



NOTICE OF DECISION REGARDING CHALLENGE TO PASSPORT SANCTION

Case Number:

You asked us to review your child support case. Recently we held the review. This review was because we planned to ask the federal government to put a hold on your passport.

We considered the information you gave us.

- We found that you do not owe enough for us to ask the federal government for a hold on your passport. If the amount you owe increases, we may again ask the federal government to put a hold on your passport.
- We found that you are not the person who owes support on this case. We will not ask the federal government to put a hold on your passport.
- We found that you owe more than \$2,500.00 in overdue support. As a result, we plan to ask the federal government to place a hold on your passport. The hold stays in place until the amount you owe is \$2,500 or less.

We based our decision on these laws:

- 42 USC § 652(k)
- 42 USC § 654(31), as modified by the Deficit Reduction Act of 2005
- Iowa Code 252B.5(12)

You have the right to appeal this decision.

**** Your rights to appeal are explained on the second page of this notice ****

If you have questions about the review process, please call your local office at the number listed below. You may also contact us at the address below.

Child Support Recovery Unit _____

Telephone: _____

You Have the Right to Appeal

What is an appeal?

An **appeal** is asking for a hearing because you do not like a decision the Department of Human Services (DHS) makes. You have the right to file an appeal if you disagree with a decision. You do not have to pay to file an appeal. [441 Iowa Administrative Code Chapter 7].

How do I appeal?

Filing an appeal is easy. You must appeal in writing by doing **one** of the following:

- Complete an appeal electronically at <https://dhssecure.dhs.state.ia.us/forms/>, **or**
- Write a letter telling us why you think a decision is wrong, **or**
- Fill out an Appeal and Request for Hearing form. You can get this form from the Unit at the address shown at the bottom of page one.

Send or take your appeal to the Department of Human Services, Appeals Section, 5th Floor, 1305 E Walnut Street, Des Moines, Iowa 50319-0114. If you need help filing an appeal, ask the Unit listed at the bottom of page one.

How long do I have to appeal?

You must file an appeal:

- Within 10 calendar days of the date of a decision **OR**
- Before the date a decision goes into effect

If you file an appeal more than 10, but less than 90 calendar days from the date of a decision, you must tell us why your appeal is late. If you have a good reason for filing your appeal late, we will decide if you can get a hearing.

If you file an appeal 90 days after the date of a decision, we cannot give you a hearing.

How will I know if I get a hearing?

You will get a hearing notice that tells you the date and time a telephone hearing is scheduled. You will get a letter telling you if you do not get a hearing. This letter will tell you why you did not get a hearing. It will also explain what you can do if you disagree with the decision to not give you a hearing.

Can I have someone else help me in the hearing?

You or someone else, such as a friend or relative can tell why you disagree with the Department's decision. You may also have a lawyer help you, but the Department will not pay for one. The Unit listed on page one can give you information about legal services. The cost of legal services will be based on your income. You may also call Iowa Legal Aid at 1-800-532-1275. If you live in Polk County, call 243-1193.

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.

If you have questions about your child support case, call the local office number listed on page one. For automated case information call 1-888-229-9223.