



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

DEPARTMENT OF HUMAN SERVICES
JESSIE K. RASMUSSEN, DIRECTOR

July 11, 2000

GENERAL LETTER NO. 9-E-AP-1

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

SUBJECT: Employees' Manual, Title 9, Chapter E, *CASE SETUP APPENDIX*, Title page, new; Table of Contents (pages 1), new; and pages 1-12, new, and the following new forms:

470-2234 *Notice of Direction of Payments (Payee)*
470-2235 *Notice of Direction of Payments (Payor)*
470-2562 *Emancipation Verification*
470-2681 *Case Status Report (Obligor)*
470-2682 *Case Status Report (Obligee)*
470-3521 *Enrollment Verification*

Summary

This appendix includes:

- ◆ An index of the screens used throughout the chapter.
- ◆ A table of CSRU office responsibility by county.
- ◆ System-generated forms pertinent to setting up a case and the emancipation of children.
- ◆ A case type/group code table used for entry of court orders in the system.

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Material Superseded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

August 19, 2003

GENERAL LETTER NO. 9-E-AP-2

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

SUBJECT: Employees' Manual, Title 9, Chapter E, *CASE SETUP APPENDIX*, Contents (page 1), revised; and page 13, new

Summary

This chapter is revised to add the *Child Care Obligations as Child Support Table* which identifies which states or jurisdictions consider child care obligations as child support.

Effective Date

Upon receipt.

Material Superseded

Remove the following page from Employee's Manual, Title 9, Chapter E and destroy it.

<u>Page</u>	<u>Date</u>
Contents (Page 1)	July 11, 2000

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

April 20, 2004

GENERAL LETTER NO. 9-E-AP-3

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

SUBJECT: Employees' Manual, Title 9, Chapter E, *CASE SETUP APPENDIX*, pages 1 and 13, revised.

Summary

The table on Child Care Obligations as Child Support is revised to indicate that Nebraska does not treat child care obligations as child support.

The index of screen images in Chapter 9-E is updated.

Effective Date

Upon receipt.

Material Superseded

Remove the following pages from Employees' Manual, Title 9, Chapter E, Appendix, and destroy them.

<u>Page</u>	<u>Date</u>
1	July 11, 2000
13	August 19, 2003

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

February 22, 2008

GENERAL LETTER NO. 9-E-AP-4

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

SUBJECT: Employees' Manual, Title 9, Chapter E, Appendix, *CASE SETUP APPENDIX*,
Contents (page 1), revised; pages 1 and 7 through 13, revised; pages 14 through
17, new; and the following forms:

470-2562	<i>Emancipation Verification</i> , revised
470-2682	<i>Case Status Report (Payee)</i> , updated
470-3521	<i>Enrollment Verification</i> , revised
470-3877	<i>Child Support Information</i> , new
470-3929	<i>Establishment Questionnaire</i> , new

Summary

This chapter is revised to:

- ◆ Change the terms “obligor” to “payor” throughout.
- ◆ Change the terms “obligee” to “payee” throughout.
- ◆ Update form 470-2562, *Emancipation Verification*, and form 470-3521, *Enrollment Verification*, to simplify the questions.
- ◆ Update form 470-2682, *Case Status Report (Payee)*, to change the terms “obligor” to “payor.”
- ◆ Add forms 470-3877, *Child Support Information*, and form 470-3929, *Establishment Questionnaire*, which are used to get case information from the PA or NPA payee, respectively, that is needed to proceed with administrative establishment of paternity and support.
- ◆ Update the table of case types and groups used to enter court orders on the Iowa Collection and Reporting system.
- ◆ Update the table to provide information on Oklahoma and South Dakota’s treatment of child care obligations.
- ◆ Provide a list of countries and Canadian provinces with which the United States or Iowa has reciprocity.

Effective Date

Immediately.

Material Superseded

Remove the following pages from Employees' Manual, Title 9, Chapter E, Appendix, and destroy them:

<u>Page</u>	<u>Date</u>
Contents (page 1)	August 19, 2003
1	April 20, 2004
470-2562	6/99
7, 8	July 11, 2000
470-2682	7/90
470-3521	6/99
9-12	July 11, 2000
13	April 20, 2004

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

March 14, 2008

GENERAL LETTER NO. 9-E-AP-5

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

SUBJECT: Employees' Manual, Title 9, Chapter E, Appendix, *CASE SETUP APPENDIX*, pages 7 and 8, revised.

Summary

This chapter is revised to correct the "Distribution" instructions on the following forms:

- ◆ 470-2681, *Case Status Report (Payor)*
- ◆ 470-2682, *Case Status Report (Payee)*

Effective Date

Immediately.

Material Superseded

Remove the following pages from Employees' Manual, Title 9, Chapter E, Appendix, and destroy them:

<u>Page</u>	<u>Date</u>
7, 8	February 22, 2008

Additional Information

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