Iowa Department of Human Services Child Support Information

Child Support Recovery Unit

Case Number(s): _____

Worker Number: _____ Date Prepared: _____

Why do we need this information from you?



The Child Support Recovery Unit (Unit) uses the information you provide to help you get support for your family. We have some information but not all of what we need. The Unit can use the information to establish who is the legal father, get court-ordered support, and work to make sure support is paid. We can do a better job to help you if you give us as much information as you can. Also, if you are applying for FIP or Medicaid, you are required to cooperate in establishing paternity; in establishing or enforcing child or medical support; or in enforcing spousal support.

Instructions

- 1. Read ALL the instructions.
- 2. Read the list of *Rights and Responsibilities* on page #2.
- 3. Complete the form with black ink. Please provide as much information as you can.
- 4. Sign the form. The signature box is on the bottom of this page.
- 5. By ______, mail or take the form to the above address:

Your Signature

Please sign and date the form in black ink using the boxes below.

I certify under penalty of perjury and according to the laws of the state of Iowa that the following statements made and the information given in this form are true and correct to the best of my knowledge and belief.

Sign Here:	Date:
Xa	

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:

Age
National Origin
Color
Creed
Disability
Sex
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

S	SECTION #1: Tell us about you and the child(ren).						
	our Full ame:	First: Last:			Your Social Number:	l Security	
	our	Address:			Your Daytime Telephone		
Α	ddress:	City:	_State:	Zip:	Number:		
Is	another state	working to get support for your f	âmily? 🗖 Ye	s 🗆 No 🗅 D	on't Know	If yes, what state	?
A	Are you now or have you received FIP, ADC, or TANF benefits with these children? 🗅 Yes 🔍 No If yes, what state?						
A	Are you now or have you received Medicaid (Title 19) benefits with these children? 🗆 Yes 🛛 No If yes, what state?						
If	you receive N	Iedicaid only and not FIP, do you	u want the Ur	nit to get an ord	ler for cash ch	nild support for yo	u? 🗆 Yes 📮 No
	Answer these	e questions only if you are the c	hild's paren	t:			
W	hat is your cu	rrent marital status: Single N	Iarried 🗆 Div	vorced			
If	you are marri	ed or divorced, who is your (ex)s	spouse?				
	-	e:// Married	-				
D	ate of divorce:	/Divorced	at (county/sta	ate):			
	If Mom is the	payee:					
W	hat is your ma	aiden name?					
A	re you pregnai	nt now? \Box Yes \Box No If yes, by we	hom?		Due d	late:/	_/
		Child's Full Name (first, middle, last)	Child's Gender	Date of Social Se		Are you t	his child's parent?
1							
\rightarrow				DOB			
	Last: Place of		MaleFemale				not, list your relationship:
	Birth:	City, State					
	Is paternity I	legally established for this child?		-		Order U Marriage (I	Date) 🗖 Adoption
		No 🗅 Unsure 🗅 Action Pending					
2	First:						
\rightarrow			□ Male	DOB		D Vas D No. If	not, list your relationship:
	DI C	,	G Female	SS#:			
	Birth:	City, State	If yoo by:) Determity Affid	avit D Court (Drdar 🗖 Marriago (I	
		legally established for this child?	If yes, by: D Paternity Affidavit Court Order Marriage (Date) Adoption Date paternity was established:				
		No D Unsure D Action Pending	Where (city	& state):			_,
$3 \rightarrow$							
			□ Male	DOB		□Yes □ No If	not, list your relationship:
	Place of	,	G Female				
	Birth:	City, State	If yes, by:	Paternity Affid	lavit 🗖 Court C	 Drder 🗖 Marriage (I	Date) 🗅 Adoption
	Is paternity	legally established for this child?	If yes, by: D Paternity Affidavit Court Order Marriage (Date) D Adoption Date paternity was established:				
		legally established for this child?					

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? \Box Yes \Box 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 🗆 parents (if caretaker case) 🗆 mother (if Dad is payee) 🗆 father (if Mom is payee).

		Parent #1		Parent #2	
1	Full name of the parent (correct if	First:	-	First:	
1	necessary)	Middle:	_ V	Middle:	\mathbf{v}
		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				
	Children of this parent				
3					
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				

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

Child Support Information

		Parent #1	Parent #2	
		First:	First:	
		Middle: V	Middle:	\mathbf{V}
		Last:	Last:	
		Name:	Name:	
	Please tell us about people who might know where this parent is:	Relationship:	Relationship:	
28		Phone Number:	Phone Number:	
20		Address:	Address:	
		Apt	Apt	
		City: State: ZIP:	City: State: ZIP:	
	Other information that might			
29	help locate this parent (where			
29	does the parent spend time,			
	names of friends, etc.):			

SECTION #4: Do you have an attorney establishing or modifying a court order for support? 🗆 Yes 🗅 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.

		↓	↓	↓
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 <i>in Iowa</i> because the parents you and the mother you and the father had sexual intercourse <i>in Iowa</i> ?	☐ 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:/ Month/ Year To:/ Month/ Year	From:/ Month/ Year To:/ Month/ Year	From:/ Month/ Year To:/ Month/ Year
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 a 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:	Yes No Don't Know From: to:	Yes No Don't Know From:
	During this time, did the mother father help with expenses for this child before or after	□ 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:

			1	1
	birth?			
5	Is there a time/place that the □ mother □ father can be served legal papers in	☐ Yes ☐ No ☐ Don't Know If Yes, when?	□ Yes □ No □ Don't Know If Yes, when?	Yes No Don't Know If Yes, when?
	Iowa by a sheriff or process	Address:	Address:	Address:
	server?	Apt:	Apt:	Apt:
		City	City	City
		StateZip	State Zip	State Zip
	Do you think the \Box			
	mother □ father will sign a form allowing the Unit	□ Yes □ No □ Don't Know	Yes No Don't Know	Yes No Don't Know
	to mail the legal papers to			
	\Box her \Box him instead?			
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 \Box you \Box the father file a declaration of paternity with the Paternity Registry stating that \Box you are \Box he	□ Yes □ No □ Don't Know	□ Yes □ No □ Don't Know	□ Yes □ No □ Don't Know
	is the child's father?			
		Include additional sheets if you	\Box care for \Box have more children.	

\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.

		↓	↓	↓
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:	Yes No Don't Know From: to:	Yes No Don't Know From:
	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 StateZip	Yes No Don't Know If Yes, when?	Yes No Don't Know If Yes, when? Address: Address:

		↓	↓	↓
	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?
	1	Include additional sheets if you	\Box care for \Box have more children.	L

\Box 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.

		↓	↓	↓
1	Approximate date \Box the mother \Box 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:/ Month Year To:/ Month Year	From:/ Month Year To:/ Month Year	From:/ Month Year To:/ Month Year
4	Where did the father live when \Box the mother \Box you got pregnant?	Address:	Address:	Address:
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:

		└ <u>─</u> ↓	↓	└ <u>─</u> ↓		
11	Do you know of any other man who could be the father of this child because the mother to you had sexual intercourse with another man within 30 days before or after the time the the mother to 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?	Yes No Unknown If yes, who?		
Include additional sheets if you \Box care for \Box have more children.						