

Employees' Manual

Title 11

Chapter A

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ADMINISTRATIVE LEVY

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Chapter Overview

Legal reference: 42 U.S.C. § 666(a)(17), 666(c)(1)(G)(ii), 669A;
Iowa Code Chapter 252I; 441 IAC 98.91 to 98.97

The administrative levy process is an *administrative* action used to identify and seize (levy) the financial assets of payors with a child support delinquency. Since this is an administrative process, the Child Support Recovery Unit (referred to in the manual as “the Unit”) has the authority to pursue this type of enforcement action without the need for an additional court order.

Iowa Code Chapter 252I authorizes the Unit to use an administrative levy to collect delinquent support payments by executing, attaching or placing a levy against payor’s asset accounts maintained in Iowa financial institutions and in out-of-state financial institutions that accept direct levies from Iowa. Using the interstate referral process, the Unit may also ask another state’s child support agency to place a levy against payor’s asset accounts in out-of-state financial institutions that do not accept direct levies from Iowa.

This chapter explains how assets are identified and verified; how and when notice is provided to payors, joint owners, and financial institutions; and how ICAR screens support the process.

Definition of Terms

For purposes of administrative levy, state law defines the following:

Account: Iowa Code section 252I.1(1) defines “account” as:

- ◆ Share accounts or shares
- ◆ Checking and savings accounts
- ◆ Certificates of deposit
- ◆ Deposits held by an agent, a broker-dealer, or an issuer
- ◆ Money market mutual fund accounts

The definition of “account” does not include amounts held as collateral for loans extended by the financial institution. For example, a secured credit card is not considered an “account” for administrative levy purposes.

Financial Institution: Iowa Code sections 252I.1(2), (4), and (5) define “financial institution” as:

- ◆ Banks and savings and loans
- ◆ Federal and state credit unions
- ◆ Broker dealers
- ◆ Money market mutual funds
- ◆ Insurance companies

Working days: Iowa Code section 252I.1(9) defines “working days” as Monday, Tuesday, Wednesday, Thursday and Friday, but excluding the holidays specified in Iowa Code section 1C.2.

The Administrative Levy Process

In ICAR, locating assets for the administrative levy process is payor-specific. After an asset is located, it is loaded to each of the payor’s ICAR cases. ICAR then reviews each case individually to determine if each case qualifies for a levy.

The administrative levy program uses asset information provided from different sources:

- ◆ The Financial Institution Data Match (FIDM) program.
 - In-state (ISFIDM) matching provides account information from financial institutions within the state of Iowa.
 - Multi-state (MSFIDM) matching provides account information from financial institutions throughout the United States and its territories.
- ◆ Information provided by an interested party.

Information received from these sources is loaded to ICAR to identify, verify, and levy assets at financial institutions. Following is an overview of the administrative levy process.

Asset information is automatically loaded to ICAR or entered on ICAR manually.

When the asset is entered manually, you may request asset verification from the financial institution. (When an asset is automatically loaded to ICAR through FIDM, it is considered verified.)

After an asset is verified and the case passes the selection criteria, ICAR completes a final review and determines if the administrative levy will be processed or will be ended.

If ICAR proceeds with the administrative levy, it makes the appropriate entry on the ASSET screen. A nightly batch program generates the levy notice to the financial institution. This notice instructs the financial institution to levy (freeze) the payor's asset for the indicated amount.

Two working days after generating the levy notice to the financial institution, ICAR generates a notice of administrative levy to the payor and any identified joint owner. (An asset may be levied regardless of whether the asset is individually owned by the payor or jointly owned by the payor and another person.)

The payor or joint owner may challenge the administrative levy action. The challenge must be in writing and received by the Unit within ten working days of the date of the notice.

If a challenge is not received timely, the financial institution forwards the levied funds to the Collection Services Center (CSC).

If a challenge is received timely, you must immediately notify the financial institution to hold the levied funds until a decision on the challenge is made. Send the notice of challenge to the financial institution.

In response to a challenge received timely, you may decide to uphold, revise, or release the levy. The levy may be revised or released if a mistake of fact has occurred.

If you uphold the levy, send a notice of decision to the payor and the joint owner, if applicable. The payor or joint owner may challenge your decision by requesting a district court hearing within ten working days of the date on the notice of decision. If the payor or joint owner do not challenge the decision, send the notice of decision to the financial institution. The decision of the district court is final and binding.

If you revise the levy, immediately notify the financial institution of the revised amount to ensure the proper funds are forwarded to CSC. Send the notice of decision to the financial institution, the payor, and the joint owner, if applicable.

If you release the levy, immediately notify the financial institution to release the levied funds. Send the notice of decision to the financial institution, the payor, and the joint owner, if applicable. **NOTE:** Supervisory approval is required to release a levy.

Monitor the case for receipt of payment if the levy is not released.

Administrative Levy Process Steps and Forms

This table outlines steps within the administrative levy process and the form applicable to each step. See [11-A-Appendix](#) for additional information.

<u>Action</u>	<u>Form No.</u>	<u>Form Name</u>
Request asset verification from the financial institution	470-3170	<i>Asset Verification Request</i>
Notify financial institution of administrative levy action	470-3189	<i>Administrative Levy Notice to Financial Institution</i>
Notify payor of administrative levy action	470-3188	<i>Administrative Levy Notice to Obligor</i>
Provide clerk of court with copy of levy notice to payor	470-3188CC	<i>Administrative Levy Notice to Obligor Clerk of Court Copy</i>
Notify joint account holder of administrative levy action	470-3207	<i>Administrative Levy Notice to Joint Owner</i>
Provide clerk of court with copy of levy notice to joint owner	470-3207CC	<i>Administrative Levy Notice to Joint Owner Clerk of Court Copy</i>
Document service of administrative levy	470-3190	<i>Proof of Service of Administrative Levy</i>
Inform the financial institution of a challenge to the levy action	470-3338	<i>Notice of Challenge to Administrative Levy</i>
Uphold, revise, or release the administrative levy	470-3208	<i>Notice of Decision Regarding Administrative Levy Challenge</i>

Levy Amount Threshold

If a financial institution provides an account balance to ICAR through the FIDM program, the total of all assets held at that financial institution must be at least \$100 for ICAR to continue with the levy process.

If a financial institution does not provide a balance for an asset, the Unit may still proceed with the administrative levy, as long as the case passes the other criteria. When the Unit levies a no-balance-reported asset, the Unit may levy up to 50 percent of the amount of the asset, *even if the amount is under the \$100 threshold and regardless of whether the asset is individually or jointly held.*

See [Initiating the Administrative Levy](#) for an explanation of the case selection criteria and other levy considerations.

Screens Used in the Administrative Levy Process

There are four screens used in the administrative levy process:

- ◆ Asset Verification ([ASSET](#) and [ASSET2](#))
- ◆ Administrative Levy ([ADMLEVY](#))
- ◆ Case Process Status ([CASESTAT](#))
- ◆ Financial Institution Maintenance ([FIMAINT](#))

Information about the payor's accounts at a financial institution is on the ASSET and ASSET2 screens. The actions being taken on the case in the administrative levy process are on the ADMLEVY screen. A levy bypass is entered and canceled on the CASESTAT screen. Financial institution information is stored on the FIMAINT screen.

ASSET Screen

On the ASSET screen, ICAR displays information about the payor's assets and financial institution. ICAR creates a separate ASSET screen for each financial institution with an asset belonging to the payor.

Access the ASSET screen by typing "ASSET" in the NEXT SCREEN field on any ICAR screen.

```

D479HL13          IOWA COLLECTION AND REPORTING SYSTEM          DATE: 03/01/18
                   ASSET VERIFICATION                          TIME: 12:00:00
                                                           ASSET2:

CASE #:           LEVIED:
PAYOR.....:
VERIFICATION LETTER SENT.:   DATE:           0000           SSN: 000000000
ASSETS VERIFIED....:           DATE VERIFIED:           0000
SOURCE OF ASSET:           ACCT LOC:
ACCT NBR:           AMT:           ACCT. TYPE:           JOINT:
ACCT NBR:           AMT:           ACCT. TYPE:           JOINT:
JOINT OWNER NAME...:
JOINT OWNER ADDRESS:
CITY/STATE/ZIP.....:           :           : 00000

FEDERAL ID.....:           YR: 0000   ADMIN LEVY (Y/N/H):
ASSET PROVIDER.....:           ACTIVE?:
ADDRESS LINE 1.....:           DIRECT LEVY?:
ADDRESS LINE 2.....:
CITY/STATE/ZIP.....:           :           :
PHONE NUMBER.....: 000 000 0000           EXTENSION.....:

F2=ADD, F3=UPD, F4=DEL, F5=INQ, F6=ASSET2, F7=BACK, F8=FWD, F9=REFRESH
NEXT SCREEN:           NOTES:
    
```

Fields and descriptions on the ASSET screen:

CASE #: Enter the case number and press F5 to display the case record.

LEVIED: The case numbers that qualified for a levy at that financial institution.

ASSET2: A "Y" displays when a payor has more than two accounts at the same financial institution. The additional assets display on the ASSET2 screen.

PAYOR: The payor's first name, middle initial, last name, and suffix.

SSN: The payor's social security number.

VERIFICATION Letter SENT: If and how form 470-3170, *Asset Verification Request*, was sent to the financial institution:

- Y The form was sent.
- N The form was not sent.
- P You requested verification by telephone or fax.
- R You sent a second *Asset Verification Request* to reverify the asset.

NOTE: An "N" in this field shows assets were loaded by the FIDM program since ICAR considers these assets as automatically verified.

DATE: The date ICAR generated form 470-3170, *Asset Verification Request*.

ASSETS VERIFIED: The financial institution's verification of the asset:

- Y The financial institution verified the payor's asset. ICAR automatically displays a "Y" for assets loaded by the FIDM program.
- N The financial institution verified that the asset does not belong to the payor.
- P The financial institution verified by telephone or fax the asset belongs to the payor.

DATE VERIFIED: The date the asset was verified.

- ◆ For assets loaded by the FIDM program, ICAR displays the date the financial institution created the data file.
- ◆ For worker-entered assets, ICAR displays the current date.

SOURCE OF ASSET: Sources that provide the asset information:

- ◆ "ISFIDM" refers to the In-state FIDM program.
- ◆ "MSFIDM" refers to the Multi-state FIDM program.

Up to ten characters may be entered to identify the asset source (e.g., PAYEE).

ACCT LOC: The two-character state code (e.g., "MN" for Minnesota) where the account is located. The financial institution can be physically located in a different state. Only the MSFIDM program provides this information.

ACCT NBR: The account number for the asset at the financial institution.

NOTE: Two assets display on the ASSET screen. If more than two assets exist for the payor at the same financial institution, the remaining assets display on the ASSET2 screen. See [ASSET2 Screen](#) for more information.

AMT: The dollar amount of the asset in whole dollars. For assets loaded by the FIDM program, ICAR may display a "Y" or an "N" in the first position of this field in place of the dollar amount:

- ◆ "Y" indicates the financial institution reported a \$0 balance or a negative balance for the account.
- ◆ "N" indicates the financial institution did **not** report a balance for the account.

When you manually update the AMT field, ICAR issues narrative ENF 43 to document the previous and new dollar amounts for the asset.

ACCT. TYPE: The type of asset. Entries are:

B	Bonds/stocks	M	Money market account
C	Checking account	O	Other
D	Certificate of Deposit	P	Compound account *
E	ERISA plan (see trust account)	R	Royalties
H	Cash balances	S	Savings account
I	IRA/Keogh	T	Trust account †

* A "compound account" is an investment account in which portions of the balance are in differing funds – stock, money market, bonds, etc.

† "Trust accounts" include:

- ◆ UTMA/UGMA (Uniform Transfer to Minors Act/Uniform Gift to Minors Act)
- ◆ IOLTA (Interest on Lawyer Trust Accounts) accounts
- ◆ ERISA (Employee Retirement Income Security Act) accounts
- ◆ Mortgage escrow accounts
- ◆ Security deposits (including real estate)
- ◆ "Other" types of trust or escrow accounts

For a further explanation of trust accounts, see [Trust Accounts](#).

JOINT: A "Y" indicates the payor and at least one other name are on the account. If no joint owner is identified for the account, ICAR defaults the field to a blank.

FEDERAL ID: The nine-digit federal tax identification number (FIN) of the financial institution providing the asset information.

YR: This field is no longer used.

ADMIN LEVY (Y/N/H): The status of the administrative levy process:

H ICAR enters an "H" ("hold") when it adds a new asset. The levy remains in hold until the entry to proceed ("Y") or not proceed ("N") is entered.

The levy remains in hold if the Unit does not have a verified address for the payor on the PAYOR screen or if the financial institution is Thrift Savings Plan (TSP).

Y ICAR or you enter a "Y" to proceed with the administrative levy.

N ICAR enters an "N" when either the case or assets do not pass the administrative levy criteria. ICAR also issues narrative LEVY 16 on single cases or LEVY 20 on multiple cases documenting the reason the case did not pass criteria.

ASSET PROVIDER: The name of the financial institution providing the asset information.

ACTIVE?: If the financial institution is active (doing business) or inactive (no longer doing business) based on information on the FIMAINTE screen:

- Y The financial institution is active.
- N The financial institution is inactive.
- M The financial institution that originally provided the asset information has merged with the financial institution now listed in the ASSET PROVIDER field.

DIRECT LEVY?: If the financial institution is located in another state, does it accept levies directly from Iowa without an interstate referral. ICAR bases this entry on information displayed on the FIMAINTE screen for a financial institution:

- Y The financial institution accepts levies directly from Iowa.
- N The financial institution does not accept levies directly from Iowa.

ADDRESS LINE 1, ADDRESS LINE 2, CITY/STATE/ZIP: The address of the financial institution listed in the ASSET PROVIDER field.

When the financial institution has a foreign address, ICAR leaves the address fields blank. ICAR issues narrative FIDM 2 and calendar flag FIDM 2 notifying you to reformat the address on ICAR and request verification if necessary.

PHONE NUMBER, EXTENSION: The telephone number and extension of the financial institution, when available.

Function keys on the ASSET screen are:

F2=ADD to add a new asset.

F3=UPD to update the screen after you make an entry.

F4=DEL to delete an ASSET and ASSET2 screen. **NOTE:** Deleting the ASSET/ASSET2 screen also deletes the ADMLEVY screen for that financial institution.

F5=INQ to access the ASSET screen for a case. Enter the case number and press F5 to display the record.

F6=ASSET2 to access the ASSET2 screen.

F7=BACK to page backward through the ASSET screens.

F8=FWD to page forward through the ASSET screens.

F9=REFRESH to clear the screen to add a new financial institution. When an ASSET screen already exists for the payor, you must press F9 to refresh the current screen before entering a new financial institution.

ASSET2 Screen

When a payor has more than two accounts at a financial institution, ICAR displays a "Y" in the ASSET2 field on the ASSET screen.

To access the ASSET2 screen, press F6 on the ASSET screen.

The fields and function keys on the ASSET2 screen are similar to the field and function keys on the ASSET screen.

D479HL20	IOWA COLLECTION AND REPORTING SYSTEM	DATE: 01/01/04
	ASSET 2	TIME: 12:00:00
CASE NUMBER:		
PAYOR:	ASSET:	
ACCT NBR:	AMT:	ACCT. TYPE: JOINT:
ACCT NBR:	AMT:	ACCT. TYPE: JOINT:
ACCT NBR:	AMT:	ACCT. TYPE: JOINT:
ACCT NBR:	AMT:	ACCT. TYPE: JOINT:
ACCT NBR:	AMT:	ACCT. TYPE: JOINT:
ACCT NBR:	AMT:	ACCT. TYPE: JOINT:
ACCT NBR:	AMT:	ACCT. TYPE: JOINT:
ACCT NBR:	AMT:	ACCT. TYPE: JOINT:
ACCT NBR:	AMT:	ACCT. TYPE: JOINT:
ACCT NBR:	AMT:	ACCT. TYPE: JOINT:
COMMENTS:		
JOINT OWNER NAME...:		
JOINT OWNER ADDRESS:		
CITY/STATE/ZIP.....:	: : 00000 0000	
	NOTES:	
PF1=FIELD HELP	PF3=UPDATE	PF6=ASSET VERIFICATION

Correction of Information on the ASSET or ASSET2 Screen

When ICAR loads asset information from the FIDM program, ICAR loads it as verified and protects the screen fields. Therefore, you cannot make changes to the ASSET screen unless you first "open" the ASSET screen.

To "open" the ASSET screen:

- ◆ Access the appropriate ASSET screen for the case.
- ◆ Enter an "R" in the VERIFICATION LETTER SENT field. Press F3 twice to update the screen. With this action, ICAR "unverifies" the asset (removes the "Y" from the ASSETS VERIFIED field) and allows you to update the ASSET screen.

- ◆ Press F5.
- ◆ Enter a "Y" in the ASSETS VERIFIED field and make the necessary corrections to the information on the screen. Press F3 twice to update the screen.

ICAR displays a "Y" in the VERIFICATION LETTER SENT field; however, ICAR does not generate form 470-3170, *Asset Verification Request*, since you "reverified" the asset.

ADMLEVY Screen

When a verified asset is entered on the ASSET screen, ICAR creates an ADMLEVY screen specific to that financial institution.

On the ADMLEVY screen, ICAR tracks actions taken against the assets at the financial institution, including the generation of notices and the receipt and outcome of challenges.

Access the ADMLEVY screen by typing "ADMLEVY" in the NEXT SCREEN field on any ICAR screen.

```
D479HL16          IOWA COLLECTION AND REPORTING SYSTEM          DATE: 01/01/04
                  ADMINISTRATIVE LEVY                          TIME: 12:00:00
CASE NUMBER.....:                                          SIGNATURE ID....:
PAYOR.....:                                              CC AP ATTY (Y/N):
PAYEE.....:                                              CC CP ATTY (Y/N):
INTERSTATE (Y/N):  INIT STATE:      RESP STATE:      CSRU ATTY ID....:
LEGAL NOTICE TO OBLIGOR:                          PROOF OF SERVICE SENT:
LEVY NOTICE TO FINANCIAL INST:                      PROOF OF SERVICE SENT:
FINANCIAL INSTITUTION'S NAME:
ADDRESS LINE 1.....:
ADDRESS LINE 2.....:
CITY/STATE/ZIP.....:          :          :          -
LEVY NOTICE TO OBLIGOR:                          PROOF OF SERVICE SENT:
NOTICE TO JOINT OWNER:
NAME OF JOINT OWNER..:
ADDRESS.....:
CITY/STATE/ZIP.....:          :          :          -
CHALLENGE FILED DATE:          TYPE:          LEVY RELEASED DATE:
N.O.D. TO OBLIGOR & FI (R/U):          HEARING DATE/TIME:          00 : 00
PROCESS ENDED DATE:          NARRATIVE:          CALENDAR FLAG:
F2=ADD, F3=UPDATE, F4=DELETE, F5=INQUIRY, F6=INTERSTATE SCREEN,
F7=PAGE BACK, F8=PAGE FORWARD, F9=REFRESH
NEXT SCREEN:          NOTES:
```

Fields and descriptions on the ADMLEVY screen:

CASE NUMBER: Enter the ICAR case number and press F5 to display the case record.

PAYOR: The payor's first name, middle initial, last name, and suffix.

PAYEE: The payee's first name, middle initial, last name, and suffix.

SIGNATURE ID: The four-character worker ID. If there is no entry in this field, ICAR generates the forms with the default EPICS worker's information.

NOTE: Only EPICS (Employers Partnering In Child Support) staff can use the SIGNATURE ID field.

CC AP ATTY (Y/N): A code to indicate if the payor has an attorney. Entries are:

- ◆ A "Y" to indicate the payor has an attorney. ICAR issues narrative LEVY 1 documenting that the payor has an attorney.
- ◆ An "N" to indicate the payor does not have an attorney. If the field previously displayed a "Y," ICAR issues narrative LEVY 2 documenting that the payor no longer has an attorney.

CC CP ATTY (Y/N): A code to indicate if the payee has an attorney. Entries are:

- ◆ A "Y" to indicate the payee has an attorney. ICAR issues narrative LEVY 3 documenting that the payee has an attorney.
- ◆ An "N" to indicate the payee does not have an attorney. If the field previously displayed a "Y," ICAR issues narrative LEVY 4 documenting that the payee no longer has an attorney.

When you enter a "Y" in either the CC AP ATTY (Y/N) or CC CP ATTY (Y/N) field, ICAR displays the ATTORNEY screen for you to enter information on the payor's or payee's attorney.

CSRU ATTY ID: The four-character worker ID of the Unit attorney.

INTERSTATE (Y/N): A "Y" displays when there is either an open or closed INTERSTATE CONTACT SCREEN A (INTERSTA) screen on the case.

INIT STATE: When the INTERSTATE (Y/N) field displays a "Y," ICAR displays the two-character state code for the initiating state, e.g., "MN" for Minnesota.

RESP STATE: When the INTERSTATE (Y/N) field displays a "Y," ICAR displays the two-character state code for the responding state, e.g., "IA" for Iowa.

NOTE: The state codes in the INIT STATE and RESP STATE fields cannot be the same.

LEGAL NOTICE TO OBLIGOR[†]: How the payor received form 470-3187, *Legal Notice of Administrative Levy*, before December 14, 2005.

- ◆ A "C" (court order) indicates the payor received the notice of administrative levy in a court order.
- ◆ An "A" (automated) indicates ICAR generated the *Legal Notice of Administrative Levy* automatically when the case met certain criteria.
- ◆ An "M" (manual) indicates you manually generated the *Legal Notice of Administrative Levy*.

PROOF OF SERVICE SENT (LEGAL NOTICE TO OBLIGOR)[†]: The date a "C," "A," or "M" was entered in the LEGAL NOTICE TO OBLIGOR field. When ICAR displays:

- ◆ A "C" in the LEGAL NOTICE TO OBLIGOR field, ICAR displays the date of the oldest court order with a "Y" in the LEVY field on the COURTORDE screen.
- ◆ An "A" or "M" in the LEGAL NOTICE TO OBLIGOR field, ICAR displays the date the "A" or "M" was entered.

[†] These fields are no longer in use. See [Legal Notice of Administrative Levy](#) for more information.

LEVY NOTICE TO FINANCIAL INST: "Y" indicates form 470-3189, *Administrative Levy Notice to Financial Institution*, was generated after:

- ◆ ICAR enters a "Y" in the ADMIN LEVY (Y/N/H) field on the ASSET screen,
- ◆ The asset passes the administrative levy edits, and
- ◆ The nightly batch program runs.

PROOF OF SERVICE SENT: The date the *Administrative Levy Notice to Financial Institution* was mailed, as indicated by the "Y" in the LEVY NOTICE TO FINANCIAL INST field. (This is the same date a "Y" was entered in the ADMIN LEVY (Y/N/H) field on the ASSET screen.)

FINANCIAL INSTITUTION'S NAME: The name of the financial institution as shown on the ASSET screen.

ADDRESS LINE 1, ADDRESS LINE 2, CITY/STATE/ZIP: The address of the financial institution as shown on the ASSET screen.

LEVY NOTICE TO OBLIGOR: A "Y" displays in this field two working days after it displays a "Y" in the LEVY NOTICE TO FINANCIAL INST field.

PROOF OF SERVICE SENT: The mail date of the *Administrative Levy Notice to Obligor* and form 470-3207, *Administrative Levy Notice to Joint Owner*, if applicable. ICAR displays the same date as the date of the "Y" in the LEVY NOTICE TO OBLIGOR field. See [Determination of the "Mail Date"](#) for more information.

NOTICE TO JOINT OWNER: A "Y" or "N" indicates whether the *Administrative Levy Notice to Joint Owner* was generated.

- ◆ A "Y" when the JOINT OWNER NAME, JOINT OWNER ADDRESS, and CITY/STATE/ZIP fields display entries on the ASSET screen. ICAR displays a "Y" in this field at the same time it displays a "Y" in the LEVY NOTICE TO OBLIGOR field on the ADMLEVY screen.
- ◆ An "N" when there is an entry in the JOINT OWNER NAME field, and the JOINT OWNER ADDRESS and CITY/STATE/ZIP fields on the ASSET screen are blank. ICAR does not generate the *Administrative Levy Notice to Joint Owner*.

NAME OF JOINT OWNER: The name of the joint owner as shown in the JOINT OWNER NAME field on the ASSET screen.

ADDRESS, CITY/STATE/ZIP: The address, city, state, and ZIP code for the joint owner as shown in the JOINT OWNER ADDRESS and CITY/STATE/ZIP fields on the ASSET screen.

CHALLENGE FILED DATE: Enter the date the payor or joint owner files an administrative or district court challenge to the administrative levy. You cannot make an entry in this field unless there is a date in the PROOF OF SERVICE SENT field for the LEVY NOTICE TO OBLIGOR.

TYPE: The type of challenge filed:

ADM Administrative challenge
DC District court challenge

LEVY RELEASED DATE: The date you release the administrative levy. You cannot make an entry in this field unless there is a date in the PROOF OF SERVICE SENT field for the LEVY NOTICE TO FINANCIAL INST.

N.O.D. TO OBLIGOR & FI (R/U): The result of the challenge and to generate form 470-3208, *Notice of Decision Regarding Administrative Levy Challenge*.

- ◆ ICAR displays a "Y" when you enter a valid date in the LEVY RELEASED DATE field to release the administrative levy.
- ◆ Enter an "R" when you revise the administrative levy. ICAR displays the *Notice of Decision Regarding Administrative Levy Challenge* for you to complete and generate.
- ◆ Enter a "U" when you uphold the administrative levy. ICAR displays the *Notice of Decision Regarding Administrative Levy Challenge* for you to complete and generate.

HEARING DATE/TIME: Enter the date and time of the scheduled district court hearing. The hearing date and time must be the same as, or later than, the date in the PROOF OF SERVICE SENT field for the LEVY NOTICE TO OBLIGOR. ICAR does not allow an entry in this field unless there is a "DC" in the TYPE field.

PROCESS ENDED DATE: Enter the date you end the administrative levy process. ICAR does not allow an entry in this field unless there is a date in the PROOF OF SERVICE SENT field for the LEVY NOTICE TO FINANCIAL INST.

NARRATIVE: Enter a "Y" in this field and press F3 twice to access the USER INPUT CASE NARRATIVE/STATUS screen. ICAR displays a blank narrative for you to complete.

CALENDAR FLAG: Enter a "Y" in this field and press F3 twice to access the USER INPUT WORKER CALENDAR FLAG screen. ICAR displays a blank calendar flag for you to complete.

Functions keys on the ADMLEVY screen are:

F2=ADD to add an entry.

F3=UPDATE to update the screen after making an entry.

F4=DELETE to delete the entire ADMLEVY screen.

F5=INQUIRY to access the ADMLEVY screen for a case. Enter the case number and press F5 to display the record.

F6=INTERSTATE SCREEN to access the INTERSTA screen.

F7=PAGE BACK to page backward through the ADMLEVY screens (financial institution-specific).

F8=PAGE FORWARD to page forward through the ADMLEVY screens (financial institution-specific).

F9=REFRESH to clear the screen.

CASESTAT Screen

The levy BYPASS field is to the right of LEVY on the CASESTAT screen. It is used to temporarily bypass a case from the levy process. When an entry is made in the levy BYPASS field, ICAR adds the current date. Valid entries for the BYPASS field are:

- B A regular bypass = 90 days
- C A court ordered bypass = 1 year
- R Reset an existing bypass
- N Cancel an existing bypass

Blank fields indicate no bypass has been set for this case.

When a bypass is set, ICAR generates a calendar flag for the end of the bypass timeframe to review if the bypass should be reset or should be canceled.

NOTE:

- ◆ The case is bypassed from the levy process until the bypass is canceled.
- ◆ Entering a bypass does not end a levy that is in process.

FIMAINT Database and Screen

The Financial Institution Maintenance (FIMAINT) database consists of three parts: the database, the FIMAINT screen, and the FINANCIAL INSTITUTION NAME SEARCH screen.

ICAR stores a permanent record of information on financial institutions in the FIMAINT database. Records are **not** purged from the database, nor can they be manually deleted. The FIMAINT database information can be viewed and updated on the FIMAINT screen. Only authorized staff can update the database. Staff not authorized to access FIMAINT may view the same information on the VFIMAINT screen.

On the FIMAINT screen, the "institution" section (the top half of the screen) shows the contact information for the financial institution.

The "levy" section (the lower half of the screen) may show a different address (usually a P.O. Box). When ICAR generates an administrative levy, ICAR uses the address in the levy section. If there is no address in the levy section, ICAR uses the address in the institution section.

Access the FIMAINT and VFIMAINT screens by typing either "FIMAINT" or "VFIMAINT" in the NEXT SCREEN field on any ICAR screen.

```
D479HS70                IOWA COLLECTION AND REPORTING SYSTEM        DATE: 01/01/04
                        FINANCIAL INSTITUTION MAINTENANCE      TIME: 12:00:00

FEDERAL ID.....: 000000000000          INST TYPE:          LAST UPDATE: 00 00 0000
INSTITUTION NAME:                               LAST UPDATED BY:
INST ADDR LINE 1:                               ACTIVE:          00 00 0000
INST ADDR LINE 2:                               MERGED:          000000000000
CITY/STATE/ZIP...:                               :          : 00000 0000          ACCEPT DIRECT LEVY:
CONTACT NAME....:                               EMAIL:
PHONE NUMBER....: 000 000 0000          EXT:          FAX NUMBER: 000 000 0000
WEBSITE ADDRESS.:

LEVY INST NAME...:
LEVY ADDR LINE 1:                               LEVIES SENT YTD: 0000000
LEVY ADDR LINE 2:                               LEVIES SENT TOT: 0000000
CITY/STATE/ZIP...:                               :          : 00000 0000
CONTACT NAME....:                               EMAIL:
PHONE NUMBER....: 000 000 0000          EXT:          FAX NUMBER: 000 000 0000
COMMENTS.....:

F1=HELP  F2=ADD  F3=UPDATE  F5=INQUIRE  F7=BACKWARD  F8=FORWARD  F9=REFRESH
NEXT SCREEN:          NOTES:
```

Fields and descriptions on the FIMAINT screen:

FEDERAL ID: The nine-digit federal tax identification number (FIN) of the financial institution plus a three-digit extension.

INST TYPE: Code indicating whether the financial institution participates in the in-state or multi-state FIDM program:

- IS In-state participant.
- MS Multi-state participant.

LAST UPDATE: The date the FIMAINT screen was last updated.

LAST UPDATED BY: The four-character worker ID of the last worker to update the screen. If that worker ID is no longer active, ICAR displays the worker's seven-character log-on ID (e.g., DSSZ999). When ICAR adds a new record to the database from an automated file, "ICAR" displays in this field.

ACTIVE: Enter a "Y" or "N" if the financial institution is active (doing business) or inactive (no longer doing business).

Y Active
N Inactive

Either ICAR or staff enter a date in the second position of this field to indicate the date the financial institution became inactive. ICAR defaults this field to a "Y" with no date.

MERGED: A "Y" or "N" indicates if the financial institution merged with another financial institution. Enter:

- ◆ A "Y" and the FIN of the acquiring financial institution.
- ◆ An "N" and space-through the displayed date to "unmerge" a financial institution.

INSTITUTION NAME: The financial institution's name.

INST ADDR LINE 1, INST ADDR LINE 2, CITY/STATE/ZIP: The address of the financial institution. The administrative levies are only sent to this address when there is **no** address in the LEVY ADDR LINE 1, LEVY ADDR LINE 2, and CITY/STATE/ZIP fields.

ACCEPT DIRECT LEVY: A "Y" or "N" indicates whether an out of state financial institution accepts a levy directly from Iowa. Enter:

- ◆ A "Y" when the financial institution accepts direct levies from Iowa.
- ◆ An "N" when the financial institution does **not** accept direct levies from Iowa.

CONTACT NAME: The name of the financial institution's contact person.

EMAIL: The email address of the financial institution's contact person.

PHONE NUMBER, EXT: The telephone number and extension of the financial institution.

FAX NUMBER: The fax number of the financial institution.

WEBSITE ADDRESS: The financial institution's Internet website address.

LEVY INST NAME: The name of the financial institution where the levy is to be sent (if different from INSTITUTION NAME).

LEVY ADDR LINE 1, LEVY ADDR LINE 2, CITY/STATE/ZIP: The address of the financial institution where the levy should be sent (if different from INST ADDR). ICAR sends administrative levies to this address.

LEVIES SENT YTD: The total number of levies sent to the financial institution (based on FIN) in the current state fiscal year (July 1 – June 30). ICAR resets it to zero at the beginning of each new state fiscal year.

LEVIES SENT TOT: The total number of levies sent to the financial institution (based on FIN) since the institution was added to the FIMAINT database. ICAR set this number to zero on October 25, 2001 (implementation date of the FIMAINT database).

CONTACT NAME: The name of the administrative levy contact person.

EMAIL: The email address of the administrative levy contact.

PHONE NUMBER, EXT: The telephone number and extension of the administrative levy contact.

FAX NUMBER: The fax number of the administrative levy contact.

COMMENTS: Enter information about the financial institution.

The financial institution information from the FIMAINT screen also displays in the ASSET PROVIDER fields on the ASSET screen. When the FIMAINT database is updated with new information, ICAR displays the updated information on all existing ASSET screens for that financial institution.

Functions keys on the FIMAINT screen are:

F1=HELP to access help text for a field. Place the cursor in any field and press F1.

F2=ADD to add a new record to the FIMAINT database.

F3=UPDATE to update the screen after making an entry.

F5=INQUIRE Make an entry in either the FEDERAL ID or INSTITUTION NAME field and press F5. ICAR displays the FINANCIAL INSTITUTION NAME SEARCH screen with the financial institution most closely matching the search criteria.

F7=BACKWARD to page backward through the FIMAIN screens.

F8=FORWARD to page forward through the FIMAIN screens.

F9=REFRESH to clear the screen.

NOTE: Depending on your authorization, ICAR may not display all of these function keys.

Financial Institution Name Search Screen

Use the FINANCIAL INSTITUTION NAME SEARCH screen to locate a financial institution in the FIMAIN database.

To access the FINANCIAL INSTITUTION NAME SEARCH screen, make an entry in either the FEDERAL ID or INSTITUTION NAME field on the FIMAIN screen and press F5.

ICAR displays the FINANCIAL INSTITUTION NAME SEARCH screen with the financial institution most closely matching the search criteria. If you are searching by a financial institution's FIN, ICAR displays the listing in FIN order. If you are searching by a financial institution's name, ICAR displays the listing in alphabetical order.

SEL	INSTITUTION NAME / FIN ID	ADDRESS / CITY, STATE, ZIP
	D479HS71	IOWA COLLECTION AND REPORTING SYSTEM FINANCIAL INSTITUTION NAME SEARCH
		DATE: 01/01/04 TIME: 12:00:00
—	FIRST NATIONAL BANK FIN: 415835467-000 L/U: 10/11/2001	5 N JEFFERSON AVE ANYWHERE MO 60000 2205
—	FIRST NATIONAL BANK OF BIGTOWN FIN: 420892326-000 L/U: 10/12/2001	2400 PENNY LN BIGTOWN IA 50000 0000
—	FIRST STATE BANK FIN: 497707633-000 L/U: 10/11/2001	1312 UNIVERSITY AVE BIG CITY IA 50000 0000
—	FIRST STATE BANK OF LITTLEVILLE FIN: 488613436-000 L/U: 10/12/2001	1028 14TH ST LITTLEVILLE IA 50000 0000
—	FRIENDLY CREDIT UNION FIN: 470216780-000 L/U: 10/12/2001	621 MAIN ST FRIENDLY IA 50000 0000
—	FUNTIME INVESTMENTS, INC FIN: 430543619-000 L/U: 10/11/2001	4211 S 102ND ST SOMEPLACE NE 60000 0000
—	GOOD NEIGHBOR BANK FIN: 160350328-000 L/U: 10/11/2001	90 STATE HOUSE SQ NOREASTER CT 06000 3708
F7-PAGE BACK, F8-PAGE FORWARD, CLEAR-RETURN		
NEXT SCREEN: NOTES:		

Fields and descriptions on the FINANCIAL INSTITUTION NAME SEARCH screen:

SEL: Enter an "X" in this field and press ENTER to select the financial institution you want to view on the FIMAIN screen.

INSTITUTION NAME: The financial institution's name.

ADDRESS / CITY, STATE, ZIP: The address from the "institution" section of the FIMAIN screen. This address is usually the physical address of the financial institution and may or may not be the address where administrative levies are sent.

FIN ID: The financial institution's FIN.

L/U: The date the information on the FIMAIN screen was last updated.

Function keys on the FINANCIAL INSTITUTION NAME SEARCH screen are:

F7-PAGE BACK to page backward through the search screens.

F8-PAGE FORWARD to page forward through the search screens.

CLEAR-RETURN Press the PAUSE/BREAK key to return to a blank FIMAIN screen.

Using the FIMAIN Database

Authorized staff may use the FIMAIN database to:

- ◆ [Search for a financial institution](#)
- ◆ [Update the database](#)
- ◆ [Add a financial institution](#)
- ◆ [Update information about a financial institution](#)
- ◆ [Inactivate or reactivate a financial institution record](#)
- ◆ [Merge or unmerge financial institution records](#)

Searching for a Financial Institution

NOTE: For ease of reference when referring to the actual screens, the terms “FIMAIN” and “VFIMAIN” are used interchangeably throughout this section.

You can access financial institution information in the FIMAIN database in two ways:

- ◆ On the FIMAIN screen, enter:
 - The financial institution’s FIN in the FEDERAL ID field and press F5, or
 - All or a part of the financial institution’s name in the INSTITUTION NAME field and press F5.

ICAR displays the FINANCIAL INSTITUTION NAME SEARCH screen. To select a specific financial institution, enter an “X” in the SEL field next to the institution’s name and press ENTER. ICAR displays the FIMAIN screen for that financial institution.

- ◆ On the ASSET screen you may access the financial institution’s information directly by typing “VFIMAIN” in the NEXT SCREEN field and pressing ENTER. ICAR displays the VFIMAIN screen for the financial institution.

If you cannot locate a specific financial institution, verify the financial institution’s name or FIN and try the search again. If it appears the financial institution is not listed in the database, forward the information to your EPICS liaison.

Updating the FIMAIN Database

Authorized staff must update the FIMAIN database when:

- ◆ Information for a financial institution changes.
- ◆ The Unit receives information on a new financial institution.
- ◆ A financial institution ceases doing business.
- ◆ Two financial institutions merge or unmerge.

Adding a New Financial Institution (EPICS and Central Office)

When ICAR receives a financial institution through the FIDM program and that financial institution is not currently listed in the FIMAIN database, ICAR creates a new FIMAIN record for that institution. ICAR issues calendar flag FIDM 8 to EPICS to inform the worker a new financial institution was added and to review the financial institution's information.

Only authorized Central Office staff may manually add a new financial institution to the FIMAIN database by:

- ◆ Accessing the FIMAIN screen by typing "FIMAIN" in the NEXT SCREEN field on any ICAR screen.
- ◆ If no financial institution displays on the screen (the screen is blank), enter the information for the new financial institution on the screen.
- ◆ If a financial institution displays (this may happen if you access FIMAIN directly from the ASSET screen), press F9 to refresh the screen. ICAR displays a blank FIMAIN screen.
- ◆ Enter the financial institution's nine-digit FIN in the FEDERAL ID field. If more than one financial institution exists in the database with the same FIN (as may be the case with a bank-holding company), enter the next sequential three-digit extension (e.g., 001, 002, etc.).
- ◆ Enter the financial institution type in the INST TYPE field. Valid entries are:
 - IS The financial institution participates through in-state FIDM.
 - MS The financial institution participates through multi-state FIDM, or is a non-participating financial institution located outside of Iowa.
- ◆ Enter the name of the financial institution in the INSTITUTION NAME field.
- ◆ Enter the first line of the financial institution's address in the INST ADDR LINE 1 field.
- ◆ Enter a "Y" in the ACTIVE field. Tab through the date fields that follow (ICAR requires a date when you enter an "N").
- ◆ Enter the second line of the financial institution's address, if applicable, in the INST ADDR LINE 2 field.
- ◆ Do not make any entry in the MERGED field. Tab to the CITY/STATE/ZIP fields.

- ◆ Enter the city, state, and ZIP code for the financial institution in the CITY/STATE/ZIP fields.
- ◆ Enter the appropriate code in the ACCEPT DIRECT LEVY field.
 - A "Y" when the financial institution is an in-state financial institution.
 - A "Y" when the financial institution is a multi-state financial institution and accepts direct levies from Iowa.
 - A "Y" when the financial institution is a multi-state financial institution and you do not know whether the financial institution accepts direct levies from Iowa.
 - An "N" when the financial institution is a multi-state financial institution and does **not** accept direct levies from Iowa.
- ◆ Enter the contact name for the financial institution in the CONTACT NAME field.
- ◆ Enter the email address for the financial institution contact in the EMAIL field.
- ◆ Enter the telephone number and extension for the financial institution contact in the PHONE NUMBER, EXT fields. If the extension has fewer than four digits, you must precede the extension number with zeros. ICAR does not display the zeros when updating the screen.
- ◆ Enter the financial institution's fax number in the FAX NUMBER field.
- ◆ Enter the financial institution's Internet Web site address (preceded by "www.") in the WEBSITE ADDRESS field.

When the mailing address where the administrative levies are sent, differs from the general contact information for the financial institution, follow these steps:

- ◆ Enter the name of the financial institution where the levies are sent in the LEVY INST NAME field.
- ◆ Enter the first line of the financial institution's levy address in the LEVY ADDR LINE 1 field.
- ◆ Enter the second line of the financial institution's levy address, if applicable, in the LEVY ADDR LINE 2 field.
- ◆ Enter the city, state and ZIP code of the financial institution's levy address in the CITY/STATE/ZIP fields.

- ◆ Enter the name of the financial institution's contact for administrative levies in the CONTACT NAME field.
- ◆ Enter the email address for the administrative levy contact in the EMAIL field.
- ◆ Enter the telephone number and extension of the administrative levy contact in the PHONE NUMBER, EXT fields. When the extension has fewer than four digits, you must precede the extension number with zeros. ICAR does not display the zeros when updating the screen.
- ◆ Enter the fax number of the administrative levy contact in the FAX NUMBER field.
- ◆ Enter any information about the financial institution in the COMMENTS field.
- ◆ Press F2 twice to add the financial institution to ICAR. ICAR displays:
 - The current date in the LAST UPDATE field.
 - The worker ID of the worker updating the information in the LAST UPDATED BY field.
 - The online message: "FINANCIAL INSTITUTION ADDED."

Updating Financial Institution Information (EPICS and Central Office)

When a financial institution notifies the Unit of new information regarding the processing of administrative levies, update the FIMAINT screen for that financial institution.

- ◆ Access the FIMAINT screen for the financial institution as described in [Searching for a Financial Institution](#).
- ◆ Enter the new information in the appropriate fields as described in [Adding a New Financial Institution \(EPICS and Central Office\)](#).
- ◆ When the financial institution is a multi-state financial institution enter MS in the ACCEPT DIRECT LEVY field.
- ◆ Press F3 twice to update the screen. ICAR displays:
 - The current date in the LAST UPDATE field.
 - The worker ID of the worker updating the information in the LAST UPDATED BY field.
 - The online message: "FINANCIAL INSTITUTION UPDATED."

Inactivating and Reactivating a Financial Institution (Central Office)

When a financial institution notifies the Unit that it has ceased doing business, update the FIMAINT screen for that financial institution. **Note:** If the financial institution has **merged** with another financial institution, see [Merging and Unmerging Financial Institutions \(Central Office\)](#).

To inactivate a financial institution:

- ◆ Access the FIMAINT screen for the financial institution as described in [Searching for a Financial Institution](#).
- ◆ Tab to the ACTIVE field and enter an "N." In the date section of the field, enter the date the financial institution ceased doing business.
- ◆ Press F3 twice to update the screen. ICAR displays:
 - The current date in the LAST UPDATE field.
 - The worker ID of the worker updating the information in the LAST UPDATED BY field.
 - The online message: "FINANCIAL INSTITUTION UPDATED."

ICAR now displays an "N" in the ACTIVE? field on all existing ASSET screens for the financial institution. ICAR no longer allows a levy against the asset and does not allow you to enter a "Y" in the ADMIN LEVY (Y/N/H) field.

When the Unit receives notification that a previously inactive financial institution is again doing business, update the FIMAINT screen for that financial institution. **NOTE:** If the financial institution has **unmerged**, see [Merging and Unmerging Financial Institutions \(Central Office\)](#).

To re-activate a financial institution:

- ◆ Access the FIMAINT screen for the financial institution as described in [Searching for a Financial Institution](#).
- ◆ Tab to the ACTIVE field and enter a "Y." Space through the displayed date.
- ◆ Press F3 twice to update the screen. ICAR displays:
 - The current date in the LAST UPDATE field.
 - The worker ID of the worker updating the information in the LAST UPDATED BY field.
 - The online message: "FINANCIAL INSTITUTION UPDATED."

ICAR now displays a "Y" in the ACTIVE? field on all existing ASSET screens for the financial institution.

Merging and Unmerging Financial Institutions (Central Office)

A financial institution may acquire another financial institution through a merger. The tracking of mergers ensures that administrative levies against assets held at the acquired financial institution are directed to the acquiring financial institution.

When one financial institution acquires another and the two merge (e.g., one financial institution closes or assumes the other financial institution's name), update the FIMAINT database. To merge one financial institution with another:

- ◆ Access the FIMAINT screen and search for the **acquiring** financial institution (the one continuing to do business). See [Searching for a Financial Institution](#).
- ◆ On the FIMAINT screen for the **acquiring** financial institution, copy the FIN.
- ◆ Press F9 to refresh the FIMAINT screen.
- ◆ Search for the financial institution being **acquired** (the one no longer doing business under its existing name).
- ◆ On the FIMAINT screen for the **acquired** financial institution, tab to the MERGED field and enter a "Y." Enter the FIN of the acquiring financial institution in the FIN section of the field.
- ◆ Press F3 twice to update the screen. ICAR displays:
 - An "N" and the current date in the ACTIVE field.
 - The current date in the LAST UPDATE field.
 - The worker ID of the worker updating the information in the LAST UPDATED BY field.
 - The online message: "FINANCIAL INSTITUTION UPDATED."

ICAR displays:

- ◆ The name and information of the **acquiring** financial institution on all existing ASSET screens for the **acquired** financial institution.
- ◆ An "M" in the ACTIVE? field on the ASSET screen to indicate that the financial institution originally listed as the asset provider merged with the financial institution currently shown.
- ◆ A "Y" in the ACTIVE? field on existing ASSET screens for the acquiring financial institution.
- ◆ ICAR issues narrative FIDM 10 on all cases with an existing asset for the **acquired** financial institution documenting that the two financial institutions have merged.

If a previously merged financial institution becomes a separate financial institution (**unmerges**), update the FIMAINT screen as follows:

- ◆ Access the FIMAINT screen and search for the **acquired** financial institution (the one that is no longer "merged"). See [Searching for a Financial Institution](#).
- ◆ On the FIMAINT screen for the **acquired** financial institution, tab to the ACTIVE field and enter a "Y." Space-through the displayed date.
- ◆ Tab to the MERGED field and enter an "N."
- ◆ Press F3 twice to update the screen. ICAR displays:
 - A "Y" with a blank date in the ACTIVE field.
 - An "N" and "000000000000" in the FIN section in the MERGED field.
 - The current date in the LAST UPDATE field.
 - The worker ID of the worker updating the information in the LAST UPDATED BY field.
 - The online message: "FINANCIAL INSTITUTION UPDATED."

ICAR displays:

- ◆ The name of the financial institution as shown on the FIMAINT screen.
- ◆ A "Y" in the ACTIVE? field on all existing ASSET screens for the "unmerged" financial institution.

ICAR issues narrative FIDM 11 on all cases with an existing asset for the "unmerged" financial institution documenting that the two financial institutions are no longer merged.

Entering and Verifying Asset Information

The identification and verification of assets relies mainly on information provided through the automated FIDM program. ICAR automatically verifies assets loaded by the FIDM program. For more information on FIDM assets, see [Financial Institution Data Match \(FIDM\) Information](#).

You may enter asset information obtained from a non-automated source, such as the payee or other interested party. Follow the procedures to manually enter and verify asset information.

The following sections explain:

- ◆ [Adding asset information manually](#)
- ◆ [Adding multiple assets at one financial institution](#)
- ◆ [Verifying assets](#)
- ◆ [Entering verified asset information](#)
- ◆ [Reverifying an asset](#)
- ◆ [Viewing assets for payors with multiple cases](#)
- ◆ [Deleting assets](#)

Adding Asset Information Manually

You may add asset information on the ASSET screen **only** when the financial institution holding the asset exists in the FIMAINT database. Before attempting to add an asset, search for the financial institution (see [Searching for a Financial Institution](#)). If the financial institution exists in the database, return to the ASSET screen and add the asset.

When the financial institution does **not** exist in the FIMAINT database, forward all financial institution information (e.g., name, address, FIN, contact information, etc.) to your EPICS liaison.

The EPICS liaison obtains the necessary information from the financial institution and forwards the information to Central Office where it is added to the FIMAINT database. Once the financial institution is added to the database, Central Office informs the EPICS liaison to add the asset to the ASSET screen.

To add an asset for a financial institution listed on the FIMAIN database to the ASSET screen:

- ◆ Access the ASSET screen by typing "ASSET" in the NEXT SCREEN field on any ICAR screen.
- ◆ Enter the case number and press F5 to display the record.
- ◆ When no prior assets exist for the payor (all fields other than PAYOR/LOCATE NAME and SSN are blank), enter the asset information on the screen.
- ◆ When prior assets exist for the payor, press F9 to refresh the screen. ICAR displays a blank ASSET screen with the payor's name and SSN.
- ◆ Enter one of the following codes in the VERIFICATION LETTER SENT field:
 - A "Y" to generate form 470-3170, *Asset Verification Request*, to the financial institution.
 - An "N" to not generate the *Asset Verification Request*. If you enter an "N" in this field, you must enter a "Y" in the ASSETS VERIFIED field.
- ◆ Enter the source providing the asset information in the SOURCE OF ASSET field.
- ◆ Enter the account number in the ACCT NBR field, if available. If you enter an account number, you must enter a dollar amount in the AMT field.
- ◆ Enter the dollar amount of the asset in the AMT field. Enter whole dollar amounts only. When the amount is not available, enter \$100.
- ◆ Enter a code to indicate the type of the asset in the ACCT. TYPE field. Entries are:

B	Bonds/stocks	M	Money market account
C	Checking account	O	Other
D	Certificate of deposit	P	Compound account
E	ERISA plan	R	Royalties
H	Cash balances	S	Savings account
I	IRA/Keogh	T	Trust account
- ◆ Enter the name or the first few letters of the name of the financial institution holding the asset in the ASSET PROVIDER field and press F2. ICAR displays the FINANCIAL INSTITUTION NAME SEARCH screen for the financial institution most closely matching the search criteria.
- ◆ Enter an "X" in the SEL field next to the appropriate financial institution's name and press ENTER.
- ◆ ICAR displays the ASSET screen and the information for the asset provider.

- ◆ Press F2 **once** to add the asset to ICAR. ICAR displays the online message: "A NEW ASSET HAS NOW BEEN ADDED."
- ◆ ICAR issues narrative LEVY 6 to document that asset information was added to the case at the worker's request.

NOTE: Do not contact Wells Fargo to verify or reverify an asset. If you are manually adding Wells Fargo as an asset, you may enter a "Y" in the ASSETS VERIFIED field and add the account amount as a minimum of six times the obligation. Enter a "Y" in the ADMIN LEVY (Y/N/H) field and press F2 once to add the asset to ICAR. In the nightly program run, ICAR will review the case to ensure it meets the remaining levy criteria.

When you add the asset, ICAR displays an "N" in the ADMIN LEVY (Y/N/H) field on the ASSET screen. After you receive verification of the asset and enter a "Y" in the ASSETS VERIFIED field on the ASSET screen, ICAR changes the entry to "H" ("hold").

When the nightly asset letter batch program runs, ICAR displays the date the program ran in the DATE field and issues narrative ENF 7 to document that you requested verification of the assets.

Adding Multiple Assets at One Financial Institution

ICAR allows the entry of two assets at the same financial institution on the ASSET screen. When the payor has more than two assets at the same financial institution, use the ASSET2 screen to enter the remaining assets.

The procedure for entering multiple assets is the same as outlined under [Adding Asset Information Manually](#), with the following exceptions:

- ◆ Enter the first two assets on the ASSET screen. When you complete all screen entries and add the asset, press F6. ICAR displays the ASSET2 screen.
- ◆ Follow the same procedure as when adding asset information to the ASSET screen.
- ◆ Press F3 twice to modify the asset information. ICAR displays the online message: "UPDATE PROCESSING HAS COMPLETED SUCCESSFULLY."
- ◆ Press F6 to return to the ASSET screen.

Verifying Assets

Legal reference: Iowa Code section 252I.4(1); 441 IAC 98.93(252I)

After you add asset information to the ASSET screen, you may request verification of the information from the financial institution. Use form 470-3170, *Asset Verification Request*.

Since ICAR automatically verifies asset information loaded through the FIDM program, you do not need to request verification from the financial institution. However, if you need to obtain further verification of an asset **after** ICAR automatically verifies it, send the *Asset Verification Request* to the financial institution.

Sending the Asset Verification Request by Mail

Mail form 470-3170, *Asset Verification Request*, to the financial institution to obtain information on the payor's assets.

- ◆ To generate this form for an asset received through a non-automated source, enter a "Y" in the VERIFICATION LETTER SENT field on the ASSET screen.

ICAR generates the *Asset Verification Request* and issues narrative ENF 7 to document the request for verification of the assets.

- ◆ To generate this form for an asset loaded through the FIDM program, enter an "R" (reverify) in the VERIFICATION LETTER SENT field on the ASSET screen. **NOTE:** This action "unverifies" the FIDM asset.

ICAR generates the *Asset Verification Request* and issues narrative ENF 7 to document the request for verification of the assets.

For all assets loaded to ICAR either through an automated program or manually, ICAR combines all requests to one financial institution into one form and generates the *Asset Verification Request* automatically through an overnight batch program.

Upon receipt of the *Asset Verification Request*, the financial institution provides the requested information about the payor's assets.

Verifying Assets by Telephone or Fax

You may request verification of an asset by telephone or fax. Financial institution staff are not required to verify account information by telephone.

For fax verifications, generate form 470-3170, *Asset Verification Request*, from the SELECT FORMS DISPLAY (FORMOSEL) screen.

- ◆ Enter the ICAR case number in the CASE field and "LOC" in the PROCESS field and press F9 to display the list of forms.
- ◆ Enter an "X" in the SEL field next to "470-3170 Asset Verification Request – Online" and press ENTER.
- ◆ Press F6 to access the FORM VIEW INFORMATION (FORMVIEW) screen. Press F11 to access the ONLINE FORM GENERATION (FORMGEN) screen.
- ◆ Press F9 to generate the form. Click FILL FORM and complete the working document version of the template.

The form prints to your local printer.

After the financial institution verifies the asset, add the asset information to ICAR.

The procedure for entering asset information verified by telephone or fax is the same as outlined in [Adding Asset Information Manually](#), with the following exception:

Enter a "P" (for phone or fax) in the VERIFICATION LETTER SENT field.

ICAR issues narrative ENF 36 to document the request for verification of the asset by telephone or fax.

Entering Verified Asset Information

After the financial institution returns form 470-3170, *Asset Verification Request*, update the ASSET screen with the verification information. You may also complete this step when verifying assets by telephone or fax.

To enter the verification information, access the ASSET screen. When more than one ASSET screen exists, verify you are entering the asset information for the correct financial institution. If necessary, press F8 to page forward through the ASSET screens to display the correct ASSET screen.

When you access the appropriate ASSET screen, enter one of the following codes in the ASSETS VERIFIED field:

- ◆ A "Y" when the financial institution verifies the payor has an asset at that financial institution. ICAR:
 - Changes the entry in the ADMIN LEVY (Y/N/H) field from "N" to "H."
 - Issues narrative ENF 3 documenting the asset is verified, where the asset is located, and what the account numbers are. Each narrative records up to four account numbers per financial institution. If more than four accounts are verified at a financial institution, ICAR issues narrative ENF 3 for each set of four accounts.
- ◆ An "N" when the financial institution verifies the payor does **not** have an asset at that financial institution. ICAR issues narrative ENF 4 to document the asset source is not valid.

If the financial institution has not responded to the asset verification request by the end of two weeks, multiply the most recent obligation amount by six and enter this amount into the AMT field, enter a "Y" in the ASSETS VERIFIED field, and enter a "Y" in the ADMIN LEVY (Y/N/H) field.

In addition to making the appropriate entry in the ASSETS VERIFIED field, modify any other information on the ASSET screen to reflect the information provided by the financial institution. For example:

- ◆ Account types
- ◆ New or modified account numbers
- ◆ Account balances
- ◆ Joint owner information

Press F3 twice to update the information.

Reverifying an Asset

Under certain circumstances, you may need to reverify a payor's assets. This may happen when the financial institution fails to respond to the initial form 470-3170, *Asset Verification Request*, or because you require further verification of information already provided by the financial institution.

To reverify an asset, mail an *Asset Verification Request* to the financial institution or contact the financial institution by telephone or fax.

To reverify the asset by **mail**:

- ◆ Access the ASSET screen for the financial institution.
- ◆ Enter an "R" (reverify) in the VERIFICATION LETTER SENT field.
- ◆ Press F3 twice to update the screen.

ICAR generates the *Asset Verification Request* through an overnight batch program and issues narrative ENF 7 to document the request for verification of the assets.

To reverify an asset by **telephone or fax**, contact the financial institution to request the necessary information. On ICAR:

- ◆ Access the ASSET screen for the financial institution.
- ◆ Enter a "P" in the VERIFICATION LETTER SENT field.
- ◆ Enter the appropriate code ("Y" or "N") in the ASSETS VERIFIED field.
- ◆ Press F3 twice to update the screen. ICAR issues narrative ENF 36 to document the request for verification of the asset by telephone or fax.

After you receive the verified asset information, enter the information on ICAR as outlined in [Entering Verified Asset Information](#).

Viewing Assets for Payors With Multiple Cases

The administrative levy process is initially payor-specific. This means ICAR automatically adds an asset to all of the payor's cases. After the assets are loaded, ICAR reviews each case independently for the levy process.

The LEVIED field on the ASSET screen displays each case number that qualified for a levy at that financial institution.

Deletion of Assets

ICAR displays up to 20 ASSET/ASSET2/ADMLEVY screen combinations for the payor on each case. When ICAR displays an asset with an "N" in the ADMIN LEVY (Y/N/H) field on the ASSET screen or a date in the PROCESS ENDED DATE field on the ADMLEVY screen, it may load that asset again if it is received through the FIDM program.

Automated Batch Program

When ICAR receives an asset through FIDM, and the financial institution's federal ID, name and at least one account number matches an existing process-ended asset on ICAR, then ICAR automatically deletes the existing asset and loads the new asset information for that financial institution.

ICAR issues narrative ENF 45 to document the load of an asset and the deletion of previous asset information for the financial institution.

ICAR also automatically deletes process-ended assets through a monthly batch "purge" program. ICAR reviews assets displaying an "N" in the ADMIN LEVY (Y/N/H) field on the ASSET screen on the third weekend of each month. ICAR deletes assets not modified within the last six months. ICAR does not issue a narrative for assets deleted through this purge program.

Manual Deletion

You may also delete assets manually. To delete, access the appropriate ASSET screen and press F4 twice. ICAR issues narrative ENF 9 to document the deleted financial institution and account numbers.

NOTE: When you delete the ASSET screen, ICAR also deletes the corresponding ASSET2 screen, if applicable, and ADMLEVY screen for the case.

Financial Institution Data Match (FIDM) Information

Legal reference: 42 U.S.C. § 666(a)(17), 669A; Iowa Code section 2521.4(2) and (3)

FIDM is a federal and state mandated program in which financial institutions in all 50 states and U.S. territories are required to provide, on a quarterly basis, asset information for delinquent child support payors. FIDM is the single-largest source of financial information used in the administrative levy process.

Financial institutions are required to enter into an agreement either with the states in which they do business or with the federal Office of Child Support Enforcement (OCSE). See the chart below:

Designation	Criteria	Signs Agreement With
Multi-state institution (MSFIDM)	Licensed to operate in two or more states	OCSE <i>or</i> each individual state in which the institution does business
In-state institution (ISFIDM)	Licensed to operate in one state, or a multi-state institution that has chosen to match with each individual state in which it does business	Each individual state in which the institution does business

The following sections address:

- ◆ [Methods for matching accounts](#)
- ◆ [FIDM information updates](#)
- ◆ [Name/SSN mismatches](#)
- ◆ [SSN/FIN mismatches](#)
- ◆ [Joint accounts](#)
- ◆ [Address information](#)

Methods for Matching Accounts

Financial institutions may choose one of two “methods” to report their asset information for FIDM:

All Accounts Method. With this method, a financial institution sends the Unit its entire file of account holders, which includes individuals who are not delinquent or do not have a child support case. ICAR stores this account information in the electronic asset file.

Nightly, the ICAR case delinquency program selects delinquent payors. Through the batch asset load program, ICAR compares the delinquent payors to the asset file. If the delinquent payor has assets on the file and the assets pass the program criteria, ICAR loads the assets.

Matched Accounts Method. With this method, a financial institution receives the Unit’s delinquent payor file and then matches it against its account-holder file. The financial institution returns all account matches to the Unit to be matched against ICAR. ICAR stores the account information in the electronic asset file.

The nightly ICAR case delinquency program selects the delinquent payors for use by the batch asset load program in matching payors against the asset file. If the assets pass the program criteria, ICAR loads the assets.

Financial institutions designated as “multi-state” can use only the matched-accounts method. These institutions receive a master file from OCSE containing the delinquent payor files for all U.S. states and territories. The financial institution compares the OCSE file to its account-holder file and sends those matches back to OCSE. OCSE then sorts those matches using the state FIPS codes and sends those matches to the appropriate state.

The Unit sends Iowa’s delinquent payor file to OCSE as part of the weekly federal tax offset file. See 11-J, [FEDERAL OFFSETS AND PASSPORT SANCTIONS](#).

FIDM Information Updates

The Unit receives FIDM information from in-state financial institutions on a quarterly basis and from OCSE on a nightly basis. Nightly, ICAR processes asset information that is either an addition or an update to existing information ICAR previously received.

The new asset information may result in ICAR creating a new ASSET screen, updating an existing ASSET screen, or bypassing the information as follows:

Asset Information Previously Received?	FI FIN and Acct. Numbers Match?	ADMIN LEVY (Y/N/H) Field Entry	Action
No	N/A	N/A	ICAR creates a new ASSET screen
Yes	Yes	“Y”	ICAR bypasses the asset
Yes	No	“N”	ICAR creates a new ASSET screen
Yes	Yes	“N”	ICAR deletes the previous ASSET screen and adds a new ASSET screen
Yes	Yes	“H”	ICAR updates asset information on existing ASSET screen

When ICAR loads asset information received through the FIDM program, ICAR issues narrative ENF 44 to document the source of the information and the location of the asset. When FIDM asset information replaces the previous ASSET screen for that financial institution, ICAR issues narrative ENF 45 to document the load of an asset and the deletion of previous asset information for the financial institution.

If an account balance was not previously reported, ICAR removes the "N" in the AMT field when it updates an account balance. If an asset was previously reported as \$0 (zero), and later updated with a balance greater than \$0 (zero), ICAR removes the "Y" in the AMT field and displays the actual balance.

Name/Social Security Number (SSN) Mismatches

When a financial institution chooses the "matched accounts" method, the financial institution receives a file of payor names and SSNs from the Unit. The financial institution then matches the SSNs provided by the Unit against the SSNs of its account holders. The financial institution may then conduct a secondary match using the first four characters of the payor's last name as provided by the Unit.

Depending upon how the financial institution sets up its records, the payor's SSN provided by the Unit may match with an account, and the name associated with that account may not match the first four characters of the payor's **last name** provided by the Unit.

There are several reasons for this. Typically, these name mismatches are caused by the "format" in which the financial institution keeps its account-holder names, e.g., some financial institutions' records list the account-holders' names in a first name/last name format, rather than the last name/first name format that ICAR uses. This scenario always causes a mismatch.

Following are some examples of name/SSN "mismatches":

CSRU SSN	CSRU Name Format	F.I. SSN	F.I. Name Format
111-11-1111	Test	111-11-1111	Payor Test
111-11-2222	Test	111-11-2222	II, Payor Test
111-11-3333	Mcte	111-11-3333	Mc Test, Payor

Another common “mismatch” occurs when someone changes their last name.

Since the SSN is the key to the data-match, the person identified by the financial institution is most likely the same person as listed on the Unit’s inquiry file. However, it is important to review the information provided in the narrative to further verify the data is being reported on the correct person.

SSN/FIN Mismatches

A second mismatch may occur when a financial institution attempts to match the SSN provided by the Unit against its account-holder file and instead “matches” the federal identification number (FIN) of a business holding an account at that financial institution.

Both the SSN and the FIN are nine digits. Therefore, it is possible the account information being provided is for the business and not the payor for that SSN.

When ICAR displays multiple accounts with large balances on the ASSET screen, or when information about a business displays in either the JOINT OWNER NAME field or in the name/SSN “mismatch” narrative LEVY 46, the assets may belong to a business.

Contact the financial institution to confirm the account-holder information. If a financial institution indicates the submitted SSN references a business’s account, a SSN/FIN mismatch has occurred.

Ask the financial institution to search its account-holder file using the payor’s name. If the financial institution does not find a match, the payor does not hold an account at the financial institution and you may end the levy process. See [Ending the Administrative Levy Process](#) for more information.

Joint Accounts

Information on a joint-account owner may be received through FIDM. ICAR displays this information with:

- ◆ A “Y” in the JOINT field for the asset on either the ASSET or ASSET2 screen.
- ◆ The joint owner’s name in the JOINT OWNER NAME field on the ASSET or ASSET2 screen.

NOTE: A name may not always accompany the “Y” indicator displayed in the JOINT field. Often the financial institution identifies an account as “joint” and does not provide the joint owner’s name. When this occurs, ICAR displays “NOT PROVIDED” in the JOINT OWNER NAME field.

ICAR displays only one joint owner's name for each financial institution on the ASSET screen. If multiple accounts exist at a financial institution and more than one of the accounts is jointly held, the different accounts may have different joint owners. When this occurs, ICAR displays the name of the joint owner in the JOINT OWNER NAME field for the first asset loaded to the case.

When subsequent asset records for the same financial institution also contain a joint owner name, ICAR displays the person's name, SSN, and the financial institution's name and account number in narrative LEVY 48.

ICAR issues calendar flag LEVY 25 informing you a joint owner exists for the asset. The calendar flag contains the financial institution name and account number. ICAR issues a separate narrative and calendar flag for each joint owner.

NOTE: Information displayed in the JOINT OWNER NAME field may not always contain a joint owner's name. Many financial institutions use the joint owner name field in their own files to record other information about the account, such as "Christmas club" or "VFW fund-raising account." Large brokerage firms commonly use this field to make account notations, such as "Investment/Savings Account" or "Roth IRA."

Address Information

In addition to financial asset information, the FIDM program also provides address information for the payor. ICAR processes this address information through the ICAR batch address program.

ICAR may load address information even if it does not load the corresponding asset to the ASSET screen. ICAR may also load address information when the payor is not delinquent. ICAR updates the address information on the ADDVER screen.

NOTE: If the payor's SSN provided by the Unit matches the SSN of the **joint owner** of an account at a financial institution, and the financial institution does not have an address on file for the joint owner, the financial institution may return the address of the **primary** account owner.

ICAR updates the ADDVER screen with FIDM information in the same way it loads addresses received through other automated programs. In the SOURCE OF ADDRESS field, ICAR displays "ISFIDM" for addresses received through the in-state FIDM process or "MSFIDM" for addresses received through the multi-state FIDM process.

See the location process for further information.

Initiating the Administrative Levy

ICAR determines whether or not to proceed with an administrative levy based upon the review of case and asset information as described in [Special Situations for Cases Meeting Levy Criteria](#).

You can also ask EPICS to initiate an administrative levy action on ICAR by contacting your office's EPICS administrative levy liaison.

The administrative levy process begins when:

- ◆ A payor's asset has been identified and verified.
- ◆ The case meets all administrative levy selection criteria.

If there is an "E" in the CORRECTION FLAG field, ICAR will not select the case for levy. ICAR will issue calendar flag ENF 25 and narrative ENF 53 explaining the levy case review process was stopped because the case is in error status. The flag will remain on the case as long as the case is in error status and the flag will only be cleared when the case passes through the subsystem without an error.

If a "Y" is entered in the CORRECTION FLAG field, ICAR will put the levy process on hold until after the subsystem runs without an error.

Administrative Levy Case Selection Criteria

ICAR starts the administrative levy process when a case is selected by the case delinquency program. This occurs when:

- ◆ The case has a verified asset **and**
- ◆ The case is delinquent in the amount equal to one month's support.

After a case is selected by the case delinquency program, ICAR processes the case to see if it meets the administrative levy criteria. That criteria is:

- ◆ The STATUS field on the CASE screen is "A."
- ◆ The ICAR CASE WRKR ID field on the CASE screen is **not** "CSC" or blank.
- ◆ The REDIRECTED field on the CASE screen is "N."
- ◆ The BANKRPTCY & CHAPTR field on the PAYOR screen is "N" or blank.
- ◆ The DECEASED and DATE OF DEATH fields on the PAYOR screen are blank.
- ◆ The payor has a verified address on the PAYOR screen.

- ◆ The LEVY BYPASS field on the CASESTAT screen is not "B" or "C."
- ◆ The FEDERAL BENEFITS (FEDBEN) screen does **not** display a "Y" in the SSIR, SSID, or SSR field for the payor.
- ◆ The GOOD CAUSE field on the PAYEE screen is **not** "A," "P," or "R."
- ◆ The PAYOR PARENT INDICATOR field on the CASE NARRATIVE VIEW/SELECT (NARRCASE) screen is **not** "WTW" (Welfare to Work) or "POPP" (Parental Obligation Pilot Project).
- ◆ The first two characters in the C.O. COUNTY FIPS field or the REG/FILE COUNTY FIPS field on the COURT ORDER (COURTORD) screen are "19" and the TYPE field is **not** "ON" or "OP."
- ◆ The total "billed amount" of that case's obligations for the prior six months is greater than the total "paid amount" for the same prior six months. (This is narrated with the reason: *Payments made for last 6 months.*)
- ◆ The combined value of the assets at a financial institution is \$100 or greater.
- ◆ The USATTY field on the CASE screen is **not** a "Y" or an "R."
- ◆ The only orders on the case are **not** HO or PO.
- ◆ If **all** obligations on the case have been billing more than three months.
- ◆ The case meets the calculations for levy. The case balance and asset balance is more than six times the obligation amount. (See [Case Calculation](#) below.)

Case Calculation

ICAR reviews each case separately.

If there have been no MIW/UIB/REG payments received in the last three months (current month and the previous two months), that case passes the levy calculation criteria and ICAR issues an administrative levy for that case, if all other criteria is met.

If one or more MIW/UIB/REG payments are received in the last three months (current month and the previous two months), ICAR calculates a total monthly obligation amount for that case (including RE obligations) and multiplies that total by six.

- ◆ If the case balance (amount due) is **greater** than six times the total monthly obligation for that case **and** the AMT field on the ASSET screen displays an "N," ICAR issues an administrative levy if all other criteria is met.

- ◆ If the case balance (amount due) is **greater** than six times the total monthly obligation for that case **and** the asset balance (total of all of the AMT fields on the ASSET and ASSET2 screens for that financial institution) is **greater** than six times the total monthly obligation amount for that case, ICAR issues an administrative levy if all other criteria is met.
- ◆ If the case balance OR the asset balance is **less** than six times the total monthly obligation for that case, ICAR stops the administrative levy on that financial institution for that case. (See above for the exception when there is an "N" in the AMT field.) ICAR issues narrative LEVY 16 or LEVY 20 with the reason: *Case did not meet levy criteria.*

Cases Selected

When a case passes the administrative levy case selection criteria, ICAR:

- ◆ Enters a "Y" in the ADMIN LEVY (Y/N/H) field on the ASSET screen.
- ◆ Enters a "Y" in the LEVY NOTICE TO FINANCIAL INST field and the mail date in the corresponding PROOF OF SERVICE SENT field on the ADMLEVY screen.
- ◆ Generates the *Administrative Levy Notice to Financial Institution* for up to six cases (and sends a copy to PODS).
- ◆ Enters the case numbers for all cases that qualify for levy onto that ASSET screen.
- ◆ Issues narrative LEVY 6 documenting the *Administrative Levy Notice to Financial Institution* has been sent to the financial institution.
- ◆ Issues calendar flag LEVY 3 for 45 days into the future to remind you to check for receipt of payment from the financial institution.

NOTE: One *Administrative Levy Notice to Financial Institution* is generated for up to six ICAR cases that meet the criteria for levy (on the same payor, at the same financial institution).

Cases Not Selected

When a case does not pass the administrative levy case selection criteria, ICAR:

- ◆ Enters an "N" in the ADMIN LEVY (Y/N/H) field on the ASSET screen.
- ◆ Enters the current date in the PROCESS ENDED DATE field on the ADMLEVY screen.

- ◆ Issues narrative LEVY 19 if the combined asset account balance is less than \$100, to document the levy process has ended for that financial institution.
- ◆ Issues narrative LEVY 16 on single cases or narrative LEVY 20 on multiple cases with one of the following variables to document the reason the case did not pass criteria:
 - DELINQUENCY < 1 MONTHS SUPPORT
 - CASE STATUS NOT ACTIVE
 - CASE REDIRECTED
 - WORKER ID NOT VALID
 - BANKRUPTCY
 - GOOD CAUSE or GOOD CAUSE APPROVED FOR PAYEE
 - DEATH OF OBLIGOR
 - OBLIGOR RECEIVING SSI
 - OBLIGOR PARTICIPATING IN WTW
 - OBLIGOR PARTICIPATING IN POPP
 - NO VALID IOWA COURT ORDER EXISTS
 - PAYMENTS MADE FOR LAST 6 MONTHS
 - NO VALID IOWA COURT ORDER EXISTS (including orders registered or filed in Iowa for income withholding order (IWO) purposes)
 - CASE IS BYPASSED FOR LEVY
 - CASE MUST BE OPEN FOR 3 MONTHS
 - CASE DID NOT MEET LEVY CRITERIA (This reason is used when:)
 - The USATTY field on the CASE screen has a "Y" or an "R," or
 - The only orders on the case are HO or PO, or
 - The case does not meet calculations for levy. (The case balance or asset balance is less than six times the obligation amount.), or
 - If all obligations on the case have been billing less than three months.
- ◆ A case passes all of the administrative levy case selection criteria and does not have a verified address on the PAYOR screen. ICAR:
 - Enters an "H" in the ADMIN LEVY (Y/N/H) field on the ASSET screen to put the asset in hold.
 - Issues calendar flag LEVY 13 prompting you to review the case for a verified address for the payor. ICAR also issues an identical calendar flag LEVY 26 to EPICS staff to indicate the case is awaiting the addition of a verified payor address.

Thrift Savings Plan (TSP) Levies

A Thrift Savings Plan (TSP) is a type of retirement savings plan for federal civilian employees and members of the military, similar to a 401(k) plan.

Assets in this type of account can be levied even if the payor is in the military, on active duty, and even if the payor is receiving federal VA benefits that are not attachable through income withholding.

There are four types of TSP accounts. They are identified on the ASSET screen by a code in the ACCT NBR field:

U	Uniformed service
C	Civilian employee
BPAU	BPA uniform
BPAC	BPA civilian

The TSP Legal Processing Unit will not accept the ICAR generated levy forms. TSP specific levy forms must be completed manually and faxed to the TSP Legal Processing Unit. These forms are completed and processed by a TSP Levy Team at EPICS.

When a case meets the administrative levy criteria and the asset is a TSP account, ICAR does not generate any administrative levy forms addressed to Thrift Savings Plan. Instead, ICAR:

- ◆ Enters "H" in the ADMLEVY (Y/N/H) field on the ASSET screen.
- ◆ Issues calendar flag ENF 26 to inform the EPICS TSP worker to manually generate the TSP forms.
- ◆ Issues narrative ENF 54 to document the levy form was not generated by ICAR because the financial institution is the TSP account and levies to this financial institution must be generated manually.
- ◆ The EPICS TSP worker:
 - Enters a "Y" in the ADMLEVY (Y/N/H) field on the ASSET screen to document the administrative levy action is in process,
 - Completes the TSP levy forms manually and faxes those forms to TSP,
 - Narrates the correct amount requested by levy from the TSP account, and
 - Enters the information onto the TSP tracking spreadsheet.

- ◆ Two business days after the entry is made to the ADMLEVY (Y/N/H) field on the ASSET screen, ICAR generates the form 470-3188, *Administrative Levy Notice to Obligor*, and 470-3207, *Administrative Levy Notice to Joint Owner* (if appropriate).

NOTE: If you believe the levy to TSP should be revised or released, forward the case information to the Administrative Levy team in the Policy Unit for a case review.

The timeframe to levy a TSP account is longer than a levy on an asset at a regular financial institution. (It could take three months or longer to receive the payment from the TSP levy.) Do not contact TSP to ask when a payment will be received. If you have questions on when a payment will be received, contact the Policy Unit for a case review.

Legal Notice of Administrative Levy

Legal reference: Iowa Code section 252I.3; 441 IAC 98.92 (252I)

Before July 1, 2005, the Unit was required to provide legal notice of administrative levy to the payor at least 15 days before issuing a levy. This was done by:

- ◆ Including the notice in the court order. Orders generated from ICAR on or after July 1, 1994, contain the required language.
- ◆ Generating form 470-3187, *Legal Notice of Administrative Levy* (obsolete).

Legislation on July 1, 2005, eliminated this requirement and allowed the Unit to begin an administrative levy as soon as the case meets all administrative levy criteria.

Effective December 14, 2005, ICAR no longer generates the *Legal Notice of Administrative Levy*. However, ICAR continues to display information about the form in the LEGAL NOTICE TO OBLIGOR and PROOF OF SERVICE SENT (LEGAL NOTICE TO OBLIGOR) fields on the ADMLEVY screen. See [ADMLEVY Screen](#) for more information.

Notice Contained in Court Orders

When entering a court order that contains the required language, enter a "Y" in the LEVY field on the COURTOR screen.

```
D479HC05          IOWA COLLECTION AND REPORTING SYSTEM      DATE: 01/01/18
                  COURT ORDER                                TIME: 12:00:00

CASE NUMBER.....:          DISTRIBUTE PERCENTAGE TO CARETAKER? :
PAYOR:                MOD NTC:  00000000 DNY:  00000000
PAYEE:                MOD NTC:  00000000 DNY:  00000000
-ORDER OBTAINED IN-          BYPASS ORDER FOR A/T:  IA FILE:
C.O. COUNTY FIPS...:          -OR- COUNTY NUMBER:
COURT ORDER NUMBER.:          ORDER DATE: 12 01 1999  TYPE:
ICIS C.O. NUMBER...:          REG/FILE NO:
REG/FILE COUNTY FIPS...:      -OR- COUNTY NUMBER:          EFILE:
LAST COURT ACTION...: 0000  CSRU MOD (Y/N):          HI/MS ORDERED:
          IIW PROVISIONS (Y/N/G/A):  NOTICE (I/M):

PETITIONER (FML)...:          MORE?
RESPONDENT (FML)...:          MORE?
PAYEE (O/L/A).....:          JUDGMENT SAT:  EFFECTIVE:  00 00 0000
C.O. REGISTERED IN...:
C.O. TRANSCRIBED TO.:          C.O. TRANSFERS.....:
MOD JUR:  MOD JUR DATE: 00 00 0000  CHOICE OF LAW JUR...:
RELATED ORDERS:  CASES:          MORE?  LEVY Y  USE IN SUSP:
F2=ADD F3=MOD F5=INQ F6=DCO F7=BACK F8=FORWARD F9=REFRESH F10=COURTOR2
F11=REVIEW1 F12=REGIST F13 =SUSP1 F14=ADMOD1 F16=HIUPD F17=ASNTRM
NEXT SCREEN:          NOTES:
```

When you enter a "Y" in the LEVY field on the COURTOR screen, ICAR displays these entries on the ADMLEVY screen:

- ◆ A "C" (court order notice) in the LEGAL NOTICE TO OBLIGOR field indicating the payor received notice of administrative levy through a court order.
- ◆ The filing date (of the oldest court order displaying a "Y" in the LEVY field) in the PROOF OF SERVICE SENT field for the LEGAL NOTICE TO OBLIGOR.

Administrative Levy Automated Batch Process

ICAR reviews cases with verified assets in "hold" (an "H" displays in the ADMIN LEVY (Y/N/H) field on the ASSET screen) using the nightly administrative levy case selection batch program.

ICAR issues narrative LEVY 17 for all cases meeting the administrative levy criteria for that asset.

If at least **one** of the payor's cases meets the administrative levy selection criteria, and the other case does not meet the criteria, ICAR:

- ◆ Issues narrative LEVY 20 on the cases that do **not** meet the administrative levy criteria.
- ◆ Issues narrative LEVY 17 on the cases that meet the selection criteria.

If **none** of the payor's cases meet the administrative levy selection criteria, ICAR:

- ◆ Removes the asset from "hold" by entering an "N" in the ADMIN LEVY (Y/N/H) field on the ASSET screen.
- ◆ Enters the current date in the PROCESS ENDED DATE field on the ADMLEVY screen.
- ◆ Issues narrative LEVY 16 on single cases or narrative LEVY 20 on multiple cases stating it ended the process and the reason why.

Special Situations for Cases Meeting Levy Criteria

ICAR selects the cases for the administrative levy process based on the criteria outlined in [Administrative Levy Case Selection Criteria](#).

Levy Considerations

Special case circumstances you may encounter when working the levy process are addressed in the following sections:

- ◆ [Assets valued at \\$100,000 or over](#)
- ◆ [Business accounts](#)
- ◆ [Cases with contempt in process](#)
- ◆ [Conservatorship](#)
- ◆ [Incarcerated payors](#)
- ◆ [Joint owners who are the payor's children](#)
- ◆ [NPA cases with PA balances](#)
- ◆ [Payors receiving federal student loans, grants, or work-study](#)
- ◆ [Payors receiving assistance, government benefits, or child support](#)
- ◆ [Stocks, bonds, retirement or investment accounts](#)
- ◆ [Trust accounts](#)

Assets Valued at \$100,000 or Over

Since the FIDM program provides information on any asset associated with the payor's SSN, the reported assets may include some in which the payor does not have ownership.

Company-sponsored or company-matched accounts, such as profit sharing or 401K plans, in which the shareholder has only a share of the asset, may be reported under each shareholder's SSN as the total value of the asset.

Some financial institutions identify these types of accounts with information in the joint owner field. ICAR may display "PROFIT SHARING," "401K," or something similar in the narrative LEVY 48 and in the JOINT OWNER NAME field on the ASSET screen.

Whenever an asset of \$100,000 or more is loaded to a case, ICAR issues narrative LEVY 45 informing you the payor holds an asset in this amount. You may proceed with the levy if the payor has legal access to the asset.

Business Accounts

Legal reference: Iowa Code section 486.15(2)

The FIDM program provides asset information on business accounts for a payor whose SSN is associated with the business' account at the financial institution. Accounts associated with a business may be subject to administrative levy, depending on the "structure" of the business.

Some financial institutions identify business accounts with information in the JOINT OWNER NAME field on the ASSET screen. These accounts may display as a business name or a business name preceded by "DBA" (doing business as). ICAR may also display this information in narratives.

- ◆ **Corporations:** A business structured as a **corporation** cannot be treated as if it were the payor. Consider the corporation and the payor as separate entities. The assets of the corporation cannot be used to satisfy the payor's debt.

Do not proceed with an administrative levy against an account that is knowingly associated with an **incorporated** business. Use the Iowa Secretary of State's Corporation Search on the Internet to search for the business. If the business appears on this database, it is registered with the Secretary of State as a corporation.

- ◆ **Unincorporated businesses:** A business that does not appear on the Secretary of State's database may be structured as an **unincorporated** business. Most small, private businesses are typically unincorporated, and the owner is self-employed through the business. If you believe the business is unincorporated, and it is not a partnership, you **may** proceed with an administrative levy against the accounts.

NOTE: If a business does not appear on the Secretary of State's database, it does not necessarily indicate that the business is **unincorporated**. The Secretary of State's database only lists businesses originally incorporated in Iowa or out-of-state incorporated businesses registered to operate in Iowa.

This database does not list businesses incorporated in other states and not registered in Iowa. The database also does not list businesses that are sole proprietorships or general partnerships. These businesses file with the county in which they do business.

Cases With Contempt in Process

If a case with a contempt action in process meets criteria for a levy action, ICAR proceeds with a levy, then issues narrative ENF 57 and calendar flag ENF 28 instructing you to consult with the Unit attorney. If your office's attorney determines the administrative levy will interfere with the ongoing contempt process, release the levy action, notify the financial institution, and set a levy bypass.

NOTE: The contempt process is identified by the indicator on the CASESTAT screen.

Conservatorships

Legal reference: Iowa Code section 633.660

A conservatorship is a "trust" set up on behalf of a person (ward) who has been deemed incompetent of handling the person's own affairs. The conservator serves as a fiduciary (agent) of the ward in managing the ward's assets and has no claim to the ward's property or assets.

Even though the conservator's name may be associated with the assets, the assets of the ward cannot be used to satisfy the debts of the conservator. If the payor is the conservator, do **not** proceed with an administrative levy against the conservatorship.

Incarcerated Payors

You may proceed with an administrative levy if the payor is incarcerated.

If a joint owner is shown on an asset and the financial institution does not provide an address for the joint owner, ICAR issues form 470-3207, *Administrative Levy Notice to Joint Owner*, to the payor's address. However, if the payor is incarcerated, the *Administrative Levy Notice to Joint Owner*, is not sent to the prison. Instead, ICAR issues narrative ENF 59 to document no address was provided for the joint owner and the levy notice was not sent to the payor at the prison.

Joint Owners Who Are the Payor's Children

If a financial institution provides the SSN of a joint owner on an asset account and that SSN matches to any of the payor's children on any of the payor's ICAR cases, that specific asset account is not loaded to ICAR.

ICAR issues narrative ENF 63 to document the asset account may belong to the payor's child on an ICAR case. This narrative provides the account number, the type of asset account, and the amount reported in the asset account.

If the financial institution does not provide the SSN of the joint owner, the asset account is loaded to ICAR and may be levied if all other levy criteria is met. If you are contacted after a levy is initiated and told an asset account may belong to the payor's child, obtain a written challenge and at least three most recent months of bank statements for review.

If *some of the* funds in the asset account are proven to belong to the payor's children on an ICAR case, deduct the amount of the funds that belong to the children to determine the proper amount of money the Unit will levy. If all of the funds in the account belong to the children, end the levy process and set a bypass for future levies.

NPA Cases With PA Balances

The Unit may proceed with administrative levies on assets of payor when the ICAR case has a non-public assistance (NPA) balance due (a "17" case account type) and the case also has a public assistance (PA) balance due. In these cases, delinquent support is due to both the payee and the state.

If the payee does not want to receive payments on the support delinquency, suggest the payee file a satisfaction for any support due to the payee. That allows payments to apply to the state's delinquency.

Payors Receiving Federal Student Loans, Grants or Work-Study

Legal reference: 20 U.S.C. § 1095a(d)

The Unit cannot levy student aid received through a federal loan, a grant, or a work-study program. Types of student aid include the following:

- ◆ Direct Consolidation Loans (by the U.S. Department of Education)
- ◆ PLUS Loans
- ◆ Stafford Loans
- ◆ Federal Perkins Loans
- ◆ Federal Pell Grants
- ◆ Federal Supplemental Educational Opportunity Grants (FSEOG)
- ◆ Federal Work-Study (FWS)

When the Unit is notified that the asset includes funds received through a federal student loan, a grant, or a work-study program, deduct the amount of the funds that cannot be levied from the asset account balance to determine the proper amount of money the Unit can levy. If you are uncertain whether the funds in the account can legally be levied, consult your office’s attorney for assistance.

Payors Receiving Assistance, Government Benefits, or Child Support

Legal reference: 42 U.S.C. § 407(a) and (b), 659(a), 659(h)(1)(A)(ii)(I)-(V), 659(h)(1)(A)(iii) and (iv), 1383(d)(1); Iowa Code section 239B.6(3), 627.6(8)(d)

The payor may be receiving some benefits that may not be levied. The chart below lists benefits on which the Unit can and cannot place a levy.

Benefit	Criteria	Proceed With Levy?
FIP (Family Investment Program)	Means-tested program (welfare benefit)	NO *
SSI (Supplemental Security Income)	Means-tested program (welfare benefit)	NO *
SSD (Social Security Disability)	Not a means-tested program (not a welfare benefit)	YES
Workers’ Compensation	Not a means-tested program (not a welfare benefit)	YES
VA Retirement or VA Retainer Pay	No exemption	YES

Benefit	Criteria	Proceed With Levy?
VA Disability	Non-service-related disability	YES
	Service-related disability	NO * unless the recipient receives VA retirement or retainer pay and has waived a portion of that pay in order to receive disability benefits
“Black Lung” benefits	Not a means-tested program (not a welfare benefit)	YES
Railroad Retirement System (Retirement and disability benefits)	Not a means-tested program (not a welfare benefit)	YES
Death compensation received under a federal program	Not a means-tested program (not a welfare benefit)	YES
Child Support (Including medical and spousal support)	Current support is exempt from levy.	NO * unless funds are not from current support.

* If the payor has money in the accounts, other than the benefit, that money may be levied. Review bank statements and speak with your supervisor if you have questions.

If a payor challenges the levy and provides proof that some of the levied funds were from foster care benefits, CSRU will release the foster care funds.

Joint Owners Receiving Benefits

When a payor does **not** receive an exempt benefit but has a joint account with a person who receives one or more exempt benefits, the Unit may proceed with an administrative levy.

However, the Unit must exclude from the levy the joint owner’s exempt funds. Verify with the financial institution the amount of money remaining from the exempt source and deduct that amount to determine the proper amount of money that the Unit will levy.

Stocks, Bonds, Retirement and Investment Accounts

Legal reference: Iowa Code section 627.6A; 42 USC 666(c)(1)(G)(ii and iii)

The Unit may levy stocks, bonds, Individual Retirement Accounts (IRA), Keogh accounts, and any other type of retirement or investment accounts. Some investment accounts may have a “cash balance” in addition to actual shares of stock.

The Unit may levy both the cash balance and the stock. Some broker-dealers may liquidate the stocks or bonds, while some broker-dealers may require confirmation from the Unit to liquidate the stocks or bonds. Stocks and bonds may also be reported as part of a money market account or a compound account.

Health savings accounts in financial institutions that are owned and controlled by the payors may also be levied. The payors can decide when and how to spend the money, although to maintain the tax exempt status on the money, it should be spent on medical or health care items. If that money is used for non-health related items, the payor should pay tax on the amount used for the non-health related items.

Trust Accounts

Legal reference: 42 U.S.C. § 666(c)(3); Iowa Code section 252I.1(1), 565B.17(3); Iowa Court Rules, *Lawyer Trust Account Commission, Grant Criteria and Guidelines*

Trusts may be set up for different types of accounts. With many trusts, the beneficiary must meet certain conditions before being given access to the trust assets. One condition may be requiring the beneficiary to reach the age of majority.

Due to the complexity of most trusts and the time required for verification, do not proceed with an administrative levy against any asset identified as a trust. The different types of trusts reported through FIDM are outlined below.

- ◆ **UTMA/UGMA:** Uniform Transfer to Minors Act/Uniform Gift to Minors Act – These two trust accounts are the most common. In this type of account, the payor may act as the trustee of the account. The trustee is the person given control of the assets on behalf of the child. However, trustees cannot use the account assets because the funds do not belong to the trustee.

- ◆ **IOLTA:** Interest on Lawyer Trust Accounts – Attorneys and law firms may pool nominal client funds or funds held for short periods of time in interest-bearing accounts.

That interest is then paid to the administrator of the IOLTA (usually a civic organization) for distribution to programs that provide legal services to the underprivileged, for public law-related education, or for improvements in the administration of justice.

- ◆ **ERISA:** Employee Retirement Income Security Act – Although not technically considered a “trust,” ERISA accounts are treated in the same way. ERISA accounts are retirement or employee benefit accounts managed by a trustee, usually the beneficiary’s employer. (The payor does not have control of the money in the account.)
- ◆ **Mortgage escrow:** An account held by the lender into which a home buyer pays for tax or insurance payments.
- ◆ **Security deposits:** Financial institutions typically hold security deposits against credit extended for a loan or toward a secured credit card limit. The Iowa Code section 252I.1(1) excludes from levy, amounts held by a financial institution as collateral for loans extended by the financial institution.
- ◆ **Other trust or escrow accounts:** Financial institutions may indicate a trust type as “other” when the trust held at the institution does not fit the criteria of the trusts reported above. Examples include:
 - Funeral trust: Accounts for burial expenses are usually set up in the form of a trust. Often, this type of trust account consists of certificates of deposit or a savings account jointly held by the payor and the funeral home (or occasionally the funeral director).
 - Miller trust: An account established to assist a person in qualifying for Medicaid. Assets are held in a trust account and paid directly to Medicaid to reimburse the program for the costs of the person’s care.

NOTE: Asset information received through FIDM may not always be properly designated as a trust account. Examples include:

- ◆ A “custodial” account may be a trust set up for a minor under UTMA/UGMA.
- ◆ An “escrow” account may be a trust set up under IOLTA.

If you believe the asset may be a trust account, verify the asset with the financial institution as outlined in [Verifying Assets](#).

Trusts and the Administrative Levy Process

When an asset identified as a trust is loaded to a case, ICAR displays a "T" (trust) or "E" (ERISA) in the ACCT. TYPE field on the ASSET screen.

There are several differences in handling administrative levies for a financial institution holding a trust account.

When an ASSET or ASSET2 screen:

- ◆ Contains a trust account and any other type of account (checking, savings, etc.), **and**
- ◆ The case passes the administrative levy criteria, **and**
- ◆ The levy is proceeding against the non-trust accounts (a "Y" entered in the ADMIN LEVY (Y/N/H) field on the ASSET screen), then ICAR:
 - Issues narrative LEVY 37 documenting form 470-3189, *Administrative Levy Notice to Financial Institution*, was sent to the financial institution and states the accounts identified as trust accounts will not be levied.
 - Generates the *Administrative Levy Notice to Financial Institution* and does **not** print the account numbers of the accounts identified as trusts.

When a case passes the administrative levy criteria and the **only** asset for that financial institution is a trust (a "T" or "E" displays in the ACCT. TYPE field on either the ASSET or ASSET2 screen), ICAR:

- ◆ Enters an "N" in the ADMIN LEVY (Y/N/H) field on the ASSET screen.
- ◆ Enters the current date in the PROCESS ENDED DATE field on the ADMLEVY screen.
- ◆ Issues narrative LEVY 38 documenting the case meets the administrative levy criteria, and the process has been ended because the only asset that exists is a trust account. ICAR displays the account numbers of the trust accounts in the narrative.

Direct Levies to Another State

Iowa law requires financial institutions operating in Iowa to honor an administrative levy from the Unit. However, federal law does not require financial institutions operating outside of Iowa to honor a levy from Iowa, unless the financial institution is registered to do business in Iowa.

ICAR displays a "Y" in the DIRECT LEVY? field on the ASSET screen for out-of-state financial institutions that accept direct levies from Iowa. ICAR displays an "N" in the DIRECT LEVY? field for out-of-state institutions that do not accept direct levies from Iowa. ICAR also displays this same information in the ACCEPT DIRECT LEVY field on the FIMAIN screen for the financial institution.

If ICAR finds an "N" in the DIRECT LEVY? field on the ASSET screen and the payor's address is in the same state as the financial institution, ICAR issues flag ENF 27 and narrative ENF 55 to review the case for a referral to the other state. If the payor's address is not the same state as the financial institution, ICAR issues narrative ENF 56 to document a levy is not appropriate at this time.

Instructions for EPICS: You may send an administrative levy directly to an out-of-state financial institution. If the financial institution refuses to honor the levy, and the financial institution is not registered to do business in Iowa, refer the case to the appropriate field office to make an interstate referral to the state in which the **asset** resides.

When you refer a case to the field office for an interstate referral, end the administrative levy process at the financial institution by entering the current date in the PROCESS ENDED DATE field on the ADMLEVY screen. ICAR displays narrative LEVY 43 for you to enter the reason you ended the levy process.

Instructions for Field Offices: Upon receipt of the referral from EPICS, follow your office's normal interstate referral procedures. Two options are available when making an interstate referral:

- ◆ **Limited referral:** Send form 470-3471, *Child Support Enforcement Transmittal #3 – Request for Assistance/Discovery*, when the state in which the asset resides accepts this form for interstate referral.
- ◆ **Full referral:** Send form 470-3469, *Child Support Enforcement Transmittal #1 – Initial Request*, when the state in which the asset resides does not accept the *Child Support Enforcement Transmittal #3 – Request for Assistance/Discovery* for interstate referral.

The interstate referral must be sent to the state where the **asset** resides. Use the ACCT LOC field on the ASSET screen to determine where to send the interstate referral.

- ◆ Send the interstate referral to the state indicated by the two-character state code displayed in the ACCT LOC field, e.g., "CA" for California.
- ◆ If the ACCT LOC field is blank, send the interstate referral to the state where the financial institution is located (see the STATE field under the asset provider information).

NOTE: The state where you send the interstate referral to may not have an administrative levy process or equivalent enforcement process available. Therefore, the state may be unable to honor your request for this enforcement action.

Notice to Financial Institution and Account Holder

State law requires that the Unit notify all parties subject to an administrative levy (the payor, financial institution, and the joint owner, if applicable) when initiating an administrative levy against the payor's account. The following sections address:

- ◆ [Sending the administrative levy notice to the financial institution](#)
- ◆ [Sending the administrative levy notice to the payor](#)
- ◆ [Sending the administrative levy notice to the joint owner](#)
- ◆ [Sending levy notices to a foreign address](#)
- ◆ [Proof of service of administrative levy](#)
- ◆ [Clerk of court copies of the notice](#)

Sending the Administrative Levy Notice to the Financial Institution

Legal reference: Iowa Code section 252I.5; 441 IAC 98.94(252I)

The Unit notifies the financial institution to levy funds in the payor's account by sending form 470-3189, *Administrative Levy Notice to Financial Institution*.

This form lists the payor's accounts and instructs the financial institution to freeze funds in those accounts. It also contains the amount of the levy and the *Administrative Levy Payment Coupon* for the financial institution to use when remitting payment.

If the case passes the selection criteria, ICAR:

- ◆ Enters a "Y" in the ADMIN LEVY (Y/N/H) field on the ASSET screen.
- ◆ Enters a "Y" in the LEVY NOTICE TO FINANCIAL INST field and the mail date in the corresponding PROOF OF SERVICE SENT field on the ADMLEVY screen.
- ◆ Generates the *Administrative Levy Notice to Financial Institution* (and sends a copy to PODS).
- ◆ Issues narrative LEVY 6 documenting the *Administrative Levy Notice to Financial Institution* has been sent to the financial institution.
- ◆ Issues calendar flag LEVY 3 for 45 days into the future to remind you to check for receipt of payment from the financial institution.

If the case does not pass the administrative levy selection criteria, ICAR:

- ◆ Displays an "N" in the ADMIN LEVY (Y/N/H) field on the ASSET screen.
- ◆ Displays the current date in the PROCESS ENDED DATE field on the ADMLEVY screen.
- ◆ Issues narrative LEVY 16 on single cases or LEVY 20 on multiple cases stating the process has ended and the reason why.

Responsibilities of EPICS Worker for Notice to Financial Institution

ICAR generates form 470-3189, *Administrative Levy Notice to Financial Institution*.

Mail the form with the attached payment coupon and the special payment envelope to the financial institution by first-class mail. The special payment envelope (470-3340) has the Collection Services Center's (CSC) address printed with an attention to Administrative Levy Payments.

Do not file a copy of the *Administrative Levy Notice to Financial Institution* with the clerk of court until a district court challenge is received.

When a district court challenge is received, the field worker may obtain a copy of the *Administrative Levy Notice to Financial Institution* from PODS and file it with the clerk of court, following the procedures outlined in [Filing Notices at the Clerk of Court](#).

Sending the Administrative Levy Notice to the Payor

Legal reference: Iowa Code section 2521.6; 441 IAC 98.95(2521)

The Unit must notify the payor of an administrative levy action within two working days of sending form 470-3189, *Administrative Levy Notice to Financial Institution*, to the financial institution.

This requirement is satisfied by sending form 470-3188, *Administrative Levy Notice to Obligor*, to the payor's last known address. This form tells the payor that an administrative levy notice was sent to the financial institution and provides information on how to file an administrative challenge.

Two working days after sending the *Administrative Levy Notice to Financial Institution*, ICAR:

- ◆ Enters a "Y" in the LEVY NOTICE TO OBLIGOR field and the mail date in the corresponding PROOF OF SERVICE SENT field on the ADMLEVY screen.
- ◆ Generates the *Administrative Levy Notice to Obligor* and form 470-3190, *Proof of Service of Administrative Levy*, to the EPICS printer overnight through a batch process.
- ◆ Issues narrative LEVY 41 documenting the *Administrative Levy Notice to Obligor* was sent.
- ◆ Sends a copy of the *Administrative Levy Notice to Obligor* and the *Administrative Levy Notice to Obligor Clerk of Court Copy* to PODS.
- ◆ Mail the notice to the payor.

Sending the Administrative Levy Notice to the Joint Owner

Legal reference: Iowa Code section 2521.6(2); 441 IAC 98.95(2521)

Any party known to have an interest in the account must be notified of the administrative levy action. This requirement is completed by sending form 470-3207, *Administrative Levy Notice to Joint Owner*, within two working days of sending the *Administrative Levy Notice to Financial Institution*.

If the FIDM program does not provide addresses for joint account owners, ICAR adds the payor's address to form 470-3207, *Administrative Levy Notice to Joint Owner*.

When the joint owner's name is not provided on the file, ICAR displays "NOT PROVIDED" on the narrative and in the JOINT OWNER NAME field on the ASSET screen.

When a joint owner is identified for an asset, ICAR generates the *Administrative Levy Notice to Joint Owner* and form 470-3188, *Administrative Levy Notice to Obligor*, on the EPICS printer overnight through a batch process. When generating the *Administrative Levy Notice to Joint Owner*, ICAR:

- ◆ Enters a "Y" in the NOTICE TO JOINT OWNER field on the ADMLEVY screen.
- ◆ Issues narrative LEVY 39 to document the *Administrative Levy Notice to Joint Owner* was sent.
- ◆ Sends a copy of the *Administrative Levy Notice to Joint Owner* and the *Administrative Levy Notice to Joint Owner Clerk of Court Copy* to PODS.
- ◆ Mail the notice to the joint owner.

If you discover a new joint owner after the administrative levy has been initiated, follow the procedures outlined in this section. The ten-day period for that new joint owner to file a challenge begins on the date you generate the *Administrative Levy Notice to Joint Owner*.

To manually generate the *Administrative Levy Notice to Joint Owner*, *Administrative Levy Notice to Joint Owner Clerk of Court Copy*, and the *Proof of Service of Administrative Levy* on ICAR take these steps:

- ◆ Type "FORMS" in the NEXT SCREEN field on any ICAR screen.
- ◆ Select FORMVIEW and press ENTER.
- ◆ Type the form number (470-3207, 470-3207CC, or 470-3190) and press F5.
- ◆ Enter the joint owner information.
- ◆ Press F3 to update each screen before pressing F8 to go to the next screen.
- ◆ When you update the last screen, press F11 then F9 to generate the form on your local printer.

NOTE: When generating forms manually, you must generate all three forms and save them to PODS: the *Administrative Levy Notice to Joint Owner*, the *Administrative Levy Notice to Joint Owner Clerk of Court Copy*, and the *Proof of Service of Administrative Levy*. These are filed with the court if a district court hearing is requested.

Do not generate and mail the *Administrative Levy Notice to Joint Owner* until two working days after ICAR generates form 470-3189, *Administrative Levy Notice to Financial Institution*.

Sending Levy Notices to a Foreign Address

You may need to send form 470-3188, *Administrative Levy Notice to Obligor*, or form 470-3207, *Administrative Levy Notice to Joint Owner*, to a foreign address. Since ICAR cannot support foreign addresses, you must generate these forms manually from the FORMVIEW screen.

NOTE: Usually, the local Unit's address is entered on the PAYOR screen in place of a foreign address.

When the payor has an address in a foreign country, enter a "Y" in the INTERNATIONAL field on the PAYOR screen. ICAR issues narrative ENF 60 to document the payor's address is in a foreign country.

If the case qualifies for levy and there is a "Y" in the INTERNATIONAL field on the PAYOR screen, ICAR issues calendar flag ENF 29 and narrative ENF 62 stating the payor has a foreign address. The administrative levy forms to the payor and joint owner must be generated manually. To generate the forms manually:

- ◆ Type "FORMS" in the NEXT SCREEN field on any ICAR screen.
- ◆ Select FORMVIEW and press ENTER.
- ◆ Type form number 470-3188 (obligor) or 470-3207 (joint owner) and press F5.
- ◆ Enter the correct foreign address in the ADDRESS LINE 1, ADDRESS LINE 2, and CITY/STATE/ZIP fields.

Example:	ADDRESS LINE 1:	2080 MAPLE LEAF RD
	ADDRESS LINE 2:	OTTAWA ON K1A 0B1
	CITY/STATE/ZIP:	CANADA

- ◆ Press F3 to update the data on each screen before pressing F8 to continue to the next screen.
- ◆ When you update the last screen, press F11 then F9 to generate the form on your local printer.
- ◆ Mark the envelope for extra foreign postage and mail it.

When generating the *Administrative Levy Notice to Joint Owner* form to a foreign address, enter as much of the foreign address as possible in the JOINT OWNER NAME and JOINT OWNER ADDRESS fields on the ASSET screen. Enter "IA" in the STATE field and enter "50000" in the ZIP field.

Example: JOINT OWNER NAME...: 2080 MAPLE LEAF RD, OTTAWA JOINT OWNER ADDRESS: ONTARIO, CANADA : IA : 50000
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This allows ICAR to generate the form and include the foreign address in the narrative LEVY 39. Once generated, do **not** mail the form. Instead, follow the instructions in this section.

Proof of Service of Administrative Levy

Legal reference: Iowa Code section 252I.6(3); 441 IAC 98.95(252I);
 Iowa R. Civ. P. 1.442

ICAR generates form 470-3190, *Proof of Service of Administrative Levy*, for each court order on each of the payor's cases included in the administrative levy. This form generates along with form 470-3188, *Administrative Levy Notice to Obligor*. In the *Proof of Service of Administrative Levy*, the Unit:

- ◆ Certifies the financial institution, payor, and joint owner, if applicable, have been sent their notices of administrative levy, and
- ◆ Lists the date each party's notice was sent by first-class mail to the party's last known address.

Save the *Proof of Service of Administrative Levy* in PODS.

If the payor or joint owner requests a district court hearing, this form must be filed at the clerk of court in each county where the payor has a support order.

ICAR prints one joint owner name on the *Proof of Service of Administrative Levy*. If there is more than one joint owner on the account being levied, manually generate this form with the remaining joint owner names.

Determination of the "Mail Date"

When ICAR generates the administrative levy batch form, the "mail date" entered in the DATE field is at **least** one day later than the generation date. ICAR allows for weekends and holidays when determining the mail date, e.g., forms printed on Friday night contain Monday's date (if Monday is a holiday, the forms contain Tuesday's date).

ICAR also enters the mail date in the PROOF OF SERVICE SENT fields on the ADMLEVY screen to show when the form is actually mailed.

Filing Notices at the Clerk of Court

When the payor or joint owner requests a **district court hearing**, file these forms with the clerk of court in each county where the payor has a support order:

- ◆ Form 470-3189, *Administrative Levy Notice to Financial Institution*
- ◆ A copy of the request for administrative conference (the levy challenge)
- ◆ Form 470-3208, *Notice of Decision Regarding Administrative Levy Challenge*
- ◆ A copy of the request for district court hearing
- ◆ Form 470-3188CC, *Administrative Levy Notice to Obligor Clerk of Court Copy*
- ◆ Form 470-3190, *Proof of Service of Administrative Levy*
- ◆ Form 470-3207CC, *Administrative Levy Notice to Joint Owner Clerk of Court Copy*

Redact all confidential information from the forms before they are filed at the court.

Filing the Notice of Decision Regarding Administrative Levy Challenge (Field Staff)

When a district court challenge is received, the hearing is held, and a decision returned by the court (judge), file form 470-3208, *Notice of Decision Regarding Administrative Levy Challenge*, with the clerk of court in each county in which the payor has a support order. File a copy of each version of this form (payor, financial institution, and joint owner, if applicable).

Responsibilities of the Financial Institution

Legal reference: Iowa Code section 252I.7; 441 IAC 98.96(252I)

On the same day the financial institution receives form 470-3189, *Administrative Levy Notice to Financial Institution*, they must levy funds in the accounts in which the payor has an interest (the account numbers are listed on the form). The financial institution cannot levy more than the balance due, as stated on the form.

The financial institution must forward the levied funds to CSC **no sooner** than 15 calendar days and **no later** than 20 calendar days from the date on the *Administrative Levy Notice to Financial Institution*, unless the Unit notifies the financial institution the payor or joint owner challenged the administrative levy.

The financial institution must send the levied funds with the *Administrative Levy Payment Coupon* (attached to the *Administrative Levy Notice to Financial Institution*) in the levy payment envelope.

The financial institution may assess a fee against the payor of up to \$10 per levy for forwarding the levied money to the Collection Service Center (CSC). If there are insufficient funds to cover both the support amount due and the fee, the financial institution may deduct the fee before forwarding the levied funds to CSC.

NOTE: Some financial institutions may charge additional fees, or fees higher than \$10, based on agreements the financial institution may have with the account holder. The Unit has no control over the additional fees charged by the financial institution.

Financial Institution Asset Hierarchy

When a payor has several different types of assets at a financial institution, the financial institution determines the order in which the assets are liquidated.

If a financial institution indicates it is not able to levy a particular asset, speak with your supervisor, and if necessary, contact your office's attorney regarding any legal issues associated with the financial institution's decision.

Monitoring for Receipt of Payment

When ICAR generates form 470-3189, *Administrative Levy Notice to Financial Institution*, it also issues calendar flag LEVY 3.

This calendar flag is dated for 45 days into the future and it prompts you to check the case for receipt of an administrative levy payment. ICAR displays an administrative levy payment with:

- ◆ "LVY" in the FND SRC column on the CASE PAYMENT HISTORY (PAYHIST) screen.
- ◆ "12" in the SQ NO column on the CERTIFIED PAYMENT RECORD (PAYREC) screen.

If the administrative levy payment is not received within the specified time limit, contact the financial institution to determine the reason for non-payment.

When the administrative levy payment is received, end the levy process for that specific financial institution. See [Ending the Administrative Levy Process](#) for more information.

Payments Made by the Payor (Field Staff)

When the payor receives form 470-3188, *Administrative Levy Notice to Obligor*, the payor may offer to make a payment in exchange for a withdrawal of the administrative levy. You can **only** withdraw or revise the levy if the payor pays the delinquent balance in full on all of the payor's cases in the levy process. If the payor makes only a partial payment, you **cannot** withdraw or revise the levy.

When you receive a payment from a payor as a result of administrative levy notice, mark the payment as an **administrative levy** payment and forward it to CSC. This alerts CSC to credit the payment to the administrative levy program.

When an administrative levy payment, made by the payor, pays the balance in **full** on all of the payor's cases, end the levy process. See [Ending the Administrative Levy Process](#) for more information.

Applying Administrative Levy Payments to ICAR Cases

Administrative levy payments are applied to current support first, then to the arrears balance. Any remaining payment can then apply to future support.

NOTE: ICAR does **not** use the IWO DISTRIBUTION PERCENTAGE (IWODIST) screen to split levy payments between multiple cases. Splitting a levy payment for multiple cases is a manual process handled by CSC.

Ending the Administrative Levy Process

You may end the administrative levy process for any of the following reasons:

- ◆ Levy payment received from the financial institution;
- ◆ Case balance paid in full for all cases that were included in the levy;
- ◆ No funds available;
- ◆ Payor has no legal interest in the account (not an owner or joint owner of the account);
- ◆ District court ordered the levy to be stopped;
- ◆ An interstate referral is required.

NOTE: Do **not** end the administrative levy process upon receipt of employment verification and initiation of an income withholding order (IWO). If an administrative levy is in process when an IWO is established, the levy process continues until the funds are received or you determine to end the levy process (per the list above).

The payor cannot stop the administrative levy by entering into a payment agreement. The **payor must pay the delinquency in full, on all the payor's cases in that levy process**, before you end the levy.

When you end the levy process on one of the payor's cases, it ends the levy process for **all** of the payor's cases.

To end the levy process:

- ◆ Access the ADMLEVY screen for the appropriate financial institution, and
- ◆ Enter the current date in the PROCESS ENDED DATE field.

ICAR displays narrative LEVY 43 for you to enter the reason for ending the process.

Challenges to the Administrative Levy Process

Legal reference: Iowa Code section 252I.8; 441 IAC 98.97(252I)

There are two types of challenges to the administrative levy process:

- ◆ Administrative. The Unit handles an administrative challenge. The outcome of this challenge is decided by the Unit and without court involvement.
- ◆ District court. If the party wishes to challenge the administrative decision, the party may request a district court challenge. The district court decides the outcome of this challenge.

The following sections address:

- ◆ [Requirements for submitting a challenge](#)
- ◆ [Actions when the challenge is not timely](#)
- ◆ [Actions when a timely challenge is received](#)
- ◆ [Reviewing the facts of an administrative challenge](#)
- ◆ [Actions when a joint owner is identified through the challenge process](#)
- ◆ [Issuing the notice of decision regarding a challenge](#)
- ◆ [Modifying a decision as a result of an administrative challenge](#)
- ◆ [Receipt of a district court challenge](#)
- ◆ [Refunds of amounts improperly held](#)

NOTE: If the financial institution is the **Thrift Savings Plan (TSP)** and the payor is challenging the levy on a TSP account, contact the Policy Unit for a case review.

Challenge Requirements

A challenge to the administrative levy process must be:

- ◆ Submitted in writing; and
- ◆ Submitted by or on behalf of the owner or joint owner; and
- ◆ Received by the Unit within the specified time limit.

Written Document

After an administrative levy has begun, consider any written communication received from the payor or joint owner as a challenge to the administrative levy.

Accept the communication as a challenge, even if it appears the document does not state a valid basis for the challenge (see [Mistake of Fact](#)).

If the payor or joint owner verbally asks to challenge the levy action, tell the person to submit the challenge in writing. If you do not receive a written challenge within the specified time, then proceed with the levy action because **no written** challenge was received.

Person Submitting Challenge

A payor or joint owner may challenge the administrative levy action by submitting a written challenge to the Unit. A joint owner is considered to be any person having a direct, legal interest in the account being levied (whether or not the person was provided notice by the Unit). If the joint owner is a minor, an adult who has a direct interest in the minor's welfare may submit the challenge on the minor's behalf.

Time Frame for Challenge

Legal reference: Iowa Code section 252I.8(2); 441 IAC 98.97(252I)

For an **administrative challenge**, the Unit must receive the written challenge within ten working days of the date on form 470-3188, *Administrative Levy Notice to Obligor*, or form 470-3207, *Administrative Levy Notice to Joint Owner*. ICAR displays this date in the LEVY NOTICE TO OBLIGOR PROOF OF SERVICE SENT field on the ADMLEVY screen.

For a **district court challenge**, the Unit must receive the written challenge within ten working days of the date on form 470-3208, *Notice of Decision Regarding Administrative Levy Challenge*. See [Receiving a District Court Challenge](#) for more information.

NOTE: In some instances, the information received on an asset does not reflect whether or not the account can or cannot legally be levied (e.g., an attorney's trust account under IOLTA). The Unit may levy the account without knowing the levy is inappropriate.

When you receive a challenge that is not timely, but it appears from the challenge the Unit may have levied an account the Unit is not legally allowed to levy, and the financial institution has not yet remitted the funds to CSC, then treat the challenge as **timely**, and proceed as outlined under [Challenge Received, Timely](#).

Challenge Received, Not Timely

When you receive a written challenge after the ten-day time limit, and it appears the Unit is legally allowed to levy the accounts, access the ADMLEVY screen for that financial institution and uphold the levy by entering:

- ◆ The date you received the written challenge in the CHALLENGE FILED DATE field.
NOTE: The “challenge filed date” is the date the Unit **physically receives** the written challenge, **not** the date on the written document, or date of a telephone or in-person contact.
- ◆ The type of challenge in the TYPE field.
 - “ADM” for an administrative challenge. ICAR issues narrative LEVY 9 documenting you received an administrative challenge.
 - “DC” for a district court challenge. ICAR issues narrative LEVY 23 documenting you received a district court challenge.
- ◆ A “U” (for “uphold”) in the N.O.D. TO OBLIGOR & FI (R/U) field.

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D479HL16          IOWA COLLECTION AND REPORTING SYSTEM          DATE: 01/01/04
                   ADMINISTRATIVE LEVY                          TIME: 12:00:00
CASE NUMBER.....:                                           SIGNATURE ID....:
PAYOR.....:                                               CC AP ATTY (Y/N):
PAYEE.....:                                               CC CP ATTY (Y/N):
INTERSTATE (Y/N):      INIT STATE:      RESP STATE:      CSRU ATTY ID....:
LEGAL NOTICE TO OBLIGOR:                                PROOF OF SERVICE SENT:
LEVY NOTICE TO FINANCIAL INST:                            PROOF OF SERVICE SENT:
FINANCIAL INSTITUTION'S NAME:
ADDRESS LINE 1.....:
ADDRESS LINE 2.....:
CITY/STATE/ZIP.....:                                     :      :      -
LEVY NOTICE TO OBLIGOR.....:                            PROOF OF SERVICE SENT:
NOTICE TO JOINT OWNER.....:
NAME OF JOINT OWNER.....:
ADDRESS.....:
CITY/STATE/ZIP.....:
CHALLENGE FILED DATE: 01 01 2004 TYPE: ADM          LEVY RELEASED DATE:
N.O.D. TO OBLIGOR & FI (R/U): U          HEARING DATE/TIME:          00 : 00
PROCESS ENDED DATE:          NARRATIVE:          CALENDAR FLAG:
F2=ADD, F3=UPDATE, F4=DELETE, F5=INQUIRY, F6=INTERSTATE SCREEN,
F7=PAGE BACK, F8=PAGE FORWARD, F9=REFRESH
NEXT SCREEN:          NOTES:
    
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When you enter a "U" in the N.O.D. TO OBLIGOR & FI (R/U) field, ICAR displays form 470-3208, *Notice of Decision Regarding Administrative Levy Challenge*, for you to complete and generate. Enter an "X" under these variables:

- ◆ CHALLENGE NOT REC'D WITHIN 10 DAYS OF NOTICE
- ◆ LEVY REMAINS IN EFFECT

ICAR issues:

- ◆ Narrative LEVY 24 when there is not a joint owner for the asset, or LEVY 25 when there is a joint owner for the asset. Both narratives document the form has been sent to the parties and the levy is **upheld** for that financial institution.
- ◆ Calendar flag LEVY 3 dated 45 days into the future. This calendar flag reminds you to check for payment from the financial institution.

Challenge Received, Timely

When you receive a timely administrative challenge, **immediately notify the financial institution** of the challenge with an instruction that the payor's assets must remain frozen until further notice from the Unit.

Follow up with the financial institution by sending form 470-3338, *Notice of Challenge to Administrative Levy*.

NOTE: When you receive a **district court** challenge, it is **not** necessary to contact the financial institution.

When you receive a timely challenge, access the ADMLEVY screen for that financial institution and enter:

- ◆ The date you received the written challenge in the CHALLENGE FILED DATE field.
NOTE: The "challenge filed date" is the date the Unit **physically receives** the written challenge, **not** the date on the written document, or the date of a phone or in-person contact.
- ◆ The type of challenge in the TYPE field.
 - "ADM" for an administrative challenge. ICAR issues:
 - Narrative LEVY 9 documenting you received an administrative challenge.
 - Calendar flag LEVY 10 instructing you to immediately notify the financial institution of the challenge.
 - Calendar flag LEVY 11 ten days later instructing you to notify the payor and financial institution of the decision.

- "DC" for a district court challenge. ICAR issues:
 - Narrative LEVY 23 documenting you received a district court challenge.
 - Calendar flag LEVY 14 instructing you to contact the clerk of district court to schedule a district court hearing.

D479HL16	IOWA COLLECTION AND REPORTING SYSTEM	DATE: 01/01/04
	ADMINISTRATIVE LEVY	TIME: 12:00:00
CASE NUMBER.....:		SIGNATURE ID....:
PAYOR.....:		CC AP ATTY (Y/N):
PAYEE.....:		CC CP ATTY (Y/N):
INTERSTATE (Y/N):	INIT STATE: RESP STATE:	CSRU ATTY ID....:
LEGAL NOTICE TO OBLIGOR:		PROOF OF SERVICE SENT:
LEVY NOTICE TO FINANCIAL INST:		PROOF OF SERVICE SENT:
FINANCIAL INSTITUTION'S NAME:		
ADDRESS LINE 1.....:		
ADDRESS LINE 2.....:		
CITY/STATE/ZIP.....:	: : -	
LEVY NOTICE TO OBLIGOR.....:		PROOF OF SERVICE SENT:
NOTICE TO JOINT OWNER.....:		
NAME OF JOINT OWNER.....:		
ADDRESS.....:		
CITY/STATE/ZIP.....:		
CHALLENGE FILED DATE: 01 01 2004 TYPE: ADM		LEVY RELEASED DATE:
N.O.D. TO OBLIGOR & FI (R/U): U	HEARING DATE/TIME:	00 : 00
PROCESS ENDED DATE:	NARRATIVE:	CALENDAR FLAG:
F2=ADD, F3=UPDATE, F4=DELETE, F5=INQUIRY, F6=INTERSTATE SCREEN, F7=PAGE BACK, F8=PAGE FORWARD, F9=REFRESH		
NEXT SCREEN:	NOTES:	

Reviewing the Facts of an Administrative Challenge

Legal reference: Iowa Code section 252I.8(3); 441 IAC 98.97(1)

The challenging party has the right to a review of the facts of the case before the decision on the challenge is completed. Upon receiving a written challenge, contact the party and schedule a conference. The party may choose to have the conference by telephone or in person.

Review the facts of the case with the challenging party. Iowa Code Chapter 252I states **only a mistake of fact**, including but not limited to a mistake in the identity of the payor or a mistake in the amount of the delinquent support due, is considered a reason to revise or release the levy action. Request copies of documents from the challenging party to support the mistake of fact.

Mistake of Fact

Legal reference: Iowa Code section 252I.8(3) and (4); 441 IAC 98.97(1)

A “mistake of fact” is a mistake including but not limited to, a mistake in the identity of the payor or a mistake in the amount of delinquency.

When the challenge review proves there is a mistake of fact, you may **release** or **revise** the levy.

If the basis for an administrative levy challenge is because the account cannot be legally levied (e.g., the account being levied is a trust account), request copies of documents from the challenging party to support the mistake of fact and then contact the financial institution to verify the account information. Refer to [Levy Considerations](#) when deciding what action to take on the challenge. If necessary, consult with your supervisor or office’s attorney.

If the payor has legal access to the money in the account, e.g., owner or joint owner, the account may be levied. This is because the payor can withdraw any or all the money in the account. (Even if the money in the account was deposited by another party.)

Releasing the Levy

Release the levy if:

- ◆ The payor is not delinquent by at least one month’s worth of support; or
- ◆ The Unit levied an account the payor does not have a legal interest in (the payor is not an owner or joint owner of that account).

NOTE: Supervisory approval is required to release an administrative levy for any reason other than a mistake in identity, incorrect delinquency, or overpayment of balance.

Immediately notify the financial institution if the administrative levy is released.

To release the levy, access the ADMLEVY screen for the financial institution and enter the current date in these fields:

- ◆ LEVY RELEASED DATE
- ◆ PROCESS ENDED DATE

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D479HL16          IOWA COLLECTION AND REPORTING SYSTEM          DATE: 01/20/04
                   ADMINISTRATIVE LEVY                          TIME: 12:00:00
CASE NUMBER.....:                                           SIGNATURE ID....:
PAYOR.....:                                               CC AP ATTY (Y/N):
PAYEE.....:                                               CC CP ATTY (Y/N):
INTERSTATE (Y/N):   INIT STATE:   RESP STATE:   CSRU ATTY ID....:
LEGAL NOTICE TO OBLIGOR:                                     PROOF OF SERVICE SENT:
LEVY NOTICE TO FINANCIAL INST:                               PROOF OF SERVICE SENT:
FINANCIAL INSTITUTION'S NAME:
ADDRESS LINE 1.....:
ADDRESS LINE 2.....:
CITY/STATE/ZIP.....:                                     :   :   -
LEVY NOTICE TO OBLIGOR.....:                               PROOF OF SERVICE SENT:
NOTICE TO JOINT OWNER.....:
NAME OF JOINT OWNER.....:
ADDRESS.....:
CITY/STATE/ZIP.....:
CHALLENGE FILED DATE: 01 01 2004 TYPE: ADM  LEVY RELEASED DATE: 01 20 2004
N.O.D. TO OBLIGOR & FI (R/U): Y  HEARING DATE/TIME:           00 : 00
PROCESS ENDED DATE: 01 20 2004  NARRATIVE:  CALENDAR FLAG:
F2=ADD, F3=UPDATE, F4=DELETE, F5=INQUIRY, F6=INTERSTATE SCREEN,
F7=PAGE BACK, F8=PAGE FORWARD, F9=REFRESH
NEXT SCREEN:          NOTES:
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When you enter a date in the LEVY RELEASED DATE field, ICAR automatically enters a "Y" in the N.O.D. TO OBLIGOR & FI (R/U) field and displays form 470-3208, *Notice of Decision Regarding Administrative Levy Challenge*, for you to complete and generate. Enter an "X" in the:

- ◆ Appropriate variable field indicating the reason for the challenge.
- ◆ LEVY RELEASED field.

ICAR:

- ◆ Issues narrative LEVY 10 to document the form was sent to the parties and the levy is released for that financial institution.
- ◆ Deletes administrative challenge calendar flags LEVY 10 and LEVY 11.
- ◆ Displays narrative LEVY 43 to document the administrative levy process is ended and allows you to enter the reason why.

NOTE: If the financial institution is the Thrift Savings Plan (TSP) and the payor is challenging the levy on a TSP account, contact the Policy Unit for a case review.

Revising the Levy

If the amount of the payor's delinquency is less than the amount indicated on form 470-3189, *Administrative Levy Notice to Financial Institution*, revise the levy for the correct amount and notify the financial institution of the revision.

To revise the levy, access the ADMLEVY screen for the correct financial institution and enter an "R" in the N.O.D. TO OBLIGOR & FI (R/U) field.

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D479HL16          IOWA COLLECTION AND REPORTING SYSTEM          DATE: 01/20/04
                  ADMINISTRATIVE LEVY                          TIME: 12:00:00
CASE NUMBER.....:                                           SIGNATURE ID.....:
PAYOR.....:                                               CC AP ATTY (Y/N):
PAYEE.....:                                               CC CP ATTY (Y/N):
INTERSTATE (Y/N):   INIT STATE:   RESP STATE:   CSRU ATTY ID.....:
LEGAL NOTICE TO OBLIGOR:                               PROOF OF SERVICE SENT:
LEVY NOTICE TO FINANCIAL INST:                          PROOF OF SERVICE SENT:
FINANCIAL INSTITUTION'S NAME:
ADDRESS LINE 1.....:
ADDRESS LINE 2.....:
CITY/STATE/ZIP.....:                                     :   :   -
LEVY NOTICE TO OBLIGOR.....:                             PROOF OF SERVICE SENT:
NOTICE TO JOINT OWNER.....:
NAME OF JOINT OWNER.....:
ADDRESS.....:
CITY/STATE/ZIP.....:
CHALLENGE FILED DATE: 01 01 2004 TYPE: ADM LEVY RELEASED DATE:
N.O.D. TO OBLIGOR & FI (R/U): R   HEARING DATE/TIME:           00 : 00
PROCESS ENDED DATE:                               NARRATIVE:   CALENDAR FLAG:
F2=ADD, F3=UPDATE, F4=DELETE, F5=INQUIRY, F6=INTERSTATE SCREEN,
F7=PAGE BACK, F8=PAGE FORWARD, F9=REFRESH
NEXT SCREEN:                                     NOTES:
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When you enter an "R" in the N.O.D. TO OBLIGOR & FI (R/U) field, ICAR displays form 470-3208, *Notice of Decision Regarding Administrative Levy Challenge*, for you to complete and generate. Enter:

- ◆ An "X" in the appropriate field indicating the reason for the challenge.
- ◆ An "X" in the LEVY REVISED field.
- ◆ The revised amount of the levy in the IF REVISED, NEW AMOUNT OF LEVY (\$\$\$.\$\$) field.
- ◆ ICAR issues narrative LEVY 11 when there is no joint owner for the asset or LEVY 14 when there is a joint owner for the asset. Both narratives document the form was sent to the parties and the levy amount is revised for the financial institution.

Upon receiving the form, the financial institution must comply with the Unit's instructions and:

- ◆ Revise the amount seized for the administrative levy,
- ◆ Remit only the amount due, as stated in the revised levy, and
- ◆ Release the funds in excess of the revised amount.

No Mistake of Fact

Legal reference: Iowa Code section 252I.8(5); 441 IAC 98.97(3)

If the review of the levy challenge determines no mistake of fact was made, **uphold** the levy action.

To uphold the levy, access the ADMLEVY screen for that financial institution and enter a "U" in the N.O.D. TO OBLIGOR & FI (R/U) field.

D479HL16	IOWA COLLECTION AND REPORTING SYSTEM	DATE: 01/20/04
	ADMINISTRATIVE LEVY	TIME: 12:00:00
CASE NUMBER.....:		SIGNATURE ID.....:
PAYOR.....:		CC AP ATTY (Y/N):
PAYEE.....:		CC CP ATTY (Y/N):
INTERSTATE (Y/N):	INIT STATE:	RESP STATE:
LEGAL NOTICE TO OBLIGOR:		PROOF OF SERVICE SENT:
LEVY NOTICE TO FINANCIAL INST:		PROOF OF SERVICE SENT:
FINANCIAL INSTITUTION'S NAME:		
ADDRESS LINE 1.....:		
ADDRESS LINE 2.....:		
CITY/STATE/ZIP.....:		: : -
LEVY NOTICE TO OBLIGOR.....:		PROOF OF SERVICE SENT:
NOTICE TO JOINT OWNER.....:		
NAME OF JOINT OWNER.....:		
ADDRESS.....:		
CITY/STATE/ZIP.....:		
CHALLENGE FILED DATE: 01 01 2004	TYPE: ADM	LEVY RELEASED DATE:
N.O.D. TO OBLIGOR & FI (R/U): U	HEARING DATE/TIME:	00 : 00
PROCESS ENDED DATE:	NARRATIVE:	CALENDAR FLAG:
F2=ADD, F3=UPDATE, F4=DELETE, F5=INQUIRY, F6=INTERSTATE SCREEN,		
F7=PAGE BACK, F8=PAGE FORWARD, F9=REFRESH		
NEXT SCREEN:	NOTES:	

When you enter a "U" in the N.O.D. TO OBLIGOR & FI (R/U) field, ICAR displays form 470-3208, *Notice of Decision Regarding Administrative Levy Challenge*, for you to complete and generate. Enter an "X" in:

- ◆ The appropriate variable field indicating the reason for the challenge.
- ◆ The LEVY REMAINS IN EFFECT field.

ICAR issues:

- ◆ Narrative LEVY 24 if there is no joint owner for the asset, or LEVY 25 if there is a joint owner for the asset. Both narratives document the form was sent to the parties and the levy is upheld for that financial institution.
- ◆ Calendar flag LEVY 3 dated 45 days into the future to remind you to check for payment from the financial institution if no district court challenge is received.

The *Notice of Decision Regarding Administrative Levy Challenge* informs the payor or joint owner of the right to request a district court hearing by submitting a written request to the Unit within ten working days of the date on the form.

Joint Owner Identified During Challenge Process

When a joint owner, not previously reported with the asset information, is identified during the challenge process, you must immediately generate:

- ◆ 470-3207, *Administrative Levy Notice to Joint Owner*, and
- ◆ 470-3190, *Proof of Service of Administrative Levy*.

The newly identified joint owner may challenge the levy by submitting a written challenge within ten days from the date on the *Administrative Levy Notice to Joint Owner* form.

If it appears the financial institution may forward the levied funds before the end of the joint owner's ten-day challenge period, contact the financial institution and advise them of the extended time for challenge. The financial institution must hold the funds until the ten-day challenge period for the newly identified joint owner expires.

Issuing the Notice of Decision on the Administrative Levy Challenge

Form 470-3208, *Notice of Decision Regarding Administrative Levy Challenge*, informs the payor, the financial institution, and the joint owner, if applicable, of the outcome of the administrative levy challenge. This form also tells the payor or joint owner how to file a district court challenge to the decision.

Issue the *Notice of Decision Regarding Administrative Levy Challenge* when you receive:

- ◆ An **untimely** challenge. Uphold the levy and immediately generate and mail the *Notice of Decision Regarding Administrative Levy Challenge* to the payor, the financial institution, and the joint owner.
- ◆ A **timely** challenge, have conducted the administrative review, and made a decision to uphold the levy:
 - Generate and mail the form to the payor and joint owner.
 - If no district court challenge is received by the end of the tenth working day, generate and mail the notice to the financial institution.
 - If a district court challenge is received within ten working days, wait until the district court hearing is held and a decision received before generating the notice to the payor, the financial institution, and the joint owner.
 - When you receive the district court decision, generate and mail the notice to the payor, the financial institution, and the joint owner.

ICAR generates three versions of the *Notice of Decision Regarding Administrative Levy Challenge*, addressed to the:

- ◆ Payor.
- ◆ Financial institution.
- ◆ Joint owner, if applicable.

ICAR enters the payor's name and address in the first copy. Update the variables and generate the form.

ICAR returns to the FORMVIEW screen with the financial institution as the addressee. Update the variables and generate the form.

If this form is for an **administrative** challenge, do **not** generate the form to the financial institution at this time. Instead, press the PAUSE/BREAK key. ICAR returns to the FORMVIEW screen.

If this is for a **district court** challenge, update the variables and generate the form. ICAR returns to the FORMVIEW screen.

When there is a joint owner for the asset, ICAR returns to the FORMVIEW screen with the joint owner as the addressee. Update the variables and generate the form.

Once all forms are generated, ICAR returns to the ADMLEVY screen for that financial institution.

NOTE: If the payor or joint owner request a district court hearing after the administrative conference, you need to file a copy of each version of the *Notice of Decision Regarding Administrative Levy Challenge* (payor, financial institution, and joint owner, if applicable) with the clerk of court as outlined in [Filing Notices at the Clerk of Court](#).

Decisions Involving Multiple Assets

You may simultaneously uphold, revise, and release levies on assets owned by the payor, or take any combination of these actions. (See the example below.)

The payor has a delinquency of \$7,000. A levy was sent to all three of the payor’s financial institutions. Five days after the date on form 470-3188, *Administrative Levy Notice to Obligor*, a written challenge is received from the payor. The challenge is timely and the payor is challenging the levy on all three financial institutions.

Included with the payor’s written challenge is a recently filed satisfaction signed by the judge for \$4,500. The satisfaction is entered on ICAR which leaves a balance of \$2,500 in past-due support.

<u>Payor’s Asset Locations</u>	<u>Asset Value</u>	<u>Amt. Available for Levy (50%)</u>
Financial Institution A	\$ 4,000	\$ 2,000
Financial Institution B	\$ 1,800	\$ 900
Financial Institution C	\$ <u>1,400</u>	\$ <u>700</u>
Total	\$ 7,200	\$ 3,600

Actions taken due to the change in delinquency:

<u>Action</u>	<u>Amt. Received</u>
Uphold (continue) the levy at Financial Institution A	\$ 2,000
Revise (change) the levy amount for at Financial Institution B	\$ 500
Release the levy at Financial Institution C	\$ <u>0</u>
Total collected	\$ 2,500

Modifying Decisions

If you make an error in releasing, revising, or upholding an administrative levy, immediately notify the financial institution by telephone, fax, or in person.

To correct an error on ICAR, you may modify the entries in the LEVY RELEASED DATE and N.O.D. TO OBLIGOR & FI (R/U) fields on the ADMLEVY screen unless a date displays in the PROCESS ENDED DATE field.

When you modify the N.O.D. TO OBLIGOR & FI (R/U) field, ICAR displays form 470-3208, *Notice of Decision Regarding Administrative Levy Challenge*, for you to complete and generate. Enter the reason for the modification and generate the forms to the payor, the financial institution, and the joint owner, if applicable.

When modifying the form, use these guidelines:

- ◆ **Funds not forwarded:** If the financial institution has not forwarded the levied funds to CSC, send the modified form to the financial institution.
- ◆ **Funds forwarded:** If the financial institution has forwarded funds to CSC, use the following guidelines:
 - **If the modified decision lowers the levy amount,** follow the instructions in [Refunds of Amounts Improperly Held](#).
 - **If the modified decision raises the levy amount,** the financial institution may forward the increased amount to CSC up to the amount stated on form 470-3189, *Administrative Levy Notice to Financial Institution* (original levy notice), if the amounts were deposited into the asset account before the financial institution received this form.

NOTE: You cannot use the *Notice of Decision Regarding Administrative Levy Challenge* to levy funds in an amount **higher than** the amount listed on the *Administrative Levy Notice to Financial Institution* (original notice). To request an amount that's higher than the levy amount on the original notice, you must generate and send a new levy for the additional amount due.

Receiving a District Court Challenge

Legal reference: Iowa Code section 252I.8; 441 IAC 98.97(252I)

The payor or joint owner may challenge the Unit's decision on the administrative levy challenge by requesting a district court hearing in the county where the court order was filed.

The request must be in **writing** and must be **received** by the Unit within **ten** working days of the date on form 470-3208, *Notice of Decision Regarding Administrative Levy Challenge*. The district court makes the final decision on this challenge.

When you receive a **timely** district court challenge, take the steps outlined in [Challenge Received, Timely](#). When you receive an **untimely** district court challenge, take the steps outlined in [Challenge Received, Not Timely](#).

NOTE: When you receive a district court challenge, you must file form 470-3189, *Administrative Levy Notice to Financial Institution*, with the clerk of court as outlined in [Filing Notices at the Clerk of Court](#).

The following sections address:

- ◆ [Scheduling a district court hearing](#)
- ◆ [Withdrawal of a district court challenge](#)
- ◆ [District court hearing outcome](#)

Scheduling a District Court Hearing

Legal reference: Iowa Code section 252I.8(5)(b); 441 IAC 98.97(3)

Upon receipt of a district court challenge, immediately contact the clerk of district court. Follow the procedures currently used by your office for scheduling a district court hearing.

The clerk of district court schedules the hearing for a date not later than ten calendar days after the Unit files the request for the hearing. The clerk shall mail copies of the request for hearing and the order scheduling the hearing to the Unit and to all account holders.

When you receive the order scheduling the hearing, access the ADMLEVY screen for the correct financial institution and enter the hearing date and time in the HEARING DATE/TIME field.

```
D479HL16          IOWA COLLECTION AND REPORTING SYSTEM          DATE: 01/30/04
                  ADMINISTRATIVE LEVY                          TIME: 12:00:00
CASE NUMBER.....:                                          SIGNATURE ID....:
PAYOR.....:                                              CC AP ATTY (Y/N):
PAYEE.....:                                              CC CP ATTY (Y/N):
INTERSTATE (Y/N):   INIT STATE:   RESP STATE:   CSRU ATTY ID....:
LEGAL NOTICE TO OBLIGOR:   PROOF OF SERVICE SENT:
LEVY NOTICE TO FINANCIAL INST:   PROOF OF SERVICE SENT:
FINANCIAL INSTITUTION'S NAME:
ADDRESS LINE 1.....:
ADDRESS LINE 2.....:
CITY/STATE/ZIP.....:   :   :   -
LEVY NOTICE TO OBLIGOR.....:   PROOF OF SERVICE SENT:
NOTICE TO JOINT OWNER.....:
NAME OF JOINT OWNER.....:
ADDRESS.....:
CITY/STATE/ZIP.....:
CHALLENGE FILED DATE: 01 25 2004   TYPE: ADM   LEVY RELEASED DATE:
N.O.D. TO OBLIGOR & FI (R/U): U   HEARING DATE/TIME: 02 05 2004   10 : 00
PROCESS ENDED DATE:   NARRATIVE:   CALENDAR FLAG:
F2=ADD, F3=UPDATE, F4=DELETE, F5=INQUIRY, F6=INTERSTATE SCREEN,
F7=PAGE BACK, F8=PAGE FORWARD, F9=REFRESH
NEXT SCREEN:   NOTES:
```

When you enter a hearing date and time in the HEARING DATE/TIME field and update the screen, ICAR issues:

- ◆ Narrative LEVY 12 to document the hearing date and time.
- ◆ Calendar flag LEVY 4 for the date of the hearing.
- ◆ Calendar flag LEVY 15 one day after the hearing date instructing you to notify the financial institution of the district court's decision.

Withdrawal of District Court Challenge

Legal reference: Iowa Code section 252I.8(6); 441 IAC 98.97(4)

The challenging party may withdraw the district court challenge by submitting a written withdrawal to the Unit at any time before the court hearing. The Unit may also withdraw the administrative levy at any time before the court hearing.

To withdraw the administrative levy, follow the procedures outlined in [Releasing the Levy](#), except when completing form 470-3208, *Notice of Decision Regarding Administrative Levy Challenge*. Enter:

- ◆ An "X" in the OTHER CHALLENGE, NO MISTAKE OF FACT EXISTS field.
- ◆ "Request for withdrawal by [obligor] [joint owner] [CSRU]" in the IF OTHER CHALLENGE, DESCRIBE THE ALLEGED MISTAKE field.
- ◆ An "X" in the LEVY RELEASED field.

District Court Hearing Outcome

Legal reference: Iowa Code section 252I.8(5)(c)-(e); 441 IAC 98.97(1)

When you receive the district court's decision, immediately notify the financial institution of the outcome of the hearing. Follow up this contact by sending form 470-3208, *Notice of Decision Regarding Administrative Levy Challenge*, with a copy of the judge's order, to the financial institution by first-class mail or fax.

The district court may order the Unit to release, revise, or uphold the administrative levy.

- ◆ If the district court releases the levy, follow the procedures outlined in [Releasing the Levy](#). Enter the current date in the PROCESS ENDED DATE field on the ADMLEVY screen. ICAR displays narrative LEVY 43 for you to enter the reason for ending the levy process.
- ◆ If the district court revises or upholds the levy, follow the procedures outlined in [Revising the Levy](#) or [No Mistake of Fact](#), respectively. Set a manual calendar flag for 15 days to check for receipt of payment from the financial institution. When CSC receives and processes the payment:
 - Enter the current date in the PROCESS ENDED DATE field on the ADMLEVY screen.
 - Document the reason for ending the levy process in the narrative LEVY 43.
 - Delete the manual calendar flag you set when you notified the financial institution of the district court's decision.

Refunds of Amounts Improperly Held

Legal reference: Iowa Code section 252I.8(7); 441 IAC 98.97(2)

When a mistake of fact has occurred and the financial institution has already forwarded the incorrect amount to CSC, proceed as follows:

- ◆ If a mistake of fact is found and the Unit should not have levied the account, follow CSC procedures for refunding the levied amounts, as well as any fees assessed by the financial institution, to the payor. See [Mistake of Fact](#) for more information.

- ◆ If the Unit made an error by calculating too much support due, follow CSC procedures to refund the overage to the payor.
NOTE: If any of the levied funds apply to the case as support payments, the Unit is **not** required to reimburse the payor's account for any fees or costs charged by the financial institution against the account. (The levy was correct, but the amount was incorrect.)
- ◆ If the court orders the Unit to return money to the payor, refund the money as directed by the court.
- ◆ SSI or concurrent SSI and SSD benefits cannot be levied. If these payments are levied, the funds must be returned to the payor's account within five business days of CSRU learning of the levy. Follow CSC procedures for refunding the levied amounts, as well as any fees assessed by the financial institution, to the payor's account.

The refunding of amounts improperly held by the Unit is handled through a special abstract process on ICAR. To reimburse the fee (up to \$10), the Administrative Assistant II (AAII) for the region must submit a claim voucher and the *Administrative Levy Payment Coupon*, attached to form 470-3189, *Administrative Levy Notice to Financial Institution*, validating the submission of the processing fee.

Narratives

Process: **ENF** Number: **3**

Text: Asset verification received (date). Asset source is: (financial institution name).
Accounts are: (account numbers)

Screen:	Field:	Entry:	Flag:	Status:
ASSET	ASSETS VERIFIED	"Y"	None	None

Process: **ENF** Number: **4**

Text: Asset source not valid per response received (date) from: (financial institution name)

Screen:	Field:	Entry:	Flag:	Status:
ASSET	ASSETS VERIFIED	"N"	None	None

Process: **ENF** Number: **5**

Text: Unverified assets deleted from case record.

Screen:	Field:	Entry:	Flag:	Status:
---------	--------	--------	-------	---------

Process: **ENF** Number: **6**

Text: Asset information for (obligor's name) added to the case at worker's request. Assets located at: (financial institution name).

Screen:	Field:	Entry:	Flag:	Status:
ASSET	VERIFICATION LETTER SENT	"Y" or "N"	None	None
	SOURCE OF ASSET	Source		
	ASSET PROVIDER	Financial institution name		
	ADDRESS LINE 1, ADDRESS LINE 2, CITY/STATE/ZIP	Financial institution address		

Process: **ENF** Number: **7**

Text: Verification of assets requested from (financial institution's name) at worker's request.

Screen:	Field:	Entry:	Flag:	Status:
ASSET	VERIFICATION LETTER SENT	"Y"	None	None

Process: **ENF** Number: **9**

Text: Assets for (obligor's name) deleted from case. Assets were at (financial institution name). Deleted accounts are: (account numbers)

Screen:	Field:	Entry:	Flag:	Status:
ASSET	N/A	Deletion of screen (F4)	None	None

Process: **ENF** Number: **10**

Text: Confidential source assets deleted from case for (obligor's name). Accounts are: (account numbers)

Screen:	Field:	Entry:	Flag:	Status:
ASSET	N/A	Deletion of screen (F4)	None	None

Process: **ENF** Number: **18** **(NOT USED – Duplicate of ENF 3)**

Text: Asset verification received (date). Asset source is: (financial institution name). Accounts are: (account numbers)

Screen:	Field:	Entry:	Flag:	Status:
			8	

Process: **ENF** Number: **36**

Text: Worker telephoned or faxed (financial institution name) to verify asset information.

Screen:	Field:	Entry:	Flag:	Status:
ASSET	VERIFICATION LETTER SENT	"P"	None	None

Process: **ENF** Number: **43**

Text: The asset amount was changed from (\$ amount) to (\$ amount) for the following:

Institution: (financial institution name)

Account #: (account number)

Screen:	Field:	Entry:	Flag:	Status:
ASSET	AMT	\$ amount	None	None

Process: **ENF** Number: **44**

Text: Text: Asset information for (obligor's name) added to the case from (source). Assets located at: (financial institution name).

Screen:	Field:	Entry:	Flag:	Status:
BATCH	BATCH		None	None

Process: **ENF** Number: **45**

Text: Asset information for (obligor's name) added to the case from (source). Assets located at: (financial institution name). Previous assets for this financial institution have been deleted.

Screen:	Field:	Entry:	Flag:	Status:
BATCH	BATCH		None	None

Process: **ENF** Number: **48**

Text: Case Has Been Bypassed For The Levy Program Because: (worker-entered variable).

Screen:	Field:	Entry:	Flag:	Status:
CASESTAT	LEVY	B	20	None

Process: **ENF** Number: **49**

Text: Case has been bypassed for the levy program as directed by a court order filed under docket #: (worker-entered variable).

Screen:	Field:	Entry:	Flag:	Status:
CASESTAT	LEVY	C	21	None

Process: **ENF** Number: **50**

Text: The levy bypass has been reset because: (worker-entered variable).

Screen:	Field:	Entry:	Flag:	Status:
CASESTAT	LEVY	R	22	None

Process: **ENF** Number: **51**

Text: The levy bypass that was entered due to a previous court order has been reset because: (worker-entered variable).

Screen:	Field:	Entry:	Flag:	Status:
CASESTAT	LEVY	R	23	None

Process: **ENF** Number: **52**

Text: Levy bypass canceled because: (worker-entered variable).

Screen:	Field:	Entry:	Flag:	Status:
CASESTAT	LEVY	N		None

Process: **ENF** Number: **53**

Text: Case qualified for levy, however the case is in error status so a levy cannot be completed. Worker will correct the error and run the case through the subsystem.

Screen:	Field:	Entry:	Flag:	Status:
BATCH	BATCH		25	None

Process: **ENF** Number: **54**

Text: The case qualified for levy, however the Levy Notice To Financial Institution was not generated through ICAR because the financial institution is Thrift Savings Plan (TSP). The levy forms to Thrift Savings Plan (TSP) must be generated and processed manually.

Screen:	Field:	Entry:	Flag:	Status:
BATCH	BATCH		26	None

Process: **ENF** Number: **55**

Text: Case qualified for levy but was stopped because the financial institution does not accept a direct levy. Worker will review the case for a referral to the state where the payor lives.

Screen:	Field:	Entry:	Flag:	Status:
BATCH	BATCH		27	None

Process: **ENF** Number: **56**

Text: The financial institution and the payor are in different states. Levy is inappropriate at this time.

Screen:	Field:	Entry:	Flag:	Status:
BATCH	BATCH		27	None

Process: **ENF** Number: **57**

Text: Administrative levy action in process on this case and the case is also in the contempt process. Worker will review the case with the office attorney to see if the levy action should continue.

Screen:	Field:	Entry:	Flag:	Status:
BATCH	BATCH		28	None

Process: **ENF** Number: **58**

Text: Administrative levy action in process on this case. No address was provided for the joint owner of the financial account. The joint owner's notice of levy was sent to the payor's address.

Screen:	Field:	Entry:	Flag:	Status:
BATCH	BATCH		None	None

Process: **ENF** Number: **59**

Text: No address was provided for the joint owner of the financial account. The joint owner's notice of administrative levy was not sent to the payors address due to the payor's IPSN or OPSN indicator.

Screen:	Field:	Entry:	Flag:	Status:
BATCH	BATCH		None	None

Process: **ENF** Number: **60**

Text: The payor's address is in a foreign country.

Screen:	Field:	Entry:	Flag:	Status:
ADDVER	INTERNATIONAL	Y	None	None

Process: **ENF** Number: **61**

Text: The payor's address is no longer in a foreign country.

Screen:	Field:	Entry:	Flag:	Status:
ADDVER	INTERNATIONAL	N	None	None

Process: **ENF** Number: **62**

Text: The levy notice to the payor or joint owner was not generated due to a foreign address, the levy notice to the payor or joint owner will be generated manually.

Screen:	Field:	Entry:	Flag:	Status:
ADDVER	INTERNATIONAL	Y	29	None

Process: **ENF** Number: **63**

Text: Information received from (financial institution) shows account (# number) may belong to the child: (child's name), (child's SSN). This is an acct type (for \$ amount in acct). This asset was not loaded to ICAR and will not be levied.

Screen:	Field:	Entry:	Flag:	Status:
BATCH	BATCH		None	None

Process: **FIDM** Number: **1** **(OBSOLETE)**

Text: Address received from (source) for (obligor's name) is a foreign or military address, ICAR not updated. Verification will be attempted.

Screen:	Field:	Entry:	Flag:	Status:
BATCH	BATCH		1	None

Process: **FIDM** Number: **2**

Text: Address received from (source) for the financial institution is a foreign address, ICAR not updated. Verification will be attempted.
(financial institution name)
(financial institution address)

Screen:	Field:	Entry:	Flag:	Status:
BATCH	BATCH		2	None

Process: **FIDM** Number: **3** **(NOT USED)**

Text: Information received from (financial institution) indicates the asset held by (obligor's name) is a trust account. Verification of the trust account will be requested.

Institution: (financial institution name)

Account #: (account number)

Trust type: (trust code)

Screen:	Field:	Entry:	Flag:	Status:
BATCH	BATCH		3 (not used)	None

Process: **FIDM** Number: **4** (OBSOLETE – See [LEVY 45](#))

Text: Information received from (source) indicates (obligor's name) holds an asset valued at \$100,000 or more. Verification of the asset will be requested.

Institution: (financial institution name)

Account #: (account number)

Asset amt: (\$ amount)

Screen:	Field:	Entry:	Flag:	Status:
BATCH	BATCH		4	None

Process: **FIDM** Number: **5** (OBSOLETE – See [LEVY 46](#))

Text: Asset information received from (source) indicates the submitted SSN, (SSN), for (obligor's name) does not match name on file with the financial inst: (financial institution name) (matched name).

ICAR updated with information for this SSN. Review of the information will be conducted.

Screen:	Field:	Entry:	Flag:	Status:
BATCH	BATCH		5	None

Process: **FIDM** Number: **6** (OBSOLETE – See [LEVY 47](#))

Text: Address information received from (source) indicates the submitted SSN, (SSN), for (obligor's name) does not match name on file with the financial inst: (financial institution name) (matched name).

ICAR updated with information for this SSN. Review of the information will be conducted.

Screen:	Field:	Entry:	Flag:	Status:
BATCH	BATCH		6	None

Process: **FIDM** Number: **7** (OBSOLETE – See [LEVY 48](#))

Text: Information received from (source) indicates a joint owner exists for the following asset at (financial institution name):

Account #: (account number)

Joint name: (joint owner's name)

Joint SSN: (joint owner's SSN)

Verification of joint owner's address will be attempted.

Screen:	Field:	Entry:	Flag:	Status:
BATCH	BATCH		7	None

Process: **FIDM** Number: **8**

Text: Case certified for the following federal enforcement actions: FIDM-only. NPA balance: (NPA balance amount)

Screen:	Field:	Entry:	Flag:	Status:
BATCH	BATCH		None	None

Process: **FIDM** Number: **9**

Text: Case decertified for the following federal enforcement actions: FIDM-only.

Screen:	Field:	Entry:	Flag:	Status:
BATCH	BATCH		None	None

Process: **FIDM** Number: **10**

Text: Financial institution (financial institution name) (FIN)
has merged with: (financial institution name) (FIN)

Loaded assets have been updated to reflect this merger.

Screen:	Field:	Entry:	Flag:	Status:
FIMAINT	MERGED	"Y" and 9-digit FIN	None	None

Process: **FIDM** Number: **11**

Text: Merger for financial institution (financial institution name) (FIN)
has been reversed. Loaded assets have been updated to reflect this change.

Screen:	Field:	Entry:	Flag:	Status:
FIMAINT	ACTIVE	"Y"; space-through date	None	None
	MERGED	"N"		

Process: **LEVY** Number: **1**

Text: The obligor is represented by an attorney for the administrative levy process with (financial institution name).

Screen:	Field:	Entry:	Flag:	Status:
ADMLEVY	CC AP ATTY (Y/N)	"Y"	None	None

Process: **LEVY** Number: **2**

Text: The obligor is no longer represented by an attorney for the administrative levy process with (financial institution name).

Screen:	Field:	Entry:	Flag:	Status:
ADMLEVY	CC AP ATTY (Y/N)	"N"	None	None

Process: **LEVY** Number: **3**

Text: The obligee is represented by an attorney for the administrative levy process with (financial institution name).

Screen:	Field:	Entry:	Flag:	Status:
ADMLEVY	CC AP ATTY (Y/N)	"Y"	None	None

Process: **LEVY** Number: **4**

Text: The obligee is no longer represented by an attorney for the administrative levy process with (financial institution name).

Screen:	Field:	Entry:	Flag:	Status:
ADMLEVY	CC AP ATTY (Y/N)	"N"	None	None

Process: **LEVY** Number: **5** (OBSOLETE – See [LEVY 40](#))

Text: Legal Notice for Administrative Levy sent to the obligor and Proof of Service sent to clerk of court.

Screen:	Field:	Entry:	Flag:	Status:
ADMLEVY	LEGAL NOTICE TO OBLIGOR	"C," "A" or "M"	1	None

Process: **LEVY** Number: **6** (OBSOLETE – See [LEVY 51](#))

Text: Administrative Levy Notice sent to (financial institution name)

Screen:	Field:	Entry:	Flag:	Status:
ASSET	ADMIN LEVY (Y/N/H)	"Y"	2, 3, 6	None

Process: **LEVY** Number: **7** (OBSOLETE – See [LEVY 41](#))

Text: Administrative Levy Notice sent to obligor for assets held at (financial institution name). Proof of Service sent to clerk of court.

Screen:	Field:	Entry:	Flag:	Status:
ADMLEVY	BATCH		None	None

Process: **LEVY** Number: **8** (OBSOLETE – See [LEVY 39](#))

Text: Administrative Levy Notice sent to (joint owner name) for assets held at (financial institution name). Proof of Service sent to clerk of court.

Screen:	Field:	Entry:	Flag:	Status:
ADMLEVY	BATCH		None	None

Process: **LEVY** Number: **9**

Text: Administrative challenge to administrative levy process received on (date) for (financial institution name).

Screen:	Field:	Entry:	Flag:	Status:
ADMLEVY	TYPE	"ADM"	10, 11	None

Process: **LEVY** Number: **10**

Text: Notice of Decision Regarding Administrative Levy sent to obligor, joint owner (if applicable), and (financial institution name). The administrative levy has been released.

Screen:	Field:	Entry:	Flag:	Status:
ADMLEVY	LEVY RELEASED DATE	Current date	12	None

Process: **LEVY** Number: **11**

Text: Notice of Decision Regarding Administrative Levy sent to obligor and (financial institution name). The administrative levy has been revised.

NOTE: This narrative issues on cases with single-owner assets. It is paired with LEVY 14, which issues on cases with jointly held assets.

Screen:	Field:	Entry:	Flag:	Status:
ADMLEVY	N.O.D. TO OBLIGOR & FI (R/U)	"R"	3, 12, 18	None

Process: **LEVY** Number: **12**

Text: Administrative levy hearing set for (date) (time)

Screen:	Field:	Entry:	Flag:	Status:
ADMLEVY	TYPE HEARING DATE/TIME	"DC" Valid current or future date and time	4, 15	None

Process: **LEVY** Number: **13**

(OBSOLETE)

Text: Obligor has more than one case. Legal Notice of Administrative Levy generated to primary worker, (worker ID).

Screen:	Field:	Entry:	Flag:	Status:
BATCH	BATCH		None	None

Process: **LEVY** Number: **14**

Text: Notice of Decision Regarding Administrative Levy sent to obligor, joint owner, and (financial institution name). The administrative levy has been revised.

NOTE: This narrative issues on cases with joint held assets. It is paired with LEVY 11, which issues on cases with single-owner assets.

Screen:	Field:	Entry:	Flag:	Status:
ADMLEVY	N.O.D. TO OBLIGOR & FI (R/U)	"R"	3, 12, 18	None

Process: **LEVY** Number: **15**

Text: (None – this is a blank narrative for worker entry)

Screen:	Field:	Entry:	Flag:	Status:
ADMLEVY	NARRATIVE	"Y"	None	None

Process: **LEVY** Number: **16**

Text: A verified asset exists but case does not meet administrative levy criteria. Levy process ended due to: (system-determined variable)

NOTE: This narrative issues on single cases. It is paired with LEVY 20 for multiple cases.

Screen:	Field:	Entry:	Flag:	Status:
BATCH	BATCH	"Y"	17	None

Process: **LEVY** Number: **17**

Text: Case has met administrative levy criteria.

Screen:	Field:	Entry:	Flag:	Status:
BATCH	BATCH		5	None

Process: **LEVY** Number: **18**

Text: Case has met administrative levy criteria but the worker has ended the levy process because (worker-determined variable)

Screen:	Field:	Entry:	Flag:	Status:
BATCH	BATCH		6	None

Process: **LEVY** Number: **19**

Text: Case meets administrative levy criteria, however, levy process at (financial institution name) ended because total value of assets under (\$ amount).

Screen:	Field:	Entry:	Flag:	Status:
BATCH	BATCH		17	None

Process: **LEVY** Number: **20**

Text: A verified asset exists but administrative levy process not pursued for this case due to: (system-determined variable)

NOTE: This narrative issues on multiple cases. It is paired with LEVY 16 for single cases.

Screen:	Field:	Entry:	Flag:	Status:
BATCH	BATCH		17	None

Process: **LEVY** Number: **21** **(OBSOLETE)**

Text: Obligor has more than one case. Administrative Levy Notice to (financial institution name) generated to primary worker, (worker ID).

Screen:	Field:	Entry:	Flag:	Status:
BATCH	BATCH		None	None

Process: **LEVY** Number: **22** **(OBSOLETE)**

Text: Obligor has more than one case. Administrative Levy Notice to obligor (and administrative levy notice to joint owner, if applicable) generated to primary worker, (worker ID).

Screen:	Field:	Entry:	Flag:	Status:
BATCH	BATCH		None	None

Process: **LEVY** Number: **23**

Text: District court challenge to administrative levy process received on (date) for (financial institution name).

Screen:	Field:	Entry:	Flag:	Status:
ADMLEVY	TYPE	"DC"	14	None

Process: **LEVY** Number: **24**

Text: Notice of Decision Regarding Administrative Levy sent to obligor and (financial institution name). The administrative levy has been upheld.

NOTE: This narrative issues on cases with single-owner assets. It is paired with LEVY 25, which issues on cases with jointly held assets.

Screen:	Field:	Entry:	Flag:	Status:
ADMLEVY	N.O.D. TO OBLIGOR & FI (R/U)	"U"	3, 12, 18	None

Process: **LEVY** Number: **25**

Text: Notice of Decision Regarding Administrative Levy sent to obligor, joint owner, and (financial institution name). The administrative levy has been upheld.

NOTE: This narrative issues on cases with jointly held assets. It is paired with LEVY 24, which issues on cases with single-owner assets.

Screen:	Field:	Entry:	Flag:	Status:
ADMLEVY	N.O.D. TO OBLIGOR & FI (R/U)	"U"	3, 12, 18	None

Process: **LEVY** Number: **26** **(OBSOLETE – See [LEVY 43](#))**

Text: The administrative levy process has ended: (worker-entered variable)

Screen:	Field:	Entry:	Flag:	Status:
ADMLEVY	PROCESS ENDED DATE	Current date	17	None

Process: **LEVY** Number: **27**

Text: Administrative challenge to administrative levy process received on (date)

Screen:	Field:	Entry:	Flag:	Status:
ADMLEVY	TYPE	"ADM"	None	None

Process: **LEVY** Number: **28**

Text: Notice of Decision Regarding Administrative Levy sent to obligor, joint owner (if applicable), and (financial institution name). The administrative levy has been released.

Screen:	Field:	Entry:	Flag:	Status:
ADMLEVY	LEVY RELEASED DATE	Current date	None	None

Process: **LEVY** Number: **29**

Text: Notice of Decision Regarding Administrative Levy sent to obligor and (financial institution name). The administrative levy has been revised.

Screen:	Field:	Entry:	Flag:	Status:
ADMLEVY	N.O.D. TO OBLIGOR & FI (R/U)	"R"	None	None

Process: **LEVY** Number: **30**

Text: Administrative levy hearing set for (date)

Screen:	Field:	Entry:	Flag:	Status:
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Process: **LEVY** Number: **31**

Text: Notice of Decision Regarding Administrative Levy sent to obligor, joint owner, and (financial institution name). The administrative levy has been revised.

Screen:	Field:	Entry:	Flag:	Status:
ADMLEVY	N.O.D. TO OBLIGOR & FI (R/U)	"R"	None	None

Process: **LEVY** Number: **32**

Text: District court challenge to administrative levy process received on (date)

Screen:	Field:	Entry:	Flag:	Status:
ADMLEVY	TYPE	"DC"	None	None

Process: **LEVY** Number: **33**

Text: Notice of Decision Regarding Administrative Levy sent to obligor and (financial institution name). The administrative levy has been upheld.

Screen:	Field:	Entry:	Flag:	Status:
ADMLEVY	N.O.D. TO OBLIGOR & FI (R/U)	"U"	None	None

Process: **LEVY** Number: **34**

Text: Notice of Decision Regarding Administrative Levy sent to obligor, joint owner, and (financial institution name). The administrative levy has been upheld.

Screen:	Field:	Entry:	Flag:	Status:
ADMLEVY	N.O.D. TO OBLIGOR & FI (R/U)	"U"	None	None

Process: **LEVY** Number: **35** **(NOT USED)**

Text: The worker has determined that it is appropriate to proceed with administrative levy.

Screen:	Field:	Entry:	Flag:	Status:
			6	

Process: **LEVY** Number: **36** **(OBSOLETE)**

Text: Worker attempted to generate form 470-3187, Legal Notice of Administrative Levy. Notice not generated because (system-determined variable)

Screen:	Field:	Entry:	Flag:	Status:
ADMLEVY	LEGAL NOTICE TO OBLIGOR	"M"	21	None

Process: **LEVY** Number: **37**

Text: Administrative levy notice sent to (financial institution name)

The following accounts have been identified as trust accounts and will not be levied:
(account numbers)

These accounts are not included on form 470-3189.

Screen:	Field:	Entry:	Flag:	Status:
ASSET	ACCT. TYPE	"T" or "E"	2, 3, 6	None
	ADMIN LEVY (Y/N/H)	"Y"		

Process: **LEVY** Number: **38**

Text: Case meets administrative levy criteria, however, levy process at (financial institution name) ended because the only assets that exist have been identified as trust accounts.

Acct #: (account numbers)

Screen:	Field:	Entry:	Flag:	Status:
ASSET	ACCT. TYPE	"T" or "E"	17	None
	ADMIN LEVY (Y/N/H)	"Y"		

Process: **LEVY** Number: **39**

(OBSOLETE – See [LEVY 49](#))

Text: Form 470-3207, Administrative Levy Notice to Joint Owner, sent to (joint owner's name) at the following address: (joint owner's address)

for assets held at (financial institution name). Proof of Service sent to clerk of court.

Screen:	Field:	Entry:	Flag:	Status:
ADMLEVY	NOTICE TO JOINT OWNER	"Y"	None	None

Process: **LEVY** Number: **40**

(OBSOLETE)

Text: Form 470-3187, Legal Notice of Administrative Levy, sent to obligor at following address: (obligor's address)

Certificate of Service sent to clerk of court.

Screen:	Field:	Entry:	Flag:	Status:
ADMLEVY	LEGAL NOTICE TO OBLIGOR	"C," "A" or "M"	1	None

Process: **LEVY** Number: **41**

(OBSOLETE – See [LEVY 50](#))

Text: Form 470-3188, Administrative Levy Notice to Obligor, sent to the following address: (obligor's address)

for assets held at (financial institution's name). Proof of Service sent to clerk of court.

Screen:	Field:	Entry:	Flag:	Status:
ADMLEVY	LEGAL NOTICE TO OBLIGOR	"Y"	None	None

Process: **LEVY** Number: **42**

Text: Case has met administrative levy criteria but the worker has ended the levy process at (financial institution name) because: (worker-entered variable)

Screen:	Field:	Entry:	Flag:	Status:
ASSET	ADMIN LEVY (Y/N/H)	"N"	17	None

Process: **LEVY** Number: **43**

Text: The administrative levy process has ended at (financial institution name):
(worker-entered variable)

Screen:	Field:	Entry:	Flag:	Status:
ADMLEVY	PROCESS ENDED DATE	Current date	17	None

Process: **LEVY** Number: **44**

Text: Form 470-3207, Administrative Levy Notice to Joint Owner, not sent to (joint owner's name) for assets held at (financial institution name). No address could be verified.

Screen:	Field:	Entry:	Flag:	Status:
ADMLEVY	NOTICE TO JOINT OWNER	"N"	None	None

Process: **LEVY** Number: **45** **(Formerly FIDM 4)**

Text: Information received from (source) indicates (obligor's name) holds an asset valued at \$100,000 or more.

Institution: (financial institution name)

Account #: (account number)

Asset amt: (\$ amount)

Screen:	Field:	Entry:	Flag:	Status:
BATCH	BATCH		22	None

Process: **LEVY** Number: **46** **(Formerly FIDM 5)**

Text: Asset information received from (source) indicates the submitted SSN, (obligor's SSN), for (obligor's name) does not match name on file with the financial inst: (financial institution name) (matched name).

ICAR updated with information for this SSN.

Screen:	Field:	Entry:	Flag:	Status:
BATCH	BATCH		23	None

Process: **LEVY** Number: **47** **(Formerly FIDM 6)**

Text: Address information received from (source) indicates the submitted SSN, (obligor's SSN), for (obligor's name) does not match name on file with the financial inst: (financial institution name) (matched name).

ICAR updated with information for this SSN.

Screen:	Field:	Entry:	Flag:	Status:
BATCH	BATCH		24	None

Process: **LEVY** Number: **48** **(Formerly FIDM 7)**

Text: Information received from (source) indicates a joint owner exists for the following asset at (financial institution name):

Account #: (account number)

Joint name: (joint owner's name)

Joint SSN: (joint owner's SSN)

Screen:	Field:	Entry:	Flag:	Status:
BATCH	BATCH		25	None

Process: **LEVY** Number: **49**

Text: Form 470-3207, *Administrative Levy Notice to Joint Owner*, sent to (joint owner's name) at the following address: (joint owner's address) for assets held at (financial institution's name). Delinquency amount is \$(delinquency amount on the form). Proof of service sent to clerk of court.

Screen:	Field:	Entry:	Flag:	Status:
ADMLEVY	NOTICE TO JOINT OWNER	"Y"	None	None

Process: **LEVY** Number: **50**

Text: Form 470-3188, *Administrative Levy Notice to Obligor*, sent to the following address: (payor's address) for assets held at (financial institution's name). Proof of service sent to clerk of court. Delinquency amount is \$(delinquency amount on the form).

Screen:	Field:	Entry:	Flag:	Status:
ADMLEVY	LEGAL NOTICE TO OBLIGOR	"Y"	None	None

Process: **LEVY** Number: **51**

Text: Administrative levy notice sent to (financial institution's name). Delinquency amount is \$(delinquency amount on the form).

Screen:	Field:	Entry:	Flag:	Status:
ASSET	ADMIN LEVY (Y/N/H)	"Y"	2, 3, 6	None

Process: **LOC** Number: **87**

Text: Confidential source indicates possible assets for: (obligor's name). Verification by centralized unit currently in process.

Screen:	Field:	Entry:	Flag:	Status:
	VERIFICATION LETTER SENT	"Y"	None	None

Process: **LOC** Number: **313**

Text: Confidential source indicates possible assets for: (obligor's name). Verification by centralized unit currently in process.

Screen:	Field:	Entry:	Flag:	Status:
		"Y"	123	None

Calendar Flags

Process: **ENF** Number: **7**

Text: New asset source has been located for the obligor. Pursue enforcement as appropriate.

Screen:	Field:	Entry:	Narrative:	Status:
BATCH	BATCH			None

Process: **ENF** Number: **15**

Text: Check on letter for verification of asset information.

Screen:	Field:	Entry:	Narrative:	Status:
BATCH	BATCH			None

Process: **ENF** Number: **20**

Text: Levy bypass is now 90 days old and expired. Enter a new bypass or cancel the expired bypass.

Screen:	Field:	Entry:	Narrative:	Status:
CASESTAT	LEVY	B	48	None

Process: **ENF** Number: **21**

Text: Levy bypass is now 1 year old and expired. Enter a new bypass or cancel the expired bypass.

Screen:	Field:	Entry:	Narrative:	Status:
CASESTAT	LEVY	C	49	None

Process: **ENF** Number: **22**

Text: The levy bypass is now 90 days old and expired. Enter a new bypass or cancel the expired bypass.

Screen:	Field:	Entry:	Narrative:	Status:
CASESTAT	LEVY	R	50	None

Process: **ENF** Number: **23**

Text: The levy bypass that was entered due to a previous court order is now 1 year old and expired. Enter a new bypass or cancel the expired bypass.

Screen:	Field:	Entry:	Narrative:	Status:
CASESTAT	LEVY	R	51	None

Process: **ENF** Number: **25**

Text: Case qualified for levy but was stopped because the case is in error status. Correct the error and run case through the subsystem. When the case is no longer in error, this flag will be deleted.

Screen:	Field:	Entry:	Narrative:	Status:
BATCH	BATCH		53	None

Process: **ENF** Number: **26**

Text: Case qualified for levy but was stopped because the account to levy is a thrift savings plan (TSP) account. Manually complete the TSP levy forms and fax them to the TSP legal processing unit.

Screen:	Field:	Entry:	Narrative:	Status:
BATCH	BATCH		54	None

Process: **ENF** Number: **27**

Text: Case qualified for levy but was stopped because the financial institution does not accept a direct levy. Review the case for referral to the state where the payor lives.

Screen:	Field:	Entry:	Narrative:	Status:
BATCH	BATCH		55, 56	None

Process: **ENF** Number: **28**

Text: A levy was issued for this case and the case is in contempt. Review the levy with your attorney. If you do not want the levy to continue, release the levy and set a levy bypass.

Screen:	Field:	Entry:	Narrative:	Status:
BATCH	BATCH		57	None

Process: **ENF** Number: **29**

Text: A levy action has occurred on this case. Payor has foreign address. You must manually generate payor and joint owner forms with the foreign address.

Screen:	Field:	Entry:	Narrative:	Status:
BATCH	BATCH		62	None

Process: **FIDM** Number: **1** **(OBSOLETE)**

Text: Address received from FIDM for the obligor is a foreign or military address, ICAR not updated. Reformat address on ICAR and attempt verification.
(obligor's address)

Screen:	Field:	Entry:	Narrative:	Status:
BATCH	BATCH		1	None

Process: **FIDM** Number: **2**

Text: Address received from FIDM for the financial institution is a foreign address, ICAR not updated. Reformat address on ICAR and attempt verification.
(financial institution name)

Screen:	Field:	Entry:	Narrative:	Status:
BATCH	BATCH		2	None

Process: **FIDM** Number: **3**

Text: Information received from FIDM indicates the acct. held by the obligor is a trust acct. Verify the acct. with the financial institution before proceeding with an administrative levy.

Screen:	Field:	Entry:	Narrative:	Status:
BATCH	BATCH		4	None

Process: **FIDM** Number: **4** **(OBSOLETE)**

Text: Information received from FIDM indicates the obligor holds an asset valued at \$100,000 or more. Request verification of asset from financial inst. before proceeding with an administrative levy.
(financial institution name)
(account number)

Screen:	Field:	Entry:	Narrative:	Status:
BATCH	BATCH		4	None

Process: **FIDM** Number: **5** **(OBSOLETE)**

Text: Asset information received from FIDM indicates submitted SSN does not match name on file. ICAR updated with information for this SSN. Review information before proceeding with an admin levy.

Screen:	Field:	Entry:	Narrative:	Status:
BATCH	BATCH		5	None

Process: **FIDM** Number: **6** **(OBSOLETE)**

Text: Address information received from FIDM indicates submitted SSN does not match name on file. ICAR updated with information for this SSN. Review information.

Screen:	Field:	Entry:	Narrative:	Status:
BATCH	BATCH		6	None

Process: **FIDM** Number: **7** **(OBSOLETE)**

Text: Information received from FIDM indicates a joint owner exists for the following asset. Attempt verification of joint owner's address before proceeding with an administrative levy.
(financial institution name)
(account number)

Screen:	Field:	Entry:	Narrative:	Status:
BATCH	BATCH		7	None

Process: **FIDM** Number: **8**

Text: New financial inst. added to the FIMAINT database. Review information and update the FIMAINT screen as appropriate.

Screen:	Field:	Entry:	Narrative:	Status:
BATCH	BATCH			None

Process: **LEVY** Number: **1** **(OBSOLETE)**

Text: Review – Legal Notice of Administrative Levy sent to the obligor on (date)

Screen:	Field:	Entry:	Narrative:	Status:
ADMLEVY	LEGAL NOTICE TO OBLIGOR	"C," "A" or "M"	40	None

Process: **LEVY** Number: **2** **(OBSOLETE)**

Text: Review – Administrative Levy Notice sent to financial institution listed below on (date)

(financial institution name)

Screen:	Field:	Entry:	Narrative:	Status:
ASSET	ADMIN LEVY (Y/N/H)	"Y"	6	None

Process: **LEVY** Number: **3**

Text: Review for administrative levy payment. Upon receipt of administrative levy payment from financial institution listed below enter a date in the PROCESS ENDED DATE field. (financial institution name)

Screen:	Field:	Entry:	Narrative:	Status:
BATCH	BATCH		6	None

Process: **LEVY** Number: **4**

Text: Administrative levy hearing on (date and time)

Screen:	Field:	Entry:	Narrative:	Status:
ADMLEVY	HEARING DATE/TIME	Current or future date and time	12	None

Process: **LEVY** Number: **5**

Text: Case has met administrative levy criteria. (financial institution name)

Screen:	Field:	Entry:	Narrative:	Status:
BATCH	BATCH		17	None

Process: **LEVY** Number: **7**

Text: Verified asset exists, obligor is deceased. Review case for possible probate claim on asset at (financial institution).

Screen:	Field:	Entry:	Narrative:	Status:
BATCH	BATCH			None

Process: **LEVY** Number: **8**

Text: Reverify asset:

Screen:	Field:	Entry:	Narrative:	Status:
ASSET	ASSETS VERIFIED			None

Process: **LEVY** Number: **9**

(OBSOLETE)

Text: Case has met admin levy criteria. To proceed enter "Y" in Admin Levy field on ASSET screen for institution listed below. To end process enter an "N". Note: Other cases meet criteria for this obligor.
(financial institution name)

Screen:	Field:	Entry:	Narrative:	Status:
BATCH	BATCH		None	None

Process: **LEVY** Number: **10**

Text: Challenge to administrative levy received by CSRU. Contact financial institution immediately.
(financial institution name)

Screen:	Field:	Entry:	Narrative:	Status:
ADMLEVY	TYPE	"ADM"	9	None

Process: **LEVY** Number: **11**

Text: Notify obligor and joint owner (if applicable) of CSRU decision regarding administrative levy challenge at:
(financial institution name)

Screen:	Field:	Entry:	Narrative:	Status:
ADMLEVY	TYPE	"ADM"	9	None

Process: **LEVY** Number: **12**

Text: Dummy—To delete calendar flags LEVY 4, 10, 11, 14 & 15

Screen:	Field:	Entry:	Narrative:	Status:
BATCH	BATCH		11, 14, 24, 25	None

Process: **LEVY** Number: **13**

Text: Case may meet criteria for administrative levy. Obligor's address required to proceed. Review for verified address.

Screen:	Field:	Entry:	Narrative:	Status:
BATCH	BATCH		None	None

Process: **LEVY** Number: **14**

Text: District court challenge to administrative levy received on date below. Contact clerk of district court to schedule a district court hearing.
(date)

Screen:	Field:	Entry:	Narrative:	Status:
ADMLEVY	TYPE	"DC"	23	None

Process: **LEVY** Number: **15**

Text: Notify financial institution of district court decision regarding administrative levy challenge. The hearing was held on:
(date)
(financial institution name)

Screen:	Field:	Entry:	Narrative:	Status:
ADMLEVY	TYPE	"DC"	12	None
	HEARING DATE/TIME	Valid current or future date and time		

Process: **LEVY** Number: **16**

Text: (None – this is a blank calendar flag for worker entry)

Screen:	Field:	Entry:	Narrative:	Status:
ADMLEVY	CALENDAR FLAG	"Y"	None	None

Process: **LEVY** Number: **17**

Text: Dummy – Deletes all calendar flags for administrative levy process

Screen:	Field:	Entry:	Narrative:	Status:
				None

Process: **LEVY** Number: **18**

(OBSOLETE)

Text: Review – Notice of Decision Regarding Administrative Levy sent to financial institution 15 days ago.
(financial institution name)

Screen:	Field:	Entry:	Narrative:	Status:
			11, 14, 24, 25	None

Process: **LEVY** Number: **19** **(OBSOLETE)**

Text: Case may meet administrative levy criteria. Reverify asset at:
(financial institution name)

Screen:	Field:	Entry:	Narrative:	Status:
BATCH	BATCH		None	None

Process: **LEVY** Number: **21** **(OBSOLETE)**

Text: Legal Notice of Administrative Levy was not generated through manual process
because: (system-entered variable)

Screen:	Field:	Entry:	Narrative:	Status:
BATCH	BATCH		36	None

Process: **LEVY** Number: **22** **(OBSOLETE)**

Text: Information received from FIDM indicates the obligor holds an asset valued at
\$100,000 or more. Request verification of asset from financial inst. before proceeding with
an administrative levy.
(financial institution name)
(account number)

Screen:	Field:	Entry:	Narrative:	Status:
BATCH	BATCH		45	None

Process: **LEVY** Number: **23** **(OBSOLETE)**

Text: Asset information received from FIDM indicates submitted SSN does not match name
on file with FI. ICAR updated with information for this SSN. Review information in narr.
before proceeding with levy.
(financial institution name)

Screen:	Field:	Entry:	Narrative:	Status:
BATCH	BATCH		46	None

Process: **LEVY** Number: **24** **(OBSOLETE)**

Text: Address information received from FIDM indicates submitted SSN does not match
name on file with FI. ICAR updated with information for this SSN. Review information in
narrative.
(financial institution name)

Screen:	Field:	Entry:	Narrative:	Status:
BATCH	BATCH		47	None

Process: **LEVY** Number: **25** **(OBSOLETE)**

Text: Information received from FIDM indicates a joint owner exists for the following asset.
Attempt verification on joint owner's address before proceeding with an administrative levy.
(financial institution name)
(account number)

Screen:	Field:	Entry:	Narrative:	Status:
BATCH	BATCH		48	None

Process: **LEVY** Number: **26**

Text: Case may meet criteria for administrative levy. Obligor's address required to proceed. Review for verified address.

Screen:	Field:	Entry:	Narrative:	Status:
BATCH	BATCH			None

Process: **LOC** Number: **123**

Text: Obligor address received. Attempt verification if necessary. Address received from:

Screen:	Field:	Entry:	Narrative:	Status:
BATCH	BATCH			None
