



April 22, 2003

**GENERAL LETTER NO. 10-H-AP-2**

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

SUBJECT: Employees' Manual, Title 10, Chapter H, **DETERMINING CHILD SUPPORT OBLIGATIONS APPENDIX**, Title page, revised; Contents (page 1), revised; pages 1 through 15, revised; and the following forms:

470-0204	<i>Financial Statement</i> , revised
470-2154	<i>Request to Complete Financial Statement</i> , revised
470-2639	<i>Request for Financial Statement</i> , revised
470-2640	<i>Child Support Guidelines Worksheet</i> , revised
470-2870	<i>Foster Care Financial Statement</i> , revised.
470-2950	<i>Child Support Guidelines Worksheet Cover Letter</i> , revised
470-3515	<i>Verification of Social Security Information</i> , new
470-3935	<i>Employer Verification Fax</i> , new
IRS-2441	<i>Child and Dependent Care Expenses</i> , revised
IRS Schedule C	<i>Profit or Loss from Business</i> , revised
IRS Schedule F	<i>Profit or Loss from Farming</i> , revised
IRS Schedule SE	<i>Self – Employment Tax</i> , revised

**Summary**

This appendix is renamed **DETERMINING CHILD SUPPORT OBLIGATIONS** to reflect the contents, which is revised and relocated from its previous location in Title 10, Chapter M-Appendix. The material is revised to reflect policy changes to forms and simplification of information. The changes include:

- ◆ Addition of language regarding receipt of social security disability benefits.
- ◆ Modifications of forms to reflect the Iowa Supreme Court's changes to the child support guidelines.
- ◆ Updated versions of federal tax forms.

Material previously contained in X-H-Appendix, **INTERSTATE CASES**, will be revised and incorporated into new Chapter 9-K-Appendix, **INTERSTATE CASE PROCESSING**.

**Effective Date**

Immediately.

**Material Superseded**

Remove the entire Chapter H-Appendix from Employees' Manual, Title 10, and destroy it. This includes the following:

<u>Page</u>	<u>Date</u>
Title page	February 7, 1989
Contents (page 1)	February 7, 1989
1-27	February 7, 1989
Federal Tax Refund Offset Program Update Request Form	7/1/87
Acknowledgment of Interstate Referrals	Undated
Status Report	Undated
470-2515	9/88
470-2518	9/88
470-2520	9/88
470-2516	9/88
470-2517 (12 pp.)	9/88
470-2519	9/88
470-2521	9/88

**Additional Information**

All of the forms previously in this appendix are obsolete.

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



# Iowa Department of Human Services

Terry E. Branstad  
Governor

Kim Reynolds  
Lt. Governor

Charles M. Palmer  
Director

April 8, 2016

## GENERAL LETTER NO. 10-H-AP-3

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

SUBJECT: Employees' Manual, Title 10, Chapter H, **DETERMINING CHILD SUPPORT OBLIGATIONS APPENDIX**, Title page, revised; Contents (page 1), revised; pages 1 through 15, revised; and the following forms:

470-0204 *Financial Statement*, revised  
470-2154 *Request to Complete Financial Statement*, unchanged  
470-2639 *Request for Financial Statement*, revised  
470-2640 *Child Support Guidelines Worksheet*, revised  
470-2870 *Foster Care Financial Statement*, revised  
470-2950 *Child Support Guidelines Worksheet Cover Letter*, revised  
470-3515 *Verification of Social Security Information*, revised  
RC-0133 *Determining Medical Support Orders in the Establishment and Modification Processes Desk Aid*, new

### Summary

This chapter is revised to:

- ◆ Correct the pages that reference how to serve payors and payees in child support actions.
- ◆ Add updates to the policy and the Guidelines Application instructions to reflect recent changes to the Iowa Child Support Guidelines.
- ◆ Reflect the Department's current manual standards.
- ◆ Add forms used in the guidelines process.
- ◆ Add links to the Internal Revenue Service's website to obtain the most recent versions of IRS forms.

### Effective Date

Immediately.

## **Material Superseded**

This material replaces the entire Chapter H, Appendix from Employees' Manual, Title 10, which includes the following pages:

<u>Page</u>	<u>Date</u>
Title page	April 22, 2003
Contents (page 1)	April 22, 2003
1, 2	April 22, 2003
470-0204	6/2002
470-2154	6/99
3, 4	April 22, 2003
470-2639	2/2002
5, 6	April 22, 2003
470-2640	8/2000
470-2870	6/2002
7, 8	April 22, 2003
470-2950	2/2002
9, 10	April 22, 2003
470-3515	09/01
470-3935	04/03
11, 12	April 22, 2003
IRS-2441	2002
IRS Schedule C	2002
13, 14	April 22, 2003
IRS Schedule F	2002
IRS Schedule SE	2002
15	April 22, 2003

## **Additional Information**

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

October 25, 2019

**GENERAL LETTER NO. 10-H-AP-4**

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

SUBJECT: Employees' Manual, Title 10, Chapter H, ***Determining Child Support Obligations Appendix***, Title page, revised; Contents (page 1), revised; pages 1, 2, 4, 6, 9 through 15, revised; and the following forms:

470-0204 *Financial Statement*, revised  
470-2154 *Request to Complete Financial Statement*, revised  
470-2639 *Request for Financial Statement*, revised  
470-2640 *Child Support Guidelines Worksheet*, revised  
470-2870 *Foster Care Financial Statement*, revised  
470-2950 *Child Support Guidelines Worksheet Cover Letter*, revised  
*Medical Support Hierarchy*, new  
*Joint Physical Care Medical Hierarchy*, new

**Summary**

Chapter 10-H-Appendix is revised to:

- ◆ Add updates to the policy and the Guidelines Application instructions to reflect:
  - Recent changes to the Iowa Child Support Guidelines.
  - The recent Iowa Code chapter 252E Medical Support law changes.
- ◆ Obsolete RC-0133, *Determining Medical Support Orders in the Establishment and Modification Processes Desk Aid*.
- ◆ Add Medical support hierarchy's for basic and joint physical care cases.

**Effective Date**

Immediately.

**Material Superseded**

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

<u>Page</u>	<u>Date</u>
Title page	April 8, 2016
Contents (page 1)	April 8, 2016

1, 2	April 8, 2016
470-0204	7/2013
470-2154	6/99
4	April 8, 2016
470-2639	7/09
6	April 8, 2016
470-2640	7/2013
470-2870	7/2013
470-2950	9/2014
9-14	April 8, 2016
RC-0133	4/16
15	April 8, 2016

**Additional Information**

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

May 27, 2022

**GENERAL LETTER NO. 10-H-AP-5**

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

SUBJECT: Employees' Manual, Title 10, Chapter H Appendix, ***Determining Child Support Obligations 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*

**Effective Date**

January 1, 2022.

**Material Superseded**

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

<u>Page</u>	<u>Date</u>
470-0204	01/18
470-2640	01/18
470-2870	01/18

**Additional Information**

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