



TERRY E. BRANSTAD, GOVERNOR

DEPARTMENT OF HUMAN SERVICES

CHARLES M. PALMER, DIRECTOR

April 15, 1997

GENERAL LETTER NO. 10-A-5

ISSUED BY: Bureau of Collections, Division of Policy Coordination

SUBJECT: Employee's Manual, Title X, Chapter A, *Organization and Administration*, Contents (page 1), revised, and pages 7 and 8, revised.

Summary

This chapter is revised to remove materials superseded by new Employees' Manual Title 9, Chapter A, dealing with confidentiality.

Effective Date

Immediately.

Material Superseded

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

<u>Page</u>	<u>Date</u>
Contents (page 1)	June 23, 1992
6a	October 16, 1990
7-10	May 13, 1980

Additional Information

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



May 21, 2002

GENERAL LETTER NO. 10-A-6

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, Title page, revised; Contents (page 1), revised; Contents
pages 2 and 3), new; pages 1 through 8, revised; and pages 9 through 184, new.

Summary

Revised chapter 10-A:

- ◆ Lists eligibility requirements to determine whether an administrative order for paternity and support can be established on a case.
◆ Explains the policy and procedures for the administrative paternity process, including the ICAR screens used in this process, as well instructions for the completion of each screen.
◆ Lists narratives, flags, and status information for the administrative paternity establishment process.

The information currently in this chapter is outdated and is being rewritten and moved to Title 9, Chapter A, which will be released at a later date.

Effective Date

Upon receipt.

Material Superseded

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

Table with 2 columns: Page, Date. Rows include Title page (May 13, 1980), Contents (page 1) (April 15, 1997), 1 (October 16, 1990), 2, 2a, 2b (June 23, 1992), 3, 4, 4a, 4b, 5, 6 (October 16, 1990), 7, 8 (April 15, 1997).

Additional Information

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



June 3, 2003

GENERAL LETTER NO. 10-A-7

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

SUBJECT: Employees' Manual, Title 10, Chapter A, ADMINISTRATIVE PATERNITY
ESTABLISHMENT, Contents (pages 1, 2, and 3), revised; pages 14, 27, 35,
36, 37, 39, 47, 49, 52, 58, 60, 73, 74, 75, 77, 79, 83 through 102, 106, 107, 108,
142, 144, 145, 148, 167 through 179, and 181 through 184 revised; and pages
14a, 26a, 148a, and 148b new.

Summary

Revised Chapter 10-A reflects policy and ICAR changes to the administrative paternity process.
The changes include:

- ◆ Addition of a selector field to the Administrative Paternity screen.
◆ Addition of an entry of "A" to the PATERNITY ESTABLISHED and SUPPORT ESTABLISHED fields
on the ADPAT2 screen.
◆ Modification of procedures used when a child is no longer included in the administrative
paternity action.
◆ Addition of narratives to record how paternity was established.
◆ Removal of statuses that are no longer used.

Effective Date

Upon receipt.

Material Superseded

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

Table with 2 columns: Page, Date. Rows include Contents (pp. 1-3) dated May 21, 2002, and various page ranges dated May 21, 2002.

Additional Information

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



December 9, 2003

GENERAL LETTER NO. 10-A-8

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

SUBJECT: Employees' Manual, Title 10, Chapter A, **ADMINISTRATIVE PATERNITY ESTABLISHMENT**, Contents (pages 1-3), revised; pages 1, 2, 3, 6, 17 through 26, 26a, 31, 41, 57, 76, 85, 86, 103, 104, and 148b, revised; and pages 26b, 26c, and 166a, new.

Summary

This chapter is revised to:

- ◆ Include the new procedures for sending forms 470-3877, *Child Support Information*, and 470-3929, *Establishment Questionnaire*.
- ◆ Add policy clarifications to the administrative paternity process on:
 - When to use the administrative paternity establishment process.
 - When to file form 470-0204, *Financial Statement*, with the clerk of court.
 - When to file proof of service.

Effective Date

Upon receipt.

Material Superseded

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

<u>Page</u>	<u>Date</u>
Contents (pages 1-3)	June 3, 2003
1, 2, 3, 6, 17-26	May 21, 2002
26a	June 3, 2003
31, 41, 57, 76	May 21, 2002
85, 86	June 3, 2003
103, 104	May 21, 2002
148b	June 3, 2003

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

May 18, 2004

GENERAL LETTER NO. 10-A-9

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

SUBJECT: Employees' Manual, Title 10, Chapter A, *ADMINISTRATIVE PATERNITY ESTABLISHMENT*, page 107, revised.

Summary

This page is revised to clarify which state schedules genetic testing and which state pays for genetic testing in an interstate establishment case.

Effective Date

Upon receipt.

Material Superseded

Remove from Employees' Manual, Title 10, Chapter A, page 107, dated June 3, 2003, and destroy it.

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-10

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

SUBJECT: Employees' Manual, Title 10, Chapter A, *ADMINISTRATIVE PATERNITY ESTABLISHMENT*, pages 29, 57, and 86, revised.

Summary

This chapter is revised to reflect policy changes relating to the administrative paternity establishment process. These changes include clarification on when to send the following forms and an update to a form number:

- ◆ 470-2819, *What You Should Know About Immediate Income Withholding*,
- ◆ 470-2639, *Request for Financial Statement*, and
- ◆ 470-0204, *Financial Statement and Instructions for Completing the Financial Statement*.

Effective Date

Upon receipt.

Material Superseded

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

<u>Page</u>	<u>Date</u>
29	May 21, 2005
57, 86	December 9, 2003

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 23, 2006

GENERAL LETTER NO. 10-A-11

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

SUBJECT: Employees' Manual, Title 10, Chapter A, *ADMINISTRATIVE PATERNITY ESTABLISHMENT*, pages 5 and 6, revised.

Summary

This chapter is revised to reflect a law change relating to the administrative paternity process. A definition of "child" was added to Iowa Code Chapter 252F. This definition is similar to language in other paternity and support chapters in the Iowa Code, and other chapters in the Employees' Manual. Changes were also made to update form names.

Effective Date

July 1, 2006

Material Superseded

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

<u>Page</u>	<u>Date</u>
5	May 21, 2002
6	December 9, 2003

Additional Information

Refer questions about this general letter to your regional administrator.

January 22, 2021

GENERAL LETTER NO. 10-A-12

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

SUBJECT: Employees' Manual, Title 10, Chapter A, **Administrative Paternity Establishment**, Title page, new; Contents page 1-3, revised; Page 1-3, 4, 5-6, 7-13, 14, revised; 14a, removed; 15-16, 17-26, revised; 26a, 26b, and 26c, removed; 27, 28, 29, 30, 31, 32-34, 35-37, 38, 39, 40, 41, 42-46, 47, 48, 49, 50-51, 52, 53-56, 57, 58, 59, 60, 61-72, 73-75, 76, 77, 78, 79-80, 81-82, 83-84, 85, 86, 87-102, 103-104, 105, 106, 107, 108, 109-141, 142, 143, 144-145, 146-147, 148, revised; 148a and 148b, removed; 149-166, revised; 166a, removed; 167-179, 180, 181-184, revised.

Summary

Chapter 10-A lists the policy and procedures for establishing paternity and support through the administrative process. This material 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 "oblige" to "payor" and "payee".
- ◆ Reflect the Department's current manual standards.

Effective Date

Upon receipt

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 (1,2,3)	December 9, 2003
1-3	December 9, 2003
4	May 21, 2002
5-6	June 23, 2006
7-13	May 21, 2002

14, 14a	June 3, 2003
15-16	May 21, 2002
17-26, 26a, 26b, 26c	December 9, 2003
27	June 3, 2003
28	May 21, 2002
29	April 1, 2005
30	May 21, 2002
31	December 9, 2003
32-34	May 21, 2002
35-37	June 3, 2003
38	May 21, 2002
39	June 3, 2003
40	May 21, 2002
41	December 9, 2003
42-46	May 21, 2002
47	June 3, 2003
48	May 21, 2002
49	June 3, 2003
50-51	May 21, 2002
52	June 3, 2003
53-56	May 21, 2002
57	April 1, 2005
58	June 3, 2003
59	May 21, 2002
60	June 3, 2003
61 - 72	May 21, 2002
73-75	June 3, 2003
76	December 9, 2003
77	June 3, 2003
78	May 21, 2002
79-80	June 3, 2003
81-82	May 21, 2002
83-84	June 3, 2003
85	December 9, 2003
86	April 1, 2005
87-102	June 3, 2003
103-104	December 9, 2003
105	May 21, 2002
106	June 3, 2003
107	May 18, 2004
108	June 3, 2003
109 - 141	May 21, 2002
142	June 3, 2003
143	May 21, 2002
144-145	June 3, 2003
146-147	May 21, 2002
148, 148a	June 3, 2003
148b	December 9, 2003
149-166	May 21, 2002
166a	December 9, 2003

167-179	June 3, 2003
180	May 21, 2002
181-184	June 3, 2003

Additional Information

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

October 22, 2021

GENERAL LETTER NO. 10-A-13

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

SUBJECT: Employees' Manual, Title 10, Chapter A, **Administrative Paternity Establishment**, Contents page 3, pages 106-112, revised.

Summary

Chapter 10-A is revised to add policy and procedures to address when a minor mother claims she is victim of sexual abuse by the alleged father.

Effective Date

Immediately.

Material Superseded

Remove the following material from Employees' Manual, Title 10, Chapter A, and destroy it:

<u>Page</u>	<u>Date</u>
Contents Page 3	January 22, 2021
106-112	January 22, 2021

Additional Information

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