



ACKNOWLEDGMENT OF REQUEST FOR CONFERENCE

Date: _____

Case Number: _____

Worker ID: _____

Child Support Recovery Unit

Tel. _____

The Child Support Recovery Unit (Unit) received your request for a conference to discuss the sanction (suspension) of your licenses and registrations. During the conference we may be able to discuss a license sanction agreement for case number _____.

- The Unit will put a temporary hold on the sanction of your licenses and registrations until your conference. If you do not attend the conference, the Unit will send a Certificate of Noncompliance to the licensing agencies to begin the sanction.
- You requested a conference after the Unit notified the licensing agencies to sanction your licenses and registrations. The Unit cannot stop the licensing agencies from sanctioning your licenses and registrations until you pay all past-due (delinquent) support, qualify for an exemption, or enter into a license sanction agreement.
- You asked for a telephone conference. The conference is scheduled for _____ at _____ . The Unit will call you at the telephone number you provided: _____.
- You asked for an in-person conference. The conference is scheduled for _____ at _____ at the Unit listed at the top of this notice.
- You asked for a telephone conference, but you did not provide a telephone number. Because you did not provide a telephone number, your conference must be held in person. The conference is scheduled for _____ at _____ at the Unit listed at the top of this notice.

A conference may only be rescheduled one time.

The only items that may be discussed at the conference are:

- ◆ If the Unit made an error in identifying you as the person ordered to pay support.
- ◆ If the Unit made an error in determining that you owe three months' worth of support or more.
- ◆ If you qualify for an exemption from the license sanction process according to Iowa Administrative Code section 441 – 98.102. (You are required to provide proof of the exemption.)
 - You are receiving Social Security, Supplemental Security Income (SSI), the Family Investment Program (FIP), or certain forms of county assistance.
 - You have a temporary illness or disability that keeps you from working or someone in your household has an illness or disability that keeps you from working because you are the required caretaker for that person.
 - You are in jail or prison.
 - You are in a job-training or job-seeking program through Iowa Workforce Development because you receive food stamps and the job-training or job-seeking program keeps you from working.
 - You are in an accredited chemical dependency treatment program that keeps you from working.
 - You are involved in a contempt of court action for support issues.

The Unit cannot discuss child custody or child visitation issues.

Information for License Sanction Agreements

A license sanction agreement is a payment agreement that requires you to make a specific payment each and every month. If that payment is made each and every month, your licenses and registrations will not be sanctioned (suspended) by the Unit. A license sanction agreement is only good for one year and does not change your court ordered support amount. If your support is billing each month, it will continue to bill at the court ordered amount. The license sanction agreement will not stop the court ordered amount from billing.

If you are interested in entering into a license sanction agreement, you must complete and sign the enclosed financial statement and return it with proof of financial information **within 10 days** of the date on this notice. If you do not return it, the Unit will use information from other sources to estimate your income and calculate a payment amount for the license sanction agreement. This license sanction payment amount may be different than the amount in your court order.

NOTE: The license sanction agreement is only for the license sanction process (to keep your license from being sanctioned) and does not change your court ordered support amount.

The license sanction agreement does not erase any delinquent (past due) balances. You still owe all of the support as written in your court order. If your license sanction agreement amount is less than the amount in your court order and you only pay the license sanction agreement amount, your delinquent (past due) balance may increase each month.

When we calculate the license sanction agreement amount, we will review your case to see if you qualify to ask for a review of your court ordered amount. If so, we will send you the forms so you can request a review of the court ordered amount.

If your financial statement is filed with the court, it will be a public record.

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.
