



STATE OF IOWA

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

DEPARTMENT OF HUMAN SERVICES
KEVIN W. CONCANNON, DIRECTOR

August 17, 2004

GENERAL LETTER NO. 11-A-AP-1

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

SUBJECT: Employees' Manual, Title 11, Chapter A, **ADMINISTRATIVE LEVY APPENDIX**, Title page, new; Contents (page 1), new; pages 1 through 25, new; and the following new forms and reports:

470/3170 *Asset Verification Request*
470-3187 *Legal Notice of Administrative Levy*
470-3187CC *Legal Notice of Administrative Levy Clerk of Court Copy*
470-3188 *Administrative Levy Notice to Obligor*
470-3188CC *Administrative Levy Notice to Obligor Clerk of Court Copy*
470-3189 *Administrative Levy Notice to Financial Institution*
470-3190 *Proof of Service of Administrative Levy*
470-3207 *Administrative Levy Notice to Joint Owner*
470-3207CC *Administrative Levy Notice to Joint Owner Clerk of Court Copy*
470-3208 *Notice of Decision Regarding Administrative Levy Challenge*
470-3338 *Notice of Challenge to Administrative Levy*
S479H662 *Performance Measures Report*
S479J028-A *Financial Institution Data Match Statistics Report*
S479J044-A *Financial Institution Report by Name*
S479J044-B *Financial Institution Report by TIN*
S479J052-A *Monthly Admin Levy Collections Report*
S479J290-A *Financial Institution Levies Totals*

Summary

This appendix includes system-generated forms and reports pertinent to the administrative levy process. It also includes instructions for the generation and distribution of each form.

Effective Date

Immediately.

Material Superseded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

November 3, 2006

GENERAL LETTER NO. 11-A-AP-2

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

SUBJECT: Employees' Manual, Title 11, Chapter A, **ADMINISTRATIVE LEVY APPENDIX**, Contents (page 1), revised; pages 2 through 23, revised; and the following forms and reports:

470-3188	<i>Administrative Levy Notice to Obligor</i> , corrected
470-3188CC	<i>Administrative Levy Notice to Obligor Clerk of Court Copy</i> , corrected
470-3189	<i>Administrative Levy Notice to Financial Institution</i> , corrected
470-3190	<i>Proof of Service of Administrative Levy</i> , corrected
470-3207	<i>Administrative Levy Notice to Joint Owner</i> , corrected
470-3207CC	<i>Administrative Levy Notice to Joint Owner Clerk of Court Copy</i> , corrected
S479H988-A	<i>Levy Challenge Review Report</i> , new
S479J283	<i>Admin Levy Asset Status Report by Worker</i> , new

Summary

This chapter is revised to:

- ◆ Remove the following forms due to a 2005 legislative change to no longer send the obligor advance notice of the administrative levy action:
 - 470-3187, *Legal Notice of Administrative Levy*
 - 470-3187CC, *Legal Notice of Administrative Levy Clerk of Court Copy*
- ◆ Update the form samples of the following which now include the form number and revision date, which was previously missing from the samples:
 - 470-3188, *Administrative Levy Notice to Obligor*
 - 470-3188CC, *Administrative Levy Notice to Obligor Clerk of Court Copy*
 - 470-3189, *Administrative Levy Notice to Financial Institution*
 - 470-3190, *Proof of Service of Administrative Levy*
 - 470-3207, *Administrative Levy Notice to Joint Owner*
 - 470-3207CC, *Administrative Levy Notice to Joint Owner Clerk of Court Copy*

- ◆ Add Report S479H988-A, *Levy Challenge Review Report*, which displays cases having a current administrative or district court challenge in process on the ADMLEVY screen.
- ◆ Add Report S479J283, *Admn Levy Asset Status Report by Worker*, which displays assets in “hold” status for five or more days from the date ICAR runs the report.

Effective Date

Immediately.

Material Superseded

Remove the following pages from Employees’ Manual, Title 11, Chapter A, Appendix and destroy them:

<u>Page</u>	<u>Date</u>
Contents (p. 1)	August 17, 2004
2	August 17, 2004
<i>Legal Notice of Administrative Levy</i>	No date
<i>Legal Notice of Administrative Levy Clerk of Court Copy</i>	No date
3, 4	August 17, 2004
<i>Administrative Levy Notice to Obligor</i>	No date
<i>Administrative Levy Notice to Obligor Clerk of Court Copy</i>	No date
5, 6	August 17, 2004
<i>Administrative Levy Notice to Financial Institution</i>	No date
7, 8	August 17, 2004
<i>Proof of Service of Administrative Levy</i>	No date
9, 10	August 17, 2004
<i>Administrative Levy Notice to Joint Owner</i>	No date
<i>Administrative Levy Notice to Joint Owner Clerk of Court Copy</i>	No date
11-25 *	August 17, 2004

* As forms are added and removed, existing pages are renumbered to eliminate or consolidate gaps. To accommodate these changes, the following form samples need to be refiled:

- ◆ Move form 470-3208 to follow page 10 instead of page 12.
- ◆ Move form 470-3338 to follow page 12 instead of page 14.
- ◆ Move report S479H662 to precede page 13 instead of page 15.
- ◆ Move report S479J044-B to precede page 19 instead of page 21.
- ◆ Move report S479J052-A to follow page 20 instead of page 22.
- ◆ Move report S479J290-A to precede page 23 instead of page 25.

Additional Information

Destroy existing supplies of the following forms, as they are obsolete and no longer in use:

- ◆ 470-3187, *Legal Notice of Administrative Levy*
- ◆ 470-3187CC, *Legal Notice of Administrative Levy Clerk of Court Copy*

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

May 28, 2021

GENERAL LETTER NO. 11-A-AP-3

ISSUED BY: Bureau of Collections
Division of Field Operations

SUBJECT: Employees' Manual, Title 11, Chapter A Appendix, **Administrative Levy Appendix**, Title page, Contents page 1, 1, and 2-11, revised; 12-23, removed; and the following forms:

470/3170, *Asset Verification Request*, revised
470-3188, *Administrative Levy Notice to Obligor*, revised
470-3188CC, *Administrative Levy Notice to Obligor Clerk of Court Copy*, revised
470-3189, *Administrative Levy Notice to Financial Institution*, revised
470-3190, *Proof of Service of Administrative Levy*, revised
470-3207, *Administrative Levy Notice to Joint Owner*, revised
470-3207CC, *Administrative Levy Notice to Joint Owner Clerk of Court Copy*, revised
470-3208, *Notice of Decision Regarding Administrative Levy Challenge*, revised
S479H662, *Performance Measures Report*, removed
S479H988-A, *Levy Challenge Review Report*, removed
S479J028-A, *Financial Institution Data Match Statistics Report*, removed
S479J044-A, *Financial Institution Report by Name*, removed
S479J044-B, *Financial Institution Report by TIN*, removed
S479J052-A, *Monthly Admin Levy Collections Report*, removed
SJ479J283, *Admn Levy Asset Status Report by Worker*, removed
S479J290-A, *Financial Institution Levies Totals*, removed

Summary

Chapter 11-A Appendix is revised to:

- ◆ Revise references to the non-custodial party from Obligor to Payor.
- ◆ Revise instructions for filing copies of forms with the clerk of court **only** when a payor or joint owner request a district court hearing.
- ◆ Revise information to reflect the automatic case selection rather than worker case selection.
- ◆ Remove all reference to administrative levy reports.
- ◆ Update forms in the Appendix to the versions currently in use.

Effective Date

Upon receipt.

Material Superseded

This material replaces form 470-3272 from Employees' Manual, Title 11, Chapter A Appendix.

<u>Page</u>	<u>Date</u>
Title page	August 17, 2004
Contents (page 1)	November 3, 2006
1	August 17, 2004
2-23	November 3, 2006
Form 470/3170	08/04
Form 470-3188	06/03
Form 470-3188CC	06/03
Form 470-3189	06/03
Form 470-3190	07/01
Form 470-3207	06/03
Form 470-3207CC	06/03
Form 470-3208	10/96

Additional Information

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