



STATE OF IOWA

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DEPARTMENT OF HUMAN SERVICES
KEVIN W. CONCANNON, DIRECTOR

October 22, 2004

GENERAL LETTER NO. 9-K-AP-1

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

SUBJECT: Employees' Manual, Title 9, Chapter K, **INTERSTATE CASE PROCESSING APPENDIX**, Title page, new; Contents (pages 1 and 2), new; pages 1 through 71, new; and the following new forms:

- 470-3181 *Directions for Service*
- 470-3325 *Out of State Directions for Service*
- 470-3455 *Order for Determination of Controlling Order and Arrears*
- 470-3456 *Order for Determination of Controlling Order*
- 470-3457 *Petition for Determination of Controlling Order and Determination of Arrears*
- 470-3458 *Petition for Determination of Controlling Order*
- 470-3459 *Order Setting Hearing on Petition for Determination of Controlling Order*
- 470-3462 *Order Confirming Registration of Foreign Order(s) of Support by Operation of Law*
- 470-3463 *Notice of Registration of Foreign Support Order(s)*
- 470-3464 *Order in Proceeding to Register Foreign Order(s) of Support*
- 470-3466 *Registration Statement (State Form)*
- 470-3467 *Application for Leave to Present Telephonic Testimony*
- 470-3468 *Order Allowing Telephonic Testimony*
- 470-3469 *Child Support Enforcement Transmittal #1 - Initial Request*
- 470-3470 *Child Support Enforcement Transmittal #2 - Subsequent Actions*
- 470-3471 *Child Support Enforcement Transmittal #3 - Request for Assistance/Discovery*
- 470-3472 *Uniform Support Petition*
- 470-3473 *General Testimony*
- 470-3474 *Affidavit in Support of Establishing Paternity*
- 470-3476 *Notice of Determination of Controlling Order*
- 470-3477 *Registration Statement*
- 470-3636 *Original Notice of Petition for Determination of Controlling Order*
- 470-3672 *Notice of Intent to File Written Application for Default Determining Controlling Order*
- 470-3673 *Affidavit and Application for Default Judgment Determining Controlling Order*

470-3674	<i>Registration Cover Letter</i>
470-3675	<i>Application for Order Relating to Nondisclosure of Address and Identifying Information</i>
470-3676	<i>Affidavit Relating to Nondisclosure of Address and Identifying Information</i>
470-3680	<i>Order for Nondisclosure of Address and Identifying Information</i>
470-3687	<i>Child Support Enforcement Transmittal #2 – Subsequent Actions - Acknowledgment</i>
470-3688	<i>Child Support Enforcement Transmittal #3 – Request for Assistance/Discovery - Acknowledgment</i>
S479J365-1	<i>Interstate Process Counts by Region</i>
S479J367	<i>Interstate Case Report</i>

Summary

This appendix includes system-generated forms pertinent to the interstate, UIFSA, determination of controlling order, and registration processes. It also includes instructions for generation and distribution of each form.

Effective Date

Upon receipt.

Material Superseded

None

Additional Information

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

September 24, 2021

GENERAL LETTER NO. 9-K-AP-2

ISSUED BY: Bureau of Collections
Division of Field Operations

SUBJECT: Employees' Manual, Title 9, Chapter K , **Interstate Case Processing Appendix**, Title page, Contents Page 1 and 2, revised; Contents Page 3, new; pages 1-71, revised; 72-88, new; and the following forms:

470-2936, *Certification of Child Support Worker*, new

470-3181, *Directions for Service and Return of Service*, revised

470-3325, *Out of State Directions for Service and Out of State Return of Service*, revised

470-3455, *Order for Determination of Controlling Order and Reconciliation of Arrears*, revised

470-3457, *Petition for Determination of Controlling Order and Reconciliation of Arrears*, revised

470-3459, *Order Setting Hearing on Petition for Determination of Controlling Order and Reconciliation of Arrears*, revised

470-3462, *Order Confirming Registration of Foreign Support Order(s) and Foreign Support Agreement(s)*, revised

470-3463, *Notice of Registration of Support Order(s)*, revised

470-3464, *Order in Proceeding to Register Support Order(s)*, revised

470-3466, *Registration Statement*, revised

470-3467, *Application for Order Relating to Telephonic Testimony*, revised

470-3468, *Order Relating to Telephonic Testimony*, revised

470-3469, *Child Support Enforcement Transmittal # 1 – Initial Request*, revised

470-3470, *Child Support Enforcement Transmittal # 2 – Subsequent Actions*, revised

470-3471, *Child Support Enforcement Transmittal # 3 – Request for Assistance/Discovery*, revised

470-3472, *Uniform Support Petition*, revised

470-3473, *General Testimony*, revised

470-3474, *Declaration in Support of Establishing Parentage*, revised

- 470-3476, *Notice of Determination of Controlling Order*, revised
- 470-3477, *Letter of Transmittal Requesting Registration*, revised
- 470-3636, *Original Notice of Petition for Determination of Controlling Order and Reconciliation of Arrears*, revised
- 470-3672, *Notice of Intent to File Written Application for Default Determining Controlling Order and for Reconciliation of Arrears*, revised
- 470-3673, *Affidavit and Application for Default Judgment Determining Controlling Order and Reconciliation of Arrears*, revised
- 470-3674, *Request for Registration of Support Order(s) or Foreign Support Agreement(s) Cover Letter*, revised
- 470-3988, *Child Support Enforcement Transmittal #3- Request for Assistance/Discovery – Acknowledgement*, revised
- 470-3702, *Child Support Enforcement Transmittal # 2 – Subsequent Actions*, revised
- 470-3758, *Administrative Subpoena*, revised
- 470-3761, *Child Support Enforcement Transmittal # 1 – Initial Request - Acknowledgement*, revised
- 470-3762, *Reject an Invalid Incoming Referral*, revised
- 470-4209, *Affidavit of Service by Certified Mail*, revised
- 470-4242, *Certified Mail Receipt Acknowledgement*, new
- 470-5327, *Affidavit in Support of Non-Disclosure of Identifying Information*, new
- 470-5469, *Child Support Agency Confidential Information Form*, new
- 470-5471, *Personal Information Form for UIFSA § 311*, new
- 470-5556, *Order in Proceeding to Register Support Order(s) or Foreign Support Agreement(s)*, new
- 470-5558, *Notice of Registration of Support Order(s) or Foreign Support Agreement(s)*, new
- 470-5559, *Stipulation on Registration of Support Order(s) or Foreign Support Agreement(s)*, new
- 470-5560, *Order Approving Stipulation on Registration*, new

Summary

The appendix is revised to reflect policy changes, the Office of Child Support Enforcement's changes to federal forms, and UIFSA revisions. The policy changes include:

- ◆ Removal of the following forms:
 - 470-3456, *Order for Determination of Controlling Order*

- 470-3458, *Petition for Determination of Controlling Order*
 - 470-3675, *Application for Order Relating to Nondisclosure of Address and Identifying Information*
 - 470-3676, *Affidavit Relating to Nondisclosure of Address and Identifying Information*
 - 470-3680, *Order for Nondisclosure of Address and Identifying Information*
 - 470-3687, *Child Support Enforcement Transmittal # 1 – Subsequent Actions – Acknowledgement*
- ◆ Removal of the following reports:
 - S479J365-1, Interstate Process Counts by Region
 - S479J367, Interstate Case Report
 - ◆ Update Data and Completion information for all forms.

Effective Date

Upon receipt.

Material Superseded

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

<u>Page</u>	<u>Date</u>
Title page	October 22, 2004
Contents (page 1)	October 22, 2004
Page 1-71	October 22, 2004

Additional Information

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

April 19, 2024

GENERAL LETTER NO. 9-K-AP-3

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

SUBJECT: Employees' Manual, Title 9, Chapter K Appendix, **Interstate Case Processing Appendix**, forms revised.

Summary

This chapter is revised to update the following forms:

- 470-2680, *Interstate Child Support Enforcement Action Transmittal*, revised to reflect name change and format updates
- 470-2936, *Certification of Child Support Worker*, revised to reflect name change and format updates
- 470-3455, *Order for Determination of Controlling Order and Reconciliation of Arrears*, revised to reflect name change and format updates
- 470-3457, *Petition for Determination of Controlling Order and Reconciliation of Arrears*, revised to reflect name change and format updates
- 470-3459, *Order Setting Hearing On Petition for Determination of Controlling Order and Reconciliation of Arrears*, revised to reflect name change and format updates
- 470-3462, *Order Confirming Registration of Support Order(s) or Foreign Support Agreement(s)*, revised to reflect name change and format updates
- 470-3463, *Notice of Registration of Support Orders*, revised to reflect name change and format updates
- 470-3464, *Order In Proceeding to Register Support Order(s)*, revised to reflect name change and format updates
- 470-3467, *Application for Order Relating to Telephonic Testimony*, revised to reflect name change and format updates
- 470-3468, *Order Relating to Telephonic Testimony*, revised to reflect name change and format updates
- 470-3469, *Child Support Enforcement Transmittal 1-Initial Request*, revised to reflect format updates
- 470-3470, *Child Support Enforcement Transmittal 2 - Subsequent Actions*, revised to reflect format updates
- 470-3471, *Child Support Enforcement Transmittal 3-Request for Assistance/Discovery*, revised to reflect format updates
- 470-3476, *Notice of Determination of Controlling Order*, revised to reflect format updates
- 470-3672, *Notice of Intent to File Written Application for Default Determining Controlling Order and for Reconciliation of Arrears*, revised to reflect name change and format updates
- 470-3673, *Affidavit and Application for Default Judgment Determining Controlling Order and for Reconciliation of Arrears*, revised to reflect name change and format updates
- 470-3674, *Request for Registration of Support Order(s) or Foreign Support Agreement(s)*, revised to reflect name change and format updates
- 470-3688, *Child Support Enforcement Transmittal 3-Request for Assistance/Discovery Acknowledgement*, revised to reflect name change and format updates

- 470-3702, *Child Support Enforcement Transmittal 2 - Subsequent Actions Acknowledgement*, revised to reflect name change and format updates
- 470-3758, *Administrative Subpoena*, revised to reflect format updates
- 470-3761, *Child Support Enforcement Transmittal 1 - Initial Request Acknowledgement*, revised to reflect name change and format updates
- 470-3762, *Referral Rejection*, revised to reflect format updates
- 470-4743, *Request for Court Order*, revised to reflect format updates
- 470-5327, *Affidavit of Support of Non-Disclosure of Identifying Information*, revised to reflect format updates
- 470-5556, *Order In Proceeding to Register Support Order(s) or Foreign Support Agreement(s)*, revised to reflect name change and format updates
- 470-5558, *Notice of Registration of Support Order(s) or Foreign Support Agreement(s)*, revised to reflect name change and format updates
- 470-5559, *Stipulation On Registration of Support Order(s) or Foreign Support Agreement(s)*, revised to reflect name change and format updates
- 470-5560, *Order Approving Stipulation On Registration*, revised to reflect name change and format updates

Effective Date

Immediately.

Material Superseded

Remove the previously existing items from Employees' Manual, Title 9, Chapter K Appendix, and destroy them:

Page

470-2680
470-2936
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Additional Information

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