



September 23, 1997

GENERAL LETTER NO. 11-G-AP-1

ISSUED BY: Bureau of Collections, Division of Policy Coordination

SUBJECT: Employees' Manual, Title 11, Chapter G, *License Sanction Appendix*, Title page, new; Contents (page 1), new; pages 1 through 13, new; and the following new forms:

- 470-3273 *License Sanction Payment Agreement*
- 470-3274 *Certificate of Noncompliance*
- 470-3275 *Notice of Withdrawal of Certificate of Noncompliance*
- 470-3276 *Acknowledgment of Request for Conference*
- 470-3277 *License Sanction Request for Financial Statement - Obligor*
- 470-3278 *Official Notice of Potential License Sanction*
- 470-3343 *License Sanction Request for Financial Statement - Oblige*
- 470-3344 *Results of License Sanction Conference*
- 470-3345 *Notice of Stay of License Sanction*
- 470-3346 *Notice of Lifting of Stay of License Sanction*
- 470-3347 *Order Determining Payments of the Limited Purpose of License Sanction*
- 470-3393 *Certification of License Sanction Action to District Court*

Summary

This appendix explains the use of the twelve new forms associated with the license sanction process and provides a list of licenses available for sanctioning.

Effective Date

Immediately.

Material Superseded

None.

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-G-AP-2

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

SUBJECT: Employees' Manual, Title 11, Chapter G, *LICENSE SANCTION APPENDIX*,
Title page, revised; Contents (page 1), revised; pages 1 through 13, revised;
pages 14, 15, and 16, new; and the following forms:

- 470-3158 *Physician's Statement*, new
- 470-3273 *License Sanction Payment Agreement*, revised
- 470-3274 *Certificate of Noncompliance*, revised
- 470-3275 *Notice of Withdrawal of Certificate of Noncompliance*, revised
- 470-3276 *Acknowledgment of Request for Conference*, revised
- 470-3277 *License Sanction Request for Financial Statement – Obligor*,
revised
- 470-3278 *Official Notice of Potential License Sanction*, revised
- 470-3343 *License Sanction Request for Financial Statement – Oblige*,
revised
- 470-3344 *Results of License Sanction Conference*, revised
- 470-3347 *Order Determining Payments for the Limited Purpose of License
Sanction*, unchanged
- 470-3393 *Certification of License Sanction Action to District Court and
Request for Hearing*, revised

Summary

This appendix is revised to incorporate changes to forms and codes resulting from policy changes, rule changes, and ICAR enhancements. The material is revised to:

- ◆ Add information about the following forms and license codes:
 - 470-3158, *Physician's Statement*
 - Department of Commerce license codes
 - Department of Inspections and Appeals' Racing and Gaming Commission license codes
 - Department of Natural Resources license codes
 - Department of Public Health license codes
 - Department of Public Safety license codes
 - Department of Transportation driver's license types and status codes

- ◆ Update the following forms:
 - 470-3273, *License Sanction Payment Agreement*
 - 470-3274, *Certificate of Noncompliance*
 - 470-3275, *Notice of Withdrawal of Certificate of Noncompliance*
 - 470-3276, *Acknowledgment of Request for Conference*
 - 470-3277, *License Sanction Request for Financial Statement – Obligor*
 - 470-3278, *Official Notice of Potential License Sanction*
 - 470-3343, *License Sanction Request for Financial Statement – Obligee*
 - 470-3344, *Results of License Sanction Conference*
 - 470-3347, *Order Determining Payments for the Limited Purpose of License Sanction*
 - 470-3393, *Certification of License Sanction Action to District Court and Request for Hearing*

- ◆ The following forms are removed, as they are obsolete and no longer being used:
 - 470-3345, *Notice of Stay of License Sanction*
 - 470-3346, *Notice of Lifting of Stay of License Sanction*

Effective Date

Immediately.

Material Superseded

Remove the entire Chapter G, Appendix, from Employees' Manual, Title 11, and destroy it. This includes the following pages:

<u>Page</u>	<u>Date</u>
Title page	September 23, 1997
Contents (page 1)	September 23, 1997
470-3273	8/97
1, 2	September 23, 1997
470-3274	8/97
470-3275	8/97
3, 4	September 23, 1997
470-3276	8/97
470-3277	8/97
5, 6	September 23, 1997
470-3278	8/97
470-3343	8/97
7, 8	September 23, 1997
470-3344	8/97
9, 10	September 23, 1997
470-3345	8/97
470-3346	8/97

11, 12
470-3347
470-3393
13

September 23, 1997
8/97
8/97
September 23, 1997

Additional Information

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



October 5, 2007

GENERAL LETTER NO. 11-G-AP-3

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

SUBJECT: Employees' Manual, Title 11, Chapter G, *LICENSE SANCTION APPENDIX*,
the following forms:

- 470-3277 *License Sanction Request for Financial Statement – Payor*, revised
- 470-3343 *License Sanction Request for Financial Statement – Payee*, revised

Summary

This appendix is revised to update the following forms to incorporate new wording to reflect a lower grade level. Also, the titles of the forms were changed to incorporate the terms “payee/payor” instead of “obligee/obligor:”

- ◆ 470-3277, License Sanction Request for Financial Statement – Payor
- ◆ 470-3343, License Sanction Request for Financial Statement – Payee

Effective Date

Upon receipt.

Material Superseded

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

<u>Page</u>	<u>Date</u>
470-3277 (before p. 7)	7/07
470-3343 (before p. 9)	7/07

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
CHARLES J. KROGMEIER, DIRECTOR

June 4, 2010

GENERAL LETTER NO. 11-G-AP-4

ISSUED BY: Bureau of Collections
Division of Field Operations

SUBJECT: Employees' Manual, Title 11, Chapter G, *LICENSE SANCTION APPENDIX*,
Contents (page 1), revised; and pages 5, 7, 9, and 12, revised.

Summary

The appendix to chapter 11-G is revised to update references to the terms "payee" and "payor" instead of "obligee" and "obligor"

Effective Date

Upon receipt.

Material Superseded

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

<u>Page</u>	<u>Date</u>
Contents (p. 1)	July 27, 2007
5, 7, 9, 12	July 27, 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

November 18, 2011

GENERAL LETTER NO. 11-G-AP-5

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

SUBJECT: Employees' Manual, Title 11, Chapter G, *LICENSE SANCTION APPENDIX*, Title page, revised; pages 5 and 6, revised; and the following forms:

470-3274 *Certificate of Noncompliance*, revised
470-3275 *Notice of Withdrawal of Certificate of Noncompliance*, revised
470-3278 *Official Notice of Potential License Sanction*, revised

Summary

Chapter 11-G-Appendix is revised to:

- ◆ Add reference to license sanction conferences being held within ten days of the request for a conference if a payor and CSRU agree.
- ◆ Incorporate policy changes, rule changes, and ICAR enhancements to update the following forms:
 - 470-3274, *Certificate of Noncompliance*
 - 470-3275, *Notice of Withdrawal of Certificate of Noncompliance*
 - 470-3278, *Official Notice of Potential License Sanction*

Effective Date

Immediately.

Material Superseded

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

<u>Page</u>	<u>Date</u>
Title page	July 27, 2007
470-3274	7/07
470-3275	10/05
5	June 4, 2010
6	July 27, 2007
470-3278	7/07

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 29, 2014

GENERAL LETTER NO. 11-G-AP-6

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

SUBJECT: Employees' Manual, Title 11, Chapter G, *LICENSE SANCTION APPENDIX*,
pages 14 and 15, revised.

Summary

Chapter 11-G-Appendix is revised to update the license codes for the Department of Natural Resources and the Department of Public Health by:

- ◆ Adding code RECV for the Department of Natural Resources.
- ◆ Updating codes for the Department of Public Health.

Effective Date

Upon receipt.

Material Superseded

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

<u>Page</u>	<u>Date</u>
14, 15	July 27, 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

October 2, 2015

GENERAL LETTER NO. 11-G-AP-7

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

SUBJECT: Employees' Manual, Title 11, Chapter G, **LICENSE SANCTION APPENDIX**, Contents (page 1), revised; pages 1 through 16, revised; page 17, new; and the following forms:

470-3158 *Physician's Statement*, revised
470-3273 *License Sanction Payment Agreement*, revised
470-3274 *Certificate of Noncompliance*, revised
470-3274A *Certificate of Noncompliance*, new
470-3276 *Acknowledgment of Request for Conference*, revised
470-3277 *License Sanction Request for Financial Statement – Payor*,
revised
470-3278 *Official Notice of Potential License Sanction*, revised
470-3343 *License Sanction Request for Financial Statement – Payee*,
revised
470-3344 *Results of License Sanction Conference*, revised
470-5299 *License Sanction Physician Statement*, new

Summary

Chapter 11-G Appendix is revised to:

- ◆ Remove the reference requiring the payor to provide an initial payment at the start of the payment agreement. Payors are now required to submit the first payment due with signed form 470-3273, *License Sanction Payment Agreement*.
- ◆ Update and create two versions of form 470-3274, *Certificate of Noncompliance*. The forms are identical except for page 3. The payor's copy is still 470-3274 and includes the "License Sanction Request for Conference" on page 3. The licensing agency's copy is 470-3274A and does not include the "License Sanction Request for Conference."
- ◆ Change the text to indicate that form 470-3277, *License Sanction Request for Financial Statement – Payor*, no longer generates automatically from the license sanction conference process. The form but must be generated manually.
- ◆ Change the text to indicate that form 470-3278, *Official Notice of Potential License Sanction*, is generated and mailed automatically.
- ◆ Add a new GEN PHYS STMT field that allows a worker to easily create form 470-5299, *License Sanction Physician Statement*. Form 470-5299 is used with license sanction exemptions.

Effective Date

Upon receipt.

Material Superseded

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

<u>Page</u>	<u>Date</u>
Contents (page 1)	June 4, 2010
470-3158	8/04
1, 2	July 27, 2007
470-3273	7/07
470-3274	9/11
3, 4	July 27, 2007
5, 6	November 18, 2011
470-3276	7/07
470-3277	9/07
7	June 4, 2010
8	July 27, 2007
470-3278	9/11
470-3343	9/07
9	June 4, 2010
10	July 27, 2007
470-3344	7/07
11	July 27, 2007
12	June 4, 2010
13	July 27, 2007
14, 15	August 29, 2014
16	July 27, 2007

Additional Information

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