



Department of
HUMAN SERVICES

**ACKNOWLEDGMENT OF CHALLENGE TO
REVIEW AND ADJUST A SUPPORT OBLIGATION (252H)
COVER LETTER**

Date: _____

To: _____

Case Number: _____

Court Order #: _____

County: _____

Payee: _____

Payor: _____

Third Party: _____

This acknowledgment is to tell you that the Child Support Recovery Unit (the Unit) has reviewed your challenge request. In deciding if a challenge should be granted, the Unit followed criteria set out in state law. The attached acknowledgment explains the results of the Unit's review.

If you have any questions about this letter or the enclosed acknowledgment, please contact the office listed below.

Child Support Recovery Unit

Telephone: _____



**ACKNOWLEDGMENT OF CHALLENGE TO
REVIEW AND ADJUST A SUPPORT OBLIGATION (252H)**

Regarding: _____

Date: _____

From: _____
Child Support Recovery Unit

Case Number: _____

Court Order #: _____

County: _____

Payee: _____

Payor: _____

Third Party: _____

Telephone: _____

The Child Support Recovery Unit (the Unit) received your request to challenge the Notice of Decision to Review and Adjust a Child Support Obligation dated _____.

Here is our response to your request:

We will conduct another review based on this request, taking into consideration any new information provided or made available.

We need the following information to support your challenge and complete the review:

We will not conduct a second review because:

Your challenge was made after the 10 30-day notice period for making a challenge. The earlier decision remains in effect.

The issues raised in your challenge are not within the scope of the review and adjustment process. They are not directly related to the child support provisions of the order reviewed. The earlier decision remains in effect.

The request was not made in writing. The earlier decision remains in effect.

No new or different information was submitted. The earlier decision remains in effect.

You are not legally subject to the terms of the support order; therefore, you are not eligible to make the request. The earlier decision remains in effect.

If you wish to withdraw your challenge, you may do so by sending a written request to the office listed on the first page of this form.

If we decided not to conduct a second review and you do not agree with our decision, you have the right to request a court hearing through the Unit or you may petition the court yourself. To request a court hearing through the Unit, send your request in writing to this office within 15 days of the Notice of Decision, which explained our original decision. The Unit will then supply necessary materials to the court for a judicial review. The court will notify persons subject to the order of the time and date of the hearing.

If you have questions regarding this notice or the review and adjustment process, please contact the office listed on the first page of this notice.

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.

Copy to:

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____