



# 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-4

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

SUBJECT: Employees' Manual, Title 10, Chapter I, *ADMINISTRATIVE ESTABLISHMENT OF SUPPORT*, Title page, new; Contents (pages 1 and 2), new; and pages 1 through 102, new.

### Summary

This chapter lists the policy and procedures for establishing an administrative order for support on a case. The chapter includes the following:

- ◆ Explanation of eligibility requirements for the process.
- ◆ Explanations of the screens and information for the completion of screens.
- ◆ Narratives, flags, and status information for the administrative establishment process.

Information from Chapter XIV-D(9), *ADMINISTRATIVE ORDERS*, is incorporated into this chapter. Chapter XIV-D(9) is being obsoleted under a separate general letter.

### 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### Material Superseded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-5

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**, Contents (pages 1 and 2), revised; pages 1 through 6, 9, 13, 14, 15, 16, 20, 21, 22, 23, 26 through 34, 36 through 52, 53, 56, 57, 85, 93 through 100, revised; and pages 6a, 6b, 6c, 6d, 52a, and 84a, new.

### Summary

Chapter 10-I is revised to reflect policy and ICAR changes relating to the administrative establishment process. These changes include:

- ◆ The new procedures for sending forms 470-3877, *Child Support Information*, and 470-3929, *Establishment Questionnaire*.
- ◆ Clarification regarding health insurance and the HIPP program.
- ◆ Addition of an entry of "A" to the SUPPORT ESTABLISHED field on the ADMIN2 screen.
- ◆ Addition of a narrative to record how support was established.
- ◆ Removal of statuses no longer needed.

### Effective Date

Upon receipt.

### Material Superseded

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

| <u>Page</u>  | <u>Date</u>     |
|--|-----------------|
| Contents (pages 1 and 2)                               | August 27, 2002 |
| 1-6, 9, 13-16, 20-23, 26-34, 36-53, 56, 57, 85, 93-100 | August 27, 2002 |

### Additional Information

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



April 1, 2005

**GENERAL LETTER NO. 10-I-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**, pages 4, 16, 18, 19, 39, and 47, revised.

**Summary**

This chapter is revised to reflect policy changes relating to the administrative 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 I, and destroy them:

| <u>Page</u> | <u>Date</u>      |
|-------------|------------------|
| 4, 16       | January 13, 2004 |
| 18, 19      | August 27, 2002  |
| 39, 47      | January 13, 2004 |

**Additional Information**

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

September 3, 2021

## **GENERAL LETTER NO. 10-I-7**

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

SUBJECT: Employees' Manual, Title 10, Chapter I, **Administrative Establishment of Support**, Title Page, Contents Page 1 and 2, 1-3, 4, 5 and 6, revised; 6a-6d, removed; 7 and 8, 9, 10-12, 13-15, 16, 17, 18 and 19, 20-23, 24 and 25, 26-34, 35, 36-38, 39, 40-46, 47, 48-52, revised; 52a, removed; 53, 54 and 55, 56 and 57, 58-84, revised; 84a, removed; 85, 86-92, 93-100, 101 and 102, revised, 103-115, new.

### **Summary**

Chapter 10-I lists the policy and procedures for establishing 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 "obligee" to "payor" and "payee".
- ◆ Reflect the Department's current manual standards.

### **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            | August 27, 2002  |
| Contents Page 1 and 2 | January 13, 2004 |
| 1-3                   | January 13, 2004 |
| 4                     | April 1, 2005    |
| 5 and 6               | January 13, 2004 |
| 6a-6d                 | January 13, 2004 |
| 7 and 8               | August 27, 2002  |
| 9                     | January 13, 2004 |
| 10-12                 | August 27, 2002  |
| 13-15                 | January 13, 2004 |

|             |                  |
|-------------|------------------|
| 16          | April 1, 2005    |
| 17          | August 27, 2002  |
| 18 and 19   | April 1, 2005    |
| 20-23       | January 13, 2004 |
| 24 and 25   | August 27, 2002  |
| 26-34       | January 13, 2004 |
| 35          | August 27, 2002  |
| 36-38       | January 13, 2004 |
| 39          | April 1, 2005    |
| 40-46       | January 13, 2004 |
| 47          | April 1, 2005    |
| 48-52       | January 13, 2004 |
| 52a         | January 13, 2004 |
| 53          | January 13, 2004 |
| 54 and 55   | August 27, 2002  |
| 56 and 57   | January 13, 2004 |
| 58-84       | August 27, 2002  |
| 84a         | January 13, 2004 |
| 85          | January 13, 2004 |
| 86-92       | August 27, 2002  |
| 93-100      | January 13, 2004 |
| 101 and 102 | August 27, 2002  |

**Additional Information**

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