



# 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  
470-3455  
470-3457  
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470-5327

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470-5560

**Additional Information**

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



June 13, 2025

**GENERAL LETTER NO. 9-K-AP-4**

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

SUBJECT: Employees' Manual, Title 9-K Appendix, Interstate Case Processing, Title Page, Contents 1-3, 1-81 revised; 82-88, removed; forms revised.

**Summary**

This chapter is revised to update branding and style on forms

- 470-3674, Request for Registration of Support Order(s) or Foreign Support Agreement(s)
- 470-3762, Referral Rejection

and to revise accessibility, branding, style, and formatting throughout.

**Effective Date**

Immediately.

**Material Superseded**

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

<u>Page</u>	<u>Date</u>
Title Page	September 24, 2021
Contents 1-3	September 24, 2021
1-88	September 24, 2021
470-3674	08/23
470-3762	11/24

**Additional Information**

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