



## INSTRUCTIONS FOR SATISFYING DELINQUENT CHILD SUPPORT

From:

CHILD SUPPORT RECOVERY UNIT

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

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

Case Number: \_\_\_\_\_

Payor: \_\_\_\_\_

Person(s) Receiving Support:

\_\_\_\_\_

To:

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

Worker Name:

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

Telephone: \_\_\_\_\_

The Child Support Recovery Unit (Unit)

has suspended your child support case.

has started the process to suspend support on a child support order under which unpaid support is owed to you personally.

**If a suspension order is filed you have the right, if you wish, to satisfy (to consider as paid) all or some of the money still owed to you through an Iowa child support order.**<sup>1</sup> Satisfying unpaid support owed to you means that you give up the right to this money forever. Any unpaid child support satisfied as a result of this request is considered satisfied permanently.

### **Qualifying Arrearages Balance:**

As of \_\_\_\_\_ the Unit's records show the arrearage balance owed to you,

and \_\_\_\_\_,  
personally on the order(s) you

have suspended

are suspending

as \$ \_\_\_\_\_. (Other additional support due, if any, under the suspended order(s) is assigned to the State of Iowa and/or another party and cannot be satisfied by you.) **Due to enforcement actions, the balance owed to you can change daily.** If the satisfaction is approved, the Unit will satisfy an amount based on the remaining balance owed to you at the time the satisfaction order(s) is/are filed. We will not satisfy any amounts already collected and distributed.

### **You have two options:**

1. You can decide not to give up your right to any of this money. (If you select this option, you do not need to complete or return the enclosed request and affidavit.)

<sup>1</sup> Iowa Code Chapter 252B.20 allows the Unit to provide help in satisfying unpaid child support due the individual who is to receive support.

2. You can complete the enclosed request and affidavit to ask to satisfy some or all of the unpaid child support due to you.

- You can ask to satisfy (consider paid) **ALL** of the unpaid child support due to you.

OR

- You can ask to satisfy only part of the unpaid child support due to you. You can ask that the payor be required to pay you only the sum of \$\_\_\_\_\_ of the \$\_\_\_\_\_ balance due to you. (If you decide to choose this option, please fill in the blank under section four on the affidavit.

**To Request a Satisfaction:**

1. Complete the enclosed request and affidavit. **Please read and complete each item carefully.** You may only request satisfaction of suspended Iowa orders involving the same parties.

**Note:** *If you have more than one child or more than one order with the same payor* be aware that \$\_\_\_\_\_ includes **all support due** you from this payor on the suspended orders. (For instance, this amount could include alimony due you by this payor.) Before you complete this affidavit, you may wish to call the Unit for more detailed information on this \$\_\_\_\_\_.

2. **Sign the affidavit form in front of a notary.** The following order(s) may qualify for satisfaction:

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

Any person entitled to receive support from the above listed order(s) must sign their own form 470-3546, *Request and Affidavit To Satisfy Delinquent Child Support*. However, \_\_\_\_\_ and \_\_\_\_\_ must both sign the joint affidavit because you both share the same child support case.

3. **Return the notarized and completed affidavit to the Unit listed on page one of these instructions. Until you return the completed affidavit to the Unit, we will take no action to satisfy any money due to you.**

***Important Information About Satisfying Support Orders***

\*The Unit may only suspend and satisfy Iowa orders that we are enforcing. The Unit may only satisfy orders that are being suspended and may only satisfy unpaid **Iowa child support** debt due you.

**\*You give up forever any support that you request we satisfy.** Any unpaid child support satisfied as a result of this request is considered satisfied **permanently**. The satisfaction is effective as of the date the Unit files the order satisfying support. It is forever lost to the payee regardless of whether or not the reason for suspension lasts. However, any support that was due the State of Iowa continues to be due and can be collected by any means allowed by state or federal law.

**Reminder: The Unit's attorney is not your attorney. The State of Iowa assumes no liability for unpaid support which you give up in this way. Any party affected by the satisfaction may seek the services of a private attorney.**

**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).