



STATE OF IOWA

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DEPARTMENT OF HUMAN SERVICES
KEVIN W. CONCANNON, DIRECTOR

May 6, 2003

GENERAL LETTER NO. 10-B-AP-9

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

SUBJECT: Employees' Manual, Title X, Chapter B, **ELIGIBILITY FOR CHILD SUPPORT SERVICES APPENDIX**, Contents (page 1), revised; pages 2, 6, and 11, revised; and the following forms:

- 470-2858 *Termination of Support Payments*, revised
- 470-0201 *Notice of Termination of Child Support Services*, revised

Summary

This appendix has been revised to:

- ◆ Indicate recent changes to the automated assignment and termination process. The instructions for the assignment and termination forms are updated to indicate that only one copy now prints and that it is mailed to the clerk of district court.
- ◆ Remove forms that are obsolete or have been published in another part of the manual, as follows:

<u>Form</u>	<u>Disposition</u>
CS-4104, <i>Narrative</i>	Obsolete
470-1981, <i>Notice of Continued Support Services</i>	Moved to: 9-H-Appendix
470-2562, <i>Verification of Emancipation Date</i>	Moved to: 9-E-Appendix
470-2788, <i>Role of the Child Support Recovery Attorney</i>	Moved to: 10-A-Appendix 10-I-Appendix 10-Q-Appendix
625-5297, <i>Claim Order/Claim Voucher</i>	Obsolete

Effective Date

Upon receipt.

Material Superseded

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

<u>Page</u>	<u>Date</u>
Contents (page 1)	December 1, 1998
2	December 1, 1998
6-11	June 23, 1992
CS-4104	12/84
470-2788	7/91
470-2562	2/89
470-2858	9/91
CS-1113 (470-1981)	2/93
470-0201	6/92
625-5297	10/87
15, 16	June 23, 1992

Additional Information

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



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DEPARTMENT OF HUMAN SERVICES
KEVIN W. CONCANNON, DIRECTOR

July 6, 2004

GENERAL LETTER NO. 10-B-AP-10

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

SUBJECT: Employees' Manual, Title 10, Chapter B, **ELIGIBILITY FOR CHILD SUPPORT SERVICES APPENDIX**, Contents (page 1), revised, and pages 7 and 8, revised.

Summary

This appendix is revised to:

- ◆ Remove form 470-0201, *Notice of Termination of Child Support Services*. It has been moved to 9-I-Appendix.
- ◆ Update instructions for form 337-0015, *Retrieval Service Request*.

Effective Date

Upon receipt.

Material Superseded

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

<u>Page</u>	<u>Date</u>
Contents (page 1)	May 6, 2003
11	May 6, 2003
12, 13, 14	June 23, 1992
470-0201	1/01

Additional Information

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