# **Iowa Department of Human Services**

# **Child Support Information**

Ch	ild Support Recovery Unit		(s):
		Worker Numb Date Prepared	per: l:
_			
W	hy do we need this information	m vou?	
	you get sup need. The court-order job to help applying for	for your family. We have some can use the information to estable port, and work to make sure sof you give us as much informate or Medicaid, you are required ablishing or enforcing child or necessity.	ne information you provide to help e information but not all of what we blish who is the legal father, get upport is paid. We can do a better ion as you can. Also, if you are to cooperate in establishing nedical support; or in enforcing
Ins	structions		
1. 2. 3. 4. 5.	Read <b>ALL</b> the instructions.  Read the list of <i>Rights and Respont</i> Complete the form with black ink.  Sign the form. The signature box  By	ase provide as much information as the bottom of this page.	s you can.
Yo	our Signature		
Ple	ease sign and date the form in black	sing the boxes below.	
	ertify under penalty of perjury and a formation given in this form are true		a that the following statements made and the ge and belief.
	Sign Here:	D	ate:

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#### **Rights and Responsibilities**

- I am responsible for giving true and correct information to the best of my knowledge and belief.
- By signing this form, I understand that the Unit can take any necessary legal action to establish, modify and enforce a support obligation.
- I must cooperate with the Unit in securing or enforcing support payments owed by a responsible person or, if I receive only Medicaid, to cooperate in establishing paternity and securing medical support.
- I understand that listing Social Security Numbers for myself and my children is voluntary according to 42 USC 405(c)(2)(C). The Unit requests these social security numbers according to 42 USC 654 and 666 and Iowa Code Chapter 252B. The Unit uses these social security numbers to establish, modify or enforce child support or medical support, or to establish paternity or for other child support program purposes, as provided by federal statutes at 42 USC 654A(d) and Title IV-D of the Social Security Act. The numbers may become known to the other parent and to others as a result of these actions and purposes. The federal Privacy Act, 5 USC 552a note (1) requires the Unit to notify you of the possible disclosure and use of social security numbers.
- I understand that the Unit has the authority to close my case according to 441 Iowa Administrative Code 95.14. If I ask, I may receive a copy of that information. I understand I have a right to ask for a hearing to appeal the closing of my case. If I appeal, I must make a written request within 30 days of the action that I am appealing, to the Department of Human Services-Appeals Section, 5th Floor, 1305 East Walnut, Des Moines, IA 50314-0114.
- I understand that I am personally liable to return any support I receive that the Unit pays to me in error. This includes money that the Unit must return to the Internal Revenue Service or the Iowa Department of Revenue and Finance.
- I understand that the Unit treats information about people who receive child support services, including their address, as confidential. However, information may become known as a part of court actions to establish or enforce support. Sometimes the court may order the Unit to release confidential information.
- I understand that if my application is approved for FIP, any support payment I am entitled to receive is assigned and paid to the Department of Human Services up to the amount of the benefits I receive. I understand that if my application is approved for Medicaid, support payments intended for medical expenditures are assigned and paid to the Department of Human Services up to the amount of the benefits I receive. I understand that the Department may intervene, according, but not limited to, Iowa Code Chapters 252A, 252B, 252C, 252D, 252E, 598, 600B, to make claim and secure support from any person or party who may be responsible for my support or that of my children. I understand that if I receive Medicaid, but not FIP, the Department may pursue support for myself and my children unless I notify the Department that I don't want services unrelated to medical support. Medical support services include the establishment of paternity and the establishment and enforcement of medical support.

#### **Statement of Nondiscrimination**

DHS will not discriminate against you on the following basis:

Color

Age National Origin

Creed

Disability

Sex

Political Beliefs Race Religion

If you feel we have discriminated, you can ask for a Discrimination Complaint form from any DHS office or the DHS Diversity Program Unit. To file a complaint of discrimination, you may also write any of the addresses below. If you need help, you may call your county DHS office.

**Iowa Department of Human Services** Diversity Programs Unit 1st Fl 1305 E Walnut Des Moines IA 50319-0114

**Iowa Civil Rights Commission** 400 E 14th St Des Moines IA 50319-1004

U.S. Department of Health and **Human Services** Office for Civil Rights Region VII 601 E 12 St Rm 248 Kansas City MO 64106-2808

			Chiia Su	ipport iniorn	nation		Case (vumber(s)
SI	ECTION #1	: Tell us about you and the	child(ren).				
	our Full ame:	First:Last:	Middle:		Your Social Number:	l Security	
Your Address:		Address:		Apt:	Your Dayti Number:	me Telephone	
7 1 1	City:		_ State:	Zip:	Tumber.		
Is	another state	working to get support for your	family? □ Ye	es 🛮 No 🗘 Do	n't Know	If yes, what state?_	
Aı	re you now or	have you received FIP, ADC, or	r TANF bene	fits with these	children? 🛮 Y	es 🛮 No If yes	, what state?
Aı	re you now or	have you received Medicaid (Ti	tle 19) benefi	its with these cl	nildren? □ Ye	es □ No If yes, w	hat state?
If	you receive N	Medicaid only and not FIP, do yo	u want the U	nit to get an ord	ler for cash cl	nild support for you	ı? □ Yes □ No
	Answer these	e questions only if you are the o	child's paren	ıt:			
W	hat is your cu	rrent marital status: ☐ Single ☐ M	Married □ Div	vorced			
If	you are marri	ed or divorced, who is your (ex)	spouse?				
Da	ate of marriag	e:/ Married	at (county/st	tate):			
Da	ate of divorce	:/Divorced	at (county/st	ate):			
	If Mom is the	payee:					
W	hat is your m	aiden name?					
Aı	re you pregna	nt now? $\square$ Yes $\square$ No If yes, by w	hom?		Due d	late:/	
		Child's Full Name	Child's		Birth/	Are you th	nis child's parent?
1		(first, middle, last)	Sex	Social Se	curity #		
$\rightarrow$				DOD			
	Last:		□ Male				not, list your relationship:
	Place of Birth:	City, State	☐ Female	SS#:			
	Is paternity	legally established for this child?					ate)   Adoption
	□ Yes □ N	No 🛘 Unsure 🖺 Action Pending	Where (city	Date paternity was established:			
2	First:						
$\rightarrow$	Middle:			DOB			
	Place of		□ Male				not, list your relationship:
	Birth:	City, State	☐ Female	SS#:			
	Is paternity	legally established for this child?	If yes, by:   Paternity Affidavit   Court Order   N  Date paternity was established:				
	□ Yes □ N	No 🛮 Unsure 🖺 Action Pending	Where (city	& state):	zu		
3					-		
$\rightarrow$				DOB			- 4 11-4 1 - 4 · · · · · · 1 ·
	Last:		☐ Male			⊔ Yes ⊔ No If r	not, list your relationship:

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Date paternity was established:

If yes, by: 

Paternity Affidavit Court Order Marriage (Date \_\_\_\_\_)

Adoption

SS#: \_

Where (city & state): \_

City,

Is paternity legally established for this child?

 $\square$  Yes  $\ \square$  No  $\ \square$  Unsure  $\square$  Action Pending

State

 $\hfill\square$  Female

Last: Place of

Birth:

Case	Num	ber(s)
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Include additional	sheets if	vou 🗆 care	for □ have	more children.
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Ca	se N	umb	er(s	)
				_

#### SECTION #2: Tell us about any court orders for child support, medical support, or alimony.

Do you know of any court orders that establish paternity or for a parent to provide support for the children?  $\square$  Yes  $\square$  No If yes, complete this section and provide copies of the court orders. If no, skip this section and go to section #3.

		Court Order #1 ↓	Court Order #2 🗸	Court Order #3
1	Court order number			
2	State or country			
3	County			
4	Name of the person ordered to pay support.			
5	Name of the child(ren) listed in this court order.			

### SECTION #3: Tell us about the $\square$ parents (if caretaker case) $\square$ mother (if Dad is payee) $\square$ father (if Mom is payee).

1	Full name of the parent (correct if necessary)	Parent #1 First: Middle:	$\downarrow$	Parent #2 First: Middle:	<b>↓</b>
	• •	Last:		Last:	
	Marital status of this parent	☐ Single, Never Been Married		☐ Single, Never Been Married	
2	Maiden name if applicable	□ Divorced □ Married		☐ Divorced ☐ Married	
	If married, spouse's name				
3	Children of this parent				
4	Nicknames or aliases				
5	Social security number				
6	Sex				
7	Eye color				
8	Race				
9	Weight				
10	Height				
11	Hair color				
12	Special features (scars, marks, tattoos):				
13	Date of birth (If not sure, approximate age)	/ or Age:		/ or Age:	
14	Place of birth: city, state				

Case Number(s)

15	Name of this person's parents and address:	Father's Name: Address: Apt City: State:ZIP: Mother's Name: Address: Apt	Father's Name:
16	Why are you not living	City:State:ZIP:  □ Never Married □ Separation □ Divorce □ Death	City: State: ZIP:
17	with this parent? What is your relationship to this parent?	☐ I care for the child, but I'm not the child's parent.	☐ I care for the child, but I'm not the child's parent.
18	If you marked "Death" in line #16:	Date of Death: State: County:	Date of Death: State: County:
19	Current or last known address: If this parent lives with someone, list their name and relationship:	☐ Current OR ☐ Last Known  Address:  Apt:  City: State: ZIP:  Lives With:	City: State: ZIP: Lives With:
20	Home or cell phone number of this parent:	( )	( )
21	Is this parent employed?	☐ Yes ☐ No ☐ Don't Know	□ Yes □ No □ Don't Know
22	If yes, where?  If no, list last known employer.	☐ Current OR ☐ Last Known  Employer Name:  Address:  City: State: ZIP:	☐ Current OR ☐ Last Known  Employer Name:  Address:  City:  State:  ZIP:
23	What is this parent's current or last known occupation?	☐ Current OR ☐ Last Known  Occupation:	□ Current OR □ Last Known
24	Other sources of income (Unemployment, Veterans Benefits, Social Security Disability, Social Security Ins., etc)	Оссиранон.	Occupation:
25	Is this parent currently or has this parent ever been in the military?	☐ Yes ☐ No ☐ Don't Know If yes, what branch?  Rank?  Name of the installation or base & address:	☐ Yes ☐ No ☐ Don't Know If yes, what branch?  Rank?  Name of the installation or base & address:
26	Has this parent ever received a public assistance grant or food stamps or been on Medicaid?	From: To:  □ Yes □ No □ Don't Know If yes, which state(s)?	From: To:  □ Yes □ No □ Don't Know If yes, which state(s)?
27	Is this parent in jail or prison? Has this parent ever been in jail or prison?	Start: End:  Start: End:  Start: End:  Start: End:	Start: End:  Start: End:  Start: End:  Start: End:

Case	Num	ber(s)
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		Parent #1		Parent #2	
		First: Middle: Last:	↓	First: Middle: Last:	_ \
28	Please tell us about people who might know where this parent is:	Name:  Relationship: Phone Number:  Address:  Apt City:  S	tate: ZIP:	Name:  Relationship: Phone Number:  Address:  Apt City:  State:	ZIP:
29	Other information that might help locate this parent (where does the parent spend time, names of friends, etc.):				
~=~					

SECTION #4: Do you have an attorney establishing or modifying a court order for support?  $\Box$  Yes  $\Box$  No If no, skip this section and go to section #5.

1	Attorney's Name	
2	Attorney's Address & Telephone Number	

SECTION #5: Give us information to see if Iowa has legal jurisdiction over the  $\Box$  mother  $\Box$  father. Complete this section if you answered No to Section #2 or if you answered Yes to section #2, but not all of the children are covered by a court order. Only complete this section for children not covered by a court order.

			Ι	1
		<u> </u>	<u> </u>	<u> </u>
1	If the child was born in Iowa, will the □ mother □ father sign a paternity affidavit?	□ Yes □ No □ Don't Know	□ Yes □ No □ Don't Know	□ Yes □ No □ Don't Know
2	Could □ the mother □ you have gotten pregnant in Iowa because □ the parents □ you and the mother □ you and the father had sexual intercourse in Iowa?	☐ Yes ☐ No ☐ Don't Know If no, where (city & state)?	☐ Yes ☐ No ☐ Don't Know If no, where (city & state)?	☐ Yes ☐ No ☐ Don't Know If no, where (city & state)?
	If yes, you think this is true because intercourse took place between these dates:	From:/_	From:/	From:/
3	Was this child sent to live in Iowa or does the child still stay in Iowa because of the words or actions of the □ mother □ father?	☐ Yes ☐ No ☐ Don't Know If yes, Describe:	☐ Yes ☐ No ☐ Don't Know If yes, Describe:	☐ Yes ☐ No ☐ Don't Know If yes, Describe:
4	Did the □ mother □ father ever live in Iowa with the child?	☐ Yes ☐ No ☐ Don't Know From: to:  Address:  Apt  City: State: Zip:	☐ Yes ☐ No ☐ Don't Know From: to:  Address:  Apt:  City: State: Zip:	☐ Yes ☐ No ☐ Don't Know From: to:  Address:  Apt:  City: State: Zip:
	During this time, did the  ☐ mother ☐ father help with expenses for this	☐ Yes ☐ No ☐ Don't Know If yes, when? From:	☐ Yes ☐ No ☐ Don't Know If yes, when? From: to:	☐ Yes ☐ No ☐ Don't Know If yes, when? From:

	11111 0 0		T	<u> </u>
	child before or after			
5	birth?  Is there a time/place that the □ mother □ father can be served legal papers in Iowa by a sheriff or process server?	☐ Yes ☐ No ☐ Don't Know If Yes, when?  Address:  Apt: City State Zip	☐ Yes ☐ No ☐ Don't Know If Yes, when?  Address:  Apt: City State Zip	☐ Yes ☐ No ☐ Don't Know If Yes, when?  Address: Apt: City State Zip
	Do you think the □ mother □ father will sign a form allowing the Unit to mail the legal papers to □ her □ him instead?	☐ Yes ☐ No ☐ Don't Know	☐ Yes ☐ No ☐ Don't Know	☐ Yes ☐ No ☐ Don't Know
6	Do you think the child's  mother  father will cooperate in getting an order here in Iowa?	☐ Yes ☐ No ☐ Don't Know If yes or no, why?	☐ Yes ☐ No ☐ Don't Know If yes or no, why?	☐ Yes ☐ No ☐ Don't Know If yes or no, why?
7	Did □ you □ the father file a declaration of paternity with the Paternity Registry stating that □ you are □ he is the child's father?	□ Yes □ No □ Don't Know	□ Yes □ No □ Don't Know	□ Yes □ No □ Don't Know
Include additional sheets if you □ care for □ have more children.				

 $\hfill\Box$  If payee is caretaker or the father

SECTION #6: Give us information to see if Iowa has legal jurisdiction over the children's mother. Complete this section if you answered No to Section #2 or if you answered Yes to section #2, but not all of the children are covered by a court order. Only complete this section for children not covered by a court order.

		<b>\</b>	<b>\</b>	<b>\</b>
1	If the child was born in Iowa, will the □ mother sign a paternity affidavit?	□ Yes □ No □ Don't Know	☐ Yes ☐ No ☐ Don't Know	☐ Yes ☐ No ☐ Don't Know
2	Was the child sent to live in Iowa or does the child still stay in Iowa because of the words or actions of the mother?	☐ Yes ☐ No ☐ Don't Know If yes, Describe:	☐ Yes ☐ No ☐ Don't Know If yes, Describe:	☐ Yes ☐ No ☐ Don't Know If yes, Describe:
3	Did the mother ever live in Iowa with the child?	☐ Yes ☐ No ☐ Don't Know From: to:  Address:  Apt  City: State: Zip:	☐ Yes ☐ No ☐ Don't Know From: to:  Address:  Apt:  City: State: Zip:	☐ Yes ☐ No ☐ Don't Know From: to:  Address:  Apt:  City: State: Zip:
	During this time, did the mother help with expenses for this child before or after birth?	☐ Yes ☐ No ☐ Don't Know If yes, when? From: to:	☐ Yes ☐ No ☐ Don't Know If yes, when? From: to:	☐ Yes ☐ No ☐ Don't Know If yes, when? From: to:
4	Is there a time/place that the mother can be served legal papers in Iowa by a sheriff or process server?	☐ Yes ☐ No ☐ Don't Know If Yes, when?  Address: Apt: City State Zip	☐ Yes ☐ No ☐ Don't Know If Yes, when?  Address: Apt: City State Zip	☐ Yes ☐ No ☐ Don't Know If Yes, when?  Address: Apt: City State Zip

		<b>\</b>	\	\
	Do you think the mother will sign a form allowing the Unit to mail the legal papers to her instead?	□ Yes □ No □ Don't Know	□ Yes □ No □ Don't Know	□ Yes □ No □ Don't Know
5	Do you think the child's mother will cooperate in getting an order here in Iowa?	☐ Yes ☐ No ☐ Don't Know If yes or no, why?	☐ Yes ☐ No ☐ Don't Know If yes or no, why?	☐ Yes ☐ No ☐ Don't Know If yes or no, why?
Include additional sheets if you □ care for □ have more children.				

☐ If seeking order to establish paternity

SECTION #7: Tell us about the birth of the children. Complete this section only if you answered No to Section#2 and legal paternity is not established for any of the children or if you answered Yes to Section #2 but legal paternity is not established for some of the children. Only complete this section for children that do not have paternity legally established.

☐ I am not the parent but have completed the information below that I know.

☐ I am not the parent but have completed the information below that I know.				
		<b>\</b>	<b>\</b>	<b>\</b>
1	Approximate date □ the mother □ you got pregnant.			
2	Was the pregnancy full term?	☐ Yes ☐ No  Number of weeks ☐ early ☐ late	□ Yes □ No  Number of weeks  □ early □ late	☐ Yes ☐ No  Number of weeks  ☐ early ☐ late
3	What was the length of the relationship between  ☐ the mother and father ☐ you and the mother ☐ you and the father?	From:/	From:/	From:/
4	Where did the father live when □ the mother □ you got pregnant?	Address: Apt: City StateZip	Address: Apt: City State Zip	Address: Apt: City State Zip
5	Did □ the mother □ you inform the father that □ she was □ you were pregnant?	□ Yes □ No	□ Yes □ No	□ Yes □ No
6	Was the father at the delivery?	☐ Yes ☐ No If no, was he informed of the birth? ☐ Yes ☐ No	☐ Yes ☐ No If no, was he informed of the birth? ☐ Yes ☐ No	☐ Yes ☐ No If no, was he informed of the birth? ☐ Yes ☐ No
7	Has the father admitted he is the father?	☐ Yes ☐ No If no, reason given?	☐ Yes ☐ No If no, reason given?	☐ Yes ☐ No If no, reason given?
8	Do you have pictures of the child and father (separately &/or together)? If yes, provide copies.	□ Yes □ No	□ Yes □ No	□ Yes □ No
9	Do you have letters, cards, etc. from the father showing he acknowledges he is the father?	□ Yes □ No	☐ Yes ☐ No	□ Yes □ No
10	Does the father visit the child?	☐ Yes ☐ No If yes, how often:	☐ Yes ☐ No If yes, how often:	☐ Yes ☐ No If yes, how often:

		<b>\</b>	<u> </u>	<b>\</b>
11	Do you know of any other man who could be the father of this child because ☐ the mother ☐ you had sexual intercourse with another man within 30 days before or after the time ☐ the mother ☐ you became pregnant?	☐ Yes ☐ No ☐ Unknown If yes, who?  First Name:  Middle Name:  Last Name:  Address:  Apt:  City:  State:  ZIP:	☐ Yes ☐ No ☐ Unknown If yes, who?  First Name: Middle Name: Last Name: Address: Apt: City: State: ZIP:	☐ Yes ☐ No ☐ Unknown If yes, who?  First Name:  Middle Name:  Last Name:  Address:  Apt:  City:  State: ZIP:
Include additional sheets if you $\square$ care for $\square$ have more children.				