



STATE OF IOWA

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

DEPARTMENT OF HUMAN SERVICES
KEVIN W. CONCANNON, DIRECTOR

August 10, 2004

GENERAL LETTER NO. 11-A-1

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

SUBJECT: Employees' Manual, Title 11, Chapter A, *ADMINISTRATIVE LEVY*, Title page, new; Contents (pages 1 through 4), new; and pages 1 through 128, new.

Summary

This chapter lists the policy and procedures for the administrative levy process. The chapter includes the following:

- ◆ Explanation of eligibility requirements for the process.
- ◆ Explanations of the screens and information for the completion of screens.
- ◆ Narrative and calendar flag information for the administrative levy process.

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Material Superseded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

October 20, 2006

GENERAL LETTER NO. 11-A-2

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

SUBJECT: Employees' Manual, Title 11, Chapter A, *ADMINISTRATIVE LEVY*,
Contents (page 2), revised; and pages 3, 4, 17, 18, 52, 55 through 60, 73, 74, 76,
83, 84, 88, 120, and 127, revised.

Summary

This chapter lists the policy and procedures for the administrative levy process. The changes are in relation to a 2005 legislative change to no longer send the *Legal Notice of Administrative Levy*.

Effective Date

Immediately.

Material Superseded

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

<u>Page</u>	<u>Date</u>
Contents (page 2)	August 10, 2004
3, 4, 17, 18, 52, 55-60, 73, 74, 76, 83, 84, 88, 120, 127	August 10, 2004

Additional Information

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



Iowa Department of Human Services

Kim Reynolds
Governor

Adam Gregg
Lt. Governor

Jerry R. Foxhoven
Director

January 12, 2018

GENERAL LETTER NO. 11-A-3

ISSUED BY: Bureau of Collections, Division of Child Support

SUBJECT: Employees' Manual, Title 11, Chapter A, *Administrative Levy*, Title page, revised; and pages 107 and 108, revised.

Summary

Chapter 11-A is revised to:

- ◆ Update the Refunds of Amounts Improperly Held section of the manual.
- ◆ Add a legal reference to 45 CFR 307.11(c)(3).

As required in 45 CFR 307.11(c)(3), a policy statement has been added to specify if SSI or concurrent SSI payments and SSD benefits in the payor's account are levied, the funds must be returned to the payor's account with five business days of CSRU learning of the incorrect levy.

Effective Date

Upon receipt.

Material Superseded

This material replaces the following pages from Employees' Manual, Title 11, Chapter A:

<u>Page</u>	<u>Date</u>
Title page	August 10, 2004
107, 108	August 10, 2004

Additional Information

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

April 12, 2019

GENERAL LETTER NO. 11-A-4

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

SUBJECT: Employees' Manual, Title 11, Chapter A, **Administrative Levy**, Title page, revised; Contents (pages 1, 2, and 3), revised; and pages 1 through 108, revised.

Summary

Chapter 11-A is revised to incorporate system and policy changes relating to the criteria, procedures, and case selection for the administrative levy process through the DHS mainframe system. These changes reflect:

- ◆ Automation of the administrative levy case selection process through the mainframe system. References to manual case selection actions were removed and information to support automation of case selection were added.
- ◆ Changing the generic title of case parties from the terms "obligee" and "obligor" to "payee" and "payor."
- ◆ Removal of references to the obsolete "1099 program."
- ◆ Adding the ability to bypass the administrative levy case selection process to the mainframe system.
- ◆ The availability to easily identify cases that qualify for an administrative levy action.
- ◆ Adding information on the ability to levy a certain federal retirement account under the administrative levy process.
- ◆ Adding new narratives and calendar flags relating to the administrative levy case selection automation.

Effective Date

Upon receipt.

Material Superseded

This material replaces the entire Chapter A from Employees' Manual, Title 11, which includes the following pages:

<u>Page</u>	<u>Date</u>
Title page	January 12, 2018
Contents (page 1)	August 10, 2004
Contents (page 2)	October 20, 2006
Contents (pages 3 and 4)	August 10, 2004
1, 2	August 10, 2004
3, 4	October 20, 2006
5-16	August 10, 2004
17, 18	October 20, 2006
19-51	August 10, 2004
52	October 20, 2006
53, 54	August 10, 2004
55-60	October 20, 2006
61-72	August 10, 2004
73, 74	October 20, 2006
75	August 10, 2004
76	October 20, 2006
77-82	August 10, 2004
83, 84	October 20, 2006
85-87	August 10, 2004
88	October 20, 2006
89-106	August 10, 2004
107, 108	January 12, 2018
109-119	August 10, 2004
120	October 20, 2006
121-126	August 10, 2004
127	October 20, 2006
128	August 10, 2004

Additional Information

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