

June 17, 2022

GENERAL LETTER NO. 11-Z-2

ISSUED BY: Bureau of Child Support Recovery
Division of Field Operations

SUBJECT: Employees' Manual, Title 11, Chapter Z, ***Tracking Fees and Costs***,
Title Page, Contents page 1; pages 1-56, revised; 57 and 58, removed.

Summary

This chapter is revised to:

- ◆ Remove references to the non-public assistance application fee
- ◆ Note that the non-public assistance application fee code was obsolete as of July 1, 2019.

Effective Date

Upon receipt.

Material Superseded

Remove the following pages from Employees' Manual, Title 11, Chapter Z, and destroy them:

<u>Page</u>	<u>Date</u>
Title Page	June 29, 2018
Contents 1	June 29, 2018
1-58	June 29, 2018

Additional Information

Refer questions about this general letter to your regional collections administrator.

Tracking Fees and Costs

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Overview

Legal reference: 45 CFR 303.100(a)(8), 252B.4, 252H.5, 252K.313; 441 IAC 98.46(252D)

Certain support enforcement and distribution activities result in establishment of a debt owed by the payee, payor, alleged father(s), or a third party to the state. Other laws allow for the creation of a debt due to another person or entity.

Examples of debts owed to the state are:

- ◆ Court costs
- ◆ Genetic tests
- ◆ Interrogatory fees
- ◆ Non-sufficient funds checks
- ◆ Misapplied payments
- ◆ Overpayments

Examples of debts owed another person or entity are:

- ◆ Attorney fees
- ◆ Miscellaneous fees

The Tracking Fees and Costs (TFC) module records and tracks the fees and costs and any associated payments. On a regular basis, Iowa Collection And Reporting (ICAR) sends bills to the party owing the debt. With permission, Collection Services Center (CSC) keeps a portion of each payment sent to the family to repay debts the payee owes.

Types of Non-Support Debts

The following is a list of situations when the Child Support Recovery Unit (Unit) establishes a debt for collection through this process:

- ◆ Attorney Fee – ATY

An order requires the debtor to pay attorney fees to an entity other than the state. The Unit sends the payments applied to these debts to the designated recipient.

- ◆ Bank Return Item – BRI

A bank returns a check for a reason other than non-sufficient funds (e.g., account closed, no signature). The payment for the debt applies to the case to credit the payor for the earlier payment sent to the payee or other intergovernmental agency. The state keeps the money.

◆ Blood Testing Fee – BTC

A county has advanced the cost of genetic tests. The state sends this money to the county for debts already paid by the Unit.

◆ Blood Testing Fee – BTS

The state has advanced the cost of genetic tests. The state keeps this money for debts already paid by the Unit.

◆ Blood Testing Fee Interstate – BTI

Another state requests reimbursement of genetic tests as part of an intergovernmental action. This can occur in outgoing and incoming intergovernmental cases. CSC forwards any funds recovered to the intergovernmental agency using the Federal Information Processing Standards (FIPS) code displaying in the FIPS CODE field on the Non-Support Debts (FDEBTS) screen.

◆ Court Costs – CCS

Court costs for interrogatories and deposition fees. The state keeps this money for debts already paid by the unit.

◆ Cost Recovery Delete – CRD

A cost recovery fee was deleted. A change in Iowa law effective July 1, 1996, ended the collection of cost recovery fees (CRF). When the law ending the fee went into effect, ICAR changed existing unpaid CRF debts to the CRD code.

◆ Cost Recovery Fee – CRF

An annual fee that was formerly charged for IV-D services. This fee has not been used since July 1, 1996.

◆ Internal Revenue Service (IRS) Full Collection Fee – IFC

A payee requests and pays for the IRS full collection service. The IRS charges an administrative fee for full collection services. The Unit collects the fee from the payee and sends the fee to the IRS along with the request for services. All requests for IRS full collection services are made through Central Office.

◆ Recovery of Incorrectly Applied Receipts – IRP

A payment is incorrectly sent to the payee. This includes payments sent to the wrong payee and pre-payments made by the payor.

When you become aware of an error in distribution, CSC transfers the payment from the incorrect case to the correct case and establishes the debt when the payee does not return the payment received in error. CSC sends a recoupment letter to the payee informing them of the debt.

Other reasons for IRP debts include, but are not limited to:

- Income withholding pre-payments occur due to the timing of an income withholding payment.
- Lack of information about a court order modification.
- Incorrect information about the emancipation date of a child.

When the payor pre-pays an obligation, upon your request CSC processes a refund to the payor and establishes an IRP debt against the payee.

For information on improperly withheld income withholding payments, see 11-F, [Income Withholding](#).

◆ Internal Revenue Service Adjustment – IRS

The IRS reclaims a previously refunded tax offset payment from the state of Iowa. This occurs when:

- The Unit offsets the payor’s federal income tax refund,
- The Unit refunds a portion or all of the tax offset payment to the payor, and
- The payor or spouse files an amended federal tax return.

If the IRS determines the payor’s federal income tax refund was ineligible for offset, the IRS reclaims the entire federal tax offset payment from the state of Iowa. Since the Unit has already sent all or a portion to the payor, the Unit establishes an IRS debt to collect it from the payor, since the IRS reclaimed the amount also.

If any part of the offset was sent to the payee, the Unit sets up an IRS debt against the payee.

◆ Miscellaneous – MIS

The state of Iowa is owed a debt that does not fit into any of the other tracking fees and costs debt types. Examples of miscellaneous debts are costs incurred for court costs not related to interrogatories or depositions.

◆ Miscellaneous Other – MSC

A person or entity other than the state of Iowa is owed a debt other than a debt for attorney fees. An example of a miscellaneous other debt is travel costs incurred by a payee to attend an out-of-state court hearing.

◆ Non-Public Assistance Fee – NPA

The NPA requirement was discontinued by law on July 1, 2019. The code remains in ICAR for tracking purposes only.

◆ Recoupment of Non-Sufficient Funds – NSF

A bank returns a check due to a lack of funds in the payor’s account. The debt payment applies to the case to credit for the earlier payment sent to the payee or intergovernmental agency. The state keeps the fee.

◆ Parental Kidnapping Fee – PKF

A fee charged by the Federal Parent Locator Service (FPLS) to perform a location search for parents suspected of illegal abduction of a child. The Unit collects the fee from the requestor and sends it to the FPLS along with the request for services.

◆ Redeemed Warrant Fee – RDW

Payees or payors may request copies of cashed (redeemed) warrants if they believe they did not receive payment from the Unit. The State Treasurers Office provides the first copy free of charge and charges a fee for subsequent requests. The state keeps the money for costs incurred in obtaining copies of the warrants.

◆ Tax Intercept Fee – TIF

In the past, Iowa charged an administrative fee of \$25 on federal tax return offsets. This code is no longer in use; however, ICAR displays the code on some cases where the fee applied in the past.

Debt Indicators on ICAR

Fields on several ICAR screens show when a person owes a TFC debt. The screens that display the TFC field are:

- ◆ PAYOR the field displays "Y"
- ◆ PAYEE the field displays "Y"
- ◆ LOCATE the field displays "Y"

The following screens display a code of "P1," "PE," "AF," or "TP," to show who owed the debt:

- ◆ BALANCE
- ◆ PRREFUND
- ◆ CASESTAT
- ◆ CASE

The entries in the field are:

- ◆ P1 when the payor owes a debt
- ◆ PE when the payee owes a debt
- ◆ TP when a third party owes a debt
- ◆ AF when an alleged father owes a debt

Setting Up Debts

Debts may occur for several reasons such as costs for genetic testing, court costs, incorrect application of payments, IRS adjustments or attorney fees. Depending upon the reason of the debt different staff enter the debt.

Appropriate Debts

Because debts can originate for many reasons, it is necessary to determine if a debt is appropriate to set up for collection on the TFC module within ICAR.

If the debt is the result of:

- ◆ A misapplied payment that is transferred to another case
- ◆ The refund of a distributed payment to a non-custodial parent
- ◆ The costs of genetic testing for paternity establishment
- ◆ The costs of attorney fees as required in another state's order
- ◆ A non-sufficient check (check returned due to lack of funds in the account)
- ◆ A bank return item (check returned due to other issues)
- ◆ An IRS adjustment of an offset
- ◆ Copies of multiple redeemed warrants

A debt should be established on ICAR. If you have a situation where a debt may be needed but you are unsure, contact the distribution team in Central Office.

Who Sets Up the Debt

Both CSC staff and field staff set up debts. This section provides information on who sets up the debt.

CSC staff set up the debt, if the debt occurs due to:

- ◆ Non-sufficient funds.
- ◆ A bank return item.
- ◆ The transfer of a payment from one case to another.
- ◆ The refund of support to the payor.
- ◆ An IRS adjustment.

Depending upon the source of the debt, CSC staff use the Special Abstracts (SPECABS) screen (for debts due to a transfer or refund) or the Non-Support Debts (FDEBTS) screen (for debts due to non-sufficient funds, a bank return item or an IRS adjustment).

1. A payor sends in a check dated September 28; CSC receives the check and posts it to the case on October 2. On October 25, CSC receives notice that the payment is denied as non-sufficient funds. CSC removes the credit for the payment from the payment record. Using the SPECABS screen, CSC sets the payor up on TFC to repay the non-sufficient funds check. This is an NSF debt.
2. An income provider sends in a check dated September 28, to pay a payor's child support. CSC receives the check and posts it to the case on October 4. On October 28, CSC receives notice that the payment is denied because the account is closed. CSC removes the credit for the payment from the payment record. Using the SPECABS screen, CSC sets the income provider up on TFC to repay the bank returned item. This is a BRI debt.
3. A payment is received on October 2, and indicates a case number of 156234. CSC applies the payment to the case and the money is sent to the family. On October 11, the payee for case 458270 calls asking about the support that should have received on October 2. Research shows that the payment on case 156234 is really the payment for case 458270. The remitter listed the court order number instead of the case number on the payment. CSC transfers the payment from case 156234 to case 458270. Using the SPECABS screen CSC sets the payee who received the support in error up on TFC to repay the incorrectly applied payment. This is an IRP debt.
4. Two income providers send in payments dated September 28 to CSC for wages withheld through income withholding. The payments apply to the case and the money is forwarded to the payee. The payor indicates that more support was withheld in the month of September than was appropriate since both income providers withheld the full amount of support due for the month. You research the issue and determine that funds were improperly withheld from the payor's income. You refund part of the money to the payor. Using the SPECABS screen CSC sets the payee up on TFC to repay the support received in error. This is an IRP debt.

Field staff set up the debt, if the debt occurs due to:

- ◆ Court costs (this includes interrogatories and depositions).
- ◆ Special enforcement process fees (IRS full collection).
- ◆ Genetic testing fees.
- ◆ Attorney fees as ordered by an intergovernmental agency or tribunal, and are payable to an entity other than the state of Iowa.
- ◆ Fees other than attorney fees as required by an intergovernmental agency or tribunal, and are payable to an entity other than the state of Iowa.

Depending upon the type of debt (service fees, court costs, special enforcement process fees or genetic testing fees) you use the FDEBTS screen.

If the debt type is payable to an entity other than the state of Iowa (attorney or miscellaneous debts) you use the Other Recipient Debts (OTHRDEBT) screen.

1. An alleged father (AF) contests paternity establishment and it is necessary to gather information regarding the relationship between the parties. Interrogatories are served on both parties for completion and filing. The costs of completing those questions are passed onto the AF in the support order. Set up a debt through the FDEBTS screen to record the billing of the court costs. This is a CCS debt.
2. A payee wants to have the IRS collect support on their behalf in a process similar to targeted collections. The payee must submit an application for this process and pay this fee to the Unit. Upon receipt, process the application and the fee, add a debt through the FDEBTS screen to record this fee. CSC applies the payment to the fee. The Unit sends the fee to the federal government upon submission of the payor to the IRS full collection process. This is an IFC debt.
3. An AF contests paternity establishment and requests genetic testing to verify paternity. The process is performed and paternity is established. The new payor is charged the costs of the tests in the support order. Set up a debt through the FDEBTS screen to record the billing and payment of the genetic testing fess. This is a BTC, BTS or BTI debt depending upon case circumstances.
4. A court action occurs in an intergovernmental tribunal and the tribunal requires the payor to pay the attorney fees for the payee. Those fees are to be paid directly to the attorney. Set up a debt through the Other Recipient Debts (OTHRDEBT) screen. In addition, link the debt to the recipient of the funds through the Other Recipient Search (OTHRRCRCP) screen. This is an ATY debt.
5. A court action occurs in an intergovernmental tribunal and the tribunal requires the payor to pay the travel expenses for the payee. Those fees are to be paid directly to the payee. Set up a debt through the OTHRDEBT screen. In addition, link the debt to the recipient of the funds through the OTHERRCP screen. This is an MSC debt.

NOTE: Do not establish debts against a payee to repay the support when the payee receives both the support and Family Investment Program (FIP) benefits within the same month. Instead send a note to the income maintenance (IM) worker advising them that the family received support along with their FIP grant.

When the Unit is establishing or modifying an order for the purpose of adding medical coverage only because the family is on Medicaid-only (Title XIX), the Unit is the requesting party. Because the Unit is the requesting party, the payee is not required to pay the fees and costs associated with the action.

For more information on the FDEBTS, OTHRDEBT and OTHRRCP screens see the [Fees and Costs Screens](#) section later in this chapter.

Adding Debts

To enter a debt, go to the FDEBTS screen and take the following steps:

1. Enter the appropriate information in the required fields. The required fields are:
 - ◆ CASE
 - ◆ DEBTOR TYPE
 - ◆ DEBT CODE
 - ◆ DATE OF DEBT
 - ◆ DEBT AMOUNT
 - ◆ BILL AMOUNT
 - ◆ ACCT TYPE
 - ◆ COMMENTS
2. Press PF2 twice to add the debt to the case. ICAR issues a narrative (TFC10) indicating a debt for that party and the amount was established.

NOTE: The date of debt **is not** the date the debt was discovered or the date the debt was entered on ICAR. It is the date the error or situation occurred.

A payment dated December 1 was misapplied to a case. The error was discovered and the payment transferred to the correct case on February 12. The payee who received the payment in error is set up on FDEBTS. The date of the debt is December 1, the date the payment was misapplied to the case. However, if you do not enter a date in the field when you add the debt, the date defaults to the current date.

Adding "Other" Debts

To enter an "other" debt, go to the OTHRDEBT screen and take the following steps:

1. Enter the appropriate information in the required fields. The required fields are:
 - ◆ CASE NUMBER
 - ◆ DEBTOR TYPE
 - ◆ DEBT CODE
 - ◆ DATE OF DEBT
 - ◆ DEBT AMOUNT

2. Press PF2 twice to add the debt. After you add the debt, link this debt to an "other recipient" by pressing PF11 to go to the Other Recipient Name Search (OTHRSRCH) screen
3. Search for the correct other recipient using either the FEIN/SSN or name. See the OTHRSRCH screen for information on searching for other recipients. If the search is unsuccessful, email the distribution team in Central Office. Image a copy of the order. Either email the imaged copy of the order or advise the distribution team the order is available in the imaging system. Further, include all information you have about the other recipient in the email.
4. The distribution team sends a W-9 form to the other recipient as required by Department of Revenue and Finance (DRF). After the other recipient completes and returns the W-9, the distribution team contact enters the other recipient data onto the OTHRRCP screen.
5. The distribution team notifies you that the other recipient data is entered on the OTHRRCP screen and tells you when this step is complete.

To link the debt to the other recipient:

- a. Access the OTHRDEBT screen and enter the appropriate information in the following fields:
 - ◆ CASE
 - ◆ DEBTOR TYPE
 - ◆ DEBT CODE
- b. Press PF5.
- c. Press PF11 and ICAR displays the OTHRSRCH screen.
- d. Find the correct other recipient and select them, press PF11 to go back to the OTHRDEBT screen. ICAR displays the other recipient information on the OTHRDEBT screen.
- e. Press PF3 to update the other recipient's information.

Upon entry of a debt ICAR issues a narratives (TFC1) noting the debt type, the debtor, and the total amount of the debt due.

Modifying Debts

You can modify any debt except CRF or TIF debts. To modify a debt, go to the FDEBTS screen. You must inquire on the debt before modifying it. To inquire on a debt:

1. Type a character in the SEL field.
2. Enter information in the CASE, DEBTOR TYPE, and DEBT TYPE fields.
3. Press PF5 to display the debt you want to modify.

To modify the debt:

1. Make the necessary changes to the debt.
2. Press PF3 twice to modify the debt.

Deleting Debts

Occasionally, you need to delete a debt created in error. Only unpaid debts can be deleted. For tracking purposes, paid debts must be refunded. To delete a debt, go to the FDEBTS screen. You must inquire on the debt before deleting it. To inquire on a debt:

1. Go to the FDEBTS screen.
2. Enter information in the CASE, DEBTOR TYPE, and DEBT TYPE fields.
3. Press PF5 to display the debt you want to delete.

You can delete a debt only if the debtor has not made payments towards the debt. To delete a debt without payments:

1. Type a character in the SEL field.
2. Press PF4 twice to delete the debt.
3. ICAR issues a narrative (TFC3) requiring you to enter the reason you are deleting the debt.

NOTE: You cannot delete a debt with payments nor can you delete a CRF debt regardless of whether payments have applied to the debt. Instead, you must request that CSC return payments. Send an email to CSC to request the return of fee payments. CSC processes the request and enters an adjustment on the debt in the TF&C module.

Cost Recovery Fee (CRF) and the CRD (Cost Recovery Delete) Code

In the past, Iowa law allowed the Unit to charge a cost recovery fee (CRF). ICAR automatically established the debt based upon case circumstances. The fee was retained by ICAR when a support payment applied to a case after the debt became payable. ICAR issued a narrative (TFC5) when a CRF debt established against the payee was paid in full. If the payor was the applicant, ICAR established the CRF against the payor. When that debt was paid in full, ICAR issued a narrative (TFC8) indicating the repayment of the payor's CRF debt.

This law changed effective July 1, 1996, and ended the collection of this fee. When the law ending the collection of cost recovery fees became effective, ICAR changed existing unpaid CRF debts to the Cost Recovery Delete (CRD) code. The CRD code indicates ICAR deleted the CRF debt. When ICAR deleted the CRF debt, a narrative (TFC13) was issued on the case to record the action. All CRF and CRD debt records were deleted from ICAR in 2011.

Satisfaction of Genetic Testing Debts

The Unit issues a satisfaction of judgment when any genetic testing debts are paid in full. The form 470-5401, *Satisfaction of Judgment RE: Costs of Genetic Testing*, is generated when the BTC, BTS, or BTI debt under an Iowa court order is paid in full. The form generates in one of the following ways:

- ◆ Through the FORMVIEW screen upon request by the debtor and only if the debt shows paid in full on the FINQUIRY screen, **or**
- ◆ Through an automated process after CSC applies a payment through the FPAYMENT screen that pays the debt in full.

The form is filed with the court and a filed copy of the satisfaction is retained in the imaging system once the file stamped copy is returned by the clerk of court (COC).

How ICAR Determines When to Issue the Satisfaction

When CSC staff enter a payment on one of the following debt types that pays the debt in full:

- ◆ Blood Testing County (BTC)
- ◆ Blood Testing State (BTS)
- ◆ Blood Testing Intergovernmental (BTI)

ICAR reviews the case to determine if the satisfaction form should be issued.

CSC staff enter these payments on the FPAYMENT screen. NOTE: Only CSC staff can enter TFC payments.

How ICAR Selects the Court Orders for the Satisfaction

ICAR uses the paternity information for each child on the case and compares that information to the court orders to determine which court order to use for the satisfaction form.

ICAR only uses the children with a completed PATERNITY ESTABLISHED field that contains a proper date.

After sorting out the child(ren) with paternity established dates, ICAR then compares the PATERNITY DATE field entry to the file date of specific court orders.

ICAR uses only specific court orders for this comparison. The court orders considered are:

- ◆ Administrative Order (AO)
- ◆ Administrative Paternity (AP)
- ◆ Judicial Review of Administrative Paternity Order (JP)
- ◆ URESA Order – Non-paternity (UN)
- ◆ URESA Order or Iowa Code 600B – Paternity (UP)

If the paternity established date for any child on the case is within 30 days of the filing date of any of the order types listed above, the court order is pulled for further review.

The case had two children, Susie and Bob. Their paternity establishment dates are:

Susie 06/15/2014
Bob 03/08/2012

The court orders on the case are:

DM filed 06/01/2013
AP filed 7/12/2014

There is a BTS debt for \$75 on the case that is paid in full on September 12, 2017.

ICAR compares the paternity establishment dates of June 15, 2014, and March 8, 2012, to the court order dates of June 1, 2013, and July 12, 2014, and determines that the June 16, 2014, paternity date and the July 12, 2014, court order filing date are within 30 days of each other. For the court order filed July 12, 2014, there is an entry in the ICIS C.O. NUMBER field on the COURORD screen.

ICAR creates form 470-5401, *Satisfaction of Judgment RE: Cost of Genetic Testing*, for the case using the caption for the July 12, 2014, court order. ICAR also enters a "Y" and the form generation date in the GT SATISFACTION field on the FINQUIRY screen.

If the court order number does not display in the ICIS C.O. NUMBER field, the court order is bypassed by the program.

ICAR enters a "Y" and the current date in the GT SATISFACTION field of the FINQUIRY screen.

How You Receive the Form for Filing in PODS and with the COC

Because these forms issue on a limited basis, the forms are sent to the distribution team in Central Office. The distribution team reviews each form and case to make sure the issuance of the form is correct. The distribution team checks the court order listed on the form to make sure genetic testing costs were included within the order.

If genetic testing cases were not included in the order, the distribution team identifies any issues and works with IT to adjust the case or form as appropriate.

If genetic testing costs were included in the order, the distribution team scans a copy of the form and emails it to the appropriate worker. The worker takes the appropriate steps to sign the form and have it notarized. The form is then imaged into the Paperless Office Document System (PODS) and sent through the Child Support Electronic Filing system (CSeF) for filing with the appropriate clerk of court.

How ICAR Marks Old Genetic Testing Debts That are Paid in Full

A one-time program updated the GT SATISFACTION field with a "C" and the date the payment was made that paid the debt in full.

1. The original BTC debt on the case from June 10, 2010, for \$125 was paid in a total of three payments. The last payment was on August 12, 2014. The date in the GT SATISFACTION field is August 12, 2014.
2. The original BTS debt on the case from September 15, 1998, was paid in full by a single payment on June 10, 2000. The date in the GT SATISFACTION field is June 10, 2000.

Repayment Process

There are two processes used to repay TFC debts. The first is a billing process and the second is a voluntary repayment process for payees only. The voluntary repayment process allows the retention of a portion or all of a support payment payable to the family at the request of the payee.

Billing Process

ICAR generates form 470-0159, *Tracking Fees and Costs Billing Statement*, for any debt on ICAR showing a balance due. The form generates to the party owing the debt. The bill advises the party they owe a debt, the date of the debt, and contains a message regarding the reason for the debt. The debtor continues to receive a monthly bill for three months after the creation of the debt.

Then, if there are no changes to the debt (no payments or adjustments), the party owing the debt receives a bill semi-annually for a period of two years. Again, if no changes to the debt (no payments or adjustments), the party owing the debt receives a bill annually until the debt is paid in full.

All debts payments are sent to the following address:

Fees and Debts Coordinator
PO Box 9243
Des Moines IA 50309-9243

Any change to the debt (payment or adjustment) starts the billing cycle over, meaning the party owing the debt receives monthly bills for three months.

For purposes of closure, if the balance on any debt is less than \$1, ICAR considers the debt paid in full and allows the case to close as long as the case meets all other closure criteria.

Applying Payments to Debts

If the party owing the debt mails in a payment, CSC staff use the Non-Support Payments (FPAYMENT) screen to apply the payment to the debt. To enter a payment, CSC takes the following steps:

1. Access the FPAYMENT screen.
2. Enter the case number and debtor type in the CASE and DEBTOR TYPE fields.
3. Press PF5. ICAR displays all debts for the debtor.

4. Enter the total amount of the payment made by the debtor in the TOTAL AMOUNT PAID field.
5. Enter any character in the SEL field in front of the debt being credited.
6. If the payment is repaying an NSF or BRI debt, enter any character in the NSF APPLY field.
7. Enter the date the payment was received at CSC in mm/dd/ccyy format in the DATE OF RECEIPT field.
8. Enter the amount of the payment that should apply to this debt in the AMOUNT PAID field.
9. Enter the source of the payment in the FUND SOURCE field. If the payment is repaying an NSF debt, enter NSR. If the payment is repaying a BRI debt, enter BRR. For all other debts enter REG in this field.
10. Press PF3 twice to update the screen.

If CSC indicated that the amount paid is to apply for NSF or BRI repayment purposes, ICAR adds a credit of NSR or BRR to the PAYHIST screen. The nightly cash program applies the credit to the case.

If the amount paid pays the debt in full, ICAR issues a narrative (TFC2) to indicate that a debt established against someone other than the payee or payor has been paid in full.

NOTE: CSC may select and pay multiple debts with a single payment.

A payee owes two IRP debts. Each are for a total of \$50, but the payee has already paid \$25, so the grand total due on the debts is \$75. The payee sends a \$50 payment to CSC for payment of the debt. CSC applies \$25 to each debt.

Voluntary Repayment Process

Upon the establishment of an IRP or IRS debt against the payee where a family balance (12, 17, 18, 42, or 47) due exists, ICAR displays form 470-3861, *Notification of Money Due the State*, for completion by the worker. A narrative (TFC20) issues to indicate this letter was sent to the payee. This form advises the payee that a debt has been established against the payee due to one of the following reasons:

- ◆ The transfer of funds from their case,
- ◆ The refund of support to the payor,
- ◆ Or other situations as identified by the worker.

This form offers a voluntary repayment plan to the payee. The repayment options are:

- ◆ To allow CSC to retain a portion of any payment sent to the family (12, 17, 18, 42, or 47 account types) for the repayment of their debt.
- ◆ To allow CSC to retain 100 percent of any payment sent to the family (12, 17, 18, 42, or 47 account types) for the repayment of their debt.

The payee selects a repayment option and returns the form to CSC. The repayment agreement information is entered on the Debt Repayment Information (FDEBTPAY) screen for the case and payments are withheld from the payments meeting the requirements until the debt is paid in full.

An IRP debt of \$500 is set up against the payee on case 1234567. After adding the debt through the FDEBTS screen, ICAR displays form 470-3861. The CSC worker indicates the reason the debt was established and mails the letter to the payee. The payee agrees to a repayment amount of \$10 from each support payment. The payee signs and returns the letter to CSC. CSC notes this repayment information on the FDEBTPAY screen.

If there is no payee address on the case, ICAR does not display the form and issues a narrative (TFC29) to indicate that the form was not generated and mailed.

Once CSC staff enter the repayment agreement information, ICAR begins the repayment process. For each payment applied to the case in the future if the payment applies to a family coupon (12, 17, 18, 42, or 47), ICAR checks for a repayment agreement. If a repayment agreement exists, ICAR keeps the appropriate amount of support based upon the terms of the agreement.

1. The payee agrees that CSC may keep \$10 of every payment processed on behalf of the payee's family until a debt of \$500 is paid in full. A payment of \$200 applies to the case after entry of the repayment agreement information. All \$200 applies to a 12 account type. ICAR applies \$10 to the debt and a payment for \$190 goes to the family.
2. The payee agrees that CSC may keep \$20 of every payment processed on behalf of the payee's family until a debt of \$800 is paid in full. A payment of \$20 applies to the case after entry of the repayment agreement information. All \$20 applies to an 18 account type. ICAR keeps the entire payment and applies it to the debt. No money is sent to the family.

3. The payee agrees that CSC may keep 100 percent of every payment CSC processes on behalf of the payee's family until a debt of \$350 is paid in full. A payment of \$150 applies to the case after entry of the repayment agreement information. ICAR splits the money as follows: \$90 to the 11 account type and \$60 to a 12 account type. ICAR keeps \$60 for the debt. No money is sent to the family.

NOTE: If ICAR receives multiple payments on a single day, for example an MIW and a LVY payment, ICAR keeps the total amount of the repayment agreement from the total of the payments applied to the case.

The payee agrees that CSC may keep \$30 of every payment processed on behalf of the payee's family until a debt of \$75 is paid in full. On October 23 a \$75 MIW payment and a \$3,215 LVY payment apply to the case on the same day. The total amount posted of \$3,290 applies to the 12 and 18 account type balances on the case. ICAR keeps \$30 of the payment and a payment of \$3,260 goes to the family.

New Debts With Existing Voluntary Repayment Agreements

If the payee already has a repayment in place and an additional debt is added, ICAR generates form 470-3867, *Increase In Your Debt Repayment*. ICAR issues narrative (TFC28) indicating the generation of this letter. The letter advises the payee that a new debt has been added to the payee's case and that it is being paid off at the same rate as the existing debt.

An IRP debt of \$600 exists against the payee and there is a repayment agreement in place that allows CSC to keep \$10 of each payment process for a family account type until the debt is paid in full. On October 2 a new IRP debt of \$200 is added to the case against this payee. The payee receives form 470-3867 advising them of this increase of the overall debt to \$800 and that the new total debt amount is being paid off at the rate of \$10 per payment according to the existing agreement.

When a payee wishes a status of their repayment agreement and the debts owed, generate form 470-3868, *Statement of Your Debt Repayment*, to the payee using the FORMVIEW screen. See the [Appendix](#) for information on completing the form.

The statement advises the payee the amount of support CSC applied to the payee's debts for the time period requested. Be sure the amount applied listed in the letter includes any payments kept from support payments or payments made directly by the payee. The statement advises the payee of the total balance still due on the total debt due.

Once the debts are paid in full or the family balance is paid in full, ICAR deletes the FDEBTPAY screen from the case. In the situation where the family balance is paid in full, if a debt balance still exists, the payee receives a billing notice.

Repayment of NSF and BRI Debts

CSC establishes all NSF and BRI debts against the party making the payment. In most cases this is either the payor or the income provider. If a payee applies for non-public assistance services and the check for the application fee is returned, an NSF or BRI debt may be established against them.

NOTE: Before April 1, 1995, NSF and BRI debts were established against the payee if a payment they received was returned as NSF or BRI. Those debts remain payable.

When the responsible party repays an NSF or BRI debt, CSC applies the payment in one of two methods. The first is through the posting of a new payment through CSCPro, when an NSF or BRI payment is in hold and a payment comes in. ICAR applies the new payment to the NSF or BRI debt and moves both the negative and positive out of hold.

The second is CSC may apply a payment manually through the FPAYMENT screen. If the NSF or BRI debts are set up through tracking fees and costs and the negative entry is not in hold, CSC applies the payment through the FPAYMENT screen and an NSR (non-sufficient funds recoupment) or BRR (bank return recoupment) display on the payment record as a credit for monies already paid out based on the original payment.

Fees and Costs Screens

There are several screens in the tracking fees and costs area. Some are used by field staff or CSC to establish debts. Other screens are used by CSC to post payments and track warrants for payments sent to parties other than the state of Iowa. CSC uses other screens as a method to route payments to correct bank account or track the amount of genetic testing fees that must be sent to the Office of Child Support Enforcement (OCSE) as reimbursement for funds received for that purpose. This section of the manual provides details on the screens and how to complete them.

Non-Support Debts (FDEBTS) Screen

Use the FDEBTS screen to establish a debt against a debtor on an ICAR case. See [Appropriate Debts](#) to determine if a debt should be established.

To access the screen, type "FDEBTS" in the NEXT SCREEN field on any valid ICAR screen and press ENTER. ICAR displays the following screen:

D479HD11		IOWA COLLECTION AND REPORTING SYSTEM					DATE: 07/13/00		
		NON-SUPPORT DEBTS					TIME: 07:15:11		
SEL	CASE	DEBTOR TYPE	DEBT CODE	DATE OF DEBT	DEBT AMOUNT	BILL AMOUNT	ACCT TYPE	FIPS CODE	
-		DEBTOR (LFMS):		:		:		:	
		COMMENTS.....:							
-		DEBTOR (LFMS):		:		:		:	
		COMMENTS.....:							
-		DEBTOR (LFMS):		:		:		:	
		COMMENTS.....:							
PF2=ADD PF3=UPDATE PF4=DEL PF5=INQ PF7=PAGE BACK PF8=PAGE FORWARD PF9=REFRESH									
NEXT SCREEN:				NOTES:					

Fields, descriptions, and values, on the FDEBTS screen are:

- ◆ **SEL:** The allowable entry for this field is any character on the keyboard. Enter a character to select the line you want to add, update or delete.
- ◆ **CASE:** The allowable entry for this field is the number ICAR assigns to each case. The case number is from one- to six-digits. Enter the number and erase any remaining digits that may display in the field.

- ◆ **DEBTOR TYPE:** The allowable entry for this field is the code indicating who owes the debt. The valid codes are:

AF Alleged father
P1 Payor
PE Payee
TP Third party

- ◆ **DEBT CODE:** The allowable entry for this field is the code describing the type of debt. The valid codes are:

BRI Bank Return Item: Use this code for items returned by the bank for a reason other than non-sufficient funds (e.g., account closed, no signature).

BTC Blood Testing Fee: Use this code for blood test fees due a county in Iowa.

BTS Blood Testing Fee: Use this code for blood test fees due the state of Iowa.

BTI Blood Testing Fee Interstate: Use this code for blood test fees paid by an intergovernmental agency and recoverable as part of an intergovernmental action.

CCS Court Costs: Use this code for court costs due the state of Iowa.

IFC IRS Full Collection Fee: Use this code for the administrative fee IRS charges for its full collection service. Do not confuse this fee with the tax intercept fee charged to offset federal tax returns. This debt type can only be used with the "PE" debtor type.

IRP Recovery of Incorrectly Applied Receipt: Use this code for incorrectly applied payments.

IRS Internal Revenue Service Adjustment: Use this code for federal offset adjustments when money is sent to the payor or payee and reclaimed by the IRS.

MIS Miscellaneous: Use this code for miscellaneous debts owed to the state.

NPA Non-Public Assistance Fee: Do enter this debt type NPA debts are no longer required by state law.

NSF Non-Sufficient Funds: Use this code for a check not covered by the bank due to non-sufficient funds.

PKF Parental Kidnapping Fee: Use this code for the administrative fee charged by the FPLS to perform a location search.

RDW Redeemed Warrant Fee: Use this code for redeemed warrant fees.

TIF Tax Intercept Fee: This code is no longer in use; however, the code displays on ICAR screens. The code records an IRS fee for federal tax return offset.

- ◆ **DATE OF DEBT:** The allowable entry for this field is the date in MM/DD/CCYY format. The date of debt is the date the debt was incurred.
- ◆ **DEBT AMOUNT:** The allowable entry for this field is the amount of the debt owed when it is established on ICAR.
- ◆ **BILL AMOUNT:** The allowable entry for this field is the periodic installment amount the debtor pays toward the debt. This condition applies only if you arrange with the debtor to make periodic payments to satisfy the debt.

The amount in the BILL AMOUNT field appears on the billing statement. If you do not enter an amount, the billing statement defaults to the amount displayed in the DEBT AMOUNT field. See [Appropriate Debts](#) for more information on this entry.

- ◆ **ACCT TYPE:** The allowable entry for this field is the account type to which the debt applies. The allowable entries for this field are 10, 11, 12, 13, 14, 15, 16, 17, 18, 19, 40, 41, 42, 43, 44, 45, 46, 47, 48, and 49. Enter an account type that matches the original payment.

You must enter an account type when entering the following debt codes:

BRI	Bank Returned Item
IRS	Internal Revenue Service Adjustment
IRP	Recovery of Incorrectly Applied Receipt
NSF	Recoupment of Non-Sufficient Funds

- ◆ **FIPS CODE:** The allowable entry for this field is the FIPS code for the intergovernmental agency that receives the payments made on the debt. Complete this field when using the following debt codes:

BTI	Blood Testing Fee Interstate
IRP	Recovery of Incorrectly Applied Receipt debt code
14	Intergovernmental Public Assistance
15	Intergovernmental Non-Public Assistance
16	Intergovernmental Foster Care
19	Intergovernmental Title XIX Only
44	Intergovernmental Public Assistance
45	Intergovernmental Non-Public Assistance
46	Intergovernmental Care Medicaid Only
49	Intergovernmental Title XIX Only

- ◆ **DEBTOR (LFMS):** This display-only field shows the debtor's name upon entry of the debt. The name that displays matches the last, first, middle name, and suffix associated with the debtor code entered in the DEBTOR TYPE field.

- ◆ **COMMENTS:** The allowable entry for this field is a message that appears on the billing statement ICAR sends to the debtor. The COMMENT field provides you a way to explain the details of the debt. ICAR allows two lines of text with a maximum number of 46 characters per line.

Function keys on the FDEBTS screen are:

Key	Use
PF2=ADD	Press PF2 to add a debt to the case.
PF3=UPDATE	Press PF3 to update any changed information for the debt.
PF4=DEL	Press PF4 to delete a selected unpaid debt.
PF5=INQ	Press PF5 to display designated debts for the case. You must enter the case number, debtor type, and debt type to inquire on the debt.
PF7=PAGE BACK	Press PF7 to page backward through the debts.
PF8=PAGE FORWARD	Press PF8 to page forward through the debts.
PF9=REFRESH	Press PF9 to display a blank FDEBTS screen.

Third Party Information (FTHIRD) Screen

Use the FTHIRD screen to establish a debt when the debtor is not the payee or payor on the case. To access the screen, type "FTHIRD" in the NEXT SCREEN field on any valid ICAR screen and press ENTER. ICAR displays the following screen:

```
D479HD12          IOWA COLLECTION AND REPORTING SYSTEM          DATE: 04/19/00
                   THIRD PARTY INFORMATION                      TIME: 11:25:57

CASE.....:

NAME.....:           :           :
TITLE.....:           :           :
SSN.....:           : BIRTHDATE.....: 00 00 00
ADDRESS LINE 1...:
ADDRESS LINE 2...:
CITY, STATE, ZIP.:           :
COUNTRY.....:
TELEPHONE.....:           EXTENSION:

PREVIOUS ADDRESS           ADDRESS STORED: 00 00 00

ADDRESS LINE 1...:
ADDRESS LINE 2...:
CITY, STATE, ZIP.:           :
COUNTRY.....:

F2=ADD   F3=UPDATE   F4=DELETE   F5=INQUIRY
NEXT SCREEN:           NOTES:
```

Fields, descriptions, and values, on the FTHIRD screen are:

- ◆ **CASE:** The allowable entry for this field is the number ICAR assigns to each case. The case number is from one- to six-digits. Enter the number and erase any remaining digits that may display in the field and press F5.
- ◆ **NAME:** The allowable entry for this field is the debtor's name. ICAR allows 16 characters for the last name, 15 characters for the first name, 15 characters for the middle name, and three characters for the suffix. The suffix is information such as Jr., Sr., II, and III. If a company owes the debt, break up the name so information displays in both the last and first name portions of the field.

The ABC Title Company has a check returned non-sufficient funds. You are setting up an NSF debt against this third party. Enter Company in the last name portion of the field and ABC Title in the first name portion of the field. When the billing statement prints the name appears on the forms as ABC Title Company.

- ◆ **TITLE:** The allowable entry for this field is the title of the person whose name you entered in the NAME field. The field is free form of up to seven characters. Examples of entries you can make in the field are Mr., Mrs., or Ms. Leave this field blank if the third party is a company.
- ◆ **SEX (F/M):** The allowable entries for this field are "F" and "M." "F" indicates the debtor is female. "M" indicates the debtor is male. Leave this blank if the third party is a company.
- ◆ **SSN:** The allowable entry for this field is the nine-digit Social Security Number (SSN) for the debtor. Leave this blank if the third party is a company.
- ◆ **BIRTHDATE:** The allowable entry in this field is the date in the MM/DD/CCYY format. It is the date of birth for the debtor. Leave this blank if the third party is a company.
- ◆ **ADDRESS LINE 1:** The allowable entry in this field is the mailing address information for the debtor. ICAR allows up to 32 characters for the entry.
- ◆ **ADDRESS LINE 2:** The allowable entry in this field is the mailing address information for the debtor. ICAR allows up to 32 characters for the entry.
- ◆ **CITY/STATE/ZIP:** The allowable entry in this field is the mailing city, state, and ZIP code information for the debtor.
- ◆ **COUNTRY:** The allowable entry in this field is the country where the debtor is located, if other than the United States.

- ◆ **TELEPHONE:** The allowable entry for this field is a ten-digit phone number including an area code. Enter the phone number for the debtor in this field.
- ◆ **PREVIOUS ADDRESS:** This display-only field shows the prior address if you change the address for the debtor.
 - **ADDRESS STORED:** This display-only field shows the date the previous address moved to history.
 - **ADDRESS LINE 1:** This display-only field shows the address line 1 of the previous address in this field.
 - **ADDRESS LINE 2:** This display-only field shows address line 2 of the previous address in this field.
 - **CITY/STATE/ZIP:** This display-only field shows the city, state, and ZIP code of the previous address into this field.
 - **COUNTRY:** This display-only field shows the previous country name in this field.

Function keys of the FTHIRD screen are:

Key	Use
PF2=ADD	Press PF2 to add a third party for a debt to the case.
PF3=UPDATE	Press PF3 to update any changed information for the third party.
PF4=DEL	Press PF4 to delete a selected third party.
PF5=INQ	Press PF5 after entering a case number to display any third parties for the case.

Non-Support Payments (FPAYMENT) Screen

CSC uses the FPAYMENT screen to apply payments to tracking fees and costs debts. To access the screen, CSC or Central Office type "FPAYMENT" in the NEXT SCREEN field on any ICAR screen and press ENTER. ICAR displays the following screen:

```

D479HD13          IOWA COLLECTION AND REPORTING SYSTEM          DATE: 01/17/18
                   NON-SUPPORT PAYMENTS                        TIME:
14:52:00

CASE.....:          DEBTOR TYPE:
NAME.....:          :          :          :
TOTAL AMOUNT PAID:

      NSF   DATE OF   DATE OF   DEBT   AMOUNT   BALANCE   DEBT FUND
      SEL APL  DEBT     RECEIPT  AMOUNT  PAID     DUE      CODE SRC

PF3=UPDATE   PF5=INQUIRY   PF7=PAGE BACK   PF8=PAGE FORWARD
NEXT SCREEN:          NOTES:
PLEASE ENTER THE CASE NUMBER AND THE DEBTOR TYPE
    
```

Fields, descriptions, and values on the FPAYMENT screen are:

- ◆ **CASE:** The allowable entry for this field is the number ICAR assigns to each case. The case number is from one- to six-digits. Enter the number and erase any remaining digits that may display in the field and press PF5.
- ◆ **DEBTOR TYPE:** The allowable entry for this field is the code indicating who owes the debt. Enter the code that matches who owes the debt and press PF5 to display the debts. The allowable codes are:
 - AF Alleged father
 - P1 Payor
 - PE Payee
 - TP Third party
- ◆ **NAME:** This display-only field shows the name from the PAYEE, PAYOR, LOCATE or FTTHIRD screen.
- ◆ **TOTAL AMOUNT PAID:** The allowable entry for this field is the total amount of the payment CSC is applying to the debt or debts displaying.

- ◆ **SEL:** The allowable entry for this field is any character. Enter a character to select the debt you want to pay.
- ◆ **NSF APPLY:** The allowable entry for this field is any character. Enter a character to indicate the payment applies to a non-sufficient funds debt or bank returned item and credit applies to the payment record. The payment amount displays on the PAYHIST screen as fund source NSR or BRR.
- ◆ **DATE OF DEBT:** This display-only field shows a date in the MM/DD/CCYY format. ICAR displays the date entered in the DATE OF DEBT field on the FDEBTS screen.
- ◆ **DATE OF RECEIPT:** The allowable entry for this field is the date in the MM/DD/CCYY format. CSC enters the date they receive the payment.
- ◆ **DEBT AMOUNT:** This display-only field shows the original debt amount based on information entered on the FDEBTS screen or through the SPECABS screen.
- ◆ **AMOUNT PAID:** The allowable entry for this field is the amount of the payment applied to the debt. The entry in this field must match the amount entered in the TOTAL AMOUNT PAID field. If the payment is applied to multiple debts, the total for all the payments must equal the amount entered in the TOTAL AMOUNT PAID field.
- ◆ **BALANCE DUE:** This display-only field shows the balance by subtracting the total amount paid on the debt from the debt amount. The amount ICAR displays is the amount due before application of the payment.
- ◆ **DEBT CODE:** This display-only field shows the type of debt. The valid debt codes are:
 - BRI Bank Returned Item
 - BTC Blood Testing Fee – County
 - BTS Blood Testing Fee – State
 - BTI Blood Testing Fee – Interstate
 - CCS Court Costs
 - IFC Internal Revenue Services Full Collection Fee
 - IRP Recovery of Incorrectly Applied Receipts
 - IRS Internal Revenue Service Adjustment
 - MIS Miscellaneous
 - NPA Non-Public Assistance Fee (obsolete as of 7/1/2019)
 - NSF Recoupment of Non-Sufficient Funds
 - PKF Parental Kidnapping Fee
 - RDW Redeemed Warrant Fee
 - TIF Tax Intercept Fee

◆ **FUND SOURCE:** The allowable entry for this field is the fund source of the payment. The appropriate codes are:

- BRR Bank Returned Item Recoupment
- NSR Non-Sufficient Funds Recoupment
- REG Regular Cash Remittance

Function keys on the FPAYMENT screen are:

Key	Use
PF3=UPDATE	Press PF3 to add a payment to the debt on the case.
PF5=INQ	Press PF5 after entering the case number and debtor type to display any debts due for that party for the case.
PF7=PAGE BACK	Press PF7 to page backward through the debts.
PF8=PAGE FORWARD	Press PF8 to page forward through the debts.

Non-Support Debts Inquiry (FINQUIRY) Screen

This screen provides a high-level view of the debts for a case. Through this screen you can view all the debts a person owes for a specific case and the status of those debts. To view the debts, type FINQUIRY in the NEXT SCREEN field and press ENTER. Enter the account number and the debtor type code for the person who owes the debt. Press PF5. ICAR displays the following screen:

```

D479HD14          IOWA COLLECTION AND REPORTING SYSTEM          DATE: 01/17/18
                   NON-SUPPORT DEBTS INQUIRY                   TIME:
14:58:13

CASE.....:          DEBTOR TYPE:          LAST BILLING DATE: 00 00 0000
NAME.....:          :          :          :
GT SATISFACTION:

      DATE OF      DATE OF      DEBT      AMOUNT      BALANCE      DEBT      ACCT
SEL   DEBT        FIRST PAY   AMOUNT     PAID         DUE        CODE   TYPE

F3=UPD  F5=INQ  F6=OTHRCASE  F7=BACK  F8=FORWARD  ENTER=SEL  F9=DEBT PAY
NEXT SCREEN:          NOTES:
PLEASE ENTER THE CASE NUMBER AND THE DEBTOR TYPE
    
```

NOTE: CSC staff access the OTHRWARR screen using this same method. The security access allows them to update some fields on the sub-screen for this area.

Fields, descriptions, and values on the FINQUIRY screen are:

- ◆ **CASE:** The allowable entry in this field is the case number ICAR assigns to each case. The case number is from one- to six-digits. Enter the number and erase any remaining digits that may display in the field and press PF5.
- ◆ **DEBTOR TYPE:** The allowable entry in this field is any valid debtor type. After a valid entry in both the CASE and DEBTOR TYPE fields, press PF5 to display the information. The allowable entries are:
 - AF Alleged father
 - P1 Payor
 - PE Payee
 - TP Third party
- ◆ **LAST BILLING DATE:** This display-only field shows a date in the MM/DD/CCYY format. This is the last date form 470-0159, *Tracking Fees and Costs Billing Statement*, is mailed to the debtor.
- ◆ **NAME:** This display-only field shows the name of the debtor associated with the code displaying in the DEBTOR TYPE field.
- ◆ **GT SATISFACTION:** The allowable entries in this field are "Y," "E," and "C" and a date in mm/dd/ccyy format.
 - "Y" indicates that a genetic testing satisfaction has been generated for the case.
 - "E" indicates that the case is eligible for a satisfaction form, but an appropriate court order could not be identified by the program.
 - "C" indicates that the genetic testing debt was paid in full before the need for the filing of the satisfaction.

ICAR displays the date the program generates the satisfaction. When the entry in this field is "E," the case is added to an error report which the distribution team reviews. The distribution team determines which court order to include on the form. The distribution team manually generates the form for you and updates the GT SATISFACTION field from "E" to "Y."

- ◆ **SEL:** The allowable entry in this field is any character. An entry in this field allows ICAR to display the Non-Support Debts Detail screen for the debt selected. To see the details of the payment on the debt, enter any character and press ENTER. ICAR displays the NON-SUPPORT DEBTS DETAIL screen.
- ◆ **DATE OF DEBT:** This display-only field shows the date in MM/DD/CCYY format. This is the date the debt occurred. This matches the date in the same field on the FDEBTS screen.

- ◆ **DATE OF FIRST PAY:** This display-only field shows the date in MM/DD/CCYY format. This is the earliest date a payment applied to this debt. This date matches the date in the DATE OF RECEIPT field on the FPAYMENT screen.
- ◆ **DEBT AMOUNT:** This display-only field shows an amount in a dollars and cents format. This is the amount of the original debt. This amount matches the entry in the same field on the FDEBTS screen.
- ◆ **AMOUNT PAID:** This display-only field shows an amount in a dollars and cents format. This is the total amount paid toward the debt.
- ◆ **BALANCE DUE:** This display-only field shows an amount in a dollars and cents format. ICAR displays the amount due here when the amount in the DEBT AMOUNT field is greater than the amount in the AMOUNT PAID field.
- ◆ **DEBT CODE:** This display-only field shows the code for the debt on the case. The codes are:
 - BRI Bank Returned Item
 - BTC Blood Testing Fee – County
 - BTS Blood Testing Fee – State
 - BTI Blood Testing Fee – Interstate
 - CCS Court Costs
 - IFC Internal Revenue Services Full Collection Fee
 - IRP Recovery of Incorrectly Applied Receipts
 - IRS Internal Revenue Service Adjustment
 - MIS Miscellaneous
 - NPA Non-Public Assistance Fee (obsolete as of 7/1/2019)
 - NSF Recoupment of Non-Sufficient Funds
 - PKF Parental Kidnapping Fee
 - RDW Redeemed Warrant Fee
 - TIF Tax Intercept Fee
- ◆ **ACCT TYPE:** This display-only field shows an account type when an account type is associated with the debt. This entry matches the entry in the same field on the FDEBTS screen.

Function keys on the FINQUIRY screen are:

Key	Use
PF5=INQ	Press PF5 after entering the case number and debtor type to display any third parties for the case.
PF6=OTHRCASE	Press PF6 to display the OTHRCASE screen when the debt is associated with an entity other than the state of Iowa.
PF7=PAGE BACK	Press PF7 to page backward through the debts.
PF8=PAGE FORWARD	Press PF8 to page forward through the debts.
ENTER=SEL	Press ENTER to select a debt to see the payment details.
PF9=DEBTPAY	Press PF9 to access the repayment screen if the debts are for the payee.

Non-Support Debts Detail Screen

In order to see the payment details of each debt use the Non-Support Debts Detail screen. To access this screen, go to the FINQUIRY screen. Select the debt you want to view by placing any character in the SEL field and pressing ENTER. ICAR displays the repayment details sub-screen.

CSC uses a version of the screen accessed from OTHRWARR screen to enter the warrant information for payments on debts sent to an entity other than the state of Iowa. CSC accesses the screen by typing OTHRWARR in the NEXT SCREEN field on any valid ICAR screen and pressing ENTER. ICAR displays the OTHRWARR screen. CSC staff enter a character in the SEL field for the debt associated with the warrant and press ENTER. ICAR displays the Non-Support Debts Details screen for the selected debt.

```

D479HD15          IOWA COLLECTION AND REPORTING SYSTEM          DATE:07/11/00
                   NON-SUPPORT DEBTS DETAIL                     TIME:23:57:33

CASE.....:          DEBTOR TYPE:
NAME.....:          :          :          :
DEBT CODE.....:

***** PAYMENT ***** *****WARRANT*****
RECEIPT RECEIPT FND CLAIM MAILING WARRANT WARRANT WARRANT WAR
DATE AMOUNT SRC NUMBER DATE DATE AMOUNT NUMBER IND

PF3=UPDATE PF7=PAGE BACK PF8=PAGE FORWARD
NEXT SCREEN:          NOTES:
BOTTOM OF DATA
    
```

Fields, descriptions, and values on the Non-Support Debts Detail sub-screen are:

- ◆ **CASE:** This display-only field shows the case number associated with the payment and warrant information displayed on the screen.
- ◆ **DEBTOR TYPE:** This display-only field shows the debtor code based on information entered on the FDEBTS screen. The valid codes are:
 - AF Alleged father
 - P1 Payor
 - PE Payee
 - TP Third party
- ◆ **NAME:** This display-only field shows the name of the person associated with the payment and warrant information displayed on the screen.
- ◆ **DEBT CODE:** This display-only field shows the code describing the type of debt associated with the payment and warrant information on the screen. The valid debt codes are:
 - ATY Attorney Fees
 - BRI Bank Returned Item
 - BTC Blood Testing Fee – County
 - BTS Blood Testing Fee – State
 - BTI Blood Testing Fee – Interstate
 - CCS Court Costs
 - IFC Internal Revenue Services Full Collection Fee
 - IRP Recovery of Incorrectly Applied Receipts
 - IRS Internal Revenue Service Adjustment
 - MIS Miscellaneous
 - MSC Miscellaneous Other
 - NPA Non-Public Assistance Fee (obsolete as of 7/1/2019)
 - NSF Recoupment of Non-Sufficient Funds
 - PKF Parental Kidnapping Fee
 - RDW Redeemed Warrant Fee
 - TIF Tax Intercept Fee
- ◆ **RECEIPT DATE:** This display-only field shows the date in MM/DD/CCYY format. This is the date CSC received the payment on the debt. ICAR displays the date based on information entered on FPAYMENT screen.
- ◆ **AMOUNT OF RECEIPT:** This display-only field shows an amount in a dollars and cents format. The payment amount is based on information entered on the FPAYMENT screen.

- ◆ **FND SRC:** This display-only field shows the fund source based on the payment for the debt. This information matches the fund source entered on the FPAYMENT screen.

For the remaining fields on the screen you have view access only. CSC staff enter and maintain the warrant information for the payments in these fields.

- ◆ **CLAIM NUMBER:** The allowable entry in this field is the claim number assigned to the payment voucher for this payment. When entering this screen from the OTHRWARR screen, CSC staff can modify the information provided there is no entry in the WAR IND field.

ICAR requires an entry in the CLAIM NUMBER field whenever there is an entry in the MAILING DATE, WARRANT DATE, WARRANT AMOUNT, WARRANT NUMBER, or WAR IND fields.

- ◆ **MAILING DATE:** The allowable entry in this field is the date in MM/DD/CCYY format. This is the date DRF places the warrant for the other recipient in the mail. When entering this screen from the OTHRWARR screen, CSC staff can add or modify this information provided there is no entry in the WAR IND field.

Enter a date that is less than or equal to the current date. ICAR requires an entry in the MAILING DATE field whenever there is an entry in the CLAIM NUMBER, WARRANT DATE, WARRANT AMOUNT, WARRANT NUMBER, or WAR IND fields.

- ◆ **WARRANT DATE:** The allowable entry in this field is the date in MM/DD/CCYY format. This is the date DRF generates the warrant for the other recipient. When entering this screen from OTHRWARR, CSC staff can modify this information provided there is no entry in the WAR IND field.

Enter a date that is less than or equal to the current date. ICAR requires an entry in the MAILING DATE field whenever there is an entry in the CLAIM NUMBER, MAILING DATE, WARRANT AMOUNT, WARRANT NUMBER, or WAR IND fields.

- ◆ **WARRANT AMOUNT:** The allowable entry for this field is the amount in a dollars and cents format. When entering this screen from the OTHRWARR screen, CSC staff can modify this information provided there is no entry in the WAR IND field.

Enter this information after the warrant generates for the other recipient. ICAR requires an entry in the WARRANT AMOUNT field whenever there is an entry in the CLAIM NUMBER, MAILING DATE, WARRANT DATE, WARRANT NUMBER, or WAR IND fields.

- ◆ **WARRANT NUMBER:** The allowable entry for this field is the number printed on the warrant generated for the other recipient. When entering this screen from OTHRWARR, CSC staff can change this information provided there is no entry in the WAR IND field.

The entry in this field must be numeric and greater than zero. ICAR requires an entry in this field whenever there is an entry in the CLAIM NUMBER, MAILING DATE, WARRANT DATE, WARRANT AMOUNT, or WAR IND fields.

- ◆ **WAR IND:** The allowable entry for this field indicates the status of the warrant. The valid entries are:

C Canceled
R Reissued
Blank Normally Processed Warrant

Enter the warrant indicator when the warrant is canceled or reissued. If CSC staff enter the screen from the OTHRWARR screen, CSC staff can change the information at any time.

When CSC staff enter a "C" or "R" in this field, ICAR prevents CSC staff from making entries in the CLAIM NUMBER, MAILING DATE, WARRANT DATE, WARRANT AMOUNT, and WARRANT NUMBER fields. Changing the indicator from "C" or "R" to a blank allows CSC staff to make entries in the other fields.

Function keys on the Non-Support Debts Detail screen are:

Key	Use
PF3=MODIFY	Press PF3 to update the warrant information if you are CSC staff and entered the debt through the OTHRWARR screen.
PF7=PAGE BACK	Press PF7 to page backward through the debt details.
PF8=PAGE FORWARD	Press PF8 to page forward through the debt details.

Other Recipient Data Entry (OTHRRCP) Screen

An "other recipient" is a party other than the state of Iowa, who is owed money for the non-support debts of attorney or miscellaneous fees. The distribution team contact uses this screen to enter all relevant information about an "other recipient." CSC and DRF use this information to issue state warrants and track the disbursement of payments to the other recipient.

To access this screen type OTHRRCP in the NEXT SCREEN field on any ICAR screen and press ENTER. ICAR displays the following screen:

```
D479HD22          IOWA COLLECTION AND REPORTING SYSTEM          DATE: 10/14/01
                   OTHER RECIPIENT ENTRY                      TIME: 14:28:37

SSN/FEIN.....:                                     LOCATION CODE: 000

NAME (LFMS).....:                                     :
COMPANY/AGENCY..:                                     :

ADDRESS LINE 1..:
ADDRESS LINE 2..:
CITY, STATE, ZIP:
COUNTRY.....:
TELEPHONE.....: 000 000 0000 EXT:          FAX: 000 000 0000
E-MAIL.....:

COMMENTS:

PF2=ADD   PF3=UPDATE   PF4=DELETE   PF9=REFRESH   PF10=OTHRSRCH
NEXT SCREEN:          NOTES:
```

Fields, descriptions, and values on the OTHRRC screen are:

- ◆ **SSN/FEIN:** The allowable entry for this field is the nine-digit numeric SSN or Federal Employer Identification Number (FEIN) of the other recipient. ICAR requires a valid entry in this field when adding other recipient information to ICAR.
- ◆ **LOCATION CODE:** This display-only field shows a three-digit code when an employer or other agency has more than one location (e.g., the other recipient is a company with more than one branch). The location code is a number used to uniquely identify how many of the same other recipients exist and which instance of the address you are viewing.
- ◆ **NAME (LFMS):** The allowable entry in this field is the name of the other recipient when it is an individual. ICAR allows 16 characters for the last name, 15 characters for the first name, 15 characters for the middle name, and 3 characters for the suffix. The suffix is information such as Jr., Sr., II, and III. ICAR requires an entry in this field unless you make an entry in the COMPANY/AGENCY field.
- ◆ **COMPANY/AGENCY:** The allowable entry in this field is the company or agency name of the other recipient when it is a business. ICAR requires an entry in this field if there is no entry in the NAME LFMS field.

- ◆ **ADDRESS LINE 1:** The allowable entry for this field is the first line of the address for the other recipient. The maximum number of characters allowed is 32. ICAR requires a valid entry in this field when adding other recipient information to ICAR.
- ◆ **ADDRESS LINE 2:** The allowable entry for this field is the second line of the address for the other recipient. The maximum number of characters allowed is 32. Entry in this field is optional.
- ◆ **CITY:** The allowable entry for this field is the city for the address of the other recipient. ICAR requires an entry in this field.
- ◆ **STATE:** The allowable entry for this field is the state for the address of the other recipient. ICAR requires an entry in this field. Valid entries include any two-character state abbreviation.
- ◆ **ZIP:** The allowable entry for this field is the ZIP code for the address of the other recipient. ICAR requires at least five digits in the field.
- ◆ **COUNTRY:** The allowable entry for this field is the country for the address of the other recipient. Entry in this field is optional. Only enter information in this field if the other recipient is located in a country other than the United States.
- ◆ **TELEPHONE/EXT:** This allowable entry in this field is the phone number for the other recipient. Entry in this field is optional. However, if you enter a phone number, ICAR requires the entire phone number and it must be numeric. The five-digit extension is optional but must be numeric when entered in ICAR.
- ◆ **FAX:** The allowable entry in this field is the fax number for the other recipient. Entry in this field is optional. However, if you enter a fax number, ICAR requires the entire fax number including area code and it must be numeric.
- ◆ **E-MAIL:** The allowable entry for this field is the e-mail address for the other recipient. Entry in this field is optional.
- ◆ **COMMENTS:** The allowable entry for this field is any additional information about the other recipient. Entry in the comments field is optional.

Function keys on the OTHRRCP screen are:

Key	Use
PF2=ADD	Press PF2 twice to add the other recipient to the TFC area.
PF3=UPDATE	Press PF3 twice to update the data for the other recipient.
PF4=DELETE	Press PF4 to delete the other recipient.
PF9=REFRESH	Press PF9 to blank out existing information in order to add another other recipient.
PF10=OTHRSRCH	Press PF10 to display the OTHRSRCH screen to look for the other recipient.

Other Recipient Name Search (OTHRSRCH) Screen

Use the OTHRSRCH screen to search for the existence of an "other recipient" in ICAR. To access the screen, type OTHRSRCH in the NEXT SCREEN field on any valid ICAR screen and press ENTER. In addition, you can access the OTHRSRCH screen by pressing the appropriate PF key on the OTHRRCP and OTHRCASE screens.

To search for an "other recipient," enter the SSN/FEIN NUMBER, NAME, or COMPANY/AGENCY and press PF5. ICAR displays the closest match to the information entered on the following screen:

```
D479HD27          IOWA COLLECTION AND REPORTING SYSTEM          DATE: 07/11/00
                   OTHER RECIPIENT NAME SEARCH                TIME: 22:53:18

SSN/FEIN.....:
NAME (LFMS)....:           :           :
COMPANY/AGENCY:

SEL NAME          SSN/FEIN   LOC CODE
COMPANY/AGENCY
ADDRESS LINE 1    CITY       STATE   ZIP CODE
ADDRESS LINE 2

-----

-----

PF5=INQUIRY  PF7=PAGE BACK  PF8=PAGE FORWARD  PF10=OTHRRCP  PF11=OTHRDEBT
PF12=OTHRCASE
NEXT SCREEN:          NOTES:
ENTER A SEARCH SSN/FEIN, OR LAST-NAME, OR COMPANY/AGENCY
```

Fields, descriptions, and values on the OTHRSRCH screen are:

- ◆ **SSN/FEIN:** The allowable entry for this field is the nine-digit numeric SSN or FEIN of the other recipient. Use the SSN/FEIN field at the top of the screen as search criteria for displaying a list of other recipients with the same social security number or federal employer identification number. Enter the valid SSN/FEIN and press PF5 to display the information.
- ◆ **NAME (LFMS):** Use this field to enter search criteria for displaying a list of other recipients that have the same name as the one entered in this field. Enter the name of the other recipient in this field and press PF5 to display the information.

- ◆ **COMPANY/AGENCY:** To search for an other recipient using the COMPANY/AGENCY field, enter the name of the company or agency in this field and press PF5 to display the information.
- ◆ **SEL:** The allowable entry for this field is any character. Enter a character and press PF10 or PF12. ICAR automatically displays the other recipient information.
- ◆ **NAME:** This display-only field shows the 24-character name of the other recipient. The information displayed is based on the search criteria entered in the search field at the top of the screen.
- ◆ **SSN/FEIN:** This display-only field shows the nine-digit numeric SSN or FEIN of the other recipient. The information displayed is based on the search criteria entered in search fields at the top of the screen.
- ◆ **LOC CODE:** This display-only field shows a three-digit code when a particular other recipient may have more than one location. For example, the other recipient is a company with more than one branch. The location code is a number used to uniquely identify how many of the same other recipients exist and which instance of the address you are viewing.
- ◆ **COMPANY/AGENCY:** This display-only field shows the company or agency name of the other recipient when it is a business. ICAR displays this information based on the search criteria entered in the search fields at the top of the screen.
- ◆ **ADDRESS LINE 1:** This display-only field shows the first line of the address of the other recipient. The maximum number of characters allowed is 32.
- ◆ **ADDRESS LINE 2:** This display-only field shows the second line of the address for the other recipient. The maximum number of characters allowed is 32.
- ◆ **CITY:** This display-only field shows the city for the address of the other recipient.
- ◆ **STATE:** This display-only field shows the state for the address of the other recipient. A valid display is any two-character state abbreviation.
- ◆ **ZIP CODE:** This display-only field shows the ZIP code for the address of the other recipient. ICAR requires at least five digits in the field.

Function keys on the OTHRRCP screen are:

Key	Use
PF5=INQ	Press PF5 after entering the appropriate search criteria. ICAR displays any information matching the search criteria.
PF7=PAGE BACK	Press PF7 to move backward through information when multiple other recipients match your search criteria.
PF8=PAGE FORWARD	Press PF8 to move forward through information when multiple other recipients match your search criteria.
PF10=OTHRRCP	Press PF10 to display the OTHRRCP screen for the appropriate other recipient to allow you to change the information.
PF11=OTHRDEBT	Press PF11 to return to the OTHRDEBTS screen allowing you to attach the selected recipient to the debt.
PF12=OTHRCASE	Press PF12 after selecting another recipient to view a list of all cases where the other recipient shows as being owed debts.

Other Recipient Debts (OTHRDEBT) Screen

Use the Other Recipient Debts screen to enter court-ordered attorney or miscellaneous fee debts owed to another recipient. To access the screen enter OTHRDEBT in any NEXT SCREEN field on ICAR and press ENTER. ICAR displays the following screen:

```

D479HD24          IOWA COLLECTION AND REPORTING SYSTEM          DATE: 07/11/00
                   OTHER RECIPIENT DEBTS                       TIME: 22:56:46

      DEBTOR      DEBT      DATE OF      DEBT      BILL      FIPS
CASE   TYPE      CODE      DEBT      AMOUNT    AMOUNT    CODE

DEBTOR (LFMS) :           :           :           :

COMMENTS:

SSN/FEIN:           LOCATION CODE:
NAME:
COMPANY/AGENCY:
ADDRESS 1:
ADDRESS 2:
CITY/STATE/ZIP:

PF2=ADD          PF3=UPDATE          PF4=DELETE          PF5=INQUIRY
PF7=PAGE BACK    PF8=PAGE FORWARD    PF9=REFRESH        PF11=OTHRSRCH
NEXT SCREEN:     NOTES:
ENTER A CASE NUMBER AND PRESS PF5
    
```

To start the process of adding a debt, press PF11 and find the recipient of the payment first. Select the recipient on that screen and press PF11 to return to the OTHRDEBT screen. Make the appropriate entries in the CASE, DEBTOR TYPE, DEBT CODE, DATE OF DEBT, DEBT AMOUNT, BILL AMOUNT, FIPS CODE, and COMMENTS fields before attempting to add the debt.

Fields, descriptions, and values for the OTHRDEBT screen are:

- ◆ **CASE:** The allowable entry for this field is the number ICAR assigns to each case. The case number is from one- to six-digits. Enter the number and erase any remaining digits that may display in the field and press PF5. ICAR requires an entry in this field when adding or inquiring on a debt.
- ◆ **DEBTOR TYPE:** The allowable entry for this field is the code indicating the case role of the person owing the debt. ICAR requires an entry in this field when adding or inquiring on a debt. The valid codes are:
 - AF Alleged father
 - P1 Payor
 - PE Payee
 - TP Third party
- ◆ **DEBT CODE:** The allowable entry for this field is the code describing the type of debt. ICAR requires an entry in this field when adding or inquiring on a debt. The valid codes are:
 - ATY Attorney Fee: Track attorney fees the debtor owes to someone other than the state of Iowa. ICAR sends payments applied to these debts to the recipient.
 - MSC Miscellaneous Other: Establish miscellaneous debts owed to someone other than the state of Iowa. ICAR sends payments applied to these debts to the recipient.
- ◆ **DATE OF DEBT:** The allowable entry for this field is the date in MM/DD/CCYY format. The date of debt is the date the debt was incurred. Use the file stamp date of the order for the due date of the fee. ICAR requires an entry in this field when adding or inquiring on a debt.
- ◆ **DEBT AMOUNT:** The allowable entry for this field is the amount of the debt owed in a dollars and cents format. ICAR requires a numeric entry in this field when adding a new debt.
- ◆ **BILL AMOUNT:** The allowable entry for this field is the monthly amount in a dollars and cents format. It is the amount the debtor is to pay toward the debt if payments are made in installments. The bill amount appears on the billing statement. An entry is not required in this field. If you do not enter an amount, the billing statement defaults to the amount displayed in the DEBT AMOUNT field.

- ◆ **FIPS CODE:** The allowable entry for this field is the FIPS code for the state to which Iowa forwards the payments made on the debt. The field is optional, however, if entered, it must be numeric and a valid FIPS code.
- ◆ **DEBTOR (LFMS):** This display-only field shows the name of the person who owes the debt. This field displays the name after you press PF2 to add the debt.
- ◆ **COMMENTS:** The allowable entry for this field is a message that appears on the billing statement ICAR sends to the debtor. The COMMENT field provides explanation of the origin and details of the debt. The field displays up to 92 characters and is optional.
- ◆ **SSN/FEIN:** This display-only field shows the nine-digit numeric SSN or FEIN of the other recipient.
- ◆ **LOCATION CODE:** This display-only field shows a three-digit code when a particular other recipient may have more than one location. For example, the other recipient is a company with more than one location. The location code is a unique number used to identify how many of the same other recipients exist, and which instance of the address you are viewing. For example, ICAR assigns the first occurrence of the location code with "001" and the second occurrence with "002."
- ◆ **NAME:** This display-only field shows the name of the other recipient for this case, if that recipient is an individual.
- ◆ **COMPANY/AGENCY:** This display-only field shows the company or agency name of the other recipient when it is a business.
- ◆ **ADDRESS 1:** This display-only field shows the first line of the address for the other recipient displaying.
- ◆ **ADDRESS 2:** This display-only field shows the second line of the address for the other recipient displaying.
- ◆ **CITY/STATE/ZIP:** This display-only field shows the city, state, and ZIP code information for the other recipient.

Function keys on the OTHRDEBTS screen are:

Key	Use
PF2=ADD	Press PF2 to add the debt to the case.
PF3=UPDATE	Press PF3 to update any information associated with the debt.
PF4=DELETE	Press PF4 to delete the debt displaying on the screen.
PF5=INQUIRY	Press PF5 after entering the appropriate search criteria. ICAR displays any information matching the search criteria.
PF7=PAGE BACK	Press PF7 to move backward through information when multiple other recipients match your search criteria.
PF8=PAGE FORWARD	Press PF8 to move forward through information when multiple other recipients match your search criteria.
PF9=REFRESH	Press PF9 to display a blank screen. This allows you to add a new debt.
PF11=OTHRDEBT	Press PF11 after selecting the other recipient to return to the OTHRDEBTS screen allowing you to attach the selected recipient to the debt.

Other Recipient AF Selection (OTHRAF) Screen

Use the OTHRAF screen to connect an AF to a debt. The screen appears automatically when you enter a debt with a debtor type code of "AF" on the OTHRDEBT screen. ICAR displays the following screen:

```
D479HD30          IOWA COLLECTION AND REPORTING SYSTEM          DATE: 07/11/00
                   OTHER RECIPIENT DEBTS                      TIME: 233600

      SEL      ALLEGED FATHER NAME

      -      XXXXX XXXXXXXX
      -      XXXXX XXXXXXXX

ENTER=SELECT
SELECT AN ALLEGED FATHER AND PRESS ENTER TO GO TO OTHRDEBT
```

Fields, descriptions, and values on the OTHRAF screen are:

- ◆ **SEL:** The allowable entry for this field is "X." Enter an "X" in the field next to the name of the alleged father to whom you want to connect a debt. Press ENTER to select the record and return to the OTHRDEBT screen.
- ◆ **ALLEGED FATHER NAME:** This display-only field shows the names of all alleged fathers on the case.

Function keys on the OTHRAF screen are:

Key	Use
ENTER=SEL	Press ENTER to select an AF for billing purposes.

Other Recipient Case List (OTHRCASE) Screen

The OTHRCASE screen displays a list of all cases on ICAR with debts owed to the same other recipient. To access the OTHRCASE screen go to the OTHRSRCH screen and find the appropriate other recipient. Select the correct other recipient and press PF12. ICAR displays the following screen:

```
D479HD31          IOWA COLLECTION AND REPORTING SYSTEM      DATE: 07/12/00
                  OTHER RECIPIENT CASE LIST                 TIME: 00:09:51

SSN/FEIN.....:          LOCATION CODE:
NAME (LFMS).....:          :          :
COMPANY/AGENCY..:          :          :

SEL  CASE NUMBER  DEBTOR TYPE  DEBTOR NAME

PF6=FINQUIRY    PF7=PAGE BACK    PF8=PAGE FORWARD    PF12=OTHRSRCH
NEXT SCREEN:          NOTES:
GO TO THE "OTHRSRCH" SCREEN TO SELECT A RECIPIENT
```

Fields, descriptions, and values on the OTHRCASE screen are:

- ◆ **SSN/FEIN:** This display-only field shows the nine-digit numeric SSN or FEIN of the other recipient.
- ◆ **LOCATION CODE:** This display-only field shows a three-digit code, when a particular other recipient has more than one location. For example, the other recipient is a company with more than one branch. The location code is a unique number used to identify how many of the same other recipients exist, and which instance of the address you are viewing. For example, ICAR assigns the first occurrence of the location code with "001" and the second occurrence "002."
- ◆ **NAME (LFMS):** This display-only field shows the name of the other recipient if that recipient is a person.
- ◆ **COMPANY/AGENCY:** This display-only field shows the company or agency name of the other recipient when it is a business.
- ◆ **SEL:** The allowable entry for this field is any character. Enter a character and press PF6 to view debt information for the selected case. ICAR allows you to select one debt at a time.
- ◆ **CASE NUMBER:** This display-only field shows the number of a case in which one or more debts are owed to the other recipient listed at the top of the screen.
- ◆ **DEBTOR TYPE:** This display-only field shows the code for the person owing the debt.

AF Alleged father
P1 Payor
PE Payee
TP Third party
- ◆ **DEBTOR NAME:** This display-only field shows the name associated with the person who owes the debt.

Function keys on the OTHRCASE screen are:

Key	Use
PF6=FINQUIRY	Press PF6 to display the FINQUIRY screen in order to search for debts by case.
PF7=PAGE BACK	Press PF7 to move backward through information when multiple debts exist for the other recipient.
PF8=PAGE FORWARD	Press PF8 to move forward through information when multiple debts exist for the other recipient.
PF12=OTHRSRCH	Press PF12 to display the OTHRSRCH screen in order to search for another recipient.

Debt Repayment Information (FDEBTPAY) Screen

This screen tracks the voluntary repayment agreement between the Unit and the payee. To access this screen type FEDEBTPAY into any NEXT SCREEN field on a valid ICAR screen and press ENTER. ICAR displays the following screen:

```
D479HD18          IOWA COLLECTION AND REPORTING SYSTEM    DATE: 10/01/01
                  DEBT REPAYMENT INFORMATION             TIME: 15:22:33

CASE.....:
PAYEE NAME.....:           :           :           :

TOTAL DEBT BALANCE DUE...:           AS OF:           BYPASS:

CURRENT DEBT BALANCE DUE:           AS OF:

    DATE OF DEBT NOTICE....:

    DATE OF DEBT AGREEMENT :

        WITHHOLD AMOUNT PER PAYMENT.:

        WITHHOLD PERCENT PER PAYMENT:

COMMENTS:

PF2=ADD PF3=MODIFY PF5=INQUIRY PF6=FINQUIRY
NEXT SCREEN:           NOTES:
ENTER CASE NUMBER AND PRESS PF5
```

Fields, descriptions, and values on the FDEBTPAY screen are:

- ◆ **CASE:** The allowable entry for this field is the number ICAR assigns to each case. The case number is from one- to six-digits. Enter the number and erase any remaining digits that may display in the field and press PF5. ICAR requires an entry in this field when adding or inquiring on a debt.
- ◆ **PAYEE NAME:** This display-only field shows the name of the payee associated with this case.
- ◆ **TOTAL DEBT BALANCE DUE:** This display-only field shows the total amount of IRP and IRS debts that the payee owes for this case.
- ◆ **AS OF:** This display-only field shows the date in the MM/DD/CCYY format. It is the date the last IRP or IRS debt was added to the case.
- ◆ **BYPASS:** The allowable entry in this field is either "Y" or "N." An entry of "Y" in this field indicates that a repayment agreement is in place to withhold support for payment of a debt when a UPPA abstract is released. CSC makes this entry before the approval of a UPPA abstract. An entry of "N" indicates that the interception of a UPPA abstract for the payment of a debt is no longer valid.

- ◆ **CURRENT DEBT BALANCE DUE:** This display-only field shows the current balance due of all IRP and IRS debts owed by the payee on the case.
- ◆ **AS OF:** This display-only field shows the date in the MM/DD/CCYY format. It is the date the last payment applied to an outstanding IRP or IRS debt on the case.
- ◆ **DATE OF DEBT NOTICE:** This display-only field shows the date in the MM/DD/CCYY format. This is the date the latest copy of form 470-3861, *Notification of Money Due the State*, generated and mailed to the payee on the case.
- ◆ **DATE OF DEBT AGREEMENT:** The allowable entry for this field is the date in the MM/DD/CCYY format. CSC staff enter the date the payee returns a signed voluntary repayment agreement.
- ◆ **WITHHOLD AMOUNT PER PAYMENT:** The allowable entry for this field is an amount in a dollars and cents format. CSC staff enter the amount the payee agrees to allow CSC to withhold for the repayment of outstanding IRP and IRS debts.
- ◆ **WITHHOLD PERCENTAGE PER PAYMENT:** The allowable entry for this field is a percentage figure. CSC staff enter the percentage the payee agrees to allow CSC to withhold for the repayment of outstanding IRP and IRS debts. Currently the only allowable entry is 100 percent.
- ◆ **COMMENTS:** This is a free form field. Enter information regarding the payee's repayment agreement.

Function keys on the FDEBTPAY screen are:

Key	Use
PF2=ADD	Press PF2 to add any information associated with the repayment agreement.
PF3=UPDATE	Press PF3 to update any information associated with the repayment agreement.
PF5=INQUIRY	Press PF5 after entering a case number in the appropriate field. ICAR displays any repayment agreement information for that payee.
PF6=FINQUIRY	Press PF6 to quickly access the FINQUIRY screen for the case displayed on this screen.

IRP	Recovery of Incorrectly Applied Receipts
IRS	Internal Revenue Service Adjustment
MIS	Miscellaneous
MSC	Miscellaneous Other
NPA	Non-Public Assistance Fee (obsolete as of 7/1/2019)
NSF	Recoupment of Non-Sufficient Funds
PKF	Parental Kidnapping Fee
RDW	Redeemed Warrant Fee
TIF	Tax Intercept Fee

- ◆ **ACCOUNT CODE:** The allowable entry for this field is the state bank account where payments are deposited. Depending upon the type of debt the payment may need to be deposited into differing accounts.
- ◆ **DEBT DESCRIPTION:** This field shows a detailed description of the debt code displayed on this line of the screen. When entering a new debt code, ICAR allows up to 40 characters for a detailed description.

Function keys on the FCODES screen are:

Key	Use
PF2=ADD	Press PF2 to add the new account code information to the chart.
PF3=UPDATE	Press PF3 to update any information associated with the account codes.
PF4=DELETE	Press PF4 to delete any selected account codes.
PF7=PAGE BACK	Press PF7 to move back through the account codes when multiple codes exist.
PF8=PAGE FORWARD	Press PF8 to move forward through the account codes when multiple codes exist.
PF9=REFRESH	Press PF9 to remove all existing information on the screen to allow for the entry of new information on a blank line.

- ◆ **STATE/COUNTY PERCENT:** The allowable entry in this field is an amount from 1 to 100. The entry in this field determines the percentage of each payment on genetic testing that is sent to the state or county government.

NOTE: The total of the entries in the federal percent and the STATE/COUNTY PERCENT fields cannot total more than 100 percent.

Function keys on the FCODES screen are:

Key	Use
PF2=ADD	Press PF2 to add the new percentage information to the chart.
PF3=UPDATE	Press PF3 to update any information associated with the percentages.
PF5=INQUIRY	Press PF5 to display information for the percentages payable on genetic testing fees.

Narratives

Process: **TFC** Number **1**

Text: _____ debt established against _____ for \$_____.

Screen:	Field:	Entry:	Flag:	Status:
FDEBTS	CASE DEBTOR TYPE DEBT CODE DATE OF DEBT DEBT AMOUNT BILL AMOUNT COMMENTS	Specific debt information		

Process: **TFC** Number: **2**

Text: _____ debt established against _____ for \$_____ on _____ has been paid in full.

Screen:	Field:	Entry:	Flag:	Status:
FPAYMENT	AMOUNT PAID	Amount		

Process: **TFC** Number: **3**

Text: _____ debt deleted against _____ for \$_____.

Screen:	Field:	Entry:	Flag:	Status:
FDEBTS	SEL	PF4		

Process: **TFC** Number: **4**

Text: _____ debt established against _____ for \$_____ in county _____.

Screen:	Field:	Entry:	Flag:	Status:
FDEBTS	DEBTCODE	BTC		

Process: **TFC** Number: **5** **Obsolete**

Text: CRF debt established against PE for \$_____ due has been paid in full.

Screen:	Field:	Entry:	Flag:	Status:

Process: **TFC** Number: **6** **Obsolete**

Text: The CRF statement was not sent as indicated in the 4/4/92 narrative. Since the c/p was not notified of the fee, this CRF debt has been deleted.

Screen:	Field:	Entry:	Flag:	Status:

Process: **TFC** Number: **14**

Text: Claim number changed from _____ to _____ because: _____

Screen:	Field:	Entry:	Flag:	Status:
OTHRWARR	CLAIM NUMBER	Modify current entry		

Process: **TFC** Number: **15**

Text: Mailing date changed from _____ to _____ because: _____

Screen:	Field:	Entry:	Flag:	Status:
OTHRWARR	MAILING DATE	Modify current entry		

Process: **TFC** Number: **16**

Text: Warrant date changed from _____ to _____ because: _____

Screen:	Field:	Entry:	Flag:	Status:
OTHRWARR	WARRANT DATE	Modify current entry		

Process: **TFC** Number: **17**

Text: Warrant amount changed from \$_____ to \$_____ because: _____

Screen:	Field:	Entry:	Flag:	Status:
OTHRWARR	WARRANT AMOUNT	Modify current entry		

Process: **TFC** Number: **18**

Text: Warrant number changed from _____ to _____ because: _____

Screen:	Field:	Entry:	Flag:	Status:
OTHRWARR	WARRANT NUMBER	Modify current entry		

Process: **TFC** Number: **19**

Text: Warrant indicator changed from _____ to _____ because: _____

Screen:	Field:	Entry:	Flag:	Status:
OTHRWARR	WAR IND	Modify current entry		

Process: **TFC** Number: **20**

Text: Form 470-3861, Notification of Money Due the State, generated and mailed to:

Screen:	Field:	Entry:	Flag:	Status:
FDEBTS	DEBT TYPE	IRP or IRS		

Process: **TFC** Number: **21**

Text: Obligee has agreed to repay a TFC debt at the rate of \$_____ per payment until the total is paid in full.

Screen:	Field:	Entry:	Flag:	Status:
FDEBTPAY	WITHHOLD AMOUNT PER PAYMENT	Dollar amount		

Process: **TFC** Number: **22**

Text: Obligee has requested a change in the repayment amount for the TFC debt. The new rate is \$_____ per payment until the total debt is paid in full.

Screen:	Field:	Entry:	Flag:	Status:
FDEBTPAY	WITHHOLD AMOUNT PER PAYMENT	Change in current entry		

Process: **TFC** Number: **23**

Text: Obligee has requested that payments in the amount of \$_____ to voluntarily repay a TFC debt stop.

Screen:	Field:	Entry:	Flag:	Status:
FDEBTPAY	WITHHOLD AMOUNT PER PAYMENT	Deletion of entry		

Process: **TFC** Number: **24**

Text: Obligee has agreed to repay a TFC debt of \$_____ at the rate of _____% per payment they receive until the total is paid in full.

Screen:	Field:	Entry:	Flag:	Status:
FDEBTPAY	WITHHOLD PERCENTAGE PER PAYMENT	Valid entry		

Process: **TFC** Number: **25**

Text: Obligee has requested that payments at a percentage of _____ per payment to voluntarily repay a TFC debt stop.

Screen:	Field:	Entry:	Flag:	Status:
FDEBTPAY	WITHHOLD PERCENTAGE PER PAYMENT	Deletion of entry		

Process: **TFC** Number: **26**

Text: ICAR removed a TFC credit on an existing debt because the payment the credit was withheld from was adjusted.

Screen:	Field:	Entry:	Flag:	Status:
J479HO50				

Process: **TFC** Number **27**

Text: Form 470-3867, Increase in Your Debt Repayment, generated and mailed to:

Screen:	Field:	Entry:	Flag:	Status:
FDEBTS	CASE DEBTOR TYPE DEBT CODE DATE OF DEBT DEBT AMOUNT BILL AMOUNT ACCT TYPE FIPS CODE	Valid entry in each of the designated fields		

Process: **TFC** Number **28**

Text: Form 470-3867, Increase in Your Debt Repayment, not generated and sent to the obligee; there is no valid mailing address.

Screen:	Field:	Entry:	Flag:	Status:
FDEBTS	CASE DEBTOR TYPE DEBT CODE DATE OF DEBT DEBT AMOUNT BILL AMOUNT ACCT TYPE FIPS CODE	Valid entry in each of the designated fields		

Process: **TFC** Number **29**

Text: Form 470-3861, Notification of Money Due the State, not generated and mailed because there is no valid mailing address for the obligee.

Screen:	Field:	Entry:	Flag:	Status:
FDEBTS	CASE DEBTOR TYPE DEBT CODE DATE OF DEBT DEBT AMOUNT BILL AMOUNT ACCT TYPE FIPS CODE	Valid entry in each of the designated fields		

Process: **TFC** Number **30**

Text: TFC debt paid in full. Voluntary repayment agreement deleted automatically.

Screen:	Field:	Entry:	Flag:	Status:
J479HO50				

Process: **TFC** Number **31**

Text: Balance payable only to the state; voluntary repayment agreement inappropriate for this case.

Screen:	Field:	Entry:	Flag:	Status:
FDEBTS	CASE DEBTOR TYPE DEBT CODE DATE OF DEBT DEBT AMOUNT BILL AMOUNT ACCT TYPE FIPS CODE	Valid entry in each of the designated fields		

Process: **TFC** Number **37**

Text: Form 470-5401, Satisfaction of Judgment RE: Costs of Genetic Testing, generated and sent to COC for filing. Court order is _____.

Screen:	Field:	Entry:	Flag:	Status:
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Process: **TFC** Number **39**

Text: Unpaid CRD debts numbering _____ owed by _____ deleted from this case.

Screen:	Field:	Entry:	Flag:	Status:
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Process: **TFC** Number **40**

Text: Paid CRF debts numbering _____ owed by _____ deleted from this case.

Screen:	Field:	Entry:	Flag:	Status:
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Process: **TFC** Number: **41**

Text: GT SATISFACTION field set to Y manually based on manual generation of form 470-5401, Satisfaction of Judgment RE: Cost of Genetic Testing.

Screen:	Field:	Entry:	Flag:	Status:
FINQUIRY	GT SATISFACTION	Y		