



STATE OF IOWA

CHESTER J. CULVER, GOVERNOR
PATTY JUDGE, LT. GOVERNOR

DEPARTMENT OF HUMAN SERVICES
KEVIN W. CONCANNON, DIRECTOR

January 19, 2007

GENERAL LETTER NO. 11-F-AP-1

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

SUBJECT: Employees' Manual, Title 11, Chapter F, **INCOME WITHHOLDING**
APPENDIX, Title page, new; Contents (page 1), new; pages 1 through 30, new;
and the following new forms and reports:

470 1916 *Order for Income Withholding*
470/2622 *Result of Conference Regarding Income Withholding*
470/2623 *Acknowledgment of Request for Informal Conference*
470-2624 *Initiation of Income Withholding/Medical Support Enforcement*
470 2637 *Order for Income Withholding*
470/2683 *Income Withholding Notice Inquiry*
470 2688 *Termination of Order for Income Withholding*
470-2819 *What You Should Know About Immediate Income Withholding*
470/2821 *Written Agreement for Payment of Support*
470/2829 *Decision on Request for Income Withholding*
470-2830 *Decision on Exemption From Immediate Income Withholding*
470 2834 *Termination of Order for Income Withholding*
470 2839 *Obligor Notice of Termination*
470 2857 *Termination of Order for Income Withholding*
470 2859 *Termination of Order for Income Withholding*
470 2864 *Order for Income Withholding*
470 2865 *Order for Income Withholding*
470/2947 *Proof of Service of Income Withholding Order*
470/2949 *Proof of Service of Income Withholding Order*
470/2951 *Proof of Service of Income Withholding Order*
470/2952 *Proof of Service of Income Withholding Order*
470/3179 *Amounts Improperly Withheld and Forwarded*
470/3182 *Income Withholding Error*
470 3272 *Order/Notice to Withhold Income for Child Support*
470-3373 *Information About Automatic Withdrawals for Child Support*
Monitor for PARM
S479H730-A *Case Delinquency Programming Generation Totals*

Summary

This appendix includes:

- ◆ System-generated forms and reports pertinent to the income withholding process.
- ◆ Instructions for the generation and distribution of each form.

Information from Chapter X-K, *INCOME WITHHOLDING APPENDIX*, is incorporated into this chapter.

Effective Date

Immediately.

Material Superseded

None. Chapter X-K-Appendix is being rescinded under a separate general letter.

Additional Information

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



STATE OF IOWA

CHESTER J. CULVER, GOVERNOR
PATTY JUDGE, LT. GOVERNOR

DEPARTMENT OF HUMAN SERVICES
KEVIN W. CONCANNON, DIRECTOR

July 27, 2007

GENERAL LETTER NO. 11-F-AP-2

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

SUBJECT: Employees' Manual, Title 11, Chapter F, *INCOME WITHHOLDING APPENDIX*, the following form:

470 3272 *Order/Notice to Withhold Income for Child Support*, revised

Summary

This chapter is revised to update all versions of form 470 3272, *Order/Notice to Withhold Income for Child Support*. Language has been added under "Additional Information" stating how to withhold for lump sum income.

Effective Date

Immediately.

Material Superseded

Remove form 470 3272, dated 9/06, from the Employees' Manual, Title 11, Chapter F, Appendix, and destroy it.

Additional Information

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



STATE OF IOWA

CHESTER J. CULVER, GOVERNOR
PATTY JUDGE, LT. GOVERNOR

DEPARTMENT OF HUMAN SERVICES
KEVIN W. CONCANNON, DIRECTOR

October 26, 2007

GENERAL LETTER NO. 11-F-AP-3

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

SUBJECT: Employees' Manual, Title 11, Chapter F, **INCOME WITHHOLDING APPENDIX**, Contents (page 1), revised; page 4, revised, and the following forms:

470 1916 *Order for Income Withholding*, revised
470/2622 *Result of Conference Regarding Income Withholding*, revised
470/2623 *Acknowledgment of Request for Informal Conference*, revised
470 2624 *Initiation of Income Withholding/Medical Support Enforcement*,
revised
470 2637 *Order for Income Withholding*, revised
470-2819 *What You Should Know About Immediate Income Withholding*,
revised
470 2864 *Order for Income Withholding*, revised
470 2865 *Order for Income Withholding*, revised

Summary

This chapter is revised to reflect form changes to:

- ◆ Remove the amount to withhold from the orders for income withholding. The amount is given on the income withholding notice. This change will streamline the process of updating the amount to withhold, since the order will not need to be reissued.
- ◆ Update the policy on nondiscrimination on the following forms:
 - 470/2622, *Result of Conference Regarding Income Withholding*
 - 470 2624, *Initiation of Income Withholding/Medical Support Enforcement*
- ◆ Make minor wording changes on forms 470/2623, *Acknowledgment of Request for Informal Conference*, and 470-2819, *What You Should Know About Immediate Income Withholding*, revised.

Effective Date

Immediately.

Material Superseded

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

<u>Page</u>	<u>Date</u>
Contents (page 1)	January 19, 2007
470 1916 (before p. 1)	6/99
470/2622 (after p. 2)	4/95
4	January 19, 2007
470/2623	4/95
470 2624 (after p. 4)	2/06
470 2637	6/99
470-2819 (after p. 8)	2/05
470 2864 (after p. 16)	6/99
470 2865 (after p. 18)	6/99

Additional Information

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



STATE OF IOWA

CHESTER J. CULVER, GOVERNOR
PATTY JUDGE, LT. GOVERNOR

DEPARTMENT OF HUMAN SERVICES
KEVIN W. CONCANNON, DIRECTOR

April 25, 2008

GENERAL LETTER NO. 11-F-AP-4

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

SUBJECT: Employees' Manual, Title 11, Chapter F, *INCOME WITHHOLDING*
APPENDIX, the following form:

470 2624 *Initiation of Income Withholding/Medical Support Enforcement*,
revised

Summary

This appendix is revised to update the dollar amount on form 470 2624, *Initiation of Income Withholding/Medical Support Enforcement*, from \$20,420 to \$20,800. This increase in the dollar amount reflects the current U.S. poverty guidelines effective April 1, 2008. This amount is used to calculate the income withholding order (IWO) arrears amount due when a payor is approved for hardship.

Effective Date

April 1, 2008

Material Superseded

Remove form 470 2624, dated 08/07, from Chapter F, Appendix, Employees' Manual, Title 11, and destroy it.

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



STATE OF IOWA

CHESTER J. CULVER, GOVERNOR
PATTY JUDGE, LT. GOVERNOR

DEPARTMENT OF HUMAN SERVICES
EUGENE I. GESSOW, DIRECTOR

December 5, 2008

GENERAL LETTER NO. 11-F-AP-5

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

SUBJECT: Employees' Manual, Title 11, Chapter F, *INCOME WITHHOLDING APPENDIX*, the following forms:

470-2819	<i>What You Should Know About Immediate Income Withholding</i> , revised
470 3272	<i>Income Withholding for Support</i> , revised

Summary

This chapter is revised to:

- ◆ Update form 470-2819, *What You Should Know About Immediate Income Withholding*, to correct a typographical error.
- ◆ Change the name of form 470 3272, *Order/Notice to Withhold Income for Child Support to Income Withholding for Support*. The form has also been updated to reflect the revised format for the standardized income withholding form issued by OCSE through Action Transmittal AT 07-07.

Effective Date

September 5, 2008

Material Superseded

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

<u>Page</u>	<u>Date</u>
470-2819 (after p. 8)	1/07
470 3272 (after p. 26)	5/07

Additional Information

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



STATE OF IOWA

CHESTER J. CULVER, GOVERNOR
PATTY JUDGE, LT. GOVERNOR

DEPARTMENT OF HUMAN SERVICES
EUGENE I. GESSOW, DIRECTOR

April 17, 2009

GENERAL LETTER NO. 11-F-AP-6

ISSUED BY: Bureau of Collection, Division of Child Support, case Management and Refugee Services

SUBJECT: Employees' Manual, Title 11, Chapter F, *INCOME WITHHOLDING APPENDIX*, the following forms:

470 2624 *Initiation of Income Withholding/Medical Support Enforcement*,
revised

Summary

This chapter is revised to update the US Poverty Guidelines used to calculate the income withholding arrears amount due when a payor is approved for hardship. This amount is listed on form 470 2624, *Initiation of Income Withholding/Medical Support Enforcement*, and is changed from \$20,800 to \$21,660.

Effective Date

April 1, 2009

Material Superseded

Remove form 470 2624, dated 04/2008, from Chapter F, Appendix, Employees' Manual, Title 11, and destroy it.

Additional Information

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



TERRY E. BRANSTAD, GOVERNOR
KIM REYNOLDS, LT. GOVERNOR

DEPARTMENT OF HUMAN SERVICES
CHARLES M. PALMER, DIRECTOR

January 21, 2011

GENERAL LETTER NO. 11-F-AP-7

ISSUED BY: Bureau of Collections, Division of Field Operations

SUBJECT: Employees' Manual, Title 11, Chapter F, *INCOME WITHHOLDING APPENDIX*, the following forms:

- 470 1916 *Order for Income Withholding*, revised
- 470 2624 *Initiation of Income Withholding/Medical Support Enforcement*, revised
- 470 2637 *Order for Income Withholding*, revised
- 470 2688 *Termination of Order for Income Withholding*, revised
- 470 2834 *Termination of Order for Income Withholding*, revised
- 470 2839 *Obligor Notice of Termination*, revised
- 470 2857 *Termination of Order for Income Withholding*, revised
- 470 2859 *Termination of Order for Income Withholding*, revised
- 470 2864 *Order for Income Withholding*, revised
- 470 2865 *Order for Income Withholding*, revised
- 470/3182 *Income Withholding Error*, revised
- 470 3272 *Income Withholding for Support*, revised

Summary

Form 470/3182 was updated with the most recent discrimination policy. The other forms were updated to a new format.

Effective Date

Immediately.

Material Superseded

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

<u>Page</u>	<u>Date</u>
470 1916	9/06
470 2624	4/09
470 2637	9/06

470 2688	6/99
470 2834	6/99
470 2839	7/01
470 2857	6/99
470 2859	6/99
470 2864	9/06
470 2865	9/06
470/3182	6/01
470 3272	7/08

Additional Information

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



STATE OF IOWA

TERRY E. BRANSTAD, GOVERNOR
KIM REYNOLDS, LT. GOVERNOR

DEPARTMENT OF HUMAN SERVICES
CHARLES M. PALMER, DIRECTOR

April 8, 2011

GENERAL LETTER NO. 11-F-AP-8

ISSUED BY: Bureau of Collections, Division of Field Operations

SUBJECT: Employees' Manual, Title 11, Chapter F, ***INCOME WITHHOLDING APPENDIX***, form 470 2624, *Initiation of Income Withholding/Medical Support Enforcement*, revised.

Summary

This chapter is revised to update the U.S. Poverty Guidelines used to calculate the IWO arrears amount due when a payor is approved for hardship. This amount is listed on form 470 2624, *Initiation of Income Withholding/Medical Support Enforcement*, and is changed from \$21,660 to \$21,780.

Effective Date

April 1, 2011.

Material Superseded

This material replaces Employees' Manual, Title 11, Chapter F, Appendix, form 470 2624, dated 04/2009.

Additional Information

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

March 9, 2012

GENERAL LETTER NO. 11-F-AP-9

ISSUED BY: Bureau of Collections, Division of Field Operations

SUBJECT: Employees' Manual, Title 11, Chapter F, **INCOME WITHHOLDING APPENDIX**, Contents (page 1), revised; pages 4, 5, 6, 12, 14, 15, 16, 18, 20 through 23, and 26, revised; and the following form:

470 3272 *Income Withholding for Support*, revised

Summary

This chapter is revised to:

- ◆ Rename form 470 3272 from *Order/Notice to Withhold Income for Child Support*, to *Income Withholding for Support*. Instructions are updated to reflect the change.
- ◆ Update form 470 3272, *Income Withholding for Support*, to reflect the revised format of the standardized income withholding form issued by the Office of Child Support Enforcement (OCSE) through Action Transmittal AT 11-05.

Effective Date

Immediately.

Material Superseded

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

<u>Page</u>	<u>Date</u>
Contents (page 1)	October 26, 2007
4	October 26, 2007
5, 6, 12, 14-16, 18, 20-23, 26	January 19, 2007
470 3272	3/09

Additional Information

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

September 21, 2012

GENERAL LETTER NO. 11-F-AP-10

ISSUED BY: Bureau of Collections, Division of Field Operations

SUBJECT: Employees' Manual, Title 11, Chapter F, **INCOME WITHHOLDING APPENDIX**, Title page, revised; page 13, revised; and form 470 2839, *Obligor Notice of Termination*, revised.

Summary

This chapter has been revised to update the instructions and form 470 2839, *Obligor Notice of Termination*, to:

- ◆ Reflect all the reasons an IWO may be terminated.
- ◆ Include new legislation to terminate when another state will be providing services or when CSRU is no longer providing services under Iowa Code 252B.

Effective Date

Immediately.

Material Superseded

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

<u>Page</u>	<u>Date</u>
Title page	January 19, 2007
470 2839	3/2009
13	January 19, 2007

Additional Information

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

March 29, 2013

GENERAL LETTER NO. 11-F-AP-11

ISSUED BY: Bureau of Collections, Division of Field Operations

SUBJECT: Employees' Manual, Title 11, Chapter F, **INCOME WITHHOLDING APPENDIX**, form 470 2624, *Initiation of Income Withholding/Medical Support Enforcement*, revised.

Summary

This chapter is revised to update the U.S. Poverty Guidelines used to calculate the IWO arrears amount due when a payor is approved for hardship. This amount is listed on form 470 2624, *Initiation of Income Withholding/Medical Support Enforcement*, and is changed from \$22,340 to \$22,980.

Effective Date

April 1, 2013

Material Superseded

This material replaces Employees' Manual, Title 11, Chapter F, Appendix, form 470 2624, dated 04/2011.

Additional Information

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

March 28, 2014

GENERAL LETTER NO. 11-F-AP-12

ISSUED BY: Bureau of Collections, Division of Field Operations

SUBJECT: Employees' Manual, Title 11, Chapter F, **INCOME WITHHOLDING APPENDIX**, form 470 2624, *Initiation of Income Withholding/Medical Support Enforcement*, revised.

Summary

This chapter is revised to update the U.S. Poverty Guidelines used to calculate the IWO arrears amount due when a payor is approved for hardship. This amount is listed on form 470 2624, *Initiation of Income Withholding/Medical Support Enforcement*, and is changed from \$22,980 to \$23,340.

Effective Date

April 1, 2014

Material Superseded

This material replaces Employees' Manual, Title 11, Chapter F, Appendix, form 470 2624, dated 04/2013.

Additional Information

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

March 27, 2015

GENERAL LETTER NO. 11-F-AP-13

ISSUED BY: Bureau of Collections, Division of Field Operations

SUBJECT: Employees' Manual, Title 11, Chapter F, ***INCOME WITHHOLDING APPENDIX***, page 26, revised; and the following forms:

470 2624 *Initiation of Income Withholding/Medical Support Enforcement, revised*

470 3272 *Income Withholding for Support*, revised

Summary

This chapter is revised to:

- ◆ Update the U.S. Poverty Guidelines used to calculate the IWO arrears amount due when a payor is approved for hardship. This amount is listed on form 470 2624, *Initiation of Income Withholding/Medical Support Enforcement*. The amount has changed from \$23,340 to \$23,540.
- ◆ Update form 470 3272, *Income Withholding for Support*, to reflect the revised format for the standardized income withholding form issued by the Office of Child Support Enforcement (OCSE) through Action Transmittal AT 14-05.

Effective Date

April 1, 2015

Material Superseded

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

<u>Page</u>	<u>Date</u>
470 2624	04/2014
26	March 9, 2012
470 3272	09/2011

Additional Information

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

August 21, 2015

GENERAL LETTER NO. 11-F-AP-14

ISSUED BY: Bureau of Collections, Division of Field Operations

SUBJECT: Employees' Manual, Title 11, Chapter F, ***INCOME WITHHOLDING APPENDIX***, page 2, revised; and form 470/2622, *Result of Conference Regarding Income Withholding*, revised.

Summary

This chapter is revised to update form 470/2622, *Result of Conference Regarding Income Withholding*. The instructions have been clarified to state the worker only enters whether the payor attended the conference if the conference was held.

Effective Date

Immediately.

Material Superseded

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

<u>Page</u>	<u>Date</u>
2	January 19, 2007
470/2622	08/2007

Additional Information

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. 11-F-AP-15

ISSUED BY: Bureau of Collections, Division of Field Operations

SUBJECT: Employees' Manual, Title 11, Chapter F, ***INCOME WITHHOLDING APPENDIX***, form 470 2624, *Initiation of Income Withholding/Medical Support Enforcement*, revised.

Summary

This chapter is revised to update the U.S. Poverty Guidelines used to calculate the IWO arrears amount due when a payor is approved for hardship. This amount is listed on form 470 2624, *Initiation of Income Withholding/Medical Support Enforcement*. The amount has changed from \$23,540 to \$23,760.

Effective Date

April 1, 2016

Material Superseded

This material replaces form 470 2624, dated 04/2015, in Employees' Manual, Title 11, Chapter F, Appendix.

Additional Information

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

March 31, 2017

GENERAL LETTER NO. 11-F-AP-16

ISSUED BY: Bureau of Collections, Division of Field Operations

SUBJECT: Employees' Manual, Title 11, Chapter F, **INCOME WITHHOLDING APPENDIX**, form 470 2624, *Initiation of Income Withholding/Medical Support Enforcement*, revised.

Summary

This chapter is revised to update the U.S. Poverty Guidelines used to calculate the IWO arrears amount due when a payor is approved for hardship. This amount is listed on form 470 2624, *Initiation of Income Withholding/Medical Support Enforcement*. The amount has changed from \$23,760 to \$24,120.

Effective Date

April 1, 2017

Material Superseded

This material replaces form 470 2624, dated 04/2016, in Employees' Manual, Title 11, Chapter F, Appendix.

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 26, 2018

GENERAL LETTER NO. 11-F-AP-17

ISSUED BY: Bureau of Collections, Division of Field Operations

SUBJECT: Employees' Manual, Title 11, Chapter F, *Income Withholding Appendix*, the following forms:

470/2622	<i>Result of Conference Regarding Income Withholding</i> , revised
470/2829	<i>Decision on Request for Income Withholding</i> , revised
470-2830	<i>Decision on Exemption From Immediate Income Withholding</i> , revised
470 2839	<i>Obligor Notice of Termination</i> , revised
470/3179	<i>Amounts Improperly Withheld and Forwarded</i> , revised
470/3182	<i>Income Withholding Error</i> , revised

Summary

The forms listed above are revised to:

- ◆ Update the nondiscrimination language.
- ◆ Add barcodes when needed.
- ◆ Reflect the current form style guide.

Effective Date

Upon receipt.

Material Superseded

This material replaces the following forms in Employees' Manual, Title 11, Chapter F, Appendix:

<u>Page</u>	<u>Date</u>
470/2622	6/11
470/2829	4/95
470-2830	3/93
470 2839	5/12
470/3179	7/00
470/3182	4/10

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

March 30, 2018

GENERAL LETTER NO. 11-F-AP-18

ISSUED BY: Bureau of Collections, Division of Field Operations

SUBJECT: Employees' Manual, Title 11, Chapter F, *Income Withholding Appendix*, form 470 2624, *Initiation of Income Withholding/Medical Support Enforcement*, revised.

Summary

This chapter is revised to update the U.S. Poverty Guidelines used to calculate the IWO arrears amount when a payor is approved for hardship. This amount is listed on form 470 2624, *Initiation of Income Withholding/Medical Support Enforcement*. The amount has changed from \$24,120 to \$24,280.

Effective Date

April 1, 2018

Material Superseded

This material replaces form 470 2624, dated 04/2017, in Employees' Manual, Title 11, Chapter F, Appendix.

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

August 3, 2018

GENERAL LETTER NO. 11-F-AP-19

ISSUED BY: Bureau of Collections, Division of Field Operations

SUBJECT: Employees' Manual, Title 11, Chapter F, *Income Withholding Appendix*, form 470 3272, *Income Withholding for Support*, revised.

Summary

This chapter is revised to update form 470 3272, *Income Withholding for Support*, to reflect the revised format for the standardized income withholding form issued by the Office of Child Support Enforcement through Action Transmittal AT 17-09.

Effective Date

Immediately

Material Superseded

This material replaces form 470 3272, dated 10/2014, in Employees' Manual, Title 11, Chapter F, Appendix.

Additional Information

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

March 29, 2019

GENERAL LETTER NO. 11-F-AP-20

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

SUBJECT: Employees' Manual, Title 11, Chapter F, ***Income Withholding Appendix***, Title page, revised; Contents (page 1), revised; pages 4, 28, and 29, revised; and the following forms:

470/2622	<i>Results of Conference Regarding Income Withholding</i> , revised
470/2623	<i>Acknowledgment of Request for Informal Conference</i> , revised
470 2624	<i>Initiation of Income Withholding/Medical Support Enforcement</i> , revised
470-5538	<i>Results of Hardship Request/Review</i> , new
470-5540	<i>Notice of Income Withholding Hardship Review</i> , new

Summary

Chapter 11-F Appendix is revised to:

- ◆ Remove information from forms due to changing the process of determining hardship for income withholding. A payor requesting a hardship consideration no longer goes through the informal conference process. The revised forms are:
 - 470/2622, *Results of Conference Regarding Income Withholding*
 - 470/2623, *Acknowledgment of Request for Informal Conference*
- ◆ Revise form 470 2624, *Initiation of Income Withholding*, to reflect the new process for requesting hardship consideration.
- ◆ Add the following forms created to use in the new hardship consideration process:
 - 470-5538, *Results of Hardship Request/Review*
 - 470-5540, *Notice of Income Withholding Hardship Review*
- ◆ The following reports are still in use. It was decided that samples were not needed in the appendix and are being removed.
 - Monitor for PARM
 - S479H730-A, *Case Delinquency Programming Generation Totals*

Effective Date

April 1, 2019

Material Superseded

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

<u>Page</u>	<u>Date</u>
Title page	September 21, 2012
Contents (page 1)	March 9, 2012
470/2622	5/17
470/2623	9/06
4	March 9, 2012
470 2624	4/18
28	January 19, 2007
Monitor for PARM	Undated
29, 30	January 19, 2007
S479H730-A	Undated

Additional Information

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

March 19, 2021

GENERAL LETTER NO. 11-F-AP-21

ISSUED BY: Bureau of Collections
Division of Field Operations

SUBJECT: Employees' Manual, Title 11, Chapter F Appendix, **Income Withholding Appendix**, forms 470-2624, 470-5538, and 470-5540, revised.

Summary

This chapter is revised to update the US Poverty Guidelines used to calculate the IWO arrears amount when a payor is approved for hardship. This amount as listed on the following forms:

- ◆ 470 2624, *Initiation of Income Withholding/Medical Support Enforcement*
- ◆ 470-5538, *Results of Hardship Request/Review*
- ◆ 470-5540, *Notice of Income Withholding Hardship Review*

is changed from \$25,520 to \$25,760.

Effective Date

April 1, 2021.

Material Superseded

<u>Page</u>	<u>Date</u>
470-2624	04/20
470-5538	02/19
470-5540	04/20

Additional Information

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

May 14, 2021

GENERAL LETTER NO. 11-F-AP-22

ISSUED BY: Bureau of Collections
Division of Field Operations

SUBJECT: Employees' Manual, Title 11, Chapter F Appendix, ***Income Withholding Appendix***, form 470-3272 revised.

Summary

The federal Office of Child Support Enforcement (OCSE) has updated the federal Income Withholding for Support form. This form is required as the standard form for Income Withholding and instructs the income provider to withhold child support and provides the amount for withholding. A copy of this form is sent to the payor.

Effective Date

May 21, 2021.

Material Superseded

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

<u>Page</u>	<u>Date</u>
470-3272	07/18

Additional Information

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

May 13, 2022

GENERAL LETTER NO. 11-F-AP-23

ISSUED BY: Bureau of Collections, Division of Field Operations

SUBJECT: Employees' Manual, Title 11, Chapter F, ***Income Withholding Appendix***, forms:

470-2624, *Initiation of Income Withholding/Medical Support Enforcement*, revised

470-5538, *Results of Hardship Request/Review*, revised

470-5540, *Notice of Incoming Withholding Hardship Review*, revised

Summary

This chapter is revised to update the US Poverty Guidelines used to calculate the IWO arrears amount when a payor is approved for hardship. This amount is listed on forms:

- ◆ 470 2624, *Initiation of Income Withholding/Medical Support Enforcement*
- ◆ 470-5538, *Results of Hardship Request/Review*, and
- ◆ 470-5540, *Notice of Income Withholding Hardship Review*,

and is changed from \$25,760 to \$27,180.

Effective Date

April 1, 2022

Material Superseded

Remove the following material from Employees' Manual, Title 11, Chapter F Appendix, and destroy it.

<u>Page</u>	<u>Date</u>
470-2624	04/21
470-5538	04/21
470-5540	04/21

Additional Information

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

March 29, 2024

GENERAL LETTER NO. 11-F-AP-24

ISSUED BY: Bureau of Child Support Services
Division of Community Access

SUBJECT: Employees' Manual, Title 11, Chapter F Appendix, **Income Withholding Appendix**, forms revised.

Summary

This chapter is revised to update:

- 470 1916, Order for Income Withholding Pursuant To 252D.16A
- 470 2624, Initiation of Income Withholding/Medical Support Enforcement (effective 04/01/24)
- 470 2637, Order for Income Withholding Pursuant To 252D.16A
- 470/2688, Termination of Order for Income Withholding
- 470/2834, Termination of Order for Income Withholding
- 470/2839, Obligor Notice of Termination
- 470/2857, Termination of Order for Income Withholding (Triple)
- 470/2859, Termination of Order for Income Withholding (Double)
- 470/2864, Order for Income Withholding Pursuant To 252D.16A (Triple)
- 470/2865, Order for Income Withholding Pursuant To 252D.16A (Double)
- 470/3272, Income Withholding for Support
- 470-5540, Notice of Income Withholding Hardship Review (effective 04/01/24)

Effective Date

Forms marked effective 04/01/24 reflect updates to the US Poverty Guidelines used to calculate IWO arrears amounts, changing from \$29,160 to \$30,120.

Material Superseded

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

<u>Num</u>	<u>Title</u>
470 1916	07/09
470 2624	04/22
470 2637	03/09
470/2688	06/99
470/2834	06/99
470/2839	05/17
470/2857	07/09
470/2859	07/09
470/2864	07/09
470/2865	07/09
470/3272	05/21
470-5540	04/22

Additional Information

Refer questions about this general letter to your area income maintenance administrator.