



STATE OF IOWA

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

DEPARTMENT OF HUMAN SERVICES
JESSIE K. RASMUSSEN, DIRECTOR

August 27, 2002

GENERAL LETTER NO. 10-I-AP-5

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

SUBJECT: Employees' Manual, Title 10, Chapter I, **ADMINISTRATIVE ESTABLISHMENT APPENDIX**, Title page, new; Contents (pages 1 and 2), new; pages 1 through 43, new; and the following new forms:

470-0204	<i>Financial Statement</i>
470-1918	<i>Administrative Order for Support</i>
470-1919	<i>Request for Hearing to Determine Support Obligation and Certification of Matter to District Court</i>
470-1922	<i>Notice of Support Debt</i>
470-1924	<i>Second Notice of Support Debt and Finding of Financial Responsibility</i>
470-1970	<i>Negotiation Conference Report</i>
470-2154	<i>Request to Complete Financial Statement</i>
470-2608	<i>252C Approval Order</i>
470-2639	<i>Request for Financial Statement</i>
470-2640	<i>Child Support Guidelines Worksheet</i>
470-2788	<i>Role of the Child Support Recovery Attorney</i>
470/2819	<i>What You Should Know About Immediate Income Withholding</i>
470/1916	<i>Order for Income Withholding</i>
470-2870	<i>Foster Care Financial Statement</i>
470-2883	<i>Negotiation Conference Scheduled/Denied</i>
470-2884	<i>Affidavit of FIP Expended/Foster Care Expended</i>
470-2945	<i>Foster Care Termination of Support Payments</i>
470-2946	<i>Foster Care Assignment of Support Payments</i>
470-2950	<i>Child Support Guidelines Worksheet Cover Letter</i>
470-2981	<i>Personal Service Waiver Request</i>
470-2982	<i>Waiver of Personal Service and Acceptance</i>
470-2983	<i>Notice of Support Debt: Foster Care</i>
470-2984	<i>Administrative Order for Support: Foster Care</i>
470-3181	<i>Directions for Service</i>
470-3325	<i>Out-of-State Directions and Return of Service</i>
470-3640	<i>252C Support Order</i>
470-3804	<i>Information Pursuant to §598.22B & 602.611(4) Confidential</i>

470-3806	<i>Petitioner Cover Sheet for District Court</i>
470-3870	<i>Automatic Withdrawal Cover Letter</i>
S479H918-A	<i>Court Ordered Cases</i>
S479H918-B	<i>Non-Court Ordered Cases</i>
S479H662-B	<i>Performance Measures Report</i>
S479H676-B	<i>Performance Measures II Report</i>

Summary

This appendix includes system-generated forms and reports pertinent to administrative establishment of a 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

January 13, 2004

GENERAL LETTER NO. 10-I-AP-6

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

SUBJECT: Employees' Manual, Title 10, Chapter I, **ADMINISTRATIVE ESTABLISHMENT OF SUPPORT APPENDIX**, Title page, revised; Contents (pages 1 and 2), revised; pages 2, 3, 5, 6, 7, 12, 13, 14, 19, 20, 22, 25 through 28, 33, 34, 36, and 38 through 43, revised; pages 44, 45, and 46, new; and the following forms:

470-0204 *Financial Statement*, revised
470-1919 *Request for Hearing to Determine Support Obligation and Certification of Matter to District Court*, revised
470-2640 *Child Support Guidelines Worksheet*, revised
470-2870 *Foster Care Financial Statement*, revised
470-2884 *Affidavit of FIP/Foster Care Expended*, revised
470-3640 *252C Judicial Support Order*, revised
470-3870 *Automatic Withdrawal Cover Letter*, revised
470-3910 *Cover Letter for Orders*, new
Report S479H861-A, *Audit Review Active Admin Processes*, new
Report S479H662-B, *Performance Measures Report*, revised

Summary

This revised appendix reflects policy changes to the administrative establishment process:

- ◆ Revision of form 470-0204, *Financial Statement*, and form 470-2870, *Foster Care Financial Statement*, to request additional information regarding social security disability benefits.
- ◆ Addition of modified versions of form 470-2640, *Child Support Guidelines Worksheet* (replacing the sample with the correct version dated 8/2000), form 470-1919, *Request for Hearing to Determine Support Obligation*, and form 470-3640, *252C Support Order*.
- ◆ Addition of initiating state's IV-D address data element to forms 470-2639, *Request for Financial Statement*; 470-2788, *Role of Child Support Recovery Attorney*; 470-2950, *Child Support Guidelines Worksheet Cover Letter*.
- ◆ Removal of hard-coded years in form 470-2884, *Affidavit of FIP/Foster Care Expended*.

- ◆ Revision of form 470-3870, *Automatic Withdrawal Cover Letter*, to change the hours of operation for the customer service unit.
- ◆ Addition of form 470-3910, *Cover Letter for Orders*, a new cover letter to be sent with all newly established orders.
- ◆ Addition of a new report, S479H861-A, *Audit Review Active Admin Processes*, and changes to report S479H662-B, *Performance Measures Report*, for specific types of orders established.

Effective Date

Upon receipt.

Material Superseded

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

<u>Page</u>	<u>Date</u>
Title page	August 27, 2002
Contents (pages 1 and 2)	August 27, 2002
470-0204	10/01
2, 3	August 27, 2002
470-1919	3/00
5, 6, 7, 12, 13	August 27, 2002
470-2640	8/00
14	August 27, 2002
470-2870	2/02
470-2884	7/01
19, 20, 22, 25-28	August 27, 2002
470-3640	10/01
33, 34, 36	August 27, 2002
470-3870	8/02
38-43 *	August 27, 2002
S479H662-B	Undated

* Move the sample of the *Performance Measures II Report* to follow page 46.

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-I-AP-7

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

SUBJECT: Employees' Manual, Title 10, Chapter I, **ADMINISTRATIVE ESTABLISHMENT OF SUPPORT APPENDIX**, Contents (page 1), revised; pages 5, 15, and 25, 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 I, Appendix, and destroy them:

<u>Page</u>	<u>Date</u>
Contents (page 1)	January 13, 2004
5	January 13, 2004
470/2819	8/99
15	August 27, 2002
25	January 13, 2004

Additional Information

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

October 1, 2021

GENERAL LETTER NO. 10-I-AP-8

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

SUBJECT: Employees' Manual, Title 10, Chapter I Appendix, **Administrative Establishment of Support Appendix**, Title page, Contents page 1, Contents page 2, pages 1, 2 and 3, 4, 5, 6 and 7, 8-11, 12-14, 15, 16-18, 19 and 20, 21, 22, 23 and 24, 25, 26-28, 29-32, 33 and 34, 35, 36, 37, 38, revised; 39-46, 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 form 470-2788, *Role of the Child Support Recovery Attorney* from this chapter.
- ◆ Removes form 470/1916, *Order for Income Withholding* from this chapter.
- ◆ Removes form 470-2884, *Affidavit of FIP Expended/Foster Care Expended* from this chapter.
- ◆ Removes reports from this chapter.

Effective Date

Immediately.

Material Superseded

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

<u>Page</u>	<u>Date</u>
Title Page	January 13, 2004
Contents Page 1	April 1, 2005
Contents Page 2	January 13, 2004
1	August 27, 2002

2 and 3	January 13, 2004
4	August 27, 2002
5	April 1, 2005
6 and 7	January 13, 2004
8-11	August 27, 2002
12-14	January 13, 2004
15	April 1, 2005
16-18	August 27, 2002
19 and 20	January 13, 2004
21	August 27, 2002
22	January 13, 2004
23 and 24	August 27, 2002
25	April 1, 2005
26-28	January 13, 2004
29-32	August 27, 2002
33 and 34	January 13, 2004
35	August 27, 2002
36	January 13, 2004
37	August 27, 2002
38	January 13, 2004
39-46	January 13, 2004

Additional Information

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

May 27, 2022

GENERAL LETTER NO. 10-I-AP-9

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

SUBJECT: Employees' Manual, Title 10, Chapter I Appendix, **Administrative Establishment of Support 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*
470-1918, *Administrative Support Order*
470-1924, *Second Notice of Support Debt and Finding of Financial Responsibility*
470-2640, *Child Support Guidelines Worksheet*
470-2870, *Foster Care Financial Statement*
470-3640, *252C Judicial Support Order*

Effective Date

January 1, 2022.

Material Superseded

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

<u>Page</u>	<u>Date</u>
470-0204	01/18
470-1918	10/18
470-1924	10/18
470-2640	01/18
470-2870	01/18
470-3640	10/18

Additional Information

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

August 19, 2022

GENERAL LETTER NO. 10-I-AP-10

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

SUBJECT: Employees' Manual, Title 10, Chapter I Appendix, **Administrative Establishment of Support Appendix**, forms revised.

Summary

This chapter is revised to update forms to revise wording:

- ◆ 470-1918, *Administrative Support Order*
- ◆ 470-2608, *Approval of 252C Administrative Order*
- ◆ 470-2946, *Foster Care Assignment of Support Payments*
- ◆ 470-2983, *Notice of Support Debt: Foster Care - Chapter 252C*
- ◆ 470-3640, *252C Judicial Support Order*

Effective Date

Forms updated previously in a separate system. Each form effective date listed on form footer.

Material Superseded

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

<u>Page</u>	<u>Date</u>
470-1918	01/22
470-2608	03/13
470-2946	11/18
470-2983	10/18
470-3640	01/22

Additional Information

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