare and submit form 470-3085, *Order Reinstating Support*. Refer to **PREPARING ORDER REINSTATING SUPPORT**.

If the documents have not been served, set another calendar flag for seven working days and repeat the procedure above.

If no address can be located for the unserved party, or an address is located but in-person service is not successful, the reinstatement process cannot go forward.

If the suspension order becomes final while you are trying to complete service, recall form 470-3084, *Application for Reinstatement*, and form 470-3148, *Original Notice of Application for Reinstatement of Support*, from the sheriff or process server. Begin procedures to establish a new support obligation.

Service in Person in CSRU Office

If a party to an application for reinstatement comes to the local office, try to serve the party with the necessary documents.

If form 470-3148, *Original Notice of Application for Reinstatement of Support*, has returned from the clerk of court's office, serve the party with the following:

- ◆ Form 470-3084, *Application for Reinstatement of Support*,
- ◆ Form 470-3148, *Original Notice of Application for Reinstatement of Support*, and
- ◆ Form 470-3150, *Acceptance of Service of Application for Reinstatement of Support*.

If the original notice has not returned from the clerk of court's office, serve the party with the following:

- ◆ Form 470-3084, *Application for Reinstatement of Support*,
- ◆ Form 470-3148, *Original Notice of Application for Reinstatement of Support*, and
- ◆ Form 470-3151, *Acceptance of Service of Application for Reinstatement of Support - Original Notice Waived*.

Whether or not the original notice has returned from the clerk of court's office, prepare and generate:

- ◆ Form 470-3083, *Application for Reinstatement of Support - Cover Letter*, for each form 470-3084, *Application for Reinstatement of Support*, that was sent to the clerk of court's office, and
- ◆ Form 470-3151, *Acceptance of Service of Application for Reinstatement of Support*.

Note: Select form 470-3150, *Acceptance of Service of Application for Reinstatement of Support*, if the original notice has returned from the clerk of court's office. Select form 470-3151, *Acceptance of Service of Application – Original Notice Waived*, if the original notice has not returned from the clerk of court's office.

In the presence of a notary, ask the party to print his/her name on the first blank of the selected acceptance of service form and to sign on the signature line. Notarize the acceptance of service form.

Give the party a copy of the following:

- ◆ Form 470-3083, *Application for Reinstatement of Support – Cover Letter*,
- ◆ Form 470-3084, *Application for Reinstatement of Support*,
- ◆ Form 470-3148, *Original Notice of Application for Reinstatement of Support*, (if it has returned from the clerk of court's office) and
- ◆ The acceptance of service (form 470-3150 or 470-3151, as appropriate).

Make a copy of the acceptance of service form for the case file and send the original to the appropriate clerk of court.

Narrate who accepted service and waived original notice and the date of acceptance.

ANSWER TO APPLICATION FOR REINSTATEMENT

Legal reference: Iowa Code section 252B.20 (6)“b”

If any party served files an answer and objects to CSRU's *Application for Reinstatement of Support* within the proper answer period, the court administrator or CSRU schedules a hearing in district court. All parties, including CSRU, are advised of the hearing date, time, and location.

Before the hearing, prepare and generate form 470-3085, *Order Reinstating Support*. Refer to **PREPARING ORDER REINSTATING SUPPORT**.

At an appropriate point during or after the hearing, the CSRU attorney submits the reinstatement order form to the judge.

Narrate:

- ◆ That an answer was filed.
- ◆ The name of the party who filed the answer.
- ◆ The hearing date.
- ◆ The date CSRU submitted reinstatement order.
- ◆ The outcome of the hearing, if known before an order is entered.

No Answer to Application for Reinstatement

Legal reference: Iowa Code section 252B.20(6)“a”

No hearing is scheduled if none of the parties served with form 470-3084, *Application for Reinstatement of Support*, answers and objects within the proper answer period. CSRU then submits form 470-3085, *Order Reinstating Support*, to the appropriate district court judge for signature.

CSRU takes a default judgment if:

- ◆ First-class mail service was used to serve all necessary parties, and at the end of the 13-day mailed service answer period:
 - The Postal Service has not returned any mailed service envelopes as undeliverable, and
 - No party has filed an answer to the application for reinstatement, and
 - CSRU has mailed the proof of service forms to the clerk of court.
- ◆ First-class mail service was used to serve some necessary parties and a sheriff or process server was used to serve other necessary parties and:
 - The Postal Service has not returned any mailed service envelopes as undeliverable,
 - CSRU received and filed, if necessary, a return of service for service by sheriff or process server,
 - Either 13 days after the service was mailed or ten days after the last party was served by the sheriff or process server, whichever is later, no party has filed an answer to the application for reinstatement, and
 - CSRU has mailed the proof of service forms, for those served by mail, to the clerk of court at the end of the answer period.

After you have mailed the proofs of service and filed the return of service, as necessary, prepare and submit form 470-3085, *Order Reinstating Support*, to the proper district court judge for signature. Refer to **PREPARING ORDER REINSTATING SUPPORT** for details.

CSRU does not issue a default judgment if:

- ◆ First-class mail service was used to serve all necessary parties, and
- ◆ The Postal Service returned at least one of the mailed service envelopes as undeliverable before the thirteenth day after the envelope was mailed.

Instead, CSRU must commence the location process, followed by in-person service by a sheriff or process server.

Note: If the Postal Service returns a mailed service envelope as undeliverable more than 13 days after the service envelope was mailed:

- ◆ Date-stamp the returned envelope,
- ◆ Keep the date-stamped envelope and its contents in the case file,
- ◆ Narrate the name of the party showing service was returned as undeliverable and the date the service envelope was returned, and
- ◆ Begin the location process for enforcement, if necessary.

PREPARING ORDER REINSTATING SUPPORT

Legal reference: Iowa Code section 252B.20(6)

If the form 470-3084, *Application for Reinstatement of Support*, has been properly served, a court may reinstate accruing support without additional notice. Prepare form 470-3085, *Order Reinstating Support*:

- ◆ At the end of the answer period if no answer has been filed, or
- ◆ Before the CSRU attorney attends the reinstatement hearing.

Ask the district court to reinstate all enforceable suspended support obligations. Prepare one reinstatement order for each eligible support order previously suspended by a temporary suspension order.

If more than one CSRU office is involved in the reinstatement process, the filing office must prepare and submit the reinstatement order.

If reinstatement was initiated during the fifth or sixth month after the suspension order's entry, prepare and forward the reinstatement order as quickly as possible.

The following items are needed for completing the required forms:

- ◆ ICAR case numbers.
- ◆ Support orders.
- ◆ Suspension orders.
- ◆ Form 470-3082, *Notice of Decision to Reinstate Support Order*, if applicable.
- ◆ Application for reinstatement.

Complete the reinstatement order. The process code is REINS. Use one form for each support order that must be reinstated.

Generate one copy of the reinstatement order for the district court and one copy for the case file. Deliver the reinstatement order to the appropriate district judge for signature.

Narrate:

- ◆ Who filed an answer and the date the answer was filed, if applicable.
- ◆ That no answer was filed, if applicable.
- ◆ The docket number, county of entry, and entry date of each support order for which you prepared and submitted a reinstatement order.
- ◆ The date you submitted the reinstatement order to district court.

Set a calendar flag for five working days to see whether the judge has entered a reinstatement order. Refer to **CORRECTING THE COURT FILE** for procedures if:

- ◆ No reinstatement order has been entered and the six-month reinstatement deadline has passed.
- ◆ A reinstatement order has been entered after the six-month reinstatement deadline.

Distributing the Order

When CSRU receives a copy of the form 470-3085, *Order Reinstating Support*, distribute copies of the order to all necessary parties.

Photocopy the signed reinstatement order. Keep a copy for the case file and mail copies to each necessary party and attorney, if applicable. Remove and discard the unsigned copy of the reinstatement order from the case file.

Narrate:

- ◆ The docket number and county or entry of the reinstatement order.
- ◆ The date the reinstatement order was entered.
- ◆ The date you received a copy of the order.
- ◆ The date you distributed the order.
- ◆ The names of parties to whom you distributed the order.

If more than one CSRU office is involved in the reinstatement, the filing office will send a copy of the file-stamped order to the initiating office no later than two working days after the filing office receives the order from the office of the clerk of court. The initiating office will distribute the order to all necessary parties no later than two working days after the order is received in the initiating office.

REINSTATING SUPPORT ENFORCEMENT

Legal reference: Iowa Code section 252B.20(7)
441 IAC 99.109(252B)

After form 470-3085, *Order Reinstating Support*, has been filed, start current support enforcement. Usually, support that became due during the suspension period, but before reinstatement, is waived and is not due or collectable. Current support begins accruing from the effective date of the reinstatement order.

The effective date of a reinstatement order varies with the reason the support order was reinstated:

- ◆ If reinstatement was based on a request, the effective date of the order is the date all parties were served notice of form 470-3084, *Application for Reinstatement of Support*.
- ◆ If CSRU initiated reinstatement because the children receive public assistance, the effective date of the reinstatement order is the date the children continued or began receiving assistance in the obligor's absence. The obligor may have left the children's residence or the children may have left the obligor's residence.

June 1	An order suspending support is entered for a reconciled obligee and obligor. The family has been receiving public assistance benefits based on the obligor's presence in the children's household.
August 25	The obligor moves out of the household.
September 1	The obligee receives a public assistance payment based on the obligor's presence in the home.
September 3	The obligee notifies the IM worker that the obligor left the household August 25.
September 29	IM issues the obligee a notice of decision that changes the assistance benefit amount effective September 1. IM notifies CSRU of the effective date of the change of eligibility.
October 1	CSRU initiates the reinstatement process.
November 15	A reinstatement order is entered. The order is effective September 1.

- ◆ If reinstatement was initiated because CSRU discovered the parties had requested and agreed to suspension under false pretenses, the effective date of the reinstatement order is retroactive to the date the suspension order was entered. All support that would have come due during the suspension period if the support order had not been suspended is due and subject to enforcement.

Narrate the reason the support order was reinstated and the effective date of the reinstatement order.

Follow existing procedures to resume ongoing support enforcement.

Medical Support Forms

Legal reference: 45 CFR 302.33(a)(5)

CSRU does not enforce reinstated medical support for children who are identified in non-public assistance accounts, unless the obligee asks CSRU to begin enforcement. Send form 470-2744, *NPA Medical Support Questionnaire*, to non-public assistance obligees. Refer to chapter 11-I, **MEDICAL SUPPORT**.

Changes to ICAR Screens

Legal reference: 45 CFR 200

The Personal Responsibility and Work Opportunity Reconciliation Act of 1996 (PRWORA) changed the manner in which states distribute support collected by child support agencies. PRWORA has driven many procedural and ICAR changes. Some of these changes effect the reinstatement process.

Since suspension and reinstatement of support are complementary processes, the following information is provided to acquaint you with changes to specific ICAR screens used for these processes.

The OBLIG Screen

There is a new field on the OBLIG screen. It is the SUSPENSE field. See the screen print below for the location of the new field.

D479HC09	IOWA COLLECTION AND REPORTING SYSTEM	DATE: 02/21/02
	OBLIGATION	TIME: 11:05:56
CASE NUMBER.....:		
COURT ORDER NUMBER:		
COURT COUNTY.....:		CHOICE OF LAW JUR.:
FIPS CODE.....:		SATISFY OBLIGATION FOR MONTH:
SUSPENSE:		INTEREST:
OBLIGATION TYPE.....:	(REIMBURSEMENT ACCT TYPE: AMT DUE:)	
OBLIGATION AMOUNT:	\$.00	
OBLIGATION FREQ.....:	(SEMI-MONTH DUE ON THE AND THE)	
EFFECTIVE DATE.....:	0000 DEV(Y/N):	BY: REASON:
END DATE.....:	NCP UME PCNT: 0.00	
PAYMENT FIPS:	SEND TO PAYEE:	PRIORITY INFO:
LAST COURT ACTION:		LAST COURT ACTION DATE.: 0000
UNEVEN OBLIGATION PER CHILD?	(Y/N)	CSRU MOD CORRECTION FLAG:
DISPLAY DATE:		CORRECTION START DATE:
COMMENTS:		CORRECTION RUN DATE: 0000
PF2=ADD, PF3=MODIFY, PF4=DELETE, PF5=INQUIRY, PF7=PAGE BACK, PF8=PAGE FORWARD, PF9=REFRESH, PF11=GO TO COLA ADJUST. SCREEN		
NEXT SCREEN:	NOTES:	
PLEASE ENTER A CASE, COURT ORDER AND AN OBLIGATION		

The SUSPENSE field displays the following codes:

- ◆ P Indicates the obligation was suspended in the past.
- ◆ C Indicates the obligation is currently suspended.
- ◆ F Indicates the obligation is suspended in the future.

The SUSPENSE field is display-only and is populated by worker entries on the SUSPENSE screen. If no suspense records exist for the obligation, the SUSPENSE field is blank.

The following examples show how the SUSPENSE screen and the SUSPENSE field on the OBLIG screen work together.

1. Current date is 08/01/1999. The suspense start date on the SUSPENSE screen is 06/01/1999 and the end date is 06/30/1999. A “P” is displayed in the SUSPENSE field on the OBLIG screen because the obligation was suspended in the past.
2. Current date is 08/01/1999. The suspense start date on the SUSPENSE screen is 06/01/1999 and the end date is 09/30/1999. A “C” is displayed in the SUSPENSE field on the OBLIG screen because the obligation is currently suspended.
3. Current date is 08/01/1999. The suspense start date on the SUSPENSE screen is 06/01/2000 and the end date is 08/31/2000. An “F” is displayed in the SUSPENSE field on the OBLIG screen because the obligation is to be suspended in the future.

The OBLIGHST Screen

There is a new field on the OBLIGHST screen. It is the s field. See the screen print below for the location of the new field.

D479HC14	IOWA COLLECTION AND REPORTING SYSTEM							DATE: 03/14/00		
	OBLIGATION HISTORY							TIME: 10:12:29		
CASE NUMBER.....:										
OBL	C.O.			EFFECTIVE	END	C.O.	COURT	COLA		
TYPE	TYPE	FREQ	AMOUNT	DATE	DATE	NUMBER	ACTION	H S	ADJ SEL	
PF5=INQ, PF7=BACKWARD, PF8=FORWARD, PF10=DEVHST, PF11=COLCAL, ENTER=SEL DETAIL										
NEXT SCREEN: NOTES:										
PLEASE ENTER CASE NUMBER AND PRESS PF5										

The s field displays the same codes as found on the OBLIG screen. The codes are:

- ◆ P Indicates the obligation was suspended in the past.
- ◆ C Indicates the obligation is currently suspended.
- ◆ F Indicates the obligation is suspended in the future.

The s field is display-only and is populated by worker entries on the SUSPENSE screen. If no suspense records exist for the obligation, the s field is blank.

The s field on the OBLIGHST screen and the SUSPENSE screen work together in the same manner as the OBLIG and SUSPENSE screens.

Help text is available for the new s field.

The SUSPENSE Screen

The SUSPENSE screen is enhanced to support the added functionality of tracking obligation suspensions. To add, modify or delete information from the SUSPENSE screen, use the SUSPEND DATE FROM, SUSPEND DATE TO, and the SUSP AMT fields.

D479HC11	IOWA COLLECTION AND REPORTING SYSTEM	DATE: 04/24/00
	PERIODS OF SUSPENSION	TIME: 15:33:56
		PAGE NBR:
CASE NUMBER.....:		CORRECTION FLAG:
OBLIGATION TYPE.....:		CORRECTION START DATE:
		CORRECTION RUN DATE:
CHILD FNAME	OBLIG. OBLG OBLIGATION	SUSPEND DATE SUSP.
	DIST FREQ START END	FROM TO AMT. SEL
COURT ORDER:		
PF5= INQUIRE, PF7= PAGE BACKWARD, PF8= PAGE FORWARD, ENTER= SELECT DETAIL NEXT SCREEN: NOTES: ENTER CASE NUMBER AND PRESS PF5		

Type “suspense” in the NEXT SCREEN field of any ICAR screen. The SUSPENSION screen displays. Type in the case number and press “Enter”. ICAR displays the child support/alimony obligation information for the case.

To access the SUSPEND DATE FROM, SUSPEND DATE TO, and the SUSP AMT fields, tab to the SEL field, type an “S” and press “Enter”. The cursor automatically moves to the SUSPEND DATE FROM field. Enter the date in the MM/DD/CCYY format.

The cursor automatically moves to the SUSPEND DATE TO field. Enter the date in the MM/DD/CCYY format. The cursor automatically moves to the SUSP AMT field. Enter the amount of support in dollars. Use a decimal if required.

Once these fields are populated, press PF2 to add suspension information, PF3 to modify suspension information or PF4 to delete suspension information.

When a suspension is added, modified or deleted, ICAR displays the NARRCASE screen. A narrative must be completed and the screen successfully processed before the suspension is added to the database.

When a new suspense record is added to the obligation by completing the SUSPEND TO, SUSPEND FROM, and SUSP AMT fields, narrative (SUB 001) is generated by ICAR. Enter the reason the suspension is added to the obligation and press PF2.

When a suspense record is modified by changing the SUSPEND TO DATE, SUSPEND FROM DATE, and/or SUSP AMT fields, narrative (SUB 002) is generated by ICAR. Enter the reason the suspension is modified and press PF2.

When a new suspense record is deleted by pressing the PF4 (Delete) key, narrative (SUB 003) is generated by ICAR. Enter the reason the suspension record is deleted and press PF2.

Changing the SUSPENSE Screen

Type “suspense” in the NEXT SCREEN field of the ICAR case.

Correct the suspension period to reflect the date from which current support should be billed.

Note: If the support order is reinstated, enter a new obligation (either child support or alimony) with a start date of the next payment due after the reinstatement of the order.

The order was originally due on the 10th of the month. The order is reinstated on 06/15/CCYY. The next due date for the obligation is 07/10, so the obligation start date is 7/10/CCYY.

Adjust the end date of the suspension time period to the day before the effective date of the reinstatement order.

If the suspension was requested under false pretenses, delete the suspension period from the SUSPENSE screen. This reinstates the obligation for the entire period that was previously suspended. The subsystem will run and adjust the overall case balance. ICAR reflects the obligor as responsible for support payments accrued during the time the support obligation was erroneously suspended.

CORRECTING THE COURT FILE

Follow instructions in this section only if an *Order Reinstating Support* has not been entered before six months after the *Order Suspending Support* was entered.

A suspension order becomes final by operation of law when it has been on file for more than six months. The statute does not authorize reinstatement of a support order if the suspension order is final. Under Iowa Code Section 252B.20, a reinstatement order entered after the suspension order has become final, is ineffective.

Filing or serving form 470-3084, *Application for Reinstatement of Support* stops the six-month statutory time frame. An application for reinstatement must be filed with the clerk of court before the suspension order has been on file more than six months. If CSRU receives a request to reinstate shortly before the six-month deadline, the CSRU attorney must make a good faith effort to file the application for reinstatement with the district court within the six-month time frame.

File form 470-3162, *Withdrawal of Application for Reinstatement of Support*, if CSRU timely submitted an application for reinstatement, but the court did not enter a reinstatement order before the suspension order became final.

CSRU files form 470-3163, *Motion to Void Order Reinstating Support*, if the court enters the reinstatement order after a suspension order is final. The goals are to void an ineffective order and update the court file.

The CSRU office that filed the application for reinstatement has responsibility for filing a withdrawal and a motion to void, as necessary.

Preparing Withdrawal of Application for Reinstatement

To prepare form 470-3162, *Withdrawal of Application for Reinstatement of Support*:

- ◆ Complete and generate one withdrawal form for each form 470-3084, *Application for Reinstatement of Support*, filed by the CSRU. The process code is REINS.
- ◆ Send or deliver one copy of each withdrawal to:
 - The correct district court,
 - Each necessary party to the application for reinstatement and their attorneys.
 - The case file.

- ◆ Narrate:
 - The date you sent the withdrawal to district court and the necessary parties.
 - The docket number, county name, and entry date of applications for reinstatement.
 - The names and addresses of the necessary parties.
- ◆ Terminate the reinstatement process.

No response from district court is required or expected. If you receive a judicial response to a withdrawal, narrate the type of response. Copy, distribute, and then file the response in the case file.

If you must later submit form 470-3163, *Motion to Void Order Reinstating Support*, do not reopen the process. Instead, narrate the action on ICAR. Begin establishment of a new support order as necessary.

Preparing Motion to Void Order Reinstating Support

If CSRU receives a copy of form 470-3085, *Order Reinstating Support* entered after the suspension order is final, do not distribute it. Instead, keep the invalid reinstatement order in the case file and follow the instructions below.

- ◆ Complete and generate one form 470-3163, *Motion to Void Order Reinstating Support*, for each reinstatement order entered after the suspension order became final. The process code is REINS.
- ◆ Send or deliver one copy of each motion to void to:
 - The correct district court,
 - Each necessary party to the application for reinstatement, and
 - The case file.
- ◆ Narrate:
 - The date you sent a motion to void to district court and all necessary parties.
 - The docket number, county name, and entry date of each reinstatement order.
 - The date and summary of the order of the court made in response to the motion to void.
- ◆ Photocopy the court's response order and send or deliver it to:
 - All necessary parties to the application for reinstatement.
 - The case file.

NARRATIVES

Process: **SUB** Number: **001**

Text: SUSPENSION IS ENTERED BECAUSE:

Screen: Field: Entry: Flag: Status:

Process: **SUB** Number: **002**

Text: SUSPENSION IS MODIFIED BECAUSE:

Screen: Field: Entry: Flag: Status:

Process: **SUB** Number: **003**

Text: SUSPENSION IS DELETED BECAUSE:

Screen: Field: Entry: Flag: Status:



DEPARTMENT OF HUMAN SERVICES

TERRY E. BRANSTAD, GOVERNOR

CHARLES M. PALMER, DIRECTOR

April 18, 1995

GENERAL LETTER NO. 10-T-1

ISSUED BY: Bureau of Collections, Division of Policy Coordination

SUBJECT: Employees' Manual, Title 10, Chapter T, "Reinstatement of Support," Title page, new; Contents (pages 1 and 2), new; and pages 1 through 32, new.

Summary

Reinstatement of Support is a new manual chapter. It provides written direction for the reinstatement service currently provided by CSRU. It is one of the first two chapters issued as part of the new Title 10 manual. The Reinstatement chapter explains:

- Task time frames that vary depending on the reinstatement request date,
- CSRU and Income Maintenance interaction which is necessary before CSRU completes the reinstatement process,
- Alternate methods of service,
- Default procedures,
- Responsibilities and interactions between the CSRU office that receives a request and the CSRU office that submits the Order Reinstating Support, and
- Procedures for handling an Order Reinstating Support which is filed after the reinstatement deadline.

Effective Date

April 15, 1995

Material Superseded

This is a new chapter, so there is no current manual material on the reinstatement process. However, the attached chapter supersedes Procedural Directive 62a.

Additional Information

As of April 15, 1995, use only the reinstatement forms available on ICAR. At that time, destroy the supply of paper reinstatement forms in your office. See General Letter No. 10-T-AP-1 for more information.

If you have questions, please route them through your supervisor.



July 25, 1995

GENERAL LETTER NO. 10-T-2

ISSUED BY: Bureau of Collections, Division of Policy Coordination

SUBJECT: Employees' Manual, Title 10, Chapter T, "Reinstatement of Support," pages 10, 16 through 20, and 22, revised.

Summary

This General letter implements changes to manual pages associated with the Reinstatement process. The first change corrects a typographical error on page 10. The second change removes the requirement to file the cover letter with the clerk of court as reflected in pages 16 through 20 and 22.

Effective Date

Upon receipt

Material Superseded

Remove the following from Employees' Manual, Title 10, Chapter T, and replace with the enclosed:

<u>Page</u>	<u>Date</u>
10	April 18, 1995
16-20	April 18, 1995
22	April 18, 1995

Destroy all the removed pages.

Additional Information

If you have any questions, please contact your supervisor.



October 29, 1996

GENERAL LETTER NO. 10-T-3

ISSUED BY: Bureau of Collections, Division of Policy Coordination

SUBJECT: Employees' Manual, Title 10, Chapter T, *Reinstatement of Support*, Contents (page 1), revised, and pages 1 through 6, 11, 13, 15, 16, 25, 26, and 30, revised.

Summary

This letter incorporates minor legislative changes in 1996 Iowa Acts, Chapter 1141. These changes affect Iowa Code Section 252B.20, subsections 4 and 8, dealing with suspension and reinstatement of child support orders. This change extends the time to reinstate an order if an application for reinstatement is pending before the court.

Due to this change, the Department will no longer enforce a cutoff date for accepting reinstatement applications of five months after the date the *Order Suspending Support* was filed. The Department will accept reinstatement requests submitted during the sixth month after the *Order Suspending Support* was filed and put the six-month time frame on hold until the court reaches a decision.

Effective Date

Immediately

Material Superseded

Remove the following pages from the Employees' Manual, Title 10, Chapter T, and destroy them:

<u>Page</u>	<u>Date</u>
Contents (page 1)	April 18, 1995
1,2	April 18, 1995
3	1995
4, 5, 6, 11, 13, 15	April 18, 1995
16	July 25, 1995
25, 26, 30	April 18, 1995

Additional Information

Refer questions about this general letter to your regional collections administrator.



April 2, 2002

GENERAL LETTER NO. 10-T-4

ISSUED BY: Bureau of Collections
Division of Child Support, Refugee Services, and Case Management

SUBJECT: Employees' Manual, Title 10, Chapter T, **REINSTATEMENT OF SUPPORT**,
Title page, revised; Contents (pages 1 and 2), revised; and pages 1 through 32,
revised; and page 33, new.

Summary

This revised and updated chapter replaces the chapter dated April 18, 1995. It includes detailed information on entering a reinstatement order to the OBLIGATION, OBLIGATION HISTORY, and SUSPENSE screens.

Effective Date

Immediately.

Material Superseded

Remove the entire Chapter T from Employees' Manual, Title 10, and destroy it. This includes the following pages:

<u>Page</u>	<u>Date</u>
Title page	April 18, 1995
Contents (page 1)	October 29, 1996
Contents (page 2)	April 18, 1995
1-6	October 29, 1996
7-9	April 18, 1995
10	July 25, 1995
11	October 29, 1996
12	April 18, 1995
13	October 29, 1996
14	April 18, 1995
15, 16	October 29, 1996
17-20	July 25, 1995

21	April 18, 1995
22	July 25, 1995
23, 24	April 18, 1995
25, 26	October 29, 1996
27-29	April 18, 1995
30	October 29, 1996
31, 32	April 18, 1995

Additional Information

Refer questions about this general letter to your regional collections administrator.