

Distribution

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Overview and Definitions

Legal reference: 42 USC 657; 45 CFR 302.32, 302.38, 302.51, 302.52, 303.72;
Iowa Code Section 252B; 441 IAC 95.1(252B), 95.3(252B),
95.23(252B)

Federal law and regulations, and administrative rules control the policies for distribution of child support. In addition to locating payors, establishing and enforcing support orders, the Child Support Recovery Unit (Unit) performs distribution functions on all IV-D cases.

The Collection Services Center (CSC) receives support payments and processes them using software that loads payment information nightly to the Iowa Collection and Reporting (ICAR) system. ICAR allocates and distributes these payments to cases using coupons. Coupons are records in ICAR designating the amount of money due on an obligation for a particular period.

After ICAR allocates the payments, it creates an electronic file and sends the file to the Iowa Department of Administrative Services (DAS). DAS creates and sends electronic payments or warrants to payees. See [Allocation and Distribution of Support](#) for more information on payment processing.

The information in this chapter is organized into the following sections:

- ◆ [Assignment of Support](#)
- ◆ [Collection Services Center](#)
- ◆ [Allocation and Distribution of Support](#)
- ◆ [Satisfaction of Child Support](#)
- ◆ [Obligation Suspensions](#)
- ◆ [State Disbursement Unit](#)
- ◆ [Narratives](#)
- ◆ [Flags](#)

Account Type

The “account type” is the classification of support obligations according to:

- ◆ The case characteristics, such as foster care, Family Investment Program (FIP), Medicaid (Title XIX), non-assistance, intergovernmental, etc.
- ◆ The type of obligation.
- ◆ The payee’s eligibility for Title IV-D child support services.
- ◆ The status of the case.

The account types in ICAR are:

- 10 State-paid foster care: When only state funds are used to pay the cost of foster care. ICAR uses this account type for cases with amounts due under CS, CA, RE, HI, and IP obligation types.
- 11 Cash assistance: When the family receives benefits from the Family Investment Program (FIP). ICAR uses this account type for cases with amounts due under CS, CA, RE, HI, and IP obligation types.
- 12 Non-assistance: When the family no longer receives FIP or Title XIX benefits or has applied directly with the Unit for services. ICAR uses this account type for cases with amounts due under CS, CA, RE, HI, and IP obligation types.
- 13 IV-E foster care: When federal funds available under title IV-E of the Social Security Act contribute to the cost of foster care. ICAR uses this account type for cases with amounts due under CS, RE, HI, and IP obligation types.
- 14 Intergovernmental assistance: When the family receives Temporary Assistance for Needy Families (TANF) from another intergovernmental agency. ICAR associates this account type for cases with amounts due under CS, CA, RE, HI, and IP obligation types.
- 15 Intergovernmental non-assistance: When the family no longer receives TANF or Title XIX benefits from another intergovernmental agency or has applied directly to the intergovernmental agency for services. ICAR associates this account type for cases with amounts due under CS, CA, RE, HI and IP obligation types. NOTE: This account type can also appear on international intergovernmental cases.

- 16 Intergovernmental IV-E foster care: When federal funds available under title IV-E of the Social Security Act contribute to the cost of foster care in another state. ICAR uses this account type for cases with amounts due under CS, RE, HI, and IP obligation types.
- 17 Non-IV-D: When the family does not receive enforcement services from the Unit. The case is open only for payment processing purposes. ICAR uses this account type for cases with amounts due under CS, CA, RE, HI, and IP obligation types.
- 18 Title XIX-only: When the family receives Title XIX benefits only. ICAR uses this account type for cases with amounts due under CS, CA, RE, HI, and IP obligation types.
- 19 Intergovernmental Title XIX-only: When the family receives only Title XIX benefits from another state. ICAR uses this account type for cases with amounts due under CS, CA, RE, HI, and IP obligation types.
- 40 State-paid foster care: When the child receives Title XIX services while in foster care. ICAR uses this account type for cases with amounts due under medical support (MS) or medical reimbursement (MR) obligation types.
- 41 Assistance: When the family receives TANF benefits from another state or tribe. ICAR uses this account type for cases with amounts due under MS or MR obligation types.
- 42 Non-assistance: When the family no longer receives FIP or Title XIX benefits or has applied directly with another intergovernmental agency for services. ICAR uses this account type for cases with amounts due under MS or MR obligation types.
- 43 IV-E foster care: When the cost of foster care and Title XIX benefits is partially paid by the federal government. ICAR uses this account type for cases with amounts due under MS or MR obligation types.
- 44 Intergovernmental assistance: When the family receives TANF and Title XIX benefits from another intergovernmental agency. ICAR uses this account type for cases with amounts due under MS or MR obligation types.
- 45 Intergovernmental non-assistance: When the family no longer receives TANF and Title XIX benefits from another intergovernmental agency or has applied for services directly with another intergovernmental agency. ICAR uses this account type for cases with amounts due under MS and MR obligation types.

- 46 Intergovernmental IV-E foster care: When the cost of foster care and Title XIX benefits from another intergovernmental agency is partially paid by the federal government. ICAR uses this account type for cases with amounts due under MS or MR obligation types.
- 47 Non-IV-D: When the family does not receive enforcement services from the Unit. The case is open only for payment processing purposes. ICAR uses this account type for cases with amounts due under MS and MR obligation types.
- 48 Title XIX-only: When the family receives Title XIX benefits only. ICAR uses this account type for cases with amounts due under MS or MR obligation types.
- 49 Intergovernmental Title XIX-only: When the family receives Title XIX benefits only from another intergovernmental agency. ICAR uses this account type for cases with amounts due under MS or MR obligation types.

Allocation

“Allocation” is the process of identifying coupons to which ICAR can apply payments.

Arrearage

An “arrearage” is the past due support owed by the payor under a court or administrative order.

Assignment

The “assignment” is the support that the family assigns to the state as a condition of eligibility for assistance. The person assigning gives to the state certain rights the family has to support from any other person. Payments assigned to the state reimburse the state and federal government for the costs of assistance the family receives.

Whether a specific payment or portion of a payment is assigned to the state depends on a combination of when the family receives assistance, when the payment is due, when the payment is made, and the source of the payment.

The amount of assigned support cannot exceed the total amount of assistance paid to the family or the support assigned. In other words, the limit of the amount of assigned support is the **lesser** of:

- ◆ The total accumulated amount of FIP the family receives, or
- ◆ The total amount of assigned child support.

A family receives \$400 per month in assistance. The payor owes monthly child support of \$300 and does not pay support for the three months the family receives assistance. The unreimbursed past public assistance (UPPA) balance at the end of three months is \$1,200.

The assigned child support for the same three-month period is \$900. The maximum amount the state can retain is the child support balance of \$900, because it is the lesser of the two amounts.

Assistance

“Assistance” is the FIP payments made to the family as well as foster care maintenance (FCM) payments paid on behalf of a child.

Batch Code/Sequence Number

The “batch code sequence number” is the method ICAR uses to group payments entered on a specific date, at a specific time, and of a specific type. CSCPro and ICAR assign numbers to batches when payments are entered into the systems. The batch code sequence numbers are two-digit numbers or a single alphabetical character that display on some screens to identify the source of a payment or adjustment to payment information on the case.

Batch Code/ Sequence No.	Fund Source on PAYHIST Screen	Definition
01	ADJ	Adjustment or refund
02	REG	Receipt (entered manually and not through the payment processing software by CSC)
03	NSF/BRI	Non-sufficient funds or bank return item
04	ATM	Automated teller machine (state-issued ATM cards). This payment method is no longer in use.
05	UIB	Undisclosed income or benefit
06	STT	State tax offset (entered manually)

Batch Code/ Sequence No.	Fund Source on PAYHIST Screen	Definition
07	FED	Federal tax offset (entered manually)
08	MIW	Income withholding (includes employer electronic funds transfer payments)
09	ADJ	Transferred payment
11	REG	Usually paid by an individual payor or other intergovernmental agency
12	REG	Administrative levy payment
13	REG	Targeted collections payment
11-19	REG	Before 1995, less than seven digits, not a payment from payment processing software
21-29	REG	Before 1995, less than seven digits, not a payment from the payment processing software
31	EFT – Auto Withdrawal	Electronic funds transfer (automatically withdrawn from a payor’s bank account)
32	N/A	Future distribution
35-39	FED	Federal tax (batch process)
40-44	STT	State tax (batch process)
45	N/A	Overpayment
46	N/A	Refund complete
48	VOL	Voluntary payment (see Voluntary Payments for types of VOL entries)
49	N/A	Money transferred to ICAR from the CAR system
50-78	COC, CRP, OFT, OPY, OST, OTH, PRS, SAT, VRP	Conversion entries (see The Conversion Screen (CONVERT) Screen for types of conversion entries)
79	NSR/BRR	Repaid non-sufficient funds check or bank return item (no warrant issued)
B	ADJ	Refund to payor
M	ADJ	Refund to other
D	ADJ	Refund of federal tax offset
L	ADJ	Refund of state tax offset

Case Types

There are three “case types” used for the distribution of monies collected. You need to know the different case types to help you better understand the distribution hierarchy.

- ◆ “Never assistance case” means the family never received assistance.
- ◆ “Current assistance case” means the family currently receives assistance.
- ◆ “Former assistance case” means the family received assistance in the past.

Coupon

The “coupon” is a ledger entry within ICAR designating the amount of money due on a particular obligation for a particular period. ICAR generates coupons based on the frequency and amount of support due.

You enter an obligation into ICAR and indicate the obligation is payable each month for \$400. ICAR builds coupons for \$400 each month while the obligation is in effect.

Coupon Assignment Tag

The “coupon assignment tag” is the combination of the two-digit account type and a two-letter assignment indicator used in ICAR to record where a specific coupon is assigned. ICAR attaches coupon assignment tags to coupons when building and maintaining coupons and uses the tag when determining how to allocate payments. The two valid assignment indicators are:

Indicator	Explanation
AS Permanently assigned	<p>ICAR builds permanently assigned coupons for payments due while the family receives assistance or a child receives foster care. Both current and former assistance cases can have permanently assigned coupons. ICAR allocates the payment to the state when money applies to permanently assigned coupons. When a child terminates assistance or leaves foster care, all permanently assigned coupons remain assigned to the state.</p> <p>ICAR calculates the total of permanently assigned coupons to ensure that they do not exceed the total amount of UPPA paid to the family. If the permanently assigned coupon total is greater than the UPPA balance, ICAR unassigns the difference and those coupons become “assigned never” coupons.</p>

Indicator	Explanation
AN Never-assigned	When the family has never received assistance, none of the support is assigned, so all coupons are "never-assigned." For former-assistance and current assistance cases, support due during periods of non-assistance is not assigned so these coupons are also tagged "never-assigned." Payments applied to never-assigned coupons distribute to the family.

Current Support

The "current" support is the payment received in the amount and frequency specified in a court order for support. Specifically, current support is the amount collected during a period that represents payment on the support obligation ordered for that period. In Iowa, the State Disbursement Unit (SDU) processes support payments for IV-D cases and designated non-IV-D cases.

Date of Collection

The "date of collection," also known as the "date of withholding," is the date the income provider gives to CSC as the date the income provider withheld the funds from the payor's income. When the income provider gives the date of withholding to CSC, ICAR uses the date of withholding to determine the proper allocation of the payment.

If the income provider does not give the date of withholding, CSC uses a date determined by the payment processing software to calculate the date of withholding from past payment cycles. When reliable payment cycle information is not available, CSC uses the date on the payment instrument (check) as the date of collection. ICAR displays the date of collection in the PAYMENT WITHHELD field on appropriate ICAR screens.

An income provider is anyone who must withhold income on behalf of the payor and remit the withheld payment to CSC to satisfy support obligations. Income providers include employers, individuals, contractors, companies, businesses, organizations, and all government agencies.

Disbursement or Distribution

"Disbursement" and "distribution" are used interchangeably for the process of sending the payment to the appropriate entities (payee, FIP, Title XIX (for assigned cash medical support), foster care, other intergovernmental agency). DAS disburses payments based on the nightly ICAR file specifying distribution of the payment.

Distribution Hierarchy

The “distribution hierarchy” is the order in which entities are paid.

Fund Source

“Fund source” means a method of payment or a type of adjustment. The fund source identifies the:

- ◆ Method used to transmit a support payment.
- ◆ Method used to give credit for payments when actual cash payments are not received.
- ◆ Reason for adjusting a previously applied payment.

The following list describes each fund source in ICAR:

Code Explanation

ADJ Adjustment: An adjustment is the modification of a previously applied payment. ICAR displays the adjustment as a negative amount and displays a receipt adjustment or special abstract reason code. CSC staff makes adjustment entries on ICAR. The following is a list of batch codes that help identify adjustments on ICAR:

ADJ A	CS RTRN – RCPT	ADJ V	VOLUNTARY
ADJ B	CS RTRN – RCP	ADJ W	FED JNT FEE-RCPT
ADJ C	FED RTRN – PAYOR	ADJ X	FED JNT NOF-PAYR
ADJ D	FED OFFSET RTRN	ADJ 4	PAYMENT TRANSFER
ADJ J	NPA ERROR RTRN	ADJ 20	INCORR APPLIED
ADJ K	STATE RTRN-RCPNT	ADJ 21	RTRN ITEM (NSF)
ADJ L	ST OFFSET RTRN	ADJ 22	IRS ADJUSTMENT
ADJ M	ERROR RETURN	ADJ 23	STATE RVNUE TRAN
ADJ N	NON-SUF FUNDS	ADJ 24	IRS TAX TRANS
ADJ Q	FED RN FEE-RCPNT	ADJ 25	INCOR \$50 DSRGRD
ADJ R	FED RN FEE-PAYOR	ADJ 26	WAGE WITH ADJ
ADJ S	FED RN JNT-RECP	ADJ 27	IRS ADJ-JOINT
ADJ T	TRANSFER	ADJ 29	IRS ADJ-TRANS
ADJ U	FED RN JNT-PAYOR		

Code	Explanation
ANF	Annual fee: All states are required to collect a \$25 annual fee in the case of a payee and child or children on the case who has never received assistance under a state program funded by part A of the Social Security Act and for whom the state has distributed more than \$500 in support.
ATM	Automatic teller machine: An ATM transaction is a cash support payment paid through an automatic teller machine. This fund source is no longer used. ICAR allocates ATM payments the same as regular payments.
BAL	Balance owed to an account type: A balance transaction entry changes the account type on unpaid coupons to a different account type. In the past, the Conversion (CONVERT) screen was used to enter balance transactions. ICAR no longer permits this action. However, ICAR continues to display past BAL entries.
BND	Bond: CSC enters a bond transaction on the Regular Cash Receipts (RECEIPT) screen when CSC receives a support payment because the Unit offset a bond posted by the payor. ICAR allocates BND payments the same as regular payments.
BRI	Bank returned item: A fund source of BRI represents a previously-applied payment returned unpaid by a financial institution due to one of the following reasons: <ul style="list-style-type: none">◆ The account is closed;◆ The check is unsigned;◆ The numeric and written amounts are different; or◆ The date is "stale" (the date the financial institution determines a check is no longer valid) CSC enters a negative BRI on the case's Payment History (PAYHIST) screen and sets up BRI debts in the tracking fees and costs module of ICAR.
BRR	Bank returned item recoupment: CSC uses the BRR code to apply payments to BRI debts set up in the tracking fees and costs module of ICAR. ICAR displays this payment on the PAYHIST screen when CSC codes it appropriately in the tracking fees and costs module when applying the BRR repayment amount.

Code	Explanation
CLK	Redirection: Occasionally a court order redirects payments to the clerk of court . A redirection transaction occurs when a payment received by CSC posts to a redirected case. When a payment applies to a redirected case, ICAR directs DAS to generate a warrant to the Iowa clerk of court for the redirected case. ICAR allocates CLK payments the same way as regular payments.
COC	Clerk of court: You enter amounts paid to the clerk of court on the CONVERT screen to give credit to the payor for payments made to the clerk of court before the re-direction of payments to CSC. ICAR allocates COC payments the same way as regular payments, but ICAR does not send money applied to a family account type to the family. This entry shows what happened before CSC started receiving the payments.
CRF	Cost recovery fee: An annual fee formerly charged for IV-D services. State law stopped the fee as of July 1, 1996. However, ICAR continues to display the code on the PAYHIST screen.
CRP	Credit for payments: The CRP code is no longer used. CSC made CRP entries on the CONVERT screen for payments received by CSC and made payable to the payee on the case. CSC entered payments in account types 12, 15, 17, and 18 on the CONVERT screen and mailed the financial instrument directly to the payee. (The assignment of support authorizes the state to endorse and retain payments on account types 10, 11, 13, 14, 16, and 19 payable to a payee.) ICAR allocates CRP payments the same way as clerk of court payments.
DOP	Debtor offset payments: Non-tax funds owed to the payor through DAS apply as a DOP. ICAR allocates DOP payments the same way as regular payments.
EFT	Electronic funds transfer: The EFT code represents support payments automatically withheld from a payor's bank account and transmitted through electronic funds transfer. ICAR allocates EFT payments the same way as regular payments.

Code	Explanation
FAO	Federal administrative offset: The FAO code refers to federal non-tax funds owed to the payor and offset by the Unit for payment of support. ICAR allocates FAO payments the same as regular payments, except that it applies the payment to cases that certify for federal administrative offset. See 11-J, Federal Offsets and Passport Sanctions for more information.
FED	Federal tax refund offset: The FED code refers to tax funds owed to the payor and offset by the Unit for payment of delinquent support. ICAR applies FED payments only to arrears on cases that are certified for federal tax offset, never to current support. See 11-J, Federal Offsets and Passport Sanctions for more information.
FEE	Interstate fee: An interstate fee refers to a portion of a collection withheld by an intergovernmental agency for the payment of fees. ICAR allocates FEE payments the same as clerk of court payments.
LVY	Administrative levy: CSC enters a LVY transaction when it receives a support payment from an administrative levy of a payor's account in a financial institution. ICAR allocates LVY payments the same as REG payments.
MIW	Income withholding: Mandatory income withholding payments represent payments collected through income withholding orders. CSC can manually enter this fund source, but the payment processing software automatically codes most MIW payments. MIW payments received electronically on ICAR also use the fund source. ICAR allocates MIW payments the same as regular payments if a payor has one case. NOTE: If the payor has multiple cases, ICAR may split the MIW payment proportionately across cases. See 11-F, Income Withholding .
MOD	Modification of judgment: Use a MOD entry to give court-ordered credit of a specified amount towards the payor's support obligation. ICAR allocates MOD payments the same as clerk of court payments.
NSF	Non-sufficient funds: A fund source of NSF represents a previously applied payment returned unpaid by a financial institution due to insufficient funds in the account. CSC makes a negative NSF entry on the PAYHIST screen. CSC sets up NSF debts in the tracking fees and costs module of ICAR.

Code	Explanation
NSR	Non-sufficient funds recoupment: CSC uses the NSR code to apply payments to NSF debts set up in the ICAR tracking fees and costs module.
OFT	Other state's federal tax refund offset: Enter fund source OFT on the CONVERT screen to credit the payor with an offset payment upon receiving verification that another intergovernmental agency received a federal tax refund offset. ICAR allocates OFT payments the same as clerk of court payments.
OPY	Other state's payment: Enter fund source OPY on the CONVERT screen to credit the payor with a payment upon verification from another intergovernmental agency that it received a support payment directly. ICAR allocates OPY payments the same as clerk of court payments.
OST	Other state's state tax refund: Enter fund source OST on the CONVERT screen to credit the payor with an offset payment upon verification that another state offset the payor's state tax refund. ICAR allocates OST payments the same as clerk of court payments.
OTH	Other: Enter fund source OTH on the CONVERT screen when no other existing codes are appropriate for the transaction. ICAR allocates OTH payments the same as clerk of court payments.
PRS	Payments received by state: Enter fund source PRS on the CONVERT screen to give the payor credit for payments received directly by CSC and not paid through the clerk of court or included in a COC entry. ICAR allocates PRS payments the same as clerk of court payments. Use this fund source when transferring payments from an Iowa Court Information System (ICIS) case to an ICAR case. ICIS cases are cases for which the Unit does not provide any services other than distribution of support payments. See State Disbursement Unit for more information on ICIS cases. See Voluntary Payments for more information on transferring voluntary payments and the proper use of fund source codes.
REG	Regular cash remittance: CSC uses fund source REG to enter payments received directly from the payor. ICAR credits these payments first to current support due, then to any arrears due on the case. If current and arrears are paid, ICAR allocates the payment to future support, if appropriate. See Future Payments for more information. If the payment applies to a family account type, the payment ICAR distributes it to the payee. If the payment applies to a state account type, the state retains the money.

Code	Explanation
SAT	Satisfaction of judgment: Enter payments for fund source SAT through the CONVERT screen upon receipt of a court-approved satisfaction of judgment requiring credit be given for a specified amount or specified time period on the payor's payment record. ICAR allocates SAT entries the same as clerk of court payments. Before October 1, 1997, satisfaction: ICAR enters a SAT to specific cases based upon 2009 Iowa Acts, Ch. 182, section 8.
STT	State tax refund: STT payments represent the amount taken from a payor's state tax refund. ICAR allocates STT payments the same as regular payments except that it never applies STT payments to future support.
TFC	Tracking fees and costs: TFC indicates the amount if kept for repayment by the payee of a debt. CSC sets up the debt and repayment agreement in the ICAR tracking fees and costs module. See 11-Z, Tracking Fees and Costs for more information.
TIF	Tax intercept fee: The TIF code is no longer used. It represents the fee from any federal offset sent to CSC. When the code was in use, the Unit paid the fee for offsets on assistance cases and the payee paid the fee on non-assistance cases.
UIB	Undisclosed income or benefit: UIB payments represent an income or benefit for payment of support that CSC receives electronically. ICAR allocates UIB payments the same as MIW payments.
VCP	CAR payment: The VCP code represents payments applied to the Collections and Reporting (CAR) system, the precursor to the ICAR system. The code is infrequently used. Enter these credits through the CONVERT screen. ICAR allocates VCP payments the same as clerk of court payments.
VOL	Voluntary payment: ICAR assigns fund source VOL to apply payments to cases when no court order exists on the case. ICAR distributes VOL payments the same as regular payments. ICAR uses this fund source to post payments to ICIS cases. ICAR posts payments on ICIS cases as a VOL because ICAR does not have court order information on the case. The only service CSC provides on ICIS cases is payment processing.

Code Explanation

VRP	Voluntary credit for payment: CSC uses fund source VRP to enter credits through the CONVT screen and apply payments from payors when no court order exists. ICAR allocates VRP payments the same as clerk of court payments.
VRT	Voluntary regular transfer: CSC uses fund source VRT to apply a payment previously applied with a VCP or VOL fund source to a court order on the same case. ICAR allocates VRT payments the same as clerk of court payments. See ICIS Cases and CONVERT Screen Entries for more information on transferring voluntary payments and the proper use of fund source codes.

Hold Status

The "hold" status applies to a payment ICAR has allocated but has not distributed. Examples of when ICAR places a payment in hold status are:

- ◆ ICAR has no payee address.
- ◆ The HOLD field on the PAYEE2 screen contains an entry of "B," "C," "D," "I," or "N." See 9-E, [Case Setup](#), for the meaning of these codes and why they are used.
- ◆ ICAR has no payment Federal Information Processing System (FIPS) code on an intergovernmental case.
- ◆ The payment is a federal tax refund offset payment allocated to account type 12, 18, or 42.

If a federal tax refund offset is from a joint tax return, ICAR places the offset payment in hold because the Unit does not know if the payor will file an amended return or if the payor's spouse has or will file an injured spouse claim. The hold status may last for up to five months, to allow the injured spouse time to file a claim for a proportionate share before the Unit disburses the money to the payee. See 11-J, [Federal Offsets and Passport Sanctions](#) for more information.

Obligation

The “obligation” is the amount of money a payor must pay on a regular basis for the support of a child or ex-spouse as ordered by the court or administratively by the Unit. The order specifies the amount and frequency of each payment and may include child support, medical support, or alimony.

Payee

The “payee” is the resident parent, legal guardian, caretaker relative having custody of or responsibility for the child or children, judicially-appointed conservator with a legal and fiduciary duty to the payee and the child or alternate caretaker designated in a record entitled to receive child support, spousal support (alimony), or medical support for a child.

Payor

The “payor” is a parent, relative, guardian, or any other person legally responsible for the support of a child or a child’s caretaker.

Refund

A “refund” is the money returned to a payor, another intergovernmental agency, employer, income provider, or clerk of court or other entity. It does not include money sent to the payee.

Special Abstract

A “special abstract” reallocates money to the payee when the state retains support payable to the family.

Support

For purposes of establishing or modifying orders, “support” is the child support, medical support, or both. For enforcement of orders, the term support refers to child support, medical support, and spousal support. The Unit enforces spousal support only when the payor also owes child support.

Assignment of Support

Legal reference: 42 USC 608; Iowa Code Section 234.39, 252A, 252E; 441 IAC 41.22(7)

Assignments determine the entities that are entitled to child support, alimony, and medical support payments and indicate ownership of arrearages.

You can view assignment information on two ICAR screens: the Child Assignment INQ/UPDT (CASSIGN) screen and the Assignment Display/Update (ASSIGN) screen. When the Unit enforces a spousal support (CA) obligation on the case and the family goes on and off FIP, you need an ASSIGN screen.

Displaying Coupon Assignments

ICAR determines the coupon assignment tag according to the coupon account type and FIP or Title XIX status of the case and displays them on several screens. ICAR uses FIP grant detail records on the UPPA FIP MONTHLY DETAIL screen to determine FIP status from January 1, 1992, through the current date. ICAR uses child assignments displayed on the Child Assignment (CASSIGN) screen to determine Title XIX status or FIP status of the case before 1992.

The following table depicts the allowable coupon account type and coupon assignment combinations in ICAR:

Coupon Account Type	Coupon Assignment Tag
10, 11, 13, 14, 16, 40, 41, 43, 44, 46, 48, 49	AS
12, 15, 17, 18, 19, 42, 45, 47	AN

The following ICAR screens show the location of the coupon assignment tags:

Coupon Distribution by Obligation and Account Type (COUPDIST) screen:

D479HR11	IOWA COLLECTION AND REPORTING SYSTEM			04/11/17
	COUPON DISTRIBUTION BY OBLIGATION AND ACCOUNT TYPE			100728
CASE NBR:	HIERARCHY TYPE: NEVER ASSIGNED/FORMER ASSISTANCE			
PAYOR:				
PAYEE:				
	COUPON			
OBLIG TYPE	ASSIGNMENT	COUPON DATE	AMT BILLED	AMT PAID
CS	12AN	03/01/2017	300.00	207.69
PF5=INQUIRY PF7=BACK PF8=FORWARD PF9=PRIOR-ASGN PF10=NEXT ASGN PF11=FED HIER				
NEXT SCREEN: NOTES:				
END OF CURRENT MONTH COUPONS				

Payment History Detail (PAYHIST DETAIL) screen:

D479HR04	IOWA COLLECTION AND REPORTING SYSTEM			DATE: 04/11/17
	PAYMENT HISTORY DETAIL			TIME: 10:09:36
CASE NUMBER.....:				
PAYOR NAME.....:				
PAYEE NAME.....:				
PAYMENT	AMOUNT		COUPON	PYMT SENT
WITHHELD	APPLIED	--PAID TO-	HOLD	ASSIGNMENT TO FIPS
03/06/17	69.23	69.23	12AN	
RETURN=CLEAR				
NEXT SCREEN: NOTES				

Balance Adjustments--CS (BALADJCS) screen:

```

D479HR02          IOWA COLLECTION AND REPORTING SYSTEM      DATE: 04/11/17
                  BALANCE ADJUSTMENTS--CS                 TIME: 10:14:13
CASE NBR:                PAYOR   :
START DATE: 03 2007      PAYEE   :

ACCT  BALANCE      ACCT  BALANCE      ACCT  BALANCE      ACCT  BALANCE
 11    5548.21     12

CURRENT BALANCES:                CHANGE TO:
OBL ACCT COUP DATE  AMT DUE  ACCT  AMOUNT  ACCT  AMOUNT  ACCT  AMOUNT
CS  11AS 20170315    241.00
CS  11AS 20170215    241.00
CS  11AS 20170115     71.49
CS  11AS 20171015    226.12
CS  11AS 20170915    241.00

PF3=MODIFY    PF5=INQUIRY    PF7=PAGE BACK    PF8=PAGE FORWARD    PF10=SHIFT
NEXT SCREEN:          NOTES:
ENTER CASE NUMBER AND PRESS PF5
  
```

Balance Adjustments--FC (BALADJFC) screen:

```

D479HR37          IOWA COLLECTION AND REPORTING SYSTEM      DATE: 04/11/17
                  BALANCE ADJUSTMENTS--FC                 TIME: 10:19:44
CASE NBR:                PAYOR   :
START DATE:                PAYEE   :

ACCT  BALANCE      ACCT  BALANCE      ACCT  BALANCE      ACCT  BALANCE
 11    5548.21     12

CURRENT BALANCES:                CHANGE TO:
OBL ACCT COUP DATE  AMT DUE  ACCT  AMOUNT  ACCT  AMOUNT  STATE ID
CS  11AS 20170315    100.00
CS  11AS 20170315    200.00
CS  11AS 20170315    410.49

PF3=MODIFY    PF5=INQUIRY    PF7=PAGE BACK    PF8=PAGE FORWARD    PF10=SHIFT
NEXT SCREEN:          NOTES:
ENTER CASE NUMBER AND PRESS PF5
  
```

Assignments on FIP Cases

The Deficit Reduction Act of 2005 requires the assignment of all support due during periods of assistance to the state. The payee assigns all rights to child and spousal payments to the state while receiving FIP. Since October 1, 2009, support due during periods of non-assistance remain payable to the family.

A case has arrearages of \$500. When the family goes on FIP, the arrearage remains payable to the family as AN coupons. ICAR builds the coupons due during the period of assignment as 11AS. They remain 11AS upon termination of FIP.

Assignments on Medical Cases

When a family receives Title XIX only, the assignment of medical support is limited to the period when the family receives Title XIX services. Arrears payable to the family that accrued before the date of assignment remain payable to the family.

Even if there is no medical support obligation on the case, the assignment information on ICAR must reflect the Title XIX assignment period. The case is a IV-D case for establishment and enforcement purposes.

1. A support order including an MS obligation began July 20, 2011. The case account type since the start of the order was 12. Effective June 1, 2015, the family begins receiving Title XIX only. The case account type is 18 starting with the June 1, 2015, payment.

All CS coupons from June 1, 2015, forward in time build as account type 18AN, while the MS coupons build as account type 48AS. All unpaid CS coupons from July 20, 2011, through May 31, 2015, remain payable to an account type 12AN. All unpaid MS coupons from July 20, 2011, through May 31, 2015, remain payable to an account type 42AN.

2. The support order began August 1, 2013, and did not contain an MS obligation. The case account type since the start of the order was 17. On June 1, 2016, the family begins receiving Title XIX only. The case account type is 18 starting with the June 1, 2016, payment.

All CS coupons starting with the June 1, 2016, coupon build as an account type 18AN. There are no account type 48AS coupons, since there is no MS obligation on the case. All unpaid CS coupons from August 1, 2013, through May 31, 2016, remain payable to the family as an account type 18AN.

Assignments on Foster Care Cases

Foster care assignments are limited to the child and medical support for the period when the child is in foster care. Arrears payable to the family that accrued before the date of assignment remain payable to the family.

Even if there is no current obligation on the case, the assignment information on ICAR must reflect the foster care assignment period and the case is a IV-D case for establishment and enforcement purposes.

1. The support order starts July 20, 2012, and contains an MS obligation. The case account type since the beginning of the order is a 12. On June 1, 2017, the child enters state-paid foster care. Since there is only one child on the case, the case account type is 10 starting with the June 1, 2017, payment.

ICAR builds all CS coupons from June 1, 2017, forward in time as account-type 10AS and the MS coupons as account type 40AS. All unpaid CS coupons from July 20, 2012, through May 31, 2017, remain payable to an account type 12AN. All unpaid MS coupons from July 20, 2012, through May 31, 2017, remain payable to account type 42AN.
2. The support order began August 1, 2014, and did not contain an MS obligation. The case account type since the beginning of the order is 12. On June 10, 2016, the child entered federally paid foster care. Since there is only one child on the case, the case account type is 13 starting with the June 10, 2016, payment.

ICAR builds all CS coupons starting with the July 1, 2016, coupon as account type 13AS. There are no 43AS coupons, since there is no MS on the case. All unpaid CS coupons from August 1, 2014, through June 30, 2016, remain payable to account type 12AN.

Determining Ownership of Arrears

The two important dates to consider when determining ownership of support arrears are:

- ◆ The effective date of the assignment, and
- ◆ The termination date of the assistance.

These dates are significant because they determine the coupon assignment tags. ICAR places the tags on coupons.

There are also three significant assignment periods to consider:

- ◆ Assignments executed before October 1, 1997.
- ◆ Assignments executed on or after October 1, 1997.
- ◆ Assignments executed on or after October 1, 2009.

Assignments Executed Before October 1, 1997

The Family Support Act (FSA) became effective October 13, 1988, as a condition of FIP eligibility, recipients permanently assigned **all** current support and **all** past due arrears to the state, for as long as the family received FIP benefits. These remained permanently assigned to the state upon the termination of assistance.

Assignments Executed on or After October 1, 1997

The Personal Responsibility and Work Opportunity Reconciliation Act of 1996 (PRWORA) changed the assignment law effective October 1, 1997. This change created six different types of ICAR coupon assignment tags. The different tags ensured the correct distribution of arrears and helped maintain accurate unpaid past public assistance (UPPA) calculations. Those coupon tags were:

- ◆ Permanently assigned (AS)
- ◆ Never assigned (AN)
- ◆ Conditionally assigned (AC)
- ◆ Temporarily assigned (AT)
- ◆ Unassigned pre-assistance (PU)
- ◆ Unassigned during-assistance (DU)

After October 1, 1997, payees:

- ◆ Permanently assigned (AS) to the state any support that accrued while receiving FIP benefits.
- ◆ Temporarily assigned (AT) all unpaid arrears while receiving FIP benefits.
- ◆ Never assigned (AN) support or arrears that accrued after FIP termination, unless they went back on FIP.

When the family terminated FIP benefits, unpaid temporarily assigned support became conditionally assigned (AC); conditionally assigned arrears could shift between being paid to the family or the state, depending on the circumstances of the case and the type of payment received.

Two additional types of arrears were:

- ◆ Unassigned pre-assistance (PU) which were arrears due under the FSA that were not needed to meet UPPA assignment limits that originally accrued during periods of non-assistance.
- ◆ Unassigned during-assistance (DU) which were arrears due under FSA that were not needed to meet UPPA assignment limits that originally accrued during periods of assignment.

Assignments Executed on or After October 1, 2009

The Deficit Reduction Act of 2005 (DRA) changed the assignment law a third time on October 1, 2009. Support is permanently assigned to the state only for the months when a family is receiving assistance. Any arrears due to the family before the assignment and after the assignment has ended are never assigned and remain the property of the family.

Options under the law allowed Iowa to simplify distribution by combining arrears due the family back into a single arrears type. Treating unpaid arrears that accumulated after October 1, 1997, during periods of non-assistance as if they were never assigned to the state allowed the unit to discontinue the use of AT, AC, PU, and DU coupon assignment tags.

On October 1, 2009, ICAR converted coupon assignment tags to match the new DRA standards. Coupons tags converted as follows:

Coupon Tag Before 10/1/09	Converted Coupon Tag	Account Type
AC, PU, DU (paid and unpaid)	AN	No change
Paid AT	AS	No change
Unpaid AT	AN	Changed to match account type for the same date on CASSIGN

Limitations on Assignments

The limitation of assignments is a federal requirement. Specifically, the limitation of assignments is based on:

- ◆ The total FIP paid to the family, **or**
- ◆ The total amount of support assigned, whichever is less.

This concept is important to understand because the limitation on assignments determines the maximum amount of child support the state can retain for reimbursement of UPPA. See the UPPA process for more information.

The CASSIGN Screen

ICAR displays the assignment periods for each child associated with the case on the Child Assignment INQ/UPDT (CASSIGN) screen. To access the CASSIGN screen, type CASSIGN in any NEXT SCREEN field on any screen in ICAR and press ENTER. ICAR displays the following screen:

```

D479HS27                IOWA COLLECTION AND REPORTING SYSTEM          DATE: 04/11/17
                        CHILD ASSIGNMENT INQ/UPDT                    TIME: 13:22:53

CASE NUMBER...:                CORRECTION RUN DATE:
CHILD NAME...:                CORRECTION FLAG:
VERIFIED:                UNL:                CORRECTION START DATE:
        ASSIGN DATE        TERM DATE        ACCT        CURRENT ACCOUNT TYPE:
SELECT (MM DD CCYY)    (MM DD CCYY)    TYPE IND    START DATE: 00 00 0000

F2=ADD, F3=CHANGE, F4=DELETE, F5=INQUIRY, F7=ASSGN BACKWARD,
F8=ASSIGN FORWARD, F9=REFRESH, F10=CHILD FORWARD, F11=CHILD BACKWARD
NEXT SCREEN:                NOTES:
    
```

Fields, descriptions, and values on the CASSIGN screen are:

- ◆ **CASE NUMBER:** Enter a valid ICAR case number (up to seven digits) and press F5. ICAR displays each child for the case on a separate CASSIGN screen with the assignment information for that child.
- ◆ **CORRECTION RUN DATE:** ICAR displays the date in the MM/DD/CCYY format when the case processed through the correction program. If the field is blank, the case has never processed through the correction program.
- ◆ **CHILD NAME:** ICAR displays the name of the child for the case in the last name, first name, and middle initial format. If there are multiple children on the case, each child has its own CASSIGN screen.
- ◆ **CORRECTION FLAG:** ICAR displays "Y," "N," or "E," to indicate the status of the case processing through the correction program, as follows:

Y Indicates that the case is set to process through the correction program.

N Indicates the case successfully processed through the correction program.

E Indicates the case did not process through the correction program due to an error in case information.

Blank Indicates the case has never processed through the correction program.

NOTE: The case will not run through the correction program if there is not a court order or valid obligation on the case.

- ◆ **VERIFIED:** Valid entries for this field are "Y" or "N." Enter a "Y" in this field after you confirm that all of the CASSIGN entries for the child are accurate. ICAR enters your worker ID in the second part of this field and the current date in a MM DD CCYY format in the third part of this field.

An "N" displays when a worker releases a previously verified CASSIGN to make corrections to that CASSIGN screen. This field is blank if the CASSIGN was never verified. ICAR releases the CASSIGN screen if there is a correction program error. An authorized worker releases the screen upon request.

The CASSIGN screen is verified automatically when CSC approves a UPPA special abstract, or 120 calendar days after the case becomes active. ICAR also verifies the screen automatically five working days following a manual release if the worker has not verified it. "ICAR" and the date the screen was marked verified displays in the VERIFIED fields.

- ◆ **UNL:** Valid entries for this field are "Y" or "N." When you enter a "Y" in the VERIFIED field, ICAR adds an "N" in the UNL field. If you need to make corrections to the CASSIGN screen after it is verified, send a request to the authorized staff to release the screen. Authorized staff change the "N" to "Y." Once this is done, you can update the CASSIGN screen.

If there is more than one child, you need to indicate which CASSIGN screens the worker should release. ICAR issues a narrative (SUB20) to tell who opened the CASSIGN screen and that you can make corrections to the CASSIGN screen.

- ◆ **CORRECTION START DATE:** The allowable entry for this field is a date in the MM/DD/CCYY format. ICAR automatically entered the earliest start date that the case should process through for correcting case information based upon your entries.

You only want coupons newer than June 1, 2013, to process through the correction sub-system. Enter a date of 06 01 2013 in this field.

Be careful processing only part of a case through the correction sub-system. This can also cause balance problems because ICAR cannot adjust older coupons and payments, if needed.

- ◆ **SELECT:** Enter any character in this field. In order to add, change, or delete information on the CASSIGN screen, you must select a line as follows:
 - To **add** information, select a blank line, enter the appropriate information, and press F2 twice.
 - To **modify** information, select the line where you need to change the information and once you have modified the information, press F3 twice.
 - To **delete** a line, select the line that you need to remove and press F4 twice.
- ◆ **ASSIGN DATE:** ICAR displays the date in the MM DD CCYY format. In order to add or modify an assignment, you must know the date the assignment began. When adding or modifying information, ICAR compares the earliest ASSIGN date to the earliest obligation start date. ICAR requires you to add CASSIGN information back to the earliest obligation effective date, even if the child was born after the effective date of the obligation.

1. The family began receiving FIP on May 1, 2011.
The assignment date is 05/01/2011.
2. The family began receiving FIP on February 12, 2012.
The assignment date is 02/12/2012.
3. The family began receiving Medicaid on November 01, 2010.
The assignment date is 11/01/2010.
4. The child enters foster care placement on September 20, 2011.
The assignment date is 09/20/2011.
5. The earliest obligation start date is March 1, 2007.
The birth date for Child 1 is June 15, 2006.
The assignment date is the date between 6/15/06 and 3/1/2007 when records indicate the family began receiving assistance.
The birth date for Child 2 is October 14, 2008.
The assignment date for child 2 is 3/1/2007, the start date of the earliest obligation. Make the child a 12 account-type and make sure no support is associated with them until their date of birth or a modification to add the child to the obligation, whichever is appropriate.

- ◆ **TERM DATE:** Enter the date in the MM DD CCYY format that the family stopped receiving FIP or Medicaid or the day before the child left foster care. You must know the date the assignment ended to add or modify a termination.

1. The family stopped receiving FIP on January 31, 2012.
The termination date is 01/31/2012.
 2. The family stopped receiving Medicaid on November 30, 2011.
The termination date is 11/30/2011.
 3. The child leaves foster care placement on October 20, 2011.
The termination date is 10/19/2011.
- NOTE: When a child leaves a foster care placement, the payment of benefits ends the day before the date the child leaves. If the placement ends October 20, 2011, the payment of benefits for the child's placement ends October 19, 2011.

- ◆ **ACCT TYPE IND:** The allowable entry for this field is the account type during the assignment. Valid account types are: 10, 11, 12, 13, 14, 15, 16, 17, 18, or 19. See [Account Type](#) for an explanation of each account type.

- ◆ **CURRENT ACCOUNT TYPE:** ICAR displays the current account type as shown in the CURRENT ACCOUNT TYPE field on the CHILD screen. See [Account Type](#) for an explanation of each account type.

The family currently receives FIP so the current account type is 11.

- ◆ **START DATE:** In this display only field, ICAR displays the date the current assignment started as shown in the CURRENT START DATE field on the CHILD screen. There cannot be a gap or overlap between this date and the most recent date listed in the TERM DATE field on this screen. Make any needed updates to the CURRENT ACCOUNT TYPE and CURRENT START DATE on the CHILD screen first, then make the corresponding updates to CASSIGN.

1. The current account type for the child is 11, since the family has received FIP since October 01, 2011. ICAR displays 10/01/2011 in the START DATE field.
2. The current account type for the child is 10, since the child entered foster care placement on September 20, 2010. ICAR displays 09/20/2010 in this field.

Function keys on the CASSIGN screen are:

Key	Use
F2=ADD	<p>Press F2 to add information to the CASSIGN screen if you need to add a new line of information. If CASSIGN is unverified, select a blank line, fill out the information, and press F2 twice to add the CASSIGN information to the case.</p> <p>Make sure you do not create a gap or overlap in the assignment information when you complete this step. CASSIGN does not allow the addition of lines of information that extend beyond the CURRENT START DATE. Make any needed updates to the CURRENT ACCOUNT TYPE and CURRENT START DATE on the CHILD screen first. Then make the corresponding updates to CASSIGN.</p> <p>ICAR allows the addition of full lines of information to a verified CASSIGN without having to unlock the screen. Press F9 to refresh the screen. Select a blank line, fill out the information and press F2 twice to add the lines of information. Press F5 to redisplay the updated CASSIGN.</p>

Key	Use
F3=CHANGE	<p>Press F3 to change any existing CASSIGN information. Select the appropriate line of information; change the data as necessary and press F3 twice to change the information. Make sure you do not create a gap or overlap in the assignment information when you complete this step.</p> <p>NOTE: At times ICAR does not allow modification of existing information. It sometimes thinks there are gaps or overlaps when there do not appear to be any. If this occurs, delete the entire CASSIGN and re-add entries including your changes.</p>
F4=DELETE	<p>Press F4 to remove a complete line of assignment information from the case. Select the line of information you need to remove from the case and press F4 twice to delete the information. Make sure you do not create a gap or overlap in the assignment information when you complete this step.</p>
F5=INQUIRY	<p>Press F5 to display the assignment information for a child on the case. Enter a valid case number in the case number field, erase any leftover digits, and press F5. ICAR displays the appropriate information.</p>
F7=ASSGN BACKWARD	<p>Press F7 to display multiple pages of assignment information for a specific child. If the child has more than 12 different periods of assignment on a single case, use F7 to page backward to view the oldest information.</p>
F8=ASSIGN FORWARD	<p>Press F8 to display multiple pages of assignment information for a specific child. If the child has more than 12 different periods of assignments on a single case, use F8 to page forward to view the most current information.</p>
F9=REFRESH	<p>Press F9 to temporarily remove the assignment information, if you need to add more information because all 12 lines on the screen are full and you need to add more assignment information for the child.</p>
F10=CHILD FORWARD	<p>Press F10 to move forward through additional children on the case. Since CASSIGN is child-specific, each child has its own CASSIGN screen. To see the assignment information for the additional children, press F10 to move to the CASSIGN screen for the next child on the case</p>
F11=CHILD BACKWARD	<p>Press F11 to move backward through additional children on the case. Since CASSIGN is child-specific, each child has its own CASSIGN screen. To see the assignment information for the additional children, press F11 to move to the CASSIGN screen for the previous child on the case.</p>

Child Assignment and Its Use

To make sure ICAR correctly builds coupons for a case, check the information on the CHILD and CASSIGN screens. These screens contain the chronological record of the different account types for each child.

If the child has one account type for the entire life of the case, the CASSIGN screen should be blank. ICAR displays a date equal to or earlier than the start date of the obligation for the child in the CURRENT START DATE field on the CHILD screen.

If Child1, Child2, and Child3 were account type 12 since the start of the order (10/10/2012), each child's CASSIGN screen would be blank. ICAR displays 10/10/2012 or earlier in the CURRENT START DATE field for each child.

If the child has multiple account types during the life of the order, ICAR provides a history of the past account types on the CASSIGN screen. There cannot be any gaps or overlaps in the dates listed in the ASSIGN DATE and TERM DATE fields. Also, there cannot be a gap or overlap between the dates ICAR displays in the last TERM DATE field on the CASSIGN screen and the CURRENT START DATE field on the CHILD screen.

NOTE: The start date on the CASSIGN screen must be at least the start date of the earliest obligation for all children. An order from January 10, 2008, must have a CASSIGN start date of January 10, 2008, or earlier.

If Child 1 is an account type 11 at the start of the order on January 1, 2013, and switches to an account type 12 on April 1, 2013, ICAR displays the following on the CHILD and CASSIGN screens:

```

D479HC06          IOWA COLLECTION AND REPORTING SYSTEM          DATE: 04/12/17
                  CHILD                                          TIME: 08:54:50
                  DISABILITY:      DRI:          FVI:
CASE NUMBER.....:          FC IABC CASE NUMBER...: M330111908
CHILD RESIDES WITH PAYEE...: Y          FACS ID.....: 0000000 UNXREF?:
B/C NO.....: -          VERIFY BIRTH INFO:          REQ T BIRTH CERT:
NAME (LFMS).....: CHILD1          :          :
SEX (F/M).....: M          RELATIONSHIP TO PAYEE.:
SSN.....:          PAYEE LEGAL PARENT (Y/N):
CNTY OF RESIDENCE.: 57          STATE OF BIRTH.....: IA          CNTY:
BIRTHDATE.....:03 16 2004          EMAN/DUR END DATE.....: 00 00 0000 LTR:
EMAN/DUR TYPE    : R          EMAN/DUR MET (Y/N).....: N          SCHOOL:
STATE ID.....:          BIRTH FACILITY.....: -          FED BEN:
CURRENT ACCT TYPE.: 12          CURRENT START DATE.....: 04 01 2013
NEXT ACCT TYPE...:          NEXT START DATE.....: 00 00 0000
FCRU CASE WORKER.:          EMAN RETURN:          : 00 00 0000
GEN CONT. SERVICE.:          CORRECTION FLAG: N CORRECTION START DATE 03 2008
BORN OUT OF WEDLCK: X          PATERNITY ESTABLISHED.: X 03 16 2008 HOW: MO
COMMENTS:          CORRECTION RUN DATE 01 10 2006

F2=ADD, F3=MOD, F4=DEL, F5=INQ, F6=CHILD2, F7=BCK, F8=FWR, F9=RFSH, F10=PATAFF, F13=HST
NEXT SCREEN:          NOTES:          F12=XREFVER
PLEASE ENTER CASE NUMBER
    
```

```

D479HS27          IOWA COLLECTION AND REPORTING SYSTEM          DATE: 04/12/17
                  CHILD ASSIGNMENT INQ/UPDT                    TIME: 09:00:41

CASE NUMBER...:          CORRECTION RUN DATE:
CHILD NAME...: CHILD1          CORRECTION FLAG:
VERIFIED:          UNL:          CORRECTION START DATE:
          ASSIGN DATE      TERM DATE      ACCT      CURRENT ACCOUNT TYPE: 12
SELECT (MM DD CCYY) (MM DD CCYY) TYPE IND      START DATE: 04 01 2013
          01 10 2008      03 31 2013          11

PF2=ADD, PF3=CHANGE, PF4=DELETE, PF5=INQUIRY, PF7=ASSGN BACKWARD,
PF8=ASSIGN FORWARD, PF9=REFRESH, PF10=CHILD FORWARD, PF11=CHILD BACKWARD
NEXT SCREEN:          NOTES:
    
```

When a child leaves foster care and returns to the home, the current account type starts the day the child leaves placement. According to the Division of Child and Family Services, foster care payments do not occur on the last day a child is in placement.

A child leaves a foster care placement on June 20, 2015. The CURRENT START DATE on the CHILD screen must be 06/20/2015. This means the 10 or 13 account type entry on CASSIGN ends 06/19/2015.

FIP Before Obligation Start Date

When the family receives FIP before the obligation start date your CASSIGN screen should reflect that early FIP assignment. This is especially necessary when the FIP terminates before entry of an order. In order to bypass the case for the annual fee the CASSIGN must reflect the FIP assignment before the order.

Late Reinstatement of FIP Benefits

Iowa allows for a late reinstatement of FIP benefits. This late reinstatement takes place within the first 10 days of the month following a termination. If the family is terminates FIP and reinstatement occurs within the first 10 days of the next month, there is no break in FIP services. When this occurs, the CASSIGN shows a continued assignment.

If reinstatement does not occur within the first 10 days, , there is a break in services. The CASSIGN must correctly reflect this break.

The family terminates from FIP on March 30. They submitted new or missing information to the IM worker, and reinstatement occurs on April 3. This is a late reinstatement and CASSIGN should not show a non-FIP assignment for April 1 or 2.

The family terminated FIP on July 31. They submitted missing paperwork or provided updated information to the IM worker on August 15. This is not a late reinstatement but a new application. The CASSIGN should properly reflect a 12 or 18 assignment for August 1 through August 14, whichever is appropriate.

Hurricane Katrina Assignments

When the payee qualifies for special treatment as a Hurricane Katrina case, your entries on CASSIGN are affected.

When the Hurricane Katrina special circumstances apply, enter the CASSIGN information for the months of September 2005 through December 2005 as an 18-account type. This correctly reflects that the family received Title XIX during those months. This helps ensure that the child support for those months is not part of the assigned amounts for UPPA purposes.

You are reviewing a case for a payee who began receiving FIP in October 2005. Enter the information for the child on CHILD and CASSIGN screens to reflect there was no assignment of support until January 1, 2006, because this is a Hurricane Katrina evacuee.

The ASSIGN Screen

When there is a spousal support obligation on a case, complete the Assignment Display/Update (ASSIGN) screen, when the family goes on and off assistance.

ICAR displays the assignment periods for the payee on the ASSIGN screen. The ASSIGN screen must contain assignment information for the entire period of the obligation. Entries must match the information on the CASSIGN screen. To access the ASSIGN screen, type ASSIGN in the NEXT SCREEN field on any screen in ICAR and press ENTER. ICAR displays the following screen:

```
D479HS02                IOWA COLLECTION AND REPORTING SYSTEM          DATE: 04/12/17
                        ASSIGNMENT DISPLAY/UPDATE          TIME: 09:08:58

CASE NUMBER...:
PAYEE NAME   :
CORRECTION FLAG:
CORRECTION START DATE:
CORRECTION RUN DATE:

ASSIGN      ACCT      ACTION
DATE        TERM DATE  TYPE IND   CODE      ACTION

PF7=PAGE BACK, PF9=REFRESH          ACTION : SPACE=NO ACTION
PF8=PAGE FORWARD, PF3=MODIFY RECORDS, PF5=INQUIRY  A=ADD, C=CHANGE, D=DELETE
NEXT SCREEN:                          NOTES:
```

Fields, descriptions, and values on the ASSIGN screen are:

- ◆ **CASE NUMBER:** Enter a valid ICAR case number, up to seven digits, and press F5. ICAR displays the assignment information for the payee on the case.
 - ◆ **CORRECTION FLAG:** ICAR displays "Y," "N," or "E," to indicate the status of the case processing through the correction program, as follows:
 - Y Indicates that the case is set to process through the correction program.
 - N Indicates the case successfully processed through the correction program.
 - E Indicates the case did not process through the correction program due to an error in case information.
 - Blank Indicates the case has never processed through the correction program.
- NOTE: The case will not run through the correction program if there is not a court order or valid obligation on the case.
- ◆ **PAYEE NAME:** ICAR displays the name of the payee for the case in the last name and first name format. The name matches the name in the same field on the PAYEE screen.
 - ◆ **CORRECTION START DATE:** The allowable entry for this field is a date in the MM/DD/CCYY format. ICAR automatically entered the earliest start date that the case should process through for correcting case information based upon your entries.

You only want coupons newer than June 1, 2013, to process through the correction sub-system. Enter a date of 06 01 2013 in this field.

Be careful processing only part of a case through the correction sub-system. This can also cause balance problems because ICAR can't adjust older coupons and payments, if needed.

- ◆ **CORRECTION RUN DATE:** ICAR displays the date in the MM/DD/CCYY format when the case processed through the correction program. If the field is blank, the case has never processed through the correction program.
- ◆ **ASSIGN DATE:** Enter the date the assignment began in the MM/DD/CCYY format. In order to add or modify an assignment, you must know the date the assignment began.

1. The family began receiving FIP on October 1, 2011. The assignment date is 10/01/2011.
2. The family began receiving FIP on February 12, 2012. The assignment date is 02/12/2012.
3. The family began receiving Medicaid on December 1, 2011. The assignment date is 12/01/2011.

- ◆ **TERM DATE:** Enter the date the assignment ended in the MM/DD/CCYY format. In order to add or modify a termination, you must know the date the assignment ended.

The family stopped receiving FIP on December 31, 2011. The termination date is 12/31/2011.

- ◆ **ACCT TYPE IND:** Enter the account type during the assignment. Valid account types are: 10, 11, 12, 13, 14, 15, 16, 17, 18, or 19. See [Account Type](#) for an explanation of each account type.
- ◆ **ACTION CODE:** This field is no longer used. ICAR does not allow or require you to make entries in this field.
- ◆ **ACTION:** Enter "A," "C," or "D," in this field. Enter "A" when you add the assignment information to the case. Enter "C" when you change assignment information that currently displays on the case. Enter "D" when you delete assignment information.

After you enter the applicable code, press ENTER to validate the information on the screen. ICAR displays the on-line message, "NO ERRORS. PRESS F3 TO UPDATE." Press F3 once to complete the action.

NOTE: At the bottom of this screen, ICAR displays the following text for the codes to use in the ACTION CODE and ACTION fields:

ACTION: SPACE=NO ACTION
A=ADD, C=CHANGE, D=DELETE

Function keys on the ASSIGN screen are:

Key	Use
PF7=PAGE BACK	Press PF7 to display multiple pages of assignment information for a specific payee. If the payee has more than 12 different periods of assignment on a single case, use PF7 to page backward to view the oldest information.
PF9=REFRESH	Press PF9 to temporarily remove the assignment information because all 12 lines on the screen are full and you need to add more assignment information for the payee.

Key	Use
PF8=PAGE FORWARD	Press PF8 to display multiple pages of assignment information for a specific payee. If the payee has more than 12 different periods of assignment on a single case, use PF8 to page backward to view the most current information.
PF3=MODIFY RECORDS	Press PF3 to change any existing information. Select the appropriate line of information; change the necessary information and press PF3 twice. Make sure you do not create a gap or overlap in the assignment information when you complete this step.
PF5=INQUIRY	Press PF5 to display the assignment information for the case. Enter a valid case number in the case number field and press PF5. ICAR displays the appropriate information.

Collection Services Center

Legal reference: Iowa Code Section 252B.14; 441 IAC 97

CSC handles all payment processing for the Unit and is the state disbursement unit (SDU) for the state of Iowa. The Division of Fiscal Management of the Department of Human Services manages the CSC.

CSC receives support payments and is responsible for crediting payments to the appropriate cases. The general sequence of CSC's payment processing is as follows:

- ◆ On day one, CSC receives and posts support payments to ICAR.
- ◆ That night, ICAR allocates the payment to the appropriate case or cases.
- ◆ On day two, CS balances, DHS Finance verifies and approves the financial information and then, DAS generates the electronic funds transfer (EFT) transmission or warrant.

CSC staff access specific ICAR screens that allow accounting and payment processing. Using payment information, CSC staff:

- ◆ Process payments through payment processing software.
- ◆ Change allocated account types, if appropriate.
- ◆ Process auto-withdrawals and auto-deposits.
- ◆ Process bank-return items and non-sufficient funds payments.
- ◆ Process refunds.
- ◆ Process special abstracts.
- ◆ Transfer misapplied payments.
- ◆ Transfer voluntary payments to court orders.

CSC uses payment processing software to automate the processing of payments and to help meet federal system certification requirements. CSC staff scans checks and supporting documentation, manually enter data on cases, and endorse checks.

Retrieving Payment Images

CSC images and encodes the financial instrument and any supporting documentation attached to the payment. You can view the imaged checks and documentation on line.

Follow these steps to retrieve payment images:

1. Select CSCPro on the Internet Resources for Child Support Enforcement Quick Links page.
2. At the CSCPro main menu, select DISH-Document Image Search.
3. Enter the date range and the search criteria to you wish to use. The payment processing software lists payments that match the search criteria. Click on the desired payment to display an image of the financial instrument. Note that payments submitted by electronic funds transfer (EFT) do not display an image.
4. When you are finished viewing payment information, log out by clicking the door icon.

Allocation and Distribution of Support

Legal reference: 42 USC 654B; 45 CFR 302.32

Federal regulations require that CSC must post, allocate, and distribute payments to the appropriate case within two days of receipt. CSC is responsible for receiving and processing payments only during the court-ordered life of the case.

If the payor continues to pay on a case voluntarily after the end of the obligation, review the case to determine if the case information is correct. If so, return any rejected payments to the payor. Payments already distributed and paid to the payee are left on the case as an overpayment by the payor. The payor must go to court to collect this overpayment of support from the payee.

Payment Edits

Payments must pass edits before ICAR applies them to cases. The edits are:

- ◆ A receipt must be associated with at least one case.
- ◆ The case must have a payor.
- ◆ The case must have a payee.
- ◆ The case must be open and active unless processing a refund.
- ◆ The case must have at least one court order.
- ◆ The case must have an unpaid coupon.
- ◆ The case must not be redirected unless processing a refund or the payment source code is FED or STT.

General Allocation (Distribution) Steps

There are standard steps used in determining the allocation of payments. Before properly allocating payments to cases, ICAR:

1. Determines if the case is never-assistance, current-assistance, or former-assistance.
2. Determines the date of withholding of the payment as shown in the PAYMENT WITHHELD field on the PAYHIST or the PAYREC screen if the payment is MIW or UIB.

The date of withholding is the date the income provider gives CSC as the date the income provider withheld the funds from the payor's income. If the income provider does not give the date of withholding, or the payment processing software does not have sufficient history to determine the date of withholding, CSC uses the date on the payment instrument as the date of collection.

NOTE: For a REG payment, the date in the PAYMENT WITHHELD field on the PAYHIST or the PAYREC screen may or may not be the same as the PAYMENT RECEIVED date. This type of payment does not go through the income withholding distribution process.

3. Determines the payment type. Specifically, ICAR determines if the payment is a federal tax offset. ICAR allocates those payments using a different order than other payment types.

4. Determines if the payment applies to current support, arrears or both. ICAR applies payments to current support coupons and arrears coupons differently. The following list shows the differences in ICAR processing, depending on whether ICAR applies the payment to current support or arrears.

Current Support

1. Obligation type
2. Account type within coupon assignment tag

Arrears

1. Coupon assignment tag
2. Date (most recent month)

Applying Payments to a Case

ICAR applies payments to coupons according to the month a coupon is due:

1. ICAR uses the payment-withheld date in determining the month to which the payment applies. Once ICAR allocates the payment, you can view the payment-withheld date in the PAYMENT WITHHELD field on the PAYHIST and PAYREC screens.
2. Within the current month, ICAR allocates the payment to the obligations on a case within a specific order. See [Allocation of Current Support](#) for more information.
3. If the payment exceeds the balance of the unpaid coupons in the month credited, ICAR next applies the remaining amount to the most recent past month, with unpaid coupons, and with the appropriate coupon assignment payable. ICAR continues applying the payment from the present month back into the past.
4. If any amount of the payment remains after applying it to all past-due coupons, ICAR generates future coupons and applies the remaining amount of the payment to those coupons, if appropriate.

Applying Payments to Multiple Coupons Within a Month

If there is more than one coupon with the same obligation (e.g., weekly obligation) and coupon assignment tag for the month, ICAR applies money to the newest coupon first.

The obligation on a case is weekly, due each Friday. In March, the payments are due March 2, March 9, March 16, March 23, and March 30. The family is not on assistance, so the coupon assignment tag is AN. Since all the coupons are 12AN, ICAR applies money to the March 30 coupon first and continues backwards until all support is applied or all coupons due for the month are paid.

After applying money toward current support, if a portion of the payment remains available for allocation and there are unpaid coupons older than the current month, ICAR pays the arrears coupons in descending order within the month and year.

Treatment of Federal Tax Refund Offsets

ICAR treats federal tax refund offset payments differently than other payments. ICAR applies federal tax refund offsets only to delinquent coupons older than the most recent certification date (the date the certification program identifies the case as meeting the federal tax refund offset criteria). ICAR displays the certification day on the Federal Offset Processing (OFFSET) screen.

ICAR applies offset payments to the most recent certified delinquent coupons first and always applies them to any assistance delinquencies before applying them to any non-assistance delinquencies.

ICAR does not apply federal tax offsets to the following account types:

- 14 Out-of-state assistance
- 15 Out-of-state non-assistance
- 16 Out-of-state IV-E foster care
- 17 Non-IV-D case
- 19 Out-of-state Medicaid-only
- 44 Out-of-state assistance
- 45 Out-of-state non-assistance
- 46 Out-of-state IV-E foster care
- 47 Non-IV-D case
- 49 Out-of-state Medicaid-only

See 11-J, [*Federal Offsets and Passport Sanctions*](#) for more information on the allocation of federal offset payments.

Case Type Changes

When the case type changes, ICAR determines the appropriate coupon account type and coupon assignment tag for existing coupons on the case. It does this by checking the current account type, the new account type, coupon due dates, FIP grant details, and child assignments on the CASSIGN screen.

When a coupon account type changes, ICAR uses the coupon due date to determine the coupon assignment tag. ICAR uses the FIP grant details to determine FIP status after January 1, 1992, and uses the child assignment records on the CASSIGN screen to determine FIP status before January 1992.

Coupons on reimbursement (RE) obligations change only because of unassigning support.

When ICAR unassigns coupons, it updates the account type balances on the Balance by Account Type (BALANCE) screen to reflect the changes. ICAR does not update the TOTAL fields on the BALANCE screen because the unassigned coupons retain the same balance totals.

NOTE: ICAR does **not** automatically process foster care terminations or unassign foster care coupons. You must manually enter the terminations or assignments on the CASSIGN screen and ICAR reallocates the coupons.

The Foster Care Accounting Unit in the Bureau of Payments, Purchasing, Receipts, and Payroll determines the amount of reimbursement due the state for foster care maintenance payments paid on behalf of the child and determines when CSRU collects enough support. The Foster Care Accounting Unit calculates and distributes any overages.

Allocation (Distribution) Hierarchy

Legal reference: 42 USC 657

Using the payments processed by CSC, ICAR allocates the payments to the appropriate cases for the same payor based on internal programming. ICAR first applies support to the current support obligations due for the month. After current support is paid, any remaining amount is allocated to past due support. If the case is current, ICAR may apply payments to future support when appropriate.

The manner in which ICAR allocates and distributes payments is the “distribution hierarchy.” Distribution policies make a distinction between current support due and the arrears due on three types of cases. ICAR does not display a separate code for these case types, but ICAR uses them to determine the ownership of arrearages and how assignments affect cases.

Allocation of Current Support

For the payment of current support, ICAR uses the date of withholding to determine the month of the payment. Based upon the obligations due, ICAR pays support in the following order:

Order	Obligation Type
1	CS (child support)
2	CA (alimony)
3	MS (medical support)
4	HP (house payment)
5	IP (insurance payment)
6	RE (reimbursement)
7	MR (medical reimbursement)
8	RE I (interest reimbursement)

Allocation of Arrears

ICAR distinguishes between three case types when distributing arrears payments:

Never-assistance (NA) cases: Any case in which assistance was never paid.

Current-assistance (CA) cases: Any case in which the family is receiving assistance.

Former-assistance (FA) cases: Any case in which the family received assistance in the past.

Case Type	ICAR Case Account Types
Never assistance	12, 15, 17 with balances of 12, 15 or 17; 42, 45, 47; 17 (ICIS only)
Current assistance	11, 14, 17, 18, 19 with balances of 10, 11, 13, 14, 16, 17, 18, 19, 40, 41, 43, 44, 46 or 47
Former assistance	12, 15, 17; with balances of 10, 11, 12, 13, 14, 15, 16, 17, 18, 19, 40, 41, 42, 43, 44, 45, 46, 47, 48, 49

To understand how ICAR allocates a child support payment, you must not only know the current case type to which the payment is applied but you must also need to know:

- ◆ The dates any assignments were effective.
- ◆ The payment's date of withholding, or received date, as appropriate.

ICAR determines the case type, dates of assignment, and the order of distribution based on information displayed on its screens. It is beneficial for you to understand the distribution hierarchy and how it affects cases. This understanding allows you to explain the facts of a case and the payment distribution to the payee. Specifically, ICAR applies the distribution hierarchy by:

1. Determining the case type. Valid case types are NA, CA, and FA. ICIS cases are NA case types.
2. Checking the account type on the current month's coupons.
3. Distributing payments according to the order shown in the sections [Hierarchy for Never-Assistance Cases](#), [Hierarchy for Current-Assistance Cases](#), and [Hierarchy for Former-Assistance Cases](#). Never-assistance and former-assistance cases use a similar distribution hierarchy.

Hierarchy for Never-Assistance Cases

ICAR distributes child support payments in the following order on never-assistance cases (excluding federal tax refund offsets):

1. Current support.
2. Never-assigned (AN) arrears.
3. Future support.

ICAR distributes all collections to the family on never-assistance cases unless the obligation is paid in full.

A never-assistance case with one CS obligation has the following balances at the beginning of February 2017:

Current-support:	\$200
Never-assigned (AN) arrears:	\$400

CSC receives a payment of \$500 in February 2017. ICAR applies and distributes the payment as follows:

- \$200 to current-support.
- \$300 to the never-assigned arrears.

Hierarchy for Current-Assistance Cases

ICAR distributes child support payments in the following order on current-assistance cases (excluding federal tax refund offsets):

1. Current support.
2. Permanently assigned (AS) arrears.
3. Never assigned (AN) arrears.

ICAR distributes all collections to the state while the family receives FIP. ICAR does not build future coupons on current assistance cases.

A current-assistance case with two obligations: a child support (CS) and a medical support (MS), has the following balances in January 2012:

Current support (CS obligation):	\$200
Current support (MS obligation):	\$100
Permanently assigned (AS) arrears:	\$400
Never assigned (AN) arrears:	\$300
UPPA:	\$600

The monthly FIP grant amount is \$300. CSC received a \$400 payment in February 2017. ICAR applies and distributes the payment as follows:

- \$200 to CS current support.
- \$100 to MS current support (sent to the Medicaid agency for distribution).
- \$100 to the permanently assigned arrears.

The UPPA balance increases to \$900 after ICAR adds the monthly FIP grant amount to the UPPA balance. Then, ICAR reduces the UPPA balance to \$600 after crediting \$300 of the payment to the UPPA balance.

Hierarchy for Former-Assistance Cases

ICAR distributes child support payments (excluding federal tax refund offsets) in the following order on former-assistance cases:

1. Current support. The payment distributes to the payee.
2. Never-assigned (AN) arrears. The payment distributes to the payee.
3. Permanently assigned (AS) arrears. The payment distributes to the state.
4. Future support. The payment distributes to the payee.

A former-assistance case with one CS obligation has the following balances at the beginning of February 2012:

Current support:	\$200
Never-assigned (AN) arrears:	\$400
Permanently assigned (AS) arrears:	\$400
UPPA:	\$600

CSC receives a \$700 payment in February 2012. ICAR applies and distributes the payment as follows:

- \$200 to current support.
- \$400 to the never-assigned arrears.
- \$100 to the permanently assigned arrears.

ICAR reduces the UPPA balance to \$500 after applying \$100 to the permanently assigned arrears.

After ICAR pays all delinquencies, any remaining money applies to the future support as appropriate, beginning with the month immediately following the current month and “walking” forward, month by month, until the obligation end date.

Date of Withholding

Legal reference: 42 USC 654B
45 CFR 302.32
Iowa Code Section 252D.17
IAC 441.95.3(252B)

The date of withholding is significant in the processing and allocation of child support payments. Many programs, including state tax certification, use this date.

Income providers are legally required to provide CSC with the date of withholding on payments withheld through income withholding orders. In addition, any income provider must report the date of withholding to CSC when submitting payments for support.

If the income provider does not provide the date of withholding, CSC uses the payment processing software to calculate the date of withholding based on past payment cycles. If reliable past payment cycles are not available, CSC uses the payment instrument date as the date of withholding.

ICAR displays the date of withholding in the PAYMENT WITHHELD field on the PAYREC and PAYHIST screen as follows:

- ◆ The date the payment is withheld the from the payor’s paycheck;
- ◆ The date the clerk of court receives the payment;
- ◆ The date the local child support office receives the payment;
- ◆ The date an out-of-state clerk of court receives the payment; or
- ◆ The date an out-of-state child support agency receives the payment.

The clerk of court, out-of-state clerk of court, and out-of-state child support agency provide the date of withholding for the payment when forwarding the payment to CSC. If the other state does not provide the date of withholding, CSC uses the payment instrument date as the date of withholding for the payment.

If the local office receives the payment, the date of withholding is the date the local office receives it. If the date of withholding is not available, CSC uses the payment instrument date as the date of withholding.

The income provider withholds a support payment from the payor's paycheck on January 26, 2017. CSC receives the payment on February 1, 2017. ICAR distributes the payment using the date the income provider withheld the payment from the payor's paycheck, January 26, 2017. On the PAYHIST and PAYREC screens, ICAR displays 01/26/2017 as the PAYMENT WITHHELD date and 02/01/2017 as the PAYMENT RECEIVED date.

Allocation of Specific Fund Sources

ICAR allocates payments from specific fund sources in specific ways. This section describes how those specific fund sources allocate to cases.

Allocation of Income Withholding Payments

Legal reference: 441 IAC 95.3(1)

When ICAR receives an income withholding payment, the money flows through the income withholding allocation process. You can view how the payments split on the IWO Distribution Percentage (IWODIST) screen. The process divides the payment between the payor's income withholding cases in the following manner:

1. ICAR divides the payment proportionally according to the amount of current support due on the IWO for each case.
2. ICAR distributes the remaining money proportionally according to the arrearage amount on the IWO for each case.
3. ICAR distributes any remaining funds proportionately according to the balances due on each case.

Within each case, ICAR pays current support first and then distributes any remaining money to arrears. See 11-F, [Payors With Multiple Cases](#).

Distribution of State Tax and Debtor Offset Payments

Legal reference: 441 IAC 95.6(7)

ICAR distributes state tax refund (STT) and debtor offset (DOP) payments in the same manner as regular payments. ICAR determines the case type and uses the distribution hierarchy for that case type. When ICAR receives a STT or DOP, it proportionally divides the payment between the payor's IV-D cases in the following manner:

1. ICAR divides the payment proportionally according to the amount of current support due on each case.
2. ICAR allocates the remaining money proportionally according to the arrearage amount on each case.

Within each case, ICAR pays current support first, and then distributes any remaining money to arrears. Cases receiving a STT or DOP must have been certified for state tax and debtor offset.

Distribution of Federal Tax Offset Payments

Legal reference: 441 IAC 95.7(9)

ICAR allocates federal tax refund offset payments (FED) as follows:

- ◆ Payments distribute only to arrearages certified for federal offset. You can view case-specific federal certification information on the Federal Offset Processing (OFFSET) screen on ICAR.
- ◆ Payments equally prorate to each of the payor's certified cases. If the payor has only one case, the entire payment applies to the case. Regardless of case type (NA, FA or CA), ICAR allocates FED payments as follows:
 1. Permanently assigned arrears
 2. Never-assigned arrears
- ◆ Payments never distribute to the current month's coupons, to clerk of court (ICIS) cases, to non IV-D cases, to account type 17 coupons, or intergovernmental account type coupons.

FED payments that apply to permanently assigned arrears are distributed immediately to the case.

When ICAR applies FED payments to arrears due to the payee, it allocates the offset payment but does not distribute it to the payee until:

- ◆ Five months after receipt of a federal tax offset from a tax return filed as a joint tax return if CSRU has not received notice from the federal government that an injured spouse form has been received and processed.
- ◆ One month after receipt of a federal tax offset from a tax return filed as a joint tax return when CSRU has received notice that an injured spouse form has been processed.
- ◆ One month after receipt of a federal tax offset from a tax return filed with a status of "single" or "head of household."

In some instances, ICAR rejects federal tax offset payments when ICAR displays information in the BANKRPTCY & CHAPTR fields on the PAYOR screen.

See 11-J, [Bankruptcy](#) for more information on federal tax offsets and bankruptcy.

Distribution of Tax and Administrative Offsets From Other States

When an intergovernmental agency receives a tax offset or administrative offset payment and sends it to CSC, staff:

- ◆ Enters the payment as a regular payment, and
- ◆ Adds a case-specific narrative that the payment is from a tax offset or an administrative offset.

If you receive information through a Child Support Enforcement Network (CSENET) transaction or other correspondence that the intergovernmental agency retained a federal or state tax offset, enter the credit on the case as:

- ◆ Other state's state tax return (OST), or
- ◆ Other state's federal tax offset (OFT).

NOTE: ICAR does not issue a warrant for these payment sources but credits the case with the tax offset received by an intergovernmental agency. In order to determine if the payor received credit for a state tax offset by another intergovernmental agency, use a combination of:

- ◆ The PAYREC screen, and
- ◆ The intergovernmental agencies payment record.

See 11-J, [Federal Offsets and Passport Sanctions](#) for more information on allocating federal tax offsets to arrearages.

Distribution of Federal Administrative Offset Payments

Legal reference: 441 IAC 95.7(9)

ICAR allocates federal administrative offset (FAO) payments in the same manner as regular payments except that the payment applies to cases that certified for the federal offset program.

ICAR distributes FAO payments between the cases certified by the federal offset program in proportions similar to the IWODIST program. When ICAR receives an FAO payment, ICAR proportionally divides the payment between the payor's IV-D cases certified for federal offset in the following manner:

1. ICAR divides the payment proportionally according to the amount of current support due on each case.
2. ICAR distributes the remaining money proportionally according to the arrearage amount on each case. Within each case, ICAR pays current support first and then allocates any remaining money to arrears. Cases receiving a federal administrative offset payment must have been certified for federal offset.

See 11-J, [Federal Administrative Non-Tax Offsets](#) for more information on allocating federal administrative offsets to arrearages.

Voluntary Payments

The Unit records some payments with a code of VOL (voluntary). ICAR designates a payment as voluntary on ICAR when the payment is made on a case for which no court order is set up. This can happen on cases when:

- ◆ The person is not court-ordered to make payments.
- ◆ The Unit has not yet received the court order.
- ◆ The Unit is processing payments but not providing enforcement services, such as on certain ICIS cases and non IV-D cases.

ICAR displays VOL payments on the PAYHIST screen. Voluntary payments on ICIS cases do not affect the account balances on the case, because ICAR does not track account balances on ICIS cases. See [Characteristics of an ICIS Case](#).

ICIS cases are cases in which the Unit does not provide any services other than processing of support payments. ICAR records payments received on ICIS cases as voluntary payments.

Although ICIS cases have court orders requiring the payor to make payments, the orders are not set up on ICAR. ICAR posts ICIS payments as VOL because the VOL code is the only fund source code for which ICAR does not require a court order.

When a voluntary payment applies to a case, ICAR displays the following information on the Obligation (OBLIG) screen:

- ◆ An obligation type of VO.
- ◆ An obligation amount equal to the amount of the most recent payment.
- ◆ An obligation frequency of M (monthly).
- ◆ The date in the PAYMENT RECEIVED field of the first voluntary payment on the case as the date in the EFFECTIVE DATE field.
- ◆ The date in the PAYMENT RECEIVED field of the most recent payment on the case as the date in the END DATE field.

ICAR processes the payment the same as a regular payment. The account type of the voluntary payment is the account type that matches the case account type. In other words, if the case account type is 12, then the payment account type is 12.

The obligation information changes each time ICAR applies a voluntary payment to the case. Any request asking CSC to apply voluntary payments to a court order must come from your supervisor.

Unidentified Payments

Federal regulations require Iowa to record and report to the federal government all payments received by CSC. This includes unidentified payments. An unidentified payment lacks a case number or other information needed for payment processing. CSC cannot determine which case should receive the payment. The Unit reports unidentified payments to the federal government as FIP collections.

The Unit meets the federal requirements by posting unidentified payments to a case designated for this purpose on ICAR. When CSC cannot determine the ICAR case on which to apply the payment, CSC staff apply the payment to the designated case. The payment applies to the case as a voluntary payment to an account type 11.

CSC narrates a description of the unidentified payment, including as much detail as possible. The narrative provides as much of the following information as possible:

- ◆ Type of payment (cash, check, money order).
- ◆ Identifying information about the payment instrument (check, money order).
- ◆ Amount of payment.
- ◆ Description of the envelope in which the payment arrived.
- ◆ Any other correspondence in the envelope with the payment.
- ◆ Postmark on the envelope.

When a payor or other person asks about a lost or missing payment, check the ICAR narratives on the designated case for a payment matching the description given by the person making the inquiry. Gather as much information about the lost or missing payment as possible from the inquirer, including:

- ◆ When the payment was mailed.
- ◆ Location where the payment was mailed.
- ◆ Case number or payee and payor names on the case where the payment should apply.

When the case where an unidentified payment should apply is found, CSC transfers the payment as follows:

- ◆ If someone other than CSC found the correct case, that person sends a request to CSC for a transfer of the payment from the designated case to the case on which the payment belongs.
- ◆ CSC staff use the Transfer Regular Receipts (TRANSFER) screen to transfer the payment to the case where the payment belongs.

Interstate Fees

An “interstate fee” is a fee withheld by an intergovernmental agency from a collection for administrative purposes. (NOTE: This fee is different from the annual fee.) If an intergovernmental agency charges a fee, the intergovernmental agency may withhold the fee from any collection. Federal law requires us to give credit for interstate fees.

When properly identified by an intergovernmental agency on the payment remittance information, CSC enters the fee either through the CONVT screen or through a CSC payment processing software entry. ICAR applies the payment using the FEE fund source. Since the intergovernmental agency kept the fee, CSC did not receive it, cannot send it to any other person or entity. However, ICAR must show credit when the fee is identified.

The state of Washington is enforcing a case for Iowa. The state of Washington withholds a \$3 fee for services provided. The obligation amount is \$200 and that amount is collected.

CSC receives a payment of \$197. The remittance information shows the \$3 fee withheld. CSC processes the \$197 as a payment on the case with an appropriate fund source (REG, MIW, etc.), and enters a credit of \$3 with a fund source of FEE.

Future Payments

Legal reference: 45 CFR 300.52; 441 IAC 95.4(252B)

Some payments apply as future support on ICAR. This happens when:

- ◆ ICAR has applied payments to all coupons for the current month and past months.
- ◆ The obligation end date is in the future.
- ◆ The payment is due the family rather than the state.
- ◆ The payment is from a source other than federal or state tax offsets.

If the payment is from income withholding, the payment can apply to one additional month's support. If the amount is more than one month's support, it rejects to allow time to refund the amount or apply it to future months.

If the amount of the reject is \$5.00 or less, ICAR applies that amount to future support too. This allows ICAR to create two future months' coupons.

An account type 12 case has an obligation for child support and alimony. The effective date for all obligations is 06/01/2013 and the end date for all obligations is 06/30/2027.

The payor owes monthly support of \$100 allocated as follows:

\$75 per month child support
\$25 per month alimony

The payor owes past due support of \$8,000. The payor makes a payment of \$8,500 on 08/07/2017. The \$8,500 payment distributes as follows:

\$100 to the payee for August 2017 current child support and alimony
\$8,000 to the payee for arrears
\$400 to future support

Because the payment is **not** from income withholding or UIB, \$400 applies to future coupons for September, October, November, and December 2017 (\$100 per month).

Applying Future Support to Non-Assistance Account Types

ICAR distributes any paid-ahead funds owed to the payee or initiating agency within two days of receipt of the payment. (Non-assistance and interstate account types are 12, 14, 15, 16, 17, 18, and 19.) If the payment is not IWO or UIB, ICAR builds enough future months' coupons to apply and disburse the entire payment.

A payor has an ongoing support order for \$300 per month. The case account type is 12 and the case is current through October 2017. In November 2017, CSC receives \$750 from the payor. ICAR applies \$300 to current support for the month.

Since there are no arrears on the case, ICAR builds the December 2017 coupon and applies \$300 to the coupon. ICAR also builds the January 2018 coupon. ICAR applies the remaining \$150 of the payment to the January 2018 coupon. ICAR sends the entire payment to the payee within two days of receipt of the payment.

When CSC processes an income withholding or undisclosed income or benefit payment and ICAR pays the case into the future with a non-assistance or intergovernmental account type, ICAR allocates the payment to the current month plus an additional month, unless the reject amount is \$5.00 or less then ICAR allocates to current plus two months.

If the total payment is an amount greater than two months' worth of support, ICAR rejects the additional funds to a batch 32 (future distribution). See 11-F, [ICAR Receives a Future Income Withholding Payment](#) for more information on improperly withheld payments.

A payor has an ongoing support order for \$300 per month. The case account type is 12 and the case is current through October. In November, CSC receives \$750 from the payor's income provider. ICAR applies \$300 to the October coupon for current support for the month.

Since there are no arrears on the case, ICAR builds the November coupon and applies \$300 to the coupon. ICAR then rejects the remaining \$150 to a batch code 32. Review the case to determine if the additional \$150 was improperly withheld from the payor's income.

Applying Future Support to Assistance Account Types

Any paid-ahead funds owed to the state of Iowa (account types 10, 11, and 13) must be distributed in the month they are due.

ICAR does not build future coupons on current assistance cases. This means that if one payment pays several months ahead, the part of the payment that pays support for a future month must have, at the earliest, a distribution date of that month.

To accomplish this, ICAR rejects any payment or portion of any payment if the ongoing support obligations for the current month and all past months are paid in full. The overage represents future support and ICAR attempts to apply the future support the next month.

A payor has an ongoing support order for \$300 per month. The case account type is 11 and the case is current through October. In November, CSC receives \$350 from the payor. Of the \$350 payment, ICAR applies \$300 to current support for the month. ICAR rejects the remaining \$50 and ICAR cannot distribute it until December.

ICAR generates a report to CSC to help workers track rejected payments. The report lists all rejected funds in batch code/sequence number 32 for the day.

Displaying Future Support on ICAR

When ICAR rejects paid-ahead funds for future distribution on an assistance case or improperly withheld income withholding or a UIB payment, ICAR rejects the funds to batch code 32. ICAR displays these rejected payments on the Rejects (REJECT) and PAYREC screens.

Batch code/sequence number 32, income withholding, and UIB payments remain in batch code/sequence number 32 reject status until either ICAR applies the funds or they are refunded to the payor per the payor's request. See 11-F, [ICAR Receives a Future Income Withholding Payment](#) for more information.

When ICAR generates the next month's coupon, the batch code/sequence number 32 funds on assistance cases distribute an amount that satisfies the current coupon. Batch 32 IWO and UIB payments remain in batch code/sequence number 32 reject status until either ICAR applies the funds or they are refunded to the payor per the payor's request.

There is an order for \$100 per month with an account type of 11. The payor owes only current support and pays \$300 in January. Of the \$300 payment, ICAR applies \$100 to current support for the month and rejects \$200. The rejected amount appears on the REJECT and PAYREC screens with batch code/sequence number 32.

In February, ICAR applies \$100 of the rejected funds to the current support coupon for February. The remaining \$100 stays in reject status. In March, ICAR allocates \$100 to the current support coupon for March.

Case Type Changes and Future Support

Case type changes can affect the distribution of future support. ICAR processes case type changes and distributes support payments to payees and intergovernmental agencies if future support is due them.

Non-Assistance Case Type Changes

If the payor makes a payment that applies to future month's coupons on a non-assistance case, ICAR builds future coupons and distributes the entire payment to the payee or other state.

If the account type changes from non-assistance or intergovernmental to an assistance case and ICAR has already distributed the future support, no changes occur. The Unit does not seek reimbursement from the payee or intergovernmental agency for future support paid in advance, should the case type change to an assistance case type.

ICAR automatically reports the future support payment to income maintenance as support received for the month, so the income maintenance worker can consider it when determining FIP eligibility and benefits. In the situation of an intergovernmental case, the intergovernmental agency is responsible for distributing payments sent to them by Iowa and no contact with the intergovernmental agency is necessary.

Assistance Case Type Changes

If batch 32 fund receipts reject on an assistance case and the case account type changes to a non-assistance or intergovernmental account type, ICAR:

- ◆ Removes the batch 32 funds from reject status, and
- ◆ Distributes the entire rejected amount within two working days.

The payor is current in support payments on an account type 11 case in January. The payor owes \$100 per month for current support and ICAR rejects \$200 of the payor's \$300 January payment.

The account type changes from 11 to 12 in February. ICAR builds future months' coupons for February and March, applies the rejected funds to the coupons, and distributes the \$200 payment to the payee within two days.

Releasing Payment Information

On a regular basis, payees, payors, other IV-D agencies, and outside agencies and persons contact the Unit to obtain payment information for specific cases. Depending on who made the request, you may release various payment record displays. This is necessary due to IRS confidentiality requirements.

Use the new Payment Record Printing (PAYPRINT) screen to generate the appropriate version of the payment record or payment history for the first party who receives the information. See [Payment Record Printing \(PAYPRINT\) Screen](#) for more information.

Payment Allocation Screens

You can use several screens within ICAR to view, control, or adjust balances to allow for proper payment allocation within ICAR. These screens allow you to:

- ◆ View payments from newest to oldest.
- ◆ View detailed allocation information.
- ◆ View overall balance information.
- ◆ Adjust balance due information.

Annual Fee Details

DRA requires states to collect and report as program income, an annual fee to cover a portion of the costs of child support services when a case meets the following conditions:

- ◆ The family (payee and child or children on the case) are receiving child support services and have never received FIP or TANF in any state and the PD FEE IN ANOTHER STATE field on the ANNFEE screen is blank.
- ◆ The amount of support paid to the family on 12, 18, or 42 account types is \$500550 within the federal fiscal year.
- ◆ The case account type is 12, 17, or 18.
- ◆ There is no 11 balance or CASSIGN periods on the case.
- ◆ The VERIFIED field on the ANNFEE screen is "N" or blank.
- ◆ The INTERNATIONAL field on the PAYEE screen is "N."

State laws require the person receiving the support to pay the fee. The Unit collects the \$35 fee by withholding it from support distributed during each federal fiscal year a case meets the criteria. The IVR and customer website identify any amount withheld for the fee as "funds retained by the state."

The federal fiscal year begins October 1 and ends the following September 30. ICAR withholds the fee whenever the case meets the criteria during the federal fiscal year. This means it is possible ICAR withholds an annual fee twice in the same calendar year.

A payee opens a new case in June 2017. By August 2017, the case meets the criteria and ICAR withholds the annual fee for the 2017 federal fiscal year.

On October 1, 2017, the new federal fiscal year starts. By December 2017, the case meets the fee conditions again and ICAR withholds a new annual fee for the 2018 federal fiscal year.

ICAR determines which federal fiscal year to include the payment in by the payment distribution date.

A case receives payment September 25, 2017, and the payment distributes September 28, 2017. The payment is included in the 2017 federal fiscal year.

A case receives a payment September 27, 2017, and the payment distributes October 2, 2017. The payment is included in the 2018 federal fiscal year.

A program runs on September 30 of each year to count and report the fees to the Office of Child Support Enforcement (OCSE) and reset the appropriate fields on the ANNFEE screen.

Annual Fee Information (ANNFEE) Screen

The Annual Fee Information (ANNFEE) screen tracks information related to the annual fee. To access this screen, type ANNFEE in the NEXT SCREEN field on any screen in ICAR and press ENTER. ICAR displays the following screen:

```
D479HS81          IOWA COLLECTION AND REPORTING SYSTEM          DATE: 04/13/17
                  ANNUAL FEE INFORMATION                       TIME: 08:29:25

CASE NUMBER:
PAYOR NAME:
PAYEE NAME:

NOTICE SENT: P1 -          PE -
RESPONSIBLE FOR FEE (P1/PE) :      DATE:
NON IA IVA: STATE:          VERIFIED(Y/N):          HOW:
PD FEE IN ANOTHER STATE (Y AND STATE):      DATE:

FFY      PD TO FAMILY  PAYEE PD  FEE BAL      PD BY STATE  RELEASE

F3=MODIFY, F5=INQUIRY, F7=BACK, F8=FORWARD
NEXT SCREEN:          NOTES:
PLEASE ENTER CASE NUMBER AND PRESS F5
```

Fields, descriptions, and values on the ANNFEE screen are:

- ◆ **CASE NUMBER:** Enter a valid ICAR case number, up to seven digits, and press F5. ICAR displays information about the annual fee.
- ◆ **PAYOR NAME:** ICAR displays the name of the payor in the last, first, middle name, and suffix format, as shown on the PAYOR screen.
- ◆ **PAYEE NAME:** ICAR displays the name of the payee in the last, first, middle name, and suffix format, as shown on the PAYEE screen.
- ◆ **NOTICE SENT:** ICAR displays the date in MM DD CCYY format to indicate when form 470-4455, *Annual Fee Initial Letter to Payee*, was mailed to the payee with information about the annual fee.

This is a one-time notice about the fee. It is sent weekly once an obligation is added to the case and there is no 11 account-type balance due or an 11 CASSIGN entry on the case. The last page is a form the payee can return to indicate receipt of TANF in another state or if the fee was paid for the year in another state.

- ◆ **P1:** ICAR displays the date the notice is sent to the payor. ICAR issues a narrative (DIST37) to record the letter was sent to the payor. Because the payee is currently responsible for the fee by state law, this field is always blank.
- ◆ **PE:** ICAR displays the date the notice is sent to the payee. ICAR issues a narrative (DIST42) to record the letter was sent to the payee.
- ◆ **RESPONSIBLE FOR FEE (P1/PE):** ICAR displays "P1" or "PE" to indicate if the payor or payee is responsible for the fee. The field always displays "PE" since the payee is responsible for the fee.
- ◆ **DATE:** ICAR displays the date in MM/DD/CCYY format. The date is the date each federal fiscal year when the case meets the criteria for the fee. The date and party responsible is reset to blank at the end of each federal fiscal year.
- ◆ **NON IA IVA:** STATE: Enter the two-character U.S. Postal Service code for a state where the payee received assistance and the date in MM DD CCYY format for the date the payee states the earliest benefits were received.

ICAR issues a narrative (DIST38) indicating the payee claims they received assistance in another state.

- ◆ **VERIFIED (Y/N):** Enter "Y" when you verify the payee received TANF in another state. Enter the date you received the completed letter or statement from the payee or the date you verified that the payee received assistance in another state. ICAR issues a narrative (DIST 39) to record that you entered a "Y" in this field.

Enter "N" if you cannot verify the payee received TANF in another state. ICAR issues a narrative (DIST 40) to record that you entered an "N" in this field.

NOTE: If you entered information on the wrong case or later became aware that the payee did not get TANF in another state, enter "N" in this field. ICAR issues a narrative (DIST40) to record that you entered "N" in this field.

Return form 470-4455 to the payee with a status explaining that the form is incomplete because of any or all of the following are missing:

- Dates when the payee was on TANF in another state,
 - The names of the child or children, or
 - Proof of TANF receipt with their letter.
- ◆ **HOW:** Enter the three- or four-digit code for the source that you used to verify that the payee received assistance in another state. The codes are:
 - **DOC:** The payee returned a completed last page of form 470-4455, *Annual Fee Initial Letter to Payee*, or an official statement with documentation other than a court order. ICAR issues a narrative (DIST45) indicating the verification was through a written document other than a court order.
 - **CTOR:** The payee sent a letter with a copy of a court order containing proof of TANF receipt. ICAR issues a narrative (DIST43) indicating the verification was through a court order.
 - **FCR:** You verified that the payee received assistance through the Federal Case Registry Summary (FCRSUM) screen. See 9-J, [Child Support Enforcement Network-CSENET](#) for more information on this screen. ICAR issues a narrative (DIST44) indicating the verification was through the Federal Case Registry.
 - **CALL:** You verified that the payee received assistance by calling the Central Registry in that state. ICAR issues a narrative (DIST46) indicating verification by the other state's Central Registry.
 - **OTHR:** You verified that the payee received assistance through a method other than those listed. ICAR issues a worker entered narrative (DIST47) for you to document how you verified the claim.

- ◆ **PD FEE IN ANOTHER STATE (Y AND STATE):** Enter a "Y" if the fee was paid in another state and the two-character U.S. Postal Service code for the state where the payee paid the annual fee.
- ◆ **DATE:** Enter the date in MM/CCYY format. This is the date the payee signed the letter or the date provided in the documenting the following:
 - When another state collected the fee.
 - The date you received the form back from the payee.

Upon the entry of a "Y" and a date, ICAR issues a narrative (DIST41) indicating another state collected the fee.

If you entered information in these fields and later determine the fee was not paid or entered on a wrong case, delete the "Y" from the field. ICAR removes the state and date information and issues a narrative (DIST50) indicating the fee was not paid and is still due on the case.

Return form 470-4455, *Annual Fee Initial Letter to the Payee*, to the payee if any or all of the following is missing:

- Date the fee was paid
- State where the fee was paid
- A signature and date

Inform the payee that we must withhold support for the fee, until we receive the missing or incomplete information.

The following field descriptions record payment information related to the fee on an annual basis.

- ◆ **FFY:** ICAR records the federal fiscal years in CCYY format that the case was eligible to pay the fee.
- ◆ **PD TO FAMILY:** ICAR records the amount of payments disbursed to the family when the account type of the payment is 12, 18, or 42. ICAR uses only MIW, UIB, DOP, STT, FAO, FED, LVY, REG, and BND fund source payments for this amount. When totaling receipts on the PAYHIST screen to match this amount, count any support paid to the "TFC" or "ANF" fund sources.

NOTE: Always use the PAYMENT DISTRIB DATE on PAYHIST to determine the payments included in this amount.

- ◆ **PAYEE PD:** ICAR records the amount withheld for the payment of the fee. Once the disbursements are at least \$550, ICAR withholds money from the support payment or payments until \$35 displays in this field.
- ◆ **FEE BAL:** ICAR records the amount of the fee still payable for the year, if we are unable to withhold the full amount from a single payment. If the full \$35 is withheld, the field is blank.
- ◆ **PD BY STATE:** ICAR records the amount of the fee the state pays for the case at the end of the federal fiscal year. If the amounts disbursed to the family are between \$550 and \$585, ICAR withholds the amount possible.

On September 30, a program runs to move any amount listed in the FEE BAL field to this field to show the state paid the remaining fee amount due. Unpaid fees do not carry over as an amount due in the next federal fiscal year.
- ◆ **RELEASE:** The allowable entry in this field is "Y" by a central office employee. This entry allows ICAR to release fees withheld within that federal fiscal year.

Function keys on the ANNFEE screen are:

Key	Use
F3=MODIFY	Press F3 to update or change the information in the allowed fields. Enter the information and press F3 twice.
F5=INQUIRY	Press F5 to access case information for a different case. Enter a valid case number in the CASE NUMBER field, erase any leftover digits, and press F5. ICAR displays information for that case.
F7=BACK	Press F7 to page to the most current detail information for the case.
F8=FORWARD	Press F8 to page to the oldest detail information for the case.

Balance by Account Type (BALANCE) Screen

ICAR displays account type balances for a case on the Balance by Account Type (BALANCE) screen. ICAR displays the amount due and paid to date on the case by the account types associated with the case. Department staff in non-child support units have access to this screen in order to perform certain Department accounting functions.

To access this screen, type BALANCE in the NEXT SCREEN field on any screen in ICAR and press ENTER. ICAR displays the following screen:

D479HS05		IOWA COLLECTION AND REPORTING SYSTEM				DATE: 01/02/18	
		BALANCE BY ACCOUNT TYPE				TIME: 10:14:32	
CASE NUMBER..:		PAYOR NAME:					
REFER TO FIELD:		PAYEE NAME:					
NSF/BRI:		TFC:		SUPPRESS?:		00 00 0000	
ACCT	AMT	PAID ON	COUPON	ACCT	AMT	PAID ON	COUPON
TYPE	DUE	PAYHIST	BALANCE	TYPE	DUE	PAYHIST	BALANCE
		0.00	0.00			0.00	0.00
		0.00	0.00			0.00	0.00
		0.00	0.00			0.00	0.00
		0.00	0.00			0.00	0.00
TOTAL	0.00	0.00	0.00				
F3-MODIFY		F5-INQUIRY		F6-BALANCE2		F12-UPPA BAL	
NEXT SCREEN:		NOTES:					
PLEASE ENTER CASE NUMBER							

Fields, descriptions, and values on the BALANCE screen are:

- ◆ **CASE NUMBER:** Enter a valid ICAR case number, up to seven digits, and press F5. ICAR displays each balance associated with the case as dollar and cent amounts in columns for due, paid, and remaining amount due.
- ◆ **PAYOR NAME:** ICAR displays the name of the payor in the last and first name format, as shown on the PAYOR screen.
- ◆ **REFER TO FIELD:** The valid entries are "Y" and "N." A "Y" indicates the case may have balance issues; do not release balance information. Refer the case to the case manager for balance information. An "N" indicates there are no know balance issues and a balance may be given. Make sure to indicate this is the balance based on the records of the Unit and only a court may make a binding balance determination.
- ◆ **PAYEE NAME:** ICAR displays the name of the payee in the last and first name format, as shown on the PAYEE screen.
- ◆ **NSF/BRI:** ICAR displays "Y" or "N." If there is a debt set up for the payor because of non-sufficient funds or bank returned items, the field displays a "Y." See 11-Z, [Tracking Fees and Costs](#) for more information.
- ◆ **TFC:** ICAR displays "P1," "PE," "TP" or "AF" in this field. When one of these parties owes a tracking fee and costs debt, ICAR displays the code in this field.

- ◆ **SUPPRESS?:** The valid entries are "Y," "N" or "R." ICAR displays a date in MM/DD/CCYY format upon a valid entry to the field.

Enter "Y" to suppress the display of the balance information on the customer website. ICAR changes this entry to an 'N' after 14 days.

Enter "N" to again allow balance information to display on the customer website.

Enter "R" to refresh the suppression of balance information on the customer website for an additional 14 days.
- ◆ **ACCT TYPE:** ICAR displays the two-digit number representing the type of account to which the payment or coupon is paid or owed. ICAR displays the account type based on payment distribution and coupon information. See [Account Type](#) for a list of valid account types.
- ◆ **AMT DUE:** This field is blank. Refer to the "TOTAL" field description later in this section for an explanation of this field.
- ◆ **PAID ON PAYHIST:** ICAR displays the amount credited to the account type as shown on the PAYHIST screen.
- ◆ **COUPON BALANCE:** ICAR displays the balance of unpaid coupons on the case. ICAR calculates the coupon balance by adding together the total coupon amounts billed by account type through the month for all obligations.

Next, ICAR subtracts the total amount paid, including future payments, on all coupons, by account, from the total amount billed. This calculation results in the coupon balance for each account type.
- ◆ **ACCT TYPE:** ICAR repeats this field for display of more account types if the first ACCT TYPE fields are full.
- ◆ **AMT DUE:** This field is blank. Refer to the TOTAL field description later in this section for an explanation of this field.
- ◆ **PAID ON PAYHIST:** ICAR repeats this field for display if the first PAID ON PAYHIST fields are full.
- ◆ **COUPON BALANCE:** ICAR repeats this field for display if the first COUPON BALANCE fields are full.

- ◆ **TOTAL:** ICAR displays the total amount due, amount paid, and balance due for all applicable account types on the case. ICAR calculates the amount due by adding together all coupons through the current month for all obligations.

ICAR also calculates the amount paid on the PAYHIST screen by adding together all payments, including those with future dates. ICAR calculates the total coupon balance by subtracting the amount paid on the PAYHIST screen from the total amount due on the coupons.

Function keys on the BALANCE screen are:

Key	Use
F3-MODIFY	Press F3 to update the entry in the SUPPRESS? field. Make a valid entry and press F3 twice to update the screen.
F5-INQUIRY	Press F5 to access case information for a different case. Enter a valid case number in the CASE NUMBER field, erase any leftover digits, and press F5. ICAR displays the balance information for that case.
F6-BALANCE2	Press F6 when you want to view account balances broken down by coupon assignment tags on the Balance by Coupon Assignment (BALANCE2) screen.
F12-UPPA BAL	Press F12 to display the UPPA balance information for the case.

Balance by Coupon Assignment (BALANCE2) Screen

ICAR displays the balance by coupon assignment and payment FIPS code on the BALANCE2 screen. ICAR displays each intergovernmental account type by payment FIPS code, if those account types are due multiple intergovernmental agencies. ICAR displays the coupon assignment totals for all coupons.

To access this screen, press F6 while on the BALANCE screen. ICAR displays the following screen:

D479HS28	IOWA COLLECTION AND REPORTING SYSTEM			DATE: 04/13/17
	BALANCE BY COUPON ASSIGNMENT			TIME: 13:49:17
CASE NUMBER... :	PAYOR NAME:			
	PAYEE NAME:			
COUPON	AMT	PAID ON	COUPON	FIPS
ASSIGNMENT	DUE	COUPON	BALANCE	CODE
CLEAR				

Fields, descriptions, and values on the BALANCE2 screen are:

- ◆ **CASE NUMBER:** ICAR displays the case you were on when you pressed F6 on the BALANCE screen.
- ◆ **PAYOR NAME:** ICAR displays the payor's name in the last and first name format, as shown in the same field on the BALANCE screen.
- ◆ **PAYEE NAME:** ICAR displays the name of the payee in the last and first name format, as shown in the same field on the BALANCE screen.
- ◆ **COUPON ASSIGNMENT:** ICAR displays the coupon account type and the coupon assignment tag. See [Account Type](#) for a list of valid account types and [Coupon Assignment Tag](#).
- ◆ **AMT DUE:** ICAR displays the total amount due for each coupon assignment on the case from all Coupon Account Update (COUPON) screens.
- ◆ **PAID ON COUPON:** ICAR displays the total amount paid for each coupon assignment on the case from the COUPON screens.
- ◆ **COUPON BALANCE:** ICAR displays the total amount remaining for each coupon assignment on the case.
- ◆ **FIPS CODE:** ICAR displays the FIPS code for the intergovernmental agency that received the payment. If the payment is to a 15, 35, 45 or 65 account type, this field can be blank indicating the payment was sent directly to the family.

The function key on the BALANCE2 screen is:

Key	Use
CLEAR	Press PAUSE/BREAK to return to the BALANCE screen for the case.

Providing Written Balance Information to the Public

Legal reference: Iowa Code Section 252C.6, 535.3(2)

Sometimes parents contact you asking for balance information or a written statement showing the case is current or paid in full. You should not state that a case is "current" or "paid in full," because interest could be due.

While we are not required to maintain interest balance accounts, Iowa law does allow CSRU to charge interest on child support balances. We enforce interest if it reduced to a judgment or if, in an intergovernmental case, the Unit has received a statement from the IV-D agency indicating the total interest owed as of a certain date. See [Interest and Late Payment Fees](#) for more information.

Therefore, when contacted for balance information or a written statement by a payee, payor, attorney, or other person or entity authorized to receive balance information, use the following language when providing the balance information for the case:

"For obligations we have been enforcing, our records show the child support balance is \$_____ as of _____. We can make no statement about whether a parent owes additional interest. Only a court can make a binding balance determination."

Similarly, worker-entered narratives should not state the case is current or paid in full. Instead, use words such as "according to our records the balance is _____ as of _____."

Balance Adjustments—Child Support (BALADJCS) Screen

The Balance Adjustments-Child Support (BALADJCS) screen allows you to modify the account type of unpaid coupons. When you modify coupons on the screen, ICAR changes the account type balances.

NOTE: ICAR overrides any changes made using this screen when the case processes through the correction program.

Use the BALADJCS screen to adjust coupons for the following account types:

Code	Account Type
11	FIP assistance
12	Non-assistance
14	Intergovernmental assistance
15	Intergovernmental non-assistance
17	Non IV-D case
18	Title XIX only
19	Intergovernmental Title XIX only
41	FIP – assistance (medical support and medical reimbursement obligations only)
42	Non-assistance (medical support and medical reimbursement obligations only)
44	Intergovernmental assistance (or medical support and medical reimbursement obligations only)
45	Intergovernmental non-assistance (medical support and medical reimbursement obligations only)
47	Non-IV-D case (medical support and medical reimbursement obligations only)
48	Title XIX only (medical support and medical reimbursement obligations only)
49	Intergovernmental Title XIX only (medical support and medical reimbursement obligations only)

NOTE: You can modify foster care coupons on two screens:

- ◆ Balance Adjustments—Foster Care (BALADJFC)
- ◆ Balance Adjustments—Child Support (BALADJCS)

If you have the proper security clearance, access the BALADJCS screen by typing BALADJCS in the NEXT SCREEN field on any screen in ICAR and press ENTER. ICAR displays the following screen:

D479HR02		IOWA COLLECTION AND REPORTING SYSTEM				DATE: 04/13/17	
		BALANCE ADJUSTMENTS--CS				TIME: 14:32:11	
CASE NBR:		PAYOR :					
START DATE:		PAYEE :					
ACCT	BALANCE	ACCT	BALANCE	ACCT	BALANCE	ACCT	BALANCE
CURRENT BALANCES:		CHANGE TO:					
OBL	ACCT	COUP	DATE	AMT	DUE	ACCT	AMOUNT
						ACCT	AMOUNT
PF3=MODIFY		PF5=INQUIRY		PF7=PAGE BACK		PF8=PAGE FORWARD	
NEXT SCREEN:		NOTES:					
ENTER CASE NUMBER AND PRESS PF5							

ICAR displays existing case account balances in the top section of the screen. The balances match the balances shown on the BALANCE screen.

Fields, descriptions, and values on the BALADJCS screen are:

- ◆ **CASE NBR:** Enter a valid ICAR case number, up to seven digits, and press F5. ICAR displays the unpaid coupons for the case in date order from newest to oldest.
- ◆ **PAYOR:** ICAR displays the payor’s name in the first, middle initial, last, and suffix format, as shown on the PAYOR screen.
- ◆ **START DATE:** Use this field as a filtering tool when the case displayed has multiple pages of coupons. Enter the date of the coupons you want ICAR to use to start its display of coupons in the MM/CCYY format.
- ◆ **PAYEE:** ICAR displays the payee’s name in the first, middle initial, last, and suffix format, as shown on the PAYEE screen.
- ◆ **ACCT:** ICAR displays the coupon account types with balances due. See [Account Type](#) for a list of valid account types.

- ◆ **BALANCE:** ICAR displays the remaining balance for each account type. This matches the amount for the account type from the COUPON BALANCE field on the BALANCE screen.
- ◆ **CURRENT BALANCES:** ICAR displays information on unpaid portions of coupons. ICAR displays up to ten rows of date coupons. Coupons display in descending hierarchy order. The unpaid portion of the coupons is the difference between the coupon billed amount and the coupon paid amount.
 - **OBL:** ICAR displays the obligation type of the coupon. See [Entering Obligation Information into ICAR](#), for a list of obligation types.
 - **ACCT:** ICAR displays the account type and the coupon assignment tag of the coupon. See [Account Type](#) for a list of valid account types.
 - **COUP DATE:** ICAR displays the due date of the coupon in the CCYY/MM/DD format.
 - **AMT DUE:** ICAR displays the amount of the coupon due based on information entered on the OBLIG screen minus any payments credited to the coupons.
- ◆ **CHANGE TO:** You may enter information in the fields in this section to adjust the unpaid coupon account type and amount information. You can make up to three entries for the same coupon.
 - **ACCT:** Enter a valid combination of account type and coupon assignment tag. If you wish to change the account type of the entire unpaid balance of the coupon, enter the new account type and coupon assignment tag in this field.

If you wish to change only a portion of the unpaid coupon to a new account type, enter each new combination as necessary. If you enter an invalid combination of account type and coupon assignment tag, ICAR displays the message: "COMBINATION OF COUPON ACCOUNT TYPE AND COUPON ASSIGNMENT NOT ALLOWED."
 - **AMOUNT:** If you wish to change the amount of the entire unpaid balance of the coupons, enter the coupon amount in dollars and cents format. If you wish to change only a portion of the unpaid balance of the coupons, enter separate amounts for each coupon assignment. The amounts you enter must equal the total amount of the unpaid coupon.

Function keys on the BALADJCS screen are:

Key	Use
F3=MODIFY	Press F3 to change the account types of the coupons payable on the case. Enter the appropriate information in the fields and press F3 twice to update the information.
F5=INQUIRY	Press F5 to access new case information. Enter a valid case number in the CASE NBR field and press F5. ICAR displays the unpaid coupons for the case.
F7=PAGE BACK	Press F7 to page to the most current unpaid coupons for the case.
F8=PAGE FORWARD	Press F8 to page to the oldest unpaid coupons for the case.
F10=SHIFT	Press F10 to display the BALADJFC screen.

Appropriate Use of the BALADJCS Screen

Use the BALADJCS screen to correct unpaid coupon account types when an untimely notification of a change in the case account type results in ICAR generating incorrect coupons. This situation can occur when

- ◆ We are not aware that a payee moved, or
- ◆ An intergovernmental agency has not informed us of all court orders, or
- ◆ There is a problem with automated notification through the automated interface between the Iowa Automated Benefits Calculation (IABC) system and the ICAR REFER system.

A family receives FIP in Iowa. The coupon account type for the case on ICAR is 11AS. The family moves to Kansas and stops receiving assistance in Iowa on February 29, 2017.

However, the Unit does not receive notice of the assistance case closure until April 30, 2017, and ICAR generates 11AS coupons until then. The payor makes no payments on the case. When you discover the change in case status, use the BALADJCS screen to adjust the unpaid coupon account type balances.

You must change each unpaid coupon separately. If you need to perform a large adjustment to account type balances, use the CASSIGN screen to correct the child assignments. Use the BALADJCS screen to “fine tune” the account type balances, if necessary.

NOTE: ICAR assigns 40-series account types (e.g., 41) to medical obligations (MS and MR). To allow for more flexibility when adjusting account type balances, the BALADJCS screen allows you to override ICAR and attach 10-series account types (e.g., 11) to a medical obligation. Similarly, you can attach a 40-series account type to a child support obligation.

Follow these steps to change the account type on unpaid coupons using the BALADJCS screen:

1. Access the BALADJCS screen from the ICAR menu or another ICAR screen by typing BALADJCS in the NEXT SCREEN field or by pressing PF10=SHIFT on the BALADJFC screen.
2. Enter a valid case number and press PF5 to inquire on the case.
3. Determine which unpaid coupon to adjust on the case.
4. In the CHANGE TO section, place the cursor in the leftmost ACCT field on the coupon you want to adjust. Enter the account type and coupon assignment tag to which a portion of the unpaid coupon should apply.
5. In the CHANGE TO section, place the cursor in the leftmost AMOUNT field on the coupon you want to adjust. Enter the portion of the unpaid coupon that must apply to the account type you entered in the ACCT field.

If necessary, use the remaining ACCT and AMOUNT fields to make further adjustments to the same unpaid coupon.

ICAR requires you to divide the entire amount of the original coupon balance between the new coupons you create. If you do not make the required entries, ICAR prompts you to make the entries until you account for the entire coupon balance.

You need to adjust \$15 of a \$40 12AN coupon to an 11AS coupon. You must account for the entire \$40 coupon. Enter \$25 to the 12AN account and \$15 to the 11AS account.

6. Press PF3. Review the changes for accuracy. After you verify that the changes are correct, press PF3 again. ICAR modifies the coupons and balances. Press PF5 to view the modified coupons in the proper sequence.

You can modify the account types of multiple coupons at the same time by entering the account type and amount information on multiple records before pressing PF3.

A case has an unpaid 12AN coupon with a balance of \$40. You need to move \$20 of the coupon to account type 11AS. Enter "12AN" in the ACCT field and "20" in the AMOUNT field in the CHANGE TO section and "11AS" in the next ACCT field and "20" in the next AMOUNT field.

The case has another 12AN coupon with a balance of \$25. You need to move \$15 of the coupon to account type 18AN. In the row for this coupon, enter "12AN" in the ACCT field and "10" in the AMOUNT field and "18AN" in the next ACCT field and "15" in the next AMOUNT field. Process the screen using F3 and ICAR modifies both coupons at once.

You can divide a single unpaid coupon among as many as three account types on the BALADJCS screen.

A case has an unpaid 12AN coupon with a balance of \$60. You need to move \$20 of the coupon to account type 11AS and \$20 to account type 18AN.

Enter "12AN" in the leftmost ACCT field and "20" in the leftmost AMOUNT field in the CHANGE TO section. Enter "11AS" in the next ACCT field and "20" in the next AMOUNT field. Enter "18AN" in the next ACCT field and "20" in the next AMOUNT field. Press F3 twice. The entries you just made adjusted the \$60 among the new coupons.

ICAR issues narratives (DIST1 and DIST2) when you modify the coupons on the BALADJCS screen. These narratives provide information on the balances before and after changes to the coupons and summarize the account balance adjustment activity on the case for the day. If more than one worker adjusts a case on the same day, ICAR generates a narrative for each worker's adjustments.

Splitting Reimbursement Coupons on the BALADJCS Screen

You can split reimbursement (RE) and medical reimbursement (MR) coupons on the BALADJCS screen. The ability to split coupons is one way in which you can make minor adjustments to account balances. Follow these steps to split a reimbursement coupon on the BALADJCS screen:

1. Access the BALADJCS screen.
2. Select the RE or MR coupon you want to split by using TAB to place the cursor on the coupon you want to split.
3. Enter the account type in the ACCT field and the coupon amount in the AMOUNT field under the CHANGE TO section indicating the account type and amount for each split you make.
4. Press PF3 twice to split the coupon between different account types. ICAR issues two narratives (DIST1 and DIST2) for each coupon split on the BALADJCS screen.

You want to split an 11 RE coupon for \$300 in the following manner: \$200 to account type 11 and \$100 to account type 12.

On the BALADJCS screen, tab down to the \$300 11 RE coupon. Enter 11 in the ACCT field and \$200 in the AMOUNT field under the CHANGE TO section. On the same line, enter 12 in the ACCT field and \$100 in the AMOUNT field and press PF3 twice. ICAR splits the coupon between two different account types.

Balance Adjustments—Foster Care (BALADJFC) Screen

ICAR allows you to modify the account type of unpaid portions of foster care coupons on the Balance Adjustments-Foster Care (BALADJFC) screen. When you modify coupons on the screen, ICAR changes the account type balances. See [Account Type](#) and [Coupon Assignment Tag](#) for valid types and assignment tags.

Use the BALADJFC screen to adjust the coupons for the following account types:

Code	Account Type
10	State paid foster care
13	IV-E foster care
16	Intergovernmental foster care
40	State paid foster for MS and MR
43	IV-E foster care for MS and MR
46	Intergovernmental foster care for MS and MR

You can also use the BALADJCS screen to adjust an entire foster care coupon of any non-foster care account type.

NOTE: You can modify foster care coupons on two screens:

- ◆ Balance Adjustments—Foster Care (BALADJFC)
- ◆ Balance Adjustments—Child Support (BALADJCS)

If you are adjusting part of the coupon to foster care you must use the BALADJFC screen, otherwise, ICAR displays the message: "ACCT TYPE = 10 13 16 40 43 OR 46 MUST BE ENTERED ON FOSTER CARE-PRESS PF10."

To access the BALADJFC screen, type BALADJFC in the NEXT SCREEN field on any screen in ICAR and press ENTER or press PF10 from the BALADJCS screen. ICAR displays the following screen:

```

D479HR37                IOWA COLLECTION AND REPORTING SYSTEM        DATE: 04/17/17
                        BALANCE ADJUSTMENTS--FC                    TIME: 15:01:21
CASE NBR:                PAYOR   :
START DATE:              PAYEE   :

ACCT  BALANCE            ACCT  BALANCE            ACCT  BALANCE            ACCT  BALANCE

CURRENT BALANCES:        CHANGE TO:
OBL  ACCT COUP DATE      AMT DUE  ACCT  AMOUNT            ACCT  AMOUNT            STATE ID

PF3=MODIFY    PF5=INQUIRY    PF7=PAGE BACK    PF8=PAGE FORWARD    PF10=SHIFT
NEXT SCREEN:          NOTES:
ENTER CASE NUMBER AND PRESS PF5
    
```

ICAR displays existing case account balances in the top section. These balances match the balances shown on the BALANCE screen.

Fields, descriptions, and values on the BALADJFC screen are:

- ◆ **CASE NBR:** Enter a valid case number and press PF5. ICAR displays the unpaid coupons in date order from newest to oldest.
- ◆ **PAYOR:** ICAR displays the payor’s name in the first, middle initial, last, and suffix format, as shown on the PAYOR screen.
- ◆ **START DATE:** ICAR displays the current month and year in this field. If there are multiple pages of coupons, enter the date of the coupons you want ICAR to use to start its display of coupons in the MM/CCYY format.
- ◆ **PAYEE:** ICAR displays the payee’s name in the first, middle initial, last, and suffix format, as shown on the PAYEE screen.
- ◆ **ACCT:** ICAR displays the coupon account types with balances due. See [Account Type](#) for a list of valid account types.
- ◆ **BALANCE:** ICAR displays the remaining balance for each account type. This matches the amount for the account type from the COUPON BALANCE field on the BALANCE screen.

- ◆ **CURRENT BALANCES:** ICAR displays information on unpaid portions of coupons. Coupons display in descending distribution hierarchy order. The unpaid portion of the coupon is the difference between the coupon-billed amount and the coupon paid amount.
 - OBL:** ICAR displays the obligation type of the coupon. See [Entering Obligation Information into ICAR](#).
 - ACCT:** ICAR displays the account type and the coupon assignment tag for each coupon. See [Account Type](#) for a list of valid account types.
 - COUP DATE:** ICAR displays the due date of the unpaid coupon in the CCYY/MM DD format.
 - AMT DUE:** ICAR displays the amount due on the coupon based on information entered on the OBLIG screen minus any payments credited to the coupons.
- ◆ **CHANGE TO:** You may enter information in the fields in the CHANGE TO section to adjust the unpaid coupon account type and amount information.
 - ACCT:** Enter a valid combination of account type and coupon assignment tag. If you wish to change the account type of the entire unpaid balance of the coupons, enter the new account type and coupon assignment tag in this field.

If you wish to change only a portion of the unpaid coupon to a new account type, enter each new combination as necessary. If you enter an invalid combination of account type and coupon assignment tag, ICAR displays the message: "COMBINATION OF COUPON ACCOUNT TYPE AND COUPON ASSIGNMENT NOT ALLOWED."
 - AMOUNT:** If you wish to change the amount of the entire unpaid balance of the coupons, enter the coupon amount in dollars and cents format. If you wish to change only a portion of the unpaid balance of the coupons, enter separate amounts for each coupon assignment. The amounts you enter must equal the total amount of the unpaid coupon.
 - STATE ID:** Enter the foster care child's state identification number to attach the state ID to the coupon.

Function keys on the BALADJFC screen are:

Key	Use
PF3=MODIFY	Press PF3 to change the account types of the coupons payable on the case. Enter the appropriate information in the fields and press PF3 twice to update the information.
PF5=INQUIRY	Press PF5 to access new case information. Enter a valid case number in the CASE NBR field and press PF5. ICAR displays the unpaid coupons for the case.
PF7=PAGE BACK	Press PF7 to page to the most current unpaid coupons for the case.
PF8=PAGE FORWARD	Press PF8 to move forward through the unpaid coupons for the case.
PF10=SHIFT	Press PF10 to display the BALADJCS screen.

Appropriate Use of the BALADJFC Screen

Use the BALADJFC screen to correct unpaid coupon account types when an untimely notification of a change in case account type results in ICAR generating incorrect coupons.

A child enters foster care in Iowa. The coupon account type for the case on ICAR is 10AS. The child leaves foster care and the family moves to Kansas on February 28.

However, the Unit does not receive notice of the foster care case closure until April 30, and ICAR generates 10AS coupons until then. The payor makes no payments on the case. When you discover the change in case status, use the BALADJFC screen to adjust the account type balances for the unpaid foster care coupons.

You must change each unpaid coupon separately. If you need to perform a large adjustment to an account type balance, use the CASSIGN screen to correct the child assignments. By doing so, ICAR sets the case to process through the correction program.

After ICAR processes the case through the correction program, check the case account type balances and use the BALADJFC screen to “fine tune” the account type balances, if necessary.

NOTE: ICAR assigns 40-series account types, e.g., 43, to medical obligations (MS and MR). To allow for more flexibility when adjusting account type balances, the BALADJFC screen allows you to override ICAR and attach a 10-series account type, e.g., 13, to a medical obligation. Similarly, you can attach a 40-series account type to a child support obligation.

NOTE: Both the Unit and FCRU use the BALADJFC screen to modify unpaid foster care coupons and adjust balances. When a child in foster care is included in a case, you need to coordinate these modifications with the other worker to ensure that the account balances on the case are correct. Check the narratives on the Case Narrative View/Select (NARRCASE) screen to review the modifications made on a case.

Adjusting Foster Care Account Type Balances

Follow these steps to change the account type on unpaid foster care coupons using the BALADJFC screen:

1. Access the screen from the ICAR menu or from any ICAR screen by typing BALADJFC in the NEXT SCREEN field, or by pressing PF10=SHIFT on the BALADJCS screen.
2. Enter a valid case number and press PF5 to inquire on the case.
3. Determine which unpaid coupon to adjust on the case.
4. In the "CHANGE TO" section of the screen, place the cursor in the leftmost ACCT field of the coupon you want to adjust. Enter the account type and coupon assignment tag to which ICAR should apply a portion of the unpaid coupon.
5. In the CHANGE TO section of the screen, place the cursor in the leftmost AMOUNT field of the coupon you want to adjust. Enter the portion of the unpaid coupon that ICAR must apply to the account type you entered in the ACCT field.

If necessary, use the remaining ACCT and AMOUNT fields to make further adjustments to the same unpaid coupon.

ICAR requires you to divide the entire amount of the original coupon balance between the new coupons you create. If you do not make the required entries, ICAR prompts you to make the entries until you account for the entire coupon balance.

\$15 of a \$40 10AS coupon needs to move to 13AS. You must account for the entire \$40 coupon. In the CHANGE TO section, enter 10AS with an amount of \$25 and 13AS with an amount of \$15.

When splitting a coupon to a foster care account type, you must enter the state identification number of the child to which the coupon applies.

If more than one child on a case is in foster care and you need to split foster care coupons between the children, split the coupon into the appropriate account types for each child, and enter one child's state identification number for both coupons.

6. Press PF3. Review the changes for accuracy. After you verify that the changes are correct, press PF3 again and ICAR modifies the coupons and balances. Press PF5 to view the modified coupons in the proper sequence.

A case has an unpaid 13AS coupon with a balance of \$60. You need to move \$30 of the coupon to account type 12AN.

In the CHANGE TO section, enter "13AS" in the leftmost ACCT field and "30" in the leftmost AMOUNT field. Enter "12AN" in the next ACCT field and "30" in the next AMOUNT field. Enter the state identification number of the child to which the 13AS coupon applies.

You can modify the account types of multiple coupons at the same time by entering the account and amount information on multiple records before pressing PF3.

A case has an unpaid 10AS coupon with a balance of \$40. You need to move \$20 of the coupon to account type 12AN. Enter "10AS" in the ACCT field and "20" in the AMOUNT field in the CHANGE TO section and "12 AN" in the next ACCT field and "20" in the AMOUNT field and state ID in the STATE ID field.

The case has another 10AS coupon with a balance of \$25. You need to move \$15 of the coupon to account type 11AS. In the row for this coupon, enter "10AS" in the ACCT field and "10" in the AMOUNT field, "11AS" in the next ACCT field and "15" in the AMOUNT field and the state ID in the STATE ID field. Process the screen using PF3 and ICAR modifies both coupons at once.

You can divide a single unpaid foster care coupon among as many as three account types on the BALADJFC screen, but you need to do this in two steps.

A case has an unpaid 13AS coupon with a balance of \$60. You need to move \$20 of the coupon to account type 12AN and \$20 to the 11AS.

Enter "13AS" in the leftmost ACCT field and "40" in the AMOUNT field in the CHANGE TO section. Enter "12AN" in the next ACCT field and "20" in the next AMOUNT field and the state ID of the child in the STATE ID field. Press PF3 twice.

Press PF5, enter "13AS" in the ACCT field in the row for the \$40 coupon, and enter "20" in the AMOUNT field. Enter "11AS" in the next ACCT field and "20" in the AMOUNT field and state ID in the STATE ID field. Press PF3 twice.

ICAR issues narratives (DIST1 and DIST2) when you modify the coupons on the BALADJFC screen. These narratives provide information on the balances before and after changes are made to the coupons and summarize the account balance adjustment activity on the case for the day.

If more than one worker adjusts a case on the same day, ICAR generates a narrative for each worker's adjustments.

Splitting Reimbursement Coupons on the BALADJFC Screen

You can split reimbursement (RE) and medical reimbursement (MR) coupons on the BALADJFC screen if the original account type is a foster care account type. The ability to split coupons is one way in which you can make minor adjustments to account balances. Follow these steps to split a reimbursement coupon on the BALADJFC screen:

1. Access the BALADJFC screen.
2. Select the coupon you want to split by using TAB to place the cursor on the coupon you want to split.
3. Enter the account type in the ACCT field and the coupon amount in the AMOUNT field indicating the account type and amount for each split you make.

4. Press PF3 twice to split the coupon between different account types. ICAR issues two narratives (DIST1 and DIST2) for each coupon split on the BALADJFC screen.

Split a 10 RE coupon for \$250 in the following manner: \$150 to account type 10 and \$100 to account type 12.

On the BALADJFC screen, tab down to the \$250 10 RE coupon. Enter 10 in the ACCT field and \$150 in the AMOUNT field. On the same line, enter 12 in the ACCT field and \$100 in the AMOUNT field the child SID in the STATE ID field and press PF3 twice. ICAR splits the coupon between two different account types.

View Coupons (VCOUPON) Screen

ICAR displays all paid and unpaid coupons on the View Coupons (VCOUPON) screen. ICAR displays the coupons in the following order:

- ◆ In the reverse order in which the obligations on the case were entered into ICAR.
- ◆ In descending order based on the coupon due date.

To access the VCOUPON screen, type VCOUPON in the NEXT SCREEN field on any screen in ICAR and press ENTER. ICAR displays the following screen:

```
D479HS14                CHILD SUPPORT COLLECTION SYSTEM                DATE:
                                VIEW COUPONS                                TIME:
                                                                PAGE:
CASE NUMBER:                RE TYPE:
COURT ORDER:                CO TYPE:
OBLIG TYPE:                START DATE:                OBLIG AMT:
                                END DATE:                OBLIG FREQ:

COUPON      STATE      DATE      AMOUNT      AMOUNT
ASSIGN      ID        DUE      BILLED      PAID
-----

MODIFY=PF3  INQUIRE=PF5  BACKWARD=PF7  FORWARD=PF8  SCROLL OBLIGS=PF9, & PF10
NEXT SCREEN:                NOTES:
```

Fields, descriptions, and values on the VCOUPON screen are:

- ◆ **CASE NUMBER:** Enter a valid ICAR case number (up to seven digits), and press PF5. ICAR displays the coupons for the case by obligation type in the order they display on the Obligation History (OBLIGHST) screen. For each obligation, ICAR displays the coupons in date order from newest to oldest.
- ◆ **RE TYPE:** ICAR displays an "A," "I," "L," or "R" to indicate the type of reimbursement obligation, based on information shown on the OBLIG screen. If the obligation is a type other than RE or MR, ICAR leaves this field blank.
 - "A" means the RE or MR obligation is for arrears as requested in an intergovernmental referral.
 - "I" means the RE or MR obligation is for interest due.
 - "L" means the RE or MR obligation is for a late payment fee due.
 - "R" means the RE or MR obligation is a regular reimbursement obligation.
- ◆ **COURT ORDER:** ICAR displays any combination of 20 alphabetical and numeric characters as shown in the COURT ORDER NUMBER field on the Court Order (COURTORD) screen.
- ◆ **CO TYPE:** ICAR displays the two-character alphabetical code representing the type of court order as shown in the TYPE field on the COURTORD screen. See [Entering Obligation Information Into ICAR](#), for a list of the allowable entries.
- ◆ **OBLIG TYPE:** ICAR displays the obligation type as shown in the OBLIG TYPE field on the OBLIG screen.
- ◆ **START DATE:** ICAR displays the date in the MM/DD/YY format to record when the obligation starts, as shown in the EFFECTIVE DATE field on the OBLIG screen.
- ◆ **OBLIG AMT:** ICAR displays the amount of the obligation as shown in the OBLIGATION AMOUNT field on the OBLIG screen.
- ◆ **END DATE:** ICAR displays the date in the MM/DD/YY format based on the date shown in the END DATE field on the OBLIG screen.

- ◆ **OBLIG FREQ:** ICAR displays a one- or two-letter code indicating how often a payment is due on the obligation, as shown in the OBLIGATION FREQ field on the OBLIG screen. See [Entering Obligation Information into ICAR](#).
- ◆ **COUPON ASSIGN:** ICAR displays the coupon account type and the coupon assignment tag for each coupon. See [Account Type](#) for a list of valid account types and [Coupon Assignment Tag](#) for a list of valid coupon assignment tags.
- ◆ **STATE ID:** ICAR displays the child’s state identification number for foster care as shown in the STATE ID field on the CHILD screen. The field is blank unless the coupon account type is 10, 13, or 16.
- ◆ **DATE DUE:** ICAR displays the coupon due date in MM/DD/YY format as shown on the EFFECTIVE DATE on the OBLIG screen.
- ◆ **AMOUNT BILLED:** ICAR displays the billed amount of the coupon based on information as shown in the OBLIGATION AMOUNT field on the OBLIG screen.
- ◆ **AMOUNT PAID:** ICAR displays the amount paid on each individual coupon listed for each line on the screen.

Function keys on the VCOUPON screen are:

Key	Use
MODIFY=PF3	PF3 is not available on this screen.
INQUIRE=PF5	Press PF5 to access new case information. Enter a valid case number in the CASE NUMBER field and press PF5. ICAR displays the coupons for the case.
BACKWARD=PF7	Press PF7 to move backward to the most current coupons for the obligation.
FORWARD=PF8	Press PF8 to move forward to the oldest coupons for the obligation.
SCROLL OBLIGS= PF9 & PF10	Press PF9 and PF10 to display the coupons for the next or prior obligations for the case.

NOTE: While the VCOUPON screen provides view-only access to the coupons on ICAR, a different version of the screen (COUPON) provides accounting and Central Office the ability to change coupon information.

Coupon Distribution by Obligation and Account Type (COUPDIST) Screen

On the Coupon Distribution by Obligation and Account Type (COUPDIST) screen, ICAR displays unpaid and partially paid coupons by month in the order in which ICAR will apply payments to the coupons.

ICAR displays hierarchies for the payment of current support and arrears when the fund source of the payments is anything other than FED. ICAR displays a special hierarchy for the distribution of federal tax payments.

To access the COUPDIST screen, type COUPDIST in the NEXT SCREEN field on any screen in ICAR and press ENTER. ICAR displays the following screen:

D479HR11	IOWA COLLECTION AND REPORTING SYSTEM	04/18/17		
	COUPON DISTRIBUTION BY OBLIGATION AND ACCOUNT TYPE	100119		
CASE NBR:	HIERARCHY TYPE:			
PAYOR:				
PAYEE:				
	Coupon			
OBLIG TYPE	ASSIGNMENT	COUPON DATE	AMT BILLED	AMT PAID
PF5=INQUIRY PF7=BACK PF8=FORWARD PF9=PRIOR-ASGN PF10=NEXT ASGN PF11=FED HIER				
NEXT SCREEN:		NOTES:		
ENTER NON ZERO CASE NUMBER AND PRESS PF5				

Fields, descriptions, and values on the COUPDIST screen are:

- ◆ **CASE NBR:** Enter a valid ICAR case number, up to seven digits, and press PF5. ICAR displays the screen for the unpaid coupons for the current month. If there are no unpaid coupons for the current month, ICAR displays an on-line message that no unpaid current coupons exist on the case.

- ◆ **HIERARCHY TYPE:** ICAR displays the distribution hierarchy for the case, based on the case type. NOTE: For ICIS cases, this field is blank. Valid entries include:

CURRENT-ASSISTANCE
NEVER-ASSIGNED/FORMER ASSISTANCE
FED HIERARCHY FOR CASE
- ◆ **PAYOR:** ICAR displays the payor’s name in the first, middle initial, last name format as shown on the PAYOR screen.
- ◆ **PAYEE:** ICAR displays the payee’s name in the first, middle initial, and last name format as shown on the PAYEE screen.
- ◆ **OBLIG TYPE:** ICAR displays the obligation type as shown in the OBLIGATION TYPE field on the OBLIG screen. See [Entering Obligation Information into ICAR](#).
- ◆ **COUPON ASSIGNMENT:** ICAR displays the coupon account type and the coupon assignment tag. See [Account Type](#) and [Coupon Assignment Tag](#) for a list of valid account types and coupon assignment tags.
- ◆ **COUPON DATE:** ICAR displays the due date of the coupon in MM/DD/CCYY format, based on the obligation date entered on the OBLIG screen.
- ◆ **AMT BILLED:** ICAR displays the amount of the coupon, based on information entered on the OBLIG screen.
- ◆ **AMT PAID:** ICAR displays the amount paid on each coupon listed on the screen.

Function keys for the COUPDIST screen are:

Key	Use
PF5=INQUIRY	Press PF5 to access new case information. Enter a valid case number in the CASE NBR field and press PF5. ICAR displays the unpaid coupons for the case.
PF7=BACK	Press PF7 to move backward through the unpaid coupons.
PF8=FORWARD	Press PF8 to move forward through the unpaid coupons.
PF9=PRIOR ASGN	Press PF9 to display the prior coupon payment hierarchy.
PF10=NEXT ASGN	Press PF10 to display the next coupon payment hierarchy.
PF11=FED HIER	Press PF11 to display the coupon payment hierarchy for a federal tax intercept.

Using the COUPDIST Screen

When you initially access the COUPDIST screen, ICAR displays the current month's unpaid or partially paid coupons. ICAR determines the order of the coupon payment based on the coupon assignment.

NOTE: ICAR does not display a month's coupons if all of the coupons in the month are completely paid. Instead, ICAR displays the on-line message: "NO CURRENT MONTH COUPONS FOR THIS CASE."

The allocation (distribution) hierarchy for the different case types is as follows:

Case Type	Hierarchy
Current-Assistance	AS (permanently assigned)
Former-Assistance and Never-Assigned	AN (never assigned) AS (permanently assigned)

To view the current month's coupons, press PF5.

To view all unpaid and partially paid coupons, regardless of the month, in the order in which ICAR will pay them, press PF9 or PF10. Use PF10 to scroll to the next coupon assignment type in the distribution hierarchy. Use PF9 to scroll to prior coupon assignments in the hierarchy.

Use PF7 to page back through the coupon assignments within the coupon assignment hierarchy. Use PF8 to page forward through the coupon assignments within the coupon assignment hierarchy.

Use PF11 to display the coupons in the order in which a federal tax offset payment will pay the coupons.

Reimbursement Obligations

Generally, reimbursement obligations are due and owing on the date the court enters the judgment. The occasional exception is when the court orders the reimbursement with a later due date.

All unpaid coupons between the current month and the month in which the reimbursement obligation takes effect must be completely paid before any payments actually apply to the reimbursement coupon.

For this reason, ICAR displays reimbursement coupons on the COUPDIST screen only in the month that the reimbursement obligation takes effect. ICAR represents the month as the effective date on the OBLIG screen. The reimbursement coupon includes the entire reimbursement amount owed rather than a periodic payment amount. Reimbursement obligation codes are:

RE-R	Regular reimbursement	MR-R	Regular reimbursement for medical expenses
RE-A	Reimbursement for intergovernmental arrears	MR-A	Medical reimbursement for intergovernmental medical arrears
RE-I	Reimbursement for interest	MR-I	Intergovernmental interest reimbursement for medical expenses
RE-L	Reimbursement for late payment fees	MR-L	Medical expenses late payment reimbursement
		MJ	Medical judgment (This code is no longer used.)

Views of the VCOUPON and COUPDIST Screens

The VCOUPON and COUPDIST screens visually explain what to expect when ICAR sorts coupons first by obligation type; second by coupon assignment type, and third by date within the month.

Sorting by Obligation Type

Within each month, ICAR ranks coupons by obligation. The order in which ICAR applies payments to coupons within each month is:

Hierarchy

Order	Obligation Type
1	CS (child support)
2	CA (alimony)
3	MS (medical support)
4	HP (house payment)
5	IP (insurance payment)
6	RE – R (reimbursement) or MR – R (medical reimbursement)
7	RE – A (intergovernmental arrears reimbursement) or MR – A (intergovernmental arrears medical reimbursement)
8	RE – I (interest reimbursement) or MR – I (medical interest reimbursement)
9	RE – L (late payment fee reimbursement) or MR – L (medical late payment fee reimbursement)

The following VCOUPON screens display coupons attached to three obligations on the same case.

Screen 1:

D479HS14		CHILD SUPPORT COLLECTION SYSTEM		DATE:	04/18/17
		VIEW COUPONS		TIME:	11:27:50
				PAGE:	
CASE NUMBER:				RE TYPE:	
COURT ORDER:				CO TYPE:	AP
OBLIG TYPE: CS	START DATE: 08/24/16			OBLIG AMT:	277.00
	END DATE: 05/23/17			OBLIG FREQ: M	
COURPON ASSIGN	STATE ID	DATE DUE	AMOUNT BILLED	AMOUNT PAID	

12 AN		04/24/17	277.00		
12 AN		03/24/17	277.00	277.00	
MODIFY=PF3, INQUIRE=PF5, BACKWARD=PF7, FORWARD=PF8, SCROLL OBLIGS=PF9 & PF10 NEXT SCREEN: NOTES: ENTER CASE NUMBER AND PRESS PF5					

Screen 2:

D479HS14		CHILD SUPPORT COLLECTION SYSTEM		DATE:	04/18/17
		VIEW COUPONS		TIME:	11:27:50
				PAGE:	
CASE NUMBER:				RE TYPE:	
COURT ORDER:				CO TYPE:	
OBLIG TYPE: CA	START DATE: 08/24/16			OBLIG AMT:	200.00
	END DATE: 05/23/17			OBLIG FREQ: M	
COURPON ASSIGN	STATE ID	DATE DUE	AMOUNT BILLED	AMOUNT PAID	

12 AN		04/24/17	200.00		
12 AN		03/24/17	200.00	200.00	
MODIFY=PF3, INQUIRE=PF5, BACKWARD=PF7, FORWARD=PF8, SCROLL OBLIGS=PF9 & PF10 NEXT SCREEN: NOTES: ENTER CASE NUMBER AND PRESS PF5					

Screen 3:

D479HS14		CHILD SUPPORT COLLECTION SYSTEM		DATE:	04/18/17
		VIEW COUPONS		TIME:	11:27:50
				PAGE:	
CASE NUMBER:				RE TYPE:	
COURT ORDER:				CO TYPE: AP	
OBLIG TYPE: MS	START DATE: 08/24/16			OBLIG AMT:	50.00
	END DATE: 05/23/17			OBLIG FREQ: M	
COUPON	STATE	DATE	AMOUNT	AMOUNT	
ASSIGN	ID	DUE	BILLED	PAID	

12 AN		04/24/17	50.00		
12 AN		03/24/17	50.00	50.00	
MODIFY=PF3, INQUIRE=PF5, BACKWARD=PF7, FORWARD=PF8, SCROLL OBLIGS=PF9 & PF10					
NEXT SCREEN: NOTES:					
ENTER CASE NUMBER AND PRESS PF5					

This COUPDIST screen shows the order in which ICAR displays the coupons:

D479HR11		IOWA COLLECTION AND REPORTING SYSTEM		04/18/17
		COUPON DISTRIBUTION BY OBLIGATION AND ACCOUNT TYPE		113830
CASE NBR:		HIERARCHY TYPE: NEVER ASSIGNED/FORMER ASSISTANCE		
PAYOR:				
PAYEE:				
	COUPON			
OBLIG TYPE	ASSIGNMENT	COUPON DATE	AMT BILLED	AMT PAID
CS	12AN	04/24/2017	277.00	
CA	12AN	04/24/2017	200.00	
MS	12AN	04/24/2017	50.00	
PF5=INQUIRY PF7=BACK PF8=FORWARD PF9=PRIOR-ASGN PF10=NEXT ASGN PF11=FED HIER				
NEXT SCREEN: NOTES:				
ENTER NON ZERO CASE NUMBER AND PRESS PF5				

Sorting by Coupon Assignment Type

Within each month, after ICAR identifies the appropriate month and obligation type to which payments apply, it ranks coupons by coupon assignment type. ICAR applies payments to coupons by account type within a month based on the case type. The following chart displays how ICAR determines the case types and the account types associated with each:

Case Type	ICAR Case Account Type
Never assistance	12, 15, 17 with balances of 12, 15, 17, 42, 45, or 47; 17 (ICIS only)
Current assistance	11, 14, 17 with balances of 10, 11, 13, 14, 16, 40, 41, 43, 44, 46 or 47
Former assistance	12, 15, 17, 18, or 19 Balances on the case can be: 10, 11, 12, 13, 14, 15, 16, 17, 18, 19, 40, 41, 42, 43, 44, 45, 46, 47, 48, 49

In this example, we rank coupon assignments with the same coupon assignment tag (AN). The following VCOUPON screen displays an obligation with multiple coupon assignments:

D479HS14	CHILD SUPPORT COLLECTION SYSTEM	DATE: 04/18/17		
	VIEW COUPONS	TIME: 11:27:50		
		PAGE:		
CASE NUMBER:		RE TYPE:		
COURT ORDER:		CO TYPE:		
OBLIG TYPE: CS	START DATE: 02/26/13	OBLIG AMT: 135.00		
	END DATE: 09/04/26	OBLIG FREQ: M		
COUPON ASSIGN	STATE ID	DATE DUE	AMOUNT BILLED	AMOUNT PAID
18 AN		04/26/17	67.50	
11 AS		04/26/17	67.50	
18 AN		03/26/17	67.50	
11 AS		03/26/17	67.50	
18 AN		02/26/17	67.50	67.50
11 AS		02/26/17	67.50	44.64
18 AN		01/26/17	67.50	67.50
11 AS		01/26/17	67.50	67.50
18 AN		12/26/16	67.50	67.50
11 AS		12/26/16	67.50	67.50
MODIFY=PF3, INQUIRE=PF5, BACKWARD=PF7, FORWARD=PF8, SCROLL OBLIGS=PF9 & PF10 NEXT SCREEN: NOTES: ENTER CASE NUMBER AND PRESS PF5				

This COUPDIST screen shows the order in which ICAR pays the coupons.

D479HR11	IOWA COLLECTION AND REPORTING SYSTEM			04/18/17
	COUPON DISTRIBUTION BY OBLIGATION AND ACCOUNT TYPE			113830
CASE NBR:	HIERARCHY TYPE: NEVER ASSIGNED/FORMER ASSISTANCE			
PAYOR:				
PAYEE:				
	COUPON			
OBLIG TYPE	ASSIGNMENT	COUPON DATE	AMT BILLED	AMT PAID
CS	18AN	04/26/2017	67.50	
CS	11AS	04/26/2017	67.50	
PF5=INQUIRY PF7=BACK PF8=FORWARD PF9=PRIOR-ASGN PF10=NEXT ASGN PF11=FED HIER				
NEXT SCREEN: NOTES:				
END NON ZERO CASE NUMBER AND PRESS PF5				

Sorting Coupons by Date Within a Month

Within each month, on cases with the same obligation and coupon assignment types, ICAR applies payments to the unpaid coupons in ascending order according to the coupon due date. EXCEPTION: ICAR applies federal tax offset payments to the most recent delinquent coupons first and to any assistance delinquencies before applying them to any non-assistance delinquencies.

The following VCOUPON screens display two obligations with multiple coupon assignments. Notice the VCOUPON screen displays the coupons in descending due date order.

Screen 1:

D479HS14	CHILD SUPPORT COLLECTION SYSTEM			DATE: 04/18/17
	VIEW COUPONS			TIME: 11:27:50
				PAGE:
CASE NUMBER:				RE TYPE:
COURT ORDER:				CO TYPE:
OBLIG TYPE: CS		START DATE: 02/26/13		OBLIG AMT: 135.00
		END DATE: 09/04/26		OBLIG FREQ: M
COUPON	STATE	DATE	AMOUNT	AMOUNT
ASSIGN	ID	DUE	BILLED	PAID

18	AN	03/26/17	67.50	
11	AS	03/26/17	67.50	
18	AN	02/26/17	67.50	67.50
11	AS	02/26/17	67.50	44.64
18	AN	01/26/17	67.50	67.50
11	AS	01/26/17	67.50	67.50
18	AN	12/26/16	67.50	67.50
11	AS	12/26/16	67.50	67.50
MODIFY=PF3, INQUIRE=PF5, BACKWARD=PF7, FORWARD=PF8, SCROLL OBLIGS=PF9 & PF10				
NEXT SCREEN: NOTES:				
ENTER CASE NUMBER AND PRESS PF5				

Screen 2:

COUPON		STATE	DATE	AMOUNT	AMOUNT
ASSIGN		ID	DUE	BILLED	PAID
42	AN		04/01/17	30.31	30.31
42	AN		03/25/17	30.31	30.31
42	AN		03/18/17	30.31	30.31
42	AN		03/11/17	30.31	30.31
42	AN		03/04/17	30.31	30.31
42	AN		02/25/17	30.31	30.31
42	AN		02/18/17	30.31	30.31
42	AN		02/11/17	30.31	30.31
42	AN		02/04/17	30.31	30.31
42	AS		01/28/17	30.31	30.31

D479HS14 CHILD SUPPORT COLLECTION SYSTEM DATE: 04/18/17
 VIEW COUPONS TIME: 11:27:50
 PAGE:
 CASE NUMBER: RE TYPE:
 COURT ORDER: CO TYPE: DM
 OBLIG TYPE: MS START DATE: 03/09/13 OBLIG AMT: 30.31
 END DATE: 06/17/26 OBLIG FREQ: W
 MODIFY=PF3, INQUIRE=PF5, BACKWARD=PF7, FORWARD=PF8, SCROLL OBLIGS=PF9 & PF10
 NEXT SCREEN: NOTES:
 ENTER CASE NUMBER AND PRESS PF5

This COUPDIST screen shows the order in which ICAR displays the coupons. In contrast to the VCOUPON screen, the COUPDIST screen displays the coupons by obligation and coupon assignment in ascending order.

OBLIG TYPE	COUPON ASSIGNMENT	COUPON DATE	AMT BILLED	AMT PAID
MS	47AN	06/27/2017	30.31	20.78
MS	47AN	05/30/2017	151.55	
MS	47AN	04/25/2017	121.24	
MS	47AN	03/28/2017	121.24	
MS	47AN	02/28/2017	121.24	
MS	47AN	01/31/2017	151.55	
MS	47AN	12/27/2016	121.24	
MS	47AN	11/29/2016	151.55	
MS	47AN	10/25/2016	121.24	
MS	47AN	09/27/2016	121.24	
MS	47AN	08/30/2016	151.55	
MS	47AN	07/26/2016	121.24	
MS	47AN	06/28/2016	121.24	

D479HR11 IOWA COLLECTION AND REPORTING SYSTEM 4/18/17
 COUPON DISTRIBUTION BY OBLIGATION AND ACCOUNT TYPE 113830
 CASE NBR: HIERARCHY TYPE: NEVER ASSIGNED/FORMER ASSISTANCE
 PAYOR:
 PAYEE:
 PF5=INQUIRY PF7=BACK PF8=FORWARD PF9=PRIOR-ASGN PF10=NEXT ASGN PF11=FED HIER
 NEXT SCREEN: NOTES:
 FIRST ASSIGNMENT TYPE DISPLAYED

- ◆ **ACCT TYPE:** ICAR displays the account type of the payment applied to the case, which matches the allocations of the payment on the case and the account type in the PAID TO field on the PAYHIST screen.
- ◆ **DIST DATE:** ICAR displays the date it distributed the payment, as shown in the PAYMENT DISTRIB field on the PAYHIST screen.
- ◆ **SOURCE CODE:** ICAR displays the source of the payment, as shown in the FND SRC field on the PAYHIST screen. See [Fund Source](#) for a list of source codes.
- ◆ **SEQ NUM:** ICAR displays the sequence number for the payment listed. This entry matches the entry in the SQ NO field on the PAYREC screen. See [Batch Code/Sequence Number](#) for information on the sequence number.
- ◆ **RECEIPT NUMBER:** ICAR displays a receipt number for each payment on the screen, as shown in the RECEIPT NBR field on the PAYREC screen. A receipt number is a unique number given to each payment or credit applied to ICAR.
- ◆ **PYMNT FLAG:** The allowable entries for this field are "Y" and blank. Each day, ICAR reviews the payments on a case referred for targeted collections. If the vendor receives credit for any collection that day, ICAR enters a "Y" in this field. This entry indicates the success of the targeted collections program.

Central Office reviews the collections with a "Y" entry each month. If the vendor should not receive credit for the payment, Central Office changes the "Y" to blank. Additionally, if Central Office believes the vendor should receive credit for the payment not marked by ICAR, they enter a "Y" in this field.

Function keys for the HCPYMNT screen are:

Key	Use
PF3=UPDATE	Press PF3 to change any appropriate case information.
PF5=INQUIRE	Press PF5 to access new case information. Enter a valid case number in the CASE NUMBER field, and press PF5. ICAR displays the payments for the case in date order from newest to oldest.
PF7=BACKWARD	Press PF7 to move backward through the receipts for the case.
PF8=FORWARD	Press PF8 to move forward through the receipts for the case.

Case Payment History (PAYHIST) Screen

The Case Payment History (PAYHIST) screen provides a financial audit trail for the Unit. ICAR displays information about payment allocation, distribution, and adjustments on the PAYHIST screen. Use the PAYHIST screen to view payment history and to research payment, credit, and adjustment records in ICAR.

You should release PAYHIST information only to the payee unless you have a release of information (ROI) signed by the payee allowing the release of the information to another party.

To access the PAYHIST screen, type PAYHIST in the NEXT SCREEN field on any screen in ICAR and press ENTER. ICAR displays the following screen:

D479HR03	IOWA COLLECTION AND REPORTING SYSTEM	DATE: 01/02/18							
	CASE PAYMENT HISTORY	TIME: 14:03:58							
CASE NUMBER:	PAYOR NAME:								
START DATE :	PAYEE NAME:								
	REPAY:	BALANCE DUE: 0.00							
PAYMENT WITHHELD	PAYMENT RECEIVED	PAYMENT AMOUNT	AMOUNT APPLIED	--PAID TO--	HOLD AMOUNT	PAYMENT DISTRIB.	FND SRC	R C	T F
F5=INQUIRE F7=BACKWARD F8=FORWARD F6=PAYHIST DETAIL F17=OLDEST PAYMENT									
NEXT SCREEN: NOTES:									
PLEASE ENTER CASE NUMBER AND PRESS F5									

Fields, descriptions, and values on the PAYHIST screen are:

- ◆ **CASE NUMBER:** Enter a valid ICAR case number (up to seven digits), and press F5. ICAR displays all payments and adjustments for the case in date order newest to the oldest. ICAR also breaks down all receipts by year using the PAYMENT RECEIVED field.
- ◆ **PAYOR NAME:** ICAR displays the payor's name in the last, first, middle initial, and suffix format as shown on the PAYOR screen.

- ◆ **START DATE:** The valid entry is the date in the MM/DD/CCYY format. Use this field as a filtering tool when the case displayed has years of payment history. Enter the date of the records you want ICAR to use to start its display of history records.

You want to see only the receipts older than July 25, 2014. Enter the date as 07/25/2014 and press F5. ICAR displays receipts with a payment withheld date of 07/25/2014 and older. If you do not enter a date, ICAR displays all payments starting with the most recent payments.

- ◆ **PAYEE NAME:** ICAR displays the payee's name in the last, first, middle initial, and suffix format as shown on the PAYEE screen.
- ◆ **REPAY:** ICAR displays a "Y," "N" or blank. A "Y" displays when the payee owes a debt with a balance due and a repayment agreement is in place. "N" displays when a debt owed by the payee is paid in full through the voluntary repayment process. The payee may owe additional debts. However, the voluntary payment agreement does not cover those additional debts.

The field is blank if there are no debts set up for the payee or the payee has not agreed to repay a debt through the voluntary repayment process. See 11-Z, [Tracking Fees and Costs](#) for more information.

- ◆ **BALANCE DUE:** ICAR displays the total balance due on the case, based on calculations of case balance information. This is the same as the amount in the COUPON BALANCE - TOTAL field on the BALANCE screen.
- ◆ **PAYMENT WITHHELD:** ICAR displays the date in MM/DD/YY format. This is the date the funds were withheld or arrived at an approved payment location. This date is the earliest of the following:
 - The date the payment was withheld from a payor's income;
 - The date the payment was received by an Iowa clerk of court office;
 - The date the payment was received by a Department local office;
 - The date the payment was received by a child support agency in another state;
 - The date the payment was received by a clerk of court office in another state;
 - The date CSC received the payment.

ICAR displays this date based on information received from the employer or party submitting the payment.

CSC receives a support payment on 03/02/2017. The employer withheld the payment from the payor's income on 02/26/2017. The PAYMENT WITHHELD date is 02/26/2017, the earliest of the two dates.

- ◆ **PAYMENT RECEIVED:** ICAR displays in MM/DD/YY format. This is the date that CSC received the payment and recorded it in ICAR, based on information entered by CSC. With payments such as income withholding and payments from other states, the PAYMENT RECEIVED date is usually after the PAYMENT WITHHELD date.

An employer withholds a payment from the payor's income on 06/29/2017 and CSC receives the payment on 07/05/2017. When the payment posts, ICAR applies it to June 2017 current support. ICAR displays 06/29/2017 as the PAYMENT WITHHELD date and 07/05/2017 as the PAYMENT RECEIVED date.

In July 2017, the employer withholds a payment from the payor's income on 07/24/2017 and CSC received it on 07/28/2017. ICAR applies the payment to July 2017 current support. ICAR displays 07/24/2017 as the PAYMENT WITHHELD date and 07/28/2017 as the PAYMENT RECEIVED date.

- ◆ **PAYMENT AMOUNT:** ICAR displays the total amount of the payment received in a dollars and cents format. The PAYMENT AMOUNT and AMOUNT APPLIED are not always the same amount.

The PAYMENT AMOUNT can be more than the AMOUNT APPLIED based on the case type, assignment type, and obligation. State tax offsets and federal tax offsets can have a different PAYMENT AMOUNT and AMOUNT APPLIED, if the payment splits between two or more cases for the same payor.

- ◆ **AMOUNT APPLIED:** ICAR displays the amount of the receipt applied to the case in a dollars and cents format. The AMOUNT APPLIED can be less than the PAYMENT RECEIVED based on the case type, assignment type, and obligation. State tax offsets and federal tax offsets can have a different PAYMENT AMOUNT and AMOUNT APPLIED, if the payment splits between two or more cases for the same payor.

- ◆ **PAID TO:** ICAR displays the two-digit account type to which the payment applied and the amount of the payment, in a dollars and cents format, applied to that account type. The distribution hierarchy determines the account type and the amount applied to the case. ICAR displays these results based on the case type, assignment type, and obligation type. See [Account Type](#) for a list of the valid account types.
- ◆ **HOLD AMOUNT:** ICAR displays the amount of the payment or adjustment placed in hold status by ICAR. "Hold" status indicates that ICAR allocated a payment but has not distributed the payment. ICAR places a payment in hold when:
 - It cannot find an address or active EFT screen for the payee in ICAR.
 - A UPPA abstract exists but is pending approval.
 - The payment has a fund source of FED with a future distribution date. See [Distribution of Federal Tax Offset Payments](#).
 - There is an adjustment to intergovernmental account type payments and the negative adjustment and any positive amounts remain in hold until the amount is fully recouped.
 - The HOLD field on the PAYEE2 screen contains a valid entry. Refer to 9-E, [Case Setup](#) for information on the HOLD field. Only workers with valid security access may make an entry in the HOLD field on the PAYEE2 screen.
 - When there is a valid entry in the HOLD field, ICAR does not distribute payments to the family when the distribution account type is 12, 17, 18, 42, or 47 and does not distribute payments to the other state when the distribution account type is 14, 15, 16, 19, 44, 45, 46, or 49.
- ◆ **PAYMENT DISTRIB:** ICAR displays the date in MM/DD/YY format. This is the date ICAR distributes the payment. ICAR displays the date based on information from the payment distribution program. The mailing date of a payment is usually two working days after the payment distribution date. If a payment is in hold, the distribution date changes to the current date each time ICAR checks to see if it can send the payment. Federal tax payments may have a future distribution date and go out when that date is reached, unless other conditions delay the distribution.
- ◆ **FND SRC:** ICAR displays the fund source of the payment. See [Fund Source](#) for a list of valid fund source codes.

- ◆ **R/C:** ICAR displays the reason code for a refund or a correction on the payment. ICAR displays one of the following codes: "B," "D," "L," "M," "T," "VT," "20," or "22." See [Batch Code/Sequence Number](#) for an explanation of these codes.
- ◆ **T/F:** ICAR displays "X," "P," "C," and blank. Each code indicates the status of a debt set up in the tracking fees and costs module.
 - X Indicates the payment is set up in the tracking fees and costs module. A payment flagged with an "X" is always a negative amount because of a payment transfer, an adjustment, a non-sufficient funds (NSF) payment, or bank return item (BRI).
 - P Indicates the payment applied to a debt set up in the tracking fees and costs module on an ICIS case and the payor receives credit on ICAR. An ICIS case is one in which the Unit does not provide any services other than distribution of support payments. See 11-Z, [Tracking Fees and Costs](#) for more information.
 - C Indicates an entry on the CONVT screen by CSC on an ICIS case.

NOTE: You also use the T/F field to select a receipt to display on the PAYMENT HISTORY DETAIL screen when you want to view additional payment details. Enter an "S" in the T/F field and press F6. See [Payment History Detail \(PAYHIST DETAIL\) Screen](#) for more information on displaying payment records.

Function keys on the PAYHIST screen are:

Key	Use
F5=INQUIRE	Press F5 to display new case information. ICAR displays payment information in order from newest to oldest.
F7=BACKWARD	Press F7 to move backward to the most current payments on the case.
F8=FORWARD	Press F8 to move forward to the oldest payments on the case.
F6=PAYHIST DETAIL	Press F6 after selecting a payment by entering an "S" in the TF field. ICAR displays the PAYMENT HISTORY DETAIL screen.
F17=OLDEST PAYMENT	Press F17 to access the oldest payment on the case when multiple years of payments exist on the case.

Displaying Payment Totals

On the PAYHIST screen, ICAR displays subtotals of payments for each year. ICAR labels the yearly subtotals with the text "19XX TOT CRD and 20XX TOT CRD," and the amount displays under the AMOUNT APPLIED column.

If the payor makes voluntary payments on the case, ICAR displays the subtotal of voluntary payments for the year. This total appears on the same line as the subtotal for the year's other receipts. ICAR labels the yearly subtotal for the voluntary payments with the text "TOT CRD" and the amount displays between the HOLD and PAYMENT DISTRIB DATE column.

ICAR calculates all receipts, voluntary payments, adjustments, and conversion entries into the subtotals according to the batch date.

Conversion Entries

Entries made on the CONVERT screen and the Central Office Convert (CONVT) screen since July 7, 1995, display on PAYHIST in the order ICAR processed the payment. Entries made before July 7, 1995, appear at the end of the payment history.

CSC staff use the CONVT screen to add CRP, FEE, and VRP payments to ICAR. All staff with appropriate security clearance use the CONVERT screen to apply credits to the case. See [Fund Source](#).

View Payment History (VPAYHIST) Screen

While the VPAYHIST screen looks similar to the PAYHIST screen, ICAR displays information in a slightly different format on the VPAYHIST screen.

Due to security requirements for Internal Revenue Service data (FED payments), ICAR does not display any payment or adjustment associated with a FED payment on the VPAYHIST screen if the person viewing the screen is not a Unit employee. Since non IV-D staff have access to this screen to verify payment information in order to determine benefit amounts for non-IV-D purposes, they cannot have access to the federal tax offset payment information.

To access the VPAYHIST screen, type VPAYHIST in any NEXT SCREEN field on any screen in ICAR and press ENTER. ICAR displays the following screen:

D479HR84	IOWA COLLECTION AND REPORTING SYSTEM	DATE: 01/02/18						
	VIEW PAYMENT HISTORY	TIME: 14:23:48						
CASE NUMBER:	PAYOR NAME:							
START DATE :	PAYEE NAME:							
	BALANCE DUE:	0.00						
PAYMENT WITHHELD	PAYMENT RECEIVED	PAYMENT AMOUNT	AMOUNT APPLIED	--PAID TO--	HOLD AMOUNT	PAYMENT DISTRIB.	FND SRC	R C
F5=INQUIRE F7=BACKWARD F8=FORWARD F17=OLDEST PAYMENT								
NEXT SCREEN: NOTES:								
PLEASE ENTER CASE NUMBER AND PRESS F5								

To understand the information that displays on the VPAYHIST screen and the use of each field, see [Case Payment History \(PAYHIST\) Screen](#).

Payment History Detail (PAYHIST DETAIL) Screen

ICAR displays the details of payments selected from the PAYHIST screen on the PAYHIST DETAIL screen. This screen allows you to see which coupon assignment tag and account type received the payment or the FIPS code for the intergovernmental agency receiving the payment.

A payment on PAYHIST shows that ICAR distributed the payment to a 14 account-type. To see the FIPS code receiving the payment, select the receipt, and press F6. ICAR displays the PAYHIST DETAIL screen showing the payment details including the FIPS code for the payment.

To access this screen, type "S" in the TF field on the PAYHIST screen for the payment you want to view and press F6. (You cannot access the PAYHIST DETAIL screen from the VPAYHIST screen.) You can enter the "S" over any entry in the field. You may also select multiple receipts to view. The receipts display in order newest to oldest on separate screens. ICAR displays the following screen:

D479HR04	IOWA COLLECTION AND REPORTING SYSTEM			DATE: 04/24/17
	PAYMENT HISTORY DETAIL			TIME: 14:48:21
CASE NUMBER	:			
PAYOR NAME	:			
PAYEE NAME	:			
PAYMENT WITHHELD	AMOUNT APPLIED	--PAID TO--	HOLD	COUPON ASSIGNMENT
				PYMT SENT TO FIPS
RETURN = CLEAR				

Fields, descriptions, and values on the PAYHIST DETAIL screen are:

- ◆ **CASE NUMBER:** ICAR displays the same case number you were on when you selected the receipt on the PAYHIST screen.
- ◆ **PAYOR NAME:** ICAR displays the name of the payor in this field in the last, first, middle initial, and suffix format as shown on the PAYOR screen.
- ◆ **PAYEE NAME:** ICAR displays the name of the payee in this field in the last, first, middle initial, and suffix format as shown on the PAYEE screen.
- ◆ **PAYMENT WITHHELD:** ICAR displays the date in the MM/DD/YY format. This date is the earliest of the following dates:
 - The date the payment was withheld from a payor's paycheck;
 - The date the payment was received by an Iowa clerk of court office;
 - The date the payment was received by a Department local office;
 - The date the payment was received by a child support agency in another state;
 - The date the payment was received by a clerk of court office in another state;
 - The date CSC received the payment.

ICAR displays this date based on information received from the income provider or party submitting the payment. The payment-withheld date shown on this screen is the same date shown on the PAYHIST screen.

CSC receives a support payment on 03/02/2017. The employer reports they withheld the payment from the payor's income on 02/28/2017. The PAYMENT WITHHELD date is 02/28/2017, the earliest of the two dates.

- ◆ **AMOUNT APPLIED:** ICAR displays the amount of the receipt applied to the case based on the case type, assignment type, and obligation type. The amount in this field matches the amount in the AMOUNT APPLIED field on the PAYHIST screen.
- ◆ **PAID TO:** ICAR displays the amount of the receipt applied that is not in hold status.
- ◆ **HOLD:** ICAR displays the amount of the payment placed in hold status by ICAR. The acceptable range for the hold amount is less than or equal to the receipt amount. The amount in this field matches the amount displayed in the HOLD AMOUNT field on the PAYHIST screen.
- ◆ **COUPON ASSIGNMENT:** ICAR displays the coupon account type and the coupon assignment tag for the payment. The allocation hierarchy determines to which account type ICAR applies the payment. See [Coupon Assignment Tag](#) for a list of the valid coupon assignment tags.

When the distribution program allocates a payment to a coupon and the coupon account type does not match the case or child account type, ICAR adds 20 to the coupon account type. Under these circumstances, ICAR may display coupon account types in the 30s and 60s.

The account type descriptions for the 30 and 60 series is the same as their 10 and 40 series counterparts. For example, account type 10 and 30 both are state-paid foster care. ICAR uses the 30 and 60 series coupons for reporting purposes.

The case account type is a 12. ICAR applies a portion of the payment to arrears due the state (11AS). The coupon assignment displays as 31AS on the PAYHIST DETAIL screen.

- ◆ **PYMT SENT TO FIPS:** ICAR displays the valid FIPS code of the intergovernmental agency receiving the payment.

The payment applied to a 14 account-type and sent to the state of Washington. ICAR displays the FIPS for the payment location in the state of Washington in the PYMT SENT TO FIPS field.

If ICAR applied the payment to a 15 or 45 account type, ICAR may or may not display a FIPS code, depending on case circumstances. If there is a "Y" in the SEND TO PAYEE field on the OBLIG screen, then the PYMT SENT TO FIPS is blank. If the SEND TO PAYEE field on the OBLIG screen is blank, then the PYMT SENT TO FIPS contains an appropriate FIPS.

The function key for the PAYHIST DETAIL screen is:

Key	Use
RETURN= CLEAR	Press PAUSE/BREAK to return to the PAYHIST screen or display the next payment detail screen if you selected multiple payments from PAYHIST.

Viewing Payment History Detail Information

Take the following actions to view historical details of a payment:

1. On the PAYHIST screen, select the receipt you want to view by placing an "S" in the T/F field associated with the receipt. The T/F field is located on the right side of the screen. Enter "S" in the T/F field even if there is an entry in the field already.

PAYMENT WITHHELD	PAYMENT RECEIVED	PAYMENT AMOUNT	AMOUNT APPLIED	--PAID TO--	HOLD AMOUNT	PAYMENT DISTRIB.	FND SRC	R C	T F
04/07/17	04/10/17	500.00	500.00	14 300.00		04/10/17	MIW		S
				11 200.00		04/10/17			

- Press F6 (PAYHIST DETAIL). ICAR displays the PAYHIST DETAIL screen with the details of the receipt you selected on the PAYHIST screen.

PAYMENT WITHHELD	AMOUNT APPLIED	--PAID TO-	HOLD	COUPON ASSIGNMENT	PYMT SENT TO FIPS
04/10/17	500.00	300.00		14 AS	08000

Depending on the case situation, ICAR can allocate a payment to more than one FIPS code. When you select a record on the PAYHIST screen with payment to multiple FIPS codes, ICAR displays all valid allocations on the PAYHIST DETAIL screen.

The PAYHIST screen looks like this:

PAYMENT WITHHELD	PAYMENT RECEIVED	PAYMENT AMOUNT	AMOUNT APPLIED	--PAID TO--	HOLD AMOUNT	PAYMENT DISTRIB.	FND SRC	R C	T F
04/07/17	04/10/17	500.00	300.00	14	200.00		04/10/17	MIW	S

The PAYHIST DETAIL screen looks like this:

PAYMENT WITHHELD	AMOUNT APPLIED	--PAID TO-	HOLD	COUPON ASSIGNMENT	PYMT SENT TO FIPS
04/10/17	300.00	200.00		14 AS	16000
		100.00		14 AS	43000

- To select multiple receipts on the PAYHIST screen for display on the PAYHIST DETAIL screen, enter an "S" in the T/F field for each receipt you want to view. ICAR displays the receipts in the order selected from the newest to the oldest. Each receipts details display on a separate screen.
- Press CLEAR to view the coupon assignment detail of each receipt. When you press CLEAR while viewing the last selected PAYHIST DETAIL screen, ICAR returns you to the PAYHIST screen.

Payment Record (PAYREC) Screen

ICAR displays the source and receipt information for payments received on the Certified Payment Record (PAYREC) screen, which is a view-only screen. Use the PAYREC screen to review the official payment record of a case.

To access the PAYREC screen, type PAYREC in the NEXT SCREEN field on any screen in ICAR and press ENTER. ICAR displays the following screen:

D479HR08	IOWA COLLECTION AND REPORTING SYSTEM	DATE: 01/02/18						
	PAYMENT RECORD	TIME: 14:47:18						
CASE NUMBER.....:	PAYOR NAME:							
START DATE.....:	PAYEE NAME:							
ICIS CASE.....:								
COURT ORDER #:								
COUNTY NAME..:								
PAYMENT WITHHELD	PAYMENT RECEIVED	PAYMENT AMOUNT	PAYMENT TYPE OF PAYMENT	PAYMENT DISTRIB.	BATCH DATE	SQ NO	RECEIPT NBR	S
F5=INQUIRE F7=BACKWARD F8=FORWARD F17=OLDEST PAYMENT								
NEXT SCREEN: NOTES:								
ENTER CASE NUMBER AND PRESS F5								

Fields, descriptions, and values on the PAYREC screen are:

- ◆ **CASE NUMBER:** Enter a valid ICAR case number, up to seven digits, and press F5. ICAR displays the payments and adjustments in date order from newest to oldest.
- ◆ **PAYOR NAME:** ICAR displays the name of the payor in the last, first, middle initial, and suffix format as shown on the PAYOR screen.
- ◆ **START DATE:** Use this field as a filtering tool, especially when the case has years of payment information. Enter in the MM/DD/YY format the date of the records you want ICAR to use to start its display of payment records. If you do not enter a date, ICAR displays all payments starting with the most recent date.

You want to see only the receipts older than July 25, 2017. Enter 07/25/2017 and press F5. ICAR displays receipts with a payment withheld date of 07/25/2017 and older.

- ◆ **PAYEE NAME:** ICAR displays the name of the payee in the last, first, middle initial, and suffix format as shown on the PAYEE screen.
- ◆ **ICIS CASE:** ICAR displays a "Y" to indicate the case is an ICIS case and the Unit is not providing child support services. The field is blank when the case is an IV-D case and is receiving full child support services. ICAR displays this information based on specific case information.
- ◆ **COURT ORDER #:** ICAR displays the court order number as shown on the COURTORD screen. ICAR displays up to three-court order/county combinations on this line.
- ◆ **COUNTY NAME:** ICAR displays the name of the county where the court order is filed as shown on the COURTORD screen. ICAR displays up to three court order/county combinations on this line.
- ◆ **PAYMENT WITHHELD:** ICAR displays the date in the MM/DD/YY format. It is the earliest of the following dates:
 - The date the payment was withheld from a payor's income;
 - The date the payment was received by an Iowa clerk of court office;
 - The date the payment was received by a Department local office;
 - The date the payment was received by a child support agency in another state;
 - The date the payment was received by a clerk of court office in another state;
 - The date CSC receives the payment.ICAR displays this date based on information received from the employer or party submitting the payment.

CSC receives a support payment on 03/02/2017. The employer reports they withheld the payment from the payor's income on 02/28/2017. The PAYMENT WITHHELD date is 02/28/2017, the earliest of the two dates.

- ◆ **PAYMENT RECEIVED:** ICAR displays the date in the MM/DD/YY format that CSC receives the payment and records it in ICAR. ICAR displays this date based on information entered by CSC. NOTE: With payments such as income withholding and payment on interstate cases, the PAYMENT RECEIVED date is usually later than the PAYMENT WITHHELD date.

1. An employer withholds a payment from the payor's income on 06/29/2017, and CSC receives the payment on 07/05/2017. ICAR applies the payment to June 2017 current support. ICAR displays 06/29/2017 as the PAYMENT WITHHELD date and 07/05/2017 as the PAYMENT RECEIVED date.
2. In July 2017, the employer withholds a payment from the payor's income on 07/24/2017 and it reaches CSC on 07/28/2017. ICAR applies the payment to July 2017 current support. ICAR displays 07/24/2017 as the PAYMENT WITHHELD date and 07/28/2017 as the PAYMENT RECEIVED date.

- ◆ **PAYMENT AMOUNT:** ICAR displays the total amount of the payment received. The PAYMENT AMOUNT matches the AMOUNT APPLIED field on the PAYHIST screen. ICAR also displays the amount entered through the CONVERT or CONVT screen.
- ◆ **TYPE OF PAYMENT:** ICAR displays a more detailed description based on the fund source of the payment. See [Fund Source](#) for the corresponding fund source code.
- ◆ **PAYMENT DISTRIB:** ICAR displays the date, in the MM/DD/YY format. This is the date that ICAR distributed the payment. ICAR shows the information based on the case type, assignment type, and obligation type. The mailing date of a payment is usually two working days after the payment distribution date. If a payment is in hold, the distribution date changes to the current date until ICAR sends out the payment.
- ◆ **BATCH DATE:** ICAR displays the batch date in the MM/DD/YY format. This is the date that ICAR processed the payment through the distribution program.
- ◆ **SQ NO:** ICAR displays the two-digit number or character code for the batch code/sequence number ICAR assigns to each fund source. ICAR assigns the batch code/sequence number according to the fund source of the payment. See [Batch Code/Sequence Number](#).

CSC receives a mandatory income withholding payment for \$200. Because the fund source of the payment is mandatory income withholding, ICAR assigns the batch code/sequence number 8 to the payment.

- ◆ **RECEIPT NBR:** ICAR displays a receipt number (a unique number given each payment or credit applied to ICAR) for each payment on the screen.
If the receipt number is less than nine digits, check CSCPro for the payment instrument and remittance information.
If the receipt number is seven digits and has three digits (1 through 9, three zeros, and a final number 1 through 9), check with CSC and confirm the payment was received by EFT. CSC can provide the income provider.
If the receipt number is nine digits, the first two determine the source of the payment. If the first two digits are:
 - 44 The payment source is credit or debit card.
 - 55 The payment source is the employer website.
 - 66 The payment source is DAS for state employee income withholding.
 - 88 The payment source is the Department of Transportation (DOT) for employee income withholding.
- ◆ **s:** Enter any character and press ENTER to display the detail record you would like to view on the WARRANT INFORMATION screen.

Function keys for the PAYREC screen are:

Key	Use
F5=INQUIRE	Press F5 to display new case information. ICAR displays payment information in date order from newest to oldest.
F7=BACKWARD	Press F7 to move backward through the payment information for the case.
F8=FORWARD	Press F8 to move forward through the payment information for the case.
F17=OLDEST PAYMENT	Press F17 to access the oldest payment on the case when multiple years of payment information exist.

Displaying Payment Records

On the PAYREC screen, ICAR displays subtotals of payments for each year's payments as determined by the information in the PAYMENT RECEIVED field. There is a total for each year with financial activity. ICAR displays only the portion of a receipt that applied to a coupon. ICAR represents the yearly subtotals with the text "TOTAL AMT RCVD 19XX" or "TOTAL AMT RCVD 20XX."

The following screen print shows a subtotal line on the PAYREC screen:

D479HR08		IOWA COLLECTION AND REPORTING SYSTEM				DATE: 01/02/18		
		PAYMENT RECORD				TIME: 15:28:09		
CASE NUMBER.....:		PAYOR NAME:						
START DATE.....:		PAYEE NAME:						
ICIS CASE.....:								
COURT ORDER #: DRCV068363		CDDM014522		DRCV065818				
COUNTY NAME...: JOHNSON		JOHNSON		JOHNSON				
PAYMENT	PAYMENT	PAYMENT		PAYMENT	BATCH	SQ	RECEIPT	
WITHHELD	RECEIVED	AMOUNT	TYPE OF PAYMENT	DISTRIB.	DATE	NO	NBR	S
06/05/16	06/05/16	93.00	ST TAX OFFSET	06/05/16	06/05/16	41	262	
05/07/16	05/07/16	242.00	FED TAX OFFSET	05/07/16	05/07/16	37	95	
		335.00	TOTAL AMT RCVD		2016			
06/07/15	06/07/15	127.00	ST TAX OFFSET	06/07/15	06/07/15	40	500	
05/09/15	05/09/15	335.00	FED TAX OFFSET	05/09/15	05/09/15	37	39	
03/19/15	03/20/15	20.00	INC WITHHOLDING	03/20/15	03/20/15	8	550780888	
03/12/15	03/13/15	43.20	INC WITHHOLDING	03/13/15	03/13/15	8	550710444	
03/05/15	03/06/15	43.20	INC WITHHOLDING	03/06/15	03/06/15	8	550641802	
F5=INQUIRE F7=BACKWARD F8=FORWARD F17=OLDEST PAYMENT								
NEXT SCREEN:				NOTES:				

ICAR displays all payments for up to three court orders on the case. ICAR selects which court orders to display in the COURT ORDER field according to the following criteria:

- ◆ If there are three or fewer orders on the case, ICAR displays all of them.
- ◆ If there are more than three orders on the case and not all three are unique:
 - ICAR displays the most recent order from a group of court orders that have the same first five characters in the court order number.
 - ICAR displays only one court order from this grouping.
- ◆ ICAR displays the most recently filed unique court orders.

A case has the following court orders on it:

<u>Number</u>	<u>Date Filed</u>
CDDM13579	11/01/1995
USO11111	03/15/1999
CD 123	01/15/2004
CDDM14555	04/15/2004
CDDM14555-Mod	10/15/2006

ICAR displays CDDM14555-MOD, CD 123, and USO11111 in the COURT ORDER field on the PAYREC screen.

Rejected Receipts

Rejected receipts do not appear on the PAYREC screen, except batch 32 rejected receipts. Batch 32 rejected receipts may apply to future support. ICAR displays future payments at the top of the screen and includes a line with a total paid-ahead amount.

A batch 32 rejects displays like this on the PAYREC screen:

PAYMENT WITHHELD	PAYMENT RECEIVED	PAYMENT AMOUNT	TYPE OF PAYMENT	PAYMENT DISTRIB.	BATCH DATE	SQ NO	RECEIPT NBR	S
12/28/17	12/29/17	24.36	UNSC INC\BENEF		12/29/17	32		1
12/14/17	12/19/17	24.36	INC WITHHOLDING		12/19/17	32		19
11/30/17	12/05/17	60.88	INC WITHHOLDING		12/05/17	32		13
		109.60	TOTAL PD AHEAD		2017			

A batch 32 reject displays like this on the PAYHIST screen:

PAYMENT WITHHELD	PAYMENT RECEIVED	PAYMENT AMOUNT	AMOUNT APPLIED	---PAID TO---	HOLD AMOUNT	PAYMENT DISTRIB.	FND SRC	R C	T F
12/28/17	12/29/17	24.36	24.36				UIB		
12/14/17	12/19/17	24.36	24.36				MIW		
11/30/17	12/05/17	60.88	60.88				MIW		

When you refund a batch 32 rejected receipt, ICAR displays both the rejected receipt and the refund using the PAYMENT DISTRIB date for placement.

This is what a refunded batch 32 reject looks like on the PAYREC screen:								
PAYMENT WITHHELD	PAYMENT RECEIVED	PAYMENT AMOUNT	TYPE OF PAYMENT	PAYMENT DISTRIB.	BATCH DATE	SQ NO	RECEIPT NBR	S
08/09/05	08/12/05	76.61	INC WITHHOLDING		08/12/05	46	14	
08/09/05	08/12/05	-76.61	CS RTRN - PAYOR		08/12/05	46	14	

This is what a refunded batch 32 reject looks like on the PAYHIST screen:								
PAYMENT WITHHELD	PAYMENT RECEIVED	PAYMENT AMOUNT	AMOUNT APPLIED	---PAID TO---	HOLD AMOUNT	PAYMENT DISTRIB.	FND SRC	R T C F
08/09/05	08/12/05	76.61	76.61				MIW	
				-76.61				B

Another type of rejected receipt is a batch 45. ICAR generates batch 45 rejected receipts when ICAR attempts to apply a payment to a closed case or there are no coupons where the payment can apply.

This is how a batch 45 reject displays on the PAYREC screen:								
PAYMENT WITHHELD	PAYMENT RECEIVED	PAYMENT AMOUNT	TYPE OF PAYMENT	PAYMENT DISTRIB.	BATCH DATE	SQ NO	RECEIPT NBR	S
04/08/16	04/11/16	4.69	INC WITHHOLDING		04/11/16	45	29	

This is how a batch 45 reject displays on the PAYHIST screen:								
PAYMENT WITHHELD	PAYMENT RECEIVED	PAYMENT AMOUNT	AMOUNT APPLIED	---PAID TO---	HOLD AMOUNT	PAYMENT DISTRIB.	FND SRC	R T C F
04/08/16	04/11/16	4.69	4.69				MIW	

When you refund, or ICAR distributes, a batch 45 rejected receipt on a case, ICAR changes the batch number from 45 to 46.

This is how a refunded batch 45 reject displays on the PAYREC screen:								
PAYMENT WITHHELD	PAYMENT RECEIVED	PAYMENT AMOUNT	TYPE OF PAYMENT	PAYMENT DISTRIB.	BATCH DATE	SQ NO	RECEIPT NBR	S
06/01/17	06/01/17	199.38	INC WITHHOLDING		06/01/17	46	59	
06/01/17	06/01/17	-199.38	CS RTRN - PAYOR		06/01/17	46	59	
05/25/17	05/30/17	199.38	INC WITHHOLDING		05/30/17	46	59	
05/25/17	05/30/17	-199.38	CS RTRN - PAYOR		05/30/17	46	59	

This is how a refunded batch 45 reject displays on the PAYHIST screen:								
PAYMENT WITHHELD	PAYMENT RECEIVED	PAYMENT AMOUNT	AMOUNT APPLIED	---PAID TO---	HOLD AMOUNT	PAYMENT DISTRIB.	FND SRC	R T C F
06/01/17	06/01/17	199.38	199.38				MIW	
				-199.38				B
05/25/17	05/30/17	199.38	199.38				MIW	
				-199.38				B

To see the receipt number and batch date for rejected receipts, use the View Special Abstracts (VSPECABS) screen.

Conversion Entries

Entries made on the CONVERT and CONVT screens after July 7, 1995, appear in sequential order by the date ICAR processes them. Entries made before July 7, 1995, appear at the end of the payment history. CSC staff use the CONVT screen to add CRP, FEE, and VRP payments to ICAR. Only staff with appropriate security clearance can use the CONVERT screen.

Displaying the Distribution Date

Depending on case circumstances, ICAR displays different distribution dates on the PAYHIST and PAYREC screens for the same payment. ICAR uses these criteria when determining which date to display in the PAYMENT DISTRIB field:

When the receipt on the PAYHIST screen is distributed...	ICAR displays on the PAYREC screen:
To a single account type...	The date it distributes the receipt to that account type.
To multiple account types that have the same distribution date...	The date it distributes to these account types.
To multiple account types that have different distribution dates...	The distribution date of the portion of the receipt that is distributed to the payee.
To multiple account types and the date of the portion owed to the payee is in the future (example: a federal tax offset)...	The distribution date of the portion paid to the state until the portion owed to the family comes out of hold. Then ICAR displays the date this portion of the receipt distributes to the payee.

If a receipt is paid to the payee through a special abstract, ICAR displays the date ICAR processes the abstract on the PAYREC screen.

As of 09/10/2017, there is an arrearage of \$150 for account type 11 and a \$600 arrearage for the account type 12. Both balances certify for federal tax offset. We receive a federal tax offset of \$233 on 09/10/2017.

ICAR allocates the \$150 arrearage for the account type 11 with a distribution date of 09/10/2017. ICAR allocates the remaining portion of the offset, \$83, to the arrearage of the account type 12. ICAR places the \$83 in hold with a distribution date of 02/10/2017. The distribution date is five months in the future because the offset came from a joint federal income tax return.

The PAYHIST screen looks like this after ICAR distributes the federal tax offset payment:

D479HR03		IOWA COLLECTION AND REPORTING SYSTEM CASE PAYMENT HISTORY				DATE: 09/11/04 TIME: 09:21:37 PAGE: 1				
CASE NUMBER:		PAYOR NAME:								
START DATE:		PAYEE NAME:								
PAYMENT WITHHELD	PAYMENT RECEIVED	PAYMENT AMOUNT	AMOUNT APPLIED	---	PAID TO---	HOLD AMOUNT	PAYMENT DISTRIB.	FND SRC	R C	T F
09/10/17	09/10/17	233.00	233.00	11	150.00		09/10/17	FED		
				12		83.00	02/10/18			

The PAYREC screen looks like this after ICAR distributes the federal tax offset payment to the state:

D479HR08		IOWA COLLECTION AND REPORTING SYSTEM PAYMENT RECORD				DATE: 09/11/04 TIME: 11:41:11				
CASE NUMBER...:		PAYOR NAME:								
START DATE...:		PAYEE NAME:								
ICIS CASE.....:										
COURT ORDER #:										
COUNTY NAME...:										
PAYMENT WITHHELD	PAYMENT RECEIVED	PAYMENT AMOUNT	TYPE OF PAYMENT	PAYMENT DISTRIB.	BATCH DATE	SQ NO	RECEIPT NBR	S		
09/10/17	09/10/17	233.00	FED TAX OFFSET	09/10/17	09/10/17	36	13			

The date ICAR displays on the PAYREC screen is the date the portion of the payment is distributed to the state.

On 02/10/2018, the portion of the offset due the payee comes out of hold. The PAYHIST screen on the case looks like this:

D479HR03		IOWA COLLECTION AND REPORTING SYSTEM				DATE: 09/11/04		
		CASE PAYMENT HISTORY				TIME: 09:21:37		
						PAGE: 1		
CASE NUMBER:		PAYOR NAME:						
START DATE:		PAYEE NAME:						
PAYMENT	PAYMENT	PAYMENT	AMOUNT		HOLD	PAYMENT	FND	R T
WITHHELD	RECEIVED	AMOUNT	APPLIED	---PAID TO---	AMOUNT	DISTRIB.	SRC	C F
09/10/17	09/10/17	233.00	233.00	11	150.00	09/10/17	FED	
				12	83.00	02/10/18		
<p>Now that the portion of the offset due the payee is no longer in hold, the PAYREC screen on the case looks like this:</p>								
D479HR08		IOWA COLLECTION AND REPORTING SYSTEM				DATE: 09/11/04		
		PAYMENT RECORD				TIME: 11:41:11		
CASE NUMBER...:		PAYOR NAME:						
START DATE....:		PAYEE NAME:						
ICIS CASE.....:								
COURT ORDER #:								
COUNTY NAME..:								
PAYMENT	PAYMENT	PAYMENT		PAYMENT	BATCH	SQ	RECEIPT	
WITHHELD	RECEIVED	AMOUNT	TYPE OF PAYMENT	DISTRIB.	DATE	NO	NBR	S
09/10/17	09/10/17	233.00	FED TAX OFFSET	02/10/18	09/10/17	38	246	

View Payment Record (VPAYREC) Screen

Because of IRS security regulations, only the payee and payor may know which payments on a case came from federal tax offsets. Because of this, ICAR has a separate version of the official payment record that does not include any identifying information for each payment. NOTE: You cannot access the WARRANT INFORMATION screen from this version of the payment record screen.

To access the view version of this screen, type VPAYREC in the NEXT SCREEN field on any screen in ICAR and press ENTER. ICAR displays the following screen:

D479HR83		IOWA COLLECTION AND REPORTING SYSTEM				DATE: 05/11/17		
		PAYMENT RECORD				TIME: 08:10:01		
						PAGE: 1		
CASE NUMBER.....:		PAYOR NAME:						
START DATE.....:		PAYEE NAME:						
ICIS CASE.....:								
COURT ORDER #:								
COUNTY NAME..:								
PAYMENT	PAYMENT	PAYMENT		PAYMENT				
WITHHELD	RECEIVED	AMOUNT		DISTRIB.				
<p>F5=INQUIRE F7=BACKWARD F8=FORWARD F17=OLDEST PAYMENT NEXT SCREEN: NOTES: ENTER CASE NUMBER AND PRESS F5</p>								

ICAR displays the data in the same manner as on the PAYREC screen. See [Certified Payment Record \(PAYREC\) Screen](#) fields.

Payment Record Printing (PAYPRINT) Screen

Use this screen to generate any official payment record or payment listing on ICAR. Based upon your entries, ICAR determines the appropriate information to include in the print. The final document prints on your local network printer. Find your printer ID in the LOGON PRINTER ID field on your WORKER screen.

By selecting the proper entries, you generate one of the following types of payment records from this screen:

Person or Party Getting Information	Version
Payor	PAYREC
Payee	PAYREC*
Payee ROI or housing	PAYHIST**
Other state/court	VPAYREC
Voluntary payment information	PAYVOL

* Per changes in IRS rules the payee may now know the amount of the federal offset payment. However, they cannot know the distribution date until the payment fully distributes. If any part of the payment is in hold, the distribution date does not display on the printed document.

** The ROI or the housing agency may have any federal tax information once it is fully distributed. The print includes information on who received the payment by account type. The ROI/housing version does NOT contain credit entries such as COC, PRS, SAT, etc.

To print a payment record, access the PAYPRINT screen by entering PAYPRINT in any NEXT SCREEN field and press ENTER. ICAR displays the following screen:

```
D479HR88                IOWA COLLECTION AND REPORTING SYSTEM    DATE: 01/03/18
                                                                TIME: 13:55:33

CASE NUMBER.....: 0000000

PAYOR:                  PAYEE:

PAYMENT RECORD FOR:
  _ CSRU STAFF USE ONLY

PAYMENT RECORD FOR:
  _ PAYOR   _ PAYEE   _ PAYEE HOUSING/OTHER ROI   _ OTHER STATE/COURT
  _ VOL PAYMENT ONLY   _ CERTIFICATION PAGE

PRINT FORM 470-5010, REQUESTOR NEEDS TO PROVIDE RELEASE OF INFO:
  _ NO ROI PROVIDED AT THIS TIME

PAYMENT RECORD TIMEFRAME FOR:
  _ ALL
  _ FROM   00 (MONTH)  0000 (YEAR)   THRU   00 (MONTH)  0000 (YEAR)

F5=INQUIRE F9=PRINT F10=CSC PDF F11=FIELD PDF          PRINTER ID: _____
NEXT SCREEN:          NOTES:
ENTER A VALID CASE NBR AND PRESS F5 INQUIRY
```

Fields, descriptions, and values on the PAYPRINT screen are:

- ◆ **CASE NUMBER:** Enter a valid ICAR case number, up to seven digits, and press F5. ICAR displays the appropriate case information.
- ◆ **PAYOR NAME:** ICAR display the name of the payor in the last, first, middle name, and suffix format, as shown on the PAYOR screen.
- ◆ **PAYEE NAME:** ICAR displays the name of the payee in the last, first, middle name, and suffix format, as shown on the PAYEE screen.
- ◆ **PAYMENT RECORD FOR:** CSRU STAFF USE ONLY: Enter an "X" in this field when you want to print a version of the payment record for your in-office use. ICAR issues a narrative (DIST86) documenting the version of the payment record generated for your use.

NOTE: If you print the ROI/housing version for office use, it does not contain any credits or adjustments to credits applied to the case.

- ◆ **PAYMENT RECORD FOR:** PAYOR, PAYEE, PAYEE HOUSING/OTHER ROI, OTHER STATE/COURT, VOL PAYMENTS ONLY: Enter an "X" in the field that represents the first party that receives the payment record.

- Entering an "X" in the PAYOR field provides a copy of the payment record listing all payments including federal tax offsets and rejects. You may send this copy to the payor or the payor's ROI.
- Entering an "X" in the PAYEE field provides a copy of the payment records listing all payments including federal tax offsets. The federal tax offset payments include a distribution date if the full amount had been distributed.

If any portion of the federal tax payment is in hold, no distribution date is listed, there is an * on the print. There is a message at the bottom of the print stating, "This payment may take up to six months to distribute due to an appeal or an adjustment to the payment." You may send this copy to the payee.

- Entering an "X" in the PAYEE HOUSING/OTHER ROI field provides a copy of the payment record that looks similar to a VPAYHIST screen. Only fully distributed federal tax payments are included in this print.

Note that there are no fund sources on this print. It does include the account of the distributed payment. A chart at the bottom of the print explains the account types and who received the funds. This copy does not contain credit entries or adjustments to credit entries.

- Entering an "X" in the OTHER STATE/COURT field provides a copy of the payment record that looks like the VPAYREC screen. This version includes all payments and distribution dates.

If any portion of a federal tax payment is in hold, this version prints the message "Date shown is the earliest possible distribution date," while displaying ** next to the payment. This copy does not contain fund sources.

- ◆ Entering an "X" in the VOL PAYMENT ONLY field provides a detailed listing of the payments with a fund source of VOL. Only generate this payment record for cases with voluntary payments and credit has been given for these payments using a PRS or COC fund source. See [Modifying an ICIS-Only Case](#).
- ◆ **CERTIFICATION PAGE:** The allowable entry in this field is "X". Make an entry in this field to display form 470-5634, *Payment Record Certification Page*. This form contains the language that indicates the payment is a complete record of payments. Issue this form with the PAYOR, PAYEE and OTHER STATE/COURT version of the payment record only.

- ◆ **PRINT FORM 470-5010, REQUESTOR NEEDS TO PROVIDE RELEASE OF INFO:** NO ROI PROVIDED AT THIS TIME: Enter an "X" in the field when you need to return a written request for a payment record and either of these conditions are met:
 - There is no ROI in place to provide the information to the requesting party.
 - Any ROI does not allow for the release of the information requested.

ICAR generates a copy of the online form to your local printer. Mail the form and the request for payment to the requesting party.

- ◆ **PAYMENT RECORD TIMEFRAME FOR:** ALL FROM (MONTH (YEAR) THRU (MONTH (YEAR)): Enter an "X" in the portion of the field that represents the information needed in the payment record.
 - Enter an "X" in the ALL field to generate a complete copy of the requested payment record.
 - Enter an "X" in the FROM field to generate a partial copy of the payment record. If you make this entry, you must also complete the date portion of the field.
 - To generate for a specific time-period enter the first month and year and the ending month and year.

You want a payment record for 2017 only. Enter 01/2017 in the first portion of the field and 12/2017 in the second portion of the field. Press F9. ICAR generates the appropriate version of the payment for 2017 only.

- If you want a payment from a specific date through the current date, enter a date in the first portion of the field only.

You want a payment record for January 2016 through the current date. Enter 01/2016 in the first portion of the field only. Press F9. ICAR generates the appropriate version of the payment record for January 2016 through the current date.

Press F9 when the entries are complete to print the requested payment record to your network printer.

NOTE: At month end the network runs slowly due to the number of batch jobs that are running. This can slow your payment record prints. DO NOT continue to submit print requests to the job. ICAR prints the requested prints as quickly as possible. Requesting extra prints only slows the print job further and creates duplicate prints that need tracked on the FTISUM screen and shredded due to the confidential information listed on them regarding federal tax returns.

Function keys on the PAYPRINT screen are:

Key	Use
F5=INQUIRY	Press F5 to access case information. Enter a case number of up to seven digits in the CASE NUMBER and press F5 to display case information.
F9=PRINT	Press F9 to request the print.
F10=CSC PDF	Press F10 to generate a PDF version of the payment history information available for release through the PAYEE HOUSING/OTHER ROI option.
F11=FIELD PDF	Press F10 to generate a PDF version of the payment record available for release to the PAYOR, PAYEE or OTHER STATE/COURT, this key also displays form 470-5634, <i>Payment Record Certification Page</i> .

Voluntary Payment Record (PAYVOL) Screen

Another version of the payment record screen, Voluntary Payment Record (PAYVOL), displays the voluntary payments for the case. ICAR displays the voluntary payments for a case on the PAYVOL screen once an ICIS case becomes an IV-D case or when a case becomes court-ordered. When this happens ICAR no longer:

- ◆ Treats the payments as voluntary,
- ◆ Applies the payments as voluntary, and
- ◆ Applies the payments to the voluntary court order for the case.

To access this screen, type PAYVOL in the NEXT SCREEN field on any screen in ICAR and press ENTER. ICAR displays the following screen:

```

|
D479HR08                IOWA COLLECTION AND REPORTING SYSTEM                DATE: 05/11/17
                        PAYMENT RECORD                                     TIME: 09:07:26
                                                                PAGE: 1
CASE NUMBER.....:                PAYOR NAME:
START DATE.....:                PAYEE NAME:
ICIS CASE.....:
COURT ORDER #:
COUNTY NAME...:

  PAYMENT  PAYMENT  PAYMENT  PAYMENT  BATCH  SQ  RECEIPT
WITHHELD  RECEIVED  AMOUNT  TYPE OF PAYMENT  DISTRIB.  DATE  NO  NBR  S

F5=INQUIRE F7=BACKWARD F8=FORWARD P17=OLDEST PAYMENT
NEXT SCREEN:                NOTES:
ENTER CASE NUMBER AND PRESS F5
    
```

ICAR displays the data in the same manner as on the PAYREC screen. See [Payment Record \(PAYREC\) Screen](#) fields.

Warrant Information (WARRANT INFORMATION) Screen

On the WARRANT INFORMATION screen, ICAR displays detailed information on warrants, refunds, and electronic funds transfers (EFTs) that the Unit uses to send support payments to payees, payors, and intergovernmental agencies.

To access this screen, enter any character in the s field on the PAYREC screen and press ENTER. ICAR displays the following screen:

```
D479HR29                IOWA COLLECTION AND REPORTING SYSTEM                DATE: 05/11/17
                        WARRANT INFORMATION                        TIME: 09:13:17

CASE NUMBER.....:
PAYEE NAME.....:
REPAY.....:
MAILING          WARRANT      WARRANT      CLAIM      CAN      REI      STALE      WARRANT
DATE            AMOUNT        NUMBER        NUMBER      IND      IND      IND        EFT  IND

RETURN=CLEAR
```

Fields, descriptions, and values on the WARRANT INFORMATION screen are:

- ◆ **CASE NUMBER:** ICAR displays the case number for the case you were viewing when you selected the receipt on the PAYREC screen.
- ◆ **PAYEE NAME:** ICAR displays the name of the payee in the last, first, middle initial, and suffix format as shown on the PAYEE screen.
- ◆ **REPAY:** ICAR displays a "Y" when the payee owes a debt with a balance due and a repayment agreement is in place. "N" displays when a debt owed by the payee is paid in full through the voluntary repayment process. The payee may owe additional debts. However, those additional debts are not covered under the voluntary repayment process.

The field is blank if there are no debts set up for the payee or the payee has not agreed to repay a debt through the voluntary repayment process. See 11-Z, [Tracking Fees and Costs](#) for more information.

- ◆ **MAILING DATE:** ICAR displays in the date in MM/DD/YY format. This is the date that DAS mails the warrant to the recipient or creates the out-going EFT transmission. ICAR calculates the mailing date by adding two business days to the distribution date for the receipts included in the warrant or the EFT transmission.

If the distribution date on the receipt is 04/09/2017, the warrant mailing date is 04/11/2017. ICAR accounts for holidays and weekends and adds the appropriate number of days when calculating the mailing date.

- ◆ **WARRANT AMOUNT:** ICAR displays the amount of the warrant or EFT sent to the payee or intergovernmental agency. The amount includes all receipts payable to the family or the intergovernmental agency with the same distribution date.
- ◆ **WARRANT NUMBER:** ICAR displays the warrant or EFT number that DAS assigns.
- ◆ **CLAIM NUMBER:** ICAR displays the claim number it assigns. ICAR sends the claim number to DAS to issue a warrant or an EFT transmission. Use the claim number when requesting the cancellation of a warrant or to look on the Cancelled Warrants (WARRANT) screen. Claim numbers are recycled so over time, so several payments on different cases have the same claim number.
- ◆ **CAN IND:** ICAR displays either a "Y" or blank to indicate the cancellation of the warrant or EFT transmission. ICAR displays a "Y" if CSC cancels the warrant, EFT transmission, or blank if the warrant or EFT transmission is not canceled.
- ◆ **REI IND:** ICAR displays a "Y" if the warrant or EFT transmission is reissued. ICAR displays a blank if the warrant or EFT transmission is not reissued.
- ◆ **STALE IND:** ICAR displays a "Y" when the warrant is considered by the Treasurer to be stale (it is not cashed within six months of the issue date). See [Stale Warrants](#) for more information. Only ICAR can make an entry in this field.
- ◆ **WARRANT EFT IND:** ICAR displays either a "W" or "E" in this field to indicate the method used to disburse the payment. ICAR displays a "W" if DAS disbursed the payment through a warrant. ICAR displays an "E" if DAS disbursed the payment through an EFT transmission.

The function key for the WARRANT INFORMATION screen is:

Key	Use
RETURN=CLEAR	Press PAUSE/BREAK to return to the PAYREC screen or review additional warrant detail screens if you select multiple receipts.

Using the WARRANT INFORMATION Screen

To access the WARRANT INFORMATION screen, select a receipt on the PAYREC screen and press ENTER. You may select several receipts by placing any character in the s field on the records you want to view. Press ENTER and ICAR displays the WARRANT INFORMATION screen.

View the WARRANT INFORMATION screen for each successive receipt selected by pressing PAUSE or CLEAR. ICAR displays details for the warrant or EFT for the receipt you selected on the PAYREC screen.

If you select a receipt for which ICAR does not issue a warrant or EFT, ICAR displays "NO WARRANT/EFT EXISTS FOR RECEIPT." This happens when ICAR applies a receipt to an assistance account type.

If you select a receipt for which an original or reissued warrant or EFT is being processed, ICAR displays the message, "WARRANT/EFT INFORMATION IS CURRENTLY BEING PROCESSED." While DAS processes the warrant or EFT, ICAR cannot display information in the MAILING DATE and WARRANT NUMBER fields at the top of the screen.

ICAR displays warrant detail records since August 31, 1995. If you select a receipt that generated a warrant before August 31, 1995, ICAR does not display information in the WARRANT AMOUNT, CLAIM NUMBER, and WARRANT/EFT IND fields. ICAR displays "NO WARRANT/EFT MAILING DATE/WARRANT NUMBER AVAILABLE BEFORE 8/31/95" at the bottom of the screen.

Different Warrant and Receipt Amounts

The warrant amount on the WARRANT INFORMATION screen may differ from the amount of the receipt you select on the PAYREC screen. These differences occur for a number of reasons, such as:

- ◆ ICAR creates a warrant or EFT for all of the case's daily allocations for that payee.
- ◆ ICAR creates a warrant or EFT for all of the case's daily allocations for that intergovernmental agency.
- ◆ When ICAR generates a warrant from more than one receipt, the amount of the warrant or EFT is the total of the receipts included in the warrant or EFT. ICAR displays the same warrant details for all positive receipts with the same distribution date.
- ◆ ICAR creates a warrant for all of the case's fully approved refunds due the payor.

A case with an account type 12 balance receives a \$40 REG receipt with a PAYMENT WITHHELD date of 07/12/17 and a \$250 MIW receipt with a PAYMENT WITHHELD date of 07/10/17. ICAR distributes both receipts on 07/14/17.

Select the \$40 receipt on the PAYREC screen and press ENTER to access the WARRANT INFORMATION screen. ICAR displays a warrant for \$290 on the screen. Select the \$250 receipt on the PAYREC screen and access the WARRANT INFORMATION screen. ICAR displays the same warrant for \$290 on the WARRANT INFORMATION screen.

- ◆ ICAR processes a day's receipts and adjustments and creates a warrant on a case. Later, you move a portion of the receipt to a different account type through a special abstract.

A case with an account type 12 balance has a \$50 REG receipt with a PAYMENT WITHHELD date of 08/09/17. ICAR processes the receipt and DAS issues a warrant for \$50. The receipt's distribution date on the PAYREC screen is 08/11/17.

On 08/12/2017, you discover that \$25 of the payment should have gone to an intergovernmental agency. The warrant has not mailed yet, so you request that CSC cancel the warrant. On the same day, you prepare a special abstract to change \$25 of the payment to an account type 14.

After approvals by your supervisor and CSC, ICAR processes the special abstract, and DAS creates a warrant to the payee for \$25. DAS also generates a warrant for the remaining \$25 to the intergovernmental agency. The distribution date displayed on the PAYREC screen changes to 08/12/17.

Select the \$50 receipt on the PAYREC screen and access the WARRANT INFORMATION screen. On the WARRANT INFORMATION screen, ICAR displays the canceled \$50 warrant on the top detail line. ICAR displays a \$25 warrant issued to the payee and the \$25 warrant reissued to the intergovernmental agency on the next two detail lines.

- ◆ After ICAR has processed the day's receipts, you find it necessary to adjust the receipt. ICAR displays the same warrant amount information for all receipts and adjustments, excluding refunds, distributed in the day's processing.

A 12 account-type case has a \$110 MIW receipt with a PAYMENT WITHHELD date of 07/12/17 and a \$25 REG receipt with a PAYMENT WITHHELD date of 7/10/17. The distribution date for both receipts is 7/14/17.

ICAR processes the \$110 receipt first. This receipt pays off the obligation on the case. DAS generates a warrant to the payee for \$110 with a receipt distribution date of 7/14/17. ICAR rejects the \$25 REG receipt and places it in batch 45.

On 7/15/17, you request that CSC cancel the \$110 warrant because the payment incorrectly applied to the case. CSC transfers the \$110 to the appropriate case creating a negative entry of \$110. The next time ICAR processes receipts, it removes the \$110 receipt from the coupons to which it applied. You request that CSC apply the \$25 receipt to the case. CSC completes the override.

ICAR applies the \$25 receipt to the coupons available because of the \$110 adjustment. DAS generates a warrant for \$25 with a 7/17/17 distribution date.

On 7/17/17, the original \$110 MIW receipt displays on the PAYREC screen as "110.00 INC WITHHOLDING" with a 7/17/17 distribution date. The transfer for \$110 also displays with a distribution date of 7/17/17. The original \$25 REG receipt now displays with a 7/17/17 distribution date.

On 7/18/17, you select the \$110 incorrectly applied entry on the PAYREC screen and access the WARRANT INFORMATION screen. ICAR displays the details on the \$25.00 warrant that generated after you adjusted the \$110.00 receipt.

You select the \$25 REG receipt on the PAYREC screen and access the WARRANT INFORMATION screen. You see the \$25.00 warrant ICAR generated from the receipt.

Note that the details on this \$25.00 warrant appear when you select either the \$110.00 or the \$25.00 receipt on the PAYREC screen. The connection between the \$25.00 and the \$110.00 receipts is that the \$25.00 receipt distributed on the same day that the \$110.00 was adjusted after the warrant was canceled.

Because the warrant amount on the WARRANT INFORMATION screen may differ from the receipt amount on the PAYREC screen, be prepared to use the PAYHIST screen to track distributions on a given date. The distributions on a given date should equal the amount of the warrant generated from the receipts distributed on that date.

Stale Warrants

Each month ICAR receives notice from the State Treasurer of outstanding warrants that remain uncashed six months after issuance. These warrants are "stale." Using this stale warrant file, ICAR determines if the payments associated with the warrant distribute again to the payee or if the warrant is "stale."

Before classifying a warrant as stale, ICAR determines if the payee has a valid mailing address or Payee EFT Authorization (PAYEEEEFT) screen. If either of these exists, ICAR cancels the warrant and re-issues the payments that night.

If neither a valid address nor PAYEEEEFT screen exists, ICAR marks the warrant as "stale" and cancels the warrant. Canceling the warrant places the funds in hold and allows ICAR to re-evaluate the case each night. Once a valid address or PAYEEEEFT screen displays on the case, ICAR issues a new warrant or EFT transaction and the warrant is no longer "stale." ICAR displays details on reissued warrants on the WARRANT INFORMATION screen.

If the warrant for the rejected payment is payable to the payor, ICAR cancels the warrant, moving the payment to hold. ICAR removes the refund information from PAYHIST so the amount again displays as a reject amount. If the payor is located later or requests the funds again, create a new refund for the rejected amount.

If the refund is associated with a payment originally applied to an account type, ICAR cancels the warrant but does not move the funds into hold. If the payor is located later or requests the fund again, contact CSC with the case number and mailing information. CSC staff manually requests a warrant to send these amounts out again.

Duplicate Warrants

When payees do not receive a warrant they are expecting, and CSC becomes aware the payment is lost, CSC sends an affidavit to the payee. The payee fills out the affidavit, which states the payee did not receive the original warrant. The payee signs the affidavit in the presence of a notary public and returns the affidavit to CSC.

CSC requests that DAS issue a duplicate warrant. DAS issues a duplicate warrant to replace the original warrant. The duplicate warrant has the same number and date as the original warrant and is stamped "DUPLICATE" in large red letters. CSC staff narrate the steps involved in issuing the duplicate warrant.

ICAR is not involved in the process of issuing the duplicate warrant. ICAR displays the information on the original warrant and **nothing** on the duplicate warrant. You track details on duplicate warrants through case narratives.

Canceled and Reissued Warrants or EFTs

When an original warrant is returned or CSC recalls the EFT, staff cancels the warrant or EFT on the Canceled Warrants (WARRANT) screen. ICAR displays a "Y" in the CAN IND field on the WARRANT INFORMATION screen.

When CSC needs to reissue a warrant or EFT, ICAR creates a new claim number and automatically provides the new claim number and new details to DAS. DAS automatically reissues a warrant or EFT with a new warrant number and mailing date. ICAR displays the reissued payment details on the second warrant detail line on the WARRANT INFORMATION screen.

CSC cancels a returned warrant because it was undeliverable. Later, you enter a new address for the payee on ICAR. The next time the distribution program runs in ICAR, the program creates a new claim number, and provides the claim number and new address to DAS. DAS reissues the warrant to the payee.

The PAYREC and WARRANT INFORMATION Screens Work Together

ICAR displays the details of a warrant or EFT for the selected payment on the PAYREC screen on the WARRANT INFORMATION screen.

D479HR08		IOWA COLLECTION AND REPORTING SYSTEM				DATE: 05/16/17	
		PAYMENT RECORD				TIME: 14:06:31	
						PAGE: 1	
CASE NUMBER.....:		PAYOR NAME:					
START DATE.....:		PAYEE NAME:					
ICIS CASE.....:							
COURT ORDER #: CDCV00000							
COUNTY NAME..: POLK							
PAYMENT	PAYMENT	PAYMENT	PAYMENT	BATCH	SQ	RECEIPT	
WITHHELD	RECEIVED	AMOUNT	TYPE OF PAYMENT	DISTRIB.	DATE	NO	NBR
06/02/17	06/07/17	39.00	REG CASH REMITT	06/07/17	06/07/17	2	2
06/21/17	06/23/17	40.00	REG CASH REMITT	06/23/17	06/23/17	2	2
05/01/17	05/05/17	40.00	REG CASH REMITT	05/05/17	05/05/17	2	2
F5=INQUIRE F7=BACKWARD F8=FORWARD							
NEXT SCREEN:				NOTES:			
ENTER CASE NUMBER AND PRESS F5							
<p>When you select the first receipt on this PAYREC screen, ICAR displays the following WARRANT INFORMATION screen:</p>							
D479HR29		IOWA COLLECTION AND REPORTING SYSTEM				DATE: 05/16/17	
		WARRANT INFORMATION				TIME: 14:13:20	
CASE NUMBER.....:							
PAYEE NAME.....:							
REPAY.....:							
MAILING	WARRANT	WARRANT	CLAIM	CAN	REI	STALE	WARRANT
DATE	AMOUNT	NUMBER	NUMBER	IND	IND	IND	EFT IND
06/09/17	39.00	5319098	482	Y	Y		W
06/10/17	25.00	5319102	501	Y	Y		W
06/20/17	14.00	5319105	505	Y	Y		W
RETURN=CLEAR							

The following steps explain how ICAR arrived at the warrant details on the preceding screen prints. These steps describe the issuance, cancellation, and re-issuance of a warrant or EFT. ICAR can display details on three warrants or EFTs.

NOTE: Some warrant details disappear from the WARRANT INFORMATION screen as new warrant details replace them. The most recent warrant details appear on the second and, if necessary, the third warrant detail line.

- When ICAR processes a receipt that generates a warrant or an EFT, ICAR displays the mailing date, warrant amount, warrant number, claim number, and a "W" or an "E" in the WARRANT/EFT IND field. At this point in the process, the first warrant detail line in the example appears as follows:

MAILING DATE	WARRANT AMOUNT	WARRANT NUMBER	CLAIM NUMBER	CAN IND	REI IND	STALE IND	WARRANT EFT IND
06/09/17	39.00	5319098	482				W

- When CSC cancels this warrant, ICAR displays a "Y" in the CAN IND field immediately after CSC cancels the warrant. The first warrant detail line in the example appears as follows:

MAILING DATE	WARRANT AMOUNT	WARRANT NUMBER	CLAIM NUMBER	CAN IND	REI IND	STALE IND	WARRANT EFT IND
06/09/17	39.00	5319098	482	Y			W

- If ICAR issues a warrant replacing the canceled warrant, ICAR displays the new warrant and the claim number of the reissued warrant on the second warrant detail line. ICAR displays a "Y" in the REI IND field for this new warrant.

In the example, CSC canceled the original warrant and you used the special abstract process to move \$14 to account type 14. ICAR reissued two warrants to replace the canceled warrant:

- ◆ A warrant for \$25.00 to distribute to account type 12.
- ◆ A warrant for \$14.00 to distribute to account type 14.

MAILING DATE	WARRANT AMOUNT	WARRANT NUMBER	CLAIM NUMBER	CAN IND	REI IND	STALE IND	WARRANT EFT IND
06/09/17	39.00	5319098	482	Y	Y		W
06/09/17	25.00	5319102	501		Y		W
06/09/17	14.00	5319105	600		Y		W

- When CSC cancels a reissued warrant, ICAR displays a "Y" in both the CAN IND and REI IND fields for the warrant. In this step, CSC canceled the reissued warrant for the 12 account (e.g., for an incorrect payee address). ICAR displays a "Y" in the CAN IND field immediately. Refer to the second warrant detail line below.

NOTE: When you see a warrant detail line with a "Y" in both the CAN IND and the REI IND fields, it means the reissued warrant has been canceled.

MAILING DATE	WARRANT AMOUNT	WARRANT NUMBER	CLAIM NUMBER	CAN IND	REI IND	STALE IND	WARRANT EFT IND
06/09/17	39.00	5319098	482	Y	Y		W
06/09/17	25.00	5319102	501	Y	Y		W
06/09/17	14.00	5319105	600		Y		W

You enter a correct address for the payee, and ICAR issues this \$25.00 warrant again. When this happens, ICAR issues claim number 600 in place of canceled claim number 501. The details on claim number 600 appear on the third warrant detail line and the details on the original warrant (warrant 5319098, claim number 482) **disappear** from the screen.

Because claim number 600 is still in process at this point, the mailing date and warrant number are blank. Further, ICAR displays, "WARRANT/EFT INFORMATION IS CURRENTLY BEING PROCESSED" at the bottom of the WARRANT INFORMATION screen.

D479HR29		IOWA COLLECTION AND REPORTING SYSTEM				DATE: 05/11/17	
		WARRANT INFORMATION				TIME: 09:13:17	
CASE NUMBER.....:							
PAYEE NAME.....:							
REPAY.....:							
MAILING DATE	WARRANT AMOUNT	WARRANT NUMBER	CLAIM NUMBER	CAN IND	REI IND	STALE IND	WARRANT EFT IND
06/20/17	25.00	5319102	501	Y	Y		W
06/20/17	14.00	5319105	505		Y		W
	25.00		600				W
RETURN=CLEAR							

All of these warrants (the original, canceled, and reissued warrants) are connected to the receipt you originally selected on the PAYREC screen.

Due to display limitations on the WARRANT INFORMATION screen, if you cancel and then reissue a warrant and subsequently cancel and reissue the warrant a second time, you must track the details through case narratives.

- ◆ **YEAR:** ICAR displays the year in the CCYY format. ICAR displays one line for each year the payor owes a balance on the case or each year there is payment activity that affects the case.
- ◆ **AMOUNT DUE:** ICAR displays the total amount due for the year shown. ICAR calculates the amount due by adding together all coupons for all obligations for the displayed year.
- ◆ **AMOUNT PAID:** ICAR displays the amount paid for the year shown. ICAR calculates the amount paid on the PAYHIST screen by adding together all payments for the displayed year, based on the date in the PAYMENT WITHHELD field.

If there is a payment with a future date, it displays in that year.

In 2018, a CSC receives and posts a payment with a PAYMENT WITHHELD date of 2019. ICAR displays this payment in the 2019 line.

- ◆ **YR END BALANCE:** ICAR displays the balance due for the year shown. ICAR calculates the total coupon balance by subtracting the amount paid for the year from the total amount due for the year as shown on the detail line.
- ◆ **TOTALS:** ICAR displays the total amount due, amount paid, and balance due for the life of the case.
- ◆ **PRINTER ID:** ICAR automatically populates this field with the printer ID from the WORKER screen of the individual viewing the screen. You can change the printer ID to another valid printer ID.

Function keys for YTDBAL screen are:

Key	Use
F5=INQUIRE	Press F5 to display new case information. Enter a valid case number and press F5. ICAR displays year-to-date balance information for the case.
F7=BACKWARD	Press F7 to display multiple years of balance information.
F8=FORWARD	Press F8 to display multiple years of balance information.
F9=PRINT	Press F9 to print the on-line yearly balance information.
F10=PDF PRINT	Press F10 to print a PDF version of the yearly balance information as a PDF to a secure share.

Printing an On-line Balance Computation

Follow these steps to print an on-line balance computation:

1. After displaying the YTDBAL screen, press F9 to print to your local office printer. NOTE: When pressing F9, release the key immediately to prevent printing multiple copies.
2. ICAR displays the message "PRINT COMPLETED. PRESS F5." ICAR prints the on-line balance computation to the printer designated in the PRINTER ID field.
3. After displaying the YTDBAL screen, press F10 to print a PDF version to a secure share.
4. ICAR displays the message "PDF HAS BEEN CREATED. PRESS F." ICAR creates the PDF and places it in the office folder for the worker requesting the PDF print in the secure share.

The following is an example printout of a balance computation:

D479HS42	IOWA COLLECTION AND REPORTING SYSTEM		DATE: 05/19/17
	THIS IS NOT A CERTIFIED PAYMENT RECORD		TIME: 124938
			PAGE: 000
CASE NUMBER:	PAYOR NAME:		
	PAYEE NAME:		
YEAR	AMOUNT DUE	AMOUNT PAID	YR END BALANCE
2017	1,276.00	176.00	1,100.00
2016	3,828.00	0.00	3,828.00
2015	3,828.00	0.00	3,828.00
2014	1,914.00	0.00	1,914.00
TOTALS	10,846.00	176.00	10,670.00
THIS IS NOT A CERTIFIED PAYMENT RECORD			

Entering Credits Other Than Payments

Sometimes you need to add credits to a case when CSC receives no payment. These credits are referred to as "conversion" entries, and you enter them on the CONVERT screen. "Conversion" entries are needed when:

- ◆ The payee satisfies a portion of the support due to them; or
- ◆ Payments are made through a clerk of court and sent to the family; or
- ◆ An intergovernmental agency collects and retains state or federal tax monies for the payment of support due on an intergovernmental case; or
- ◆ Payments were processed by the SDU for a CSCU/17 that changes to an IV-D case.

When setting up a new case, follow these steps when adding "conversion" entries to the case.

- ◆ **Day 1:** Activate the case and enter the appropriate assignment information on the CASSIGN screens. Enter the period before the receipt of FIP, Medicaid, etc. as an account type 12. Allow ICAR to process the case and to build the coupons. Do **not** enter any payment or credits into ICAR.
- ◆ **Day 2:** Review the coupons to make sure they are ok. Add the credits through the CONVERT screen and allow cash to run overnight.
- ◆ **Day 3:** Review the case. ICAR should have applied the fund to the balances due on the case. For details on how ICAR applies these credits to the case, see [Applying Conversion Entries Onto the Case](#).

Conversion Screen (CONVERT)

Use the CONVERT screen to add payment information that represents credits other than cash payments processed by CSC. These types of payments include but are not limited to the following fund sources:

- ◆ Clerk of Court (COC)
- ◆ Satisfactions (SAT)
- ◆ Other state's State Tax Payments (OST)
- ◆ Other state's Federal Tax Payments (OFT)

ICAR displays credits entered on the CONVERT screen on the PAYHIST and PAYREC screens. The CONVT screen is the same screen as CONVERT. However, only CSC uses the CONVT screen. This section only explains the CONVERT screen.

To access this screen, type CONVERT (or CONVT for CSC) in the NEXT SCREEN field on any screen in ICAR and press ENTER. ICAR displays the following screen:

D479HR09	IOWA COLLECTION AND REPORTING SYSTEM				DATE: 01/05/18	
	CONVERSION SCREEN				TIME: : :	
CASE NUMBER:						
PAYOR:						
PAYEE:						
ACCOUNT	PAYMENT	SOURCE		FIPS	STATE	SEL
TYPE	DATE	CODE	AMOUNT	CODE	ID	IND
PF2=ADD PF3=UPDATE PF4=DELETE PF5=INQUIRE PF7=BACK PF8=FORWARD PF9=REFRESH						
NEXT SCREEN:			NOTES:			
PLEASE ENTER CASE NUMBER AND PRESS PF5						

Fields, descriptions, values on the CONVERT screen are:

- ◆ **CASE NUMBER:** Enter a valid ICAR case number, and press F5 for ICAR to display the information for the case. ICAR displays either a blank screen or the convert entries you made on the case that day if you access the CONVERT screen on the same day you made the entries.
- ◆ **PAYOR:** ICAR displays the payor's name in the first, middle initial, last, and suffix format as shown on the PAYOR screen.
- ◆ **PAYEE:** ICAR displays the name of the payee in the first, middle initial, last, and suffix format as shown on the PAYEE screen.
- ◆ **ACCOUNT TYPE:** Enter the two-digit code to represent the account type for the CONVERT entry. See [Account Type](#).
- ◆ **PAYMENT DATE:** Enter the date in the MM DD YY format. The date must be within the date ranges of the obligations on the case. If you enter a date earlier than the obligation dates, IACR cannot post the credit. This date is the date in the PAYMENT WITHHELD field on the PAYHIST and PAYREC screens.
 - If you enter each year of a clerk of court payment record as a separate total, enter the last payment date within the year.
 - If you enter the entire clerk of court payment record as a single amount, enter the date of the last clerk of court payment.
 - If entering a satisfaction, enter the date specified in the satisfaction order signed by the court. If there is no specific date in the order, enter the file stamp date as the date of the credit. If there is no order and you are satisfying support by operation of law, enter the last working day of the month as the date of the credit.
 - If entering an intergovernmental agencies state tax or other federal tax credit on the case, enter the date shown as the payment date on the notification of the credit. This date is the PAYMENT WITHHELD date on the PAYHIST and PAYREC screens.

- ◆ **SOURCE CODE:** Enter the source code of the payment. Allowable entries include:
 - COC Clerk of court
 - CRP Credit for payments (used by CSC only)
 - FEE Interstate fee (used by CSC only)
 - OFT Other federal tax return offset
 - OPY Other state's state payment
 - OST Other state's state tax return
 - OTH Other
 - PRS Payment received by state
 - SAT Satisfaction of judgment
 - VRP Voluntary receipt of payment to payee (used by CSC only)
- ◆ **AMOUNT:** Enter the amount of the payment. ICAR checks for a balance due for the account types entered. There must be unpaid coupons for the credit to apply to. ICAR does not accept the entry until a balance equal to or greater than the amount of the credit is available. Contact the distribution team if you need to apply a credit that is larger than the balance due on the case.
- ◆ **FIPS CODE:** The valid entry in this field is the FIPS code for the payment. The FIPS code is required when the account of the payment is 14, 15, 16, 19, 44, 45, 46, or 49.
- ◆ **STATE ID:** Enter the nine-digit number assigned by the IABC system. When entering an account type of 10, 13, 40, or 43 (foster care), enter the state identification number of the child who received foster care services. If multiple children, split the amount between them. The field is not applicable on COC entries.
- ◆ **SEL IND:** If you need to modify an entry, enter any character to select the line you would like to change or delete.

Function keys on the CONVERT screen are:

Key	Use
PF2=ADD	Press PF2 to add credits to the case. Complete the appropriate information and press PF2 twice to add the credits to the case.
PF3=UPDATE	Press PF3 to modify credits before their application to the case. You can change any information you entered when adding the credit to the case. You must change the information on the screen the same day you add the information.
PF4=DELETE	Press PF4 to delete any credits, before their application to the case. You must delete the information from this screen the same day you add the information to this screen.

Key	Use
PF5=INQUIRE	Press PF5 to display any credits not yet applied to the case. Enter a valid case number and press PF5. ICAR displays any credits not yet applied to the case.
PF7=BACK	Press PF7 to display additional credits not yet applied to the case.
PF8=FORWARD	Press PF8 to display additional credits not yet applied to the case.
PF9=REFRESH	Press PF9 to temporarily remove existing unprocessed credits for the case in order to add additional credits to the case.

Applying Conversion Entries Onto the Case

ICAR attempts to apply the credit to the coupons for the account type, and where applicable, the FIPS code or state ID, you designate when you entered the credit through the CONVERT screen. ICAR also attempts to apply the payment to the month you enter as the receipt date.

The date you enter in the PAYMENT DATE field is significant because ICAR first applies payments to unpaid coupons with the account type, FIPS code or state ID, and month you enter on the screen.

The date of credit for a typical receipt is the day on which CSC receives the payment, an employer withholds the payment, or a clerk of court or the local office/FCRU office receives the payment, whichever is earliest.

If you enter a transaction on the CONVERT screen consisting of a single payment, such as a payment received by state (PRS) entry, use the date of the payment as the date you enter in the PAYMENT DATE field. If you enter a transaction consisting of multiple payments, the date you enter in the PAYMENT DATE field is the date for the most recent payment.

A payor made support payments through the clerk of court for \$300 each month from 04/01/2013 through 03/31/2017. You receive the payment information from the clerk's office indicating the payor made payments totaling \$7,200. The last date the clerk of court received a payment is 03/01/2017. Enter the payment credit on the CONVERT screen with a 03/01/2017 payment date.

NOTE: When entering the payment amount, do not include court costs, attorney fees, or sheriff's costs.

If the children on a case have different account types during the period of the obligation the CONVERT entry covers, determine the amount to apply to each account type. Make a separate entry for each account type.

Using the payment date entered, ICAR applies the conversion entry to unpaid coupons for that month and older for the designated account type coupons and if needed the FIPS code or state ID.

If any amount of the payment remains after applying the amount to all older unpaid coupons for the account type entered on the CONVERT entry, ICAR ignores the account type of the payment and applies any funds to any available unpaid coupons older than the payment date.

If funds still exist and no coupons are available, the funds apply to future unpaid coupons. If unpaid coupons do not exist, ICAR rejects the remaining funds to a batch 32. If additional amounts become due, ask CSC to apply the rejected funds to the case.

ICIS Cases and CONVERT Screen Entries

You must transfer payments coded as voluntary to the court ordered obligation when an ICIS case becomes an IV-D case. This happens when:

- ◆ The payee asks the Unit to provide child support services by completing a non-assistance application for services,
- ◆ The payee applies for and receives FIP,
- ◆ The payee applies for and receives Title XIX benefits and the case contains an MS obligation, or
- ◆ A child goes into foster care.

Transferring payments coded as voluntary is an important step in changing an ICIS case to an ICAR case to ensure the payor receives credit for all the payments made on the ICIS case.

You can use either or both transfer codes to transfer payments on an ICIS case when it becomes an ICAR case. They are:

- PRS: Payments retained by state
VRT: Voluntary regular transfer

Using the proper payment transfer code allows you to identify which payments display on the clerk of court payment record and avoids duplication or omission of payment information. However, before you transfer payments you must:

1. Change the REDIRECTION FLAG field on the CASE screen from "Y" to "N."
2. Change the ICAR CASE WRKR ID field from "CSCU" to the appropriate worker ID number.
3. Change the CURRENT ACCT TYPE field from "17" to the appropriate account type.

The following screen shows an example of how to give credit for payments on an ICIS case when it becomes an IV-D case.

D479HR09	IOWA COLLECTION AND REPORTING SYSTEM					DATE: 01/05/18
	CONVERSION SCREEN					TIME: : :
CASE NUMBER:						
PAYOR:						
PAYEE:						
ACCOUNT	PAYMENT	SOURCE	FIPS	STATE	SEL	
TYPE	DATE	ID	CODE	AMOUNT	CODE	IND
12	12 12 17	PRS		1000.00		
PF2=ADD PF3=UPDATE PF4=DELETE PF5=INQUIRE PF7=BACK PF8=FORWARD PF9=REFRESH						
NEXT SCREEN: NOTES:						
PLEASE ENTER CASE NUMBER AND PRESS PF5						

Using the PRS Fund Source Code to Transfer Payments

Use the PRS code to credit payments received by CSC while the case was an ICIS case. Take the following steps to transfer the payments on the ICIS case using the PRS fund source code:

1. Access the CONVERT screen.
2. Tab down to the ACCOUNT TYPE field line and enter the following:
 - ◆ ACCOUNT TYPE entry must match an account type on the case.
 - ◆ PAYMENT DATE is the date of the most recent VOL payment on the case if entering as single credit. If you are entering each year as a separate entry, this is the date of the last payment within that year.
 - ◆ FUND SOURCE contains the entry of PRS.
 - ◆ AMOUNT is the total amount being entered. If a single amount, this is the total amount. If an amount for each year, this is the amount for that year only.

3. Press PF2 twice to add the conversion record to ICAR.
4. After the nightly ICAR distribution program runs, ICAR displays the PRS record on the PAYHIST and PAYREC screens on the ICAR case. ICAR applies the VOL payments that accumulated on the case while the ICIS case to the court ordered obligation.

Transferring Voluntary Payments to the Court Order

Use the VRT code **only** for payments processed through CSC after the case converted from ICIS to ICAR, but before entry of the obligation.

Send an email request to CSC to transfer VOL payments to the court order. Provide CSC with the coupon account type for the VOL payment credits (typically 12 or 11). If you do not specify the account type for the VRT payments, CSC typically uses the same account type as the original payment.

NOTE: CSC is not able to convert account type 17 VRT payments to other account types. On previously converted cases, you need to create an account type 17 CASSIGN record.

CSC makes a negative entry on the Voluntary Payment Transfer (VOLTFR) screen on the case to transfer the voluntary payments to a court ordered obligation.

An ICIS case contains five VOL payments of \$200 each. You receive a non-assistance application for child support services from the payee and change the ICIS case to an IV-D case by changing the case account type from 17 to 12. Before you can enter the court order on the case, CSC receives three more payments of \$200 each.

After entering the court order and obligation, enter a PRS entry of \$1,000 on the CONVERT screen. This entry covers the five voluntary payments received when it was an ICIS case. Submit a request to CSC to convert the last three \$200 VOL payments to three \$200 VRT payments, each with an account type of 12.

Entering Obligation Information into ICAR

Once you have determined the correction obligation, enter the information in ICAR. Add all obligations through the obligation (OBLIG) screen.

Where there are obligation adjustments, enter the first obligation as the base obligation, and then enter the changes to the obligation as adjustments. Do **not** enter a new obligation for each adjustment within an existing temporary order, decree, or modification. You should enter a new base obligation only under the following conditions:

- ◆ There is a temporary order and a decree issued.
- ◆ There is a modification of the order

You have a temporary order of support for \$50 per week. Enter the support amount of \$50 per week on the OBLIG screen. Designate the obligation as a T01 in the LAST COURT ACTION field on the screen.

When the decree is filed, the order an obligation of \$100 per week with an adjustment to \$150 after one year. Enter an end date for the temporary obligation Enter the new obligation for \$100 per week and designate the obligation as D01 in the LAST COURT ACTION field. Enter the \$150 obligation as an adjustment to the \$100 per week obligation

When a decree is filed even if the obligation amounts do not change, you need to end the obligation under the temporary order and add a new obligation under the decree.

The temporary order had a CS obligation for \$50 a month and an HO obligation. The decree when it is filed continues the CS of \$50 per month and the HO obligation. **Do not** add a new court order, end the CS and HO obligations coded as T01 in the LAST COURT ACTION field. See Entering Obligation End Dates for information on what date to use.

Enter new obligation screens starting with the next periodic payment due after the filing of the decree. Enter D01 in the LAST COURT ACTION field for both the CS and the HO obligations. The date for the LAST COURT ACTION DATE field is the filing date for the decree.

When you enter a new obligation or an obligation adjustment becomes effective, you need to review the information on ICAR. When reviewing cases because a child reaches the duration limits within the order or because an obligation adjustment for other reasons becomes effective, always check the information on the following screens:

- ◆ Obligation (OBLIG)
- ◆ Obligation Adjustment (OBLIGADJ)
- ◆ Step Change Display (STEPINQ)
- ◆ Obligation Distribution (OBLIGDST)
- ◆ Distribution History (DISTHST)
- ◆ Child Assignment Inq/Updt (CASSIGN)

You may need to enter or adjust the information listed on any or all of these screens to allow the payments to distribute correctly. See 10-Q, Effective Date of the Support Obligation, and the administrative modification process for more information on correctly setting obligations for modified orders to avoid overlapping obligations, called "double billing."

To access the Obligation screen, take one of the following steps:

- ◆ Type OBLIG in the NEXT SCREEN field
- ◆ Select OBLIG from the Main Menu
- ◆ Select the OBLIG from the OBLIGHST screen

Press ENTER, ICAR displays the following screen for you:

```
D479HC09          IOWA COLLECTION AND REPORTING SYSTEM          DATE: 10/01/19
                   OBLIGATION                                  TIME: 09:43:49

CASE NUMBER.....:
COURT ORDER NUMBER:                CHOICE OF LAW JUS..:
COURT COUNTY.....:                SATISFY OBLIGATION FOR MONTH:
FIPS CODE.....:                   PARTICIPATED:      INPUTED INC:
SUSPENSE.....:                   MINIMUM OBLIG:    RE TYPE:      LOW INC ADJ:
OBLIGATION TYPE...:              (REIMBURSEMENT ACCT TYPE:  AMT DUE:      )
OBLIGATION AMOUNT.:              $.00
OBLIGATION FREQ...:              (SEMI-MONTH DUE ON THE      AND THE      )
EFFECTIVE DATE.....:             0000  DEV(Y/N)..:      BY:      REASON:
END DATE.....:                   NCP UME PCNT:      0.00      REJ BYPASS:
PAYMENT FIPS:                   SEND TO PAYEE:      PRIORITY INFO:
LAST COURT ACTION.:              LAST COURT ACTION DATE.:      0000
                                   CSRU MOD      CORRECTION FLAG:
DISPLAY DATE:                   CORRECTION START DATE:
COMMENTS:                       CORRECTION RUN DATE:

F2=ADD, F3=MODIFY, F4=DELETE, F5=INQUIRY, F7=PAGE BACK, F8=PAGE FORWARD,
F9=REFRESH, F11=GO TO COLA ADJUST SCREEN, F12=OBLIGDST F13=DISTHST
NEXT SCREEN:                   NOTES:
```

Fields, values, and descriptions on the OBLIG screen are:

- ◆ **CASE NUMBER:** This display-only field contains an up to seven-digit case number. ICAR displays the case number you were on when you came to the OBLIG screen. You must access the case information on another screen then come to OBLIG to see the obligation information.
- ◆ **COURT ORDER NUMBER:** This display-only field shows the court order number for the case. This information matches entries from the COURTORD screen. If all the obligations are from the same court order number, you may page through them using the F7 and F8 keys.
- ◆ **CHOICE OF LAW JUR:** This display-only field shows the two-letter code for the state that originally issued the court order. Follow the laws of this state for any non-modifiable terms of the order, such as age of majority, interest rate, etc. This field displays information entered in the same field on the COURTORD screen.
- ◆ **COURT COUNTY:** This display-only field shows a two-digit code for the county where the court action originated. The information matches entries from the COURTORD screen.
- ◆ **SATISFY OBLIGATION FOR MONTH:** This display only field contains a "Y" or blank. If the current obligation for the month is satisfied under Iowa Code Section 252B.3, ICAR displays a "Y" in this field. If the current obligation for month is not satisfied under Iowa Code Section 252B.3, the field remains blank. For information on satisfactions under 252B.3, see Automated Satisfaction of Support.
- ◆ **FIPS CODE:** This display-only field contains the five-digit FIPS for the county where the court order originated. ICAR displays this information based on the entries in the C.O. COUNTY FIPS field on the COURTORD screen.
- ◆ **PARTICIPATED:** The valid entries for this field are "Y", "N", and "U".
 - Y Enter "Y" if the payor participated in the child support active between the time of service and entry of the order.
 - N Enter "N" if the payor had no contact about the action after the service of notice.
 - U Enter "U" if it is unknown or you are unable to determine if the payor participated.

- ◆ **IMPUTED INC:** The valid entries for this field are "N", "U", "M", "O", "H", and "S".
 - N Enter "N" to indicate CSRU did not use imputed income.
 - U Enter "U" to indicate no information exists regarding the income used.
 - M Enter "M" to indicate the use of median income.
 - O Enter "O" to indicate the use of occupational wage rate or Bureau of Labor Statistical information.
 - H Enter "H" to indicate the income was imputed during the court hearing.
 - S Enter "S" to indicate the income was imputed through special circumstances or other income not specified. ICAR displays a narrative (CASE501) for you to enter a specific reason.

- ◆ **SUSPENSE:** This display-only field contains "C", "F" or "P" after you make entries on the PERIODS OF SUSPENSION screens. If no suspense records exist for the obligation, this field is blank. Valid entries are:
 - C Current The obligation has a suspension in place where the start date is before the current date and the end date is later than the current date.
 - F Future The obligation has a suspension in place where both the start and end dates are later than the current date.
 - P Past The obligation has a suspension in place where both the start and end dates are before the current date.

- ◆ **MINIMUM OBLIG:** The allowable entries are "Y", "N", and "D". Make the appropriate entry to indicate if the obligation is the minimum obligation amount according to the guidelines. The entries are:
 - Y An entry of "Y" indicates this obligation amount is the minimum amount according to the guidelines.
 - N An entry of "N" indicates this obligation amount is not the minimum amount according to the guidelines.
 - D An entry of "D" indicates this obligation is set in a private order and no income information is available.

- ◆ **RE TYPE:** The allowable entries are "A", "R", "L", or "I". You must make an entry in this field when you enter "RE" or "MR" in the OBLIGATION TYPE field. Valid entries are:

A Indicates the RE or MR obligation is the amount of the arrears listed as the balance due in an intergovernmental referral. The case account type is 14, 15, 19, or 17 with only a 16 account-type.

R Indicates the RE or MR obligation is a judgment amount ordered by the court for a period before the start of the ongoing support obligation

L Indicates the RE or MR obligation is the amount of late payment fees due on any unpaid balance due for the case. Enter an "L" type RE or MR obligation only on incoming intergovernmental cases (a case account type of 14, 15, 19, or 17 with only a 16 account-type balance.) The initiating agency needs to tell you the amount due for the payment charges on a periodic basis.

I Indicates the RE or MR obligation is the interest due on any unpaid balance due for the case. Enter an "I" type RE or MR obligation only on incoming intergovernmental case (a case account type of 14, 15, 19, or 17 with only a 16 account-type balance). The initiating agency must provide you the amount of interest due.

- ◆ **LOW INC ADJ:** The allowable entries are "Y", "N", and "U".

Y Enter a "Y" to indicate if the obligation is considered to have a low-income adjustment to the support amount according to the guidelines calculation.

N Enter an "N" to indicate there is not a low income adjustment. See the help text for additional information for this entry.

U Enter a "U" to indicate the order is from another state or when the obligation amount in the order does not match the amount in filed guidelines, or you can't determine if a low income adjustment was granted.

- ◆ **OBLIGATION TYPE:** The allowable entry for this field is a two-character code to designate the type of obligation billed by this entry. The allowable entries are:

CA Alimony

CS Child support

HO Health insurance only (no monetary amounts ordered)

HP House payment

IP Insurance payment

MS Medical support

MR Medical reimbursement

PO Paternity Only (no monetary amounts ordered)

RE Reimbursement

VO Voluntary payment

ZZ User only for RE or MR when money has applied

NOTE: When you enter an obligation type of "MR" or "RE", you need to enter information in the REIMBURSEMENT ACCT TYPE field such as 11, 12, 14, 41, 42, 44, etc. Then enter the total reimbursement amount in the AMT DUE field, such as \$10,000.00.

When identify a child support obligation, you may also need to determine if a child-care obligation should be included in the total. Some states enforce child-care obligation as child support obligation while other do not. For a table of how states handle child-care obligation, see 9-E-Appendix, Child Care Obligation as Child Support Table.

A Minnesota order requires the payor to pay \$500 a month in child support and \$25 a month in child care. Minnesota enforces child-care obligation as child support obligation, so enter a CS obligation on ICAR for \$750 per month.

- ◆ **REIMBURSEMENT ACCT TYPE:** The allowable entry in this field is a two-digit account type. See [Account Types](#) for a list of valid account types allowed in this field. If the type is RE the account types are 10, 11, 12, 13, 14, 15, 16, 17, 18, or 19. If the type is MR the account types are 40, 41, 42, 43, 44, 45, 46, 47, 48, or 49.
- ◆ **AMT DUE:** The allowable entry in this field is an amount in a dollars and cents format. This is the total amount ordered as a reimbursement or the arrears due in an intergovernmental referral.
- ◆ **OBLIGATION AMOUNT:** The allowable entry in this field is an amount in a dollars and cents format. If the amount contains cents, enter the amount as dollars and cents with a decimal point. If the amount is for whole dollars, just enter the dollars, ICAR displays the decimal point for you.

For a reimbursement obligation (types MR or RE), enter the amount of the periodic payment.

1. The order allows the payor to pay a \$10,000 reimbursement at \$100 per month. Enter \$100 in this field.
2. The order contains a reimbursement of \$900 but does not include information on a payment rate. Enter \$9000 in this field.
3. The intergovernmental referral contains an arrears amount of \$28,500. Enter \$28,500 in this field.

If the reimbursement obligation is part of a combined obligation for multiple caretakers, split the total amount of the obligation and the periodic payment due between all of the cases involved.

The order provides reimbursement for three separate caretaker cases. The reimbursement amount is \$750 dollars payable at \$75 per month. Enter an RE obligation on each of the three cases for \$250 payable at \$25 per month.

- ◆ **OBLIGATION FREQ:** The allowable entry for this field is a one- or two-character code to identify how often the payment is due. The allowable entries are:

A	Annually
BM	Bi-monthly
M	Monthly
Q	Quarterly
SA	Semi-annually
SM	Semi-monthly
SP	Single Payment (use with RE and MR obligations only)
W	Weekly

NOTE: If you enter "SM" in this field, ICAR requires the entry of specific days in the SEMI-MONTH DUE ON THE ___ AND THE ___ field. (Example: If the order required the payor pay on the 1st and 15th of the month, enter those days in this field.)

- ◆ **EFFECTIVE DATE:** The allowable entry in this field is a date in mm/dd/ccyy format. This records when the payments start. Enter the specific date listed in the court order.
 - If the court order does not contain a specific date but reference a starting time, enter the date that corresponds to that portion of the order.
 - If the order does not refer to a start date, enter the file-stamp date as the obligation start date.
 - If no start date is listed and there is no file-stamped date on the order, enter the date the judge signed the order.
 - If the dates are not available, contact the clerk of court listed on the order or check the COC2CSRU or Iowa Courts On-line web site to determine a date.

1. The order states that the obligation begins on March 10, 2018. Enter that date in the EFFECTIVE DATE field as 03/10/2018.
2. The order states that the obligation begins on the Friday after the filing of the order. Check the efile-stamp date and enter a start date of the first Friday after that date. If the efile-stamp date is a Friday, enter that date.
3. The order simply states the payor is to pay \$50 per week. Enter the efile-stamp date as the obligation start date.
4. The order does not list a start date and there is no efile-stamped date, the judge signed the order on May 8, 2018. Enter that date in the EFFECTIVE DATE field as 05/08/2018.

If the obligation is for ongoing support for an incoming intergovernmental referral, enter a start date of the next periodic payment due after the date listed as the referral date in the intergovernmental transmittal.

The original start date of the on-going support obligation in the court order is June 12, 2019. The date of incoming interstate transmittal was January 20, 2019. The start date for the on-going support obligation on ICAR should be February 12, 2019. Enter that date in the EFFECTIVE DATE field as 02/12/2019.

- ◆ **DEV (Y/N):** The allowable entries in this field are "Y" and "N". Enter a "Y" if the order states the amount of child support is an amount different from the amount calculated by the support guidelines. With a valid entry of "Y" you must also make entries in the BY and REASON fields. Enter an "N" to indicate that there was no deviation taken.

With a valid entry to all three fields, ICAR display a narrative (CASE190) for you to enter the reason for the deviation. With a change to the deviation information, ICAR issues a narrative (CASE243) documenting the new deviation reasons.

- ◆ **BY:** The allowable entry is a one-digit code. This field records the source of the request for the deviation from the guidelines. ICAR requires an entry in this field when there is a "Y" in the DEV (Y/N) field.

- 1 Iowa Court
- 2 CSRU
- 3 Out-of-state court or tribunal
- 4 Out-of-state IV-D agency
- 5 Parties agree
- 6 Other

- ◆ **REASON:** The allowable entry in this field is a one- or two-digit code. This field records the reason for the deviation from the guidelines. ICAR requires an entry in this field when there is a "Y" in the DEV (Y/N) field.

- 1 Payor is unemployed or under-employed.
- 2 Payee is unemployed or under-employed.
- 3 Payor has excessive health care costs.
- 4 Payee has excessive health care costs.
- 5 Payor has multiple families in addition to QADD.
- 6 Payee has multiple families in addition to QADD.
- 7 Payor is making house payment.
- 8 Payee is making house payment.
- 9 Payor is paying off large debt.
- 10 Payee is paying off large debt.
- 11 Other expenses are considered for the payor.
- 12 Other expenses are considered for the payee.
- 13 Payor is enrolled in school.
- 14 Payee is enrolled in school.
- 15 Payor is or was in a prison or halfway house.
- 16 Payee is or was in a prison or halfway house.
- 17 Stipulated by both parties.
- 18 Payor receives Social Security Disability.
- 19 Payee receives Social Security Disability.
- 20 Payor receives public assistance.
- 21 Payee receives public assistance.
- 22 Payor health insurance premium is excessive.
- 23 Payee health insurance premium is excessive.
- 24 Protracted litigation.
- 25 Out-of-state order uses higher or lower amounts.
- 26 Hardship to obligor (unspecified).
- 27 Payor is minor and amount is set by law.
- 28 Unknown, worker unable to identify why court deviated.
- 50 FCRU, permanency (valid before July 1, 1999 only).
- 51 FCRU, hardship (valid before July 1, 1999 only).
- 52 FCRU, seeks lower child support liability (valid before July 1, 1999 only).
- 53 FCRU, limited to mental retardation cap.
- 54 FCRU, assessing up to cost of care.
- 55 FCRU, standard 30% deviation.
- 56 FCRU, obligor has additional dependents.
- 70 Based on FIP expended (no reconciliation).
- 71 Based on FIP expended (reconciliation).
- 99 Other.

- ◆ **NCP UME PCNT:** The allowable entry in this field is five-digit number between 000.00 and 100.00. This number represents the percentage of the children's medical expenses not covered by health insurance that the payor pays. Enter the percentage as stated in the court order.

- ◆ **REJ BYPASS:** The allowable entries in this field are “Y” and “N”. When the case is an intergovernmental case with Iowa as the responding state, ICAR follows the MIW Improperly Withheld process for MIW and UIB payments. Enter a “Y” to send all MIW and UIB payment to the requesting agency. This entry can only be made once funds are rejected through the MIW Improperly Withheld process. Enter an “N” if a “Y” exists but you need future MIW or UIB payments to reject due to MIW Improperly Withheld criteria.
- ◆ **PAYMENT FIPS:** The allowable entry in this field is the five-digit FIPS code for the location for the agency that receives the payments in an intergovernmental case. If you are entering an intergovernmental case where Iowa is the responding state, enter the FIPS code for the payment location in this field. The payment location can either a specific location for an agency or the state disbursement unit (SDU) for a state. If the transmittal does not contain a payment location, enter the FIPS code for the SDU that supports the initiating agency.

ICAR issues a narrative (SUB4) when you enter a new FIPS code. When you change a FIPS code, ICAR issues a narrative (SUB5) with the old and the new FIPS codes.

1. Douglas County in Nebraska asks Iowa to enforce a Nebraska child support case. Since Douglas County requests that payment be sent to them, enter the Douglas County FIPS code (31055) in the **PAYMENT FIPS** field.
2. Achuleta County in Colorado (08007) asks Iowa to enforce a Colorado child support case. The incoming intergovernmental transmittal indicates the payments should be sent to the Colorado SDU. Enter the FIPS code (08000) for the state of Colorado’s SDU in the **PAYMENT FIPS** field.
3. Aroostook County in Maine asks Iowa to enforce a Maine child support case. The in-coming intergovernmental referral does not list a payment location. Enter the FIPS code for the state of Maine’s SDU (23000) in the **PAYMENT FIPS** field.

To send payments to multiple agencies under one court order and obligation, enter a separate obligation for each state claiming part of the support. The dates of the on-going obligations for each must not overlap. See [Entering Obligation End Dates](#).

The payee lives in Kansas at the time of the original in-coming intergovernmental transmittal. The on-going support obligation of \$225 per month indicates the payments go to the FIPS code 20091 (Johnson County, Kansas).

You receive an intergovernmental transmittal from Beaver County, Oklahoma (40007) indicating the payee is living in that county and receives TANF. End the on-going support obligation due Kansas and enter a new on-going support obligation with a payment FIPS of the Oklahoma SDU (40000).

- ◆ **SEND TO PAYEE:** The allowable entry is "Y" or "N". You must complete this field on a 15 account-type case to send payments to the payee. The code must be set on each obligation with support due. (Only payments applied to account type 15 distribute to the payee.)

Iowa is enforcing a support order for Douglas County in Nebraska. The payee has dropped Nebraska services, so Douglas County asks Iowa to send any payments directly to the payee. Leave the Douglas County FIPS code in the PAYMENT FIPS field and enter a "Y" in the SEND TO PAYEE field.

- ◆ **PRIORITY INFO:** The allowable entry in this field is an up to 15-character account identifier for the intergovernmental case. If another agency receives the payments, enter that agencies case number in this field. ICAR issues a narrative (DIST33) to record your entry. This information is also included in any attachment or electronic payment transmission sent to the other agency to identify the payment.

You cannot enter a number that is longer than 15-characters. If the number is less than 15-characters, ICAR automatically moves the available characters to the left. If you enter number longer than 15-characters, ICAR displays the following on-line error message: PRIORITY INFO CAN NOT BE LONGER THAN 15 CHARACTERS."

You may not enter an asterisk (*), backslash (\), or colon (:) in this field. Check the *Case ID Matrix* to determine the proper format for a case number for an initiating state. See the intergovernmental process for a copy of the matrix.

- If you enter an asterisk (*), ICAR displays the following on-line error message: "PRIOITY INFO CAN NOT CONTAIN *".
- If you enter a backslash (\), ICAR displays the following on-line error message: "PRIORITY INFO CAN NOT CONTAIN \".
- If you enter a colon (:), ICAR displays the following on-line error message: "PRIORITY INFO CAN NOT CONTAIN:"

If you change the information in this field, ICAR issues a narrative (DIST36) to record the change.

- ◆ **LAST COURT ACTION:** The allowable entry for this field is a letter and two-digits to reflect the last court action taken on the case. The letter codes are:
 - T If the order is from a temporary order, enter T01 in this field. If there are additional temporary obligations ordered, enter T02, T03, etc. for each additional temporary order. If the temporary order is for a modification that is in process, enter T99 in this field.
 - D If the order is the initial decree (support order) entered, enter D01 in this field. If there are additional decrees, enter D02, D03, etc. for each decree filed.
 - M If the order is the initial modification, enter M01 in this field. If there are additional modifications, enter M02, M03, etc. for each modification.
 - C If the order is the initial order obtained by CSRU, enter C01. If there CSRU enters additional orders, enter C02, C03, etc. for each order entered.
- ◆ **LAST COURT ACTION DATE:** The allowable entry for this field is the date in mm/dd/ccyy format. This entry matches the date of filing of the order that requires the amount represented on this obligation screen.

NOTE: If the obligation types or amounts do not change from the temporary order to a final decree, you still need to enter a new OBLIG screen for each obligation. End the obligations under the temporary order and add new OBLIG screens for each obligation under the decree.

1. All the obligations from a temporary order, the final decree, and a modification are under the same docket number of CDCD123789 in Jones County, Iowa. (County 53 and FIPS 19105).

The file date of the temporary order was June 5, 2016, with an obligation amount of \$100 per month. The entry in the LAST COURT ACTION field is T01 and the entry in the LAST COURT ACTION DATE field is 06/05/2016.

The file date of the decree was March 21, 2017, with a new obligation amount of \$150 per month. Enter a new OBLIG screen. The entry in the LAST COURT ACTION field is D01 and the entry in the LAST COURT ACTION DATE field is 03/21/2017.

The file date of the modification was September 10, 2019, with a new obligation amount of \$350 per month. Enter a new OBLIG screen. The entry in the LAST COURT ACTION field is M01 and the entry in the LAST COURT ACTION DATE field is 09/10/2019.

2. All the obligations from a temporary order and the final decree are under the same docket number of EQCV654123 in Pottawattamie County, Iowa (County 78W and FIPS 19155).

The file date of the temporary order was December 16, 2018, with a CS obligation of \$50 per month and an HO obligation. The entry for in the LAST COURT ACTION field is T01 and the entry in the LAST COURT ACTION DATE field is 12/16/2018 for both obligations.

The file date of the decree was May 20, 2019, with a CS obligation of \$50 per month and an HO obligation. Enter new obligation screens for both obligations. The entry in the LAST COURT ACTION field is D01 and the entry in the LAST COURT ACTION DATE field is 05/20/2019 for both obligations.

- ◆ **CSRU MOD:** The allowable entries in this field are "Y" or "N". Enter "Y" in this field if the LAST COURT ACTION field contains "M" and the Unit modified the support order otherwise enter an "N".
 - ◆ **CORRECTION FLAG:** This display-only field shows "Y", "N", or "E". This entry indicates the status of the case process through the correction program as follows:
 - Y Indicates that the case is set to process through the correction program.
 - N Indicates that the case successfully processed through the correction program.
 - E Indicates the case did not process through the correction program due to an error in case information.
 - Blank Indicates the case has never processed through the correction program.
- NOTE: The case will not run through the correction program if there is not a court order or valid obligation on the case.
- ◆ **DISPLAY DATE:** This display-only field shows a number of up to seven-digits. ICAR uses this field to calculate the end date when you add an RE or MR obligation to the case. After you press F2 the second time to add the RE or MR obligation, ICAR displays the number of days needed to pay off the total amount of the obligation at the rate displayed in the OBLIGATION AMOUNT field. ICAR displays a blank in this field after you leave the screen.
 - ◆ **CORRECTION START DATE:** The allowable entry for this field is a date in mm/dd/ccyy format. ICAR automatically enters the earliest start date that the case should process through for correcting case information based upon your entries.

You only want coupons newer than June 1, 2019, to process through the correction sub-system. Enter a date of 06/01/2019 in this field.

Be careful processing only part of a case through the correction sub-system. This can also cause balance problems because ICAR cannot adjust older coupons and payments, if needed.

- ◆ **CORRECTION RUN DATE:** The display-only field contains a date in mm/dd/ccyy format. This is the last date that the case processed through the correction sub-system.
- ◆ **COMMENTS:** The allow entry for this field is two lines of up to 70-characters each. Enter information about adding, modifying or deleting the obligation in this area, such as making a note to explain the end date for the obligation.
 - Obligation ends when child turns 19.
 - Obligation ends when youngest child graduates from high school.
 - Child A gets \$75 per month. Child B gets \$20 per month.
 - The RE amount is arrears due per intergovernmental transmittal from CO dated 01/10/2018.

Function keys on the OBLIG screen are:

Key	Use
F2=ADD	Press F2 to twice to add new obligation to the case listed on the screen.
F3=MODIFY	Press F3 twice to update any information you changed on the screen. ICAR limits the information that you may change on this screen.
F4=DELETE	Press F4 twice to delete an obligation from the case. ICAR does not allow you to delete an obligation if there are any payments or adjustments associated with the obligation.
F5=INQUIRY	This key no longer functions on this screen.
F7=PAGE BACK	Press F7 to move backward through the obligations on this case under this same docket number.
F8=PAGE FORWARD	Press F8 to move forward through the obligation on this case under this same docket number.
F9=REFRESH	Press F9 to temporarily blank out existing information when you need to add a new obligation for the same court order number.
F11=GO TO COLA ADJUST SCREEN	Press F11 to display the COLA ADJUST screen if the court order requires periodic adjustments based on the cost of living.
F12=OBLIGDST	Press F12 to access the OBLIGDST screen to see the children receiving support under this obligation.
F13=DISHST	Press F13 to access the DISTHST screen to see the children and the obligation split for past obligation adjustment amounts.

Entering Obligation End Dates

You must enter an end date on any of the following obligation types when adding them to ICAR:

- ◆ Child support (CS)
- ◆ Medical support (MS)
- ◆ Health insurance only (HO)

You do not need to enter an end date for:

- ◆ Reimbursement (RE) obligations
- ◆ Medical reimbursement (MR) obligations

ICAR automatically calculates and displays an end date for the RE and MR obligation. ICAR does not allow entry of an end date when the frequency of the RE or MR obligation is SP.

Enter the date you determine to be the obligation end date into the OBLIG screen as you add it to the case. If you are unclear as to the appropriate end date to enter, discuss the court order with your supervisor or office attorney.

The end date in CS, MS, and HO obligations for an Iowa order is the 18th birthday of the youngest child receiving support under that obligation.

If the obligation is based upon a domestic abuse order, by Iowa statute the obligation end date is one-year from the date the order is entered.

If the coding in the LAST COURT ACTION field is Txx, ICAR only allows an obligation end date of 18 months in the future.

The temporary order filed September 10, 2019, contains an obligation for \$50 per month. Enter the OBLIG screen and when you enter the end date, it must be within 18 months of 09/10/2019, which would be 02/28/2021. If you enter an end date greater than 18 months, ICAR displays an on-line error message.

If the temporary obligation needs extended beyond 18 months because an action for a final decree or dismissal is in process for a date greater than 18 months, contact the maintenance team with the specific date to extend the end date for you.

NOTE: Each example shown throughout this section of the manual uses the following case information.

- ◆ The obligation on the case is \$150 per month for three children.

- ◆ The children and their birthdates are as follows:
Michael 05/10/1998
Jessie 03/15/2001
Missy 10/28/2003
- ◆ The filing date of the order is December 10, 2004
- ◆ The obligation starts January 10, 2004
- ◆ The obligation decreases by \$50 a month when the obligation for each child ends.

This portion of the OBLIG screen looks like:

```
OBLIGATION TYPE...: CS      (REIMBURSEMENT ACCT TYPE:      AMT DUE:      )
OBLIGATION AMOUNT.:      $150.00
OBLIGATION FREQ...: M      (SEMI-MONTH DUE ON THE      AND THE      )
EFFECTIVE DATE....: 01 10 2004  DEV (Y/N): N  BY:      REASON:
END DATE.....: 10 28 2021  NCP UME PCNT:  0.00      REJ BYPASS:
```

This portion of the CHILD screen looks like:

```
NAME (LFMS).....: SMITH      : MISSY      :
SEX (F/M).....: F      RELATIONSHIP TO PAYEE.: DAUGHTER
SSN.....: xxx xx xxxx  PAYEE LEGAL PARENT (Y/N): Y
CNTY OF RESIDENCE.: 88      STATE OF BIRTH.....: IA      CNTY: 88
BIRTHDATE.....: 10 28 2003  EMAN/DUR END DATE.....: 10 28 2021  LTR:
EMAN/DUR TYPE.....: R      EMAN/DUR MET (Y/N)....: N      SCHOOL:
```

The END DATE field on the OBLIG screen and EMAN/DUR field on the youngest child's screen are the same date. There may be younger children on the case. However, for each obligation end date, use the 18th birthday of the youngest child covered by the specific court order.

If the end date in the order is something other than the 18th birthday of the youngest child, enter the end date specified in the order. The Unit stops billing on-going support when the end date is reached; however, the Unit continues to enforce the order until the obligation is paid in full.

Instead of having a single court order, consider that the case has two court orders. Court order A and the associated obligation is for Michael. Court order B and the associated obligation is for Jessie and Missy. The end date for the obligation on court order A is Michael's 18th birthday. The end date for the obligation on court order B is the 18th birthday of the youngest child, Missy.

Add notes in the COMMENTS field at the bottom of the OBLIG screen on the language in the court order that addresses the obligation. For example, you may add notes such as "CS ends when child reaches age 18" or "CS till HS grad before age 19". Update these comments as necessary, such as when the obligation end date changes.

Base the end date for CS, MS, and HO obligations in an order established in another state or country on the language in the order and the laws of the original jurisdiction.

If the order does not clearly identify the duration of the order, check the IRG to determine the state's duration language and enter an end date based on that information. If there is no end date language or the issuing state's duration language is unclear, enter the 18th birthday of the youngest child covered by the order.

There is no pro-ration of the amount due for a month when a child emancipates or reaches the durational limits within the last month of the obligation. If the obligation is due on the first of the month and the child emancipates on the 15th, the full amount of support is due for the month.

Enforcing Support for Multiple States

Sometimes when the Unit is enforcing current support for another state, the family covered by the order moves to another state. When this occurs, you may receive a new incoming transmittal from another state asking for current support under the same court order and obligation.

In order to send payments to the appropriate state, you must end the existing obligation for on-going support for the first state and enter a new obligation payable to the new state. Enter an obligation end date for the original obligation that matches either the date assistance ended in that state or the date the new intergovernmental transmittal requesting on-going support was notarized.

1. The original incoming intergovernmental transmittal came from Oregon (FIPS 41000). The OBLIG screen for an on-going CS obligation shows an EFFECTIVE DATE of 1/21/2016 and an END DATE of 4/21/2021 (18th birthdate of the youngest child as directed by Oregon statute).

 On 2/12/2019, you receive an incoming intergovernmental transmittal from Utah (49000). You confirm with Oregon that the payee stopped services in Oregon as of 12/31/2018. Change the END DATE of the existing OBLIG screen with the CS obligation to 12/31/2018. Leave the PAYMENT FIPS as 41000. Enter a new OBLIG screen for a CS obligation with an EFFECTIVE DATE of 1/21/2019 and an END DATE of 4/12/2021. Enter a PAYMENT FIPS of 49000.

2. The original incoming intergovernmental transmittal from Rhode Island (FIPS 44000). The OBLIG screen for an on-going obligation shows an EFFECTIVE date of 10/22/2015 and an END date of 8/2/2023 (the 18th birthdate of the youngest child, as directed by Rhode Island statute.)

 On 2/23/2019, you receive an incoming intergovernmental transmittal from Connecticut (FIPS 09000). You are unable to confirm with Rhode Island when the payee stopped services in that state. Change the END DATE for the existing OBLIG screen with the CS obligation to 2/23/2019. Leave the PAYMENT FIPS as 44000. Enter a new OBLIG screen for a CS obligation with an EFFECTIVE DATE of 3/2/2019 and an END DATE of 8/23/2023. Enter PAYMENT FIPS of 09000.

Updating the Obligation Distribution (OBLIGDST) Screen

Access this screen through the OBLIG screen by typing OBLIGDST in the NEXT SCREEN field or pressing F12 from the OBLIG screen. ICAR displays the following screen:

D479HC09	IOWA COLLECTION AND REPORTING SYSTEM	DATE:
	OBLIGATION	TIME:
CASE NUMBER:	CURRENT C/O:	DISTCOLA:
CHILDS NAME	HI ORDERED (Y/N/U)	COURT ORDER NUMBER
		OBLIGATION AMOUNT
		CHANGE DIST. TO:
TOTAL OBLIGATION:		\$90.00 FREQ: M

If the court order includes health insurance:

- ◆ Enter a "Y" in the HI ORDERED (Y/N/U) field for each dependent for whom health insurance is ordered.

- ◆ Enter an "N" in the HI ORDERED (Y/N/U) field for any dependent that does not have health insurance orders. If a child is not part of the order, enter "N" in the HI ORDERED (Y/N/U) field.
- ◆ Press F3 to update the HI ORDERED (Y/N/U) field on the OBLIGDST screen.

There must be an entry in the HI ORDERED (Y/N/U) field for ICAR to display information on the MEDSUM screens. Specifically, ICAR does not display the court order number on the MEDSUM screens if the HI ORDERED (Y/N/U) field does not display either a "Y" or an "N" on the OBLIGDST screen. This is true even if you enter "Y" in the HI/MS ORDERED field on the COURTOR screen for this case.

If you add a child to a case after the COURTOR, OBLIG, and OBLIGDST screens are completed, the HI ORDERED (Y/N/U) field displays a "U". You must update the field to either "Y" or "N", as appropriate.

This screen controls the amount of support due each child for the current or most recent obligation. The amount split between the children cannot be greater than total amount of the obligation. See Examples of Completed OBLIGDST and DISTHST Screens.

Entering International Order Obligations on ICAR

When you receive an order from another country for enforcement, make sure Iowa or the United States has reciprocity with that country. See 9-E-Appendix, [Reciprocity Table](#), for a table of countries and Canadian Provinces with which Iowa and the United States have reciprocity. When you establish that Iowa or the United States has reciprocity with the other country or province, enter the obligation on ICAR.

Convert the other country's obligation amount to an amount U.S. in dollars. Check the Best Practice Handbook (BPH) for a link to the Bureau of Fiscal Service Exchange rate information site (Current Exchange Rates 1 in Government & Association Links area) to determine the exchange rate between the foreign currency and U.S. dollars. Set a calendar flag to check the conversion rate annually. If the conversion rate changes, enter an obligation adjustment for the new converted obligation amount.

The payor is order to pay \$140 Canadian each month. You check the web site and determine that the conversion rate is 1.3090 for each dollar. Multiple the international obligation amount by the conversion rate to obtain the obligation amount in dollars or $140 \times 1.3090 = 183.26$.

Enter \$183.26 as the obligation on the case. Make a note on the OBLIG screen in the COMMENT field of the original obligation amount, the conversion rate, and the date of the conversion, such as "original oblig amt \$140/m foreign order conversion rate 1.3090% as of 10/2/2019".

One year later, you find out that the conversion rate is 1.1025 for each dollar. Multiple the original international obligation amount by the new conversion rate to obtain the new obligation amount in dollars or $140 \times 1.1025 = 154.35$.

Enter an obligation adjustment starting with the next periodic payment due of \$154.35. Change the information in the COMMENT field to "original oblig amt \$140/m foreign order conversion rate 1.1025 as of 10/2/2019".

Entering Obligation Adjustments

If the court order covers more than one child and stipulates that the obligation amount changes as the children reach the duration limits set within the order, enter each new obligation amount on the Obligation Adjustments (OBLIGADJ) screen.

NOTE: ICAR does not display obligation adjustments on OBLIG or OBLIGHST until the amount becomes effective.

The order stipulates \$150 per month for three children and states that as each child reaches the duration limits within the order, the obligation reduces by \$50. Enter an obligation adjustment for each change in the obligation amount. The due date for each changes is the next periodic payment due after each child reaches age 18.

To access the OBLIGADJ screen, type OBLIGADJ in the NEXT SCREEN field on the obligation where the adjustment occurs. ICAR displays the following screen:

```
D479HC10          IOWA COLLECTION AND REPORTING SYSTEM          DATE:
                  OBLIGATION ADJUSTMENTS                  TIME:

CASE NUMBER.....:
COURT ORDER NBR...:
OBLIGATION.....:

COLA ADJUSTMENT...:

STEPPED INCREASE:
NEW OBLIG AMOUNT...:
EFFECTIVE DATE....:

CORRECTION FLAG...:          CORRECTION START DATE:
LAST COURT ACTION.:          CORRECTION RUN DATE:
LAST COURT DATE...:
CSRU MOD. (Y/N)...:
DEVIATION (Y/N)...:          BY:          REASON:

PF2=ADD, PF3=MODIFY, PF4=DELETE, PF5=INQUIRY
NEXT SCREEN:          NOTES:
```

Fields, descriptions, and values on the OBLIGADJ screen are:

- ◆ **CASE NUMBER:** The allowable entry in this field is up to seven-digits. When you access this screen from the OBLIG screen, ICAR displays the case number you were on. We do not recommend using this field to display obligation adjustment information for other cases.

- ◆ **COURT ORDER NBR:** The allowable entry in this field is the 10-digit court order number. When you access this screen from the OBLIG screen, ICAR displays the court order for the obligation you were on when you came to this screen. We do not recommend changing the court order number through this screen.
- ◆ **OBLIGATION:** The allowable entry in this field is a two-character code for the type of obligation you are adjusting. When you access this screen from the OBLIG screen, ICAR displays the obligation type you were on when you came to this screen. We do not recommend changing the obligation type through this screen.
- ◆ **COLA ADJUSTMENT:** This display-only field contains a "Y" to indicate that the obligation includes a cost of living adjustment (COLA) on the COLA screen. If the obligation does not include a COLA, ICAR displays a blank. See Entering Cost of Living Adjustments (COLA) for information on entering COLAs.
- ◆ **NEW OBLIG AMOUNT:** The allowable entry in this field is the new amount due in a dollars and cents format. If the amount contains cents, enter the amount as dollars and cents with a decimal point. If the amount is for whole dollars, enter just the dollars.
- ◆ **EFFECTIVE DATE:** The allowable entry in this field is a date in mm/dd/ccyy format. This is the date the new amount starts and should be the next periodic payment date after the child reaches the duration limits of the order.
- ◆ **CORRECTION FLAG:** This display-only field shows "Y", "N", or "E". This entry indicates the status of the case process through the correction program as follows:
 - Y Indicates that the case is set to process through the correction program.
 - N Indicates that the case successfully processed through the correction program.
 - E Indicates the case did not process through the correction program due to an error in case information.
 - Blank Indicates the case has never processed through the correction program.
- ◆ **CORRECTION START DATE:** The allowable entry for this field is a date in mm/dd/ccyy format. ICAR automatically enters the earliest start date that the case should process through for correcting case information based upon your entries.

You only want coupons newer than June 1, 2019, to process through the correction sub-system. Enter a date of 06/01/2019 in this field.

Be careful processing only part of a case through the correction sub-system. This can also cause balance problems because ICAR cannot adjust older coupons and payments, if needed.

- ◆ **LAST COURT ACTION:** The allowable entry for this field is a letter and two-digits to reflect the last court action taken on the case. The letter codes are:
 - T If the order is from a temporary order, enter T01 in this field. If there are additional temporary obligation ordered, enter T02, T03, etc. for each additional temporary order. If the temporary order is for a modification that is in process, enter T99 in this field.
 - D If the order is the initial decree (support order) entered, enter D01 in this field. If there are additional decrees, enter D02, D03, etc. for each decree filed.
 - M If the order is the initial modification, enter M01 in this field. If there are additional modifications, enter M02, M03, etc. for each modification.
 - C If the order is the initial order obtained by CSRU, enter C01. If CSRU enter additional orders, enter C02, C03, etc. for each order entered.
- ◆ **CORRECTION RUN DATE:** The display-only field contains a date in mm/dd/ccyy format. This is the last date that the case processed through the correction sub-system.
- ◆ **LAST COURT DATE:** The allowable entry for this field is the date in mm/dd/ccyy format. This entry matches the date of filing of the order that requires the amount represented on this obligation screen.
- ◆ **CSRU MOD:** The allowable entries in this field are "Y" or "N". Enter "Y" in this field if the LAST COURT ACTION field contains "M" and the Unit modified the support order otherwise enter an "N".
- ◆ **DEV (Y/N):** The allowable entries in this field are "Y" and "N". Enter a "Y" if the order states the amount of child support is an amount different from the amount calculated by the support guidelines. With a valid entry of "Y" you must also make entries in the BY and REASON fields. Enter an "N" to indicate that there was no deviation taken.

With a valid entry to all three fields, ICAR display a narrative (CASE190) for you to enter the reason for the deviation. With a change to the deviation information, ICAR issues a narrative (CASE243) documenting the new deviation reasons.
- ◆ **BY:** The allowable entry is a one-digit code. This field records the source of the request for the deviation from the guidelines. ICAR requires an entry in this field when there is a "Y" in the DEV (Y/N) field. See [Entering Obligation Information into ICAR](#) for a list of the codes for this field.

- ◆ **REASON:** The allowable entry in this field is a one- or two-digit code. This field records the reason for the deviation from the guidelines. ICAR requires an entry in this field when there is a "Y" in the DEV (Y/N) field. See Entering Obligation Information for a list of codes for this field.

Function keys for the OBLIGADJ screen are:

Key	Use
PF2=ADD	Press PF2 twice to add a new obligation adjustment to the case. ICAR issues a narrative (CASE377) to document the addition.
PF3=MODIFY	Press PF3 twice to update any information you changed on an existing obligation adjustment that has yet to become effective. ICAR issues a narrative (CASE378) to document the changes.
PF4=DELETE	Press PF4 twice to delete any existing future obligation adjustment that has not become effective. ICAR issues a narrative (CASE379) to document the removal of the adjustment.
PF5=INQUIRY	Press PF5 to display the obligation adjustment for the case.

At a minimum, complete the following fields for each adjustment:

- ◆ NEW OBLIG AMOUNT
- ◆ EFFECTIVE DATE
- ◆ CSRU MOD (Y/N)
- ◆ DEVIATION (Y/N)
- ◆ BY
- ◆ REASON

The obligation adjustment becomes effective with the first payment due after the child meets the duration limits set in the support order. For example, based on our earlier case scenario:

Enter an adjustment so the support changes automatically to the new amount when Michael reaches age 18 in 2016. Since Michael's 18th falls on the date of the obligation, the obligation change becomes effective the date the payment is due.

Your OBLIGADJ Screen looks like this:

```
STEPPED INCREASE:
NEW OBLIG AMOUNT...: 100.00
EFFECTIVE DATE....: 05 10 2016

CORRECTION FLAG...: N          CORRECTION START DATE:
LAST COURT ACTION.: D01       CORRECTION RUN DATE:
LAST COURT DATE...: 12 22 2004
CSRU MOD. (Y/N)...: N
DEVIATION (Y/N)...: N      BY:      REASON:
```

Press PF2 twice to add the screen. To add additional adjustments, simply type over the information already contained in the NEW OBLIG AMOUNT and EFFECTIVE DATE field on the OBLIGADJ screen and press PF2 twice. Based on our scenario:

```

Enter a second adjustment so the support changes automatically to the new amount
when Jessie reaches age 18 in 2019. The date the change becomes effective is the
next payment due. Since Jessie turns 18 on the 15th after the support is due for the
month, the support changes to the new amount the next month. Your OBLIGADJ
screen looks like this:

STEPPED INCREASE:
NEW OBLIG AMOUNT..: 50.00
EFFECTIVE DATE....: 04 10 2019

CORRECTION FLAG...: N      CORRECTION START DATE:
LAST COURT ACTION.: D01    CORRECTION RUN DATE:
LAST COURT DATE...: 12 22 2004
CSRU MOD. (Y/N)...: N
DEVIATION (Y/N)...: N      BY:      REASON:
  
```

To verify that the obligation and the adjustment are correct, check the Step Change Display (STEPINQ) screen. This screen shows the original obligation and all of its adjustments.

```

D479HS03          IOWA COLLECTION AND REPORTING SYSTEM          DATE: 10/02/19
                  STEP CHANGE DISPLAY                          TIME: 09:59:36
CASE NUMBER.....:

C.O.              OBL C.O      ORIGINAL ORIGINAL   STEPCHG  STEPCHG  CSRU COLA
NUMBER           TYP TYP  FREQ  AMOUNT  EFF.DATE  AMOUNT  EFF.DATE  MOD ADJ SEL
EQCV000000      CS  UP  M    150.00  01/10/2005  100.00  05/10/16  N
                  50.00  04/10/19  N
  
```

Correcting an Obligation Adjustment

If you entered incorrect information in an obligation adjustment or if you determine that you need to change the effective date of an obligation adjustment, correct the information using the following process:

1. Go to STEPINQ by typing "STEPINQ" in the NEXT SCREEN field and pressing ENTER.
2. Select the incorrect obligation by placing an "X" in the SEL field behind the incorrect information. Press ENTER. ICAR displays the Step Change Update screen.
3. Type in the correct information.
4. Press PF3 twice to modify the information.
5. Press CLEAR. ICAR displays the STEPINQ screen.
6. Review the information again to make sure everything is correct

Repeat to correct each error.

You entered the obligation adjustment to become effective with Michael's 18th birthday on May 10, 2016. However, you now know that the obligation continues until he reaches the age of 19 (May 10, 2017).

Go to STEPINQ and select the obligation of \$100 with a start date of 5/10/16. When the Step Change Update screen appears, change the EFFECTIVE DATE to 05/10/2017 and modify (PF3) the screen.

When the obligation adjustment becomes effective, ICAR automatically:

- ◆ Creates the coupons at the new obligation amount.
- ◆ Displays the adjustments on the OBLIGHST screen.
- ◆ Builds a DISTHST screen for the previous obligation information.
- ◆ Issues a calendar flag (DIST8) to tell you to confirm the amount distributed to each child.

NOTE: The batch program that implements obligation adjustments runs each weeknight. As a result, when an obligation adjustment takes effect over a weekend or holiday, ICAR does not issue the calendar flag (DIST8) until the evening of the next workday.

Here is an example of the OBLIGHST screen when an adjustment is displayed:

D479HC14	IOWA COLLECTION AND REPORTING SYSTEM						DATE:		
	OBLIGATION HISTORY						TIME:		
CASE NUMBER.....:									
OBL.	C.O.			EFFECTIVE	END	C.O.	COURT	COLA	
TYPE	TYPE	FREQ	AMOUNT	DATE	DATE	NUMBER	ACTION	H	S ADJ SEL
CS	UP	M	50.00	04/10/19	10/28/21	EQCV000000	C01		
CS	UP	M	100.00	05/10/16	04/09/19	EQCV000000	C01	Y	
CS	UP	M	150.00	01/10/05	05/09/16	EQCV000000	C01	Y	

The "Y" in the H field indicates that the obligation for \$150 was the original obligation (since it is the oldest) and there were two obligation adjustments, which display directly above.

NOTE: The OBLIGDST screen controls the split per child for the last obligation or the \$50 per month amount. The DISTHST screen controls the split per child for obligations with a "Y" in the H field.

Checking the OBLIGDST and DISTHST Screens

When the obligation for one on the children ends or an obligation amount changes, you should check the OBLIGDST and DISTST screens to make sure the information on them is correct. Check this information because ICAR automatically splits all obligations between all of the children on the case regardless if the child is due support under that obligation.

If a child has reached the duration limits set with the court order, you do not want any of the current support distributed to that child. If the information is incorrect, you need to make adjustments to correct the case. If the screens do not display information, you need to add information to correct the case.

The OBLIGDST screen reflects the distribution of the current or most recent obligation. To access that screen, proceed as follows:

1. Go to the OBLIGHST screen, select the current obligation by entering "O" in the SEL field, and press ENTER. ICAR displays the OBLIG screen for the current obligation.
2. Press F12 on the OBLIG or type OBLIGDST in the NEXT SCREEN field and press ENTER.
3. ICAR displays the OBLIGDST screen. See Example of Completed OBLIGDST and DISTHST screen.

4. Review the information.
5. If money displays for the child who has reached the duration limits of the order, correct the information. The cursor is in the HI ORDERED (Y/N/U) field. If you need to change this information, enter the correct code and press TAB.

If the information in the HI ORDERED (Y/N/U) field is correct, press TAB to go to the CHANGE DIST TO field. Enter the correct amount for each child.
6. Press F2 twice.
7. Check the date in the DISTCOLA field. This date should be the same as the date in the EFFECTIVE DATE field on the OBLIG screen.
8. Once the amounts are correct, press CLEAR. ICAR displays the OBLIG screen.

Based on the previous example, Michael has met the duration limits of the order, so the new obligation amount \$100 is in effect. The \$100 needs split evenly between Jessie and Missy. When you access the OBLIGDST screen, ICAR shows \$33.33 for Michael and Jessie and \$33.34 for Missy. You need to correct this information.

To accomplish this, enter 0.00 in the CHANGE DIST TO field for Michael, enter 50.00 in the CHANGE DIST TO field for both Jessie and Missy. Press F2 twice to modify the obligation distribution information.

When reviewing the DISTCOLA date if that date does not match the date in the EFFECTIVE DATE field on the OBLIG screen there are two ways to fix this entry.

- ◆ Make sure the date in the in the DISTRIBUTION END field on the DISTHST screen is the day before the date in the EFFECTIVE DATE field on the OBLIG screen. If not adjust the date in the DISTRIBUTION END field on the DISTHST screen to the correct date.
- ◆ If this date is correct, go to the Obligation Correction (OBLCOR) screen, re-key the entry in the EFFECTIVE DATE field and modify the screen. This re-sets the entry in the DISTCOLA date field.

Once you have reviewed and updated the OBLIGDST information, also check the DISTHST screen to make sure the information is correct. This screen shows any previous split of the obligation between the children.

To access the DISHST screen proceed as follows:

1. From the OBLIG screen press the F13 key (shift plus F1) or type DISTHST into the NEXT SCREEN field and press ENTER.
2. ICAR displays the DISTHST screen.

3. Any obligation amount on the OBLIGHST screen with a "Y" in the H field must display on the DISTHST screen. For each obligation adjustment, ICAR adds a new line of information for each child. There cannot be date gaps or overlaps between multiple lines for the children. The last date listed in the DISTRIBUTION END field on the DISTHST screen should be the day before the date in the DISTCOLA field on the OBLIGDST screen.
4. If information exists and needs updates, make the appropriate changes and enter "C" in the ACTION (A, C, D) field. Press F3 twice to modify the information.
5. If no information displays on the screen, make the appropriate entries in the DISTRIBUTION START, DISTRIBUTION END, and DIST AMT fields and enter "A" in the ACTION (A, C, D) field. Press F2 twice to add the information.
6. If you need to remove the information from a line, enter "D" in the ACTION (A, C, D) field. Press F4 twice to delete the information.
7. Once the correction information displays, press CLEAR. ICAR displays the OBLIG screen.

If you need assistance with working on the OBLIGDST and DISTHST screens, see the sub-system training materials in the LMS. There is a flow chart and checklist to help you work through finding and correcting errors for these screens.

Examples of Completed OBLIGDST and DISTHST Screens

Once ICAR has processed a correction on the case and the CORRECTION FLAG is "N", review the case to see if it displays correctly.

The following pages contain examples of how the OBLIGDST and DISTHST screens should look when the case obligation and the adjustments become effective for the earlier case scenario.

The OBLIGDST screen for the original obligation without steps being effective:

D479HC09	IOWA COLLECTION AND REPORTING SYSTEM		DATE:
	OBLIGATION		TIME:
CASE NUMBER: 0000000	CURRENT C/O: EQCV000000		DISTCOLA: 01 10 05
	HI ORDERED COURT ORDER	OBLIGATION	CHANGE
CHILDS NAME	(Y/N/U)	NUMBER	AMOUNT
MICHAEL SMITH	N	EQCV000000	50.00
JESSIE SMITH	N	EQCV000000	50.00
MISSY SMITH	N	EQCV000000	50.00

The DISTHST screen for the original obligation without steps being effective:

D479HC09	IOWA COLLECTION AND REPORTING SYSTEM		DATE:
	OBLIGATION		TIME:
			PAGE NBR:
CASE NUMBER.....: 0000000	OBLIG START: 01/10/2005	CORRECTION FLAG: N	
	OBLIG END...: 10/28/2021	START DATE:	
C.O.NBR: EQCV000000	OBLIG AMT...:	RUN DATE:	
CHILD FIRST	DISTRIBUTION	DIST.	
NAME	START	END	AMT. ACTION (A,C,D)
MICHAEL			
JESSIE			
MISSY			

When Michael meets the duration limits set within the order, the obligation changes to cover only Jessie and Missy. The OBLIGDST screen displays as follows after your corrections.

The OBLIGDST screen for the original obligation with the first step being effective:

D479HC09	IOWA COLLECTION AND REPORTING SYSTEM		DATE:
	OBLIGATION		TIME:
CASE NUMBER: 0000000	CURRENT C/O: EQCV000000		DISTCOLA: 06 10 16
	HI ORDERED COURT ORDER	OBLIGATION	CHANGE
CHILDS NAME	(Y/N/U)	NUMBER	AMOUNT
MICHAEL SMITH	N	EQCV000000	00.00
JESSIE SMITH	N	EQCV000000	50.00
MISSY SMITH	N	EQCV000000	50.00

The DISTHST screen for the original obligation with the first step being effective:

D479HC09	IOWA COLLECTION AND REPORTING SYSTEM		DATE:
	OBLIGATION		TIME:
			PAGE NBR:
CASE NUMBER.....:	0000000	OBLIG START: 01/10/2005	CORRECTION FLAG: N
		OBLIG END...: 10/28/2021	START DATE:
C.O.NBR: EQCV000000		OBLIG AMT...:	RUN DATE:
	CHILD FIRST	DISTRIBUTION	DIST.
	NAME	START END	AMT. ACTION (A,C,D)
	MICHAEL	01 10 2005 06 09 2016	50.00
	JESSIE	01 10 2005 06 09 2016	50.00
	MISSY	01 10 2005 06 09 2016	50.00

When Jessie meets the duration limits set within the order, the obligation changes to cover only Missy.

The OBLIGDST screen for the original obligation with the second step being effective:

D479HC09	IOWA COLLECTION AND REPORTING SYSTEM		DATE:
	OBLIGATION		TIME:
CASE NUMBER: 0000000	CURRENT C/O: EQCV000000		DISTCOLA: 04 10 19
	HI ORDERED COURT ORDER	OBLIGATION	CHANGE
CHILDS NAME	(Y/N/U) NUMBER	AMOUNT	DIST. TO:
MICHAEL SMITH	N EQCV000000	00.00	
JESSIE SMITH	N EQCV000000	00.00	
MISSY SMITH	N EQCV000000	50.00	

The DISTHST screen for the original obligation with the second step being effective:

D479HC09	IOWA COLLECTION AND REPORTING SYSTEM		DATE:
	OBLIGATION		TIME:
			PAGE NBR:
CASE NUMBER.....:	0000000	OBLIG START: 01/10/2005	CORRECTION FLAG: N
		OBLIG END...: 10/28/2021	START DATE:
C.O.NBR: EQCV000000		OBLIG AMT...:	RUN DATE:
	CHILD FIRST	DISTRIBUTION	DIST.
	NAME	START END	AMT. ACTION (A,C,D)
	MICHAEL	06 10 2016 04 09 2019	00.00
		01 10 2005 06 09 2016	50.00
	JESSIE	06 10 2016 04 09 2019	50.00
		01 10 2005 06 09 2016	50.00
	MISSY	06 10 2016 04 09 2019	50.00
		01 10 2005 06 09 2016	50.00

Entering Cost-of-Living Adjustments (COLA)

If a court order requires an obligation adjustment due to a cost of living adjustment (COLA), enter that information on the case at the time of case set-up. A COLA adjustment is based on the cost-of-living index or it may increase the support periodically regardless of the cost-of-living index, usually specified by a certain percentage.

NOTE: Orders from the state of Minnesota do not list a percentage for a COLA. The orders list only a dollar amount. Enter these on the OBLIGADJ screen.

To access the COLA screen, access the OBLIG screen for the obligation effected by the COLA. Press F11. ICAR displays the following screen:

```

                                IOWA COLLECTION AND REPORTING SYSTEM
                                COLA ADJUSTMENT
                                DATE:
                                TIME:

CASE NUMBER.....:
COURT ORDER NUMBER...:
OBLIGATION TYPE.....:

COLA ADJUSTMENT (Y/N/S).....: N
ADJUSTMENT ONLY ON INCREASE (Y/N).....:
MINIMUM INCREASE TO BEGIN ADJUSTMENT....:
EFFECTIVE DATE OF ADJUSTMENT.....: 00 00 0000
END DATE OF ADJUSTMENT.....: 00 00 0000
BEGIN WITH CPI MONTH/YEAR.....:
CALCULATE ON PERCENTAGE OF COLA (Y/N)...: N
PERCENTAGE.....:
                                CORRECTION FLAG: N
                                CORRECTION START DATE:
                                CORRECTION RUN DATE: 01/25/2019

F2=ADD, F3=MODIFY, F4=DELETE,
F7=PAGE BACK, F8=PAGE FORWARD, F9=REFRESH, CLEAR=OBLIG
                                NOTES:
```

Fields, descriptions, and values on the COLA screen are:

- ◆ **CASE NUMBER:** This display-only screen contains the case number of up to seven-digits. This is the case you were on when you pressed F11 on the OBLIG to display this screen.
- ◆ **COURT ORDER NUMBER:** This display-only field contains a ten-digit number. This is the court order associated with the OBLIG you were on when you pressed F11 to access this screen.
- ◆ **OBLIGATION TYPE:** This display-only contains a two-character code. This is the obligation type for the OBLIG you were on when you pressed F11 to access this screen.

- ◆ **COLA ADJUSTMENT (Y/N/S):** The allowable entries in this field are "Y", "N", and "S".
 - Y Enter a "Y" to indicate the court ordered a COLA for this case.
 - N Enter an "N" if there is not a COLA ordered on this case.
 - S Enter an "S" to suspend any COLA that already exists on the obligation.
- ◆ **ADJUSTMENT ONLY ON INCREASE (Y/N):** The allowable entries in this field are "Y" and "N". Enter a "Y" if the order states the obligation increases when the COLA increases. Enter an "N" if the obligation does not change if the COLA decreases the obligation amount.
- ◆ **MINIMUM INCREASE TO BEGIN ADJUSTMENT:** The allowable entry for this field is a two-digit figure. If the order states that the COLA must increase by a certain percentage before a COLA adjustment is made, enter the percentage set in the order in this field.

The court order states that the COLA is effective only if the cost of living adjusts by 2% or more per year. Enter 02 in this field.

- ◆ **EFFECTIVE DATE OF ADJUSTMENT:** The allowable entry in this field is the date in mm/dd/ccyy format. If the order states when the COLA adjustment begins, enter the date specific in the order. If there is no date listed, check with your office attorney to determine the date to enter in this field.
- ◆ **END DATE OF ADJUSTMENT:** The allowable entry in this field is the date in mm/dd/ccyy format. If the order states when the COLA adjustment ends, enter that date in this field. If there is no date listed in the order, enter an end date of one year before the 18th birthday of the youngest child covered by that obligation.
- ◆ **BEGIN WITH CPI MONTH/YEAR:** The allowable entry in this field is a date in mm/ccyy format. This entry tells ICAR what Consumer Price Index (CPI) chart to use to adjust the obligation for the COLA. The order includes the start date. If it does not, check with your office attorney to determine the date to enter in this field.
- ◆ **CALCULATE ON PERCENTAGE OF COLA (Y/N):** The allowable entry for this field is "Y" or "N". If the obligation amount increases or decreases only by a certain percentage of the total COLA amount, enter a "Y" in this field. If the obligation increases or decreases by the total COLA adjustment, enter an "N" in this field.
- ◆ **PERCENTAGE:** The allowable entry for this field is the percentage amount ICAR adjusts the obligation when it is time to implement the COLA. ICAR requires an entry in this field if you enter a "Y" in the CALCULATE ON PERCENTAGE OF COLA (Y/N) field.

If the order states the obligation increases or decreases by a certain percentage of the CPI, enter the percentage in this field. You must enter a decimal to allow ICAR to calculate properly using the information in this field.

The order states the COLA adjustment if 75% of the April 2018 CPI. Enter .75 in this field.

- ◆ **CORRECTION FLAG:** This display-only field shows "Y", "N", or "E". This entry indicates the status of the case processing through the correction program as follows:

Y Indicates that the case is set to process through the correction program.

N Indicates that the case successfully processed through the correction program.

E Indicates the case did not process through the correction program due to an error in case information.

Blank Indicates the case has never processed through the correction program.

NOTE: The case will not run through the correction program if there is not a court order or valid obligation on the case.

- ◆ **CORRECTION START DATE:** The allowable entry for this field is a date in mm/dd/ccyy format. ICAR automatically enters the earliest start date that the case should process through for correcting case information based upon your entries.

You only want coupons newer than June 1, 2019, to process through the correction sub-system. Enter a date of 06/01/2019 in this field.

Be careful processing only part of a case through the correction sub-system. This can also cause balance problems because ICAR cannot adjust older coupons and payments, if needed.

- ◆ **CORRECTION RUN DATE:** The display-only field contains a date in mm/dd/ccyy format. This is the last date that the case processed through the correction sub-system.

Function keys on the COLA screen are:

Key	Use
F2=ADD	Press F2 twice to add new cost of living adjustment information to the case listed on the screen.
F3=MODIFY	Press F3 twice to update any information you change on this screen. ICAR limits the information that you may change on this screen.
F4=DELETE	Press F4 twice to delete the cost-of-living adjustment information from the obligation.
F7=PAGE BACK	Press F7 to move backward through the cost-of-living adjustment information if there are multiple costs of living adjustments for the obligation.
F8=BACK FORWARD	Press F8 to move forward through the cost of living adjustment information if there are multiple costs of living adjustments for the obligation.
F9=REFRESH	Press F9 to blank out any cost of living adjustment information temporarily when you need to add a new adjustment to the obligation.
CLEAR=OBLIG	Press CLEAR to return to the OBLIG screen.

View Consumer Price Index Screen

Use this screen to determine the amount of the COLA change for each month within a specified year. ICAR displays the monthly change amounts for up to five years at a time. To access this screen type VCPI in any next screen field and press ENTER.

D479HC31	IOWA COLLECTION AND REPORTING SYSTEM	DATE: 03/09/21
	VIEW CONSUMER PRICE INDEX	TIME: 15:45:18
START DATE:		
YEAR:	YEAR:	YEAR:
JAN:	JAN:	JAN:
FEB:	FEB:	FEB:
MAR:	MAR:	MAR:
APR:	APR:	APR:
MAY:	MAY:	MAY:
JUN:	JUN:	JUN:
JUL:	JUL:	JUL:
AUG:	AUG:	AUG:
SEP:	SEP:	SEP:
OCT:	OCT:	OCT:
NOV:	NOV:	NOV:
DEC:	DEC:	DEC:
PF5=INQUIRE, PF7=PAGE BACK, PF8=PAGE FORWARD		
NEXT SCREEN: NOTES:		
ENTER A STARTING YEAR AND PRESS PF5		

Fields, descriptions, and values on the View Consumer Price Index Screen are:

- ◆ **START DATE:** The allowable entry for this field year in ccyy format. ICAR automatically displays the percentage of cost-of-living for each month. This change is based on the cost of goods today compared to May 1967.
- ◆ **YEAR:** This display-only field contains a date in ccyy format. The year in the left hand column is the year entered in the START DATE field. The next four years are the years following the initial year.
- ◆ **MONTHS:** This display-only field displays each month of the year. ICAR displays the percentage of consumer price index (CPI) change for each month.

Function keys on the VCPI screen are:

- | | |
|-----------------|---|
| F5=INQUIRE | Use the F5 key to display the CPI percentages for each month with a specific calendar year. |
| F7=PAGE BACK | Use the F7 key to move back ward through additional years of CPI information. |
| F8=PAGE FORWARD | Use the F8 key to move forward through additional years of CPI information. |

RE and MR Coupons

ICAR displays multiple reimbursement (RE) and medical reimbursement (MR) coupons on the same obligation on the RE/MR Coupon Acct Update (REMRCOUP) screen. You can split RE and MR coupons between account types using the REMRCOUP screen.

ICAR limits access to the REMRCOUP screen. If you have access to BALADJCS and BALADJFC, you have access to the REMRCOUP screen and can add, modify, and delete information on the screen.

Use the REMRCOUP screen to add, modify, or delete existing RE or MR coupons. Specifically, you use the screen to:

- ◆ Add interest reimbursement coupons to cases.
- ◆ Adjust account balances.
- ◆ Unassign support due to UPPA.

The PF10 and PF11 at the bottom of the screen allow you to see all of the RE or MR obligations associated with the case. If there are no RE or MR obligations on the case, ICAR displays an informational message: "NO RE OR MR COUPONS EXIST FOR THIS CASE."

RE/MR Coupon Acct Update (REMRCOUP) Screen

You can split, add, modify, or delete RE or MR coupons using the REMRCOUP screen. To access this screen, type REMRCOUP in the NEXT SCREEN field on any screen in ICAR and press ENTER. ICAR displays the following screen:

D479HR59	IOWA COLLECTION AND REPORTING SYSTEM	DATE: 05/19/17		
	RE/MR COUPON ACCT UPDATE	TIME: 15:20:08		
		PAGE: 001		
CASE NUMBER:	OBLIG TYPE:	RE TYPE:		
COURT ORDER:	END DATE:	AMOUNT BILLED:		
START DATE:				
SEL	COUPON	DATE	AMOUNT	AMOUNT
	ASSIGNMENT	DUE	BILLED	PAID

PF3=MOD, PF4=DEL, PF5=INQ, PF7=BACK, PF8=FORWARD, PF9=REFRESH, PF10&11=SCROLL OBLIGS				
NEXT SCREEN: NOTES:				
ENTER CASE NUMBER AND PRESS PF5				

Fields, descriptions, and values on the REMRCOUP screen are:

- ◆ **CASE NUMBER:** Enter a valid ICAR case number (up to seven digits), and press PF5. ICAR displays the most recently entered RE or MR coupon for the case number.
- ◆ **COURT ORDER:** ICAR displays any combination of ten alpha and numeric characters as shown on the COURTORC screen.
- ◆ **OBLIG TYPE:** ICAR displays the obligation type shown in the OBLIG TYPE field on the OBLIG screen. See the OBLIG TYPE field on the VCOUPON screen for a list of the valid codes for this field.
- ◆ **RE TYPE:** ICAR displays An "R," "A," "I," or "L" to indicate if the obligation is for reimbursement of support, intergovernmental arrears, interest, or for late payment fees due for the case, based on information entered on the OBLIG screen
 - "R" indicates the obligation shown is for reimbursement of support.
 - "A" indicates the obligation shown is for intergovernmental arrears.
 - "I" indicates the reimbursement is for the collection of interest due.
 - "L" indicates the reimbursement is for late payment fees due.
- ◆ **START DATE:** ICAR displays the date the obligation starts in the MM/DD/CCYY format, based on the start date shown on the OBLIG screen.
- ◆ **END DATE:** ICAR displays the date the obligation ends in the MM/DD/CCYY format, based on the end date shown on the OBLIG screen.

On all RE obligations, ICAR calculates the end date by dividing the total amount due by the periodic payment amount and determining the number of payments it will take to pay off the total amount due.

You enter an RE-R for \$5,000 with a periodic payment amount of \$50 per month starting June 1, 2016. ICAR determines it will take 100 payments to pay the \$5,000. ICAR then determines that 100 months from June 1, 2016, is September 2023, so ICAR automatically enters that date in the END DATE field on the OBLIG screen.

- ◆ **AMOUNT BILLED:** ICAR displays the total billed amount on the reimbursement obligation. ICAR calculates the amount by adding up the individual coupons listed in the lower half of the screen to display this amount for the obligation.

- ◆ **SEL:** Enter any character to select the line you want to modify, add, or delete.
- ◆ **COUPON ASSIGNMENT:** The allowable entries in this field are the account type and the coupon assignment. Enter only the account type portion of this field. ICAR enters the coupon assignment. See [Account Type](#).
- ◆ **DATE DUE:** If you split an existing coupon into multiple coupons through the BALADJ or REMRCOUP screens, ICAR automatically displays this date as the due date of the original RE or MR coupon. Further, ICAR edits the DATE DUE field against the ORDER DATE field on the COURTORC screen to prevent the entry of a date before the court order date.

If you are adding an interest coupon or late payment fee reimbursement coupon to the case, you must enter a month and year for the new coupon. The completed date entry must be in MM DD CCYY format. You can enter a due date equal to or greater than the original obligation's court order filed date. If you enter a due date that is earlier than the original obligation's start date, ICAR changes the obligation start date to match the earliest reimbursement coupon on the obligation.

- ◆ **AMOUNT BILLED:** Enter the amount of each individual coupon. If you split the coupon, enter the amount assigned to each account type from the total obligation amount in this field.
- ◆ **AMOUNT PAID:** ICAR displays the amount paid on each individual coupon listed on the screen.

Function keys on the REMRCOUP screen are:

Key	Use
PF3=MOD	Press PF3 to update existing RE or MR coupons for the case. Select the RE or MR coupon to update or select a blank line to add a new coupon. Update or enter the appropriate information and press PF3 twice to update the information.
PF4=DEL	Press PF4 to delete unpaid RE or MR coupons for the case. Select the unpaid RE or MR coupon using the SEL field and press PF4 twice to delete that coupon from the case.
PF5=INQ	Press PF5 to display RE or MR coupons for the case. Enter the appropriate case number in the CASE NUMBER field and press PF5. ICAR displays the RE or MR coupons for the case. If multiple RE or MR obligations exist on the case, you may need to scroll through the coupons to find the exact obligation needed.

Key	Use
PF7=BACK	Press PF7 to page backward through the coupons if an RE or MR obligation has more than 11 coupons associated with the obligation.
PF8=FORWARD	Press PF8 to page forward through the coupons if an RE or MR obligation has more than 11 coupons associated with the obligation.
PF9=REFRESH	Press PF9 to temporarily block out any coupons for an RE or MR obligation. ICAR displays a blank screen for you to enter the appropriate information and modify the screen to add additional coupons to the obligation.
PF10&11= SCROLL OBLIGS	Press PF10 or PF11 to display the additional RE or MR obligations on the case.

Splitting Coupons on RE and MR Obligations

You can split coupons on RE and MR obligations between account types. The ability to split coupons facilitates accurate case accounting. You can split RE and MR coupons on more than one screen.

Use the REMRCOUP, BALADJCS, or BALADJFC screens to split existing RE and MR coupons. Enter the account types and amounts on the coupon being split and press PF3. ICAR creates a due date for the new coupon that is the same as the due date on the original coupon.

NOTE: Although you can split existing RE and MR coupons on the REMRCOUP, BALADJCS, or BALADJFC screens, ICAR allows you to create new RE and MR coupons only on the REMRCOUP screen.

The Obligation (OBLIG) and Obligation Correction (OBLCOR) Screens

When you split an RE or MR coupon into **two different account types** on the BALADJ screens or on the REMRCOUP screen, ICAR removes the account type in the REIMBURSEMENT ACCT TYPE field on the OBLIG and OBLCOR screens. This happens because ICAR can only display one reimbursement account type on the OBLIG and OBLCOR screens.

Since more than one account type is associated with the obligation, ICAR displays nothing in the REIMBURSEMENT ACCT TYPE field. By processing the information in this manner, ICAR alerts you that there are multiple account types associated with the coupons for the RE or MR obligation displayed on the OBLIG or OBLCOR screen.

When the REIMBURSEMENT ACCT TYPE field is blank, access the REMRCOUP or VCOUPON screen to view the account types associated with the obligation.

There is one RE obligation for \$500 on the case. The reimbursement account type on the obligation is 11. The payor makes no payments on the obligation. You split the existing account type 11 coupon: \$250 to account type 11 and \$250 to account type 12.

Since multiple account types are associated with the RE coupon, the REIMBURSEMENT ACCT TYPE field on the OBLIG and OBLCOR screens is blank.

When you split an RE or MR coupon on the BALADJ screen or the REMRCOUP screen, ICAR prevents you from updating the AMT DUE field on the OBLIG or OBLCOR screens. This happens even if the account types are the same on the split coupon.

Splitting Coupons on the REMRCOUP Screen

The following steps explain the process for splitting a coupon on the REMRCOUP screen:

1. Access the REMRCOUP screen.
2. Select the coupon you want to split by entering any character in the SEL field.
3. Change the coupon amount in the AMOUNT BILLED field. In this step, you are changing the existing coupon information.
4. Enter any character in the SEL field on the next blank line on the screen.
5. Enter the account type in the COUPON ASSIGNMENT field and the coupon amount in the AMOUNT BILLED field. In this step, you are adding the split coupon information.
6. Press PF3 twice to modify the existing coupon and add the new coupon.
7. ICAR issues a narrative (CASE384) requiring you to add text indicating the reason for splitting the coupon.

You need to split an 11 RE coupon for \$300 dated 2/10/2016 in the following manner: \$200 to account type 11 and \$100 to account type 12.

On the REMRCOUP screen, select the 11 RE coupon for \$300 by entering any character in the SEL field for the coupon. Change the entry in the BILLED field to \$200.

Tab down to the next blank line and select the line by entering any character in the SEL field. Enter 12 in the COUPON ASSIGNMENT field and \$100 in the AMOUNT BILLED field, and press PF3 twice to modify the screen. ICAR splits the coupon between two different account types.

The following screen print shows an example of how to split an RE or MR coupon on the REMRCOUP screen:

```
D479HR59                IOWA COLLECTION AND REPORTING SYSTEM                DATE: 05/19/17
                        RE/MR COUPON ACCT UPDATE                TIME: 15:20:08
                                                                PAGE: 001

CASE NUMBER:
COURT ORDER:
START DATE:
OBLIG TYPE:
END DATE:
RE TYPE:
AMOUNT BILLED:

      COUPON          DATE          AMOUNT          AMOUNT
SEL  ASSIGNMENT      DUE           BILLED          PAID
-----
X    11 AS           03 05 2016     200.00
X    12 AN           06 05 2016     100.00

PF3=MOD, PF4=DEL, PF5=INQ, PF7=BACK, PF8=FORWARD, PF9=REFRESH, PF10&11=SCROLL OBLIGS
NEXT SCREEN:          NOTES:
ENTER CASE NUMBER AND PRESS PF5
```

Adding, Modifying, and Deleting RE and MR Coupons

ICAR displays multiple RE and MR coupons on the same obligation on the REMRCOUP screen. When you add a coupon on the REMRCOUP screen, ICAR creates the new coupon using the obligation start date as the coupon due date. When you modify a coupon, ICAR changes the coupon information while keeping the coupon due date. ICAR changes the AMOUNT DUE field to reflect the total amount of modified or additionally billed coupons.

If the court orders are the same, add or modify RE or MR obligations on the REMRCOUP screen, if the court order and due date (10th, 15th, 26th etc. of the month) of the new RE or MR obligation are the same as the existing RE or MR obligation.

If the court order or due dates are not the same, use the OBLIG screen to add the obligation so that you know another obligation exists.

Adding RE and MR Coupons

Use the following steps to add a coupon on the REMRCOUP screen:

1. Access the REMRCOUP screen.
2. Tab down to a blank line under the last coupon displayed on the screen. If the screen is full, press PF9 to refresh the screen to display a blank page. Select the line by entering any character in the SEL field.
3. Enter the account type in the COUPON ASSIGNMENT field and the coupon amount in the AMOUNT BILLED field.
4. Press PF3 twice to modify the REMRCOUP screen by adding the new coupon.
5. ICAR issues a narrative (CASE384) requiring you to add text indicating the reason for adding the coupon.

The following screen print shows an example of how to add an RE or MR coupon:

D479HR59	IOWA COLLECTION AND REPORTING SYSTEM	DATE: 05/19/17		
	RE/MR COUPON ACCT UPDATE	TIME: 15:20:08		
		PAGE: 001		
CASE NUMBER:	OBLIG TYPE:	RE TYPE:		
COURT ORDER:	END DATE:	AMOUNT BILLED:		
START DATE:				
SEL	COUPON ASSIGNMENT	DATE DUE	AMOUNT BILLED	AMOUNT PAID
	11 AS	03 05 2016	200.00	
X	12 AN	06 05 2016	100.00	
PF3=MOD, PF4=DEL, PF5=INQ, PF7=BACK, PF8=FORWARD, PF9=REFRESH, PF10&11=SCROLL OBLIGS				
NEXT SCREEN: NOTES:				
ENTER CASE NUMBER AND PRESS PF5				

Modifying RE and MR Coupons

The following steps explain the process for modifying a coupon on the REMRCOUP screen:

1. Access the REMRCOUP screen.
2. Select the coupon you want to modify by entering any character in the SEL field.
3. Change either the account type in the COUPON ASSIGNMENT field or the coupon amount in the AMOUNT BILLED field.

4. Press PF3 twice to modify the coupon.
5. ICAR issues a narrative (CASE 384) requiring you to add text indicating the reason for modifying the coupon.

The following screen print shows an example of a modified RE or MR coupon:

D479HR59		IOWA COLLECTION AND REPORTING SYSTEM		DATE: 05/19/17
		RE/MR COUPON ACCT UPDATE		TIME: 15:20:08
				PAGE: 001
CASE NUMBER:		OBLIG TYPE:		RE TYPE:
COURT ORDER:		END DATE:		AMOUNT BILLED:
START DATE:				
SEL	COUPON ASSIGNMENT	DATE DUE	AMOUNT BILLED	AMOUNT PAID

X	11 AS	03 05 2016	200.00	
PF3=MOD, PF4=DEL, PF5=INQ, PF7=BACK, PF8=FORWARD, PF9=REFRESH, PF10&11=SCROLL OBLIGS				
NEXT SCREEN: NOTES:				
ENTER CASE NUMBER AND PRESS PF5				

Deleting RE and MR Coupons

To delete a coupon on the REMRCOUP screen:

1. Access the REMRCOUP screen.
2. Select the coupon you want to delete by entering any character in the SEL field.
3. Press PF4 twice to delete the coupon.
4. ICAR issues a narrative (CASE 385) requiring you to add text indicating the reason for deleting the coupon.

The following screen print shows an example of how to delete an RE or MR coupon:

D479HR59		IOWA COLLECTION AND REPORTING SYSTEM		DATE: 05/19/17
		RE/MR COUPON ACCT UPDATE		TIME: 15:20:08
				PAGE: 001
CASE NUMBER:		OBLIG TYPE:		RE TYPE:
COURT ORDER:		END DATE:		AMOUNT BILLED:
START DATE:				
SEL	COUPON ASSIGNMENT	DATE DUE	AMOUNT BILLED	AMOUNT PAID

	11 AS	03 05 2016	1,158.00	
X	11 AS	06 05 2016	100.00	
PF3=MOD, PF4=DEL, PF5=INQ, PF7=BACK, PF8=FORWARD, PF9=REFRESH, PF10&11=SCROLL OBLIGS				
NEXT SCREEN: NOTES:				
ENTER CASE NUMBER AND PRESS PF5				

If you delete a coupon with an amount in the AMOUNT PAID field, ICAR sets the correction flag and runs the case through the correction program. ICAR flags the case for the correction program because the payment applied to the deleted coupon must apply to another coupon in ICAR.

You cannot delete the last coupon on an RE or MR obligation if ICAR has applied money to the coupon. You can determine this by looking at the AMOUNT PAID field on the coupon on the REMRCOUP screen. Without a coupon, ICAR cannot account for, display, and give proper credit to the payor for the payment. To remove an RE or MR obligation you must "ZZ" the obligation on the OBLCOR screen.

Interest and Late Payment Fees

The Unit enforces the collection of interest and late payment fees on other states' orders upon request. The Unit does not calculate interest. Interest and fees are collected on intergovernmental cases only when the amount of interest or fees is presented as a sum-certain amount, such as:

- ◆ A separate calculated entry on a certified payment record or other official document, or
- ◆ An amount reduced to a judgment in an intergovernmental agencies court order.

To enforce interest, set up a reimbursement (RE-I) obligation for the case on the OBLIG screen. Before setting up the obligation, obtain from the other state a document that clearly lists the amount of interest accrued to date (a certified payment record, the other state's court order, or another official document).

When another state requests enforcement of late payment fees, enter a reimbursement (RE-L) obligation for the case on the OBLIG screen.

See [Entering Obligation Information into ICAR](#) for instructions on setting up an obligation on the OBLIG screen. After you set up the interest (RE-I) or late payment fee reimbursement (RE-L) obligation, maintain the obligation using the REMRCOUP and OBLIG screens. Refer to [RE and MR Coupons](#) and the [RE/MR Coupon Acct Update \(REMRCOUP\) Screen](#).

NOTE: When the payee contacts us directly to request enforcement of interest on an intergovernmental order and the other agency is not involved, there must be a specific reference to interest in the order itself or a separate calculated entry on an official payment record to proceed with collection. If there is not, inform the payee that we do not calculate interest, so we need a judgment or certification of the amount of interest due and the date of accrual from the intergovernmental agency with the underlying order before we can proceed.

Monthly Interest Update Program

Once a month, a program runs in ICAR that identifies cases that need to have the amount of interest due updated. ICAR determines which cases need to have interest due updated using the following criteria:

- ◆ The case is active.
- ◆ The case is not redirected.
- ◆ The case has an obligation type of "RE."
- ◆ The case has an "I" in the RE TYPE field on the OBLIG screen.

A case must meet all of the criteria listed above. If the case meets the criteria, ICAR:

- ◆ Reads the obligation's EFFECTIVE DATE on the OBLIG screen and the START DATE field on the REMRCOUP screen, and
- ◆ Compares these dates with the current date.

If the current date is more than one year past the obligation effective date and coupon start date, ICAR generates a calendar flag (DIST9) alerting you to request an update of the interest amount from the other state.

Satisfaction of Child Support

There are several ways child support can be satisfied other than by payments. This section of the manual covers these methods, including:

- ◆ [Automated satisfaction of support](#)
- ◆ [Satisfaction due to receipt of SSD dependents benefits](#)
- ◆ [Satisfaction of judgments](#)
- ◆ [Court-ordered satisfactions](#)
- ◆ [Satisfactions and private collection agencies](#)
- ◆ [Satisfaction allowed by statute](#)

While, in most circumstances, a payee or payor wishing to satisfy support must contact a private attorney for assistance, there are two situations where the Unit may assist with the satisfaction of support:

- ◆ When the family reconciles or
- ◆ When all of the children covered by the support order now live with the payor.

Automated Satisfaction of Support

Legal reference: Iowa Code Section 252B.3

By operation of Iowa law, the Unit automatically satisfies any ongoing support on an Iowa child support order in the months when reconciled families receive the following types of assistance:

- ◆ FIP unemployed parent (FIP-UP)
- ◆ FIP incapacitated parent (FIP-INCAP)
- ◆ Supplemental Security Income (SSI)

The Unit files form [470-3407, Notification Regarding Support Debt](#), with the clerk of court when the order meets the criteria for satisfaction by operation of law. In addition to the clerk of court, the Unit sends the payor a copy of the form.

An ongoing child support debt qualifies for satisfaction when it meets all of these criteria:

- ◆ The support order was entered in Iowa.
- ◆ The parents on the child support order are reconciled and living together.

NOTE: The parents are considered "reconciled" when you or the IM worker verifies through the IABC system that the payee and payor are in the same household.

- ◆ The family receives assistance and the payor receives a portion of that assistance.
- ◆ All of the children named on the order receive assistance with the family (some may receive foster care benefits).
- ◆ All of the children named in the order live with both parents on the grant.
NOTE: If not all children named in the order live with the parents on the grant, at least one child must live with the parents and the remaining children must be in foster care.

The Unit satisfies the obligations by operation of law if the obligations come due and owing during the period in which the obligations meet all of the criteria. The Unit does not satisfy, by operation of law, any arrearage accruing before the obligation meets all criteria.

When the order no longer qualifies for satisfaction by operation of law, the Unit sends form [470-3401, Notification That Case No Longer Qualifies for Automatic Satisfaction of Child Support Debt](#) by regular mail to the payor and the clerk of court.

ICAR automatically determines which cases meet the automated satisfaction criteria, issues the proper forms to the necessary parties, and enters the satisfaction on the case.

Case Selection

ICAR identifies when the payor is part of an eligible assistance grant or on SSI:

- ◆ **FIP-UP or FIP-INCAP:** ICAR identifies all cases linked to the payee on IABC. Next, ICAR compares the social security numbers of the adults on each IABC case to the payor and payee social security numbers on the ICAR case.

If the adults on the FIP-UP or FIP-INCAP case match the payor and payee on the ICAR case, ICAR considers them reconciled. ICAR also considers the payor to be receiving a portion of the FIP grant.

Once ICAR determines the payor's status within the family, ICAR determines whether all of the children on the ICAR case have a current account type of 10, 11, or 13. If the children have one of these account types and the case meets the preceding criteria, ICAR qualifies the case for satisfaction.

- ◆ **SSI:** ICAR determines if family members not on FIP-UP or FIP-INCAP receive SSI. Next, ICAR determines if the PAYOR RESIDES WITH PAYEE field on the PAYOR screen has a "Y" entry. If this field has a "Y" entry, this indicates that the payor and payee are reconciled.

Once ICAR determines the payor's status within the family, ICAR determines whether all of the children on the ICAR case have a current account type of 10, 11, 13, or receive SSI. If the children have one of these account types and the case meets the preceding criteria, ICAR qualifies the case for satisfaction.

If a family member receives SSI, ICAR displays a "Y" in the following fields:

- The FEDERAL BENEFITS field on the LOCATE screen for a payor.
- The FEDERAL BENEFITS field on the PAYEE2 screen for a payee.
- The FED BEN field on the CHILD screen for the children.

ICAR shows the type of benefits on the Federal Benefits (FEDBEN) screen. See 10-H, [Determining Child Support Obligations](#).

Cases Satisfied by ICAR

After ICAR identifies cases eligible for satisfaction, it determines if it should satisfy the ongoing support for the month. ICAR enters a "Y" in the SATISFY OBLIGATION FOR MONTH field on all of the CS, MS, or CA obligations on the OBLIG screens if the case and obligation meets all of the following conditions:

- ◆ The payor and payee are reconciled and living together.
- ◆ All of the children are account types 10, 11, 13, or receive SSI. If the children receive SSI, there is a "Y" in the FED BEN field on the CHILD screen and a "Y" in the SSID field on the FEDBEN screen.
- ◆ The payor receives a part of the family's assistance grant or receives SSI.
- ◆ The obligation is from an Iowa court order, e.g., there is a 19 XXX in the C.O. COUNTY FIPS field on the COURTOR screen.

NOTE: When the payor pays support and subsequently one child enters foster care, the Foster Care Recovery Unit (FCRU) establishes a new order against the payee for the child in foster care. If the parents reconcile and both receive part of the FIP grant, ICAR identifies all of the cases involving the children in foster care on both the payor's and payee's cases and enters a "Y" in the SATISFY OBLIGATION FOR MONTH field on the OBLIG screen for the CS, MS, and CA obligations on the cases.

ICAR issues a narrative (DIST5) and calendar flag (DIST1) stating the payor and payee reside together with the children and the case qualifies for satisfaction. ICAR checks the case monthly to determine if satisfaction is still appropriate on the case.

On the third weekend of each month, ICAR enters a SAT credit on the PAYHIST screen on cases meeting the satisfaction criteria. The amount of the credit is the sum of the CS, MS, and CA coupons on the case for the month. ICAR does not satisfy RE and MR obligations. ICAR uses the current date as the PAYMENT WITHHELD date.

On cases meeting automatic satisfaction criteria, ICAR issues a calendar flag (DIST1) notifying you to determine whether there is an active IWO on the case. If there is an IWO on the case, amend the IWO to arrears only. See 11-F, [Income Withholding](#) for information on amending the IWO.

NOTE: If the payor provides health insurance coverage, make no changes to the medical screens.

ICAR generates form 470-3407, *Notification Regarding Support Debt*, only in the initial month that the case qualifies for satisfaction. This form states that the obligations are satisfied by operation of law until further notice. The form generates to the printer in the office where the case is located.

Sign and date the forms. E-file one copy of the form with the clerk of court. Keep an imaged copy in the Paperless Office Document System (PODS). Mail one copy to the payor within two working days. ICAR issues a narrative (DIST6), recording that the notice of satisfaction was sent to the clerk of court.

Case A has a \$4,000 arrearage assigned to the state that accrued from May 2010 through November 2017. The payee and payor reconciled on December 1, 2017, and receive FIP-UP.

ICAR satisfies the December 2017 support. ICAR does **not** satisfy support that accrued between May 2010 and November 2017. ICAR satisfies the month's current support on this case until the case no longer qualifies for satisfaction.

Cases Not Satisfied by ICAR

ICAR does not automatically satisfy obligations in these situations:

- ◆ When all of the criteria for satisfaction exists except the court order is not an Iowa order. If the FIPS code listed in the C.O. COUNTY FIPS field on the COURTRD screen is not 19 XXX, ICAR does not automatically satisfy the obligation by operation of law. Instead, ICAR issues a calendar flag (DIST2) indicating the payor and payee reside together with all their children and the family receives assistance.

In this situation, discuss the case with your local office's attorney to determine if the order can be satisfied. Satisfaction by operation of law does not apply to foreign orders certified in Iowa for income withholding, nor does it apply to foreign orders registered for enforcement in Iowa after July 1, 1997. Therefore, the Unit cannot satisfy these orders.

- ◆ When all of the criteria for satisfaction exists except that the Iowa court order is type ON (no order; paternity is not an issue), OP (no order; paternity is an issue), or VP (voluntary placement). These orders are ineligible for satisfaction because there is no obligation to satisfy. ICAR stops and does not issue satisfactions, calendar flags, or narratives.
- ◆ When all of the criteria for satisfaction exists except that not all of the children receive assistance, as determined by comparing the children on the ICAR case to the children on the IABC or Family and Child Services System (FACS) case.

ICAR issues a calendar flag (DIST3) indicating the payor and payee reside together with all the children and some members of the family do not receive assistance. ICAR does not satisfy the obligation. Send a suspension packet to the payor and payee. See 10-S, [Suspension and Satisfaction of Support](#).

- ◆ When all of the criteria for satisfaction exists except that some of the children do not live with the parents and are not in foster care. ICAR determines this by comparing the children on the ICAR case to the children on the FACS case.

ICAR issues a calendar flag (DIST4) indicating the payor and payee reside together with some of the children but not all of the children are in the home or in foster care. ICAR does not satisfy the obligation.

There are three children on the case and one child is account type 12. There are no administrative remedies for satisfying support in this situation.

Manual Satisfaction of Obligations

When you become aware and confirm that an order qualifies for satisfaction by operation of law, but ICAR has not automatically satisfied the obligation, generate form 470-3407, *Notification Regarding Support Debt*, for each eligible order on the case. Access the form through the Form View Information (FORMVIEW) screen on ICAR.

Sign and date the forms. Distribute the forms as follows:

- ◆ E-file one to the clerk of court for the county of the order.
- ◆ Mail one to the payor.
- ◆ Image one in the case file in PODS.

After you e-file the *Notification Regarding Support Debt* to the clerk of court, take the following steps to record the satisfaction on ICAR:

1. Access the CONVERT screen.
2. Enter a "SAT" entry on the screen equal to the amount of all CS, MS and CA coupons for the month.
3. Enter "11" in the ACCOUNT TYPE field.
4. Enter the date as follows:
 - ◆ If you are entering a satisfaction for the current month, enter the current date in the PAYMENT DATE field.

It is December 11, 2017, and you are entering a satisfaction for the month of December 2017. Enter the date 12 11 17 on the CONVERT screen.

- ◆ If you are entering a satisfaction for a previous month, enter the last business day of that month in the PAYMENT DATE field.

It is October 15, 2017, and you are entering a satisfaction for the month of September 2017. Enter the date 09 30 17 on the CONVERT screen

See [Allocation and Distribution of Support](#). NOTE: Do not adjust or suspend the obligations that qualify for satisfaction by operation of law unless you have an order that adjusts or suspends the underlying order.

If you become aware that IM recouped assistance provided to the payor for a month satisfied by this process, remove the SAT from ICAR. See [Corrections to Cases That Did Not Qualify for Satisfaction](#).

Satisfying Obligations Accrued Before July 1, 1997

Child support debts that accrued while a reconciled family received FIP-UP or FIP-INCAP before July 1, 1997, are not automatically satisfied. However, based on case law, you must satisfy the state's debt because the payor cannot be charged for support when they are a part of a FIP-UP or FIP-INCAP household.

If all the criteria for satisfying the obligations were met before July 1, 1997, satisfy the portion of the debt owed to Iowa that accrued during the period that the criteria were met.

Similarly, if all the criteria for satisfying the obligations were met for a period except that a portion of the child support debt is owed to the payee, satisfy the portion of the debt owed to Iowa. Inform the payee that he or she may want to consider satisfying his or her share of the debt that accrued during this time.

Cases That No Longer Meet Satisfaction Criteria

ICAR monitors cases flagged for automatic satisfaction each month and satisfies subsequent month's coupons as long as the case continues to meet all satisfaction criteria. When a case no longer meets all of the criteria, the following changes occur on the third weekend of each month:

- ◆ ICAR removes the "Y" from the SATISFY OBLIGATION FOR MONTH field on the OBLIG screen.
- ◆ ICAR generates form 470-3401, *Case No Longer Qualifies for Automatic Satisfaction of Child Support Debt*, to the printer in the office where the case is located. The form explains to the payor that the conditions for satisfying the child support order by operation of law no longer exist.
- ◆ Sign and date the forms. E-file a copy of the *Case No Longer Qualifies for Automatic Satisfaction of Child Support Debt* form to the clerk of court and mail a copy to the payor. Image a copy into the case file in PODS.
- ◆ ICAR issues a narrative (DIST7) indicating the case no longer meets the requirements for automatic satisfaction for the month. The narrative records that the Unit sent the *Case No Longer Qualifies for Automatic Satisfaction of Child Support Debt* form to the payor and the clerk of court.

Corrections to Cases That Did Not Qualify for Satisfaction

Families receiving FIP-UP or FIP-INCAP may have their benefits canceled for various reasons. If IM cancels either type of benefit, when ICAR searches for cases eligible for satisfaction, these cases do not qualify for satisfaction.

However, IM may reinstate a case retroactive to the time of the ICAR search, when the family would have qualified for satisfaction. When you become aware after the fact that the family qualified for satisfaction by operation of law for a month when the Unit did not satisfy the obligation, review the case and correct the payment record.

Alternatively, IM may discover after the fact that a family erroneously received FIP-UP or FIP-INCAP during a month when they were not eligible, and ICAR identified the case and satisfied the obligation for the month. When you become aware that the family did not qualify for satisfaction by operation of law for a month when the Unit satisfied the obligation, you must review the case and correct the payment record.

If obligations were satisfied for an unqualified case, determine which months did not qualify for satisfaction and enter a negative adjustment on the Negative Convert Adjustment Entries (NEGADJ) screen for each satisfaction entered in error on the case. See [Collection Services Center](#).

Satisfaction Due to Receipt of SSD Dependent's Benefits

Legal reference: Iowa Code Section 598.22C

A child may receive Social Security Disability (SSD) dependent benefits due to disability benefits awarded to the payor under the federal Social Security Act. When this happens, unless a court orders otherwise, the dependent's benefits fully satisfy and substitute for the support obligation.

When the support order addresses dependent benefits, the monthly amount satisfied and any monthly amount remaining must reflect on ICAR.

When the support order does not address the dependent benefits, the actions you take on a case depend on the SSD dependent benefit entitlement date. For information about the specific steps you take, including ICAR entries and notification of case parties, see [Suspension Due to SSD](#).

Satisfaction of Judgments

Legal reference: Iowa Code Section 598.22A

This section addresses satisfaction of judgments owed to the state of Iowa. The Unit does not have the authority to satisfy non-public assistance judgments without a written request and consent from the parties involved in the case. See [Court-Ordered Satisfactions](#) and 10-S, [Suspension and Satisfaction of Support](#) for information about satisfying non-public assistance balances.

Issue a satisfaction of judgment only when no balance remains due and the court order has terminated. File a satisfaction of judgment on any case type provided the case meets the satisfaction criteria. The Unit must file a statement of satisfaction of judgment with the clerk of court in every county where the satisfied judgment is a lien.

Timely filing of satisfaction of judgment documents is important because it releases any lien created by the judgment. You must file a satisfaction of judgment within 30 days of receiving a written request. When a case meets the satisfaction criteria, file a satisfaction of judgment even if the Unit did not receive a written request for satisfaction.

Issuing Satisfaction of Judgments

Issue satisfactions only when the money has properly distributed and no state balance remains due. Do not issue a satisfaction if the payee's location is unknown. Before filing a satisfaction of judgment, ensure that the balance

calculation on the court order is correct. Issue a satisfaction only if the case meets all of the following conditions:

- ◆ The payor has paid **all** sums owed the state of Iowa.
- ◆ Current support is terminated.
- ◆ You verified the balance calculation and correct distribution of payments.

NOTE: If there is more than one court order on the case, issue a satisfaction only when you verify that all court orders meet the satisfaction criteria.

Since the satisfaction of judgment is only for the support owed to the state, if the obligation meets all of the satisfaction criteria, do not ask the parties of the case for a written request before issuing the satisfaction.

Case activity may provide information you can use to identify cases in which satisfaction of judgments are appropriate. The activities are:

- ◆ A payment on the case rejects.
- ◆ The payor contacts the Unit.
- ◆ A parent returns an emancipation letter on the case.
- ◆ ICAR generates an MIW calendar flag to review the case for possible termination of the income withholding order.
- ◆ ICAR generates a calendar flag indicating that MIW payments may have been inappropriately withheld.
- ◆ ICAR generates a calendar flag related to NSOR case closure (no current support order and no arrearages).

NOTE: The Unit receives requests for assistance in clearing property for sale from abstract and title companies and private attorneys. Use caution when issuing a satisfaction, because a satisfaction of judgment filed in error may be impossible to retract. Often, it is appropriate to file a release of lien instead of a satisfaction.

After you determine a satisfaction is appropriate, e-file form 470-2162, *Satisfaction of Judgment Assigned to the Department of Human Services*, with the clerk of court in every county where the judgment is a lien and send a copy to the payor. Image a copy in the case file in PODS.

Partial Satisfaction of Judgments

You may issue a partial satisfaction if the payor has paid all sums owed to the state under the court order but current support is ongoing. Determine if the state's balance is paid in full by verifying the permanently assigned (AS) balance.

The case must meet the same conditions for partial satisfactions as for full satisfactions except that current support can be ongoing. Issue a partial satisfaction if the case meets all of the following conditions:

- ◆ The payor has paid **all** sums owed the state of Iowa.
- ◆ You verified the balance calculation and correct disbursement of payments.

Court-Ordered Satisfaction

Legal reference: Iowa Code Section 252B.20, 598.22A; 441 IAC 99, Division VI

The Unit suspends and satisfies obligations for families receiving IV-D services that meet the following criteria:

- ◆ The Unit already provides IV-D services on the case.
- ◆ The Unit has suspended the Iowa support order.
- ◆ The parties have not previously submitted a request for satisfaction of support.
- ◆ All necessary parties consent and sign request forms.

The Unit cannot satisfy balances that accrued under out-of-state support orders. However, if an out-of-state order was previously registered and modified in Iowa, in conformity with Full Faith and Credit for Child Support Order Act (FFCCSOA) and Uniform Interstate Family Support Act (UIFSA), the satisfaction process is available for that portion of the arrears that accrued after Iowa modified the order.

When the court grants a satisfaction of support, the AN (never assigned) balance is satisfied.

The payee wants to satisfy all support owed to her. The balances on the obligation are:

AN (never-assigned):	\$2,200
AS (permanently-assigned):	\$3,200

The total amount eligible for satisfaction is \$2,200, the total of the AN balance.

See 10-S, [Suspension and Satisfaction of Support](#) for more information.

Satisfactions and Private Collection Agencies

When the payee has contracted with a private collection agency, the payor or employer must still make payments to the SDU. Remember that a private collection agency is a non-governmental agency. Do not treat it as an IV-D agency. See 9-H, [Serving Qualified Customers](#) for more information on private collection agencies.

If the case is based upon an Iowa order and support has been paid directly to a private collection agency, do not automatically enter a satisfaction into ICAR. Enter the satisfaction on a case only after you receive a court-approved satisfaction for the support paid directly to the private collection agency.

The payee, payor, or private collection agency may seek to obtain the court ordered satisfaction for support paid to the private collection agency with notice of the action being provided to the Unit as stated in Iowa Code Section 598.22A.

NOTE: As of February 2016, the Unit no longer uses a PCA as a payment location. ICAR sends all family support payments to the family, regardless if the family has a contract with a PCA.

Satisfaction Allowed by Statute

Legal reference: 2009 Iowa Acts, House file 811 section 8, subsection 4

Iowa statute allows the Unit to satisfy support assigned to the state when:

- ◆ The support is older than October 1, 1997.
- ◆ The support is due during a period of assignment. The assignment is for TANF, AFDC, or foster care assistance.
- ◆ The support is unpaid.

On a regular basis, ICAR scans for cases that meet these criteria. When a case is found, ICAR issues a satisfaction up to the amount due during periods of assistance that are older than October 1, 1997.

NOTE: The total amount satisfied cannot create an unpaid past public assistance overage. See the UPPA process for more details.

When a case qualifies for this satisfaction, ICAR:

- ◆ Creates a SAT entry on PAYHIST for the calculated amount and applies the credit to the state balance due (10, 11, or 13).
 - The PAYMENT WITHHELD date is 10/1/97.
 - The PAYMENT RECEIVED date is the program run date.
 - The FND SRC is SAT.
- ◆ Issues forms:
 - 470-4804, *Notice of Satisfaction of Pre-October 1, 1997 Support Assigned to DHS* which is filed with the clerk of court. ICAR issues a narrative (DIST56) indicating the satisfaction was filed.
 - 470-4805, *Satisfaction of Support – Payee* which is mailed to the payee. ICAR issues a narrative (DIST57) when the form generates. If the form does not generate due to no address, ICAR issues a narrative (DIST58).

- 470-4806, *Satisfaction of Support – Payor* which is mailed to the payee. ICAR issues a narrative (DIST59) when the form generates. If the form does not generate due to no address, ICAR issues a narrative (DIST60).
- 470-4843, *Deficit Reduction Act of 2005 Satisfaction Reference* lists all the coupons and amounts for each coupon that are included in the satisfaction amount. Another section contains the names and the CASSIGN for all the children on the case.
- When the case is an intergovernmental case with an Iowa court order and with IA as the initiating state, ICAR sends a status (DIST1) to the responding agency to advise them to add a credit to the case. The status includes the dollar amount of the satisfaction.

Obligation Suspensions

The Unit may suspend collection of support when the court enters an order suspending support or in situations such as when an ongoing order contains language removing the requirement for the payor to provide support during the summer.

You may suspend child support (CS) obligations and medical support (MS) obligations through the Periods of Suspension (SUSPENSE) screen after accessing the OBLIGHST screen. To enter and maintain suspension information, use the SUSPENSE and the SUSPENSION UPDATE screens.

See 10-S, [Suspension and Satisfaction of Support](#) and 10-T, [Reinstatement of Support](#) for information on suspending and reinstating obligations when the court enters an order suspending support.

Suspending Obligations on ICAR

You should suspend obligations on ICAR when the court order contains a temporary suspension provision, usually due to summer visitation by the child with the payor.

A temporary suspension can also occur due to a child receiving Social Security Disability (SSD) benefits. If the order is from another state, you must follow the laws and policies within that state regarding the suspension of support due to the receipt of SSD benefits.

You also may suspend an order during periods when Iowa is not responsible for the enforcement of a case. This type of suspension allows Iowa to properly collect support due the state or collect for a portion of time when collection by Iowa is appropriate.

The support order begins May 10, 2014. The children begin receiving monthly FIP benefits payments in July 2015 and then terminate May 31, 2017. The family now resides in another state and receives TANF through that state, so current support must be paid through that state. You may suspend the obligation starting with the June 1, 2017, payment through the end of the order, if the state where the family currently lives has not requested enforcement by Iowa.

Suspension Due to SSD

Legal reference: Iowa Code Section 598.22C

When you confirm that a payee gets SSD benefits for the children because of disability (SSD) benefits awarded to the payor, you need to suspend either a portion of the obligation or the full obligation, depending upon the court order. Both child support and medical support obligations may be satisfied.

The actions you take on the case depend on the following two factors:

- ◆ Whether the underlying court order contains SSD language.
- ◆ The SSD dependent benefit entitlement date.

Regardless of the children's SSD benefit entitlement date, if the Iowa court order states that the obligation reduces on a dollar-for-dollar basis due to the receipt of SSD, enter a full or partial suspension, depending on the disability amount and the support obligation amount.

1. The court order acknowledges the receipt of \$200 in SSD benefits for the child. The support set by the child support guidelines at \$500 per month. The order states that the cash support payable by the payor is \$300 per month.

Enter the obligation as \$500 per month. Then enter a partial suspension of \$200 per month coding it as SSD. ICAR bills the case at \$300 per month as required by the support order. The end date of the suspension is the end date of the obligation.
2. The court order acknowledges the receipt of \$390 in SSD benefits for the child. The support set by the child support guidelines at \$376 per month. The order states that the cash support payable by the payor is \$0 per month.

Enter the obligation as \$376 per month. Then enter a full suspension of \$376 per month coding it as SSD. ICAR does not bill a coupon. The end date of the suspension is the end date of the obligation.

If the court order does not contain a reference to receipt of SSD dependent benefits and the children's entitlement date is:

- ◆ Before July 1, 2002 (effective date of 598.22C), suspend the entire obligation and begin a judicial modification of the order to account for the children's receipt of SSD dependent benefits.

- ◆ After July 1, 2002 (effective date of 598.22C), suspend the entire obligation on ICAR and notify the case parties of the actions by sending forms 470-5314, *Satisfaction of Support Due to Social Security Dependent Benefits – Payee*, and 470-5315, *Satisfaction of Support Due to Social Security Dependent Benefits – Payor*.

1. The court order **does not** acknowledge the receipt of SSD benefits for the children. The SSD benefit entitlement date for the children is April 1, 2002. The support is set at \$500 per month. Enter a full suspension for \$500 per month starting April 1, 2002, and ending the date the obligation ends.

Since the entitlement date is before the effective date of Iowa Code Section 598.22C, follow normal procedures to initiate a judicial modification of the order to account for the receipt of SSD.
2. The court order **does not** acknowledge the receipt of SSD benefits for the children. The SSD benefit entitlement date for the children is October 1, 2013. The support is set at \$276 per month. Enter a full suspension for \$276 per month starting October 1, 2013, and ending the date the obligation ends.

Since the entitlement date is after the effective date of Iowa Code Section 598.22C, do not initiate a judicial modification of the order. Instead, send forms 470-5314 and 470-5315 notifying the parents of the actions on the case.

Remember, unless otherwise ordered by the court, dependent benefits paid to the payee due to disability benefits awarded to the payor fully satisfy and substitute for the support obligations for the same period of time for which the benefits are awarded. When entering a full or partial suspension on ICAR because a payee received support for the same time-period the children were eligible and received SSD dependent benefits, the case may reflect an overpayment. If the dependent benefits stop and the full or partial suspension is ended on ICAR, depending on the overpayment, the case may or may not have an enforceable balance.

NOTE: You need to verify with the Social Security Administration the type of benefits the payor receives after the 65th birthday. Set a calendar flag for the 65th birthday of the payor. The SSD benefits may change and become Social Security Annuity (SSA) benefits or Social Security Retirement (SSR) benefits when the payor turns 65 years old.

If the court order **does not** contain a reference to receipt of SSD dependent benefits and the SSD dependent's benefits end (e.g., they become SSA benefits, SSR benefits, etc.), end the suspension with the last day of the month the children received SSD benefits and again bill for the entire amount of the court-ordered obligation.

Send form 470-5335, *Notice that Satisfaction of Support Ends Due to Social Security Dependent Benefits Ending*, to both the payee and the payor when the suspension is ended and support is reinstated.

If the court order **does** contain a reference to receipt of SSD dependent benefits and the SSD dependent benefits end, do not end the suspension on ICAR until directed to do so by a new or modified support order.

Do not send form 470-5335, *Notice that Satisfaction of Support Ends Due to Social Security Dependent Benefits Ending*, when the suspension ends. The language in the new or modified support order is the notice of the reinstatement of the support.

1. A \$200 per month support order began May 10, 2001. The order does not reference the SSD dependent benefits. The payor made support payments each month starting in May 2001. The children began receiving monthly SSD benefit payments of \$300 per month in October 2004. In addition, the payee received a lump-sum SSD payment of \$900 because the children's entitlement date was July 1, 2004.

After entering the full suspension for \$200 per month effective July 1, 2004, ICAR shows an overpayment of \$900. This is because the disability benefits satisfy and substitute for the support obligation, for the same period of time for which the benefits were awarded.

The payor turns 65 years old and effective March 31, 2014, no longer receives SSD benefits. Ending the suspension with an effective date of March 31, 2014, starts the billing effective April 1, 2014. However, because of the \$900 overpayment, CSRU will not start enforcing the support order until an enforceable balance again exists.

2. A \$500 per month support order began July 1, 2013. The court order **does** acknowledge the receipt of \$200 in SSD benefits for the child. The child support guidelines set support at \$500 per month. The order states that the cash support payable by the payor is \$300 per month. Enter the obligation as \$500 per month. A partial suspension of \$200 per month starting July 1, 2013, with an end date as the obligation end date.

The SSD benefits end effective March 1, 2015, due to some other reason than retirement (i.e., they do not become SSA benefits or SSR benefits, etc.). Do not end the \$200 per month SSD suspension on ICAR until directed to do so by a new or modified support order.

Suspension Process

Suspending a CS or MS obligation involves two screens, the Periods of Suspension screen and the SUSPENSION UPDATE screen. ICAR uses information from the OBLIG, OBLIGDST, and OBLIGHST screens to complete the suspension process.

Periods of Suspension (SUSPENSE) Screen

ICAR displays the suspense information for each child distributed on a child support or medical support obligation associated with the case on the SUSPENSE screen. You can suspend only CS and MS obligations. If both CS and MS obligations are ordered during the period of suspension, suspend both obligations.

If the suspension period affects a CA obligation, you need to end the CA obligation with the effective date of the suspension. If the suspension ends, start a new CA obligation with the effective date of the reinstated obligation. Be sure to enter an end date in the new CA obligation that matches the end date of the child support obligation.

To access this screen, type "S" in the SEL field on the OBLIGHST screen and press ENTER. ICAR displays the following screen:

D479HC11	IOWA COLLECTION AND REPORTING SYSTEM				DATE: 05/23/17			
	PERIODS OF SUSPENSION				TIME: 14:13:46			
					PAGE NBR: 1			
CASE NUMBER.....:				CORRECTION FLAG:				
OBLIGATION TYPE...:	OBLIG FREQ:			CORRECTION START DATE:				
				CORRECTION RUN DATE:				
CHILD FNAME	OBLIG.	OBLIGATION		SUSPEND DATE		SUSP.	SUSP.	
	DIST.	START	END	FROM	TO	AMT.	TYPE SEL	
COURT ORDER:								
F7= PAGE BACKWARD, F8= PAGE FORWARD, ENTER=SELECT, CLEAR=OBLIGHST								
NOTES:								

Fields, descriptions, and values on the SUSPENSE screen are:

- ◆ **CASE NUMBER:** ICAR displays the case number for the case you were on when you selected an obligation on the OBLIGHST screen with an "S" in the SEL field.
- ◆ **CORRECTION FLAG:** ICAR displays "Y," "N," or "E," to indicate the status of the case processing through the correction program. If the field is blank, the case has never processed through the correction program.
 - "Y" indicates that the case is set to process through the correction program.
 - "N" indicates if the case successfully processed through the correction program.
 - "E" indicates the case did not process through the correction program due to an error in case information.
- ◆ **OBLIGATION TYPE:** ICAR displays either CS (child support) or MS (medical support) based on the obligation you selected on the OBLIGHST screen.

- ◆ **OBLG FREQ:** ICAR displays the frequency when payments are due for this obligation. ICAR displays this information based on the obligation you selected on the OBLIGHST screen.
- ◆ **CORRECTION START DATE:** If ICAR is set to run through the correction program (there is a "Y" in the CORRECTION FLAG field), this field displays the specific date as entered in the CORRECTION START DATE field on the CHILD, or the OBLCOR screen. No date displays in this field if you are running the entire case through the correction program.
- ◆ **CORRECTION RUN DATE:** ICAR displays the date in the MM/DD/CCYY format when the case processed through the correction program. If the field is blank, the case has never processed through the correction program.
- ◆ **CHILD FNAME:** ICAR displays each child associated with the obligation up to 15 characters for each child's first name.
- ◆ **OBLIG. DIST.:** ICAR displays the amount of the obligation due for each child based on information entered on the OBLIGDST or DISTHST screen for the obligation you selected from the OBLIGHST screen.
- ◆ **OBLIGATION START:** ICAR displays the start date in the MM/DD/YY format and records when the payments start. This information matches the start date of the obligation you selected on the OBLIGHST screen.
- ◆ **OBLIGATION END:** ICAR displays the end date in the MM/DD/YY format and records when the payments stop. This information matches the end date of the obligation you selected on the OBLIGHST screen.
- ◆ **SUSPEND DATE FROM/TO:** ICAR displays the dates in the MM/DD/YY format, based on entries made on the SUSPENSION UPDATE screen. In the FROM portion of the field, ICAR displays the date when the suspension starts. In the TO portion of the field, ICAR displays the date when the suspension ends.
- ◆ **SUSP. AMT.:** ICAR displays the amount of the support suspended for this child in dollars and cents. ICAR displays this information based on entries made on the SUSPENSION UPDATE screen.
- ◆ **SUSP TYPE:** ICAR displays a three-character code to indicate the reason the support is suspended based on entries made on the SUSPENSION UPDATE screen.
- ◆ **SEL:** Enter an "S" to select the suspension information for the child you want to view on the SUSPENSION UPDATE screen.

- ◆ **COURT ORDER:** ICAR displays the court order number associated with the obligation you selected on the OBLIGHST screen. This information matches the information in the ICIS CO NUMBER FIELD on the COURTORD screen.

Function keys on the SUSPENSE screen are:

Key	Use
F7=PAGE BACKWARD	Press F7 to display all the children associated with the obligation selected for suspension information.
F8=PAGE FORWARD	Press F8 to display all the children associated with the obligation selected for suspension information.
ENTER=SELECT	Press ENTER=SELECT to display the suspension sub-screen for the child needing suspension information. Select the child by entering a character in the SEL field and pressing ENTER.
CLEAR=OBLIGHST	Use CLEAR to return to the OBLIGHST screen for the case.

SUSPENSION UPDATE Sub-Screen

Use the SUSPENSION UPDATE sub-screen to add, modify, or delete the actual suspension details. To access this screen, type any character in the SEL field on the SUSPENSE screen and press ENTER. ICAR displays the following screen:

D479HC17	IOWA COLLECTION AND REPORTING SYSTEM				DATE: 05/23/17	
	SUSPENSION UPDATE				TIME: 14:42:14	
CASE NUMBER.....:		C.O.:		CORR FLAG:		
OBLIGATION TYPE..:		OBLIG FREQ:		CORRECTION START DATE:		
OBLIG START DATE:		END DATE:		CORRECTION RUN DATE:		
CHILD	OBLIG.	SUSPEND	SUSPEND	SUSP.	SUSP	
FIRST NAME	DIST.	FROM	TO	AMT.	TYPE	
F2= ADD, F3= MODIFY, F4= DELETE, CLEAR=PERIODS OF SUSPENSION						
NOTES:						

Field descriptions and values on The SUSPENSION UPDATE screen are:

- ◆ **CASE NUMBER:** ICAR displays the case number for the case you were on when you selected an obligation on the OBLIGHST screen.
- ◆ **C.O.:** ICAR displays the court order number associated with the obligation you selected on the OBLIGHST screen. This information matches the information from the ICIS CO NUMBER FIELD on the COURTORC screen.
- ◆ **CORRECTION FLAG:** ICAR displays "Y," "N," or "E," to indicate the status of the case processing through the correction program. If the field is blank, the case has never processed through the correction program.
 - "Y" indicates that the case is set to process through the correction program.
 - "N" indicates the case successfully processed through the correction program.
 - "E" indicates the case did not process through the correction program due to an error in case information.
- ◆ **OBLIGATION TYPE:** ICAR displays CS or MS based upon the obligation you selected on the OBLIGHST screen.
- ◆ **OBLG FREQ:** ICAR displays the frequency when payments are due for this obligation. ICAR displays this information based on the obligation you selected on the OBLIGHST screen.

- ◆ **CORRECTION START DATE:** If ICAR is set to run through the correction program (there is a "Y" in the CORRECTION FLAG field), this field displays the specific date as entered in the CORRECTION START DATE field on the CHILD, or the OBLCOR screen. No date displays in this field if you are running the entire case through the correction program.
- ◆ **OBLIGATION START DATE:** ICAR displays the date in the MM/DD/YY format and records when the payments start. This information matches the start date of the obligation you selected on the OBLIGHST screen.
- ◆ **END DATE:** ICAR displays the date in the MM/DD/YY format and records when the payments end according to the court order. This information matches the end date of the obligation you selected on the OBLIGHST screen.
- ◆ **CORRECTION RUN DATE:** The allowable entry for this field is a date in the MM/DD/CCYY format. ICAR automatically entered the earliest start date that the case should process through for correcting case information based upon your entries.

You only want coupons newer than June 1, 2013, to process through the correction sub-system. Enter a date of 06 01 2013 in this field.

Be careful processing only part of a case through the correction sub-system. This can also cause balance problems because ICAR cannot adjust older coupons and payments, if needed.

- ◆ **CHILD FIRST NAME:** ICAR displays the name of each child associated with the obligation up to 15 characters for each child's first name. If multiple children are covered by the obligation, each child has a unique suspension update sub-screen.
- ◆ **OBLIG. DIST.:** ICAR lists the amount of the obligation due for each child based on information entered on the OBLIGDST screen for the obligation you selected from the OBLIGHST screen.
- ◆ **SUSPEND FROM:** Enter the date in the MM/DD/CCYY format that the suspension for the obligation and child starts.
- ◆ **SUSPEND TO:** Enter the date in the MM/DD/CCYY format that the suspension for the obligation and child ends.
- ◆ **SUSP. AMT.:** Enter the amount of the obligation you are suspending in the dollar and cent format. If the suspension amount contains cents, enter the amount as dollars and cents with a decimal point. If the amount is for whole dollars, enter just the dollars, and ICAR displays the decimal point for you.

◆ **SUSP TYPE:** Enter the code that describes the reason for the suspension:

- SSD Receipt of SSD benefits.
- VIS Visitation provisions in the court order.
- CTK Caretaker situation.
- SUS Reconciliation.
- CUS Change in custody of the children.
- SSI Receipt of SSI benefits. The payor is totally and permanently disabled, and the obligation has been modified to zero.
- OSE Other state enforcing.
- TMP Temporary modification.
- SAT Satisfaction of an MS obligation.
- SLM Status of limitations.
- DEC Deceased payee (temporary until the state balance is paid in full).
- CON Conversion entry.
- OTH Valid suspension reason but a code does not already exist.

Upon a valid entry of "SSD," "VIS," "CTK," "SUS," "CUS," "SSI," "TMP," "SAT," "SLM," "DEC," or "OSE," ICAR issues a narrative (SUB16) stating the reason for the suspension.

Upon a valid entry of "OTH," ICAR issues a worker-entered narrative (SUB17), to enter the reason you are adding a suspension on the case.

When you change the entry in the TYPE field to another valid entry, ICAR issues a narrative (SUB18) recording this change.

Function keys for the SUSPENSION UPDATE screen are:

Key	Use
F2=ADD	Press F2 to add new suspension information to the case for the child and the obligation displaying on the screen. Enter the appropriate information, and press F2 twice to add the information.
F3=MODIFY	Press F3 to change any existing suspension information for the child and the obligation displaying on the screen. Enter the new information into the appropriate fields, and press F3 twice to update the information.
F4=DELETE	Press F4 to delete any existing suspension information for the child and the obligation displaying on the screen. Press F4 twice to remove the information from the case. Upon deletion of suspension information, ICAR issues a calendar flag (DIST3) recording the action.
CLEAR=PERIODS OF SUSPENSION	Press CLEAR to return to the Periods of Suspension screen.

Use of the SUSPENSE Screen

On the SUSPENSE screen, ICAR displays, by child, periods where support is not billed. Use the SUSPENSE screen to select the appropriate child and periods to suspend the obligation. You can access the SUSPENSE screen when distribution exists for at least one child on the case on the OBLIGDST screen.

If there are no amounts entered in the OBLIGATION AMOUNT fields on the OBLIGDST screen, there are no children distributed to that obligation. The SUSPENSION screen does not display information if there are no children associated with the CS or MS obligation. If this situation occurs, distribute the child support as needed for the obligation. Use the SUSPENSION UPDATE screen to modify suspense information. Access the SUSPENSION UPDATE screen from the SUSPENSE screen.

You can select more than one line of information at a time. However, only one line of information displays on the SUSPENSION UPDATE screen at a time. As you add, change, or delete suspension information and press CLEAR, the next line of information appears on the screen.

When you make an entry in the SEL field on the SUSPENSE screen, ICAR displays the SUSPENSION UPDATE screen.

There are two children on a case, Child A and Child B. The child support (CS) obligation effective date is 06/15/2016 for \$100 per month. The obligation distributes evenly between the children on the case.

From 06/01/2017 through 12/31/2017, Child A needs special medical treatment and the payor is paying for the medical treatment. A temporary modification orders the obligation be reduced to reflect the payor's additional medical expense for Child A.

The payor pays \$25 per month for Child B's support and no child support for Child A. Instead, the payor pays for medical treatments for Child A. Adjust the OBLIGDST screen to reflect the partial suspension of the obligation.

Subsequently, Child A's medical treatment ends and the court orders the payor to pay \$200 per month effective 01/01/2018 and the obligation distributes evenly between the children on the case.

ICAR displays the following information for the SUSPENSE screen:

```

D479HC11          IOWA COLLECTION AND REPORTING SYSTEM    DATE: 05/23/17
                  PERIODS OF SUSPENSION                TIME: 14:13:46
                                                    PAGE NBR: 1
CASE NUMBER.....:                                CORRECTION FLAG:
OBLIGATION TYPE...:          OBLIG FREQ:  CORRECTION START DATE:
                                                    CORRECTION RUN DATE:
CHILD FNAME  OBLIG.  OBLIGATION      SUSPEND  DATE      SUSP.  SUSP.
              DIST.  START    END        FROM    TO        AMT.  TYPE SEL
COURT ORDER:
CHILD A      50.00  06/15/16 12/31/29  6/1/17   12/31/17  50.00  OTH
              100.00 01/01/30 11/28/31
CHILD B      50.00  06/15/16 12/31/29  6/1/17   12/31/17  50.00  OTH
              100.00 01/01/30 11/28/31

PF7=PAGE BACKWARD, PF8=PAGE FORWARD, ENTER=SELECT, CLEAR=OBLIGHST
NOTES:
    
```

ICAR organizes suspensions by the obligation amount and distribution frequency. In the preceding example, if a suspension of the obligation occurs from 06/01/16 to 01/01/18, you make two suspension entries on Child A's record.

You can select more than one line of information at a time on the SUSPENSE screen. However, ICAR only displays one line of information on the SUSPENSION UPDATE screen at a time. As you add, change, or delete suspension information on the screen and press CLEAR, ICAR displays the next line of information on the screen.

When you enter multiple lines of suspension information, enter all of the suspension information before processing the screen. When entering the suspension amount, ICAR processes the information based on the duration of the suspension rather than the total amount of suspended support. ICAR calculates the total amount of the suspension when ICAR modifies or deletes the coupons.

Do not enter an amount in the SUSP AMT field that is greater than the amount in the OBLIG DIST field. If you need to suspend an amount greater than the obligation distribution amount, first modify the distribution amount on the OBLIGDST or the Distribution History (DISTHST) screen.

ICAR automatically enters a date in the CORRECTION START DATE field when you add, change, or delete suspension information on the screen and places a "Y" in the CORRECTION FLAG field.

Child C's obligation suspension represents visitation with the payor during July 2016 and July 2017. Enter suspension information for both of the periods.

Enter an "S" in the SEL field on the SUSPENSION screen to select the line for Child C's information. Update the SUSPENSION UPDATE screen with Child C's suspensions. They display as follows:

```

D479HC17          IOWA COLLECTION AND REPORTING SYSTEM      DATE: 05/23/17
                  SUSPENSION UPDATE                      TIME: 14:42:14

CASE NUMBER.....:          C.O.                          CORR FLAG:
OBLIGATION TYPE.: CS       OBLIG FREQ: M                 CORRECTION START DATE:
OBLIG START DATE: 06/15/15  END DATE: 11/28/18          CORRECTION RUN DATE:

CHILD            OBLIG.   SUSPEND    SUSPEND    SUSP.    SUSP
FIRST NAME      DIST.     FROM      TO         AMT.     TYPE

CHILD C         50.00    07/01/16  07/31/16  50.00    OTH
                50.00    07/01/17  07/31/17  50.00    OTH

F2=ADD, F3=MODIFY, F4=DELETE, CLEAR=PERIODS OF SUSPENSION
NOTES:
    
```

The SUSPEND DATE FROM/TO and SUSP. AMT. fields on the SUSPENSION screen look like this after you add the suspension information:

```
D479HC11          IOWA COLLECTION AND REPORTING SYSTEM    DATE: 05/23/17
                  PERIODS OF SUSPENSION          TIME: 14:13:46
                                                    PAGE NBR: 1
CASE NUMBER.....:                               CORRECTION FLAG:
OBLIGATION TYPE...: CS      OBLIG FREQ: M      CORRECTION START DATE:
                                                    CORRECTION RUN DATE:
CHILD FNAME  OBLIG.  OBLIGATION      SUSPEND DATE      SUSP.  SUSP.
              DIST.  START    END        FROM        TO        AMT.  TYPE SEL
COURT ORDER:
CHILD C      50.00  06/15/15 06/30/18  07/01/16 07/31/16  50.00  OTH
              07/01/17 07/31/17  50.00  OTH
PF7=PAGE BACKWARD, PF8=PAGE FORWARD, ENTER=SELECT, CLEAR=OBLIGHST
NOTES:
```

Suspending an Obligation

Follow these steps to suspend an obligation:

1. Type an "S" in the SEL field on the OBLIGHST screen for the obligation that should have a suspension and press ENTER.
2. Select the child you want to suspend by entering any character in the SEL field and press ENTER. ICAR transfers you to the SUSPENSION UPDATE screen.

NOTE: You can select more than one line of data at a time. However, ICAR displays only one line of data at a time. As you add, change, or delete the suspension information and pressing CLEAR, ICAR displays the next line of data for processing.

3. Type the date the suspension starts in the SUSPEND FROM field on the SUSPENSION UPDATE screen. Enter the date in the MM/DD/CCYY format.
4. Type the date the suspension ends in the DATE TO field in the MM/DD/CCYY format.
5. Type the suspended obligation amount in the SUSP AMT field. If the suspension amount contains cents, enter the amount as dollars and cents with a decimal point. If the amount is for whole dollars, enter just the dollars. ICAR displays the decimal point for you.

6. Enter the suspension type by entering the three-character code that defines the reason for the suspension. See [SUSPENSION UPDATE Sub-Screen](#) for a list of the appropriate codes for this field.
7. Enter all of the suspension periods for the child for the selected obligation and press F2 twice to add the suspensions. Upon the addition of the suspension, ICAR issues a worker entered narrative (SUB1) recording this action. You need to enter the reason for the suspension.
8. If you modify an existing suspension, ICAR issues a worker-entered narrative (SUB 2) recording this action. You need to indicate why you changed the suspension information.

State Disbursement Unit

Legal reference: 42 USC 654; 45 CFR 302.32, 303.100(a)(5);
Iowa Code Sections 252B.13A, 252B.14, and 252B.15

Federal welfare reform law requires states to provide a centralized location or SDU to process all support payments withheld by income providers under income withholding notices. In Iowa, this centralized location is the CSC. The Unit may not provide enforcement services on these cases unless a case becomes an IV-D case.

Non-IV-D cases with income withholding payments processed by the SDU are Iowa Court Information System (ICIS) cases. When the clerk of court staff sets the WAGE WITHHOLDING flag on ICIS, the ICIS case transfers automatically to ICAR, but this does not routinely result in income withholding information displaying on the Income Withholding Orders (IWO) screen in ICAR.

For ICIS cases, information displays on the IWO screen only if there is a correlated ICAR or IV-D case. "Correlated" cases are ICIS cases that have the same payor as an existing ICAR case that has an active IWO attached to an employer. Cases are set up as correlated cases so that ICAR distributes payments correctly between the cases. See [Correlated Cases](#).

Characteristics of an ICIS Case

ICIS cases with income withholding payments processed by the SDU share many characteristics of IV-D cases. You can identify these cases on ICAR using the following information:

- ◆ The worker ID on the CASE screen is "CSCU." ICAR issues all ICIS calendar flags to this worker ID.
- ◆ The case account type on the CASE, CHILD, and PAYEE screens is "17."
- ◆ The REDIRECTION field on the CASE screen is "Y."
- ◆ ICIS ONLY fields:
 - The ICIS CASE field on the CASE, PAYEE, PAYOR, and PAYREC screens is "Y."
 - The STATUS field on the IWODIST screen contains an entry of "ICIS."
 - The ICIS PIN NUMBER displays on the PAYEE and PAYOR screens.
 - The ICIS C.O. NUMBER displays on the COURTORD screen.

- ◆ ICAR displays the payments on ICIS cases as voluntary payments. The only service an ICIS case receives from the Unit is the distribution of support payments.

Although ICIS cases have court orders requiring the payor to make payments, the court orders are not set up on ICAR. See [Voluntary Payments](#). ICAR posts ICIS payments as "voluntary" because the voluntary code (VOL) is the only ICAR fund source code that does not require a court order on ICAR. ICAR displays voluntary payments on the PAYREC screen of ICIS cases.

NOTE: ICAR does not display voluntary payments on the PAYREC screen of IV-D cases.

- ◆ The COURTORD screen displays "ON" in the TYPE field.
- ◆ The OBLIG screen displays "VO" in the OBLIGATION TYPE field. ICAR displays the date CSC received the first payment in the EFFECTIVE DATE field. ICAR displays the date CSC last received a payment in the END DATE field.

ICAR automatically updates the END DATE field with each new payment recorded on the case. ICAR updates the OBLIGATION AMOUNT field to the most recent payment amount.

The use of the EFFECTIVE DATE, END DATE, and OBLIGATION AMOUNT fields are unique to the VOL fund source. NOTE: These fields on ICIS cases do not necessarily represent the information specified in the ICIS case's court order.

- ◆ Only correlated ICIS cases display information on the IWO screen.

Roles and Responsibilities

While CSC is responsible for payment processing, the clerks of court retain certain responsibilities for these cases and various units within the Bureau of Collections provide additional non-enforcement services to ICIS customers. This section describes those responsibilities:

Clerks of Court

The clerk of court:

- ◆ Makes an entry on an ICIS screen indicating there is an income withholding order. This entry notifies ICIS to send the record to ICAR.
- ◆ Enters child support payments received at the clerk of court office into ICIS.
- ◆ Provides certified payment records of payments on ICIS cases.
- ◆ Provides copies of judicial IWOs on correlated cases to CSC for entry in ICAR. Entry of the IWO allows ICAR to distribute payments correctly among IV-D and ICIS cases.
- ◆ Makes a manual entry that causes the case to load on ICAR. See [Push Requests](#) for more information.
- ◆ Enters address information changes provided by payors and payees into ICIS. ICIS transmits these changes to ICAR.
- ◆ Is the official record keeper for court documents.
- ◆ Answers customer questions related to court records. The clerk of court accesses payment information on IV-D cases via a web page.
- ◆ Does not track or provide child support balance information on any cases in its files.

The Unit's Roles and Responsibilities

The Unit answers incoming inquiries, including customer visits, related to the SDU for both ICIS and IV-D cases.

- ◆ **Referrals received at the Unit.** The Unit collaborates with CSC to resolve problems on correlated cases.

In the event you cannot resolve a customer's concerns, make a referral to CSC for further research. If the customer requests a response, CSC is responsible for providing one.

Refer customer's questions about missing payments to CSC for resolution.

When you find an error on an ICIS case, provide information to CSC to assist in a timely resolution.

If you obtain information from an employer who received an IWO on an ICIS case, provide this information to CSC. Do not enter the IWO information on the ICIS case.

- ◆ **Forms and records.** The Unit does not maintain balance information for ICIS cases. The Unit provides the following forms and records upon request of the customer:

Form 470-0188, *Application for Non-Assistance Support Services*

Form 470-2602, *Authorization for Automatic Withdrawal*

Form 470-2612, *Authorization of Automatic Deposit*

Form 470-3501, *Release of Requested Information*

Payment record for SDU-processed payments

Brochures

See 9-A, [General Program Information](#) and form 470-3501, *Release of Requested Information*.

- ◆ **Services.** The Unit does not provide enforcement services for ICIS cases. The Unit provides the following services to ICIS customers:

Converting ICIS cases to regular IV-D cases upon application for services or referral from IM.

Disconnecting IWOs based on employer verification.

Receipting payments made by visiting customers.

Collection Services Center (CSC)

CSC is the SDU for the state of Iowa and is responsible for payment processing of ICIS, IV-D, and non-IV-D cases. CSC's responsibilities for ICIS cases include the following:

- ◆ Requesting and entering IWOs from the clerk of courts on correlated cases.
- ◆ Entering and updating IWO information on correlated cases.
- ◆ Entering address updates.
- ◆ Disconnecting IWOs based on information from the employer.
- ◆ Working CSCU calendar flags on ICIS cases.

- ◆ Researching and resolving distribution errors.
- ◆ Processing payments within two business days from the date of receipt.
- ◆ Contacting income providers about payment questions and errors.
- ◆ Handling referrals on payment questions.
- ◆ Setting up EFT withdrawals and direct deposits.
- ◆ Setting up tracking fees and costs on ICIS cases with errors.
- ◆ Processing lost, stolen, and duplicate warrants.
- ◆ Requesting a “push” from the clerk of court to add ICIS cases to ICAR. A “push” means we have received either money or an IWO for someone and we do not currently have a case set up. Contact the clerk of court to “push” or send electronically so we can start applying the money. Also see [Push Requests](#).

Employers Partnering in Child Support (EPICS)

EPICS also has a role in assisting with ICIS and IV-D cases by:

- ◆ Providing customer service to employers when employers call the Unit and corresponding with employers by mail or telephone.
- ◆ Assisting employers in the transition of sending withholding payments to the SDU on new IWOs.
- ◆ Answering employer questions about ICIS and IV-D cases.
- ◆ Providing employer information to CSC that is helpful in the payment transition or payment research on cases.
- ◆ Making referrals to CSC and the Unit as needed on cases. Referrals to CSC include:

Payment research.

Payment transfer.

Push requests. EPICS instructs the employer to fax a copy of the IWO to CSC and if the employer does not receive a response after a week the employer contacts EPICS to follow-up with CSC.

Requests to link an IWO to an employer for an ICIS case when there is a corresponding ICAR case so payments will split correctly through IWODIST.

EPICS does not send IWOs or connect IWOs to income providers on ICIS cases. If EPICS obtains information from an income provider who received an IWO on an ICIS case, the worker provides this information to CSC. EPICS does not enter the IWO information on the ICIS case.

Case Set-Up

A batch program automatically adds ICIS cases to ICAR. Clerk of court staff flag ICIS cases to indicate a case includes income withholding. A batch program runs daily to gather all the newly flagged ICIS cases and transmit the cases to ICAR. When ICAR adds a new ICIS case, ICAR issues a narrative (CASE372) that identifies the case as an ICIS case for SDU payment processing only.

On a weekly basis, ICAR identifies all newly added ICIS cases and prints conversion notices for the payor and payee on each ICIS case. The conversion form tells the payor and payee of the requirement to pay through the SDU. ICAR does not print a form for an individual if the ICIS system does not provide an address. ICAR generates two types of conversion notices for new ICIS cases:

- ◆ Form 470-3587, *Notice of Conversion to State Disbursement Unit (Obligee)*
- ◆ Form 470-3588, *Notice of Conversion to State Disbursement Unit (Obligor)*

ICAR generates narratives (CASE373 and CASE374) documenting the issuance of the forms. If ICAR cannot generate the form to either party, ICAR issues a narrative (CASE375) to indicate this lack of action.

ICAR issues a calendar flag (CASE179) when a possible correlated case is added to ICAR. The CSC worker reviews the case. If a case meets the criteria of a correlated case, the CSC worker contacts the appropriate clerk of court to obtain a copy of the IWO. The CSC worker then enters the IWO information on ICAR.

NOTE: ICAR issues all ICIS-specific calendar flags to the CSCU worker ID.

ICIS Case Files

Since ICIS cases are only added to ICAR for payment processing, most cases do not have an associated paper file at CSC. Case documentation such as court orders and IWOs remain with the clerk of court. However, this is different on correlated cases. To accurately distribute payments, CSC staff must enter the IWO information on these ICIS cases on ICAR. CSC keeps a copy of the IWO documents at CSC for reference if questions arise or problems occur.

Custody Changes

If the clerk of court enters a new individual onto an existing ICIS case or the parties on a case reverse roles on ICIS, ICIS transmits a new case to ICAR. This occurs only if the clerk of court re-flags the case as containing an IWO. Because of the change, ICAR closes the old associated ICIS case and issues a narrative (CASE389). ICAR then opens a new ICIS case. ICAR narrates this event on the old associated ICIS case. Name changes for spelling corrections and marriage do not generate a new case.

Payment Records

ICAR does not have a record of payments made through the clerk of court. The clerk of court keeps the official payment record on all ICIS cases. All ICIS payment records printed from ICAR include a special message reminding staff not to certify an ICIS payment record. The message ICAR prints at the end of the payment record is:

“THESE ARE THE PAYMENTS MADE THROUGH THE STATE DISBURSEMENT UNIT. YOU MUST CONTACT THE CLERK OF COURT FOR A CERTIFIED PAYMENT RECORD.” See [Payment Record Printing \(PAYPRINT\) Screen](#).

Duplicate ICIS Cases

You may find an ICIS case that duplicates an IV-D case or another ICIS case. The following scenarios cause duplicate cases:

- ◆ Court order numbers on ICIS cases are different, e.g., a prefix of WRWR on one and CDCD on another.
- ◆ The ICIS case is a duplicate of an existing IV-D case but ICAR does not identify it as a duplicate because the court order number does not match exactly.
- ◆ A former IV-D case that was redirected to the clerk of court and coded accordingly on ICAR duplicates an ICIS case.
- ◆ IM or Transfer of Benefit Information (TOBI) refers a new IV-D case when there is an existing ICIS case.

Resolving Errors

To correctly process payments, it is necessary to eliminate one of the duplicate cases. To eliminate one of the cases, you must first identify the reason for the duplication.

- ◆ If an IV-D and an ICIS case are duplicates, review the IV-D case. If the IV-D case has no current enforcement action and no payments have applied, close the IV-D case and leave the ICIS case active. If necessary, depending on the account type, convert the ICIS case to an IV-D case. See [Modifying an ICIS-Only Case](#).

- ◆ If the IV-D case has a current enforcement action, whether payments have applied or not, close the ICIS case and credit any payments applied on the ICIS case to the IV-D case using the "PRS" fund source code. Notify CSC to change the case number on the payment processing software to apply payments to the IV-D case. Also, notify the income provider of the IV-D case number.

To close the ICIS case, change the redirection flag to "N" and change the worker ID. Close the case using the EROR reason code. No notice to the payee is required since the payee still has an active ICAR case.

- ◆ If IM/TOBI refers a new IV-D case when an ICIS case exists with payments, close the IV-D case and change the ICIS case to an IV-D case. See [Modifying an ICIS-Only Case](#). Correct the link on ICSC/IABC. If the ICIS case has no payments, close the ICIS case. See [Closing an ICIS Case](#).

- ◆ If an IV-D case was redirected to the clerk of court and ICAR receives it as a new ICIS case, ask CSC to close the redirected case and keep the ICIS case.

If payments have applied to the redirected case, ask CSC to change the case number on the payment processing software to apply future payments to the ICIS case. Ask the clerk of court to credit payments received on the redirected case to the ICIS case.

- ◆ Regardless of the reason for the duplicate case, narrate on both cases that there is a duplicate case and indicate which case number to use. Also, indicate the steps taken for correction.
- ◆ Enter the following in the comments line on NARRCASE of the duplicate case, "DUPLICATE CASE. PROCESS ON CASE # ____."

Push Requests

Occasionally, you may find that an ICIS case is not yet part of the ICAR database. If the ICIS case contains an IWO, the case must be added to the SDU caseload. Often CSC staff find missing ICIS cases when trying to apply a payment to an ICIS case for the first time.

If you believe ICAR is missing an ICIS case, report the problem to CSC. CSC requests a "push" from the clerk of court responsible for the case. A "push" is a manual system entry made by a clerk of court staff member that causes an ICIS case to load to ICAR. Because of the timing of the batch programs involved, the loading process takes up to 48 hours to complete.

Before sending a "push" request to CSC, do the following:

1. Thoroughly check ICAR using the Name Search (NAMESRCH) screen. Social security numbers are not reliable for these searches, since some ICIS cases do not contain this information in the correct fields.

Be sure to use a variety of spellings and name variations when searching for names. Use the SOUNDS LIKE function to find variations such as Jr., Sr., titles, and names with extra spaces. For example, an ICIS case may include "SmithJr" as the payor's last name.

2. Gather as much information as you can about the case. If possible, get the names of the payee, payor, income provider, and the court order number. Also, make note of all the other IV-D and ICIS case numbers with the same payor.
3. Send an e-mail message to the CSC contact. Include the information you gathered and state you are requesting a "push" on an ICIS case.
4. A CSC staff member contacts the appropriate clerk of court to request a "push." Do not contact the clerk of court directly to make your request.

Correlated Cases

A "correlated" case is a special type of ICIS case. A correlated case must have the same payor as an IV-D case, and the related IV-D case must have an active IWO attached to an income provider.

Correlated cases present special challenges to CSC. Federal IV-D regulations require the SDU to apply IWO payments proportionally across IV-D cases for the same payor. ICAR performs this division based on the information shown on the IWODIST screen.

In order to ensure correct distribution on IV-D cases, CSC must identify correlated ICIS cases and include them in the payment allocation. The case can be included only if the employer received the IWO for that case. To allow ICAR to allocate payments, CSC staff must fill out the IWO screen on correlated cases and connect them to the appropriate income provider.

Unless the Unit knows the employer received the IWO on the ICIS case, the income withholding payment must not apply to the ICIS case. IWO documents usually arrive sooner on the IV-D case due to our significant level of automation and access to ICER information.

When setting up new IV-D cases, you also need to review ICAR to determine if the payor has any ICIS cases. If the payor has an existing ICIS case, send an email to the SDU contact at CSC to tell them of this new correlated case situation. CSC staff then follows established procedures to update the correlated ICIS case.

Correlated Case Setup

To allow the IWODIST process to work correctly, CSC must fill out the correlated case's IWO screen and connect the IWO to the income provider. CSC receives notification of possible correlated cases through a calendar flag (CASE179). ICAR issues all calendar flags for ICIS cases to the CSCU worker ID.

CSC staff reviews the case to ensure the information displays correctly in all the fields on the CASE, PAYOR, PAYEE, and COURTORD screens. Because clerk of courts do not always enter information uniformly on ICIS, CSC may have to reformat the address, telephone number, and social security number information or move it to the correct fields.

Additionally, CSC staff uses the NAMESRCH screen to check for additional ICIS and IV-D cases. If the case qualifies as a correlated case, CSC staff completes work explained in the following sections:

- ◆ [Requesting IWOs for correlated cases](#)
- ◆ [Entering an employer on an ICIS case](#)
- ◆ [Entering an IWO on an ICIS case](#)

Requesting IWOs for Correlated Cases

Only CSC staff take the following actions when identifying an ICIS case that fits the requirements of a correlated case.

1. Access ICAR.
2. Type "COURTORD" in the NEXT SCREEN field. Press ENTER.

3. Review the ICIS C.O. NUMBER field. This field contains two groups of characters. Both are important for obtaining a copy of the IWO.
 - ◆ The third and fourth characters in the first group are the county number.
 - ◆ The court order number displays in the second group of characters.
4. Call the clerk of court to request a copy of the IWO. You may ask the clerk of court to fax a copy or check courts online for a copy of the IWO. If the IWO is available online, print a copy. If an IWO is filed but not available electronically, ask the clerk to send a copy.
5. If you do not know the name of the income provider on the ICIS case, check the EMPVER screens on the associated IV-D cases. You may also ask the clerk of court for the name of the income provider who remits the payments. If the name of the income provider is still unknown, try to contact the payee for the information. See 11-F, [Income Withholding](#) for more information.
6. When you receive the copy of the IWO, follow the instructions in the next two sections.

Entering an Employer on an ICIS Case

Only CSC staff take the following actions when identifying an ICIS case that fits the requirements of a correlated case:

1. Type "EMPVER" in the NEXT SCREEN field and press ENTER.
2. Enter today's date in the DATE OF ADDRESS field.
3. Enter "SDU" in the SOURCE OF EMP field.
4. Type the name of the employer in the EMPLOYER NAME field and press F6. ICAR displays the EMPLOYER NAME ADDRESS SEARCH screen.
5. Select the employer by typing an "X" and then pressing ENTER. If you do not find a matching employer, press PAUSE. Follow instructions in the location process on how to add a new employer to ICAR.
6. Enter "N" in the SEND EMPVER LTR field.
7. Enter "Y" in the EMP VERIFIED field.
8. Press F2 twice to add the employer.

Entering an IWO on an ICIS Case

Only CSC staff take the following steps when they identify an ICIS case that fits the requirements of a correlated case, and only after printing or receiving a copy of the IWO from the COC.

1. Review the IWO.
 - ◆ Compare the income withholding order's court order number to the information displayed on the COURTORD screen.
 - ◆ Use the CASE, PAYOR, and PAYEE screens to make sure the IWO matches the individuals on the case.
 - ◆ Note the frequency and amount of the IWO. Pay special attention to whether the amounts are for current support or an arrearage.
 - ◆ Find the file-stamped date of the order. If you cannot find a file-stamped date, use the date the judge signed the order.
2. Type "IWO" in the NEXT SCREEN field and press ENTER.
3. Enter the file-stamped date from the court order in the DATE field.
4. Type "M" in the GENERATE field.
5. Enter "C" in the COURTORD field.
6. Using the CURRENT, ARREARS, and LUMP SUM fields, enter the amounts and frequencies listed in the order.
7. Press F2 twice to add this information.
8. Enter the current date in the FILE DATE field.
9. Enter "N" in the GEN NOTICE field.
10. Enter the current date in the IF NO NOTICE, DATE SENT field.
11. Press F3 twice to modify.
12. Connect the income provider to the IWO screen by typing an "X" next to the income provider's name to select it. Then press ENTER to connect the records and return to the IWO screen.
13. Check your work using the IWODIST screen. Type IWODIST in the NEXT SCREEN field, and press ENTER. ICAR displays the IWODIST screen.
14. Review the IWODIST screen. Only cases displaying percentages in the PCT DUE NOW columns receive a portion of any IWO payment. If a case does not display, check that the correct SSN displays in the SSN field on the PAYOR screen of the missing case.

When you complete this process correctly, the case displays on the IWODIST screen with the correct percentages for the distribution of current support and arrearage payments. ICIS cases display "ICIS" in the STATUS field.

Disconnecting an IWO

When CSC staff need to disconnect an IWO on an IV-D case, they use the IWODIST screen to find out if a correlated ICIS case exists for the same payor. If they find one or more ICIS cases, they disconnect the IWOs on those cases also.

Adding IWO information to ICAR too soon or too late creates significant problems for the regular IV-D cases and ICIS cases. Ideally, CSC staff completes this work just before the first check from the employer.

ICAR narrates the disconnecting of the IWO (IWO204) and issues a calendar flag (IWO51) to update the payment processing software and the payee, if appropriate.

Distribution of Payments to Multiple Cases

The distribution of income withholding payments among multiple cases with the same payor depends upon the type of cases involved, as follows:

- ◆ If the payor has multiple IV-D cases, ICAR distributes an income withholding payment according to the percentages displayed on the IWODIST screen.
- ◆ Since federal IV-D regulations do not apply, the income provider should provide the splits between the cases when the payor has multiple ICIS cases. Payments apply to each case according to the amounts entered by CSC staff. Since no IWO is entered and connected to the income provider on the cases, the ICIS cases do not display on the IWODIST screen.
- ◆ ICAR distributes income-withholding payments according to the federal IV-D regulations if the payor has both IV-D and ICIS cases. CSC staff enters the IWO and EMPVER screen information on each ICIS case. ICAR distributes each income withholding payment according to the percentages displayed on the IWODIST screen.

If you find an error on the IWO screen of an ICIS or IV-D case, correct the problem. CSC, the Unit, FCRU, and EPICS staff must work together to resolve problems on correlated cases. CSC staff retains the primary responsibility for fixing problems on ICIS cases. The Unit, FCRU, or EPICS staff retains the responsibility for fixing problems on IV-D cases. See 11-F, [Income Withholding](#) for more information.

Modifying an ICIS-Only Case

The Unit may only enforce an ICIS case when the payee or payor fills out an application for IV-D services, form 470-0188, *Application for Nonassistance Support Services*, or the payee applies for assistance. When one of these events occurs, you must convert the ICIS case to an IV-D case. See [9-E Appendix](#) for a copy of form 470-0188.

If the ICIS case does **not** display any payments on the PAYREC or PAYHIST screens, convert the case by completing the following steps:

1. Change the entry in the REDIRECTION FLAG field on the CASE screen to "N."
2. Enter the new worker ID in the ICAR CASE WRKR ID field on the CASE screen.
3. Press F3 twice to modify the screen.
4. Display the COURTORD screen on the ICIS case. Delete the "ON" court order by pressing F4 twice.
5. Add the COURTORD and OBLIG screen.

If the ICIS case **does** display payments on the PAYREC or PAYHIST screens, convert the case by completing the following steps:

1. Change the entry in the REDIRECTION FLAG field on the CASE screen to "N."
2. Enter the new worker ID in the ICAR CASE WRKR ID field on the CASE screen.
3. Enter the new account type in the NEXT ACCOUNT TYPE field on the CASE screen.
4. Press F3 twice to modify the screen.
5. Type COURTORD at the NEXT SCREEN field.
6. Press F9 to refresh the screen.
7. Enter the new court order information. Refer to 9-E, [Case Setup](#) for information on adding court orders to cases.
8. Press F2 twice to add the new court order.
9. Use F7 to view the original court order. ICAR displays the original court order number followed by "ON" on the original COURTORD screen.
10. Give the payor credit for all voluntary payments using the payment codes of PRS and VRT.
 - ◆ Use the PRS code to credit payments processed by CSC while the case was an ICIS case. Enter payments received by state credits on the CONVERT screen. See [The Conversion Screen \(CONVERT\) Screen](#) for more information.

- ◆ Send a request to CSC staff, through your supervisor, to change VOL payments to a voluntary regular transfer (VRT) code for payments processed through CSC, after the case converts to an IV-D case, but before you enter the obligation.

Closing an ICIS Case

Typically, you do not manually close an ICIS case. However, if there is incorrect data that could result in ICAR incorrectly applying payments, manually close the case using the EROR case closure code. Before closing the case, carefully narrate the reason for closure on the case you are closing and all associated cases. Add an explanation to the COMMENTS field on the NARRCASE screen of the case you are closing. See 9-I, [Case Closure](#).

Duplicate Cases

The ICAR Maintenance Team does not delete duplicate cases from ICAR. Deleting cases leaves no history to trace the flow of payments and the history of the case. Instead, duplicate cases may be closed.

No Payment Activity

A program closes ICIS cases with no payments received during the last six months. The ICIS case closure program narrates the reason for case closure and closes the case automatically. See 9-I, [Case Closure](#).

Emancipation

In most situations, CSC does not need to alter an ICIS case when the children emancipate. The ICIS case closure program detects a lack of payment when the IWO ends and closes the case.

The exception occurs on correlated cases. If the emancipation affects the IWO on a correlated case, notify CSC to review the IWO and IWODIST screens to ensure that payments properly distribute among the payor's cases. .

Narratives

Process: **DIST** Number: **1**

Text: Balances prior to changes by were:

Screen:	Field:	Entry:	Flag:	Status:
BALADJCS	ACCT	Account type and		
BALDADJFC	AMOUNT	an amount		

Process: **DIST** Number: **2**

Text: NCP and CP reside together with all children, and the family received public assistance. This case meets the requirements for automatic satisfaction of the obligation for the month.

Screen:	Field:	Entry:	Flag:	Status:
BALADJCS	ACCT	Account type and		
BALDADJFC	AMOUNT	an amount		

Process: **DIST** Number: **5**

Text: Form 470-3407, notification regarding support debt; sent to clerk of court for satisfaction of monthly support.

Screen:	Field:	Entry:	Flag:	Status:
OBLIG	SATISFY OBLIGATION FOR MONTH	Y		

Process: **DIST** Number: **7**

Text: This case no longer meets the requirements for automatic satisfaction of the support obligation for the month. Form 470-3401, case no longer qualifies for automatic satisfaction of monthly child support; sent to the obligor and clerk of court.

Screen:	Field:	Entry:	Flag:	Status:
OBLIG	SATISFY OBLIGATION FOR MONTH	N		

Process: **DIST** Number: **38**

Text: CP indicates they received assistance from . Information received from CP on this date .

Screen:	Field:	Entry:	Flag:	Status:
ANNFEE	NON IA IVA STATE	Valid 2 state code		

Process: **DIST** Number: **39**

Text: State of verified the family received IVA assistance.

Screen:	Field:	Entry:	Flag:	Status:
ANNFEE	VERIFIED (Y/N)	Y		

Process: **DIST** Number: **40**

Text: State of indicates the family did not receive IVA assistance.

Screen:	Field:	Entry:	Flag:	Status:
ANNFEE	VERIFIED (Y/N)	N		

Process: **DIST** Number: **41**

Text: Annual fee paid in in , annual fee not applicable for this case for this year.

Screen:	Field:	Entry:	Flag:	Status:
ANNFEE	PD FEE IN ANOTHER STATE	Y and valid state code		

Process: **DIST** Number: **42**

Text: Letter about annual fee, 470-4455 sent to the current or last known address for the payee on this case.

Screen:	Field:	Entry:	Flag:	Status:
ANNFEE	NOTICE SENT	N		

Process: **DIST** Number: **43**

Text: Receipt of TANF from another state verified through a court order.

Screen:	Field:	Entry:	Flag:	Status:
ANNFEE	HOW	CTORD		

Process: **DIST** Number: **44**

Text: Receipt of TANF from another state verified through the federal case registry.

Screen:	Field:	Entry:	Flag:	Status:
ANNFEE	HOW	FCR		

Process: **DIST** Number: **45**

Text: Receipt of TANF from another state verified through written documentation other than a court order.

Screen:	Field:	Entry:	Flag:	Status:
ANNFEE	HOW	DOC		

Process: **DIST** Number: **46**

Text: Receipt of TANF from another state verified by a telephone call to that states central registry.

Screen:	Field:	Entry:	Flag:	Status:
ANNFEE	HOW	CALL		

Process: **DIST** Number: **47**

Text: Receipt of TANF from another state verified by:

Screen:	Field:	Entry:	Flag:	Status:
ANNFEE	HOW	OTH		

Process: **DIST** Number: **50**

Text: Information now indicates the annual fee was not paid this year in another state.
Entry removed from the field this date.

Screen:	Field:	Entry:	Flag:	Status:
ANNFEE	VERIFIED (Y/N)	Change to blank		

Process: **DIST** Number: **51**

Text: The payee lives in a foreign country. If the fee is due, it is not collectable from the payee.

Screen:	Field:	Entry:	Flag:	Status:
PAYEE	INTERNATIONAL	Y		

Process: **DIST** Number: **52**

Text: The payee no longer lives in a foreign country. Fee is collectable from the payee if appropriate for the case.

Screen:	Field:	Entry:	Flag:	Status:
PAYEE	INTERNATIONAL	N		

Process: **DIST** Number: **56**

Text: Form 470-4804 Notice of Satisfaction of Pre-October 1, 1997 support assigned to DHS issued for this case. Satisfaction issued per HF 811 Section 9 subsection 4.

Screen:	Field:	Entry:	Flag:	Status:
PAYHIST	PAYMENT WITHHELD	10/01/97		
	PAYMENT AMOUNT	Amount		
	AMOUNT APPLIED	Fund source of SAT		
	PAID TO			
	FND SRC			

Process: **DIST** Number: **57**

Text: Form 470-4805 Satisfaction of Support – Payee generated to the current or last known address for the payee on the case.

Screen:	Field:	Entry:	Flag:	Status:
PAYHIST	PAYMENT WITHHELD	10/01/97		
	PAYMENT AMOUNT	Amount		
	AMOUNT APPLIED	Fund source of SAT		
	PAID TO			
	FUND SRC			

Process: **DIST** Number: **58**

Text: Form 470-4805 Satisfaction of Support – Payee not generated due to lack of address for the payee.

Screen:	Field:	Entry:	Flag:	Status:
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Process: **DIST** Number: **59**

Text: Form 470-4806 Satisfaction of Support – Payor generated due to the current or last known address for the payor on the case.

Screen:	Field:	Entry:	Flag:	Status:
PAYHIST	PAYMENT WITHHELD	10/01/97		
	PAYMENT AMOUNT	Amount		
	AMOUNT APPLIED	Fund source of SAT		
	PAID TO			
	FND SRC			

Process: **DIST** Number: **60**

Text: Form 470-4806 Satisfaction of Support – Payor not generated due to lack of address for the payor.

Screen:	Field:	Entry:	Flag:	Status:
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Process: **DIST** Number: **61**

Text: Status update sent to the state of .

Screen:	Field:	Entry:	Flag:	Status:
PAYHIST	PAYMENT WITHHELD	10/01/97		
	PAYMENT AMOUNT	Amount		
	AMOUNT APPLIED	Fund source of SAT		
	PAID TO			
	FND SRC			

Process: **DIST** Number: **72**

Text: Worker entered a Y in the SUPPRESS field to stop the case balance from displaying on the customer website. Balance information is suppressed for 14 days or until a worker manually changed the enter to N, whichever comes first.

Screen:	Field:	Entry:	Flag:	Status:
BALANCE	SUPPRESS?	Y		

Process: **DIST** Number: **73**

Text: N entered in the SUPPRESS field to display the case balance on the customer website.

Screen:	Field:	Entry:	Flag:	Status:
BALANCE	SUPPRESS?	N		

Process: **DIST** Number: **77**

Text: R entered in the SUPPRESS field on BALANCE screen to extend the suppression of base balance on the customer website for 14 more days.

Screen:	Field:	Entry:	Flag:	Status:
BALANCE	SUPPRESS?	R		

Process: **DIST** Number: **79**

Text: Form 470-5314 Satisfaction of Support Due to Social Security Dependent Benefits – Payee was sent to the payee.

Screen:	Field:	Entry:	Flag:	Status:
SUSPENSION UPDATE	SUSP TYPE	SSD		

Process: **DIST** Number: **80**

Text: Form 470-5315 Satisfaction of Support Due to Social Security Dependent Benefits – Payor was sent to the payor.

Screen:	Field:	Entry:	Flag:	Status:
SUSPENSION UPDATE	SUSP TYPE	SSD		

Process: **DIST** Number: **81**

Text: Form 470-5335 Notice That Satisfaction of Support Ends Due to Social Security Dependent Benefits ending was sent.

Screen:	Field:	Entry:	Flag:	Status:
SUSPENSION UPDATE	SUSPEND TO	Change to date		

Process: **DIST** Number: **84**

Text: Payment record generated on this date for .

Screen:	Field:	Entry:	Flag:	Status:
PAYPRINT	PAYMENT RECORD FOR	X in appropriate field		

Process: **DIST** Number: **85**

Text: Payment record for case sent to CSC for processing. This payment record is for the .

Screen:	Field:	Entry:	Flag:	Status:
Customer Web Request				

Process: **DIST** Number: **86**

Text: generated a payment record for case processing. The type of payment record generated was:

Screen:	Field:	Entry:	Flag:	Status:
PAYPRINT	PAYMENT RECORD TIMEFRAME FOR	From Thru		

Process: **DIST** Number: **87**

Text: Partial payment record printed from PAYPRINT this date. Date range is:

Screen:	Field:	Entry:	Flag:	Status:
PAYPRINT	PAYMENT RECORD TIMEFRAME FOR	From Thru		

Process: **DIST** Number: **88**

Text: Bypass for MIW and UIB payments added to intergovernmental obligation for this case at field request.

Screen:	Field:	Entry:	Flag:	Status:
OBLIG	REJ BYPASS	Y		

Process: **DIST** Number: **89**

Text: MIW and UIB bypass for intergovernmental obligation removed from the case at field request.

Screen:	Field:	Entry:	Flag:	Status:
OBLIG	REJ BYPASS	N		

Number: **90**

Process: **DIST**

Text: An ACH transaction for _____ was authorized on: _____
confirmation number is: _____.

Screen:	Field:	Entry:	Flag:	Status:
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Process: **DIST** Number: **91**

Text: Request to release ANF payments has been entered. See ANNFEE screen for details of fees released in ____.

Screen:	Field:	Entry:	Flag:	Status:
ANNFEE	RELEASE	Y		

Process: **DIST** Number: **92**

Text: Case updates indicate the family is no longer eligible to pay the annual fee because of either the receipt of TANF in another state, FIP in Iowa, or payment of the fee for the FFY in another state. See the ANNFEE, Child, or CASSIGN screens for details. ANF payments released to the family as appropriate.

Screen:	Field:	Entry:	Flag:	Status:
ANNFEE	NON IA IVA STATE	Y two digit state code		
CASSIGN	VERIFIED (Y.N) HOW	Y and allowable code		
CHILD	PD FEE IN ANOTHER STATE (Y AND STATE DATE ASSIGN DATE TERM DATE ACCT TYPE CURRENT ACCT TYPE CURRENT START DATE	Y and date (mm/ccyy) date (mm/dd/ccyy) date (mm/dd/ccyy) allowable code Allowable code Date (mm/dd/ccyy)		

Process: **DIST** Number: **93**

Text: Request to release annual fee not process and request field set to blank. There are no fees eligible for release to the family.

Screen:	Field:	Entry:	Flag:	Status:
ANNFEE	RELEASE	blank		

Process: **DIST** Number: **94**

Text: Distribution program unable to release annual fees to the family for various reasons, fee remains in hold as UDC until case conditions change and hold funds are released.

Screen:	Field:	Entry:	Flag:	Status:
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Process: **DIST** Number: **95**

Text: A payment record generated for this case. Form 470-5634 payment record certification page may have generated also

Screen:	Field:	Entry:	Flag:	Status:
PAYPRINT	CERTIFICATION PAGE	X		

Process: **DIST** Number: **96**

Text: YTD BAL report generated this date.

Screen:	Field:	Entry:	Flag:	Status:
YTD BAL		F10		

Process: **SUB** Number: **1**

Text: Suspension is entered because:

Screen:	Field:	Entry:	Flag:	Status:
SUSPENSION	SUSP TYPE	Any valid code		

Process: **SUB** Number: **2**

Text: Suspension is modified because:

Screen:	Field:	Entry:	Flag:	Status:
SUSPENSION	SUSP TYPE	Any valid code		

Process: **SUB** Number: **3**

Text: Suspension is deleted because:

Screen:	Field:	Entry:	Flag:	Status:
SUSPENSION				

Process: **SUB** Number: **4**

Text: The worker has entered a payment FIPS of for the obligation \$ starting and ending .

Screen:	Field:	Entry:	Flag:	Status:
OBLIG	PAYMENT FIPS	Valid code		

Process: **SUB** Number: **5**

Text: The worker has changed the payment FIPS from to for the obligation \$ starting and ending .

Screen:	Field:	Entry:	Flag:	Status:
OBLIG	PAYMENT FIPS	Change from one valid code to another		

Process: **SUB** Number: **6**

Text: The worker has entered the send to payee flag for the obligation \$ starting and ending .

Screen:	Field:	Entry:	Flag:	Status:
OBLIG	SEND TO PAYEE	Y		

Process: **SUB** Number: **7**

Text: Subsystem flagged by ICAR to run from the screen. Reason for running the subsystem is:

Screen:	Field:	Entry:	Flag:	Status:
CHILD	CORRECTION FLAG	Y		
OBLIG				
OBLCOR				
SUSPENSION				
UPDATE				
STEP CHANGE				
UPDATE				
CASSIGN				
ASSIGN				

Process: **SUB** Number: **8**

Text: Subsystem flagged by a worker to run from the screen. Reason for running the subsystem is:

Screen:	Field:	Entry:	Flag:	Status:
CHILD	CORRECTION FLAG	Y		
OBLIG				
OBLCOR				
SUSPENSION				
UPDATE				
STEP CHANGE				
UPDATE				
CASSIGN				
ASSIGN				

Process: **SUB** Number: **9**

Text: Balances on the case prior to case running through the subsystem were:

Screen:	Field:	Entry:	Flag:	Status:
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Process: **SUB** Number: **12**

Text: Case ran through the correction subsystem. Correction start date for the case was .

Screen:	Field:	Entry:	Flag:	Status:
CHILD	CORRECTION START DATE	Valid date		
OBLIG				
OBLCOR				
SUSPENSION				
UPDATE				
STEP CHANGE				
UPDATE				
CASSIGN				
ASSIGN				

Process: **SUB** Number: **13**

Text: Correction start date of entered by ICAR was changed by the worker to .

Screen:	Field:	Entry:	Flag:	Status:
CHILD	CORRECTION START DATE	Valid date		
OBLIG				
OBLCOR				
SUSPENSION				
UPDATE				
STEP CHANGE				
UPDATE				
CASSIGN				
ASSIGN				

Process: **SUB** Number: **14**

Text: Worker failed to enter a date in the correction start date field, the entire case was run through the subsystem.

Screen:	Field:	Entry:	Flag:	Status:
CHILD	CORRECTION START DATE	No entry or no change to pre-populated entry		
OBLIG				
OBLCOR				
SUSPENSION				
UPDATE				
STEP CHANGE				
UPDATE				
CASSIGN				
ASSIGN				

Process: **SUB** Number: **16**

Text: The obligation is suspended due to:

Screen:	Field:	Entry:	Flag:	Status:
SUSPENSION	SUSP TYPE	SSD SSI VIS STK SUS CUS OSE TMP SAT SLM DEC		

Process: **SUB** Number: **17**

Text: The obligation is suspended due to:

Screen:	Field:	Entry:	Flag:	Status:
SUSPENSION	SUSP TYPE	"OTH"		

Process: **SUB** Number: **18**

Text: Suspension reason of _____ changed to _____ because:

Screen:	Field:	Entry:	Flag:	Status:
SUSPENSION	SUSP TYPE	Modification of existing entry		

Process: **SUB** Number: **20**

Text: CASSIGN opened by _____ to allow updates.

Screen:	Field:	Entry:	Flag:	Status:
CASSIGN	UNL	N		

Process: **CASE** Number: **372**

Text: ICIS based case added to ICAR on this date. Case is for SDU payment processing only.

Screen:	Field:	Entry:	Flag:	Status:

Process: **CASE** Number: **373**

Text: Form 470-3587, notice of conversion to state disbursement unit was mailed to the obligee on this date.

Screen:	Field:	Entry:	Flag:	Status:

Process: **CASE** Number: **374**

Text: Form 470-3588, notice of conversion to state disbursement unit was mailed to the obligor on this date.

Screen:	Field:	Entry:	Flag:	Status:

Process: **CASE** Number: **375**

Text: Notice of transfer to the SDU not sent to the _____ on this case, because no address exists.

Screen:	Field:	Entry:	Flag:	Status:

Process: **CASE** Number: **384**

Text: Existing RE/MR coupon modified for the following reason:

Screen:	Field:	Entry:	Flag:	Status:
REMRCOUP	COUPON ASSIGNMENT AMOUNT BILLED	Any valid entry		

Process: **CASE** Number: **389**

Text: Case closed due to custody change received from ICIS.

Screen:	Field:	Entry:	Flag:	Status:

Process: **CASE** Number: **501**

Text: XX obligation entered on ICAR for CT. Order # xxxxxxxxxxxxxxxxxxxxxxxxx inputted income was used in the guidelines. Imputed income used was: .

Screen:	Field:	Entry:	Flag:	Status:
OBLIG	IMPUTED INC	S		

Process: **IWO** Number: **204**

Text: Withholding order on ICIS case is no longer in place at:

Screen:	Field:	Entry:	Flag:	Status:
IWO	REMOVE WITHHOLDING	X or D	51	

Flags

Process: **DIST** Number: **1**

Text: NCP and CP reside together with all children, and the family receives public assistance. This case meets the requirements for automatic satisfaction of the obligation for the month.

Screen:	Field:	Entry:	Narrative:	Status:
OBLIG	SATISFY OBLIGATION FOR MONTH	Y		

Process: **DIST** Number: **2**

Text: NCP and CP reside together with all children, and the family receives public assistance. Review case with an attorney to see if the foreign order may be satisfied by operation of law.

Screen:	Field:	Entry:	Narrative:	Status:
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Process: **DIST** Number: **3**

Text: NCP & CP reside together with all children, & receive assistance for some of the children. Send suspension packet to the NCP & CP & satisfy the assigned debt that accrued during cohabitation.

Screen:	Field:	Entry:	Narrative:	Status:
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Process: **DIST** Number: **4**

Text: NCP and CP reside together, but not all of the children are in the home or in foster care. Satisfy the debt that accrued during cohabitation that was assigned for the kids in the household.

Screen:	Field:	Entry:	Narrative:	Status:
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Process: **DIST** Number: **5**

Text: ISSV shows a canceled FIP warrant or a repayment for this case. Review case to see if the canceled warrant or repayment changes the satisfactions of support.

Screen:	Field:	Entry:	Narrative:	Status:
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Process: **DIST** Number: **6**

Text: NCP and CP reside together with all children, and the family receives public assistance. Review case to see if establishment of support order should continue.

Screen: Field: Entry: Narrative: Status:

Process: **DIST** Number: **7**

Text: NCP and CP reside together with all children. Public assistance for a prior month was reinstated late. Review case to determine if support OBLIG was satisfied in error.

Screen: Field: Entry: Narrative: Status:

Process: **DIST** Number: **8**

Text: An oblig adjt (step change) took effect. Review the obligation OBLIGDST, DISTHST, & SUSPENSION screens for the children on this case and adjust the information as needed.

Screen: Field: Entry: Narrative: Status:

Process: **DIST** Number: **9**

Text: Interest payment exists on this case. Review and update the yearly interest amount.

Screen: Field: Entry: Narrative: Status:

Process: **DIST** Number: **10**

Text: CP has multiple cases receiving payment by EAC. However, 1 or more cases changed SSN or DOB. Check all cases for the CP to determine if payments or EAC needs correction. Also review all hold fields.

Screen: Field: Entry: Narrative: Status:
PAYEE DOB or SSN Valid entry or change

Process: **DIST** Number: **11**

Text: Y displays in the SUPPRESS field on the BALANCE screen. Change Y to N to display bal on cus web. In 14 days if no action taken, ICAR changes entry to N, deletes flag, and displays balance on web.

Screen: Field: Entry: Narrative: Status:
BALANCE SUPPRESS? Y
