



COST-OF-LIVING ALTERATION REQUEST ADMINISTRATIVE MODIFICATION
ACKNOWLEDGMENT

To: _____

Case Number: _____
Court Order Number: _____
County: _____
 Payee: _____
Payor: _____
 Third Party: _____

Date: _____

From:
 FOSTER CARE RECOVERY UNIT
 CHILD SUPPORT RECOVERY UNIT

Telephone: _____

The Foster Care Child Support Recovery Unit (the Unit) received your Request for Administrative Modification Services Request for a Cost-of-Living Alteration (COLA) and took the following action:

- Although the Unit makes no formal determination, the _____ order entered in _____ County, Docket Number _____, on _____ is the presumed controlling order. The Unit does not have jurisdiction to modify the presumed controlling order.
- Because you requested modification of a support order entered in a state other than Iowa, your request has been forwarded to the child support recovery agency in that state. That agency is responsible for modifying the order, if appropriate. This includes sending notices of the intended modification to both parents.
- You requested a modification of a support order entered in Iowa, but all parties are residing outside the State of Iowa. Iowa no longer has jurisdiction to modify this order. Your request has been forwarded to the child support recovery agency in a state that has modification jurisdiction. That agency is responsible for modifying the order, if appropriate. This includes sending notices of the intended modification to both parents.
- Your request has been denied because:
 - We are unable to locate the other party at this time. If you have additional information that may help the Unit locate the other parent, please contact the office listed in this acknowledgement. The modification process will not be started until that party is located and you reapply.
 - Your request was based entirely on issues (such as custody, visitation rights or modifying the amount of delinquent support that is owed) that cannot be addressed in the administrative modification process.
 - Your request was for modification of a temporary support order. Temporary support orders cannot be administratively modified.
 - Your request was for a COLA, and it has been less than two years since the order (as originally entered, last reviewed or modified) received a COLA.
 - Your request was for a COLA, and the other party did not sign the request.
 - Your request was to add a child to an existing support order, but paternity has not been established for that child. Paternity must be established before the child can be included in a child support order.

- The support obligation was reserved without a reason given in the order. When this happens, the Unit seeks to establish the obligation in a new order. The Unit will begin an establishment action in Iowa to set a new support obligation.
 - You based your request on a change of at least 50% in net income. However, based on the information provided, the 50% threshold was not met.
 - You based your request on a change of at least 50% in net income. However, based on the information provided, this change has not lasted for at least three months or it does not appear it will continue for another three months as required.
 - You requested a modification based on an error or omission in the order. However, it does not appear that an error or omission pertaining to child support or medical provisions was made during the preparation or filing of a support order.
 - The end-date of the obligation is less than 12 months in the future.
 - The person who requested the modification COLA is not eligible to make the request.
 - Your request was for a COLA; however, no support order is controlling. Although two or more tribunals have issued child support orders for the same payor and child(ren), none of the tribunals has continuing, exclusive jurisdiction to alter a support order. When this happens, Iowa Code chapter 252K and 28 USC section 1738B require a new support order be issued by a tribunal having jurisdiction over the parties.
 - Therefore, the Unit must terminate the COLA process. However, Iowa is not able to assert jurisdiction over the parties to enter a new, ongoing support order. At the request of any necessary party, the Unit will make a referral to a state that may have jurisdiction over the parties.
 - You requested a COLA, but there is no current child support obligation.
 - Therefore, the Unit must terminate the COLA process. The Unit will then begin an establishment action in Iowa to set a new support obligation.
 - Other: Your request has been denied/postponed because _____
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- Your request form is being returned because you did not complete the required portions of the form as stated in the box on the first page of the Request to Modify a Child Support Order. Please complete these sections of your request form and return it **within 10 days** to the address listed above. If you do not return this form with the information required, **the Unit cannot start the process** and you will have to fill out a new request form.
 - Your request form has been received. However, there was a delay between the date you signed the Request to Modify a Child Support Order and the date it was received in the Unit office. Please review the document you sent us, sign and date the last page and return it **within 10 days** to the address listed above. If you do not return this form, **the Unit cannot start the process.**
 - _____
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If you have questions about this Acknowledgment or about the administrative COLA modification process, please contact the office listed on the first page of this Acknowledgment.

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.

Sent to:

