



STATE OF IOWA

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September 9, 2003

GENERAL LETTER NO. 9-J-AP-1

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

SUBJECT: Employees' Manual, Title 9, Chapter J, **CHILD SUPPORT ENFORCEMENT NETWORK – CSENET APPENDIX**, Title page, new; Contents, new; and pages 1 through 32, new; and the following new forms and reports:

470-3475	<i>Locate Data Sheet – Federal Version</i>
470/3475	<i>Locate Data Sheet – State Version</i>
470-3702	<i>Child Support Enforcement Transmittal #2 – Subsequent Actions</i>
470-3761	<i>Child Support Enforcement Transmittal #1 – Initial Request</i>
470-3762	<i>Referral Rejection</i>
S479H295	<i>CSENet Error Transaction Report</i>
S479H297-A	<i>CSENet Transactions Received And Sent</i>
S479H948-A	<i>Referral Summary Report</i>
S479H948-B	<i>Providing Additional Documents Within 30 Days</i>
S479H957	<i>Monthly Referral Postdate Report</i>
S479H969-A	<i>Incoming Interstate Case Reconciliation Records</i>
S479J288	<i>Outgoing Interstate Case Reconciliation Records</i>
S479J311	<i>CSENet Transactions Received in Error</i>

Summary

This is a new manual appendix to supplement Employees' Manual Title 9, Chapter J, **CHILD SUPPORT ENFORCEMENT NETWORK – CSENET**. This appendix includes instructions and copies of all forms and reports referenced in the manual.

Effective Date

Immediately

Material Superseded

None

Additional Information

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

September 24, 2021

GENERAL LETTER NO. 9-J-AP-2

ISSUED BY: Bureau of Collections
Division of Field Operations

SUBJECT: Employees' Manual, Title 9, Chapter J , **Child Support Enforcement Network (CSENet) Appendix**, Title page, revised; Contents Page 1, revised; pages 1-6, revised; 7-32, removed; and the following forms:
Child Support Locate Request, revised
470/3475, *Locate Data Sheet-Batch*, revised
470-3475, *Locate Data Sheet-Online*, revised

Summary

Chapter 9-J Appendix is revised to:

- ◆ Move the following forms to 9-K, *Interstate Case Processing*:
 - Form 470-3702, *Child Support Enforcement Transmittal # 2 – Subsequent Actions*
 - 470-3761, *Child Support Enforcement Transmittal # 1 – Initial Request*
 - 470-3762, *Referral Rejection*
- ◆ Remove the following reports:
 - S479H295, CSENet error Transaction Report
 - S479H297-A, CSEnet Transactions Received and Sent
 - S479H948, Referral Support Report
 - S479H948-B, Providing Additional Documentation Within 30 days
 - S479H957, Monthly Referral Postdate Report
 - S479H969-A, Incoming Interstate Case Reconciliation Records
 - S479H288, Outgoing Interstate Case Reconciliation Records
 - S479J311, CSENet Transactions Received in Error
- ◆ Updated Data and Completion information for all forms.

Effective Date

Upon receipt.

Material Superseded

This material replaces the following from Employees' Manual, Title 9, Chapter J Appendix:

<u>Page</u>	<u>Date</u>
Title page	September 9, 2003
Contents (page 1)	September 9, 2003
Page 1-32	September 9, 2003

Additional Information

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