Interstate Case Processing

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Overview

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

This chapter describes the policies and procedures for intergovernmental case processing. Intergovernmental child support cases are cases in which the parties live in different jurisdictions and one jurisdiction asks the other jurisdiction for help in establishing, enforcing, or modifying a child support order. Those jurisdictions can include states, Native American tribes, and countries. For example, the payee and child may live in Iowa while the payor lives in another state.

Sometimes you can take action on this kind of an intergovernmental case without involving the other jurisdiction. Other times, the other jurisdiction must establish, modify, or enforce the child support obligation for Iowa. Intergovernmental referrals are requests from one jurisdiction to another to initiate an action on a case.

General Duties of Support Enforcement Agency

Legal reference: Iowa Code Section 252K.307

In Iowa, the Child Support Recovery Unit (referred to in this chapter as the Unit) is the support enforcement agency. The Unit must provide services upon request of a party or another jurisdiction. Services include the following:

♦ Taking the necessary steps for a tribunal to obtain jurisdiction over a payor.

♦ Asking a tribunal to schedule a hearing.

♦ Making a reasonable effort to obtain relevant information, such as income and property of the parties.

♦ Prosecuting the case diligently.

♦ Sending a copy to the petitioner within ten business days after receipt of a written notice from a tribunal.

♦ Sending a copy to the petitioner within ten business days after receipt of written communication from the respondent.

♦ Notifying the petitioner if Iowa cannot obtain jurisdiction over the respondent.

Definitions

"Central Registry" is a centralized unit maintained by a state child support agency that is responsible for receiving, distributing, and responding to inquiries on intergovernmental child support cases. Tribes and other countries do not have central registries.

"Child Support Enforcement Network (CSENet)" is a nationwide communication network linking state child support enforcement agencies. Over this network, states use standard transactions to electronically transfer interstate case information between states, including information such as location, establishment, enforcement, and collection. The network serves as a conduit for information transmission between state automated child support enforcement systems. Tribes and other countries do not use CSENet.

"Continuing, Exclusive Jurisdiction (CEJ)" means a jurisdiction has control over the terms of a support order entered in that jurisdiction at the time of filing if at least one of the parties to the order still lives in that jurisdiction, unless all parties have consented in a record to another jurisdiction's assumption of CEJ. The determination of CEJ affects which jurisdiction has the controlling order and which jurisdiction modifies the provisions of the controlling order.

"Controlling order" means the one order that must be used by all jurisdictions for enforcement and modification actions from the present time forward. In cases involving multiple orders issued before the enactment of Uniform Interstate Family Support Act (UIFSA), UIFSA provides rules for determining the controlling order, the one order to be prospectively enforced.

"Discovery" means facts, papers, or other information sought by a party to a legal proceeding.

"De novo order" means a new order entered in a case where another order for the same parents and child already exists.

"Duration of support" is the period for which parents owe child support for their children. In many jurisdictions, the duration of support is until age 18 or graduation from high school, whichever comes later. In other jurisdictions, the duration of support is a set age (18, 21, or 22). In still other jurisdictions, it can exist beyond the age of majority (e.g., the child is attending college or is disabled).

"Ex parte order" is an order entered on behalf of one of the parties such as a nondisclosure order prohibiting disclosure of identifying information.

"FFCCSOA" is the Full Faith and Credit for Child Support Orders Act. This federal law, passed in 1994, required all states to make certain changes in how they deal with orders in interstate cases. FFCCSOA served as a bridge from the URESA law to the UIFSA law (see UIFSA). State IV-D and Tribal IV-D agencies are subject to FFCCSOA.

"Federal Information Processing Standards (FIPS) Codes" identify geographical locations such as states, counties, tribes, countries, and provinces. Several ICAR screens have FIPS code fields. Those fields help identify the location of the child support agency involved with the case or the payment location. The FIPS code fields on intergovernmental screens display with three distinct portions, such as "00 000 00." The numbers and characters that display in each section have particular meanings depending on whether the location is a state, tribe, or foreign country.

> **States:** For states, the first two digits represent the state. For example, the first two digits of FIPS codes in Iowa are "19." Digits three through five represent the county. Digits six through seven can identify a unique location. Not all states use digits six through seven. If they are not used, the last two digits are "00."
>
> In this manual, the term "states" includes U.S. territories. The FIPS codes for U.S. territories use the same formatting described above for states.
>
> **Tribal IV-D Agencies:** For tribal IV-D agencies, the first two digits are "90." Digits three through five represent the Bureau of Indian Affairs (BIA) code. The last two digits are "00."
>
> **Foreign Countries:** For foreign countries, the first digit is "8." The second character indicates the territory or province. Canada uses both digits and the letters A through D in the second character to represent provinces. For all countries other than Canada, Germany, and the United Kingdom, the second character is "0." The last two digits are "00."

"Foreign Reciprocating Country (FRC)" is a country that has a reciprocity agreement with the United States (U.S.). The U.S. government has federal-level reciprocity arrangements for child support with several countries. Use the following International section of the Office of Child Support Enforcement (OCSE) website to determine what countries are FRCs and what forms or other requirements are necessary when working with each FRC: https://www.acf.hhs.gov/css/partners/international

"Forum state" means the state that is conducting the hearing or proceeding.

"Hague Convention" means the Hague Convention on the International Recovery of Child Support and Other Forms of Family Maintenance, also known as the Hague Child Support Convention. It became effective in the United States on January 1, 2017. It is an agreement between more than 50 countries on the processing of international child support cases. This agreement is referred to as the Hague Convention in this manual. Countries that have signed onto the Hague Convention are referred to as Hague Convention countries in this manual.

The federal Office of Child Support Enforcement (OCSE) also uses the term Foreign Treaty Country (FTC) for the address types of Hague Convention countries in the Intergovernmental Reference Guide (IRG).

Use the following International section of the OCSE website to determine what countries are Hague Convention countries and for the forms and other requirements necessary when working with each Hague Convention country: https://www.acf.hhs.gov/css/partners/international

All states and territories had to pass UIFSA 2008 before the U.S. could sign onto the Hague Convention. UIFSA 2008 included Article 7, Support Proceeding Under Convention, which contains the requirements for working with Hague Convention countries. In Iowa, those requirements are found in Iowa Code 252K, Article 7 (252K.701 - 252K.713).

"Initiating tribunal" means the tribunal that starts an action under UIFSA to forward to a responding tribunal to establish, modify, or enforce a child support obligation.

"Issuing foreign country" means the foreign country that issues a support order or a judgment determining parentage of a child.

"Issuing state" means the state in which a tribunal issued a support order or entered a judgment finding parentage of a child.

"PRWORA" means the Personal Responsibility and Work Opportunity Reconciliation Act. This federal legislation is often identified with establishing strong work requirements for public assistance recipients.

"Reconciliation of arrears" means to compute arrears on all orders for the payor and child(ren). This includes the total amount of consolidated arrears and accrued interest, if any, after all payments are credited for the same period against all orders.

"Record" is defined in Iowa Code 252K.102 as information that is inscribed on a tangible medium or that is stored in an electronic or other medium and is retrievable in perceivable form.

"Remedy" is the name for a legal corrective action.

"Responding tribunal" is the authorized tribunal in a state, tribe, or foreign country.

"**State**" means a state of the United States, the District of Columbia, Puerto Rico, the Virgin Islands, or any territory or insular possession under the jurisdiction of the United States.

"Statute of limitations" is the period of time that an arrearage can be enforced.

"Tribunal" is a court, administrative agency, or entity designated by the state's law that can establish, enforce, or modify support or establish paternity of a child.

"UIFSA" is the Uniform Interstate Family Support Act. The original 1992 model federal law was developed to replace URESA as the new interstate statute to govern the establishment, enforcement, and modification of child support orders and the establishment of paternity in cases where the payor lives in a different state than the children. Tribal IV-D agencies are not subject to UIFSA, but they are subject to FFCSOA.

"URESA" is the Uniform Reciprocal Enforcement of Support Act. This model federal law was established in 1950 and provided a mechanism for establishing, enforcing, and modifying support obligations in interstate cases. UIFSA replaced URESA.

Processes, Forms, and Screens

Following is a list, by process or action, of the screens and forms used to process intergovernmental cases. These screens and forms are discussed in detail in this chapter. For information on completing the forms below, see 9-K-Appendix.

♦ **Determining the Controlling Order**

Screens: DCO & DCO2

Forms:
470-3181   *Directions for Service and Return of Service*
470-3325   *Out of State Directions for Service and Out of State Return of Service*
470-4209   *Affidavit of Service by Certified Mail*
470-4242   *Certified Mail Receipt Acknowledgement*
470-3455   *Order for Determination of Controlling Order and Reconciliation of Arrears*
470-3457   *Petition for Determination of Controlling Order and Reconciliation of Arrears*
470-3459   *Order Setting Hearing on Petition for Determination of Controlling Order and Reconciliation of Arrears*
470-3476   *Notice of Determination of Controlling Order*
470-3636   *Original Notice of Petition for Determination of Controlling Order and Reconciliation of Arrears*
470-3672   *Notice of Intent to File Written Application for Default Determining Controlling Order and for Reconciliation of Arrears*
470-3673   *Affidavit and Application for Default Judgment Determining Controlling Order and Reconciliation of Arrears*

♦ **Sending Outgoing Enforcement Transmittals for Full Enforcement**

Screens: INTERSTA, INTERST4, UIFSA, UIFSA2

Forms:
470-3469   *Child Support Enforcement Transmittal #1 - Initial Request*
470-5327   *Affidavit in Support of Non-Disclosure of Identifying Information*
470-5469   *Child Support Agency Confidential Information Form*

♦ **Sending Outgoing Establishment Transmittal**

Screens: INTERSTA, UIFSA, UIFSA2, UIFSA3, UIFSA4

Forms:
470-3469   *Child Support Enforcement Transmittal #1 - Initial Request*
470-3472   *Uniform Support Petition*
470-3473   *General Testimony*
470-3474   *Declaration in Support of Establishing Parentage*
470-5327   *Affidavit in Support of Non-Disclosure of Identifying Information*
470-5469   *Child Support Agency Confidential Information Form*
470-5471   *Personal Information Form for UIFSA § 311*

♦ **Sending Outgoing Review Transmittals**

Screens: INTERSTA, UIFSA, UIFSA2, REVIEW1, REVIEW2, REVIEW3, REVIEW4, ADMOD1, ADMOD2, ADMOD3, and ADMOD4

Forms:
470-3469   *Child Support Enforcement Transmittal #1 - Initial Request*
470-3472   *Uniform Support Petition*
470-3473   *General Testimony*
470-3477   *Letter of Transmittal Requesting Registration*, if applicable
470-5327   *Affidavit in Support of Non-Disclosure of Identifying Information*
470-5469   *Child Support Agency Confidential Information Form*
470-5471   *Personal Information Form for UIFSA § 311*

♦ **Sending Outgoing Transmittals for Limited Assistance**

Screens: INTERSTA, INTERST3, INTERST4

Forms:
470-3471   *Child Support Enforcement Transmittal #3 - Request for Assistance/Discovery*
470-5469   *Child Support Agency Confidential Information Form* (if applicable)

♦ **Responding to Other State's Transmittal #3 for Limited Assistance**

Screens: INTERSTA, INTERSTA3, INTERST4, and REFERRAL

Forms:
470-3688   *Child Support Enforcement Transmittal #3 - Request for Assistance/Discovery – Acknowledgment*
470-5469   *Child Support Agency Confidential Information Form* (if applicable)

♦ **Processing Incoming Transmittals**

Screens: REFERRAL, ACKNOWLEDGEMENT, COMMENTS, INTERSTA, and INTERST4

Form:
470-3761   *Child Support Enforcement Transmittal #1 – Initial Request – Acknowledgement*

♦ **Registration (Incoming Intergovernmental Cases Only)**

Screens: REGIST

Forms:
470-3181   *Directions for Service and Return of Service*
470-3325   *Out of State Directions for Service and Out of State Return of Service*
470-3462   *Order Confirming Registration of Support Order(s) or Foreign Support Agreement(s)*
470-3463   *Notice of Registration of Support Order(s)*
470-3464   *Order in Proceeding to Register Support Order(s)*
470-3466   *Registration Statement*

470-3477   *Letter of Transmittal Requesting Registration*
470-3674   *Request for Registration of Support Order(s) or Foreign Support
            Agreement(s)*
470-4209   *Affidavit of Service by Certified Mail*
470-4242   *Certified Mail Receipt Acknowledgment*
470-5556   *Order in Proceeding to Register Support Order(s) or Foreign Support
            Agreement(s)*
470-5558   *Notice of Registration of Support Order(s) or Foreign Support
            Agreement(s)*
470-5559   *Stipulation on Registration of Support Order(s) or Foreign Support
            Agreement(s)*
470-5560   *Order Approving Stipulation on Registration*

♦ **Corresponding with Other Jurisdictions**

Screen: INTERST2

Forms:
470-3470   *Child Support Enforcement Transmittal #2 - Subsequent Actions*
470-3702   *Child Support Enforcement Transmittal # 2 - Notice of Case
            Forwarding*
470-5469   *Child Support Agency Confidential Information Form* (if applicable)

♦ **Hearings**

Screens: UIFSA3, INTERST4

Forms:
470-3467   *Application for Order Relating to Telephonic Testimony*
470-3468   *Order Relating to Telephonic Testimony*

Jurisdiction

Legal reference: Iowa Code Chapter 252K

Before you begin any action on a case, you must determine if Iowa has jurisdiction to proceed. Jurisdiction is the power and authority of a court or tribunal to hear and decide a case. If a court or tribunal does not have jurisdiction, it cannot decide the particular case, or if it does make a decision, that ruling may be considered invalid.

A state may have three kinds of jurisdiction:

♦ Subject matter jurisdiction: The authority of a particular tribunal to hear the type of case. For example, a probate court that rules on issues related to estates does not have subject matter jurisdiction to issue a child support order.

♦ Personal jurisdiction: A tribunal's authority to affect or determine the rights of an individual.

♦ In rem jurisdiction: A tribunal's authority over property and bank accounts.

Establishment Jurisdiction

Legal reference: Iowa Code Section 252K.201

A state must have personal jurisdiction to establish paternity and support. A state gets this jurisdiction either through the residence of the party or through "long-arm" jurisdiction.

Iowa can have long-arm jurisdiction if:

♦ The party was personally served in this state.

♦ The party submits in a record to Iowa jurisdiction.

♦ The party resided with the child in Iowa.

♦ The party resided in Iowa and provided prenatal expenses or support for the child.

♦ The child resides in Iowa as a result of acts or directives of the party.

♦ The party engaged in sexual intercourse in Iowa, which may have resulted in the conception of the child.

♦ The party asserted paternity in the Declaration of Paternity Registry.

♦ There is any other basis consistent with the constitutions of Iowa and the United States.

Enforcement Jurisdiction

Legal reference: Iowa Code Sections 252K.305, 252K.507

Jurisdiction over the enforcement of a case is based on the location of the income or property used to fulfill the support obligation (in rem jurisdiction). Regardless of the state where the assets are located, a petitioner can ask any state to enforce an order.

When a state registers an order for enforcement only, the state does not automatically assume continuing exclusive jurisdiction. (See Continuing, Exclusive Jurisdiction (CEJ).)

Modification Jurisdiction

Legal reference: Iowa Code Sections 252K.609-616

A state must have continuing, exclusive jurisdiction (CEJ) to modify a support order.

♦   If there is only one state with CEJ, that state is the only state with modification jurisdiction unless the parties consent in a record for another state to assume CEJ. (See Record).

♦   If there is only one order but none of the parties or the child lives in the issuing state, the order must be registered for modification in a state that has personal jurisdiction over the non-requesting party.

♦   If more than one state has CEJ, the child's home state has jurisdiction to modify.

♦   If none of the issuing states are the child's home state, the state that issued the most recent order has jurisdiction to modify. Refer to Determining the Controlling Order for more information on the child's home state.

The payor lives in Maine, and the payee lives with the children in Iowa. A Nebraska court issued the support order. The payor requests the modification.

Maine	**Iowa**	**Nebraska**
Payor	Payee	Order
	Children	

Iowa has jurisdiction to do the modification because Iowa is the non-requestor's state.

Once an order is modified, that state automatically assumes CEJ. For more information on modification, see 10-Q, *Administrative Review and Adjustment*.

Continuing, Exclusive Jurisdiction (CEJ)

Legal reference: Iowa Code Section 252K.205-206

A state has continuing, exclusive jurisdiction (CEJ) if it issued a support order and at least one of the parties or the child still lives in that state. A second state can gain CEJ if none of the parties live in the issuing state or if the parties consent in a record or in open court for another state to assume CEJ. (See Definitions: Record).

A state must have CEJ at the time of filing to modify an order or to have its order determined the controlling order. Refer to Determining the Controlling Order for more information on determining the controlling order.

If another state assumes CEJ and modifies an Iowa order under UIFSA or a substantially similar law, Iowa loses its CEJ. When Iowa loses CEJ, the Unit may only:

♦ Enforce the original order as to amounts that accrued before the modification.

♦ Enforce non-modifiable aspects of the original order.

♦ Prospectively enforce the modified order if it is registered for enforcement in Iowa or if the state with CEJ seeks administrative enforcement in Iowa.

♦ Provide other appropriate relief for violations of that order which occurred before the effective date of the modification.

> The payor lives in Nebraska. The payee previously lived with the children in Iowa. A divorce decree including child support issued in Iowa in 2014.
>
> **Iowa**   **Nebraska**
> Payee   Payor
> Children
> Order
>
> The payee and children moved to Illinois in 2018. The payor requests a modification on March 1, 2020. Because no parties live in Iowa, Iowa loses jurisdiction to modify the order.

Duties of Responding State or Tribunal

Legal reference: 45CFR 303.7(b) and (d)

Each state is required to have a Central Registry responsible for receiving, screening, and routing intergovernmental referrals and responding to inquiries on all incoming child support cases. Iowa's Central Registry also handles quick locate requests.

Another state, tribe, or country may ask Iowa to take one or more establishment, enforcement, or modification actions on a case. In these situations, Iowa is the responding state. To request Iowa's services, the other jurisdiction must send an intergovernmental referral to Iowa's Central Registry.

The Central Registry has ten working days from the date it receives a referral to:

♦ Review documentation submitted with the referral to determine its completeness.
♦ Forward the case to the appropriate local office for processing.
♦ Acknowledge receipt of the case.
♦ Ask the initiating jurisdiction for any additional information needed.
♦ Inform the initiating jurisdiction of the local office to which the case was sent for action.

NOTE: If, after the initial referral, the initiating jurisdiction wants Iowa to pursue actions in addition to those previously requested, the initiating jurisdiction can send *Child Support Enforcement Transmittal #1 - Initial Request*, directly to the local office. Tribes and other countries do not use this form.

The following sections address:

♦ Processing of incoming referrals done by the Central Registry
♦ Processing of incoming referrals done by the local office
♦ Requirements when receiving a referral from another jurisdiction
♦ Procedures for providing services
♦ Procedures for reviewing interstate performance

Processing Incoming Referrals in Central Registry

Legal reference: 45CFR 303.7(b)

Many states use CSENet to send an initial referral to Iowa. When this happens, the other state should follow up by sending the official referral packet of forms and documentation. For states that do not use CSENet, the initial contact with our office is receipt of the referral packet. Tribes and other countries do not use CSENet.

Central Registry reviews all incoming referrals to ensure they are appropriate and that the other jurisdiction provided all information and documentation required for the actions requested. Central Registry requires the *Child Support Enforcement Transmittal # 1 – Initial Request* and all other documentation before acknowledging a referral, unless the request is for limited services. If the request is for limited services, Central Registry may work the referral based on the CSENet transaction only. Central Registry then completes the REFERRAL screen with information provided by the other jurisdiction.

NOTE: Requests for limited services are sent to the responding jurisdiction on *Child Support Enforcement Transmittal #3, Request for Assistance/Discovery*, instead of *Child Support Enforcement Transmittal #1 – Initial Request*.

Within ten business days, Central Registry acknowledges the referral by sending a CSENet transaction or form 470-3761, *Child Support Enforcement Transmittal #1 – Initial Request - Acknowledgement*, to the initiating jurisdiction. If Central Registry does not acknowledge the referral within ten business days, the other state may send a CSENet reminder transaction. If Iowa receives a reminder transaction, ICAR issues a narrative (INTER242) and a calendar flag (INTER143) to remind you to acknowledge the referral. If you receive this flag, contact Iowa's Central Registry to determine if this referral was processed.

If additional information is needed to continue with the original referral, Central Registry indicates this on form 470-3761, *Child Support Enforcement Transmittal #1 – Initial Request - Acknowledgement.* Central Registry also updates The ACKNOWLEDGEMENT (ACK) and MORE INFORMATION COMMENTS screens. If, after 30 days, you have not acknowledged that you received the additional information, ICAR requests the documentation through CSENet (if the other state exchanges CSENet with Iowa) or sends a status to request the documentation. ICAR also issues a calendar flag (INTER194) prompting you to check to see if the additional documents were received.

After acknowledging the referral, ICAR creates a skeleton case based on the REFERRAL screen entries, if a case does not already exist. ICAR displays the data from the REFERRAL screen on the CASE screen as well as the INTERSTA screen. Central Registry forwards the referral to the appropriate office to process the other jurisdiction's request.

When the initiating jurisdiction provides the requested additional information, the worker who receives it must access the ACK screen and enter the date Iowa received the information from the other jurisdiction. ICAR then deletes the calendar flag (INTER194). See [The ACKNOWLEDGEMENT Screen](#) for further information.

The Incoming Interstate Referral (REFERRAL) Screen

Central Registry uses the REFERRAL screen to process an incoming intergovernmental referral from another jurisdiction and forwards it to the assigned Iowa worker. This screen searches for an existing ICAR case, records what services the initiating jurisdiction is requesting, acknowledges the referral, requests additional documents, links the local IRG address, and forwards the case to the local office.

Only Iowa's Central Registry can add or modify the REFERRAL screen. All other staff have view-only access. Enter "REFERRAL" in any NEXT SCREEN field on ICAR to access the REFERRAL screen. The REFERRAL UPDATE field on the WORKER2 screen controls this access.

```
D479HI91            IOWA COLLECTION AND REPORTING SYSTEM        DATE:
                      INCOMING INTERSTATE REFERRAL             TIME:
 ICAR CASE:           OS CASE ID:              FC:  FIPS:
 CENT REG#:           OS CASE 2 :                 REFER TO:   19 000 00
 CP:                                           CP SSN:
 NP:                                           NP SSN:
 CH:                                           CH SSN:
 ACKNOWLEDGE: _  ACCOUNT TYPE: __    RECEIVED DATE: 00 00 0000
            _ PARENTAGE EST               _ REG & ENF
            _ ORDER EST & ENF             _ REG, MOD, & ENF
              _ CS  _ MS ONLY             _ REG, MOD, & CLOSE
              _ RETROACTIVE SUPPORT       _ REG & ENF ARREARS ONLY
            _ ENF IA ORDER
            _ MOD & ENF IA ORDER          _ OTHER _____
            _ MOD & CLOSE IA ORDER
            _ ENF ARREARS ONLY IA ORDER
            _ CHANGE PAYEE IA ORDER       _ LIMITED SERVICES
 CONTACT NAME :
 CONTACT PHONE: 000 000 0000 EXT:      FAX: 000 000 0000
 CONTACT EMAIL:
 F2=ADD  F3=UPDATE  F4=DELETE  F5=INQUIRY  F6=SEARCH  F7=BACK  F8=FORWARD
 F9=REFRESH        F10=IRG    F11=ACKNOWLEDGEMENT   F12=REJ COMMENTS
 NEXT SCREEN:        NOTES:
```

Following is an explanation of each field on the REFERRAL screen.

♦ **ICAR CASE**: Central Registry or CSENet enters the ICAR case number linked to the referral. If there are multiple possible ICAR cases to link the referral to, ICAR display a recommended ICAR case number and the message "MORE" to indicate there are additional possible matches.

♦ **OS CASE ID**: Central Registry or CSENet enters the case number that the initiating jurisdiction uses to identify its case for this referral. If there is an existing referral for the same parties, and the other jurisdiction sends a new referral with a different case ID, ICAR moves the existing case number to the OS CASE 2 field.

♦ **FC**: Central Registry or CSENet enters "Y" in this field to indicate that the incoming referral from the initiating jurisdiction is a foster care case. ICAR defaults this field to an "N."

♦ **FIPS**: Central Registry or CSENet enters the FIPS code used to identify the child support jurisdiction. (See Definitions for additional information about FIPS codes).

♦ **CENT REG#**: ICAR enters the unique central registry number assigned to all new incoming referrals. When Central Registry acknowledges the referral, ICAR uses the CENT REG# to link the INTERSTA screen with the referral.

♦ **OS CASE 2**: Central Registry or CSENet enters a second case number that the initiating jurisdiction uses to identify the referred case. Often this occurs in foster care cases. ICAR populates the OS CASE 2 field with the entry from the OS CASE ID field upon receipt of a CSENet referral containing a different case ID for the same case parties.

♦ **REFER TO**: Central Registry enters the worker ID and FIPS code of the local office worker who will receive the acknowledged referral. When Central Registry acknowledges the referral, ICAR documents this with a narrative (CASE 485) and issues a calendar flag (CASE187) to notify the REFER TO caseworker of the referral.

Central Registry cannot acknowledge the referral without entering a worker ID in this field. When an ICAR case already exists, ICAR displays the current worker ID from the CASE screen. Central Registry must update the FIPS field to the appropriate office FIPS.

ICAR does not require an entry in the REFER TO field when rejecting a referral or forwarding a referral to another state. Central Registry enters a non-Iowa FIPS code in this field to forward the referral to another state. When Central Registry presses the F3 key to update the referral, ICAR generates two copies of form 470-3702, *Child Support Enforcement Transmittal #2 –Notice of Case Forwarding*. The first copy goes to the initiating state's Central Registry and the second copy goes to the Central Registry indicated in the REFER TO field. Once the forms have generated and printed, ICAR changes any "X" entries in the REFERRAL TYPE fields to "R".

♦ **CP** and **CP SSN**: Central Registry or CSENet enters the payee's name (last, first, middle, suffix) and social security number (SSN). For foster care cases, Central Registry enters the other jurisdiction's agency name exactly as it appears in the CSENet transaction or on the *Child Support Enforcement Transmittal # 1 – Initial Request.*

♦ **NP** and **NP SSN**: Central Registry or CSENet enters the payor or alleged father's name (last, first, middle, suffix) and social security number.

♦ **CH** and **CH SSN**: Central Registry or CSENet enters the child's name (last, first, middle, suffix) and social security number. When there are multiple children on the referral, ICAR only displays one name.

♦ **ACKNOWLEDGE**: Central Registry initially uses this field to acknowledge or reject all listed referral types marked with an "X." Valid entries include:

E   ICAR displays this code when it receives a referral through CSENet. Central Registry then changes the "E" to an "X."

X   Central Registry enters an "X" when it receives the paperwork but has not assessed the referral.

After completing the assessment, Central Registry enters one of the following codes in the ACKNOWLEDGE field, which overwrites the "X" and acknowledges or rejects the referral:

A   An "A" entry acknowledges the referral and forwards the case to a local office worker. ICAR generates either a CSENet transaction or form 470-3761, *Child Support Enforcement Transmittal #1 – Initial Request - Acknowledgement* to the initiating jurisdiction.

M   An "M" entry acknowledges the referral by indicating the need for more information and forwards the case to the assigned local office worker ID. When Central Registry requests additional information, ICAR generates a narrative (INTER383) and either a CSENet transaction or form 470-3761, *Child Support Enforcement Transmittal #1 – Initial Request - Acknowledgement.*

        If you have not acknowledged the additional information after 30 days, ICAR generates:

        ♦ Another narrative (INTER378, 379, or 380) to document that a reminder was sent to the other jurisdiction requesting additional information.

        ♦ A calendar flag (INTER194) to remind you to check for additional information and status (INTER32, 33, or 34) to the other jurisdiction reminding them of the need for additional information.

R   Central Registry uses an "R" entry to reject the referral and generate form 470-3762, *Reject an Invalid Incoming Referral,* to mail to the initiating jurisdiction.

P   Central Registry uses a "P" entry to re-print the last form generated from the REFERRAL screen. When any referral types were already acknowledged or rejected with an "A," "R," or "M," entry of "P" does not re-acknowledge the referral type.

♦ **ACCOUNT TYPE**: ICAR displays the account type for the case number indicated in the ICAR CASE field. When no case number exists, Central Registry must enter an account type in this field before acknowledging the referral.

When the referral is received through CSENet and no ICAR case exists, ICAR automatically enters an account type. ICAR completes this field based on the other jurisdiction's account type in the CSENet transaction. If the CSENet account type is incorrect, Central Registry changes it before referring the new case to the local worker. Valid account types for adding a new intergovernmental case are 14, 15, 16, 17, and 19.

♦ **RECEIVED DATE**: Central Registry enters the date Central Registry received the *Child Support Enforcement Transmittal #1 - Initial Request* in the mail. Central Registry enters this to track the number of days between receiving the paperwork and entering it on the REFERRAL screen.

An entry in the RECEIVED DATE field is required. Only Central Registry staff can modify this field. ICAR allows a date within the past six months in this field. ICAR generates a monthly report, *S479H948-A, Referral Postmark Summary Report,* to monitor these dates.

♦ **Referral types**: Below the ACKNOWLEDGE, ACCOUNT TYPE, and RECEIVED DATE fields are several referral types. These correspond to the referral types listed on the *Child Support Enforcement Transmittal #1 - Initial Request,* and are used to identify and track the types of requests made by the initiating jurisdiction.

Possible entries in these fields are the following:

E   ICAR displays an "E" to indicate it received the referral electronically through CSENET. ICAR enters an "E" only when this field is blank. Central Registry cannot enter an "E" in this field.

X   Central Registry enters an "X" when it receives the *Child Support Enforcement Transmittal #1 - Initial Request* and now has ten days from the date in the RECEIVED DATE field to acknowledge the initiating jurisdiction's referral.

A   When Central Registry acknowledges the referral by entering an "A" in the ACKNOWLEDGE field, ICAR enters an "A" in place of a previously entered "X" to acknowledge the referral and forward the case to a local office worker.

M   Central Registry enters an "M" to acknowledge the referral by requesting additional information and forwards the case to a local office worker.

R   Central Registry enters an "R" to reject the referral or to indicate that the referral has been forwarded to another jurisdiction.

ICAR enters the date CSENet or Central Registry made an entry to each referral type. Some sub-referral types do not have dates. For these, ICAR displays the date stored in the corresponding general category (ORDER EST & ENF).

Note: When adding a new referral, do not remove other actions from the REFERRAL screen. For example, if Iowa had a previous referral to modify the court order, leave that action on the REFERRAL screen and update the new enforcement action with an "X".

♦ **Contact information:** Central Registry or CSENet enters information in the CONTACT NAME, CONTACT PHONE EXT, FAX, and CONTACT E-MAIL fields to record the name, phone number, extension, fax number, and e-mail address of the person in the other jurisdiction to contact about this referral.

When Central Registry acknowledges the referral, ICAR carries this information to the INTERST4 screen if no contact information already exists. When the contact information already exists on INTERST4, ICAR does not change it.

♦ **INTERNATIONAL or TRIBAL:** This field only displays if the case is an international or tribal case. ICAR will display INTERNATIONAL, if the first character of the FIPS is an 8. ICAR will display TRIBAL, if the first two characters of the FIPS are 90.

REFERRAL screen F Keys:

♦ F2=ADD: Central Registry uses this key to add a referral record to ICAR initially.

♦ F3=UPDATE: Central Registry uses this key to update a referral record on ICAR.

ICAR may require a change to the date in the RECEIVED DATE field between the first and second time you press F3.

♦ F4: =DELETE: Central Registry uses this key to delete a referral record from ICAR. Once an "A" is entered in the ACKNOWLEDGE field, the screen cannot be deleted.

♦ F5=INQUIRE: Use this key to see if a referral record already exists on ICAR. Search using the following fields:

- CEN REG #
- ICAR CASE
- OS CASE ID
- CP
- CP SSN

- NP
- NP SSN

♦ F6=SEARCH: When a record already exists on ICAR, Central Registry uses this key to search the REFERRAL SEARCH screen for an existing case.

♦ F7 and F8: Use these keys to scroll through multiple records on the REFERRAL screen.

♦ F9=REFRESH: Central Registry uses this key to refresh (clear) the screen before working another referral.

♦ F10=IRG: Central Registry uses this key to access the IRG screen to view and link an address to the REFERRAL screen.

♦ F11=ACKNOWLEDGEMENT: Central Registry uses this key to exit the REFERRAL screen and to access the ACK screen. ICAR tracks the documents needed to complete the referral request on the ACK screen.

♦ F12=REJ COMMENTS: Central Registry uses this key to enter comments when rejecting the referral.

Enter Minimal Information on REFERRAL Screen

Upon receipt of a *Child Support Enforcement Transmittal #1 - Initial Request* or *Child Support Enforcement Transmittal # 3 - Request for Assistance/Discovery*, Central Registry enters the minimum amount of information needed to allow ICAR to determine if a case or REFERRAL screen already exists for the parties.

Central Registry enters data in the following fields from the form:

♦ OS CASE ID – Initiating IV-D case number*.*

♦ FC – "Y" if the "IV-E foster care" box is checked.

♦ FIPS – Entire seven-character FIPS code in the "initiating locator code" field.

♦ CP – Payee's name and SSN.

♦ NP – Payor's name and SSN.

♦ CH – One child's name and SSN.

Some of the above information may be missing from the form. Central Registry enters as much information as possible and then presses the F2 key to proceed to the next step. If too much information is missing, Central Registry may reject the referral. To reject the referral, Central Registry manually generates form 470-3762*, Reject an Invalid Incoming Referral*, and mails it to the initiating jurisdiction.

Search for an Existing ICAR Case

Once Central Registry adds the information to the REFERRAL screen and presses the F2 key, ICAR automatically searches for an existing referral and an existing ICAR case as follows:

♦ ICAR searches REFERRAL screen records for an existing referral. ICAR uses the following criteria to perform the match:

- Payor SSN and name (first ten characters of the last name and first three characters of the first name).

- Payee SSN and name (first ten characters of the last name and first three characters of the first name).

   NOTE: If the FC field is "Y," the child information is used instead of the payee data.

- First two characters of the FIPS code.

♦ ICAR displays the matching records on the REFERRAL screen. Central Registry uses the F7 and F8 keys to scroll through multiple records. Once the appropriate record is located, Central Registry presses the F3 key to modify the information on the REFERRAL screen. If no referral record is located, Central Registry adds a new REFERRAL screen. Central Registry presses the F2 key to set up a new case.

♦ If no matching REFERRAL records are found, ICAR searches for an existing case, assigns the next available central registry number, and returns to the REFERRAL screen if one or no cases were found. There are three possible results of this search:

- If ICAR finds no case, the ICAR CASE field is blank and "None" appears next to the ICAR CASE field.

- If ICAR finds one case, ICAR displays the case number in the ICAR CASE field and "ONE" next to it.

- If ICAR finds multiple cases and at least one is an exact match, ICAR displays "MORE" on the REFERRAL screen next to the ICAR CASE field.

Search for Existing Case - REFERRAL SEARCH Screen

When "MORE" displays next to the ICAR CASE field on the REFERRAL screen, Central Registry presses the F6 key to access the REFERRAL SEARCH screen. ICAR displays an "M" beside all possible cases on the REFERRAL SEARCH screen. ICAR displays the following screen:

```
D479HI99          IOWA COLLECTION AND REPORTING SYSTEM        DATE:
                         REFERRAL SEARCH                      TIME:

                                  SOC-SEC     CASE    CASE   CASE   CASE  C C
 SEL NAME                         NUMBER      NUMBER  ST     ROLE   WRKR  O S I

   XXXXXXXXXXX XXXXXXXXXXX        000-00-0000 000000  A      PAYEE  XXXX  Y Y N
 M XXXXXXX XXXXXXXXXX             000-00-0000 000000  A      PAYOR  XXXX
   XXXXXXXXXXX XXXXXXXXXX         000-00-0000 000000  A      CHILD

   XXXXXXXXXXX XXXXXXXXXXX        000-00-0000 000000  A      PAYOR  XXXX
   XXXXXXX XXXXXXXXXX             000-00-0000 000000  A      CHILD
   XXXXXXX XXXXXXXXXX             000-00-0000 000000  A      PAYEE  XXXX  Y Y Y

   XXXXXXX XXXXXXXXXX             000-00-0000 000000  A      PAYOR  XXXX
   XXXXXXX XXXXXXXXXX             000-00-0000 000000  A      CHILD
   XXXXXXX XXXXXXXXXX             000-00-0000 000000  A      PAYEE  XXXX  Y Y N

   XXXXXXX XXXXXXXXXX             000-00-0000 000000  A      PAYOR  XXXX
   XXXXXXX XXXXXXXXXX             000-00-0000 000000  A      CHILD
   XXXXXXX XXXXXXXXXX             000-00-0000 000000  A      PAYEE  XXXX  Y Y N
 PF7=PAGE BACK, PF8=PAGE FORWARD, ENTER=SELECT DETAIL, CLEAR=RETURN
 NOTES:
```

Fields, values, and descriptions on the REFERRAL SEARCH screen are:

♦ SEL: If the information on the REFERRAL screen is an exact match to the ICAR case, ICAR displays an "M" in this field.

Central Registry enters an "S" to select the ICAR case to link to the referral.

♦ NAME: ICAR displays the names associated with cases on ICAR that may match a participant entered on the REFERRAL screen. ICAR uses the entry in the CP SSN or NP SSN field on the REFERRAL screen to find matching cases.

If the SSN is not available, ICAR uses the full name. If the full name does not provide results, then the partial name (first five characters of last name and first name) is used. If the case is a foster care case as indicated with a "Y" in the FC field on the REFERRAL screen, ICAR uses the child's name in the match instead of the payee's name.

♦ SOC-SEC NUMBER: ICAR displays the SSN associated with the participant listed in the NAME field.

♦ CASE NUMBER: ICAR displays the case number. When Central Registry selects a case using the SEL field, this case number appears in the ICAR CASE field on the REFERRAL screen.

♦ CASE ST: ICAR displays the status of the case as indicated by the STATUS (A/I/C/D/H) field on the CASE screen.

♦ CASE ROLE: ICAR displays the role the participant plays on the listed case, e.g. payee, payor, or child.

♦ CASE WRKR: ICAR displays the worker ID from the ICAR CASE WRKR ID field on the CASE screen.

♦ CO: ICAR displays a "Y" or "N" to indicate whether there is a court order on the case.

♦ CS: This field indicates if there is a child support obligation associated with the court order.

♦ I: This field indicates that there might be a case already linked to a REFERRAL screen with the initiating jurisdiction. ICAR displays a "Y" if an INTERSTA screen is on the case. The "Y" displays even if the jurisdiction is not the same and when the referral is an outgoing referral.

The REFERRAL SEARCH screen F keys are:

♦ ENTER: After Central Registry enters a character in the SEL field, Central Registry presses this key to select the case and link it to the referral.

♦ CLEAR: Central Registry uses the PAUSE/BREAK key to return to the REFERRAL screen without selecting a case. The ICAR CASE field is blank when you press CLEAR.

♦ F7 and F8: PAGE BACK/PAGE FORWARD: Central Registry presses these keys to scroll forward or backward when there are more than 15 lines on the REFERRAL SEARCH screen.

Central Registry Finding the Right Case

Central Registry attempts to link the referral with a case that best fits the referral. To do this, Central Registry sorts the cases on the REFERRAL SEARCH screen.

Central Registry finds all cases with the closest participant name and SSN match. Of those matching cases, ICAR uses the following to select the best case:

♦ An active case with a non-CSC worker ID.
♦ An active case with a CSC worker ID, but not CSCU.
♦ An active case with a CSCU worker ID.

♦   A closed case with a non-CSC worker ID.
♦   A closed case with a CSC worker ID, but not CSCU.
♦   A closed case with a CSCU worker ID.

If ICAR finds multiple cases in any of the above categories, the Central
Registry worker uses the remaining elements on the REFERRAL SEARCH
screen to decide which case is most suitable to link to the REFERRAL.
Below are the priorities that the Central Registry worker uses to
determine which ICAR case to use:

♦   A child support obligation.
♦   A court order.
♦   An existing INTERSTA screen.

Working the REFERRAL SEARCH Screen - Linking a Case to the Referral

Central Registry uses the REFERRAL screen to view multiple cases associated
with the referral. Central Registry enters an "S" in the SEL field beside the
case and presses the ENTER key.

ICAR replaces information on the REFERRAL screen with case information
from the case selected on the REFERRAL SEARCH screen. ICAR populates the
ICAR CASE field with the case number.

When Central Registry presses the PAUSE/BREAK key, ICAR displays the
REFERRAL screen without selecting a case. If no case is selected from the
REFERRAL SEARCH screen, ICAR creates a new case when the REFERRAL
screen is acknowledged.

Until Central Registry acknowledges the referral, the case number can be
changed. Press the F6 key on the REFERRAL screen to display the REFERRAL
SEARCH screen again.

If Central Registry selects a case that already has an INTERSTA record for the
parties, ICAR returns to the REFERRAL screen and displays the existing
REFERRAL screen for the case selected.

The Other Jurisdiction's Address Link

Before acknowledging a referral, you must link the REFERRAL screen to the other jurisdiction's local office address on the IRG screen. Use the FIPS code from the REFERRAL screen to select the other jurisdiction's local address on the IRG screen. Once you select the address, press the F10 key to link the address with the REFERRAL screen. For more information about the IRG screen, refer to Intergovernmental Reference Guide (IRG) Screen section later in this chapter.

Complete the REFERRAL Screen

After the local office address is linked to the REFERRAL screen, Central Registry enters the remaining information on the REFERRAL screen. Central Registry enters or updates the account type on the REFERRAL screen using the *Child Support Transmittal #1 – Initial Request,* or *Child Support Transmittal # 3 – Request for Assistance/Discovery.* Use one of the following account types:

♦ TANF = 14
♦ Former Assistance = 15
♦ Never Assistance = 15
♦ IV-E Foster Care = 16
♦ Medicaid Only = 19

If the request is received through CSENet, ICAR enters an "E" in all action fields. Central Registry enters an "X" in the ACKNOWLEDGE field after all required information from the other jurisdiction is received, and all information is entered on the REFERRAL screen. If actions are updated with an "E," ICAR changes the entry in the action fields from "E" to "X."

If the request was not received through a CSENet transaction, enter an "X" in the action fields associated with the actions requested by the other jurisdiction.

For limited services requests submitted on the *Child Support Enforcement Transmittal #3 - Request for Assistance/Discovery* form, Central Registry enters an "X" in the LIMITED SERVICES field.

For limited services request submitted via CSENet, ICAR enters an "E" in the LIMITED SERVICES field. If there is an existing INTERSTA screen, ICAR enters the specific request on the INTERST3 screen. ICAR also generates a calendar flag (INTER181) with the specific request and a calendar flag (INTER182) with the other state's address and case ID. For more information, see Processing Limited Services Requests.

Acknowledge or Reject the Request

Central Registry must acknowledge a *Child Support Enforcement Transmittal #1 - Initial Request* within ten business days of the date the document is received.

Central Registry enters one of the following in the ACKNOWLEDGE field on the REFERRAL screen to complete the acknowledgment.

♦ A – All paperwork is complete and no additional information is needed to set up the case. When Central Registry enters an "A," ICAR generates a CSENet transaction or form 470-3761, *Child Support Enforcement Transmittal #1 – Initial Request - Acknowledgement,* with "Request received and no additional information is necessary" selected.

ICAR issues a narrative (CASE485) and a calendar flag (CASE187) to document the referral.

♦ R –The referral is rejected when Central Registry enters an "R." ICAR generates form 470-3762, *Reject an Invalid Incoming Referral*, and issues a narrative (CASE486) to record the rejection. Central Registry rejects a referral under one of the following conditions:

- The request is to redirect a case not on ICAR.

- The request is for arrears only, and no documentation is provided that indicates another jurisdiction is enforcing current support.

- A form other than *Child Support Enforcement Transmittal #1 - Initial Request*, or for a limited service request, *Child Support Enforcement Transmittal #3 - Request for Assistance/Discovery*, is used to submit the request. These specific forms are not required when the initiating jurisdiction is a tribe or country.

- The court order sets support as a percentage of income instead of a specific dollar amount.

ICAR deletes rejected referral records from the system after four years. Central Registry presses the F12 key to enter any comments regarding the rejection. The F12 key is accessible to workers who have view-only access to the screen.

♦ M – Additional information is required for Iowa to proceed with the request. When Central Registry enters an "M" on the REFERRAL screen, ICAR displays the ACK screen. Once the ACK screen updated, the MORE INFORMATION COMMENTS screen displays. ICAR issues a narrative (INTER383) to record the acknowledgment and the request for additional documents.

Although all required documents are not available, Iowa must attempt to work the case. ICAR generates form 470-3761, *Child Support Enforcement Transmittal #1 – Initial Request - Acknowledgement,* or a CSENet transaction to let the other jurisdiction know to document Iowa's request for more information.

For a complete explanation of the ACK screen, refer to The Acknowledgement (ACK) Screen described later in this chapter.

Forward the Case to the Local Office

Once the request is acknowledged ("A" or "M" entry on REFERRAL) ICAR issues a narrative (CASE485) and a calendar flag (CASE187) to the local office worker. Central Registry then sends the case to the local office to update and proceed with the requested action.

ICAR Creates New Case

If Central Registry sets up a new case, the ICAR case number displays in the ICAR CASE field on the REFERRAL screen. The following information from the REFERRAL screen creates the ICAR case:

REFERRAL Screen Field Name	Transfers to This Screen	Field Name
OS CASE ID	INTERSTA	OTHER ST CASE #
FIPS	INTERSTA	INIT STATE FIPS
CENT REG#	INTERSTA	CENTRAL REGIST#
REFER TO	CASE	ICAR CASE WRKR ID – Central Registry chooses the office that handles intergovernmental cases for the county where the payor lives.
CP	CASE	PAYEE NAME
NP	CASE	PAYOR 1 NAME - if the case is a non PAT referral type
NP	LOCATE	LOCATE NAME (LFMS) – if the case is a PAT referral type
CH	CASE	CHILD
ACCOUNT TYPE	CASE, CHILD	CURRENT ACCT TYPE
CONTACT NAME	INTERST4	CONTACT PERSON
INITIATING ST	INTHIST, INTERSTA	INITIATING ST – displays IA INIT ST
RESPONDING ST	INTHIST, INTERSTA	OTHER STATE, RESP ST
ACTION	INTHIST	ACTION – displays ACKNOW

The acknowledged referral types are converted into the following referral types on the INTERSTA screen:

NOTE: Each referral type displays one time on the INTERSTA screen. For example, if three ENF referral types are acknowledged, ICAR displays ENF one time on the INTERSTA screen.

Checkbox on REFERRAL	REFERRAL TYPE on INTERSTA
PARENTAGE EST	PAT
ORDER EST & ENF	EST
CS	EST
MS ONLY	EST
ENF IA ORDER	ENF
MOD & ENF IA ORDER	ENF and EST
MOD & CLOSE IA ORDER	EST
ENF ARREARS ONLY IA ORDER	ENF
CHANGE PAYEE IA ORDER	ENF
REG & ENF	ENF
REG, MOD, & ENF	EST and ENF
REG, MOD & CLOSE	EST
REG & ENF ARREARS ONLY	ENF
OTHER	EST
LIMITED SERVICES	TRAN3 – see Processing Limited Services Requests

Existing ICAR Case

The ICAR case number in the ICAR CASE field on the REFERRAL screen is the one that receives the referral. If there is an existing case on ICAR, only certain information is loaded to the case. If the case does not have an INTERSTA screen for the particular initiating jurisdiction's FIPS and other jurisdiction's case number, ICAR creates a new INTERSTA screen.

If an INTERSTA screen exists for the other jurisdiction and the same case number, ICAR adds the referral type to the INTERSTA screen. If the INTERSTA screen has a date in the DISMISSED/ENDED field, ICAR removes the date from the DISMISSED/ENDED field and reopens the INTERSTA screen. ICAR passes the following data elements from the REFERRAL screen to the ICAR case:

REFERRAL Screen Field	Transfers to This Screen	Field Name
OS CASE ID	INTERSTA	OTHER ST CASE #
FIPS	INTERSTA	INIT STATE FIPS
CENT REG#	INTERSTA	CENTRAL REGIST#
CONTACT	INTERST4 (if no contact information already exists)	CONTACT
REFERRAL TYPE	INTERSTA	REFERRAL TYPE – this uses the same table to convert the date as the previous section.
INITIATING ST	INTHIST INTERSTA	INITIATING ST – displays "IA" in INIT ST field
RESPONDING ST	INTHIST INTERSTA	OTHER STATE RESP ST
ACTION	INTHIST	ACTION – DISPLAYS ACKNOW

NOTE: ICAR does not update the other jurisdiction's local office address on the INTERST4 screen. Central Registry or the local office worker must select the other jurisdiction's local office address, after the case is acknowledged. Refer to Adding Contact Information to INTERST4 for information on how to select addresses from the INTERST4 screen.

REJECTION COMMENTS Screen

If Central Registry rejects the referral, Central Registry enters free-form text to explain the rejection reason. An "R" must display on the REFERRAL to view the REJECT COMMENTS screen. ICAR displays the following screen:

```
D479HC75          IOWA COLLECTION AND REPORTING SYSTEM          DATE:
                        REJECTION COMMENTS                      TIME:




 F2=ADD   F3=MODIFY  CLEAR=RETURN
 NOTES:
```

The F keys on the REJECTION COMMENTS screen are:

♦ F2=ADD: Central Registry uses this key to add free-form text to the screen.

♦ F3=MODIFY: Central Registry uses this key to change previously entered text.

♦ CLEAR=RETURN: Press the PAUSE/BREAK key to return to the REFERRAL screen.

MORE INFORMATION COMMENTS Screen (Acknowledgement)

The MORE INFORMATION COMMENTS screen allows entry of free-form text when an "M" displays on the REFERRAL screen. Central Registry enters the additional documents needed to complete the referral. ICAR completes form 470-3761, *Child Support Enforcement Transmittal #1 – Initial Request – Acknowledgement,* or a CSENet transaction with the text on this screen.

To access this screen, press the F12 key on the ACK screen. ICAR displays the following screen:

```
D479HC75            IOWA COLLECTION AND REPORTING SYSTEM      DATE:
                        MORE INFORMATION COMMENTS            TIME:




 F2=ADD  F3=MODIFY  CLEAR=RETURN
 NOTES:
```

The F keys on the MORE INFORMATION COMMENTS screen are:

♦ F2=ADD: Central Registry uses this key to add free-form text to the screen that identifies documentation needed to complete the intergovernmental referral. ICAR places this text on the *Child Support Enforcement Transmittal # 1 - Acknowledgment* form or in a CSENet transaction.

♦ F3=MODIFY: Central Registry uses this key to change previously entered text.

♦ CLEAR=RETURN: Press the PAUSE/BREAK key to return to the ACK screen without adding or changing text on the MORE INFORMATION COMMENTS screen.

Processing Limited Services Requests

A limited services request is a request from one jurisdiction to process a case for one action and without opening an intergovernmental case. When Iowa receives these requests from another jurisdiction, Central Registry requests and sends the documents, unless Iowa has an intergovernmental case with the other jurisdiction.

Central Registry receives a limited services request through CSENet or the *Child Support Enforcement Transmittal # 3 - Request for Assistance/Discovery* form*.* If the request is received through CSENet, ICAR generates a calendar flag (INTER181) documenting the other jurisdiction's request. In addition, a calendar flag (INTER182) generates with the address of the office making the request.

If there is not an existing case, Central Registry enters "AAAA" in the REFER TO field and enters an "R" in the LIMITED SERVICE field. If there is an existing case with the other jurisdiction, Central Registry enter the local office's worker ID in the REFER TO field.

Central Registry provides the requested limited services action, if possible. However, Central Registry may forward the request to the local office to provide the other jurisdiction with the assistance requested.

If Central Registry enters an "A" or "M" in the ACKNOWLEDGE field, ICAR will set-up a case and enter a narrative (INTER382) to document if additional documentation is needed to proceed with the request. A different narrative (INTER381) generates if no additional information is needed to proceed with the request.

Limited services requests alone do not require the responding jurisdiction to continue processing the case once the action is complete. End the action and close the case, unless a party or another jurisdiction requests other actions.

Processing Incoming Referrals in Local Offices

After entering the initial information on the REFERRAL screen, Central Registry sends the packet to the appropriate local office. The packet contains all of the original documents received from the initiating jurisdiction.

A worker adds the remaining case information to the ICAR case. A worker may attempt to verify the address and initiate automated location searches if necessary. For more information, see the location process.

Send the initiating jurisdiction all forms intended for the payee. The initiating jurisdiction forwards them to the payee. Many of the forms contain the initiating jurisdiction's address as listed on the INTERST4 screen. Before you generate forms, check the INTERST4 screen to ensure that the correct jurisdiction's local office address displays.

Use the INTERSTA screen to track basic information about the intergovernmental case between Iowa and other jurisdiction. When Central Registry makes entries to the REFERRAL screen on an incoming intergovernmental referral, ICAR displays the data in the corresponding fields on the INTERSTA screen: CENTRAL REGIST#, INIT STATE, FIPS, RSPN STATE, FIPS, OTHER ST CASE#, OTHER ST CRT#, LOC RCVING RFRAL, ACKNLDGMENT SENT, and REFERRAL TYPE.

When you receive the referral from Central Registry, enter an "X" in the LOC RCVING RFRAL field and the date you received the referral in the corresponding date field on the INTERSTA screen. ICAR automatically generates a narrative (INTER7) to document that the local office received the referral from Central Registry.

```
IOWA COURT-ORD#:                          CENTRAL REGIST#:   000
INIT STATE: MN  FIPS: 27 000 00             RSPN STATE: IA  FIPS: 19 000 00
OTHER ST CASE#: 0001111234-02             OTHER ST CRT#:
LOC RCVING RFRAL: X 04 04 2020            REFERRAL SENT: 00 00 0000
ACKNLDGMENT SENT: C 04 02 2020        UIB ONLY:
 DISMISSED/ENDED: 00 00 0000


   SELECT:      REFERRAL TYPE: ENF     PROCESS:        LINKED?:
```

After entering the "X" in the LOC RCVING RFRAL field, access the INTERST4 screen to add information about the contact person and address in the other jurisdiction if not already listed from the REFERRAL screen.

Interstate Contact Screen A (INTERSTA)

Access the INTERSTA screen by entering INTERSTA in the NEXT SCREEN field on any screen.

```
D479HI01            IOWA COLLECTION AND REPORTING SYSTEM        DATE:
                        INTERSTATE CONTACT SCREEN A            TIME:
                                            DCO(S) NOT COMPLETED YET
      CASE NUMBER:                               DRI:
        PAYOR/AF:                                FVI:
          PAYEE:                             WORKER ID:

  IOWA COURT-ORD#:                        CENTRAL REGIST#:
     INIT STATE:    FIPS: 00 000 00         RSPN STATE:    FIPS: 00 000
00
   OTHER ST CASE#:                          OTHER ST CRT#:
 LOC RCVING RFRAL:                          REFERRAL SENT: 00 00 0000
 ACKNLDGMENT SENT:

                                            UIB ONLY:
                                    DISMISSED/ENDED: 00 00 0000


   SELECT:    REFERRAL TYPE:      PROCESS:        LINKED?:
   SELECT:    REFERRAL TYPE:      PROCESS:        LINKED?:
   SELECT:    REFERRAL TYPE:      PROCESS:        LINKED?:      MORE?: N
 COMMENT:


 F2=ADD F3=UPD F4=DEL PROC(S) F5=INQ F6=PROC F7=BACK F8=FRWD F9=REFRESH
 F10=PRIOR PROC  F11=NEXT PROC  F12=INTERST2  F13=INTERST3 F14=INTERST4
 NEXT SCREEN:         NOTES:
```

Use the upper half of the INTERSTA screen to record information about the intergovernmental case, such as the initiating jurisdiction and FIPS code, the responding jurisdiction and FIPS code, the other jurisdiction's case number and court order number. ICAR displays the ADDL DOCUMENTS PROVIDED and OTHER ST CONTACT fields only when Iowa is the initiating jurisdiction. All of the fields are described below.

Use the lower half of the screen to link this screen to the appropriate processes. ICAR allows you to link the INTERSTA screen with more than one referral type and process code. If Iowa is the initiating jurisdiction, you can link only the IWO, LISAN, REV, SUSPD, and UIFSA processes to this screen.

A maximum of two INTERSTA screens can exist for each state, tribe, or country. ICAR allows one screen for incoming referrals (when Iowa is the responding jurisdiction), and one screen for outgoing referrals (when Iowa is the initiating jurisdiction). Example:

> Iowa wants Nebraska to enforce support. Iowa creates an INTERSTA screen with Iowa as the initiating jurisdiction and Nebraska as the responding jurisdiction.
>
> Iowa receives a *Transmittal #1* from Nebraska requesting modification. Iowa's Central Registry adds an INTERSTA screen with Nebraska as the initiating jurisdiction and Iowa as the responding jurisdiction.
>
> These are the only INTERSTA screens that can exist for the state of Nebraska.

Following is an explanation of each field on the INTERSTA screen:

♦ **CASE NUMBER**: ICAR displays the Iowa case number.

♦ **DRI**: An entry in this display-only field indicates that there is a disclosure risk indicator on a party associated with this case. There may be a risk of violence if information about one of the parties associated with the case is released. ICAR enters one of the following codes to indicate who may be at risk:

   P1   Payor
   AF   Alleged father
   PE   Payee
   CH   Child

♦ **PAYOR/AF**: ICAR displays the name of the payor on the case. If there is no payor but there is an alleged father, UNKNOWN FATHER displays until a process is linked to the INTERSTA screen with an alleged father's name.

♦ **FVI**: An entry in this display-only field indicates that the Federal Case Registry reported a family violence indicator on a party associated with this case. There may be a risk of violence if information about one of the parties associated with the case is released. ICAR lists one of these codes to indicate who may be at risk:

   P1   Payor
   AF   Alleged father
   PE   Payee
   CH   Child

To find out more about the requirements for releasing information when a party is at risk, see chapter 9-A, [Confidential Safeguards when Processing Cases](#).

♦ **PAYEE**: ICAR displays the name of the payee on the case.

♦ **WORKER ID**: This field displays the ICAR worker ID of the worker processing the intergovernmental case. Though an entry is not required, this information is useful if the person processing the intergovernmental case is different from the person whose worker ID appears on the CASE screen. You must enter a valid worker ID.

♦ **INTERNATIONAL** or **TRIBAL CASE:** This field displays "THIS IS AN INTERNATIONAL CASE" when the first character of the FIPS field starts with an "8." This field displays "THIS IS A TRIBAL CASE" when the first two characters of the FIPS field starts with "90."

♦ **IOWA COURT-ORD#**: Enter the number of the Iowa court order associated with this referral (if there is one).

   EXCEPTION: For incoming modifications and suspensions, enter the court order number of the order to be modified or suspended, even if it is another jurisdiction's order. This entry ensures a link to the correct ICAR screen for tracking the modification or suspension. The court order must exactly match the number as it appears on the COURTORD screen.

♦ **CENTRAL REGIST#**: For incoming intergovernmental cases (when Iowa is the responding state), ICAR displays the central registry number assigned by Central Registry on the REFERRAL screen. You cannot manually enter a central registry number. This field is blank for outgoing intergovernmental cases (when Iowa is the initiating state).

♦ **INIT STATE**: Enter the two-letter abbreviation for the initiating state. This field is blank when the other jurisdiction is international or tribal. For outgoing referrals, enter "IA." For incoming referrals, ICAR displays the initiating state as entered by Central Registry on the REFERRAL screen.

♦ **FIPS**: For outgoing intergovernmental cases, enter the FIPS code of your office. Iowa FIPS codes always begin with "19." If the FIPS code in this field is not the FIPS associated with the worker ID assigned to the case, update it.

   For incoming intergovernmental cases, ICAR displays the FIPS code of the initiating jurisdiction as entered by Central Registry on the REFERRAL screen. For state cases, this field displays the five or seven digit FIPS code associated with the other state's local office. (See Definitions for additional information about FIPS codes.)

♦ **RSPN STATE**: Enter the two-letter abbreviation for the responding state. This field is blank when the other jurisdiction is international or tribal. For incoming referrals, ICAR automatically displays "IA."

♦ **FIPS**: For incoming intergovernmental cases, ICAR displays the FIPS code of the county in Iowa that is receiving the referral as entered by Central Registry on the REFERRAL screen. If the FIPS code in this field is not the FIPS associated with the worker ID assigned to the case, update it.

For outgoing intergovernmental cases, enter the FIPS code of the location to which you are sending the referral. For state cases, this field displays the five or seven digit FIPS code associated with the other state's local office. (See Definitions for additional information about FIPS codes.)

♦ **OTHER ST CASE#**: Enter the case number as provided by the other jurisdiction. Entries in this field must:

  • Be left justified,
  • Be less than 15 characters,
  • Contain no asterisk (*), backslash (\) or colon (:),
  • Not contain all zeros.

The edits above do not apply to international or tribal cases.

♦ **OTHER ST CRT#**: Enter the court order number of the other jurisdiction's order.

EXCEPTION: For outgoing modifications and suspension, enter the number of the order to be modified or suspended in this field, even if it is an Iowa order. This entry ensures the link occurs to the correct ICAR screen for tracking the modification or suspension. The court order number must exactly match the number as it appears on the COURTORD screen.

♦ **LOC RCVING RFRAL**: This field indicates the location that received or will receive the intergovernmental referral. Valid entries when Iowa is the responding jurisdiction include:

C   Central Registry received the initial referral from the other jurisdiction.
L   The local office received an additional request for action from the other jurisdiction.
X   The local office received the referral from the Central Registry. This entry generates a narrative (INTER7) to document the local office received the referral.

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Valid entries when Iowa is the initiating jurisdiction (outgoing intergovernmental case) include:

C   The referral was sent to the Central Registry in the other state.

L   The referral was sent to a local office in the other state or sent to a tribe or country. **NOTE:** For another state, there must be a local office address on INTERST4 to use this entry.

In addition to the codes above, you must enter a date. Enter the date associated with the code above in the MM/DD/CCYY format.

♦ **REFERRAL SENT**: ICAR automatically completes the date in the MM/DD/CCYY format. This field links to the SENT date field for the latest UIFSA action on the OUTGOING UIFSA - 1 (UIFSA) screen.

When the date is completed in the SENT field on UIFSA, ICAR automatically completes the REFERRAL SENT field on the INTERSTA screen to indicate the date you mailed the referral packet to the other jurisdiction. Use this field for outgoing referrals only.

♦ **ACKNLDGMENT SENT/RCVD**: Use this field to indicate the location sending or receiving a CSENet transaction or form *Child Support Enforcement Transmittal #1 - Acknowledgment* and the date the acknowledgment was sent or received. The field name varies depending on whether the referral is incoming or outgoing.

When CSENet acknowledges the referral, ICAR updates this field.

• **ACKNLDGMENT RCVD**: ICAR displays this field to indicate that Iowa received an acknowledgment from the responding jurisdiction for a referral initiated by Iowa. When the acknowledgement is received through CSENet, ICAR updates this field.

There are two fields associated with ACKNLDGMENT RCVD. The first is a one-character field with two possible entries:

C   Iowa's Central Registry received an acknowledgment from the responding jurisdiction. A "C" is not a valid entry on international or tribal cases.

L   An Iowa child support office received an acknowledgment from the responding jurisdiction. An "L" is the only valid entry for international and tribal cases.

In the second field, enter the date Iowa received the acknowledgment. Enter a current or past date in the MM/DD/CCYY format.

- **ACKNLDGMENT SENT**: ICAR displays this field to indicate that Iowa sent an acknowledgment to the initiating jurisdiction for an incoming referral when Iowa is the responding state. There are two fields associated with ACKNLDGMENT SENT. The first is a one-character field with two possible entries:

  C   Iowa's Central Registry sent an acknowledgment to the initiating jurisdiction.
  L   An Iowa child support office sent an acknowledgment to the initiating jurisdiction. There must be a local office address on INTERST4 to use this entry.

  ICAR enters the date Iowa sent the acknowledgment in the MM/DD/CCYY format in the second field.

♦ **ADDITIONAL DOCUMENTS REQUESTED**: For outgoing cases, ICAR displays a "Y" or "N" in this unmarked field located directly after the ACKNLDGMENT RCVD date. Enter a "Y" to indicate that the other jurisdiction requested additional documents to proceed with Iowa's referral. Enter an "N" if the responding jurisdiction acknowledged the referral and does not need any additional documents. When the acknowledgement is received through CSENet, ICAR updates this field.

  When you or ICAR enter a "Y," ICAR issues a calendar flag (INTER192) for 30 days in the future to track that you sent the requested documents. ICAR automatically deletes this calendar flag when you enter a date in the ADDL DOCUMENTS PROVIDED field.

♦ **ADDL DOCUMENTS PROVIDED**: Enter the date you provided or will provide the additional documents requested by the other jurisdiction.

  When you enter a date in this field, ICAR issues a narrative (INTER435) documenting the date you plan to send the additional information to the other jurisdiction. ICAR also sends a status (INTER37) to notify the other jurisdiction of the date you plan to send the requested documents.

  You can enter:

  - A current date when you mail the actual documents to the responding jurisdiction.

  - A future date when you plan to mail the documents to the responding jurisdiction. When the future date arrives, ICAR issues a calendar flag (INTER193) to remind you to mail the documents.

♦ **OTHER ST CONTACT**: This field tracks contacts made with the responding jurisdiction when Iowa is the initiating state. There are four possible worker-entries and four possible ICAR entries in this field. Valid entries include:

T   Telephone contact (worker-entered).
E   E-mail contact (worker-entered).
F   Facsimile contact (worker-entered).
N   Contact made through CSENet (worker or ICAR-entered).
A   Acknowledgment received or documents sent to the responding jurisdiction (ICAR-entered).
2   Contact made through the INTERST2 screen (form 470-3470, *Child Support Enforcement Transmittal #2 - Subsequent Actions*) (ICAR-entered).
3   Contact made through the INTERST3 screen (form 470-3471, *Child Support Enforcement Transmittal #3 - Request for Assistance/Discovery*) (ICAR-entered).

With manual entry of "T," "E," "F" or "N," ICAR generates a narrative (INTER436) to document the contact.

♦ **UIB ONLY**: Enter "Y" if another jurisdiction requests Iowa enforce unemployment benefits only. Only enter a "Y" when Iowa is the responding state. Once the payor stops receiving unemployment benefits, tell the other jurisdiction to close the case and enforce directly or send a referral requesting full enforcement. If the other jurisdiction requests full enforcement, enter "N" in this field. When you change this field, ICAR generates narrative INTER370 to document the change.

♦ **DISMISSED/ENDED**: Use this field to end the intergovernmental process when it is no longer necessary to have an intergovernmental case with the other jurisdiction. Use this field only when all establishment, modification, and enforcement actions in the other jurisdiction have ended for this case.

ICAR accepts only a current date in the MM/DD/CCYY format. Once you make an entry in this field and update the screen, ICAR locks the INTERSTA screen, and the intergovernmental case with that jurisdiction is ended.

ICAR generates a narrative (INTER617 or 618) to document the date the intergovernmental process was ended, a calendar flag (INTER15) to delete any outstanding intergovernmental calendar flags, and makes an entry on the INTERSTATE HISTORY (INTHIST) screen for the case. ICAR sends a status or CSENet transaction when Iowa is the responding jurisdiction.

If you later reopen the case with this same jurisdiction, ICAR allows workers authorized through the WORKER2 screen to clear this field and reopen the INTERSTA screen. Narrative (INTER365) generates to document the date the INTERSTA screen reopened.

♦ **SELECT**: Use this field to select the REFERRAL TYPE and PROCESS code combination you wish to use. When you first add a REFERRAL TYPE and PROCESS code combination, place an "X" in this field before adding or modifying (F2 or F3) to ensure that the INTERSTA screen links to the process.

To access process screens linked to the INTERSTA screen, place an "X" in the SELECT field next to the REFERRAL TYPE and PROCESS, and press F6.

You can also use the SELECT field to delete an unlinked REFERRAL TYPE and PROCESS. To do this, enter a "D" in the SELECT field and press F4 twice.

♦ **REFERRAL TYPE** and **PROCESS**: Use the REFERRAL TYPE and PROCESS fields to designate the process to which you want to link the INTERSTA screen. The referral type and process vary depending on what actions the other jurisdiction asked Iowa to take or the action you asked the other jurisdiction to take.

To set up an initial referral type and process code, complete the REFERRAL TYPE and PROCESS fields with the appropriate combination from the list that follows. Make sure enter an "X" in the SELECT field. Press F2 twice if you are also adding the INTERSTA screen for the first time or F3 twice if modifying an existing INTERSTA screen.

The following are valid combinations for REFERRAL TYPE and PROCESS:

Referral Type	Process	Description
ENF (Enforcement)	BONDS	Bonds
	CONTE	Contempt
	IWO	Income withholding
	LISAN	License sanction
	SEF	Secondary enforcement: federal court action
	SEG	Secondary enforcement: garnishment
	SEI	Secondary enforcement: IRS full collection.
	SEL	Secondary enforcement: levy
	SEO	Secondary enforcement: other
	SED	Secondary enforcement: debtors examination
EST (Establishment)	ADMIN	Administrative process
	ADMOD	Administrative modification
	REV	Review and adjustment
	SUSPD	Suspension
	UIFSA	Outgoing UIFSA referral

Referral Type	Process	Description
PAT (Paternity)	PAT ADPAT	Judicial paternity establishment Administrative paternity establishment
PFD ONLY		Intercept Alaska Permanent Fund Dividend (PFD)
TAX		Federal tax offset (no process code)
TRAN3		Limited assistance cases (no process code)

♦ **LINKED**: ICAR enters a "Y" to indicate the REFERRAL TYPE and PROCESS combination linked from the INTERSTA screen to a process screen.

♦ **MORE?**: ICAR enters a code to indicate whether or not there are additional REFERRAL TYPE and PROCESS combinations to view for the INTERSTA screen currently displayed. Valid entries include:

Y   There are additional REFERRAL TYPE and PROCESS combinations to view. Use the F10 and F11 keys to page forward and backward to view all combinations.

N   There are no additional REFERRAL TYPE and PROCESS combinations to view.

♦ **COMMENT**: Use this field to enter any additional information unique to the intergovernmental relationship with the other jurisdiction indicated on this screen.

The INTERSTA screen F keys are:

♦ F2=ADD: Use the F2 key to add a new intergovernmental record to ICAR initially.

♦ F3=UPD: Use the F3 key to update the INTERSTA screen on ICAR.

♦ F4=DEL PROC(S): Enter a "D" in the SEL field next to a REFERRAL TYPE and PROCESS, then press the F4 key to delete the referral type and process from ICAR.

♦ F5=INQUIRE: Enter a case number in the CASE NUMBER field and press the F5 key to see if an INTERSTA screen already exists on ICAR for this case.

♦ F6=PROC: The F6 key works in conjunction with the SELECT field. Enter an "X" in the SELECT field next to the desired process, press F6, and ICAR takes you directly to the linked process you selected.

♦ F7=BACK: After using the F8 key, use the F7 key to scroll backward through INTERSTA screens on the case.

♦ F8=FORWARD: After inquiring on a case number, use the F8 key to scroll forward through INTERSTA screens when more than one exists.

♦ F9=REFRESH: Use the F9 key to refresh (clear) the screen so you can work with another referral.

♦ F10=PRIOR PROC: When more than three processes are linked to the INTERSTA screen, you can use the F10 key to scroll backwards to view additional processes.

♦ F11=NEXT PROC: When more than three processes are linked to the INTERSTA screen, you can use the F11 key to scroll forward to view the additional processes.

♦ F12=INTERST2: Press the F12 key to display the INTERST2 screen for this referral.

♦ F13=INTERST3: Press SHIFT + F1 to display the INTERST3 screen for this referral.

♦ F14=INTERST4: Press SHIFT + F2 to display the INTERST4 screen for this referral.

Adding Contact Information to the INTERST4 Screen

ICAR stores contact information about the other jurisdiction on the Interstate Contact Screen 4 (INTERST4). When you first establish an INTERSTA screen, ICAR automatically stores contact information to the INTERST4 screen. For state cases, ICAR stores the Central Registry address. For tribal and international cases, ICAR stores an address for the tribe or country.

```
D479HI11           IOWA COLLECTION AND REPORTING SYSTEM      DATE:
                      INTERSTATE CONTACT SCREEN 4            TIME:


CASE NUMBER:          CENT REG:        OTH ST CASE#:
   PAYOR/AF:
      PAYEE:
              INIT ST: NE  FIPS: 31 000 00   RESP ST: IA  FIPS: 19 155 00

   ADM TAX REVIEW:
   CONTACT PERSON:
     CONTACT ADDR: HHS CHILD SUPPORT ENFORCEMENT
                 CSEU - Central Registry
                 PO Box 94728
           CITY: LINCOLN                  STATE: NE    ZIP: 68509 4728
    PRIVATE PHONE:           X          COUNTRY:
     PUBLIC PHONE:             FAX:                  IZIP:
     EMAIL:                                    BEFORE/AFTER:
    TESTIMONY IND:              TESTIMONY PHONE #: 000 000 0000 X
   TESTIMONY DATE:             TESTIMONY TIME: 00 : 00   M
COMMENT:
 F3=UPDATE          F5=INQUIRY     F7=PAGE BACK   F8=PAGE FORWARD
F11=INTERSTA    F12=INTERST2   F13=INTERST3      F14=IRG
NEXT SCREEN:         NOTES:
```

When you receive local office contact information, go to the INTERST4 screen and press F14 (SHIFT + F2) IRG to access the IRG screen, since ICAR does not allow direct access to the CONTACT ADDR, CITY, STATE, ZIP, COUNTRY, IZIP, and BEFORE/AFTER fields. See [Intergovernmental Reference Guide (IRG) screen](#) for more information on the IRG screen.

ICAR allows you to change the data in the CONTACT PERSON, PRIVATE PHONE, PUBLIC PHONE, FAX, and EMAIL fields on the INTERST4 screen. Change this information whenever it is appropriate.

Interstate Contact Screen 4 (INTERST4)

Access the INTERST4 screen by entering INTERST4 in the NEXT SCREEN field on any screen. You can also access this screen from the INTERSTA, INTERST2, and INTERST3 screen by pressing F14 (SHIFT + F2) from these screens.

```
D479HI11         IOWA COLLECTION AND REPORTING SYSTEM         DATE:
                    INTERSTATE CONTACT SCREEN 4               TIME:

CASE NUMBER:         CENT REG:         OTH ST CASE#:
   PAYOR/AF:
      PAYEE:
                 INIT ST: NE  FIPS: 31 000 00   RESP ST: IA  FIPS: 19 155 00

   ADM TAX REVIEW:
   CONTACT PERSON:
     CONTACT ADDR: HHS CHILD SUPPORT ENFORCEMENT
                   CSEU - Central Registry
                   PO Box 94728
           CITY: LINCOLN                 STATE: NE    ZIP: 68509 4728
    PRIVATE PHONE:           X           COUNTRY:
     PUBLIC PHONE:              FAX:                  IZIP:
     EMAIL:                                           BEFORE/AFTER:
    TESTIMONY IND:              TESTIMONY PHONE #: 000 000 0000 X
   TESTIMONY DATE:              TESTIMONY TIME: 00 : 00   M
COMMENT:
 F3=UPDATE            F5=INQUIRY     F7=PAGE BACK   F8=PAGE FORWARD
F11=INTERSTA   F12=INTERST2  F13=INTERST3      F14=IRG
NEXT SCREEN:        NOTES:
```

Use the INTERST4 screen to track the other jurisdiction's contact information and to track administrative tax hearings and telephonic testimony information for the case.

ICAR displays information from the INTERSTA screen in the following fields in the upper portion of the INTERST4 screen: CASE NUMBER, CENT REG, OTH ST CASE#, PAYOR/AF, PAYEE, INIT ST, FIPS, RESP ST, FIPS, and INTERNATIONAL CASE or TRIBAL CASE.

Following is an explanation of each field on the INTERST4 screen:

♦ **ADM TAX REVIEW**: Enter the appropriate code in the first part of this field to indicate that a federal administrative tax review is requested, scheduled, or completed. Valid entries for the first part of this field include:

R   The other state requested a federal administrative tax review.
S   The worker scheduled a federal administrative tax review.
C   The federal administrative tax review has been completed.
Blank   Default.

   ICAR enters the current date in the second part of this field

♦ **CONTACT PERSON**: Enter the name of the worker responsible for the case in the other jurisdiction. You can change the information in this field at any time.

♦ **CONTACT ADDR**: This field indicates the address of the worker in the other jurisdiction responsible for the case.

   ICAR automatically completes the field with the Central Registry address of the other state or with a tribal or international address. You can change the information in this field at any time by pressing F14 (SHIFT + F2) and selecting the appropriate address from the IRG screen. See Intergovernmental Reference Guide (IRG) for more information.

♦ **CITY**: This field indicates the city of the other jurisdiction's contact person. For states, ICAR automatically enters the city of the Central Registry in the other state. You can change this field at any time by pressing F10 and selecting the appropriate address from the IRG screen.

♦ **STATE**: This field indicates the state of the contact person in the other jurisdiction. ICAR automatically enters the state abbreviation for tribal and state cases. This field is blank for international cases.

♦ **ZIP**: This field indicates the ZIP code for the address of the contact person in the other state or tribe. This field is blank for international cases.

   You can change the information in this field at any time by pressing F14 (SHIFT + F2) and selecting the appropriate address from the IRG screen.

♦ **PRIVATE PHONE**: Enter the direct phone number for the person responsible for the case in the other jurisdiction. You can change this number at any time.

♦ **COUNTRY**: This field indicates the name of the country for international cases. This field is blank for state and tribal cases.

♦ **PUBLIC PHONE**: Enter the general business phone number for the contact person responsible for the case in the other jurisdiction. You can change this number at any time. When you select an address from the IRG screen, ICAR populates this field with the associated phone number, if this field is blank.

♦ **FAX**: Enter the facsimile number for the contact person responsible for the case in the other jurisdiction. You can change this number at any time. When an address is selected from the IRG screen, ICAR populates this field with the associated facsimile number, if this field is blank.

♦ **IZIP**: This field indicates the international zip code associated with the foreign country of the contact person. ICAR will populate this field based on the information on the associated IRG screen. This field is blank when the foreign country does not have an international zip code. This field is blank for state and tribal cases.

♦ **EMAIL**: Enter the e-mail address for the contact person responsible for the case in the other jurisdiction. You can change this information at any time.

♦ **BEFORE/AFTER**: This field indicates whether the postal formatting for a foreign country requires placement of the zip code before or after the city and country name on forms and statuses. When you select an address from the IRG, ICAR populates this field based on the information on the associated IRG screen. This field is blank for state and tribal cases. Valid entries are:

B   Before.
A   After.

♦ **TESTIMONY IND**: This field indicates whether a court hearing is scheduled to occur by telephone with one of the parties involved in the case. ICAR requires entry in this field with an entry in the TESTIMONY PHONE #, TESTIMONY DATE, and TESTIMONY TIME fields. Valid entries are:

Y   An electronic testimony is scheduled.
Blank   Default.

When you enter a "Y" in this field, ICAR generates form 470-3467, *Application for Order Relating to Telephonic Testimony*, form 470-3468, *Order Relating to Telephonic Testimony*, and a narrative (INTER47) to document these forms were generated.

♦ **TESTIMONY PHONE #**: ICAR requires entry in this field with an entry in the TESTIMONY IND, TESTIMONY DATE, and TESTIMONY TIME fields. Enter the phone number to call for telephonic testimony.

♦ **TESTIMONY DATE:** ICAR requires entry in this field with an entry in the TESTIMONY IND, TESTIMONY PHONE #, and TESTIMONY TIME fields. Enter the date the telephonic testimony is scheduled to occur with one of the parties involved in the case. Complete the field in the MM/DD/CCYY format.

ICAR generates a narrative (INTER48) to document the hearing date and a calendar flag (INTER18). ICAR issues this calendar flag the day before the scheduled testimony date to remind you of the upcoming hearing.

♦ **TESTIMONY TIME**: ICAR requires entry in these fields with an entry in the TESTIMONY IND, TESTIMONY PHONE #, and TESTIMONY DATE. Enter the time a telephonic testimony is scheduled with one of the parties involved in the case. You must enter the information in the following format:

- **TIME**: (HH) (MM) format. Enter the scheduled time for testimony.
- **M**: This field indicates morning or afternoon. Valid entries include:

  A   A.M.
  P   P.M.
  Blank   Default.

♦ **COMMENT**: Enter free-form information about the INTERST4 screen. For example, if you have a second contact person in the other jurisdiction, use this field to enter the name and phone number of the second contact person. Enter international phone numbers in this field.

The INTERST4 screen F keys are:

♦ F3=UPDATE: Use the F3 key to update the INTERST4 screen on ICAR.

♦ F5=INQUIRE: Enter a case number in the CASE NUMBER field and press the F5 key to see if an INTERST4 screen exists for the case.

♦ FF7=PAGE BACK: After using the F8 key, use the F7 key to scroll backward through INTERST4 screens on the case.

♦ F8=PAGE FORWARD: After inquiring on a case number, use the F8 key to scroll forward through INTERST4 screens when more than one exists.

♦ F11=INTERSTA: Press the F11 key for quick access to the INTERSTA screen for this jurisdiction.

♦ F12=INTERST2: Press the F12 key to display the INTERST2 screen for this jurisdiction.

♦ F13=INTERST3: Press SHIFT + F1 to display the INTERST3 screen for this jurisdiction.

♦ F14=IRG: Press SHIFT + F2 to display the IRG screen. This allows you to change the contact address for intergovernmental correspondence.

The ACKNOWLEDGEMENT (ACK) Screen

The ACK screen identifies and tracks the documentation requested from another jurisdiction to complete the intergovernmental referral. Select the documents Iowa needs to complete the referral and the date Iowa receives them on this screen.

Central Registry normally selects the documents needed to complete the referral. Once received, the local office acknowledges the receipt of them.

Anyone can modify the ACK screen. Access the ACK screen in any of the following ways:

♦ A Central Registry worker can enter an "M" in the ACKNOWLEDGE field on the REFERRAL screen.

♦ When an "M" displays in the ACKNOWLEDGE field on the REFERRAL screen, a worker can press the F11 key from the REFERRAL screen.

♦ When an "M" displays in the ACKNOWLEDGE field on the REFERRAL screen, a worker can enter "ACK" in the NEXT SCREEN field on the REFERRAL screen.

```
 D479HI95            IOWA COLLECTION AND REPORTING SYSTEM        DATE:
                          ACKNOWLEDGEMENT                        TIME:

 ICAR CASE NUMBER.........:              OTHER STATE'S FIPS:
 OTHER STATE'S CASE NUMBER:
 CENTRAL REGISTRY #.......:
                                    ----ACK SENT----  -DOCS RECEIVED-
 PERSONAL INFO FORM FOR UIFSA 311........
 CS AGENCY CONFIDENTIAL INFO FORM........
 UNIFORM SUPPORT PETITION................
 GENERAL TESTIMONY.......................
 LETTER OF TRANSMITTAL REQ REGIST........
 DECL IN SUPPORT OF EST PARENTAGE........
 ARREARS STATEMENT/PAY HISTORY...........
 CERTIFIED SUPPORT ORDER.................
 COPY OF SUPPORT ORDER...................
 ACKNOWLEDGEMENT OF PARENTAGE............
 BIRTH CERTIFICATE/BIRTH RECORD..........
 NONDISCLOSURE FINDING/AFFIDAVIT.........
 OTHER...................................


 F3=UPDATE   F12=COMMENTS   CLEAR=RETURN
 NOTES:
```

Receiving Requested Documents (ACK Screen)

Both Central Registry and local office staff update the ACK screen. When the other jurisdiction responds to the acknowledgment by sending the requested documents, enter the date you receive the documents on this screen. Use the following steps to do this:

♦ Access the ACK screen.

♦ In the DOCS RECEIVED field, enter the date you received the documents from the other jurisdiction.

♦ Press F3 twice to confirm the update.

```
D479HI95              IOWA COLLECTION AND REPORTING SYSTEM    DATE:
                               ACKNOWLEDGEMENT                 TIME:


ICAR CASE NUMBER.........:              OTHER STATE'S FIPS: 31 000 00
OTHER STATE'S CASE NUMBER: 123456
CENTRAL REGISTRY #.......:  11123

                                       ----ACK SENT---- -DOCS RECEIVED-
PERSONAL INFO FORM FOR UIFSA 311........
CS AGENCY CONFIDENTIAL INFO FORM........  C 10 21 2020
UNIFORM SUPPORT PETITION................
GENERAL TESTIMONY.......................
LETTER OF TRANSMITTAL REQ REGIST........  C 10 21 2020 1
```

Following is an explanation of each field on the ACK screen:

♦ **ICAR CASE NUMBER**: ICAR displays the case number linked to the referral.

♦ **OTHER STATE'S FIPS**: ICAR displays the FIPS code of the initiating jurisdiction.

♦ **OTHER STATE'S CASE NUMBER**: ICAR displays the case number the initiating jurisdiction uses to identify its case.

♦ **CENTRAL REGISTRY #**: ICAR displays the unique number it assigns to all new incoming referrals. This number identifies referrals before they become ICAR cases. Once the referral linked to a case, ICAR uses the CENTRAL REGISTRY number to link the intergovernmental process with the referral.

The following fields identify documents needed for completing a referral. Required documents may include:

PERSONAL INFORMATION FORM FOR UIFSA 311	CS AGENCY CONFIDENTIAL INFO FORM
UNIFORM SUPPORT PETITION	GENERAL TESTIMONY
LETTER OF TRANSMITTAL REQ REGIST	DECL IN SUPPORT OF EST PARENTAGE
DECL IN SUPPORT OF EST PARENTAGE	ARREARS STATEMENT/PAY HISTORY
CERTIFIED SUPPORT ORDER	COPY OF SUPPORT ORDER
ACKNOWLEDGMENT OF PARENTAGE	BIRTH CERTIFICATE/BIRTH RECORD
NONDISCLOSURE FINDING/AFFIDAVIT	OTHER

Entry in one of these fields generates either a CSENet transaction or form 470-3761, *Child Support Enforcement Transmittal #1 – Initial Request - Acknowledgement*. Central Registry enters a "C," "L," or an "R" next to each document needed.

C   ICAR prints Iowa's Central Registry address in the FROM section of form 470-3761, *Child Support Enforcement Transmittal #1 – Initial Request - Acknowledgement*.

L   ICAR prints the local office address in the FROM section of the acknowledgment. ICAR prints the address that was on the last request.

♦ **ACK SENT**: ICAR enters the date you or Central Registry requested the document.

ICAR also enters a number next to the date to indicate the number of times Iowa requested the document. Each time you enter a date in this field ICAR increases the number by one.

♦ **DOCS RECEIVED**: Enter the date you received the documents from the initiating jurisdiction.

Acknowledging and Requesting Documents

The ACK screen contains a list of documents the Unit may need to request from the initiating jurisdiction to complete an incoming referral. To request documents and acknowledge receipt of those documents, follow these steps:

♦ In the first column before the ACK SENT date fields, Central Registry or the worker enters one of the following codes next to the corresponding documents needed:

C   Iowa Central Registry generates a CSENet transaction or form 470-3761, *Child Support Enforcement Transmittal #1 – Initial Request - Acknowledgement*, requesting the additional documents. If ICAR generates form 470-3761, *Child Support Enforcement Transmittal #1 – Initial Request - Acknowledgement*, ICAR enters the Central Registry address in the FROM section.

L   Central Registry generates a CSENet transaction or form 470-3761, *Child Support Enforcement Transmittal #1 – Initial Request - Acknowledgement*, requesting that additional documents be sent to the local office. If ICAR generates form 470-3761, *Child Support Enforcement Transmittal #1 - Acknowledgment*, ICAR enters the local office address from the WORKER screen in the FROM section on this form.

R   This entry causes ICAR to reprint form 470-3761, *Child Support Enforcement Transmittal #1 – Initial Request - Acknowledgement*, with the last "C" or "L" address used. Reprint the form only for office use.

Do not reprint the form and mail it to the other jurisdiction. If the other jurisdiction requests a new copy of form 470-3761 and does not exchange CSENet with Iowa, enter a "C" or "L" to generate the form again. If the other state exchanges CSENet with Iowa, a CSENet acknowledgement will generate to the other state.

NOTE: ICAR processes "L" and "C" address codes on the ACK screen differently than the way it processes these codes on the INTERST2 screen. On the ACK screen, ICAR shows where the form comes from, not where it is going.

♦ When Central Registry enters "L" or "C" by the requested documents and presses F3 twice, the MORE INFORMATION COMMENTS screen displays. Central Registry either enters text on this screen or pauses out of it. ICAR then generates a CSENet transaction or form 470-3761, *Child Support Enforcement Transmittal #1 – Initial Request - Acknowledgement*. ICAR places the information requested and some text from the MORE INFORMATION COMMENTS screen in the CSENet transaction or enters an "X" in the boxes on form 470-3761 that corresponds to the requested documents. Narrative (INTER383) generates to record the acknowledgment.

Once you acknowledge the transmittal, ICAR issues a narrative (CASE 485) and a calendar flag (CASE 187) to the worker identified in the REFER TO field on the REFERRAL screen to inform the worker of the newly acknowledged referral.

A batch program compares the ACK SENT date with the DOCS RECEIVED date on the ACK screen. If you do not enter a date in the DOCS RECEIVED field within 30 days of the ACK SENT date, ICAR issues a narrative (INTER378, 379, or 380), which generates a calendar flag (INTER194), and a status (INTER32, 33, or 34) to the other jurisdiction as a reminder. If the other state can receive CSENet transactions, ICAR generates the appropriate CSENet reminder.

The ACK screen F keys are:

♦ CLEAR (PAUSE/BREAK): Use this key to access the REFERRAL screen without processing the ACK screen.

♦ FF3=UPDATE: Press F3 two times to update the ACK screen and display the MORE INFORMATION COMMENTS screen. In addition, press F3 twice to update the DOCS RECEIVED field with the date the documentation was received.

♦ F12=COMMENTS: When you complete the ACK screen, ICAR displays the MORE INFORMATION COMMENTS screen. Use the F12 key to access the MORE INFORMATION COMMENTS screen.

Instructions for Linking Incoming Referrals

To complete the requested actions from the initiating jurisdiction after you have received all necessary documents, place an "X" in the SELECT field next to the applicable referral type that Central Registry automatically added to the INTERSTA screen.

Tab to the PROCESS field and enter the code for the process you will be working. See the section on Interstate Contact Screen A (INTERSTA) for a list of referral types and process codes.

```
 D479HI01      IOWA COLLECTION AND REPORTING SYSTEM        DATE:
                 INTERSTATE CONTACT SCREEN A               TIME:
                                               DCO(S) NOT COMPLETED YET
     CASE NUMBER:                                    DRI:
        PAYOR/AF:                                    FVI:
           PAYEE:                               WORKER ID:


  IOWA COURT-ORD#:                    CENTRAL REGIST#:  32481
       INIT STATE: IL  FIPS: 17 100 00    RSPN STATE: IA  FIPS: 19 000 00
   OTHER ST CASE#: 123456               OTHER ST CRT#:
 LOC RCVING RFRAL: L 10 05 2018         REFERRAL SENT: 00 00 0000
 ACKNLDGMENT SENT: L 10 05 2018

                                            UIB ONLY:
                                     DISMISSED/ENDED: 00 00 0000


   SELECT: X   REFERRAL TYPE: ENF    PROCESS: IWO    LINKED?:
   SELECT:     REFERRAL TYPE:        PROCESS:        LINKED?:
   SELECT:     REFERRAL TYPE:        PROCESS:        LINKED?:  MORE?: N
 COMMENT:


 F2=ADD F3=UPD F4=DEL PROC(S) F5=INQ F6=PROC F7=BACK F8=FRWD F9=REFRESH
 F10=PRIOR PROC  F11=NEXT PROC  F12=INTERST2  F13=INTERST3 F14=INTERST4
 NEXT SCREEN:       NOTES:
```

Once you have selected the applicable referral type and entered the process, press F3 twice. ICAR displays the process screen that corresponds to the code listed in the PROCESS field.

Complete the necessary entries on the process screen and save or update the screen. This completes the link between the incoming INTERSTA screen and the process.

NOTE: The necessary entries on each process screen vary depending on the process. For more information on a specific process screen, see the manual chapter that explains the process with which you are working.

Because the INTERSTA screen contains several REFERRAL TYPE and PROCESS fields, more than one process can be linked to the same INTERSTA screen at any given time. If the initiating jurisdiction asks you to take more than one action, simply follow the steps above to link to the additional processes.

Work through the processes as required by Iowa law. Because of the link between the INTERSTA screen and the process screen, ICAR automatically issues statuses to the initiating jurisdiction at key points in each process.

When you successfully link a process, ICAR displays a "Y" in the LINKED? field next to the process on the INTERSTA screen. **NOTE:** It is very important that you link the INTERSTA screen to each process you are working so ICAR can issue automatic statuses when it should.

When you complete the process, ICAR automatically unlinks the process screen and the INTERSTA screen. In most cases, ICAR also deletes the entries in the affected REFERRAL TYPE field and PROCESS fields on the INTERSTA screen. If unlinked entries remain, you can delete them. See Interstate Contact Screen A (INTERSTA).

Special Instructions for Linking an Incoming Review, Administrative Modification, and Suspension Process

ICAR links the incoming INTERSTA screen (Iowa is the responding state) to the ADMIN REVIEW AND ADJUST – 1 (REVIEW1), ADMINISTRATIVE MODIFICATION – ADMOD1 (ADMOD1) and SUSPENSION CONSENT – 1 (SUSC1) screens differently than it links it to the other process screens. To link an INTERSTA screen to a review, administrative modification, and suspension screen, follow these instructions:

♦   Access an incoming INTERSTA screen by entering INTERSTA in the NEXT SCREEN field on any screen. If the case does not have an incoming INTERSTA screen, contact the Central Registry to set up an incoming INTERSTA screen.

♦   In the IOWA COURT ORD # field, enter the number of the court order being reviewed **exactly as it appears on the COURTORD screen**, regardless of which jurisdiction issued the order. You must enter the court order number in this field to link the INTERSTA screen to the review, administrative modification, and suspension screens correctly.

♦   Enter "X" in the SELECT field.

♦   Enter "EST" in the REFERRAL TYPE field.

♦   For a review, enter "REV" in the PROCESS field. For an administrative modification, enter "ADMOD" in the PROCESS field. For a suspension, enter "SUSPD" in the PROCESS field.

♦   Press F3 twice to update.

ICAR displays the REVIEW1, ADMOD1, or the SUSP1 screen. Complete the required fields on the REVIEW1, ADMOD1, or SUSP1 screen and press F2 twice to complete the link. For more information on completing the REVIEW screens, see 10-Q, *Administrative Review And Adjustment*. For more information on completing the administrative modification screen, see the administrative modification process. For more information on completing the suspension screens, see 10-S, *Suspension and Satisfaction of Support*.

Requirements When Receiving a Referral From Another Jurisdiction

Legal reference: 45CFR 303.7(d)(2)

When you receive a referral and documentation from Iowa's Central Registry, you must do the following within 75 days:

♦ Provide location services if the request is for location or if the other jurisdiction did not provide adequate location.

♦ Notify the initiating jurisdiction if you need additional information or documentation to proceed with the referral.

♦ Process the case as much as possible pending receipt of the additional information requested from the initiating jurisdiction.

When the Case Is Transferred to a Different Local Office

Legal reference: 45CFR 303.7(d)(4)

If you locate the payor in a different area of Iowa, transfer the case to the appropriate office within ten working days and notify the initiating jurisdiction. ICAR sends a status (CASE 4) or a CSENet transaction notifying the other jurisdiction of the change and providing the name and contact information of the new worker. See 9-H, *Transferring Cases*, for procedures.

When the Payor Is Located in a Different State

Legal reference: 45CFR 303.7(d)(3); Iowa Code Section 252K.306

Within ten working days of locating the payor in another state, either return the referral and documentation to the initiating jurisdiction, or if the initiating jurisdiction asks you to, forward the referral and documentation to the jurisdiction in which the payor was located.

If you forward the case to another state, document your actions and generate form 470-3702, *Child Support Enforcement Transmittal #2 - Notice of Case Forwarding*, from the NOTICE CASE FRWD and CASE FRWD TO ST fields on the INTERST2 screen. Use these fields only when forwarding the case to another state. If you are referring a case to a country or tribe, generate form 470-3702, *Child Support Enforcement Transmittal # 2 – Notice of Case Forwarding,* using the FORMVIEW screen.

```
 NOTICE CASE FRWD:    00 00 0000    CASE FRWD TO ST:   00 00 0000
```

In the NOTICE CASE FRWD field, enter either a "C" (Central Registry) or "L" (local office) to indicate the location in the other state to which you are forwarding the case. In the CASE FRWD TO ST field, enter the two-letter abbreviation for the state to which you are forwarding the case.

If the case meets the criteria to send a CSENet transaction with message text, ICAR displays the CSENET TEXT MESSAGE screen with the state abbreviation listed in the CASE FRWD TO ST field. The CSENet transaction includes the state abbreviation listed in the CASE FRWD TO ST field and any text the worker added to the CSENET TEXT MESSAGE screen. If the other state does not exchange CSENet transactions with Iowa or the case does not meet the criteria to send a CSENet transaction with message text form 470-3702, *Child Support Enforcement Transmittal # 2 – Notice of Case Forwarding,* generates. See Forwarding a Case to Another Jurisdiction for more information.

Upon update, ICAR generates narratives (INTER341, 342, 343, or 344) to document the case forwarding. ICAR also generates a CSENet status (INTER 47) to the initiating state informing them that you sent the form 470-3702, *Child Support Enforcement Transmittal #2 – Notice of Case Forwarding*, for case forwarding.

Providing Services

Legal reference: 45CFR 303.7(d)(6)

After receiving the referral and necessary documentation, process the case as you would if it were an intrastate case. Once a case is set-up on ICAR, ICAR automatically processes the case using all enforcement tools appropriate and available.

In order to keep the initiating jurisdiction informed of your progress on the case, link the INTERSTA screen to the appropriate process.

Notice Requirements

Legal reference: Iowa Code Section 252K.305

The responding jurisdiction has the following notice requirements:

♦ If the responding jurisdiction forwards pleadings to another tribunal, it must notify the petitioner of where and when the petition was sent.

♦ When hearings are scheduled, which may result in the establishment or adjustment of an order, the responding jurisdiction must provide timely, advance notice to the initiating jurisdiction.

♦ If a support order is entered, the responding jurisdiction must send copies of the order to both parties and the initiating tribunal.

NOTE: There are special notice provisions concerning registration of a non-Iowa support order. See Registration for more information.

Notifying the Initiating State of Formal Hearings and New Information

Legal reference: 45CFR 303.7(a)(7) and 303.7(d)(7),

Give the initiating jurisdiction timely, advance notice of any formal hearings that may result in establishment or adjustment of an order. In addition, notify the initiating jurisdiction of new information within ten working days of receipt.

When you schedule formal hearings within the process, ICAR automatically generates a status to the other jurisdiction containing information about the date of the hearing. CSENet transactions or statuses also generate at other points during the different processes to keep the other jurisdiction informed of Iowa's progress.

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If you get new information but ICAR does not automatically issue a status or CSENet transaction, send the information to the initiating jurisdiction using form 470-3470, *Child Support Enforcement Transmittal #2 - Subsequent Actions,* or a CSENet transaction. Generate this form from the INTERST2 screen. See Subsequent Actions (Transmittal #2) for more information.

Fees and Costs in the Responding State

Legal reference: Iowa Code Section 252K.313 and 45CFR 303.7(e)

The responding state must pay the costs it incurs in processing intergovernmental IV–D cases, including the costs of genetic testing. If paternity is established, the responding jurisdiction, at its election, may seek a judgment for the costs of testing from the alleged father who denied paternity.

The responding state cannot require the payee to pay a filing fee or other costs associated with establishing, modifying, or enforcing an order.

The responding tribunal may assess to the payor any filing fees, reasonable attorney fees, other costs, and necessary travel expenses, or other reasonable expenses incurred by the payee and the payee's witnesses.

The tribunal may not assess such fees, costs, and expenses against the payee or the support enforcement agency unless specific laws in the responding jurisdiction permit. Do not assess fees to a foreign reciprocating country, Hague country, or a payee in a foreign reciprocating country.

Reviewing Interstate Performance

Legal reference: 45CFR 303.7(a)(2)

The Unit must periodically review its performance on intergovernmental IV-D cases and evaluate its effectiveness. This is currently done through the self-assessment process. ICAR tracks narratives associated with the timeframe requirements to determine if the timeframes are being met or exceeded. The Unit reports this information annually to the federal Office of Child Support Enforcement.

__Outgoing Intergovernmental Referrals__

Legal reference:	45CFR 303.7(c)

When you locate an alleged father or payor in another jurisdiction and Iowa does not have jurisdiction, send an intergovernmental referral to that jurisdiction. For outgoing intergovernmental referrals, Iowa is the initiating state and the other jurisdiction is the responding jurisdiction.

Follow these steps to help make your outgoing intergovernmental referral as complete as possible:

♦ Ensure that you gather adequate information from the payee, including information concerning the existence of all child support orders and any periods of public assistance in any other jurisdictions.

♦ Determine whether there is a support order. When multiple support orders exist for the same period of time, determine which state should determine the controlling order and reconcile the arrears. If a determination of controlling order and reconciliation is necessary, refer the case to the appropriate jurisdiction.

♦ If the case party feels that the family's safety is in jeopardy by the Unit disclosing address information, follow the procedures listed in Nondisclosure of Information. If the case party feels at risk, have the case party complete form 470-5327, *Affidavit in Support of Non-Disclosure of Identifying Information.*

♦ Be sure that the payor lives in the responding jurisdiction. If you are unsure, send a Quick Locate request to the other jurisdiction before completing the referral packet. See 9-J, *Quick Locate*, for information on Quick Locate requests.

   NOTE: If there is no address for the payor in the state to which you are sending the transmittal, ICAR displays the message "NCP IS NOT LOCATED IN THIS STATE" in the top left corner of the INTERSTA and UIFSA screens, prompting you to review the case.

♦ Check the federal Intergovernmental forms matrix for the appropriate forms to use in a two-jurisdiction process. See 9-K-Appendix, *Intergovernmental Forms Matrix*.

♦ To initiate an intergovernmental UIFSA request, complete the applicable federal Intergovernmental forms using ICAR's UIFSA and UIFSA2 screens.

♦ Forward the referral packet, including all accompanying documents, to the Central Registry in the responding jurisdiction.

♦ Record the progression of the case on the INTERSTA and UIFSA screens. When the responding jurisdiction completes all actions requested, end the UIFSA screen.

When the responding jurisdiction receives the referral, it will send you an acknowledgment and begin taking the actions you requested. After the responding jurisdiction acknowledges your referral, follow up on the status of your case every 30 days.

Federal regulations require responding jurisdictions to process referrals following the laws of the responding jurisdiction. Because the responding jurisdiction may have laws that differ from those in Iowa, expect differences between the way that jurisdiction processes cases and the way Iowa processes them.

For information on policies and laws in other jurisdictions, see the federal Intergovernmental Reference Guide (IRG). Child support workers can access the IRG online through the State Services Portal. Child support customers can access the IRG at https://www.acf.hhs.gov/css/irg-state-map.

Duties of an Initiating Tribunal

Legal reference: 45CFR 303.7(c); Code of Iowa 252K.304

The initiating state has several duties as required by federal regulations and state statutes. Tribes and foreign countries may have similar procedures, but do not have all the same laws and regulations as states. The following sections explain duties related to:

♦ Establishing paternity and using long-arm jurisdiction
♦ Charging fees and costs

Establishing Paternity and Support Using Long-Arm Jurisdiction

Legal reference: Iowa Code Section 252K.201

Whenever possible, use "long-arm" provisions to establish jurisdiction over an alleged father or payor who lives in a jurisdiction other than Iowa. Iowa has long-arm personal jurisdiction over a non-resident person if one of the following criteria is met:

♦ The person is personally served with notice while in Iowa.

♦ The person submits to the jurisdiction of Iowa by consent in a record, by entering a general appearance, or by filing a responsive document, that waives a contest to personal jurisdiction.

♦ The person resided with the child in Iowa.

♦ The person resided in Iowa and provided prenatal expenses or support for the child.

♦ The child resides in Iowa as a result of acts or directives of the person.

♦ The person had sexual intercourse in Iowa and this may have resulted in conception of the child.

♦ The person claimed parentage of the child in the Declaration of Paternity Registry maintained in Iowa by the Iowa Department of Public Health.

♦ Any other circumstance in which Iowa can assert jurisdiction over the nonresident payor due to the payor's necessary minimum contact with Iowa, consistent with the Iowa and United States Constitutions.

NOTE: If you have questions about whether or not a case meets the criteria above, see your office attorney.

Fees and Costs

Legal reference: 45CFR 303.7(e); Iowa Code Section 252K.313

The responding state must pay the initial costs of genetic testing in actions to establish paternity. If the alleged father contests paternity and is later found to be the father through genetic testing, the responding state may attempt to seek a judgment to recover the costs.

Each IV-D agency may recover the costs of providing services in intergovernmental nonpublic assistance cases. However, the initiating tribunal cannot require the petitioner to pay a filing fee or other costs. In addition, states cannot recover costs from a foreign reciprocating country, Hague Convention country, or from a payee in a foreign reciprocating country or Hague Convention country.

If the payor contests, but the payee prevails, the responding state can assess the payor filing fees, reasonable attorney fees, other costs, and necessary travel and other expenses incurred by the payee and the payee's witnesses. Private attorney fees may be assessed as costs and can be ordered paid directly to the attorney.

If the payor requests a hearing to delay the order being filed, we must order the payor to pay costs and reasonable attorney fees. Consider a hearing to have been requested for delay if the hearing results in a registered support order being confirmed or enforced without change.

Payor Located in Another Jurisdiction

Legal reference: 45CFR 303.7(c)

When you locate a payor or alleged father in another jurisdiction, determine if you need to make a referral to that jurisdiction. If so, send the referral to the other jurisdiction within 20 days from either the date you verify the payor's location or the date you receive all information needed to process the case.

When you verify the alleged father or payor's address in another jurisdiction, ICAR tries to determine if a referral is needed. ICAR determines a referral is not needed if:

♦ Ongoing payments have been received within the past three months;
♦ An IWO is in place;
♦ There is a verified Iowa address for this person; or
♦ A referral already exists for that state.

When ICAR determines that the case meets one of these criteria, it issues a narrative (LOC 352) and automatically enters the reason the referral is not necessary. If an intergovernmental referral already exists for that state, ICAR enters a "Y" in the INTERSTATE REFERRAL field on either the EMPVER or ADDVER screens. If the case meets one of the other criteria, ICAR automatically enters an "N" in the INTERSTATE REFERRAL field.

If the case does not meet one of the criteria above, ICAR:

♦ Generates a narrative (LOC 316) notifying you that there is a possibility that an interstate referral is needed.

♦ Generates a calendar flag (LOC 125) prompting you to take action on the case within 20 days to determine if an interstate referral is needed.

♦ Automatically enters an "R" in the INTERSTATE REFERRAL field on either the EMPVER or ADDVER screens as shown below.

ADDVER:

```
ADDRESS VERIFIED...: Y   DATE VERIFIED..: 09 11 18   BY: W
INTERSTATE REFERRAL: R   UPDATE ADDRESS.: Y          REVER: 00 00 0000
```

EMPVER:

```
DEP HI AVAIL(Y/N):         DATE HI AVAIL: 00 00 0000 DEP ENROLLED(Y/N):
DEP HI NC:  OR PREM/MO:           INTERSTATE REFERRAL: R    PAY CYCLE:
```

If you make a referral to the other jurisdiction, ICAR changes the "R" to a "Y." If you decide a referral is not needed, manually change the "R" to an "N" and narrate your reason. In both instances, ICAR automatically deletes the calendar flag (LOC 125).

Responding Jurisdiction Requests Additional Information

Legal reference: 45CFR 303.7(c)(6)

When the responding jurisdiction requests additional information, the initiating jurisdiction must either provide the information, or notify the responding jurisdiction when the information will be provided, within 30 calendar days after the date the request is received.

ICAR tracks these requests through the INTERSTA screen. When you receive the acknowledgment from the responding jurisdiction and ICAR or the worker codes the LOC RCVING RFRAL and ACKNLDGMENT RCVD fields on the INTERSTA screen, ICAR also requires an entry in the ADDITIONAL DOCUMENTS REQUESTED field. ICAR allows entries of "Y" or "N."

If ICAR or you enter an "N" to indicate the other jurisdiction did not ask for additional information, ICAR accepts the entries, updates the screen, and issues a narrative (INTER2, INTER189, or INTER373). If the acknowledgement is received through CSENet, ICAR issues a calendar flag (INTER94) stating the responding state acknowledged the referral and does not need additional information.

If ICAR or you enter a "Y," ICAR issues a narrative (INTER2, INTER188, INTER373) and a calendar flag (INTER193) to remind you to provide the additional information requested. If the request for additional information is received through CSENet, another calendar flag (INTER93) issues stating the responding state received the referral and needs additional information.

When you enter a date in the ADDL DOCUMENTS PROVIDED field, ICAR deletes this calendar flag. You can enter either a current or a future date in the ADDL DOCUMENTS PROVIDED field. Enter the current date if you have sent the information. Enter a future date only if you know the date you will send the information.

```
LOC RCVING RFRAL: L 11 03 2020            REFERRAL SENT: 11 03 2020
ACKNLDGMENT RCVD: L 11 03 2020 Y  ADDL DOCUMENTS PROVIDED:
OTHER ST CONTACT: A 11 03 2020                 UIB ONLY:
```

When New Information Is Received

Legal reference: 45CFR 303.7(c)(5)

Within ten days after receiving new information on a case, the initiating state must provide the responding jurisdiction with the new information. Tribes and foreign countries do not have this requirement. Often this new information is shared automatically through ICAR's status program.

Outgoing Referrals - ICAR Screens

When processing an outgoing intergovernmental referral use the UIFSA, UIFSA2, UIFSA3, and UIFSA4 screens.

The OUTGOING UIFSA - 1 (UIFSA) Screen

Use the UIFSA screen to request and track intergovernmental UIFSA actions with another jurisdiction when Iowa is the initiating jurisdiction.

Entries are allowed on the UIFSA screen when it is linked to an outgoing INTERSTA screen. The screens are linked if the INTERSTA screen displays "UIFSA" in the REFERRAL TYPE field and a "Y" in the LINKED field. You can also access the UIFSA screen by typing UIFSA in the NEXT SCREEN field on any screens. If the INTERSTA screen and the UIFSA screen are not linked, you can only make a change to the NONDISC AFF field on the UIFSA screen. If the INTERSTA screen is not linked to the UIFSA screen, link it as follows:

♦ If there is not an outgoing INTERSTA screen on the case, add the appropriate outgoing INTERSTA screen and ICAR will link the INTERSTA screen and the UIFSA screen. See the Interstate Contact Screen A (INTERSTA) for more information on the INTERSTA screen.

♦ If there is an outgoing INTERSTA screen, type an "X" in the SELECT field, "EST" in the REFERRAL TYPE field, "UIFSA" in the PROCESS field, and update the appropriate actions on the UIFSA screen. This links the INTERSTA screen and UIFSA screen.

If the INTERSTA screen is already linked to the UIFSA screen, access it by either typing UIFSA in the NEXT SCREEN field or by pressing the F6 key after typing an "X" in the SELECT field next to the REFERRAL TYPE and PROCESS of EST and UIFSA.

```
D479HU30       IOWA COLLECTION AND REPORTING SYSTEM      DATE:
                      OUTGOING UIFSA – 1                  TIME:
                                           DCO(S) NOT COMPLETED YET
CASE NUMBER:           RSPN STATE:         FIPS:       NONDISC AFF RISK
PAYOR / AF :                               ST OF RES:   _
PAYEE......:                               ST OF RES:   _


          REQUEST                        ACTION  RQSTR  SENT  COMPLETED
ESTABLISH PARENTAGE.....................:
EST & ENF CHILD SUP W/MEDICAL SUPPORT..:
EST & ENF RETROACTIVE SUPPORT..........:
EST & ENF MEDICAL SUPPORT ONLY.........:
ENFORCE RESPONDING TRIB ORDER..........:
MODIFY & ENF RESP TRIB ORDER...........:
MODIFY RESP TRIB ORDER & CLOSE CASE....:
ENF RESP TRIB ORDER ARREARS ONLY.......:
CHANGE PAYEE & ENF RESP TRIB ORDER.....:

   TO SEE MORE REQUEST TYPES, PRESS F7/F8
ACTION DISMISSED/PROCESS ENDED..........:                    DATE:
F3=UPD F4=DEL F5=INQ  F6=INTERSTATE  F7/F8=PAGE REQUESTS F9=PRT NONDISC
F11=UIFSA2    F12=UIFSA3    F13/F14=PAGE PAYOR/ALLEGED FATHER
NEXT SCREEN:          NOTES:


D479HU30       IOWA COLLECTION AND REPORTING SYSTEM      DATE:
                      OUTGOING UIFSA – 1                  TIME:
                                           DCO(S) NOT COMPLETED YET
 CASE NUMBER:          RSPN STATE:         FIPS:       NONDISC AFF RISK
 PAYOR / AF :                              ST OF RES:   _
 PAYEE......:                              ST OF RES:   _


          REQUEST                        ACTION  RQSTR  SENT  COMPLETED
REGISTER & ENFORCE.....................:
REGISTER, MODIFY & ENFORCE.............:
REGISTER, MODIFY & CLOSE...............:
REGISTER & ENFORCE ARREARS ONLY........:
OTHER..................................:
AK PERMANENT FUND DIVIDEND (PFD) ONLY..:




   TO SEE MORE REQUEST TYPES, PRESS F7/F8
ACTION DISMISSED/PROCESS ENDED..........:                    DATE:
F3=UPD F4=DEL F5=INQ F6=INTERSTATE F7/F8=PAGE REQUESTS  F9=PRT NONDISC
F11=UIFSA2    F12=UIFSA3    F13/F14=PAGE PAYOR/ALLEGED FATHER
NEXT SCREEN:          NOTES:
```

You can request many possible actions from another jurisdiction. These
actions are listed under the REQUEST heading, and correspond to the actions
listed on form 470-3469, *Child Support Enforcement Transmittal #1 - Initial
Request*. Press F8 to scroll to the other actions that do not fit on the first
UIFSA screen.

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Following is an explanation of each field on the UIFSA screen.

♦ **ST OF RES:** ICAR displays the state of residence for both the payor/AF and the payee. ICAR completes these fields based on information on the ADDVER and CPADDVER screens.

♦ **NONDISC AFF:** ICAR displays the date the worker sent form 470-5327, *Affidavit in Support of Non-Disclosure of Identifying Information,* to the payee, payor, or alleged father.

♦ ICAR allows the worker to generate form 470-5327, *Affidavit in Support of Non-Disclosure of Identifying Information*, without linking the UIFSA screen to the INTERSTA screen. To generate the *Affidavit in Support of Non-Disclosure of Identifying Information*, enter a "Y" beside the requestor of the action and F9. ICAR generates a narrative (CASE475) when there is a verified payor on the case. ICAR generates a different narrative (CASE476) when there is not a verified payor. ICAR generates a calendar flag (CASE218) 20 days after a "Y" is entered in the NONDISC AFF field to remind you to send the referral to the other jurisdiction.

♦ **RISK:** ICAR displays whether the party is at risk for violence if the identifying information is released. ICAR displays a "Y" when a RISKDETL screen shows a DATA SOURCE of UIFSA or UIFSA AFF. ICAR displays an "A" if the alleged father is the offender. See 9-A**,** *Risk Detail Update Screen (RISKDETL)* for more information about the RISK DETAIL UPDATE screen.

Use the following fields to request and track UIFSA actions:

♦ **ACTION**: Use this field to indicate the type of action you want the responding jurisdiction to perform through the UIFSA request. Valid entries include:

INIT   Indicates you are initiating the UIFSA action. After entering and updating INIT, access the UIFSA 2 screen to select the desired forms for printing.

SENT   Indicates you sent the packet of UIFSA forms to the responding jurisdiction. You can only enter "SENT" after you have entered "INIT" in this field. If the other state exchanges CSENet with Iowa, ICAR generates a CSENet transaction.

REDO   Indicates one or more of the UIFSA forms require reprinting. Enter "REDO" over an exiting "INIT" or "SENT" entry, then access the UIFSA2 screen to select the desired forms for reprinting.

♦ **RQSTR**: Use this field to indicate the party that requested the outgoing UIFSA action. ICAR requires an entry in this field if you enter "INIT" in the ACTION fields. You cannot update this field if there is an entry in the ACTION DISMISSED/PROCESS ENDED field. Valid entries include:

AF   Alleged father
CP   Custodial parent
CT   Caretaker
RP   Responsible parent (payor)
TP   Third party
IA   State of Iowa

♦ **SENT**: Enter the date (MM/DD/CCYY) you sent the information packet for the particular UIFSA request. ICAR copies this same date to the REFERRAL SENT field on the INTERSTA screen and issues two narratives (UIFSA100, INTER42 or 377) to indicate you sent a referral to the other jurisdiction.

ICAR also issues a calendar flag (UIFSA26) 45 days later prompting you to check the status of the referral. ICAR deletes the calendar flag when ICAR or you code the INTERSTA screen with the date you received the acknowledgment from the other jurisdiction.

♦ **COMPLETED**: Enter in MM/DD/CCYY the date the process for the specific UIFSA action was completed. ICAR does not allow entry in this field when there is an entry in the ACTION DISMISSED/PROCESS ENDED field.

When the type of request is ESTABLISH PARENTAGE, ICAR does not allow an entry in the COMPLETED field until you enter a "Y" in the PATERNITY EST field on the UIFSA3 screen.

ICAR does not allow entry in the COMPLETED field until you enter a "Y" in the SUPPORT EST field on the UIFSA3 screen when the type of request is:

• EST & ENF CHILD SUP W/ MEDICAL SUPPORT

• EST & ENF MEDICAL SUPPORT ONLY

• EST & ENF RETROACTIVE SUPPORT

♦ **ACTION DISMISSED/PROCESS ENDED** and **DATE**: Enter a code in the first part of this field to indicate the reason the UIFSA action ended when all requested actions have been completed by the other jurisdiction or when the actions could not be completed because of one of the reasons below. Valid entries include:

CPNC	Payee did not cooperate.
MOVE	A party moved to another jurisdiction.
DCSD	One of the parties is deceased.
MSTK	Screens were established by mistake.
DISM	The time limits were exceeded.
CLOS	The case closed or became inactive.
DONE	No other action required.
AFEX	AF has been excluded.
LOCA	Case in locate for three years.
OTHR	Other.

Enter the date the action dismissed or ended. Complete this field in the MM/DD/CCYY format. ICAR requires a date in this field when you enter an appropriate code.

If you need to reopen the UIFSA process for some reason, space through the entry in the ACTION DISMISSED/PROCESSED ENDED and DATE fields. Only persons with the designated security group access (usually a supervisor or lead worker) can reopen a UIFSA process.

The UIFSA screen F keys are:

♦ F3=UPDATE: Use the F3 key to update the UIFSA screen on ICAR.

♦ F4=DELETE: Press the F4 key to delete a UIFSA screen from ICAR if the screen has been unlinked from the INTERSTA screen.

NOTE: ICAR allows one UIFSA screen when paternity is not established. Delete existing UIFSA screens before you send a referral to a different jurisdiction or send a referral for a different alleged father.

♦ F5=INQUIRE: Enter a case number in the CASE NUMBER field and press the F5 key to see the UIFSA screen for this case.

♦ F6=INTERSTATE: Press the F6 key to quickly access the INTERSTA screen linked to this screen.

♦ F7/F8=PAGE REQUESTS: The F7 and F8 keys allow you to page forward and backward to view and update all of the possible actions you can request of the other jurisdiction.

♦ F9= PRT NONDISC: Press the F9 key to generate form 470-5327, *Affidavit in Support of Non-Disclosure of Identifying Information*.

♦ F11=UIFSA2: Press the F11 key to display the UIFSA2 screen for this referral.

♦ F12=UIFSA3: Press the F12 key to display the UIFSA3 screen for this referral. ICAR displays the UIFSA3 screen only if you have asked the other jurisdiction to perform at least one establishment action.

♦ F13/F14=PAGE PAYOR/ALLEGED FATHER: Press SHIFT + F1 or SHIFT+F2 to page forward or backward through multiple alleged fathers for this case. Use these keys to find the correct alleged father. Then use that screen to make the appropriate entries. If there is a payor on the case, use these keys to scroll through UIFSA screens for multiple jurisdictions.

The OUTGOING UIFSA - 2 (UIFSA2) Screen

Use the UIFSA2 screen to generate UIFSA forms for the intergovernmental actions requested through the UIFSA screen. The forms you select and print are part of the referral packet you send to the responding jurisdiction.

You can access the UIFSA2 screen only if there is a UIFSA screen linked to an INTERSTA process. Access this screen by typing "UIFSA2" in the NEXT SCREEN field or by pressing F11 from the UIFSA screen.

```
D479HU33          IOWA COLLECTION AND REPORTING SYSTEM          DATE:
                        OUTGOING UIFSA - 2                       TIME:
                                         NONDISCLOSURE ORDER:
CASE NUMBER:              RSPN STATE:     FIPS:                   RISK
PAYOR / AF :                             ROLE:    STATE OF RES:
PAYEE......:                             ROLE:    STATE OF RES:


    FORMS                              PRINT    DATE GENERATED
  CHILD SUPPORT ENF TRANSMITTAL # 1......:
  CHILD SUPPORT CONFIDENTIAL INFO FORM...:
  PERSONAL INFORMATION FORM - COURTS.....:
  UNIFORM SUPPORT PETITION...............:
  DECLARATION IN SUP OF EST PARENTAGE....:
  GENERAL TESTIMONY......................:
  LETTER OF TRAN REQUESTING REG..........:
  NONDISCLOSURE AFFIDAVIT - PAYOR / AF...:
  NONDISCLOSURE AFFIDAVIT - PAYEE........:



    FORMS SIGNATURE ID:      NARRATIVE:    CALENDAR FLAG:


  F3=UPD  F6=INTERSTATE  F7=UIFSA  F8=UIFSA3
 NEXT SCREEN:          NOTES:
```

Enter either "Y" or "R" in the corresponding PRINT column on the UIFSA2 screen to print the federal and state UIFSA related forms listed below. Enter "Y" to generate the form. Enter "R" to regenerate the form.

♦ 470-3469, *Child Support Enforcement Transmittal #1 - Initial Request*
♦ 470-5469, *Child Support Agency Confidential Information Forms*
♦ 470-5471, *Personal Information Form for UIFSA §311*
♦ 470-3472, *Uniform Support Petition*
♦ 470-3473, *General Testimony*
♦ 470-3474, *Declaration in Support of Establishing Parentage*
♦ 470-3477, *Letter of Transmittal Requesting Registration*
♦ 470-5327, *Affidavit in Support of Non-Disclosure of Identifying Information*

NOTE: When sending a referral to another country, check if a translated version of the forms is required. These forms are not used for cases with Hague Convention countries. Foreign reciprocating countries (FRCs) may also require other forms.

Following is an explanation of each field on the UIFSA2 screen.

♦ **NONDISCLOSURE ORDER**: Use this field to indicate when a court has ordered a jurisdiction to refrain from disclosing information due to the possible risk of violence. Valid entries include:

Y   There may be a risk of violence if information about this party is released. A court has issued a nondisclosure order.

N   A nondisclosure order has not been issued. To determine if a case party has claimed risk, you must also review the entry in the RISK field. The RISK field shows whether a case party has completed form 470-5327, *Affidavit in Support of Non-Disclosure of Identifying Information*.

Blank   Previously, a blank entry meant the Unit did not know if a risk of violence existed. If this field is blank, review the entry in the RISK field. The RISK field shows whether a case party has completed form 470-5327, *Affidavit in Support of Non-Disclosure of Identifying Information*.

When this field is blank and the date in the NONDISC AFF field is older than a year, ICAR defaults the PRINT field to a "Y" for form 470-5327, *Affidavit in Support of Non-Disclosure of Identifying Information,* when generating forms on the UIFSA2 screen. *,* This ensures this form prints to send to the party.

♦ **ROLE**: ICAR displays the role of the payor in the PAYOR/AF ROLE field. ICAR completes this field based on information on the PAYOR screen. In alleged father cases, ICAR leaves this field blank. You can update this field if needed until there is an entry in the ACTION DISMISSED/PROCESS ENDED field on the UIFSA screen. Valid entries include:

FA   Father
MO   Mother
Blank

♦ **STATE OF RES:** ICAR displays the state of residence of the payor/AF. ICAR completes this field based on information on the ADDVER screens.

♦ **RISK:** ICAR displays whether the payor or alleged father is at risk of violence if identifying information is released. ICAR displays a "Y" when a RISKDETL screen shows a DATA SOURCE of UIFSA or UIFSA AFF. See 9-A, *Risk Detail Update Screen (RISKDETL)* for more information.

♦ **ROLE**: ICAR displays the role of the payee in the PAYEE ROLE field. ICAR completes this field based on information on the PAYEE screen. You can update this field if needed until there is an entry in the ACTION DISMISSED/PROCESS ENDED field on the UIFSA screen. Valid entries include:

FA   Father
MO   Mother
CT   Caretaker

♦ **STATE OF RES:** ICAR displays the state of residence of the payee. ICAR completes this field based on information on the CPADDVER screen.

♦ **RISK:** ICAR displays whether the payee is at risk of violence if identifying information is released. ICAR displays a "Y" when a RISKDETL screen shows a DATA SOURCE of UIFSA or UIFSA AFF. See 9-A, *Risk Detail Update Screen (RISKDETL)*, for more information.

♦ **PRINT**: Use the PRINT field to select the forms you want to print. Valid entries include:

Y   Print the form for the first time.
R   Regenerate the form.
Blank   Default value.

When regenerating a form, ICAR changes the "R" to a "Y" after generating the form.

♦ **DATE GENERATED**: ICAR completes this field in the MM/DD/CCYY format to indicate the date you generated or regenerated the form.

♦ **FORMS SIGNATURE ID**: Enter the worker ID of the person who actually signs the forms. ICAR does not require entry in this field. If it is left blank, ICAR enters the name of any worker designated in the FORMS SIGNATURE ID field on the INTERSTA screen. If that field is blank, ICAR enters the name of the worker from the CASE screen into the form.

♦ **NARRATIVE**: Enter an "X" in this field and press F3 to create a worker-entered narrative (UIFSA10) for the case.

♦ **CALENDAR FLAG**: Enter an "X" in this field and press F3 to create a specific calendar flag (UIFSA900) for the case.

The UIFSA2 screen F keys are:

♦ F3=UPD: Press the F3 key to update the UIFSA2 screen on ICAR.

♦ F6=INTERSTATE: Press the F6 key to quickly access the INTERSTA screen linked to this referral.

♦ F7=UIFSA: Press the F7 key to access the UIFSA screen for this referral.

♦ F8=UIFSA3: Press the F8 key to display the UIFSA3 screen for this referral. ICAR only displays the UIFSA3 screen if you have asked the other jurisdiction to perform at least one establishment action.

Nondisclosure of Information

Legal reference: Iowa Code Section 252K.312

Federal intergovernmental forms require the initiating jurisdiction provide the responding jurisdiction with the address and other identifying information of the parties. However, if one of the parties feels that disclosing identifying information would place the health, safety, or liberty of that party or child at risk, we give that party the opportunity to notify us of the risk. If the party notifies us of the risk, we inform the other jurisdiction that the party is at risk.

Sending the Nondisclosure Affidavit

Send form 470-5327, *Affidavit in Support of Non-Disclosure of Identifying Information,* to the requestor of an intergovernmental action. This form allows the party to document the risk of the release of address and other identifying information to the other jurisdiction and possibly to the other party.

When the worker generates forms from the UIFSA2 screen, ICAR automatically generates this form, unless there is a "Y" in the RISK field for the party or the form was sent to the party in the past 12 months. The worker can generate this form to the appropriate party by entering a "Y" in the NON-DISCLOSURE – PAYOR/AF or NONDISCLOSURE AFFIDAVIT – PAYEE field. A worker can also generate this form by entering a "Y" in the NONDISC AFF field beside the PAYEE or PAYOR/AF field on the UIFSA screen.

When the worker generates any forms on the UIFSA2 screen, ICAR automatically generates this form to the appropriate party. This form generates to the payee, unless the requestor of a modification action is the payor. ICAR determines if the requestor of the modification is the payor when a worker enters RP in the RQSTR field beside MODIFY RESP TRIB ORDER & CLOSE CASE or REGISTER, MODIFY & ENF RESP TRIB ORDER on the UIFSA screen.

When generating this form, indicate whether the party lives outside Iowa.

♦ If the party lives in IA, the form includes language telling the party to return the affidavit in 10 days.

♦ If the party lives outside of IA, the form includes language telling the party to return the affidavit in 15 days.

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Nondisclosure of Information

ICAR generates a narrative (CASE475) when you generate this form from the UIFSA or UIFSA2 screen. If there is not a verified payor and you generate the form from the UIFSA screen, ICAR generates a different narrative (CASE476). ICAR also generates a calendar flag 20 days after mailing the form (CASE218) to remind you to send the referral to the other jurisdiction. Narrate sending the form to the case party.

Return of the Nondisclosure Affidavit

If form 470-5327, *Affidavit in Support of Non-Disclosure of Identifying Information,* was sent to the payee and returned as undeliverable, determine if there is a DRI/FVI. If so, contact the payee before proceeding with the referral to the other jurisdiction. If you are unable to reach the payee, hold the referral until you can reach the payee to determine if the payee is at risk.

If the worker does not receive form 470-5327, *Affidavit in Support of Non-Disclosure of Identifying Information,* back as undeliverable and the party does not return the affidavit, wait 20 days from the date the form was sent before proceeding with the referral to the other jurisdiction.

If the party returns the form indicating a risk, narrate the return of a signed and notarized form 470-5327, *Affidavit in Support of Non-Disclosure of Identifying Information,* and consider the payee at risk.

If the party is at risk, add a RISKDETL screen and enter UIFSA AFF in the DATA SOURCE field. Send a copy of the affidavit to the other jurisdiction with the referral packet. The party may attach supporting documents to the form such as a copy of a protective order. If so, send the supporting documents to the other jurisdiction also. A signed and notarized form 470-5327, *Affidavit in Support of Non-Disclosure of Identifying Information,* allows the worker to put CSRU's address on form 470-5471, *Personal Information Form for UIFSA § 311*. However, the party's address and identifying information should still be included on form 470-5469, *Child Support Agency Confidential Information Form.* This federal form specifically says "DO NOT FILE WITH A TRIBUNAL OR PROVIDE TO THE OTHER PARTY." Be sure to indicate on all intergovernmental forms that there is a nondisclosure finding/affidavit. An example of a nondisclosure finding is a nondisclosure order.

Completing Outgoing Referral

After linking the UIFSA screen to the INTERSTA screen, enter "INIT" in the ACTION column and the appropriate two-letter code in the RQSTR column next to each action you want the other jurisdiction to take. See the following screen print for an example:

```
D479HU30                IOWA COLLECTION AND REPORTING SYSTEM        DATE:
                           OUTGOING UIFSA - 1                       TIME:
                                                     DCO(S) NOT COMPLETED YET
CASE NUMBER:            RSPN STATE:       FIPS:         NONDISC AFF RISK
PAYOR / AF :                             ST OF RES:      _
PAYEE......:                             ST OF RES:      _
         REQUEST                        ACTION  RQSTR    SENT    COMPLETED
 ESTABLISH PARENTAGE.....................:
 EST & ENF CHILD SUP W/MEDICAL SUPPORT..:
 EST & ENF RETROACTIVE SUPPORT..........:
 EST & ENF MEDICAL SUPPORT ONLY.........:
 ENFORCE RESPONDING TRIB ORDER..........:   INIT    IA
 MODIFY & ENF RESP TRIB ORDER...........:
 MODIFY RESP TRIB ORDER & CLOSE CASE....:
 ENF RESP TRIB ORDER ARREARS ONLY.......:
 CHANGE PAYEE & ENF RESP TRIB ORDER.....:
    TO SEE MORE REQUEST TYPES, PRESS F7/F8
 ACTION DISMISSED/PROCESS ENDED..........:                    DATE:
 F3=UPD  F4=DEL  F5=INQ  F6=INTERSTATE   F7/F8=PAGE REQUESTS  F9=PRT NONDISC
 F11=UIFSA2    F12=UIFSA3    F13/F14=PAGE PAYOR/ALLEGED FATHER
 NEXT SCREEN:        NOTES:
```

Press F3 to update, then press F11 or type UIFSA2 in the NEXT SCREEN field and press ENTER to access the UIFSA2 screen.

```
D479HU33                IOWA COLLECTION AND REPORTING SYSTEM         DATE:
                           OUTGOING UIFSA - 2                        TIME:
                                               NONDISCLOSURE ORDER:
 CASE NUMBER:            RSPN STATE:       FIPS:                       RISK
 PAYOR / AF :                             ROLE:    STATE OF RES:
 PAYEE......:                             ROLE:    STATE OF RES:
     FORMS                               PRINT    DATE GENERATED
   CHILD SUPPORT ENF TRANSMITTAL # 1......:
   CHILD SUPPORT CONFIDENTIAL INFO FORM...:
   PERSONAL INFORMATION FORM - COURTS.....:
   UNIFORM SUPPORT PETITION...............:
   DECLARATION IN SUP OF EST PARENTAGE....:
   GENERAL TESTIMONY......................:
   LETTER OF TRAN REQUESTING REG..........:
   NONDISCLOSURE AFFIDAVIT - PAYOR / AF...:
   NONDISCLOSURE AFFIDAVIT - PAYEE........:
    FORMS SIGNATURE ID:        NARRATIVE:    CALENDAR FLAG:
  F3=UPD  F6=INTERSTATE  F7=UIFSA  F8=UIFSA3
 NEXT SCREEN:        NOTES:
```

On the UIFSA2 screen, ICAR allows you to generate the federal intergovernmental forms. The type of actions you ask the other jurisdiction to take dictates which forms you generate.

For example, while all referrals require form 470-3469, *Child Support Enforcement Transmittal #1 - Initial Request*, and 470-5469, *Child Support Agency Confidential Information Form*, only requests to establish parentage require form 470-3474, *Declaration in Support of Establishing Parentage*. See 9-K-Appendix, *Intergovernmental Forms Matrix*, for a list of the forms required for each type of action. The forms in the Forms Matrix do not apply to Hague Convention countries, which require use of Hague Convention forms. Federal Reciprocating Countries (FRCs) may also require different forms.

How to Generate Forms From the UIFSA2 Screen

Enter a "Y" in the PRINT column next to each of the forms you want to generate. When you press F3 to update, ICAR displays the FORMVIEW screens, one at a time, for each of the forms you selected. Complete the information on ICAR as required.

When you generate the forms, you can edit them if necessary. The edit option displays as either an EDIT or a FILL FORM button, depending on the form. For more information on generating specific forms, see 9-K-Appendix.

```
 D479HU33               IOWA COLLECTION AND REPORTING SYSTEM         DATE:
                               OUTGOING UIFSA - 2                     TIME:
                                                  NONDISCLOSURE ORDER:
 CASE NUMBER:                   RSPN STATE: CA  FIPS: 06 000 00          RISK
 PAYOR / AF : PAYORFNAME LASTNAME              ROLE: FA  STATE OF RES: TX
 PAYEE......: PAYEE TEST                       ROLE: MO  STATE OF RES: IA
       FORMS                               PRINT    DATE GENERATED
   CHILD SUPPORT ENF TRANSMITTAL # 1......:  Y
   CHILD SUPPORT CONFIDENTIAL INFO FORM...:  Y
   PERSONAL INFORMATION FORM - COURTS.....:
   UNIFORM SUPPORT PETITION...............:
   DECLARATION IN SUP OF EST PARENTAGE....:
   GENERAL TESTIMONY......................:
   LETTER OF TRAN REQUESTING REG..........:  Y
   NONDISCLOSURE AFFIDAVIT - PAYOR / AF...:
   NONDISCLOSURE AFFIDAVIT - PAYEE........:  Y


    FORMS SIGNATURE ID:       NARRATIVE:     CALENDAR FLAG:

   F3=UPD  F6=INTERSTATE  F7=UIFSA  F8=UIFSA3
 NEXT SCREEN:          NOTES:
```

Once you have allowed the requesting party the full 20 days to return a completed and notarized form 470-5327, *Affidavit in Support of Non-Disclosure of Identifying Information*, send the referral packet, including any other necessary documents, to the Central Registry in the responding jurisdiction. See Nondisclosure of Information for additional information.

On the UIFSA screen, enter the word "SENT" in place of the "INIT" entries and enter the date you sent the referral in the SENT column for each action you are requesting the other jurisdiction to take. Press F3.

```
D479HU30              IOWA COLLECTION AND REPORTING SYSTEM        DATE:
                            OUTGOING UIFSA - 1                    TIME:
                                            DCO(S) NOT COMPLETED YET
 CASE NUMBER: 000000      RSPN STATE: CA     FIPS:06 000 00    NONDISC AFF RISK
 PAYOR / AF : PAYORFTEST LASTNAME            ST OF RES:      _
 PAYEE......: PAYEE TEST                     ST OF RES:      _
         REQUEST                          ACTION  RQSTR    SENT      COMPLETED
 ESTABLISH PARENTAGE....................:
 EST & ENF CHILD SUP W/MEDICAL SUPPORT..:
 EST & ENF RETROACTIVE SUPPORT..........:
 EST & ENF MEDICAL SUPPORT ONLY.........:
 ENFORCE RESPONDING TRIB ORDER..........:  SENT   IA   11 03 2020
 MODIFY & ENF RESP TRIB ORDER...........:
 MODIFY RESP TRIB ORDER & CLOSE CASE....:
 ENF RESP TRIB ORDER ARREARS ONLY.......:
 CHANGE PAYEE & ENF RESP TRIB ORDER.....:


    TO SEE MORE REQUEST TYPES, PRESS F7/F8
 ACTION DISMISSED/PROCESS ENDED..........:                    DATE:
 F3=UPD  F4=DEL  F5=INQ  F6=INTERSTATE   F7/F8=PAGE REQUESTS  F9=PRT NONDISC
 F11=UIFSA2   F12=UIFSA3   F13/F14=PAGE PAYOR/ALLEGED FATHER
 NEXT SCREEN:          NOTES:
```

When you update the UIFSA screen with "SENT" and the date, ICAR automatically completes the REFERRAL SENT field on the INTERSTA screen with the SENT date from the UIFSA screen. ICAR also creates an entry of REFERRAL on the INTHIST screen, generates a narrative (UIFSA100) to document the request that was sent, and a calendar flag (UIFSA26) to remind you to follow up on the referral. If the other state exchanges CSENet transactions with Iowa, a CSENet transaction generates to the other state.

```
D479HI01              IOWA COLLECTION AND REPORTING SYSTEM      DATE: 11/03/20
                            INTERSTATE CONTACT SCREEN A           TIME: 08:29:45
                                            DCO(S) NOT COMPLETED YET
        CASE NUMBER: 000000                           DRI:
          PAYOR/AF: PAYORFNAME LAST NAME              FVI:
             PAYEE: PAYEE TEST                    WORKER ID:
   IOWA COURT-ORD#:                      CENTRAL REGIST#:
        INIT STATE: IA  FIPS: 19 000 00      RSPN STATE: CA  FIPS: 06 000 00
    OTHER ST CASE#:                      OTHER ST CRT#:
 LOC RCVING RFRAL:  00 00 0000              REFERRAL SENT: 11 03 2020
 ACKNLDGMENT RCVD:  00 00 0000    ADDL DOCUMENTS PROVIDED:
 OTHER ST CONTACT:                           UIB ONLY:
                                      DISMISSED/ENDED: 00 00 0000
```

Instructions for Linking an Outgoing Review and Adjustment Request

Legal reference: 45CFR 303.7(c)(9)

When you determine that you need to send a request for review and adjustment of an order to another jurisdiction, refer the case to that jurisdiction within 20 days after you make the determination or after you receive the necessary information to make the referral, whichever is later. For more information on outgoing intergovernmental referrals for review and adjustment, see 10-Q, *Administrative Review and Adjustment*.

In addition to linking the INTERSTA screen to the UIFSA screen, you must also link the INTERSTA screen to the Court Order 2 screen (COURTOR2) for outgoing review and adjustment referrals. To link the INTERSTA screen to the COURTOR2 screen, follow these instructions:

♦ Access the INTERSTA screen by entering INTERSTA in the NEXT SCREEN field on any screen. If the case does not have an outgoing INTERSTA screen, add an outgoing INTERSTA screen. See Outgoing Referrals – ICAR Screens.

♦ In the OTHER ST CRT# field, enter the court order number for the order you want the other jurisdiction to review exactly as it appears on the COURTORD screen. Do this regardless of which jurisdiction issued the order.

♦ Enter "X" in the SELECT field.

♦ Enter "EST" in the REFERRAL TYPE field.

♦ Enter "REV" in the PROCESS field.

♦ Press F3 twice to update. ICAR displays the COURTOR2 screen.

♦ Press F3 twice to complete the link.

For more information on tracking outgoing intergovernmental review and adjustment referrals on the COURTOR2 screen, see 10-Q*, Requesting that Another State Complete the Review.*

```
D479HI01              IOWA COLLECTION AND REPORTING SYSTEM        DATE:
                         INTERSTATE CONTACT SCREEN A              TIME:
                                              DCO(S) NOT COMPLETED YET
        CASE NUMBER: 000000                        DRI:
          PAYOR/AF: PAYORFNAME LASTNAME            FVI:
            PAYEE: PAYEE NAME                      WORKER ID:
 IOWA COURT-ORD#:                   CENTRAL REGIST#:
    INIT STATE: IA  FIPS: 19 153 00        RSPN STATE: CA  FIPS: 06 000 00
  OTHER ST CASE#:                   OTHER ST CRT#: CO1535
 LOC RCVING RFRAL:  00 00 0000         REFERRAL SENT: 11 03 2020
 ACKNLDGMENT RCVD:  00 00 0000    ADDL DOCUMENTS PROVIDED:
 OTHER ST CONTACT:                       UIB ONLY:
                                  DISMISSED/ENDED: 00 00 0000
   SELECT:     REFERRAL TYPE: EST    PROCESS: UIFSA   LINKED?: Y
   SELECT: X   REFERRAL TYPE: EST    PROCESS: REV     LINKED?:
   SELECT:     REFERRAL TYPE:        PROCESS:         LINKED?:       MORE?: N
 COMMENT:
```

Tracking

The following sections explain various ways the Unit tracks intergovernmental cases.

Tracking Outgoing Intergovernmental Cases

When you enter "SENT" on the UIFSA screen, ICAR automatically issues narratives (UIFSA100 and INTER42 or 377) and a calendar flag (UIFSA26). The narratives indicate the jurisdiction you sent the referral to, along with the date sent and the actions requested. ICAR dates the calendar flag for 45 days into the future reminding you to check on the status of the referral.

When the responding jurisdiction acknowledges your referral, access the INTERSTA screen and enter the code in the LOC RCVING RFRAL field that corresponds to the location within the responding jurisdiction that received the referral. ICAR or the worker enters the date you received the acknowledgment in the ACKNLDGMENT RCVD field and LOC RCVING RFRAL field.

ICAR issues a narrative (INTER2, 188, or 373) and calendar flag (INTER90) to document that the acknowledgment was received and deletes the 45-day calendar flag (UIFSA26).

```
D479HI01           IOWA COLLECTION AND REPORTING SYSTEM         DATE:
                      INTERSTATE CONTACT SCREEN A              TIME:
                                              DCO(S) NOT COMPLETED YET
      CASE NUMBER: 000000                           DRI:
        PAYOR/AF: PAYORFNAME LAST NAME               FVI:
           PAYEE: PAYEE NAME                      WORKER ID:
 IOWA COURT-ORD#:                      CENTRAL REGIST#:
     INIT STATE: IA  FIPS: 19 027 00      RSPN STATE: CA  FIPS: 06 005 00
   OTHER ST CASE#: CA597799              OTHER ST CRT#: CO1535
 LOC RCVING RFRAL: C 11 05 2020          REFERRAL SENT: 11 03 2020
 ACKNLDGMENT RCVD: C 11 05 2020 N  ADDL DOCUMENTS PROVIDED:
 OTHER ST CONTACT: A 11 05 2020                UIB ONLY:
                                      DISMISSED/ENDED: 00 00 0000


   SELECT:    REFERRAL TYPE: EST   PROCESS: UIFSA  LINKED?: Y
   SELECT:    REFERRAL TYPE:       PROCESS:        LINKED?:
   SELECT:    REFERRAL TYPE:       PROCESS:        LINKED?:      MORE?: N
 COMMENT:
 F2=ADD F3=UPD F4=DEL PROC(S) F5=INQ F6=PROC F7=BACK F8=FRWD F9=REFRESH
 F10=PRIOR PROC  F11=NEXT PROC  F12=INTERST2  F13=INTERST3  F14=INTERST4
 NEXT SCREEN:        NOTES:
```

Tracking Responding Jurisdiction's Establishment Actions

The UIFSA3 screen tracks specific paternity and establishment actions that the responding jurisdiction is taking for the state of Iowa. The actions include:

♦ Serving the official notices,
♦ Setting up interviews with the responding party,
♦ Setting a court hearing,
♦ Establishing a paternity order,
♦ Establishing a support order, and
♦ Recording the types of support obligations requested and established.

ICAR displays a message at the top of the screen to indicate whether the Unit has asked the responding jurisdiction to establish paternity, support, or both paternity and support.

Whenever you ask the responding jurisdiction to establish paternity or support, complete the applicable fields on the UIFSA3 screen. Update the screen with any additional information the responding jurisdiction provides throughout the process.

Use the UIFSA4 screen to track specific actions that the responding jurisdiction is taking for the state of Iowa regarding genetic testing. The actions may include setting up appointments for genetic testing and providing the results of the tests.

The OUTGOING UIFSA - 3 (UIFSA3)

The UIFSA3 screen tracks specific paternity and establishment actions that Iowa asked the responding jurisdiction to take. Make entries on this screen based on information provided by the responding jurisdiction. There are fewer edits on this screen than on other screens to allow for entry of partial information if that is all the other jurisdiction provides.

ICAR displays a message at the top of the screen to indicate whether the Unit asked the responding jurisdiction to establish paternity, support, or both paternity and support.

You can access the UIFSA3 screen by typing "UIFSA3" in the NEXT SCREEN field only if you have selected an establishment action on the UIFSA screen. If an establishment action was selected on the UIFSA screen, you can also access the UIFSA3 screen by pressing F11 from the UIFSA3 screen or F8 from the UIFSA2 screen.

```
D479HU36          IOWA COLLECTION AND REPORTING SYSTEM      DATE:
                        OUTGOING UIFSA - 3                  TIME:
                                              INTERNATIONAL CASE
CASE NUMBER:              RSPN STATE:        FIPS: 00 000 00
PAYOR / AF :                                STATE OF RESIDENCE: IA
PAYEE......:                                STATE OF RESIDENCE: IA
                        PATERNITY AND SUPPORT
OBLIG TYPES REQUEST.:
CP INTERVIEW SET....:           @    :    M CP INTERVIEW HELD.......:
AF/RP INTERVIEW SET.:           @    :    M AF/RP INTERVIEW HELD.......:
SERVED .............: CP              AF/RP               TP
REASON NOT SERVED...: CP              AF/RP               TP


COURT HEARING SET...:           @    :   P M  COURT HEARING HELD.......:

OBLIG TYPES ENTERED.:
PATERNITY EST.......:                    SUPPORT EST.........:


NARRATIVE...........:   CALENDAR.......:   STATUS... CP:   AF/RP:   TP:


F3=UPD  F4=DEL  F5=INQ  F6=INTERST3  F7=UIFSA2  F8=UIFSA4  F12=UIFSA
NEXT SCREEN:          NOTES:
```

Following is an explanation of each field on the UIFSA3 screen.

♦ **OBLIG TYPES REQST**: Use this field to indicate the type of support
    obligations requested. You may enter up to five codes. Enter only one of
    each obligation type in these fields. Valid obligation codes include:

    CS   Child support.
    MR   Reimbursement for medical expenditures.
    MS   Medical support.
    RE   Reimbursement for prior periods.
    HI   Health insurance.
    PO   Paternity establishment only.
    HO   Health insurance only.
    OC   Other costs.
    Blank   Default.

    If you enter "PO" or "HO," ICAR does not allow any other entries. You
    must make at least one other entry if you use an obligation type of "HI."

♦ **CP INTERVIEW SET**: These fields indicate the date and time of an interview
    scheduled with the payee. You must make three entries:

    • Enter the date of the interview in the MM/DD/CCYY format. ICAR
       allows any past, future, or current date.

    • **@**: Enter the time of the interview in the in HH:MM format.

    • **M**: This field indicates morning or afternoon. Valid entries include:

       A   A.M.
       P   P.M.
       Blank   Default.

♦ **CP INTERVIEW HELD**: Enter the status of the interview with the payee. Valid entries include:

Y   The interview was held.
N   The interview was not held.
R   The interview was rescheduled.
Blank   Default.

♦ **AF/RP INTERVIEW SET**: These fields indicate the date and time of an interview scheduled with the alleged father/payor. You must make three entries:

- Enter the date of the interview in the MM/DD/CCYY format. ICAR allows any past, future, or current date.

- **@**: Enter the time of the interview in the in HH:MM format.

- **M**: This field indicates morning or afternoon. Valid entries include:

A   A.M.
P   P.M.
Blank   Default.

♦ **AF/RP INTERVIEW HELD**: Enter the status of the interview with the alleged father/payor. Valid entries include:

Y   The interview was held.
N   The interview was not held.
R   The interview was rescheduled.
Blank   Default.

♦ **SERVED CP, AF/RP,** and **TP**: Enter the code in the SERVED fields and associated date fields to indicate whether the service of notice for the UIFSA actions was successful to the payee (CP), the alleged father or payor (AF/RP), or the third party (TP). Complete all fields that apply. Valid entries include:

Y   Yes, service was successful.
N   No, service was not successful.
Blank   Default.

Complete the associated date fields in the MM/DD/CCYY format to indicate the date of successful or unsuccessful service of notice for the UIFSA actions being pursued. You must enter a valid date. ICAR requires a date in the date fields with "Y" entries in the SERVED fields.

If you enter an "N" in this field, ICAR also requires an entry in the corresponding REASON NOT SERVED field.

♦ **REASON NOT SERVED CP, AF/RP,** and **TP**: ICAR requires an entry in this field when you enter an "N" in the associated SERVED (CP, AF/RP, TP) fields. Update these fields when the responding jurisdiction provides information indicating unsuccessful service of the legal forms.

Enter the reason why service of the notice of UIFSA actions to the payee (CP), alleged father or payor (AF/RP), or the third party (TP) was unsuccessful. Valid reasons include:

LOC	Unable to locate.
MOVE	Moved, left no forwarding address.
EMPL	No longer employed at employer provided.
DATA	Incomplete data on *Directions for Service*.
WRNG	Wrong person listed on *Directions for Service*.
ADDR	No such address.
PERS	Served wrong person.
REFU	Person refused to accept service.
IDEN	No such person.
APT	Address is an apartment building. Need apartment number.
JAIL	Person is incarcerated.
DECD	Person is deceased.
OTHR	Other

♦ **COURT HEARING SET**: After a party contests a UIFSA action, enter the date and time of the hearing set by the other jurisdiction. You must make three entries:

- Enter the date in the MM/DD/CCYY format. The date may be a past, future, or current date.

- **@**: Enter the time in the HH:MM format.

- **M**: This field indicates morning or afternoon. Valid entries include:

A	A.M.
P	P.M.
Blank	Default

♦ **COURT HEARING HELD**: Enter a code to indicate whether the court hearing was held, not held, or rescheduled. Valid entries include:

Y	Court hearing was held.
N	Court hearing was not held.
R	Court hearing was rescheduled.

If the hearing is rescheduled, update the COURT HEARING SET date and @ fields if you have the information.

♦ **OBLIG TYPES ENTERED**: Enter up to five codes to indicate the types of support obligations included in the support order. You may only enter one of each obligation type. Valid entries include:

CS   Child support
MR   Reimbursement for medical expenditures
MS   Medical support
RE   Reimbursement for prior periods
PO   Paternity establishment only
HI   Health insurance
HO   Health insurance only
OC   Other costs
Blank   Default

If you enter "PO" or "HO," ICAR does not allow any other entries. You must make at least one other entry if you use an obligation type of "HI."

♦ **PATERNITY EST**: Enter a code to indicate whether the responding jurisdiction entered a paternity order. This field consists of a code and associated date. Valid entries for the code include:

Y   Yes, an order establishing paternity has been issued.
N   No, an order establishing paternity has not been issued.
Blank   Default value.

ICAR requires that you enter a valid date when you enter a "Y." Enter the date the order establishing paternity was issued.

♦ **SUPPORT EST**: Enter a code to indicate whether the responding jurisdiction established a support order. This field consists of a code and associated date. Valid entries for the codes include:

Y   Yes, a support order has been established.
N   No, a support order has not been established.
Blank   Default value.

ICAR requires that you enter a valid date when you enter a "Y." Enter the date the support order was issued.

♦ **NARRATIVE**: Enter an "X" in the NARRATIVE field and press F3 to create a worker-entered narrative (UIFSA10) for the case.

♦ **CALENDAR**: Enter an "X" in the CALENDAR field and press F3 to create a worker-entered calendar flag (UIFSA900) for this case.

♦ **STATUS CP, AF/RP,** and **TP**: Enter an "X" in the STATUS CP, AF/RP, and TP fields to create a worker-entered status (UIFSA13, UIFSA14, or UIFSA15) for the payee (CP), payor (AF/RF), or third party (TP).

The UIFSA3 screen F keys are:

♦ F3=UPD: Use the F3 key to update the UIFSA screen on ICAR.

♦ F4=DEL: Press the F4 key to delete a UIFSA screen from ICAR if the screen has been unlinked from the INTERSTA screen.

♦ F6=INTERST3: Press the F6 key to access the INTERST3 screen for this referral.

♦ F7=UIFSA2: Press the F7 key to display the UIFSA2 screen for this referral.

♦ F8=UIFSA4: Press the F8 key to display the UIFSA4 screen for this referral. ICAR only displays the UIFSA4 screen if you have asked the other jurisdiction to establish paternity.

♦ F12=UIFSA: Press the F12 key to access the UIFSA screen for this referral.

The OUTGOING UIFSA - 4 (UIFSA4) Screen

Use the UIFSA4 screen to track specific actions that the responding jurisdiction takes for Iowa regarding genetic testing. The actions tracked on the UIFSA4 screen may include appointments for genetic testing and the results of the tests.

Access this screen from the UIFSA3 screen by pressing F8 or by typing UIFSA4 in the NEXT SCREEN field on the UIFSA3 screen.

```
D479HU39            IOWA COLLECTION AND REPORTING SYSTEM        DATE:
                        OUTGOING UIFSA - 4                      TIME:
                                             INTERNATIONAL CASE
 CASE NUMBER:               RSPN STATE:        FIPS:
 PAYOR / AF :                                  STATE OF RESIDENCE: IA
 PAYEE......:                                  STATE OF RESIDENCE: IA

 GENETIC TEST SET AF..........:        @   :    M  TST COMPL........:
 GENETIC TEST SET MOTHER......:        @   :    M  TST COMPL........:
 GENETIC TEST SET CHILD.......:        @   :    M  TST COMPL........:


 RESULTS ISSUED...............:
 CHILDREN                        TSTED EXCL  PROBABILITY  PAT INDEX

 F3=UPDATE  F5=INQUIRY  F6=INTERST3  F7=UIFSA3  F8=UIFSA
 NEXT SCREEN:          NOTES:
```

Make entries on this screen based on information provided by the responding jurisdiction. There are fewer edits on this screen than on other screens to allow for entry of partial information if that is all the other jurisdiction provides.

When the alleged father is served with the initial notices regarding UIFSA actions, he may deny paternity and request genetic testing. The mother also has the right to contest paternity and request genetic testing. The agency may order genetic testing on its own without a request from the parties.

Following is an explanation of each field on the UIFSA4 screen.

♦ **GENETIC TEST SET AF, MOTHER, CHILD**: The GENETIC TEST SET fields indicates the date and time scheduled for genetic testing. There are three entry fields for each person:

- Enter the date in the MM/DD/CCYY format. ICAR allows any past, future, or current date.

- **@**: Enter the time in HH:MM format.

- **M**: Enter morning or afternoon. Valid entries include:

  A   A.M.
  P   P.M.
  Blank   Default

♦ **TST COMPL**: Use the TST COMPL field to indicate whether the person was tested, not tested, or rescheduled for genetic testing. Valid entries include:

  Y   Tested
  N   Not tested
  R   Rescheduled.
          If the testing for the person is rescheduled, enter "R" and the rescheduled date and time in the GENETIC TEST SET date and @ fields.

♦ **RESULTS ISSUED**: Use the RESULTS ISSUED field to indicate the date the testing lab issued the test results. Enter this date in the MM/DD/CCYY format. ICAR generates a narrative (UIFSA74) and a calendar flag (UIFSA16) documenting the results of the genetic testing.

At any time, the parties may file challenges to the results. You can change your entries to the RESULTS ISSUED field and the other genetic testing fields when you receive new information from the responding jurisdiction. The other jurisdiction notifies the parties in the responding jurisdiction of any action by that jurisdiction.

♦ **CHILDREN**: ICAR displays the names of up to six children associated with the case who do not have paternity established. When there are more than six children, ICAR displays "MORE CHILDREN EXIST" on the screen.

♦ **TESTED**: Use the TESTED field to indicate whether or not the child was tested for a genetic link to the alleged father. Valid entries include:

Y   The child has been tested.
N   The child has not been tested.
Blank   Default

♦ **EXCLUDED**: Use the EXCLUDED field to indicate whether or not the alleged father is excluded from being linked genetically to each child listed. Valid entries include:

Y   The alleged father has been excluded for this child.
N   The alleged father has not been excluded for this child.

ICAR requires entry in this field with an entry of "Y" in the TESTED field.

♦ **PROBABILITY**: Use the PROBABILITY field to indicate the probability of paternity as determined by the genetic testing lab and reflected on the testing result report. ICAR allows entry in this field if you enter a "Y" in the TESTED field and an "N" in the EXCLUDED field.

When you receive the genetic testing results, enter the probability of paternity in this format: 99.999. If you enter zero, you must also enter zero in the PAT INDEX field. If your entry is greater than zero, the PAT INDEX field must also be greater than zero.

♦ **PAT INDEX**: Use the PAT INDEX field to indicate the paternity index as listed by the genetic testing lab on the testing results report. ICAR allows entry to this field if you enter a "Y" in the TESTED field.

When you receive the genetic testing results, enter the paternity index in this format: 999,999,999,999. If you enter zero, you must also enter zero in the PROBABILITY field. If your entry is greater than zero, the PROBABILITY field must also be greater than zero.

The UIFSA4 screen F keys are:

♦ F3=UPDATE: Use the F3 key to update the UIFSA4 screen on ICAR.

♦ F6=INTERST3: Press the F6 key to access the INTERST3 screen for this referral.

♦ F7=UIFSA3: Press the F7 key to display the UIFSA3 screen for this referral.

♦ F8=UIFSA: Press the F8 key to access the UIFSA screen for this referral.

Determining the Controlling Order

Legal reference: 45CFR 303.7(d)(5), Iowa Code Section 252K.207

The procedures in this section about determining the controlling order only apply to orders issued by states or territories of the United States. International and tribal orders fall outside of the directions in this section. Contact the Interstate Policy team for instructions on international or tribal orders.

Before UIFSA, when there was a request for enforcement, the court or administrative agency commonly entered a new order even if another order for current support already existed in another state. These multiple orders often conflicted with each other. One of the main objectives of UIFSA was to stop the entry of multiple orders.

UIFSA introduced the concept of the "controlling order." The controlling order is the only support order to be enforced prospectively. Using the controlling order concept, UIFSA limits the ability of courts and administrative agencies to enter new orders.

The following sections address:

♦ When to determine the controlling order
♦ How to determine which order is controlling
♦ Completing a Reconciliation of Arrears
♦ The determination process when Iowa is the responding state
♦ Tracking the determination of controlling order ICAR
♦ Beginning the DCO process on ICAR
♦ Completing the DCO process on ICAR

When to Determine the Controlling Order

In Iowa, a tribunal can determine the controlling order (DCO):

♦ To register the order for enforcement.
♦ To register the order for modification.
♦ Upon request of a party or a IV-D agency when the tribunal has personal jurisdiction over both the payee and payor. For more information on personal jurisdiction, see Establishment Jurisdiction.

For a complete list of events that trigger the need for a determination of controlling order, see the chart, *Circumstances Requiring a DCO* in 9-K-Appendix.

Determining Which Order Is Controlling

When there are two or more orders for current support in an interstate case, a tribunal must make a decision as to which order is the controlling order. Use the following to help identify the controlling order.

NOTE: Each child requires a determination of controlling order. Children in the same case may have different orders determined to be their controlling order.

First, determine if more than one support order exists. Make a good faith effort to locate all existing orders for a case.

♦ Review your case record for copies of other orders.

♦ Check the Federal Case Registry for evidence of orders in other states. ICAR displays a message on the DCO screen when this information exists for a case on the Federal Case Registry Summary (FCRSUM) screen.

♦ Several ICAR screens contain a message field to indicate when a determination of controlling order has not been completed for all children in a case. When a DCO has not been completed, ICAR displays "DCO(S) NOT COMPLETED YET" in the top, right portion of the COURTORD, UIFSA, REGIST, ADMOD, REVIEW, CASE, OBLCOR, and OBLIG screens.

NOTE: Consider only those orders that include a current support obligation, such as the duty to provide current monetary support or health insurance coverage.

Consider the following orders when determining the controlling order:

♦ An ongoing support order that has not been modified by a later order.

♦ A non-Iowa order registered in Iowa at any time for any reason, as long as the order has not been modified by the words of a later order.

♦ An order registered and modified in another state under URESA before October 20, 1994, when Iowa entered the original order.

♦ An order registered and modified under URESA in another state after October 20, 1994, if the modification was consistent with UIFSA and FFCCSOA or the modification was in violation of UIFSA and FFCCSOA but was not appealed.

NOTE: If you are counting a registered or modified order, do NOT also count the original order, because its terms for ongoing support were terminated once the order was modified by the responding state.

Ignore the following when determining the controlling order:

♦ An arrears-only order.
♦ An order for accrued support only.
♦ An income withholding order.
♦ An original order modified by the words of a later order.

See the *Counting Orders Criteria Checklist* in 9-K-Appendix for a more detailed list of orders to count when performing a determination of controlling orders.

One Support Order

If there is only one support order, that order is automatically the controlling order. A tribunal must recognize that support order as valid and enforceable, even if no one lives in the state that issued the order.

If an order has already been determined to be controlling and proper notice was given, that order is the only order recognized for ongoing enforcement; therefore, that order remains controlling. Once an order is determined to be controlling, no other ongoing support order can be legally entered.

More Than One Support Order

When there is more than one order for current support in effect, and the orders were entered in different states, determine which order controls. Do not determine a controlling order when all orders were entered in Iowa.

NOTE: Sometimes duplicate orders for child support are resolved without a determination of the controlling order. For example, one state may determine its order is invalid and may decide to vacate its order. Always communicate with your office attorney when the multiple orders were issued in different states.

When more than one support order exists, enforce the order with the highest support obligation until a tribunal determines the controlling order.

If multiple support orders exist, the order to recognize as controlling is:

♦ The order issued by a tribunal with CEJ as defined by UIFSA. (See Definitions.)

♦ The order issued by the child's home state if more than one tribunal has CEJ.

NOTE: The child's home state is the state where the child has lived for six months, part of which must be during the six consecutive months before the petition's filing date. Consider each state where the child lived during the six months before the filing date. If the child resided in one of these states for a period of six consecutive months, then that state is the child's home state.

♦ The most recent order if more than one tribunal has CEJ, but no state with an order is the child's home state.

♦ If no tribunal has CEJ, the responding state must issue a new support order, assuming personal jurisdiction over the parties, which must be recognized by all jurisdictions. The responding tribunal then becomes the tribunal with CEJ.

Reconcile the arrears on the case and include that amount in all order and notices that determine the controlling order.

If two or more current support orders exist and one is an Iowa order, there are two options for determining the controlling order.

♦ **Option 1**: Ask the Iowa court to decide the controlling order before sending a request for registration for enforcement or modification to another state.

UIFSA provides for a stand-alone process to determine the controlling order. It is a "stand-alone" process because it can take place without being tied to a request for any other action. Iowa does a "stand-alone" DCO before legal action is taken on a case.

Make sure Iowa has jurisdiction over both parties before initiating a DCO. If the parties do not live in the same state, the action must occur in the state of residence of the party NOT making the request. The party making the request must give notice to the other party. A certified copy of all known orders and payment records must accompany the notice.

In order to ensure that both parties and all states have an opportunity to request a hearing, send each a notice indicating that a DCO was requested.

♦ **Option 2**: Provide the responding state with information about all known support orders for that payor and children.

Request the other state determine the controlling order and reconcile the arrears using form 470-3469, *Child Support Enforcement Transmittal # 1 - Initial Request*. Attach certified copies of all orders and all payment records. When the responding state takes enforcement or modification action, it will first decide the controlling order.

Check the [Intergovernmental Reference Guide (IRG) Screen](#) or call the responding state to see if additional information is needed.

Completing the Reconciliation of Arrears

Legal reference: Iowa Code Section 252K.207, 45CFR 303.7(a)(6) and (c)(2)

A reconciliation of arrears is required when determining the controlling order.

Some examples of court orders included in the reconciliation of arrears include:

- ◆ Arrears-Only Order
- ◆ Temporary Order
- ◆ Cash-Medical-Only Order

See the *Reconciliation of Arrears Checklist* in the 9-K Appendix for more information about which orders to include in the Reconciliation of Arrears.

Process When Iowa Is the Responding State

When Iowa responds to a request for modification from an initiating state, the Unit has administrative power to decide the controlling order within the review and adjustment process. The Unit must use a judicial process to determine the controlling order outside the review and adjustment process.

The Unit begins a DCO and reconciliation of arrears whenever a triggering event occurs. See the charts, *Circumstances Requiring a DCO* and *Circumstances Requiring Registration and DCO* in 9-K-Appendix.

While a DCO and reconciliation of arrears is pending, continue to enforce the highest valid support order until the formal determination of controlling order occurs.

Tracking the Determination of Controlling Order in ICAR

Use the DCO screens to record a determination of controlling order made by Iowa or any other state.

The Determine Controlling Order (DCO) Screen

Access this screen by typing DCO in the NEXT SCREEN field at the bottom of any screen.

```
 D479HU10          IOWA COLLECTION AND REPORTING SYSTEM      DATE:
                      DETERMINE CONTROLLING ORDER            TIME:

 CASE NUMBER:                                   INTERSTATE........: N
 PAYOR......:                                   STATE OF RESIDENCE:
 PAYEE......:                                   STATE OF RESIDENCE:

 SEL  DCO COURT ORDER NUMBER  ISS ST  MOD ST  ORDER DATE   CEJ    CEJ DATE


   DCO         CHILDREN                RES ST  HOME ST FROM DATE   TO DATE


 COMMENT:
 PF3=UPDATE    PF4=DELETE      PF5=INQUIRY      PF6=DCO2
 PF7=BACK CO  PF8=FORWARD CO  PF10=BACK CHILD  PF11=FORWARD CHILD
 NEXT SCREEN:            NOTES:
```

Use the DCO screen to record information resulting from a preliminary and final determination of controlling order.

On the upper half of the DCO screen, ICAR displays all previously entered court orders on the case, including those with current support obligations and those with no obligations at all. Current support obligations include child support (CS), medical support (MS), juvenile order (JO), and health insurance only (HO) obligations.

On the lower half of the DCO screen, ICAR displays all children listed on the case. If you considered a child's home state in making your controlling order decision, record this in the HOME ST, FROM DATE, and TO DATE fields at the bottom of this screen.

You can delete a DCO screen if you have special security authorization through the WORKER2 screen.

Following is an explanation of each field on the DCO screen:

♦ **SEL**: Use the SEL field to select the court order number you think will be the controlling order. Complete this field when formal determination of controlling order is completed or in process.

When you make an entry in this field, ICAR displays the DCO2 screen where you make further entries to track the DCO court process. ICAR only allows one selection at a time. Valid entries include:

X   Select the desired court order number. (Any alphabetical character is allowed)

Blank   Default value. Leave this field blank if there is only one order, if the only orders are multiple Iowa orders, or if the order listed will not be the controlling order.

♦ **DCO**: Use this field to indicate the status of the order after you make a manual determination. Because different orders can be controlling for different children, ICAR allows you to code more than one order as controlling if necessary. Valid entries for the COURT ORDER DCO field include:

O   Enter "O" if only one order exists for specific children, and a state other than Iowa issued or last modified it. Because this is the only order for current support in existence, this order automatically controls for the children.

ICAR allows entry of this code only when the ISS ST (or MOD ST if there is one) contains a state code other than Iowa and there is only one order. ICAR issues a narrative (DCO1), to indicate this order is controlling because it is the only order.

I   Enter "I" if only one order exists for specific children, and Iowa issued or last modified it. Because only one order for current support exists, this order automatically controls for the children.

ICAR allows entry of "I" only when the ISS ST (or MOD ST) contains "IA" and there is only one order. ICAR issues a narrative (DCO1) to indicate this order is controlling because it is the only order.

M   Enter "M" if multiple orders for current support exist, all issued or last modified in Iowa. Enter an "M" next to each order that meets this criteria. ICAR issues a narrative (DCO2), to indicate that no DCO was completed because all orders for current support are Iowa orders.

P   ICAR enters "P" if two or more orders for current support exist that involve different states and you have preliminarily determined this order to be controlling. ICAR completes this code when you update the PRESUMED CONTROL ST field on the DCO2 screen for this order.

F   This order controls. ICAR enters an "F" when you indicate this order controls by entering a date in the EFFECTIVE DATE field on the DCO2 screen for this order.

You can update the court order DCO field at any time, unless the final determination has been made, with an entry in the CONTROL ORD TRIBUNAL field on the DCO2 screen.

♦ **COURT ORDER NUMBER**: ICAR displays the court order numbers to include in the DCO for the case. ICAR automatically displays all court order numbers listed on the COURTORD screens as long as they have either an obligation for current support or no obligation.

You may have additional court order numbers for consideration that do not appear on ICAR. If the court order needs to be added, it must be entered on the COURTORD screen. There are times when you may enter the court order number on the DCO screen. For example, you may want to add an order on the caretaker case that did not bill on this case. You can enter additional court order numbers and associated information for orders to consider that currently do not appear on ICAR. Before entering the court order on the DCO screen rather than on the COURTORD screen, consult your office supervisor. You cannot update the COURT ORDER NUMBER field when it is completed by ICAR.

ICAR enters a "C" after the court order number to indicate the order is on the COURTORD screen. ICAR enters a "D" after the court order number to indicate you manually entered the order on the DCO screen. ICAR allows you to code an order as controlling only if that order is listed on a COURTORD screen.

♦ **ISS ST**: This field indicates the state that originally issued the court order. Enter any valid two-letter state abbreviation for court orders you manually enter. ICAR completes this field for any orders displayed on the COURTORD screen.

♦ **MOD ST**: This field indicates the state that modified the original court order. Enter the two-letter state abbreviation, if applicable. You can update this field at any time.

♦ **ORDER DATE**: Use this field to indicate the filing date of the original order. ICAR completes this field if the information is available on the COURTORD screen. For a modified order, enter the filing date of the modification order. Complete the date in the MM/DD/CCYY format for court orders you manually enter. When ICAR completes the field, you cannot update it.

♦ **CEJ**: The CEJ field indicates whether a state has continuing exclusive jurisdiction (CEJ) for the court order. CEJ means that at least one of the parties to the order, or the child, lives in the state that issued the order. If the issuing or modifying state does not have CEJ, that order cannot be controlling.

When ICAR displays a state in the ISS ST field but no entry in the MOD ST, the state in the ISS ST field is the only possible state with CEJ for that order. If ICAR displays an entry in both the ISS ST and MOD ST fields, the state displayed in the MOD ST field can be the only state with CEJ for that order.

If a state does not have CEJ, enter "N" in this field. You can update the CEJ field until both the payee and the payor have been successfully served. After the parties are served, you cannot update the CEJ field. An entry in this field also requires an entry in the CEJ DATE field. Valid entries include:

Y   The issuing/modification state for this order has CEJ.
N   The issuing/modification state for this order does not have CEJ.

♦   **CEJ DATE**: ICAR requires entry in this field with an entry in the CEJ field. Enter in the MM/DD/CCYY format the date you made a preliminary determination of the state having CEJ for the order. If, after further analysis, you determine that a different state has CEJ, you can update this field until both the payee and the payor have been served as coded on the DCO2 screen.

♦   **DCO CHILDREN**: Enter a code to indicate the DCO status for each child on the case. Valid codes include:

E   The child is emancipated.

N   No order exists for this child.

X   The child does not require a determination of controlling order. ICAR generates a worker-entered narrative (DCO3) that states this child does not require a DCO.

O   One out-of-state order exists. There is only one order for current support and it is an out-of-state order. Because it is the only order for current support, it is controlling for this child. Enter "O" in the DCO field to the left of each child's name for each child included in the order.

I   One Iowa order exists. There is only one order, and it was issued or modified by Iowa. Because it is the only order for current support, it is the controlling for this child. Enter "I" in the DCO field to the left of each child's name for each child included in the order.

M   Multiple Iowa orders. There are multiple orders, and they are all
        Iowa orders. Enter "M" in the DCO field to the left of each child's
        name for each child included in the order.

P   Preliminary determination. You made a preliminary determination
        that this is the controlling order for this child. ICAR displays "P"
        when you enter "P" in the DCO field by this child on the DCO2 screen.

F   Final determination. The tribunal made a final determination that
        this is the controlling order for this child. ICAR changes the "P" to an
        "F" when you finalize the DCO by completing the EFFECTIVE DATE field
        on the DCO2 screen.

You can remove only entries of "E," "N," or "X" on the DCO screen. When
you remove any of these entries, ICAR generates a narrative (DCO4) to
document the reason and a calendar flag (DCO1) to remind you that a
determination of controlling order is needed for at least one child.

You can remove the "P" and "F" codes only through the DCO2 screen.
Entries of "I" and "M" can only be removed from the DCO screen.

♦ **CHILDREN**: ICAR displays all of the children associated with the case. ICAR
  displays the associated DCO, RES ST, HOME ST, FROM DATE, and TO DATE fields
  if available. Update the fields as necessary.

♦ **RES ST**: ICAR displays the two-letter abbreviation for the child's state of
  residence from the PAYEE screen if ICAR displays a "Y" in the CHILD
  RESIDES WITH PAYEE field on the CHILD screen.

  If the child does not reside with the payee, enter the two-letter state
  abbreviation of the child's state. ICAR requires this entry when ICAR
  displays an "I," "O," "M," or "P" for this child in the DCO field on this
  screen.

♦ **HOME ST**: This field indicates the child's home state. The home state is the
  state in which the child has lived for at least six consecutive months, part
  of which must be within the six months before the date the petition was
  filed.

  Analyze the child's home state only when at least two states have CEJ,
  and you cannot make a clear determination of the controlling order. The
  home state then serves as a tiebreaker. Enter the applicable two-letter
  state abbreviation.

♦ **FROM DATE**: ICAR requires entry in the FROM DATE field with an entry in the
  HOME ST and TO DATE fields. Use this field to indicate the most recent date
  the child **began** living in the home state, in the MM/DD/CCYY format. You
  can update this field until both the payee and the payor are served.

♦ **TO DATE**: ICAR requires an entry in the TO DATE field with an entry in the HOME ST and FROM DATE fields. Use this field to indicate the last known date the child lived in the home state, in the MM/DD/CCYY format. You must enter a date greater than the FROM DATE field entry. If the child still lives in the home state, enter the current date.

♦ **COMMENT**: Use this field to enter any additional information unique to the determination of controlling order for this case.

The DCO screen PF keys are:

♦ PF3=UPDATE: Use the F3 key to update the DCO screen on ICAR.

♦ PF4=DELETE: Press the F4 key to delete a DCO screen from ICAR.

♦ PF5=INQUIRY: Enter a case number in the CASE NUMBER field and press the F5 key to see the DCO screen for this case.

♦ PF6=DCO2: The F6 key works in conjunction with the SEL field and directly accesses the DCO2 screen for the court order you select. Enter an "X" in the SEL field next to the court order and press PF6.

♦ PF7=BACK CO: The F7 key works in conjunction with the F8 key. If you have scrolled forward to view additional court orders, press this key to scroll backward.

♦ PF8=FORWARD CO: If there are more than five court orders to consider in the DCO, press the F8 key to scroll through the additional orders.

♦ PF10=BACK CHLDRN: The F10 key works in conjunction with the F11 key. If you scrolled forward to view additional children, press this key to scroll backward to the other children.

♦ PF11=FRWD CHLDRN: If there are more than five children listed on the case, press the F11 key to scroll to the additional children.

The Determine Controlling Order - 2 (DCO2) Screen

The DCO2 screen can be accessed only after you have added the DCO screen to the case. From the DCO screen, select the order that is the preliminary controlling order and press F6. ICAR automatically displays the DCO2 screen. You cannot access the DCO2 screen for orders coded with an "O," "M," or "I" on the DCO screen.

```
D479HU13           IOWA COLLECTION AND REPORTING SYSTEM        DATE:
                      DETERMINE CONTROL ORDER - 2             TIME:

 CASE NUMBER:                                        INTERSTATE....:
 COURT ORDER NUMBER:
 C.O. COUNTY FIPS..:
                                             DCO          CHILDREN
 INIT ST:      PRESUMED CONTROL ST:
 GEN INITIAL FORMS:   DATE:
 ARREARS?:
 GEN SVC:CP    I/O          RP    I/O            TP    I/O
 REV/ADMOD DCO (Y):
 SERVED..........: CP                RP                 TP
 REASON NOT SERVED: CP                RP                 TP
 GEN DEFAULT FORMS:   DATE:              GEN ORDER:   DATE:


 DECIDING ST:            CONTROL ORD TRIBUNAL:   DETERMINATION REASON:
 EFFECTIVE DATE..:            GEN FINAL FORMS:    DATE.........:
 DCO ORDER NUMBER:                         REG OR FILE COUNTY FIPS:
 ICIS C.O. NUMBER:


 F3=UPD   F4=DEL DCO'S FOR CO   F6=DCO   F10=BACK CHLDRN   F11=FRWD CHLDRN
```

Use the DCO2 screen to record a preliminary determination as well as a
tribunal's formal DCO. Complete the DCO2 screen when either an Iowa
tribunal or a tribunal in another state makes the final determination.

Use this screen to record more specific information regarding the
determination of a controlling order.

ICAR displays information in the CASE NUMBER, COURT ORDER NUMBER, INTERSTATE,
and C.O. COUNTY FIPS fields from the DCO screen. You must complete the INIT
ST and PRESUMED CONTROL ST fields, and select at least one child in the CHILDREN
column to initially update this screen.

Upon update for the court order number you selected, ICAR automatically
displays a "P" on the DCO screen to indicate you made a preliminary
determination that the order is controlling. ICAR also displays a "P" before
the children selected. Once the tribunal finalizes the determination, ICAR
automatically changes the "P" entries to "F" indicating the determination is
final.

Use the DCO and DCO2 screens to track the DCO process for all children
associated with the case. All of the children linked to the court order appear
on the DCO2 screen. The screen displays only three children at a time, but
you can scroll through additional children by pressing the F10 (BACK CHLDRN)
and F11 (FRWD CHLDRN) keys.

Use the DCO field to indicate which children the controlling court order covers. More than one controlling order may be required to cover all children on a given case. When a code appears in the DCO field on the DCO screen for the child, that code automatically displays in the DCO field on the DCO2 screen.

On the DCO2 screen, ICAR displays an asterisk (*) next to the DCO field whenever you have considered a child for DCO purposes. A blank field indicates that you have not considered a child for a DCO.

> On the DCO screen, ICAR displays an "E" before child A, indicating the child is emancipated. On the DCO2 screen, ICAR displays the same child, with an asterisk (*) and an "E" next to the name. This indicates that you already considered child A for DCO purposes.

On the DCO2 screen, complete the fields as required for recording specific information about the controlling order and for generating the required forms.

ICAR freezes the DCO2 fields when you update entries in the DECIDING ST, CONTROL ORD TRIBUNAL, DETERMINATION REASON, EFFECTIVE DATE, DCO ORDER NUMBER, REG OR FILE COUNTY FIPS, and ICIS C.O. NUMBER fields.

However, you can generate or regenerate the final DCO notice, form 470-3476, *Notice of Determination of Controlling Order*, even after the determination is final using the GEN FINAL FORMS field.

Following is an explanation of each field on the DCO2 screen.

♦ **INIT ST**: ICAR requires that you enter the two-letter abbreviation for the state making the preliminary determination of the controlling order. Choose at least one child to allow an update to this field.

♦ **PRESUMED CONTROL ST**: This field indicates the two-letter abbreviation for the state that issued the controlling order. ICAR populates this field, but you can also update it. You must make an entry in this field and the INIT ST field and select at least one child for the court order.

Entry in this field generates a narrative (DCO5) indicating that you have done a preliminary DCO. ICAR issues a calendar flag (DCO3) 20 days later reminding you to finalize the DCO.

If you change the entry in the PRESUMED CONTROL ST field, ICAR generates a worker-entered narrative (DCO6) that narrates the new presumed controlling-order state and allows you to indicate why you changed the entry. Changing the entry also causes ICAR to issue a calendar flag (DCO4) to remind you to regenerate appropriate forms if necessary.

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♦ **DCO**: Use the DCO field to select the specific children you want to link to the controlling court order. ICAR allows only an entry of "P" in this field. When you make an entry in the DCO field on the DCO screen for the child, ICAR also displays that entry in the DCO field on the DCO2 screen.

When you enter "E," "N," "X," "P," or "F" on the DCO screen, ICAR displays an asterisk (*) to the left of the DCO field on the DCO2 screen. You cannot update the DCO field when ICAR displays an asterisk (*).

Space through the "P" to remove it. ICAR changes the "P" to an "F" automatically when the tribunal finalizes the controlling order.

Even if a DCO is final, you may want to attach a new child to a court order that you previously determined to be controlling. Do this by first adding the child on the CHILD screen. Then access the DCO2 screen and enter a "P" in the DCO field for that child. Press PF3 to update.

ICAR will automatically change the "P" to an "F" to indicate the DCO is finalized for this new child. If this happens, send form 470-3636, *Original Notice of Petition for Determination of Controlling Order and Reconciliation of Arrears*, to all the affected states. Generate this form from the GEN FINAL FORMS field.

♦ **CHILDREN**: ICAR displays the children associated with the case in these fields. Enter a "P" next to each child covered by this controlling order. Press F10 to scroll if more than three children exist on the case.

♦ **GEN INITIAL FORMS**: ICAR requires you to enter "IA" in the INIT ST field and select at least one child. Valid entries are:

Y   Generate the forms for the first time.
R   Regenerate the forms.

ICAR generates the following forms:

- 470-3636, *Original Notice of Petition for Determination of Controlling Order and Reconciliation of Arrears*

- 470-3457, *Petition for Determination of Controlling Order and Reconciliation of Arrears*

NOTE: When completing a DCO as part of a review and adjust or administrative modification process, do not generate these forms. The forms you generate from the modification processes contain DCO language.

♦ **DATE**: ICAR completes the associated DATE field in the MM/DD/CCYY format to indicate the date you generated or regenerated the initial forms.

♦ **ARREARS**: ICAR automatically populates this field with a "Y" when a worker completes the GEN INITIAL FORMS field with a "Y" or "R". Every court order that determines the controlling order must include a reconciliation of arrears.

♦ **GEN SVC: CP, RP, and TP:** These fields indicate which method of service you are using for each party, including the payee (CP), the payor (RP), or a third party (TP). Valid entries are:

G   Attempting service by certified mail.
Y   Attempting service by sheriff or process server.
R   Reattempting service by either method.

When you enter a "G" or "R" over an existing "G" in the GEN SVC: CP, RP, AND TP fields and an "I" or "O" in the I/O portion of these fields, ICAR generates the following narratives and calendar flags:

- CP – narrative (DCO37) and calendar flag (DCO2)
- RP – narrative (DCO38) and calendar flag (DCO11)
- TP – narrative (DCO39) and calendar flag (DCO12)

When you enter a "Y" or an "R" over an existing "Y" in the GEN SVC: CP, RP AND TP fields and an "I" or "O" in the I/O portion of the fields, ICAR generates the following narratives, calendar flags and forms:

- CP – narrative (DCO28), calendar flag (DCO2), form 470-3181, *Directions for Service and Return of Service*, when an "I" is entered in the I/O portion of the field, and form 470-3325, *Out of State Directions for Service and Out of State Return of Service,* when an "O" is entered in the I/O portion of the field.

- RP – narrative (DCO29), calendar flag (DCO11), form 470-3181, *Directions for Service and Return of Service*, when an "I" is entered in the I/O portion of the field, and form 470-3325, *Out of State Directions for Service and Out of State Return of Service,* when an "O" is entered in the I/O portion of the field.

- TP - narrative (DCO30), calendar flag (DCO12), form 470-3181, *Directions for Service and Return of Service*, when an "I" is entered in the I/O portion of the field, and form 470-3325, *Out of State Directions for Service and Out of State Return of Service,* when an "O" is entered in the I/O portion of the field.

♦ **REV/ADMOD DCO (Y):** Update the REV/ADMOD DCO (Y) field with a "Y" when a determination of controlling order is done during the administrative review and adjustment (REVIEW) or administrative modification (ADMOD) process. ICAR generates narrative (DCO40) with this entry and allows you to access all necessary fields to document the outcome of the DCO on the DCO2 screen.

♦ **SERVED CP**, **RP**, and **TP**: The SERVED fields and associated date fields indicate successful or unsuccessful service of the controlling order forms. Complete all fields that apply. You may update the SERVED fields and associated date fields until you make an entry in the CONTROL ORD TRIBUNAL field. Valid entries are:

Y   Yes, service was successful.
G   Yes, service was successful by certified mail.
N   No, service was not successful. (This entry requires an entry in REASON NOT SERVED field.)

Complete the associated date fields in the MM/DD/CCYY format to indicate the date of successful service. ICAR requires entries in the date fields with "Y" or "G" entries in the SERVED fields.

- With entry of a "Y" in the SERVED CP, RP, TP fields, ICAR generates the following narratives to document the date the party was served.

  ◊   CP – narrative (DCO7).
  ◊   RP – narrative (DCO9).
  ◊   TP – narrative (DCO11).

- With the entry of a "G" in the SERVED: CP, RP, TP fields, ICAR generates the following narratives to document the date the party was served by certified mail:

  ◊   CP – narrative (DCO34).
  ◊   RP – narrative (DCO35).
  ◊   TP – narrative (DCO36).

Each of these narratives issues a blank calendar flag to automatically delete the "check on service" calendar flags (DCO2, 11, and 12) issued from the CP, RP, and TP fields listed above.

A state cannot pursue the determination of controlling order process until the payee, payor, or, if appropriate, third party is served.

When both the payee and payor are served, ICAR generates two calendar flags (DCO7 and 8). The first calendar flag is a 20-day flag reminding you to generate the default DCO forms if neither party objects. The second calendar flag is a 25-day flag reminding you to generate the DCO order.

♦ **REASON NOT SERVED CP**, **RP**, and **TP**: ICAR does not allow entry in these fields if you entered a "Y" in the associated SERVED (CP, RP, TP) fields. ICAR requires an entry if you entered "N" in the associated SERVED (CP, RP, TP) fields. You can update these fields until an entry appears in the CONTROL ORD TRIBUNAL field. Enter the code for the reason for unsuccessful service. Valid codes include:

LOC	Unable to locate.
MOVE	Moved, left no forwarding address.
EMPL	No longer employed at employer provided.
DATA	Incomplete data on service forms.
WRNG	Wrong person listed on service forms.
ADDR	No such address.
PERS	Served wrong person.
REFU	Person refused to accept service.
IDEN	No such person.
APT	Address is an apartment building. Need an apartment number.
JAIL	Person incarcerated.
DECD	Person is deceased.
OTHR	Other

When you make a valid entry in one of these fields, ICAR generates a narrative to document the reason the party could not be served, as follows:

- With an entry in the CP field, ICAR generates narrative DCO8.
- With an entry in the RP field, ICAR generates narrative DCO10.
- With an entry in the TP field, ICAR generates narrative DCO12.

ICAR also issues a blank calendar flag to automatically delete the "check on service" flags (DCO2, 11, and 12) issued from the CP, RP, and TP fields.

♦ **GEN DEFAULT FORMS**: This field allows you to generate a packet of forms to send to the payee, the payor, third party, if appropriate, and other states to advise them of the determination of a controlling order. ICAR allows an entry in this field only if a "Y" appears in both the SERVED CP and SERVED RP fields indicating successful service. Valid entries are:

Y	Generate the forms for the first time.
R	Regenerate the forms.

ICAR generates the following forms:

- 470-3672, *Notice of Intent to File Written Application for Default Determining Controlling Order and for Reconciliation of Arrears*

- 470-3673, *Affidavit and Application for Default Judgment Determining Controlling Order and Reconciliation of Arrears*

♦ **DATE**: ICAR completes this field in MM/DD/CCYY format to indicate the date you generated or regenerated the default forms.

♦ **GEN ORDER**: This field allows you to generate the order setting a hearing on the petition for the determination of controlling order. ICAR allows an entry in this field only if an entry of "Y" appears in both the SERVED CP and SERVED RP fields. Valid entries include:

Y   Generate the forms for the first time.
R   Regenerate the forms.

ICAR generates the following forms:

- 470-3459, *Order Setting Hearing on Petition for Determination of Controlling Order and Reconciliation of Arrears*

- 470-3455, *Order for Determination of Controlling Order and Reconciliation of Arrears*

♦ **DATE**: ICAR completes this field in the MM/DD/CCYY format to indicate the date you generated or regenerated the forms.

♦ **DECIDING ST**: Enter the two-letter abbreviation for the state making the final decision regarding the determination of controlling order. ICAR requires entry in this field if entries appear in the CONTROL ORD TRIBUNAL, DETERMINATION REASON, DCO ORDER NUMBER, and EFFECTIVE DATE fields. Once this field is updated, ICAR does not allow any further updates.

♦ **CONTROL ORD TRIBUNAL**: Use the CONTROL ORD TRIBUNAL field to indicate the state that either issued or last modified the controlling order. ICAR accepts any valid two-letter state abbreviation.

ICAR requires an entry in this field if an entry appears in the DECIDING ST, DETERMINATION REASON, DCO ORDER NUMBER, and EFFECTIVE DATE fields. Once you update this field, ICAR does not allow any further updates. ICAR generates a narrative (DCO18) and a calendar flag (DCO6) reminding you to update obligations on all orders.

♦ **DETERMINATION REASON**: Use the DETERMINATION REASON field to indicate the reason the order was chosen as controlling. ICAR requires an entry in this field when an entry appears in CONTROL ORD TRIBUNAL, DECIDING ST, DCO ORDER NUMBER, and EFFECTIVE DATE fields. You can update this field until you finalize the DCO. Valid entries include:

A   The state that issued the controlling order is the only issuing or modifying state that still has CEJ. ICAR generates a narrative (DCO13) to document the reason the order is controlling. This narrative completes all DCO calendar flags that remain on the case.

B   Multiple states have CEJ, but none is the home state of the child, so the most recent order is the controlling order. ICAR generates a narrative (DCO14) to document the reason the order is controlling. This narrative completes all DCO calendar flags that remain on the case.

C   Multiple states have CEJ, but only one is the home state of the child. ICAR generates a narrative (DCO15) to document the reason the order is controlling. This narrative completes all DCO calendar flags that remain on the case.

D   A new controlling order was created because none of the states with orders for the children has CEJ. ICAR generates a narrative (DCO16) documenting the reason the order is controlling. This narrative completes all DCO calendar flags that remain on the case.

♦ **EFFECTIVE DATE**: ICAR does not allow an entry in this field unless an entry appears in the CONTROL ORD TRIBUNAL field. ICAR requires an entry in this field together with entries in the DECIDING ST, CONTROLLING STATE, DETERMINATION REASON, and DCO ORDER NUMBER fields.

Enter the effective date for the determination of the controlling order. Enter a current or past date in MM/DD/CCYY format.

♦ **GEN FINAL FORMS**: Use this field to generate form 470-3476, *Notice of Determination of Controlling Order*. ICAR does not allow an entry in this field unless an entry appears in the DECIDING ST, CONTROL ORD TRIBUNAL, EFFECTIVE DATE and DCO ORDER NUMBER fields. Valid entries include:

Y   Generate the form for the first time.
R   Regenerate the form.

UIFSA requires the party obtaining the order to notify all other states that have an interest in the DCO. Because of this, ICAR automatically generates a copy of this form for each state that had an order considered as part of the DCO, in addition to each state listed on an INTERSTA screen.

♦ **DATE**: ICAR completes this field in the MM/DD/CCYY format to indicate the date you generated or regenerated the form.

♦ **DCO ORDER NUMBER**: Enter the court order number of the order that designates the controlling order. Use this field to enter a court order number from another state when the other state determined the controlling order. If Iowa does the controlling order determination, enter the Iowa court order number in the ICIS C.O. NUMBER field.

♦ **REG OR FILE COUNTY FIPS**: Enter the county in which you filed the order determining the controlling order. ICAR requires an entry in this field when an entry appears in the ICIS C.O. NUMBER field.

♦ **ICIS C.O. NUMBER**: When Iowa completes the determination of controlling order, use the ICIS C.O. NUMBER field to indicate the court order number of the order that designates the controlling order. If Iowa is the initiating state, ICAR allows an entry in this field only when an entry of "Y" appears in both the SERVED CP and SERVED RP fields.

Use the standard format to enter the ICIS C.O. NUMBER. ICAR completes characters 1-7 of the number. The worker completes characters 8-17.

With entry in this field, ICAR also requires entries in the DECIDING ST, DETERMINATION REASON, CONTROL ORD TRIBUNAL, and EFFECTIVE DATE fields. You cannot update this field again.

The DCO2 screen F keys include:

♦   F3=UPDATE: Use the F3 key to update the DCO2 screen on ICAR.

♦   F4=DEL DCO'S FOR CO: The F4 key allows a person with proper WORKER2 screen access to delete a DCO screen for a particular court order.

♦   F6=DCO: Press the F6 key to access the DCO screen for the case.

♦   F10=BACK CHLDRN: The F10 key works in conjunction with the F11 key. If you scroll forward to view additional children, press this key to scroll backward to the other children.

♦   F11=FRWD CHLDRN: If there are more than three children listed on the case, press the F11 key to scroll to the additional children.

Beginning the DCO Process On ICAR

Access the DCO screen by entering "DCO" in the NEXT SCREEN field at the bottom of any screen. Enter the case number and press F5 to inquire.

ICAR displays case-specific information in the fields at the top of the screen. ICAR lists all of the current support orders with the COURT ORDER NUMBER, ISS STATE, MOD STATE, and ORDER DATE fields completed for each order if the information exists on the COURTORD screen. When ICAR enters court order information automatically, ICAR displays a "C" to the right of the court order number.

You can also add court order information to the DCO screen if you must consider orders in the controlling order determination that are not listed on a COURTORD screen. If you add court order information directly on the DCO screen, also complete the COURT ORDER NUMBER, ISS ST, MOD ST (if applicable), and ORDER DATE fields. After you manually enter information, ICAR displays a "D" to the right of the court order number.

```
D479HU10            IOWA COLLECTION AND REPORTING SYSTEM          DATE:
                        DETERMINE CONTROLLING ORDER              TIME:
 CASE NUMBER:    5000                              INTERSTATE........: Y
 PAYOR......: TEST PAYOR                           STATE OF RESIDENCE:
 PAYEE......: TEST PAYEE                           STATE OF RESIDENCE: IA
 SEL  DCO COURT ORDER NUMBER      ISS ST   MOD ST   ORDER DATE    CEJ    CEJ DATE
  _       USUS1                   C    IA             3  6 1997
  _       KS ORDERS               C    NE            10 18 1997
  _       USUS123456              C    IA             1  8 1996
  _       MO--283945              C    NE            12 17 1995
  _       IL 44444                D    IL    NE       5 27 1996
   DCO      CHILDREN                    RES ST   HOME ST FROM DATE    TO DATE
      JOHN TEST                         IA
      JANE TEST                         IA
      PAT TEST                          IA
      PAUL TEST                         IA
 COMMENT:
 F3=UPDATE    F4=DELETE       F5=INQUIRY        F6=DCO2
 F7=BACK CO  F8=FORWARD CO  F10=BACK CHILD  F11=FORWARD CHILD
 NEXT SCREEN:            NOTES:
```

After making sure all the orders are reflected on the DCO screen, you must perform a preliminary determination of controlling order and complete the DCO fields for both the court orders and the children as follows:

♦ If a child does not require a determination of controlling order, make an entry in the DCO field next to the child's name at the bottom of the DCO screen. Make the following entries:

- "E" if the child is emancipated.
- "N" if there is no order for the child.
- "X" if the child is exempted from the DCO for any other reason.

An entry of "E," "N," or "X" causes ICAR to issue a narrative (DCO3) that allows you to record the reason the child does not require a DCO.

```
DCO        CHILDREN               RES ST  HOME ST FROM DATE    TO DATE
 E     JOHN TEST                    IA
       JANE TEST                    IA
       PAT TEST                     IA
       PAUL TEST                    IA
```

♦ If the home state information is applicable for any children considered as part of the determination, enter that information in the HOME ST, FROM DATE, and TO DATE fields to the right of the child's name. If you did not need to consider home state criteria to determine the controlling order, do not complete this information.

```
DCO        CHILDREN              RES ST   HOME ST FROM DATE    TO DATE
 E     JOHN TEST                   IA
       JANE TEST                   IA       IA     1 15 2001   2  2 2002
       PAT TEST                    IA       IA     1 15 2001   2  2 2002
       PAUL TEST                   IA       IA     1 15 2001   2  2 2002
```

♦ After reviewing the orders, determine which order is controlling.

• Only one order exists for current support.

If there is only one order for current support, that order is automatically controlling. No formal DCO is required.

If the only order for current support was either issued or last modified in Iowa, enter an "I" in the DCO field for that order. If the only order for current support is an order from another state, enter an "O" in the DCO field. Enter the same code in the DCO field for all of the children not exempted from the DCO.

After you press F3 to update the screen, ICAR issues a narrative (DCO1) stating that the order selected is controlling because it is the only order for current support.

• Multiple Iowa orders for current support.

If there are multiple orders for current support that were issued or last modified in Iowa, a formal DCO is not required.

Enter an "M" in the DCO field of each of the orders considered and press F3. Enter an "M" in the DCO field for all of the children covered by these multiple Iowa orders. These entries cause ICAR to issue a narrative (DCO2) that states no formal DCO was done because all current support orders are Iowa orders.

- Multiple orders for current support from more than one state.

  If there are multiple orders for current support and they were issued or modified in different states, a formal DCO is required. A formal DCO means the court must make an official determination of which order is controlling.

  After you do a preliminary determination on paper, select the order that will be controlling by placing an alphabetical character in the SEL field next to the correct order.

  Enter a "Y" in the CEJ field for the order to show that at least one of the parties or children still lives in the state that issued or last modified the order. In the CEJ DATE field, enter the date you determined that at least one of the parties or the children live in the state. Press F3 to update.

  ICAR displays the DCO2 screen for that order.

```
SEL   DCO  COURT ORDER NUMBER    ISS ST   MOD ST   ORDER DATE   CEJ    CEJ DATE
 X         USUS1                   C        IA      3  6 1997     Y     02 15 2003
 _         KS ORDERS               C        NE      10 18 1997
 _         USUS123456              C        IA      1  8 1996
 _         MO--283945              C        NE      12 17 1995
```

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Completing the DCO Process on ICAR

In order to finish the DCO process on ICAR, you must complete the DCO2 screen. Complete the reconciliation of arrears before completing the DCO2 screen. See 9-K Appendix, *Reconciliation of Arrears***.**

As indicated above, ICAR automatically displays the DCO2 screen for the first time when you select the appropriate order, complete the fields on the DCO screen, and press F3 to update. You can also access the DCO2 screen by selecting the preliminary controlling order and pressing F6.

```
D479HU13            IOWA COLLECTION AND REPORTING SYSTEM      DATE: 00/00/00
                     DETERMINE CONTROL ORDER - 2             TIME: 00:00:00

 CASE NUMBER:                                      INTERSTATE....:
 COURT ORDER NUMBER:
 C.O. COUNTY FIPS..:

                                          DCO      CHILDREN
 INIT ST:      PRESUMED CONTROL ST:        P          CHILD1 LASTNAME
 GEN INITIAL FORMS:    DATE:               P          CHILD2 LASTNAME
 ARREARS?:     CP:     RP:      TP:
 GEN SVC:CP   I/O              RP   I/O              TP   I/O
 REV/ADMOD DCO (Y):
 SERVED...........: CP                 RP                TP
 REASON NOT SERVED: CP                 RP                TP
 GEN DEFAULT FORMS:    DATE:              GEN ORDER:    DATE:

 DECIDING ST:             CONTROL ORD TRIBUNAL:     DETERMINATION REASON:
 EFFECTIVE DATE..:             GEN FINAL FORMS:      DATE.........:
 DCO ORDER NUMBER:                       REG OR FILE COUNTY FIPS:
 ICIS C.O. NUMBER:

 PF3=UPD   PF4=DEL DCO'S FOR CO   PF6=DCO   PF10=BACK CHLDRN   PF11=FRWD CHLDRN
 NEXT SCREEN:          NOTES:
```

After you access the DCO2 screen, complete the INIT ST field with the state abbreviation of the state doing the DCO.

Then select all of the children covered by the order by entering a "P" to the left of the children's names. If there are more than three children on the case, scroll forward and backward to view and update them by pressing F11 and F10.

To generate the notice forms, complete the GEN INITIAL FORMS field with a "Y."

When you make the appropriate entries and press F3, ICAR generates the following forms:

♦ 470-3636, *Original Notice of Petition for Determination of Controlling Order and Reconciliation of Arrears*

♦ 470-3457, *Petition for Determination of Controlling Order and Reconciliation of Arrears*

Serve the packet on all parties. Attempt service by certified mail first. If certified mail is not successful for a party, use a process server or sheriff to serve any remaining party. Send a copy of the initial forms packet to the Central Registry of all the other states with all support orders considered in the determination.

Complete the GEN SVC: CP, RP, or TP fields for the party or parties you are serving. Enter a "G" if you are attempting service by certified mail restricted delivery. Enter an "I" in the in the I/O portion of the GEN SVC field if the party lives in Iowa. Enter an "O" in the I/O portion of the GEN SVC field if the party lives outside of Iowa.

Enter a "Y" in the GEN SVC: CP, RP, or TP fields if you are attempting service by sheriff or process server. If you are serving a party in Iowa, enter an "I" in the I/O portion of the GEN SVC field and ICAR generates form 470-3181, *Directions for Service and Return of Service.* If you are serving a party outside of Iowa, enter an "O" in the I/O portion of the GEN SVC field and ICAR generates form 470-3325, *Out of State Directions for Service and Out of State Return of Service.*
Enter a "G" in the SERVED field and update the date of service after the party is served by certified mail restricted delivery. ICAR generates form 470-4209, *Affidavit of Service by Certified Mail,* when these entries are made.

Once the parties are served by sheriff or process server, complete the SERVED fields with a "Y" and the date the party was served.

When a service attempt is not successful, enter an "N" in the SERVED field and complete the REASON NOT SERVED field.

Valid entries are:

LOC   Unable to locate.
MOVE   Moved, left no forwarding address.
EMPL   No longer employed at employer provided.
DATA   Incomplete data on *Directions for Service*.
WRNG   Wrong person listed on *Directions for Service*.
ADDR   No such address.
PERS   Served wrong person.
REFU   Person refused to accept service.

IDEN   No such person.
APT   Address is an apartment building. Need apartment number.
JAIL   Person incarcerated.
DECD   Person is deceased.
OTHR   Other

If none of the parties object within 20 days after the date of service, enter a "Y" in the GEN DEFAULT FORMS field and press F3 twice. When you do, ICAR generates forms 470-3672, *Notice of Intent to File Written Application for Default Determining Controlling Order and For Reconciliation of Arrears*, and 470-3673, *Affidavit and Application for Default Judgment Determining Controlling Order and Reconciliation of Arrears.*

```
GEN DEFAULT FORMS:     DATE:               GEN ORDER:     DATE:
```

If one of the parties objects within the 20 days, enter a "Y" in the GEN ORDER field to generate form 470-3459, *Order Setting Hearing on Petition for Determination of Controlling Order and Reconciliation of Arrears*, and 470-3455, *Order for Determination of Controlling Order and Reconciliation of Arrears.*

After the judge has approved the order, complete the following fields: deciding st, control ord tribunal, determination reason, effective date, gen final forms, dco order number, icis c.o. number, and reg or file county fips fields.

```
DECIDING ST:            CONTROL ORD TRIBUNAL:     DETERMINATION REASON:
 EFFECTIVE DATE..:           GEN FINAL FORMS:      DATE.........:
 DCO ORDER NUMBER:                           REG OR FILE COUNTY FIPS:
 ICIS C.O. NUMBER:
```

Complete the DECIDING ST field with the two-letter abbreviation for the state doing the determination of controlling order. Complete the CONTROL ORD TRIBUNAL field with the state abbreviation for the state that has CEJ.

Complete the DETERMINATION REASON field with the applicable code as follows:

A   The state that issued the controlling order is the only issuing or modifying state that still has continuing exclusive jurisdiction (CEJ).

B   Multiple states have continuing exclusive jurisdiction (CEJ), but none is the home state of the child, so the most recent order was determined to be the controlling order.

C   Multiple states have continuing exclusive jurisdiction (CEJ), but only one is the home state of the child(ren).

D   A new controlling order was created because none of the states with orders for the child(ren) have CEJ.

Complete the EFFECTIVE DATE with the date the determination of controlling order is effective.

Enter a "Y" in the GEN FINAL FORMS field to generate form 470-3476, *Notice of Determination of Controlling Order*. ICAR completes the date and generates one copy of the notice for each state with an interest in the DCO outcome. Send the notice to each of these states.

In the REG OR FILE COUNTY FIPS field, enter the FIPS code for the county in which the *Order for Determination of Controlling Order and Reconciliation of Arrears* was filed. Enter the Iowa docket number in the ICIS C.O. NUMBER field.

Press F3 twice to update the DCO2 screen.

You can delete a DCO screen only if you have special security authorization through the WORKER2 screen.

DCOs Completed During the REVIEW or ADMOD Processes

When you complete the determination of controlling order in the REVIEW or ADMOD processes, enter a "Y" in the REV/ADMOD DCO field on the DCO2 screen. ICAR issues a narrative (DCO40) that says, "DCO completed during the REVIEW or ADMOD process." After you make the entry in the REV/ADMOD DCO field, complete the following fields on the DCO2 screen:

♦ INIT ST

♦ PRESUMED CONTROL ST

♦ DCO/CHILDREN

♦ SERVED (Use the service entries (Y or G) and the date of service from the REVIEW and ADMOD screens.)

♦ DECIDING ST

♦ CONTROL ORDER TRIBUNAL

♦ DETERMINATION REASON.

♦ EFFECTIVE DATE

♦ GEN FINAL FORMS

♦ DCO ORDER NUMBER

♦ ICIS C.O. NUMBER

♦ REG OR FILE COUNTY FIPS

```
 D479HU13              IOWA COLLECTION AND REPORTING SYSTEM        DATE:
                          DETERMINE CONTROL ORDER - 2             TIME:

  CASE NUMBER: 0000003                               INTERSTATE....: Y
  COURT ORDER NUMBER: CDCD0098878
  C.O. COUNTY FIPS..: 19 025
                                         DCO          CHILDREN
  INIT ST: IA    PRESUMED CONTROL ST: IA      P    CHILD NAME
 GEN INITIAL FORMS:   DATE:
  ARREARS?:
  GEN SVC:CP    I/O              RP    I/O              TP    I/O
  REV/ADMOD DCO (Y): Y
  SERVED...........: CP  Y    11 01 2020   RP  Y  11 01 2020   TP
  REASON NOT SERVED: CP                    RP                  TP
  GEN DEFAULT FORMS:   DATE:                   GEN ORDER:   DATE:

  DECIDING ST: IA        CONTROL ORD TRIBUNAL: IA  DETERMINATION REASON: C
  EFFECTIVE DATE..: 11 03 2020   GEN FINAL FORMS: Y     DATE.........:
  DCO ORDER NUMBER: CDCD989797              REG OR FILE COUNTY FIPS: 19 025
  ICIS C.O. NUMBER:        CDCD989797

  F3=UPD   F4=DEL DCO'S FOR CO   F6=DCO   F10=BACK CHLDRN   F11=FRWD CHLDRN
  NEXT SCREEN:          NOTES:
```

NOTE: The "Y" does not remain in the REV/ADMOD DCO field after you update
the screen. It is a temporary entry that lifts the edits and allows you to make
the entries in the necessary fields.

Registration

Registration is a process by which an order entered in one jurisdiction is officially recognized by another jurisdiction, allowing the order to be enforced and modified in the registering jurisdiction, if appropriate. The following sections address:

♦ [Choice of law in a hearing on a registration request](#)
♦ [Asking another jurisdiction to register an order](#)
♦ [Registration of an order for enforcement](#)
♦ [Entering registration information on ICAR](#)
♦ [Contest to a registration request](#)
♦ [Registration of an order for modification](#)
♦ [Responding to a request for registration of an order for modification](#)

Choice of Law in Hearing on Registration Request

Legal reference: Iowa Code Section 252K.604

UIFSA recognizes that orders registered for modification or enforcement involve two jurisdictions. Therefore, there may be two jurisdiction's laws to consider in a hearing. These two jurisdictions are the issuing jurisdiction (the jurisdiction that issued the controlling order) and the forum jurisdiction (the jurisdiction conducting the hearing or registering the order).

♦ A child support order that Iowa registers for modification is subject to the same requirements, procedures, and defenses applicable to the modification of an order originally issued in Iowa. Therefore, Iowa's law applies with regard to defenses to modification.

♦ The law of the jurisdiction that issued the controlling order governs what aspects of the order can be modified and what aspects cannot be modified. For example, the law of the issuing jurisdiction governs the duration of child support.

♦ The law of the jurisdiction that issued the controlling orders governs the computation and payment of arrearage and accrual of interest on arrears.

♦ The registering jurisdiction's law governs the entry of a new support amount. This means that Iowa uses its child support guidelines when an order is registered for modification in Iowa.

Asking Another Jurisdiction to Register an Order

Legal reference: Iowa Code Section 252K.602 and 609

When asking another jurisdiction to register one or more child support orders, follow these steps:

♦ Ensure that you have information about:

- All existing support orders for the same payor and children.

- Current residence of the payee, the payor, and the children.

- If requesting modification, the responding jurisdiction's modification requirements.

- If requesting modification, the time that the child lived in each jurisdiction during the last six consecutive months before the date of service.

♦ Use the UIFSA screen to record the request and the UIFSA2 screen to generate the following required federal forms:

- 470-3469, *Child Support Enforcement Transmittal #1 - Initial Request*, requesting registration, enforcement, or modification.

- 470-3477, *Letter of Transmittal Requesting Registration*, one copy for each order being registered.

- 470-5469, *Child Support Agency Confidential Information Form*, providing the party's identifying information to the other jurisdiction.

- 470-3472, *Uniform Support Petition*, if requesting modification.

- 470-3473, *General Testimony*, if requesting modification.

- 470-5471, Personal Information Form for UIFSA § 311, if requesting modification.

Do not use the forms listed above for Hague Convention countries. FRCs may also require different forms.

NOTE: Do not ask to register an order in the jurisdiction that issued the order. To ask a jurisdiction to enforce its own order, check the following options on the *Child Support Enforcement Transmittal #1 - Initial Request*.

> 3. [   ] Take the following action(s) on the responding tribunal's order and forward
>   payments to the initiating jurisdiction's SDU:
>   A. [   ] Enforce

To register and modify, select one of the following options on the *Child Support Enforcement Transmittal #1 - Initial Request.*

> 4. [ ] Take the following action on a support order of another jurisdiction and forward payment to the initiating jurisdiction's SDU.
>   B. [ ] Register, modify, and enforce
>   Or
>   C. [ ] Register, modify, then close this intergovernmental IV-D case

If needed, list any orders issued by the responding jurisdiction to consider in a DCO, or the amount of arrears, in Section VII, "Other Pertinent Information."

♦ If there are two or more orders on a case for the same time frame, review the case to determine which jurisdiction should issue the determination of controlling order.

♦ Include the following with the UIFSA packet:

- Form 470-3469, *Child Support Enforcement Transmittal #1 - Initial Request*, requesting registration, enforcement, and modification.

- Form 470-5469, *Child Support Agency Confidential Information Form*, providing the party's identifying information to the other jurisdiction.

- Two copies, including one certified copy, of all orders to be registered including any modification of an order.

- One copy of form 470-3477, *Letter of Transmittal Requesting Registration*, for each order.

- A sworn statement from the person requesting services or a certified statement by the worker (form 470-2936, *Certification of Child Support Worker*) showing the amount of any arrears.

  NOTE: The Unit prefers to provide both a sworn statement by the person requesting services and the certified statement by the worker. However, if both are not provided, a certified statement by the worker is sufficient.

- 470-3472, *Uniform Support Petition*, if requesting modification.

- 470-3473, *General Testimony*, if requesting modification.

- 470-5471, *Personal Information Form for UIFSA § 311*, if requesting modification.

♦ Forward the UIFSA packet and documents to the responding jurisdiction's Central Registry.

♦ After sending the original UIFSA packet, use the INTERSTA, INTERST2, and UIFSA screens to track subsequent communications between the jurisdictions.

Registration for Enforcement

Legal reference: Iowa Code Section 252K.601-608

When the Iowa Central Registry forwards an intergovernmental referral requesting registration for enforcement, first try administrative enforcement. Register the orders with the court as a judgment only when a triggering event occurs. For more information on triggering events, see the chart in 9-K Appendix, *Circumstances Requiring Registration and DCO*.

The initiating jurisdiction makes the final decision on how to proceed with enforcement. The responding jurisdiction cannot reject a referral because it wants the responding jurisdiction to register the order and enforce directly through income withholding instead.

Use the same registration process for both enforcement and modification. Before you can modify or judicially enforce a non-Iowa order, you must register the order. ICAR allows you to process more than one registration per case number because there may be more than one non-Iowa court order associated with a case. Complete a REGIST screen for each court order being registered. See *The Court Order Registration (REGIST) Screen*.

Iowa has many administrative remedies for enforcing child support. Administrative enforcement remedies do not require registration. However, you must register the order to enforce it through a judicial process. For a complete list of events that trigger a registration, see the chart in 9-K Appendix, *Circumstances Requiring Registration and DCO*.

When a responding jurisdiction registers an order, it becomes enforceable in the same manner as if it had been issued by the responding jurisdiction. If the order is only registered for enforcement, the order is not automatically subject to modification by the responding jurisdiction. The order can only be enforced.

Iowa's form 470-3463, *Notice of Registration of Support Order(s)*, contains language stating that the registration is for enforcement now, but the order may later be modified if, at that time, Iowa can assume CEJ.

The Court Order Registration (REGIST) Screen

To access the REGIST screen, go to the COURTORD screen for the court order you want to register. Press F12 to go to the REGIST screen or type REGIST in the NEXT SCREEN field.

```
D479HU20            IOWA COLLECTION AND REPORTING SYSTEM          DATE:
                       COURT ORDER REGISTRATION                   TIME:

 CASE NUMBER:
 PAYOR......:                                STATE OF RESIDENCE:
 PAYEE......:                                STATE OF RESIDENCE:
 REQUESTOR..:
 OTHER ST COURT#..:                    C.O. COUNTY FIPS...:
 ORIG AMT OWED....:         TOTAL PD:              BALANCE:
 REGISTRATION TYPE:    NTC OF REG:  DATE:
 GEN SVC: CP:  I/O  00 00 0000 RP:  I/O   00 00 0000 TP:  I/O   00 00 0000
 SERVED..........: CP      00 00 0000  RP      00 00 0000  TP     00 00 0000
 REASON NOT SERVED: CP                 RP                 TP
 DATE CONTESTED...: 00 00 0000         CONTESTED BY..............:
 COURT HEARING SET: 00 00 0000 @ 00 : 00   M COURT HEARING HELD.......:
 GEN ORDER........:                     RESULTS...........:
 ICIS C.O. NUMBER.:                     ORDER DATE: 00 00 0000
 COUNTY NUMBER....: 00
 ACTION DISMISSED/PROCESS ENDED:        DATE......: 00 00 0000
 COMMENT:
 F2=ADD    F3=UPDATE    F4=DELETE    F5=INQUIRY    F6=COURTORD
 F7=BACK    F8=FORWARD   F9=REFRESH
 NEXT SCREEN:          NOTES:
```

Use the REGIST screen to track the registration of a non-Iowa support order before enforcement and modification. In general, before you can modify or judicially enforce a non-Iowa order, you must register it. You may process more than one registration per ICAR case, as there may be more than one non-Iowa court order associated with a case.

To begin the registration process, start on the COURTORD screen for the order to be registered, and press F12. When you do this, ICAR copies the following information to these fields on the REGIST screen for that order: CASE NUMBER, PAYOR, STATE OF RESIDENCE, PAYEE, STATE OF RESIDENCE, OTHER ST. COURT#, and C.O. COUNTY FIPS.

Generate the legal forms required by the registration process from this screen by making the appropriate field entries. ICAR generates the following forms:

♦ 470-3463, *Notice of Registration of Support Order(s)*

♦ 470-3464, *Order in Proceeding to Register Support Order(s)*

♦ 470-3462, *Order Confirming Registration of Support Order(s) or Foreign Support Agreement(s)*

♦ 470-3466, *Registration Statement*

♦ 470-3674, *Request for Registration of Support Order(s) or Foreign Support Agreement(s)*

Access the REGIST screen through the COURTORD screen. When you do this, ICAR displays all registrations for that court order only. When accessed via the COURTORD screen, you can scroll forward and backward through the current and previous registrations for that court order. If you need a REGIST screen for a different court order, go back to the COURTORD screen, select the court order, and access the REGIST screen. ICAR displays the most recent registration for the selected court order first.

You can delete the REGIST screen up until the time all parties are served. If you delete the screen, ICAR generates a narrative (REGST14) requiring you to enter the reason for the deletion.

Following is an explanation of each field on the REGIST screen:

♦ **REQUESTOR**: ICAR requires an entry in this field to add the REGIST screen initially. Enter the two-letter code to indicate who requested the registration. Valid entries include:

CP   Custodial parent (payee)
RP   Responsible parent (payor)
Any valid two-letter state abbreviation

♦ **OTHER ST COURT#**: This field displays the court order being registered in Iowa. ICAR copies the information from the COURTORD screen.

♦ **C.O. COUNTY FIPS**: This field displays the FIPS code for the court that issued the court order. ICAR copies the information from the COURTORD screen.

♦ **ORIG AMT OWED**: Enter the total amount of support that was set or owed under the support order from the other jurisdiction. The other jurisdiction provides this information. ICAR requires a numeric entry. You can update this field until you end the registration. If you update this field, ICAR generates a narrative (REGST2) to document the change.

♦ **TOTAL PD**: Enter the total amount of support paid on the support order from the other jurisdiction. The other jurisdiction provides this amount. ICAR requires a numeric entry. You can update this field until you end the registration. If you update this field, ICAR generates a narrative (REGST2) to document the change.

♦ **BALANCE**: Enter the total amount of support remaining on the support order from the other jurisdiction. ICAR requires a numeric entry. You may update this field until you end the registration. If you update this field, ICAR generates a narrative (REGST2) to document the change.

♦ **REGISTRATION TYPE**: ICAR requires an entry in this field to initially add the REGIST screen. Use this field to indicate the reason for the registration. Valid entries include:

ENF   Enforcement of a support order.
MOD   Modification of a support order.
ENM   Enforcement and modification of a support order.

With entry in this field, ICAR generates a narrative (REGST1) and form 470-3466, *Registration Statement*.

You can update this field until you end the registration. If you change the entry from one valid code to another, ICAR generates a narrative (REGST12) requiring you to enter the reason for the change.

♦ **NTC OF REG**: Use this field to generate the notice for the non-requesting party about the action to register the court order. You can update this field until you end the registration. Valid entries include:

Y   Yes, generate the forms for the first time.
R   Regenerate the forms.

When you make an entry in this field, ICAR generates form 470-3463, *Notice of Registration of Support Order(s)*, and form 470-3674, *Request for Registration of Support Order(s) or Foreign Support Agreement(s)*.

♦ **DATE**: ICAR completes the associated DATE field with the current date in the MM/DD/CCYY format.

♦ **GEN SVC: CP, RP, TP**: Use these fields to indicate which method of service you are using for each party. Valid entries include:

G   Attempting service by certified mail.
Y   Attempting service by Sheriff or Process Server
R   Reattempting service by either method

You are required to make an entry in the I/O portion of the GEN SVC field to indicate if the service attempt is in state or out-of-state.

- When you enter a "G" in the GEN SVC: CP, RP, TP fields and an "I" or "O" in the I/O portion of the field, ICAR issues narrative (REGST31).

- When you enter an "R" over an existing "G" in the GEN SVC: CP, RP, TP fields and an "I" or "O" in the I/O portion of the field, ICAR issues narrative (REGST33).

- When you enter a "Y" or an "R" over an existing "Y" in the GEN SVC: CP, RP, TP fields and an "I" in the I/O portion of the field, ICAR issues narrative (REGST34) and form 470-3181, *Directions for Service and Return of Service.*

- When you enter a "Y" or an "R" over an existing "Y" in the GEN SVC: CP, RP, TP fields and an "O" in the I/O portion of the field, ICAR issues narrative (REGST35) and form 470-3325, *Out of State Directions for Service and Out of State Return of Service.*

- When you enter a "G", "Y", "R" in the GEN SVC: CP field, ICAR issues calendar flag (REGST7).

- When you enter a "G", "Y", "R" in the GEN SVC: RP field, ICAR issues calendar flag (REGST8).

- When you enter a "G", "Y", "R" in the GEN SVC: TP field, ICAR issues calendar flag (REGST9).

♦ **SERVED CP**, **RP**, and **TP**: Use this field and associated DATE fields to indicate successful or unsuccessful service of the notice of registration packet to the payee (CP), payor (RP), or third party (TP). Valid entries include:

G   Yes, service was successful by certified mail for the non-requesting party.

Y   Yes, service was successful by sheriff or process server for the non-requesting party or by regular mail for the requesting party

N   No, service was not successful.

- When you enter a "G" in the SERVED CP, RP, TP field, ICAR generates a narrative (REGST32) to document which party was served and the date of service. ICAR issues calendar flag (REGST1) as a reminder to continue the registration process 20 days after service.

- When you enter a "Y" in the SERVED CP, RP, TP field, ICAR generates a narrative (REGST9) to document who was served and the date of service. ICAR also issues calendar flag (REGST1) to remind you to continue the registration process 20 days after service.

- When you enter an "N" in the SERVED CP, RP, TP field, ICAR generates narrative (REGST16) to document the reason the party was not served.

You can update these fields until you end the registration process. If you change a previous entry, ICAR generates a narrative (REGST13) requiring you to enter the reason for the change.

ICAR requires you to make an entry in the DATE field if an entry appears in the SERVED fields. Complete the associated DATE field in the MM/DD/CCYY format to indicate the date of service.

You cannot proceed with the registration process unless you have successfully served the payee and payor.

NOTE: While you can serve the requestor and the other jurisdiction by first-class mail, the Unit must personally serve the non-requesting party.

♦ **REASON NOT SERVED CP, RP**, and **TP**: In this field, enter the reason for unsuccessful service for the payee, payor, or third party. ICAR requires an entry in this field when an "N" appears in the associated SERVED field. Valid entries include:

LOC	Unable to locate
MOVE	Moved, left no forwarding address
EMPL	No longer employed at employer provided
DATA	Incomplete data on *Directions for Service*
WRNG	Wrong person listed on *Directions for Service*
ADDR	No such address
PERS	Served wrong person
REFU	Person refused to accept service
IDEN	No such person
APT	Address is an apartment building. Need apartment number.
JAIL	Person is incarcerated
DECD	Person is deceased
OTHR	Other

Update this field to indicate unsuccessful service of the legal forms associated with this process. You can update this field until you end the registration process.

ICAR generates one narrative (REGST16) for the reason code "OTHR." ICAR generates a different narrative (REGST10) for all other codes.

♦ **DATE CONTESTED**: Use this field to indicate the date you received the contest to the registration of the support order from one of the parties associated with the court order. ICAR requires an entry in this field when you make an entry in the CONTESTED BY field. You cannot make an entry in this field unless a "Y" appears in the corresponding SERVED CP, RP, or TP field.

Enter the date in the MM/DD/CCYY format. The entry in this field must be greater than the date in the NTC OF REG field. You can update this field until you end the registration process.

♦ **CONTESTED BY**: Use the CONTESTED BY field when a party contests the registration. ICAR does not allow an entry in this field unless a "Y" appears in the SERVED field for that same party. Valid entries include:

CP   Custodial parent (payee)
RP   Responsible parent (payor)
TP   Third party
OS   Other State

When you make an entry in the CONTESTED BY field, ICAR generates a narrative (REGST3) to document which party contested the registration and the date it was contested. You can update the CONTESTED BY field until you end the registration process. ICAR also requires an entry in the DATE CONTESTED field.

♦ **COURT HEARING SET**: These fields indicate the scheduled date and time of the court hearing.

• Enter the date in the MM/DD/CCYY format. You can enter a past, future, or current date. If you enter a past date, entry in the associated time and M fields is optional. If you enter a current or future date, ICAR requires an entry in the associated time and M fields.

• Enter the time in the @ field in HH:MM format.

• The M field indicates morning or afternoon. This field works in conjunction with the associated date and time fields. Valid entries include:

A   A.M.
P   P.M.
Blank   Default

ICAR generates a narrative (REGST4) to document the date and time of the court hearing and a calendar flag (REGST3) on the date of the court hearing to remind the worker of the hearing. ICAR requires you to make entries in the COURT HEARING SET fields if an entry appears in the COURT HEARING HELD field.

♦ **COURT HEARING HELD**: Use this field to indicate the status of the court hearing. ICAR requires an entry in this field if an entry appears in the RESULTS field. Valid entries include:

Y   Court hearing was held. ICAR generates a narrative (REGST6) to document the court hearing was held.

N   Court hearing was not held. ICAR generates a narrative (REGST5) to document the hearing was not held and the reason it was not held.

R   Court hearing was rescheduled. ICAR generates a narrative (REGST11) to document the updated date of the court hearing and the reason it was rescheduled.

If you change the field entry from an "N" or "R," also update the COURT HEARING SET field. You can update the COURT HEARING HELD field until you end the registration process.

♦ **GEN ORDER**: Use this field to generate the order to register a non-Iowa order of support. You need to ensure that the non-requesting party has been served and that ICAR is updated accordingly. If the non-requesting party has not been served, you cannot generate the order. Valid entries include:

Y   Generate the form for the first time.
R   Regenerate the form.

When you make an entry in this field, ICAR also requires an entry in the ICIS C.O. NUMBER field. You cannot blank-out a "Y" entry, but you can type over a "Y" with an "R." You can update this field until you end the registration process.

ICAR generates the following forms under specified conditions:

• 470-3462, *Order Confirming Registration of Support Order(s) or Foreign Support Agreement(s)*, when you enter a "Y" but no date appears in DATE CONTESTED field.

• 470-3464, *Order in Proceeding to Register Support Order(s)*, when you enter a "Y" and a date appears in the DATE CONTESTED field.

ICAR completes the associated date field in the MM/DD/CCYY format to indicate the date you generated or regenerated the form.

♦ **RESULTS:** Use the RESULTS field to indicate the results of the court hearing regarding the contested registration of the support order. You must make an entry in this field if an entry also appears in the ICIS C.O. NUMBER field. Valid entries are:

DN   Deny
PA   Partial arrears
PC   Partial child support
PM   Partial medical
OT   Other
CF   Confirmed by court or default

Entry in this field requires an entry of "N" or "Y" in the COURT HEARING HELD field. You can update this field until you end the registration process. ICAR automatically creates a corresponding entry in the ACTION DISMISSED/PROCESS ENDED field.

♦ **ICIS C.O. NUMBER**: Use this field to indicate the number assigned to a court order by the Iowa Court Information System (ICIS). When you save your entry, ICAR automatically puts this same number in the ICIS C.O. NUMBER field and the REG FILE NO. field on the COURTORD screen. When you update the ICIS C.O. NUMBER field, ICAR requires a date in the ORDER DATE and COUNTY NUMBER fields and ends the REGIST screen by updating the ACTION DISMISSED/PROCESS ENDED field.

♦ **ORDER DATE**: Use this field to indicate the issue date of the registration order. Make an entry in this field when you make an entry in the ICIS C.O. NUMBER field. Complete this date in the MM/DD/CCYY format. When you update the ORDER DATE field, ICAR requires a date in the ICIS C.O. NUMBER and COUNTY NUMBER fields and ends the REGIST screen by updating the ACTION DISMISSED/PROCESS ENDED field.

♦ **COUNTY NUMBER**: Use this field to indicate the number of the Iowa county where you registered the support order. Complete the field with the two-digit county number. Use the one-character alphabetical field only with an entry of county number 56 (Lee). Enter "N" for North office and "S" for South office. This county has two offices.

When you save an entry in this field, ICAR automatically transfers this information to the COUNTY NUMBER field on the COURTORD screen. ICAR also automatically translates the county number into the correct FIPS code, and places it in the REG FILE COUNTY FIPS field on the COURTORD screen. When you update the COUNTY NUMBER field, ICAR requires a date in the ICIS C.O. NUMBER and ORDER DATE fields and ends the REGIST screen by updating the ACTION DISMISSED/PROCESS ENDED field.

♦ **ACTION DISMISSED/PROCESS ENDED**: Use this field to indicate the reason you ended the registration process. Valid entry codes include:

CSRU   CSRU ended the registration process without a court hearing.

CONF   The registration of the court order is confirmed.

DENY   The registration of the court order is denied. Use this code to end the REGIST screen without order of registration.

PART   The registration of the court order is confirmed, but only for partial support.

OTHR   The registration process is ended for a reason other than those listed above.

You can enter the "CSRU" and "DENY" codes only. ICAR only allows you to enter CSRU when there is an entry in the ICIS C.O. NUMBER, COUNTY NUMBER, and ORDER DATE fields. ICAR automatically enters the other codes when you make a corresponding entry in the RESULTS field. If there is nothing in the RESULTS field, ICAR enters "CSRU" in the ACTION DISMISSED/PROCESS ENDED field once you enter the ICIS court order information.

- When you enter "CSRU," ICAR generates a narrative (REGST8) to document that CSRU ended the process.

- When you enter "DENY," ICAR generates a different narrative (REGST30) to document the reason the registration was denied.

- ICAR generates another narrative (REGST7) for all other entries to document completion of the registration.

♦ **DATE**: ICAR completes this field in the MM/DD/CCYY format to indicate the date the registration process ended or was dismissed. Only Central Office staff can update the screen once a date is entered in the DATE field.

♦ **COMMENT**: Use this field to enter any additional information unique to the registration of this court order. You can update this field until you end the registration process.

The REGIST screen F keys include:

♦ F2=ADD: Use the F2 key to initially add a new registration record to ICAR.

♦ F3=UPDATE: Use the F3 key to update the REGIST screen on ICAR.

♦ F4=DELETE: Before you code the screen that the non-requestor has been served, press the F4 key to delete the REGIST screen from ICAR.

♦ F5=INQUIRE: Enter a case number in the CASE NUMBER field and press the F5 key to see if a REGIST screen already exists on ICAR for this case.

♦ F6=COURTORD: Press the F6 key to access the COURTORD screen for the order being registered.

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Registration
Registration for Enforcement

After Iowa registers an order for enforcement, use the INTERST2 screen to track subsequent requests or actions between Iowa and the initiating jurisdiction.

Entering Registration Information on ICAR

Use the REGIST screen to track the registration process and issue the proper forms.

To begin the registration process, access the COURTORD screen for the order you wish to register. Press F12 to access the REGIST screen.

```
D479HC05           IOWA COLLECTION AND REPORTING SYSTEM        DATE:
                            COURT ORDER                        TIME:
  CONTROLLING
CASE NUMBER........: 00000000        DISTRIBUTE PERCENTAGE TO CARETAKER? : N
PAYOR: PAYOR TEST                    MOD NTC:  00000000 DNY: N 10172020
PAYEE: PAYEE TEST                    MOD NTC:  00000000 DNY: N 10172020
-ORDER OBTAINED IN -                 BYPASS ORDER FOR A/T:    IA FILE:
C.O. COUNTY FIPS...: 29 001    -OR- COUNTY NUMBER:
COURT ORDER NUMBER.: MO123597             ORDER DATE: 11 02 2018  TYPE: DM
ICIS C.O. NUMBER...:                      REG/FILE NO:
 REG/FILE COUNTY FIPS...:     -OR- COUNTY NUMBER:      EFILE:
LAST COURT ACTION..:              CSRU MOD (Y/N):   HI/MS ORDERED: N
          IIW PROVISIONS (Y/N/G/A):   NOTICE (I/M): I    11 02 2016
PETITIONER (FML)...: PAYOR TEST                              MORE? Y
RESPONDENT (FML)...: PAYEE TEST                              MORE? Y
PAYEE (O/L/A)......: O                 IV-D NOTICE:
C.O. REGISTERED IN.:
C.O. TRANSCRIBED TO:               C.O. TRANSFERS.....:
MOD JUR:    MOD JUR DATE: 00 00 0000   CHOICE OF LAW JUR..:
RELATED ORDERS:    CASES:            MORE? N  LEVY  Y  USE IN SUSP:
F2=ADD  F3=MOD  F5=INQ  F6=DCO  F7=BACK  F8=FORWARD  F9=REFRESH  F10=COURTOR2
F11=REVIEW1  F12=REGIST  F13=SUSC1  F14=ADMOD1  F15=SUSP1  F16=HIUPD  F17=ASNTRM
NEXT SCREEN:        NOTES:
```

```
 D479HU20          IOWA COLLECTION AND REPORTING SYSTEM        DATE:
                        COURT ORDER REGISTRATION               TIME:
                               DCO(S) NOT COMPLETED YET
  CASE NUMBER:   4321
  PAYOR......: PAYOR TEST                    STATE OF RESIDENCE: IA
  PAYEE......: PAYEE TEST                    STATE OF RESIDENCE: MO
  REQUESTOR..:
  OTHER ST COURT#..: MO12359                 C.O. COUNTY FIPS...: 29 001 00
  ORIG AMT OWED....:         TOTAL PD:            BALANCE:
  REGISTRATION TYPE:   NTC OF REG:  DATE:
  GEN SVC: CP:  I/O           RP:  I/O            TP:  I/O
  SERVED...........: CP              RP              TP
  REASON NOT SERVED: CP              RP              TP
  DATE CONTESTED...:                CONTESTED BY.............:
  COURT HEARING SET:        @ 00 : 00  M COURT HEARING HELD.......:
  GEN ORDER.......:                 RESULTS..........:
  ICIS C.O. NUMBER.:                ORDER DATE: 00 00 0000
  COUNTY NUMBER....: 00
  ACTION DISMISSED/PROCESS ENDED:          DATE......: 00 00 0000
  COMMENT:
  F2=ADD    F3=UPDATE    F4=DELETE    F5=INQUIRY    F6=COURTORD
  F7=BACK   F8=FORWARD   F9=REFRESH
```

ICAR automatically displays the CASE NUMBER, PAYOR and PAYEE names, STATE OF
RESIDENCE for each party, and the OTHER ST COURT# and C.O. COUNTY FIPS code from
the COURTORD screen.

To save the screen initially, you must make entries in the REQUESTOR and
REGISTRATION TYPE fields. Also enter information in the ORIG AMT OWED, TOTAL PD, and
BALANCE fields if the initiating jurisdiction provided the information. Press F2.

```
 REQUESTOR..: CP

  OTHER ST COURT#..:  MO12359              C.O. COUNTY FIPS...: 29 001 00
  ORIG AMT OWED....:          TOTAL PD:            BALANCE:
  REGISTRATION TYPE: ENM  NTC OF REG:   DATE:          CP:   RP:   TP:
```

ICAR automatically issues a narrative (REGST1) to document that the registration
process has been started and generates form 470-3466, *Registration Statement,*
with form 470-3674*, Request for Registration of Support Order(s) or Foreign
Support Agreement(s).* File both forms with the clerk of court. Include copies of
the orders to be registered.

To issue form 470-3463, *Notice of Registration of Support Order(s)*, enter a "Y" in
the NTC OF REG field.

Update the GEN SVC: CP, RP, and TP fields for non-requesting parties to indicate
which method of service you are using and whether you are serving that party in-
state or out-of-state. When you enter a "G" in the GEN SVC: CP, RP, TP fields and an
"I" or "O" in the I/O portion of the field, ICAR issues narrative (REGST31).

When you enter a "Y" in the GEN SVC: CP, RP, and TP fields and an "I" in the I/O portion of the field, ICAR generates form 470-3181, *Directions for Service and Return of Service.* When you enter a Y" in the GEN SVC: CP, RP, TP fields and an "O" in the I/O portion of the field, ICAR generates form 470-3325, *Out of State Directions for Service and Out of State Return of Service.*

```
REGISTRATION TYPE: ENM  NTC OF REG: Y  DATE: 05 03 2020
 GEN SVC: CP: G I/O I 05 03 2020 RP: Y I/O I 05 03 2020 TP:  I/O
```

When you serve a party by certified mail, enter the date of service and a "G" in the SERVED…CP, RP, or TP fields. ICAR then generates form 470-4209, *Affidavit of Service by Certified Mail,* and issues narrative (REGST32).

When you serve a party by either a sheriff or process server **or** you mail the registration packet to the requesting party by regular mail, enter the date of service and a "Y" in the SERVED: CP, RP, TP fields. ICAR issues narrative (REGST9).

If the service attempt is unsuccessful, enter an "N" for that party in the SERVED: CP, RP, or TP fields and list the appropriate reason in the REASON NOT SERVED: CP, RP, or TP field.

NOTE: You cannot proceed with the registration until the non-requestor is served.

```
SERVED... ........: CP  G  06 08 2020  RP  Y  06 09 2020  TP     00 00 0000
REASON NOT SERVED:  CP             RP             TP
```

If the non-requestor does not contest the registration within 20 days after service, enter a "Y" in the GEN ORDER field and press F3. ICAR generates form 470-3462, *Order Confirming Registration of Support Order(s) or Foreign Support Agreement(s),* and enters the date you generated the form. The registration is automatically confirmed 20 days after the non-requestor was served.

```
GEN ORDER........: Y  06/10/2020           RESULTS..........:
```

Once the registration is confirmed, complete the REGIST screen by entering information the ICIS C.O. NUMBER, ORDER DATE, COUNTY NUMBER, and ACTION DISMISSED/PROCESS ENDED fields.

```
ICIS C.O. NUMBER.: 05771   USUS5432     ORDER DATE: 07 01 2020
 COUNTY NUMBER....: 77
 ACTION DISMISSED/PROCESS ENDED: CSRU      DATE......: 07 01 2020
```

When you press F3 to update the screen, ICAR also automatically updates the TYPE, ICIS C.O. NUMBER, REG/FILE NO, REG/FILE COUNTY FIPS, and COUNTY NUMBER fields on the COURTORD screen for that court order.

```
C.O. COUNTY FIPS...: 29 001      -OR- COUNTY NUMBER:
 COURT ORDER NUMBER.: MO123597              ORDER DATE: 11 02 2018  TYPE: RO
 ICIS C.O. NUMBER...: 05771   USUS5432       REG/FILE NO: USUS5432
 REG/FILE COUNTY FIPS...: 19153  -OR- COUNTY NUMBER: 77
```

Contest to Registration

Legal reference: Iowa Code Section 252K.607

The non-registering party may contest the registration of an order for enforcement or modification. Parties have 20 days from the date the party was served with form 470-3463, *Notice of Registration of Support Order(s),* to contest the validity of the registration.

If the non-registering party asks for a hearing within the 20-day period, schedule a hearing and provide notice to the parties of the date, time, and place of the hearing.

Use the DATE CONTESTED, CONTESTED BY, COURT HEARING SET, COURT HEARING HELD, and RESULTS fields on the REGIST screen to track information about the contest.

```
DATE CONTESTED...: 00 00 0000           CONTESTED BY.............:
 COURT HEARING SET: 00 00 0000 @ 00 : 00   M COURT HEARING HELD.......:
 GEN ORDER........:                        RESULTS..........:
```

If the registration is confirmed as a result of the hearing, enter a "Y" in the GEN ORDER field. This entry causes ICAR to generate form 470-3464, *Order in Proceeding to Register Support Order(s)*, when an entry is present in the DATE CONTESTED field. Complete the RESULTS field with the results of the court hearing.

File the order with the clerk of court to confirm the registration, and complete the bottom portion of the REGIST screen as described above. Also send a copy of the registration order to the issuing jurisdiction.

If the parties consent to the registration, the Unit attorney files form 470-5559, *Stipulation on Registration of Support Order(s) or Foreign Support Agreement(s)*, and form 470-5560, *Order Approving Stipulation On Registration*.

Registration for Modification

Legal reference: Iowa Code Sections 252K.609 through 252K.616

An order originally entered in one jurisdiction can be registered for modification in another jurisdiction if the second jurisdiction has CEJ to modify. Iowa has CEJ to modify another jurisdiction's order if:

♦   There is one order, no other jurisdiction has CEJ, and all parties now live in Iowa; or

♦   The requestor of the modification doesn't live in Iowa, but Iowa has personal jurisdiction over the non-requestor; or

♦   At least one party lives in Iowa, and both parties filed consent in a record in the issuing jurisdiction allowing Iowa to assume CEJ and jurisdiction to modify. See Continuing, Exclusive Jurisdiction (CEJ).

Responding to a Request for Registration of an Order for Modification

Legal reference: Iowa Code Section 252K.609-616

If the initiating jurisdiction requests registration for modification, ensure that Iowa has CEJ to modify the order.

♦   If circumstances call for registration, send the individual payee and payor form 470-3463, *Notice of Registration of Support Order(s)*. Use ICAR's REGIST screen to generate the forms and track the registration process.

♦   If two or more support orders exist for the case and a court must determine the controlling order, send the following forms:

•   470-3457, *Petition for Determination of Controlling Order and Reconciliation of Arrears*

•   470-3463, *Notice of Registration of Support Order(s)*

♦   Provide these forms with a copy of the court orders to both parties. You can mail the form to the requestor, but you must serve it on the non-requesting party, Attempt to serve the party first by certified mail. If that is not successful, use a sheriff or process server.

At the same time, serve form 470-3253, *Notice of Intent to Review and Adjust a Child Support Obligation (NOI)*, with the registration forms and packet to all necessary parties. See 10-Q, *Notice of Intent to Review*.

♦ If the non-requestor does not contest the registration within 20 days after service, enter a "Y" in the GEN ORDER field and press F3. ICAR generates form 470-3462, *Order Confirming Registration of Support Order(s) or Foreign Support Agreement(s)*. The registration is confirmed 20-days after the non-requestor is served.

If the non-registering party asks for a hearing within the 20-day period, schedule a hearing and provide notice to the parties of the date, time, and place of the hearing. See Contest to Registration.

Do not enter the modification order until the registration process has been completed. For more information on modifying another jurisdiction's order, refer to 10-Q, *Administrative Review and Adjustment*.

Communication With the Other Jurisdiction

The following sections address communication procedures for:

♦ Subsequent actions (Transmittal #2)
♦ Limited services (Transmittal #3)

Subsequent Actions (Transmittal #2)

When an intergovernmental case has already been established between two jurisdictions, use the INTERST2 screen to request, send, and track additional information about the case.

The Interstate Transmittal 2 (INTERST2) Screen

Once an INTERSTA screen has been established, access the INTERST2 screen by either typing "INTERST2" in the NEXT SCREEN field or by pressing F12 from the INTERSTA, INTERST3, or INTERST4 screen. The INTERST2 screen is a two-page screen. Press F10 to page between to the two pages.

Page 1:

```
 D479HI14       IOWA COLLECTION AND REPORTING SYSTEM        DATE:
                 INTERSTATE TRANSMITTAL 2            TIME:
  CASE NUMBER:      CENT REG:        OTH ST CASE#:
     PAYOR/AF:
       PAYEE:
  FORM SIG ID:    INIT ST:   FIPS:         RESP ST:   FIPS:
               ---- REQ/NTC ---   -RESPONSE-    - REQ/NTC-  -RESPONSE-
               ----- SENT -----   -RECEIVED-    -RECEIVED-  -PROVIDED-
    STATUS UPDATE:          0  00 00 0000    00 00 0000   00 00 0000
 NOTICE OF HEARING:                          00 00 0000
   DOCUMENT FILED:                           00 00 0000
    ORDER ISSUED:                            00 00 0000
     ARREARS CALC:          0  00 00 0000    00 00 0000   00 00 0000
  PAYMENT HISTORY:          0  00 00 0000    00 00 0000   00 00 0000
  ARREARS BAL/INT:          0  00 00 0000    00 00 0000   00 00 0000
   HEALTH COVERAGE:                          00 00 0000
    OFFSET NOTICE:                           00 00 0000


            TO SEE MORE REQUESTS PRESS F10


    F3=UPD F5=INQ F7=BACK F8=FRWD F10=PAGE 2 F11=INTERSTA F13=INTERST3
               F14=INTERST4 F15=MSGSUM
  NEXT SCREEN:       NOTES:
```

Page 2:

```
 D479HI25          IOWA COLLECTION AND REPORTING SYSTEM          DATE:
                       INTERSTATE TRANSMITTAL2-PG 2              TIME:

  CASE NUMBER:          CENT REG:        OTH ST CASE#:
      PAYOR/AF:
        PAYEE:
  FORM SIG ID:     INIT ST:   FIPS:         RESP ST:    FIPS:
                   ---- REQ/NTC ---  - RESPONSE -  - REQ/NTC -  -RESPONSE-
                   ----- SENT -----  - RECEIVED -  -RECEIVED-  -PROVIDED-
      NONDISCLOSURE:                              00 00 0000
 ADMIN REV/CONT DEBT:                             00 00 0000
       MODIFICATION:                              00 00 0000
              OTHER:              0  00 00 0000  00 00 0000  00 00 0000


   NOTICE CASE FRWD:   00 00 0000   CASE FRWD TO ST:  00 00 0000
                  TO SEE MORE REQUESTS PRESS F10

           F3=UPD F10=PAGE 1 F11=INTERSTA F13=INTERST3
                   F14=INTERST4 F15=MSGSUM
  NEXT SCREEN:          NOTES:
```

Use the INTERST2 screen to request, provide, and track requests for
additional information or services in previously referred intergovernmental
cases.

Use form 470-3470, *Child Support Enforcement Transmittal #2 - Subsequent
Actions,* to request additional information. ICAR generates this form
whenever you enter a code indicating that information is either requested or
provided.

ICAR displays information from the INTERSTA screen in the following fields in
the upper portion of both pages of the INTERST2 screen: CASE NUMBER, CENT
REG, OTH ST CASE#, PAYOR/AF, PAYEE, INIT ST, FIPS, RESP ST, and FIPS.

On the left side of the both screen, ICAR lists the options found on form 470-
3470, *Child Support Enforcement Transmittal #2 - Subsequent Actions*. In
addition to this list, ICAR displays four other columns.

Use the REQ/NTC SENT and RESPONSE RECEIVED columns together:

♦ Use the REQ/NTC SENT column to indicate that Iowa sent a request for information or a notice to the other jurisdiction using the *Child Support Enforcement Transmittal #2 - Subsequent Actions* form or a CSENet text message.

♦ Use the RESPONSE RECEIVED column to record the date Iowa received a response to the request.

Columns three and four also work together:

♦ Use the REQ/NTC RECEIVED field to enter the date Iowa received a request for information or a notice from the other jurisdiction.

♦ Use the RESPONSE PROVIDED column to record the date we provided information to the other jurisdiction or sent the other jurisdiction a request. ICAR generates form 470-3470, *Child Support Enforcement Transmittal #2 - Subsequent Actions,* or a CSENet text message.

Under the REQ/NTC SENT heading, there are two entries for each possible action. You make one entry and ICAR makes the second entry.

The LOCATION entry field is located just to the right of the individual request or notice types. In this field, indicate the location in the other jurisdiction where you sent the CSENet text message or form 470-3470, *Child Support Enforcement Transmittal #2 - Subsequent Actions*. Valid entries include:

C   You are sending the CSENet text message or *Child Support Enforcement Transmittal #2 - Subsequent Actions* form to the Central Registry in the other state. ICAR automatically enters the other state's Central Registry address on the form. Tribes and other countries do not have Central Registries.

L   You are sending the CSENet text message or *Child Support Enforcement Transmittal #2 - Subsequent Actions* form to the local IV-D office in the other jurisdiction. ICAR automatically enters the other jurisdiction's local office address on the form as listed on the INTERST4 screen. **Note:** ICAR requires a local office address on the INTERST4 screen for this entry.

R   You are reprinting the CSENet text message or *Child Support Enforcement Transmittal #2 - Subsequent Actions* form. ICAR enters the address on the form of the location to which the form was originally issued.

```
                ---- REQ/NTC ---   -RESPONSE-    - REQ/NTC-   -RESPONSE-
                ----- SENT -----   -RECEIVED-    -RECEIVED-   -PROVIDED-
   STATUS UPDATE: C            0  00 00 0000     00 00 0000   00 00 0000
```

ICAR enters the date next to the "C" or "L" automatically when you make an entry in the LOCATION field. In addition to generating *Child Support Enforcement Transmittal #2 - Subsequent Actions*, any entry on the INTERST2 screen creates an entry of "2" in the OTHER ST CONTACT field on an outgoing INTERSTA screen.

When you enter a "C" or "L" in the REQ/NTC SENT field for the STATUS UPDATE, ARREARS CALC, PAYMENT HISTORY, ARREARS BAL/INT and OTHER fields, ICAR sets a calendar flag to generate 30 days later. If you receive no response within that time, the calendar flag instructs you to send the request again.

When you regenerate the request, ICAR issues a second calendar flag 30 days later. This calendar flag instructs you to contact your supervisor to make a referral to Iowa's Central Registry for further action if you do not receive a response.

ICAR tracks the number of transmittals printed for the STATUS UPDATE, ARREARS, CALC, PAYMENT HISTORY, ARREARS BAL/INT and the OTHER options in an unlabeled column to the right of the REQ/NTC SENT column. ICAR increases the counter by one each time you enter a "C" or "L." ICAR does not increase the counter if you enter an "R." ICAR resets the counter to zero when you enter a date in the corresponding RESPONSE RECEIVED column.

♦ Under the RESPONSE RECEIVED heading, enter the date Iowa received a response from the other jurisdiction. ICAR deletes the calendar flag that issued from the REQ/NTC SENT field. This worker-entry field is available for only the STATUS UPDATE, ARREARS CALC, PAYMENT HISTORY, ARREARS BAL/INT and OTHER options.

ICAR requires a date in the REQ/NTC SENT heading before you make an entry in the RESPONSE RECEIVED heading. To bypass these date edits when you receive information from another jurisdiction that Iowa did not request, enter "99 99 9999" in the RESPONSE RECEIVED heading. After pressing F3 to complete the entry, ICAR then enters the current date in place of the "99 99 9999" entry. You must acknowledge receipt of any pending requests in the REQ/NTC SENT heading before you can enter "99 99 9999" in the RESPONSE RECEIVED heading.

♦ Under the REQ/NTC RECEIVED heading, enter the date Iowa received a request from the other jurisdiction regarding an action. ICAR generates a narrative indicating the kind of request or notice received and a calendar flag that issues 20 days later reminding the worker to respond within ten days.

♦ Under the RESPONSE PROVIDED heading, enter the date Iowa provided information to another jurisdiction for action. This worker-entry field is available only for the STATUS UPDATE, ARREARS CALC, PAYMENT HISTORY, ARREARS BAL/INT and OTHER options.

When you enter the date in this column, ICAR generates either a CSENet text message or form 470-3470, *Child Support Enforcement Transmittal #2 - Subsequent Actions* form.

ICAR also deletes the calendar flag that ICAR issued earlier when you made an entry in the REQ/NTC RECEIVED column.

ICAR requires a date in the REQ/NTC RECEIVED heading before you make an entry in the RESPONSE PROVIDED heading. To bypass these date edits when you provide information to another jurisdiction that the other jurisdiction did not request, enter "99 99 9999" in the RESPONSE PROVIDED heading. After pressing F3 to complete the entry, ICAR then enters the current date in place of the "99 99 9999" entry.

Following is an explanation of each field on the INTERST2 screen:

♦ **FORM SIG ID**: Enter the ICAR worker ID of the person generating form 470-3470, *Child Support Enforcement Transmittal #2 - Subsequent Actions.*

Make an entry in this field if the document requires identifying information for a staff person other than the worker listed on the INTERSTA or CASE screen. ICAR does not store the FORM SIG ID, so you must enter it each time you make entries to generate this form.

♦ **STATUS UPDATE**: Use the STATUS UPDATE fields to track incoming or outgoing activities related to a status update. If you are requesting a status update from the other jurisdiction use the REQ/NTC SENT column. If you are providing a response, use the RESPONSE PROVIDED column.

Enter "99 99 9999' in the REQ/NTC RECEIVED column when the other jurisdiction provides Iowa with information that was not requested. Enter "99 99 9999" in the RESPONSE PROVIDED column when Iowa sends the other jurisdiction information that was not requested.

When you make an entry in this field, ICAR automatically places an "X" in the corresponding box on the *Child Support Enforcement Transmittal #2 - Subsequent Actions* form and displays the CSENET TEXT MESSAGE screen, if appropriate.

♦ **NOTICE OF HEARING**: Use the NOTICE OF HEARING fields to track incoming and outgoing activity related to hearings. When you make an entry in this field, ICAR automatically places an "X" in the corresponding box on the *Child Support Enforcement Transmittal #2 - Subsequent Actions* form.

♦ **DOCUMENT FILED**: Use the DOCUMENT FILED fields to track activity related to providing notices for filing documents. Documents may be filed by Iowa or by the other jurisdiction. When you make an entry in this field, ICAR automatically places an "X" in the corresponding box on the *Child Support Enforcement Transmittal #2 - Subsequent Actions* form and displays the CSENET TEXT MESSAGE screen, if appropriate.

♦ **ORDER ISSUED**: Use the ORDER ISSUED fields to track activity related to issuing orders in Iowa or the other jurisdiction. When you make an entry in this field, ICAR automatically places an "X" in the corresponding box on the *Child Support Enforcement Transmittal #2 - Subsequent Actions* form.

♦ **ARREARS CALC**: Use the ARREARS CALC fields to track activity related to an arrears calculation or balance computation issued by Iowa or by the other jurisdiction. This is a month-by-month accounting of payments due and payments made.

Enter "99 99 9999" in the REQ/NTC RECEIVED column when the other jurisdiction provides Iowa with information that was not requested. Enter "99 99 9999" in the RESPONSE PROVIDED column when Iowa sends the other jurisdiction information that was not requested.

When you make an entry in this field, ICAR automatically places an "X" in the corresponding box on the *Child Support Enforcement Transmittal #2 - Subsequent Actions* form.

♦ **PAYMENT HISTORY:** Use the PAYMENT HISTORY fields to track payment history issued by Iowa or by the other jurisdiction.

Enter "99 99 9999" in the REQ/NTC RECEIVED column when the other jurisdiction provides Iowa with information that was not requested. Enter "99 99 9999" in the RESPONSE PROVIDED column when Iowa sends the other jurisdiction information that was not requested.

When you make an entry in this field, ICAR automatically places an "X" in the corresponding box on the *Child Support Enforcement Transmittal #2 - Subsequent Actions* form.

♦ **ARREARS BAL/INT:** Use the ARREARS BAL/INT fields to track notices of an arrears balance and accrued interest on an order issued by Iowa or by the other jurisdiction. This is also known as an affidavit of arrears.

Enter "99 99 9999" in the REQ/NTC RECEIVED column when the other jurisdiction provides Iowa with information that was not requested. Enter "99 99 9999" in the RESPONSE PROVIDED column when Iowa sends the other jurisdiction information that was not requested.

When you make an entry in this field, ICAR automatically places an "X" in the corresponding box on the *Child Support Enforcement Transmittal #2 - Subsequent Actions* form.

♦ **HEALTH COVERAGE**: Use the HEALTH COVERAGE fields to track activity related to requests for health care coverage information. When you make an entry in this field, ICAR automatically places an "X" in the corresponding box on the *Child Support Enforcement Transmittal #2 - Subsequent Actions* form.

♦ **OFFSET NOTICE**: Use the OFFSET NOTICE fields to track activity related to requests about a notice of tax offset issued by Iowa or by the other jurisdiction. When you make an entry in this field, ICAR automatically places an "X" in the corresponding box on the *Child Support Enforcement Transmittal #2 - Subsequent Actions* form.

♦ **NONDISCLOSURE**: Use the NONDISCLOSURE fields to track activity related to requests about a nondisclosure finding/affidavit by a case party in Iowa or the other jurisdiction. When you make an entry in this field, ICAR automatically places an "X" in the corresponding box on the *Child Support Enforcement Transmittal #2 - Subsequent Actions* form.

♦ **ADMIN REV/CONT DEBT**: Use the ADMIN REV/CONT DEBT fields to track requests for an administrative review for a contested debt or certification in the federal collection and enforcement. When you make an entry in this field, ICAR automatically places an "X" in the corresponding box on the *Child Support Enforcement Transmittal #2 - Subsequent Actions* form.

♦ **MODIFICATION**: Use the MODIFICATION fields to track requests for information about documentation or information required with a request for modification. When you make an entry in this field, ICAR automatically places an "X" in the corresponding box on the *Child Support Enforcement Transmittal #2 - Subsequent Actions* form.

♦ **OTHER**: Use the OTHER fields to track requests for services or for information other than those listed on the INTERST2 screen.

Enter "99 99 9999" in the REQ/NTC RECEIVED column when the other jurisdiction provides Iowa with information that was not requested. Enter "99 99 9999" in the RESPONSE PROVIDED column when Iowa sends the other jurisdiction information that was not requested.

When you make an entry in this field, ICAR automatically places an "X" in the corresponding box on the *Child Support Enforcement Transmittal #2 - Subsequent Actions* form. Iowa or the other jurisdiction explains the other information requested or provided in Section VI. Other Pertinent Information on the *Child Support Enforcement Transmittal #2 - Subsequent Actions* form.

♦ **NOTICE CASE FRWD**: Use the NOTICE CASE FRWD field to track activity related to forwarding a case to a third state. When you forward a case to a third state, you must notify the current state involved with the interstate case of the action. This field is only used for states. You cannot update the NOTICE CASE FRWD field on tribal or international cases.

- Enter a "C" to generate form 470-3702, *Child Support Enforcement Transmittal #2 - Notice of Case Forwarding*, to the Central Registry in the other state. ICAR displays the CSENet TEXT MESSAGE screen, if appropriate. ICAR updates the date field wi0th the current date.

- Enter an "L" to generate the form to the local office address listed on the INTERST4 screen. ICAR displays the CSENET TEXT MESSAGE screen, if appropriate. ICAR updates the date field with the current date.

- Enter an "R" to regenerate the form. ICAR displays the CSENET TEXT MESSAGE screen, if appropriate. ICAR updates the date field with the current date.

- Narratives (INTER341, INTER342, INTER343, or INTER344) generate to document that the case was forwarded.

♦ **CASE FRWD TO ST**: Enter the two-letter abbreviation for the state to which you are forwarding the case. ICAR updates the date field with the current date. This field is only used for states. You cannot update the NOTICE CASE FRWD field on tribal or international cases. Entries in this field cause ICAR to generate:

• The *Child Support Enforcement Transmittal #2 -Notice of Case Forwarding*, to the Central Registry in the new state. ICAR displays the CSENET TEXT MESSAGE screen if appropriate.

• A narrative (INTER346) indicating that that the case was forwarded to the third state.

For more information on completing the *Child Support Enforcement Transmittal #2 - Notice of Case Forwarding*, see the instructions in 9-K-Appendix, Form 470-3702.

For more information about the CSENET TEXT MESSAGES screen, see 9-J, *Receiving And Sending Messages Through CSNET*.

The INTERST2 screen F keys include:

♦ F3=UPDATE: Use the F3 key to update the INTERST2 screen on ICAR.

♦ F5=INQUIRE: Enter a case number in the CASE NUMBER field and press the F5 key to view the INTERST2 screen for the case.

♦ F7=BACK: After inquiring on a case number, use the F7 key to scroll backward through INTERST2 screens when more than one exists.

♦ F8=FORWARD: After using the F7 key, use the F8 key to scroll forward through INTERST2 screens on the case.

♦ F10=PAGE 1/PAGE 2: Press the F10 key to display more requests on page 1 and page 2 of the INTERST2 screens for the same jurisdiction.

♦ F11=INTERSTA: Press the F11 key to display the INTERSTA screen for this jurisdiction.

♦ F13=INTERST3: Press SHIFT + F1 to display the INTERST3 screen for this jurisdiction.

♦ F14=INTERST4: Press SHIFT + F2 to display the INTERST4 screen for this jurisdiction.

♦ F15=MSGSUM: Press the F15 key to see the most recent message on the CSENET TEXT MESSAGE SUMMARY (MSGSUM) screen.

Narratives and Calendar Flags for Transmittal #2

ICAR issues different narratives and calendar flags based on your entries in the fields on the INTERST2 screen.

♦ **REQ/NTC SENT fields**: ICAR issues narratives to document the specific action requested or item sent and the location to which you sent form 470-3470, *Child Support Enforcement Transmittal #2 - Subsequent Actions*, as follows.

Entry	Narrative Generated
L	Narrative indicating you sent form 470-3470 to a local office in the other jurisdiction.
C	Narrative indicating you sent form 470-3470 to the Central Registry in the other state. Tribes and foreign countries do not have Central Registries.
R	Narrative indicating you regenerated form 470-3470.

Entries made in the REQ/NTC SENT field, generates a calendar flag. ICAR dates each of these calendar flags 30 days after the form was generated. When you enter a date in RESPONSE RECEIVED field, ICAR deletes the corresponding calendar flag.

♦ **RESPONSE RECEIVED fields**: The narratives generated from your entries in this column indicate the date the other jurisdiction responded to your request from REQ/NTC SENT field.

The calendar flags generated from the entries in the RESPONSE RECEIVED field delete the corresponding calendar flag issued from the REQ/NTC SENT field.

The narratives generated from the entry of 99 99 9999 in this column indicate the date the other jurisdiction provided Iowa information without a prior request from REQ/NTC SENT field.

♦ **REQ/NTC RECEIVED fields**: The narratives generated from the REQ/NTC RECEIVED fields indicate the date Iowa received either a notice or a request for information.

For entries in STATUS UPDATE, ARREARS CALC, PAYMENT HISTORY, ARREARS BAL/INT or OTHER fields, ICAR issues a calendar flag 20 days after the date Iowa received a request for information from the other jurisdiction to remind you to provide a response within the next ten days. This helps Iowa meet the federal requirement that we respond to requests for information within 30 days.

♦ **RESPONSE PROVIDED fields**: The narratives generated from entries in a RESPONSE PROVIDED field indicate the date Iowa provided information to the other jurisdiction.

The calendar flags issued from entries in one of the RESPONSE PROVIDED fields delete the 20-day calendar flags issued in a REQ/NTC RECEIVED field..

The narratives generated from the entry of 99 99 9999 in this column indicate the date the other jurisdiction provided Iowa information without a prior request from REQ/NTC RECEIVED field.

Following is a complete list of narratives and calendar flags issued from the INTERST2 screen.

Field Name	REQ/NTC SENT	RESPONSE RECEIVED	REQ/NTC RECEIVED	RESPONSE PROVIDED
STATUS UPDATE				
"L" or "C" 1st time With message text	Narr: INTER439 Flag: INTER195	Narr: INTER444 Flag: INTER197	Narr: INTER446 Flag: INTER198	Narr: INTER447 Flag: INTER199
"L" or "C" 1st time No message text	Narr: INTER438 Flag: INTER195			Narr: INTER445 Flag: INTER199
"L" or "C" 2nd time With message text.	Narr: INTER441 Flag: INTER196			
"L" or "C" 2nd time No message text	Narr: INTER440 Flag: INTER196			
"R" With message text	Narr: INTER443			
"R" No message text	Narr: INTER442			
Entry of 99 99 9999 With message text	N/A	Narr: INTER619	N/A	Narr: INTER621
Entry of 99 99 9999. No message text	N.A	Narr: INTER619	N/A	Narr: INTER620

Field Name	REQ/NTC SENT	RESPONSE RECEIVED	REQ/NTC RECEIVED	RESPONSE PROVIDED
NOTICE OF HEARING				
"L" or "C" No message text	Narr: INTER448	N/A	Narr:INTER450	N/A
"R" No message text	Narr: INTER449	N/A		N/A
DOCUMENT FILED				
"L" or "C" With message text	Narr: INTER452			
"L" or "C" No message text	Narr: INTER451	N/A	Narr:INTER454	N/A
"R" With message text	Narr: INTER464			
"R" No message text	Narr: INTER453			
ORDER ISSUED				
"L" or "C" No message text	Narr: INTER455	N/A	Narr:INTER457	N/A
"R" no message text	Narr: INTER456			
ARREARS CALC				
"L" or "C" 1st time	Narr: INTER458 Flag: INTER200	Narr:INTER461 Flag:INTER201	Narr:INTER462 Flag:INTER203	Narr:INTER463 Flag:INTER204
"L" or "C" 2nd time	Narr: INTER460 Flag: INTER202			
"R"	Narr: INTER459			
Entry of 99 99 9999		Narr:INTER622		Narr:INTER623

Field Name	REQ/NTC SENT	RESPONSE RECEIVED	REQ/NTC RECEIVED	RESPONSE PROVIDED
PAYMENT HISTORY				
"L" or "C" 1st Time No message text	Narr: INTER465 Flag: INTER205	Narr: INTER468 Flag: INTER207	Narr: INTER469 Flag: INTER208	Narr: INTER470 Flag: INTER209
"L" or "C" 2nd Time No message text	Narr: INTER466 Flag: INTEE206			N/A
"R" No message text	Narr: INTER467			
Entry of 99 99 9999 No message text		Narr: INTER624		Narr: INTER625
ARREARS BAL/INT				
"L" or "C" 1st Time No message text	Narr: INTER471 Flag: INTER210	Narr: INTER477	Narr: INTER478	Narr: INTER479
"L" or "C" 2nd Time No message text	Narr: INTER473 Flag: INTER211			
"R" No message text	Narr: INTER475			
Entry of 99 99 9999 No message text	Narr: INTER626	Narr: INTER626		Narr: INTER626

Field Name	REQ/NTC SENT	RESPONSE RECEIVED	REQ/NTC RECEIVED	RESPONSE PROVIDED
HEALTH COVERAGE				
"L" or "C" No message text	Narr: INTER481	N/A	Narr: INTER3485	N/A
"L" or "C" With message text	Narr: INTER482			
"R" No message text	Narr: INTER483			
"R" With message text	Narr: INTER484			
"L" or "C No message text	Narr: INTER486	N/A	Narr: INTER490	N/A
"R" No message text	Narr: INTER488			
NONDISCLOSURE				
"L" or "C" No message text	Narr: INTER491		Narr: INTER493	
"R" No message text	Narr: INTER492			
ADMIN REV/CONT DEBT				
"L" or "C" No message text	Narr: INTER494		Narr: INTER498	
"R" No message text	Narr: INTER496			

Field Name	REQ/NTC SENT	RESPONSE RECEIVED	REQ/NTC RECEIVED	RESPONSE PROVIDED
MODIFICATION				
"L" or "C" 1st time No message text	Narr:INTER631		Narr: INTER633	
"R" No message text	Narr:INTER632			
OTHER				
"L" or "C" 1st time No message text	Narr:INTER500 Flag:INTER220	Narr: INTER503 Flag:INTER222	Narr: INTER504 Flag:INTER223	Narr:INTER505 Flag:INTER224
"L" or "C" 2nd time No message text	Narr:INTER501 Flag:INTER221			
"R" No message text	Narr:INTER502			
Entry of 99 99 9999 No message text		Narr: INTER629		Narr: INTER630
NOTICE CASE FRWD				
"L" or "C" With message text	Narr:INTER341	N/A	N/A	N/A
"L" or "C" No message text	Narr:INTER342			
"R" With message text	Narr: INTER343			
"R" No message text	Narr: INTER344			

Field Name	REQ/NTC SENT	RESPONSE RECEIVED	REQ/NTC RECEIVED	RESPONSE PROVIDED
CASE FRWD TO ST				
	Narr: INTER346	N/A	N/A	N/A

When Iowa Sends Transmittal #2

Use a CSENet text message or form 470-3470, *Child Support Enforcement Transmittal #2 - Subsequent Actions*, to request or send case updates to the other jurisdiction, or to notify the other jurisdiction of certain actions such as hearing dates.

To send the form to another jurisdiction, use a REQ/NTC SENT field.

♦ Enter a "C" to send the form to the other states' Central Registry. Because tribes and foreign countries do not have Central Registries, an entry of "C" is not allowed for tribal or international cases.

♦ Enter an "L" to send the form to the local office address listed on the INTERST4 screen.

```
                  ---- REQ/NTC ---    -RESPONSE-    - REQ/NTC-    -RESPONSE-
                  ----- SENT -----    -RECEIVED-    -RECEIVED-    -PROVIDED-
    STATUS UPDATE:     C          0  00 00 0000    00 00 0000    00 00 0000
 NOTICE OF HEARING:    C                           00 00 0000
   DOCUMENT FILED:     C                           00 00 0000
     ORDER ISSUED:                                 00 00 0000
     ARREARS CALC:                0  00 00 0000    00 00 0000    00 00 0000
```

After you press F3 twice, ICAR automatically:

♦ Generates either the CSENET TEXT MESSAGE screen or a user input narrative for the worker to type information that is sent via CSENet or added to the *Child Support Enforcement Transmittal #2 - Subsequent Actions* form;

♦ Creates the appropriate narrative and calendar flag;

♦ Displays the date you generated the form in the REQ/NTC SENT field next to the "C" or "L" entry; and

♦ Displays a number after the date, indicating the number of times you have sent a CSENet text message or the *Child Support Enforcement Transmittal #2 - Subsequent Actions* form.

```
                      ---- REQ/NTC ---   -RESPONSE-    - REQ/NTC-   -RESPONSE-
                      ----- SENT -----   -RECEIVED-    -RECEIVED-   -PROVIDED-
         STATUS UPDATE: C 02 08 2018 1   00 00 0000    00 00 0000   00 00 0000
      NOTICE OF HEARING:                               00 00 0000
         DOCUMENT FILED:                               00 00 0000
           ORDER ISSUED:                               00 00 0000
           ARREARS CALC:             0   00 00 0000    00 00 0000   00 00 0000
        PAYMENT HISTORY:             0   00 00 0000    00 00 0000   00 00 0000
        ARREARS BAL/INT:             0   00 00 0000    00 00 0000   00 00 0000
        HEALTH COVERAGE:                               00 00 0000
```

Expect a response from the other jurisdiction when you select the STATUS UPDATE, ARREARS CALC, PAYMENT HISTORY, ARREARS BAL/INT and OTHER actions. (Do not expect a response when you choose the other actions since they are considered only notices to the other jurisdiction.)

Enter the date you receive this response from the other jurisdiction in the RESPONSE RECEIVED field for the corresponding action. When you make an entry in the RESPONSE RECEIVED field, ICAR sets the counter back to zero.

```
                      ---- REQ/NTC ---   -RESPONSE-    - REQ/NTC-   -RESPONSE-
                      ----- SENT -----   -RECEIVED-    -RECEIVED-   -PROVIDED-
         STATUS UPDATE: C 02 08 2018 1   02 09 2018    00 00 0000   00 00 0000
      NOTICE OF HEARING:                               00 00 0000
         DOCUMENT FILED:                               00 00 0000
           ORDER ISSUED:                               00 00 0000
           ARREARS CALC:             0   00 00 0000    00 00 0000   00 00 0000
        PAYMENT HISTORY:             0   00 00 0000    00 00 0000   00 00 0000
        ARREARS BAL/INT:             0   00 00 0000    00 00 0000   00 00 0000
        HEALTH COVERAGE:                               00 00 0000
```

ICAR generates narratives and calendar flags when you make entries in the REQ/NTC SENT field for the STATUS UPDATE, ARREARS CALC, PAYMENT HISTORY, ARREARS BAL/INT and OTHER actions. When you enter the date the response was received in the RESPONSE RECEIVED field, ICAR automatically deletes the calendar flag. For a complete list of narratives, calendar flags, and statuses sent from the INTERST2 screen, see Narratives and Calendar Flags for Transmittal #2.

No Response From Other Jurisdiction

When asking another jurisdiction for information or documentation, attempt at least two contacts directly to the other jurisdiction's worker in the most efficient manner (telephone call, fax, e-mail, CSENet text message, or the *Transmittal #2* form). Do not allow more than 30 days between contacts.

If you have not received the information you need after the first two attempts, contact the other jurisdiction's Central Registry by telephone, fax, or e-mail. Copy your Support Recovery Supervisor according to your office practice.

If you still do not receive the information you need contact Iowa's Central Registry by e-mail (copy your Support Recovery Supervisor according to office practice). Iowa's Central Registry will help you resolve the problem.

Forwarding a Case to Another Jurisdiction

Occasionally you may receive a referral and later discover the referral should have gone to a jurisdiction other than Iowa. When you discover this situation, forward the case to the appropriate jurisdiction and close the INTERSTA screen for that referral.

To forward the case to a different state, use the NOTICE CASE FRWD and CASE FRWD TO ST fields at the bottom of the INTERST2 screen.

♦ In the NOTICE CASE FRWD field, enter a "C" or "L" to send a CSENet text message or form 470-3702, *Child Support Enforcement Transmittal #2 – Notice of Case Forwarding,* to either the Central Registry or the local office in the other state.

♦ In the CASE FRWD TO ST field, enter the two-letter abbreviation for the state to which you are forwarding the case.

   When you press F3, ICAR generates:

♦ If the state that sent you the referral exchanges CSENet transactions with Iowa, the CSENET TEXT MESSAGE screen displays. A narrative (INTER341) also generates to the state who requested that Iowa forward the case.

♦ If the state that sent you the original referral does not exchange CSENet transactions with Iowa, two user input narratives (INTER342 & INTER346) generate.

   Two copies of form 470-3702, *Child Support Enforcement Transmittal #2 - Notice of Case Forwarding*, one for the state you are forwarding the case to and one for the state that originally sent the referral.

```
NOTICE CASE FRWD:  C  03 21 2020     CASE FRWD TO ST: IL  03 21 2020
```

When the Other Jurisdiction Sends Transmittal #2

The other jurisdiction, whether initiating or responding, may send the *Child Support Enforcement Transmittal #2 - Subsequent Actions*, to provide or request information. States are required to use this form, but tribes and countries are not. When you receive a *Child Support Enforcement Transmittal #2 - Subsequent Actions* form from the other jurisdiction, enter the date of receipt in the appropriate REQ/NTC RECEIVED field.

```
                    ---- REQ/NTC ---    -RESPONSE-    - REQ/NTC-    -RESPONSE-
                    ----- SENT -----    -RECEIVED-    -RECEIVED-    -PROVIDED-
    STATUS UPDATE:  C 02 08 2018 1   02 09 2018    02 09 2018    00 00 0000
NOTICE OF HEARING:                                  00 00 0000
   DOCUMENT FILED:                                  00 00 0000
    ORDER ISSUED:                                   00 00 0000
    ARREARS CALC:                  0  00 00 0000    00 00 0000    00 00 0000
```

When you enter a date, ICAR generates a narrative indicating what the other jurisdiction requested. When you enter a date in the STATUS UPDATE, ARREARS CALC, PAYMENT HISTORY, OR ARREARS BAL/INT or OTHER field, ICAR also generates a calendar flag to remind you to respond to the request.

An entry in the RESPONSE PROVIDED field causes ICAR displays the CSENET TEXT MESSAGE screen or a user input narrative. ICAR also generates form 470-3470, *Child Support Enforcement Transmittal #2 - Subsequent Actions*. Complete this form and send it to the other jurisdiction. An entry in this field also causes ICAR to delete the calendar flag that issued when you made the entry in REQ/NTC RECEIVED. See <u>Narratives and Calendar Flags for Transmittal # 2</u> for more information.

Limited Services (Transmittal #3)

Most intergovernmental actions require the responding jurisdiction to establish a IV-D case and provide the full range of IV-D services available in that jurisdiction. However, there are times when a jurisdiction working a case locally needs only a little help from another jurisdiction and does not want the other jurisdiction to open a case. Cases that fall into this category are "limited service" cases.

All states use *Child Support Enforcement Transmittal #3 - Request for Assistance/Discovery* to request limited services. Tribes and other countries are not required to use this form, but may still request and respond to requests for limited services. This form lists the following specific types of assistance jurisdictions can request of each other:

♦ Provide or obtain copy of orders and certified copy of court orders.

♦ Provide or obtain a copy of a payment record and a certified copy of payment record.

♦ Provide assistance with service of process.

♦ Provide assistance with genetic testing.

♦ Provide assistance with a teleconference for hearing or deposition.

♦ Provide assistance with an administrative review for a contested debt certification in the federal collection and enforcement program.

♦ Provide assistance with discovery.

♦ Provide assistance with automated administrative enforcement in interstate cases (AEI).

♦ Provide assistance with a lien.

♦ Obtain financial data or proof of respondent's income.

All the limited services listed above are mandatory when requested by another state, except for assistance with a lien and providing financial data or proof of the respondent's income. Each state decides if it will comply with these two types of limited service requests. The limited services listed above are not mandatory for jurisdictions that are not states. Keep in mind that confidentiality requirements for releasing information to a tribe or country are different than those for states.

For further information on completing form 470-3471, *Child Support Enforcement Transmittal #3 - Request for Assistance/Discovery*, see When Iowa Sends Transmittal # 3.

Use the Interstate Transmittal 3 (INTERST3) screen to generate form 470-3471, *Child Support Enforcement Transmittal #3 - Request for Assistance/Discovery*, and to track responses to Iowa's request for limited services. Use the INTERST3 screen to track limited services requests from other jurisdictions.

The INTERST3 screen provides a list of all actions displayed on the form. When you select an action on this screen, ICAR automatically marks the corresponding box on the printed form.

The Interstate Transmittal 3 (INTERST3) Screen

Once an INTERSTA screen is set up, access this screen by typing either INTERST3 in the NEXT SCREEN field or by pressing SHIFT + F1 from the INTERSTA, INTERST2, or INTERST4 screen.

```
D479HI17          IOWA COLLECTION AND REPORTING SYSTEM      DATE:
                       INTERSTATE TRANSMITTAL 3             TIME:
 CASE NUMBER:            CENT REG:          OTH ST CASE#:
    PAYOR/AF:
      PAYEE:                                  GEN CONF INFO:
 FORM SIG ID:     INIT ST:   FIPS:          RESP ST:    FIPS:
                  ----RQST SENT---  -RESP RCVD-    -RQST RCVD-  -RESP PRVD-
    COPY OF ORDER:            0  00 00 0000    00 00 0000   00 00 0000
  CERTIFIED ORDER:            0  00 00 0000    00 00 0000   00 00 0000
 PYMT RECORD COPY:            0  00 00 0000    00 00 0000   00 00 0000
 CERT PYMT RECORD:            0  00 00 0000    00 00 0000   00 00 0000
  SERVICE PROCESS:            0  00 00 0000    00 00 0000   00 00 0000
  GENETIC TESTING:            0  00 00 0000    00 00 0000   00 00 0000
   TELECONFERENCE:            0  00 00 0000    00 00 0000   00 00 0000
     ADMIN REVIEW:            0  00 00 0000    00 00 0000   00 00 0000
        DISCOVERY:            0  00 00 0000    00 00 0000   00 00 0000
              AEI:            0  00 00 0000    00 00 0000   00 00 0000
                   TO SEE MORE REQUESTS PRESS F10
           F3=UPD F5=INQ F7=BACK F8=FRWD F10=PAGE 2 F11=INTERSTA
                        F12=INTERST2 F14=INTERST4
 NEXT SCREEN:        NOTES:
```

```
D479HI21           IOWA COLLECTION AND REPORTING SYSTEM          DATE:
                     INTERSTATE TRANSMITTAL3-PG 2                 TIME:


 CASE NUMBER:          CENT REG:          OTH ST CASE#:
    PAYOR/AF:
       PAYEE:
 FORM SIG ID:       INIT ST:  FIPS:            RESP ST:    FIPS:


                  ----RQST SENT---  -RESP RCVD-    -RQST RCVD-  -RESP PRVD-
   LIEN ASSISTANCE:               0  00 00 0000    00 00 0000   00 00 0000
 FIN DATA/INC PROOF:              0  00 00 0000    00 00 0000   00 00 0000
           OTHER:                 0  00 00 0000    00 00 0000   00 00 0000
                                  --RQST RCVD--                --RESP PRVD--
      FRWD PYMT TO OTHER STATE: 00 00 0000                      00 00 0000


                                  --RQST SENT--                --RESP RCVD--
 IA REQU PYMT FROM OTHER STATE:  00 00 0000                     00 00 0000



                    TO SEE MORE REQUESTS PRESS F10
                    F3=UPD F10=PAGE 1 F11=INTERSTA
                       F12=INTERST2 F14=INTERST4
 NEXT SCREEN:          NOTES:
```

ICAR transfers information from the INTERSTA screen to the following fields in the upper portion of both INTERST3 screens: CASE NUMBER, CENT REG, OTH ST CASE#, PAYOR/AF, PAYEE, INIT ST, FIPS, RESP ST, and FIPS.

Use the INTERST3 screen to request and track responses to your request for limited services from another jurisdiction. The screen contains possible action requests that are also options on form 470-3471, *Child Support Enforcement Transmittal #3 - Request for Assistance/Discovery*. When you make an entry next to a request, ICAR automatically checks the corresponding box on the form.

In addition to the requests, there are four other columns. Use the RQST SENT and RESP RCVD fields together. Use the RQST SENT fields to indicate that Iowa sent a request to the other jurisdiction. Use the RESP RCVD field to record the date Iowa received a response to the request.

Entries in the RQST SENT field cause ICAR to generate a narrative indicating the information requested from the other jurisdiction. ICAR also generates a calendar flag that issues 30 days later reminding you that the information has not been received.

An entry in the RESP RCVD field causes ICAR to narrate that the information has been received. ICAR then also deletes the calendar flag. The number of the narratives and calendar flags vary based on the information requested.

Use the RQST RCVD and RESP PRVD fields together. Use the RQST RCVD field to enter the date Iowa received a request for limited services from the other jurisdiction. Use the RESP PRVD column to record the date Iowa sent a response to the other jurisdiction regarding its request.

Entries in the RQST RCVD field cause ICAR to generate a narrative stating the information the other jurisdiction is requesting. ICAR also generates a calendar flag that issues 20 days later reminding you that the information has not yet been provided and you have 10 more days to provide it. An entry in the RESP PRVD field causes ICAR to narrate that the information has been sent. An entry in the RESP PRVD field also deletes the calendar flag reminding you to respond to the request.

Under the RQST SENT heading, associated entry fields list each possible action. Entry in the LOCATION field indicates the location in the other jurisdiction to which you are sending the transmittal form. Valid entries include:

C   A request for assistance is issued to the Central Registry of the other state. Because tribes and foreign countries do not have Central Registries, an entry of "C" is not allowed for tribal or international cases.

L   A request for assistance is issued to the local office of the other jurisdiction. (**NOTE:** There must be a local office address on INTERST4 to use this entry.)

R   Reprint form 470-3471, *Child Support Enforcement Transmittal #3 - Request for Assistance/Discovery*. (The form contains the address of the original location to which it was issued.)

Counter fields are directly to the right of the date in the RQST SENT column. In the counter field, ICAR tracks the number of transmittals printed for each option. ICAR increases the counter by one each time you generate a form using a "C" or "L" entry but does not increase the counter with an "R" entry. ICAR resets the counter to zero when you enter a date in the corresponding RESP RCVD field indicating that the other jurisdiction responded to your request.

NOTE: If the counter field displays a "9," you must enter a date in the RESP RCVD field before updating the RQST SENT field.

Use the RESP RCVD field to record the date the Iowa worker received information. This information may or may not have been previously requested.

In addition to generating the *Child Support Enforcement Transmittal #3 - Request for Assistance/Discovery* form, any entry on the INTERST3 screen creates an entry of "3" in the OTHER ST CONTACT field on the outgoing INTERSTA screen. For more information on the OTHER ST CONTACT field, see the screen instructions for the [Interstate Contact Screen A (INTERSTA)](#).

Following is an explanation of the fields on the INTERST3 screen.

♦ GEN CONF INFO: This field displays on page 1 of the INTERST3 screen. Enter "Y" in this field to generate form 470-5469, *Child Support Agency Confidential Information Form.* Send this form with form 470-3471, *Child Support Enforcement Transmittal #3 - Request for Assistance/Discovery,* or form 470-3688, *Child Support Enforcement Transmittal #3 - Request for Assistance/Discovery - Acknowledgment*, when you do not have the other jurisdiction's case number.

When you make an entry in any of the following fields, ICAR automatically places an "X" in the corresponding box on form 470-3471, *Child Support Enforcement Transmittal #3 - Request for Assistance/Discovery*.

♦ **COPY OF ORDER**: These fields track information about requests for a copy of a court order.

♦ **CERTIFIED ORDER**: These fields track information about requests for a certified court order.

♦ **PYMT RECORD COPY**: These fields track information about requests for a copy of a payment record.

♦ **CERT PYMT RECORD**: These fields track information about requests for a certified copy of a payment record.

♦ **SERVICE PROCESS**: These fields track information about requests for assistance with service of process.

♦ **GENETIC TESTING**: These fields track information about requests for assistance with genetic testing.

♦ **TELECONFERENCE**: These fields track information about requests for assistance with a teleconference.

♦ **ADMIN REVIEW**: These fields track information about requests for assistance with an administrative review.

♦ **DISCOVERY**: These fields track information about requests for assistance with discovery.

♦ **AEI**: These fields track information about requests for assistance with Administrative Enforcement for Interstate cases.

♦ **LIEN ASSISTANCE**: These fields track information about requests for assistance with a lien.

♦ **FIN DATA/INC PROOF**: These fields track information about requests for financial data or proof of income.

♦ **OTHER**: These fields track information about other requests for miscellaneous assistance or discovery.

♦ **FRWD PYMT TO OTHER STATE**: Use this field if Iowa receives a request to only forward payments to another state. This field is only valid for cases with other states. ICAR does not allow entry in this field for international or tribal cases.

♦ **IA REQU PYMT FROM OTHER STATE**: Use this field for Iowa to request only payments be forwarded to Iowa from another state. This field is only valid for cases with other states. ICAR does not allow entry in this field for international or tribal cases.

The INTERST3 screen F keys include:

♦ F3=UPDATE: Use the F3 key to update the INTERST3 screen on ICAR

♦ F5=INQUIRE: Enter a case number in the CASE NUMBER field and press the F5 key to view the INTERST3 screen for the case.

♦ F7=BACK: After inquiring on a case number, use the F7 key to scroll backward through INTERST3 screen for the case. This key only displays on page one of the INTERST3 screen.

♦ F8=FORWARD: After using the F7 key, use the F8 key to scroll forward through INTERST3 screens on the case. This key only displays on page one of the INTERST3 screen.

♦ F10 = PAGE 1/ PAGE 2: After inquiring on a case, press the F10 key to scroll from one page of the INTERST3 screen to the other.

♦ F11=INTERSTA: Press the F11 key to display the INTERSTA screen for this jurisdiction.

♦ F12=INTERST2: Press the F12 key to display the INTERST2 screen for this jurisdiction.

♦ F14=INTERST4: Press SHIFT + F2 to display the INTERST4 screen for this jurisdiction.

Narratives and Calendar Flags for Transmittal #3

ICAR issues different narratives and calendar flags based on your entries in the fields on the INTERST3 screen.

♦ **RQST SENT fields**: ICAR issues narratives from your entries in these fields to document the specific action requested or item sent and the location to which you sent form 470-3471, *Child Support Enforcement Transmittal #3 - Request for Assistance/Discovery*.

Entry	Narrative Generated
L	Narrative indicating you sent form 470-3471 to a local office in the other jurisdiction.
C	Narrative indicating you sent form 470-3471 to the Central Registry in the other state. Tribes and foreign countries do not have Central Registries.
R	Narrative indicating you regenerated form 470-3471.

ICAR generates each of these calendar flags 30 days after the form was generated. When you enter a date in a RESP RCVD field, ICAR deletes the corresponding calendar flag issued from RQST SENT field.

♦ **RESP RCVD fields**: The narratives generated from entries in these fields indicate the date the other jurisdiction responded to our request generated from the RQST SENT field. The calendar flags generated from entries in a RESP RCVD field delete the corresponding calendar flag issued from the RESP SENT field.

♦ **RQST RCVD fields**: The narratives generated from entries in the RQST RCVD field indicate the date Iowa received either a notice or a request for information.

ICAR issues these calendar flags 20 days after the date Iowa received a request for information from the other jurisdiction to remind the worker to provide a response within the following ten days. This helps Iowa meet the federal requirement that we respond to requests for information within 30 days.

♦ **RESP PRVD fields**: The narratives generated from entries in the RESP PRVD field indicate the date Iowa provided a response to the other jurisdictions' request for information. The calendar flags ICAR issues delete the 20-day flags issued in RQST RCVD fields. Form 470-3688, *Child Support Enforcement Transmittal #3 - Request for Assistance/Discovery – Acknowledgment,* generates with an entry in this field.

Following is a complete list of narratives and calendar flags issued from the INTERST3 screen.

FIELD NAME	RQST SENT	RESP RCVD	RQST RCVD	RESP PRVD
COPY OF ORDER				
"L" or "C" 1st time	Narr:INTER506 Flag:INTER29	Narr: INTER512 Flag:INTER31	Narr: INTER513 Flag:INTER32	Narr:INTER514 Flag:INTER33
"L" or "C" 2nd time	Narr:INTER510 Flag:INTER30			
"R"	Narr:INTER508			
CERTIFIED COPY OF ORDER				
"L" or "C" 1st time	Narr:INTER516 Flag:INTER255	Narr: INTER522 Flag:INTER257	Narr: INTER523 Flag:INTER258	Narr:INTER524 Flag:INTER259
"L" or "C" 2nd time	Narr:INTER520 Flag:INTER256			
"R"	Narr:INTER518			
PAYMENT RECORDS				
"L" or "C" 1st time	Narr:INTER526 Flag:INTER39	Narr: INTER532 Flag:INTER41	Narr: INTER533 Flag:INTER42	Narr:INTER534 Flag:INTER43
"L" or "C" 2nd time	Narr:INTER530 Flag:INTER40			
"R"	Narr:INTER528			
CERTIFIED PAYMENT RECORD				
"L" or "C" 1st time	Narr:INTER536 Flag:INTER225	Narr: INTER542 Flag:INTER227	Narr: INTER543 Flag:INTER228	Narr:INTER544 Flag:INTER229
"L" or "C" 2nd time	Narr:INTER540 Flag:INTER226			
"R"	Narr:INTER538			
SERVICE OF PROCESS				
"L" or "C" 1st time	Narr:INTER546 Flag:INTER49	Narr: INTER552 Flag:INTER51	Narr: INTER553 Flag:INTER52	Narr:INTER554 Flag:INTER53
"L" or "C" 2nd time	Narr:INTER550 Flag:INTER50			
"R"	Narr:INTER548			

FIELD NAME	RQST SENT	RESP RCVD	RQST RCVD	RESP PRVD
GENETIC TESTING				
"L" or "C" 1st time	Narr:INTER556 Flag:INTER54	Narr: INTER562 Flag:INTER56	Narr: INTER563 Flag:INTER57	Narr:INTER564 Flag:INTER58
"L" or "C" 2nd time	Narr:INTER560 Flag:INTER55			
"R"	Narr:INTER558			
TELECONFERENCE				
"L" or "C" 1st time	Narr:INTER566 Flag:INTER64	Narr: INTER572 Flag:INTER66	Narr: INTER573 Flag:INTER67	Narr:INTER574 Flag:INTER68
"L" or "C" 2nd time	Narr:INTER570 Flag:INTER65			
"R"	Narr:INTER568			
ADMIN REVIEW				
"L" or "C" 1st time	Narr:INTER576 Flag:INTER230	Narr: INTER579 Flag:INTER232	Narr: INTER580 Flag:INTER233	Narr:INTER581 Flag:INTER234
"L" or "C" 2nd time	Narr:INTER578 Flag:INTER231			
"R"	Narr:INTER577			
DISCOVERY				
"L" or "C" 1st time	Narr:INTER582 Flag:INTER235	Narr: INTER585 Flag:INTER237	Narr: INTER586 Flag:INTER238	Narr:INTER587 Flag:INTER239
"L" or "C" 2nd time	Narr:INTER584 Flag:INTER236			
"R"	Narr:INTER583			
AEI				
"L" or "C" 1st time	Narr:INTER588 Flag:INTER240	Narr: INTER591 Flag:INTER242	Narr: INTER592 Flag:INTER243	Narr:INTER593 Flag:INTER244
"L" or "C" 2nd time	Narr:INTER590 Flag:INTER241			
"R"	Narr:INTER589			

FIELD NAME	RQST SENT	RESP RCVD	RQST RCVD	RESP PRVD
LIEN ASSISTANCE				
"L" or "C" 1st time	Narr:INTER594 Flag:INTER167	Narr: INTER597 Flag:INTER169	Narr: INTER598 Flag:INTER170	Narr:INTER599 Flag:INTER171
"L" or "C" 2nd time	Narr:INTER596 Flag:INTER168			
"R"	Narr:INTER595			
FIN DATA/INCOME PROOF				
"L" or "C" 1st time	Narr:INTER600 Flag:INTER245	Narr: INTER606 Flag:INTER247	Narr: INTER607 Flag:INTER248	Narr:INTER608 Flag:INTER249
"L" or "C" 2nd time	Narr:INTER604 Flag:INTER246			
"R"	Narr:INTER602			
OTHER				
"L" or "C" 1st time	Narr:INTER610 Flag:INTER79	Narr: INTER613 Flag:INTER81	Narr: INTER614 Flag:INTER82	Narr:INTER615 Flag:INTER83
"L" or "C" 2nd time	Narr:INTER612 Flag:INTER80			
"R"	Narr:INTER611			
FRWD PYMT TO OTHER STATE				
Date			Narr:INTER630 Flag:INTER250	Narr:INTER634 Flag:INTER251
IA REQU PYMT FROM OTHER STATE				
Date	Narr:INTER511 Flag:INTER253	Narr:INTER515 Flag:INTER253		

When Iowa Sends Transmittal #3

Iowa requests limited services when Iowa needs assistance from another jurisdiction, but does not want the other jurisdiction to enforce, establish, or modify the order. The most requested limited services is court orders and payment records. When you request court orders or payment records, be sure to review the case to determine whether certified court orders are necessary. If a certified court order is not necessary, be sure to request only a copy of the order or payment record. A certified copy of an order or payment record is needed when Iowa is enforcing the case directly or Iowa is requesting a jurisdiction other than the issuing jurisdiction to enforce or modify the order.

Iowa workers should also request a copy of a court order when Iowa receives information from the Federal Case Registry (FCR) that another state has a case for the same parties. When Iowa is notified of a match from the FCR, ICAR adds a COURTSUM screen to ICAR and generates a calendar flag (INTER89) to alert you to request court orders if needed.

Local Iowa office workers use the INTERST3 screen to ask another jurisdiction to provide limited assistance. An Iowa worker must first establish an INTERSTA screen for the responding jurisdiction if one does not already exist. When the INTERSTA screen is added, ICAR automatically displays the UIFSA screen. Press PAUSE to pause out of the UIFSA screen. Delete the entry of "EST" in the REFERRAL TYPE field and the entry of "UIFSA: in the PROCESS field and add a new entry of "TRAN3" in the REFERRAL TYPE field on the INTERSTA screen.

Then go to the INTERST3 screen and enter either a "C" (Central Registry) or "L" (local office) in a RQST SENT field on that screen to generate form 470-3471, *Child Support Enforcement Transmittal #3 - Request for Assistance/Discovery*. ICAR generates a narrative and a 30-day calendar flag reminding you to check on the status of the request. If you do not have the other jurisdiction's case number, also include a copy of form 470-5469, *Child Support Agency Confidential Information*. Generate this form by entering "Y" in the GEN CONF INFO field on page one of the INTERST3 screen.

```
                ----RQST SENT---  -RESP RCVD-    -RQST RCVD-  -RESP PRVD-
     COPY OF ORDER: C          0  00 00 0000    00 00 0000   00 00 0000
    CERTIFIED ORDER:           0  00 00 0000    00 00 0000   00 00 0000
  PYMT RECORD COPY: C          0  00 00 0000    00 00 0000   00 00 0000
   CERT PYMT RECORD:           0  00 00 0000    00 00 0000   00 00 0000
    SERVICE PROCESS:           0  00 00 0000    00 00 0000   00 00 0000
    GENETIC TESTING:           0  00 00 0000    00 00 0000   00 00 0000
     TELECONFERENCE:           0  00 00 0000    00 00 0000   00 00 0000
       ADMIN REVIEW:           0  00 00 0000    00 00 0000   00 00 0000
          DISCOVERY:           0  00 00 0000    00 00 0000   00 00 0000
                AEI:           0  00 00 0000    00 00 0000   00 00 0000
```

After you press F3 twice, ICAR automatically:

♦ Generates the *Child Support Enforcement Transmittal #3 - Request for Assistance/Discovery* form,

♦ Creates the appropriate narrative and calendar flag,

♦ Displays the date you generated the form in the RQST SENT field next to the "C" or "L" entry, and

♦ Displays a counter after the date. This number indicates the number of times you have sent the *Child Support Enforcement Transmittal #3 - Request for Assistance/Discovery* form.

```
                ----RQST SENT---  -RESP RCVD-    -RQST RCVD-  -RESP PRVD-
     COPY OF ORDER: C 02 09 2018 1 00 00 0000    00 00 0000   00 00 0000
    CERTIFIED ORDER:           0  00 00 0000    00 00 0000   00 00 0000
  PYMT RECORD COPY: C 02 09 2018 1 00 00 0000    00 00 0000   00 00 0000
   CERT PYMT RECORD:           0  00 00 0000    00 00 0000   00 00 0000
    SERVICE PROCESS: C 02 09 2018 1 00 00 0000    00 00 0000   00 00 0000
```

A response is expected from the other jurisdiction for all actions. Enter the date you receive the response from the other jurisdiction in the RESP RCVD field. When you enter the date, ICAR deletes the calendar flag it originally issued for the action requested and sets the counter back to zero.

```
                ----RQST SENT---   -RESP RCVD-    -RQST RCVD-  -RESP PRVD-
     COPY OF ORDER: C 02 09 2018 0 02 09 2018    00 00 0000   00 00 0000
    CERTIFIED ORDER:           0  00 00 0000    00 00 0000   00 00 0000
  PYMT RECORD COPY: C 02 09 2018 0 02 09 2018    00 00 0000   00 00 0000
   CERT PYMT RECORD:           0  00 00 0000    00 00 0000   00 00 0000
    SERVICE PROCESS:           0  00 00 0000    00 00 0000   00 00 0000
```

For a complete list of narratives and calendar flags issued from the INTERST3 screen, see Narratives and Calendar Flags for Transmittal #3.

When the Other Jurisdiction Sends the Transmittal #3

The other jurisdiction, whether initiating or responding, may send either a CSENet transaction or a *Child Support Enforcement Transmittal #3 - Request for Assistance/Discovery,* requesting limited services. Tribes and foreign countries are not required to use this form and do not use CSENet.

If you receive a request for limited services in the local office but do not have an active matching case, forward the request to Iowa's Central Registry.

If the action requested is a limited services request and Iowa does not have a case for the parties, Central Registry adds a REFERRAL with "AAAA" in the REFER TO field. The case remains with Iowa's Central Registry to process and provide the other jurisdiction with the action requested.

Limited services requests alone do not require the responding jurisdiction to continue processing the case once the action is complete. However, if other case processes are active, regular case processing must continue. If the only reason a case is created is to complete a limited services request, it can be closed once the request is completed.

Iowa's Central Registry typically rejects referrals for only limited services. Central Registry provides the other jurisdiction with the requested information but rejects the referral so a case is not opened. Central Registry adds text to the REJECT COMMENTS screen to document the request.

If the local office has an open case and the other jurisdiction requested limited services, update the INTERST3 screen to document the request. Track the date you receive the form in the RQST RCVD field on the INTERST3 screen. Iowa must respond to all requests.

```
                ----RQST SENT---  -RESP RCVD-   -RQST RCVD-  -RESP PRVD-
      COPY OF ORDER:          0  00 00 0000   02 09 2018   00 00 0000
   CERTIFIED ORDER:           0  00 00 0000   00 00 0000   00 00 0000
  PYMT RECORD COPY:           0  00 00 0000   02 09 2018   00 00 0000
```

Central Registry or the local office should make every effort to provide a response within 30 days. An entry in the RESP PRVD field generates form 470-3688, *Child Support Enforcement Transmittal #3 - Request for Assistance/Discovery - Acknowledgment*. Use this form to provide any information requested by the other jurisdiction.

```
            ----RQST SENT---  -RESP RCVD-   -RQST RCVD-  -RESP PRVD-
   COPY OF ORDER:          0  00 00 0000    02 09 2018   02 09 2018
 CERTIFIED ORDER:          0  00 00 0000    00 00 0000   00 00 0000
PYMT RECORD COPY:          0  00 00 0000    02 09 2018   02 09 2018
```

ICAR generates a narrative and calendar flag when you make an entry in the RQST RCVD column to remind you to send a response to the other jurisdiction. ICAR automatically deletes the calendar flag when you enter the date you sent the response in the RESP PRVD field.

Other Intergovernmental Issues

The following sections address:

- [Addresses for other jurisdictions](#)
- [General IRG Information on the SSP](#)
- [Closing an intergovernmental case](#)
- [Collecting interest for other states](#)
- [Interstate fees](#)
- [Distribution issues](#)
- [Reciprocity](#)
- [The U.S. attorney program](#)
- [The Interstate History (INTHIST) screen](#)

Addresses for Other Jurisdictions

Addresses for child support agencies in states, tribes, Hague Convention countries, and foreign reciprocating countries (FRCs) are maintained by the Office of Child Support Enforcement (OCSE) in a federal database called the Intergovernmental Reference Guide (IRG).

Child support workers access the IRG through an OCSE system called the State Services Portal (SSP). Each individual state or tribe updates its information through the IRG application on the SSP.

Intergovernmental Reference Guide (IRG) Screen

The Intergovernmental Reference Guide (IRG) screen in ICAR allows workers to view the other child support agency addresses downloaded from the federal IRG database. ICAR updates these addresses on the weekend following the second Friday of each month.

While workers have view-only access to the IRG screen, Iowa's Central Office staff has the ability to add and change information on the IRG screen. This is sometimes necessary if information is either not contained in the federal IRG database or the information is incorrect. If you receive an address from another jurisdiction that is different from the address on the IRG screen, follow normal office procedures to contact Central Office.

Access the IRG screen by typing IRG in the NEXT SCREEN field, or by pressing F14 (SHIFT + F2) on the INTERST4 screen, or by pressing F10 on the REFERRAL screen.

```
 D479HJ10          IOWA COLLECTION AND REPORTING SYSTEM        DATE:
                      INTERGOVERNMENTAL REFERENCE GUIDE         TIME:


 SEARCH CRITERIA:
              STATE:     FIPS: 00 000 00     SEQUENCE NUMBER:  0
                         ADDRESS TYPE ONE:
                         ADDRESS TYPE TWO:


 SEARCH RESULTS:


 ADDR DATE:
 DEPT NAME:
 TITLE....:
 ADDR LN 1:
 ADDR LN 2:
 CITY.....:                                  STATE:    ZIP: 00000  0000
 COUNTRY..:                                  INTERNATIONAL ZIP:
 PHONE....: 000 000 0000 EXT:       FAX: 000 000 0000   BEFORE/AFTER:




 F5=SEARCH  F7=PAGE BACK  F8=PAGE FORWARD  F9=REFRESH  F10=LINK
 NEXT SCREEN:          NOTES:
```

Use the "SEARCH CRITERIA" section of the IRG screen to search for specific addresses for state, tribal, and international jurisdictions. ICAR displays the address, telephone, and fax information resulting from the search in the "SEARCH RESULTS" section of the screen. Use the STATE or FIPS field to search for a particular address.

Following is an explanation of each field on the IRG screen:

♦ **STATE**: This field contains the standard two-letter abbreviation for the other state. Workers enter this to search for an address in a specific state. Enter the state abbreviation you want to view in the state field. Press F5 to view the address.

Press F9 to refresh the screen after each search before searching again.

ICAR enters the state abbreviation when the worker searches for an address by FIPS code. This field is blank for all tribal and international addresses.

♦ **FIPS:** Enter the FIPS code for the address you want to view in the FIPS field. Press F5. ICAR allows you to search by either the first two characters, the first five characters, or the entire seven characters. The more digits you enter, the narrower the IRG search.

When searching for an international address, you must use the FIPS code field. The first character for international FIPS is "8."

When searching for a tribal address, you must use the FIPS code field. The first character for all tribal FIPS is "9."

Press F9 to refresh the screen after each search before searching again.

♦ **SEQUENCE NUMBER**: Many jurisdictions have addresses that contain the same STATE, FIPS, and ADDRESS TYPES ONE and TWO. In these situations, ICAR assigns a sequence number that makes each address unique. Only ICAR can enter this number.

♦ **ADDRESS TYPE ONE**: This field helps classify the type of address. It indicates that the address is an international, state, tribal, or local (county) address.

Use the ADDRESS TYPE ONE field in combination with the STATE, FIPS, and ADDRESS TYPE TWO field to help narrow the search for a particular address in the IRG. Entry in this field is optional to perform an inquiry.

When ICAR displays addresses, this field contains the ADDRESS TYPE ONE for the address shown. Codes for ADDRESS TYPE ONE are:

STA   State
LOC   Local
AAA   Added by Iowa's Central Registry
INT   International
TRB   Tribal

♦ **ADDRESS TYPE TWO**: Use this field in combination with the STATE, FIPS, and ADDRESS TYPE ONE field to help narrow the search for a particular address in the IRG. Entry in the ADDRESS TYPE TWO field is optional to perform an inquiry.

When ICAR displays addresses, this field contains the ADDRESS TYPE TWO for the address shown. The following list contains the allowable entries for ADDRESS TYPE TWO as they correspond with ADDRESS TYPE ONE:

ADDRESS TYPE ONE LOC

AGO	Attorney General	JDR	Juvenile and domestic
CLC	Clerk of court	PAO	Prosecuting attorney relations court
COL	Collection	RES	Responding
CTC	Circuit court	SPO	State prosecutor
DAO	District attorney	SUP	Superior courts
DTC	District court	TLC	Tribal court
FAC	Family court	CHC	Chancery court
FRC	Friends of the Court	FCC	Family Court Commissioners
C##	Child Support Office (Enter "C" followed by a number)		

ADDRESS TYPE ONE STA

AIP	Automated interstate case payment requests
AIS	Automated interstate case status requests
BVS	Bureau of Vital Statistics contact
CDC	Collection and distribution contact
CEJ	Continuing, exclusive jurisdiction contact
CNT	CSENet Contact
COC	Copy of order contact
CRG	Central Registry contact
CR1	Interstate Case Reconciliation Case Not Found Contact
CSC	Customer Service Contact
DCC	Debit Card Contact
DDC	Direct Deposit Contact
DVC	Domestic Violence Contact
EAC	Employer assistance contact
EDE	Electronic Document Exchange Contact
EFT	Electronic funds transfer
EIW	Employer income withholding contact
FDM	Financial institution data match contact
FVC	Family Violence Contact
GCL	Guidelines calculations contact
GTI	Genetic testing and interstate teleconferencing contact
ICR	Interstate Case Reconciliation Contact
IMC	Insurance Match Contact
INP	International Policy Contact
IPC	Interstate policy contact
IRG	Intergovernmental Reference Guide contact
IVD	State IV-D director
NHR	New hire reporting contact
NMS	National Medical Support Contact
NVD	Non IV-D Contact
PAF	Paternity acknowledgment forms contact
PDC	Passport denial contact
PFR	Putative father registry
PRC	Privatization contact
PRW	PRWORA administrative policies, procedures contact
PYB	Payment records contact
SDU	State disbursement unit
SLA	State long-arm statute and process contact
SLC	State Lien Contact
SPA	State paternity acknowledgment hospital contact
SPC	Service of process contact
SPL	State parent locator service
TCC	Technical CSENet Contact
TOC	Tax offset coordinator
UCW	Unemployment compensation withholding
WCW	Workman's compensation withholding
R##	Regional Office (Enter R followed by a number)

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♦ ADDRESS TYPE ONE INT

FRC	Foreign Reciprocating Country
FRP	Foreign Country Payment
FTC	Foreign Treaty Country (Hague Convention country)

♦ ADDRESS TYPE ONE TRB

T01	Tribal Office 1
T02	Tribal Office 2
CSC	Customer Service Contact
DIV	Tribal IV-D Director
ICW	Intergovernmental Case Work
IRG	Intergovernmental Reference Guide contact
OPM	Office Program Manager
PYB	Payment records contact
TLC	Tribal Court
T03	Tribal Office 3
T04	Tribal Office 4
T05	Tribal Office 5
T06	Tribal Office 6

If you have proper authorization and attempt to add a new IRG address, ICAR requires an entry in the ADDRESS TYPE TWO field.

In most cases, ICAR populates the following fields:

♦ ADDR DATE: The date this address was last updated.

♦ DEPT NAME: The department or agency name as listed on the OCSE IRG website.

♦ TITLE: The title of the contact person for this address as listed on the OCSE IRG website.

♦ ADDR LN 1: The agency's street address or post office box as listed on the OCSE IRG website.

♦ ADDR LN 2: Supplemental address information as listed on the OCSE IRG website.

♦ CITY, STATE and ZIP: The city, state, and ZIP code of the agency or department displayed as listed on the OCSE IRG website.

♦ COUNTRY: The country name of the agency or department as listed on the OCSE IRG website.

♦ INTERNATIONAL ZIP: The zip code for the international agency or department as listed on the OCSE IRG website.

♦ PHONE, EXT, FAX: The telephone number and extension, and the fax number of the agency or department displayed on this screen as listed on the OCSE IRG website.

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- ♦ BEFORE/AFTER: This field displays a "B" if the international zip should display before the CITY in the international address. This field displays an "A" if the international zip should display after the CITY in the international address.

The IRG screen F keys include:

- ♦ F5=INQUIRE: Enter a state code, the first two characters of a FIPS code, or the first character for international or tribal FIPS codes and press the F5 key to view a contact address for that jurisdiction.

- ♦ F7=BACK: After inquiring on an address or FIPS code, use the F7 key to scroll backward through IRG addresses for the same FIPS code.

- ♦ F8=FORWARD: After using the F7 key, use the F8 key to scroll forward through IRG addresses for the same FIPS code.

- ♦ F9=REFRESH: Use the F9 key to refresh (clear) the screen.

- ♦ F10=LINK: Use the F10 key to link a different contact address to the REFERRAL or INTERST4 screen. When using F10 to update the address on the INTERST4 screen, press F3 twice after ICAR returns you to the INTERST4 screen in order to complete the link to the new address

General IRG Information On the SSP

The Intergovernmental Reference Guide (IRG) is a database of federal, state, region, county, and international agency addresses, FIPS codes, and certain state policy information maintained by the federal Office of Child Support Enforcement (OCSE).

Child support workers access the IRG through an OCSE system called the State Services Portal (SSP). Each individual state updates its information through the IRG application on the SSP.

Other states may have laws, policies, and procedures that differ from Iowa's procedures. The IRG contains information for each state about some of the areas that commonly differ. The IRG also contains limited law, policy, and procedure information about IV-D tribal agencies. Though the IRG does not contain law, policy, and procedure information for other countries, it does indicate whether the country is a federal reciprocating country (FRC) or a federal treaty country (FTC). Hague Convention countries are FTCs.

Closing the Intergovernmental Case

Legal reference: 45CFR 303.7(c)(12), 45CFR303.7(d)(9-10)

♦ When the initiating jurisdiction completes processing the responding
  jurisdiction's request, the initiating jurisdiction should notify the responding
  jurisdiction. While the initiating state can close the case using any of the
  federal closure codes, the responding jurisdiction should only close the case if
  it meets the criteria below. The initiating jurisdiction asked Iowa to close the
  intergovernmental case; or

♦ The initiating jurisdiction did not provide the information or materials needed
  for the responding jurisdiction to take the next essential step in providing
  services.

Initiating State Will Not Provide Necessary Information or Materials

When the initiating state does not provide the information or materials
needed for Iowa to take the next essential step in providing services, close
the case using the "COOP3" closure code. Give tribes and other countries a
significant amount of time to respond before closing the case.

Initiating Jurisdiction Requests Closure

If an initiating jurisdiction requests case closure and provides a reason that
matches a valid closure code, close the case under the matching closure
code. See 9-I**,** *ICAR-Initiated Closure* and *Worker-Initiated Closure*.

If the initiating jurisdiction does not provide a closure reason or provides a
reason that does not fit any closure code, close the case using the "REQU"
closure code.

Responding Jurisdiction Closure Actions

The initiating jurisdiction must instruct the responding jurisdiction to close
the case and stop any withholding order or notice. This notification is done by
phone, email, CSENet text message, or transmittal # 2. The responding
jurisdiction should close its case and end the income withholding, unless you
reach an alternate agreement.

The responding jurisdiction ends the INTERSTA screen by entering a date in
the DISMISSED/ENDED field. ICAR generates a narrative (INTER617) and status
(INTER54) or a CSENet transaction to document that you ended the
intergovernmental process. ICAR also deletes any outstanding interstate
calendar flags.

If there is no balance due to Iowa and the parties have not applied for Iowa's services, Iowa can follow normal closure criteria in 9-I, *Case Closure* to close the case. If you are able to close the case, do not end the INTERSTA screen. When the ICAR case closes, CSENet will notify the other jurisdiction when the status field on the CASE screen is "C."

NOTE: The responding jurisdiction is not required to close the case if both states reach an alternate agreement. Some examples of alternate agreements are below:

1. State A asks Iowa to enforce an Iowa court order. When Iowa receives State A's request to enforce, Iowa was already enforcing the Iowa order because of an application from the payee.

    State A determines that state A should enforce this case directly. State A requests that Iowa close its case and stop the withholding order, since the payor moved to State B.

    Iowa contacts the worker in State A to reach an alternate agreement since there is a balance due to Iowa. State A agrees to allow Iowa to continue enforcement and directing payments to Collection Services Center (CSC).

2. The payee lives in Iowa and received TANF. Iowa previously asked State D to enforce the payee's case on Iowa's behalf. The payee then moves to State D and is on assistance in State D. The payor moves to State C.

    Iowa requests State D close its case and stop the withholding order. Since the payee currently lives in State D, State D asks Iowa to make an alternate agreement and allow them to enforce directly. Iowa agrees since the payee lives in State D and is on assistance.

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Collecting Other States' Interest

Legal reference: Iowa Code Section 252K.604

Many states charge interest on unpaid child support balances. Though Iowa does not charge interest, UIFSA requires us to collect and disburse interest charged by other states upon request. This section explains the process involved in collecting interest for other states.

To begin the process, the other state must provide written documentation of the total amount of interest owed for Iowa to collect interest due under the other state's order. Once you have this information, establish an interest obligation for the order.

Establishing an Interest Obligation

To establish an interest obligation, access the Obligation (OBLIG) screen for the court order containing the interest provisions. (See chapter 11-T, *Entering Obligation Information into ICAR*, for more information on completing the OBLIG screen.) Enter a separate obligation for the interest amount as follows:

♦ Enter an "I" in the RE TYPE field and "RE" in the OBLIGATION TYPE field.

♦ Enter the account type and total interest amount due in the REIMBURSEMENT ACCT TYPE and AMT DUE fields.

♦ Enter the total amount of interest due the other jurisdiction in the OBLIGATION AMOUNT field and "SP" in the OBLIGATION FREQ field.

♦ Enter the effective date of the interest obligation in the EFFECTIVE DATE field.

♦ Enter the FIPS code for the payment location in the jurisdiction charging the interest in the PAYMENT FIPS field.

♦ Enter the other jurisdiction's case number in the PRIORITY INFO field.

♦ Press F2 to add the new interest obligation.

```
D479HC09          IOWA COLLECTION AND REPORTING SYSTEM      DATE:
                      OBLIGATION                            TIME:

 CASE NUMBER.......:
 COURT ORDER NUMBER:
 COURT COUNTY......: 151515          CHOICE OF LAW JUR..:
 FIPS CODE.........: Douglas         SATISFY OBLIGATION FOR MONTH:
 SUSPENSE..........:   MINIMUM OBLIG:   RE TYPE: I
 OBLIGATION TYPE...: RE   (REIMBURSEMENT ACCT TYPE:11  AMT DUE: 2000.00   )
 OBLIGATION AMOUNT.: $2000.00
 OBLIGATION FREQ...: SP   (SEMI-MONTH DUE ON THE   AND THE   )
 EFFECTIVE DATE....: 02/01/2020   DEV(Y/N).:   BY:   REASON:
 END DATE..........:             NCP UME PCNT:  0.00    REJ BYPASS:
 PAYMENT FIPS: 31000   SEND TO PAYEE:   PRIORITY INFO: CA2CH4YLE85X
 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:
```

The issuing state is required to send interest updates on a yearly basis. When you receive a CSENET MESSAGES screen with MSC P GSTAI in the TYPE OF MESSAGE field, verify the information and update ICAR with the interest information. The following is an example of how interest information is displayed in the message text field.

+00021843.89+00004596.0020201208

♦ The following describes the meaning of each character in this example.

♦ Total Arrears Owed Amount: This is the first 12 characters. This amount includes the total amount of arrears the other state shows due and includes child support, medical support, fees, and accrued support. A plus or minus sign at the beginning of the total arrears owed amount indicates whether the payor owes arrears or if there is a credit on the case. The example above shows the total arrears owed amount is $21,843.89.

♦ Total Interest Owed Amount: This is the next 12 characters. This amount includes the total amount of interest due. A plus or minus sign at the beginning of the total interest owed amount indicates whether the payor owes interest or if there is a credit on the interest. The example above shows the total interest owed is $4,596.00.

♦ Date: The last 8 characters contain the date the balance and interest were calculated. The date is in the CCYY/MM/DD format. The example above shows a date of December 8, 2020.

When the other state notifies us by CSENet of the interest amount, ICAR generates a narrative (INTER616) and a calendar flag (INTER254). This narrative includes the total amount of arrears, total amount of interest, and the date of the calculation.

Add or update the interest obligation to ICAR, see [Maintaining Interest Obligations with RE and MR coupons](#).

Monthly Interest Update Program

Once a month, a batch program runs in ICAR to identify cases that need an interest update. ICAR determines a case needs an update if the case:

♦ Is active.
♦ Is not redirected.
♦ Has an OBLIGATION TYPE of "RE."
♦ 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 "RE" interest obligation's EFFECTIVE DATE on the OBLIG screen and the START DATE field on the RE and MR COUPON (REMRCOUP) screen.

ICAR compares the dates with the current date. If the current date is more than one year past the obligation effective and coupon start date, ICAR generates a calendar flag (DIST9) alerting you to request an update of the interest amount from the other jurisdiction.

When you receive the calendar flag, review narratives and paper statuses for interest information. If the information was not received, generate either a CSENet text message or form 470-3470, *Child Support Enforcement Transmittal #2 - Subsequent Actions*, using the STATUS UPDATE field on the INTERST2 screen. Ask the other state for an update of the amount of interest due.

If you do not receive the interest information, do nothing more. If you receive an updated interest due amount from the initiating jurisdiction, enter the additional interest amount using the REMRCOUP screen, as described in [Maintaining Interest Obligations With RE and MR Coupons](#).

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Revised October 8, 2021   Collecting Other States' Interest

<u>Maintaining Interest Obligations With RE and MR Coupons</u>

When an interest obligation already exists on a case, use the REMRCOUP screen to update the amount of interest due on a specific court order. ICAR allows you to add, modify, and delete interest coupons on the REMRCOUP screen. (**NOTE:** Only a person with proper WORKER2 screen access can add or modify interest obligations.)

Add or modify interest "RE" obligations on the REMRCOUP screen if the court order and due date of the new interest "RE" obligation is the same as the existing interest "RE" obligation.

If the court orders are the same, add the new interest amount on the screen by either adding a new coupon or modifying an existing coupon to increase the amount due under the interest "RE" obligation.

```
D479HR59          IOWA COLLECTION AND REPORTING SYSTEM       DATE:
                    RE/MR COUPON ACCT UPDATE             TIME:
                                                PAGE: 001
 CASE NUMBER:
 COURT ORDER:               OBLIG TYPE:      RE TYPE: I
 START DATE: 02/01/2017   END DATE:       AMOUNT BILLED:  2,000.00


     COUPON            DATE          AMOUNT          AMOUNT
 SEL   ASSIGNMENT          DUE           BILLED          PAID
 ------------------------------------------------------------------
     11 AS             02 01 2017       2000.00
     11                02   2020        500.00




 PF3=MOD,PF4=DEL,PF5=INQ,PF7=BACK,PF8=FORWARD,PF9=REFRESH,PF10&11=SCROLL
 OBLIGS
 NEXT SCREEN:       NOTES:
```

In addition, when you add or modify an interest coupon on the REMRCOUP screen, ICAR creates the new coupon using the obligation start date as the coupon due date.

When you modify an interest coupon, ICAR changes the coupon information while keeping the coupon due date. ICAR changes the AMOUNT DUE field on the OBLIG screen to reflect the total amount of billed coupons when coupons are modified or added to the obligation.

If the court order or due dates are not the same, use the OBLIG screen to add the interest "RE" obligation so that you know another obligation exists.

For more information on adding and modifying the REMRCOUP screen, see 11-T, *RE and MR Coupons*.

When the Other State Forwards Interest Payments to Iowa

Sometimes the responding jurisdiction collects interest as specified in the court order and forwards the interest to Iowa. In these situations, evaluate the case and decide who should get the interest payment.

If the interest is accruing on an account type 11 balance due to Iowa and no money is due the payee, Iowa can retain the interest payments. To do this, contact the responding state to find out the total interest accrued to date. Then add an OBLIG screen with an interest "RE" obligation for an account type 11 balance. ICAR retains the money.

If the interest is accruing and money is still due the payee, forward the payments to the payee.

Interstate Fees

Legal reference: Iowa Code Section 252K.313

An interstate fee is a fee withheld by another state from a child support collection. Federal law requires us to give credit for interstate fees.

When another state properly identifies the fee on the payment remittance information, Collection Services Center staff enters the fee through the Central Office Convert (CONVT) screen or through a CSC payment processing software entry. ICAR applies the payment as a credit to the case. A credit with this fund source is not a payment that distributes to any other person or entity.

> The state of Washington is enforcing a case for Iowa. The obligation amount is $200 and Washington collected that amount. Washington withheld a $3 fee for payment processing. The payment of $197 was sent to Iowa's CSC and 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.

For more information on interstate fees, see 11-T, *Interstate Fees*.

Distribution Issues in Intergovernmental Cases

The PAYMENT FIPS field on the OBLIG screen is important for the proper distribution of payments. Always remember to enter the PAYMENT FIPS on intergovernmental cases where Iowa is the responding jurisdiction. Enter the FIPS code of the payment location in the other jurisdiction. Initiating jurisdictions provide their payment FIPS codes on the *Child Support Enforcement Transmittal #1 - Initial Request*.

```
 D479HC09          IOWA COLLECTION AND REPORTING SYSTEM        DATE:
                        OBLIGATION                         TIME:
                             DCO(S) NOT COMPLETED YET
  CASE NUMBER.......: 928779
  COURT ORDER NUMBER: DRCV074371
  COURT COUNTY......: JOHNSON COUNTY CLERK IA CHOICE OF LAW JUR..:
  FIPS CODE.........: 19103              SATISFY OBLIGATION FOR MONTH: N
  SUSPENSE..........:    MINIMUM OBLIG:   RE TYPE: A
  OBLIGATION TYPE...: RE   (REIMBURSEMENT ACCT TYPE: 15 AMT DUE:  20954.45 )
  OBLIGATION AMOUNT.:  $20954.45
  OBLIGATION FREQ...: SP   (SEMI-MONTH DUE ON THE   AND THE   )
  EFFECTIVE DATE....: 05 13 2016   DEV(Y/N).:   BY:   REASON:
  END DATE..........:              NCP UME PCNT:  0.00   REJ BYPASS:
  PAYMENT FIPS: 29000   SEND TO PAYEE: N  PRIORITY INFO: 40169286
  LAST COURT ACTION.: M01              LAST COURT ACTION DATE.: 05 13 2016
                             CSRU MOD N   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:
```

Enter the other jurisdiction's complete case number in the PRIORITY INFO field when
you make an entry in the PAYMENT FIPS field. This assists in distributing payments
correctly.

Also, remember that each "RE" obligation to a different jurisdiction must have its
own OBLIG screen. This is important so that collections can properly distribute to
the correct jurisdiction based on each jurisdiction's PAYMENT FIPS code.

To send payments to multiple jurisdictions under one court order, you must end
the current obligation on ICAR, and then set up a new obligation on ICAR for the
jurisdiction where the money goes next.

As long as you add the PAYMENT FIPS code to the OBLIG screen and the account
type is an intergovernmental account type (14, 15, 16, or 19), collections
distribute properly.

If the initiating jurisdiction asks Iowa to close the cases and no other jurisdiction is
involved, you must have the payee's address on the PAYEE screen for payments to
distribute properly. Ask the initiating jurisdiction to have the payee call you to
provide the payee's address. This allows the collections for a 12 or 17-account
type to distribute properly. Narrate your attempt to obtain the payee's address.

The SEND TO PAYEE field on the OBLIG screen works in conjunction with the PAYMENT
FIPS field on cases with an intergovernmental account type. Enter a "Y" in this field
if the other jurisdiction has asked Iowa to send payments directly to the payee.

Reciprocity

Legal reference: 42 USC 654(32)

OCSE works with the U. S. State Department to develop reciprocal agreements with foreign countries, rather than leaving it up to each state to negotiate such agreements. However, states remain free to negotiate their own agreements. PRWORA requires states to treat international cases from reciprocating countries as IV-D cases for purposes of providing services and seeking incentives and other federal funding. However, states cannot assess costs to a foreign reciprocating country or foreign payee.

Foreign reciprocating countries (FRCs) may not be able to respond to requests from states within the timeframes we apply to other states. Therefore, we are unable to close a case due to non-cooperation by an FRC.

See Definitions for additional information on foreign reciprocating countries.

Hague Convention

Legal reference: Iowa Code Sections 252K.701 – 713.

The Hague Convention is an agreement between over 50 countries on how those countries will work together on child support cases. It became effective in the U.S. on January 1, 2017.

The Hague Convention requires the use of Hague-specific forms and has timeframes and other requirements that differ from interstate cases. Iowa cannot charge Hague Convention countries for service of process.

See Definitions for additional information on the Hague Convention.

U.S. Attorney Program

If Iowa is the initiating state and you refer the case to the U.S. Attorney program, notify the responding state of the referral and ask that state to continue its enforcement actions. Periodically ask the responding state to update you on its progress. Forward any updates you receive to the U.S. Attorney liaison, who sends the information on to the U.S. attorney.

The Interstate History (INTHIST) Screen

To access the Interstate History screen, type INTHIST in the NEXT SCREEN field.

```
D479HI02            IOWA COLLECTION AND REPORTING SYSTEM        DATE:
                         INTERSTATE HISTORY                     TIME:

CASE NUMBER                                    TRIBAL CASE
PAYOR
PAYEE

 INITIATING                   RESPONDING                 ACTION      DATE
 IOWA                         THREE AFFILIATED TRIBES O  RESPONSER   09/27/18
 IOWA                         THREE AFFILIATED TRIBES O  REQUESTS    01/31/18
 IOWA                         THREE AFFILIATED TRIBES O  REQUESTS    05/23/17
 IOWA                         THREE AFFILIATED TRIBES O  ACKNOW      12/26/14
 IOWA                         THREE AFFILIATED TRIBES O  UPDATE      10/30/14
 IOWA                         THREE AFFILIATED TRIBES O  REFERRAL    10/16/14
 IOWA                         NORTH DAKOTA               INTR ENDED  10/16/14
 IOWA                         NORTH DAKOTA               REQUESTR    10/16/14
 IOWA                         NORTH DAKOTA               REQUESTS    10/14/14
 IOWA                         NORTH DAKOTA               REQUESTS    08/11/14
 IOWA                         NORTH DAKOTA               REQUESTR    07/10/14
 IOWA                         NORTH DAKOTA               REQUESTS    05/21/14


 F5=INQUIRY     F7=PAGE BACK     F8=PAGE FORWARD
 NEXT SCREEN:              NOTES:
```

The INTHIST screen is a view-only screen that displays information about the history of the interstate screens for an intergovernmental case. While there can be multiple interstate screens on a given case (a different interstate screen for each jurisdiction), there is only one INTHIST screen per case. When a case has multiple interstate screens, ICAR displays the actions for all of them on the same INTHIST screen.

The INTHIST screen contains four columns of information. When certain actions take place on an intergovernmental case, ICAR displays entries in each of the columns to summarize the action. The four columns are as follows:

♦ INITIATING: This column contains the name of the initiating state, tribe, or country. This column allows 29 characters of the state, tribe, or country name.

♦ RESPONDING: This column contains the name of the responding state, tribe, or country. This column allows 29 characters of the state, tribe, or country name.

♦ ACTION: This column displays a code describing the action that took place on the intergovernmental case. Valid entries include:

ACKNOW	Acknowledgment sent/received
INFOPRO	Information provided
INTR ENDED	Interstate screen ended
REFERRAL	Referral sent/received
REQUESTS	Request sent
REQUESTR	Request received
RESPONSER	Response received
RESPONSES	Response sent
REQINFOR	Request for information received
UPDATE	Status update sent/received

♦ DATE: This column contains the date the associated action took place.

Narratives

Process: **CASE**   Number: **475**

Text: Form 470-5327, Affidavit of Non-Disclosure of Identifying Information, sent to
_____ for the other parent. _____

Screen:	Field:	Entry:	Flag:	Status:
UIFSA	NONDISC AFF	Y with verified payor	218	N/A
UIFSA2	NONDISCLOSURE AFF – PAYOR/AF	Y		
	NONDISCLOSURE AFF – PAYEE	Y		

Process: **CASE**   Number: **476**

Text: Form 470-5327, Affidavit of Non-Disclosure of Identifying Information, sent to
_____ for the other parent *(Worker-entered text)*

Screen:	Field:	Entry:	Flag:	Status:
UIFSA	NONDISC AFF	Y with no verified payor	218	N/A

Process: **CASE**   Number: **485**

Text: Central Registry acknowledges a new intergovernmental referral for this case from
_____. The referral types added to the INTERSTA screen are:

Screen:	Field:	Entry:	Flag:	Status:
REFERRAL	ACKNOWLEDGE	A or M	187	N/A

Process: **CASE**   Number: **486**

Text: An interstate referral from (agency name) was rejected for the following reason:
(worker-entered text).

Screen:	Field:	Entry:	Flag:	Status:
REFERRAL	ACKNOWLEDGE	R	None	None

Process: **DCO**   Number: **1**

Text: Court Order # _____ is the controlling order because it is the only existing order for
current support.

Screen:	Field:	Entry:	Flag:	Status:
DCO	DCO	O or I	N/A	N/A

Process: **DCO**   Number: **2**

Text: No formal DCO completed because all current support orders are Iowa orders.

Screen:	Field:	Entry:	Flag:	Status:
DCO	DCO	M	N/A	N/A

Process: **DCO**   Number: **3**

Text: _____ _____ does not require a DCO because: *(Worker-entered reason)*

Screen:	Field:	Entry:	Flag:	Status:
DCO	DCO FOR CHILD	X	N/A	N/A

Process: **DCO**   Number: **4**

Text: A DCO selection entry for _____ has been blanked out because: *(Worker-entered reason)*

Screen:	Field:	Entry:	Flag:	Status:
DCO	DCO FOR CHILD	Blank out an entry of E, N, or X	1 17	N/A

Process: **DCO**   Number: **5**

Text: _____ Court Order # _____ has been determined to be a preliminary controlling order.

Screen:	Field:	Entry:	Flag:	Status:
DCO2	PRESUMED CONTROL ST	Any valid entry	3	N/A

Process: **DCO**   Number: **6**

Text: The state that issued the preliminary DCO order has changed from _____ to _____ because:

Screen:	Field:	Entry:	Flag:	Status:
DCO2	PRESUMED CONTROL ST	Any valid changed entry	4, 18	N/A

Process: **DCO**   Number: **7**

Text: CP was served for determination of controlling order on _____.

Screen:	Field:	Entry:	Flag:	Status:
DCO2	SERVED(Y/N DATE)CP	Y	13	N/A

Process: **DCO**   Number: **8**

Text: CP was not served for determination of controlling order because: *(Worker-entered reason)*

Screen:	Field:	Entry:	Flag:	Status:
DCO2	REASON NOT SERVED CP	Any valid entry	13	N/A

Process: **DCO**   Number: **9**

Text: RP was served for determination of controlling order on _____.

Screen:	Field:	Entry:	Flag:	Status:
DCO2	SERVED (Y/N DATE) RP	Y	14	N/A

Process: **DCO**   Number: **10**

Text: RP was not served for determination of controlling order because: *(Worker-entered reason)*

Screen:	Field:	Entry:	Flag:	Status:
DCO2	RP REASON NOT SERVED	Any valid entry	14	N/A

Process: **DCO**   Number: **11**

Text: TP was served for determination of controlling order on _____. Third party's name is: *(Worker-entered name)*

Screen:	Field:	Entry:	Flag:	Status:
DCO2	SERVED (Y/N DATE) TP	Y	15	N/A

Process: **DCO**   Number: **12**

Text: TP was not served for determination of controlling order because: (*Worker-entered reason*)

Screen:	Field:	Entry:	Flag:	Status:
DCO2	TP REASON NOT SERVED	Any valid entry	15	N/A

Process: **DCO**   Number: **13**

Text: Court Order # _____ has been determined to be controlling effective _____ by the state of _____ because _____ has CEJ and is the only state with an order. This order is controlling for the following children: (*ICAR enters names of children*)

Screen:	Field:	Entry:	Flag:	Status:
DCO2	DETERMINATION REASON	A	5, 16	N/A

Process: **DCO**   Number: **14**

Text: Court Order number _____ from the state of _____ has been determined to be controlling effective _____ by the state of _____ because it is the most recent order. None of the states that issued orders and that have CEJ are the home state of the children. This order is controlling for the following children: (*ICAR enters names of children*)

Screen:	Field:	Entry:	Flag:	Status:
DCO2	DETERMINATION REASON	B	5, 16	N/A

Process: **DCO**   Number: **15**

Text: Court Order number _____ has been determined to be controlling effective _____ by the state of _____. Though other states with orders have CEJ, _____ is the home state, and its order is controlling for the following children: (*ICAR enters names of children*)

Screen:	Field:	Entry:	Flag:	Status:
DCO2	DETERMINATION REASON	C	5, 16	N/A

Process: **DCO**   Number: **16**

Text: None of the states with existing orders have CEJ. Therefore, court order number _____ has been added and established as controlling effective _____ by the state of _____. This order is controlling for the following children: *(ICAR enters names of children)*

Screen:	Field:	Entry:	Flag:	Status:
DCO2	DETERMINATION REASON	D	5, 16	N/A

Process: **DCO**   Number: **17**

Text: The DCO has been deleted because: *(Worker-entered reason)*

Screen:	Field:	Entry:	Flag:	Status:
DCO2	PF4	N/A	16	N/A

Process: **DCO**   Number: **18**

Text: *(Blank narrative to issue a calendar flag)*

Screen:	Field:	Entry:	Flag:	Status:
DCO2		After all orders on the case have been considered or determined controlling	6, 16	N/A

Process: **DCO**   Number: **19**

Text: *(Blank narrative to issue a calendar flag)*

Screen:	Field:	Entry:	Flag:	Status:
DCO2	SERVED (Y/N)...CP and RP	Y in both fields	7, 8, 14	N/A

Process: **DCO**   Number: **20**

Text: *(Blank narrative to issue a calendar flag)*

Screen:	Field:	Entry:	Flag:	Status:
DCO2	GEN ORDER	Y or R	9	N/A

Process: **DCO**   Number: **21**   **This narrative no longer used.**

Text: STATUS INITIATED TO ACCOMPANY THE NOTICE OF INTENT TO DEFAULT FOR THE DCO TO SEND TO THE PARTIES.

Screen:	Field:	Entry:	Flag:	Status:

Process: **DCO**   Number: **22**   **This narrative no longer used.**

Text: STATUS REPORT REGARDING DCO GENERATED FOR THE OBLIGEE.

Screen:	Field:	Entry:	Flag:	Status:

Process: **DCO**   Number: **23**   **This narrative no longer used.**

Text: STATUS REPORT REGARDING DCO NOT SENT TO THE OBLIGEE. NO VALID ADDRESS.

Screen:	Field:	Entry:	Flag:	Status:

Process: **DCO**	Number: **24**		**This narrative no longer used.**	

Text: STATUS REPORT REGARDING DCO GENERATED FOR THE OBLIGOR.

Screen:	Field:	Entry:	Flag:	Status:

Process: **DCO**	Number: **25**		**This narrative no longer used.**	

Text: STATUS REPORT REGARDING DCO NOT SENT TO THE OBLIGOR. NO VALID ADDRESS.

Screen:	Field:	Entry:	Flag:	Status:

Process: **DCO**	Number: **26**		**This narrative no longer used.**	

Text: STATUS REPORT REGARDING DCO GENERATED FOR THE THIRD PARTY.

Screen:	Field:	Entry:	Flag:	Status:

Process: **DCO**	Number: **27**		**This narrative no longer used.**	

Text: DCO STATUS REPORT NOT SENT TO THE THIRD PARTY. NO VALID ADDRESS.

Screen:	Field:	Entry:	Flag:	Status:

Process: **DCO**	Number: **28**			

Text: An _____ directions for service form for the determination of controlling order was sent to the CP.

Screen:	Field:	Entry:	Flag:	Status:
DCO2	CP	I or O	2	N/A

Process: **DCO**	Number: **29**			

Text: An _____ directions for service form for the determination of controlling order was sent to the RP.

Screen:	Field:	Entry:	Flag:	Status:
DCO2	RP	I or O	11	N/A

Process: **DCO**	Number: **30**			

Text: An _____ directions for service form for the determination of controlling order was sent to the TP.

Screen:	Field:	Entry:	Flag:	Status:
DCO2	TP	I or O	12	N/A

Process: **DCO**	Number: **31**		**This narrative no longer used.**	

Text: A STATUS UPDATE REGARDING DCO WAS SENT TO THE STATE OF _____.

Screen:	Field:	Entry:	Flag:	Status:

Process: **DCO**   Number: **32**

Text: *(Blank narrative to issue a calendar flag)*

Screen:	Field:	Entry:	Flag:	Status:
DCO2	DETERMINATION REASON	Any valid entry	16	N/A

Process: **DCO**   Number: **33**

Text: *(Blank narrative to issue a calendar flag)*

Screen:	Field:	Entry:	Flag:	Status:
CHILD		When a child is added to the case after a DCO has been completed.	18	N/A

Process: **DCO**   Number: **34**

Text: CP was served by certified mail for determination of controlling order on

_____.

Screen:	Field:	Entry:	Flag:	Status:
DCO2	SERVED: CP	G	13	N/A

Process: **DCO**   Number: **35**

Text: RP was served by certified mail for determination of controlling order on _____.

Screen:	Field:	Entry:	Flag:	Status:
DCO2	SERVED: RP	G	14	N/A

Process: **DCO**   Number: **36**

Text: TP was served by certified mail for determination of controlling order on _____.

Screen:	Field:	Entry:	Flag:	Status:
DCO2	SERVED: TP	G	15	N/A

Process: **DCO**   Number: **37**

Text: Attempting service _____ by certified mail for determination of controlling order on cp.

Screen:	Field:	Entry:	Flag:	Status:
DCO2	GEN SVC: CP	G	2	N/A

Process: **DCO**   Number: **38**

Text: Attempting service _____ by certified mail for determination of controlling order on rp.

Screen:	Field:	Entry:	Flag:	Status:
DCO2	GEN SVC: TP	G	11	N/A

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Process: **DCO**   Number: **39**

Text: Attempted service _____ by certified mail for determination of controlling order on tp.

Screen:	Field:	Entry:	Flag:	Status:
DCO2	GEN SVC: TP	G	12	N/A

Process: **DCO**   Number: **40**

Text: DCO completed during the review or admod process.

Screen:	Field:	Entry:	Flag:	Status:
DCO2	REVIEW/ADMOD DCO	Y		N/A

Process: **INTER**   Number: **1**   **This narrative no longer used.**

Text: Interstate referral sent to the interstate Central Registry for the state of _____ on _____ for _____.

Screen:	Field:	Entry:	Flag:	Status:

Process: **INTER**   Number: **2**

Text: Acknowledgment to Interstate referral received from the Interstate Central Registry for the state of _____ on _____ for _____.

Screen:	Field:	Entry:	Flag:	Status:
INTERSTA	ACKNLDGMENT RCVD	C, plus any valid date	90	N/A

Process: **INTER**   Number: **3**   **This narrative no longer used.**

Text: Interstate referral sent to the local IV-D office for the state of _____ on _____ for_____.

Screen:	Field:	Entry:	Flag:	Status:

Process: **INTER**   Number: **4**   **This narrative no longer used.**

Text: Acknowledgment to interstate referral received from the local IV-D office for the state of _____ on _____ for _____.

Screen:	Field:	Entry:	Flag:	Status:

Process: **INTER**   Number: **5**   **This narrative no longer used.**

Text: INTERSTATE REFERRAL RECEIVED BY THE IOWA INTERSTATE CENTRAL REGISTRY FROM THE STATE OF _____ ON _____ FOR *(Worker-entered text)*

Screen:	Field:	Entry:	Flag:	Status:

Process: **INTER**   Number: **6**   **This narrative no longer used.**

Text: INTERSTATE REFERRAL ACKNOWLEDGED BY THE IOWA INTERSTATE CENTRAL REGISTRY ON _____

Screen:	Field:	Entry:	Flag:	Status:

Process: **INTER**   Number: **7**

Text: Interstate referral processed by the Iowa Interstate Central Registry received by the local CSRU office on _____ for

Screen:	Field:	Entry:	Flag:	Status:
INTERSTA	LOC RCVING RFRAL	X	N/A	N/A

Process: **INTER**   Number: **8**   **This narrative no longer used.**

Text: REQUEST FOR ADDITIONAL\REPEATED SERVICES RECEIVED BY THE LOCAL CSRU OFFICE FROM THE STATE OF _____ ON_____ FOR

Screen:	Field:	Entry:	Flag:	Status:

Process: **INTER**   Number: **9**   **This narrative no longer used.**

Text: ACKNOWLEDGMENT OF REQUEST FOR ADDITIONAL SERVICES SENT BY THE LOCAL CSRU OFFICE TO THE STATE OF _____ ON _____ FOR

Screen:	Field:	Entry:	Flag:	Status:

Process: **INTER**   Number: **10**   **This narrative no longer used.**

Text: INTERSTATE ADMINISTRATIVE TAX REVIEW DECISION RECEIVED FROM THE STATE OF _____ ON _____. *(Worker-entered text)*

Screen:	Field:	Entry:	Flag:	Status:

Process: **INTER**   Number: **11**   **This narrative no longer used.**

Text: INTERSTATE ADMINISTRATIVE TAX REVIEW COMPLETED ON _____. *(Worker-entered text)*

Screen:	Field:	Entry:	Flag:	Status:

Process: **INTER**   Number: **12**   **This narrative no longer used.**

Text: STATUS REQUEST SENT TO THE LOCAL IV-D OFFICE FOR THE STATE OF _____ FOR *(Worker-entered text)*

Screen:	Field:	Entry:	Flag:	Status:

Process: **INTER**   Number: **13**   **This narrative no longer used.**

Text: STATUS REQUEST SENT TO THE INTERSTATE CENTRAL REGISTRY FOR THE STATE OF _____ FOR

Screen:	Field:	Entry:	Flag:	Status:

Process: **INTER**   Number: **14**   **This narrative no longer used.**

Text: RESPONSE TO STATUS REQUEST RECEIVED FROM THE STATE OF _____ ON _____ FOR

Screen:	Field:	Entry:	Flag:	Status:

Process: **INTER**　　　Number: **15**　　　　　　　**This narrative no longer used.**

Text: STATUS REQUEST RECEIVED FROM THE STATE OF _____ ON _____ FOR

Screen:　　　　Field:　　　　　　　Entry:　　　　　　Flag:　　　　Status:

Process: **INTER**　　　Number: **16**　　　　　　　**This narrative no longer used.**

Text: STATUS UPDATE SENT TO THE INTERSTATE CENTRAL REGISTRY FOR THE STATE OF _____ FOR

Screen:　　　　Field:　　　　　　　Entry:　　　　　　Flag:　　　　Status:

Process: **INTER**　　　Number: **17**　　　　　　　**This narrative no longer used.**

Text: RESPONSE TO REQUEST FOR ADDITIONAL INFORMATION SENT BY THE LOCAL CSRU OFFICE RECEIVED FROM THE STATE OF _____ ON FOR

Screen:　　　　Field:　　　　　　　Entry:　　　　　　Flag:　　　　Status:

Process: **INTER**　　　Number: **18**　　　　　　　**This narrative no longer used.**

Text: REQUEST FOR ADDITIONAL INFORMATION SENT BY THE IOWA INTERSTATE CENTRAL REGISTRY TO THE STATE OF _____ ON FOR

Screen:　　　　Field:　　　　　　　Entry:　　　　　　Flag:　　　　Status:

Process: **INTER**　　　Number: **19**　　　　　　　**This narrative no longer used.**

Text: REQUEST FOR ADDITIONAL INFORMATION SENT BY THE LOCAL CSRU OFFICE TO THE STATE OF _____ FOR

Screen:　　　　Field:　　　　　　　Entry:　　　　　　Flag:　　　　Status:

Process: **INTER**　　　Number: **20**　　　　　　　**This narrative no longer used.**

Text: RESPONSE TO REQUEST FOR ADDITIONAL INFORMATION SENT BY THE IOWA INTERSTATE CENTRAL REGISTRY RECEIVED FROM THE STATE OF _____ ON _____ FOR

Screen:　　　　Field:　　　　　　　Entry:　　　　　　Flag:　　　　Status:

Process: **INTER**　　　Number: **21**　　　　　　　**This narrative no longer used.**

Text: REQUEST FOR ADDITIONAL INFORMATION RECEIVED FROM THE STATE OF _____ ON _____ FOR

Screen:　　　　Field:　　　　　　　Entry:　　　　　　Flag:　　　　Status:

Process: **INTER**　　　Number: **22**　　　　　　　**This narrative no longer used.**

Text: RESPONSE TO REQUEST FOR ADDITIONAL INFORMATION SENT TO THE INTERSTATE CENTRAL REGISTRY FOR THE STATE OF _____ FOR

Screen:　　　　Field:　　　　　　　Entry:　　　　　　Flag:　　　　Status:

Process: **INTER** Number: **23** **This narrative no longer used.**

Text: RESPONSE TO STATUS REQUEST SENT TO THE INTERSTATE CENTRAL REGISTRY FOR THE STATE OF _____ FOR

Screen: Field: Entry: Flag: Status:

Process: **INTER** Number: **24** **This narrative no longer used.**

Text: STATUS REPORT NOT SENT TO THE PAYEE - NO VALID ADDRESS

Screen: Field: Entry: Flag: Status:

Process: **INTER** Number: **25** **This narrative no longer used.**

Text: INTERSTATE CONTACT SCREEN DELETED. PREVIOUS CONTACT ADDRESS WAS:

Screen: Field: Entry: Flag: Status:

Process: **INTER** Number: **26** **This narrative no longer used.**

Text: STATUS REPORT SENT TO THE PAYEE

Screen: Field: Entry: Flag: Status:

Process: **INTER** Number: **27** **This narrative no longer used.**

Text: STATUS UPDATE SENT TO THE LOCAL IV-D OFFICE FOR THE STATE OF _____ FOR

Screen: Field: Entry: Flag: Status:

Process: **INTER** Number: **28** **This narrative no longer used.**

Text: STATUS REQUEST RECEIVED BY THE IOWA INTERSTATE CENTRAL REGISTRY FROM THE STATE OF _____ ON

Screen: Field: Entry: Flag: Status:

Process: **INTER** Number: **29** **This narrative no longer used.**

Text: IOWA INTERSTATE CENTRAL REGISTRY RESPONDED TO STATUS REQUEST FROM THE STATE OF _____ ON

Screen: Field: Entry: Flag: Status:

Process: **INTER** Number: **30** **This narrative no longer used.**

Text: RESPONSE TO STATUS REQUEST SENT TO THE LOCAL IV-D OFFICE FOR THE STATE OF _____ FOR

Screen: Field: Entry: Flag: Status:

Process: **INTER**   Number: **31**   **This narrative no longer used.**

Text: RESPONSE TO REQUEST FOR ADDITIONAL INFORMATION SENT TO THE LOCAL IV-D OFFICE FOR THE STATE OF _____ FOR

Screen: Field: Entry: Flag: Status:

Process: **INTER**   Number: **32**   **This narrative no longer used.**

Text: STATUS UPDATE SENT TO THE STATE OF _____ FOR

Screen: Field: Entry: Flag: Status:

Process: **INTER**   Number: **33**   **This narrative no longer used.**

Text: STATUS REQUEST SENT TO THE INTERSTATE CENTRAL REGISTRY FOR THE STATE OF _____ FOR

Screen: Field: Entry: Flag: Status:

Process: **INTER**   Number: **34**   **This narrative no longer used.**

Text: FORM NUMBER _____ HAS BEEN SYSTEM GENERATED.

Screen: Field: Entry: Flag: Status:

Process: **INTER**   Number: **35**   **This narrative no longer used.**

Text: INTERSTATE REFERRAL RECEIVED BY THE IOWA INTERSTATE CENTRAL REGISTRY FROM THE STATE OF _____ ON _____ FOR

Screen: Field: Entry: Flag: Status:

Process: **INTER**   Number: **36**   **This narrative no longer used.**

Text: REQUEST FOR ADDITIONAL/REPEATED SERVICES RECEIVED BY THE LOCAL CSRU OFFICE FROM THE STATE OF _____ ON _____ FOR

Screen: Field: Entry: Flag: Status:

Process: **INTER**   Number: **37**   **This narrative no longer used.**

Text: INTERSTATE UPDATED CASE NUMBER FOR CENTRAL REGISTRY NBR

Screen: Field: Entry: Flag: Status:

Process: **INTER**   Number: **38**   **This narrative no longer used.**

Text: *(This was a blank narrative used to issue calendar flag 9)*

Screen: Field: Entry: Flag: Status:

Process: **INTER**   Number: **39**   **This narrative no longer used.**

Text: *(This was a blank narrative used to issue calendar flag 10)*

Screen: Field: Entry: Flag: Status:

Process: **INTER**   Number: **40**   **This narrative no longer used.**

Text: *(This was a blank narrative used to issue calendar flag 11)*

Screen: Field: Entry: Flag: Status:

Process: **INTER**   Number: **41**   **This narrative no longer used.**

Text: *(This was a blank narrative used to issue calendar flag 12)*

Screen: Field: Entry: Flag: Status:

Process: **INTER**   Number: **42**

Text: Interstate referral sent to the Interstate Central Registry for the state of _____ on _____ for *(ICAR enters a description of the ACTION types from UIFSA screen.)*

Screen:	Field:	Entry:	Flag:	Status:
UIFSA	ACTION	Entry = SENT	91	N/A
UIFSA	SENT date(s)	Valid Entry > Zero		
INTERSTA	LOC RCVING RFRAL	C		

Process: **INTER**   Number: **43**   **This narrative no longer used.**

Text: Interstate referral sent to the local IV-D office for the state of _____ on _____ for *(ICAR enters a description of the ACTION types from UIFSA screen.)*

Screen: Field: Entry: Flag: Status:

Process: **INTER**   Number: **44**

Text: Local contact address changed. The previous contact address was _____

Screen:	Field:	Entry:	Flag:	Status:
INTERST4		Pressing F14, then selecting and saving a new Local Office contact address.	N/A	N/A

Process: **INTER**   Number: **45**   **This narrative no longer used.**

Text: Process ended. This is no longer an interstate case with _____.

Screen: Field: Entry: Flag: Status:

Process: **INTER**   Number: **46**   **This narrative no longer used.**

Text: The problem with the state of _____ has been referred to Iowa's Central Registry.

Screen: Field: Entry: Flag: Status:

Process: **INTER**   Number: **47**

Text: Telephonic testimony forms were generated on _____.

Screen:	Field:	Entry:	Flag:	Status:
INTERST4	TESTIMONY IND	Entry of Y or change from Y to R.	N/A	N/A

Process: **INTER**   Number: **48**

Text: Telephonic testimony scheduled to occur on _____.

Screen:	Field:	Entry:	Flag:	Status:
INTERST4	TESTIMONY DATE	Valid date.	18	N/A

Process: **INTER**   Number: **49**   **This narrative no longer used.**

Text: Status request sent to the local IV-D office in the state of _____. Requested the following: *(Worker-entered text)*

Screen:	Field:	Entry:	Flag:	Status:

Process: **INTER**   Number: **50**   **This narrative no longer used.**

Text: Status request sent to the Interstate Central Registry of the state of _____. Requested the following: *(Worker-entered text)*

Screen:	Field:	Entry:	Flag:	Status:

Process: **INTER**   Number: **51**   **This narrative no longer used.**

Text: Because of no response to previous request, additional status request sent to the local IV-D office in the state of _____. Requested the following information: *(Worker-entered text)*

Screen:	Field:	Entry:	Flag:	Status:

Process: **INTER**   Number: **52**   **This narrative no longer used.**

Text: Because of no response to previous request, additional status request sent to the Interstate Central Registry of the state of _____. Requested the following: *(Worker-entered text)*

Screen:	Field:	Entry:	Flag:	Status:

Process: **INTER**   Number: **53**   **This narrative no longer used.**

Text: Interstate Transmittal #2 regenerated to the _____ in the state of _____ for the purpose of *(Worker-entered text)*

Screen:	Field:	Entry:	Flag:	Status:

Process: **INTER**   Number: **54**   **This narrative no longer used.**

Text: Response to status request received from the state of _____ on _____. Information provided: *(Worker-entered text)*

Screen:	Field:	Entry:	Flag:	Status:

Process: **INTER**   Number: **55**   **This narrative no longer used.**

Text: Status request received from the state of _____ on _____. This state is requesting the following: *(Worker-entered text)*

Screen: Field: Entry: Flag: Status:

Process: **INTER**   Number: **56**   **This narrative no longer used.**

Text: Response to status request sent to the local IV-D office in the state of _____. The following response was provided: *(Worker-entered text)*

Screen: Field: Entry: Flag: Status:

Process: **INTER**   Number: **57**   **This narrative no longer used.**

Text: Response to status request sent to the Interstate Central Registry of the state of _____. The following response was provided: *(Worker-entered text)*

Screen: Field: Entry: Flag: Status:

Process: **INTER**   Number: **58**   **This narrative no longer used.**

Text: Interstate Transmittal #2 sent to the local IV-D office in the state of _____ requesting the following: *(Worker-entered text)*

Screen: Field: Entry: Flag: Status:

Process: **INTER**   Number: **59**   **This narrative no longer used.**

Text: Interstate Transmittal #2 sent to the Interstate Central Registry in the state of _____ requesting the following: *(Worker-entered text)*

Screen: Field: Entry: Flag: Status:

Process: **INTER**   Number: **60**   **This narrative no longer used.**

Text: Because of no response to previous request, an additional Interstate Transmittal #2 sent to the local office in the state of _____ requesting the following: *(Worker-entered text)*

Screen: Field: Entry: Flag: Status:

Process: **INTER**   Number: **61**   **This narrative no longer used.**

Text: Because of no response to previous request, an additional Interstate Transmittal #2 sent to the Interstate Central Registry of the state of _____ requesting the following: *(Worker-entered text)*

Screen: Field: Entry: Flag: Status:

Process: **INTER**   Number: **62**   **This narrative no longer used.**

Text: Response to Interstate Transmittal #2 requesting "other" received from the state of _____ on _____. The following response was provided: *(Worker-entered text)*

Screen: Field: Entry: Flag: Status:

Process: **INTER**   Number: **63**   **This narrative no longer used.**

Text: Interstate Transmittal #2 requesting "other" received from the state of _____ on _____. Requested the following: *(Worker-entered text)*

Screen: Field: Entry: Flag: Status:

Process: **INTER**   Number: **64**   **This narrative no longer used.**

Text: Response to Interstate Transmittal #2 request sent to the local IV-D office in the state of _____. Provided the following: *(Worker-entered text)*

Screen: Field: Entry: Flag: Status:

Process: **INTER**   Number: **65**   **This narrative no longer used.**

Text: Response to Interstate Transmittal #2 request sent to the Interstate Central Registry of the state of _____. Provided the following: *(Worker-entered text)*

Screen: Field: Entry: Flag: Status:

Process: **INTER**   Number: **66**   **This narrative no longer used.**

Text: Status update sent to the local IV-D office in the state of _____. Provided the following information: *(Worker-entered text)*

Screen: Field: Entry: Flag: Status:

Process: **INTER**   Number: **67**   **This narrative no longer used.**

Text: Status update sent to the Interstate Central Registry of the state of _____. Provided the following information: *(Worker-entered text)*

Screen: Field: Entry: Flag: Status:

Process: **INTER**   Number: **68**   **This narrative no longer used.**

Text: Status update received from the state of _____ on _____. The following information was provided: *(Worker-entered text)*

Screen: Field: Entry: Flag: Status:

Process: **INTER**   Number: **69**   **This narrative no longer used.**

Text: Notice of hearing sent to the local IV-D office in the state of _____.

Screen: Field: Entry: Flag: Status:

Process: **INTER**   Number: **70**   **This narrative no longer used.**

Text: Notice of hearing sent to the Interstate Central Registry of the state of _____.

Screen: Field: Entry: Flag: Status:

Process: **INTER**   Number: **71**   **This narrative no longer used.**

Text: Notice of hearing received from the state of _____ on _____ for *(Worker-entered text)*

Screen: Field: Entry: Flag: Status:

Process: **INTER**   Number: **72**   **This narrative no longer used.**

Text: Interstate Transmittal #2 - document filed - Sent to the local IV-D office in the state of _____.

Screen: Field: Entry: Flag: Status:

Process: **INTER**   Number: **73**   **This narrative no longer used.**

Text: Interstate Transmittal #2 - document filed - Sent to the Interstate Central Registry of the state of _____.

Screen: Field: Entry: Flag: Status:

Process: **INTER**   Number: **74**   **This narrative no longer used.**

Text: Interstate Transmittal #2 - document filed - Received from the state of _____ on _____.

Screen: Field: Entry: Flag: Status:

Process: **INTER**   Number: **75**   **This narrative no longer used.**

Text: Interstate Transmittal #2 - order issued/confirmed - sent to the local IV-D office in the state of _____.

Screen: Field: Entry: Flag: Status:

Process: **INTER**   Number: **76**   **This narrative no longer used.**

Text: Interstate Transmittal #2 - order issue/confirmed - sent to the Interstate Central Registry of the state of _____.

Screen: Field: Entry: Flag: Status:

Process: **INTER**   Number: **77**   **This narrative no longer used.**

Text: Interstate Transmittal #2 - order issued/confirmed - received from the state of _____ on _____.

Screen: Field: Entry: Flag: Status:

Process: **INTER**   Number: **78**   **This narrative no longer used.**

Text: Interstate Transmittal #2 - notice of arrears - sent to the local IV-D office in the state of _____.

Screen: Field: Entry: Flag: Status:

Process: **INTER**   Number: **79**   **This narrative no longer used.**

Text: Interstate Transmittal #2 - notice of arrears - sent to the Interstate Central Registry of the state of _____.

Screen: Field: Entry: Flag: Status:

Process: **INTER**   Number: **80**   **This narrative no longer used.**

Text: Interstate Transmittal #2 - notice of arrears - received from the state of _____ on _____.

Screen: Field: Entry: Flag: Status:

Process: **INTER**   Number: **81**   **This narrative no longer used.**

Text: Interstate Transmittal #2 - change of payee/redirection sent to local IV-D office in the state of _____.

Screen: Field: Entry: Flag: Status:

Process: **INTER**   Number: **82**   **This narrative no longer used.**

Text: Interstate Transmittal #2 - change of payee/redirection sent to the Interstate Central Registry of the state of _____.

Screen: Field: Entry: Flag: Status:

Process: **INTER**   Number: **83**   **This narrative no longer used.**

Text: Interstate Transmittal #2 - change of payee/redirection received from the state of _____ on _____.

Screen: Field: Entry: Flag: Status:

Process: **INTER**   Number: **84**   **This narrative no longer used.**

Text: Interstate Transmittal #2 - notice of case forwarding - sent to the local IV-D office in the state of _____.

Screen: Field: Entry: Flag: Status:

Process: **INTER**   Number: **85**   **This narrative no longer used.**

Text: Interstate Transmittal #2 - notice of case forwarding - sent to the Interstate Central Registry of the state of _____.

Screen: Field: Entry: Flag: Status:

Process: **INTER**   Number: **86**   **This narrative no longer used.**

Text: Interstate Transmittal #2 - notice of case forwarding - sent to the state of _____ on _____.

Screen: Field: Entry: Flag: Status:

Process: **INTER**   Number: **87**   **This narrative no longer used.**

Text: Interstate Transmittal #3 requesting copies of orders sent to the local IV-D office of the state of _____.

Screen: Field: Entry: Flag: Status:

Process: **INTER**   Number: **88**   **This narrative no longer used.**

Text: Interstate Transmittal #3 requesting copies of orders sent to the Interstate Central Registry of the state of _____.

Screen: Field: Entry: Flag: Status:

Process: **INTER**   Number: **89**   **This narrative no longer used.**

Text: Because of no response to the previous request, an additional request for copies of orders was sent to the local IV-D office of the state of _____.

Screen: Field: Entry: Flag: Status:

Process: **INTER**   Number: **90**   **This narrative no longer used.**

Text: Because of no response to the previous request, an additional request for copies of orders was sent to the Interstate Central Registry of the state of _____.

Screen: Field: Entry: Flag: Status:

Process: **INTER**   Number: **91**   **This narrative no longer used.**

Text: Interstate Transmittal #3 regenerated to the _____ in the state of _____ for the purpose of *(Worker-entered reason)*

Screen: Field: Entry: Flag: Status:

Process: **INTER**   Number: **92**   **This narrative no longer used.**

Text: Response to the request for copies of orders received from the state of _____ on _____.

Screen: Field: Entry: Flag: Status:

Process: **INTER**   Number: **93**   **This narrative no longer used.**

Text: Request for copies of orders received from the state of _____ on _____.

Screen: Field: Entry: Flag: Status:

Process: **INTER**   Number: **94**   **This narrative no longer used.**

Text: Response to request for copies of orders sent to the local IV-D office in the state of _____.

Screen: Field: Entry: Flag: Status:

Process: **INTER**   Number: **95**   **This narrative no longer used.**

Text: Response to request for copies of orders sent to the Interstate Central Registry for the state of _____.

Screen: Field: Entry: Flag: Status:

Process: **INTER**   Number: **96**   **This narrative no longer used.**

Text: Interstate Transmittal #3 request for financial statement sent to the local IV-D office in the state of _____.

Screen: Field: Entry: Flag: Status:

Process: **INTER**   Number: **97**   **This narrative no longer used.**

Text: Interstate Transmittal #3 request for financial statement sent to the Interstate Central Registry for the state of _____.

Screen: Field: Entry: Flag: Status:

Process: **INTER**   Number: **98**   **This narrative no longer used.**

Text: Because of no response to the previous request, and additional request for a financial statement was sent to the local IV-D office in the state of _____.

Screen: Field: Entry: Flag: Status:

Process: **INTER**   Number: **99**   **This narrative no longer used.**

Text: Because of no response to the previous request, and additional request for a financial statement was sent to the Interstate Central Registry of the state of _____.

Screen: Field: Entry: Flag: Status:

Process: **INTER**   Number: **100**   **This narrative no longer used.**

Text: Response to the request for financial statement received from the state of _____ on _____.

Screen: Field: Entry: Flag: Status:

Process: **INTER**   Number: **101**   **This narrative no longer used.**

Text: Interstate Transmittal #3, request for financial statement, received from the state of _____ on _____.

Screen: Field: Entry: Flag: Status:

Process: **INTER**   Number: **102**   **This narrative no longer used.**

Text: Response to the request for financial statement sent to the local IV-D office in the state of _____.

Screen: Field: Entry: Flag: Status:

Process: **INTER**   Number: **103**   **This narrative no longer used.**

Text: Response to the request for financial statement sent to the Interstate Central Registry in the state of _____.

Screen: Field: Entry: Flag: Status:

Process: **INTER**   Number: **104**   **This narrative no longer used.**

Text: Interstate Transmittal #3, request for payment records, sent to the local IV-D office in the state of _____.

Screen: Field: Entry: Flag: Status:

Process: **INTER**   Number: **105**   **This narrative no longer used.**

Text: Interstate Transmittal #3, request for payment records, sent to the Interstate Central Registry in the state of _____.

Screen: Field: Entry: Flag: Status:

Process: **INTER**   Number: **106**   **This narrative no longer used.**

Text: Because of no response to the previous request, an additional request for payment records was sent to the local IV-D office in the state of _____.

Screen: Field: Entry: Flag: Status:

Process: **INTER**   Number: **107**   **This narrative no longer used.**

Text: Because of no response to the previous request, an additional request for payment records was sent to the Interstate Central Registry in the state of _____.

Screen: Field: Entry: Flag: Status:

Process: **INTER**   Number: **108**   **This narrative no longer used.**

Text: Response to request for payment records was received from the state of _____ on _____.

Screen: Field: Entry: Flag: Status:

Process: **INTER**   Number: **109**   **This narrative no longer used.**

Text: Interstate Transmittal #3, request for payment records, received from the state of _____ on _____.

Screen: Field: Entry: Flag: Status:

Process: **INTER**   Number: **110**   **This narrative no longer used.**

Text: Response to the request for payment records was sent to the local IV-D office in the state of _____.

Screen: Field: Entry: Flag: Status:

Process: **INTER**   Number: **111**   **This narrative no longer used.**
Text: Response to the request for payment records was sent to the Interstate Central Registry in the state of _____.
Screen: Field: Entry: Flag: Status:

Process: **INTER**   Number: **112**   **This narrative no longer used.**
Text: Transmittal #3, request for other copies, was sent to the local IV-D office in the state of _____.
Screen: Field: Entry: Flag: Status:

Process: **INTER**   Number: **113**   **This narrative no longer used.**
Text: Transmittal #3, request for other copies, was sent to the Interstate Central Registry in the state of _____.
Screen: Field: Entry: Flag: Status:

Process: **INTER**   Number: **114**   **This narrative no longer used.**
Text: Because of no response to the previous request, an additional request for other copies was sent to the local IV-D office in the state of _____.
Screen: Field: Entry: Flag: Status:

Process: **INTER**   Number: **115**   **This narrative no longer used.**
Text: Because of no response to the previous request, and additional request for other copies was sent to the Interstate Central Registry of the state of _____.
Screen: Field: Entry: Flag: Status:

Process: **INTER**   Number: **116**   **This narrative no longer used.**
Text: Response to the request for other copies received from the state of _____ on _____.
Screen: Field: Entry: Flag: Status:

Process: **INTER**   Number: **117**   **This narrative no longer used.**
Text: Interstate Transmittal #3, request for other copies, received from the state of _____ on _____.
Screen: Field: Entry: Flag: Status:

Process: **INTER**   Number: **118**   **This narrative no longer used.**
Text: Response to request for other copies sent to the local IV-D office in the state of _____.
Other information: *(Worker-entered text)*
Screen: Field: Entry: Flag: Status:

Process: **INTER**   Number: **119**   **This narrative no longer used.**

Text: Response to request for other copies sent to the Interstate Central Registry of the state of _____. Other information: *(Worker-entered text)*

Screen: Field: Entry: Flag: Status:

Process: **INTER**   Number: **120**   **This narrative no longer used.**

Text: Interstate Transmittal #3, request for service of process, sent to the local IV-D office in the state of _____.

Screen: Field: Entry: Flag: Status:

Process: **INTER**   Number: **121**   **This narrative no longer used.**

Text: Interstate Transmittal #3, request for service of process, sent to the Interstate Central Registry of the state of _____.

Screen: Field: Entry: Flag: Status:

Process: **INTER**   Number: **122**   **This narrative no longer used.**

Text: Because of no response to the previous request, an additional request for service of process was sent to the local IV-D office in the state of _____.

Screen: Field: Entry: Flag: Status:

Process: **INTER**   Number: **123**   **This narrative no longer used.**

Text: Because of no response to the previous request, an additional request for service of process was sent to the Interstate Central Registry of the state of _____.

Screen: Field: Entry: Flag: Status:

Process: **INTER**   Number: **124**   **This narrative no longer used.**

Text: Response to request for service of process received from the state of _____ on _____.

Screen: Field: Entry: Flag: Status:

Process: **INTER**   Number: **125**   **This narrative no longer used.**

Text: Interstate Transmittal #3, request for service of process, received from the state of _____ on _____.

Screen: Field: Entry: Flag: Status:

Process: **INTER**   Number: **126**   **This narrative no longer used.**

Text: Response to request for service of process sent to the local IV-D office in the state of _____.

Screen: Field: Entry: Flag: Status:

Process: **INTER**   Number: **127**   **This narrative no longer used.**

Text: Response to request for service of process sent to the Interstate Central Registry for the state of _____.

Screen: Field: Entry: Flag: Status:

Process: **INTER**   Number: **128**   **This narrative no longer used.**

Text: Interstate Transmittal #3, request for genetic testing, sent to the local IV-D office in the state of _____.

Screen: Field: Entry: Flag: Status:

Process: **INTER**   Number: **129**   **This narrative no longer used.**

Text: Interstate Transmittal #3, request for genetic testing, sent to the Interstate Central Registry in the state of _____.

Screen: Field: Entry: Flag: Status:

Process: **INTER**   Number: **130**   **This narrative no longer used.**

Text: Because of no response to the previous request, an additional request for genetic testing was sent to the local IV-D office in the state of _____.

Screen: Field: Entry: Flag: Status:

Process: **INTER**   Number: **131**   **This narrative no longer used.**

Text: Because of no response to the previous request, an additional request for genetic testing was sent to the Interstate Central Registry of the state of _____.

Screen: Field: Entry: Flag: Status:

Process: **INTER**   Number: **132**   **This narrative no longer used.**

Text: Response to request for genetic testing received from the state of _____ on _____.

Screen: Field: Entry: Flag: Status:

Process: **INTER**   Number: **133**   **This narrative no longer used.**

Text: Interstate Transmittal #3, request for genetic testing, received from the state of _____ on _____.

Screen: Field: Entry: Flag: Status:

Process: **INTER**   Number: **134**   **This narrative no longer used.**

Text: Response to request for genetic testing sent to the local IV-D office in the state of _____.

Screen: Field: Entry: Flag: Status:

Process: **INTER**   Number: **135**   **This narrative no longer used.**

Text: Response to request for genetic testing sent to the Interstate Central Registry in the state of _____.

Screen: Field: Entry: Flag: Status:

Process: **INTER**   Number: **136**   **This narrative no longer used.**

Text: Interstate Transmittal #3, request for interrogatories, sent to the local IV-D office in the state of _____.

Screen: Field: Entry: Flag: Status:

Process: **INTER**   Number: **137**   **This narrative no longer used.**

Text: Interstate Transmittal #3, request for interrogatories, sent to the Interstate Central Registry in the state of _____.

Screen: Field: Entry: Flag: Status:

Process: **INTER**   Number: **138**   **This narrative no longer used.**

Text: Because of no response to the previous request, an additional request for interrogatories was sent to the local IV-D office in the state of _____.

Screen: Field: Entry: Flag: Status:

Process: **INTER**   Number: **139**   **This narrative no longer used.**

Text: Because of no response to the previous request, an additional request for interrogatories was sent to the Interstate Central Registry of the state of _____.

Screen: Field: Entry: Flag: Status:

Process: **INTER**   Number: **140**   **This narrative no longer used.**

Text: Response to request for interrogatories received from the state of _____ on _____.

Screen: Field: Entry: Flag: Status:

Process: **INTER**   Number: **141**   **This narrative no longer used.**

Text: Interstate Transmittal #3, request for interrogatories, received from the state of _____ on _____.

Screen: Field: Entry: Flag: Status:

Process: **INTER**   Number: **142**   **This narrative no longer used.**

Text: Response to request for interrogatories sent to the local IV-D office in the state of _____.

Screen: Field: Entry: Flag: Status:

Process: **INTER**   Number: **143**   **This narrative no longer used.**

Text: Response to request for interrogatories sent to the Interstate Central Registry in the state of _____.

Screen: Field: Entry: Flag: Status:

Process: **INTER**   Number: **144**   **This narrative no longer used.**

Text: Interstate Transmittal #3, request for teleconference, sent to the local IV-D office in the state of _____.

Screen: Field: Entry: Flag: Status:

Process: **INTER**   Number: **145**   **This narrative no longer used.**

Text: Interstate Transmittal #3, request for teleconference, sent to the Interstate Central Registry in the state of _____.

Screen: Field: Entry: Flag: Status

Process: **INTER**   Number: **146**   **This narrative no longer used.**

Text: Because of no response to the previous request, an additional request for teleconference was sent to the local IV-D office in the state of _____.

Screen: Field: Entry: Flag: Status:

Process: **INTER**   Number: **147**   **This narrative no longer used.**

Text: Because of no response to the previous request, an additional request for teleconference was sent to the Interstate Central Registry of the state of _____.

Screen: Field: Entry: Flag: Status:

Process: **INTER**   Number: **148**   **This narrative no longer used.**

Text: Response to request for teleconference received from the state of _____ on _____.

Screen: Field: Entry: Flag: Status:

Process: **INTER**   Number: **149**   **This narrative no longer used.**

Text: Interstate Transmittal #3, request for teleconference, received from the state of _____ on _____.

Screen: Field: Entry: Flag: Status:

Process: **INTER**   Number: **150**   **This narrative no longer used.**

Text: Response to request for teleconference sent to the local IV-D office in the state of _____.

Screen: Field: Entry: Flag: Status:

Process: **INTER**   Number: **151**   **This narrative no longer used.**

Text: Response to request for teleconference sent to the Interstate Central Registry in the state of _____.

Screen: Field: Entry: Flag: Status:

Process: **INTER**   Number: **152**   **This narrative no longer used.**

Text: Interstate Transmittal #3, request for proof of income, sent to the local IV-D office in the state of _____.

Screen: Field: Entry: Flag: Status:

Process: **INTER**   Number: **153**   **This narrative no longer used.**

Text: Interstate Transmittal #3, request for proof of income, sent to the Interstate Central Registry in the state of _____.

Screen: Field: Entry: Flag: Status:

Process: **INTER**   Number: **154**   **This narrative no longer used.**

Text: Because of no response to the previous request, an additional request for proof of income was sent to the local IV-D office in the state of _____.

Screen: Field: Entry: Flag: Status:

Process: **INTER**   Number: **155**   **This narrative no longer used.**

Text: Because of no response to the previous request, an additional request for proof of income was sent to the Interstate Central Registry of the state of _____.

Screen: Field: Entry: Flag: Status:

Process: **INTER**   Number: **156**   **This narrative no longer used.**

Text: Response to request for proof of income received from the state of _____ on _____.

Screen: Field: Entry: Flag: Status:

Process: **INTER**   Number: **157**   **This narrative no longer used.**

Text: Interstate Transmittal #3, request for proof of income, received from the state of _____ on _____.

Screen: Field: Entry: Flag: Status:

Process: **INTER**   Number: **158**   **This narrative no longer used.**

Text: Response to request for proof of income sent to the local IV-D office in the state of _____.

Screen: Field: Entry: Flag: Status:

Process: **INTER**   Number: **159**   **This narrative no longer used.**

Text: Response to request for proof of income sent to the Interstate Central Registry in the state of _____.

Screen: Field: Entry: Flag: Status:

Process: **INTER**   Number: **160**   **This narrative no longer used.**

Text: Interstate Transmittal #3, request for party signature, sent to the local IV-D office in the state of _____.

Screen: Field: Entry: Flag: Status:

Process: **INTER**   Number: **161**   **This narrative no longer used.**

Text: Interstate Transmittal #3, request for party signature, sent to the Interstate Central Registry in the state of _____.

Screen: Field: Entry: Flag: Status:

Process: **INTER**   Number: **162**   **This narrative no longer used.**

Text: Because of no response to the previous request, an additional request for party signature was sent to the local IV-D office in the state of _____.

Screen: Field: Entry: Flag: Status:

Process: **INTER**   Number: **163**   **This narrative no longer used.**

Text: Because of no response to the previous request, an additional request for party signature was sent to the Interstate Central Registry of the state of _____.

Screen: Field: Entry: Flag: Status:

Process: **INTER**   Number: **164**   **This narrative no longer used.**

Text: Response to request for party signature received from the state of _____ on _____.

Screen: Field: Entry: Flag: Status:

Process: **INTER**   Number: **165**   **This narrative no longer used.**

Text: Interstate Transmittal #3, request for party signature, received from the state of _____ on _____.

Screen: Field: Entry: Flag: Status:

Process: **INTER**   Number: **166**   **This narrative no longer used.**

Text: Response to request for party signature sent to the local IV-D office in the state of _____.

Screen: Field: Entry: Flag: Status:

Process: **INTER**   Number: **167**   **This narrative no longer used.**

Text: Response to request for party signature sent to the Interstate Central Registry in the state of _____.

Screen: Field: Entry: Flag: Status:

Process: **INTER**   Number: **168**   **This narrative no longer used.**

Text: Interstate Transmittal #3 sent to the local IV-D office in the state of _____ requesting *(Worker-entered text)*

Screen: Field: Entry   Flag: Status:

Process: **INTER**   Number: **169**   **This narrative no longer used.**

Text: Interstate Transmittal #3 sent to the Interstate Central Registry in the state of _____ requesting *(Worker-entered text)*

Screen: Field: Entry: Flag: Status:

Process: **INTER**   Number: **170**   **This narrative no longer used.**

Text: Because of no response to the previous request, an additional Interstate Transmittal #3 was sent to the local IV-D office in the state of _____ requesting *(Worker-entered text)*

Screen: Field: Entry: Flag: Status:

Process: **INTER**   Number: **171**   **This narrative no longer used.**

Text: Because of no response to the previous request, an additional Interstate Transmittal #3 was sent to the Interstate Central Registry in the state of _____ requesting *(Worker-entered text)*

Screen: Field: Entry: Flag: Status:

Process: **INTER**   Number: **172**   **This narrative no longer used.**

Text: Response to Interstate Transmittal #3 requesting "other" was received from the state of _____ on _____.

Screen: Field: Entry: Flag: Status:

Process: **INTER**   Number: **173**   **This narrative no longer used.**

Text: Interstate Transmittal #3 requesting "other" received from the state of _____ on _____. Requested the following: *(Worker-entered text)*

Screen: Field: Entry: Flag: Status:

Process: **INTER**   Number: **174**   **This narrative no longer used.**

Text: Response to Interstate Transmittal #3 request sent to the local IV-D office in the state of _____. Provided the following: *(Worker-entered text)*

Screen: Field: Entry: Flag: Status:

Process: **INTER**   Number: **175**   **This narrative no longer used.**

Text: Response to Interstate Transmittal #3 request sent to the Interstate Central Registry in the state of _____. Provided the following: *(Worker-entered text)*

Screen:	Field:	Entry:	Flag:	Status:

Process: **INTER**   Number: **176**   **This narrative no longer used.**

Text: CSRU has requested interstate information from _____.

Screen:	Field::	Entry:	Flag:	Status:

Process: **INTER**   Number: **177**   **This narrative no longer used.**

Text: Because of no response to the previous request, CSRU has made an additional request for interstate information from _____.

Screen:	Field:	Entry:	Flag:	Status:

Process: **INTER**   Number: **178**   **This narrative no longer used.**

Text: CSRU received interstate information from _____.

Screen:	Field::	Entry:	Flag:	Status:

Process: **INTER**   Number: **179**   **This narrative no longer used.**

Text: CSRU has forwarded interstate information to _____.

Screen:	Field:	Entry:	Flag:	Status:

Process: **INTER**   Number: **188**

Text: Interstate acknowledgement received through CSEet - ___ for referral. Additional information is needed to proceed for other state's case id _____.

Screen:	Field:	Entry:	Flag:	Status:
Batch	N/A	N/A	93	N/A

Process: **INTER**   Number: **189**

Text: Interstate acknowledgement received through CSEet - ___ for referral. No additional information is needed to proceed for other state's case id _____.

Screen:	Field:	Entry:	Flag:	Status:
Batch	N/A	N/A	94	N/A

Process: **INTER**   Number: **229**   **This narrative no longer used**

Text: *(Blank narrative to issue calendar flag 159)*

Screen:	Field:	Entry:	Flag:	Status:

Process: **INTER**   Number: **233**   **This narrative no longer used**

Text: A status generated to _____ to remind them that we have not received all of the documents needed to complete their interstate referral.

Screen:	Field:	Entry:	Flag:	Status:

Process: **INTER** Number: **242**

Text: A CSENET reminder was received from (state) for (function code). The reminder states that (state) has not received a response/acknowledgment to their interstate referral.

Screen:	Field:	Entry:	Flag:	Status:
Batch	None	None	143	None

Process: **INTER** Number: **244** **This narrative no longer used.**

Text: Worker plans to provide the following additional documents to _____ to complete the Interstate referral by _____: *(Worker-entered text)*

Screen:	Field:	Entry:	Flag:	Status:

Process: **INTER** Number: **257**

Text: Iowa FIPS code has been changed on the INTERSTA screen to: _____

Screen:	Field:	Entry:	Flag:	Status:
INTERST	FIPS	Valid Iowa FIPS code	N/A	40

Process: **INTER** Number: **268**

Text: Interstate reconciliation changed a case ID for ___ to an existing INTERSTATE screen. Old case ID was _____ New case ID is _____.

Screen:	Field:	Entry:	Flag:	Status:
Batch	None	None	N/A	N/A

Process: **INTER** Number: **269** **This narrative no longer used.**

Text: _____ contact was made with the state of _____ on _____. Received, requested, or provided the following information: *(Worker-entered text)*

Screen:	Field:	Entry:	Flag:	Status:

Process: **INTER** Number: **270** **This narrative no longer used.**

Text: Interstate case with the state of _____ bypassed for interstate tracking because: *(Worker-entered text)*

Screen:	Field:	Entry:	Flag:	Status:

Process: **INTER** Number: **271** **This narrative no longer used.**

Text: Interstate case with the state of _____ no longer bypassed for interstate tracking. Reason: *(Worker-entered text)*

Screen:	Field:	Entry:	Flag:	Status:

Process: **INTER** Number: **272** **This narrative no longer used.**

Text: *(Blank narrative to issue a calendar flag)*

Screen:	Field:	Entry:	Flag:	Status:

Process: **INTER**   Number: **275**   **This narrative no longer used.**

Text: Interstate Transmittal # 2 – Change IV-D Payee of Responding Tribunal Order sent to the local IV-D office in _____.

Field:		Entry:		Flag:		Status:

Screen:

Process: **INTER**   Number: **276**   **This narrative no longer used.**

Text: Interstate Transmittal # 2 – Change IV-D Payee of Responding Tribunal Order sent to the Interstate Central Registry in _____.

Screen:	Field:		Entry:		Flag:		Status:

Process: **INTER**   Number: **277**   **This narrative no longer used.**

Text: Interstate Transmittal # 2 – Change IV-D Payee of Responding Tribunal Order received from _____ on _____.

Screen:	Field:			Entry:	Flag:		Status:

Process: Number: **278**   **This narrative no longer used.**

Text: Interstate Transmittal # 2 – Redirect Payments to Obligee State sent to the local IV-D office in __.

Screen:	Field:			Entry:	Flag:		Status:

Process: **INTER**   Number: **279**   **This narrative no longer used.**

Text: Interstate Transmittal # 2 – Redirect Payments to Obligee State sent to the interstate central registry.in __.

Screen:	Field:		Entry:		Flag:		Status:

Process: **INTER**   Number: **280**   **This narrative no longer used.**

Text: Interstate Transmittal # 2 – Redirect Payments to Obligee State received from the state of __ on _____.

Screen:	Field:		Entry:		Flag:		Status:

Process: **INTER**   Number: **281**   **This narrative no longer used.**

Text: Interstate Transmittal #3 requesting lien assistance sent to the local IV-D office in __.

Screen:	Field:		Entry:		Flag:		Status:

Process: **INTER**   Number: **282**   **This narrative no longer used.**

Text: Interstate Transmittal # 3 requesting lien assistance sent to the interstate central registry in __.

Screen:	Field:		Entry:		Flag:		Status:

Process: **INTER**   Number: **283**   **This narrative no longer used.**

Text: Because of no response to the previous request, an additional request for lien assistance sent to the local IV-D office in ___.

Screen: Field: Entry: Flag: Status:

Process: **INTER**   Number: **284**   **This narrative no longer used.**

Text: Because of no response to the previous request, an additional request for lien assistance sent to the interstate central registry in ___.

Screen: Field: Entry: Flag: Status:

Process: **INTER**   Number: **285**   **This narrative no longer used.**

Text: Response to request for lien assistance received from ___.

Screen: Field: Entry: Flag: Status:

Process: **INTER**   Number: **286**   **This narrative no longer used.**

Text: Interstate Transmittal # 3 request for lien assistance received from ___ on _____.

Screen: Field: Entry: Flag: Status:

Process: **INTER**   Number: **287**   **This narrative no longer used.**

Text: Response to the request for lien assistance sent to the local IV-D office in ___.

Screen: Field: Entry: Flag: Status:

Process: **INTER**   Number: **288**   **This narrative no longer used.**

Text: Response to the request for lien assistance sent to the interstate central registry office in ___.

Screen: Field: Entry: Flag: Status:

Process: **INTER**   Number: **289**   **This narrative no longer used.**

Text: Interstate Transmittal # 3 requesting notice of DCO to be filed sent to the local IV-D office in ___.

Screen: Field: Entry: Flag: Status:

Process: **INTER**   Number: **290**   **This narrative no longer used.**

Text: Interstate Transmittal #3 requesting notice of DCO to be filed sent to the interstate Central Registry in ___.

Screen: Field: Entry: Flag: Status:

Process: **INTER**   Number: **291**   **This narrative no longer used.**

Text: Because of no response to the previous request, an additional request for the notice of DCO to be filed was sent to the local IV-D office in ___.

Screen: Field: Entry: Flag: Status:

Process: **INTER**   Number: **292**   **This narrative no longer used.**

Text: Because of no response to the previous request, an additional request for notice of DCO to be filed was sent to the interstate Central Registry in __.

Screen: Field: Entry: Flag: Status:

Process: **INTER**   Number: **293**   **This narrative no longer used.**

Text: Response to request for the notice of DCO to be filed received from __.

Screen: Field: Entry: Flag: Status:

Process: **INTER**   Number: **294**   **This narrative no longer used.**

Text: Interstate Transmittal # 3 request notice of DCO to be filed received from __ on _____.

Screen: Field: Entry: Flag: Status:

Process: **INTER**   Number: **295**   **This narrative no longer used.**

Text: Response to the request for notice of DCO to be filed sent to the local IV-D office in __.

Screen: Field: Entry: Flag: Status:

Process: **INTER**   Number: **296**   **This narrative no longer used.**

Text: Response to the request for notice of DCO to be filed sent to the interstate central registry in __.

Screen: Field: Entry: Flag: Status:

Process: **INTER**   Number: **297**   **This narrative no longer used**

Text: _____ sent to _____ for case ID _____ additional documents requested.

Screen: Field: Entry: Flag: Status:

Process: **INTER**   Number: **298**   **This narrative no longer used.**

Text: Additional documents to complete an interstate referral from _____. For case _____ have not been received in 30 days. A _____ has generated to _____.

Screen: Field: Entry: Flag: Status:

Process: **INTER**   Number: **299**   **This narrative no longer used.**

Text: Additional documents to complete an interstate referral from _____. For case _____ have not been received in 30 days. A _____ has generated to _____.

Screen: Field: Entry: Flag: Status:

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Process: **INTER**   Number: **300**   **This narrative no longer used.**

Text: Additional documents to complete an interstate referral from

_____. For case _____ have not been received in 30 days. A _____ has generated to _____.

Screen: Field: Entry: Flag: Status:

Process: **INTER**   Number: **302**   **This narrative no longer used**

Text: Acknowledgement for limited services referral has been sent to __ for the other states' case ID _____. No additional documents were requested.

Screen: Field: Entry: Flag: Status:

Process: **INTER**   Number: **303**   **This narrative no longer used**

Text: Acknowledgement for limited service referral has been sent to __ for the other state's case ID _____. The following additional documents were requested.

Screen: Field: Entry: Flag: Status:

Process: **INTER**   Number: **304**   **This narrative no longer used**

Text: Form 470-4306 was sent to the _____.

Screen: Field: Entry: Flag: Status:

Process: **INTER**   Number: **306**   **This narrative no longer used.**

Text: Status request sent to the _____ in ____. Requested the following.

_____

Screen: Field: Entry: Flag: Status:

Process: **INTER**   Number: **307**   **This narrative no longer used.**

Text: Status request sent to the _____ in _____.

Screen: Field: Entry: Flag: Status:

Process: **INTER**   Number: **308**   **This narrative no longer used.**

Text: Because of no response to previous request, additional status sent to the _____ in _____. Requested the following information

_____

Screen: Field: Entry: Flag: Status:

Process: **INTER**   Number: **309**   **This narrative no longer used.**

Text: Because of no response to the previous request, additional status sent to the _____. in _____.

Screen: Field: Entry: Flag: Status:

Process: **INTER**   Number: **310**   **This narrative no longer used.**
Text: Interstate Transmittal # 2 regenerated to the _____ in _____
for the purpose of _____. The following information requested:
_____

Screen:	Field:	Entry:	Flag:	Status:

Process: **INTER**   Number: **311**   **This narrative no longer used.**
Text: Interstate Transmittal # 2 regenerated to the _____ in
_____ for the purpose of _____. The following information
requested: _____

_____

Screen:	Field:	Entry:	Flag:	Status:

Process: **INTER**   Number: **312**   **This narrative no longer used.**
Text: Response to status request received from _____ on _____
information provided.

Screen:	Field:	Entry:	Flag:	Status:

Process: **INTER**   Number: **313**   **This narrative no longer used.**
Text: Status request received from _____ on _____. Requested the
following
_____

Screen:	Field:	Entry:	Flag:	Status:

Process: **INTER**   Number: **314**   **This narrative no longer used.**
Text: Response to status request sent to the _____ in _____. The
following response was provided:
_____

Screen:	Field:	Entry:	Flag:	Status:

Process: **INTER**   Number: **315**   **This narrative no longer used.**
Text: Response to status request sent to the _____ in _____.

Screen:	Field:	Entry:	Flag:	Status:

Process: **INTER**   Number: **316**   **This narrative no longer used.**
Text: Interstate Transmittal # 2 sent to the _____ in _____. Requested the
following: _____

_____

Screen:	Field:	Entry:	Flag:	Status:

Process: **INTER**   Number: **317**   **This narrative no longer used.**

Text: Because of no response to previous request, an additional interstate transmittal #2 sent to the _____ in _____. Requested the following: _____

_____

Screen:	Field:	Entry:	Flag:	Status:

Process: **INTER**   Number: **318**   **This narrative no longer used.**

Text: Response to interstate transmittal # 2 requesting 'other" received from _____ on _____. The following response was provided: _____

_____

Screen:	Field:	Entry:	Flag:	Status:

Process: **INTER**   Number: **319**   **This narrative no longer used.**

Text: Interstate transmittal # 2 requesting 'other; received from _____ on _____. Requested the following: _____

Screen:	Field:	Entry:	Flag:	Status:

Process: **INTER**   Number: **320**   **This narrative no longer used.**

Text: Response to interstate transmittal #2 request to the _____ in _____. Provided the following: _____

Screen:	Field:	Entry:	Flag:	Status:

Process: **INTER**   Number: **321**   **This narrative no longer used.**

Text: Response to interstate transmittal # 2 request sent to the _____ in _____.

Screen:	Field:	Entry:	Flag:	Status:

Process: **INTER**   Number: **322**   **This narrative no longer used.**

Text: Status update sent to the _____ in _____. Provided the following information:

_____

Screen:	Field:	Entry:	Flag:	Status:

Process: **INTER**   Number: **323**   **This narrative no longer used.**

Text: Status update sent to the _____ in _____.

Screen:	Field:	Entry:	Flag:	Status:

Process: **INTER**   Number: **324**   **This narrative no longer used.**

Text: Interstate Transmittal # 2 regenerated to the _____ in _____.
For the purpose of _____, Providing the following information:
_____

_____
__
Screen: Field: Entry: Flag: Status:

Process: **INTER**   Number: **325**   **This narrative no longer used.**

Text: Interstate Transmittal # 2 regenerated to the _____ in _____
for the purposes of _____.
Screen: Field: Entry: Flag: Status:

Process: **INTER**   Number: **326**   **This narrative no longer used.**

Text: Status update received from _____ on _____. The following
information was provided: _____
Screen: Field: Entry: Flag: Status:

Process: **INTER**   Number: **327**   **This narrative no longer used.**
Text: Notice of hearing sent to the _____ in _____. Provided the
following: _____
Screen: Field: Entry: Flag: Status:

Process: **INTER**   Number: **328**   **This narrative no longer used.**
Text: Interstate Transmittal # 2 regenerated to the _____ in _____.
Provided the following information: _____
Screen: Field: Entry: Flag: Status:

Process: **INTER**   Number: **329**   **This narrative no longer used.**
Text: Notice of hearing received from _____ on _____ for
_____
Screen: Field: Entry: Flag: Status:

Process: **INTER**   Number: **330**   **This narrative no longer used.**
Text: Interstate Transmittal #2 – Document Filed – sent to the _____in
_____.
Screen: Field: Entry: Flag: Status:

Process: **INTER**   Number: **331**   **This narrative no longer used.**
Text: Interstate Transmittal #2 – Document Filed – sent to the _____in
_____. Provided the following: _____

_____

Screen: Field: Entry: Flag: Status:

Process: **INTER**   Number: **332**   **This narrative no longer used.**
Text: Interstate Transmittal # 2 regenerated to the _____ in _____
for the purpose of _____. Provided the following information:
_____

_____

Screen: Field: Entry: Flag: Status:

Process: **INTER**   Number: **333**   **This narrative no longer used.**
Text: Interstate Transmittal # 2 regenerated to the _____ in _____.
Screen: Field: Entry: Flag: Status:

Process: **INTER**   Number: **334**   **This narrative no longer used.**
Text: Interstate Transmittal # 2 – Document Filed – received from _____.
Screen: Field: Entry: Flag: Status:

Process: **INTER**   Number: **335**   **This narrative no longer used.**
Text: Interstate Transmittal # 2 – Order Issued/Confirmed – sent to the _____ in
_____. Provided the following: _____
_____

Screen: Field: Entry: Flag: Status:

Process: **INTER**   Number: **336**   **This narrative no longer used.**
Text: Interstate Transmittal # 2 regenerated to the _____ in _____
for the purpose of _____. Provided the following information:
_____
_____

Screen: Field: Entry: Flag: Status:

Process: **INTER**   Number: **337**   **This narrative no longer used.**
Text: Interstate Transmittal # 2 – Order Issued/Confirmed – received from
_____ on _____.
Screen: Field: Entry: Flag: Status:

Process: **INTER**　　　Number: **338**　　　　　　　**This narrative no longer used.**
Text: Interstate Transmittal # 2 _ Notice of Arrears – sent to the _____ in
_____. Provided the following: _____
_____

Screen:	Field:	Entry:	Flag:	Status:

Process: **INTER**　　　Number: **339**　　　　　　　**This narrative no longer used.**
Text: Interstate Transmittal # 2 – Notice of Arrears – received from _____ on
_____.

Screen:	Field:	Entry:	Flag:	Status:

Process: **INTER**　　　Number: **340**　　　　　　　**This narrative no longer used.**
Text: Interstate Transmittal # 2 regenerated to the _____ in _____ for
the purpose of _____. Provided the following information _____
_____

Screen:	Field:	Entry:	Flag:	Status:

Process: **INTER**　　　Number: **341**
Text: Interstate Transmittal # 2 – Notice of Case Forwarding – sent to the _____ in
_____.

Screen:	Field:	Entry:	Flag:	Status:
INTERST2	NOTICE CASE FRWD	L or C	N/A	26

Process: **INTER**　　　Number: **342**
Text: Interstate Transmittal # 2 – Notice of Case Forwarding – sent to the _____ in
_____. Provided the following information: _____

Screen:	Field:	Entry:	Flag:	Status:
INTERST2	NOTICE CASE FRWD	L or C	N/A	N/A

Process: **INTER**　　　Number: **343**
Text: Interstate Transmittal # 2 regenerated to the _____ in _____ .
For the purpose of _____.

Screen:	Field:	Entry:	Flag:	Status:
INTERST2	NOTICE CASE FRWD	R	N/A	26

Process: **INTER**　　　Number: **344**
Text: Interstate Transmittal # 2 regenerated to the _____ in _____. For
the purpose of _____. Provided the following information: _____
_____

Screen:	Field:	Entry:	Flag:	Status:
INTERST2	NOTICE CASE FRWD	R	N/A	N/A

Process: **INTER**   Number: **345**   **This narrative no longer used.**

Text: Status request sent to the _____ in _____. Requested the
following_____

Screen:	Field:	Entry:	Flag:	Status:

Process: **INTER**   Number: **346**

Text: Interstate Transmittal # 2 – Notice of Case Forwarding – sent to _____ on
_____. The following information was provide*d: (Worker-entered text)*

Screen:	Field:	Entry:	Flag:	Status:
INTERST2	CASE FRWD TO ST	Valid two-letter state abbreviation and date	N/A	N/A

Process: **INTER**   Number: **347**   **This narrative no longer used.**

Text: Interstate Transmittal # 2 – Change of IV-D Payee of Responding Tribunal Order –
sent to the _____ in _____.

Screen:	Field:	Entry:	Flag:	Status:

Process: **INTER**   Number: **348**   **This narrative no longer used.**

Text: Interstate Transmittal # 2 – Change of IV-D Payee of Responding Tribunal Order –
sent to the _____ in _____. Provided the following information:
_____

Screen:	Field:	Entry:	Flag:	Status:

Process: **INTER**   Number: **349**   **This narrative no longer used.**

Text: Interstate Transmittal # 2 regenerated to the _____ in _____ for
the purpose of _____.

Screen:	Field:	Entry:	Flag:	Status:

Process: **INTER**   Number: **350**   **This narrative no longer used.**

Text: Interstate Transmittal # 2 regenerated to the _____ in _____ for
the purpose of _____. Provided the following information:

Screen:	Field:	Entry:	Flag:	Status:

Process: **INTER**   Number: **351**   **This narrative no longer used.**

Text: Interstate Transmittal # 2 – Redirect Payments to the Obligee State – sent to the
_____ in _____.

Screen:	Field:	Entry:.	Flag:	Status:

Process: **INTER**   Number: **352**   **This narrative no longer used.**

Text: Interstate Transmittal # 2 – Redirect Payments to the Obligee State – sent to the _____ in _____. The following information was provided: _____
_____

Screen:	Field:	Entry:	Flag:	Status:

Process: **INTER**   Number: **353**   **This narrative no longer used.**

Text: Interstate Transmittal # 2 regenerated to the _____ in _____ for the purpose of _____.

Screen:	Field:	Entry:	Flag:	Status:

Process: **INTER**   Number: **354**   **This narrative no longer used.**

Text: Interstate Transmittal # 2 regenerated to the _____ in _____ for the purpose of _____. Provided the following information:

Screen:	Field:	Entry:	Flag:	Status:

Process: **INTER**   Number: **355**

Text: Incoming CSENet Message from ___ saved on the MSGSUM screen. The other state case ID is _____.

Screen:	Field:	Entry:	Flag:	Status:
Batch	None	None	N/A	N/A

Process: **INTER**   Number: **356**

Text: CSENet Message sent to ___. Other states Case ID is _____.

Screen:	Field:	Entry:	Flag:	Status:
Batch	None	None	N/A	N/A

Process: **INTER**   Number: **357**   **This narrative no longer used.**

Text: Interstate Transmittal # 2 regenerated to the _____ in _____ for the purpose of _____. Requested the following information:
_____

Screen:	Field:	Entry:	Flag:	Status:

Process: **INTER**   Number: **358**   **This narrative no longer used.**

Text: Status request sent to the _____ in _____.

Screen:	Field:	Entry:	Flag:	Status:

Process: **INTER**   Number: **359**   **This narrative no longer used.**

Text: Response to status request sent to the _____ in _____. The following response was provided:

_____

Screen:	Field:	Entry:	Flag:	Status:

Process: **INTER**   Number: **360**   **This narrative no longer used.**

Text: Response to status request sent to the _____ in _____.

Screen:	Field:	Entry:	Flag:	Status:

Process: **INTER**   Number: **361**   **This narrative no longer used.**

Text: Status update sent to the _____ in _____. Provided the following information: _____

Screen:	Field:	Entry:	Flag:	Status:

Process: **INTER**   Number: **362**   **This narrative no longer used.**

Text: Status update sent to the _____ in _____. Provided the following information: _____

Screen:	Field:	Entry:	Flag:	Status:

Process: **INTER**   Number: **363**   **This narrative no longer used.**

Text: A date was entered in the DISMISSED/ENDED field on the INTERSTA screen to end the outgoing interstate action with _____ because

Screen:	Field:	Entry:	Flag:	Status:

Process: **INTER**   Number: **364**   **This narrative no longer used.**

Text: A date was entered in the DISMISSED/ENDED field on the INTERSTA screen to end the incoming interstate action with _____ because

Screen:	Field:	Entry:	Flag:	Status:

Process: **INTER**   Number: **365**

Text: Interstate action with _____ reopened because _____

_____

Screen:	Field:	Entry:	Flag:	Status:
INTERSTA	DISMISSED/ENDED	Remove date from field.	N/A	N/A

Process: **INTER**   Number: **366**

Text: SSN for payor sent to Alaska to match with permanent fund dividend (PFD) applicants.

Screen:	Field:	Entry:	Flag:	Status:
Batch	None	None	N/A	N/A

Process: **INTER**   Number: **367**

Text: Payor applied for Alaska Permanent Fund Dividend. Worker notified to determine if case should be referred for full enforcement or only to intercept PFD.

Screen:	Field:	Entry:	Flag:	Status:
Batch	None	None	N/A	N/A

Process: **INTER**   Number: **368**

Text: Response from Alaska shows payor did not apply for Alaska Permanent Fund Dividend (PFD) this year.

Screen:	Field:	Entry:	Flag:	Status:
Batch	None	None	N/A	N/A

Process: **INTER**   Number: **369**   **This narrative no longer used.**

Text: Status update sent to the state of _____.

Screen:	Field:	Entry:	Flag:	Status:

Process: **INTER**   Number: **370**

Text: The UIB ONLY field was changed from _ to _ because _____
_____.

Screen:	Field:	Entry:	Flag:	Status:
INTERSTA	UIB ONLY	Y or N	N/A	N/A

Process: **INTER**   Number: **371**

Text: Changed the TYPE field on the COURTORD screen from RO to __.

Screen:	Field:	Entry:	Flag:	Status:
COURTORD	TYPE	Any entry other than RO.	N/A	N/A

Process: **INTER**   Number: **372**   **This narrative no longer used.**

Text: Interstate referral sent to the local office in _____
on _____ for _____.

Screen:	Field:	Entry:	Flag:	Status:

Process: **INTER**   Number: **373**

Text: Acknowledgement to interstate referral received from the local office in

_____ on _____ for _____

_____.

Screen:	Field:	Entry:	Flag:	Status:
INTERSTA	ACKNLDGMENT RCVD	L, plus and valid date	090	N/A

Process: **INTER**   Number: **374**

Text: Request for additional/repeated services received by the local office in

_____ on _____ for _____

Screen:	Field:	Entry:	Flag:	Status:
INTERSTA	LOC RCVING RFRAL	L	189	N/A

Process: **INTER**   Number: **375**

Text: Acknowledgment of request for additional services sent by the local office

_____ on _____ for _____

Screen:	Field:	Entry:	Flag:	Status:
INTERSTA	ACKNLDGMENT SENT	L	2	2

Process: **INTER**   Number: **377**

Text: Interstate referral sent to the local office in _____ on _____ for _____

Screen:	Field:	Entry:	Flag:	Status:
INTERSTA	LOC RCVING RFRAL	L	91	N/A
UIFSA	ACTION	Entry = SENT		
UIFSA	SENT date(s)	Valid Entry > Zero		

Process: **INTER**   Number: **378**

Text: Additional documents to complete an intergovernmental referral from

_____ for case _____ have not been received

in 30 days. A _____ was sent as a reminder.

Screen:	Field:	Entry:	Flag:	Status:
ACK	No entry in the DOC RECEIVED column	Blank	194	32

Process: **INTER**   Number: **379**

Text: Additional documents to complete an intergovernmental referral from _____ for case _____ have not been received in 30 days. A _____ was sent as a reminder.

Screen:	Field:	Entry:	Flag:	Status:
ACK	No entry in the DOC RECEIVED column	Blank	194	33

Process: **INTER**   Number: **380**

Text: Additional documents to complete an intergovernmental referral from _____ for case _____ have not been received in 30 days. A _____ was sent as a reminder.

Screen:	Field:	Entry:	Flag:	Status:
ACK	No entry in the DOC RECEIVED column	Blank	194	34

Process: **INTER**   Number: **381**

Text: Acknowledgment for limited services referral has been sent to _____ for the other state's case ID _____. No additional documents were requested.

Screen:	Field:	Entry:	Flag:	Status:
REFERRAL	LIMITED SERVICES ACKNOWLEDGE	A	N/A	N/A

Process: **INTER**   Number: **382**

Text: Acknowledgment for limited services referral has been sent to _____ for the other state's case ID _____. The following additional documents were requested. _____

Screen:	Field:	Entry:	Flag:	Status:
REFERRAL	LIMITED SERVICES ACKNOWLEDGE	M	N/A	N/A

Process: **INTER**   Number: **383**

Text: _____ sent for case ID _____ to _____. Additional documents requested. _____

Screen:	Field:	Entry:	Flag:	Status:
ACK	No entry in DOC RECEIVED field	Blank	N/A	N/A

Process: **INTER**   Number: **434**

Text: A status generated to _____ to remind them that we have not received all of the documents needed to complete their interstate referral.

Screen:	Field:	Entry:	Flag:	Status:
Batch	None	None	N/A	N/A

Process: **INTER**   Number: **435**

Text: Worker plans to provide the following additional documents to _____ to complete the interstate referral by _____.

Screen:	Field:	Entry:	Flag:	Status:
INTERSTA	ADDITIONAL DOCUMENTS PROVIDED	Valid date	149	37

Process: **INTER**   Number: **436**

Text: _____ contact was made with _____ on _____.
Received, requested, or provided the following information: _____
_____

Screen:	Field:	Entry:	Flag:	Status:
INTERSTA	OTHER ST CONTACT	T: Telephone contact E = E-mail contact F = Facsimile (Fax) contact N = CSENet contact	N/A	N/A

Process: **INTER**   Number: **438**

Text: STATUS UPDATE REQ/NTC SENT to the _____ in
_____. Requested the following: *(Worker-entered text)*

Screen:	Field:	Entry:	Flag:	Status:
INTERST2	STATUS UPDATE - REQ/NTC SENT column	L or C	195	N/A

Process: **INTER**   Number: **439**

Text: STATUS UPDATE REQ/NTC SENT to the _____ in
_____.

Screen:	Field:	Entry:	Flag:	Status:
INTERST2	STATUS UPDATE - REQ/NTC SENT column	L or C	195	27

Process: **INTER**   Number: **440**

Text: Because of no response to STATUS UPDATE REQ/NTC SENT, additional status sent to the
_____ in _____. Requested the following
information. *(Worker-entered text)*

Screen:	Field:	Entry:	Flag:	Status:
INTERST2	STATUS UPDATE - REQ/NTC SENT column	C or L, when counter is already 1 or greater	196	N/A

Process: **INTER**   Number: **441**

Text: Because of no response to STATUS UPDATE REQ/NTC SENT, additional status sent to the
_____ in _____.

Screen:	Field:	Entry:	Flag:	Status:
INTERST2	STATUS UPDATE - REQ/NTC SENT column	C or L, when counter is already 1 or greater	196	27

Process: **INTER**   Number: **442**

Text: STATUS UPDATE REQ/NTC SENT regenerated to the _____ in _____.
The following information requested: *(Worker-entered text)*

Screen:	Field:	Entry:	Flag:	Status:
INTERST2	STATUS UPDATE - REQ/NTC SENT column	R	N/A	N/A

Process: **INTER**   Number: **443**

Text: STATUS UPDATE REQ/NTC SENT regenerated to the _____ in _____.

Screen:	Field:	Entry:	Flag:	Status:
INTERST2	STATUS UPDATE - REQ/NTC SENT column	R	N/A	27

Process: **INTER**   Number: **444**

Text: Response to status update received from _____ on _____ information provided. *(Worker-entered text)*

Screen:	Field:	Entry:	Flag:	Status:
INTERST2	STATUS UPDATE - RESPONSE RECEIVED column	Valid date	197	N/A

Process: **INTER**   Number: **445**

Text: Response to status update received from _____ on _____, The following response was : *(Worker-entered text)*

Screen:	Field:	Entry:	Flag:	Status:
INTERST2	STATUS UPDATE – RESPONSE RECEIVED column	Valid date	199	N/A

Process: **INTER**   Number: **446**

Text: STATUS UPDATE REQ/NTC RECEIVED from _____ on _____.
The following information was requested. *(Worker-entered text)*

Screen:	Field:	Entry:	Flag:	Status:
INTERST2	STATUS UPDATE - REQ/NTC RECEIVED column	Valid date	198	N/A

Process: **INTER**   Number: **447**

Text: Response to STATUS UPDATE RESPONSE PROVIDED sent to the _____ in _____.

Screen:	Field:	Entry:	Flag:	Status:
INTERST2	STATUS UPDATE - RESPONSE PROVIDED column	Valid date	199	28

Process: **INTER**   Number: **448**

Text: NOTICE OF HEARING REQ/NTC SENT to the _____ in _____.

Screen:	Field:	Entry:	Flag:	Status:
INTERST2	NOTICE OF HEARING – REQ/NTC SENT column	L or C	N/A	N/A

Process: **INTER**   Number: **449**

Text: NOTICE OF HEARING REQ/NTC SENT regenerated to the _____ in _____.
Requested the following information: *(Worker-entered text)*

Screen:	Field:	Entry:	Flag:	Status:
INTERST2	NOTICE OF HEARING – REQ/NTC SENT column	R	N/A	N/A

Process: **INTER**   Number: **450**

Text: NOTICE OF HEARING REQ/NTC RECEIVED from _____ on _____.
Requested the following: *(Worker-entered text)*

Screen:	Field:	Entry:	Flag:	Status:
INTERST2	NOTICE OF HEARING – REQ/NTC RECEIVED column	Valid date	N/A	N/A

Process: **INTER**   Number: **451**

Text: DOCUMENT FILED - REQ/NTC SENT to the _____ in _____.
Provided the following: *(Worker-entered text)*

Screen:	Field:	Entry:	Flag:	Status:
INTERST2	DOCUMENT FILED – REQ/NTC SENT column	L or C	N/A	N/A

Process: **INTER**   Number: **452**

Text: DOCUMENT FILED - REQ/NTC SENT to the _____ in _____.

Screen:	Field:	Entry:	Flag:	Status:
INTERST2	DOCUMENT FILED – REQ/NTC SENT column	L or C	N/A	29

Process: **INTER**   Number: **453**

Text: DOCUMENT FILED - REQ/NTC SENT regenerated to the _____ in _____.

Screen:	Field:	Entry:	Flag:	Status:
INTERST2	DOCUMENT FILED – REQ/NTC SENT column	R	N/A	N/A

Process: **INTER**   Number: **454**

Text: DOCUMENT FILED – REQ/NTC RECEIVED from _____ on _____.

Screen:	Field:	Entry:	Flag:	Status:
INTERST2	DOCUMENT FILED – REQ/NTC RECEIVED column	Valid date	N/A	N/A

Process: **INTER**   Number: **455**

Text: ORDER ISSUED/CONFIRMED REQ/NTC SENT to the _____ in _____.
Provided the following: *(Worker-entered text)*

Screen:	Field:	Entry:	Flag:	Status:
INTERST2	ORDER ISSUED – REQ/NTC SENT column	L or C	N/A	N/A

Process: **INTER**   Number: **456**

Text: ORDER ISSUED/CONFIRMED REQ/NTC SENT regenerated to the _____ in _____.
Provided the following: *(Worker-entered text)*

Screen:	Field:	Entry:	Flag:	Status:
INTERST2	ORDER ISSUED – REQ/NTC SENT column	R	N/A	N/A

Process: **INTER**   Number: **457**

Text: ORDER ISSUED/CONFIRMED REQ/NTC RECEIVED from _____. on _____.
Requested the following: *(Worker-entered text)*

Screen:	Field:	Entry:	Flag:	Status:
INTERST2	ORDER ISSUED – REQ/NTC RECEIVED column	Valid date	N/A	N/A

Process: **INTER**   Number: **458**

Text: ARREARS CALC REQ/NTC SENT to the _____ in _____.
Requested the following: *(Worker-entered text)*

Screen:	Field:	Entry:	Flag:	Status:
INTERST2	ARREARS CALC – REQ/NTC SENT column	L or C	200	N/A

Process: **INTER**   Number: **459**

Text: ARREARS CALC REQ/NTC SENT regenerated to the _____ in _____.
Requested the following: *(Worker-entered text)*

Screen:	Field:	Entry:	Flag:	Status:
INTERST2	ARREARS CALC – REQ/NTC SENT column	R	N/A	N/A

Process: **INTER**　　　Number: **460**

Text: Because of no response to ARREARS CALC REQ/NTC SENT, additional status sent to the _____ in _____. Requested the following: *(Worker-entered text)*

Screen:	Field:	Entry:	Flag:	Status:
INTERST2	ARREARS CALC – REQ/NTC SENT column	C or L, when counter is already 1 or greater	202	N/A

Process: **INTER**　　　Number: **461**

Text: Response to ARREARS CALC received from _____ on _____ information provided:

Screen:	Field:	Entry:	Flag:	Status:
INTERST2	ARREARS CALC – REQ/NTC RECEIVED column	Valid date	201	N/A

Process: **INTER**　　　Number: **462**

Text: ARREARS CALC REQ/NTC RECEIVED from _____ on _____. The following information was requested: *(Worker-entered text)*

Screen:	Field:	Entry:	Flag:	Status:
INTERST2	ARREARS CALC – REQ/NTC RECEIVED column	Valid date	203	N/A

Process: **INTER**　　　Number: **463**

Text: ARREARS CALC RESPONSE PROVIDED to _____ in _____. Provided the following: *(Worker-entered text)*

Screen:	Field:	Entry:	Flag:	Status:
INTERST2	ARREARS CALC – RESPONSE PROVIDED column	Valid date	204	N/A

Process: **INTER**　　　Number: **464**

Text: DOCUMENT FILED REQ/NTC SENT regenerated to the _____ in _____.

Screen:	Field:	Entry:	Flag:	Status:
INTERST2	DOCUMENT FILED – REQ/NTC SENT column	R	N/A	29

Process: **INTER**　　　Number: **465**

Text: PAYMENT HISTORY REQ/NTC SENT to the _____ in _____. Provided the following: *(Worker-entered text)*

Screen:	Field:	Entry:	Flag:	Status:
INTERST2	PAYMENT HISTORY – REQ/NTC SENT	L or C	205	N/A

Process: **INTER**   Number: **466**

Text: Because of no response to PAYMENT HISTORY REQ/NTC SENT, additional status sent to the _____ in _____. Requested the following: *(Worker-entered text)*

Screen:	Field:	Entry:	Flag:	Status:
INTERST2	PAYMENT HISTORY – REQ/NTC SENT column	C or L, when counter is already 1 or greater	206	N/A

Process: **INTER**   Number: **467**

Text: PAYMENT HISTORY REQ/NTC SENT regenerated to the _____ in _____. Provided the following information: *(Worker-entered text)*

Screen:	Field:	Entry:	Flag:	Status:
INTERST2	PAYMENT HISTORY – REQ/NTC SENT column	R	N/A	N/A

Process: **INTER**   Number: **468**

Text: PAYMENT HISTORY RESPONSE RECEIVED from _____ on _____.

Screen:	Field:	Entry:	Flag:	Status:
INTERST2	PAYMENT HISTORY – RESPONSE RECEIVED column	Valid date	207	N/A

Process: **INTER**   Number: **469**

Text: PAYMENT HISTORY REQ/NTC RECEIVED from _____ on _____. Requested the following *(Worker-entered text)*

Screen:	Field:	Entry:	Flag:	Status:
INTERST2	PAYMENT HISTORY – REQ/NTC RECEIVED column	Valid date	208	N/A

Process: **INTER**   Number: **470**

Text: PAYMENT HISTORY RESPONSE PROVIDED sent to the _____ in _____. The following response was provided: *(Worker-entered text)*

Screen:	Field:	Entry:	Flag:	Status:
INTERST2	PAYMENT HISTORY – RESPONSE PROVIDED column	Valid date	209	N/A

Process: **INTER**   Number: **471**

Text: ARREARS BAL/INT REQ/NTC SENT to the _____ in _____. Provided the following information: *(Worker-entered text)*

Screen:	Field:	Entry:	Flag:	Status:
INTERST2	ARREARS BAL/INT – REQ/NTC SENT column	L or C	210	N/A

Process: **INTER**   Number: **472**

Text: ARREARS BAL/INT REQ/NTC SENT to the _____ in _____.

Screen:	Field:	Entry:	Flag:	Status:
INTERST2	ARREARS BAL/INT - REQ/NTC SENT column	L or C	210	N/A

Process: **INTER**   Number: **473**

Text: Because of no response to ARREARS BAL/INT REQ/NTC SENT additional status sent to the _____ in _____. Requested the following information: *(Worker-entered text)*

Screen:	Field:	Entry:	Flag:	Status:
INTERST2	ARREARS BAL/INT REQ/NTC SENT column	C or L, when counter is already 1 or greater	211	N/A

Process: **INTER**   Number: **474**

Text: Because of no response to ARREARS BAL/INT REQ/NTC SENT additional status sent to the _____ in _____.

Screen:	Field:	Entry:	Flag:	Status:
INTERST2	ARREARS BAL/INT REQ/NTC SENT column	C or L, when counter is already 1 or greater	211	N/A

Process: **INTER**   Number: **475**

Text: ARREARS BAL/INT REQ/NTC SENT regenerated to the _____ in _____. Provided the following information: *(Worker-entered text)*

Screen:	Field:	Entry:	Flag:	Status:
INTERST2	ARREARS BAL/INT REQ/NTC SENT column	R	N/A	N/A

Process: **INTER**   Number: **476**

Text: ARREARS BAL/INT REQ/NTC SENT regenerated to the _____ in _____.

Screen:	Field:	Entry:	Flag:	Status:
INTERST2	ARREARS BAL/INT REQ/NTC SENT column	R	N/A	N/A

Process: **INTER**   Number: **477**

Text: ARREARS BAL/INT RESPONSE RECEIVED from _____ on _____.

Screen:	Field:	Entry:	Flag:	Status:
INTERST2	ARREARS BAL/INT RESPONSE RECEIVED column	Valid date	212	N/A

Process: **INTER**   Number: **478**

Text: ARREARS BAL/INT REQ/NTC RECEIVED on _____ from _____.
Requested the following *(Worker-entered text)*

Screen:	Field:	Entry:	Flag:	Status:
INTERST2	ARREARS BAL/INT REQ/NTC RECEIVED column	Valid date	213	N/A

Process: **INTER**   Number: **479**

Text: ARREARS BAL/INT RESPONSE PROVIDED sent to the _____ in _____.
The following response was provided. *(Worker-entered text)*

Screen:	Field:	Entry:	Flag:	Status:
INTERST2	ARREARS BAL/INT RESPONSE PROVIDED column	Valid date	214	N/A

Process: **INTER**   Number: **480**

Text: ARREARS BAL/INT RESPONSE PROVIDED sent to the _____ in _____.

Screen:	Field:	Entry:	Flag:	Status:
INTERST2	ARREARS BAL/INT RESPONSE PROVIDED column	Valid date	214	N/A

Process: **INTER**   Number: **481**

Text: HEALTHCARE COVERAGE REQ/NTC SENT to the _____ in _____.
Provided the following: *(Worker-entered text)*

Screen:	Field:	Entry:	Flag:	Status:
INTERST2	HEALTHCARE COVERAGE – REQ/NTC SENT column	L or C	N/A	N/A

Process: **INTER**   Number: **482**

Text: HEALTHCARE COVERAGE REQ/NTC SENT to the _____ in _____.

Screen:	Field:	Entry:	Flag:	Status:
INTERST2	HEALTHCARE COVERAGE – REQ/NTC SENT column	L or C	N/A	59

Process: **INTER**   Number: **483**

Text: HEALTHCARE COVERAGE REQ/NTC SENT regenerated to the _____ in _____.
Requested the following: *(Worker-entered text)*

Screen:	Field:	Entry:	Flag:	Status:
INTERST2	HEALTHCARE COVERAGE – REQ/NTC SENT column	R	N/A	N/A

Process: **INTER**   Number: **484**

Text: HEALTHCARE COVERAGE REQ/NTC SENT regenerated to the _____ in _____.

Screen:	Field:	Entry:	Flag:	Status:
INTERST2	HEALTHCARE COVERAGE – REQ/NTC SENT column	R	N/A	59

Process: **INTER**   Number: **485**

Text: HEALTHCARE COVERAGE REQ/NTC RECEIVED on _____ from _____.
Requesting the following: *(Worker-entered text)*

Screen:	Field:	Entry:	Flag:	Status:
INTERST2	HEALTHCARE COVERAGE – REQ/NTC RECEIVED column	Valid date	N/A	N/A

Process: **INTER**   Number: **486**

Text: OFFSET NOTICE REQ/NTC SENT to the _____ in _____.
Provided the following *(Worker-entered text)*

Screen:	Field:	Entry:	Flag:	Status:
INTERST2	OFFSET NOTICE – REQ/NTC SENT column	L or C	N/A	N/A

Process: **INTER**   Number: **488**

Text: OFFSET NOTICE REQ/NTC SENT regenerated to the _____ in _____.
Provided the following *(Worker-entered text)*

Screen:	Field:	Entry:	Flag:	Status:
INTERST2	OFFSET NOTICE – REQ/NTC SENT column	R	N/A	55

Process: **INTER**   Number: **490**

Text: OFFSET NOTICE REQ/NTC RECEIVED on _____ from _____.
Requesting the following information: *(Worker-entered text)*

Screen:	Field:	Entry:	Flag:	Status:
INTERST2	OFFSET NOTICE – REQ/NTC RECEIVED column	Valid date	N/A	N/A

Process: **INTER**   Number: **491**

Text: NONDISCLOSURE REQ/NTC SENT to the _____ in _____.
Provided the following information: *(Worker-entered text)*

Screen:	Field:	Entry:	Flag:	Status:
INTERST2	NONDISCLOSURE - REQ/NTC SENT column	L or C	N/A	N/A

Process: **INTER**   Number: **492**

Text: NONDISCLOSURE REQ/NTC SENT regenerated to the _____ in _____.
Provided the following information: *(Worker-entered text)*

Screen:	Field:	Entry:	Flag:	Status:
INTERST2	NONDISCLOSURE - REQ/NTC SENT column	R	N/A	N/A

Process: **INTER**   Number: **493**

Text: NONDISCLOSURE REQ/NTC RECEIVED ON _____ in _____.
Provided the following: *(Worker-entered text)*

Screen:	Field:	Entry:	Flag:	Status:
INTESRT2	NONDISCLOSURE - REQ/NTC RECEIVED column	Valid date	N/A	N/A

Process: **INTER**   Number: **494**

Text: ADMIN REV/CONT DEBT REQ/NTC SENT to the _____ in _____.
Provided the following *(Worker-entered text)*

Screen:	Field:	Entry:	Flag:	Status:
INTERST2	ADMIN REV/CONT DEBT - REQ/NTC SENT column	L or C		N/A

Process: **INTER**   Number: **496**

Text: ADMIN REV/CONT DEBT - REQ/NTC SENT regenerated to the _____ in _____.

Screen:	Field:	Entry:	Flag:	Status:
INTERST2	ADMIN REV/CONT DEBT - REQ/NTC SENT column	R	N/A	N/A

Process: **INTER**   Number: **498**

Text: ADMIN REV/CONT DEBT REQ/NTC RECEIVED on _____ from _____.
Provided the following: *(Worker-entered text)*

Screen:	Field:	Entry:	Flag:	Status:
INTERST2	ADMIN REV/CONT DEBT - RECEIVED column	Valid date	N/A	N/A

Process: **INTER**   Number: **500**

Text: OTHER REQ/NTC SENT to the _____ in _____.

Screen:	Field:	Entry:	Flag:	Status:
INTERST2	OTHER REQ/NTC SENT column	L or C	220	N/A

Process: **INTER**   Number: **501**

Text: Because of no response to the OTHER REQ/NTC SENT, to the _____ in _____.

Screen:	Field:	Entry:	Flag:	Status:
INTERST2	OTHER REQ/NTC SENT column	C or L, when counter is already 1 or greater	221	N/A

Process: **INTER**   Number: **502**

Text: OTHER REQ/NTC SENT regenerated to the _____ in _____.
Provided the following information: *(Worker-entered text)*

Screen:	Field:	Entry:	Flag:	Status:
INTERST2	OTHER REQ/NTC SENT column	R	N/A	N/A

Process: **INTER**   Number: **503**

Text: OTHER RESPONSE RECEIVED _____ on _____.
Provided the following information: *(Worker-entered text)*

Screen:	Field:	Entry:	Flag:	Status:
INTERST2	OTHER RESPONSE RECEIVED column	Valid date	222	N/A

Process: **INTER**   Number: **504**

Text: OTHER REQ/NTC RECEIVED from _____ on _____.

Screen:	Field:	Entry:	Flag:	Status:
INTERST2	OTHER REQ/NTC RECEIVED column	Valid date	223	N/A

Process: **INTER**   Number: **505**

Text: OTHER RESPONSE PROVIDED sent to the _____ in _____.
The following response was provided: *(Worker-entered text)*

Screen:	Field:	Entry:	Flag:	Status:
INTERST2	OTHER – RESPONSE PROVIDED column	Valid date	224	N/A

Process: **INTER**   Number: **506**

Text: Request for copy of support order sent to the _____ in _____.

Screen:	Field:	Entry:	Flag:	Status:
INTERST3	COPY OF ORDER – RQST SENT column	L or C	29	36

Process: **INTER**   Number: **507**   **This narrative no longer used.**

Text: Received request to forward payments on _____ from _____.
Payments should be sent to FIPS _____.

Screen:	Field:	Entry:	Flag:	Status:

Process: **INTER**   Number: **508**

Text: Request for copy of support order regenerated to the _____ in _____.

Screen:	Field:	Entry:	Flag:	Status:
INTERST3	COPY OF ORDER – RQST SENT column	R	N/A	N/A

Process: **INTER**   Number: **509**   **This narrative no longer used.**

Text: Iowa responded to a request from _____ to forward payments to FIPS _____.

Screen:	Field:	Entry:	Flag:	Status:

Process: **INTER**   Number: **510**

Text: Because of no response to request for copy of support order, an additional request was sent to the _____ in _____.

Screen:	Field:	Entry:	Flag:	Status:
INTERST3	COPY OF ORDER – RQST SENT column	C or L, when counter is already 1 or greater	30	36

Process: **INTER**   Number: **511**

Text: Iowa sent request for payment forwarding on _____ to _____.

Screen:	Field:	Entry:	Flag:	Status:
INTERST3	IA REQU PYMT FROM OTHER STATE – RQST SENT column and SDU FIPS	Valid date and FIPS code	252	N/A

Process: **INTER**   Number: **512**

Text: Response to the request for copies of order received on _____ from _____.

Screen:	Field:	Entry:	Flag:	Status:
INTERST3	COPY OF ORDER – RESP RCVD column	Valid date	31	N/A

Process: **INTER**   Number: **513**

Text: Request for copies of orders received on _____ from _____.

Screen:	Field:	Entry:	Flag:	Status:
INTERST3	COPY OF ORDER - RQST RCVD column	Valid date	32	N/A

Process: **INTER**   Number: **514**

Text: Response to request for copies of order sent to the _____ in _____.

Screen:	Field:	Entry:	Flag:	Status:
INTERST3	COPY OF ORDER - RESP PRVD column	Valid date	33	N/A

Process: **INTER**   Number: **515**

Text: Response to the request for payment forwarding received on _____ from

_____.

Screen:	Field:	Entry:	Flag:	Status:
INTERST3	IA REQU PYMT FROM OTHER STATE – RESP RCVD	Valid date	253	N/A

Process: **INTER**   Number: **516**

Text: Request for certified copy of order sent to the _____ in _____.

Screen:	Field:	Entry:	Flag:	Status:
INTERST3	CERTIFIED ORDER – RQST SENT column	L or C	255	36

Process: **INTER**   Number: **518**

Text: Request for certified copy of order regenerated to the _____ in _____.

Screen:	Field:	Entry:	Flag:	Status:
INTERST3	CERTIFIED ORDER – RQST SENT column	R	N/A	N/A

Process: **INTER**   Number: **520**

Text: Because of no response to request for certified copy of order, an additional request was sent to the _____ in _____.

Screen:	Field:	Entry:	Flag:	Status:
INTERST3	CERTIFIED ORDER – RQST SENT column	C or L, when counter is already 1 or greater	256	36

Process: **INTER**   Number: **522**

Text: Response to the request for certified copy of order received on _____ from

_____.

Screen:	Field:	Entry:	Flag:	Status:
INTERST3	CERTIFIED ORDER – RESP RCVD column	Valid date	257	N/A

Process: **INTER**   Number: **523**

Text: Request for certified copy of order received on _____ from _____.

Screen:	Field:	Entry:	Flag:	Status:
INTERST3	CERTIFIED ORDER – RQST RCVD column	Valid date	258	N/A

Process: **INTER**   Number: **524**

Text: Response to request for certified copy of orders sent to the _____ in

_____.

Screen:	Field:	Entry:	Flag:	Status:
INTERST3	CERTIFIED ORDER – RESP PRVD column	Valid date	259	N/A

Process: **INTER**   Number: **526**

Text: Request for copy of payment record sent to the _____ in

_____.

Screen:	Field:	Entry:	Flag:	Status:
INTERST3	PYMT RECORD COPY – RQST SENT column	L or C	39	36

Process: **INTER**   Number: **528**

Text: Request for copy of payment record regenerated to the _____ in

_____.

Screen:	Field:	Entry:	Flag:	Status:
INTERST3	PYMT RECORD COPY – RQST SENT column	R	N/A	N/A

Process: **INTER**   Number: **530**

Text: Because of no response to request for copy of payment record, an additional request was sent to the _____ in _____.

Screen:	Field:	Entry:	Flag:	Status:
INTERST3	PYMT RECORD COPY – RQST SENT column	C or L, when counter is already 1 or greater	40	36

Process: **INTER**   Number: **532**

Text: Response to request for copy of payment record received on _____ from

_____.

Screen:	Field:	Entry:	Flag:	Status:
INTERST3	PYMT RECORD COPY – RESP RCVD column	Valid date	41	N/A

Process: **INTER**   Number: **533**

Text: Request for copy of payment record received on _____ from

_____.

Screen:	Field:	Entry:	Flag:	Status:
INTERST3	PYMT RECORD COPY – RQST RCVD column	Valid date	42	N/A

Process: **INTER**   Number: **534**

Text: Response to request for copy of payment record sent to the _____ in

_____.

Screen:	Field:	Entry:	Flag:	Status:
INTERST3	PYMT RECORD COPY – RESP PRVD column	Valid date	43	N/A

Process: **INTER**   Number: **536**

Text: Request for certified payment record sent to the _____ in

_____.

Screen:	Field:	Entry:	Flag:	Status:
INTERST3	CERT PYMT RECORD – RQST SENT column	L or C	225	36

Process: **INTER**   Number: **538**

Text: Request for certified payment record regenerated to the _____ in

_____.

Screen:	Field:	Entry:	Flag:	Status:
INTERST3	CERTIFIED PYMT RECORD – RQST SENT column	R	N/A	N/A

Process: **INTER**   Number: **540**

Text: Because of no response to request for certified payment record, an additional request was sent to the _____ in _____.

Screen:	Field:	Entry:	Flag:	Status:
INTERST3	CERT PYMT RECORD – RQST SENT column	C or L, when counter is already 1 or greater	226	36

Process: **INTER**   Number: **542**

Text: Response to request for certified copy of payment record received on _____ from _____.

Screen:	Field:	Entry:	Flag:	Status:
INTERST3	CERT PYMT RECORD – RESP RCVD column	Valid date	227	N/A

Process: **INTER**   Number: **543**

Text: Request for certified payment record received on _____ from

_____.

Screen:	Field:	Entry:	Flag:	Status:
INTERST3	CERT PYMT RECORD – RQST RCVD column	Valid date	228	N/A

Process: **INTER**   Number: **544**

Text: Response to request for certified payment records sent to the _____ in

_____.

Screen:	Field:	Entry:	Flag:	Status:
INTERST3	CERT PYMT RECORD – RESP PRVD column	Valid date	229	N/A

Process: **INTER**   Number: **546**

Text: Request for service or process sent to the _____ in

_____.

Screen:	Field:	Entry:	Flag:	Status:
INTERST3	SERVICE PROCESS – RQST SENT column	C or L	49	42

Process: **INTER**   Number: **548**

Text: Request for service of process regenerated to the _____ in

_____.

Screen:	Field:	Entry:	Flag:	Status:
INTERST3	SERVICE PROCESS – RQST SENT column	R		N/A

Process: **INTER**   Number: **550**

Text: Because of no response to request for service of process, an additional request was sent to the _____ in _____.

Screen:	Field:	Entry:	Flag:	Status:
	SERVICE PROCESS – RQST SENT column	C or L, when counter is already 1 or greater	50	42

Process: **INTER**   Number: **552**

Text: Response to request for service of process received on _____ from

_____.

Screen:	Field:	Entry:	Flag:	Status:
INTERST3	SERVICE PROCESS – RESP RCVD column	Valid date	51	N/A

Process: **INTER**   Number: **553**

Text: Request for service of process received on _____ from

_____.

Screen:	Field:	Entry:	Flag:	Status:
	SERVICE PROCESS – RQST RCVD column	Valid date	52	N/A

Process: **INTER**   Number: **554**

Text: Response to request for service of process was sent to the _____ in

_____.

Screen:	Field:	Entry:	Flag:	Status:
INTERST3	SERVICE PROCESS – RESP PRVD column	Valid date	53	N/A

Process: **INTER**   Number: **556**

Text: Request for genetic testing sent to the _____ in

_____.

Screen:	Field:	Entry:	Flag:	Status:
INTERST3	GENETIC TESTING – RQST SENT column	C or L	54	43

Process: **INTER**   Number: **558**

Text: Request for genetic testing regenerated to the _____ in

_____.

Screen:	Field:	Entry:	Flag:	Status:
INTERST3	GENETIC TESTING – RQST SENT column	R	N/A	N/A

Process: **INTER**   Number: **560**

Text: Because of no response to the request for genetic testing, an additional request was sent to the _____ in _____.

Screen:	Field:	Entry:	Flag:	Status:
INTERST3	GENETIC TESTING – RQST SENT column	C or L, when counter is already 1 or greater	55	43

Process: **INTER**   Number: **562**

Text: Response to request genetic testing received on _____ from

_____.

Screen:	Field:	Entry:	Flag:	Status:
INTERST3	GENETIC TESTING – RESP RCVD column	Valid date	56	N/A

Process: **INTER**   Number: **563**

Text: Request for genetic testing received on _____ from

_____.

Screen:	Field:	Entry:	Flag:	Status:
INTERST3	GENETIC TESTING – RQST RCVD column	Valid date	57	N/A

Process: **INTER**   Number: **564**

Text: Response to the request for genetic testing was sent to the _____ in

_____.

Screen:	Field:	Entry:	Flag:	Status:
INTERST3	GENETIC TESTING – RQST SENT column	Valid date	58	N/A

Process: **INTER**   Number: **566**

Text: Request for teleconference sent to the _____ in

_____.

Screen:	Field:	Entry:	Flag:	Status:
INTERST3	TELECONFERENCE – RQST SENT column	L or C	64	45

Process: **INTER**   Number: **568**

Text: Request for teleconference regenerated to the _____ in

_____.

Screen:	Field:	Entry:	Flag:	Status:
INTERST3	TELECONFERENCE – RQST SENT column	R	N/A	N/A

Process: **INTER**   Number: **570**

Text: Because of no response to the request for teleconference, an addition request was sent to the _____ in _____.

Screen:	Field:	Entry:	Flag:	Status:
INTERST3	TELECONFERENCE – RQST SENT column	C or L, when counter is already 1 or greater	65	45

Process: **INTER**   Number: **572**

Text: Response to the request for teleconference received on _____ from

_____.

Screen:	Field:	Entry:	Flag:	Status:
INTERST3	TELECONFERENCE – RESP RCVD column	Valid date	66	N/A

Process: **INTER**   Number: **573**

Text: Request for teleconference received on _____ from

_____.

Screen:	Field:	Entry:	Flag:	Status:
INTERST3	TELECONFERENCE – RQST RCVD column	Valid date	67	N/A

Process: **INTER**   Number: **574**

Text: Response to the request for teleconference was sent to the _____ in

_____.

Screen:	Field:	Entry:	Flag:	Status:
INTERST3	TELECONFERENCE – RESP PRVD column	Valid date	68	N/A

Process: **INTER**   Number: **576**

Text: Request for admin review sent to the _____ in

_____.

Screen:	Field:	Entry:	Flag:	Status:
INTERST3	ADMIN REVIEW – RQST SENT column	L or C	230	N/A

Process: **INTER**   Number: **577**

Text: Request for admin review regenerated to the _____ in

_____.

Screen:	Field:	Entry:	Flag:	Status:
INTERST3	ADMIN REVIEW – RQST SENT column	R	N/A	N/A

Process: **INTER**   Number: **578**

Text: Because no response to the request for admin review, an additional request was sent to the _____ in _____.

Screen:	Field:	Entry:	Flag:	Status:
INTERST3	ADMIN REVIEW – RQST SENT column	C or L, when counter is already 1 or greater	231	N/A

Process: **INTER**   Number: **579**

Text: Response to request for admin review received on _____ from

_____.

Screen:	Field:	Entry:	Flag:	Status:
INTERST3	ADMIN REVIEW – RESP RCVD column	Valid date	232	N/A

Process: **INTER**   Number: **580**

Text: Request for admin review received on _____ from

_____.

Screen:	Field:	Entry:	Flag:	Status:
INTERST3	ADMIN REVIEW – RQST RCVD column	Valid date	233	N/A

Process: **INTER**   Number: **581**

Text: Response to the request for admin review was sent to the _____ in

_____.

Screen:	Field:	Entry:	Flag:	Status:
INTERST3	ADMIN REVIEW – RESP PRVD column	Valid date	234	N/A

Process: **INTER**   Number: **582**

Text: Request for discovery was sent to the _____ in

_____.

Screen:	Field:	Entry:	Flag:	Status:
INTERST3	DISCOVERY – RQST SENT column	L or C	235	N/A

Process: **INTER**   Number: **583**

Text: Request for discovery regenerated to the _____ in

_____.

Screen:	Field:	Entry:	Flag:	Status:
INTERST3	DISCOVERY – RQST SENT column	R		N/A

Process: **INTER**   Number: **584**

Text: Because of no response to the request for discovery, an additional request was sent to
the _____ in _____.

Screen:	Field:	Entry:	Flag:	Status:
INTERST3	DISCOVERY – RESP PRVD column	C or L, when counter is already 1 or greater	236	N/A

Process: **INTER**   Number: **585**

Text: Response to request for discovery received on _____ from

_____.

Screen:	Field:	Entry:	Flag:	Status:
INTERST3	DISCOVERY – RESP RCVD column	Valid date	237	N/A

Process: **INTER**   Number: **586**

Text: Request for discovery was received on _____ from

_____.

Screen:	Field:	Entry:	Flag:	Status:
INTERST3	DISCOVERY – RQST RCVD column	Valid date	238	N/A

Process: **INTER**   Number: **587**

Text: Response to request for discovery was sent to the _____ in

_____.

Screen:	Field:	Entry:	Flag:	Status:
INTERST3	DISCOVERY – RESP PRVD column	Valid date	239	N/A

Process: **INTER**   Number: **588**

Text: Request for AEI sent to the _____ in _____.

Screen:	Field:	Entry:	Flag:	Status:
INTERST3	AEI – RQST SENT column	L or C	240	N/A

Process: **INTER**   Number: **589**

Text: Request for AEI regenerated to the _____ in

_____.

Screen:	Field:	Entry:	Flag:	Status:
INTERST3	AEI – RQST SENT column	R	N/A	N/A

Process: **INTER**   Number: **590**

Text: Because of no response to the request for AEI, an additional request was sent to the
_____ in _____.

Screen:	Field:	Entry:	Flag:	Status:
INTERST3	AEI – RQST SENT column	C or L, when counter is already 1 or greater	241	N/A

Process: **INTER**   Number: **591**

Text: Response to request for AEI received pm _____ from

_____.

Screen:	Field:	Entry:	Flag:	Status:
INTERST3	AEI – RESP RCVD column	Valid date	242	N/A

Process: **INTER**   Number: **592**

Text: Request for AEI received on _____ from

_____.

Screen:	Field:	Entry:	Flag:	Status:
INTERST3	AEI – RQST RCVD column	Valid date	243	N/A

Process: **INTER**   Number: **593**

Text: Response to request for AEI was sent to the _____ in

_____.

Screen:	Field:	Entry:	Flag:	Status:
INTERST3	AEI – RESP PRVD column	Valid date	244	N/A

Process: **INTER**   Number: **594**

Text: Request for lien assistance sent to the _____ in
_____.

Screen:	Field:	Entry:	Flag:	Status:
INTERST3	LIEN ASSISTANCE – RQST SENT column	L or C	167	N/A

Process: **INTER**   Number: **595**

Text: Request for lien assistance regenerated to the _____ in _____.

Screen:	Field:	Entry:	Flag:	Status:
INTERST3	LIEN ASSISTANCE – RQST SENT column	R	N/A	N/A

Process: **INTER**   Number: **596**

Text: Because of no response to the request for lien assistance, an additional request was sent to the _____ in _____.

Screen:	Field:	Entry:	Flag:	Status:
INTERST3	LIEN ASSISTANCE – RQST SENT column	C or L, when counter is already 1 or greater	168	N/A

Process: **INTER**   Number: **597**

Text: Response to the request for lien assistance received on _____ from _____.

Screen:	Field:	Entry:	Flag:	Status:
INTERST3	LIEN ASSISTANCE – RESP PRVD column	Valid date	169	N/A

Process: **INTER**   Number: **598**

Text: Request for lien assistance received on _____ from _____.

Screen:	Field:	Entry:	Flag:	Status:
INTERST3	LIEN ASSISTANCE – RQST RCVD column	Valid date	170	N/A

Process: **INTER**   Number: **599**

Text: Response to the request for lien assistance sent to the _____ in _____.

Screen:	Field:	Entry:	Flag:	Status:
INTERST3	LIEN ASSISTANCE – RESP PRVD column	L or C	171	N/A

Process: **INTER**   Number: **600**

Text: Request for financial data/proof of income sent to the _____ in _____.

Screen:	Field:	Entry:	Flag:	Status:
INTERST3	FIN DATA/INC PROOF – RQST SENT column	L or C	245	41

Process: **INTER**   Number: **602**

Text: Request for financial data/proof of income regenerated to the ____ in _____.

Screen:	Field:	Entry:	Flag:	Status:
INTERST3	FIN DATA/INC PROOF – RQST SENT column	R	N/A	N/A

Process: **INTER**   Number: **604**

Text: Because of no response to request for financial data/proof of income, an additional request was sent to the _____ in _____.

Screen:	Field:	Entry:	Flag:	Status:
INTERST3	FIN DATA/INC PROOF – RQST SENT column	C or L, when counter is already 1 or greater	246	41

Process: **INTER**   Number: **606**

Text: Response to the request for financial data/proof of income received on _____ from _____.

Screen:	Field:	Entry:	Flag:	Status:
INTERST3	FIN DATA/INC PROOF – RESP PRVD column	Valid date	247	N/A

Process: **INTER**   Number: **607**

Text: Request for financial data/proof of income received on _____ from _____.

Screen:	Field:	Entry:	Flag:	Status:
INTERST3	FIN DATA/INC PROOF – RQST RCVD column	Valid date	248	N/A

Process: **INTER**   Number: **608**

Text: Response to request for financial data/proof of income sent to the _____ in _____.

Screen:	Field:	Entry:	Flag:	Status:
INTERST3	FIN DATA/INC PROOF – RESP PRVD column	Valid date	249	N/A

Process: **INTER**   Number: **610**

Text: Request for other sent to the _____ in _____.

Screen:	Field:	Entry:	Flag:	Status:
INTERST3	OTHER – RQST SENT column	L or C	79	N/A

Process: **INTER**   Number: **611**

Text: Request for other regenerated to the _____ in _____.

Screen:	Field:	Entry:	Flag:	Status:
INTERST3	OTHER – RQST SENT column	R		N/A

Process: **INTER**   Number: **612**

Text: Because of no response to the request for other, an additional request was sent to the _____ in _____.

Screen:	Field:	Entry:	Flag:	Status:
INTERST3	OTHER – RQST SENT column	C or L, when counter is already 1 or greater	80	N/A

Process: **INTER**   Number: **613**

Text: Response to the request for other received on _____ from _____.

Screen:	Field:	Entry:	Flag:	Status:
INTERST3	OTHER – RSPN RCVD column	Valid date	81	N/A

Process: **INTER**   Number: **614**

Text: Request for other received on _____ from _____.

Screen:	Field:	Entry:	Flag:	Status:
INTERST3	OTHER – RQST RCVD column	Valid date	82	N/A

Process: **INTER**   Number: **615**

Text: Response to request for other was sent to the _____ in _____.

Screen:	Field:	Entry:	Flag:	Status:
INTERST3	OTHER – RESP PRVD column	Valid date	83	N/A

Process: **INTER**   Number: **616**

Text: CSENet provided total arrears owed of _____. Total interest amount of
_____ as of _____.

Screen:	Field:	Entry:	Flag:	Status:
Batch	N/A	N/A	254	N/A

Process: **INTER**   Number: **617**

Text: A date was entered in the dismissed/ended field on the INTERSTA screen to end the
outgoing interstate action with _____. because *(Worker-entered text)*

Screen:	Field:	Entry:	Flag:	Status:
INTERSTA	DISMISSED/ENDED	Valid date	15	54

Process: **INTER**   Number: **618**

Text: A date was entered in the DISMISSED/ENDED field on the INTERSTA screen to end the
incoming interstate action with _____..

Screen:	Field:	Entry:	Flag:	Status:
INTERSTA	DISMISSED/ENDED	Valid date	15	N/A

Process: **INTER**   Number: **619**

Text: Status update received from _____. on _____. This was
not requested by Iowa. Information provided: *(Worker-entered text)*

Screen:	Field:	Entry:	Flag:	Status:
INTERST2	STATUS UPDATE/RESPONSE RECEIVED	99 99 9999	N/A	N/A

Process: **INTER**   Number: **620**

Text: Provided status update to the _____ in _____.
This was not requested by the other jurisdiction. provided the following: *(Worker-entered text)*

Screen:	Field:	Entry:	Flag:	Status:
INTERST2	STATUS UPDATE/RESPONSE PROVIDED	99 99 9999	N/A	N/A

Process: **INTER**   Number: **621**

Text: Provided status update to the _____ in _____.
This was not requested by the other jurisdiction.

Screen:	Field:	Entry:	Flag:	Status:
INTERST2	STATUS UPDATE/RESPONSE PROVIDED	99 99 9999	N/A	28

Process: **INTER**   Number: **622**

Text: Arrears calc received from _____. On _____.
This was not requested by Iowa. This was not requested by Iowa. Information provided:
(Worker-entered text)

Screen:	Field:	Entry:	Flag:	Status:
INTERST2	ARREARS CALC/RESPONSE RECEIVED	99 99 9999		N/A

Process: **INTER**   Number: **623**

Text: Provided Arrears calc to the _____. in _____.
This was not requested by the other jurisdiction. provided the following:

Screen:	Field:	Entry:	Flag:	Status:
INTERST2	ARREARS CALC/RESPONSE PROVIDED	99 99 9999	N/A	N/A

Process: **INTER**   Number: **624**

Text: Payment history received from _____. on
_____. This was not requested by Iowa. This was not requested by Iowa.
Information provided: *(Worker-entered text)*

Screen:	Field:	Entry:	Flag:	Status:
INTERST2	PAYMENT HISTORY/RESPONSE RECEIVED	99 99 9999	N/A	N/A

Process: **INTER**   Number: **625**

Text: Provided Payment history to the _____. in
_____. This was not requested by the other jurisdiction.
provided the following: *(Worker-entered text)*

Screen:	Field:	Entry:	Flag:	Status:
INTERST2	PAYMENT HISTORY/RESPONSE PROVIDED	99 99 9999	N?A	N/A

Process: **INTER**   Number: **626**

Text: Arrears bal/int received from _____. on
_____. This was not requested by Iowa. Information provided: *(Worker-entered
text)*

Screen:	Field:	Entry:	Flag:	Status:
INTERST2	ARREARS BAL/INT/RESPONSE RECEIVED	99 99 9999	N/A	N/A

Process: **INTER**   Number: **628**

Text: Provided Arrears bal/int to the _____. in _____. This was not requested by the other jurisdiction. provided the following: *(Worker-entered text)*

Screen:	Field:	Entry:	Flag:	Status:
INTERST2	ARREARS BAL/INT/RESPONSE PROVIDED	99 99 9999	N/A	N/A

Process: **INTER**   Number: **629**

Text: Other received from _____. on _____. This was not requested by Iowa. Information provided: *(Worker-entered text)*

Screen:	Field:	Entry:	Flag:	Status:
INTERST2	OTHER/RESPONSE RECEIVED	99 99 9999	N/A	N/A

Process: **INTER**   Number: **630**

Text: Provided other to the _____. in _____.. This was not requested by the other jurisdiction. provided the following: *(Worker-entered text)*

Screen:	Field:	Entry:	Flag:	Status:
INTERST2	OTHER/RESPONSE PROVIDED	99 99 9999	N/A	N/A

Process: **INTER**   Number: **631**

Text: Modification REQ/NTC SENT to the _____. in _____.

Screen:	Field:	Entry:	Flag:	Status:
INTERST2	REQ/NTC SENT	L or C	N/A	N/A

Process: **INTER**   Number: **632**

Text: Modification req/ntc sent regenerated to the _____. in _____.

Screen:	Field:	Entry:	Flag:	Status:
INTERST2	REQ/NTC SENT	R	N/A	N/A

Process: **INTER**   Number: **633**

Text: Modification req/ntc received from _____. on _____. Requesting the following: *(Worker-entered text)*

Screen:	Field:	Entry:	Flag:	Status:
INTERST2	REQ/NTC RECEIVED	Valid date	N/A	N/A

Process: **INTER**   Number: **634**

Text: Iowa responded to a request from _____. to forward payments.

Screen:	Field:	Entry:	Flag:	Status:
INTERST3	FRWD PYMT TO OTHER STATE/RESP PRVD	Valid date	251	N/A

Process: **INTER**   Number: **635**

Text: Received request to forward payments on _____ from _____.

Screen:	Field:	Entry:	Flag:	Status:
INTERST3	IA REQU PYMT FROM OTHER STATE/RQST SENT	Valid date	250	N/A

Process: **LOC**   Number: **316**

Text: The obligor on this case has been located out of state. A potential exists for an interstate referral.

Screen:	Field:	Entry:	Flag:	Status:
ADDVER EMPER	INTERSTATE REFERRAL	R	125	N/A

Process: **LOC**   Number: **352**

Text: Address or employer located in another state. Interstate referral will not be made because (system or worker-entered text)

Screen:	Field:	Entry:	Flag:	Status:
ADDVER EMPVER	INTERSTATE REFERRAL	N	126	N/A

Process: **REGST**   Number: **1**

Text: The registration process has been started for *(registration type).*

Screen:	Field:	Entry:	Flag:	Status:
REGIST	REGISTRATION TYPE	ENF or MOD or ENM	N/A	N/A

Process: **REGST**   Number: **2**

Text: Court order registration amounts have been updated as a result of information supplied from: *(Worker-entered text)*

Screen:	Field:	Entry:	Flag:	Status:
REGIST	ORIG AMT OWED, TOTAL PD, or BALANCE	Updating the amount	N/A	N/A

Process: **REGST**   Number: **3**

Text: The court order registration was contested by the _____ on _____.

Screen:	Field:	Entry:	Flag:	Status:
REGIST	CONTESTED BY, DATE CONTESTED	RP, CP, TP, or OS	2	13

Process: **REGST**   Number: **4**

Text: A court hearing has been set for _____ at __:__ __.

Screen:	Field:	Entry:	Flag:	Status:
REGIST	COURT HEARING SET	Valid date	3	N/A

Process: **REGST**   Number: **5**

Text: The registration court hearing scheduled for _____ was not held because: *(Worker-entered text)*

Screen:	Field:	Entry:	Flag:	Status:
REGIST	COURT HEARING HELD	N	004	N/A

Process: **REGST**   Number: **6**

Text: A court hearing for registration was held on _____. The registration was _____. Other information regarding the hearing: *(Worker-entered text)*

Screen:	Field:	Entry:	Flag:	Status:
REGIST	COURT HEARING HELD, RESULTS	Y in HEARING HELD	004	N/A

Process: **REGST**   Number: **7**

Text: Court order registration for order number _____ was completed on _____ in county _____.

Screen:	Field:	Entry:	Flag:	Status:
REGIST	OTHER STATE COURT #, PROCESS ENDED DATE, COUNTY NUMBER	Any entry other than CSRU in the CSC-REASON-PROCESS-ENDED code	5	N/A

Process: **REGST**   Number: **8**

Text: The court order registration process was ended as a result of CSRU.

Screen:	Field:	Entry:	Flag:	Status:
REGIST	PROCESS ENDED	CSRU	2, 5	2, 7, 12

Process: **REGST**   Number: **9**

Text: The registration notice has been served on the _____ on _____.

Screen:	Field:	Entry:	Flag:	Status:
REGIST	SERVED (for any party)	Y	1	N/A

Process: **REGST**   Number: **10**

Text: The registration notice has not been served on the _____ because

Screen:	Field:	Entry:	Flag:	Status:
REGIST	SERVED (for any party)	N For reasons not = OTHR	2	N/A

Process: **REGST**   Number: **11**

Text: The registration hearing has been rescheduled for _____ at __:__ __. Because: *(Worker-entered text)*

Screen:	Field:	Entry:	Flag:	Status:
REGIST	COURT HEARING HELD	R	4, 3	

Process: **REGST**   Number: **12**

Text: The registration process type has been changed from _____ to _____ for the following reason(s): *(Worker-entered text)*

Screen:	Field:	Entry:	Flag:	Status:
REGIST	REGISTRATION TYPE	ENF or MOD or ENM	N/A	N/A

Process: **REGST**   Number: **13**

Text: Served _____ for a court order registration has been updated from _____ to _____ because: *(Worker-entered text)*

Screen:	Field:	Entry:	Flag:	Status:
REGIST	SERVED	Changing the entry for any party	N/A	N/A

Process: **REGST**   Number: **14**

Text: The registration process for this case was deleted on _____ by _____ because: *(Worker-entered text)*

Screen:	Field:	Entry:	Flag:	Status:
REGIST	N/A	F4 twice	5	N/A

Process: **REGST**   Number: **15**

Text: *(Blank narrative to issue a calendar flag)*

Screen:	Field:	Entry:	Flag:	Status:
REGIST	SERVED (for any party)	N	2	N/A

Process: **REGST**   Number: **16**

Text: The registration notice was not served on the _____ because: *(Worker-entered text)*

Screen:	Field:	Entry:	Flag:	Status:
REGIST	SERVED (for any party)	N Only for reason of OTHR	2	N/A

Process: **REGST**   Number: **17**   **This narrative no longer used.**

Text: REGISTRATION STATUS REPORT WAS GENERATED FOR THE OBLIGEE.

Screen: Field: Entry: Flag: Status:

Process: **REGST**   Number: **18**

Text: REGISTRATION STATUS REPORT NOT SENT TO THE OBLIGEE. NO VALID ADDRESS.

Screen: Field: Entry: Flag: Status:
Batch

Process: **REGST**   Number: **19**

Text: REGISTRATION STATUS REPORT WAS GENERATED FOR THE OBLIGOR.

Screen: Field: Entry: Flag: Status:
Batch

Process: **REGST**   Number: **20**

Text: REGISTRATION STATUS REPORT NOT SENT TO THE OBLIGOR. NO VALID ADDRESS.

Screen: Field: Entry: Flag: Status:
Batch

Process: **REGST**   Number: **21**   **This narrative no longer used.**

Text: REGISTRATION STATUS REPORT WAS GENERATED FOR THE THIRD PARTY.

Screen: Field: Entry: Flag: Status:

Process: **REGST**   Number: **22**   **This narrative no longer used.**

Text: REGISTRATION STATUS REPORT NOT SENT TO THE TP. NO VALID ADDRESS.

Screen: Field: Entry: Flag: Status:

Process: **REGST**   Number: **23**

Text: STATUS UPDATE REGARDING REGISTRATION WAS SENT TO THE STATE OF _____.

Screen: Field: Entry: Flag: Status:
Batch

Process: **REGST**   Number: **24**

Text: *(Blank narrative to issue a calendar flag)*

Screen:	Field:	Entry:	Flag:	Status:
REGIST	GEN SVC: - CP I/O	G or Y and I or O when CP not served yet	7	N/A

Process: **REGST**   Number: **25**

Text: *(Blank narrative to issue a calendar flag)*

Screen:	Field:	Entry:	Flag:	Status:
REGIST	GEN SVS: - RP I/O	G or Y and I or O when RP not served yet	8	N/A

Process: **REGST**   Number: **26**

Text: *(Blank narrative to issue a calendar flag)*

Screen:	Field:	Entry:	Flag:	Status:
REGIST	GEN SVC: - TP I/O	G or Y and I or O when TP not served yet	9	N/A

Process: **REGST**   Number: **27**

Text: *(Blank narrative to issue a calendar flag)*

Screen:	Field:	Entry:	Flag:	Status:
REGIST	SERVED CP	Y or N	10	N/A

Process: **REGST**   Number: **28**

Text: *(Blank narrative to issue a calendar flag)*

Screen:	Field:	Entry:	Flag:	Status:
REGIST	SERVED RP	Y or N	11	N/A

Process: **REGST**   Number: **29**

Text: *(Blank narrative to issue a calendar flag)*

Screen:	Field:	Entry:	Flag:	Status:
REGIST	SERVED TP	Y or N	12	N/A

Process: **REGST**   Number: **30**

Text: The court order registration was denied by CSRU. Reason: *(Worker-entered text)*

Screen:	Field:	Entry:	Flag:	Status:
REGIST	RESULTS or ACTION	DN	5	2, 7, 12
	DISMISSED/PROCESS ENDED	DENY		

Process: **REGST**   Number: **31**

Text: The registration notice was sent for service by certified mail on .

Screen:	Field:	Entry:	Flag:	Status:
REGIST	GEN SVC: CP, RP TP	G	N/A	N/A

Process: **REGST**   Number: **32**

Text: The registration notice was served by certified mail on the __ on _____.

Screen:	Field:	Entry:	Flag:	Status:
REGIST	SERVED: CP, RP, TP	G	1	N/A

Process: **REGST**   Number: **33**

Text: The registration notice was resent by certified mail on __.

Screen:	Field:	Entry:	Flag:	Status:
REGIST	GEN SVC: CP, RP TP	.G	N/A	N/A

Process: **REGST**   Number: **34**

Text: Service request and in-state directions generated for service of registration process on ___.

Screen:	Field:	Entry:	Flag:	Status:
REGIST	SERVED: CP, RP, TP	Y	N/A	N/A
	I/O	I		

Process: **REGST**   Number: **35**

Text: Service request and out-of-state directions generated for service of registration process on __.

Screen:	Field:	Entry:	Flag:	Status:
REGIST	SERVED: CP, RP, TP	Y	N/A	N/A
	I/O	I		

Process: **REGST**   Number: **40**

Text: Changed the ACTION DISMISSED/PROCESS ENDED field from CSRU to _____.

Screen:	Field:	Entry:	Flag:	Status:
REGIST	ACTION DISMISSED/PROCESS ENDED	From CSRU to any other valid code or blank.	N/A	N/A

Process: **UIFSA**   Number: **1**   **This narrative no longer used**

Text: Interstate referral sent to state of _____ requesting the following actions regarding _____. Requestor and the date the referral was sent is also listed

Screen:	Field:	Entry:	Flag:	Status:

Process: **UIFSA**   Number: **2**   **This narrative no longer used**

Text: Interstate referral sent to state of _____ on _____ for the following actions requested by:

Screen:	Field:	Entry:	Flag:	Status:

Process: **UIFSA**   Number: **3**   **This narrative no longer used**

Text: State of _____ informed Iowa CSRU that the following action has been completed:

Screen: Field: Entry: Flag: Status:

Process: **UIFSA**   Number: **4**   **This narrative no longer used**

Text: Interstate referral to the state of _____ has been dismissed or the process has been ended because:

Screen: Field: Entry: Flag: Status:

Process: **UIFSA**   Number: **5**   **This narrative no longer used.**

Text: Interstate referral to the state of _____ has been dismissed or the process has been ended because:

Screen: Field: Entry: Flag: Status:

Process: **UIFSA**   Number: **6**   **This narrative no longer used.**

Text: A nondisclosure (UIFSA section 312) order exists for this case.

Screen: Field: Entry: Flag: Status:

Process: **UIFSA**   Number: **7**

Text: A nondisclosure (UIFSA section 312) order is not necessary for this case.

Screen:	Field:	Entry:	Flag:	Status:
UIFSA2	NONDISCLOSURE ORDER	N	N/A	N/A

Process: **UIFSA**   Number: **8**   **This narrative no longer used.**

Text: Entries made to generate affidavit to send to CP regarding disclosure risk.

Screen: Field: Entry: Flag: Status:

Process: **UIFSA**   Number: **9**   **This narrative no longer used.**

Text: Nondisclosure application and order generated to seek ex-parte UIFSA 312 order.

Screen: Field: Entry: Flag: Status:

Process: **UIFSA**   Number: **11**   **This narrative no longer used.**

Text: Interview set for CP due to action request sent to state of _____.
    Date:
    Time:
    Other Information:

Screen: Field: Entry: Flag: Status:

Process: **UIFSA**   Number: **12**

Text: CP interview held for an interstate action as indicated below.
   Date:
   Time:
   Results:

Screen:	Field:	Entry:	Flag:	Status:
UIFSA3	CP INTERVIEW HELD	Y	11	N/A

Process: **UIFSA**   Number: **13**

Text: CP interview not held for the interstate action because

Screen:	Field:	Entry:	Flag:	Status:
UIFSA3	CP INTERVIEW HELD	N	10	N/A

Process: **UIFSA**   Number: **14**

Text: CP interview rescheduled for the interstate action as indicated below.
   Date:
   Time:
   Reason for rescheduling:

Screen:	Field:	Entry:	Flag:	Status:
UIFSA3	CP INTERVIEW HELD	R	9	27

Process: **UIFSA**   Number: **15**

Text: An interview was set for the alleged father/responsible parent for an interstate action as indicated below. Blanks indicate the information was not provided by the other state.
   Date:
   Time:

Screen:	Field:	Entry:	Flag:	Status:
UIFSA3	AF/RP INTERVIEW SET	Valid date and time	12	N/A

Process: **UIFSA**   Number: **16**

Text: Alleged father/responsible parent interview was held for an interstate action as indicated below. Blanks indicate the information was not provided by the other state.
   Date:
   Time:
   Results:

Screen:	Field:	Entry:	Flag:	Status:
UIFSA3	AF/RP INTERVIEW HELD	Y	13	N/A

Process: **UIFSA**   Number: **17**

Text: Alleged father/responsible parent interview for the interstate action was not held because:

Screen:	Field:	Entry:	Flag:	Status:
UIFSA3	AF/RP INTERVIEW HELD	N	14	N/A

Process: **UIFSA**   Number: **18**

Text: Alleged father/responsible parent interview was rescheduled for the interstate action as indicated below. Blanks indicate the information was not provided by the other state.

    Date:
    Time:
    Reason rescheduled:

Screen:	Field:	Entry:	Flag:	Status:
UIFSA3	AF/RP INTERVIEW HELD	R	12	N/A

Process: **UIFSA**   Number: **19**   **This narrative no longer used.**

Text: The following types of support were requested in the action sent to the state of _____:

Screen:	Field:	Entry:	Flag:	Status:

Process: **UIFSA**   Number: **20**   **This narrative no longer used.**

Text: The custodial parent was served or accepted service on _____ for the interstate action sent to the state of _____.

Screen:	Field:	Entry:	Flag:	Status:

Process: **UIFSA**   Number: **21**   **This narrative no longer used.**

Text: The alleged father/responsible parent was served as indicated below for the interstate action sent to the state of _____. A blank below indicates the information was not provided by the other state.

Date Served: _____

Screen:	Field:	Entry:	Flag:	Status:

Process: **UIFSA**   Number: **22**   **This narrative no longer used.**

Text: A necessary third party was served as indicated below for the interstate action sent to the state of _____. A blank below indicates the information was not provided by the other state.

    Date served:

Screen:	Field:	Entry:	Flag:	Status:

Process: **UIFSA**   Number: **23**

Text: The custodial parent was not served for the interstate action because:

Screen:	Field:	Entry:	Flag:	Status:
UIFSA3	SERVED CP	N	N/A	N/A

Process: **UIFSA**   Number: **24**

Text: The alleged father/responsible parent was not served for the interstate action because:

Screen:	Field:	Entry:	Flag:	Status:
UIFSA3	SERVED AF/RP	N	N/A	N/A

Process: **UIFSA**   Number: **25**

Text: The necessary third party was not served for the interstate action because:

Screen:	Field:	Entry:	Flag:	Status:
UIFSA3	SERVED TP	N	N/A	N/A

Process: **UIFSA**   Number: **26**

Text: The custodial parent was not served for the interstate action because:

Screen:	Field:	Entry:	Flag:	Status:
UIFSA3	Change SERVED CP field from Y or N, and enter REASON NOT SERVED	LOC, MOVE, EMPL, DATA, WRNG, ADDR, PERS, REFU, IDEN, APT, JAIL, DECD, OTHR	N/A	N/A

Process: **UIFSA**   Number: **27**

Text: The alleged father/responsible parent was not served for the interstate action because:

Screen:	Field:	Entry:	Flag:	Status:
UIFSA3	Change SERVED RP field from Y or N, and enter REASON NOT SERVED	LOC, MOVE, EMPL, DATA, WRNG, ADDR, PERS, REFU, IDEN, APT, JAIL, DECD, OTHR	N/A	N/A

Process: **UIFSA**   Number: **28**

Text: The necessary third party was not served for the interstate action because:

Screen:	Field:	Entry:	Flag:	Status:
UIFSA3	Change SERVED TP field from Y or N, and enter REASON NOT SERVED	LOC, MOVE, EMPL, DATA, WRNG, ADDR, PERS, REFU, IDEN, APT, JAIL, DECD, OTHR	N/A	N/A

Process: **UIFSA**   Number: **29**   **This narrative no longer used.**

Text: A court hearing has been set as indicated below for the action sent to the state of
_____. Blanks indicate the information was not provided by the other state.
      Hearing date:
      Hearing time:
      Other Information:

Screen:	Field:	Entry:	Flag:	Status:

Process: **UIFSA**   Number: **30**   **This narrative no longer used.**

Text: A court hearing was held for the action sent to the state of _____.

Screen:	Field:	Entry:	Flag:	Status:

Process: **UIFSA**   Number: **31**   **This narrative no longer used.**

Text: The scheduled court hearing was not held for the action sent to the state of _____ because:

Screen: Field: Entry: Flag: Status:8

Process: **UIFSA**   Number: **32**   **This narrative no longer used.**

Text: The court hearing for the action sent to the state of _____ has been rescheduled as indicated below. Blanks indicate the information was not provided by the other state.
        Reschedule date:
        Reschedule time:
        Other information:

Screen: Field: Entry: Flag: Status:

Process: **UIFSA**   Number: **33**   **This narrative no longer used.**

Text: The following types of support obligations were established by the action in the state of _____:

Screen: Field: Entry: Flag: Status:

Process: **UIFSA**   Number: **34**   **This narrative no longer used.**

Text: An order has been received in the interstate action referred to the state of _____. The following types of support were ordered:

Screen: Field: Entry: Flag: Status:

Process: **UIFSA**   Number: **35**   **This narrative no longer used.**

Text: An order has not been entered in the interstate action referred to the state of _____ because:

Screen: Field: Entry: Flag: Status:

Process: **UIFSA**   Number: **36**   **This narrative no longer used.**

Text: Genetic testing for the alleged father in an interstate paternity action has been set by the state of _____ as indicated below. Blanks indicate the information was not provided by the others state.
        Date genetic test scheduled:
        Time genetic test scheduled:

Screen: Field: Entry: Flag: Status:

Process: **UIFSA**   Number: **37**

Text: Genetic testing for the alleged father in an interstate paternity action has been completed.

Screen: Field: Entry: Flag: Status:
UIFSA4   TST COMPL AF   Y   N/A   N/A

Process: **UIFSA**   Number: **38**

Text: Genetic testing for the alleged father in an interstate paternity action has not been completed because:

Screen:	Field:	Entry:	Flag:	Status:
UIFSA4	TST COMPL AF	N	N/A	N/A

Process: **UIFSA**   Number: **39**

Text: Genetic testing for the alleged father in an interstate paternity action has been rescheduled as indicated below. Blanks indicate the information was not provided by the other state.
        Rescheduled date:
        Rescheduled time:

Screen:	Field:	Entry:	Flag:	Status:
UIFSA4	TST COMPL AF	R	N/A	N/A

Process: **UIFSA**   Number: **40**

Text: Genetic testing for the mother in an interstate paternity action has been set as indicated below:
        Date genetic test scheduled:
        Time genetic test scheduled:

Screen:	Field:	Entry:	Flag:	Status:
UIFSA4	GENETIC TEST SET MOTHER	Valid date and time	N/A	N/A

Process: **UIFSA**   Number: **41**

Text: Genetic testing for the mother in an interstate paternity action has been completed.

Screen:	Field:	Entry:	Flag:	Status:
UIFSA4	TST COMPL MOTHER	Y	N/A	N/A

Process: **UIFSA**   Number: **42**

Text: Genetic testing for the mother in an interstate paternity action has not been completed because:

Screen:	Field:	Entry:	Flag:	Status:
UIFSA4	TST COMPL MOTHER	N	N/A	N/A

Process: **UIFSA**   Number: **43**

Text: Genetic testing for the mother in an interstate paternity action has been rescheduled as follows:
        Rescheduled date:
        Rescheduled time:

Screen:	Field:	Entry:	Flag:	Status:
UIFSA4	TST COMPL MOTHER	R	N/A	N/A

Process: **UIFSA**   Number: **44**

Text: Genetic testing for the child(ren) in an interstate paternity action has been set as indicated below:
      Date genetic test scheduled:
      Time genetic test scheduled:

Screen:	Field:	Entry:	Flag:	Status:
UIFSA4	GENETIC TEST SET CHILD	Valid date and time	N/A	N/A

Process: **UIFSA**   Number: **45**

Text: Genetic testing for the child(ren) in an interstate paternity action has been completed.

Screen:	Field:	Entry:	Flag:	Status:
UIFSA4	TST COMPL CHILD	Y	N/A	N/A

Process: **UIFSA**   Number: **46**

Text: Genetic testing for the child(ren) in an interstate paternity action has not been completed because:

Screen:	Field:	Entry:	Flag:	Status:
UIFSA4	TST COMPL CHILD	N	N/A	N/A

Process: **UIFSA**   Number: **47**

Text: Genetic testing for the child(ren) in an interstate paternity action has been rescheduled as follows:
      Rescheduled date:
      Rescheduled time:

Screen:	Field:	Entry:	Flag:	Status:
UIFSA4	TST COMPL CHILD	R	N/A	N/A

Process: **UIFSA**   Number: **48**   **This narrative no longer used.**

Text: Results have been issued for genetic testing for paternity action referred to state of _____.

Screen:	Field:	Entry:	Flag:	Status:

Process: **UIFSA**   Number: **49**   **This narrative no longer used**

Text: These are the genetic testing results for the following child:
      Tested:
      Excluded:
      Probability:
      Paternity index:

Screen:	Field:	Entry:	Flag:	Status:

Process: **UIFSA**   Number: **50**   **This narrative no longer used.**

Text: The state of _____ entered an order establishing paternity on _____.

Screen: Field: Entry: Flag: Status:

Process: **UIFSA**   Number: **51**   **This narrative no longer used.**

Text: There are additional children on this paternity case referred to the state of _____. Results of paternity testing follow:

Screen: Field: Entry: Flag: Status:

Process: **UIFSA**   Number: **52**   **This narrative no longer used.**

Text: An obligation type of "other costs" has been requested from the state of _____.

Screen: Field: Entry: Flag: Status:

Process: **UIFSA**   Number: **53**   **This narrative no longer used.**

Text: An obligation type of "other costs" has been entered as a result of information supplied by the state of _____.

Screen: Field: Entry: Flag: Status:

Process: **UIFSA**   Number: **54**

Text: Status initiated to CP stating the following

Screen:	Field:	Entry:	Flag:	Status:
UIFSA3	STATUS...CP	Any alpha character	N/A	13

Process: **UIFSA**   Number: **55**

Text: Status initiated to RP stating the following

Screen:	Field:	Entry:	Flag:	Status:
UIFSA3	STATUS...AF/RP	Any alpha character	N/A	14

Process: **UIFSA**   Number: **56**

Text: Status initiated to TP stating the following

Screen:	Field:	Entry:	Flag:	Status:
UIFSA3	STATUS...TP	Any alpha character	N/A	15

Process: **UIFSA**   Number: **57**

Text: Entry in the action field for the following UIFSA request was deleted: Reason for deletion:

Screen:	Field:	Entry:	Flag:	Status:
UIFSA	ACTION	When a previous entry was spaced-through with blanks	N/A	N/A

Process: **UIFSA**　　　Number: **58**　　　　　　　　**This narrative no longer used.**

Text: The interstate packet previously sent to the state of _____ was sent again because:

Screen:	Field:	Entry:	Flag:	Status:

Process: **UIFSA**　　　Number: **59**

Text: (*Blank narrative to issue flag 8*)

Screen:	Field:	Entry:	Flag:	Status:
UIFSA	ACTION	When previous entry was SENT, COMPLETED date = zeros, and this field changed to INIT.	8	N/A

Process: **UIFSA**　　　Number: **60**　　　　　　　　**This narrative no longer used.**

Text: Interstate referral sent to state of _____ on _____ for the request by _____ for establishment of other costs as follows:

Screen:	Field:	Entry:	Flag:	Status:

Process: **UIFSA**　　　Number: **61**

Text: STATUS REPORT REGARDING UIFSA GENERATED FOR THE OBLIGEE.

Screen:	Field:	Entry:	Flag:	Status:
Batch				

Process: **UIFSA**　　　Number: **62**　　　　　　　　**This narrative no longer used.**

Text: UIFSA STATUS REPORT NOT SENT TO THE OBLIGEE. NO VALID ADDRESS.

Screen:	Field:	Entry:	Flag:	Status:

Process: **UIFSA**　　　Number: **63**　　　　　　　　**This narrative no longer used.**

Text: STATUS REPORT REGARDING UIFSA GENERATED FOR THE OBLIGOR.

Screen:	Field:	Entry:	Flag:	Status:

Process: **UIFSA**　　　Number: **64**　　　　　　　　**This narrative no longer used.**

Text: UIFSA STATUS REPORT NOT SENT TO THE OBLIGOR. NO VALID ADDRESS.

Screen:	Field:	Entry:	Flag:	Status:

Process: **UIFSA**　　　Number: **65**　　　　　　　　**This narrative no longer used.**

Text: STATUS REPORT REGARDING UIFSA GENERATED FOR THE THIRD PARTY.

Screen:	Field:	Entry:	Flag:	Status:

Process: **UIFSA**   Number: **66**   **This narrative no longer used.**

Text: UIFSA STATUS REPORT NOT SENT TO THE THIRD PARTY. NO VALID ADDRESS.

Screen: Field: Entry: Flag: Status:

Process: **UIFSA**   Number: **67**

Text: Interstate referral forms reprinted because:

Screen:	Field:	Entry:	Flag:	Status:
UIFSA2	ANY FORM FIELD	R	N/A	N/A

Process: **UIFSA**   Number: **68**   **This narrative no longer used.**

Text: Nondisclosure application generated to seek ex parte UIFSA 312 order

Screen: Field: Entry: Flag: Status:

Process: **UIFSA**   Number: **69**

Text: The UIFSA process for this case was deleted on _____ by _____ because:

Screen:	Field:	Entry:	Flag:	Status:
UIFSA	N/A	F4 twice	20	N/A

Process: **UIFSA**   Number: **70**   **This narrative no longer used.**

Text: An interstate referral was sent to the state of _____ on _____ to request _____.

Screen: Field: Entry: Flag: Status:

Process: **UIFSA**   Number: **72**   **This narrative no longer used.**

Text: Additional interstate referral sent to the state of _____ because:

Screen: Field: Entry: Flag: Status:

Process: **UIFSA**   Number: **73**

Text: An interstate referral was sent to the state of Alaska to request a permanent fund dividend (PFD) intercept.

Screen:	Field:	Entry:	Flag:	Status:
UIFSA	AK PERMANENT FUND DIVIDEND (PFD) ONLY	SENT and Valid date.	21 22	N/A

Process: **UIFSA**   Number: **74**

Text: These are the genetic testing results for the following child:

_____ Tested: _ Excluded:__ Probability: _____

Paternity Index: _____

Screen:	Field:	Entry:	Flag:	Status:
UIFSA4	TESTED	Y or N	15	N/A

Process: **UIFSA**　　　　Number: **78**

Text: _____ informed Iowa CSRU that the following action has been completed.

Screen:	Field:	Entry:	Flag:	Status:
UIFSA	COMPLETED date	Valid date	2	N/A

Process: **UIFSA**　　　　Number: **79**

Text: Interstate referral to _____ has been dismissed or the process has been ended because:

Screen:	Field:	Entry:	Flag:	Status:
UIFSA	ACTION DISMISSED/PROCESS ENDED code	Any code	3	N/A
	ACTION DISMISSED/PROCESS ENDED date	Valid date		

Process: **UIFSA**　　　　Number: **80**

Text: Interstate referral to _____ has been dismissed or the process has been ended because:

Screen:	Field:	Entry:	Flag:	Status:
UIFSA	ACTION DISMISSED/PROCESS ENDED code	Other	3	N/A
	ACTION DISMISSED/PROCESS ENDED date	Valid date		

Process: **UIFSA**　　　　Number: **81**

Text: Interview set for payee due to action request sent to _____. Date _____ Time: _____ Other Information:

Screen:	Field:	Entry:	Flag:	Status:
UIFSA3	CP INTERVIEW SET	Valid date and time	9 17	27

Process: **UIFSA**　　　　Number: **82**

Text: The following types of support were requested in the action sent to _____.

Screen:	Field:	Entry:	Flag:	Status:
UIFSA3	OBLIG TYPES REQST	CP, MR, MS, RE, HI, PO, HO, or OC	N/A	N/A

Process: **UIFSA**   Number: **83**

Text: The custodial parent was served or accepted service on _____ for interstate action sent to _____.

Screen:	Field:	Entry:	Flag:	Status:
UIFSA3	SERVED CP	Y Valid date	N/A	N/A

Process: **UIFSA**   Number: **84**

Text: The alleged father/responsible parent was served as indicated below for the actions sent to _____. A blank below indicates the information was not provided by the other jurisdiction.

Date served: _____

Screen:	Field:	Entry:	Flag:	Status:
UIFSA3	SERVED: AF/RP	Y Valid date	N/A	26

Process: **UIFSA**   Number: **85**

Text: A necessary third party was served as indicated below for the actions sent to _____. A blank below indicates the information was not provided by the other jurisdiction.

Date served: _____

Screen:	Field:	Entry:	Flag:	Status:
UIFSA3	SERVED TP	Y Valid date	N/A	N/A

Process: **UIFSA**   Number: **86**

Text: A court hearing has been set as indicated below for the action sent to _____. A blank below indicates the information was not provided by the other jurisdiction.

Hearing date:

Hearing Time:

Other Information: *(Worker-entered text)*

Screen:	Field:	Entry:	Flag:	Status:
UIFSA3	COURT HEARING SET	Valid date and time	27	20

Process: **UIFSA**   Number: **87**

Text: A court hearing was held for the action sent to _____.

Screen:	Field:	Entry:	Flag:	Status:
UIFSA3	COURT HEARING HELD	y	19	21

Process: **UIFSA**   Number: **88**

Text: The scheduled court hearing was not held for the action sent to _____
because *(Worker-entered text)*

Screen:	Field:	Entry:	Flag:	Status:
UIFSA3	COURT HEARING HELD	N	19	22

Process: **UIFSA**   Number: **89**

Text: The court hearing for the action sent to _____ has
been rescheduled as indicated below. Blanks indicate the information was not provided.

Reschedule date:

Reschedule time:

Other Information: *(Worker-entered text)*

Screen:	Field:	Entry:	Flag:	Status:
UIFSA3	COURT HEARING HELD	R	19	23

Process: **UIFSA**   Number: **90**

Text: The following types of support obligations were established by the action in

_____.

Screen:	Field:	Entry:	Flag:	Status:
UIFSA3	COURT HEARING HELD	CS, MR, MS, RE, HI, PO, HO, CA, OC	N/A	N/A

Process: **UIFSA**   Number: **91**

Text: An order has been received in the action referred to _____
. The following types of support were ordered: *(Worker-entered text)*

Screen:	Field:	Entry:	Flag:	Status:
UIFSA3	C.O. SUPPORT ESTABLISHED	Y	15	24

Process: **UIFSA**   Number: **92**

Text: An order has not been entered in the action referred to _____ because
(Worker-entered text)

Screen:	Field:	Entry:	Flag:	Status:
UIFSA3	C.O. SUPPORT ESTABLISHED	N	N/A	25

Process: **UIFSA**   Number: **93**

Text: Genetic testing for the alleged father in a paternity action has been set by
_____ as indicated below. Blanks indicate the information
was not provided by the other jurisdiction.

Date genetic testing scheduled:

Time genetic testing scheduled:

Screen:	Field:	Entry:	Flag:	Status:
UIFSA4	GENETIC TEST SET AF	Valid date and time	N/A	N/A

Process: **UIFSA**   Number: **94**

Text: Results have been issued for genetic testing for paternity action referred to

_____.

Screen:	Field:	Entry:	Flag:	Status:
UIFSA4	RESULTS ISSUED	Valid date	N/A	N/A

Process: **UIFSA**   Number: **95**

Text: _____ entered an order establishing paternity on _____.

Screen:	Field:	Entry:	Flag:	Status:
UIFSA3	PATERNITY ESTABLISHED	Y and Valid date	N/A	N/A

Process: **UIFSA**   Number: **96**

Text: There are additional children on this paternity case referred to _____.
Results of paternity testing follow

Screen:	Field:	Entry:	Flag:	Status:
UIFSA4	RESULTS ISSUED	Y or N when more than six children with paternity not established.	N/A	N/A
	TESTED			

Process: **UIFSA**   Number: **97**

Text: An obligation type of "other costs: has been requested from _____.

Screen:	Field:	Entry:	Flag:	Status:
UIFSA3	OBLIG TYPES REQST	OC	N/A	N/A

Process: **UIFSA**   Number: **98**

Text: An obligation type of "other costs" has been entered as a result of information supplied
by _____.

Screen:	Field:	Entry:	Flag:	Status:
UIFSA3	OBLIG TYPES ENTERED	OC	N/A	N/A

Process: **UIFSA**   Number: **99**

Text: The intergovernmental packet previously sent to
_____ was sent again because: *(Worker-entered text)*

Screen:	Field:	Entry:	Flag:	Status:
UIFSA	SENT	When a new date is entered over a previous date	N/A	N/A

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Process: **UIFSA**   Number: **100**

Text: A referral was sent to _____on _____ to request *(Worker-entered text)*

Screen:	Field:	Entry:	Flag:	Status:
UIFSA	ACTION	SENT	26	N/A
	SENT date	Valid date		

Process: **UIFSA**   Number: **101**

Text: Additional request sent to _____because *(Worker-entered text)*

Screen:	Field:	Entry:	Flag:	Status:
UIFSA	ACTION	When new actions are requested after prior actions were requested.	N/A	N/A
	SENT			

Calendar Flags

Process: **CASE**   Number: **185**   **This flag no longer used.**

Text: Interstate referral should have been acknowledged or rejected by today for the
following cent reg # (central registry number)

Screen:	Field:	Entry:	Narrative:	Status:
Batch	N/A	N/A	395	None

Process: **CASE**   Number: **186**   **This flag no longer used.**

Text: This is a blank calendar flag to delete calendar flag 185.

Screen:	Field:	Entry:	Narrative:	Status:
Batch	N/A	N/A	396	None

Process: **CASE**   Number: **187**

Text: A new interstate referral has been acknowledged by Central Registry for this case.
Please review the INTERSTA screen and begin the appropriate action.

Screen:	Field:	Entry:	Narrative:	Status:
REFERRAL	ACKNOWLEDGE	A or M	485	N/A

Process: **CASE**   Number: **218**

Text: Nondisclosure affidavit sent 20 days ago. Review for this form to be returned.

Screen:	Field:	Entry:	Narrative:	Status:
UIFSA	NONDISC AFF	Y with no verified payor	475, 476	N/A
UIFSA2	NONDISCLOSURE AFF – PAYOR/AF NONDISCLOSURE AFF – PAYEE	Y		

Process: **DCO**   Number: **1**

Text: At least one child remains unconsidered in the determination of controlling order.
Check the DCO screens and complete the coding for the unconsidered child(ren).

Screen:	Field:	Entry:	Narrative:	Status:
DCO	DCO FOR CHILD	Blank out an entry of E, N or X	4	N/A

Process: **DCO**   Number: **2**   **Completes**: **7, 8**

Text: Check on service of CP for determination of controlling order.

Screen:	Field:	Entry:	Narrative:	Status:
DCO2	GEN SVC: CP I/O	Y, G or R and I or O	28, 37	N/A

Process: **DCO**   Number: **3**

Text: Finalize the controlling order determination for this court order.

Screen:	Field:	Entry:	Narrative:	Status:
DCO2	PRESUMED CONTROL ST	Any valid entry	5	N/A

Process: **DCO**   Number: **4**

Text: The preliminary determination of controlling order has been changed. Regenerate appropriate forms if necessary.

Screen:	Field:	Entry:	Narrative:	Status:
DCO2	PRESUMED CONTROL ST	Any valid changed entry	6	N/A

Process: **DCO**   Number: **5**   **Completes**: 3

Text: *(Blank flag to delete another calendar flag)*

Screen:	Field:	Entry:	Narrative:	Status:
DCO2	DETERMINATION REASON	Any valid entry	13, 14, 15, 16	N/A

Process: **DCO**   Number: **6**   **Completes**: 5

Text: All controlling orders have been identified for this case. Ensure current child support obligations on noncontrolling court orders are end dated.

Screen:	Field:	Entry:	Narrative:	Status:
DCO2	CONTROL ORD TRIBUNAL	Any valid entry. Initiated when all children on the case have entries other than 'P' or blank.	18	N/A

Process: **DCO**   Number: **7**   **Completes**: 2, 11

Text: If no objections from the parties, generate and send default DCO forms.

Screen:	Field:	Entry:	Narrative:	Status:
DCO2	CP and RP	Y entry in both	19	N/A

Process: **DCO**   Number: **8**   **Completes**: 8

Text: Generate DCO order.

Screen:	Field:	Entry:	Narrative:	Status:
DCO2	CP and RP	Y entry in both	19	N/A

Process: **DCO**   Number: **9**   **Completes**: 7, 8

Text: *(Blank flag to delete another calendar flag)*

Screen:	Field:	Entry:	Narrative:	Status:
DCO2	GEN ORDER	Y or R	20	N/A

Process: **DCO**	Number: **10**		Completes: **7**		
Text: *(Blank flag to delete another calendar flag)*					
Screen:	Field:	Entry:		Narrative:	Status:
DCO2	GEN DEFAULT FORMS	Y or R			N/A

Process: **DCO**	Number: **11**		Completes: **7, 8, 11**		
Text: Check on service of RP for determination of controlling order.					
Screen:	Field:	Entry:		Narrative:	Status:
DCO2	GEN SVC: RP I/O	Y, G or R and I or O		29, 38	N/A

Process: **DCO**	Number: **12**				
Text: Check on service of TP for determination of controlling order.					
Screen:	Field:	Entry:		Narrative:	Status:
DCO2	GEN SVC: TP I/O	Y, G or R and I or O		30, 39	N/A

Process: **DCO**	Number: **13**		Completes: **2**		
Text: *(Blank flag to delete another calendar flag)*					
Screen:	Field:	Entry:		Narrative:	Status:
DCO2	SERVED(Y/G/N DATE) CP	Y, G or N		7, 8, 34	N/A
	or				
	CP REASON NOT SERVED	Any valid entry			

Process: **DCO**	Number: **14**		Completes: **11**		
Text: *(Blank flag to delete another calendar flag)*					
Screen:	Field:	Entry:		Narrative:	Status:
DCO2	SERVED (Y/G/N DATE) RP	Y, G or N		9, 10, 19, 35	N/A
	or				
	RP REASON NOT SERVED	Any valid entry			

Process: **DCO**	Number: **15**		Completes: **12**		
Text: *(Blank flag to delete another calendar flag)*					
Screen:	Field:	Entry:		Narrative:	Status:
DCO2	SERVED (Y/N DATE)TP	Y, G or N		11,012, 36	N/A
	or				
	TP REASON NOT SERVED	Any valid entry			

Process: **DCO**	Number: **16**		Completes: **1, 2, 3, 4, 7, 8, 11, 12**		
Text: *(Blank flag to delete other calendar flags)*					
Screen:	Field:	Entry:		Narrative:	Status:
DCO2	DETERMINATION REASON	Any valid entry		13, 14, 15, 16, 17, 18, 32	N/A

Process: **DCO**   Number: **17**   **Completes**: **6**

Text: *(Blank flag to delete another calendar flag)*

Screen:	Field:	Entry:	Narrative:	Status:
DCO	DCO FOR CHILD	Blank out an entry of E, N or X	3	N/A

Process: **DCO**   Number: **18**

Text: Review case to see if a determination of controlling order is necessary for the following child who has been added to the case:

Screen:	Field:	Entry:	Narrative:	Status:
CHILD		When a child is added to the case after a DCO has been completed.	33	N/A

Process: **INTER**   Number **1**   **This flag no longer used.**

Text: Acknowledge referral received from the state of __.

Screen:	Field:	Entry:	Narrative:	Status:

Process: **INTER**   Number: **2**   **Completes**: **1, 189**

Text: *(Blank flag to delete another calendar flag)*

Screen:	Field:	Entry:	Narrative:	Status:
			375	2

Process: **INTER**   Number: **15**   **Completes**: **1, 3, 5, 7, 9, 11, 13, 16, 18, 19, 20, 22, 24, 25, 27, 29, 30, 32, 34, 35, 37, 39, 40, 42, 44, 45, 47, 49, 50, 52, 54, 55, 57, 59, 60, 62, 64, 65, 67, 69, 70, 72, 74, 75, 77, 79, 80, 82, 84, 85, 87, , 189, 190, 191, 193**

Text: (*Blank flag to delete other calendar flags*)

Screen:	Field:	Entry:	Narrative:	Status:
INTERSTA	DISMISSED/ENDED	Valid date	617, 618	54

Process: **INTER**   Number: **16**   **This flag no longer used.**

Text: Review complaint from the local office regarding interstate case with the state of

_____

Screen:	Field::	Entry:	Narrative:	Status:

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Process: **INTER**   Number: **18**

Text: Reminder: Electronic testimony is scheduled for tomorrow for case # _____

Screen:	Field:	Entry:	Narrative:	Status:
INTERST4	TESTIMONY DATE	Valid date	48	N/A

Process: **INTER**   Number: **19**   **This flag no longer used.**

Text: No response received to status request sent 30 days ago. Contact the other state for response to request.

Screen:	Field:	Entry:	Narrative:	Status:

Process: **INTER**   Number: **20**   **This flag no longer used.**

Text: No response received to status request sent at least 60 days ago. Refer to local supervisor for possible referral to Central Registry.

Screen:	Field:	Entry:	Narrative:	Status:

Process: **INTER**   Number: **21**   **This flag no longer used.**

Text: (*Blank flag to delete other calendar flags*)

Screen:	Field:	Entry:	Narrative:	Status:

Process: **INTER**   Number: **22**   **This flag no longer used.**

Text: Respond to status request from other state within 10 days. Status request is from the state of _____

Screen:	Field:	Entry:	Narrative:	Status:

Process: **INTER**   Number: **23**   **This flag no longer used.**

Text: (*Blank flag to delete other calendar flags*)

Screen:	Field:	Entry:	Narrative:	Status:

Process: **INTER**   Number: **24**   **This flag no longer used.**

Text: No response received for Interstate Transmittal #2 "other" Request sent 30 days ago. Contact other state for a response to the request.

Screen:	Field:	Entry:	Narrative:	Status:

Process: **INTER**   Number: **25**   **This flag no longer used.**

Text: No response received for Interstate Transmittal #2 "other" Request sent at least 60 days ago. Refer to local supervisor for possible referral to Central Registry.

Screen:	Field:	Entry:	Narrative:	Status:

Process: **INTER**   Number: **26**   **This flag no longer used.**

Text: (*Blank flag to delete other calendar flags*)

Screen:	Field:	Entry:	Narrative:	Status:

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Process: **INTER**   Number: **27**   **This flag no longer used.**

Text: Respond to Interstate Transmittal #2 "other" Request within 10 days. Request is from the state of:

Screen:	Field:	Entry:	Narrative:	Status:

Process: **INTER**   Number: **28**   **This flag no longer used.**

Text: (*Blank flag to delete other calendar flags*)

Screen:	Field:	Entry:	Narrative:	Status:

Process: **INTER**   Number: **29**

Text: No response received to request for copies of orders sent 30 days ago. Contact the other state for response to request.

Screen:	Field:	Entry:	Narrative:	Status:
INTERST3	COPY OF ORDER – RQST SENT column	C or L	506	036

Process: **INTER**   Number: **30**   **Completes**: **29**

Text: No response received to request for copies of orders sent at least 60 days ago. Refer to local supervisor for possible referral to Central Registry.

Screen:	Field:	Entry:	Narrative:	Status:
INTERST3	COPY OF ORDER – RQST SENT column	C or L when counter is already 1 or greater	510	036

Process: **INTER**   Number: **31**   **Completes**: **29, 30**

Text: (*Blank flag to delete other calendar flags*)

Screen:	Field:	Entry:	Narrative:	Status:
INTERST3	COPY OF ORDER – RESP RCVD	Valid date	512	N/A

Process: **INTER**   Number: **32**

Text: Respond to request for copies of orders from another state within 10 days. Request is from the state of

Screen:	Field:	Entry:	Narrative:	Status:
INTERST3	COPY OF ORDER - RQST RCVD column	Valid date	513	N/A

Process: **INTER**   Number: **33**   **Completes**: **32**

Text: (*Blank flag to delete another calendar flag*)

Screen:	Field:	Entry:	Narrative:	Status:
INTERST3	COPY OF ORDER – RESP PRVD column	Valid date	514	N/A

Process: **INTER**　　　Number: **34**　　　　　　　　**This flag no longer used.**

Text: No response received to request for financial statement sent 30 days ago. Contact the other state for a response to the request.

Screen:	Field:	Entry:	Narrative:	Status:

Process: **INTER**　　　Number: **35**　　　　　　　　**This flag no longer used.**

Text: No response received to request for financial statement sent at least 60 days ago. Refer to local supervisor for possible referral to Central Registry.

Screen:	Field:	Entry:	Narrative:	Status:

Process: **INTER**　　　Number: **36**　　　　　　　　**This flag no longer used.**

Text: (*Blank flag to delete other calendar flags*)

Screen:	Field:	Entry:	Narrative:	Status:

Process: **INTER**　　　Number: **37**　　　　　　　　**This flag no longer used.**

Text: Respond to request for financial statement within 10 days. Request is from the state of

_____

Screen:	Field:	Entry:	Narrative:	Status:

Process: **INTER**　　　Number: **38**　　　　　　　　**This flag no longer used.**

Text: (*Blank flag to delete another calendar flag*)

Screen:	Field:	Entry:	Narrative:	Status:

Process: **INTER**　　　Number: **39**

Text: No response received to the request for payment records sent 30 days ago. Contact the other state for a response to the request.

Screen:	Field:	Entry:	Narrative:	Status:
INTERST3	PYMT RECORD COPY – RQST SENT column	C or L	526	036

Process: **INTER**　　　Number: **40**　　　　　　　　**Completes**: **39**

Text: No response received to the request for payment records sent at least 60 days ago. Refer to your local supervisor for possible referral to Central Registry.

Screen:	Field:	Entry:	Narrative:	Status:
INTERST3	PYMT RECORD COPY – RQST SENT column	C or L, and counter is already 1 or greater	530	036

Process: **INTER**　　　Number: **41**　　　　　　　　**Completes**: **39, 40**

Text: (*Blank flag to delete other calendar flags*)

Screen:	Field:	Entry:	Narrative:	Status:
INTERST3	PYMT RECORD COPY – RESP RCVD column	Valid date	532	N/A

Process: **INTER**　　　Number: **42**

Text: Respond to the request for payment records within 10 days. Request is from the state of _____.

Screen:	Field:	Entry:	Narrative:	Status:
INTERST3	PYMT RECORD COPY – RQST RCVD column	Valid date	533	N/A

Process: **INTER**　　　Number: **43**　　　　　　　　**Completes**: **42**

Text: (*Blank flag to delete other calendar flags*)

Screen:	Field:	Entry:	Narrative:	Status:
INTERST3	PYMT RECORD COPY – RESP PRVD column	Valid date	534	N/A

Process: **INTER**　　　Number: **44**　　　　　　　**This flag no longer used.**

Text: No response received to the request for other copies sent 30 days ago. Contact the other state for a response to the request.

Screen:	Field:	Entry:	Narrative:	Status:

Process: **INTER**　　　Number: **045**　　　　　　**This flag no longer used.**

Text: No response received to the request for other copies sent at least 60 days ago. Refer to your local supervisor for possible referral to Central Registry.

Screen:	Field:	Entry:	Narrative:	Status:

Process: **INTER**　　　Number: **46**　　　　　　　**This flag no longer used.**

Text: (*Blank flag to delete other calendar flags*)

Screen:	Field:	Entry:	Narrative:	Status:

Process: **INTER**　　　Number: **47**　　　　　　　**This flag no longer used.**

Text: Respond to the request for other copies within 10 days. Request is from the state of _____.

Screen:	Field:	Entry:	Narrative:	Status:

Process: **INTER**　　　Number: **48**　　　　　　　**This flag no longer used.**

Text: (*Blank flag to delete other calendar flags*)

Screen:	Field:	Entry:	Narrative:	Status:

Process: **INTER**　　　Number: **49**

Text: No response received to the request for service of process sent 30 days ago. Contact the other state for a response to the request.

Screen:	Field:	Entry:	Narrative:	Status:
INTERST3	SERVICE PROCESS – RQST SENT column	C or L	546	42

Process: **INTER**   Number: **50**   **Completes**: **49**

Text: No response received to the request for service of process sent at least 60 days ago.
Refer to your local supervisor for possible referral to Central Registry.

Screen:	Field:	Entry:	Narrative:	Status:
INTERST3	SERVICE PROCESS – RQST SENT column	C or L, when counter is already 1 or greater	550	42

Process: **INTER**   Number: **51**   **Completes**: **49, 50**

Text: (*Blank flag to delete other calendar flags*)

Screen:	Field:	Entry:	Narrative:	Status:
INTERST3	SERVICE PROCESS – RESP RCVD column	Valid date	552	N/A

Process: **INTER**   Number: **52**

Text: Respond to the request for service of process within 10 days. Request is from the state
of _____

Screen:	Field:	Entry:	Narrative:	Status:
INTERST3	SERVICE PROCESS – RQST RCVD column	Valid date	553	N/A

Process: **INTER**   Number: **53**   **Completes**: **52**

Text: (*Blank flag to delete other calendar flags*)

Screen:	Field:	Entry:	Narrative:	Status:
INTERST3	SERVICE PROCESS – RESP PRVD column	Valid date	554	N/A

Process: **INTER**   Number: **54**

Text: No response received to the request for genetic testing sent 30 days ago. Contact the
other state for a response to the request.

Screen:	Field:	Entry:	Narrative:	Status:
INTERST3	GENETIC TESTING – RQST SENT column	C or L	556	043

Process: **INTER**   Number: **55**   **Completes**: **54**

Text: No response received to the request for genetic testing sent at least 60 days ago.
Refer to your local supervisor for possible referral to Central Registry.

Screen:	Field:	Entry:	Narrative:	Status:
INTERST3	GENETIC TESTING – RQST SENT column	C or L, when counter is already 1 or greater	560	043

Process: **INTER**   Number: **56**   **Completes**: **54, 55**

Text: (*Blank flag to delete other calendar flags*)

Screen:	Field:	Entry:	Narrative:	Status:
INTERST3	GENETIC TESTING – RESP RCVD column	Valid date	562	N/A

Process: **INTER**   Number: **57**

Text: Respond to the request for genetic testing within 10 days. Request is from the state of

_____

Screen:	Field:	Entry:	Narrative:	Status:
INTERST3	GENETIC TESTING – RQST RCVD column	Valid date	563	N/A

Process: **INTER**   Number: **58**   **Completes**: **57**

Text: (*Blank flag to delete other calendar flags*)

Screen:	Field:	Entry:	Narrative:	Status:
INTERST3	GENETIC TESTING – RESP PRVD column	Valid date	564	N/A

Process: **INTER**   Number: **59**   **This flag no longer used.**

Text: No response received to the request for interrogatories sent 30 days ago. Contact the other state for a response to the request.

Screen:	Field:	Entry:	Narrative:	Status:

Process: **INTER**   Number: **60**   **This flag no longer used.**

Text: No response received to the request for interrogatories sent at least 60days ago. Refer to your local supervisor for possible referral to Central Registry.

Screen:	Field:	Entry:	Narrative:	Status:

Process: **INTER**   Number: **61**   **This flag no longer used.**

Text: (*Blank flag to delete other calendar flags*)

Screen:	Field:	Entry:	Narrative:	Status:

Process: **INTER**   Number: **62**   **This flag no longer used.**

Text: Respond to the request for interrogatories within 10 days. Request is from the state of

_____.

Screen:	Field:	Entry:	Narrative:	Status:

Process: **INTER**   Number: **63**   **This flag no longer used.**

Text: (*Blank flag to delete other calendar flags*)

Screen:	Field:	Entry:	Narrative:	Status:

Process: **INTER**   Number: **64**

Text: No response received to the request for teleconference sent 30 days ago. Contact the other state for a response.

Screen:	Field:	Entry:	Narrative:	Status:
INTERST3	TELECONFERENCE – RQST SENT column	L or C	566	45

Process: **INTER**   Number: **65**   **Completes**: **64**

Text: No response received to the request for teleconference sent at least 60 days ago. Refer to your local supervisor for possible referral to Central Registry.

Screen:	Field:	Entry:	Narrative:	Status:
INTERST3	TELECONFERENCE – RQST SENT column	C or L, when counter is already 1 or greater	570	45

Process: **INTER**   Number: **66**   **Completes**: **64, 65**

Text: (*Blank flag to delete other calendar flags*)

Screen:	Field:	Entry:	Narrative:	Status:
INTERST3	TELECONFERENCE – RESP RCVD column	Valid date	572	N/A

Process: **INTER**   Number: **67**

Text: Respond to the request for teleconference within 10 days. Request is from the state of _____

Screen:	Field:	Entry:	Narrative:	Status:
INTERST3	TELECONFERENCE – RQST RCVD column	Valid date	573	N/A

Process: **INTER**   Number: **68**   **Completes**: **67**

Text: (*Blank flag to delete another calendar flag*)

Screen:	Field:	Entry:	Narrative:	Status:
INTERST3	TELECONFERENCE – RESP PRVD column	Valid date	574	N/A

Process: **INTER**   Number: **69**   **This flag no longer used.**

Text: No response received to the request for proof of income sent 30 days ago. Contact the other state for a response to the request.

Screen:	Field:	Entry:	Narrative:	Status:

Process: **INTER**   Number: **70**   **This flag no longer used.**

Text: No response received to the request for proof of income sent at least 60 days ago. Refer to your local supervisor for possible referral to Central Registry.

Screen:	Field:	Entry:	Narrative:	Status:

Process: **INTER**   Number: **71**   **This flag no longer used.**

Text: (*Blank flag to delete other calendar flags*)

Screen: Field: Entry: Narrative: Status:

Process: **INTER**   Number: **72**   **This flag no longer used.**

Text: Respond to the request for proof of income within 10 days. Request is from the state of
_____

Screen: Field: Entry: Narrative: Status:

Process: **INTER**   Number: **73**   **This flag no longer used.**

Text: (*Blank flag to delete another calendar flag*)

Screen: Field: Entry: Narrative: Status:

Process: **INTER**   Number: **74**   **This flag no longer used.**

Text: No response received to the request for party signature sent 30 days ago. Contact the
other state for a response to the request.

Screen: Field: Entry: Narrative: Status:

Process: **INTER**   Number: **75**   **This flag no longer used.**

Text: No response received to the request for party signature sent at least 60 days ago.
Refer to your local supervisor for possible referral to Central Registry.

Screen: Field: Entry: Narrative: Status:

Process: **INTER**   Number: **76**   **This flag no longer used.**

Text: (*Blank flag to delete other calendar flags*)

Screen: Field: Entry: Narrative: Status:

Process: **INTER**   Number: **77**   **This flag no longer used.**

Text: Respond to the request for a party signature within 10 days. Request is from the state
of _____

Screen: Field: Entry: Narrative: Status:

Process: **INTER**   Number: **78**   **This flag no longer used.**

Text: (*Blank flag to delete another calendar flag*)

Screen: Field: Entry: Narrative: Status:

Process: **INTER**   Number: **79**

Text: No response received to the request for "other" sent 30 days ago. Contact the other
state for a response to the request.

Screen:	Field:	Entry:	Narrative:	Status:
INTERST3	OTHER – RQST SENT column	C or L	610	N/A

Process: **INTER**   Number: **80**   **Completes**: **79**

Text: No response received to the request for "other" sent at least 60 days ago. Refer to your local supervisor for possible referral to Central Registry.

Screen:	Field:	Entry:	Narrative:	Status:
INTERST3	OTHER − RQST SENT column	C or L, when counter is already 1 or greater	612	N/A

Process: **INTER**   Number: **81**   **Completes**: **79, 80**

Text: (*Blank flag to delete another calendar flag*)

Screen:	Field:	Entry:	Narrative:	Status:
INTERST3	OTHER − RESP RCVD column	Valid date	613	N/A

Process: **INTER**   Number: **82**

Text: Respond to the request for "other" within 10 days. Request is from the state of

Screen:	Field:	Entry:	Narrative:	Status:
INTERST3	OTHER − RQST RCVD column	Valid date	614	N/A

Process: **INTER**   Number: **83**   **Completes**: **82**

Text: (*Blank flag to delete another calendar flag*)

Screen:	Field:	Entry:	Narrative:	Status:
INTERST3	OTHER − RESP PRVD column	Valid date	615	N/A

Process: **INTER**   Number: **84**   **This flag no longer used.**

Text: No response received to the request for interstate information from another source sent 30 days ago. Contact the other source for a response to the request. The other source is:

Screen:	Field:	Entry:	Narrative:	Status:

Process: **INTER**   Number: **85**   **This flag no longer used.**

Text: No response received to request for information from another source sent at least 60 days ago. Refer to your local supervisor for possible referral to Central Registry. Other source: _____

Screen:	Field:	Entry:	Narrative:	Status:

Process: **INTER**   Number: **86**   **This flag no longer used.**

Text: (*Blank flag to delete other calendar flags*)

Screen:	Field:	Entry:	Narrative:	Status:

Process: **INTER**   Number: **90**   **Completes**: **UIFSA1**

Text: *(Blank flag to delete another calendar flag)*

Screen:	Field:	Entry:	Narrative:	Status:
INTERSTA	ACKNLDGMENT RCVD	L plus any valid date	373	N/A

Process: **INTER**   Number: **91**   **Completes**: **LOC3, 4**

Text: (*Blank flag to delete other calendar flags*)

Screen:	Field:	Entry:	Narrative:	Status:
INTERSTA	REFERRAL LOCATION	L or C	42, 377	N/A

Process: **INTER**   Number: **93**

Text: Interstate acknowledgment received through CSENET for referral. Additional information is needed to proceed.

(other state's FIPS)
(other state's case id)
(other state's worker name)
(other state's worker phone)

Screen:	Field:	Entry:	Narrative:	Status:
Batch	None	None	188	None

Process: **INTER**   Number: **94**

Text: Interstate acknowledgment received through CSENET for referral. No additional information is needed to proceed.

(other state's FIPS)
(other state's case id)
(other state's worker name)
(other state's worker phone)

Screen:	Field:	Entry:	Narrative:	Status:
Batch	None	None	189	None

Process: **INTER**   Number: **143**

Text: A reminder was received through CSENet indicating that the following state has not received a response or acknowledgement to their interstate case referral.

Screen:	Field:	Entry:	Narrative:	Status:
Batch	None	None	42	None

Process: **INTER**   Number: **147**   **This flag no longer used.**

Text: Documents should have been sent by today to the state below to complete the referral. If they have not been mailed, enter a new date in the ADDL. DOCUMENTS PROVIDED field on the INTERSTA screen.

Screen:	Field:	Entry:	Narrative:	Status:

Process: **INTER**   Number: **148**   **This flag no longer used.**

Text: Please provide the additional documents needed to complete the referral to the
following state and update the ADDL. DOCUMENTS PROVIDED field on the INTERSTA screen.

Screen:	Field:	Entry:	Narrative:	Status:

Process: **INTER**   Number: **149**   **Completes**: **193**

Text: *(Blank flag to delete another calendar flag)*

Screen:	Field:	Entry:	Narrative:	Status:
INTERSTA	ADDITIONAL DOCUMENTS PROVIDED	Valid date	435	37

Process: **INTER**   Number: **152**   **This flag no longer used.**

Text: Please check to see if the following state provided the additional documents we
requested to complete the incoming interstate referral.

Screen:	Field:	Entry:	Narrative:	Status:

Process: **INTER**   Number: **159**   **This flag no longer used.**

Text: It has been at least 45 days since last contact with the other state concerning this
case. Please contact the other state again to request an update on the status of the case.
Other state: _____

Screen:	Field:	Entry:	Narrative:	Status:

Process: **INTER**   Number: **160**   **This flag no longer used.**

Text: (*Blank flag to delete other calendar flags*)

Screen:	Field:	Entry:	Narrative:	Status:

Process: **INTER**   Number: **161**   **This flag no longer used.**

Text: It has been at least 30 days since receipt of an ongoing payment for this interstate
case. Please contact the other state about the status of the case.

Screen:	Field:	Entry:	Narrative:	Status:

Process: **INTER**   Number: **162**   **This flag no longer used.**

Text: No ongoing payments have been received on this interstate case. Review case and
take appropriate action by either contacting the other state, or bypassing, or closing the
interstate screen.

Screen:	Field:	Entry:	Narrative:	Status:

Process: **INTER**   Number: **163**   **This flag no longer used.**

Text: Interstate case currently bypassed for interstate tracking. Check to see if bypass
reason still exists, then update the bypass tracking field on INTERSTA.

Screen:	Field:	Entry:	Narrative:	Status:

Process: **INTER**   Number: **164**   **This flag no longer used.**

Text: (*Blank flag to delete another calendar flag*)

Screen:	Field:	Entry:	Narrative:	Status:

Process: **INTER**   Number: **167**

Text: No response to the request for lien assistance sent 30 days ago. Contact the other state for a response.

Screen:	Field:	Entry:	Narrative:	Status:
INTERST3	LIEN ASSISTANCE RQST SENT column	L or C	594	N/A

Process: **INTER**   Number: **168**   **Completes 167**

Text: No response received to the request for lien assistance sent at least 60 days ago. Refer to your local supervisor for possible referral to Central Registry.

Screen:	Field:	Entry:	Narrative:	Status:
INTERST3	LIEN ASSISTANCE RQST SENT column	C or L, when counter is already 1 or greater	596	N/A

Process: **INTER**   Number: **169**   **Completes 167, 168**

Text: (*Blank flag to delete other calendar flags*)

Screen:	Field:	Entry:	Narrative:	Status:
INTERST3	LIEN ASSISTANCE RESP RCVD column	Valid date	597	N/A

Process: **INTER**   Number: **170**

Text: Respond to the request for lien assistance within 10 days. Request is from the state of _____.

Screen:	Field:	Entry:	Narrative:	Status:
INTERST3	LIEN ASSISTANCE RQST RCVD column	Valid date	598	N/A

Process: **INTER**   Number: **171**   **Completes 170**

Text: (*Blank flag to delete another calendar flag*)

Screen:	Field:	Entry:	Narrative:	Status:
INTERST3	LIEN ASSISTANCE RESP PRVD column	Valid date	599	N/A

Process: **INTER**   Number: **172**   **This flag no longer used.**

Text: No response received to the request for notice of DCO to be filed sent 30 days ago. Contact the other state for a response to the request.

Screen:	Field:	Entry:	Narrative:	Status:

Process: **INTER**   Number: **173**   **This flag no longer used.**

Text: No response received to the request for notice of DCO to be filed sent at least 60 days ago. Refer to your local supervisor for possible referral to central registry.

Screen: Field: Entry: Narrative: Status:

Process: **INTER**   Number: **174**   **This flag no longer used.**

Text: *(Blank flag to delete another calendar flag)*

Screen: Field: Entry: Narrative: Status:

Process: **INTER**   Number: **175**   **This flag no longer used.**

Text: Respond to the request for the notice of DCO to be filed within 10 days. Request is from the state of _____.

Screen: Field: Entry: Narrative: Status:

Process: **INTER**   Number: **176**   **This flag no longer used.**

Text: *(Blank flag to delete another calendar flag)*

Screen: Field: Entry: Narrative: Status:

Process: **INTER**   Number: **177**   **This flag no longer used.**

Text: CSENet ack received from the other state and no additional info was requested. Please update the payment FIPS code. Blank means info was not provided. The payment FIPS was _____.

Screen: Field: Entry: Narrative: Status:

Process: **INTER**   Number: **178**

Text: CSENet ack received from the other state and no additional info was requested. Review to update the office address. Blank means info was not provided. The office address is

_____.

Screen:	Field:	Entry:	Narrative:	Status:
Batch			N/A	N/A

Process: **INTER**   Number: **179**   **This flag no longer used.**

Text: CSENet ack received from the other state and additional info was requested. Please see the MESSAGES screen for additional information.

Screen:	Field:	Entry:	Narrative:	Status:
Batch			N/A	N/A

Process: **INTER**   Number: **180**

Text: CSENet ack received from the other state and additional info was requested. Please review to update the office address. Additional info was requested. Blank means info not provided.

Screen:	Field:	Entry:	Narrative:	Status:
Batch			N/A	N/A

Process: **INTER**   Number: **181**

Text: A limited service request was received via CSENet. The other state or country listed below is requesting _____ (information requested)

Screen:	Field:	Entry:	Narrative:	Status:
Batch			N/A	N/A

Process: **INTER**   Number: **182**

Text: The office below is requesting information.

(office address)

Screen:	Field:	Entry:	Narrative:	Status:
Batch			N/A	N/A

Process: **INTER**   Number: **184**

Text: A CSENET text message received from the following state. Access messages screen to read it.

Screen:	Field:	Entry:	Narrative:	Status:
Batch			N/A	N/A

Process: **INTER**   Number: **185**

Text: The other state provided the following fax numbers and email address for the other state worker. Blank means not provided. *(Other state fax number) (Other state email address)*

Screen:	Field:	Entry:	Narrative:	Status:
Batch			N/A	N/A

Process: **INTER**   Number: **186**

Text: CSENet provided office address and fax number in the other state for this case. Review and update the information on the case. *(Other state address)*

Screen:	Field:	Entry:	Narrative:	Status:
Batch			N/A	N/A

Process: **INTER**   Number: **187**

Text: CSENet provided the following information about a new caseworker in the other state. Review and update the information on the case. *(Worker's name)*

Screen:	Field:	Entry:	Narrative:	Status:
Batch			N/A	N/A

Process: **INTER**   Number: **189**

Text: Acknowledge referral received from _____

Screen:	Field:	Entry:	Narrative:	Status:
INTERSTA	LOC RCVING RFRAL	L or C and Valid date	374, 376	

Process: **INTER**   Number: **190**   **This flag no longer used.**

Text: Respond to status request from other jurisdiction within 10 days. Status request is from _____

Screen:	Field:	Entry:	Narrative:	Status:

Process: **INTER**   Number: **191**   **This flag no longer used.**

Text: Respond to interstate transmittal #2 "Other" request within 10 days. Request is from

_____

Screen:	Field:	Entry:	Narrative:	Status:

Process: **INTER**   Number: **192**

Text: Document should have been sent by today to the jurisdiction below to complete the referral. If they have not been mailed, enter a new date in the ADDL DOCUMENT PROVIDED field on the INTERSTA screen.

Screen:	Field:	Entry:	Narrative:	Status:
INTERSTA	ADDL DOCUMENTS PROVIDED	Valid date	N/A	N/A

Process: **INTER**   Number: **193**

Text: Please provide the additional documents needed to complete referral to the following jurisdiction and update the ADDL DOCUMENTS PROVIDED field on the INTERSTA screen.

Screen:	Field:	Entry:	Narrative:	Status:
UIFSA	ADDL DOCUMENTS PROVIDED	No date in this field	N/A	N/A

Process: **INTER**   Number: **194**

Text: Please check to see if the following jurisdiction provided the additional documents we requested to complete the incoming interstate referral.

Screen:	Field:	Entry:	Narrative:	Status:
ACK	No entry in the DOC RECEIVED column	Blank	378, 379, 380	32, 33, 34

Process: **INTER**   Number: **195**

Text: No response received to request for status update send 30 days ago. Contact other jurisdiction for a response.

Screen:	Field:	Entry:	Narrative:	Status:
INTERST2	STATUS UPDATE - REQ/NTC SENT column	L or C	438, 439	N/A

Process: **INTER**   Number: **196**

Text: No response received to status update sent 60 days ago. Refer to local supervisor for possible referral to Central Registry.

Screen:	Field:	Entry:	Narrative:	Status:
INTERST2	STATUS UPDATE − REQ/NTC SENT column	L or C when the counter was already 1 or greater	440, 441	N/A

Process: **INTER**   Number: **197**   **Completes 195, 196**

Text: *Blank to delete other calendar flags*

Screen:	Field:	Entry:	Narrative:	Status:
INTERST2	STATUS UPDATE − RESPONSE RECEIVED column	Valid date	444	N/A

Process: **INTER**   Number: **198**

Text: Respond to status update request from other jurisdiction within 10 days. Request is from _____

Screen:	Field:	Entry:	Narrative:	Status:
INTERST2	STATUS UPDATE − REQ/NTC RECEIVED column	Valid date	446	N/A

Process: **INTER**   Number: **199**   **Completes 198**

Text: *(Blank flag to delete another calendar flag)*

Screen:	Field:	Entry:	Narrative:	Status:
INTERST2	STATUS UPDATE − RESPONSE RECEIVED column	Valid date	445, 447	

Process: **INTER**   Number: **200**

Text: No response received to request for arrears calc sent 30 days ago, contact the other jurisdiction for response.

Screen:	Field:	Entry:	Narrative:	Status:
INTERST2	ARREARS CALC − REQ/NTC SEND column	L or C	458	N/A

Process: **INTER**   Number: **201**   **Completes 200, 202**

Text: *(Blank calendar flag to delete other flags)*

Screen:	Field:	Entry:	Narrative:	Status:
INTERST2	ARREARS CALC − REQ/NTC RECEIVED column	Valid date	461	

Process: **INTER**   Number: **202**

Text: No response to request for arrears calc sent at least 60 days ago. Refer to supervisor for possible referral to central registry.

Screen:	Field:	Entry:	Narrative:	Status:
INTERST2	ARREARS CALC – REQ/NTC SENT column	L or C with a counter greater than 1	460	

Process: **INTER**   Number: **203**

Text: Respond to arrears calc from other state within 10 days. Request is from _____

Screen:	Field:	Entry:	Narrative:	Status:
INTERST2	ARREARS CALC – REQ/NTC RECEIVED column	Valid date	462	

Process: **INTER**   Number: **204**   **Completes 203**

Text: *(Blank flag to delete another calendar flag)*

Screen:	Field:	Entry:	Narrative:	Status:
INTERST2	ARREARS CALC – REQ/NTC PROVIDED column	Valid date	463	

Process: **INTER**   Number: **205**

Text: No response received to request for payment history sent 30 days ago. Contact other jurisdiction for a response.

Screen:	Field:	Entry:	Narrative:	Status:
INTERST2	PAYMENT HISTORY – REQ/NTC SENT column	L or C	465	N/A

Process: **INTER**   Number: **206**

Text: No response received to request for a payment history sent at least 60 days ago. Refer to supervisor for possible referral to central registry.

Screen:	Field:	Entry:	Narrative:	Status:
INTERST2	PAYMENT HISTORY – REQ/NTC SENT column	L or C with a counter greater than 1	466	N/A

Process: **INTER**   Number: **207**   **Completes 205, 206**

Text: (*Blank calendar flag to delete other flags*)

Screen:	Field:	Entry:	Narrative:	Status:
INTERST2	PAYMENT HISTORY – REQ/NTC SENT column	L or C with a counter greater than 1	468	N/A

Process: **INTER**   Number: **208**

Text: Respond to payment history from other jurisdiction within 10 days. Request is from

_____.

Screen:	Field:	Entry:	Narrative:	Status:
INTERST2	PAYMENT HISTORY – REQ/NTC RECEIVED column	Valid date	469	N/A

Process: **INTER**   Number: **209**   **Completes 208**

Text: *(Blank flag to delete another calendar flag)*

Screen:	Field:	Entry:	Narrative:	Status:
INTERST2	PAYMENT HISTORY – RESPONSE PROVIDED column	Valid date	470	N/A

Process: **INTER**   Number: **210**

Text: No response received to request for arrears bal/int sent 30 days ago. Contact other jurisdiction for response.

Screen:	Field:	Entry:	Narrative:	Status:
INTERST2	ARREARS BAL/INT - REQ/NTC SENT column	L or C	471, 472	N/A

Process: **INTER**   Number: **211**

Text: No response received to request for arrears bal/int sent at least 60 days ago. Refer to local supervisor for possible referral to central registry.

Screen:	Field:	Entry:	Narrative:	Status:
INTERST2	ARREARS BAL/INT REQ/NTC SENT column	C or L, when counter is already 1 or greater	473, 474	N/A

Process: **INTER**   Number: **212**   **Completes 210, 211**

Text: *(Blank flag to delete other calendar flags)*

Screen:	Field:	Entry:	Narrative:	Status:
INTERST2	ARREARS BAL/INT RESPONSE RECEIVED column	Valid date	477	N/A

Process: **INTER**   Number: **213**

Text: Respond to arrears bal/int from other jurisdiction within 10 days. Request is from

_____

Screen:	Field:	Entry:	Narrative:	Status:
INTERST2	ARREARS BAL/INT REQ/NTC RECEIVED column	Valid date	478	N/A

Process: **INTER** Number: **214** **Completes 213**

Text: *(Blank flag to delete another calendar flag)*

Screen:	Field:	Entry:	Narrative:	Status:
INTERST2	ARREARS BAL/INT RESPONSE PROVIDED column	Valid date	479, 480	N/A

Process: **INTER** Number: **220**

Text: No response received to request for "other" sent 30 days ago. Contact other jurisdiction for response.

Screen:	Field:	Entry:	Narrative:	Status:
INTERST2	OTHER REQ/NTC SENT column	L or C	500	N/A

Process: **INTER** Number: **221**

Text: No response received to request for "other" sent at least 60 days ago. Refer to local supervisor for possible referral to Central Registry.

Screen:	Field:	Entry:	Narrative:	Status:
INTERST2	OTHER REQ/NTC SENT column	C or L, when counter is already 1 or greater	501	N/A

Process: **INTER** Number: **222** **Completes 220, 221**

Text: *(Blank flag to delete other calendar flags)*

Screen:	Field:	Entry:	Narrative:	Status:
INTERST2	OTHER RESPONSE RECEIVED column	Valid date	503	N/A

Process: **INTER** Number: **223**

Text: Respond to "other" request from other jurisdiction within 10 days. Request is from

_____

Screen:	Field:	Entry:	Narrative:	Status:
INTERST2	OTHER REQ/NTC RECEIVED column	Valid date	504	N/A

Process: **INTER** Number: **224** **Completes 223**

Text: *(Blank flag to delete another calendar flag)*

Screen:	Field:	Entry:	Narrative:	Status:
INTERST2	OTHER − RESPONSE PROVIDED column	Valid date	505	

Process: **INTER**   Number: **225**

Text: No response received to the request for certified payment records sent 30 days ago. Contact other jurisdiction for a response to the request.

Screen:	Field:	Entry:	Narrative:	Status:
INTERST3	CERT PYMT RECORD – RQST SENT column	L or C	536	36

Process: **INTER**   Number: **226**

Text: No response to request for certified payment records sent at least 60 days ago. Refer to your local supervisor for possible referral to Central Registry.

Screen:	Field:	Entry:	Narrative:	Status:
INTERST3	CERT PYMT RECORD – RQST SENT column	C or L, when counter is already 1 or greater	540	36

Process: **INTER**   Number: **227**   **Completes 225, 226**

Text: *(Blank flag to delete other calendar flags)*

Screen:	Field:	Entry:	Narrative:	Status:
INTERST3	CERT PYMT RECORD – RESP RCVD column	Valid date	542	N/A

Process: **INTER**   Number: **228**

Text: Respond to the request for certified payment records within 10 days. Request is from

_____

Screen:	Field:	Entry:	Narrative:	Status:
INTERST3	CERT PYMT RECORD – RQST RCVD column	Valid date	543	N/A

Process: **INTER**   Number: **229**   **Completes 228**

Text: *(Blank flag to delete another calendar flag)*

Screen:	Field:	Entry:	Narrative:	Status:
INTERST3	CERT PYMT RECORD – RESP PRVD column	Valid date	544	N/A

Process: **INTER**   Number: **230**

Text: No response received to the request for admin review sent 30 days ago. Contact other jurisdiction for a response to the request.

Screen:	Field:	Entry:	Narrative:	Status:
INTERST3	ADMIN REVIEW – RQST SENT column	L or C	576	N/A

Process: **INTER**   Number: **231**

Text: No response received to the request for admin review sent at least 60 days ago. Refer to your local supervisor for possible referral to central registry.

Screen:	Field:	Entry:	Narrative:	Status:
INTERST3	ADMIN REVIEW – RQST SENT column	C or L, when counter is already 1 or greater	578	N/A

Process: **INTER**   Number: **232**   **Completes 230, 231**

Text: *(Blank flag to delete other calendar flags)*

Screen:	Field:	Entry:	Narrative:	Status:
INTERST3	ADMIN REVIEW – RESP RCVD column	Valid date	579	N/A

Process: **INTER**   Number: **233**

Text: Respond to the request for admin review within 10 days. Request is from _____

Screen:	Field:	Entry:	Narrative:	Status:
INTERST3	ADMIN REVIEW – RQST RCVD column	Valid date	580	N/A

Process: **INTER**   Number: **234**   **Completes 233**

Text: *(Blank flag to delete another calendar flag)*

Screen:	Field:	Entry:	Narrative:	Status:
INTERST3	ADMIN REVIEW – RESP PRVD column	Valid date	581	N/A

Process: **INTER**   Number: **235**

Text: No response received to the request for discovery sent 30 days ago. Contact other jurisdiction for a response to request.

Screen:	Field:	Entry:	Narrative:	Status:
INTERST3	DISCOVERY – RQST SENT column	L or C	582	N/A

Process: **INTER**   Number: **236**

Text: No response received to the request for discovery sent at least 60 days ago. Refer to your local supervisor for possible referral to Central Registry.

Screen:	Field:	Entry:	Narrative:	Status:
INTERST3	DISCOVERY – RESP PRVD column	C or L, when counter is already 1 or greater	584	N/A

Process: **INTER**   Number: **237**   **Completes 235, 236**

Text: *(Blank flag to delete other calendar flags)*

Screen:	Field:	Entry:	Narrative:	Status:
INTERST3	DISCOVERY – RESP RCVD column	Valid date	585	N/A

Process: **INTER**   Number: **238**

Text: Respond to the request for discovery within 10 days. Request is from _____.

Screen:	Field:	Entry:	Narrative:	Status:
INTERST3	DISCOVERY – RQST RCVD column	Valid date	586	N/A

Process: **INTER**   Number: **239**   **Completes 238**

Text: *(Blank flag to delete another calendar flag)*

Screen:	Field:	Entry:	Narrative:	Status:
INTERST3	DISCOVERY – RESP PRVD column	Valid date	587	N/A

Process: **INTER**   Number: **240**

Text: No response received to the request for AEI sent 30 days ago. Contact other jurisdiction for a response to the request.

Screen:	Field:	Entry:	Narrative:	Status:
INTERST3	AEI – RQST SENT column	L or C	588	N/A

Process: **INTER**   Number: **241**

Text: No response received to the request for AEI sent at least 60 days ago. Refer to your supervisor for possible referral to Central Registry.

Screen:	Field:	Entry:	Narrative:	Status:
INTERST3	AEI – RQST SENT column	C or L, when counter is already 1 or greater	590	N/A

Process: **INTER**   Number: **242**   **Completes 240, 241**

Text: *(Blank flag to delete other calendar flags)*

Screen:	Field:	Entry:	Narrative:	Status:
INTERST3	AEI – RESP RCVD column	Valid date	591	N/A

Process: **INTER**   Number: **243**

Text: Respond to the request for AEI within 10 days. Request is from

_____.

Screen:	Field:	Entry:	Narrative:	Status:
INTERST3	AEI – RQST RCVD column	Valid date	592	N/A

Process: **INTER**   Number: **244**   **Completes 243**

Text: *(Blank flag to delete another calendar flag)*

Screen:	Field:	Entry:	Narrative:	Status:
INTERST3	AEI – RESP PRVD column	Valid date	593	N/A

Process: **INTER**   Number: **245**

Text: No response received to the request for fin data/income proof sent 30 days ago. Contact the other jurisdiction for a response to the request.

Screen:	Field:	Entry:	Narrative:	Status:
INTERST3	FIN DATA/INC PROOF – RQST SENT column	L or C	600	41

Process: **INTER**   Number: **246**

Text: No response to the request for fin data/proof of income sent at least 60 days ago. Refer to your local supervisor for possible referral to Central Registry.

Screen:	Field:	Entry:	Narrative:	Status:
INTERST3	FIN DATA/INC PROOF – RQST SENT column	C or L, when counter is already 1 or greater	604	41

Process: **INTER**   Number: **247**   **Completes 245, 246**

Text: *(Blank flag to delete other calendar flags)*

Screen:	Field:	Entry:	Narrative:	Status:
INTERST3	FIN DATA/INC PROOF – RESP PRVD column	Valid date	606	N/A

Process: **INTER**   Number: **248**

Text: Respond to the request for fin data/proof of income within 10 days. Request is from

_____.

Screen:	Field:	Entry:	Narrative:	Status:
INTERST3	FIN DATA/INC PROOF – RQST RCVD column	Valid date	607	N/A

Process: **INTER**   Number: **249**   **Completes 248**

Text: *(Blank flag to delete another calendar flag)*

Screen:	Field:	Entry:	Narrative:	Status:
INTERST3	FIN DATA/INC PROOF – RESP PRVD column	Valid date	608	N/A

Process: **INTER**   Number: **250**

Text: Respond to request to forward payments received from _____.

Screen:	Field:	Entry:	Narrative:	Status:
INTERST3	FRWD PYMT TO OTHER STATE – RQST RCVD	Valid date	635	N/A

Process: **INTER**   Number: **251**   **Completes 250**

Text: *(Blank flag to delete another calendar flag)*

Screen:	Field:	Entry:	Narrative:	Status:
INTERST3	FRWD PYMNT TO OTHER STATE − RESP PRVD	Valid date	634	N/A

Process: **INTER**   Number: **252**

Text: No response received to request for forward payments sent 30 days ago. Contact the other state for a response to the request.

Screen:	Field:	Entry:	Narrative:	Status:
INTERST3	IA REQU PYMT FROM OTHER STATE − RQST SENT	Valid date	511	N/A

Process: **INTER**   Number: **253**   **Completes 252**

Text: *(Blank flag to delete another calendar flag)*

Screen:	Field:	Entry:	Narrative:	Status:
INTERST3	IA REQU PYMT FROM OTHER STATE − RESP RCVD	Valid date	515	N/A

Process: **INTER**   Number: **254**

Text: CSENet indicates the following state provided a total amount of arrears and interest. The appropriate field has been entered on the INTERST2 screen.

Screen:	Field:	Entry:	Narrative:	Status:
Batch	N/A	N/A	616	N/A

Process: **INTER**   Number: **255**

Text: No response received to request for certified court order sent 30 days ago. Contact the other jurisdiction for a response to the request.

Screen:	Field:	Entry:	Narrative:	Status:
INTERST3	CERTIFIED ORDER − RQST SENT column	L or C	516	36

Process: **INTER**   Number: **256**

Text: No response to request for certified court order sent at least 60 days ago. Refer to local supervisor for possible referral to Central Registry.

Screen:	Field:	Entry:	Narrative:	Status:
INTERST3	CERTIFIED ORDER − RQST SENT column	C or L, when counter is already 1 or greater	520	

Process: **INTER**   Number: **257**   **Completes 255, 256**

Text: *(Blank flag to delete other calendar flags)*

Screen:	Field:	Entry:	Narrative:	Status:
INTERST3	CERTIFIED ORDER − RESP RCVD column	Valid date	522	N/A

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Process: **INTER**   Number: **258**

Text: Respond to the request for certified orders within 10 days. Request is from

_____.

Screen:	Field:	Entry:	Narrative:	Status:
INTERST3	CERTIFIED ORDER – RQST RCVD column	Valid date	523	N/A

Process: **INTER**   Number: **259**   **Completes 259**

Text: *(Blank flag to delete another calendar flag)*

Screen:	Field:	Entry:	Narrative:	Status:
INTERST3	CERTIFIED ORDER – RESP PRVD column	Valid date	524	N/A

Process: **LOC**   Number: **125**

Text: The obligor has been located out of state. Review case & make referral if necessary. You have 18 days to refer or enter "N" in interstate referral field on the address or employer screen.

Screen:	Field:	Entry:	Narrative:	Status:
ADDVER EMPVER	INTERSTATE REFERRAL	R	316	N/A

Process: **LOC**   Number: **126**   **Completes 125, 129**

Text: *(Blank flag to delete another calendar flag)*

Screen:	Field:	Entry:	Narrative:	Status:
ADDVER EMPVER	INTERSTATE REFERRAL	N	352	N/A

Process: **REGST**   Number: **1**

Text: The date of this calendar flag marks the end of the 20 day contest period for court order registration. If no one contests, continue with the registration.

Screen:	Field:	Entry:	Narrative:	Status:
REGIST	SERVED (for any party)	Y, G, or N	9, 32	N/A

Process: **REGST**   Number: **2**   **Completes:1, 7**

Text: *(Blank flag to delete another calendar flag)*

Screen:	Field:	Entry:	Narrative:	Status:
REGIST	CONTEST BY and DATE CONTESTED	RP, CP, TP, or OS and valid date	10, 15, 16	N/A
	SERVED (for any party)	N		

Process: **REGST**   Number: **3**   **Completes 1**

Text: The date of this calendar flag is the date of the court order registration hearing.

Screen:	Field:	Entry:	Narrative:	Status:
REGIST	COURT HEARING SET	Valid date	4, 11	N/A

Process: **REGST**   Number: **4**   **Completes**: **3**

Text: *(Blank flag to delete another calendar flag)*

Screen:	Field:	Entry:	Narrative:	Status:
REGIST	COURT HEARING HELD	Y, N, or R	5, 6, 11	N/A

Process: **REGST**   Number: **5**   **Completes**: **1, 3, 7, 8,9**

Text: *(Blank flag to delete other calendar flags)*

Screen:	Field:	Entry:	Narrative:	Status:
REGIST	PROCESS ENDED DATE	Valid date	7, 8, 14, 30	N/A
	N/A	F4 twice to delete the screen		

Process: **REGST**   Number: **7**

Text: Check on service of CP for registration process.

Screen:	Field:	Entry:	Narrative:	Status:
REGIST	GEN SVC: CP I/O	<u>Y, G or R and an I or O</u>	24, 31, 33, 34, 35	N/A

Process: **REGST**   Number: **8**

Text: Check on service of RP for registration process.

Screen:	Field:	Entry:	Narrative:	Status:
REGIST	<u>GEN SVC: RP I/O</u>	<u>Y, G or R and an I or O</u>	25, <u>31, 33, 34, 35</u>	N/A

Process: **REGST**   Number: **9**

Text: Check on service of TP for registration process.

Screen:	Field:	Entry:	Narrative:	Status:
REGIST	<u>GEN SVC: TP I/O</u>	<u>Y, G or R and an I or O</u>	26, <u>31, 33, 34, 35</u>	N/A

Process: **REGST**   Number: **10**   **Completes 7**

Text: (*Blank flag to delete another calendar flag*)

Screen:	Field:	Entry:	Narrative:	Status:
REGIST	SERVED CP	Y, G, or N	27, 32	N/A

Process: **REGST**   Number: **11**   **Completes 8**

Text: (*Blank flag to delete another calendar flag*)

Screen:	Field:	Entry:	Narrative:	Status:
REGIST	SERVED RP	Y, G, or N	28, 32	N/A

Process: **REGST**   Number: **12**   **Completes**: **9**

Text: (*Blank flag to delete another calendar flag*)

Screen:	Field:	Entry:	Narrative:	Status:
REGIST	SERVED TP	Y, G, or N	29, 32	N/A

Process: **UIFSA**   Number: **1**   **This flag no longer used.**

Text: Follow up on interstate referral sent to state of _____.

Screen:	Field:	Entry:	Narrative:2	Status:

Process: **UIFSA**   Number: **2**

Text: Action completed by other state. Proceed with updates to case file and appropriate ICAR screens.

Screen:	Field:	Entry:	Narrative:	Status:
UIFSA	COMPLETED	Valid date	3	N/A

Process: **UIFSA**   Number: **3**   **Completes**: **1, 2, 4, 5, 6, 7, 9, 10, 12, 14, 15, 16, 18, 21, 26, 27**

Text: An interstate action for this case has been ended. Update case file and ICAR screens as appropriate.

Screen:	Field:	Entry:	Narrative:	Status:
UIFSA	ACTION DISMISSED/PROCESS ENDED	Any valid code and Valid date	4, 5	N/A

Process: **UIFSA**   Number: **4**   **This flag no longer used.**

Text: A nondisclosure (UIFSA SECTION 312) order exists. Do not disclose victim's address. Check non-disclosure box on Interstate Transmittal form and enclose copy of 312 order in transmittal packet.

Screen:	Field:	Entry	Narrative:	Status:

Process: **UIFSA**   Number: **5**

Text: A nondisclosure order is not necessary for this case. Include the address on the Interstate Transmittal form.

Screen:	Field:	Entry:	Narrative:	Status:
UIFSA2	NONDISCLOSURE ORDER	N	7	N/A

Process: **UIFSA**   Number: **6**   **This flag no longer used.**

Text: Follow up with the CP regarding the affidavit determining need for nondisclosure (UIFSA 312) order and other UIFSA forms.

Screen:	Field:	Entry:	Narrative:	Status:

Process: **UIFSA**   Number: **7**   **This flag no longer used.**

Text: If judge signed UIFSA 312 order for this case, update risk detail screen and enter a 'Y' in nondisclosure order field on UIFSA2 screen.

Screen:	Field:	Entry:	Narrative:	Status:

Process: **UIFSA**   Number: **9**

Text: Check if CP attended interview set for _____.

Screen:	Field:	Entry:	Narrative:	Status:
UIFSA3	CP INTERVIEW SET	Valid date and time	81, 14	27

Process: **UIFSA**   Number: **10**   **Completes 9**

Text: CP interview not held. Reschedule if necessary.

Screen:	Field:	Entry:	Narrative:	Status:
UIFSA3	CP INTERVIEW HELD	N	13	N/A

Process: **UIFSA**   Number: **11**   **Completes 9**

Text: *(Blank flag to delete another calendar flag)*

Screen:	Field:	Entry:	Narrative:	Status:
UIFSA3	CP INTERVIEW HELD	Y	12	N/A

Process: **UIFSA**   Number: **12**   **Completes: 14**

Text: Check if AF/AP attended interview.

Screen:	Field:	Entry:	Narrative:	Status:
UIFSA3	AF/RP INTERVIEW SET or	Valid date and time	15, 18	N/A
	AF/RP INTERVIEW HELD	R		

Process: **UIFSA**   Number: **13**   **Completes 12**

Text: *(Blank flag to delete another calendar flag)*

Screen:	Field:	Entry:	Narrative:	Status:
UIFSA3	AF/RP INTERVIEW HELD	Y	16	N/A

Process: **UIFSA**   Number: **14**   **Completes 12**

Text: AF/RP interview not held. Find out if it has been rescheduled.

Screen:	Field:	Entry:	Narrative:	Status:
UIFSA3	AF/RP INTERVIEW HELD	N	17	N/A

Process: **UIFSA**   Number: **15**   **Completes 1, 2, 4, 5, 6, 7, 10, 11, 12, 13, 14, 18, 21, 26, 27**

Text: An order has been received from the other state. Follow up by updating ICAR and informing the Iowa party of the results.

Screen:	Field:	Entry:	Narrative:	Status:
UIFSA3	C.O. SUPPORT ESTABLISHED	Y	91	24

Process: **UIFSA**   Number: **16**   **Completes 16**

Text: Paternity information has been updated on UIFSA4. Follow up by verifying that the paternity information on the child screen is accurate.

Screen:	Field:	Entry:	Narrative:	Status:
UIFSA4	TESTED	Y or N	74	N/A

Process: **UIFSA**   Number: **18**   **This flag no longer used.**

Text: Check on status of court hearing set in the interstate action with the state of _____

Screen:	Field:	Entry:	Narrative:	Status:

Process: **UIFSA**   Number: **19**   **Completes 18, 27**

Text: *(Blank flag to delete another calendar flag)*

Screen:	Field:	Entry:	Narrative:	Status:
UIFSA3	COURT HEARING HELD	Y, N, or R	87, 88, 89	7, 8, 9, 21, 22, 23

Process: **UIFSA**   Number: **21**

Text: Contact Alaska as no acknowledgement received for interstate referral send for PFD intercept.

Screen:	Field:	Entry:	Narrative:	Status:

Process: **UIFSA**   Number: **22**

Text: Transmittal #1 was sent to Alaska to intercept the Alaska PFD payment. End interstate action if PFD payment has been received.

Screen:	Field:	Entry:	Narrative:	Status:

Process: **UIFSA**   Number: **23**   **Completes 21**

Text: *(Blank flag to delete another calendar flag)*

Screen:	Field:	Entry:	Narrative:	Status:

Process: **UIFSA**   Number: **24**   **Completes 25**

Text: *(Blank flag to delete another calendar flag)*

Screen:	Field:	Entry:	Narrative:	Status:

Process: **UIFSA**   Number: **26**

Text: Follow up on the referral sent to _____.

Screen:	Field:	Entry:	Narrative:	Status:
UIFSA	ACTION	SENT	100	N/A
	SENT	Valid date		

Process: **UIFSA**   Number: **27**

Text: Check on status of court hearing set in the action with _____.

Screen:	Field:	Entry:	Narrative:	Status:
UIFSA3	COURT HEARING SET	Valid date and time	86	20

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Process: **CASE**   Number: **4**   Issued to: **Other state**

Text: The above referenced case has been transferred to a new support recovery office. All future correspondence regarding this case should be addressed to: (worker's name and address)

Telephone (Phone number)

FIPS code: (Office FIPS)

Screen:	Field:	Entry:	Narrative:	Flag:
INTERST2	NOTICE CASE FRWD	L or C	341, 343	

Process: **INTER**   Number: **26**   Issued to: **Other state**

Text: Iowa is forwarding this case to (state abbreviation).

Screen:	Field:	Entry:	Narrative:	Flag:
INTERST2	NOTICE CASE FRWD	L or C	341, 343	

Process: **INTER**   Number: **27**

Text: ***Requesting Current Case Status*** Blank status used to generate the CSENet transaction.

Screen:	Field:	Entry:	Narrative:	Flag:
INTERST2	REQ/NTC SENT STATUS UPDATE	L or C	439, 441	195, 196

Process: **INTER**   Number: **28**

Text: ***Providing Current Case Status*** Blank status used to generate the CSENet transaction.

Screen:	Field:	Entry:	Narrative:	Flag:
INTERST2	RESP PROV – STATUS	L OR C	447	199

Process: **INTER**   Number: **29**

Text: ***Document Filed on Case*** Blank status used to generate the CSENet transaction.

Screen:	Field:	Entry:	Narrative:	Flag:
INTERST2	DOCUMENT FILED	L OR C	452, 464	None

Process: **INTER**   Number: **30**

Text: ***Change of Payee*** Blank status used to generate the CSENet transaction.

Screen:	Field:	Entry:	Narrative:	Flag:
INTERST2	CHANGE IV-D PAYEE	L OR C	347, & 349	None

Process: **INTER**   Number: **31**   **This status no longer used.**

Text: Iowa is sending a notice of case forwarding to _____ on _____.

Screen:	Field:	Entry:	Narrative:	Flag:

Process: **INTER**   Number: **32**   Issued to: **Other state**

Text: Iowa has not received the additional documents requested in the acknowledgement.

Screen:	Field:	Entry:	Narrative:	Flag:
ACK	No entry in the DOC RECEIVED column	Blank	378	194

Process: **INTER**   Number: **33**   Issued to: **Other state**

Text: Iowa has not received the additional documents requested in the acknowledgment.

Screen:	Field:	Entry:	Narrative:	Flag:
ACK	No entry in the DOC RECEIVED column	Blank	379	194

Process: **INTER**   Number: **34**   Issued to: **Other state**

Text: Iowa has not received the additional documents requested in the acknowledgment.

Screen:	Field:	Entry:	Narrative:	Flag:
ACK	No entry in the DOC RECEIVED column	Blank	380	194

Process: **INTER**   Number: **36**   Issued to: **Other state**

Text: Iowa has not received the additional documents requested in the acknowledgment.

Screen:	Field:	Entry:	Narrative:	Flag:
INTERST3	CERTIFIED ORDER – RQST SENT column	L or C	516	255

Process: **INTER**   Number: **37**   Issued to: **Other state**

Text: Iowa is sending the required documents to complete the interstate referral by the action resolution date indicated in this CSENet transaction.

Screen:	Field:	Entry:	Narrative:	Flag:
INTERSTA	ADDITIONAL DOCUMENTS PROVIDED	Valid date	435	149

Process: **INTER**   Number: **38**   Issued to: **Other state**

Text: The registration hearing has been rescheduled for _____ at _____ _ for court order number _____

Screen:	Field:	Entry:	Narrative:	Flag:
REGIST	COURT HEARING SET, COURT HEARING HELD	Valid date/time, R	252	N/A

Process: **INTER**   Number: **39**   Issued to: **Other state**

Text: A hearing has been set for _____ at _____ , The registration of court order number _____ has been contested.

Screen:	Field:	Entry:	Narrative:	Flag:
REGIST	COURT HEARING SET	Valid date/time	253	N/A

Process: **INTER**   Number: **40**   Issued to: **Other state**

Text: This generates a CSENet transaction to notice other state that our FIPS code has changed.

Screen:	Field:	Entry:	Narrative:	Flag:
INTERSTA	FIPS	Valid Iowa FIPS code	257	N/A

Process: **INTER**   Number: **41**   Issued to: **Other state**

Text: Iowa is requesting financial statement and proof of income.

Screen:	Field:	Entry:	Narrative:	Flag:
INTERST3	FIN DATA/INC PROOF – RQST SENT column	L or C	600	245

Process: **INTER**   Number: **42**   Issued to: **Other state**

Text: Iowa is requesting service of process.

Screen:	Field:	Entry:	Narrative:	Flag:
INTERST3	SERVICE PROCESS – RQST SENT column	C or L	546	49

Process: **INTER**   Number: **43**   Issued to: **Other state**

Text: Iowa is requesting assistance with genetic testing.

Screen:	Field:	Entry:	Narrative:	Flag:
INTERST3	GENETIC TESTING – RQST SENT column	C or L	556	54

Process: **INTER**   Number: **44**   **This status no longer used.**

Text: Iowa is requesting interrogatories.

Screen:	Field:	Entry:	Narrative:	Flag:

Process: **INTER**   Number: **45**   Issued to: **Other state**

Text: Iowa is requesting assistance with teleconference.

Screen:	Field:	Entry:	Narrative:	Flag:
INTERST3	TELECONFERENCE – RQST SENT column	L or C	566	64

Process: **INTER**   Number: **47**   **This status no longer used.**

Text: Iowa is forwarding this case to

Screen: Field: Entry: Narrative: Flag:

Process: **INTER**   Number: **54**   Issued to: **Other state**

Text: We previously sent you an intergovernmental referral for this case. Thank you for your assistance, however, we no longer need your services. Please close your case. Thank you!

Screen: Field: Entry: Narrative: Flag:
INTERSTA   DISMISSED/ENDED   Current date   617   15

Process: **REGST**   Number: **2**   Issued to: **Payee**

Text: The registration process for court order number _____ has been ended by the state of Iowa because:

Screen: Field: Entry: Narrative: Flag:
REGIST   ACTION   CSRU or DENY   8, 30   2, 5
                 DISMISSED/PROCESS ENDED

Process: **REGST**   Number: **7**   Issued to: **Payor**

Text: The registration process for court order number _____ has been ended by the state of Iowa because:

Screen: Field: Entry: Narrative: Flag:
REGIST   ACTION   CSRU or DENY   8, 30   2, 5
                 DISMISSED/PROCESS ENDED

Process: **REGST**   Number: **12**   Issued to: **Other state**

Text: The registration process for court order number _____ has been ended by the state of Iowa because:

Screen: Field: Entry: Narrative: Flag:
REGIST   ACTION   CSRU or DENY   8, 30   2, 5
                 DISMISSED/PROCESS ENDED

Process: **REGST**   Number: **13**   **This status no longer used.**

Text: The registration of court order number _____ has been contested. The hearing has been set for _____ at __:__ __.

Screen: Field: Entry: Narrative: Flag:

Process: **REGST**   Number: **14**   **This status no longer used.**

Text: The original hearing date for court order number _____ has been changed. The new registration hearing is scheduled for _____ at __:__ __.

Screen: Field: Entry: Narrative: Flag:

Process: **UIFSA**   Number: **001**   **This status no longer used.**

Text: The interstate referral packet has been mailed to the state of _____ for the following actions:

Screen:	Field:	Entry:	Narrative:	Flag:

Process: **UIFSA**   Number: **6**   **This status no longer used.**

Text: Court hearing has been set for the action sent to the state of _____ on _____ at __:__ __.

Screen:	Field:	Entry:	Narrative:	Flag:
UIFSA3	COURT HEARING SET	Valid date and time	29	18

Process: **UIFSA**   Number: **7**   **This status no longer used.**

Text: A court hearing was held for the action sent to the state of _____. Other information:

Screen:	Field:	Entry:	Narrative:	Flag:
UIFSA3	COURT HEARING HELD	Y	30	19

Process: **UIFSA**   Number: **8**   **This status no longer used.**

Text: The court hearing in the action sent to the state of _____ was not held because:

Screen:	Field:	Entry:	Narrative:	Flag:
UIFSA3	COURT HEARING HELD	N	31	19

Process: **UIFSA**   Number: **9**   **This status no longer used.**

Text: The court hearing for the action sent to the state of _____ has been rescheduled for _____ at __:__ __.

Screen:	Field:	Entry:	Narrative:	Flag:
UIFSA3	COURT HEARING HELD	R	32	19

Process: **UIFSA**   Number: **10**   **This status no longer used.**

Text: An order has been received from the state of _____. Enclosed is a copy of the order. The following types of support were ordered:

Screen:	Field:	Entry:	Narrative:	Flag:
UIFSA3	C.O. SUPPORT ESTABLISHED	Y	34	15

Process: **UIFSA**   Number: **11**   **This status no longer used.**

Text: The state of _____ has not been able to establish an order for the action sent to them because:

Screen:	Field:	Entry:	Narrative:	Flag:
UIFSA3	C.O. SUPPORT ESTABLISHED	Y	35	N/A

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Process: **UIFSA**   Number: **12**   **This status no longer used.**

Text: The alleged father/responsible parent was served on _____ for the interstate action sent to the state of _____.

Screen:	Field:	Entry:	Narrative:	Flag:
UIFSA3	SERVED AF/RP	Y Valid date	21	N/A

Process: **UIFSA**   Number: **13**   Issued to: **Payee**

Text: *(Worker-entered text)*

Screen:	Field:	Entry:	Narrative:	Flag:
UIFSA3	STATUS...CP	Any alpha character	54	N/A

Process: **UIFSA**   Number: **14**   Issued to: **Payor**

Text: *(Worker-entered text)*

Screen:	Field:	Entry:	Narrative:	Flag:
UIFSA3	STATUS...AF/RP	Any alpha character	55	N/A

Process: **UIFSA**   Number: **15**   Issued to: **Third Party**

Text: *(Worker-entered text)*

Screen:	Field:	Entry:	Narrative:	Flag:
UIFSA3	STATUS...TP	Any alpha character	56	N/A

Process: **UIFSA**   Number: **19**   **This status no longer used.**

Text: An interview is scheduled with you to discuss the child support request sent to the state of _____. The date and time are as follows:
     Date:
     Time:
     Other information:

Screen:	Field:	Entry:	Narrative:	Flag:

Process: **UIFSA**   Number: **20**   Issued to: **Payee**

Text: Court hearing has been set for the action sent to _____ on _____ at __:__ __.

Screen:	Field:	Entry:	Narrative:	Flag:
UIFSA3	COURT HEARING SET	Valid date and time	86	27

Process: **UIFSA**   Number: **21**   Issued to: **Payee**

Text: A court hearing was held for the action sent to _____. Other information: *(worker-entered text)*

Screen:	Field:	Entry:	Narrative:	Flag:
UIFSA3	COURT HEARING HELD	Y	87	21

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Process: **UIFSA**   Number: **22**   Issued to: **Payee**

Text: The court hearing in the action sent to _____ _____ was not held because: *(worker-entered text)*

Screen:	Field:	Entry:	Narrative:	Flag:
UIFSA3	COURT HEARING HELD	N	88	22

Process: **UIFSA**   Number: **23**   Issued to: **Payee**

Text: The court hearing for the action sent to _____ has been rescheduled for _____ at __:__ __.

Screen:	Field:	Entry:	Narrative:	Flag:
UIFSA3	COURT HEARING HELD	R	89	19

Process: **UIFSA**   Number: **24**   Issued to: **Payee**

Text: An order has been received from _____ _____. Enclosed is a copy of the order. The following types of support were ordered:

Screen:	Field:	Entry:	Narrative:	Flag:
UIFSA3	C.O. SUPPORT ESTABLISHED	Y	91	15

Process: **UIFSA**   Number: **25**   Issued to: **Payee**

Text: _____ has not been able to establish an order for the action sent to them because: *(worker-entered text)*

Screen:	Field:	Entry:	Narrative:	Flag:
UIFSA3	C.O. SUPPORT ESTABLISHED	N	92	N/A

Process: **UIFSA**   Number: **26**   Issued to: **Payee**

Text: The alleged father/responsible parent was served on _____ for the action send to _____.

Screen:	Field:	Entry:	Narrative:	Flag:
UIFSA3	SERVED: AF/RP	Y Valid date	84	N/A

Process: **UIFSA**   Number: **27**   Issued to: **Payee**

Text: An interview is scheduled with you to discuss the child support request sent to _____. The date and time are as follows:

     Date:
     Time:
     Other information:

Screen:	Field:	Entry:	Narrative:	Flag:
UIFSA3	CP INTERVIEW SET, or	Valid date and time	14, 81	9, 17
	CP INTERVIEW HELD	R		