



STATE OF IOWA

THOMAS J. VILSACK, GOVERNOR
SALLY J. PEDERSON, LT. GOVERNOR

DEPARTMENT OF HUMAN SERVICES
JESSIE K. RASMUSSEN, DIRECTOR

May 21, 2002

GENERAL LETTER NO. 10-A-AP-1

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

SUBJECT: Employees' Manual, Title 10, Chapter A, **ADMINISTRATIVE PATERNITY ESTABLISHMENT APPENDIX**, Title page, new; Contents (pages 1 and 2), new; and pages 1 through 54, new; and the following forms:

- 470-0172 *Paternity Questionnaire*
- 470-0204 *Financial Statement*
- 470/1916 *Order for Income Withholding*
- 470-2639 *Request for Financial Statement*
- 470-2640 *Child Support Guidelines Worksheet*
- 470-2788 *Role of the Child Support Recovery Attorney*
- 470/2819 *What You Should Know About Immediate Income Withholding*
- 470-2884 *Affidavit of FIP Expended/Foster Care Expended*
- 470-2950 *Child Support Guidelines Worksheet Cover Letter*
- 470-3181 *Directions for Service*
- 470-3293 *Mother's Written Statement Alleging Paternity*
- 470-3294 *Administrative Paternity (and Support) Order*
- 470-3306 *Request for Mother's Statement Alleging Paternity*
- 470-3307 *Request for Mother's Statement Alleging Paternity – Noncaretaker*
- 470-3308 *Paternity Questionnaire Cover Letter*
- 470-3309 *Notice to Alleged Father of Intent to Establish Paternity (and Support)*
- 470-3310 *Notice to Mother of Intent to Establish Paternity (and Support)*
- 470-3311 *Waiver of Personal Service and Acceptance of Notice to Alleged Father of Intent to Establish Paternity (and Support)*
- 470-3312 *Paternity Negotiation Conference Scheduled/Denied*
- 470-3313 *Paternity Negotiation Conference Report*
- 470-3314 *Second Notice of Intent to Establish Paternity*
- 470-3315 *Notice of Genetic Testing Results*
- 470-3317 *Administrative Order for Genetic Testing For Alleged Father/Mother/Child(ren)*
- 470-3318 *Dismissal of Administrative Paternity Action*

470-3319	<i>Request for Chapter 252F Hearing and Certification of Administrative Paternity Action to District Court</i>
470-3320	<i>252F Approval Order</i>
470-3321	<i>Notice to Caretaker of Proposed Agreed Order</i>
470-3322	<i>Administrative Order for Rescheduled Genetic Testing</i>
470-3325	<i>Out-of-State Directions for Service and Return of Service</i>
470-3328	<i>Alleged Father's Rights and Responsibilities in Administrative Paternity Establishment</i>
470-3335	<i>252F Judgment and Order Establishing Paternity (and Support)</i>
470-3641	<i>252F Judicial Support Order</i>
470-3804	<i>Information Pursuant to §598.22B & 602.6111(4)</i>
470-3806	<i>Petitioner Cover Sheet for District Court</i>
588-0028	<i>Abstract From Court Determination of Paternity (470-3805)</i>
S479H662	<i>Performance Measures Report</i>
S479H676	<i>Performance Measures II Report</i>
S479H918-A	<i>Court Ordered Cases</i>
S479H918-B	<i>Non-Court Ordered Cases</i>

Summary

This chapter includes system generated forms pertinent to administrative establishment of a paternity and support order. It also includes instructions for generation and distribution of each form.

Effective Date

Upon receipt.

Material Superseded

None.

Additional Information

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



STATE OF IOWA

THOMAS J. VILSACK, GOVERNOR
SALLY J. PEDERSON, LT. GOVERNOR

DEPARTMENT OF HUMAN SERVICES
KEVIN W. CONCANNON, DIRECTOR

June 10, 2003

GENERAL LETTER NO. 10-A-AP-2

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

SUBJECT: Employees' Manual, Title 10, Chapter A, **ADMINISTRATIVE PATERNITY ESTABLISHMENT APPENDIX**, Contents (pages 1 and 2), revised; pages 4, 5, 6, 9, 14, 15, 17, 25, 27, 29, 31, 32, 33, 36, 37, 42, 47, 48, and 49, revised; and the following forms:

- 470-0204 *Financial Statement*, revised
- 470-2639 *Request for Financial Statement*, revised
- 470-2640 *Child Support Guidelines Worksheet*, revised
- 470-2788 *Role of the Child Support Recovery Attorney*, revised
- 470-2884 *Affidavit of FIP Expended/Foster Care Expended*, revised
- 470-2950 *Child Support Guidelines Worksheet Cover Letter*, revised
- 470-3293 *Mother's Written Statement Alleging Paternity*, revised
- 470-3294 *Administrative Paternity (and Support) Order*, revised
- 470-3306 *Request for Mother's Statement Alleging Paternity*, revised
- 470-3308 *Paternity Questionnaire Cover Letter*, revised
- 470-3314 *Second Notice of Intent to Establish Paternity & Set Support Obligation & Finding of Financial Responsibility*, revised
- 470-3315 *Notice of Genetic Testing Results*, revised
- 470-3317 *Administrative Order for Genetic Testing for Alleged Father/Mother/Child(ren)*, revised
- 470-3318 *Dismissal of Administrative Paternity Action Without Prejudice*, revised
- 470-3319 *Request for Chapter 252F Hearing*, revised
- 470-3321 *Notice to Caretaker of Proposed Agreed Order*, revised
- 470-3322 *Administrative Order for Rescheduled Genetic Testing*, revised
- 470-3335 *252F Judgment and Order Establishing Paternity (and Support)*, revised
- 470-3641 *252F Judicial Support Order*, revised
- 470-3910 *Cover Letter for Orders*, new
- S479H662 *Performance Measures Report*, revised

Summary

This appendix is revised to reflect policy changes to the administrative paternity process and to replace form 470-2640, *Child Support Guidelines Worksheet*, with the correct version dated 8/2000. The policy changes include:

- ◆ Addition of a data element for the initiating state's IV-D address to seven forms.
- ◆ Removal of form 470-3805, *Abstract from Court Determination of Paternity*, as this form is obtained from the Bureau of Vital Records.
- ◆ Addition of form 470-3910, *Cover Letter for Orders*, which is sent with all newly established administrative paternity (and support) orders.
- ◆ Addition of child's state of birth to form 470-3294, *Administrative Paternity (and Support) Order*, and form 470-3335, *252F Judgment and Order Establishing Paternity (and Support)*.
- ◆ Modified version of form 470-3319, *Request for Chapter 252F Hearing*.
- ◆ Changes to report S479H662-B to reflect different categories of newly established orders.

Effective Date

Upon receipt.

Material Superseded

Remove the following pages from Employees' Manual, Title 10, Chapter A, Appendix and destroy them:

<u>Page</u>	<u>Date</u>
Contents (pages 1 and 2)	May 21, 2002
470-0204	10/2001
470-2639	7/99
4, 5	May 21, 2002
470-2640	8/2001
470-2788	1/2000
6	May 21, 2002
470-2884	7/01
470-2950	10/99
9	May 21, 2002
470-3293	6/01
470-3294	10/2001
14	May 21, 2002
470-3306	6/01
15	May 21, 2002
470-3308	12/99
17	May 21, 2002

470-3314	6/01
25	May 21, 2002
470-3315	9/2000
27	May 21, 2002
470-3317	6/2000
29	May 21, 2002
470-3318	5/2000
31, 32, 33	May 21, 2002
470-3319	6/2000
36, 37	May 21, 2002
470-3321	12/99
470-3322	6/2000
470-3335	10/2001
42	May 21, 2002
470-3641	10/2001
47	May 21, 2002
470-3805	7/1997
48	May 21, 2002
S479H662	
49	May 21, 2002

Additional Information

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



STATE OF IOWA

THOMAS J. VILSACK, GOVERNOR
SALLY J. PEDERSON, LT. GOVERNOR

DEPARTMENT OF HUMAN SERVICES
KEVIN W. CONCANNON, DIRECTOR

December 9, 2003

GENERAL LETTER NO. 10-A-AP-3

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

SUBJECT: Employees' Manual, Title 10, Chapter A, **ADMINISTRATIVE PATERNITY ESTABLISHMENT APPENDIX**, Contents (pages 1 and 2), revised; pages 1, 13, 14, 17, and 46 through 53, revised; and the following forms:

- 470-3309 *Notice to Alleged Father of Intent to Establish Paternity (and Support)*, revised
- 470-3910 *Cover Letter for Orders*, revised

Summary

Form 470-3309, *Notice to Alleged Father of Intent to Establish Paternity (and Support)*, has been revised to include a cover letter that can be completed if the alleged father requests genetic testing.

Form 470-3910, *Cover Letter for Orders*, has been revised to include updated hours of operation for the customer service unit and to include child support information for new customers.

Form 470-0172, *Paternity Questionnaire*, and form 470-3308, *Paternity Questionnaire Cover Letter*, are now obsolete.

Corrections are made to form and report titles.

Effective Date

Upon receipt.

Material Superseded

Remove the following pages from Employees' Manual, Title 10, Chapter A, Appendix and destroy them:

<u>Page</u>	<u>Date</u>
Contents (pages 1 and 2)	June 10, 2003
470-0172	3/2000
1, 13	May 21, 2002

14, 17	June 10, 2003
470-3308	2/2002
470-3309	9/2000
46	May 21, 2002
470-3910	5/03
47-49	June 10, 2003
50-53	May 21, 2002

Additional Information

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



STATE OF IOWA

THOMAS J. VILSACK, GOVERNOR
SALLY J. PEDERSON, LT. GOVERNOR

DEPARTMENT OF HUMAN SERVICES
KEVIN W. CONCANNON, DIRECTOR

April 1, 2005

GENERAL LETTER NO. 10-A-AP-4

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

SUBJECT: Employees' Manual, Title 10, Chapter A, Appendix, **ADMINISTRATIVE PATERNITY ESTABLISHMENT APPENDIX**, Contents (page 1), revised; pages 7, 18, and 20, revised; and the following form:

470-2819 *What You Should Know About Immediate Income Withholding*, revised

Summary

This chapter is revised to update both the form number and the form 470/2819, *What You Should Know About Immediate Income Withholding*, and to clarify when to distribute the form to parties.

Effective Date

Upon receipt.

Material Superseded

Remove the following pages from Employees' Manual, Title 10, Chapter A, Appendix, and destroy them:

<u>Page</u>	<u>Date</u>
Contents (Page 1)	December 9, 2003
470/2819	8/99
7, 18, 20	May 21, 2002

Additional Information

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

January 22, 2021

GENERAL LETTER NO. 10-A-AP-5

ISSUED BY: Bureau of Child Support Recovery,
Division of Field Operations

SUBJECT: Employees' Manual, Title 10, Chapter A Appendix, **Administrative Paternity Establishment Appendix**, Title page, revised; Contents page 1 and 2, revised; 1, 2 and 3, 4-6, 7, 8, 9, 10-12, 13 and 14, 15, 16, 17, 18, 19, 20, 21-24, 25, 26, 27, 28, 29, 30, 31-33, 34 and 35, 36 and 37, 38-41, 42, 43, revised; 44 and 45, 46-53, and 54, removed. The following forms are revised or removed as noted:

- 470-3294 *252F Administrative Paternity (and Support) Order*, revised.
- 470-3320 *252F Approval Order*, revised.
- 470-3335 *252F Judgment and Order Establishing Paternity (and Support)*, revised.
- 470-3641 *252F Judicial Support Order*, revised.
- 470-3317 *Administrative Order for Genetic Testing for Alleged Father/Mother/Child(ren)*, revised.
- 470-3322 *Administrative Order for Rescheduled Genetic Testing*, revised.
- 470-2640 *Child Support Guidelines Worksheet*, revised.
- 470-2950 *Child Support Guidelines Worksheet Cover Letter*, revised.
- 470-3910 *Cover Letter for Orders*, revised.
- 470-3181 *Directions for Service and Return of Service*, revised.
- 470-3318 *Dismissal of Administrative Paternity Action Without Prejudice (252F)*, revised.
- 470-0204 *Financial Statement*, revised.
- 470-3655 *Important Information About Accepting Service of Process*, revised.
- 470-3804 *Information Pursuant to §598.22B & 602.6111(4)*, revised.
- 470-3293 *Mother's Written Statement Alleging Paternity*, revised.
- 470-3315 *Notice of Genetic Testing Results*, revised.
- 470-3309 *Notice of Intent to Establish Paternity (and Support)*, revised.
- 470-3310 *Notice of Mother of Intent to Establish Paternity (and Support)*, revised.
- 470-3325 *Out-of-State Directions for Service and Return of Service*, revised.
- 470-3313 *Paternity Negotiation Conference Report*, revised.
- 470-3312 *Paternity Negotiation Conference Scheduled/Denied*, revised.
- 470-3806 *Petition Cover Sheet for Civil Law, Domestic Relations, and Other Equity Cases, Filed in Iowa District Court*, revised.
- 470-3319 *Request for Chapter 252F Hearing and Affidavit of Certification of Matter to District Court by the Unit*, revised.
- 470-2639 *Request for Financial Statement*, revised.
- 470-3306 *Request for Mother's Statement Alleging Paternity*, revised.

- 470-3307 *Request for Mother's Statement Alleging Paternity – Noncaretaker*, revised.
- 470-3328 *Respondent's Rights and Responsibilities in Administrative Paternity Establishment*, revised.
- 470-3314 *Second Notice of Intent to Establish Paternity*, revised.
- 470/2819 *What You Should Know About Immediate Income Withholding*, revised.
- 470-2982 *Waiver of Personal Service and Consent to Jurisdiction*, revised.
- 470-3311 *Waiver of Personal Service and Acceptance of Notice of Intent to Establish Paternity (and Support)*, revised.
- 470-2788 *Role of the Child Support Recovery Attorney*, **removed**.
- 470/1916 *Order for Income Withholding*, **removed**.
- 470-2884 *Affidavit of FIP Expended/Foster Care Expended*, **removed**.

Summary

This chapter is revised to:

- ◆ Add updates to the policy and procedures to reflect changes to the federal regulations.
- ◆ Add updates to the policy and procedures to reflect changes in Iowa state law and rules.
- ◆ Update the use of “obligor” and “obligee” to “payor” and “payee”.
- ◆ Reflect the Department’s current manual standards.
- ◆ Removes reports from this chapter.

Effective Date

Immediately.

Material Superseded

This material replaces the following pages from Employees’ Manual, Title 10, Chapter A:

<u>Page</u>	<u>Date</u>
Title page	May 21, 2002
Contents 1	April 1, 2005
Contents 2	December 9, 2003
1	December 9, 2003
2-3	May 21, 2002
4-6	June 10, 2003
7	April 1, 2005
8	May 21, 2002
9	June 10, 2003
10-12	May 21, 2002
13-14	December 9, 2003
15	June 10, 2003
16	May 21, 2002
17	December 9, 2003

18	April 1, 2005
19	May 21, 2002
20	April 1, 2005
21-24	May 21, 2002
25	June 10, 2003
26	May 21, 2002
27	June 10, 2003
28	May 21, 2002
29	June 10, 2003
30	May 21, 2002
31-33	June 10, 2003
34-35	May 21, 2002
36-37	June 10, 2003
38-41	May 21, 2002
42	June 10, 2003
43-45	May 21, 2002
46-53	December 9, 2003
54	May 21, 2002
470/1916	07/09
470/2819	02/08
470-0204	01/18
470-2639	10/18
470-2640	01/18
470-2788	01/03
470-2884	10/01
470-2950	10/18
470-2982	01/93
470-3181	01/03
470-3293	04/03
470-3294	06/02
470-3306	06/01
470-3307	12/99
470-3309	07/15
470-3310	08/15
470-3311	09/99
470-3312	12/99
470-3313	04/99
470-3314	02/02
470-3315	09/00
470-3317	08/15
470-3318	09/00
470-3319	09/00
470-3320	06/00
470-3322	12/00
470-3325	01/03
470-3328	12/99
470-3335	06/02
470-3641	07/15
470-3655	01/03
470-3804	07/01

470-3806	07/01
470-3910	06/03

Additional Information

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

October 22, 2021

GENERAL LETTER NO. 10-A-AP-6

ISSUED BY: Bureau of Child Support Recovery, Division of Field Operations

SUBJECT: Employees' Manual, Title 10, Chapter A Appendix, **Administrative Paternity Establishment Appendix**, Contents page 2, 33-34, revised, and the following forms:

- 470-3181, *Directions for Service and Return of Service*, revised
- 470-3306, *Request for Mother's Statement Alleging Paternity*, revised
- 470-3307, *Request for Mother's Statement Alleging Paternity – Noncaretaker*, revised
- 470-3312, *Paternity Negotiation Conference Scheduled/Denied*, revised
- 470-3313, *Paternity Negotiation Conference Report*, revised
- 470-3314, *Second Notice of Intent to Establish Paternity*, revised
- 470-3315, *Notice of Genetic Testing Results*, revised
- 470-3317, *Administrative Order for Genetic Testing for Alleged Father/Mother/Child(ren)*, revised
- 470-3318, *Dismissal of Administrative Paternity Action Without Prejudice (252F)*, revised
- 470-3319, *Request for Chapter 252F Hearing and Certification of Matter to District Court by the Unit*, revised
- 470-3322, *Administrative Order for Rescheduled Genetic Testing*, revised
- 470-3325, *Out-of-State Directions for Service and Return of Service*, revised

Summary

This chapter is revised to:

- ◆ Revise the form name for form 470-3319, *Request for Chapter 252F Hearing and Certification of Matter to District Court by the Unit* to *Request for Chapter 252F Hearing*.
- ◆ Update appendix to reflect forms that were revised in other systems but not yet included in a General Letter

Effective Date

Immediately.

Material Superseded

This material replaces the following pages from Employees' Manual, Title 10, Chapter A, Appendix:

<u>Page</u>	<u>Date</u>
Contents Page 2	January 22, 2021
33-34	January 22, 2021
470-3181	04/17
470-3306	02/02
470-3307	12/99
470-3312	07/09
470-3313	07/09
470-3314	01/21
470-3315	06/16
470-3317	08/15
470-3318	02/17
470-3319	07/09
470-3322	03/10
470-3325	02/18

Additional Information

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

May 27, 2022

GENERAL LETTER NO. 10-A-AP-7

ISSUED BY: Bureau of Child Support Recovery
Division of Field Operations

SUBJECT: Employees' Manual, Title 10, Chapter A Appendix, **Administrative Paternity Establishment Appendix**, forms revised.

Summary

This chapter is revised to update the following forms, which were revised in other systems but not yet included in a General Letter:

470-0204, *Financial Statement*
470-2640, *Child Support Guidelines Worksheet*
470-2870, *Foster Care Financial Statement*
470-3294, *252F Administrative Paternity and Support Order*
470-3335, *252F Judgment and Order Establishing Paternity and Support*
470-3641, *252F Judicial Support Order*

Effective Date

January 1, 2022.

Material Superseded

Remove the following pages from Employees' Manual, Title 10, Chapter A Appendix, and destroy them:

<u>Page</u>	<u>Date</u>
470-0204	01/18
470-2640	01/18
470-2870	01/18
470-3294	10/18
470-3335	10/18
470-3641	10/18

Additional Information

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

August 19, 2022

GENERAL LETTER NO. 10-A-AP-8

ISSUED BY: Bureau of Child Support Recovery
Division of Field Operations

SUBJECT: Employees' Manual, Title 10, Chapter A Appendix, **Administrative Paternity Establishment Appendix**, forms revised.

Summary

This chapter is revised to update forms to revise wording:

- ◆ 470-3294, *252F Administrative Paternity and Support Order*
- ◆ 470-3335, *252F Judgment and Order Establishing Paternity and Support*
- ◆ 470-3641, *252F Judicial Support Order*

Effective Date

July 1, 2022.

Material Superseded

Remove the following pages from Employees' Manual, Title 10, Chapter A Appendix, and destroy them:

<u>Page</u>	<u>Date</u>
470-3294	01/22
470-3335	01/22
470-3641	01/22

Additional Information

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