



June 30, 1998

**GENERAL LETTER NO. 9-J-1**

ISSUED BY: Bureau of Collections, Division of Policy Coordination

SUBJECT: Employees' Manual Title 9, Chapter J, *Child Support Enforcement Network*, Title page, new; Contents (pages 1 and 2), new; and pages 1 through 62, new.

**Summary**

*Child Support Enforcement Network (CSENet)* is a new manual chapter. It provides information about the processing of electronic transactions between states that also have CSENet. For non-CSENet states, continue to use existing procedures for processing Interstate transactions. This chapter explains:

- ◆ How CSENet information is formatted.
- ◆ How to use the CSENet screens.
- ◆ How to create or update an ICAR case using CSENet transaction data from other states.
- ◆ How to send electronic transactions to other states using CSENet.

**Effective Date**

Immediately.

**Material Superseded**

None.

**Additional Information**

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



# STATE OF IOWA

THOMAS J. VILSACK, GOVERNOR  
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DEPARTMENT OF HUMAN SERVICES  
JESSIE K. RASMUSSEN, DIRECTOR

March 11, 2003

## GENERAL LETTER NO. 9-J-2

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*, Title page, revised; Contents (pages 1 and 2), revised; Contents (pages 3 through 5), new; pages 1 through 62, revised; and pages 63 through 165, new.

### Summary

This entire manual has been updated to include new policy and procedures relating to electronic interstate communication through CSENet.

### Effective Date

Immediately

### Material Superseded

Remove the entire Title 9, Chapter J, *CHILD SUPPORT ENFORCEMENT NETWORK*, dated June 30, 1998, from the manual and destroy it.

### Additional Information

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

October 1, 2021

### **GENERAL LETTER NO. 9-J-3**

ISSUED BY: Bureau of Collections  
Division of Field Operations

SUBJECT: Employees' Manual, Title 9, Chapter J, ***Child Support Enforcement Network - CSENet***, Title page, revised; Table of Contents (page 1-3), revised; pages 1-165 revised

### **Summary**

This chapter is revised to:

- ◆ Update statute and rules references.
- ◆ Update the use of the terms "non-custodial parent," and "custodial parent" to "payor" and "payee."
- ◆ Changed name and all references to form 470-3475, *Locate Data Sheet*, to the *Child Support Agency Locate Request* form.
- ◆ Moved Incoming Referral Process and all associated screens to the 9-K, *Interstate Case Processing Manual*.
- ◆ Moved Outgoing Interstate Referrals to the 9-K, *Interstate Case Processing Manual*.
- ◆ Added information on Receiving and Sending Messages through CSENet.
- ◆ Removed outdated Interstate Case Reconciliation instructions.
- ◆ Updated the narratives, calendar flags, and statuses to identify when they generate and document narratives, calendar flags, and statuses that no longer generate.

### **Effective Date**

Upon receipt.

### **Material Superseded**

This material replaces the entire Chapter J, from Employees' Manual, Title 9 which includes the following pages:

<u>Page</u>	<u>Date</u>
Title page	March 11,2003
Contents (page 1)	March 11, 2003
1-165	March 11, 2003

### **Additional Information**

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