



## Notice of Decision Regarding Administrative Levy Challenge

Date: \_\_\_\_\_

Child Support Recovery Unit

\_\_\_\_\_  
\_\_\_\_\_

Tel. \_\_\_\_\_

Fax \_\_\_\_\_

Worker: \_\_\_\_\_

Case Number(s): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Re: \_\_\_\_\_

Payor's SSN: \_\_\_\_\_

The Child Support Recovery Unit (the Unit) must review the case facts when a written challenge to an administrative levy is received. A mistake of fact is the only reason to release or modify the levy. This includes but is not limited to a mistake in identity of the payor or a mistake in the amount of delinquent support due. (Iowa Code Chapter 252I)

The payor or joint owner challenged our administrative levy

- based on a mistake in the amount of delinquent support. We reviewed the facts and agree that there is an error.
- based on a mistake in the amount of delinquent support. We reviewed the facts and find no error.
- based on a mistake in identity. We reviewed the facts and agree that there is an error.
- based on a mistake in identity. We reviewed the facts and find no error.
- based on \_\_\_\_\_. We reviewed the facts and agree that there is an error.
- based on \_\_\_\_\_. We reviewed the facts and find no error.
- but the challenging party failed to allege a mistake of fact.
- but we did not receive the written challenge within 10 working days of the date on the notice of administrative levy.

### As a result, the administrative levy

- is released.** The financial institution must release all funds seized under this action.
- is revised. The new amount of the levy is \$\_\_\_\_\_.** The financial institution must forward the new amount to the Collections Services Center no sooner than 15 days and no later than 20 days from the date on this notice. The financial institution must release any seized funds *in excess* of this amount.
- is correct and is upheld.** The amount has not been revised or released. The financial institution must forward all seized funds to the Collection Services Center no sooner than 15 days and no later than 20 days from the date on this notice.

### ATTENTION PAYOR/JOINT OWNER

If you disagree with the decision of the Unit, you may request a district court hearing. To do this, submit a written request within 10 working days of the date on this notice. The Clerk of Court will notify you and any other account holders of the hearing date. You may obtain an attorney, at your own expense, to represent you at the court hearing. The Unit's attorney cannot represent you or provide you with legal advice.

**NOTE:** If you have already had a district court hearing on this levy, you cannot request a new district court hearing.

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#### ***Policy Regarding Discrimination, Harassment, Affirmative Action and Equal Employment Opportunity***

The Iowa Department of Human Services (DHS) policy on non-discrimination, harassment, affirmative action, and equal employment can be viewed on the DHS website at the bottom of the page at: [dhs.iowa.gov](http://dhs.iowa.gov).

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CERTIFICATE OF SERVICE

[To be completed when a district court challenge is received]

The undersigned certifies that the foregoing instrument was served upon the above named obligor, and joint owner if applicable, at the address disclosed herein, by depositing a copy thereof in the U.S. mail, postage prepaid, on

\_\_\_\_\_.

\_\_\_\_\_

\_\_\_\_\_