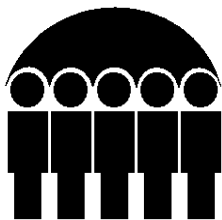


January 14, 2003

Employees' Manual  
Title 10  
Chapter Q

# **ADMINISTRATIVE REVIEW AND ADJUSTMENT**



Iowa  
Department  
of  
Human Services

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## OVERVIEW

This chapter describes the policies and procedures for modifying a support order through the review and adjustment process. The review and adjustment process is limited in scope to only those issues directly related to permanent child support and medical support obligations including:

- ◆ A potential increase or decrease in the amount of the child support obligation because of a variation between the present support obligation and the amount that would be due under the mandatory Iowa Supreme Court child support guidelines (guidelines).
- ◆ The availability of health insurance coverage for the children affected by the support order at a reasonable cost to the parent ordered to pay support when the children are not otherwise covered under a health benefit plan by the custodial parent or caretaker (excluding coverage under the Medicaid program). Health insurance is considered to be reasonable in cost if it is employment-related or other group health insurance.

The review and adjustment process cannot be used to address issues related to:

- ◆ Custody and visitation,
- ◆ Arrearages, or
- ◆ Temporary support orders including domestic abuse orders.

The Child Support Recovery Unit (the Unit) uses the review and adjustment process to help ensure that support obligations remain current in value in relation to the effects of inflation and the changes in the financial circumstances of the parents of the children affected by the support order.

The use of the guidelines may also address inequities that exist regarding support orders that were entered before the required use of the guidelines. The Supreme Court reviews the guidelines every four years. The guidelines help provide more consistent child support obligations so that obligors in similar circumstances provide essentially the same amount of support. Refer to 10-M, ***DETERMINING CHILD SUPPORT OBLIGATIONS***, in the Employees' Manual for instructions on using the guidelines.

In general, the Unit may do a review and adjustment of an order entered or registered in Iowa if all of the following conditions are met:

- ◆ The Unit is enforcing the order or another state is enforcing the order but Iowa is the only state that has the authority to modify the order. The current case or child account type for Iowa cases must be a IV-D account type which includes 10, 11, 12, 13, 14, 15, 16, 18, or 19.
- ◆ It has been at least 24 months since the order was entered; the child support was modified, or determined not appropriate for adjustment, whichever occurred last. If an earlier review did not result in an adjustment, the two-year period begins 30 days after the notice of decision was issued. If a party withdrew a request or agreed to a withdrawal after service of process within the last 24 months, the party may be denied a review and adjustment until two years have passed. (Note: a child support order can be reviewed before 24 months to add health insurance.)
- ◆ The current child support obligation must end more than 12 months in the future.

The Unit may begin the review and adjustment process to determine if an adjustment to the support order is appropriate or to add health insurance if:

- ◆ One of the parties requests a review and criteria for review and adjustment are met.
- ◆ The Iowa Collections and Reporting System (ICAR) identifies obligations with potential for medical support through a batch program.
- ◆ The child support agency in another state requests a modification.

If the case does not meet the criteria for review and adjustment, the case may meet the requirements for procedures such as those outlined in 10-R, **ADMINISTRATIVE MODIFICATION**, in the Employees' Manual.

The following sections provide information on:

- ◆ The legal basis for the review and adjustment process.
- ◆ Definitions of terms used in the chapter.
- ◆ A summary of the steps in the review and adjustment process.
- ◆ Notices, forms, and ICAR screens used in the process.

## **Legal Basis**

**Legal reference:** 42 USC 666(a)(10)  
Personal Responsibility and Work Opportunity Reconciliation Act of 1996  
45 CFR 303.31, 303.8, 302.70, 303.4  
Iowa Code sections 598.21(4), 252A.3, 252B.5, 252C.2, 252E, 252H, 252K,  
600B, 234.39  
441 IAC 99.62, 98.104(3)

The following statutes provide the legal basis for the review and adjustment process:

- ◆ Section 466(a) of the Social Security Act (codified at 42 U.S.C. 666(a)) as amended by the federal Family Support Act of 1988 requires states to develop and implement procedures for the periodic review and adjustment of child support orders being enforced by the state's IV-D agency.
  - ◆ The Personal Responsibility and Work Opportunity Reconciliation Act (PRWORA) of 1996 requires states to:
    - Provide notice at least once every three years to the parties of their right to request a review and adjustment.
    - Adjust an order, if appropriate.
    - Provide all parties a copy of the adjusted order or the notice of decision not to adjust the order within 14 days of issuance.
    - Use Uniform Interstate Family Support Act (UIFSA) criteria to determine controlling orders for cases when there are interstate orders and modification jurisdiction.
- Note:** Iowa implemented UIFSA on January 1, 1998.
- ◆ 45 CFR 303.31 authorizes states to pursue health care coverage for children with inadequate medical support.
  - ◆ 45 CFR 303.8 authorizes states to review and adjust child support orders.
  - ◆ Iowa Code section 598.21(4) authorizes the Iowa Supreme Court to prescribe uniform support guidelines (in accordance with the Family Support Act). Any new or modified support orders entered on or after October 13, 1989, under Iowa Code sections 598.21, 252A.3, 252C.2, 252H, 252K, 600.B, 234.39 or any other section of the Code, must use these guidelines to determine the amount of the child support obligation.

## OVERVIEW

### Legal Basis

January 14, 2003

Iowa Department of Human Services

**Title 10** Support Establishment and Modification

**Chapter Q** Administrative Review and Adjustment

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- ◆ Iowa Code sections 252B.5 and 252H authorize the Unit to:
  - Review support orders that the Unit enforces,
  - Establish the criteria to be used in the review and adjustment process,
  - Establish procedures for the review and adjustment process, and
  - Enter administrative orders when a review of a child support order indicates that an adjustment of the obligation is appropriate.
- ◆ 441 Iowa Administrative Code (IAC) chapter 99, Division IV, contains the rules for the review and adjustment process. Provisions in 441 IAC 98.104(3) require that Unit staff provide the obligor with the forms necessary to request review and adjustment during the license sanction process. The Unit requires the obligor to make a written request for review and adjustment.
- ◆ 441 IAC 98.3 (252E) and 99.62 (252B, 252H) authorize the Unit to add a medical support obligation when the obligor has a high potential of obtaining health insurance.

Rules and regulations define what information may be released from a child support record. All forms generated by ICAR in the process conform to these rules and regulations. Be sure not to violate confidentiality in any aspect of the review and adjustment process. Do not release confidential information including social security numbers, addresses, financial information, and location. Release an individual's financial statement to the other party only upon request. Do not file the financial statements and supporting documents in the court file, but you may release them to the court as exhibits during a court hearing. Refer to 9-A, **CONFIDENTIALITY OF CHILD SUPPORT INFORMATION**, in the Employees' Manual for the guidelines on confidentiality.

### Definitions

**Adjustment** means a change in the amount of child support or an addition of or change to provisions for medical support. An adjustment applies only to the support provisions of a support order.

**Administrative order** means a support order issued by a legally responsible administrative agency rather than by the courts. An administrative order is approved by and filed with the district court and has the same force as a court order.

**Concurrent action** means a private modification action filed at one of the parent's own initiative and conducted at the same time as the review and adjustment process. The Unit may also have another procedure pending, such as an order for another child.

**Continuing, exclusive jurisdiction (CEJ)** means a state has control over the terms of a support order entered in that state if at least one of the parties to the order still lives in that state, unless all parties have consented in writing to another state's assumption of CEJ. The determination of CEJ affects which state has the controlling order and which state has jurisdiction to modify.

**Controlling order** means the single valid support order in effect at a particular time. The Uniform Interstate Family Support Act (UIFSA) specifies that only one valid support order for the same parents and child may be effective at a time. Therefore, before attempting to modify an order, the Unit must ensure that a court in Iowa or another state has made the determination of which state's order is the controlling order.

If only one state has an order and CEJ, that state holds the controlling order. If more than one state has CEJ, the order issued in the current 'home state' of the child controls. If an order has not been issued in the current 'home state' of the child, the most recently issued order controls. If no state has CEJ, the state having jurisdiction over the parties shall issue a child support order which becomes the controlling order.

**Determination of controlling order (DCO)** if more than one order from more than one state currently exists; a tribunal must determine which order controls. In an enforcement situation, after a determination of controlling order is made, the controlling order is the only order that may be enforced for current support. Arrears accrued prior to the determination of controlling order are still due and owing. In a modification situation, the controlling order is the only order that may be modified.

**EX REL order** means an order containing a caption that names the child or children but not the custodian as the petitioner.

**Family Investment Program (FIP)** means the Iowa public assistance program that provides monetary assistance to families that qualify. Child support is assigned to the state as reimbursement for the public funds expended.

**Home state** is the state in which the child lived for at least six consecutive months immediately preceding the time of filing of a petition or comparable pleading for support. If the child is less than six months old, the state in which the child has lived since birth is the child's home state.

**Home state rule** means that a review and adjustment is conducted by the ‘home state’ of the child if:

- ◆ Two or more courts have issued child support orders for the same obligor and child.
- ◆ More than one of the courts has CEJ.
- ◆ One of the orders was issued by the ‘home state’ of the child.

**Income withholding order (IWO)** means an order for the employer or other payor of income to withhold a portion of the income for child support obligations. With rare exceptions, adjusted orders must contain provisions for income withholding if the obligor is employed.

**Interstate case** means a case where the support order is entered in one state and enforcement services are being provided by a different state.

**Legal parent** means all biological or adoptive parents unless they have had their parental rights legally terminated.

**Medical support** means providing health insurance or paying for the health care of children in the support order. Medical support is separate from monetary child support.

**Multiple support orders** means more than one order being considered within the same review. For orders to be considered at the same time these factors must exist:

- ◆ Each order must provide for the ongoing child or medical support of children sharing the same legal parents.
- ◆ The payor for each order must be the same.
- ◆ All of the orders must be subject to the jurisdiction of the Iowa courts.
- ◆ All necessary parties under each order must be located.

**Necessary parties** means all parties who have a legitimate legal claim to the subject of the action and who will benefit or whose legal rights will be bound by the decision in the action. This includes a third party who may be a parent but who is not the obligor or obligee. A necessary party is subject to the order, that is, has a vested interest in the current or the future support of the child(ren) affected by the order.

**Nonparental custodial caretaker or beneficiary** means an obligee who is someone other than a legal parent with whom some or all of the children affected by the support order live.

**Parents subject to the court order** means parents, who, under the terms of the support order, have the right to receive child support or the obligation to pay child support.

**Public assistance** means benefits received in this state or any other state under Titles IV-A (Family Investment Program/FIP), IV-E (Foster Care), or XIX (Medicaid) of the Social Security Act.

**Qualified additional dependent deduction** is a deduction from gross income given to a party that demonstrates a legal obligation to a child other than those included in the order that is under review. In a modification action, the deduction cannot be used to meet the 20% variance for a downward modification.

**Redirected order** means an order that changes the obligee on a case but keeps the obligor the same (e.g., obligee changes from the parent to a grandparent). This has an effect on who can request review and who is a necessary party in the review. The original obligee becomes a necessary party in addition to the new obligee if the redirection order says the original obligee becomes the obligee again in the future without requiring a new court order.

**Review and adjustment** means an objective evaluation conducted through a proceeding before an agency, administrative body, or a court, considering information necessary for the application of a state's mandatory child support guidelines to determine:

- ◆ The appropriate monetary amount of support.
- ◆ Provisions for medical support.

**Third party** means a person other than the obligor or obligee who may have an interest in the child support obligation and who may be included in the review and adjustment process. Third parties may be legal parents not currently paying or receiving child support.

### **Basic Steps in the Review and Adjustment Process**

This section presents a general overview of the process and steps in the administrative review and adjustment process. Specific policy and procedures are explained in detail in the appropriate sections in this chapter.

Federal regulations require that a review and adjustment be completed within 180 days from the date you receive a signed request or all necessary parties are located. Completing a review and adjustment means that the Unit enters an order or makes the decision that an order will not be entered. State statutes and rules define specific timeframes for completing each stage of the process and the specific forms and notices you must provide to the parties.

**Note:** Refer to the 10-Q-Appendix for flowcharts that provide a visual depiction of the review and adjustment process. These flowcharts specify the timeframes allowed for completing each stage of the process and identify options available to move forward in the process.

### **Step One: Requesting a Modification and Taking Action on the Request**

If a party affected by the court order inquires about a review of the obligation, provide the party a copy of form 470-2749, *Request to Modify a Child Support Order*, and the pamphlet Comm. 85, *Procedures for Modifying Child Support Obligations: Review and Adjustment; Administrative Modification; Cost-of-Living Alteration*. The process begins when the Unit receives a signed request form from one of the necessary parties affected by a court order.

**Note:** The party requesting a review and adjustment is called the requestor throughout this chapter. Any other necessary party is called a nonrequestor. There may or may not be a third party involved in a review and adjustment.

Within 15 days after receiving the signed request, determine whether a review and adjustment is appropriate. Before proceeding with the review, determine if Iowa is the correct state to perform a modification. Determine the controlling order and modification jurisdiction as described in the **Determining Jurisdiction to Modify** section in this chapter.

When you decide whether to review the case, take the appropriate action:

- ◆ If you decide the request must be denied, postponed, or referred to another state, send form 470-3251, *Review Request Acknowledgment*, to inform the requestor of the decision and reason. If needed, complete the referral to another state.

- ◆ If you decide the request must be accepted, serve form 470-3253, *Notice of Intent to Review and Adjust a Child Support Obligation* (NOI), to all necessary parties. Refer to the section, **NOTICE OF INTENT TO REVIEW**, in this chapter to determine which of the forms listed below are sent in addition to form 470-3253 to each of the parties.
  - Form 470-2788, *Role of the Child Support Recovery Attorney*,
  - Form 470-0204, *Financial Statement* or, if foster care, form 470-2870, *Foster Care Financial Statement*,
  - Form 470/2819, *What You Should Know About Immediate Income Withholding*, if the obligor is not already subject to income withholding,
  - Form 470-0413, *Obligor Insurance Questionnaire*, if health insurance is an issue,
  - Form 470-2744, *NPA Medical Support Questionnaire*, or form 470-2748, *PA Medical Support Questionnaire*, for the obligee if health insurance is an issue (not applicable for foster care or caretaker cases),
  - Pamphlet Comm. 85, *Procedures for Modifying Child Support Obligations: Review and Adjustment; Administrative Modification; Cost-of-Living Alteration*, and
  - Form 470-3254, *Waiver of Pre-Review Waiting Period for Review and Adjustment*.

**Note:** The requestor may waive the service of the notice packet by completing and signing form 470-3252, *Waiver of Personal Service and Acceptance of Review and Adjustment Notice*. Provide form 470-3252 to the requestor by mail or in person.

Allow the parties 30 days from the date of service on the last party or the date service is waived to return the financial information. The 30-day pre-review waiting period may be waived if all parties sign form 470-3254, *Waiver of Pre-Review Waiting Period for Review and Adjustment*. Waiving the 30-day period does not waive the requirement to provide financial data.

The requestor may ask to withdraw the request for review and adjustment. If a non-public assistance requestor asks to withdraw, send form 470-3256, *Notice of Withdrawal Request (252H)*, to all parties. If a public assistance requestor (FIP, foster care, or Medicaid) asks to withdraw, do not allow the withdrawal.

- ◆ Allow the nonrequestor to continue the review and adjustment by completing and signing form 470-3257, *Request to Continue Review (252H)*.
- ◆ End the review and adjustment if the nonrequestor sends the form back asking to stop the process or does not return form 470-3257 in ten days.

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Whether the review and adjustment continues or ends, complete form 470-3258, *Results of Withdrawal Request (252H)*, and send to all parties advising them of the results of the withdrawal request. Refer to the section, **Withdrawing a Request for Review**, in this chapter.

### **Step Two: Performing the Review**

- ◆ Complete the review of the case using the guidelines for child support producing form 470-2640, *Child Support Guidelines Worksheet*. See **Calculating Support Based on the Guidelines**.
- ◆ Mail form 470-3259, *Notice of Decision to Review and Adjust a Support Obligation* (NOD), to all parties informing them of the decision to adjust or not to adjust the obligation. Do this on or after the 31<sup>st</sup> day after service on the last party unless the parties have waived the pre-review waiting period. Mail the NOD within 60 days from the date the NOI packet was served or within 15 days of the date information becomes available, which ever is later.
- ◆ If you become aware of new or different information which changes any of the results of the REVIEW, issue form 470-3260, *Revised Notice of Decision to Review and Adjust a Support Obligation*, unless a party has challenged the result.

The parties have ten days from the issue date of the NOD or the *Revised Notice of Decision to Review and Adjust a Support Obligation*, to challenge the decision and ask for a second REVIEW. The parties also have 30 days from the NOD issue date to request a court hearing. If all necessary parties agree to waive the 30-day waiting period (use form 470-3261, *Waiver of Post-Review Waiting Period for Review and Adjustment*), continue the process before the end of the 30 days.

### **Step Three: Contesting the Results**

- ◆ If you receive a challenge, determine whether to accept or deny it. Refer to the section, **Challenging the Review**, in this chapter.
  - Use form 470-3262, *Acknowledgment of Challenge to Review and Adjust a Support Obligation (252H)*, to deny the challenge.
  - Use form 470-3263, *Notice of a Second Review of a Child Support Obligation (252H)*, to accept the challenge. Conduct a second REVIEW and notify the parties of the second REVIEW decision, using form 470-3264, *Second Notice of Decision to Review and Adjust a Child Support Obligation (252H)* (second NOD). Refer to the section, **Completing a Second Review**, in this chapter.

- ◆ Do not issue a revised notice if you have received a challenge. Instead, proceed with the challenge and complete a second REVIEW. **Note:** If you have completed a second REVIEW and issued a second NOD, then receive new information, do not issue a revised NOD. Instead, issue a revised second NOD.
- ◆ Do not issue a revised notice if you have received a request for a court hearing. Instead, proceed with the court hearing.
- ◆ If a party requests a court hearing within 30 days after the NOD or within ten days after the second NOD, prepare the items required for the attorney to certify the review and adjustment record to the court. Refer to the section, **Request for Court Hearing**, in this chapter. Complete the following:
  - 470-3270, *Request for a Chapter 252H Hearing for Modification of a Child Support Order and Certification of Matter to District Court.*

#### **Step Four: Completing the Process**

If the time allowed for a challenge or request for a court hearing expires, complete the review and adjustment process on the 31<sup>st</sup> day after the NOD was generated or on the 11<sup>th</sup> day after the second NOD was generated.

- ◆ If the decision is not to adjust the obligation, end the process.
- ◆ If the decision is to adjust the obligation, prepare the following forms to complete the adjustment process:
  - 470-3503, *252H Administrative Order for Adjustment of a Support Obligation*,
  - 470-3266, *252H Approval Order – Administrative Modification of a Child Support Obligation*, and
  - 470-3267, *Administrative Modification Order Cover Letter to Clerk of Court*, or 470-3268, *Cover Letter – Administrative Order for Modification – Multiple Orders*.

Present the packet to the Unit administrator or designee for approval. File the administrative or judicial order along with a new or amended income withholding order, if appropriate, and provide copies to the parties. End the process on ICAR.

**REQUESTS FOR REVIEW AND ADJUSTMENT**

**Legal reference:** 45 CFR 303.8(b)(2)  
Iowa Code sections 252H.12, 252H.13, 252H.14  
441 IAC 99.62

People may become aware of review and adjustment services in several ways. After you enter a child support order on ICAR, a batch program generates a form notifying the obligor and the obligee of their right to request review and adjustment. Every three years thereafter, ICAR generates a notice to the parties that review and adjustment is available. The notice provides information about the Review and Adjustment, Administrative Modification, and Cost-of-Living Alteration (COLA) processes.

**Note:** ICAR updates the COURTRD screen when a notice is generated. ICAR also issues appropriate narratives in the case record documenting that the notice was or was not sent. If the court order does not meet the criteria for a notice, ICAR enters a code and a narrative (REV191) indicating the reason a notice was not sent.

Persons may inquire about the review and adjustment process by mail, telephone, or in person. Provide the person inquiring with as much information as possible by:

- ◆ Giving or sending the person a copy of pamphlet Comm. 85, *Procedures for Modifying Child Support Obligations: Review and Adjustment; Administrative Modification; Cost-of-Living Alteration*.
- ◆ Providing form 470-2749, *Request to Modify a Child Support Order*.
- ◆ Helping the person complete form 470-2749, if asked.
- ◆ Answering questions about the information needed on the form.
- ◆ Answering questions about the Unit's modification processes.

**Signed Requests**

The requestor must sign form 470-2749, *Request to Modify a Child Support Order*, to start the REVIEW process. Do not begin the process until you receive a signed request.

If you receive a request form that has not been signed, return it to the requesting party. Send a letter or status to the party advising that a signature is required before you can accept the request.

A request is considered officially submitted on the date the Unit receives the signed form. The Foster Care Recovery Unit (FCRU) is responsible for pure foster care case reviews, so there is no local Unit involvement in those reviews.

1. Mr. and Mrs. A are the legal parents of child b and c. A divorce decree entered in Polk County, Iowa, names Mr. A as the petitioner and Mrs. A as the respondent. Mr. A is required to pay \$200.00 per month for the support of child b and c. Mrs. A receives nonpublic assistance enforcement services from the local Unit. Child c goes into foster care. A party requests review of the order. The local office reviews the order using the Unit's forms and guidelines.
2. Mr. and Mrs. B are the legal parents of child e and f. A divorce decree entered in Warren County, Iowa, names Mr. B as the petitioner and Mrs. B as the respondent. Mr. B is required to pay \$400.00 per month for the support of child e and f. Mrs. B does not receive nonpublic assistance enforcement services. Child e goes into foster care. A party requests review of the order. FCRU reviews the order using the Unit's forms and guidelines.
3. Mr. and Mrs. C are the legal parents of child g. FCRU obtains administrative orders for each parent to provide support in Story County, Iowa. Mr. C is required to pay \$50.00 per week for the support of child g. Mrs. C is required to pay \$50.00 per week for the support of child g. Both parties request review of their order. FCRU reviews the orders using FCRU forms and guidelines.

When you receive a signed request for a review and adjustment, enter the request on ICAR within two work days. ICAR uses the date received to track review and adjustment activities until the process is completed. See the section, **Initiating Review and Adjustment on ICAR** in this chapter for instructions on entering information into ICAR.

The name and signature of the requestor are the only items required on form 470-2749. Do not return the form for completion if other items are missing. Contact the requesting party to gather additional information necessary to determine whether review and adjustment should be conducted. Document the case record with the efforts you make to obtain this information. If a party has more than one case listed on a single request form, make copies of the request form and place a copy in each case file. However, if confidential information is provided on the request form, do not copy it. Ask the party to submit a separate request for each case.

If a person sends a request to Central Office or to the Unit office that is not providing enforcement services for the case, that office must forward the request to the proper office within two work days of receiving the request.

**Note:** All district courts in the state of Iowa have jurisdiction over all orders entered in any county in Iowa. Enforcement is not related to the county where the order was filed. The Unit office providing enforcement services is responsible for the review.

A request for change of venue is beyond the scope of the administrative review and adjustment process. Either parent or their attorneys may make a request for a change of venue directly to the Court.

Within 15 days after receiving the request, determine if the order meets the criteria for review. Refer to the section, **ACCEPTING OR DENYING THE REVIEW REQUEST**, in this chapter.

### **Persons Entitled to Request Review and Adjustment**

**Legal reference:** Iowa Code section 252H.13, 252H.14

Either legal parent of the children affected by the support order has the right to request a review only if the parent is also subject to the support order. “Legal Parents” are all biological or adoptive parents unless they have had their parental rights legally terminated. Parents “subject to a support order” are parents who, under the terms of the support order, have the right to receive or the obligation to pay child support.

A caretaker or custodian entitled to receive support payments on behalf of the children affected by the support order may also request a review, even if this person is not the legal parent of the children (e.g., grandparent).

In general, the following persons are necessary parties and may request a review of a support order and must be included in each step of the process. This includes receiving notice of the intent to review the order and the results of the review, as well as having the right to challenge the results of the review:

- ◆ The person or persons ordered to pay current support under the order.
- ◆ The person or agency entitled to receive current support payments for any of the children affected by the order. These persons or agencies include:
  - The custodial parent (CP) or custodial beneficiary,
  - A caretaker, or

- A person, state or agency that is assigned support.
- A party who retains the right to receive future current support based on the terms of the support order or any subsequent modification or redirection order. This person currently may not be entitled to receive support but language in the order states that the person may receive future payments without requiring another court order. The language in the order or a subsequent redirection or modification order must state that the right to receive current support reverts or is redirected to that party.

### **Identifying Necessary Parties Who Can Request Review and Adjustment**

Examine the support order and case record to identify persons who are necessary parties to the order or entitled to receive support payments, and therefore may request a review. The necessary parties to an order are generally listed in the caption of the order and are identified either as the petitioner or the respondent in the action. If the original order resulted from Unit services, the custodial beneficiary (custodial parent or caretaker) may be named in the body of the support order rather than in the caption.

- ◆ When neither the caption nor the body of the order specifically identifies an individual as the custodial beneficiary, the person having physical custody of the children at the time the order is entered is presumed to be the custodial beneficiary.

1. Mr. and Mrs. A are the legal parents of child b. A divorce decree entered in Polk County, Iowa, names Mr. A as the petitioner and Mrs. A as the respondent. Mr. A is required to pay \$200.00 per month for the support of child b. Mrs. A is the custodial beneficiary under this order.

Either Mr. or Mrs. A may request a review and adjustment of this support order.

2. Mr. G and Ms. P are the legal parents of child c. The Unit initiated a paternity action that resulted in an order entered in Monroe County, Iowa, establishing Mr. G's paternity and requiring him to pay \$170.00 per month for the support of child c. The caption names the State of Iowa and child c as the petitioner. Mr. G is the respondent. Ms. P is named in the body of the order as the custodial parent of child c and is the custodial beneficiary.

Either Mr. G or Ms. P may request a review and adjustment of the support order.

- ◆ When the permanent custodial beneficiary established in a support order has assigned support to the state as a condition of eligibility for public assistance, the custodial beneficiary remains a necessary party to any action that may potentially affect the child support provisions of the order. This also applies to those instances when support is assigned to any other temporary custodial caretaker such as a grandparent or other relative or custodian. The permanent custodial beneficiary may request review and adjustment and must always be included in the process.

3. Mr. and Mrs. Q are the legal parents of children t and u. A divorce decree entered in Guthrie County, Iowa, named Mr. Q as the petitioner and Mrs. Q as the respondent. The decree ordered Mr. Q to pay a total of \$300.00 per month for the support of children t and u. Mrs. Q is the custodial beneficiary of children t and u under the order. Child t entered foster care and remains there. Support for the child is assigned to the state.

Either Mr. or Mrs. Q may request review of the support order. Even if both child t and child u had entered foster care and support for both assigned to the state, Mrs. Q would still be entitled to request review. The foster parents are not entitled to request review.

4. Mr. and Mrs. T are the legal parents of children y and z. A divorce decree entered in Sioux County, Iowa, named Mrs. T as the petitioner and Mr. T as the respondent. This decree ordered Mr. T to pay \$150.00 per month per child for the support of children y and z. Mrs. T is the custodial beneficiary under the order. Child y went to live with Mrs. O, the paternal grandmother. Mrs. O began receiving non-public assistance enforcement services for child y. The Unit obtained an assignment of support from Mrs. T to Mrs. O for the support of child y.

Mr. T, Mrs. T, or Mrs. O may request review. Mrs. O is the temporary custodial beneficiary for child y by virtue of the assignment. However, Mrs. T remains the permanent custodial beneficiary named in the support order. Even if support for both child y and child z had been temporarily assigned to Mrs. O, Mrs. T would still be entitled to request review.

- ◆ When an order is captioned “STATE OF IOWA, EX REL...” and the body of the order names the custodial beneficiary, the custodial beneficiary may request review and adjustment. The order may contain a statement such as:

Upon termination of public assistance, the Collection Services Center shall pay any current child support to the caretaker named herein unless the court redirects the payments to another caretaker.

**Note:** If FIP or foster care ends, the Unit is not required to get a new order to make payments to a custodial beneficiary named in the order. The Unit must obtain a redirection court order before the Unit can distribute to anyone not named in the court order. An assignment of support establishes a temporary custodial beneficiary rather than a permanent beneficiary as may be established by an order redirecting support payments to a caretaker.

5. Mr. H and Mrs. H are the legal parents of child v who is receiving FIP. The Unit pursued support. An order entered in Cherokee County, Iowa, orders Mr. H to pay \$200.00 per month for the support of child v. The caption is "STATE OF IOWA, EX REL Child v" as petitioners and Mr. H as the respondent. Mrs. H is not named in the caption. The body of the order identifies her as the custodial beneficiary to receive support if child v becomes ineligible for FIP. Mrs. H would begin receiving the child support with no other court action needed.

Either Mr. H or Mrs. H may request a review of this order. Mrs. H is not named in the order caption but she is the custodial beneficiary.

- ◆ When a legal parent is not named in the support order as an affected party or the custodial beneficiary (to pay support or to receive support), that parent is not entitled to request a review and adjustment.

6. Mr. and Mrs. J are the legal parents of children r and s. An order entered in Clay County, Iowa, orders Mr. J to pay \$300.00 per month for the support of children r and s. The caption names the State of Iowa, child r, and child s as the petitioners. Mr. J is the respondent. Mrs. F, the paternal grandmother of the children, is named as the custodial beneficiary in this order.

Either Mr. J or Mrs. F may request a review of this order. Mrs. J is not a party to the support order and is not named in the order as the custodial beneficiary. Therefore, Mrs. J is not entitled to request a review.

- ◆ When an order redirects support payments, examine the order to determine whether the custodial beneficiary named in the original support order remains a necessary party in subsequent actions. The custodial beneficiary's right to request a review depends on the wording in the redirection order.

7. Mr. and Mrs. D are the legal parents of child x. A divorce decree entered in Howard County, Iowa, names Mrs. D as the petitioner and Mr. D as the respondent. Mr. D is ordered to pay \$250.00 per month for the support of child x. Mrs. D is the custodial beneficiary under this order.

A later order was entered redirecting support payments for child x to Mrs. L, the maternal grandmother. Under the terms of the redirection order, Mrs. L is entitled to receive support payments on behalf of child x as long as child x resides with her. When child x no longer resides with Mrs. L, support payments automatically revert to Mrs. D without a subsequent order by the court.

Mrs. D retains an interest in any subsequent action that may affect the support of child x. Mr. D, Mrs. D, or Mrs. L may make a request for a review during the time periods that payments are redirected to Mrs. L, and all three must be included in the review process. Should child x leave Mrs. L's custody and support payments revert to Mrs. D, Mrs. L would no longer be entitled to request a review or be included in the review.

8. Mr. and Mrs. M are the legal parents of child g. A divorce decree entered in Polk County, Iowa, names Mr. M as the petitioner and Mrs. M as the respondent. Mr. M is ordered to pay \$75.00 per week for the support of child g under this decree. Mrs. M is the custodial beneficiary under this order.

An order was later entered redirecting support payments for child g to Mr. S, the maternal grandfather. This order contains no provisions establishing conditions under which support payments would automatically revert to Mrs. M without a subsequent order by the court.

Mrs. M retains no interest in any subsequent action that may affect the support of child g under the redirection order. Mrs. M would not be entitled to request a review, nor would she be included in the review. Only Mr. M or Mr. S may request a review.

9. Mr. and Mrs. T are the legal parents of children e and f. A divorce decree entered in Marshall County, Iowa, names Mr. T as the petitioner and Mrs. T as the respondent. Under this decree, Mr. T is ordered to pay \$350.00 per month for the support of children e and f. Mrs. T is the custodial beneficiary under this order. An order was later entered redirecting support for child e to Mrs. Q, an aunt. Mrs. T remains entitled to support for child f under this order.

Mrs. T has a continued interest in the support order since she remains entitled to support for child f. Whether support for child e reverts to Mrs. T later is not an issue. Mr. T, Mrs. T, or Mrs. Q may request a review.

- ◆ When both legal parents are parties to an action establishing a support obligation and neither parent is custodial beneficiary for the child or children, examine the terms of the order to determine which parent is required to provide support. The order may specify who provides support and set forth conditions that may automatically establish one of the parents as the custodial beneficiary at a later date without further order by the court.

10. Mr. and Mrs. C are the legal parents of child I. A divorce decree entered in Warren County, Iowa, names Mrs. C as the petitioner and Mr. C as the respondent. Mr. X, the paternal grandfather of child I, is also named in the order as an interested party. Under the decree, custody of child I was granted to Mr. X. Mr. C was ordered to pay \$200.00 per month for the support of child I. The order states that custody and the rights to support of child I may be transferred to Mrs. C if Mr. X is no longer capable of caring for the child.

Mrs. C retains an interest in the support provisions of the order and may request a review of the order. If the terms of the order did not establish such conditions, Mrs. C would not be entitled to request a review.

### **Other Criteria for Approval**

When you receive a signed request for review of a child support obligation, apply the following criteria to determine if it is appropriate to initiate the review and adjustment process:

- ◆ Unless you need to add health insurance to the order, it must be at least two years since:
  - The support order was filed with the court or last modified for the purpose of adjusting the child support obligation, or
  - The support order was last reviewed for the purpose of adjusting the child support obligation. (If an earlier review did not result in an adjustment, the two-year waiting period begins 30 days after the NOD was issued.), or
  - An earlier request for review was withdrawn (this restriction does not apply if the requestor of this review did not agree to the previous withdrawal.) See the section on **Withdrawing a Request for Review** for further instructions.

- ◆ The end date of the obligation must be at least 12 months in the future. If the support order provides for the ongoing support of at least one child under the age of 18 or a child between the ages of 18 and 19 who has not yet graduated from high school, but who is reasonably expected to graduate before reaching 19, the order can be reviewed and that child included—as long as the expected graduation date is at least 12 months in the future.

If an order entered before 7-1-1997 contains provisions to pay child support while a child attends college, do not review the amount for that child. Only review the portion for the younger children. Use the appropriate child chart based on the number of younger children considered in the support calculation. Conduct the review giving the obligor prior court order credit, if paid, for the child in college. If the order contains provisions for a post secondary education subsidy, this is not child support. Do not allow a deduction.

- ◆ The unit or another state IV-D agency must be providing enforcement services for the ongoing support obligation. The current case or child account type must be a IV-D account type. Iowa must be the only state that has authority to modify the order.
- ◆ The request must be for a review of the support obligation amount and/or to add health insurance.
- ◆ There must be no indication of good cause for not cooperating with the Unit.
  - An “I” appears in the STATUS field on the CASE screen and an “A” appears in the GOOD CAUSE field on the PAYEE screen, or
  - An “A” appears in the STATUS field on the CASE screen and a “P” appears in the GOOD CAUSE field on the PAYEE screen.

See the section, **Failure to Provide Information**, in this chapter for information about good cause for not cooperating.

- ◆ The request may not be for the purpose of adjusting the amount of delinquent support that has accrued under a support order.
- ◆ A person entitled to request a review and adjustment must submit a signed request. Refer to the section **Persons Entitled to Request Review and Adjustment** in this chapter.

## **Determining Jurisdiction to Modify**

Before you begin the review and adjustment process, determine the controlling order and whether Iowa has jurisdiction to modify the controlling order. Only the state which has continuing, exclusive jurisdiction (CEJ) or is able to assume CEJ has authority to modify the order. To assume jurisdiction, you may have to register the order in Iowa. Refer to 9-K, **INTERSTATE CASE PROCESSING**, in the Employees' Manual for procedures to determine the controlling order (DCO) and to the section **Registering Another State's Order** in this chapter for registering orders issued in states other than Iowa. See the 10-Q-Appendix of this chapter for DCO and CEJ flowcharts.

Enter the order data and track the results of the analysis on the DCO screens.

- ◆ If you receive a request from another state to modify an order, the other state may have completed the determination of the controlling order. In that situation, enter the determination on ICAR.
- ◆ If you receive a request for modification directly from one of the parties, conduct a controlling order analysis to make sure Iowa has jurisdiction to modify the controlling order.

Check the case file, the ICAR records, the Federal Case Registry (FCRSUM screen) and the Iowa Court Information System (ICIS) to make sure you know about all the possible orders that should be included in your analysis. Refer to the section **Multiple Support Orders** in this chapter for the orders to include in the analysis.

### **Determining the Controlling Order (DCO)**

Follow these rules to determine the controlling order:

- ◆ If there is only one order, it is the controlling order. If one of the parties or the child lives in the state that issued the order, that state has continuing, exclusive jurisdiction (CEJ) and can modify the order or the parties may choose to agree in writing for another state to modify the order and assume CEJ.

If no one lives in the issuing state, the order must be registered for modification in a state with jurisdiction over the parties.

- ◆ If there are two or more orders, the controlling order depends on how many states that issued orders are still the residence of at least one of the parties or the child.  
If:

- One. The order issued in that state is the **controlling order**. That state has CEJ.
- Two or more. In this situation, determine if one of the states is the “home state” of the child.

If yes, the order issued in that state is the **controlling order**.

**Note:** The “home state” of the child means the state where the child lived at least six consecutive months immediately preceding the filing of a petition or comparable pleading for support or the state where the child has lived since birth if the child is less than six months old.

If no, the most recently issued order is the **controlling order**.

- None. In a situation where there are multiple orders but none of the issuing states remain the residence of the obligor, obligee, or child, the state with jurisdiction over the parties (usually the non-requestor’s state) issues a **new order**. That order becomes the controlling order.

**Continuing, Exclusive Jurisdiction**

Once you have determined the controlling order, that order is the one that must be enforced in the future. No new order can be entered for child support.

If you receive a request for modification, determine where the individual parties and the child live. As long as one of the individual parties or the child lives in the state that issued the controlling order, that state has continuing, exclusive jurisdiction (CEJ) and can modify the order. The individual parties may consent in writing for another state to modify the order and assume CEJ. As long as there is a state with CEJ, a non-CEJ state cannot modify the order, even if it would have long-arm jurisdiction over the parties, unless the parties file written consents.

If no one lives in the issuing state, register the order for modification in a state with jurisdiction over the nonrequesting party. If Iowa modifies the order, Iowa assumes CEJ. If another state modifies the order, that state assumes CEJ. (Consult your local office attorney for assistance in caretaker cases when the caretaker is the requestor of the review and adjustment and the non-requesting parties live in different states.)

**Entering Data on the DCO Screen**

Use the DETERMINE CONTROLLING ORDER (DCO) screen in ICAR to enter the data about orders to be considered in the DCO process. In addition to the DCO screen, use the DCO2 screen if there are multiple orders and you need to get a court ruling stating which order is the controlling order.

With the DCO and DCO2 screens, you are able to select orders to be considered in the determination, select children appropriate for each order, and enter information necessary to track your progress.

- ◆ Search the case file for all orders for this obligor, obligee, and child or children.
- ◆ Check FCRSUM for other orders which may be relevant to your case.
- ◆ After the modification order is filed, complete the DCO screen making sure you include all orders to be considered. If the review results indicate that it is not appropriate to adjust the order or to add health insurance, do not complete the DCO screens unless one of the parties request you complete the DCO. If there is not a request to continue the DCO, end the REVIEW process and delete the DCO screen. When you delete the DCO screen, you must also enter the reason for deleting the process. If a party requests you complete the DCO, end the REVIEW screens and complete a stand alone DCO.
- ◆ To access the DCO screen, press PF6 on the COURTORD screen or type “DCO” in the NEXT SCREEN field on any screen.

**REQUESTS FOR REVIEW AND ADJUSTMENT**

Iowa Department of Human Services

**Determining Jurisdiction to Modify**

**Title 10** Support Establishment and Modification

January 14, 2003

**Chapter Q** Administrative Review and Adjustment

D479HU10	IOWA COLLECTION AND REPORTING SYSTEM				DATE:		
	DETERMINE CONTROLLING ORDER				TIME:		
CASE NUMBER:					INTERSTATE.....:		
PAYOR.....:					STATE OF RESIDENCE:		
PAYEE.....:					STATE OF RESIDENCE:		
SEL	DCO	COURT ORDER NUMBER	ISS ST	MOD ST	ORDER DATE	CEJ	CEJ DATE
	DCO	CHILDREN		RES ST	HOME ST FROM DATE		TO DATE
COMMENT:							
PF3=UPDATE	PF4=DELETE	PF5=INQUIRY	PF6=DCO2				
PF7=BACK CO	PF8=FORWARD CO	PF10=BACK CHILD	PF11=FORWARD CHILD				
NEXT SCREEN:	NOTES:						

The fields, descriptions and values are:

- ◆ **CASE NUMBER:** ICAR displays the case number from the prior screen or you may enter the case number and press PF5.
- ◆ **INTERSTATE:** ICAR displays “Y” if there is an active INTERSTA screen for the case. Otherwise, the field is blank.
- ◆ **PAYOR:** ICAR displays the name of the obligor from the PAYOR screen.
- ◆ **STATE OF RESIDENCE:** ICAR displays the state of residence from the ADDVER screen.
- ◆ **PAYEE:** ICAR displays the name of the obligee from the PAYEE screen.
- ◆ **STATE OF RESIDENCE:** ICAR displays the state of residence from the CPADDVER screen.
- ◆ **SEL:** ICAR displays the orders associated with the case under review. If there is only one order, it is the controlling order. The DCO2 screen is not used.
  - If there are two or more orders, enter “X” to select the court order to consider for determining the controlling order. ICAR allows you to select only one court order at a time.

- ◆ **DCO:** Enter the code that applies to the order displayed on the line. ICAR allows you to code more than one order as controlling for different children. Manually enter “O, I, or M.” ICAR enters “P or F” based on your entries on the DCO2 screen. Valid entries are:
  - O This order was issued or last modified by another state. ICAR allows entry of “O” only when the ISS ST field or the MOD ST field on this screen is not “IA.”
  - I This order was issued or last modified by Iowa. ICAR allows entry of “I” only when the ISS ST field or the MOD ST field on this screen is “IA.”
  - M There are multiple orders and Iowa issued or last modified all the orders. Enter an “M” next to each of the orders that meet this criteria.
  - P You made a preliminary determination that this is the controlling order for this case. ICAR displays “P” when you enter “P” in the DCO field by at least one of the children on the DCO2 screen and update the screen.
  - F You made a final determination that this is the controlling order for this case. ICAR displays “F” when you complete the EFFECTIVE DATE field on the DCO2 screen for this order.

You may update the DCO field until you finalize the determination of the controlling order.

- ◆ **COURT ORDER NUMBER:** ICAR displays the court order number(s) for the case under review. ICAR automatically enters all orders listed on the COURTORD screen. If an order exists that has not been entered on the COURTORD screen, manually enter the number here. A “C” following the court order number indicates the order is on the COURTORD screen. A “D” following the number indicates the order was manually entered on the DCO screen. To code an order as controlling, the order information must be on the COURTORD screen.
- ◆ **ISS ST:** This field indicates the state that issued the order. ICAR displays the two-letter state abbreviation from the COURTORD screen or you may enter the state.
- ◆ **MOD ST:** This field indicates the state that modified the order. Enter the two-letter state abbreviation if applicable.
- ◆ **ORDER DATE:** This field indicates the date in the MM/DD/CCYY format that the order was issued or last modified. ICAR displays the date from the COURTORD screen or you may enter the date.

- ◆ **CEJ:** This field indicates if the issuing or modifying state has CEJ. Valid entries are:
  - Y The issuing state has CEJ to modify the selected order. “Y” also can mean the modifying state can assume CEJ to modify.  
  
ICAR requires that you enter a “Y” in the CEJ field before the DCO2 screen for that order displays.
  - N No state has CEJ for the selected order.
- ◆ **CEJ DATE:** This field indicates the date you determined the state had CEJ to modify the order. Enter the date in the MM/DD/CCYY format. You may change the entry in this field until both the CP and RP have been served. ICAR requires a date if “Y” is in the CEJ field. If there are two states that can claim CEJ over their own orders and none of the orders is from the home state of the child (tie breaker), only enter the “Y” and date for the most recently entered order (the one you will be choosing as the controlling order).
- ◆ **DCO:** This field indicates the DCO status of each child in the case. ICAR allows you to manually enter “E, N, X, O, I, or M.” ICAR enters “P or F” based on your entries on the DCO2 screen. Valid entries are:
  - E The child emancipated.
  - N There is no order for this child.
  - X A determination of a controlling order is not necessary for this child.
  - O This is the only order for this child and the order was issued out-of-state. Enter “O” for all children included in an order with “O” in the court order DCO field on this screen.
  - I This is the only order for this child and the order was issued in Iowa. Enter “I” for all children included in an order with “I” in the court order DCO field on this screen.
  - M There are multiple Iowa orders. Enter “M” for all children included in an order with “M” in the court order DCO field on this screen.

- P You made a preliminary determination that this is the controlling order for this child. ICAR displays “P” when you enter “P” in the DCO field by this child on the DCO2 screen.
- F You made a final determination that this is the controlling order for this child. ICAR changes the “P” to an “F” when you finalize the determination of the controlling order by completing the EFFECTIVE DATE field on the DCO2 screen.
- ◆ **CHILDREN:** ICAR displays the names of the children associated with the case in this field. Make sure all of the children are displayed. Enter the state of residence (RES ST), home state (HOME ST), if you need to use it as a tiebreaker, the date the child began living in that state (FROM DATE) and the last date the child lived in that state (TO DATE).
  - ◆ **RES ST:** ICAR displays the two-letter abbreviation for the child’s state of residence from the PAYEE screen if “Y” is in the CHILD RESIDES WITH PAYEE field on the CHILD screen. If the child does not reside with the payee, enter the two-letter state abbreviation of the child’s state. ICAR requires an entry when the DCO field on this screen contains “I,” “O,” “M,” or “P” for this child.
  - ◆ **HOME ST:** This field indicates the child’s “Home State.” Enter the two-letter state abbreviation. ICAR requires an entry when there are entries in the FROM DATE field and TO DATE field on this screen.  
  
**Note:** The “Home State” of the child means the state where the child lived at least six consecutive months immediately preceding the filing of a petition or comparable pleading for support or the state where the child has lived since birth if the child is less than six months old.
  - ◆ **FROM DATE:** Enter the date in the MM/DD/CCYY format the child began living in the “Home State.” ICAR requires an entry if you made entries in the HOME ST field and the TO DATE field on this screen. Entry is not allowed if the HOME ST field on this screen is blank. You may update the field until the DCO2 screen has been established for the child.
  - ◆ **TO DATE:** Enter the date in the MM/DD/CCYY format the child stopped living in the “Home State.” ICAR requires an entry if you made entries in the HOME ST field and the FROM DATE field on this screen. Entry is not allowed if the HOME ST field on this screen is blank. You may update the field until the DCO2 screen has been established for the child.

**Entering Data on the DCO2 Screen**

If you see that there is more than one order from more than one state, determine the controlling order for the child or children. Complete the DCO2 screen, recording more specific information about the DCO process. To access the DCO2 screen, select the appropriate order from the DCO screen and press PF6.

**Note:** If you enter an “I,” “O,” or “M” on the DCO screen, you cannot view a DCO2 screen for this case.

D479HU13	IOWA COLLECTION AND REPORTING SYSTEM DETERMINE CONTROL ORDER - 2	DATE: TIME:
<b>CASE NUMBER:</b>		<b>INTERSTATE :</b>
<b>COURT ORDER NUMBER:</b>		
<b>C.O. COUNTY FIPS..:</b>		
	<b>DCO</b>	<b>CHILDREN</b>
<b>INIT ST:</b>	<b>PRESUMED CONTROL ST:</b>	
GEN INITIAL FORMS :	DATE:	
ARREARS?: CP:	RP: TP:	
<b>SERVED.....: CP</b>	<b>RP</b>	<b>TP</b>
REASON NOT SERVED: CP	RP	TP
GEN DEFAULT FORMS: DATE:	GEN ORDER:	DATE:
<b>DECIDING ST:</b>	<b>CONTROL ORD TRIBUNAL:</b>	<b>DETERMINATION REASON:</b>
<b>EFFECTIVE DATE..:</b>	<b>GEN FINAL FORMS:</b>	<b>DATE.....:</b>
<b>DCO ORDER NUMBER:</b>	<b>REG OR FILE COUNTY FIPS:</b>	
<b>ICIS C.O. NUMBER:</b>		
PF3=UPD PF4=DEL DCO'S FOR CO	PF6=DCO	PF10=BACK CHLDRN PF11=FRWD CHLDRN
NEXT SCREEN:	NOTES:	

The fields, descriptions and values are:

- ◆ **CASE NUMBER:** ICAR displays the case number from the DCO screen.
- ◆ **INTERSTATE:** ICAR displays “Y” if there is an active INTERSTA screen attached to this case. Otherwise, this field is blank.
- ◆ **COURT ORDER NUMBER:** ICAR displays the order number selected on the DCO screen.

- ◆ **C.O. COUNTY FIPS:** ICAR displays the FIPS code for the county from the COURTOR screen for the selected court order.
- ◆ **INIT ST:** This field identifies the state that is making a preliminary determination of the controlling order. Enter the two-letter abbreviation for the state. ICAR requires an entry in this field.
- ◆ **PRESUMED CONTROL ST:** This field indicates the state presumed to have issued or last modified the controlling order. ICAR requires an entry and displays the state from the COURTOR screen. You may update this field. Enter the two-letter abbreviation for the state.
- ◆ **DCO:** This field indicates the controlling order status of the child. Enter “P” next to each child for which this order is controlling. When you finalize the determination on the DCO2 screen, ICAR automatically changes the “P” to an “F,” indicating the determination is now final for that child. If you enter an “E,” “N,” or “X” in the DCO field for a child on the DCO screen, this field displays the same code. If this field is blank, the child has not yet been considered for DCO purposes. An asterisk (\*) next to a code indicates the child has already been considered for controlling order purposes.
- ◆ **CHILDREN:** ICAR displays the names of the children associated with the case. Use PF8 to scroll for more than four children. Select at least one child in the CHILDREN column.
- ◆ Press PF3 to update the screen.

Track your progress on the DCO2 screen as follows:

- ◆ **GEN INITIAL FORMS, ARREARS, or CP, RP, or TP:** Do not make entries in these fields. You will make these entries through the REVIEW process screens.
- ◆ **SERVED...CP...RP...TP:** Enter service dates of the Notice of Intent (those forms contain necessary UIFSA/DCO language). When you enter a “Y” in the SERVED fields on the REVIEW2 screen to indicate service was successful (including when parties accept service), also enter a “Y” in the SERVED fields on the DCO2 screen. Do not update the SERVED fields if service was unsuccessful since the monitoring program for reattempting service already looks at the REASON NOT SERVED fields on the REVIEW2 screen to remind the worker to reattempt service.

- ◆ **DECIDING ST:** This field identifies the state making the final decision on the DCO. Enter Iowa’s two-letter abbreviation. ICAR requires an entry when entries are made in the CONTROL ORD TRIBUNAL field, the DETERMINATION REASON field, the DCO ORDER NUMBER field and the EFFECTIVE DATE field on this screen. You cannot change the state identifier once you enter it.
- ◆ **CONTROL ORD TRIBUNAL:** Enter the two-letter abbreviation of the state that issued or last modified the controlling order as of the date the determination is final (the date the review and adjustment order is filed).
- ◆ **DETERMINATION REASON:** Enter the reason this is the controlling order:
  - A The state that issued the order is the only issuing/modifying state that still has CEJ.
  - B Multiple states have CEJ, but none is the home state of the child, so the most recent order is the controlling order.
  - C Multiple states have CEJ, but only one is the home state of the child(ren).
  - D A new controlling order must be created because none of the states with orders for the children has CEJ.
- ◆ **EFFECTIVE DATE:** Once you finish the REVIEW process, enter the EFFECTIVE DATE of the adjusted or modified order that also contains the DCO.
- ◆ **GEN FINAL FORMS:** Enter a “Y” or “R” in the GEN FINAL FORMS field to generate or regenerate form 470-3476, *Notice of Determination of Controlling Order*. This federal notice must be sent to all parties and tribunals with an interest in the results of the DCO, along with a copy of the adjusted or modified order. ICAR creates a copy of this form for each state represented on the DCO and INTERSTA screens.
- ◆ **DATE:** ICAR enters the date the federal notice was generated or regenerated in MM/DD/CCYY format.

- ◆ **DCO ORDER NUMBER:** Enter the following:
  - If another state determined the controlling court order, enter the other state's court order number.
  - If Iowa determined the controlling court order, enter the Iowa court order number in the ICIS C.O. NUMBER field on this screen. This is the Iowa number even if the other state's order is the controlling order.
- ◆ **REG OR FILE COUNTY FIPS:** Enter the FIPS code of the county in which the order determining the controlling order is filed. This field is required when there is an entry in the ICIS C.O. NUMBER field.
- ◆ **ICIS C.O. NUMBER:** If Iowa determined the controlling order, enter the number of the court order that designates the controlling order. The number must conform to the ICIS format:
  - Complete characters 8-9 (Case Type Code)
  - 10-17 (Group Code)ICAR enters characters 1-7 based on your entry in the REG OR FILE COUNTY FIPS field.

**Note:** Refer to the Case Type/Group Code chart for allowable entries. Refer to 9-E, *CASE SETUP*, in the Employees' Manual for instructions.

### **Registering Another State's Order**

**Legal reference:** 45 CFR 303.7

You may receive a request from another state to review an order that Iowa did not issue and does not control at the time of the request. This situation arises when:

- ◆ In determining the controlling order, you find there is only one order, no one lives in the issuing state, and the nonrequestor lives in Iowa.
- ◆ The parties have requested in writing that the order be registered in Iowa (usually because a party or the child lives in Iowa).

In this situation, you must register the order in Iowa prior to proceeding with the review and adjustment.

Initiate the review when you receive the request. Request certified copies of the order and payment records. Send form 470-3251, *Review Request Acknowledgement*, to the requesting party to inform the party about the registration process. When the orders and pay records arrive and the case is ready for service of the registration forms/packet, proceed with the review. Serve form 470-3253, *Notice of Intent to Review and Adjust a Child Support Obligation* (NOI), with the registration forms/packet, to all necessary parties. Do not enter the modification order until the registration process has been completed.

- ◆ Register only orders that have arrears and the order you presume is the controlling order if it was not entered in Iowa or has not been previously registered. File form 470-3463, *Notice of Registration of Foreign Support Orders*. Serve a copy along with a copy of the order and the *Registration Statement* (form 470-3477—the federal version or form 470-3466—Iowa's version) on the nonrequesting party at the same time you serve the NOI packet.
- ◆ Mail a copy to the requesting party and to the issuing tribunal. Track the registration process on the REGIST screen. The forms mentioned above generate based on the entries you make on the REGIST screen.

Registration can only be initiated by pressing PF12 on the COURTORD screen for the orders being registered. ICAR displays the REGIST screen. Access the REGIST screen for update or inquiry by entering REGIST in the NEXT SCREEN field on any screen.

**Note:** The 20-day registration contest period must have expired in order for the Unit to enter an adjustment order.

If you are registering multiple orders, track each order on a separate REGIST screen. Refer to 9-K, *INTERSTATE CASE PROCESSING*, in the Employees' Manual for further instructions for registering other states' orders.

## **Initiating Review and Adjustment on ICAR**

**Legal reference:** Iowa Code section 252H.8(9)

The order under review determines the policy and procedures to follow when you enter data into ICAR.

- ◆ If more than one Iowa order includes the same child or children and the same obligor, review all of the orders. Refer to the section, **Multiple Support Orders**, in this chapter.
- ◆ If at least one order was entered in another state, analyze the orders to determine which order is the controlling order. Refer to the section, **Determining the Controlling Order (DCO)**, in this chapter. Conduct the review and adjustment in Iowa or refer it to another state as appropriate. Refer to 9-K, **INTERSTATE CASE PROCESSING**, in the Employees' Manual for instructions for completing interstate actions.

The review and adjustment process uses a number of screens to allow entry and display of data. These screens are referred to as REVIEW screens and the review and adjustment process is also referred to as REVIEW in the remainder of this chapter. ICAR displays these screens based on the entries you make. During the review and adjustment process, ICAR:

- ◆ Edits the data when you enter it.
- ◆ Displays data for you to evaluate, select and modify.
- ◆ Tracks timeframes for the REVIEW process.
- ◆ Issues forms, narratives, calendar flags, and a status to assure policy and procedure requirements for the REVIEW process are met.
- ◆ Retrieves and displays historical REVIEW data.

Help text is available for the screens and most of the fields. To view screen-level help, place the cursor on the screen title and press PF1. To view field-level help, place the cursor in any area of the desired field and press PF1.

There are four REVIEW screens used to enter data and track the process:

- ◆ REVIEW1 (ADMIN REVIEW AND ADJUST - 1)
- ◆ REVIEW2 (ADMIN REVIEW AND ADJUST - 2)
- ◆ REVIEW3 (ADMIN REVIEW AND ADJUST - 3)
- ◆ REVIEW4 (ADMIN REVIEW AND ADJUST - 4)

Other screens used in the REVIEW process include:

- ◆ The REVSUM (REVIEW SUMMARY) screen summarizes the review and adjustment information specific to a particular REVIEW.
- ◆ The TPARTY (THIRD PARTY DATA) and the TPADDVER (TPARTY ADDRESS VERIFICATION) screens allow input and display of data related to the third party.
- ◆ The MOREORD (MORE ORDERS AND MORE CASES) and COSELECT (COURT ORDER SELECT) screens allow input and display of court order information including both information specific to the primary order under review and any additional orders related to the REVIEW.
- ◆ The COURTOR (COURT ORDER) and COURTOR2 (COURT ORDER 2) screens contain information about court orders and subsequent modifications.
- ◆ The ATTORNEY, IWO (INCOME WITHHOLDING ORDERS) and INTERSTA (INTERSTATE CONTACT SCREEN A) screens allow input and display of private attorney, income withholding, and interstate processing information necessary for the REVIEW process.

ICAR generates forms based on the entries you make. Some forms are displayed for you to complete while others are generated in batch processing. You may also generate forms for the REVIEW process through FORMLIST or FORMOSEL if necessary.

All forms generated by ICAR in the REVIEW process conform to rules regarding release of confidential information including social security numbers, addresses, financial information and location. Be sure that you do not violate confidentiality in any aspect of the REVIEW process. Refer to 9-A, **CONFIDENTIALITY OF CHILD SUPPORT INFORMATION**, in the Employees' Manual for the guidelines on confidentiality.

### **ICAR Function Key Use**

Following is a list of function keys common to the screens used in the REVIEW process. Other PF keys listed on screens related to the REVIEW process have a purpose unique to the screen. In this manual, those PF keys are explained at the end of the field explanations.

PF1=HELP: This key displays help text for the field in which the cursor is positioned. If the cursor is not positioned on an entry field, the help text for the screen displays.

PF2=ADD: ICAR begins the edits required to add a new record. Once the edits are passed, ICAR displays the message "ALL DATA VALID - PRESS PF2 TO ADD." If you press PF2 again, ICAR adds the record.

PF3=UPDATE: ICAR begins the edits required to update the record. Once the edits are passed, ICAR displays the message "ALL DATA VALID - PRESS PF3 AGAIN TO MODIFY." If you press PF3 again, ICAR saves the changes to the record. This function key works the same on all screens.

PF4=DELETE: ICAR begins the edits required to delete the record. If the edits are passed, ICAR displays the message "ALL DATA VALID - PRESS PF4 TO DELETE." If the edits are not passed, ICAR displays a message informing you why the record cannot be deleted.

PF5=INQUIRY: ICAR accesses a case when you enter a case number and press PF5. Pressing this key retrieves the screen data for the key fields entered on the screen.

PF6= If used, this key usually has a purpose unique to the screen.

PF7=Normally, pressing this key causes ICAR to display the previous screen or record.

PF8=Normally, pressing this key causes ICAR to display the next screen or record.

PF9=REFRESH: Pressing this key causes ICAR to display a refreshed screen.

**COURT ORDER (COURTORD) Screen**

Use the indicated fields on the COURT ORDER (COURTORD) screen to initiate a REVIEW unless the case is an interstate case. Refer to the section, **Interstate Cases**, in this chapter to initiate an interstate REVIEW.

D479HC05	IOWA COLLECTION AND REPORTING SYSTEM	DATE:
	COURT ORDER	TIME:
<b>CASE NUMBER :</b>		DISTRIBUTE PERCENTAGE TO CARETAKER?
PAYOR:		MOD NTC: DNY:
PAYEE:		MOD NTC: DNY:
-ORDER OBTAINED IN-		BYPASS ORDR FOR AT:
C.O. COUNTY FIPS :	-OR-COUNTY NUMBER:	
<b>COURT ORDER NUMBER:</b>	ORDER DATE:	TYPE:
ICIS C.O. NUMBER :	REG FILE NO:	
REG FILE COUNTY FIPS :	-OR- COUNTY NUMBE:	
LAST COURT ACTION :	CSRU MOD (Y/N)	HEALTH INS:
OTHER MED: IIW PROVISIONS (Y/N/G/A)	NOTICE (I/M)	
PETITIONER (FML) :		MORE?
RESPONDENT (FML) :		MORE?
	JUDGEMENT SAT:	EFFECTIVE
C.O. REGISTERED IN:		
C.O. TRANSCRIBED TO:	C.O. TRANSFERS :	
MOD JUR: MOD JUR DATE:	CHOICE OF LAW JUR :	
RELATED ORDERS: CASES:	MORE? LEVY	
PF2=ADD PF3=MODIFY PF5=INQUIRY PF6=DCO PF7=BACK PF8=FORWARD PF9=REFRESH		
PF10=COURTOR2 <b>PF11=REVIEW1</b> PF12=REGIST PF13=REVSUM PF14=ADMOD1 PF15=ADMOMSUM		
NEXT SCREEN: NOTES:		
PLEASE enter NEXT CASE NUMBER		

The fields, descriptions and values are:

- ◆ **CASE NUMBER:** Enter the case number for the case under review. Press PF5. ICAR displays information about the court order most recently added to the case. Ensure ICAR displays the primary court order number you plan to review in the COURT ORDER NUMBER field. Once the correct court order displays, press PF11. ICAR displays the REVIEW1 screen.

**ADMIN REVIEW AND ADJUST - 1 (REVIEW1) Screen**

ICAR displays the CASE number, PAYOR NAME, PAYEE NAME, LOC KNOWN, COURT ORDER NUMBER and COURT ORDER COUNTY data in the appropriate fields when you access the REVIEW1 screen from the COURTORD screen.

Use the indicated fields on the REVIEW1 screen to initiate the REVIEW.

**Note:** Once you initiate the REVIEW, you may access the REVIEW1, REVIEW2, REVIEW3 and REVIEW4 screens from the ICAR Main Menu or by typing the screen name in the NEXT SCREEN field on any screen.

D479HL51	IOWA COLLECTION AND REPORTING SYSTEM ADMIN REVIEW AND ADJUST - 1	DATE: TIME:
<b>CASE NUMBER:</b>	<b>CSRU ATTY.:</b>	<b>SIGNATURE ID.:</b>
<b>PAYOR.....:</b>	<b>LOC KNOWN.:</b>	<b>CC RP ATTY...:</b>
<b>PAYEE.....:</b>	<b>LOC KNOWN.:</b>	<b>CC CP ATTY...:</b>
<b>3RD PARTY (Y/N):</b>	<b>NECESSARY?:</b>	<b>LOC KNOWN.:</b>
<b>COURT ORD #:</b>	<b>COUNTY....:</b>	<b>FOSTER CARE...:</b>
<b>MULTIPLE ORDERS.....(Y/N):</b>	<b>INIT STATE:</b>	
<b>INTERSTATE.....(Y/N):</b>		<b>DATE:</b>
<b>ADMINISTRATIVE MOD.....:</b>		
<b>PRE-REVIEW REQUESTED BY..:</b>		<b>DATE:</b>
<b>REVIEW APPROPRIATE? (Y/N):</b>	<b>DENY RSN..:</b>	<b>DATE:</b>
<b>DATE REVIEW INITIATED....:</b>	<b>NOI..(Y/R):</b>	<b>DATE:</b>
<b>REVIEW POSTPONED.....(Y):</b>	<b># POSTPN RSN:</b>	<b>DATE:</b>
<b>REVIEW REOPENED.....(Y):</b>		<b>DATE:</b>
<b>GEN SERVICE REQT....(Y/R):</b>	<b>CP: I/O:</b>	<b>DATE:</b>
	<b>RP: I/O:</b>	<b>DATE:</b>
	<b>TP: I/O:</b>	<b>DATE:</b>
PF2=ADD PF3=UPD PF5=INQ PF6=INTERSTA PF7=REVSUM PF8=REVIEW2 PF9=REFRESH		
PF10=OLDER REV PF11=NEWER REV PF12=COURTORD PF13=NEXT ORDER PF14=PRIOR ORDER		
<b>NEXT SCREEN:</b>	<b>NOTES:</b>	

To start a REVIEW on ICAR, entries are required in the following fields: CSRU ATTY, SIGNATURE ID, MULTIPLE ORDERS, PREREVIEW REQUESTED BY, and DATE.

Fields, descriptions, and values are:

- ◆ **CASE NUMBER:** ICAR displays this data or you may enter a case number and press PF5.
- ◆ **CSRU ATTY:** Enter the alphanumeric characters that identify the local Unit attorney assigned to the case. This entry allows ICAR to generate forms containing the Unit attorney information. ICAR requires an entry in this field.
- ◆ **SIGNATURE ID:** Enter the ICAR worker ID for the staff person other than the caseworker who signs the REVIEW forms. ICAR requires an entry in this field.
- ◆ **PAYOR:** ICAR displays the payor (obligor) name.
- ◆ **LOC KNOWN (PAYOR):** ICAR displays one of the following codes:
  - Y There is a verified address or employer for the obligor.
  - N There is no verified address or employer for the obligor. If the obligor is not served, ICAR postpones the REVIEW if “N” is displayed.
- ◆ **CC RP ATTY:** This field indicates whether an attorney represents the obligor (responsible person) for this process. Valid entries are:
  - Y The RP has an attorney. When you enter “Y” and press PF2 or PF3, ICAR displays the ATTORNEY screen. Entries on the ATTORNEY screen link the RP’s attorney to the REVIEW process. Refer to the section, **ATTORNEY Screen**, in this chapter. ICAR issues a narrative (REV160). If you change “Y” to “N,” ICAR issues a narrative (REV161).
  - N The RP does not have an attorney.
- ◆ **PAYEE:** ICAR displays the payee (obligee) name.
- ◆ **LOC KNOWN (PAYEE):** ICAR displays one of the following codes:
  - Y There is a verified address or employer for the obligee.
  - N There is no verified address or employer for the obligee. If the obligee is not served, ICAR postpones the REVIEW if “N” is displayed unless the payee is the State of Iowa, for foster care cases.

- ◆ **CC CP ATTY:** This field indicates whether an attorney represents the obligee (custodial parent) for this process. Valid entries are:
  - Y The CP has an attorney. When you enter “Y” and press PF2 or PF3, ICAR displays the ATTORNEY screen. Entries on the ATTORNEY screen link the CP’s attorney to the REVIEW process. Refer to the section, **ATTORNEY Screen**, in this chapter. ICAR issues a narrative (REV162). If you change “Y” to “N,” ICAR issues a narrative (REV163).
  - N The CP does not have an attorney.
- ◆ **3RD PARTY (Y/N):** This field indicates if there is a third party for this REVIEW. Valid entries are:
  - Y There is a third party. When you enter “Y” and press PF2 or PF3, ICAR displays the TPARTY screen. Refer to the section, **THIRD PARTY DATA (TPARTY) Screen**, in this chapter.
  - N There is no third party.
- ◆ **NECESSARY?:** This field indicates if the third party is a necessary party. The entry from the NECESSARY PARTY field on the TPARTY screen displays in this field. Valid entries are:
  - Y The third party is a necessary party.
  - N This third party is not a necessary party. Send a legal parent who is not a necessary party form 470-0204, *Financial Statement*. Generate the form from *FORMVIEW*, since ICAR does not automatically generate the form.
- ◆ **LOC KNOWN (NECESSARY THIRD PARTY):** ICAR displays one of the following codes:
  - Y There is a verified address for the necessary third party.
  - N There is no verified address for the necessary third party. If the necessary third party is not served, ICAR postpones the REVIEW if “N” is displayed.
- ◆ **FOSTER CARE:** If a foster care case, the FCRU worker enters “Y” to indicate the payee is the State of Iowa. When a “Y” appears in the FOSTER CARE field, ICAR processes the case to fit foster care circumstances.

- ◆ **COURT ORD #:** ICAR displays the court order number.
- ◆ **COUNTY:** ICAR displays the county where the court order is filed.
- ◆ **MULTIPLE ORDERS (Y/N):** This field indicates whether the REVIEW involves multiple orders. ICAR requires an entry in this field. Valid entries are:
  - Y This case involves multiple orders. When you enter “Y,” you must select at least one order other than the primary order from the MOREORD screen. Refer to the section, **MORE ORDERS AND MORE CASES (MOREORD) Screen**, in this chapter.
  - N This case does not involve multiple orders.
- ◆ **INTERSTATE (Y/N):** This field indicates if the INTERSTA screen is linked to the REVIEW process. If you initiated the REVIEW from the INTERSTA screen, ICAR displays “Y” and displays “REV” in the PROCESS field on the INTERSTA screen. In this case, Iowa is the responding state.
- ◆ **INIT STATE:** For interstate reviews, ICAR displays the two-letter abbreviation entered in the INIT STATE field on the INTERSTA screen. ICAR does not allow entry of the Iowa code in this field.
- ◆ **ADMINISTRATIVE MOD:** Reserved for future process development.
- ◆ **PREREVIEW REQUESTED BY:** This field indicates the person or agency that requested the REVIEW. ICAR requires an entry in this field. Valid entries are:
  - CP The obligee (Custodial Parent).
  - RP The obligor (Responsible Parent).
  - TP The Third Party. ICAR allows an entry only if there is a necessary third party.
  - OTHST The IV-D agency from another state. ICAR allows an entry of “OTHST” only if the INTERSTATE field contains “Y.”
  - CSRU The Child Support Recovery Unit.
  - OTH Other. When you enter “OTH,” ICAR enters a denial reason “07.” Refer to the section, **Entering Acceptance or Denial on ICAR** in this chapter.
- ◆ **DATE:** Enter the date-stamped date on the request in the MM/DD/CCYY format.

The other fields on the REVIEW1 screen are used in other stages of the REVIEW process. These fields are explained in the sections that describe those particular stages.

Depending on the entries you make on the REVIEW1 screen, ICAR displays additional screens for you to update, select or review data.

### **Unique function keys for REVIEW1**

PF6=INTERSTA: ICAR displays any INTERSTATE screen linked to this REVIEW.

PF7=REVSUM: ICAR displays the REVIEW Summary screen for this REVIEW.

PF8=REVIEW2: ICAR displays the REVIEW2 screen for this REVIEW.

PF10=OLDER REV: The worker can page backwards to previous REVIEWS for this court order starting with the most recent.

PF11=NEWER REV: The worker can page forward to more recent REVIEWS for the court order.

PF12=COURTORD: ICAR displays the COURTORD screen for the court order connected to the current REVIEW.

PF13=NEXT ORDER: The worker can page forward to REVIEW1 screens for other orders on the case.

PF14=PRIOR ORDER: The worker can page backwards to previous REVIEW1 screens for other orders on the case.

### **THIRD PARTY DATA (TPARTY) Screen**

This screen contains information about a third party related to the court order. ICAR displays this screen when you enter “Y” in the 3RD PARTY (Y/N) field on the REVIEW1 screen. On an existing REVIEW, access this screen by entering “TPARTY” in the NEXT SCREEN field on REVIEW1, REVIEW2, REVIEW3, REVIEW4, or REVSUM screens.

**REQUESTS FOR REVIEW AND ADJUSTMENT**

**Initiating Review and Adjustment on ICAR**

January 14, 2003

Iowa Department of Human Services

**Title 10** Support Establishment and Modification

**Chapter Q** Administrative Review and Adjustment

Use the indicated fields on the THIRD PARTY DATA (TPARTY) screen to enter data about the third party.

D479HL55	IOWA COLLECTION AND REPORTING SYSTEM -- THIRD PARTY DATA	DATE: TIME:
CASE NUMBER.....:	COURT ORDER #:	
3RD PARTY (LFM)..:	:	:
NECESSARY PARTY?..:	CC TP ATTY...:	
SSN.....:	SEX (F/M)....:	
BIRTHDATE.....:	PHONE NUMBER.:	EXT:
MAIL ADDR LN 1...:		
MAIL ADDR LN 2...:		
CITY/STATE/ZIP...:	: :	
HOME ADDR LN 1...:		
HOME ADDR LN 2...:		
CITY/STATE/ZIP...:	: :	
BANKRUPTCY (Y/BLANK):	GEN STATUS (Y/BLANK):	
REVIEW ENDED (Y/BLANK):		
RELATIONSHIP.....:		
COMMENTS:		
PF2=ADD PF3=MODIFY PF4=DELETE PF5=INQUIRY PF6=TPADDVER PF7=BACKWARD PF8=FORWARD PF9=REFRESH PF10=DEL MAIL ADDR PF11=DEL HOME ADDR CLEAR=REVIEW1 NOTES		

The fields, descriptions and values are:

- ◆ **CASE NUMBER:** ICAR displays the case number.
- ◆ **COURT ORD #:** ICAR displays the court order number.
- ◆ **3RD PARTY (LFM):** Enter the third party's name in last, first and middle initial format. ICAR requires an entry in this field.
- ◆ **NECESSARY PARTY?:** This field indicates if the third party is subject to the order and retains a vested interest in the current or future support of the children affected by the order. ICAR requires an entry. ICAR displays the entry in the NECESSARY? field on REVIEW1. Valid codes are:
  - Y The third party is subject to the order.
  - N The third party is not subject to the order.

- ◆ **CC TP ATTY:** This field indicates if an attorney represents the third party. ICAR requires an entry in this field. Valid entries are:
  - Y The TP has an attorney. When you enter “Y” and press PF2 or PF3, ICAR displays the ATTORNEY screen. Entries on the ATTORNEY screen link the TP’s attorney to the REVIEW process. Refer to the section, **ATTORNEY Screen**, in this chapter. ICAR issues a narrative (REV164). If you change “Y” to “N,” ICAR issues a narrative (REV165).
  - N The TP does not have an attorney.
- ◆ **SSN:** This field contains the third party’s social security number. Enter only the nine numbers of the SSN. ICAR enters the hyphens when you update the screen.
- ◆ **SEX (M/F):** This field indicates the third party’s sex. Valid codes are:
  - M Male.
  - F Female.
- ◆ **BIRTHDATE:** Enter the third party’s birthdate in MM/DD/CCYY format.
- ◆ **PHONE NUMBER:** Enter the third party’s telephone number, if known.
- ◆ **EXT:** Enter the third party’s telephone extension number, if known.
- ◆ **MAIL ADDR LN 1, 2, CITY/STATE/ZIP:** This field indicates the third party’s mailing address. ICAR displays the address entered on the TPADDVER screen.
- ◆ **HOME ADDR LN 1, 2, CITY/STATE/ZIP:** This field indicates the third party’s home address. ICAR displays the address entered on the TPADDVER screen.
- ◆ **BANKRUPTCY (Y/BLANK):** Enter a “Y” in this field to indicate that the third party has filed bankruptcy.
- ◆ **GEN STATUS (Y/BLANK):** Enter a “Y” in this field to enter text to be printed on a status (form 470-3324, *Third Party Case Status Report*) to send to the third party.
- ◆ **REVIEW ENDED (Y/BLANK):** ICAR displays “Y” when the worker has ended the REVIEW process on the REVIEW4 screen.
- ◆ **RELATIONSHIP:** This field allows you to enter up to 52 characters of free-form text indicating the relationship of the third party to the child(ren).
- ◆ **COMMENTS:** This field is free-form text that allows you to enter two additional lines about the third party situation.

Press PF2 to add the TPARTY screen.

**Function keys unique to the TPARTY screen**

PF6=TPADDVER: ICAR displays the address screen for this third party.

PF7=BACKWARD: ICAR displays the TPARTY screen for the previous third party.

PF8=FORWARD: ICAR displays the TPARTY screen for the next third party.

PF10=DEL MAIL ADDR: This key allows the user to delete the mailing address of the third party only if accessed from REVIEW1.

PF11=DEL HOME ADDR: This key allows the user to delete the home address of the third party only if accessed from REVIEW1.

CLEAR=REVIEW: This key functions differently depending on which screen you were on before accessing the TPARTY screen. Press CLEAR to take you back to that screen.

**ATTORNEY Screen**

ICAR displays the ATTORNEY screen when you enter “Y” in the CC CP ATTY field or CC RP ATTY field on the REVIEW1 screen or when you enter “Y” in the CC TP ATTY field on the TPARTY screen. ICAR displays a separate screen for each party represented by an attorney. ICAR generates notices, narratives, calendar flags, and a status based on the data entered.

Use the indicated fields on the ATTORNEY screen to enter data for the payor’s attorney, the payee’s attorney, and the third party’s attorney.

D479HL08	IOWA COLLECTION AND REPORTING SYSTEM ATTORNEY	DATE: TIME:
CASE NUMBER .....		SIGNATURE ID.....:
PAYOR.....		CC RP ATTY (Y/N):
LOCATE NAME.....		CC AF ATTY (Y/N):
PAYEE.....		CC CP ATTY (Y/N):
STATUS TO ATTORNEY..	REVIEW FOR RESPONSE DATE:	CC TP ATTY (Y/N):
ATTORNEY NAME .....		
ADDRESS LINE 1.....		
ADDRESS LINE 2.....		
CITY/STATE/ZIP .....	:     :	
PHONE NUMBER .....	EXT:	
PROCESS CODES .....		
PF2=ADD, PF3=UPDATE, PF4=DELETE, PF5=INQUIRY, PF7=PAGE BACK, PF8=PAGE FORWARD PF9=REFRESH, PF10=NEXT LOCATE, PF11=PRIOR LOCATE NEXT SCREEN:                 NOTES: PLEASE enter CASE NUMBER AND PRESS PF5		

The fields, descriptions and values are:

- ◆ **CASE NUMBER:** ICAR displays this data.
- ◆ **CC RP ATTY (Y/N):** ICAR displays a “Y” in this field if you entered a “Y” in the CC RP ATTY field on the REVIEW1 screen.
- ◆ **PAYOR:** ICAR displays this data.
- ◆ **CC AF ATTY (Y/N):** ICAR displays this data. This field is not used in the REVIEW process since an order was previously established.
- ◆ **LOCATE NAME:** ICAR displays this data. This field is not used in the REVIEW process since an order was previously established.
- ◆ **CC CP ATTY (Y/N):** ICAR displays a “Y” in this field if you entered a “Y” in the CC CP ATTY field on the REVIEW1 screen.
- ◆ **PAYEE:** ICAR displays this data.
- ◆ **CC TP ATTY (Y/N):** ICAR displays a “Y” in this field if you entered a “Y” in the CC TP ATTY field on the TPARTY screen.

- ◆ **STATUS TO ATTORNEY:** When you enter “Y,” ICAR generates form 470-3192, *Case Status Report*, to the attorney. After the form is generated, ICAR displays a blank in this field to allow for subsequent generation of status updates to the attorney.
- ◆ **REVIEW FOR RESPONSE DATE:** ICAR displays the date in the MM/DD/CCYY format when you should review the case for the attorney’s response.
- ◆ **ATTORNEY NAME:** Enter the attorney’s name.
- ◆ **ADDRESS LINE 1:** Enter line one of the attorney’s address.
- ◆ **ADDRESS LINE 2:** Enter line two of the attorney’s address.
- ◆ **CITY/STATE/ZIP:** Enter the attorney’s city, state and zip code.
- ◆ **PHONE NUMBER:** Enter the attorney’s telephone number.
- ◆ **EXT:** Enter the attorney’s telephone extension.
- ◆ **PROCESS CODES:** ICAR displays this data.

**Function keys unique to the ATTORNEY screen**

PF7=PAGE BACK: ICAR displays the previous ATTORNEY screen.

PF8=PAGE FORWARD: ICAR displays the next ATTORNEY screen.

PF10=NEXT LOCATE: ICAR displays the ATTORNEY screen for the next alleged father (not used in REVIEW).

PF11=PRIOR LOCATE: ICAR displays the ATTORNEY screen for the previous alleged father (not used in REVIEW).

**TPARTY ADDRESS VERIFICATION (TPADDVER) Screen**

Access the TPARTY ADDRESS VERIFICATION screen by typing TPADDVER in the NEXT SCREEN field on any of the REVIEW screens for the REVIEW or by pressing PF6 on the TPARTY screen.

Use the indicated fields on the TPADDVER screen to enter and verify address information for the third party.

D479HL03	IOWA COLLECTION AND REPORTING SYSTEM TPARTY ADDRESS VERIFICATION	DATE: TIME:
CASE NUMBER .....		
THIRD PARTY NAME .....	:	:
LOCATE SSN.....		DATE ADDRESS entered.:
SOURCE OF ADDRESS... :	RSPN STATE:	DATE OF ADDRESS.:
ADDRESS LINE 1..... :		
ADDRESS LINE 2..... :		
ADDRESS LINE 3..... :		
CITY/STATE/ZIP..... :	:	:
COUNTRY..... :		
PHONE NUMBER..... :		EXTENSION..... :
SEND P.O. LETTER .....	DATE SENT..... :	HOME/MAILING:
ADDRESS VERIFIED..... :	DATE VERIFIED.... :	SECOND LETTER:
INTERSTATE REFERRAL :	UPDATE ADDRESS:	
PF2=ADD, PF3=UPDATE, PF4=DELETE, PF5=INQUIRY, PF7=PAGE BACK, PF8=PAGE FORWARD		
PF9=REFRESH,		
NEXT SCREEN:	NOTES:	

The fields, descriptions and values are:

- ◆ **CASE NUMBER:** ICAR displays this data.
- ◆ **THIRD PARTY NAME:** ICAR displays the data entered on the TPARTY screen.
- ◆ **LOCATE SSN:** ICAR displays the data entered on the TPARTY screen.
- ◆ **DATE ADDRESS ENTERED:** ICAR displays the date in the MM/DD/CCYY format.
- ◆ **SOURCE OF ADDRESS:** Use this field to indicate who supplied information about the third party's address. The entry is free-form text with any combination of up to 12 alphanumeric characters. Examples of valid entries are:
  - Name of the person supplying information.
  - CP (the custodial parent).
  - Obligor.
  - TP (the third party).
  - CP's sister.
  - Library.

- ◆ **RSPN STATE:** If another state supplied the third party address information, enter the two-letter abbreviation for that state.
- ◆ **DATE OF ADDRESS:** Use this field to enter the date you received the third party address information. Enter the date in the MM/DD/CCYY format.
- ◆ **ADDRESS LINES 1, 2, 3:** Enter the third party's address. ICAR requires an entry in line 1.
- ◆ **CITY/STATE/ZIP:** Enter the third party's city. ICAR requires an entry in this field. Enter the third party's state. ICAR requires an entry unless you make an entry in country field on this screen. Enter the third party's zip code.
- ◆ **COUNTRY:** ICAR allows you to enter the country's name **only** if you made **no** entry in the STATE field on this screen.
- ◆ **PHONE NUMBER:** Enter the third party's telephone number, if known.
- ◆ **EXTENSION:** Enter the third party's telephone extension, if known.
- ◆ **SEND P.O. LETTER:** Use this field to indicate whether ICAR should generate a letter to the postmaster at the city listed. ICAR requires an entry in this field.  
Valid entries:
  - Y ICAR should generate the letter.
  - N ICAR should not generate the letter.
  - R ICAR should regenerate the first letter for a new attempt to verify the third party address.
- ◆ **DATE SENT:** ICAR enters the date the P.O. Letter was generated and sent in the MM/DD/CCYY format. If you entered "N" in the SEND P.O. LETTER field, ICAR leaves this field blank.

- ◆ **HOME/MAILING:** This field indicates if the address is the home or mailing address. When you press PF2 or PF3, ICAR checks for an entry in this field. If there is no entry, ICAR enters an “M.” Valid entries are:

H Home address.

When you enter “H,” ICAR checks the address on the TPARTY screen. If there is a mailing address, ICAR updates the home address. If there is no mailing address, ICAR enters this address as the mailing address. ICAR issues a narrative (REV6) indicating an update to the mailing address or narrative (REV7) indicating an update to the home address.

M Mailing address.

When you enter “M,” ICAR updates the mailing address on the TPARTY screen. ICAR issues a narrative (REV6) indicating an update to the mailing address.

- ◆ **ADDRESS VERIFIED:** This field indicates if the address is verified. Valid entries are:

Y The address is verified.

N The address is not verified.

- ◆ **DATE VERIFIED:** ICAR updates this field when you enter “Y” in the ADDRESS VERIFIED field and press PF2 or PF3 to add the address.

ICAR checks the TPARTY screen for a verified address when you enter the date.

- If there is no verified address, ICAR enters this address in the address fields on the TPARTY screen.
- If there is a verified address on the TPARTY screen, ICAR prompts you to make an entry in the UPDATE ADDRESS? field on this screen.

- ◆ **SECOND LETTER:** The entry indicates whether ICAR generates a second letter to the postmaster for the city listed on this screen. Valid entries are:

Y ICAR generates the second letter.

N ICAR does not generate the second letter.

R ICAR regenerates the second letter for a new attempt to verify the third party address.

- ◆ **INTERSTATE REFERRAL:** The INTERSTATE REFERRAL field is used to indicate whether or not there is a potential need for a referral to another state due to the verification of an out-of-state third party or employer address. The field is set to R (by ICAR) and a calendar flag notifies the worker when there is a potential need for a referral to the other state. It is set to N (by ICAR or by the worker) when it has been determined that there is not a need for a referral to another state. It is set to Y (by ICAR) when a referral to another state has been made.
  
- ◆ **UPDATE ADDRESS?:** Entry of a “Y” in this field causes ICAR to update the address field on the TPARTY screen. ICAR requires an entry if a third party address already exists and you enter a new verified address. ICAR does not allow entry if the ADDRESS VERIFIED field is “N.” Valid entries are:
  - Y ICAR should update the address.
  - N ICAR should not update the address.

**MORE ORDERS AND MORE CASES (MOREORD) Screen**

D479HL56		IOWA COLLECTION AND REPORTING SYSTEM					DATE:		
		MORE ORDERS AND MORE CASES					TIME:		
CASE NUMBER:			COURT ORDER NUMBER:						
<b>S</b>	<b>SEL IND</b>	<b>CASE #</b>	<b>COURT ORDER #</b>	<b>CNTY #</b>	<b>ORDER TYPE</b>	<b>ORDER DATE</b>	<b>OBLIG START</b>	<b>OBLIG END</b>	
-	-	12345	789ABC	77	AO	06 01 1995	07 01 1997		
-	-	12345	543GHJ	77	AO	01 01 1998	05 01 1998		
		12345	nonicar		AO	03 01 1999	04 15 1999		
PF2=ADD, PF3=MOD, PF4=DELETE, PF5=INQ, PF6=COLCAL, PF7=BACKWARD, PF8=FORWARD ENTER=OBLIGHST, CLEAR=RETURN NOTES:									

Make entries to this screen only if:

- ◆ Other orders with an obligation listed on the OBLIG screen are associated with the court order under review.
- ◆ Other cases are associated with the court order under review.
- ◆ Health only orders are associated with the court order under review.

Use the indicated fields on the MORE ORDERS AND MORE CASES (MOREORD) screen to enter information about other orders to be reviewed.

Access this screen by:

- ◆ Entering “Y” in the MULTIPLE ORDERS field on the REVIEW1 screen and pressing PF2 or PF3, or
- ◆ Typing “MOREORD” in the NEXT SCREEN field on the REVIEW1 screen and pressing ENTER.

The fields, descriptions and values are:

- ◆ **CASE NUMBER:** ICAR displays this data.
- ◆ **COURT ORDER NUMBER:** ICAR displays the primary court order number.
- ◆ **S:** Enter any letter to select the line on which you want to add, change, or delete information. It is a required field for any action taken on this screen. After you select a line, make the modifications and press PF3 to update the field. To delete an order, select the entry and press PF4.
- ◆ **SEL IND:** Enter any letter in each line that lists a court order that is under review. ICAR includes the selected orders in the modification order when you complete the REVIEW process. ICAR prevents you from selecting an order that is already included in a REVIEW or ADMOD on another case.

When you use the SEL IND field to select an order for inclusion in the modification order, ICAR displays the order on the COSELECT screen. Refer to the section, **COURT ORDER SELECT (COSELECT) Screen**, in this chapter.

- ◆ **CASE #:** Enter the case number of the case that contains the related court order(s) to be included in the REVIEW.
  - If the court order is associated with an ICAR case, enter only the case number. When you press ENTER, ICAR displays the OBLIGHST screen for that case number. ICAR populates the COURT ORDER #, CNTY #, ORDER TYPE, ORDER DATE, OBLIG START and OBLIG END fields when you select orders from the OBLIGHST screen. Refer to the section, **OBLIGATION HISTORY (OBLIGHST) Screen**, in this chapter.

- If the court order is not associated with an ICAR case, enter “NONICAR.” Complete the COURT ORDER #, CNTY #, ORDER TYPE, ORDER DATE, and OBLIG START fields for the NONICAR case. Do not complete the OBLIG END field. Press PF2 twice to add the court order.

**Note:** Complete this process separately for each NONICAR order you add.

**Function Keys Unique to the MOREORD Screen**

PF6=COLCAL: ICAR displays the COLA CALCULATIONS (COLCAL) screen for the court order during a COLA action. Not used in REVIEW.

ENTER=OBLIGHST: ICAR displays the OBLIGHST screen for the case.

CLEAR=RETURN: ICAR displays the REVIEW1 screen.

**OBLIGATION HISTORY (OBLIGHST) Screen**

When you select a court order on the MOREORD screen that is associated with an ICAR case, ICAR displays the OBLIGHST screen for that case number. Use the SEL field on the OBLIGHST screen to select orders to include in the REVIEW.

D479HC14		IOWA COLLECTION AND REPORTING SYSTEM					DATE:			
		OBLIGATION HISTORY					TIME:			
CASE NUMBER .....		12345								
OBL. TYPE	C.O. TYPE	FREQ	AMOUNT	EFFECTIVE DATE	END DATE	C.O. NUMBER	COURT ACTION	COLA H S	ADJ	SEL
CS	AO	M	200.00	03 10 97		22				
CS	AO	M	50.00	05 01 90		987A				
CS	AO	M	10.00	01 01 97		123123123				
CS	AO	M	100.00	06 01 88		9876AA				
CS	AO	M	75.00	10 01 87		000123D				
CS	AO	M	400.00	03 01 97		5552DF				
CS	AO	M	2000.00	06 01 85		175998				
CS	AO	M	300.00	04 04 94		B-C-AAA				
PF5=INQ, PF7=BACKWARD, PF8=FORWARD, PF10=DEVHST, PF11=COLCAL, enter=SEL DETAIL										
NEXT SCREEN:				NOTES:						

- ◆ **SEL:** This field is on the right side of the screen. Enter “S” to select an order. Press ENTER. ICAR enters data in the following fields on MOREORD for the selected order:

- CNTY #
- ORDER TYPE
- ORDER DATE
- OBLIG START
- OBLIG END if there is an end date

Press PF2 to add the order. Repeat to add more orders.

## **ACCEPTING OR DENYING THE REVIEW REQUEST**

**Legal reference:** Iowa Code section 598.1  
441 IAC 99.69

Within 15 days of receiving a signed form 470-2749, *Request to Modify a Child Support Order*, determine if the case meets the criteria for review and adjustment, if it should be referred to another state, if it should be accepted but postponed, or if the request should be denied. If the request meets the criteria and Iowa is the correct state to modify the order, accept the request and do the review. If the case does not meet review and adjustment criteria, check the criteria for the administrative modification process (refer to 10-R, **ADMINISTRATIVE MODIFICATION**, in the Employees’ Manual for procedures and criteria for the administrative modification process). If the case does not meet the criteria for either process, deny the request within the 15-day period.

If another state is the appropriate state to modify the order, make a referral to that state within 20 days of receiving the request and all necessary documentation required for the interstate referral. Refer to 9-K, **INTERSTATE CASE PROCESSING**, in the Employees’ Manual for procedures to process outgoing interstate referrals.

If the request meets the criteria for review and adjustment but the Unit must postpone the review, ICAR automatically postpones or the worker postpones the review. See the section, **Postponing a Review**, in this chapter for postponement reasons and procedures.

Earlier in this chapter we discussed who could request a REVIEW and other criteria for approval of a REVIEW request. The following sections summarize the rules for accepting the request, accepting the request but postponing the REVIEW, and denying the request. You can use this as a checklist when you are determining whether to accept the request.

### **Criteria for Accepting the Request and Notifying the Requestor**

Accept the request if the case meets the following criteria:

- ◆ The case is active.
- ◆ There is at least one court order on the case.
- ◆ There is at least one ongoing child support obligation for the order being reviewed. Include health-only support orders in a multiple order REVIEW since all ongoing orders for the parents and children should be accounted for and acknowledged.
- ◆ Two years or more have elapsed since the last of these occurred:
  - The support order was entered.
  - The support order was modified as the result of Review and Adjustment, Administrative Modification, or Cost-of-Living Alteration.
  - The current requestor of a REVIEW withdrew a prior request for review and adjustment or agreed to withdraw.

**Note:** If a previous private modification addressed only alimony provisions, you may accept a request to review the child support provisions.

- ◆ Two years have elapsed following the 30-day waiting period for a court hearing on a decision not to modify the support order.
- ◆ The end date of the obligation is more than 12 months in the future.
- ◆ Good Cause is not in effect.
- ◆ A IV-D agency is providing enforcement services for the ongoing support obligation. The current case or child account type must be a IV-D account type.
- ◆ The request is to review the ongoing support obligation amount and/or to add health insurance.
- ◆ The request is to review a juvenile court order. FCRU accepts the request to review and adjusts the order, if appropriate. The adjusted order is filed with the juvenile court rather than the district court.

**Note:** The original court order may contain limiting provisions about when a party can ask for a REVIEW or deviation from the guidelines. Proceed with the REVIEW using current guidelines. A party may request a hearing to ask for special provisions. If neither party requests a hearing and the reason for the deviation still exists, consult with the Unit attorney. If the Unit attorney feels it is appropriate based on the original reasons for deviation, prepare a request for hearing on behalf of the State.

#### **Notifying the Requestor the Request is Accepted**

Use form 470-3251, *Review Request Acknowledgment*, to inform the requestor that the request has been accepted. Include the form in the NOI packet if you are immediately moving forward with the review. Entering acceptance or denial on ICAR is explained later in this chapter.

#### **Criteria for Accepting the Request but Postponing the Review**

Accept the request but postpone the REVIEW if:

- ◆ Location of the obligor, the obligee, or a necessary third party is unknown. ICAR automatically postpones when location is unknown prior to service of process.
- ◆ The support order has been suspended through the suspension process.
- ◆ Changes in financial conditions have not existed for three months or it is unclear that the changes will continue for three additional months.
- ◆ Custody issues are pending in a private court action.
- ◆ Other reasons. Review the case with your supervisor for other reasons.

#### **Notifying the Requestor the Request is Postponed**

Use form 470-3251, *Review Request Acknowledgment*, to inform the requestor that the request has been postponed. Entering postponement on ICAR is explained later in this chapter.

### **Criteria for Denying the Request**

Deny the request if:

- ◆ Less than two years have elapsed since the order was filed with the court, last reviewed, or last modified.
- ◆ A private modification is currently in progress.
- ◆ An interstate modification is currently in progress.
- ◆ The Unit is currently reviewing the order in another action.
- ◆ Less than two years have elapsed since the requestor was barred because of a withdrawal.
- ◆ A IV-D agency is not providing enforcement services for an ongoing support order. The current case or child account type is not a IV-D account type (example: a 17 account type with an 11 repay balance).
- ◆ The end date of the obligation is less than 12 months in the future.
- ◆ The requestor is not eligible to request a review and adjustment.
- ◆ Issues raised relate only to non-support such as visitation rights or custody.
- ◆ The sole purpose of the request for a review and adjustment is to modify delinquent support.
- ◆ The only order in the case is a temporary order. The Unit can modify only permanent, ongoing support orders.
- ◆ The order is only for alimony.

#### **Notifying the Requestor the Request is Denied**

Use form 470-3251, *Review Request Acknowledgment*, to inform the requestor that the request is denied. Entering denial on ICAR is explained later in this chapter.

**Entering Acceptance or Denial on ICAR**

When you received the request, you recorded it on the REVIEW1 screen in ICAR with entries in the PRE-REVIEW REQUESTED BY and DATE fields. ICAR tracks the 15-day period to notify the requestor and issues a calendar flag (REV4) on the 16th day to remind you to accept or deny the request.

Use the following fields highlighted on the REVIEW1 screen to accept or deny the request for REVIEW.

D479HL51	IOWA COLLECTION AND REPORTING SYSTEM ADMIN REVIEW AND ADJUST - 1	DATE: TIME:
CASE NUMBER:	CSRU ATTY...:	SIGNATURE ID...:
PAYOR.....:	LOC KNOWN.:	CC RP ATTY.....:
PAYEE.....:	LOC KNOWN.:	CC CP ATTY.....:
3RD PARTY (Y/N):	NECESSARY?:	LOC KNOWN.:
COURT ORD #:	COUNTY.....:	FOSTER CARE...:
MULTIPLE ORDERS ..... (Y/N):		
INTERSTATE ..... (Y/N):	INIT STATE:	
ADMINISTRATIVE MOD.....:		DATE:
PRE-REVIEW REQUESTED BY.....:		DATE:
<b>REVIEW APPROPRIATE? (Y/N).....:</b>	<b>DENY RSN.....:</b>	<b>DATE:</b>
<b>DATE REVIEW INITIATED .....:</b>	NOI.....(Y/R):	DATE:
REVIEW POSTPONED.....(Y):	# POSTPN RSN:	DATE:
REVIEW REOPENED ..... (Y):		DATE:
GEN SERVICE REQT ..... (Y/R):	CP: I/O:	DATE:
	RP: I/O:	DATE:
	TP: I/O:	DATE:
PF2=ADD PF3=UPD PF5=INQ PF6=INTERSTA PF7=REVSUM PF8=REVIEW2 PF9=REFRESH PF10=OLDER REV PF11=NEWER REV PF12=COURTORD PF13=NEXT ORDER PF14=PRIOR ORDER NEXT SCREEN: NOTES:		

The fields, descriptions and values are:

- ◆ **REVIEW APPROPRIATE? (Y/N):** Use this field to record if you accept or deny the request for REVIEW. Valid entries are:

Y The case meets the criteria for REVIEW. When you enter “Y,” ICAR does not allow an entry in the DENY RSN field. ICAR displays form 470-3251, *Review Request Acknowledgment*, for you to complete. When you complete the necessary fields and generate the form, ICAR issues a narrative (REV14) to document acceptance of the review request.

N The case does not meet the criteria for REVIEW. When you enter “N,” ICAR requires an entry in the DENY RSN field.

- ◆ **DENY RSN:** Use this field to record the reason you are denying the request for REVIEW. ICAR requires an entry if “N” appears in the REVIEW APPROPRIATE field.

Valid entries are:

01 The order is not 24 months old.

02 It has not been 24 months since the last review, adjustment, private modification, administrative modification, or interstate modification.

03 There is a private modification pending.

04 There is an interstate modification action pending.

05 One or both of the parties (and/or the TP) is barred from REVIEW because of a previous withdrawal.

06 The person requesting this REVIEW asked to withdraw before CSRU determined if it was appropriate to review the order.

07 The person requesting REVIEW is not eligible to do so.

08 Other. You must enter the reason when you use “08,” such as a IV-D agency is not providing enforcement services.

09 The end date is less than 12 months in the future.

- 10 There is no open obligation.
- 11 The youngest child is over 17 ½ years of age and support ends at 18.
- 12 The case is inactive, closed, deleted or on hold.
- 13 The case is redirected.
- 14 The case is a good cause case.
- 15 Obligee has claimed good cause, unable to proceed.

When you enter the reason for denial, ICAR displays form 470-3251, *Review Request Acknowledgment*, for you to complete. Complete necessary fields, generate the form, and send it to the requestor. File a copy in the case file. ICAR issues a narrative (REV12) documenting that the form was generated and the reason for the denial. When you enter a code in the DENY RSN field, ICAR automatically ends the process with a code of “5” (other circumstances).

- ◆ **DATE:** This is the date you accepted or denied the request for REVIEW. ICAR enters the current date when there is a “Y” in the REVIEW APPROPRIATE field or if there is a reason in the DENY RSN field on the REVIEW1 screen.
- ◆ **DATE REVIEW INITIATED:** ICAR displays the date when you generate the notice of intent packet or when all necessary parties are located.

## **NOTICE OF INTENT TO REVIEW**

**Legal reference:** Iowa Code section 252H.15  
441 IAC 99.63(2)

The Unit must notify parties with a legal interest in the court order of its intent to review and adjust the order. Keep the parties informed during all steps in the process. Refer to **Persons Entitled to Request Review and Adjustment**, earlier in this chapter, to determine the parties to include in the REVIEW process.

When you start the REVIEW, serve the *Notice of Intent to Review and Adjust a Child Support Obligation* (NOI) packet on the obligor, the obligee, and any necessary third party.

January 14, 2003

The packet:

- ◆ Identifies orders to be reviewed,
- ◆ Explains the issues to be reviewed, and
- ◆ Describes how the process works, including each party's right to contest the Unit's decision to adjust the support order.

The NOI packet includes the following forms:

- ◆ Form 470-3253, *Notice of Intent to Review and Adjust a Child Support Obligation*.
- ◆ Form 470-0204, *Financial Statement*, if it is not a foster care case.
  - Send form 470-0204 to a non-parental custodial caretaker only if the courts established a legal obligation for the caretaker to provide financial support for the children in the order.
  - Manually generate and mail only form 470-0204 to a legal parent who is not a necessary party (not subject to the order being modified). The legal parent's income must be included in the REVIEW. Follow normal procedures to generate the form from FORMLIST.
- ◆ Form 470-2870, *Foster Care Financial Statement*, if it is a foster care case.
- ◆ Form 470-2788, *Role of the Child Support Recovery Attorney* (include in obligee's packet).

**Note:** This form advises the obligee that the Unit attorney does not represent any of the parties. The attorney-client relationship is between the Unit attorney and the state. If a party wants to be represented by an attorney, that party must hire a private attorney.
- ◆ Form 470/2819, *What You Should Know About Immediate Income Withholding*.

**Note:** Do not include this form in the obligor's packet if the non-custodial parent previously received form 470/2819 or is already under an order for income withholding.
- ◆ Form 470-3254, *Waiver of Pre-Review Waiting Period for Review and Adjustment*.
- ◆ Form 470-3252, *Waiver of Personal Service and Acceptance of Review and Adjustment Notice*.

**Note:** Include form 470-0413, *Obligor Insurance Questionnaire*, with the obligor's packet and form 470-2744, *NPA Insurance Questionnaire*, or form 470-2748, *PA Medical Support Questionnaire*, in the obligee's packet if it is not clear that the children are covered by a health benefit plan other than Medicaid, *hawk-i* or HIPP. Refer to the section, **Health Insurance Information**, in this chapter for further information about health insurance provisions.

Include pamphlet Comm. 85, *Procedures for Modifying Child Support Obligations: Review and Adjustment; Administrative Modification; Cost-of-Living Alteration*, if it was not previously provided.

**Generating the Notice of Intent**

Use the following highlighted fields on the REVIEW1 screen to generate the forms to include in the NOI packet.

D479HL51	IOWA COLLECTION AND REPORTING SYSTEM ADMIN REVIEW AND ADJUST - 1	DATE: TIME:
CASE NUMBER:	CSRU ATTY .....	SIGNATURE ID.....
PAYOR.....:	LOC KNOWN...:	CC RP ATTY.....:
PAYEE .....	LOC KNOWN...:	CC CP ATTY.....:
3RD PARTY (Y/N):	NECESSARY?:	LOC KNOWN...:
COURT ORD #:	COUNTY .....	FOSTER CARE.....
MULTIPLE ORDERS .....(Y/N):		
INTERSTATE .....(Y/N):	INIT STATE .....	
ADMINISTRATIVE MOD.....:		DATE:
PRE-REVIEW REQUESTED BY...:		DATE:
REVIEW APPROPRIATE?... (Y/N):	DENY RSN .....	DATE:
DATE REVIEW INITIATED .....	<b>NOI..(Y/R).....:</b>	<b>DATE:</b>
REVIEW POSTPONED..... (Y):	# POSTPN RSN ..:	DATE:
REVIEW REOPENED ..... (Y):		DATE:
GEN SERVICE REQT .....(Y/R):	CP: I/O:	DATE:
	RP: I/O:	DATE:
	TP: I/O:	DATE:
PF2=ADD PF3=UPD PF5=INQ PF6=INTERSTA PF7=REVSUM PF8=REVIEW2 PF9=REFRESH		
PF10=OLDER REV PF11=NEWER REV PF12=COURTORD PF13=NEXT ORDER PF14=PRIOR ORDER		
NEXT SCREEN:	NOTES:	

The fields, descriptions and values are:

- ◆ **NOI (Y/R):** Use this field to generate the NOI packet when you have accepted the request and are going to do the REVIEW. Valid entries are:
  - Y ICAR generates all necessary forms. If the entry in the PRE-REVIEW REQUESTED BY field is “CP,” “RP,” or “TP,” ICAR issues a narrative (REV13) documenting generation of the forms and a calendar flag (REV12) to remind you to check on service of the NOI and the return of financial information. If the entry in the PRE-REVIEW REQUESTED BY field is “OTHST” or “CSRU,” ICAR issues a similar narrative (REV14) but the same calendar flag (REV12).

R ICAR regenerates all required forms. The NOI may be regenerated as needed. ICAR issues a narrative (REV21) documenting generation of the forms and calendar flag (REV12) reminding you to check on service and return of financial information. ICAR updates the DATE field each time you regenerate the NOI.

- ◆ **DATE:** ICAR enters the current date in the DATE field.

### **Serving the Notice of Intent Packet**

Within five days of generating the NOI packet, start service of process on necessary parties or on their attorneys, if applicable. Do not serve the NOI packet on a child support agency or an agency entitled to receive child or medical support payments as the result of an assignment of support rights.

Parties may waive the right to personal service of the NOI packet in writing by completing form 470-3252, *Waiver of Personal Service and Acceptance of Review and Adjustment Notice*. This form is part of the packet that ICAR generates and mails to the parties when you make an entry in the NOI field. If a party does not return a completed form 470-3252, send the packet to the sheriff or process server to serve the party.

If any party waives personal service before receiving the NOI packet but you don't generate the packet in time for the party to receive it within 90 days of the date on the written waiver, get a new waiver or have the party served. This may happen if the nonrequestor can't be located for several months. Be sure to send the packet to the requestor as soon as possible so that you won't have to get another waiver if the nonrequestor is located more than 90 days from the date on the first waiver.

To serve a party, send the NOI packet to the appropriate sheriff's office or process server. Do not require payment of fees prior to service. You may ask the requestor to pay the fees in advance, but if the requestor cannot or will not pay, proceed with the REVIEW. The payment of service fees is the responsibility of the party requesting REVIEW unless, as a condition of receiving public assistance benefits, the party has assigned his/her rights to child or medical support. Recover the fee by making sure you have indicated in the order that the requestor is responsible for service fees. Follow local office procedures to recover the money either by setting the debt up on tracking fees and costs or by having the court collect the fee.

ICAR generates form 470-3181, *Directions for Service and Return of Service for Service in Iowa*, or form 470-3325, *Out of State Directions for Service and Out of State Return of Service*. ICAR generates the correct form based on the entries you make in GEN SERVICE REQ fields on the REVIEW1 screen.

If a party resides in a shelter or crime victim center, take extra precautions against disclosing the location. Iowa Code section 915.20A(2) prohibits disclosing the location of a crime victim center or the identity of the victim counselor during any civil or criminal proceeding. Take the following steps when serving a person who resides in a shelter:

- ◆ Give the person the option of accepting service by sending form 470-3655, *Important Information About Accepting Service of Process*. Include form 470-2982, *Waiver of Personal Service and Acceptance*, as well as the NOI packet. The information form offers the person the option of mailing back the notarized waiver or coming to the Unit office. Give the person at least ten days to accept service. If the person signs the waiver, file it in the court file since there is no address on the form.
- ◆ If the person does not accept service, give the sheriff or process server form 470-3665, *Information Sheet for Sheriffs and Private Process Servers*, which provides special instructions about return of service procedures when serving a person at a shelter. Form 470-3325 (in state) or 470-3181 (out of state), *Return of Service*, must be returned without the address along with form 470-3656, § 915.20A *Affidavit Regarding Return of Service*, which gives the actual address of service and is signed by the sheriff or process server and notarized.
- ◆ Refer the matter to the Unit attorney to ask the court to file the *Return of Service* without the actual address. The attorney uses this *ex parte* motion (without notice to the opposing party) form 470-3657, *Application for § 915.20A Order for Nondisclosure*, with form 470-3658, § 915.20A *Order for Nondisclosure*. Give the *Return of Service* to the clerk of court to file in the court file and keep the § 915.20A *Affidavit Regarding Return of Service* in the Unit file.
- ◆ If challenged, you have the affidavit with the actual address in the Unit file. Iowa Rules of Civil Procedure, Rule 81.305, allows the Unit to ask the court to amend the original *Return of Service* if there is a challenge by the person served.

Use the following highlighted fields to generate the request for service.

D479HL51	IOWA COLLECTION AND REPORTING SYSTEM ADMIN REVIEW AND ADJUST - 1	DATE: TIME:
CASE NUMBER.. :	CSRU ATTY.....:	SIGNATURE ID.....:
PAYOR..... :	LOC KNOWN.. :	CC RP ATTY.....:
PAYEE .....	LOC KNOWN.. :	CC CP ATTY.....:
3RD PARTY (Y/N):	NECESSARY?:	LOC KNOWN.. :
COURT ORD #:		FOSTER CARE.....:
MULTIPLE ORDERS .....		COUNTY.....:
INTERSTATE.....(Y/N):	INIT STATE:	
ADMINISTRATIVE MOD.....:		DATE:
PRE-REVIEW REQUESTED BY.....:		DATE:
REVIEW APPROPRIATE?.....(Y/N):	DENY RSN.....:	DATE:
DATE REVIEW INITIATED .....	NOI..... (Y/R):	DATE:
REVIEW POSTPONED..... (Y):	#	POSTPN RSN.:
REVIEW REOPENED .....		DATE:
<b>GEN SERVICE REQT .....</b> (Y/R):	<b>CP: I/O: DATE:</b>	
	<b>RP: I/O: DATE:</b>	
	<b>TP: I/O: DATE:</b>	
PF2=ADD PF3=UPD PF5=INQ PF6=INTERSTA PF7=REVSUM PF8=REVIEW2 PF9=REFRESH		
PF10=OLDER REV PF11=NEWER REV PF12=COURTORD PF13=NEXT ORDER PF14=PRIOR ORDER		
NEXT SCREEN:	NOTES:	

The fields, descriptions and values are:

- ◆ **GEN SERVICE REQT (Y/R) I/O DATE:** This field contains three segments. Each segment has three fields to allow you to generate or regenerate process service directions for the CP, the RP or the TP. The three segments and three fields in each segment are:

CP	I/O (in-state or out-of-state)	DATE
RP	I/O (in-state or out-of-state)	DATE
TP	I/O (in-state or out-of-state)	DATE

You may make an entry in any or all three segments. If you make an entry in any field in a segment, ICAR requires that you complete the other fields in that segment.

Valid entries for CP, RP or TP fields are:

- Y ICAR generates the form for the indicated party. If you leave this field blank, ICAR does not generate the form.
- R ICAR regenerates the form for the indicated party. When you attempt service again, replace the “Y” with “R” to indicate which parties are being re-served.

Valid entries for the I/O fields are:

- I Within the state of Iowa. ICAR generates form 470-3181.
- O Outside the state of Iowa. ICAR generates form 470-3325.

When you press PF3 to update the REVIEW1 screen, ICAR displays form 470-3181 or 470-3325, as appropriate, with as much data as possible completed. Enter additional data as needed and generate the form. File the original form and the return of service in the Unit case record since these forms are required for the court file.

ICAR issues these narratives to document your actions and a status to a party according to entries made in the GEN SERVICE REQT (Y/R) I/O DATE fields.

	Obligor	Obligee	Third Party
If case type 12, narratives documenting in-state service of the NOI.	(REV34)	(REV32)	(REV36)
If case type 12, narratives documenting out-of-state service of the NOI.	(REV33)	(REV31)	(REV35)
If case <u>not</u> type 12, narratives documenting in-state service of the NOI.	(REV145)	(REV143)	(REV147)
If case <u>not</u> type 12, narratives documenting out-of-state service of the NOI.	(REV144)	(REV142)	(REV146)

- ◆ **DATE:** If you do not enter a date, ICAR enters the current date.

Make entries to the following highlighted fields on the REVIEW2 screen to record that service was or was not obtained.

D479HL52	IOWA COLLECTION AND REPORTING SYSTEM		DATE:
	ADMIN REVIEW AND ADJUST - 2		TIME:
CASE NUMBER.. :	COURT ORD #..:		
PAYOR..... :			
PAYEE ..... :			
3RD PARTY ..... :			
<b>SERVED (Y/N DATE):</b>	<b>CP</b>	<b>RP</b>	<b>TP</b>
<b>REASON NOT SERVED:</b>	<b>CP</b>	<b>RP</b>	<b>TP</b>
WAIVE PREREV TIME (Y/N) .....	CP	RP	TP
REQ TO WITHDRAW RECD(CP/RP/TP/OTHST):		DATE:	
WITHD REQ ACCEPTED (Y/N):	CODE:	DATE:	NR:
FINANCIAL INFO RECD.....	CP	RP	TP
REVIEW RESULTS..... :	NC?:	INC?:	DEC?:
OLD OBLIG (AMOUNT/FREQ) .....			ADD HI
NEW OBLIG (AMOUNT/FREQ) .....			ADD MS?:
PERCENT AND AMOUNT CHANGE/FREQ.....			PER
NOD ISSUED (Y/R/V/X) .....		DATE:	PER
WAIVE POSTREV TIME (Y/N).....	CP	RP	TP
PF3=UPDATE	PF5=INQUIRE	PF6=INTERSTA	PF7=REVIEW1
PF12=COURTORD	PF13=NEXT ORDER	PF14=PRIOR ORDER	PF8=REVIEW3
NEXT SCREEN:	NOTES:		

The fields, descriptions and values are:

- ◆ **SERVED (Y/N DATE):** This field contains three segments, one for each of these parties:
  - CP The obligee (Custodial Parent).
  - RP The obligor (Responsible Parent).
  - TP The Third Party.

Each segment has one field divided into two portions to allow you to enter whether the NOI packet was served, and, if served, the date of service. ICAR allows entry only if there is a "Y" in the REVIEW APPROPRIATE (Y/N) and NOI (Y/N) fields on the REVIEW1 screen.

Valid entries for the first portion of the CP, RP, and TP fields are:

Y The NOI was served on that party.

ICAR allows you to enter “Y” in the TP segment only if a third party is displayed in the 3RD PARTY field on the REVIEW1 screen and “Y” is in the NECESSARY? field. See **Identifying Necessary Parties Who Can Request Review and Adjustment** earlier in this chapter for information about whether a party is a “necessary” party to an order.

When you enter “Y” in the first portion of the field, ICAR requires an entry in the corresponding date portion of the field. ICAR moves the cursor to the DATE field. Enter the service date in the MM/DD/CCYY format.

When service is complete, ICAR issues narratives (REV178) for the obligor, (REV179) for the obligee and (REV180) for the third party documenting service of the NOI. When the SERVED (Y/N DATE) fields for all necessary parties contain a “Y,” ICAR issues a narrative (REV37) and a calendar flag (REV29) for you to conduct the REVIEW and issue the *Notice of Decision to Review and Adjust a Child Support Obligation* (NOD).

N The NOI was not served. When you enter “N,” ICAR requires an entry in the REASON NOT SERVED field.

- ◆ REASON NOT SERVED CP: Use this field to indicate why the CP was not served.
- ◆ REASON NOT SERVED RP: Use this field to indicate why the RP was not served.
- ◆ REASON NOT SERVED TP: Use this field to indicate why the TP was not served.

Valid entries for the REASON NOT SERVED fields are:

LOC The location of the party is unknown.  
MOVE The party moved and left no forwarding address.  
EMPL The party is no longer employed with the employer provided.  
DATA The data on the service form is incomplete.  
WRNG The wrong person is listed on the service form.  
ADDR There is no such address.

PERS	The wrong person was served.
REFU	The person refused to accept service.
IDEN	There is no such person.
APT	The address is an apartment building and the apartment number is needed.
JAIL	The person to be served is incarcerated.
DECD	The person to be served is deceased.
OTHR	Service was <u>not</u> accomplished for other reasons.

If service is unsuccessful, ICAR issues narrative (REV183) to document unsuccessful service and the reason based on the above codes. If the reason code is OTHR, ICAR issues narrative (REV184) that requires you to enter the reason for unsuccessful service. The Direct Case to Next Activity (DCTNA) ICAR batch program periodically searches for processes that have documented unsuccessful service. That program issues a calendar flag to remind you to reattempt service. See 9-E, **CASE SETUP**, for further information about the DCTNA batch program.

### **Pre-Review Waiting Period**

**Legal reference:** Iowa Code section 252H.7, 252H.16

The Unit is prohibited from conducting the REVIEW until 30 days after all necessary parties are successfully served with the *Notice of Intent to Review and Adjust a Child Support Obligation* (NOI), unless all parties waive the pre-review waiting period in writing. Form 470-3254, *Waiver of Pre-Review Waiting Period for Review and Adjustment*, served as part of the NOI packet, can be used for this purpose. If you receive signed statements from each of the parties waiving the waiting period, you can prepare form 470-3259, *Notice of Decision to Review and Adjust a Support Obligation* (NOD), before the 30-day waiting period has expired.

If the parties jointly waive the waiting period and the order is subsequently adjusted, file the signed statements in the court record with the order adjusting the support obligation.

Use the following highlighted fields on the REVIEW2 screen to record that the parties waived the 30-day waiting period.

D479HL52	IOWA COLLECTION AND REPORTING SYSTEM ADMIN REVIEW AND ADJUST - 2		DATE: TIME:
CASE NUMBER.. :	COURT ORD #..:		
PAYOR..... :			
PAYEE ..... :			
3RD PARTY ..... :			
SERVED (Y/N DATE): CP	RP		TP
REASON NOT SERVED: CP	RP		TP
<b>WAIVE PREREV TIME (Y/N)</b> .....	<b>CP</b>	<b>RP</b>	<b>TP</b>
REQ TO WITHDRAW RECD(CP/TP/OTHST):		DATE:	
WITHD REQ ACCEPTED (Y/N):	CODE:	DATE:	NR:
FINANCIAL INFO RECD..... :	CP	RP	TP
REVIEW RESULTS..... :	NC?:	INC?:	DEC?:
OLD OBLIG (AMOUNT/FREQ) .....			ADD HI
NEW OBLIG (AMOUNT/FREQ) .....			ADD MS?:
PERCENT AND AMOUNT CHANGE/FREQ..... :			PER
NOD ISSUED (Y/R/V/X) .....		DATE:	PER
WAIVE POSTREV TIME (Y/N)..... :	CP	RP	TP
PF3=UPDATE	PF5=INQUIRE	PF6=INTERSTA	PF7=REVIEW1
PF12=COURTORD	PF13=NEXT ORDER	PF14=PRIOR ORDER	PF8=REVIEW3
NEXT SCREEN:	NOTES:		

The fields, descriptions and values are:

- ◆ **WAIVE PREREV TIME (Y/N):** This field contains three segments, one for each of these parties:

CP The obligee (Custodial Parent).  
 RP The obligor (Responsible Parent).  
 TP The Third Party.

Valid entries for the CP, RP, or TP field are:

Y The party waived the 30-day pre-review period.  
 N The party did not waive the 30-day pre-review period.

You may begin the REVIEW if all necessary parties waive the 30-day pre-review time period. ICAR issues narratives (REV39) or (REV40) and a calendar flag (REV30) indicating all parties waived the time period. Even though you have to wait 30 days before conducting the REVIEW (unless waived by the parties), you can go ahead and collect and verify financial information. This information gathering is to prepare you to conduct the actual REVIEW.

Conducting the REVIEW involves using the information you have gathered to perform the guidelines calculation. Once the waiting period has expired or all parties have waived the waiting period, determine whether it is appropriate to adjust the support order and prepare the NOD.

ICAR allows you to generate the NOD only if 30 days have passed since the last party was served (the latest date in the SERVED (Y/N DATE) field) or if all necessary parties waive the waiting period.

## **OBTAINING AND VERIFYING INFORMATION**

**Legal reference:** Iowa Code section 252H.6

The process of obtaining, verifying, and analyzing information may begin once you determine that a REVIEW will be conducted. You can gather and analyze information throughout the entire review and adjustment process until a final disposition is made. The parties having a legal interest in the support order have primary responsibility for providing this information. Information includes details about the parties' financial circumstances, income and expenses.

Form 470-0204, *Financial Statement*, or form 470-2870, *Foster Care Financial Statement*, is included in the NOI packet and requests information and verification of income from:

- ◆ The obligor.
- ◆ The obligee, if one of the legal parents subject to the order.
- ◆ The third party if a legal parent.
- ◆ A non-parental custodial caretaker if the courts have established a legal obligation requiring the person to provide financial support for the children.

**Note:** Do not request financial information about, or verification of, the caretaker's financial circumstances unless a legal obligation exists for the caretaker to provide support. Refer to the section, **Nonparental Custodial Caretakers**, in this chapter.

The parties have ten days to provide financial information including income, expenses, and deductions requested by form 470-0204, *Financial Statement*. The form also asks for verification in the form of pay stubs, income tax forms, a letter from the employer, or other documents. The ten-day period begins the day following the date the last party is served.

In general, accept the information and verification provided by the parties unless obviously inconsistent with information available from other sources or case circumstances. Request verification as an aid in determining a parent's true financial circumstance, but note that verification is not mandatory unless inconsistencies exist. A person may submit a financial statement only, and if consistent with other available information (example: PIEX), no additional verification is required. Enter the information gathered into the guidelines worksheet to determine the amount of the support obligation as described in **Calculating Support Based on the Guidelines** in this chapter.

If a party asks for assistance in completing the financial statement, answer questions but do not enter any information on the form between the caption and signature line. The party must enter the data except when:

- ◆ The party is non-English speaking.
- ◆ The party needs help reading and/or writing.
- ◆ The party needs special assistance due to hearing, visual or other impairments.

In these circumstances, help the party find assistance, if necessary. Narrate the case record and note on form 470-0204 who assisted the party in completing the form. Sign the notation.

### **Failure to Provide Information**

If a party doesn't return a completed financial statement, take appropriate action as follows:

- ◆ If the parent receives public assistance under the FIP or Medicaid program and is required to cooperate with the Unit, do not refer the individual for non-cooperation. This is because you can proceed with the REVIEW using income information available through income maintenance.

- ◆ If the parent is a recipient of nonpublic assistance enforcement services and fails to cooperate, do not end the REVIEW or terminate services. This is because you can proceed with the REVIEW.
- ◆ Use independent sources to obtain or confirm information about the financial circumstances of any party whose income must be considered in determining the amount of the support order. Use all available sources that are appropriate to the case situation to obtain and verify this information.
- ◆ If you think the requesting party knows about the nonrequestor's income, ask the requestor to fill out an affidavit about the nonrequestor's income. Refer to the section, **Affidavit About the Non-Requestor's Income**, in this chapter.
- ◆ If you exhaust all available sources for obtaining and verifying financial information, use the occupation wage rate tables. If you have no information about the person's occupation, then use the appropriate CSRU median income. Refer to 10-M, **DETERMINING CHILD SUPPORT OBLIGATIONS**, in the Employees' Manual for information about the wage rate tables and CSRU median income.
- ◆ If it is appropriate, request a court hearing to compel a party to provide income information. Refer to the section, **Using the Court to Obtain Verification**, in this chapter.

### **Affidavit About the Non-Requestor's Income**

You may ask the party who requested the REVIEW to provide an affidavit about the nonrequestor's income if:

- ◆ You can't get information about the financial circumstances of the nonrequesting party and you believe the requesting party may have or be able to get such information, and
- ◆ The requesting party indicates the nonrequesting party has income or other financial resources available to meet a support obligation that has not been reported.

If you ask the requesting party to complete an affidavit, clearly state in your letter or status what information you need.

The affidavit may be in any format but the requesting party must sign it. The affidavit should state what income or resources the requesting party believes are available to the nonrequesting party and the reasons for this belief.

The affidavit is intended to guide you to sources that may verify income information for the nonrequestor. Use independent sources to verify the information provided in the affidavit. Do not use unsubstantiated information provided by the requesting party to determine the nonrequestor's income and resources.

### **Using the Court to Obtain Verification**

You may ask for a court hearing if you think the financial information provided by the parties is incomplete or inaccurate. Use this option only when:

- ◆ All your efforts to obtain and verify income failed and it is not appropriate to use the CSRU median income or wage rate tables.
- ◆ The party does not respond to your requests for information or verification or refuses to provide information or verification.
- ◆ You can't get income information from other sources to support or contradict the information provided by the party.

The court may compel the party to respond to interrogatories or otherwise provide proof of income and allowable deductions. Refer to the section, **Request for Court Hearing**, in this chapter for instructions for completing a hearing request.

### **Health Insurance Information**

**Legal reference:** 45 CFR 303.8(d), 302.33(a)(5)  
Iowa Code section 252H.14  
441 IAC 99.62(3)b

Attempt to obtain information about health insurance coverage or the availability of health insurance coverage for the children affected by the support order you are reviewing. You need this information to determine:

- ◆ If dependent health insurance coverage is available and whether coverage is provided to the dependents.
- ◆ The health insurance premium amount to deduct from gross earnings when using the guidelines. See 10-M, ***DETERMINING CHILD SUPPORT OBLIGATIONS***, in the Employees' Manual for further information about health insurance deductions.

These instructions apply only to the two groups listed below:

- ◆ Nonpublic assistance cases where a parent or caretaker requested medical support services.
- ◆ All public assistance cases.

The obligee may return form 470-2744, *NPA Medical Support Questionnaire*, or form 470-2748, *PA Medical Support Questionnaire*, or indicate medical coverage provisions on the request form. Attempt to add health insurance provisions to the support order for the groups listed above, unless:

- ◆ The support order already contains provisions for health insurance as specified by 252E.
- ◆ The custodial parent or caretaker is a recipient of nonpublic assistance enforcement services and has not requested medical support services (indicated by an "N" in the NPA REQUESTS MS ENF field on the PAYEE screen).
- ◆ The custodial parent or the custodial parent's spouse has enrolled the children in a health benefit plan and provides satisfactory health insurance coverage (other than Medicaid or HIPP) for the children whether or not the custodial parent was ordered to provide health insurance.

The Unit has no procedures in place in the administrative process for setting a dollar amount for reimbursement of the health insurance premium. Either party may request a court hearing during the REVIEW process to contest the Unit's decision.

When none of the above conditions apply, attempt to determine whether health insurance coverage for the children affected by the order is available to the noncustodial parent at reasonable cost (employment-related) as follows:

- ◆ If the noncustodial parent has requested a REVIEW using form 470-2749, *Request to Modify a Child Support Order*, and
  - On the request form has indicated that the children are currently covered under a health benefit plan, or
  - The case record already contains such information, no further investigation is required.
- ◆ If the noncustodial parent returns the form 470-0413, *Obligor Insurance Questionnaire*, indicating that dependent health insurance is available through the employer or the dependents are enrolled in a health benefit plan, no further investigation is required.
- ◆ If the noncustodial parent does not return form 470-0413, issue form 470-2240, *Employer Insurance Questionnaire*, to the noncustodial parent's current employer. Generate the form from FORMOSEL or FORMVIEW and enter your local office address so the form comes back to you. If the employer reports that health insurance is available, no further investigation is required.

Include health insurance in the REVIEW if the noncustodial parent has enrolled the children in a health benefit plan, but this coverage is not required in the court order. If the noncustodial parent is already providing health insurance coverage for the child(ren), whether due to the order or voluntarily, check the ICAR medical support records for the case. If these records do not correspond with the information reported, verify the information reported and update these records accordingly. See 11-I, **MEDICAL SUPPORT**, for further information about medical information recorded in ICAR.

If the custodial parent originally was ordered to provide health insurance coverage, but asks the Unit to change the order to require the noncustodial parent to provide the insurance, the following guidelines apply:

- ◆ Nonpublic assistance cases – If the custodial parent was ordered to provide the insurance and:
  - If dependent health insurance is available through the custodial parent’s employer, do not alter those provisions. The custodial parent may seek modification through a private action.
  - If the children are already covered under a dependent health insurance plan, do not adjust the order. The custodial parent may seek modification through a private action.
  - If the custodial parent does not have dependent health insurance available but the noncustodial parent does, seek to add provisions for the noncustodial parent to provide health insurance.
  - If neither the custodial parent nor the noncustodial parent has dependent health insurance available, seek to add provisions for the noncustodial parent to provide health insurance if it becomes available in the future.
- ◆ Public assistance cases (including account type 18 cases) – If the custodial parent was ordered to provide the insurance and has insurance on the children (other than Medicaid), do not alter the medical provisions. Whether or not the custodial parent is ordered to provide health insurance, if the custodial parent does not have insurance on the children (other than Medicaid), seek to add provisions for the noncustodial parent to provide health insurance.

**Note:** The HIPP program is available only to Medicaid-eligible families and is designed to pay the private health insurance premium for the Medicaid-eligible family.

Health insurance purchased under the HIPP program is considered Medicaid; therefore, seek to add health insurance provisions to the court order if this is the only health insurance coverage for the children.

**Note:** The *hawk-i* program is funded through Title XXI, not Title XIX (Medicaid). Coverage through *hawk-i* is not considered Medicaid for REVIEW purposes. If a child is covered under the *hawk-i* program, consider it health insurance and do not pursue further health insurance provisions.

**Completing the Information Process**

After gathering and verifying financial and medical information, use the following highlighted fields on the REVIEW2 screen to record that parties have provided information. ICAR issues a narrative (REV44) once you indicate that a party has provided information.

D479HL52	IOWA COLLECTION AND REPORTING SYSTEM		DATE:
	ADMIN REVIEW AND ADJUST - 2		TIME:
CASE NUMBER.. :	COURT ORD #..:		
PAYOR..... :			
PAYEE ..... :			
3RD PARTY ..... :			
SERVED (Y/N DATE): CP	RP		TP
REASON NOT SERVED: CP	RP		TP
WAIVE PREREV TIME (Y/N) .....	CP	RP	TP
REQ TO WITHDRAW RECD(CP/RP/TP/OTHST):		DATE:	
WITHD REQ ACCEPTED (Y/N):	CODE:	DATE:	NR:
<b>FINANCIAL INFO RECD</b> .....	<b>CP</b>	<b>RP</b>	<b>TP</b>
REVIEW RESULTS..... :	NC?:	INC?:	DEC?:
OLD OBLIG (AMOUNT/FREQ) .....			ADD HI
NEW OBLIG (AMOUNT/FREQ) .....			ADD MS?:
PERCENT AND AMOUNT CHANGE/FREQ.....			PER
NOD ISSUED (Y/R/V/X) .....		DATE:	PER
WAIVE POSTREV TIME (Y/N) .....	CP	RP	TP
PF3=UPDATE	PF5=INQUIRE	PF6=INTERSTA	PF7=REVIEW1
PF12=COURTORD	PF13=NEXT ORDER	PF14=PRIOR ORDER	PF8=REVIEW3
NEXT SCREEN:	NOTES:		

The fields, descriptions and values are:

- ◆ **FINANCIAL INFO RECD:** This field contains three segments, one for each of these parties:

- CP The obligee (Custodial Parent).
- RP The obligor (Responsible Parent).
- TP The Third Party.

Enter a “Y” in the CP, RP, or TP field to indicate you received financial information from that party.

## **CONDUCTING THE REVIEW**

**Legal reference:** Iowa Code section 252H.4(3)

Conduct a REVIEW of a support order no earlier than 30 days after the last party is served the notice of the Unit's intent to REVIEW the order. The local CSRU office providing enforcement services to the case is responsible for conducting the REVIEW. Additional information or verification may be requested from any party at any time during the REVIEW. The Unit staff has primary responsibility for conducting the REVIEW but consultation with the Unit attorney is appropriate when necessary.

- ◆ Begin the REVIEW after the expiration of the 30-day period following service of the NOI packet unless all parties waived the waiting period. If all parties waived the waiting period, begin the REVIEW when you have information necessary to proceed.
- ◆ Complete the REVIEW within 60 days of the date the NOI packet was served on all parties or within 15 days of receiving the information and verification necessary to complete the REVIEW, whichever is later.
- ◆ If the location of one of the parties becomes unknown after service of the NOI packet but prior to your completing the REVIEW, continue the REVIEW and send all correspondence to the last known address for each party.

### **Identifying Support Orders Appropriate for Adjustment**

**Legal reference:** 45 CFR 303.8(c) & (d)  
441 IAC 99.62  
Iowa Code sections 252H, 598.21(4), 252E

An order is considered appropriate for adjustment when the order is for current support and:

- ◆ The present support amount varies by more than 20% from the amount of support that would be due under the guidelines. If the order does not address medical support and health insurance is available, add provisions for health insurance as long as the obligee has requested medical support services (a "Y" appears in the NPA REQUESTS MS ENF field on the PAYEE screen). Refer to the section, **Variance From the Guidelines**, in this chapter, or

- ◆ The order does not contain health insurance provisions and the requestor of the REVIEW has asked for the addition of health insurance whether or not it is currently available, or
- ◆ An ICAR batch program identifies the case as appropriate for addition of health insurance to the order, since it is available through the employer for a reasonable cost to the party ordered to provide support and the children are not otherwise adequately covered under a health benefit plan. Coverage through Medicaid or HIPP is not considered adequate coverage when determining whether to add health insurance. See 11-I, **MEDICAL SUPPORT**, for information about the MEDSUM batch program.

**Note:** A support order may be considered appropriate for adjustment based on the availability of health insurance coverage by the noncustodial parent. When adjusting a support order to add health insurance provisions, set the child support amount according to the current guidelines, even if the resulting variance is not over 20%. A support order is considered appropriate for adjustment for any one or a combination of the reasons indicated.

**Note:** A health-only order associated with the court order under review is appropriate and is included in a multiple order REVIEW. Refer to the section, **Procedures for Multiple Order Reviews**.

### **Variance From the Guidelines**

**Legal reference:** 441 IAC 99.62(3), 65(1)

Proceed to adjust the support obligation based on a substantial change in financial circumstances when all of these financial conditions are met:

- ◆ Because of changes in the financial circumstances of the parties, the present support amount varies by more than 20% from the amount of support that would be due under the guidelines. Refer to 10-M, **DETERMINING CHILD SUPPORT OBLIGATIONS**, in the Employees' Manual for information on calculating support.

**Note:** The 20% variance must be met before allowing the deduction for qualified additional dependents deduction (QADD) in a downward modification.

- ◆ The income change is due to financial circumstances that have lasted for at least three months and can reasonably be expected to last for an additional three months (three-month/three month rule).

- ◆ The 20% variance is not due to:
  - A voluntary reduction in net monthly income attributable to the actions of the party ordered to pay support, especially when it appears the intent is to avoid or reduce the person's child support obligation. The Iowa Supreme Court holds that an adjustment is not appropriate if the change in financial condition is due to fault or voluntary waste of one's talents or assets. If there has been a substantial loss of income for the party, investigate to determine if the loss of income is directly attributable to the obligor's voluntary actions.  
  
**Note:** Incarcerated persons are not considered to have voluntarily reduced their income. Use current income to determine the guideline amount of child support. Investigate persons returning to school voluntarily on a case-by-case basis to determine if voluntary reduction applies.
  - Any material misrepresentation of fact concerning any financial information submitted to the Unit.

### **Continuous Nature of Financial Circumstances**

**Legal reference:** 441 IAC 99.62(3)

A variation from the guidelines sufficient to make a support order appropriate for adjustment must be based on financial circumstances that have lasted for at least three months and can reasonably be expected to last for an additional three months. Consider variances such as the following continuous and recurring. The case therefore qualifies for review and adjustment if the 20% threshold is met.

- ◆ Fluctuations in earned income due to:
  - Changes in the number of hours worked.
  - Changes in the number of overtime hours worked.
  - Receipt of annual bonuses, vacation pay, tips, or commissions.

Considering these changes or income types as continuous and recurring means you will not deny an adjustment just because the person has or hasn't received it in the last or next three months.

If a person's income fluctuates significantly from pay period to pay period for these or similar reasons determine a net monthly income that is representative of the individual's actual financial circumstances. Enter a narrative on the case providing details for determining the amount of earnings.

- ◆ Changes in the net profit from self-employment associated with the nature of the self-employment provided the individual continues in the same manner of self-employment.
- ◆ Cost-of-living adjustments in social security, veteran's or similar benefits, pensions, or annuities.
- ◆ Changes in salary due to promotion, demotions, job performance, cost-of-living adjustments, or similar reasons associated with continuous employment with the same company, business, or organization.
- ◆ Lottery winnings that are distributed regularly over a period of time.
- ◆ Changes in income associated with seasonal or intermittent jobs when such changes reflect permanent changes in the established work pattern for the individual, not fluctuations in income. The changes must have lasted for at least three months and are reasonably expected to last for an additional three months.

A loss is considered permanent if an individual provides verification that the income has terminated, the loss has lasted for at least three months, and there is no reason to believe that the income will begin again within the next three months. A gain is considered permanent if the individual provides verification or you confirm from an independent source that the source of income is at least three months old and there is reason to believe that the income will continue for at least an additional three months. Verification may be based on statements from the individual, the individual's financial history, or information provided by the source of income or otherwise available to the Unit.

Changes that are typical and normally anticipated in a source of income, or are part of an established work pattern are not treated as substantial changes in income regardless of the fluctuations. Do not apply the three-month/three-month rule to these fluctuations.

1. Mr. J is a migrant farm worker. The established pattern of his work requires him to move from state to state in search of work. Consequently, Mr. J often goes for days or weeks without income when he is between jobs. Because this temporary loss of income is part of his work pattern, Mr. J's income is considered continuous. Calculate his income over an appropriate period. Consider the income as any other periodic income.
2. Ms. R drives a school bus nine months out of each year and works under contract with the school district. During the summer months, Ms. R does not receive any income from driving the bus. This loss of income during the summer is the established pattern for the job. Ms. R's income is considered continuous. Calculate the income over the appropriate period. Consider the income as any other periodic income.
3. Mr. Q works for a local company on a temporary basis. He is filling in for workers that are currently on strike. He has been working for one month, and his job ends when the strike ends. This temporary income gain is not expected to continue. Mr. Q's income variance does not qualify for REVIEW.
4. Ms. C works on a seasonal basis as a department store window decorator during the Christmas season. She does not work in the off-season. Ms. C has worked in this capacity for the same department store for the past several years, and plans to continue in future years. Because Ms. C's income follows an established pattern, her income is considered continuous and calculated over the appropriate period. Consider the income as any other periodic income.

The following changes in financial circumstances are not considered continuous and recurring and do not qualify the case for REVIEW.

- ◆ Lottery winnings received as a one-time payment.
- ◆ Lump sum payments such as inheritances, settlements, or trusts if there are legal restrictions that preclude the use of this income for child support purposes.
- ◆ One-time bonuses.
- ◆ Other income changes that do not meet the three-month/three-month rule.

**Note:** If it is questionable that a change that occurred within the three months before the REVIEW is expected to last for an additional three months, attempt to resolve this issue with the party who has experienced the change. If you can not resolve the question, postpone the REVIEW until the change is at least three months old. Refer to the section, **Postponing a Review**, in this chapter. If the date when the three-month period ends is more than 30 days in the future, you may require updated financial statements from the parties.

## **Calculating Support Based on the Guidelines**

**Legal reference:** 441 IAC 99.62(3)(a)(1)

Follow these steps to calculate support based on the guidelines:

- ◆ Access the online automated guidelines calculation application.
- ◆ Enter the financial information that you obtained and verified in the REVIEW process.

**Note:** Follow all provisions specified in the guidelines to determine what income and deductions to consider in calculating each party's net monthly income. Refer to 10-M, ***DETERMINING CHILD SUPPORT OBLIGATIONS***, in the Employees' Manual for the provisions and procedures for performing the calculations. Allow special conditions such as:

- Qualified Additional Dependent Deduction (QADD). (Modify downward only if the 20% variance is met before using the QADD.)
  - Social Security Disability (SSD) received by children based on the NCP's disability for Iowa orders. Other states may treat receipt of disability payments differently.
  - Extraordinary visitation credit (EV) for the obligor when the language of the order provides a specific number of overnights. Give the credit even if the obligor does not request it.
- ◆ Complete form 470-2640, *Child Support Guidelines Worksheet*, using the PC application to determine the amount of support due under the guidelines and if the present support amount varies by more than 20% from the amount of support that would be due under the guidelines.

## **Uncovered Medical Expenses**

When an existing order is modified, calculate uncovered medical expenses based on current net incomes of the parties involved regardless of whether the order already contains uncovered medical expense percentages. (See 10-M, ***DETERMINING CHILD SUPPORT OBLIGATIONS***, in the Employees' Manual, for information about uncovered medical expenses.)

When the variance is not greater than 20% and health insurance provisions are already in the order, you do not need to enter an order to add the uncovered medical expense language. The uncovered medical expense language is only added to an existing order when the order is modified.

## Results of the Review

**Legal reference:** 45 CFR 303.8(c)  
Iowa Code section 252H.16  
441 IAC 99.63(3)

Within ten days of completing the REVIEW, send form 470-3259, *Notice of Decision to Review and Adjust a Support Obligation* (NOD), to the last known address of each party affected by the REVIEW or, if applicable, to their attorneys. Indicate the results of the review and if the Unit intends to file an administrative order to adjust the support obligation.

Send the following supporting documents to each party:

- ◆ The applicable chart from the guidelines based on the net monthly income of the parties and the number of children entitled to support.
- ◆ Form 470-2640, *Child Support Guidelines Worksheet*.

If the IV-D agency of another state is providing enforcement services of the support order, issue status updates to that agency advising of the results of the REVIEW.

You may become aware of new or different information or you may discover an error that affects the results of the REVIEW after you generate the NOD but before you enter the administrative order adjusting the support. If so, redo the guidelines calculation. If the decision changes or any amounts change, generate form 470-3260, *Revised Notice of Decision to Review and Adjust a Support Obligation*. The timeframes for the parties to challenge the REVIEW or to request a court hearing begin again from the date of the revised notice. If the new information does not change the amount of the obligation, do not re-send the guidelines worksheet. Instead, send a status letter to the party that provided the new information to tell the party that the recommended amount of support did not change.

**Note:** If you receive new information along with a request for a second REVIEW or a request for a court hearing, do not use the revised notice. Complete a second REVIEW or proceed with a court hearing. Refer to the sections **Challenging the Review** and **Request for Court Hearing** in this chapter.

Only the Unit can request a court hearing prior to the NOD. Before issuing the NOD, the Unit may determine that the case can best be handled judicially because of special circumstances such as concurrent license sanction or contempt proceedings. Refer to the section **Request for Court Hearing** in this chapter.

**Entering Review Results on the REVIEW2 Screen**

When you complete the REVIEW, use the following highlighted fields on the REVIEW2 screen to record the results.

D479HL52	IOWA COLLECTION AND REPORTING SYSTEM		DATE:
	ADMIN REVIEW AND ADJUST - 2		TIME:
CASE NUMBER .. :	COURT ORD #..:		
PAYOR..... :			
PAYEE..... :			
3RD PARTY .....			
SERVED (Y/N DATE): CP	RP		TP
REASON NOT SERVED: CP	RP		TP
WAIVE PREREV TIME (Y/N) .....	CP	RP	TP
REQ TO WITHDRAW RECD(CP/RP/TP/OTHST) ... :		DATE:	
WITHD REQ ACCEPTED (Y/N):	CODE:	DATE:	NR:
FINANCIAL INFO RECD .....	CP	RP	TP
<b>REVIEW RESULTS..... :</b>	<b>NC?:</b>	<b>INC?:</b>	<b>DEC?:</b>
<b>OLD OBLIG (AMOUNT/FREQ) .....</b>			<b>ADD HI</b>
<b>NEW OBLIG (AMOUNT/FREQ).....</b>			<b>ADD MS?:</b>
<b>PERCENT AND AMOUNT CHANGE/FREQ .....</b>			<b>PER</b>
<b>NOD ISSUED (Y/R/V/X) .....</b>		<b>DATE:</b>	<b>PER</b>
WAIVE POSTREV TIME (Y/N) .....	CP	RP	TP
PF3=UPDATE	PF5=INQUIRE	PF6=INTERSTA	PF7=REVIEW1
PF12=COURTORD	PF13=NEXT ORDER	PF14=PRIOR ORDER	PF8=REVIEW3
NEXT SCREEN:	NOTES:		

The fields, descriptions and values are:

- ◆ **REVIEW RESULTS:** This field contains five segments:

- NC?** There is no change in the amount of the support order.
- INC?** The amount of support increased.
- DEC?** The amount of support decreased.
- ADD HI** Health insurance was added to the order.
- ADD MS?** Medical support was added to the order.

ICAR requires you to make an entry in each of the five segments. Valid entries are:

- Y** Yes. When you enter “Y” in any one of the first three fields, ICAR updates the other two fields with “N.”
- N** No.

You must enter “Y” or “N” in the ADD HI and ADD MS? fields. If you do not make an entry in the ADD MS? field, ICAR enters “N.”

Enter only numbers in the OLD OBLIG and NEW OBLIG fields. ICAR enters the percent sign, the dollar sign and decimals.

- ◆ **OLD OBLIG (AMOUNT/FREQ):** ICAR automatically displays the current amount and frequency of the support obligation prior to any adjustment. ICAR displays the dollar amount (e.g., 200) and displays the frequency in the PER field. You may change the fields.
- ◆ **NEW OBLIG (AMOUNT/FREQ):** Use this field to enter the new amount of the support obligation resulting from the REVIEW process. Enter the dollar amount (e.g., 400) calculated on the guidelines worksheet.
- ◆ **PER:** Use this field to indicate the frequency of the support obligation resulting from the REVIEW process. Valid entries are:
  - A      Annually.
  - BM     Bi-monthly.
  - BW     Bi-weekly.
  - M      Monthly.
  - Q      Quarterly.
  - SA     Semi-annually.
  - SM     Semi-monthly.
  - SP     Single payment.
  - W      Weekly.
- ◆ **PERCENT AND AMOUNT CHANGE/FREQ:** This field has two segments for you to enter the percent of the variance and amount of change in the support award based on the REVIEW process. Enter only the figures from the guidelines worksheet. ICAR enters the percent sign, the dollar sign, and decimals.
  - Enter the variance percentage in the first segment of the field. ICAR requires an entry if the NEW OBLIG field has an entry.
  - Enter the dollar amount of change in the second segment of the field. ICAR requires an entry if the NEW OBLIG field has an entry.
- ◆ **PER:** Enter the frequency from the valid entries for the PER field above.

- ◆ **NOD ISSUED:** Your entry determines if ICAR generates form 470-3259, *Notice of Decision to Review and Adjust a Support Obligation*, or form 470-3260, *Revised Notice of Decision to Review and Adjust a Support Obligation*. Form 470-3261, *Waiver of Post-Review Waiting Period for Review and Adjustment (252H)*, also generates. Valid entries are:
  - Y Generates form 470-3259 (NOD) and form 470-3261. When you enter “Y,” ICAR issues a narrative (REV46) advising that the NOD is issued and a calendar flag (REV33) reminding you to prepare the order once the post-review time period has expired. When you press PF3 to update, ICAR also issues a narrative (REV45) with variable text based on the code entered in the RESULTS field indicating changes to the support obligation.
  - R Regenerates form 470-3259 and form 470-3261. When you press PF3, ICAR issues a narrative (REV47) advising that the NOD has been regenerated and a calendar flag (REV34) reminding you to prepare the order.
  - V Generates form 470-3260 (Revised NOD) and form 470-3261. When you enter “V,” ICAR issues a narrative (REV48) advising that a revised NOD was issued and a calendar flag (REV35) reminding you to prepare the order.
  - X Regenerates form 470-3260 and form 470-3261. ICAR issues narrative (REV48) documenting that a revised NOD was issued and a calendar flag (REV35) reminding you to prepare the order.
- ◆ **DATE:** ICAR enters the current date in the MM/DD/CCYY format. The current date must be at least 31 days after the latest of the dates in the SERVED (Y/N) CP, RP, TP field unless all necessary parties waived the pre-review period.

### **Post-Review Challenge Period**

**Legal reference:** 45 CFR 303.8(b)(1)  
Iowa Code section 252H.17  
441 IAC 99.63(4)

After you complete the REVIEW and send the NOD, necessary parties have ten days to ask for a second REVIEW and 30 days to request a court hearing. Wait until the 30 days have passed before preparing an administrative order to adjust the obligation or ending the process if the decision is that an adjustment is not appropriate.

The parties may choose to waive the challenge period. They may use form 470-3261, *Waiver of Post-Review Waiting Period for Review and Adjustment (252H)*, for this purpose or present other written, signed statements. Unless all necessary parties request waiver, do not prepare the administrative order until the challenge period expires.

If all necessary parties do request waiver and you adjust the obligation, file the signed waiver request from each party in the court record with the administrative order adjusting the support obligation.

**Note:** Cases involving nonparental caretakers must include written consent from the caretaker to waive any challenge periods.

Use the following highlighted fields on the REVIEW2 screen to enter waiver requests.

D479HL52	IOWA COLLECTION AND REPORTING SYSTEM		DATE:
	ADMIN REVIEW AND ADJUST - 2		TIME:
CASE NUMBER.. :	COURT ORD #..:		
PAYOR..... :			
PAYEE ..... :			
3RD PARTY ..... :			
SERVED (Y/N DATE): CP	RP		TP
REASON NOT SERVED: CP	RP		TP
WAIVE PREREV TIME (Y/N) .....	CP	RP	TP
REQ TO WITHDRAW RECD(CP/RP/TP/OTHST):		DATE:	
WITHD REQ ACCEPTED (Y/N):	CODE:	DATE:	NR:
FINANCIAL INFO RECD.....	CP	RP	TP
REVIEW RESULTS..... :	NC?:	INC?:	DEC?:
OLD OBLIG (AMOUNT/FREQ) .....		ADD HI	ADD MS?:
NEW OBLIG (AMOUNT/FREQ) .....			PER
PERCENT AND AMOUNT CHANGE/FREQ.....			PER
NOD ISSUED (Y/R/V/X) .....		DATE:	
WAIVE POSTREV TIME (Y/N).....	CP	RP	TP
PF3=UPDATE	PF5=INQUIRE	PF6=INTERSTA	PF7=REVIEW1
PF12=COURTORD	PF13=NEXT ORDER	PF14=PRIOR ORDER	PF8=REVIEW3
NEXT SCREEN:	NOTES:		

The fields, descriptions and values are:

- ◆ **WAIVE POSTREV TIME (Y/N):** This field contains three segments so you can enter a “yes” or “no” for each of these parties:

CP      The obligee (Custodial Parent).  
RP      The obligor (Responsible Parent).  
TP      The Third Party.

Enter a “Y” if that party provided a written, signed statement waiving the post-review challenge period to request a court hearing.

ICAR does not allow you to generate the administrative order until 31 days after the NOD unless all necessary parties provide a valid waiver request as indicated by a “Y” in each necessary party’s section of the WAIVE POSTREV TIME field.

- ◆ If there is a necessary third party and all parties agree to waive the post-review period, ICAR issues a narrative (REV50) indicating the challenge period is waived and a calendar flag (REV36) reminding you to prepare the administrative order.
- ◆ If there is no necessary third party and the CP and RP both agree to waive the post-review period, ICAR issues a narrative (REV51) indicating the challenge period is waived and a calendar flag (REV36) reminding you to prepare the administrative order.

## **COMPLETING THE REVIEW AND ADJUSTMENT PROCESS**

After you send the parties the REVIEW results, their responses determine what actions you have to take to complete the REVIEW process.

Completing the process may include:

- ◆ Accepting a challenge and conducting a second REVIEW.
- ◆ Generating and filing a new administrative order.
- ◆ Requesting a court hearing and certifying the administrative record to the court.
- ◆ Generating and filing a new judicial order.
- ◆ Generating and filing a new or modified IWO.

- ◆ Sending copies of the order to the obligor, the obligee, and the third party, if applicable.
- ◆ Notifying interested states of any determination of controlling order and subsequent modification affecting orders from their states.
- ◆ Entering data into ICAR to record and track the process.

The following sections provide instruction for completing the REVIEW process.

### **Challenging the Review**

**Legal reference:** 45 CFR 303.8(b)(1)  
Iowa Code section 252H.17  
441 IAC 99.63(4)

A necessary party may challenge the results by requesting a second REVIEW within ten days of the date on form 470-3259, *Notice of Decision to Review and Adjust a Support Obligation*, or form 470-3260, *Revised Notice of Decision to Review and Adjust a Support Obligation*. ICAR allows entry of a challenge beyond the ten-day period to account for mail delays or other problems.

The challenge must be in writing and must request a second REVIEW. The challenging party must submit any new or different information not previously considered in the initial REVIEW. Accept only one challenge to the REVIEW. If more than one party challenges the REVIEW, use all new information but conduct only one second REVIEW. Do not accept a challenge to a second REVIEW. To contest the results of the second REVIEW, a party must request a court hearing. Refer to the section **Request for Court Hearing** in this chapter.

### **Denying the Request**

If you deny a request for a second REVIEW, generate and send form 470-3262, *Acknowledgment of Challenge to Review and Adjust a Support Obligation (252H)*, to the challenging party indicating the reason a second REVIEW will not be conducted. Valid reasons for denying a second REVIEW are:

- ◆ The challenge was received after the ten-day allowable time limit.
- ◆ Issues raised are not related to the child support provisions of the order.

- ◆ The request was not in writing.
- ◆ No new or different information was provided.
- ◆ The person who requested a second REVIEW is not eligible to do so.

### **Accepting a Challenge**

If the request meets the criteria for a second REVIEW:

- ◆ Generate and send form 470-3262, *Acknowledgement of Challenge to Review and Adjust a Support Obligation (252H)*, and form 470-3263, *Notice of a Second Review of a Child Support Obligation (252H)*, notifying all necessary parties that a second REVIEW will be conducted.
- ◆ Conduct the second REVIEW utilizing any new or additional information provided or available since issuance of the NOD.
- ◆ Within 30 days of the original NOD date, generate and send form 470-3264, *Second Notice of Decision to Review and Adjust a Child Support Obligation (252H)*, to all necessary parties (see system instructions below).

**Note:** If a written request is received from the challenging party to withdraw a challenge, accept the withdrawal if you receive the written request before you have generated the second notice of decision. Code the withdrawal as described in the 2<sup>ND</sup> NOD field instructions below.

### **Recording a Challenge**

When you receive a challenge, evaluate the situation to determine whether to accept the challenge and proceed with a second REVIEW or to deny the challenge. Use the following highlighted fields on the REVIEW3 screen to record the request and the subsequent actions.

D479HL53	IOWA COLLECTION AND REPORTING SYSTEM ADMIN REVIEW AND ADJUST - 3	DATE: TIME:
CASE NUMBER ..:	COURT ORD #..:	
PAYOR.....:		
PAYEE.....:		
3RD PARTY .....		
<b>CHALLENGE (CP/RP/TP/OTHST):</b>	<b>ACCEPT:</b>	<b>DATE:</b>
NOTICE OF 2ND REV (Y/R) .....		<b>DENY RSN:</b>
2ND REV RESULTS (Y/N):	NC?: INC?:	DATE:
OLD OBLIG (AMOUNT/FREQ) .....		DEC?:
NEW OBLIG (AMOUNT/FREQ) .....		ADD HI?:
PERCENT AND AMOUNT CHANGE/FREQ .....		ADD MS?:
2ND NOD (Y/R/W).....		PER
* * * ADMINISTRATIVE ORDER * * *		PER
GENERATE ORDER (Y/R).....		PER
ORDER FILED (Y/N).....		DATE:
COPIES SENT (Y).....		DATE:
PF3=UPDATE	PF5=INQUIRE	PF6=INTERSTA
PF12=COURTORD	PF13=NEXT ORDER	PF7=REVIEW2
NEXT SCREEN:	NOTES:	PF8=REVIEW4

The fields, descriptions and values are:

- ◆ **CHALLENGE (CP/RP/TP/OTHST):** Use this field to record who challenged the REVIEW. Valid entries are:
  - CP The obligee (Custodial Parent).
  - RP The obligor (Responsible Parent).
  - TP The Third Party.
  - OTHST The IV-D agency from another state. ICAR allows an entry of "OTHST" only if the INTERSTATE field contains "Y."
- ◆ **ACCEPT:** Use this field to indicate if you accepted or denied the challenge. Valid entries are:
  - Y You accepted the challenge. When you enter "Y," ICAR generates form 470-3262, *Acknowledgment of Challenge to Review and Adjust a Child Support Obligation (252H)*, acknowledging the challenge.
  - N You denied the challenge. When you enter "N," ICAR requires an entry in the DENY RSN field.

**Note:** The challenger may withdraw the challenge until you generate form 470-3263, *Notice of a Second Review of a Child Support Obligation (252H)*. Refer to the section, **Completing a Second Review**, in this chapter for details.

- ◆ **DATE:** Enter the postmark date on the challenge in the MM/DD/CCYY format. If you make no entry, ICAR enters the current date.
  - If the date is within the ten-day limit, ICAR issues a narrative (REV53) identifying the person making the challenge and a calendar flag (REV38) prompting you to accept or deny the challenge.
  - If the date is beyond the ten-day limit, ICAR issues a narrative (REV52) indicating the challenge is late and a calendar flag (REV68) prompting you to enter a deny reason if appropriate.
- ◆ **DENY RSN:** Use this field to indicate why you denied the challenge. Valid entries are:
  - 1 You received the challenge after the 10-day limit to file a challenge.
  - 2 The challenge addresses issues not related to the child support provisions of the order.
  - 3 The request is not in writing.
  - 4 No new or different information accompanied the request.
  - 5 The person challenging the REVIEW is not eligible to request a second REVIEW.
  - 6 Other.

**Note:** ICAR issues narratives and calendar flags according to the entry you make in this field.

- ◆ When you enter “1,” ICAR issues a narrative (REV52) indicating that the challenge was received late and a calendar (REV68) to prompt you to enter a deny reason code if appropriate.
- ◆ If you enter “2,” “3,” “4” or “5,” ICAR issues a narrative (REV54) indicating why you denied the challenge.
- ◆ If you enter “6,” ICAR issues a narrative (REV119) for you to enter the reason you denied the challenge.

When you enter the DENY RSN, ICAR generates form 470-3262, *Acknowledgment of Challenge to Review and Adjust a Support Obligation (252H)*, acknowledging the challenge and indicating the reason for denial.

**Completing a Second Review**

When you accept a challenge, gather and verify information for the second REVIEW as you did for the original REVIEW. Refer to the section, **OBTAINING AND VERIFYING INFORMATION**, in this chapter. Conduct the REVIEW as you conducted the original REVIEW. Also refer to the section, **CONDUCTING THE REVIEW**, in this chapter.

Within 30 days of the original NOD date, inform all necessary parties of the results of the second REVIEW.

- ◆ If the first REVIEW is revised or reversed by the second REVIEW, send a copy of the worksheet demonstrating how the amount of support due under the guidelines was calculated, and a comparison of the newly computed amount with the current support obligation amount. Do not send copies of any updated or revised financial statements unless a party requests them.
- ◆ A party may still request a court hearing within 30 days of the original NOD date or within ten days of the second notice of decision date, whichever is later.

Use the following highlighted fields on the REVIEW3 screen to generate the notice of a second REVIEW, to enter the results of the REVIEW, and to generate the second notice of decision.

D479HL53	IOWA COLLECTION AND REPORTING SYSTEM	DATE:
	ADMIN REVIEW AND ADJUST - 3	TIME:
CASE NUMBER ..:	COURT ORD #..:	
PAYOR.....:		
PAYEE.....:		
3RD PARTY .....		
CHALLENGE (CP/RP/TP/OTHST):	ACCEPT:	DATE:
		DENY RSN:
NOTICE OF 2ND REV (Y/R) .....		DATE:
2ND REV RESULTS (Y/N):	NC?: INC?:	DEC?:
OLD OBLIG (AMOUNT/FREQ) .....		ADD HI?:
NEW OBLIG (AMOUNT/FREQ).....		ADD MS?:
PERCENT AND AMOUNT CHANGE/FREQ .....		PER
2ND NOD (Y/R/W).....		PER
* * * ADMINISTRATIVE ORDER * * *		DATE:
GENERATE ORDER (Y/R).....		DATE:
ORDER FILED (Y/N) .....		IWO PROV:
COPIES SENT (Y).....		DATE:
PF3=UPDATE	PF5=INQUIRE	PF6=INTERSTA
PF12=COURTORD	PF13=NEXT ORDER	PF7=REVIEW2
	PF14=PRIOR ORDER	PF8=REVIEW4
NEXT SCREEN:	NOTES:	
PLEASE enter CASE NUMBER		

The fields, descriptions and values are:

- ◆ **NOTICE OF 2ND REV(Y/R):** Make an entry in this field to generate form 470-3263, *Notice of a Second Review of a Child Support Obligation (252H)*. ICAR does not allow an entry unless the CHALLENGE...ACCEPT field is "Y." Valid entries are:

Y ICAR generates form 470-3263.

When you enter "Y," ICAR issues a narrative (REV55) to record generation of form 470-3263. ICAR also issues a calendar flag (REV39) to track the time frame to complete the second REVIEW. Form 470-3264, *Second Notice of Decision to Review and Adjust a Child Support Obligation (252H)*, must be issued within 30 days from the date on form 470-3259, *Notice of Decision to Review and Adjust a Support Obligation*.

R ICAR regenerates form 470-3263 and issues a narrative (REV56) to record generation of form 470-3263. ICAR also issues a calendar flag (REV39) to track the time frame.

- ◆ **2ND REV RESULTS (Y/N):** Entries in this field indicate the results of the second REVIEW. The results of the second REVIEW are independent of the first REVIEW. This field contains five segments:

NC? There is no change in the amount of the support order.

INC? The amount of support increased.

DEC? The amount of support decreased.

ADD HI? Health insurance was added to the order.

ADD MS? Medical support was added to the order.

ICAR requires an entry in each of the five segments. Valid entries are:

Y Yes. When you enter "Y" in any one of the first three fields, ICAR updates the other two fields with "N." You must enter "Y" or "N" in the ADD HI? and ADD MS? fields. If you do not make an entry in the ADD MS? field, ICAR enters "N."

N No.

Enter only numbers in the OLD OBLIG and NEW OBLIG fields. ICAR enters the percent sign, the dollar sign, and decimals.

- ◆ **OLD OBLIG (AMOUNT/FREQ):** This field indicates the current amount and frequency of the support obligation prior to any adjustment. ICAR displays the dollar amount (e.g., 200) and displays the frequency in the PER field for the OLD OBLIG (AMOUNT/FREQ). The worker may change the fields.
- ◆ **NEW OBLIG (AMOUNT/FREQ):** This field indicates the new amount of the support obligation resulting from the second REVIEW process. Enter the dollar amount (e.g., 400) calculated on the guidelines worksheet.
- ◆ **PER:** This field indicates the frequency of the support obligation resulting from the second REVIEW process. Enter the frequency. Valid entries are:
  - A      Annually.
  - BM     Bi-monthly.
  - BW     Bi-weekly.
  - M      Monthly.
  - Q      Quarterly.
  - SA     Semi-annually.
  - SM     Semi-monthly.
  - SP     Single payment.
  - W      Weekly.
- ◆ **PERCENT AND AMOUNT CHANGE/FREQ:** This field has two segments for you to enter the percent of the variance and amount of change in the support award based on the second REVIEW process. Enter only the figures from the *Child Support Guidelines Worksheet*.
  - Enter the variance percentage in the first segment of the field. ICAR requires an entry if the NEW OBLIG field has an entry.
  - Enter the dollar amount of change in the second segment of the field. ICAR requires an entry if the NEW OBLIG field has an entry.
- ◆ **PER:** Enter the frequency from the PER field above.

- ◆ **2ND NOD:** Your entry indicates if a second NOD is issued. Valid entries are:
  - Y ICAR generates form 470-3264, *Second Notice of Decision to Review and Adjust a Child Support Obligation (252H)*, and a narrative (REV58) documenting the generation of form 470-3264.

When you enter “Y” or “R” and press PF3, ICAR issues a calendar flag (REV41) directing you to prepare the administrative order. ICAR issues a narrative (REV57) with variable text based on the code entered in the RESULTS field indicating changes to the support obligation.
  - R ICAR regenerates form 470-3264 and a narrative (REV59) documenting the regeneration of form 470-3264.
  - W The party withdrew the challenge. When you enter “W” in the 2ND NOD field, ICAR issues a narrative (REV2) indicating the withdrawal and a calendar flag (REV2) directing you to prepare the administrative order using the results from the first NOD.
- ◆ **DATE:** ICAR enters the current date in the MM/DD/CCYY format.

### **Preparing an Administrative Order**

**Legal reference:** Iowa Code section 252H.9

If a necessary party does not make a timely request for a court hearing and if the REVIEW results indicate an adjustment to the support obligation, generate form 470-3503, *252H Administrative Order for Adjustment of a Support Obligation*. The form must specify all of the following:

- ◆ The amount of support to be paid and the manner of payment.
- ◆ The name of the custodian of any child for whom support is to be paid.
- ◆ The name of the party ordered to pay support.
- ◆ The name and birth date of any child for whom support is to be paid.
- ◆ A statement that the property of the obligor is subject to collection action including, but not limited to, income withholding, administrative levy, garnishment, attachment of a lien, and other enforcement methods.

- ◆ Provisions for health insurance.
- ◆ The percentage of uncovered medical expenses for which the obligor is responsible (see 10-M, *DETERMINING CHILD SUPPORT OBLIGATIONS*, in the Employees' Manual, for information about uncovered medical expenses).
- ◆ An explanation of reconciliation of payments and periodic due dates for multiple orders.
- ◆ A determination of the controlling order.

The Unit administrator or designee must review and sign the administrative order before you can send it to the district court for review and approval.

Prepare the administrative order for adjustment and an approval order for the judge to sign approving the adjustment order. Prepare a cover letter to the clerk of court asking the clerk to present the adjustment packet to the judge for signature. Include the following documents when you submit the administrative order to the district court:

- ◆ Form 470-3266, *252H Approval Order – Administrative Modification of a Child Support Obligation*.
- ◆ Form 470-3267, *Administrative Modification Order Cover Letter to Clerk of Court*, or 470-3268, *Cover Letter – Administrative Order for Modification – Multiple Orders*.

Also make copies of the following attachments available for the court's review and approval, as applicable.

- ◆ Form 470-3253, *Notice of Intent to Review and Adjust a Child Support Obligation*.
- ◆ The return of service, acceptance of service, or signed statement by the parties waiving service of the notice.

**Note:** Make sure the addresses of the parties are not displayed on the return of service forms (refer to 9-A, **CONFIDENTIALITY OF CHILD SUPPORT INFORMATION**, in the Employees' Manual, for guidelines on protecting the confidentiality of customer information).

- ◆ Form 470-3259, *Notice of Decision to Review and Adjust a Child Support Obligation*, and any revised notice.

- ◆ Form 470-3264, *Second Notice of Decision to Review and Adjust a Child Support Obligation (252H)*, if applicable.
- ◆ Written objections to and requests for a second REVIEW or court hearing.
- ◆ Form 470-2640, *Child Support Guidelines Worksheet*, which shows how you calculated the amount of support.
- ◆ Any reconciliation worksheets prepared to reconcile multiple orders.
- ◆ Copies of signed waivers if all necessary parties have waived time periods.

**Note:** After preparing the administrative order, prepare the income withholding order, if appropriate. Present both orders to the judge at the same time. Follow the procedures described in 11-F, *INCOME WITHHOLDING*, in the Employees' Manual to prepare and file the income withholding order.

Also, do not include financial statements and supporting documentation provided by the parents when you are submitting an administrative order for approval. Only submit those documents if required by the court during a court hearing.

The judge reviews the original file packet containing the adjustment order and required attachments and signs the approval order. The clerk of court file stamps the approval, the adjustment order, and the attachments and enters the order in the judgment docket. The clerk returns a file-stamped copy of the approval order and original file packet to the Unit attorney whose name appears on the cover letter.

### **Effective Date of the Support Obligation**

**Legal reference:** Iowa Code section 252H.10  
441 IAC 99.71

After the filing of the adjustment order with the court, the new obligation amount is effective on the next regular due date for the order being modified.

1. A divorce decree required a monthly obligation due on the 15th of each month. The worker completed a REVIEW of the order. The adjustment order was filed on October 1. The new support obligation is effective October 15.
2. An order required a weekly obligation due each Friday. This order was reviewed. An adjusted order was filed on Monday, March 2. The new support amount is effective Friday, March 6.

**Generating the Administrative Order**

ICAR generates the administrative order when you make entries in the following highlighted fields on the REVIEW3 screen.

D479HL53	IOWA COLLECTION AND REPORTING SYSTEM ADMIN REVIEW AND ADJUST - 3	DATE: TIME:
CASE NUMBER ..:	COURT ORD #..:	
PAYOR.....:		
PAYEE.....:		
3RD PARTY .....		
CHALLENGE (CP/RP/TP/OTHST):	ACCEPT:	DATE:
NOTICE OF 2ND REV (Y/R) .....		DATE:
2ND REV RESULTS (Y/N):	NC?: INC?:	DEC?:
ADD HI?:	ADD MS?:	
OLD OBLIG (AMOUNT/FREQ) .....		PER
NEW OBLIG (AMOUNT/FREQ) .....		PER
PERCENT AND AMOUNT CHANGE/FREQ .....		DATE: PER
2ND NOD (Y/R/W).....		DATE:
* * * ADMINISTRATIVE ORDER * * *		
GENERATE ORDER (Y/R) .....		DATE: IWO PROV:
ORDER FILED (Y/N) .....		DATE:
COPIES SENT (Y).....		DATE:
PF3=UPDATE	PF5=INQUIRE	PF6=INTERSTA
PF12=COURTORD	PF13=NEXT ORDER	PF14=PRIOR ORDER
PF7=REVIEW2	PF8=REVIEW4	
NEXT SCREEN:	NOTES:	
PLEASE enter CASE NUMBER		

The fields, descriptions and values are:

- ◆ **GENERATE ORDER (Y/R):** Your entries in this field cause ICAR to generate or regenerate the order. Valid entries are:
  - Y ICAR generates the administrative order and other necessary documents. When you enter “Y,” ICAR issues a narrative (REV60) to record generation of a single order or narrative (REV61) for multiple orders.
  - R ICAR regenerates the administrative order and other necessary documents. When you enter “R,” ICAR issues a narrative (REV62) for single orders or narrative (REV63) for multiple orders.

If you included multiple orders in the REVIEW, when you enter “Y” or “R,” ICAR displays the COSELECT screen for you to select which orders to list in the adjusted order. Refer to the section, **COURT ORDER SELECT (COSELECT) Screen**, in this chapter.

When you finish selecting all orders to be listed in the administrative order, ICAR generates these forms as appropriate:

- Form 470-3503, *252H Administrative Order for Adjustment of Support Obligation*.
- Form 470-3266, *252H Approval Order – Administrative Modification of a Child Support Obligation*.
- Form 470-3267, *Administrative Modification Order Cover Letter to Clerk of Court* (single), or 470-3268, *Cover Letter – Administrative Order for Modification – Multiple Orders*.

ICAR uses the entry in the MULTIPLE ORDERS field on REVIEW1 to determine which cover letter to generate. If a “Y” appears, ICAR chooses 470-3268. If an “N” appears, ICAR chooses 470-3267.

- ◆ **DATE:** ICAR enters the current date in the MM/DD/CCYY format.

**Note:** The date must be 31 days or more after the date of form 470-3259, *Notice of Decision to Review and Adjust a Support Obligation*, or 470-3260, *Revised Notice of Decision to Review and Adjust a Support Obligation*, unless all parties waived the post-review challenge period. If any of the parties challenged the first decision and a second REVIEW was conducted, the date must be 11 or more days after the date of form 470-3264, *Second Notice of Decision to Review and Adjust a Child Support Obligation (252H)*.

- ◆ **IWO PROV:** ICAR requires an entry when you make an entry in the GENERATE ORDER field. Entries in this field determine whether ICAR generates an IWO. Valid entries are:

Y      Generate an IWO. ICAR requires an entry if “Y” is in the EMPLOYER VERIFIED field on the EMPVER screen and the source is other than HIST.

When you enter “Y,” ICAR displays the IWO screen for you to modify an active IWO or enter a new IWO if appropriate. Refer to the section, **INCOME WITHHOLDING ORDERS (IWO) Screen**, in this chapter for instruction to complete the screen and generate the IWO. ICAR issues a narrative (REV64) indicating an IWO was generated.

- N ICAR does not generate an IWO. When you enter “N” and there is not a “Y” in the EMPLOYER VERIFIED field on the EMPVER screen, ICAR issues a narrative (REV65) indicating an IWO was not generated.
- G ICAR does not generate an IWO because good cause exists. When you enter “G,” the IWO screen does not display and ICAR issues a narrative (REV66) indicating an IWO was not generated because of good cause.
- A ICAR does not generate an IWO because a written agreement is on file. When you enter “A,” the IWO screen does not display and ICAR issues a narrative (REV67) indicating an IWO was not generated because of a written agreement. If you later change the case account type to anything other than 12, 15, or 17, ICAR issues a calendar flag (REV46) instructing you to review the case to determine if the written agreement is still valid.

For more information on good cause or written agreements for IWO, see 11-F, *INCOME WITHHOLDING*, in the Employees’ Manual.

If you blank out a “Y” in this field, ICAR displays the IWO screen to delete the IWO you created previously. Then you get a worker-input narrative (IWO211) to explain the reason for deleting the IWO.

### **COURT ORDER SELECT (COSELECT) Screen**

The COSELECT screen displays the case numbers and court order numbers for all orders included in the REVIEW. It looks essentially the same as the MOREORD screen but its purpose is different. ICAR displays the screen if “Y” is in the MULTIPLE ORDERS field on REVIEW1, and if “Y” or “R” is in:

- ◆ The GENERATE ORDER (administrative) field on the REVIEW3 screen.
- ◆ The REQUEST FOR HEARING GENERATED field on the REVIEW4 screen.
- ◆ The GENERATE JUD ORDER field on the REVIEW4 screen.

ICAR displays order information on the COSELECT screen. Use the COSELECT screen to select from the indicated screens the orders to be included in the following forms:

- ◆ Administrative Order (REVIEW3 screen)
  - Form 470-3503, *252H Administrative Order for Adjustment of a Support Obligation.*
  - Form 470-3266, *252H Approval Order – Administrative Modification of a Child Support Obligation.*
  - Form 470-3268, *Cover Letter – Administrative Order for Modification – Multiple Orders.*
- ◆ Hearing Form (REVIEW4 screen)
  - Form 470-3270, *Request for a Chapter 252H Hearing for Modification of a Child Support Order and Certification of Matter to District Court.*
- ◆ Judicial Order (REVIEW4 screen)
  - Form 470-3504, *252H Judicial Order for Adjustment of a Support Obligation.*

D479HL56		IOWA COLLECTION AND REPORTING SYSTEM					DATE:	
		COURT ORDER SELECT					TIME:	
CASE NUMBER:				COURT ORDER NUMBER:				
<b>S</b>	<b>SEL</b>	<b>CASE #</b>	<b>COURT ORDER #</b>	<b>CNTY</b>	<b>ORDER</b>	<b>ORDER DATE</b>	<b>OBLIG START</b>	<b>OBLIG</b>
—	—	12345	789ABC	77	AO	06 01 1995	07 01 1997	END
—	—	12345	543GHJ	77	AO	01 01 1998	05 01 1998	
PF7=BACKWARD, PF8=FORWARD, ENTER=SELECT, CLEAR=RETURN								
NOTES:								

The fields, descriptions and values are:

- ◆ **CASE NUMBER:** ICAR displays this data.
- ◆ **COURT ORDER NUMBER:** ICAR displays the primary court order number.
- ◆ **S:** Use this field to select the orders to appear in the forms.
- ◆ **SEL IND:** The SEL IND field works in conjunction with the S field. ICAR displays the SEL IND field either blank or with an “S” in the field.
  - If the SEL IND field is blank and you wish to select the order, type a letter in the S field. When you press ENTER, ICAR displays an “S” in the SEL IND field to include the order.
  - If the SEL IND field is blank and you do not wish to select the order, do nothing.
  - If “S” is in the SEL IND field and you wish to select the order, do nothing.
  - If “S” is in the SEL IND field and you do not wish to select the order, enter any letter in the S field. When you press ENTER, ICAR deletes the “S” in the SEL IND field leaving that field blank. ICAR does not include the order in the selection.

When you finish selecting orders, press ENTER. ICAR assembles the necessary information for each order for inclusion in the forms to be generated.

### **INCOME WITHHOLDING ORDERS (IWO) Screen**

Generate the IWO as part of the REVIEW process if there is a verified employer. ICAR displays the INCOME WITHHOLDING (IWO) screen when you enter “Y” in the IWO PROV field on the REVIEW3 or REVIEW4 screen. The IWO screen contains information about any IWO attached to the case. If there is no IWO in place, enter the data necessary to generate the forms for an IWO.

Before starting, check the BALANCE DUE field on the IWO screen. If the balance owed is greater than one month of support, include an arrears amount in the IWO. The amount to be paid toward the arrears is determined by rules and can vary during the life of the order. See 11-F, *INCOME WITHHOLDING*, for information on determining this amount.

To generate an IWO if an active IWO screen already exists, refresh the screen by pressing PF9 and begin entering the information to amend the IWO.

Do not end the active IWO screen yet. Once the REVIEW order and the IWO have been filed and returned to the Unit, then end the active IWO screen and proceed with the amended IWO screen on the ninth day before the effective date of the new obligation.

If the case is a complicated caretaker case, refer the case to the case resolution or IWO specialist in your office.

Use the following highlighted fields on the IWO screen to enter data to generate the IWO.

D479HI61	IOWA COLLECTION AND REPORTING SYSTEM INCOME WITHHOLDING ORDERS	DATE: TIME:
CASE..... :	SIGNATURE ID:	CSRU ATTY ID:
PAYOR..... :		CC RP ATTY (Y/N):
PAYEE..... :		CC CP ATTY (Y/N):
INTERSTATE(Y/N):	INIT STATE:	RSPN STATE:
IIW REQUESTED (AP/CP)	& DATE:	20 PCT :
APPROVED (Y/N):	& DATE:	IMETHOD:
NOTICE (I/M/B/W/O):	& DATE:	MMETHOD:
<b>GENERATE (I/M/L/A/V):</b>	COURT ORD:	JO:
<b>PER</b>	<b>CURRENT</b>	<b>PER ARREARS</b>
		<b>ON LINE FORM:</b>
FILE DATE:	GEN NOTICE:(Y/N/R/S):	<b>LUMP SUM:</b>
IF NO NOTICE, DATE SENT:		
MONITOR FOR:	PER:	
EMP GEN CONTACT :	REMOVE WITHHOLDING:	
TERMINATION (Y/C)	FILED DATE:	DATE SENT:
BALANCE DUE:	LAST PD:	
PROCESS ENDED	SUPPRESS IWO:	(I/R/U):
NARRATIVE: CALENDAR FLAG		
PF1=HELP PF2=ADD, PF3=UPDT, PF4=DELT, PF5=INQ, PF6=INTERSTA, PF7=PG BACK,		
PF8=PG FORWARD, PF9=REFRESH, PF10=EMP LIST, PF11=IWO2		
NEXT SCREEN:	NOTES:	
enter CASE NUMBER AND PRESS PF5		

The fields, descriptions and values are:

- ◆ **GENERATE (I/M/L/A/V):** Your entry in this field determines the type of income withholding order ICAR generates. Valid entries are:

I ICAR generates an *Immediate Income Withholding Order*.

Do not enter "I" if the obligor was previously subject to mandatory income withholding. Enter "M" only.

M ICAR generates a *Mandatory Income Withholding Order*.

L ICAR generates a *Lump Sum Income Withholding Order*.

A ICAR generates an *Amended Income Withholding Order*. These orders should be mandatory orders.

V A Voluntary IWO is agreed between the obligor and the employer and entered when appropriate. ICAR does not generate voluntary IWOs.

For REVIEWS on cases that already have an IWO in place, check the balance to see if you need to add arrears to the IWO, PF9 to refresh the screen, then enter an "A" in the GENERATE (I/M/L/A/V) field.

- ◆ **ON LINE FORM:** When you enter "Y," ICAR generates the form 470/1916, *Order for Income Withholding* (single), form 470-2865, *Order for Income Withholding* (double), or form 470-2864, *Order for Income Withholding* (triple), as appropriate.
- ◆ **PER - CURRENT:** Enter the new amount of the current obligation and the frequency in the CURRENT fields (M = monthly, W = weekly, BW = biweekly, SM = semi-monthly).
- ◆ **PER - ARREARS:** Enter the amount for arrears and the frequency of any arrears amount if appropriate.

Press PF2 twice to add the IWO record. ICAR displays a list of all the court orders for this case. Select the court order to include on the order up to a maximum of three and press ENTER.

ICAR displays the FORMVIEW INFORMATION screen. Verify case information and enter any additional information. Press PF3 on each screen to update. Scroll through the variables by pressing PF8 until you come to the field that says “X ONLY IF THE IWO IS NOT A LUMP SUM IWO.” Place an “X” in this field and press PF3 to update. Press PF11 to generate the form. ICAR displays the ONLINE FORM GENERATION screen. Press PF9 to generate the form. Select the PRINT button and enter “3” for the number of copies to print. Press ENTER. ICAR prints the form and issues a narrative (IWO19) to document the generation of the amended order and a flag (IWO1) to remind you to check for a filed IWO.

Press the PAUSE key to return to the IWO screen.

- ◆ **PROCESS ENDED:** Enter today’s date and press PF3 twice. ICAR displays the USER INPUT CASE NARRATIVE/CASE STATUS screen. Enter the reason for ending the IWO process. State that you are ending the IWO until the REVIEW order is filed. Press PF2 to add the narrative.

Include two copies of the income withholding order with the court order and route them to the office attorney for approval and filing with the clerk of court. One filed copy remains with the clerk. The second comes back to the Unit. The Unit mails the third copy to the obligor along with the REVIEW order.

#### Processing the IWO after filing

When the filed IWO returns from the clerk of court mail the amended income withholding order to the obligor along with a copy of the REVIEW order. Access the IWO screen on the ninth day before the effective date of the modification order. Enter today’s date in the PROCESS ENDED field of the current active IWO (excluding Lump Sum IWOs). Press PF3 twice. ICAR displays a user-input narrative. Narrate that you are ending the IWO because the REVIEW order and new IWO have been filed. Press PF2 to add the narrative.

Press PF7 to display the newly amended IWO screen. Remove the date in the PROCESS ENDED field by spacing through it. Press PF3 twice. ICAR displays a user-input narrative. Narrate that you removed the date because the REVIEW order and new IWO have been filed. Press PF2 to add the narrative. Update the following fields on the IWO screen:

- ◆ **FILE DATE:** Enter the file date of the IWO.
- ◆ **GEN NOTICE (Y/N/R/S):** Enter a “Y” and press PF3 twice to update.

ICAR displays the following:

- ◆ EMPLOYER NAME ADDRESS SEARCH screen: Select the employers to receive the IWO notice by entering an "X" in the SEL field next to the appropriate employers. Press ENTER.

ICAR prints the form 470/3272, *Notice to Withhold Income for Child Support*, to the employer at the EPICS (Employers Partnering in Child Support) office. EPICS mails the notice to the employer and a copy to the obligor.

Take the following special steps to generate a multiple-captioned IWO:

- ◆ When generating an IWO for multiple orders, print two more copies than the total number of court orders selected.
- ◆ Include all but one copy of the IWO with the court order and route them to legal for approval and filing with the clerk of court.

**Note:** With multiple captioned IWO's, all but one filed copy remain with the clerk of court. The multiple captioned IWO is then filed under each court order number. One filed copy comes back to the Unit. The Unit mails a copy of the income withholding order to the obligor with the REVIEW order.

### **Filing the Administrative Order**

Local court procedures determine whether the Unit attorney presents the administrative order and supporting documents to the court in person or mails the items to the clerk of court. Check with your supervisor for the correct procedures.

For orders in some districts, you may need to send a legal referral to the legal department in the Unit office that covers the county where the order is located. The local office attorney who has authority for that county should review the order and present the order to the court for the judge's signature and filing.

Use the following guidelines to identify where to send the order for the judge's signature and for filing.

- ◆ If there is only one order, send the adjustment order to the county where the current order is filed.

- ◆ If there is more than one order and an order is filed in the county where the child resides, send the multiple-captioned adjustment order to the judge in that county. Once signed, send the adjustment order to all the appropriate counties for filing.
- ◆ If there is more than one order but none is filed in the county where the child resides, send the multiple-captioned adjustment order to the judge in the county where the primary order is filed. Once signed, send the adjustment order to all the appropriate counties for filing.

Unless defects appear in the order or attachments, the judge is required to approve the administrative order. When the approved order is filed, the order has the same force, effect, and attributes of an order of the district court.

When you receive the file-stamped order, enter the date of filing of the adjusted order on ICAR. Refer to 9-E, **CASE SETUP**, in the Employees' Manual for instructions on updating the order and obligation on ICAR.

Use the following highlighted fields on the REVIEW3 screen to enter data for filing the administrative order.

D479HL53	IOWA COLLECTION AND REPORTING SYSTEM ADMIN REVIEW AND ADJUST - 3	DATE: TIME:
CASE NUMBER ....:	COURT ORD #.:	
PAYOR.....:		
PAYEE.....:		
3RD PARTY .....		
CHALLENGE (CP/RP/TP/OTHST):	ACCEPT:	DATE:
NOTICE OF 2ND REV (Y/R) .....		DATE:
2ND REV RESULTS (Y/N):	NC?: INC?:	DEC?:
OLD OBLIG (AMOUNT/FREQ) .....		ADD HI?:
NEW OBLIG (AMOUNT/FREQ) .....		ADD MS?:
PERCENT AND AMOUNT CHANGE/FREQ.....:		PER
2ND NOD (Y/R/W).....		PER
		PER
		DATE:
		DATE:
<b>* * * ADMINISTRATIVE ORDER * * *</b>		
GENERATE ORDER (Y/R).....	DATE:	IWO PROV:
<b>ORDER FILED (Y/N)</b> .....	<b>DATE:</b>	
<b>COPIES SENT (Y)</b> .....	<b>DATE:</b>	
PF3=UPDATE	PF5=INQUIRE	PF6=INTERSTA
PF12=COURTORD	PF13=NEXT ORDER	PF7=REVIEW2
		PF8=REVIEW4
NEXT SCREEN:	NOTES:	
PLEASE enter CASE NUMBER		

The fields, descriptions and values are:

- ◆ **ORDER FILED (Y/N):** Your entry indicates whether the clerk of court has filed the adjustment order. If you do not make an entry in the ORDER FILED Y/N field within ten days, ICAR issues a calendar flag (REV42) reminding you to check the status of the order. Valid entries are:

Y      The order has been filed. If there is a single order, ICAR issues a narrative (REV139) and a calendar flag (REV48) directing you to send copies to the parties within 14 days. ICAR displays the OBLIG screen for you to update the obligation.

If there are multiple orders, ICAR issues a narrative (REV68), and a calendar flag (REV48) directing you to send copies to the parties within 14 days. ICAR displays the OBLIG screen for you to enter information about the primary order obligation. ICAR issues a calendar flag (REV69) to remind you to update other orders.

N      The order is not filed. When you enter “N,” ICAR issues a worker-input narrative (REV69) and a calendar flag (REV50) for you to enter the reason the order was not filed and suggesting you may need to end the REVIEW.

If you delete the entry in this field, ICAR issues a narrative (REV132) to document the deletion.

- ◆ **DATE:** Enter the date in the MM/DD/CCYY format that the administrative order for adjustment was file-stamped. ICAR requires an entry when you enter “Y” in the ORDER FILED field.
- ◆ **COPIES SENT (Y):** Entries in this field indicate if you sent copies of the administrative order to the parties. Valid entries are:

Y      You sent copies of the order to all necessary parties.

When you enter “Y,” ICAR issues a narrative (REV70) and, as appropriate, a status (REV37) to the obligor, a status (REV38) to the obligee and a status (REV39) to the third party. The status is used as a cover letter informing the parties that the attached order has been filed in the court file. ICAR also enters reason “8” in the PROCESS ENDED field and the current date in the PROCESS ENDED DATE field on the REVIEW4 screen to end this REVIEW.

- ◆ **DATE:** ICAR enters the date in the MM/DD/CCYY format when you enter “Y” in the COPIES SENT field.

**Note:** Federal regulations require that you send copies within 14 days after the date the administrative order is filed. Send a copy of the filed administrative order by regular mail to the last known address of each party affected by the REVIEW or, if applicable, to their attorneys.

To enter the new obligation on ICAR, do the following:

End the old obligation the day before the new obligation begins. Enter the new obligation on the OBLIG screen for the correct existing court order number.

OBLIGATION TYPE	CS
OBLIGATION AMOUNT	Enter the correct dollar amount
OBLIGATION FREQUENCY	Enter the appropriate frequency
EFFECTIVE DATE	The beginning of the new obligation
END DATE	When the obligation will end
LAST COURT ACTION	MO1, MO2, or as appropriate
LAST COURT ACTION DATE	Enter the file date
CSRU MOD	Y or N

If there are step changes in this obligation, enter those through the OBLIGADJ screen or STEPCHG screen. Enter the new child support obligation amount and effective date. The codes are as follows:

NEW OBLIG AMOUNT	Enter the appropriate amount
EFFECTIVE DATE	Enter the date the step change will be effective

## **Request for Court Hearing**

**Legal reference:** Iowa Code section 252H.8  
441 IAC 99.63(4)

The REVIEW process usually results in the filing of an administrative order to adjust the obligation amount. However, any necessary party or the Unit may request a court hearing about the adjustment of a support obligation. The Unit may request a court hearing at any time after service on all parties if the information provided by one or more of the parties is incomplete or inaccurate. Once the issue is before the court, the court may compel the party to respond or provide proof of income and allowable deductions. Refer to the section **Using the Court to Obtain Verification** in this chapter.

If more than one support order exists involving children with the same legal parents, schedule the hearing on all of the orders in the district court in the county where the primary order is filed. The district court has jurisdiction over all other Iowa support orders being reviewed by the Unit.

The party's request for a court hearing must meet these criteria:

- ◆ The request must be in writing.
- ◆ The party must submit the request to the Unit office that issued the NOD. Do not accept a request received before the NOD is issued.
- ◆ You must have received the request within the following dates, whichever is later:
  - 30 days of the date on form 470-3259, *Notice of Decision to Review and Adjust a Support Obligation*, or form 470-3260, *Revised Notice of Decision to Review and Adjust a Support Obligation*.
  - 10 days of the date on form 470-3264, *Second Notice of Decision to Review and Adjust a Child Support Obligation*.

**Note:** You may accept the request for a court hearing that is beyond the time limits allowed if you have not filed the administrative order. This may be desirable when the limit was missed by only a short time.

To deny a request for a court hearing, send a status or letter to the requesting party indicating why you are denying the request for a court hearing. ICAR generates form 470-3369, *Court Hearing Status Report*, if “OTH” is entered in the REQU COURT HEARING BY field. Reasons to deny a request are:

- ◆ The request was received after the time limit had expired.
- ◆ The person requesting the hearing is not eligible to request a hearing.

If you accept the request, prepare the request for hearing:

- ◆ Form 470-3270, *Request for a Chapter 252H Hearing for Modification of a Child Support Order and Certification of Matter to District Court*.

Assemble the necessary supporting documents for certification to the court. These documents should already be in the case file:

- ◆ Form 470-3253, *Notice of Intent to Review and Adjust a Child Support Obligation*.
- ◆ Proof of service of the NOI packet or signed statements by the parties waiving service of the notice. Make sure the addresses of the parties are not displayed on the return of service forms.
- ◆ Form 470-3259, *Notice of Decision to Review and Adjust a Support Obligation*.
- ◆ As appropriate:
  - Form 470-3260, *Revised Notice of Decision to Review and Adjust a Support Obligation*.
  - Form 470-3264, *Second Notice of Decision to Review and Adjust a Child Support Obligation*.
- ◆ Any written objections to and request for a second REVIEW or court hearing.
- ◆ Form 470-2640, *Child Support Guidelines Worksheet*, prepared by the Unit to determine the amount of support.
- ◆ Any reconciliation worksheets prepared to reconcile multiple orders.
- ◆ Copies of signed waivers if all necessary parties have waived time periods.

Do not include financial statements and supporting documentation provided by the parents. Only submit those documents if required by the court during the court hearing.

Request that a hearing be scheduled in the district court by filing form 470-3270, *Request for a Chapter 252H Hearing for Modification of a Child Support Order and Certification of Matter to District Court*, along with all supporting documentation. The court or the Unit notifies all parties of the date, time, and location of the hearing.

**Entering the Request and Scheduling the Hearing**

Use the following highlighted fields on the REVIEW4 screen to enter information about the request for a court hearing and to schedule the hearing.

D479HL54	IOWA COLLECTION AND REPORTING SYSTEM	DATE:
	ADMIN REVIEW AND ADJUST - 4	TIME:
CASE NUMBER ....:	COURT ORD #..:	
PAYOR.....:		
PAYEE.....:		
3RD PARTY .....		
REQ COURT HEARING BY.....:	DATE:	DENY RSN:
REQUEST FOR HEARING GENERATED (Y/R) ..:	DATE:	
HEARING SET (AM/PM)	TIME:	M DATE:
HEARING HELD (Y/N/P/C/R).....:		
RESULTS (Y/N)..... NC?:	INC?:	DEC?:
ADD HI?:		ADD MS?:
OLD OBLIG (AMOUNT/FREQ) .....		PER
NEW OBLIG (AMOUNT/FREQ) .....		PER
PERCENT AND AMOUNT CHANGE/FREQ.....:		PER
GENERATE JUD ORDER (Y/N/R).....:	DATE:	IWO PROV:
FILED (Y/N).....:	DATE:	
COPIES SENT (Y).....:	DATE:	
PROCESS ENDED	CODE:	DATE:
COMMENTS:		
PF3=UPDATE	PF5=INQUIRE	PF6=INTERSTA
PF7=REVIEW3		
PF12=COURTORD	PF13=NEXT ORDER	PF14=PRIOR ORDER
NEXT SCREEN:	NOTES:	

The fields, descriptions and values are:

- ◆ **REQ COURT HEARING BY:** Use this field to record who requested the court hearing. Valid entries are:

CP	The obligee (Custodial Parent).
RP	The obligor (Responsible Parent).
TP	The Third Party. ICAR allows an entry only if there is a necessary third party.
OTHST	The IV-D agency from another state. ICAR allows an entry of "OTHST" only if the INTERSTATE field contains "Y."
CSRU	The Child Support Recovery Unit.
OTH	Other. When you enter "OTH," ICAR enters "2" in the DENY RSN field, issues a narrative (REV72) and form 470-3369, <i>Court Hearing Status Report</i> , advising that the request is denied because the person is not entitled to request a hearing.

- ◆ **DATE:** Enter the date in the MM/DD/CCYY format of the request. If you leave the date blank, ICAR enters the current date.

**Note:** The date must be less than or equal to 30 days after the NOD ISSUED date on the REVIEW2 screen, or less than or equal to ten days after the 2ND NOD date on the REVIEW3 screen, whichever is later. If the date is beyond these time frames, ICAR edits against the ORDER FILED field on REVIEW3 screen.

- If the ORDER FILED field is "Y," ICAR enters "1" in DENY RSN field.
  - If the ORDER FILED field is "N," ICAR allows you to accept and process the hearing request as though it were timely.
- ◆ **DENY RSN:** If you are denying the party's request for a court hearing, enter the denial reason. Valid entries are:

- 1 The request is beyond the time limits and an administrative order has been filed. ICAR issues a narrative (REV126) and a status (REV41) if the obligee requested the hearing, narrative (REV71) and a status (REV40) if the obligor requested the hearing, or narrative (REV127) and status (REV42) if the third party requested the hearing. If CSRU or OTHST requested the hearing, ICAR issues a narrative (REV129) for you to identify who requested the hearing.
- 2 The person requesting the court hearing is not eligible to make the request. See "OTH" entry in REQ COURT HEARING BY field.

- 3 Other. Use reason “3” to deny any request for a court hearing that you receive before you issue the NOD.

When you enter “3” in the DENY RSN field, ICAR issues a narrative (REV134) (obligor), (REV135) (obligee), or (REV136) (third party) identifying the party that requested the hearing. If someone other than these parties requested the hearing, ICAR issues a narrative (REV73) for you to identify who requested the hearing. ICAR also issues a status (REV48) (obligor), (REV49) (obligee), or (REV50) (third party) providing notice that the requested hearing is denied.

- ◆ **DATE:** ICAR enters the current date in the MM/DD/CCYY format.
- ◆ **REQUEST FOR HEARING GENERATED (Y/R):** Your entry indicates that you have prepared the necessary background materials and ICAR should generate the forms to submit to the court. Valid entries are:

Y ICAR generates form 470-3270, *Request for a Chapter 252H Hearing for Modification of a Child Support Order and Certification of Matter to District Court*.

When you enter “Y” in this field, ICAR issues a narrative (REV75) and a calendar flag (REV51) recording generation of the form and prompting you to enter a hearing date. ICAR issues a narrative (REV74) that you received a request.

R ICAR regenerates form 470-3270.

When you enter “R” in this field, ICAR issues a narrative (REV76) and a calendar flag (REV52) recording regeneration of the form.

If you delete the entry in this field, ICAR issues a narrative (REV133) to document the deletion.

- ◆ **DATE:** ICAR enters the current date in this field.
- ◆ **HEARING SET (AM/PM):** Enter the time of the hearing in this field. Valid entries are the time in hours:minutes:AM/PM format, e.g. 2:30 PM.
- ◆ **DATE:** Enter the date in the MM/DD/CCYY format of the hearing.

When you make entries in the HEARING SET (AM/PM) and DATE fields, ICAR issues a narrative (REV77) indicating the date and time of the hearing. ICAR also issues statuses (REV56) (obligor), (REV57) (obligee) and (REV58) (third party) notifying the parties of the time and date of the hearing. On the day following the scheduled date, ICAR issues a calendar flag (REV53) prompting you to check the outcome of the hearing.

**Entering the Results of the Hearing on ICAR**

**Legal reference:** Iowa Code section 252H.8

If a party who was properly notified fails to appear at the hearing, the court may find the party in default and enter an appropriate order. Keep this in mind and ask the court to enter an order. If they choose to, the parties can file a modification action on their own.

Use the following highlighted fields on the REVIEW4 screen to enter the results of the hearing.

D479HL54	IOWA COLLECTION AND REPORTING SYSTEM		DATE:
	ADMIN REVIEW AND ADJUST - 4		TIME:
CASE NUMBER ....:	COURT ORD #..:		
PAYOR.....:			
PAYEE.....:			
3RD PARTY .....			
REQ COURT HEARING BY .....	DATE:		DENY RSN:
REQUEST FOR HEARING GENERATED (Y/R)...	DATE:		
HEARING SET (AM/PM)	TIME:	M DATE:	
HEARING HELD (Y/N/P/C/R) .....			
RESULTS (Y/N) .....	NC?:	INC?:	DEC?:
ADD HI?:			ADD MS?:
OLD OBLIG (AMOUNT/FREQ) .....			PER
NEW OBLIG (AMOUNT/FREQ).....			PER
PERCENT AND AMOUNT CHANGE/FREQ.....			PER
GENERATE JUD ORDER (Y/N/R).....	DATE:		IWO PROV:
FILED (Y/N).....	DATE:		
COPIES SENT (Y).....	DATE:		
PROCESS ENDED	CODE:	DATE:	
COMMENTS:			
PF3=UPDATE	PF5=INQUIRE	PF6=INTERSTA	PF7=REVIEW3
PF12=COURTORD	PF13=NEXT ORDER	PF14=PRIOR ORDER	
NEXT SCREEN:	NOTES:		

The fields, descriptions and values are:

- ◆ **HEARING HELD (Y/N/P/C/R):** Use this field to record whether the scheduled hearing was held. Valid entries are:

Y The hearing was held. When you enter "Y," ICAR issues a narrative (REV78) recording the date the hearing was held. ICAR also requires an entry in the RESULTS field.

N The hearing was not held. When you enter "N," ICAR issues a narrative (REV152) which requires you to enter the reason the hearing was not held.

P The hearing was postponed. When you enter "P," ICAR issues a narrative (REV80) and a calendar flag (REV54) recording the postponement.

C The hearing was continued. When you enter "C," ICAR issues a narrative (REV80) and a calendar flag (REV54) recording the continuance.

R The hearing was rescheduled. When you enter "R," ICAR issues a narrative (REV79) and a calendar flag (REV53). ICAR requires that you enter a new time and date in the HEARING SET (AM/PM) and DATE fields.

If you delete the entry in this field, ICAR issues a narrative (REV175) documenting the deletion.

- ◆ **RESULTS:** Enter the results of the hearing. The hearing results are independent of the results from the first and/or second REVIEW. This field contains five segments:

NC? There is no change in the amount of the support order.

INC? The amount of support increased.

DEC? The amount of support decreased.

ADD HI? Health insurance was added to the order.

ADD MS? Medical support was added to the order.

ICAR requires an entry in each of the five segments. Valid entries are:

- Y Yes. When you enter “Y” in any one of the first three fields, ICAR updates the other two fields with “N.” You must enter “Y” or “N” in the ADD HI? and ADD MS? fields. If you do not make an entry in the ADD MS? field, ICAR enters “N.”
- N No.

Enter only numbers in the OLD OBLIG and NEW OBLIG fields. ICAR enters the percent sign, the dollar sign and decimals.

- ◆ **OLD OBLIG (AMOUNT/FREQ):** This field indicates the current amount and frequency of the support obligation prior to any adjustment. ICAR displays the dollar amount (e.g., 200) and displays the frequency in the PER field for the OLD OBLIG (AMOUNT/FREQ). You may change the fields.
- ◆ **NEW OBLIG (AMOUNT/FREQ):** This field indicates the new amount of the support obligation resulting from the court hearing. Enter the dollar amount (e.g., 400) as contained in the order.
- ◆ **PER:** This field indicates the frequency of the support obligation. Valid entries are:
  - A Annually.
  - BM Bi-monthly.
  - BW Bi-weekly.
  - M Monthly.
  - Q Quarterly.
  - SA Semi-annually.
  - SM Semi-monthly.
  - SP Single payment.
  - W Weekly.
- ◆ **PERCENT AND AMOUNT CHANGE/FREQ:** This field has two segments for you to enter the percent of the variance and amount of change in the support award based on the court hearing. Enter the figures from the order.
  - Enter the variance percentage in the first segment of the field. ICAR requires an entry if the NEW OBLIG field has an entry.
  - Enter the dollar amount of change in the second segment of the field. ICAR requires an entry if the NEW OBLIG field has an entry.
- ◆ **PER:** Enter the frequency from the valid entries for the PER field above.

## Preparing a Judicial Order

If a party requests a court hearing and the court decides to adjust the support obligation, the court may ask the Unit to prepare an order.

Use ICAR to generate form 470-3504, *252H Judicial Order for Adjustment of a Support Obligation*. The form must specify all of the following:

- ◆ The amount of support to be paid and the manner of payment.
- ◆ The name of the custodian of any child for whom support is to be paid.
- ◆ The name of the party ordered to pay support.
- ◆ The name and birth date of any child for whom support is to be paid.
- ◆ That the property of the obligor is subject to collection action including, but not limited to, income withholding, administrative levy, garnishment, attachment of a lien, and other enforcement methods.
- ◆ Provisions for health insurance.
- ◆ How payments and periodic due dates for multiple orders are reconciled.
- ◆ What order is determined to be the controlling order.

**Note:** After preparing the order, prepare the income withholding order, if appropriate. Present both orders to the judge at the same time. Follow the procedures described in 11-F, *INCOME WITHHOLDING*, in the Employees' Manual to prepare and file the income withholding order.

**Generating the Judicial Order**

ICAR generates the judicial order when you make entries in the following highlighted fields on the REVIEW4 screen.

D479HL54	IOWA COLLECTION AND REPORTING SYSTEM ADMIN REVIEW AND ADJUST - 4	DATE: TIME:
CASE NUMBER .....	COURT ORD #..:	
PAYOR.....		
PAYEE.....		
3RD PARTY .....		
REQ COURT HEARING BY.....	DATE:	DENY RSN:
REQUEST FOR HEARING GENERATED (Y/R)...	DATE:	
HEARING SET (AM/PM)	TIME: M DATE:	
HEARING HELD (Y/N/P/C/R).....		
RESULTS (Y/N)..... NC?:	INC?:	DEC?:
OLD OBLIG (AMOUNT/FREQ) .....		ADD HI?:
NEW OBLIG (AMOUNT/FREQ) .....		ADD MS?:
PERCENT AND AMOUNT CHANGE/FREQ.....		PER
<b>GENERATE JUD ORDER (Y/N/R).....</b>	<b>DATE:</b>	<b>IWO PROV:</b>
FILED (Y/N).....	DATE:	
COPIES SENT (Y).....	DATE:	
PROCESS ENDED	CODE:	DATE:
COMMENTS:		
PF3=UPDATE	PF5=INQUIRE	PF6=INTERSTA
PF12=COURTORD	PF13=NEXT ORDER	PF7=REVIEW3
NEXT SCREEN:	PF14=PRIOR ORDER	
	NOTES:	

The fields, descriptions and values are:

- ◆ **GENERATE JUD ORDER (Y/N/R):** Entries in this field indicate if ICAR generates or regenerates the order or if the order is prepared manually. Valid entries are:

Y ICAR generates the judicial order.

When you enter “Y,” ICAR issues a narrative (REV137) for single orders or narrative (REV82) for multiple orders.

ICAR also issues a narrative (REV81) based on the codes entered in the RESULTS field. Refer to the section, **Entering the Results of the Hearing on ICAR**, in this chapter.

- N ICAR does not generate the order. An order was prepared manually. ICAR issues a narrative (REV83) to document use of a non-ICAR order.
- R ICAR regenerates the judicial order. When you enter “R,” ICAR issues a narrative (REV138) for single orders, or narrative (REV84) for multiple orders.

If you included multiple orders in the REVIEW, when you enter “Y” or “R,” ICAR displays the COSELECT screen for you to select the orders to list in the judicial order. Refer to the section, **COURT ORDER SELECT (COSELECT) Screen**, in this chapter.

Once you select all orders to be listed in the administrative order, ICAR generates form 470-3504, *252H Judicial Order for Adjustment of a Support Obligation*.

- ◆ **DATE:** ICAR enters the date in the MM/DD/CCYY format that the judicial order is generated.
- ◆ **IWO PROV:** ICAR requires an entry when you make an entry in the GENERATE ORDER field. Entries in this field determine whether ICAR generates an IWO. Valid entries are the same as for IWO PROV field in the section **Generating the Administrative Order** in this chapter.

### **Filing the Judicial Order**

When you receive the file-stamped order, complete entries on ICAR to document the date the adjusted order was filed. Refer to 9-E, **CASE SETUP**, in the Employees’ Manual for instructions on updating the order and the obligation on ICAR.

Use the following highlighted fields on the REVIEW4 screen to enter data for filing the judicial order.

D479HL54	IOWA COLLECTION AND REPORTING SYSTEM ADMIN REVIEW AND ADJUST - 4	DATE: TIME:
CASE NUMBER .....	COURT ORD #..:	
PAYOR.....		
PAYEE.....		
3RD PARTY .....		
REQ COURT HEARING BY.....	DATE:	DENY RSN:
REQUEST FOR HEARING GENERATED (Y/R)...	DATE:	
HEARING SET (AM/PM)	TIME: M DATE:	
HEARING HELD (Y/N/P/C/R).....		
RESULTS (Y/N)..... NC?:	INC?:	DEC?:
OLD OBLIG (AMOUNT/FREQ) .....		ADD HI?:
NEW OBLIG (AMOUNT/FREQ) .....		ADD MS?:
PERCENT AND AMOUNT CHANGE/FREQ.....		PER
GENERATE JUD ORDER (Y/N/R).....	DATE:	PER
FILED (Y/N).....	DATE:	PER
COPIES SENT (Y).....	DATE:	IWO PROV:
PROCESS ENDED	CODE:	DATE:
COMMENTS:		
PF3=UPDATE	PF5=INQUIRE	PF6=INTERSTA
PF12=COURTORD	PF13=NEXT ORDER	PF7=REVIEW3
NEXT SCREEN:	NOTES:	PF14=PRIOR ORDER

The fields, descriptions and values are:

- ◆ **FILED (Y/N):** Use this field to record whether the order is filed. If you do not make an entry in the FILED Y/N field within ten days, ICAR issues a calendar flag (REV55) or (REV56) reminding you to check the status of the order. ICAR issues this flag daily until the order is filed. An entry in the FILED field deletes the flag. Valid entries are:

Y The order has been filed. If there is a single order, ICAR issues a narrative (REV85) indicating the judicial order was filed and a calendar flag (REV59) directing you to send copies to the parties within 14 days. ICAR displays the OBLIG screen for you to update the obligation.

If there are multiple orders, ICAR issues a narrative (REV118) indicating the order was filed and a calendar flag (REV59) directing you to send copies to the parties within 14 days. ICAR displays the OBLIG screen for you to enter information about the primary order. ICAR issues a calendar flag (REV60) prompting you to update the other orders and obligations.

N The order is not filed. When you enter “N,” ICAR issues a narrative (REV86) and a calendar flag (REV61) indicating the order is not filed and prompting you to determine if the REVIEW process should end. For both, you must enter the reason the order is not filed.

If you delete the entry in this field, ICAR issues a narrative (REV128) to document your deletion.

◆ **DATE:** Enter the date in MM/DD/CCYY format that the judicial order for adjustment was file-stamped. ICAR requires an entry when you enter “Y” in the FILED field.

◆ **COPIES SENT (Y):** Use this field to document that you sent copies of the judicial order to the parties. Valid entries are:

Y You sent copies of the order to all necessary parties.

When you enter “Y,” ICAR issues a narrative (REV87) and, as appropriate, a status (REV59) to the obligor, a status (REV60) to the obligee and a status (REV61) to the third party. The status is used as a cover letter informing the parties that the attached order has been filed. ICAR also enters reason “8” in the PROCESS ENDED field and the current date in the PROCESS ENDED DATE field on the REVIEW4 screen to end this REVIEW.

◆ **DATE:** ICAR enters the date in the MM/DD/CCYY format when you enter “Y” in the COPIES SENT field.

**Note:** Federal regulations require that you send copies within 14 days after the date the order is filed. Send a copy of the filed order to the last known address of each party affected by the REVIEW or, if applicable, to their attorneys.

To enter the new obligation on ICAR, do the following:

End the old obligation the day before the new obligation begins. Enter the new obligation on the OBLIG screen for the correct existing court order number.

OBLIGATION TYPE	CS
OBLIGATION AMOUNT	Enter the correct dollar amount
OBLIGATION FREQUENCY	Enter the appropriate frequency
EFFECTIVE DATE	The beginning of the new obligation
END DATE	When the obligation will end
LAST COURT ACTION	MO1, MO2, or as appropriate
LAST COURT ACTION DATE	Enter the file date
CSRU MOD	Y or N

If there are step changes in this obligation, enter those through the OBLIGADJ screen or STEPCHG screen. Enter the new child support obligation amount and effective date. The codes are as follows:

NEW OBLIG AMOUNT	Enter the appropriate amount
EFFECTIVE DATE	Enter the date the step change will be effective

**Ending the Review and Adjustment Process**

The REVIEW process may end at various times and for a number of reasons. Use the following highlighted fields on the REVIEW4 screen to enter data for ending the REVIEW process.

D479HL54	IOWA COLLECTION AND REPORTING SYSTEM	DATE:
	ADMIN REVIEW AND ADJUST - 4	TIME:
CASE NUMBER.....:	COURT ORD #..:	
PAYOR.....:		
PAYEE.....:		
3RD PARTY.....:		
REQ COURT HEARING BY.....:	DATE:	DENY RSN:
REQUEST FOR HEARING GENERATED (Y/R)....:	DATE:	
HEARING SET (AM/PM)..... TIME:	M DATE:	
HEARING HELD (Y/N/P/C/R).....:		
RESULTS (Y/N). .... NC?:	INC?:	DEC?:
ADD HI?:		ADD MS?:
OLD OBLIG (AMOUNT/FREQ).....:		PER
NEW OBLIG (AMOUNT/FREQ).....:		PER
PERCENT AND AMOUNT CHANGE/FREQ.....:		PER
GENERATE JUD ORDER (Y/N/R).....:	DATE:	IWO PROV:
FILED (Y/N).....:	DATE:	
COPIES SENT (Y).....:	DATE:	
PROCESS ENDED.....	CODE:	DATE:
<b>COMMENTS:</b>		
PF3=UPDATE	PF5=INQUIRE	PF6=INTERSTA
PF12=COURTORD	PF13=NEXT ORDER	PF14=PRIOR ORDER
PF7=REVIEW3		
NEXT SCREEN:	NOTES:	

The fields, descriptions and values are:

- ◆ **PROCESS ENDED CODE:** Entries in this field indicate the reason the REVIEW process has ended. If the field is blank, the REVIEW is in progress. Valid entries are:
  - 1 You accepted a request to withdraw the REVIEW. ICAR enters this code when “Y” appears in the WITHD REQ ACCEPTED (Y/N) field on the REVIEW2 screen.

When you enter “1,” ICAR issues a narrative (REV42) indicating that you approved a request to withdraw. See the section **Withdrawing a Request for Review** in this chapter.
  - 2 You completed the REVIEW and results indicated that it was not appropriate to adjust the order or to add health insurance.

When you enter “2,” ICAR issues a narrative (REV89) and, as appropriate, a status (REV62) to the obligor, a status (REV63) to the obligee and a status (REV64) to the third party. The statuses indicate the REVIEW ended because the variance is less than 20% and/or the addition of health insurance is not appropriate.
  - 3 The case was closed or inactivated during the REVIEW process. The entry in the STATUS field on the CASE screen must be “C” or “I.”

When you enter “3,” ICAR issues a narrative (REV90), calendar flag (REV 66), indicating the REVIEW ended because the case is closed or inactive.
  - 4 A private modification was completed for the case.

When you enter a “C” on COURTOR2, ICAR enters a “4,” on the REVIEW4 screen. ICAR issues a narrative (REV103) and calendar flag (REV67) indicating the REVIEW ended because a private modification was completed and to obtain a copy of the order.
  - 5 Other circumstances ended the REVIEW.

When you enter “5,” you must also enter the reason for ending the process. ICAR issues a narrative (REV92) and, as appropriate, a status (REV71) to the obligor, a status (REV72) to the obligee and a status (REV73) to the third party indicating the REVIEW ended and why.

**Example:** End the process using “5” when a REVIEW is initiated based on a MEDSUM referral and you are advised the custodial parent has adequate health coverage for the children. Indicate the REVIEW is not appropriate and the case no longer meets the criteria for MEDSUM.

6 The case has been in locate status for three years.

When ICAR enters a “6,” it issues a narrative (REV93), calendar flag (REV 62), and, as appropriate, a status (REV74) to the obligor, a status (REV75) to the obligee and a status (REV76) to the third party indicating the REVIEW ended because the case was in location for 3 years.

7 The action is dismissed under rule 215.1 (Rules of Civil Procedure).

When you enter “7,” ICAR issues a narrative (REV94) and, as appropriate, a status (REV77) to the obligor, a status (REV78) to the obligee and a status (REV79) to the third party indicating the REVIEW ended because the action was dismissed because the judicial time limit was exceeded.

8 The REVIEW resulted in the filing of an administrative or judicial order.

ICAR enters “8” when you indicate copies have been sent to the parties. ICAR issues narratives and statuses as described in the COPIES SENT sections.

9 The REVIEW was initiated in error.

When you enter “9,” ICAR issues a narrative (REV96) indicating the REVIEW was initiated in error.

Delete the DCO screen and indicate the reason for deleting the DCO screen when the PROCESS ENDED CODE is 1, 2, 3, 4, 5, 6, 7, or 9. Complete the DCO screen when the PROCESS ENDED CODE is 8.

- ◆ **DATE:** ICAR enters the current date in the MM/DD/CCYY format when the code is entered in the PROCESS ENDED CODE field.
- ◆ **COMMENT:** This field allows you to enter free-form text of up to 55 characters.

### REVIEW SUMMARY SCREEN (REVSUM) Screen

The REVSUM screen summarizes the review and adjustment information about the current or most recent REVIEW of the court order. If there is no REVIEW in progress, the REVSUM screen summarizes the most recently completed REVIEW. You can page through REVSUM screens to view an older REVIEW for an order or a REVIEW on another associated order. REVSUM is a view-only screen, which displays information shown on the other REVIEW screens.

After you initiate a REVIEW or when a REVIEW is complete, access the REVSUM screen by:

- ◆ Pressing PF7 on the REVIEW1 screen.
- ◆ Pressing PF13 on the COURTOR2 or COURTOR2 screen.
- ◆ Typing REVSUM in the NEXT SCREEN field on any screen.
- ◆ Choosing REVSUM on the Main Menu.

D479HL50	IOWA COLLECTION AND REPORTING SYSTEM	DATE:
	REVIEW SUMMARY	TIME:
CASE NUMBER .....	COURT ORDER #:	
PAYOR.....		
PAYEE .....		
3RD PARTY .....	NECESSARY?:	MULTIPLE ORDERS?.....
PRE-REVIEW.....	BY:	DATE:
REVIEW APPROPRIATE.....	DENY REASON:	DATE:
DATE REVIEW INITIATED .....	NOI.....(Y/R):	DATE:
REVIEW POSTPONED (Y/N) .....	REASON .....	DATE:
REVIEW REOPENED .....		DATE:
SERVED (Y/N) CP	RP:	TP:
NOD ISSUED (Y/M).....		DATE:
CHALLENGE (CP/RP/TP/OTHST).....	ACCEPT?.....	DATE:
REQ COURT HEARING BY.....	DENY RSN .....	DATE:
RESULTS NC:? NC?: DEC?:	ADD HI?: ADD MS?:	DATE:
ORDER FILED .....	ADMIN: JUD .....	DATE:
REVIEW ENDED.....	CODE: BARRED?.....	DATE:
PROCESS STARTED....:	DAYS PASSED:	DAYS TO COMPLETE:
PF5=INQUIRY PF8=REVIEW1	PF10=OLDER REVIEW	PF11=NEWER REVIEW
PF12=COURTOR2 PF13=NEXT ORDER	PF14=PRIOR ORDER	
NEXT SCREEN	NOTES	
PLEASE enter CASE NUMBER		

The REVSUM screen displays information shown on other REVIEW screens. However, the following three fields appear only on the REVSUM screen:

- ◆ **PROCESS STARTED:** ICAR displays the date entered in the PRE-REVIEW REQUESTED BY/DATE field on the REVIEW1 screen.
- ◆ **DAYS PASSED:** ICAR calculates the number of days that have passed since the date entered in the PRE-REVIEW REQUESTED BY/DATE field. ICAR displays the current number of days passed including the days when the REVIEW is postponed for reasons other than location. When you file an order and enter a “Y” in ORDER FILED on REVIEW3 or the FILED field on REVIEW4 or when you end the process using the PROCESS ENDED field on REVIEW4, ICAR stops counting days.
- ◆ **DAYS TO COMPLETE:** This field remains “blank” until you document the order was filed by entering a “Y” and the date in the ORDER FILED field on REVIEW3 or the FILED field on REVIEW4. ICAR then computes the number of days to complete the process and displays the number in this field.

### **COURTOR2 Screen**

The COURTOR2 screen contains specific data about the most recent REVIEW request and the last full REVIEW that was completed for a court order. The screen contains information about modifications conducted by other states and modifications initiated by private action.

Access the COURTOR2 screen by pressing PF10 on the COURTOR screen.

If the primary court order is under review (there is an active REVIEW process), ICAR displays “primary” next to the LAST PRE-REVIEW...BY field. If an associated order is under review, ICAR displays “associate” next to the LAST PRE-REVIEW...BY field.

The COURTOR2 screen is divided into two or three sections depending on the data ICAR displays.

- ◆ If there are two sections, a dotted line appears between the RESULTS and INTERSTATE REVIEW fields to divide the screen.
  - The first section displays data about the last completed REVIEW.
  - The second section has fields for you to enter data about other types of modifications such as interstate REVIEWs or private modifications.
- ◆ If there are three sections, dotted lines between the REVIEW ENDED and LAST FULL REVIEW (Y/N) fields and between the RESULTS and INTERSTATE REVIEW fields divide the screen.
  - The first section displays data about the most recent request for pre-review.
  - The second section displays data about the last completed REVIEW.
  - The third section has fields for you to enter data about other types of modifications.

D479HC44	IOWA COLLECTION AND REPORTING SYSTEM COURTOR2	DATE: TIME:
CASE NUMBER: PAYOR.....: BOB SMITH PAYEE .....: JANE SMITH	COURT ORDER #:	
LAST PRE-REVIEW BY:		DATE:
DENY RSN.....:		DATE:
REVIEW ENDED CODE:	BARRED?.....:	DATE:
-----		
LAST FULL REVIEW (Y/N):	CODE:	DATE:
RESULTS.....NC?:	INC? .....	DEC?:
	ADD HI?:	DATE:
-----		
INTERSTATE REVIEW (P/D/C).....:	RSPN STATE ..:	DATE:
NOTICE RECD (Y/R) : DATE:	STATUS(Y/R)	DATE:
PRIVATE MOD (P/D/C).....:		DATE:
ADMINISTRATIVE MOD (P/D/C).....:		DATE:
SUSPENSION..... :	REINSTATE ....:	DATE:
PF3=UPD,PF5=INQ,PF6=INTERSTA,PF10=COURTORD,PF11=REVIEW1,PF12=REVAD,PF13=REVSUM		
NEXT SCREEN:	NOTES:	

The fields, descriptions and values are:

- ◆ **LAST PRE-REVIEW...BY:** ICAR displays the person or agency that requested the last pre-review (Code from the PREREVIEW REQUESTED BY field on REVIEW1).
- ◆ **DATE:** ICAR displays the date in the MM/DD/CCYY format the pre-review was requested (date from the PREREVIEW REQUESTED BY...DATE field on REVIEW1).
- ◆ **DENY RSN:** ICAR displays the reason for denying the review and adjustment request (Code from DENY RSN field on REVIEW1). Codes are:
  - 01 The order is not two years (24 months) old.
  - 02 Less than two years have elapsed since the last review, adjustment, administrative modification, private modification or interstate modification.
  - 03 There is a private modification pending.
  - 04 There is an interstate modification action pending.
  - 05 At least one of the parties is barred from a review and adjustment because of a previous withdrawal.
  - 06 The person requesting a review and adjustment asked to withdraw the request prior to the service of the notice of intent (NOI) packet.
  - 07 The person requesting a review and adjustment is not eligible to do so.
  - 08 Other. You must enter the reason when you use "08."
  - 09 The end date is less than 12 months in the future.
  - 10 There is no open obligation.
  - 11 The youngest child is more than 17 ½ years of age and support ends at age 18.
  - 12 The case is inactive, closed, deleted or on hold.
  - 13 The case is redirected.
  - 14 The case is a good cause case.
  - 15 Obligee has claimed good cause, unable to proceed.
- ◆ **DATE:** ICAR displays the date the request was denied.
- ◆ **REVIEW ENDED:** ICAR displays the reason the REVIEW ended (code from the PROCESS ENDED field on the REVIEW4 screen). Valid codes are:
  - 1 You accepted a request to withdraw the REVIEW.
  - 2 You completed the REVIEW and results indicated that it was not appropriate to adjust the order or to add health insurance.
  - 3 The case closed or became inactive during the REVIEW process.

- 4 A private modification was completed for the case.
  - 5 Other circumstances ended the REVIEW.
  - 6 The case has been in locate status for three years.
  - 7 The action is dismissed under rule 215.1 (Rules of Civil Procedure) since the judicial time limit was exceeded.
  - 8 The REVIEW resulted in the filing of an administrative or judicial order.
  - 9 The REVIEW was initiated in error.
- ◆ **BARRED?:** If a “1” code appears in the PROCESS ENDED field on REVIEW4, ICAR displays a code in this field to indicate if one or more of the parties are barred from requesting REVIEW. Valid codes are:
- B1 No one is barred.
  - B2 The CP is barred (a “2” appears in the WITHD REQ ACCEPTED? field on the REVIEW2 screen).
  - B3 The RP is barred (a “3” appears in the WITHD REQ ACCEPTED? field on the REVIEW2 screen).
  - B4 The TP is barred (a “4” appears in the WITHD REQ ACCEPTED? field on the REVIEW2 screen).
  - B5 Both the CP and RP are barred (a “5” appears in the WITHD REQ ACCEPTED? field on the REVIEW2 screen).
  - B6 Both the CP and TP are barred (a “6” appears in the WITHD REQ ACCEPTED? field on the REVIEW2 screen).
  - B7 Both the RP and TP are barred (a “7” appears in the WITHD REQ ACCEPTED? field on the REVIEW2 screen).
  - B8 The CP, RP and TP are all barred (an “8” appears in the WITHD REQ ACCEPTED? field on the REVIEW2 screen).
- ◆ **DATE:** ICAR displays the date the most recent REVIEW ended as indicated in the DATE section of the PROCESS ENDED field on the REVIEW4 screen.
- ◆ **LAST FULL REVIEW (Y/N):** ICAR displays the results of the last full REVIEW. Valid codes are:
- Y A full REVIEW was completed and an order was filed.
  - N A full REVIEW was completed but no order was filed.

- ◆ **CODE:** ICAR displays the reason the REVIEW ended. The only two codes carried over to COURTOR2 are:
  - 2 You completed the REVIEW and there was no adjustment to the order (if a “2” appears in this field, an “N” appears in the LAST FULL REVIEW field lower on the COURTOR2 screen).
  - 8 The REVIEW resulted in the filing of an administrative or judicial order (if an “8” appears in this field, a “Y” appears in the LAST FULL REVIEW field).
- ◆ **DATE:** ICAR displays the date the most recent full REVIEW began (the date from the DATE REVIEW INITIATED field on the REVIEW1 screen).
- ◆ **RESULTS:** This field contains five segments carried over from the REVIEW RESULTS fields on REVIEW2, 2<sup>ND</sup> REVIEW RESULTS on the REVIEW3 screen, or RESULTS on the REVIEW4 screen, whichever happened last:
  - NC? There is no change in the amount of the support order.
  - INC? The amount of support increased.
  - DEC? The amount of support decreased.
  - ADD HI? Health insurance was added to the order.
  - ADD MS? Medical support was added to the order.

ICAR displays an entry in each of the five fields. Valid entries are:

  - Y Yes.
  - N No.
- ◆ **DATE:** ICAR displays the date in the MM/DD/CCYY format the order was filed (from the ORDER FILED field on the REVIEW3 screen or the FILED field on the REVIEW4 screen).

**Note:** Results fields may also show results from the most recent Administrative Modification (ADMOD). See 10-R, *ADMINISTRATIVE MODIFICATION*, in the Employees’ Manual for information about this process.

The following fields on the COURTOR2 screen are used to process interstate REVIEWS:

- ◆ INTERSTATE REVIEW (P/D/C), RSPN STATE, DATE.
- ◆ NOTICE RECD (Y/R), DATE, STATUS (Y/R), DATE.

Refer to the section, **Requesting that Another State Complete the Review**, in this chapter for detailed information on using these fields during an outgoing interstate referral.

- ◆ **PRIVATE MOD(P/D/C):** Complete this field to document the status of a private modification action. Update the field as needed to track the status of the action. Valid codes are:

P A private modification action is pending.

If no REVIEW is in progress, ICAR issues a narrative (CASE298). ICAR also issues a status (CASE43) to the obligor, a status (CASE44) to the obligee, and a status (CASE45) to the third party advising them of the pending private modification. ICAR issues a calendar flag (CASE155) for 90 days in the future. When you enter “D” or “C” in this field ICAR deletes this flag.

If a REVIEW is in progress, ICAR issues a narrative (REV101) and a calendar flag (REV63) indicating the REVIEW is postponed. ICAR issues a status (REV83) to the obligor, a status (REV84) to the obligee and a status (REV85) to the third party advising them that the REVIEW is postponed because a private modification is pending. ICAR issues a calendar flag (REV63) for 90 days in the future. When you enter “D” or “C” in this field ICAR deletes this flag.

D The private modification is dismissed.

If no REVIEW is in progress, ICAR issues a narrative (CASE299) documenting the dismissal.

If a REVIEW is in progress, ICAR issues a narrative (REV102) and a calendar flag (REV66) indicating the private modification is dismissed. ICAR issues a status (REV86) to the obligor, a status (REV87) to the obligee and a status (REV88) to the third party advising the private modification is dismissed and that the REVIEW is reopened.

C The private modification is complete.

If no REVIEW is in progress, ICAR issues a narrative (CASE300) and a calendar flag (CASE156) documenting that action is complete. ICAR prompts you to obtain a copy of the order, update ICAR with the order information, and determine if enforcement actions are needed.

If a REVIEW is in progress, ICAR issues a narrative (REV103) and a calendar flag (REV67) indicating the private modification is complete. ICAR prompts you to obtain a copy of the order, update ICAR with the order information, and determine if enforcement actions are needed.

ICAR displays information from any administrative modification actions on the case in the ADMINISTRATIVE MOD field. Refer to 10-R, *ADMINISTRATIVE MODIFICATION*, in the Employees' Manual for information about this process.

The SUSPENSION field and the REINSTATE field on the COURTOR2 screen are not used.

## **SPECIAL CIRCUMSTANCES AFFECTING THE REVIEW PROCESS**

Special circumstances may affect the review and adjustment process. Special circumstances may involve:

- ◆ Interstate cases
- ◆ Postponing and reopening a postponed review and adjustment
- ◆ Withdrawing a request for review and adjustment
- ◆ Nonparental custodial caretakers
- ◆ Multiple support orders
- ◆ Concurrent actions
- ◆ Death of one of the parties
- ◆ Incarcerated obligors

## Interstate Cases

**Legal reference:** 28 U.S.C. 1738B  
45 CFR 303.7, 303.8(f)  
Iowa Code section 252H.14(2), 252K

Interstate processing involves two states, usually one state that issued the order and one state that is enforcing the order. The following situations require interstate processing:

- ◆ Iowa issued the order but another state is enforcing the order and no party subject to the order lives in Iowa. Refer to the section, **Requesting that Another State Complete the Review**, in this chapter.
- ◆ Another state issued the order but Iowa is enforcing the order and no party subject to the order lives in the initiating state. Refer to the section, **Responding to Another State's Request to Complete the Review**, in this chapter.
- ◆ Another state issued the order but the initiating state does not have continuing, exclusive jurisdiction. The nonrequestor lives in Iowa. Register the order in Iowa. Refer to **Registering Another State's Order** in this chapter.

When you receive a request for REVIEW of an order, examine the order to determine if interstate processing applies. Refer to 9-K, **INTERSTATE CASE PROCESSING**, in the Employees' Manual for policy and procedures for interstate cases.

Interstate processing applies when:

- ◆ Iowa issued the order but another state is enforcing the order.
- ◆ Iowa did not issue an order but Iowa is enforcing an order issued by another state. The account type identifies cases referred to Iowa by another state. Account types are:
  - 14 Public Assistance case.
  - 15 NonPublic Assistance case.
  - 16 Foster Care case.
  - 19 Medicaid case.

### **Requesting that Another State Complete the Review**

If you receive a request to REVIEW an order and another state has modification jurisdiction, generate form 470-3251, *Review Request Acknowledgment*, to the requestor acknowledging the request. Explain that the Unit will forward the request to the appropriate agency in the other state. Advise the party that the other state must conduct the REVIEW and adjust the order according to that state's laws, policies and procedures.

The other state:

- ◆ Provides notice of its intent to modify the order to all parties.
- ◆ Gathers and verifies information.
- ◆ Conducts the review and adjustment.
- ◆ Provides notice of its decision to all parties.
- ◆ Determines costs associated with the modification and who pays the costs.

Cooperate with the other state in the modification process by:

- ◆ Responding to requests for information.
- ◆ Contacting parties within the jurisdiction of the Unit to obtain information or documentation.
- ◆ Forwarding notices to parties within the jurisdiction of the Unit.
- ◆ Updating requests and tracking progress.

Refer to 9-K, *INTERSTATE CASE PROCESSING*, in the Employees' Manual for policy and procedures for interstate cases. Refer to the section **Continuing, Exclusive Jurisdiction** in this chapter for help determining which state is the proper state to modify the order.

### **Initiating the Request on ICAR**

Access the INTERSTA screen. Press PF9 to refresh the screen if an INTERSTA screen is attached to the case for a state other than the state to which you plan to send the interstate modification referral.

Use the following highlighted fields on the INTERSTATE CONTACT SCREEN A (INTERSTA) screen to enter data to initiate the request.

D479HI01	IOWA COLLECTION AND REPORTING SYSTEM		DATE:
	INTERSTATE CONTACT SCREEN A		TIME:
CASE NUMBER:			RISK:
PAYOR/AF:			WORKER ID:
PAYEE:			
IOWA COURT-ORD#:		CENTRAL REGIST#:	
INIT STATE:	FIPS:	RSPN STATE:	FIPS:
OTHER ST CASE#:		OTHER ST CRT#:	
LOC RCVING RFRAL:		REFERRAL SENT:	
ACKNOWLEDGMENT:			
	ACTION DISMISSED/PROCESS ENDED:		
SELECT X	REFERRAL TYPE:	EST	PROCESS: UIFSA LINKED?:
SELECT:	REFERRAL TYPE:		PROCESS: LINKED?:
SELECT:	REFERRAL TYPE:		PROCESS: LINKED?:
SELECT:	REFERRAL TYPE:		PROCESS: LINKED?: MORE?:
COMMENT:			
PF2=ADD PF3=UPD PF4=DEL PROC(S) PF5=INQ PF6=PROC PF7=BACK PF8=FRWD PF9=REFRESH			
PF10=PRIOR PROC PF11=NEXT PROC PF12=INTERST2 PF13=INTERST3 PF14=INTERST4			
NEXT SCREEN: NOTES:			
ENTER CASE NUMBER FOR OUTGOING OR CENTRAL REGIST# FOR INCOMING AND PRESS PF5			

The fields, descriptions and values are:

- ◆ **WORKER ID:** Enter your worker ID.
- ◆ **IOWA COURT ORD#:** Leave this field “blank” when Iowa is the initiating state.
- ◆ **CENTRAL REGIST#:** Leave this field “blank” when Iowa is the initiating state.
- ◆ **INIT STATE:** Enter “IA” for the initiating state.
- ◆ **FIPS:** Enter the Iowa FIPS code.
- ◆ **RSPN STATE:** Enter the two-character code to identify the responding state.
- ◆ **FIPS:** Enter the FIPS code for the responding state.
- ◆ **OTHER ST CASE#:** Enter the case number assigned by the other state if you know it.

- ◆ **OTHER ST COURT#:** Enter the primary court order number (the court order you want to REVIEW) exactly as it appears on the COURTORD screen whether the court order number is the other state number or an Iowa number.

**Note:** ICAR identifies this action as an out-going interstate REVIEW request when you complete this field. Make sure to enter the Iowa court number or registration file number exactly as it appears on the COURTORD screen.

- ◆ **LOC RCVING RFRAL:** This field indicates the location that received the referral. ICAR requires an entry when Iowa is the initiating state. Valid entries are:

C The referral was made to the Central Registry.

L The referral was made to the local office in the other state.

- ◆ **LOC RCVING RFRAL DATE:** Enter the date you initiated the interstate referral in the MM/DD/CCYY format. ICAR requires entry when you enter a code in the LOC RCVING RFRAL field.
- ◆ **REFERRAL SENT:** ICAR displays the date in the MM/DD/CCYY format that appears in the SENT field on the OUTGOING UIFSA - 1 screen.
- ◆ **ACKNOWLEDGMENT:** Use this field to indicate what location sent or received the acknowledgment. The field name varies to indicate SENT (outgoing) or RCVD (incoming). Valid entries are:
  - C The acknowledgment was sent or received through the Central Registry.
  - L The acknowledgment was sent or received by the local office.
- ◆ **SELECT:** Use this field to select and link referral types and processes. Enter "X" in a blank line to start the linking process.
- ◆ **REFERRAL TYPE:** Enter "EST" as the referral type.
- ◆ **PROCESS:** Enter "UIFSA" as the process.

When you enter "X" in the SELECT field, "EST" in the REFERRAL TYPE field and "UIFSA" in the PROCESS field, press PF2 twice to add. If an existing outgoing interstate referral exists, press PF3 to update. ICAR links this combination to the interstate process screen.

**Note:** ICAR requires entry of the EST/UIFSA combination. If you do not make the entry, ICAR enters the combination if Iowa is the initiating state.

- ◆ **LINKED?:** ICAR displays “Y” when the EST/UIFSA combination is linked to the interstate process.

When you press PF2 twice to add the EST/UIFSA combination, ICAR displays the OUTGOING UIFSA –1 screen. This screen allows you to select from a number of requests to send to the responding state.

**Note:** The OUTGOING UIFSA – 1 screen displays 10 REQUEST types when accessed. Additional REQUEST types are available when you press PF7 or PF8.

Use the following highlighted fields on the OUTGOING UIFSA - 1 screen to notify the responding state of the needed action. In this illustration, we are asking the responding state to modify its own order. Refer to 9-K, **INTERSTATE CASE PROCESSING**, in the Employees’ Manual for all policy and procedures for interstate cases.

D479HU30	IOWA COLLECTION AND REPORTING SYSTEM	DATE:
	OUTGOING UIFSA - 1	TIME:
CASE NUMBER :	RSPN STATE:	FIPS:
PAYOR / AF.....:		STATE OF RESIDENCE:
PAYEE.....:		STATE OF RESIDENCE:
REQUEST	<b>ACTION RQSTR</b>	<b>SENT</b>
		<b>COMPLETED</b>
ESTABLISH PATERNITY.....:		
ESTABLISH CHILD SUPPORT.....:		
ESTABLISH SUPPORT FOR PRIOR PERIOD.....:		
ESTABLISH MEDICAL COVERAGE.....:		
ESTABLISH OTHER COSTS.....:		
ENFORCE RESPONDING STATE ORDER.....:		
<b>MODIFY RESPONDING STATE ORDER.....:</b>	<b>INIT</b>	
CHANGE PAYEE / REDIRECT.....:		
COLLECTION OF ARREARS.....:		
INCOME WITHHOLDING.....:		
TO SEE MORE REQUEST TYPES, PRESS PF7/PF8		
ACTION DISMISSED/PROCESS ENDED.....:		DATE:
PF3=UPD	PF4=DEL	PF5=INQ
PF11=UIFSA2	PF12=UIFSA3	PF13/PF14=PAGE PAYOR/ALLEGED FATHER
NEXT SCREEN:	NOTES:	
enter A CASE NUMBER AND PRESS PF5		

D479HU30	IOWA COLLECTION AND REPORTING SYSTEM	DATE:
	OUTGOING UIFSA - 1	TIME:
CASE NUMBER :	RSPN STATE:	FIPS:
PAYOR / AF.....:		STATE OF RESIDENCE:
PAYEE.....:		STATE OF RESIDENCE:
REQUEST	<b>ACTION</b> RQSTR	SENT COMPLETED
REGISTER FOR ENFORCEMENT .....		
<b>REGISTER FOR MODIFICATION</b> .....		
REGISTER FOR MODIFICATION & ENFORCEMENT:		
ADMINISTRATIVE TAX REVIEW.....:		
OTHER .....		
TO SEE MORE REQUEST TYPES, PRESS PF7/PF8		
ACTION DISMISSED/PROCESS ENDED.....:		DATE:
PF3=UPD PF4=DEL PF5=INQ PF6=INTERSTATE	PF7/PF8=PAGE REQUESTS	
PF11=UIFSA2 PF12=UIFSA3 PF13/PF14=PAGE	PAYOR/ALLEGED FATHER	
NEXT SCREEN:	NOTES:	

The fields, descriptions and values are:

- ◆ **ACTION:** Use this field to record the action you are asking the responding state to take. Enter “INIT” in the ACTION field beside the line “Modify Responding State Order” since you are asking the responding state to modify its own order.

**Note:** If you are initiating a request to the responding state to modify another state’s order, press PF8 to display other request types. Enter “INIT” in the ACTION field beside the line “Register for Modification.”

- ◆ **RQSTR:** Enter the party that requested the REVIEW. Valid entries are:

- CP The obligee (Custodial Parent).
- CT Caretaker.
- RP The obligor (Responsible Parent).
- TP The Third Party.
- IA Iowa.

Press PF3 twice to update the OUTGOING UIFSA - 1 screen. ICAR enters "Y" in the LINKED? field on the INTERSTA screen linking the EST/UIFSA combination to the interstate process screen.

Press PF11 on the OUTGOING UIFSA - 1 screen to display the OUTGOING UIFSA - 2 screen. Select the forms to be generated for the referral to the responding state.

D479HU33	IOWA COLLECTION AND REPORTING SYSTEM	DATE:
	OUTGOING UIFSA - 2	TIME:
		NONDISCLOSURE ORDER:
CASE NUMBER:	RSPN STATE:	FIPS:
PAYOR / AF :		ROLE: STATE OF RESIDENCE:
PAYEE.....:		ROLE: STATE OF RESIDENCE:
FORMS	PRINT	DATE GENERATED
CHILD SUPPORT ENF TRANSMITTAL # 1.....:		
UNIFORM SUPPORT PETITION .....		
AFFIDAVIT IN SUPPORT OF EST PATERNITY ..:		
GENERAL TESTIMONY.....:		
REGISTRATION STATEMENT .....		
DISCLOSURE RISK AFFIDAVIT .....		
NONDISCLOSURE APPLICATION.....:		
NONDISCLOSURE ORDER.....:		
FORMS SIGNATURE ID:	NARRATIVE:	CALENDAR FLAG:
PF3=UPD	PF6=INTERSTATE	PF7=UIFSA
PF8=UIFSA3	PF12=PAYREC	
NEXT SCREEN:	NOTES:	

The fields, descriptions and values are:

- ◆ **NONDISCLOSURE ORDER:** ICAR automatically displays a "Y" in this field if a court has instructed a state to refrain from disclosing information due to a risk factor. When this field contains a "Y," the obligee's address information does not display on any forms. If the field is blank, the obligee's address information displays on all forms.

- ◆ **PRINT:** Use this field to prompt ICAR to generate or regenerate the selected forms. Entries can be changed until there is an entry in the ACTION DISMISSED/PROCESS ENDED field on the OUTGOING UIFSA - 1 screen. Valid entries are:  
 Y ICAR generates the forms the first time.  
 R ICAR regenerates the forms.
- ◆ **DATE GENERATED:** ICAR enters the date the forms were generated or regenerated.
- ◆ **FORMS SIGNATURE ID:** Enter the ID of the person who actually signs the forms if different from the worker ID assigned to the case.
- ◆ **NARRATIVE:** Use this field to create a specific narrative for the case. Enter “X” and press PF3 to access the narrative input screen.
- ◆ **CALENDAR FLAG:** Use this field to create a specific calendar flag for the case. Enter “X” and press PF3 to bring up the calendar flag screen.

After selecting the forms for ICAR to generate, return to the OUTGOING UIFSA - 1 screen by pressing PF7.

On the OUTGOING UIFSA - 1 screen, use the following highlighted fields to show the forms were sent.

D479HU30	IOWA COLLECTION AND REPORTING SYSTEM	DATE:
	OUTGOING UIFSA - 1	TIME:
CASE NUMBER :	RSPN STATE:	FIPS:
PAYOR / AF.....:		STATE OF RESIDENCE:
PAYEE.....:		STATE OF RESIDENCE:
REQUEST	ACTION RQSTR	SENT COMPLETED
ESTABLISH PATERNITY.....:		
ESTABLISH CHILD SUPPORT.....:		
ESTABLISH SUPPORT FOR PRIOR PERIOD.....:		
ESTABLISH MEDICAL COVERAGE.....:		
ESTABLISH OTHER COSTS.....:		
ENFORCE RESPONDING STATE ORDER.....:		
<b>MODIFY RESPONDING STATE ORDER.....:</b>	<b>SENT</b>	<b>MMDDCCYY</b>
CHANGE PAYEE / REDIRECT.....:		
COLLECTION OF ARREARS.....:		
INCOME WITHHOLDING.....:		
TO SEE MORE REQUEST TYPES, PRESS PF7/PF8		
ACTION DISMISSED/PROCESS ENDED.....:		DATE:
PF3=UPD PF4=DEL PF5=INQ PF6=INTERSTATE PF7/PF8=PAGE REQUESTS		
PF11=UIFSA2 PF12=UIFSA3 PF13/PF14=PAGE PAYOR/ALLEGED FATHER		
NEXT SCREEN:	NOTES:	
enter A CASE NUMBER AND PRESS PF5		

The fields, descriptions and values are:

- ◆ **ACTION:** Type over the “INIT” entry with “SENT” in the ACTION field beside the line “Modifying Responding State Order.” This indicates the forms were sent to the responding state.

**Note:** If you are initiating a request to the responding state to modify another state’s order, press PF8 to display other request types. Type over the “INIT” entry with “SENT” in the ACTION field beside the line “Register for Modification.”

- ◆ **DATE:** Enter the date the referral is being sent.

When you enter the date the forms are sent, ICAR updates the REFERRAL SENT field on the INTERSTATE CONTACT SCREEN A with the same date.

Press PF6 to return to the INTERSTATE CONTACT SCREEN A.

Use the following highlighted fields on the INTERSTATE CONTACT SCREEN A to enter data to link the REVIEW process to the court order.

D479HI01	IOWA COLLECTION AND REPORTING SYSTEM		DATE:
	INTERSTATE CONTACT SCREEN A		TIME:
CASE NUMBER:			
PAYOR/AF:			RISK:
PAYEE:			WORKER ID:
IOWA COURT-ORD#:		CENTRAL REGIST#:	
INIT STATE:	FIPS:	RSPN STATE:	FIPS:
OTHER ST CASE#:		OTHER ST CRT#:	
LOC RCVING RFRAL:		REFERRAL SENT:	
ACKNOWLEDGMENT:			
	ACTION DISMISSED/PROCESS ENDED:		
SELECT	X	REFERRAL TYPE: EST	PROCESS: UIFSA LINKED?: Y
<b>SELECT:</b>	<b>X</b>	<b>REFERRAL TYPE: EST</b>	<b>PROCESS: REV LINKED?:</b>
SELECT:		REFERRAL TYPE:	PROCESS: LINKED?:
SELECT:		REFERRAL TYPE:	PROCESS: LINKED?: MORE?:
COMMENT:			
PF2=ADD PF3=UPD PF4=DEL PROC(S) PF5=INQ PF6=PROC PF7=BACK PF8=FRWD PF9=REFRESH			
PF10=PRIOR PROC PF11=NEXT PROC PF12=INTERST2 PF13=INTERST3 PF14=INTERST4			
NEXT SCREEN: NOTES:			
ENTER CASE NUMBER FOR OUTGOING OR CENTRAL REGIST# FOR INCOMING AND PRESS PF5			

The fields, descriptions and values are:

- ◆ **SELECT:** Use this field to select and link referral types and process. Enter “X” in a blank line to start the interstate referral process.
- ◆ **REFERRAL TYPE:** Enter “EST” as the referral type.
- ◆ **PROCESS:** Enter “REV” as the process.

Press PF3 twice to update.

ICAR displays the COURTOR2 screen for the court order you entered in OTHER ST CRT# on INTERSTATE CONTACT SCREEN A.

D479HC44	IOWA COLLECTION AND REPORTING SYSTEM COURTOR2	DATE: TIME:
CASE NUMBER ..:	COURT ORDER #:	
PAYOR.....: BOB SMITH		
PAYEE.....: JANE SMITH		
LAST PRE-REVIEW..... BY:		DATE:
DENY RSN.....:		DATE:
REVIEW ENDED..... CODE:	BARRED?.....:	DATE:
-----		
LAST FULL REVIEW (Y/N):	CODE:	DATE:
RESULTS..... NC?:	INC?.....:	DEC?:
	ADD HI?:	DATE:
-----		
<b>INTERSTATE REVIEW (P/D/C).....:</b>	<b>RSPN STATE:</b>	<b>DATE:</b>
NOTICE RECD (Y/R).....: DATE:	STATUS(Y/R)	DATE:
PRIVATE MOD (P/D/C).....:		DATE:
ADMINISTRATIVE MOD (P/D/C).....:		DATE:
SUSPENSION.....:	REINSTATE..:	DATE:
PF3=UPD,PF5=INQ,PF6=INTERSTA,PF10=COURTORD,PF11=REVIEW1,PF12=REVAD,PF13=REVSUM		
NEXT SCREEN:	NOTES:	

The fields, descriptions and values are:

- ◆ **INTERSTATE REVIEW (P/D/C):** ICAR completes this field only when another state is conducting the REVIEW and Iowa is not the responding state. Update the field as needed to track the status of the REVIEW. Valid codes are:
  - P Pending. The request was forwarded to another state for modification. ICAR displays this entry if you have linked the interstate screen as described above.  
  
ICAR generates form 470-3251, *Review Request Acknowledgment*, informing the requestor that the request for REVIEW was forwarded to the appropriate state. ICAR issues a narrative (REV97) documenting this action.
  - D The request is dismissed. Enter this code when the other state dismisses the request.  
  
ICAR issues a narrative (REV177) and a calendar flag (REV93) for you to enter the reason for dismissal.
  - C The REVIEW is complete. Enter this code when the other state completes the REVIEW.  
  
ICAR issues a narrative (REV176) and a calendar flag (REV92) documenting this action.
- ◆ **RSPN STATE:** ICAR enters the two-letter state code indicating the state conducting the modification.
- ◆ **DATE:** ICAR enters the current date in the MM/DD/CCYY format. When the other state completes or dismisses the REVIEW, enter that date.  
  
**Note:** Press PF3 twice to update the COURTOR2 screen. If you don't take this step, the process does not link to the INTERSTATE CONTACT SCREEN.

ICAR enters “Y” in the EST/REV combination on the INTERSTATE CONTACT SCREEN 1 linking the REVIEW to the interstate process.

When you receive notification from the responding state about any action on the case, make the following entries on the COURTOR2 screen:

- ◆ **NOTICE RECD (Y/R):** Use this field to record you received a notice from the state performing the modification. Valid entries are:

Y You received a notice.

When you enter “Y” or “R,” ICAR issues a narrative (REV153) and a calendar flag (REV78) instructing you to comply with federal regulations by sending a copy of the notice to the Iowa party within five calendar days. If you do not indicate that you sent the copy by entering “Y” in the STATUS field within five days, ICAR issues a calendar flag (REV79) reminding you to complete this action.

R You received a subsequent notice.

- ◆ **DATE:** Enter the date you received the notice or subsequent notice.
- ◆ **STATUS (Y/R):** When you make an entry in this field, ICAR issues a status to the Iowa party indicating a notice was received from the other state. Valid entries are:

Y ICAR issues the status. When you enter “Y” or “R,” ICAR issues a narrative (REV154) and, as appropriate, a status (REV89) to the obligor, a status (REV90) to the obligee and a status (REV91) to the third party advising them of receipt of the notice.

R ICAR reissues the status.

- ◆ **DATE:** ICAR enters the date in the MM/DD/CCYY format the status is issued

**Responding to Another State's Request to Complete the Review**

**Legal reference:** 45 CFR 303.7  
Iowa Code section 252K

If you receive a request from another state IV-D agency to modify an order that Iowa has jurisdiction to modify, conduct the REVIEW in accordance with the policy and procedures for reviewing any other Iowa order.

You may receive a direct request from a party in another state about modifying an Iowa order over which Iowa has modification jurisdiction. Notify the requestor that one of the parties must apply for NPA services in Iowa if there is not an active NPA case with current support in that person's state or in Iowa. The requestor must also complete form 470-2749, *Request to Modify a Child Support Order*.

In either situation, rules for conducting the REVIEW apply as though the request originated in Iowa. During the review:

- ◆ Determine if the requestor is entitled to request a REVIEW and adjustment.
- ◆ Determine if review and adjustment is appropriate.
- ◆ Determine if Iowa should conduct the review and adjustment.

**Note:** Complete a DCO analysis. Refer to the section **Determining the Controlling Order (DCO)** in this chapter. If there are multiple orders from multiple states, complete a DCO analysis and do the official determination within the review and adjustment process.

- ◆ Provide notice of intent to all parties.
- ◆ Gather and verify information.
- ◆ Conduct the REVIEW.
- ◆ Provide a notice of decision to all parties.
- ◆ Determine costs associated with the REVIEW and who pays the costs.
- ◆ Keep the other state advised of the status of the REVIEW.

The other state cooperates with the review and adjustment process by:

- ◆ Providing the county and docket number for the order.
- ◆ Responding to requests for information.
- ◆ Providing service of process when needed.
- ◆ Contacting parties within the jurisdiction of the other state to obtain information or documentation.
- ◆ Forwarding notices to parties within the jurisdiction of the other state.

Refer to 9-K, **INTERSTATE CASE PROCESSING**, in the Employees' Manual for policy and procedures for interstate cases.

**Entering the Incoming Request on ICAR**

Access the INTERSTA screen. The incoming case should already be entered by Central Registry and Case Set-up.

Use the following highlighted fields on the INTERSTATE CONTACT SCREEN A (INTERSTA) to enter data to initiate the REVIEW.

D479HI01	IOWA COLLECTION AND REPORTING SYSTEM	DATE:
	INTERSTATE CONTACT SCREEN A	TIME:
CASE NUMBER:		
PAYOR/AF:		RISK:
PAYEE:		WORKER ID:
IOWA COURT-ORD#:	CENTRAL REGIST#:	
INIT STATE:	FIPS:	RSPN STATE: FIPS:
OTHER ST CASE#:		OTHER ST CRT#:
LOC RCVING RFRAL:		REFERRAL SENT:
ACKNOWLEDGMENT:		
	ACTION DISMISSED/PROCESS ENDED:	
SELECT X	REFERRAL TYPE: EST	PROCESS: UIFSA LINKED?: Y
SELECT: X	REFERRAL TYPE: EST	PROCESS: REV LINKED?:
SELECT:	REFERRAL TYPE:	PROCESS: LINKED?:
SELECT:	REFERRAL TYPE:	PROCESS: LINKED?: MORE?:
COMMENT:		
PF2=ADD PF3=UPD PF4=DEL PROC(S) PF5=INQ PF6=PROC PF7=BACK PF8=FRWD PF9=REFRESH		
PF10=PRIOR PROC PF11=NEXT PROC PF12=INTERST2 PF13=INTERST3 PF14=INTERST4		
NEXT SCREEN: NOTES:		
enter CASE NUMBER FOR OUTGOING OR CENTRAL REGIST# FOR INCOMING AND PRESS PF5		

The fields, descriptions and values are:

- ◆ **WORKER ID:** Enter the worker ID of the individual who should receive interstate statuses and calendar flags.
- ◆ **IOWA COURT ORD#:** Enter the primary court order number exactly as it appears on the COURTOR D screen.

**Note:** ICAR identifies this action as an in-coming interstate REVIEW request when you complete this field. Make sure to enter the court order number of the order being registered. This number must match the number in the COURT ORDER NUMBER field on the COURTOR D screen.

- ◆ **CENTRAL REGIST#:** ICAR displays this data.
- ◆ **SELECT:** This field allows you to select and link referral types and process. Enter “X” in a blank line to initiate the interstate referral process.
- ◆ **REFERRAL TYPE:** Enter “EST” as the referral type.
- ◆ **PROCESS:** Enter “REV” as the process.
- ◆ **LINKED?:** ICAR displays “Y” when the EST/REV combination is linked to the interstate process.

Press PF3 to update. ICAR links this combination to the interstate process screen. When you press PF3 to update, ICAR displays the REVIEW1. Refer to the section, **ADMIN REVIEW AND ADJUST - 1 (REVIEW1) Screen**, in this chapter for instructions to complete the REVIEW1 screen.

D479HL51	IOWA COLLECTION AND REPORTING SYSTEM ADMIN REVIEW AND ADJUST - 1	DATE: TIME:
CASE NUMBER ..:	CSRU ATTY .:	SIGNATURE ID:
PAYOR .....	LOC KNOWN:	CC RP ATTY .....
PAYEE.....:	LOC KNOWN:	CC CP ATTY .....
3RD PARTY (Y/N):	NECESSARY?:	LOC KNOWN:
COURT ORD #:	COUNTY.....:	FOSTER CARE:
MULTIPLE ORDERS..... (Y/N):		
<b>INTERSTATE</b> ..... (Y/N):	<b>INIT STATE:</b>	
ADMINISTRATIVE MOD .....		DATE:
PRE-REVIEW REQUESTED BY .....		DATE:
REVIEW APPROPRIATE? (Y/N).....:	DENY RSN ...:	DATE:
DATE REVIEW INITIATED.....:	NOI..(Y/R).....:	DATE:
REVIEW POSTPONED(Y) .....	# POSTPN RSN:	DATE:
REVIEW REOPENED..... (Y):		DATE:
GEN SERVICE REQT .....	(Y/R):	DATE:
	CP: I/O:	DATE:
	RP: I/O:	DATE:
	TP: I/O:	DATE:
PF2=ADD PF3=UPD PF5=INQ PF6=INTERSTA PF7=REVSUM PF8=REVIEW2 PF9=REFRESH PF10=OLDER REV PF11=NEWER REV PF12=COURTORD PF13=NEXT ORDER PF14=PRIOR ORDER		
NEXT SCREEN:	NOTES:	

When you complete the initial REVIEW1 screen entries, press PF2 twice to initiate the interstate REVIEW. ICAR displays “Y” in the LINKED? field on the INTERSTA screen, linking the REVIEW to the interstate process.

**Note:** Unless you press PF2 twice, the link is not established.

Complete the screens as for a non-interstate REVIEW.

### **Postponing a Review**

If a review and adjustment is appropriate for the case but circumstances prevent a REVIEW at this time, postpone the REVIEW. A postponed REVIEW is active but delayed. Most REVIEWS are postponed for a short period but a REVIEW may remain postponed for up to three years, if postponed because of location. ICAR issues appropriate narratives, calendar flags, and statuses when you postpone a REVIEW. Valid reasons to postpone are as follows:

- ◆ The location of at least one of the necessary parties (including a nonparental caretaker) is unknown and the form 470-3253, *Notice of Intent to Review and Adjust a Child Support Obligation* (NOI), has not been served on the non-located party.

**SPECIAL CIRCUMSTANCES AFFECTING...**

**Postponing a Review**

January 14, 2003

Iowa Department of Human Services

**Title 10** Support Establishment and Modification

**Chapter Q** Administrative Review and Adjustment

- ◆ Custody issues are pending in a private court action.
- ◆ Changes in financial circumstances have not yet lasted for three months or it is not yet clear if you can reasonably expect circumstances to continue for an additional three months.
- ◆ A private modification is pending that seeks to modify the child support obligation.
- ◆ A support order has been suspended.
- ◆ Other reasons. Use this option in very limited instances. Most circumstances that occur in a REVIEW have other appropriate outcomes.

Use the following highlighted fields on the REVIEW1 screen to postpone a REVIEW.

D479HL51	IOWA COLLECTION AND REPORTING SYSTEM ADMIN REVIEW AND ADJUST - 1	DATE: TIME:
CASE NUMBER.:	CSRU ATTY....:	SIGNATURE ID....:
PAYOR.....:	LOC KNOWN..:	CC RP ATTY.....:
PAYEE .....	LOC KNOWN..:	CC CP ATTY.....:
3RD PARTY (Y/N):	NECESSARY?:	LOC KNOWN..:
COURT ORD #:	COUNTY.....:	FOSTER CARE....:
MULTIPLE ORDERS .....(Y/N):		
INTERSTATE .....(Y/N):	INIT STATE:	
ADMINISTRATIVE MOD.....:		DATE:
PRE-REVIEW REQUESTED BY.....:		DATE:
REVIEW APPROPRIATE? (Y/N).....:	DENY RSN....:	DATE:
DATE REVIEW INITIATED .....	NOI..(Y/R).....:	DATE:
<b>REVIEW POSTPONED.....(Y):</b>	<b># POSTPN RSN:</b>	<b>DATE:</b>
REVIEW REOPENED .....(Y):		DATE:
GEN SERVICE REQT .....(Y/R):	CP: I/O:	DATE:
	RP: I/O:	DATE:
	TP: I/O:	DATE:
PF2=ADD PF3=UPD PF5=INQ PF6=INTERSTA PF7=REVSUM PF8=REVIEW2 PF9=REFRESH		
PF10=OLDER REV PF11=NEWER REV PF12=COURTORD PF13=NEXT ORDER PF14=PRIOR ORDER		
NEXT SCREEN:	NOTES:	

The fields, descriptions and values are:

- ◆ **REVIEW POSTPONED (Y):** This field indicates if the REVIEW is postponed. Valid entries are:
  - Y The REVIEW is postponed. ICAR automatically postpones the REVIEW when there is not a verified address or employer on ICAR for one of the necessary parties. The obligor and obligee are always necessary parties (except pure foster care cases). A third party may be a necessary party (see the section, **Identifying Necessary Parties Who Can Request Review and Adjustment** in this chapter).

You may enter the “Y” to postpone the REVIEW when you determine postponement is appropriate for another reason.
  - Z The REVIEW may proceed. ICAR makes this entry when the REVIEW REOPENED (Y) field is “Y.” ICAR continues to display the former RSN and DATE so you can see why and when it was postponed.

If a postponement ends and another postponement becomes appropriate, change the “Z” in the REVIEW POSTPONED (Y) field to “Y.” ICAR then allows entry of the new postponement reason.
- ◆ **#:** This field indicates the number of postponements that have occurred for this REVIEW. ICAR makes this entry.
- ◆ **POSTPN RSN:** This field indicates the reason for the postponement. ICAR requires an entry when the REVIEW POSTPONED field is “Y.” Valid entries are:
  - LOC The location of at least one necessary party is unknown and the party has not accepted service or been served form 470-3253, *Notice of Intent to Review and Adjust a Child Support Obligation*. ICAR makes the entry when “N” is in one or more of the obligor, obligee or necessary third party LOC KNOWN fields. ICAR postpones the REVIEW until location is complete.

Postponement for location in cases with account-type 11 may last indefinitely, until the CURRENT ACCOUNT TYPE field on the CASE screen changes to something other than type 11 or until the case closes.  
Postponement for other cases may last for up to three years.

If the case is pure foster care, enter “Y” in the FOSTER CARE field on the REVIEW1 screen. ICAR postpones the REVIEW for location only if ICAR does not show a verified address or employer for the obligor.

When “LOC” is in the POSTPN RSN field, ICAR displays form 470-3251, *Review Request Acknowledgment*. Select the appropriate option to inform the requestor that the REVIEW will be reopened as soon as location is known for all necessary parties. No additional request from the requestor is required. The *Review Request Acknowledgment* would not be sent if the location of the requestor is unknown.

If the LOC KNOWN field for any party is initially “Y” but changes to “N” prior to service of the NOI packet, ICAR postpones the REVIEW until the location is verified.

ICAR issues the following narratives, calendar flags, and a status depending on which party requested the REVIEW and which party is not located.

<b>Requestor</b>	<b><u>Not</u> located</b>	<b>Narrative</b>	<b>Flag</b>	<b>Status</b>
Obligee	Obligor	(REV16)	None	(REV3)
Obligee	Necessary TP	(REV17)	None	(REV5)
Obligor	Obligee	(REV15)	(REV15)	(REV1)
Obligor	Necessary TP	(REV122)	None	(REV6)
Necessary TP	Obligor	(REV121)	None	(REV4)
Necessary TP	Obligee	(REV120)	(REV15)	(REV2)
Any party	Same party	(REV156)	None	None

ICAR automatically reopens the REVIEW when addresses for all parties are verified. ICAR updates the DATE REVIEW INITIATED with the current date and the REVIEW REOPENED (Y) field with “Y” and the DATE field with the current date. ICAR issues a calendar flag notifying you to attempt or reattempt service. Regenerate the NOI packet if necessary.

**CUS** Custody issues are in progress in a private court action. Enter this code when appropriate. If possible, serve all necessary parties with form 470-3253, *Notice of Intent to Review and Adjust a Child Support Obligation*, and the other items in the NOI packet. Enter a “Y” in the REVIEW POSTPONED field and “CUS” in the POSTPN RSN field. ICAR enters the current date.

ICAR issues a narrative (REV24) indicating the reason for postponement. ICAR issues statuses to the obligor (REV13), the obligee (REV14) and the third party (REV15) advising of the postponement.

If you do not reopen the REVIEW by entering “Y” in the REVIEW REOPENED (Y) field on the REVIEW1 screen or end the REVIEW by entering a code in the PROCESS ENDED field on REVIEW4 within 90 days, ICAR issues a calendar flag (REV21) to remind you to take action.

Conduct the REVIEW or end the process as appropriate.

**FIN** Enter this code when the financial changes are less than three months old or the changes may not last an additional three months. If possible, serve all necessary parties with form 470-3253, *Notice of Intent to Review and Adjust a Child Support Obligation*, and the other items in the NOI packet. Enter a “Y” in the REVIEW POSTPONED field and “FIN” in the POSTPN RSN field. ICAR enters the current date.

ICAR issues a narrative (REV25) indicating the reason for postponement and statuses to the obligor (REV16), the obligee (REV17), and the third party (REV18) advising of the postponement.

If you do not reopen the REVIEW by entering “Y” in the REVIEW REOPENED (Y) field on the REVIEW1 screen or end the REVIEW by entering a code in the PROCESS ENDED field on REVIEW4 within 90 days, ICAR issues a calendar flag (REV22) to remind you to take action.

Conduct the REVIEW or end the process as appropriate.

**PMP** Enter “P” in the PRIVATE MOD field on the COURTOR2 screen to indicate a private modification is in progress. ICAR then enters “Y” in the REVIEW POSTPONED (Y) field on the REVIEW1 screen and updates the DATE field with the date in the PRIVATE MOD DATE field on the COURTOR2 screen.

If possible, serve all necessary parties with form 470-3253, *Notice of Intent to Review and Adjust a Child Support Obligation*, and the other items in the NOI packet.

ICAR issues a narrative (REV101) indicating the reason for postponement and statuses to the obligor (REV83), the obligee (REV84), and the third party (REV85) advising of the postponement.

If you do not indicate the private modification is ended or completed by entering “D” or “C” in the PRIVATE MOD field on the COURTOR2 screen within 90 days, ICAR issues a calendar flag (REV63) to remind you to act on the postponement.

If a “D” is entered in the PRIVATE MOD field on the COURTOR2 screen conduct the REVIEW. If a “C” is entered in the PRIVATE MOD field on the COURTOR2 screen, ICAR automatically ends the REVIEW.

**SUS** Enter this code when the support order has been suspended.

ICAR issues a narrative (REV27) indicating the reason for postponement and issues statuses to the obligor (REV22), the obligee (REV23), and the third party (REV24) advising of the postponement.

If you do not reopen the REVIEW by entering “Y” in the REVIEW REOPENED (Y) field on the REVIEW1 screen or end the REVIEW by entering a code in the PROCESS ENDED field on REVIEW4 within 90 days, ICAR issues a calendar flag (REV25) to remind you to take action.

Conduct the REVIEW or end the process as appropriate.

**AMP** This field is currently not used.

OTH Use this code only if a reason other than the ones listed caused the postponement. You should be able to use one of the other codes in most cases. If possible, serve all necessary parties with form 470-3253, *Notice of Intent to Review and Adjust a Child Support Obligation*, and the other items in the NOI packet.

ICAR issues a user-input narrative (REV 29) for you to enter the reason for postponement and issues statuses to the obligor (REV28), the obligee (REV29), and the third party (REV30) advising of the postponement.

If you do not reopen the REVIEW by entering “Y” in the REVIEW REOPENED (Y) field on the REVIEW1 screen or end the REVIEW by entering a code in the PROCESS ENDED field on REVIEW4 within 90 days, ICAR issues a calendar flag (REV27) to remind you to take action.

Conduct the REVIEW or end the process as appropriate.

- ◆ **DATE:** Entries in this field indicate the date the REVIEW was postponed. If LOC appears in the POSTPN RSN field, ICAR enters the date. Enter the date for all other POSTPN RSN codes. ICAR requires an entry if you postpone the REVIEW.

### **Reopening a Postponed Review**

When the reason for postponing a REVIEW is resolved, you may need to reopen the REVIEW. ICAR automatically reopens the REVIEW when location is verified through the ADDRESS/EMPLOYER UPDATE program or when you verify an address or employer. ICAR issues appropriate narratives, calendar flags, and a status when you reopen a postponed REVIEW.

Use the following highlighted fields on the REVIEW1 screen to reopen a postponed REVIEW.

D479HL51	IOWA COLLECTION AND REPORTING SYSTEM ADMIN REVIEW AND ADJUST - 1	DATE: TIME:
CASE NUMBER:	CSRU ATTY.:	SIGNATURE ID.:
PAYOR.....:	LOC KNOWN.:	CC RP ATTY.:
PAYEE.....:	LOC KNOWN.:	CC CP ATTY.:
3RD PARTY (Y/N):	NECESSARY?:	LOC KNOWN.:
COURT ORD #:	COUNTY.....:	FOSTER CARE...:
MULTIPLE ORDERS.....(Y/N):		
INTERSTATE.....(Y/N):	INIT STATE:	DATE:
ADMINISTRATIVE MOD.....:		DATE:
PRE-REVIEW REQUESTED BY...:		DATE:
REVIEW APPROPRIATE? (Y/N):	DENY RSN.:	DATE:
DATE REVIEW INITIATED.....:	NOI..(Y/R):	DATE:
REVIEW POSTPONED.....(Y): #	POSTPN RSN:	DATE:
<b>REVIEW REOPENED.....(Y):</b>		<b>DATE:</b>
GEN SERVICE REQT....(Y/R):	CP: I/O:	DATE:
	RP: I/O:	DATE:
	TP: I/O:	DATE:
PF2=ADD PF3=UPD PF5=INQ PF6=INTERSTA PF7=REVSUM PF8=REVIEW2 PF9=REFRESH		
PF10=OLDER REV PF11=NEWER REV PF12=COURTORD PF13=NEXT ORDER PF14=PRIOR ORDER		
NEXT SCREEN:	NOTES:	

The fields, descriptions and values are:

- ◆ **REVIEW REOPENED (Y):** This field indicates that a postponed REVIEW is reopened.

Y The REVIEW is reopened. Enter “Y” to reopen the REVIEW when postponement for reason codes “CUS,” “FIN,” “PMP,” “SUS” or “OTH” is resolved and reopening is the appropriate action. ICAR issues a narrative (REV30) indicating the REVIEW is reopened and a calendar flag (REV28) to track actions. ICAR issues statuses to the obligor (REV31), to the obligee (REV32), and the third party (REV33) telling them the REVIEW has been reopened.

When the parties are located (the postponement reason code was “LOC”), ICAR enters “Y” to reopen the REVIEW. ICAR issues the following narratives, calendar flags, and statuses when a REVIEW postponed for location is reopened.

<b>Requestor</b>	<b>Person Now located</b>	<b>Narrative (online)</b>	<b>Flag (online)</b>	<b>Status (online)</b>	<b>Status (batch)</b>
Obligee	Obligor	(REV18)	(REV16)	(REV7)	(REV44)
Obligee	Necessary TP	(REV20)	(REV18)	(REV11)	None
Obligor	Obligee	(REV19)	(REV17)	(REV9)	(REV46)
Obligor	Necessary TP	(REV125)	(REV18)	(REV12)	None
Necessary TP	Obligor	(REV123)	(REV16)	(REV8)	(REV45)
Necessary TP	Obligee	(REV124)	(REV17)	(REV10)	(REV47)
Any party	Same party	(REV151)	(REV75)	None	None

When a “Y” is entered in the REVIEW REOPENED field, ICAR enters a “Z” in the REVIEW POSTPONED (Y) field to indicate that the POSTPN RSN and DATE entries apply to the original postponement. If a REVIEW is postponed again later, enter a “Y” in the REVIEW POSTPONED field with a new POSTPN RSN and DATE. At that point, ICAR blanks out the entries in the REVIEW REOPENED field and its corresponding DATE field.

- ◆ **DATE:** ICAR enters the current date.

### **Withdrawing a Request for Review**

**Legal reference:** 441 IAC 99.70

The requestor may ask to withdraw the request for review and adjustment. Act on the withdrawal only if the request is in writing. Within five days of receiving a written request to withdraw, enter the request on the REVIEW2 screen.

Examine the case to determine whether to accept or deny the request. Deny the request to withdraw from the REVIEW if:

- ◆ The case meets the criteria for review and adjustment, and
- ◆ Support rights are assigned to the state as a condition for receiving public assistance through the Family Investment Program (FIP), foster care or Medicaid programs.  
 Support rights are assigned if the case is an 11 or 18 account or, for foster care cases, a 10 or 13 account.

Otherwise, proceed with the request to withdraw. The timing of the request to withdraw determines the actions you take.

**Requests to Withdraw Before Service of Notice of Intent**

The requestor may ask to withdraw from the review and adjustment process before service of the NOI packet on any of the parties. Accept the withdrawal.

The requestor may have been served (accepted or personally served) but then asked to withdraw before the NOI packet has been served on the nonrequestors. Accept the withdrawal.

In either of the above cases, the requestor is not barred from requesting another review and adjustment before the two-year waiting period has passed.

**Requests to Withdraw After Service of Notice of Intent**

The requestor may ask to withdraw from the review and adjustment process after service of form 470-3253, *Notice of Intent to Review and Adjust a Child Support Obligation*. If so, notify the nonrequestor of the withdrawal request by sending the nonrequestor form 470-3256, *Notice of Withdrawal Request (252H)*. Allow the nonrequestor an opportunity to agree with the withdrawal or to continue with the REVIEW by completing and submitting form 470-3257, *Request to Continue Review (252H)*. Allow ten days for the nonrequestor to reply.

- ◆ If the nonrequestor returns form 470-3257 and indicates a desire to continue the REVIEW, move forward with the current REVIEW process. The original nonrequestor becomes the requestor. Send 470-3258, *Results of Withdrawal Request (252H)*, to notify all parties that the REVIEW will continue. Proceed in the same manner as any other REVIEW.
- ◆ If the nonrequestor returns form 470-3257 and indicates a desire to stop the process, send all parties form 470-3258, *Results of Withdrawal Request (252H)*, notifying them that the process is being terminated at their request. The requestor and the nonrequestor are barred from requesting review and adjustment services for two years.
- ◆ If the nonrequestor fails to respond to form 470-3258 within the ten-day period, terminate the REVIEW. Send all parties form 470-3258, *Results of Withdrawal Request (252H)*, notifying them the REVIEW is terminated. The requesting party is barred from requesting review and adjustment services for two years. The nonrequestor is not barred from requesting review and adjustment.

### **Requests to Withdraw and Terminate CSRU Services During a Review**

If you receive a request to withdraw and terminate CSRU services while a review and adjustment is in progress for a nonpublic assistance case, follow the scenario below that best fits the situation or discuss the case with your supervisor.

- ◆ The obligee requested CSRU services and the obligee requested REVIEW. The obligee may withdraw the request for REVIEW.
  - If the obligor wants to continue with the REVIEW, continue with the REVIEW.
  - If the obligee asks to terminate CSRU services, change the case to a 17 account type effective the date the obligee requested termination. Continue the REVIEW if the case meets criteria. When you complete the REVIEW, change the worker ID to a CSC worker ID if there is no 11-account-type balance. If there is an 11 balance, leave the local office worker ID connected to the case.
- ◆ The obligee requested CSRU services but the obligor requested REVIEW. The obligor asks to withdraw the request for REVIEW.
  - If the obligee wants to continue with the REVIEW, continue the REVIEW.
  - If the obligee requests termination of CSRU services prior to the service of form 470-3253, *Notice of Intent to Review and Adjust a Child Support Obligation*, the obligor must apply for CSRU services before the Unit can conduct a REVIEW.
  - If the obligee requests termination of CSRU services after the service of form 470-3253, *Notice of Intent to Review and Adjust a Child Support Obligation*, complete the REVIEW and terminate CSRU services.
- ◆ The obligee requested CSRU services and the obligee requested REVIEW. There is a necessary third party. The obligee asks to withdraw the request and terminate CSRU services.

If the obligor or the third party wants to continue with the REVIEW, change the case to a 17 account type effective the date the obligee requested termination. Continue with the REVIEW if the case meets the criteria. When you complete the REVIEW, change the worker ID to a CSC worker ID if there is no 11-account-type balance.

- ◆ The obligee requested CSRU services but the obligor requested REVIEW. There is a necessary third party. The obligor may ask to withdraw the request.
  - If the obligee or necessary third party wants to continue with the REVIEW, do so. If the obligee requests termination prior to service of form 470-3253, *Notice of Intent to Review and Adjust a Child Support Obligation*, the obligor must apply for CSRU services before the Unit can conduct a REVIEW.
  - If the obligee requests termination after service of form 470-3253, *Notice of Intent to Review and Adjust a Child Support Obligation*, complete the review and then terminate CSRU services.

**Entering a Request to Withdraw From the Review**

When you receive a request to withdraw from a REVIEW, use the following highlighted fields on the REVIEW2 screen to enter the request. ICAR generates the appropriate forms, narratives, calendar flags and statuses for the withdrawal.

D479HL52	IOWA COLLECTION AND REPORTING SYSTEM ADMIN REVIEW AND ADJUST - 2		DATE:
			TIME:
CASE NUMBER:	COURT ORD #..:		
PAYOR..... :			
PAYEE..... :			
3RD PARTY..... :			
SERVED (Y/N DATE):	CP	RP	TP
REASON NOT SERVED:	CP	RP	TP
WAIVE PREREV TIME (Y/N) .....	CP	RP	TP
<b>REQ TO WITHDRAW RECD(CP/RP/TP/OTHST) ...:</b>		<b>DATE:</b>	
<b>WITHD REQ ACCEPTED (Y/N):</b>	<b>CODE:</b>	<b>DATE:</b>	<b>NR:</b>
FINANCIAL INFO RECD .....	CP	RP	TP
REVIEW RESULTS..... :	NC?:	INC?:	DEC?:
OLD OBLIG (AMOUNT/FREQ) .....			ADD HI
NEW OBLIG (AMOUNT/FREQ) .....			ADD MS?:
PERCENT AND AMOUNT CHANGE/FREQ .....			PER
NOD ISSUED (Y/R/V/X) .....		<b>DATE:</b>	PER
WAIVE POSTREV TIME (Y/N)..... :	CP	RP	TP
PF3=UPDATE	PF5=INQUIRE	PF6=INTERSTA	PF7=REVIEW1
PF12=COURTORD	PF13=NEXT ORDER	PF14=PRIOR ORDER	PF8=REVIEW3
NEXT SCREEN:	NOTES:		

The fields, descriptions and values are:

- ◆ **REQ TO WITHDRAW RECD (CP/RP/TP/OTHST):** This field identifies who requested the withdrawal. Valid entries are:

CP	The obligee (Custodial Parent).
RP	The obligor (Responsible Parent).
TP	The Third Party. ICAR allows an entry only if there is a necessary third party.
OTHST	The IV-D agency from another state. ICAR allows an entry of "OTHST" only if the INTERSTATE field contains "Y."

The entry CP, RP, TP or OTHST must match the party making the request as displayed in the PRE-REVIEW REQUESTED BY field on the REVIEW1 screen.

When you make an entry in this field, ICAR generates form 470-3256, *Notice of Withdrawal Request (252H)*, informing the parties that you received a request to withdraw from the REVIEW. ICAR also generates form 470-3257, *Request to Continue Review (252H)*, asking the nonrequestor to agree or not agree with withdrawal. The nonrequestor has ten days to respond.

ICAR issues a narrative (REV41) stating forms 470-3256 and 470-3257 were generated. The narrative identifies the person making the request for withdrawal. ICAR issues a calendar flag (REV32) ten days after the forms 470-3256 and 470-3257 are generated prompting you to accept or deny the withdrawal request.

If you enter a request to withdraw and the case account type is 11 or 18, ICAR denies the request because child or medical support is assigned. ICAR enters "N" in the WITHD REQ ACCEPTED (Y/N) field and a "10" in the CODE field.

- ◆ **DATE:** This field indicates the date you received the request for withdrawal. Enter the date in the MM/DD/CCYY format. If you leave the field blank, ICAR enters the current date.
- ◆ **WITHD REQ ACCEPTED (Y/N):** This field indicates whether the request for withdrawal was accepted. Valid entries are:

Y	The request was accepted. When you enter "Y," ICAR issues a narrative (REV42) indicating that a withdrawal has been accepted and identifying any parties who are barred from requesting a REVIEW within two years.
N	The request was <u>not</u> accepted. When "N" is in this field, ICAR issues a narrative (REV43) indicating that the withdrawal request was denied.

- 
- ◆ **CODE:** This field indicates the result of the request for withdrawal. ICAR requires an entry if “Y” or “N” is entered in the WITHD REQ ACCEPTED (Y/N) field. Valid entries are:
- 01 You received the request before serving the notice of intent packet and accepted the request. No party is barred from requesting a REVIEW.
  - 02 You received the request after serving the notice of intent packet and accepted the request. The CP is barred from initiating a REVIEW for two years.
  - 03 You received the request after serving the notice of intent packet and accepted the request. The RP is barred from initiating a REVIEW for two years.
  - 04 You received the request after serving the notice of intent packet and accepted the request. The TP is barred from initiating a REVIEW for two years.
  - 05 You received the request after serving the notice of intent packet and accepted the request. The CP and the RP are barred from initiating a REVIEW for two years.
  - 06 You received the request after serving the notice of intent packet and accepted the request. The CP and the TP are barred from initiating a REVIEW for two years.
  - 07 You received the request after serving the notice of intent packet and accepted the request. The RP and the TP are barred from initiating a REVIEW for two years.
  - 08 You received the request after serving the notice of intent packet and accepted the request. The CP, the RP and the RP are barred from initiating a REVIEW for two years.
  - 09 You did not accept the request. The nonrequestor wishes to continue the REVIEW.
  - 10 ICAR did not accept the request. Child support or medical support is assigned and the REVIEW continues.

If the entry is “1” through “8” in the WITHD REQ ACCEPTED? field, the system enters a “1” and the current date in the PROCESS ENDED field and the corresponding DATE field on the REVIEW4 screen.

If the entry is “9,” follow the instructions in the “NR” section below. If the entry is “10,” continue the REVIEW.

When you make entries in the WITHD REQ ACCEPTED (Y/N) field and the CODE field, ICAR generates form 470-3258, *Results of Withdrawal Request (252H)*, to the parties. The form provides the reason for accepting or denying the request for withdrawal.

- ◆ **DATE:** ICAR enters the current date.
- ◆ **NR:** The nonrequestor. ICAR requires an entry in the NR field when “9” is entered in the CODE field. Enter the code for the party who was not the original requestor but who now requests that the REVIEW continue. Valid codes are:

CP The obligee (Custodial Parent)

RP The obligor (Responsible Parent)

TP The third party. ICAR allows an entry only if there is a necessary third party.

ICAR updates the PRE-REVIEW REQUESTED BY field on the REVIEW1 screen with the new requestor and you continue the review.

The original requestor of the REVIEW is CP. CP requests withdrawal but the RP wishes to continue the REVIEW.

The RP now becomes the requestor of the REVIEW. Enter code “RP” for the new requestor in the NR field. ICAR updates the PRE-REVIEW REQUESTED BY field on the REVIEW1 screen with RP. The PRE-REVIEW REQUESTED BY DATE field on the REVIEW1 screen does not change.

## **Nonparental Custodial Caretakers**

Nonparental custodial beneficiaries or caretakers must meet at least one of the following criteria:

- ◆ Have support made payable to them by the permanent custodial beneficiary on the order.
- ◆ Be designated as the beneficiary under a redirection order entered in district court.
- ◆ Be a caretaker of children receiving public assistance and named in an EX REL order.

ICAR displays the nonparental custodial caretaker as the PAYEE on the case.

Nonparental custodial beneficiaries or caretakers have many of the same rights as parental custodians during the review and adjustment process. The caretaker is:

- ◆ Entitled to request a review and adjustment.
- ◆ Included in each step of the process.
- ◆ Served form 470-3253, *Notice of Intent to Review and Adjust a Child Support Obligation* (NOI).
- ◆ Allowed to withdraw from a REVIEW if he or she is the requestor.
- ◆ Afforded the opportunity to continue a REVIEW if a requestor asks to withdraw.
- ◆ Subject to the two-year limitation for requesting REVIEW after asking for or agreeing to a withdrawal.
- ◆ Provided form 470-3259, *Notice of Decision to Review and Adjust a Support Obligation* (NOD).
- ◆ Allowed to challenge the decision of the Unit to adjust or not adjust the order (see the **Challenging the Review** section earlier in this chapter).
- ◆ Allowed to request a court hearing.
- ◆ A necessary party whose signature is necessary to waive the waiting periods required prior to beginning the REVIEW and following the NOD.
- ◆ Provided notice of all legal actions filed for the purpose of having the support order modified.

Nonparental custodial beneficiaries are not required to provide financial and health insurance information unless there is a legal obligation to provide support (see the **OBTAINING AND VERIFYING INFORMATION** section earlier in this chapter).

### **Parents who are Third Parties on Caretaker Cases**

When a legal parent is not the payor or current payee on the case, that person is considered a third party. Since the third party must be treated differently based on case circumstances, review the order to determine what status applies to the third party on the case being reviewed to determine what steps you must take. Consider the following:

- ◆ A legal parent not subject to the support order is not a necessary party. However, you need financial information from both parents to apply the guidelines.
- ◆ A legal parent who is not the present custodian for all of the children affected by the support order, but retains the right to receive support in the future based on the terms of the support order or any subsequent modification or redirection order, must be included in every step of the review and adjustment process. Refer to the section, **Persons Entitled to Request Review and Adjustment**, in this chapter.
- ◆ A legal parent who has made support payable to a nonparental caretaker remains a necessary party to the action.
- ◆ A legal parent for whom a redirection order (redirecting support to a different caretaker) has been filed may or may not be a necessary party to the action based on the terms of the redirection order.

If the parent is not subject to the support order, send only the financial statement and a request that the information be provided. Refer to the section, **NOTICE OF INTENT TO REVIEW**, in this chapter.

If the parent is subject to the support order, serve the NOI packet and include that parent in all steps of the process.

Refer to the sections, **THIRD PARTY DATA (TPARTY) Screen** and **TPARTY ADDRESS VERIFICATION (TPADDVER) Screen** in this chapter for details about tracking third party information on ICAR.

## **Multiple Support Orders**

**Legal reference:** Iowa Code sections 252A.6(7); 252H.8(9)

Every support order entered in the state of Iowa is a separate judgment. Prior to July 1, 1993, a judicial order superseded an administrative order. Since July 1, 1993, the entry of a subsequent support order for the support of the same children does not supersede a previous order. However, for orders entered before or after July 1, 1993, Iowa law requires that any amounts paid under either order are credited against amounts accruing or accrued for the same period under all. This prevents a noncustodial parent from being double-billed under cumulative support obligations for the same children.

Include multiple orders in the same review and adjustment provided the following conditions are met:

- ◆ Each order provides for the ongoing support of children sharing the same legal parents. Support orders in which the children share only one common parent are not to be considered under the provisions described in this section, and
- ◆ The person required to pay support under each order is the same, and
- ◆ All of the orders are subject to the jurisdiction of the Iowa courts.

Do not include an administrative order in the REVIEW if it was filed before July 1, 1993, and

- ◆ A judicial order was entered, or
- ◆ A judicial order was in place in addition to the administrative order,

The law at that time stated that judicial orders superseded administrative orders. If an administrative order was filed after July 1, 1993, a subsequent judicial order does not supersede it and it must be included in the REVIEW.

When a request for REVIEW of a support order is received, examine the case record associated with that order and any information provided in the request to determine whether the case has multiple support orders.

**Note:** Include health-only support orders in a multiple order REVIEW since all ongoing orders for the parents and children should be accounted for and acknowledged.

In the following examples, only the two legal parents of the children are involved. If in any of these examples support payments for some or all of the children under any of the orders had been made payable to a nonparental caretaker, all of the orders in these examples would still be included in the REVIEW. You would include the legal parents and the nonparental caretaker in the REVIEW process (see the section on **Nonparental Custodial Caretakers** in this chapter).

**Note:** An assignment of support establishes a temporary custodial beneficiary rather than a permanent beneficiary as may be established by an order redirecting support payments to a caretaker (see the section on **Persons Entitled to Request a Review and Adjustment** in this chapter).

1. Mr. and Mrs. A are the legal parents of z. An order entered in Boone County, Iowa, on January 6, 1992, ordered Mr. A to pay \$250.00 per month for the support of z. A divorce decree entered in Boone County on March 6, 1993, ordered Mr. A to pay \$175.00 per month for the support of z. Mrs. A is the custodial beneficiary under both orders.

Both orders meet the necessary criteria and will be included in the REVIEW.

2. Mr. and Mrs. B are the legal parents of x and y. An order entered in Lucas County, Iowa, on May 28, 1990, required Mr. B to pay \$120.00 per month for the support of x (y had not yet been born). A divorce decree entered in Benton County, Iowa, on July 8, 1994, ordered Mr. B to pay \$300.00 per month for the support of x and y. Mrs. B is the custodial beneficiary under both orders.

Both orders meet the necessary criteria and will be included in the REVIEW.

3. Mr. C and Mrs. D are the legal parents of s, t, and u. A paternity order entered in Wright County, Iowa, on February 10, 1989, established Mr. C as the father of s, and required him to pay \$25.00 per week for the support of s. A paternity order entered in Adair County, Iowa, on August 7, 1991, established Mr. C as the father of t, and required him to pay \$100.00 per month for the support of t. A paternity order entered in Jones County, Iowa, on October 30, 1993, established Mr. C as the father of u, and required him to pay \$50.00 per month for the support of u. Mrs. D is the custodial beneficiary under all three orders.

All three orders meet the necessary criteria and will be included in the REVIEW.

Use the guideline amount for three children.

4. Mr. E and Ms. F are the legal parents of a, b, c, and d. An order entered in Tama County, Iowa, on June 21, 1987, required Mr. E to pay \$75.00 per month for the support of a. An order entered in Page County, Iowa, on November 6, 1989, required Mr. E to pay \$50.00 per month for the support of b and c. A divorce decree entered in Page County, Iowa, on December 21, 1992, ordered Mr. E to pay \$60.00 per week for the support of a, b, c, and d. An order entered in Woodbury County, Iowa, on April 13, 1994, required Mr. E to pay \$300.00 per month for the support of a, b, c, and d. Ms. F is the custodial beneficiary under each of these orders.

All four orders meet the necessary criteria and will be included in the REVIEW. (See procedures for more detailed direction on preventing double-billing in a situation such as this one.)

In the following examples, both parents are the legal parents of the children entitled to support under one or more of the orders, but are not necessary parties to each of the orders (see the section on **Identifying Necessary Parties Who Can Request Review and Adjustment** in this chapter).

Include all of the orders in the REVIEW only if the location of each of the necessary parties is known. If you locate the parent ordered to pay support under each order, but not all of the other necessary parties to each order, include only those orders involving the necessary parties whose location is known.

For instance, if in example 7 below, you locate Mr. J and Ms. A, but not Ms. J, include only the order entered in August 1994, in which Ms. A is the custodial beneficiary.

Continue standard location practices on the remaining orders and start a REVIEW on those orders when you get location. No additional request is required.

5. Mr. and Ms. G are the legal parents of p. A divorce decree entered in Guthrie County, Iowa, on March 8, 1990, ordered Mr. G to pay \$75.00 per week for the support of p. Ms. G is the custodial beneficiary under this order.

In May 1991, p went to live with Ms. W, the maternal grandmother. An order entered in Crawford County, Iowa, on June 24, 1991, ordered Mr. G to pay \$125.00 per month for the support of p. Ms. W is the custodial beneficiary under this order.

Both orders meet the criteria and will be included in the REVIEW.

6. Mr. H and Ms. I are the legal parents of u, v, and w. A divorce decree entered in Humboldt County, Iowa, on September 12, 1993, ordered Mr. H to pay \$100.00 per month per child for the support of u, v, and w. Ms. I is the custodial beneficiary under this order.

In January 1994, v went to live with Mr. T, the paternal grandfather. An order entered in Humboldt County, Iowa, on March 10, 1994, required Mr. H to pay \$50.00 per week for the support of v. Mr. T is the custodial beneficiary under this order.

Both orders meet the criteria and will be considered in the REVIEW.

7. Mr. and Ms. J are the legal parents of f, g, and h. An order entered in Monroe County, Iowa, on March 14, 1987, required Mr. J to pay \$75.00 per month for the support of f. A divorce decree entered in Monroe County, Iowa, on June 24, 1990, ordered Mr. J to pay \$250.00 per month for the support of f and g. An order entered in Jasper County, Iowa, on January 14, 1993, required Mr. J to pay \$300.00 per month for the support of f, g, and h. Ms. J is the custodial beneficiary under each of these orders.

In April 1994, g and h went to live with Ms. A, an aunt of the children. An order entered in Adair County, Iowa, on August 22, 1994, required Mr. J to pay \$50.00 per week per child for the support of g and h. Ms. A is the custodial beneficiary under this order.

All three orders meet the criteria and will be considered in the REVIEW.

8. Mr. K and Ms. L are the legal parents of r and s. An order entered in Clay County, Iowa, on February 6, 1991, required Mr. K to pay \$100.00 per month for the support of r. Ms. L is the custodial beneficiary under this order.

An order entered in Bremer County, Iowa, on November 12, 1994, required Mr. K to pay \$60.00 per month for the support of s. Ms. X, the maternal grandmother, is the custodial beneficiary under this order.

Both orders meet the criteria and will be included in the REVIEW.

### **Procedures for Multiple Order Reviews**

After determining that you have multiple orders that must be combined, evaluate each order to determine if it meets the criteria for the REVIEW. Review each order individually to determine if it should be adjusted. This includes any variance between the present support obligation and the amount that would be due under the guidelines. Start procedures to adjust each order included in the REVIEW if any one of the orders is appropriate for adjustment.

For procedures for determining where to file the order or schedule a hearing, refer to the section, **Filing the Administrative Order and Request for Court Hearing** in this chapter.

### **Orders for the Same Children**

If your REVIEW involves multiple orders for all of the same children, follow the procedures as outlined below. Compare the amount of support due under each order to the amount due under the guidelines for the number of children covered by that order. If any of the orders meets the criteria for adjustment, start a REVIEW. Remember to review provisions for medical support for each order.

See **Example 4**. If the new amount of support under the guidelines is \$400.00 per month for the support of all four children entitled to support, the prorated amount will be \$100.00 per month per child. The amount due under each individual adjusted order is as follows:

\$100.00 per month for the support of one child under the June 1987 order.

\$200.00 per month for the support of two children under the November 1989 order.

\$400.00 per month for the support of all four children under the December 1992 divorce decree and the April 1994 order.

**Exception:** If a review and adjustment was previously conducted on the orders being reviewed and the amount of support due under each order was adjusted according to the above procedures, it is not necessary to REVIEW each order individually again. Compare the total current support obligation due under each of the orders to the amount of support due under the guidelines, to determine if there is a 20% variance.

Include the total number of children for whom current support is due under any of the orders in the REVIEW to determine the amount of support to be set when applying the guidelines.

### **Orders not for the Same Children**

When reviewing support orders that are not all for the exact same children, prorate the total obligation amount calculated under the guidelines for all of the children.

Determine the new amount of support under each individual order based on the prorated amount and the number of children for whom support is due under each order. For example, if the total guidelines amount for two children is \$400, each child will receive \$200.

Generally each child is entitled to an equal share of the total support. This may vary if, for example, one or more of the children has special needs that require a greater share of the total amount. Specify in the adjusted order any reason for not equally prorating the total support obligation.

When reviewing multiple orders that do not all provide for the support of the exact same children, include in any resulting order language that explains how the new amount of support under each order was determined.

At a minimum, explain the following:

- ◆ The full names and birth dates of all the children entitled to current support under the terms of all of the orders included in the REVIEW.
- ◆ The county of filing, filing date, and court order number of each order.
- ◆ The current amount and frequency of the support obligation under each order.
- ◆ The children entitled to support under each order.
- ◆ The amount of support due for all of the children based on the results of the REVIEW and the guidelines.
- ◆ The prorated amount of support to which each child is entitled.
- ◆ The new amount of support for each order.

**Note:** In REVIEWS involving multiple support orders, include the county and court order number of each order included in the REVIEW on any form or notice issued during the process.

See the **MORE ORDERS AND MORE CASES (MOREORD) Screen** section for details about recording information about associated orders on the system.

### **Changing Periodic Due Dates and Reconciliation of Payments**

The Unit must make the periodic due date and frequency of child support obligations (CS) the same for each of the orders in a review and adjustment involving multiple orders. Iowa Code section 252H.10 requires the Unit to include the rationale for a change in the periodic due date of an obligation and to address the issue of reconciliation of payments due under both the prior and the adjusted orders. The effective date of the adjusted orders is the first regular periodic payment due date after the issuance of the order (441 IAC 99.71).

When you have completed a REVIEW involving two or more orders, you may need to determine a one-time reconciliation amount for each associated order. The associated orders' child support obligation due dates and frequencies will be changed to the due date and frequency of the primary order selected for REVIEW. The primary order is usually the order which the Unit is currently enforcing. If more than one order is being enforced, choose the order to which reconciliation is easiest.

When you receive a request for REVIEW or an order is selected by the Unit for REVIEW, examine the case record associated with that order along with any information provided in the request to determine whether the case has multiple orders. Include multiple orders in the same REVIEW, provided all three of the following are true:

- ◆ Each order provides for the ongoing support of children sharing the same legal parents.
- ◆ The person required to pay support under each order is the same.
- ◆ Iowa has jurisdiction to modify each of the orders.

After you have gathered the information you need to determine the correct guidelines amount for the number of children to be supported, determine the correct amount for each of the orders as follows:

- ◆ Determine the total number of children covered by all orders.
- ◆ Divide the guidelines amount for that number of children by the number of children to get the per-child amount of support.

- ◆ Determine the number of children covered under the primary order. Multiply by the per-child amount. This is the adjusted obligation amount of the primary order.
- ◆ For each of the associated orders, determine the number of children covered. Multiply by the per-child amount. This is the adjusted obligation amount of the associated order.

There are three children involved in a review and adjustment.

The guidelines amount is \$600 per month.

The amount per child is \$200 per month.

The primary order covers child #1 and child #2. Set the obligation amount of the adjusted primary order at \$400.

The second order covers just child #3. Set the obligation amount of the adjusted order at \$200.

The third order covers just child #2 and child #3. Set the obligation amount of the adjusted order at \$400.

To reconcile the associated orders which did not have the same frequency and due date as the primary order, you must calculate an amount which equitably handles the time period between the due date on the prior order and the new due date on the adjusted order.

**Note:** A payment is assumed to be for the upcoming period, not the period just passed. A support debt is effective and begins the day the first payment is due; therefore, the period that it covers is from the effective date until the date the next payment is due.

If you have an associated order that covers a child or children already covered on another order, you must reconcile the order on paper and include it in the administrative order. You must also adjust the obligation amount on ICAR, but not the reconciliation amount if you will not be billing under this order at this time.

See 10-Q-Appendix for instructions on completing:

- ◆ 470-3358, *Reconciliation of Multiple Orders Worksheet*.
- ◆ 470-3503, *252H Administrative Order for Adjustment of a Support Obligation*.
- ◆ 470-3504, *252H Judicial Order for Adjustment of a Support Obligation*.

### **Concurrent Actions**

**Legal reference:** Iowa Code section 252H.11

A party or an attorney representing that party may file a private modification action at that person's own initiative. If an action is filed by a party concerning an order under REVIEW, postpone any action started under the review and adjustment process, subject to the following:

- ◆ The modification action filed by the parent must address the same issues as the action started under review and adjustment.
- ◆ If the action filed privately by the parent is dismissed before being heard by the court, continue the review and adjustment action previously initiated, or initiate a new action as follows:
  - If you have not issued a NOD and the NOI was served ninety or fewer days before the date the parent's modification action is dismissed, complete the REVIEW and issue the NOD.
  - If you have not issued an NOD and the parent's modification action is dismissed more than ninety days after the original NOI was served, serve a new NOI and do the REVIEW.
  - If you issued an NOD ninety or fewer days before the date the parent's modification action is dismissed, you must request, receive, and verify any new or different information about the parents' financial circumstances and issue a revised NOD to each parent, or each parent's attorney.
  - If you issued an NOD more than ninety days before the date the parent's modification action is dismissed, serve a new NOI and do the REVIEW.

- ◆ If you postponed a REVIEW action as the result of a concurrent modification action filed by one of the parties or their attorneys, advise each party in writing that the action has been postponed and when and how the REVIEW can be continued or a new one started.
- ◆ If you postponed a REVIEW action as the result of a concurrent modification action filed by one of the parties or their attorneys and later reopen it because the parent's modification action is dismissed, advise each party in writing that you are continuing the administrative review and adjustment action started earlier.

### **Death of One of the Parties**

If a party dies during the review and adjustment process, the impact on the REVIEW depends on which party dies and which party is the requestor.

#### **Obligee**

When the obligee dies during the review and adjustment process and the obligee was the requestor:

- ◆ If the obligor assumes custody of the child(ren), end the REVIEW. Refer to the section, **Ending the Review and Adjustment Process**, in this chapter.
- ◆ If a caretaker assumes custody of the child(ren), examine the court order to determine what to do.
  - If the order caption names the obligee and the obligee had assigned support to the caretaker prior to death, continue the REVIEW. Use zero for the obligee's income.
  - If the order caption names the obligee and the obligee did not assign support to the caretaker prior to death, end the REVIEW.

**Note:** If the caption names the obligee, only the obligee can assign support. A new order must be obtained before the Unit can pay support to the caretaker.
  - If the order caption does not name the obligee, support follows the child(ren), and the child(ren) receive FIP, continue the REVIEW. Use zero for the obligee's income.
  - If the order caption does not name the obligee, support follows the child(ren), and the child(ren) does not receive FIP, the caretaker must apply for NPA services to continue the REVIEW. Otherwise, end the REVIEW.

When the obligee dies during the REVIEW and the obligor is the requestor, continue the review and adjustment unless the obligor withdraws the request.

**Obligor**

When the obligor dies during the review and adjustment process, end the REVIEW.

**Necessary Third Party**

When a necessary third party dies during the review and adjustment process, continue with the REVIEW. If the third party was one of the parents, use zero income when calculating the support due.

**Incarcerated Obligor**

When you receive a request to modify an obligation and the obligor is incarcerated, continue to follow all current procedures, rules and requirements for processing a request and obtaining an order for modification of the current support obligation. When you receive financial information and you are ready to complete the guidelines calculation, apply these criteria if the obligor is incarcerated:

1. The change in financial situation must be substantial (the 20% threshold is met).
  - ◆ If you are aware of any assets that could be used to pay the current support amount, consult with your office attorney for further advice on handling these assets.
  - ◆ If you are not aware of any assets that could be used to pay the current support amount, use the current income provided by the obligor on the financial statement.
2. The financial condition resulting from incarceration must not have been within the contemplation of the trial court when the order was filed (e.g., the obligation was established without knowledge of the incarceration).

3. The change in circumstances must be permanent or continuous. Apply the three-month/three-month rule, which means financial circumstances have existed for a minimum period of three months and can be reasonably be expected to continue for an additional three months. If the three-month rule does not apply, postpone the process until the criteria are met.

**Note:** The above criteria do not apply to an obligor who has been incarcerated for failure to pay the child support obligation. In this situation, use pre-prison income.

- ◆ If the above criteria are met, complete the guidelines worksheet using current income or assets, if available, of the incarcerated obligor to determine the modified amount of support due under the guidelines.
- ◆ Generate the modification order and send it to the incarcerated obligor to obtain his or her signature on the *Obligor's Declaration* form. If the obligor signs the form, proceed to file the modification order. If the obligor does not sign or return the form, refer the case to your office attorney to proceed with scheduling a telephonic hearing.
- ◆ If either party challenges the guidelines worksheet by requesting a court hearing, refer the case to your office attorney. The attorney should file a request to obtain an order that would allow the incarcerated obligor to appear by telephone for the hearing. **This practice may not be acceptable in all districts. Handle these on a case-by-case basis.** If a court does not allow an incarcerated obligor to appear by telephone, you may need to arrange for appointment of a Guardian Ad Litem.

**NARRATIVES**

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**NARRATIVES**

Process: **REV**            Number: **2**

Text: *Second Notice of Decision* (form 470-3264) for R&A issued. Challenge withdrawn.

Screen:	Field:	Entry:	Flag:	Status:
REVIEW3	2ND NOD	W	2	

Process: **REV**            Number: **7**

Text: COLA process contested – Review and Adjustment process should be initiated.

Screen:	Field:	Entry:	Flag:	Status:
COLA	CONTEST RECEIVED	CP, RP, TP, or OTHST	94	

Process: **REV**            Number: **8**

Text: Request to R&A Child Support Order received on \_\_\_\_\_ from \_\_\_\_\_.

Screen:	Field:	Entry:	Flag:	Status:
REVIEW1	PREREVIEW REQUESTED BY	CP, RP, TP, or OTHST	4	

Process: **REV**            Number: **11**

Text: This case was worker-selected for R&A.

Screen:	Field:	Entry:	Flag:	Status:
REVIEW1	PREREVIEW REQUESTED BY	CSRU	10	

Process: **REV**            Number: **12**

Text: REVIEW ended (form 470-3251 generated). This order is not appropriate for R&A because: \_\_\_\_\_.

Screen:	Field:	Entry:	Flag:	Status:
REVIEW1	REVIEW APPROPRIATE - DENY RSN -	N 01, 02, 04, 05, 06, 07		

Process: **REV**            Number: **13**

Text: Entry made to generate NOI (470-3253) prepared along with forms 470-2788, 470-0204, 470/2819, 470-3254, and 470-3252.

Screen:	Field:	Entry:	Flag:	Status:
REVIEW1	NOI	Y	12	

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---

Process: **REV**          Number: **14**

Text: Accepted for full REVIEW of order. NOI (470-3253) prepared along with forms 470-2788, 470-0204, 470-2639, 470/2819, 470-3254.

Screen:	Field:	Entry:	Flag:	Status:
REVIEW1	PREREVIEW REQUESTED	CSRU or OTHST	12	
	BY	Y		
	REVIEW APPROPRIATE	Y		
	NOI			

---

Process: **REV**          Number: **15**

Text: R&A appropriate but obligee address is unknown. Case in location process. Status generated for obligor.

Screen:	Field:	Entry:	Flag:	Status:
REVIEW1	PREREVIEW REQUESTED	RP	15	1
	BY	N		
	PAYEE ... LOC KNOWN			

---

Process: **REV**          Number: **16**

Text: R&A appropriate but obligor address is unknown. Case in location process. Status generated for obligee.

Screen:	Field:	Entry:	Flag:	Status:
REVIEW1	PREREVIEW REQUESTED	CP		3
	BY	N		
	PAYOR ... LOC KNOWN			

---

Process: **REV**          Number: **17**

Text: R&A appropriate but third party address unknown. Case in location process. Status generated for obligee.

Screen:	Field:	Entry:	Flag:	Status:
REVIEW1	PREREVIEW REQUESTED	CP		5
	BY	N		
	TP ... LOC KNOWN			

---

Process: **REV**          Number: **18**

Text: Obligor located, REVIEW continued. Status generated for obligee.

Screen:	Field:	Entry:	Flag:	Status:
REVIEW1	PREREVIEW REQUESTED	CP	16	7
	BY	Y		
	RP ... LOC KNOWN			

---

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Process: **REV**            Number: **19**

Text: Obligee located, REVIEW continued. Status generated for obligor.

Screen:	Field:	Entry:	Flag:	Status:
REVIEW1	PREREVIEW REQUESTED	RP	17	9
	BY	Y		
	CP ... LOC KNOWN			

---

Process: **REV**            Number: **20**

Text: Third party located, REVIEW continued. Status generated for obligee.

Screen:	Field:	Entry:	Flag:	Status:
REVIEW1	PRE-REVIEW REQUESTED	CP	18	11
	BY	Y		
	TP ... LOC KNOWN			

---

Process: **REV**            Number: **21**

Text: Entry made to regenerate NOI (470-3253) along with forms 470-0204, 470/2819, 470-3252, 470-2788, and 470-3254.

Screen:	Field:	Entry:	Flag:	Status:
REVIEW1	NOI	R	12	

---

Process: **REV**            Number: **22**

Text: Account type changed. Worker alerted to continue or end the review and adjust process.

Screen:	Field:	Entry:	Flag:	Status:
CHILD	CURRENT ACCT TYPE	ANY CHANGE OF ACCOUNT TYPE	19	

---

Process: **REV**            Number: **24**

Text: Review of support order postponed due to custody action in progress. Status generated for payor, payee, and any necessary third party.

Screen:	Field:	Entry:	Flag:	Status:
REVIEW1	POSTPN RSN	CUS	21	13, 14, 15

---

Process: **REV**            Number: **25**

Text: Review of support order postponed due to 3-month/3-month rule (temporary status of finances). Status generated for payor, payee, and any necessary third party.

Screen:	Field:	Entry:	Flag:	Status:
REVIEW1	POSTPN RSN	FIN	22, 23	16, 17, 18

---

---

Process: **REV**          Number: **27**

Text: Review of support order postponed due to suspension request or action. Status generated for obligor, obligee, and any necessary third party.

Screen:	Field:	Entry:	Flag:	Status:
REVIEW1	POSTPN RSN	SUS	25	22, 23, 24

---

Process: **REV**          Number: **29**

Text: Status generated for obligor, obligee, and any necessary third party regarding review of support order postponed due to: \_\_\_\_\_.

Screen:	Field:	Entry:	Flag:	Status:
REVIEW1	POSTPN RSN	OTH	27	28, 29, 30

---

Process: **REV**          Number: **30**

Text: Postponed R&A has been reopened. Status generated for obligor, obligee, and any necessary third party.

Screen:	Field:	Entry:	Flag:	Status:
REVIEW1	REVIEW REOPENED	Y	28	31, 32, 33

---

Process: **REV**          Number: **31**

Text: Out-of-state directions for service form 470-3325 for obligee generated.

Screen:	Field:	Entry:	Flag:	Status:
REVIEW1	GEN SERVICE REQT-	CP Y I/O O		

---

Process: **REV**          Number: **32**

Text: Entries made to generate in-state directions for service form 470-3181 for obligee.

Screen:	Field:	Entry:	Flag:	Status:
REVIEW1	GEN SERVICE REQT-	CP Y I/O I		

---

Process: **REV**          Number: **33**

Text: Out-of-state directions for service form 470-3325 for obligor generated.

Screen:	Field:	Entry:	Flag:	Status:
REVIEW1	GEN SERVICE REQT-	RP Y I/O O		

---

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Process: **REV**      Number: **34**

Text: Entries made to generate in-state directions for service form 470-3181 for obligor.

Screen:	Field:	Entry:	Flag:	Status:
REVIEW1	GEN SERVICE REQT-	RP Y I/O I		

---

Process: **REV**      Number: **35**

Text: Out-of-state directions for service form 470-3325 for third party generated.

Screen:	Field:	Entry:	Flag:	Status:
REVIEW1	GEN SERVICE REQT-	TP Y I/O O		

---

Process: **REV**      Number: **36**

Text: In-state directions for service form 470-3181 for third party generated.

Screen:	Field:	Entry:	Flag:	Status:
REVIEW1	GEN SERVICE REQT-	TP Y I/O I		

---

Process: **REV**      Number: **37**

Text: Notice of Intent for R&A served on all necessary parties.

Screen:	Field:	Entry:	Flag:	Status:
REVIEW2	SERVED - CP, RP, and TP (if appropriate)	Y IN ALL FIELDS	29	

---

Process: **REV**      Number: **39**

Text: All necessary parties have waived the pre-review waiting period for R&A.

Screen:	Field:	Entry:	Flag:	Status:
REVIEW2	WAIVE PREREV TIME - CP, RP	Y IN BOTH FIELDS	30	

---

Process: **REV**      Number: **40**

Text: All necessary parties have waived the pre-review waiting period for R&A.

Screen:	Field:	Entry:	Flag:	Status:
REVIEW2	WAIVE PREREV TIME - CP, RP and TP	Y IN ALL FIELDS	30	

---

---

Process: **REV**          Number: **41**

Text: *Notice of Withdrawal Request* (form 470-3256) and *Request to Continue Review* (form 470-3257) generated to nonrequestor(s). A written request to withdraw from R&A process was received from: \_\_\_\_\_.

Screen:	Field:	Entry:	Flag:	Status:
REVIEW2	REQ TO WITHDRAW RECD	CP, RP, TP, OR OTHST	32	

---

Process: **REV**          Number: **42**

Text: Request to withdraw from R&A accepted. Results of *Withdrawal Request* (form 470-3258) generated to all parties. Process ended.

Screen:	Field:	Entry:	Flag:	Status:
REVIEW2	WITHD REQ ACCEPTED	Y		

---

Process: **REV**          Number: **43**

Text: Request to withdraw from R&A denied. Results of *Withdrawal Request* (form 470-3258) generated to all parties.

Screen:	Field:	Entry:	Flag:	Status:
REVIEW2	WITHD REQ ACCEPTED	N		

---

Process: **REV**          Number: **44**

Text: Financial information has been received for review of support order from \_\_\_\_\_.

Screen:	Field:	Entry:	Flag:	Status:
REVIEW2	FINANCIAL INFO RECD	CP, RP, OR TP		

---

Process: **REV**          Number: **45**

Text: Review of support obligation indicates: \_\_\_\_\_.

Screen:	Field:	Entry:	Flag:	Status:
REVIEW2	REVIEW RESULTS:... NC?, INC?, DEC?, ADD HI, ADD MS?	ANY VALID COMBINATION OF ENTRIES		

---

Process: **REV**          Number: **46**

Text: Entries made to issue *Notice of Decision* (form 470-3259) and *Waiver of Post-Review Time Period* (form 470-3261).

Screen:	Field:	Entry:	Flag:	Status:
REVIEW2	NOD ISSUED	Y	33	

---

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Process: **REV**      Number: **47**

Text: NOD regenerated.

Screen:	Field:	Entry:	Flag:	Status:
REVIEW2	NOD ISSUED	R	34	

---

Process: **REV**      Number: **48**

Text: Entries made to issue revised NOD (form 470-3260).

Screen:	Field:	Entry:	Flag:	Status:
	NOD ISSUED	V	35	

---

Process: **REV**      Number: **50**

Text: All necessary parties have waived the postreview time period after the NOD for R&A.

Screen:	Field:	Entry:	Flag:	Status:
REVIEW2	WAIVE POSTREV TIME ... CP, RP	Y IN BOTH FIELDS	36	

---

Process: **REV**      Number: **51**

Text: All necessary parties have waived the postreview time period after the NOD for R&A.

Screen:	Field:	Entry:	Flag:	Status:
REVIEW2	WAIVE POSTREV TIME ... CP, RP, TP	Y IN ALL FIELDS	36	

---

Process: **REV**      Number: **52**

Text: Challenge to NOD for R&A received more than 10 days after the date the Notice of Dec was issued.

Screen:	Field:	Entry:	Flag:	Status:
REVIEW3	CHALLENGE ... DENY RSN	1	68	

---

Process: **REV**      Number: **53**

Text: Challenge to NOD for R&A received from \_\_\_\_\_.

Screen:	Field:	Entry:	Flag:	Status:
REVIEW3	CHALLENGE:	CP, RP, TP, or OTHST	38	

---

Process: **REV**      Number: **54**

Text: Challenge to NOD for R&A denied because: \_\_\_\_\_.

Screen:	Field:	Entry:	Flag:	Status:
REVIEW3	CHALLENGE ... DENY RSN	2, 3, 4, 5, 6	33	

---

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---

Process: **REV**          Number: **55**

Text: Entries made to issue *Notice of 2nd Review* for R&A (form 470-3263).

Screen:	Field:	Entry:	Flag:	Status:
REVIEW3	NOTICE OF 2ND REV	Y	39	

---

Process: **REV**          Number: **56**

Text: Entries made to regenerate *Notice of 2nd Review* for R&A (form 470-3263).

Screen:	Field:	Entry:	Flag:	Status:
REVIEW3	NOTICE OF 2ND REV	R	39	

---

Process: **REV**          Number: **57**

Text: 2nd REVIEW of support obligation indicates: \_\_\_\_\_.

Screen:	Field:	Entry:	Flag:	Status:
REVIEW3	2ND REV RESULTS: NC?, INC?, DEC?, ADD HI, ADD MS?	ANY VALID COMBINATION OF ENTRIES		

---

Process: **REV**          Number: **58**

Text: Entries made to issue 2nd NOD (form 470-3264) to all parties.

Screen:	Field:	Entry:	Flag:	Status:
REVIEW3	2ND NOD	Y	41	

---

Process: **REV**          Number: **59**

Text: Entry made to regenerate 2nd NOD (form 470-3264).

Screen:	Field:	Entry:	Flag:	Status:
REVIEW3	2ND NOD	R	41	

---

Process: **REV**          Number: **60**

Text: Entries made to generate Administrative Order for Adjustment of Child Support Obligation, 252H Approval Order, and Cover Letter to Clerk of Court.

Screen:	Field:	Entry:	Flag:	Status:
REVIEW3	GENERATE ORDER	Y	42	
REVIEW1	MULTIPLE ORDERS	N		

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Process: **REV**      Number: **61**

Text: Entries made to generate Administrative Order for Adjustment of Child Support Obligation, 252H Approval Order, and Cover Letter to Clerk of Court.

Screen:	Field:	Entry:	Flag:	Status:
REVIEW3	GENERATE ORDER	Y	42	
REVIEW1	MULTIPLE ORDERS	Y		

Process: **REV**      Number: **62**

Text: Entries made to regenerate Administrative Order for Adjustment of Child Support Obligation, 252H Approval Order, and Cover Letter to Clerk of Court.

Screen:	Field:	Entry:	Flag:	Status:
REVIEW3	GENERATE ORDER	R	42	
REVIEW1	MULTIPLE ORDERS	N		

Process: **REV**      Number: **63**

Text: Entries made to regenerate Administrative Order for Adjustment of Child Support Obligation, 252H Approval Order, and Cover Letter to Clerk of Court.

Screen:	Field:	Entry:	Flag:	Status:
REVIEW3	GENERATE ORDER	R	42	
REVIEW1	MULTIPLE ORDERS	Y		

Process: **REV**      Number: **64**

Text: Entry made to generate IWO during the REVIEW process.

Screen:	Field:	Entry:	Flag:	Status:
REVIEW3 or REVIEW4	IWO PROV	Y		

Process: **REV**      Number: **65**

Text: IWO not generated for this case. There is no current employer for the obligor.

Screen:	Field:	Entry:	Flag:	Status:
REVIEW3 or REVIEW4	IWO PROV	N		

Process: **REV**      Number: **66**

Text: The IWO was not generated at this time as good cause has been granted from this case by the court or administrative authority.

Screen:	Field:	Entry:	Flag:	Status:
REVIEW3, or REVIEW4	IWO PROV	G		

---

Process: **REV**            Number: **67**

Text: The IWO was not generated at this time as a written agreement is on file.

Screen:	Field:	Entry:	Flag:	Status:
REVIEW3, or REVIEW4	IWO PROV	A		

---

Process: **REV**            Number: **68**

Text: Administrative Rev & Adj Order to Adjust Child Support Obligation filed with the court on \_\_\_\_\_.

Screen:	Field:	Entry:	Flag:	Status:
REVIEW3	ORDER FILED DATE	Y	69, 48	
REVIEW1	MULTIPLE ORDERS	Y		

---

Process: **REV**            Number: **69**

Text: Admin R&A order not filed because \_\_\_\_\_.

Screen:	Field:	Entry:	Flag:	Status:
REVIEW3	ORDER FILED	N	50	

---

Process: **REV**            Number: **70**

Text: Entries made to generate copies of Admin. Order and statuses for all parties. Process ended.

Screen:	Field:	Entry:	Flag:	Status:
REVIEW3	COPIES SENT	Y		37, 38, 39

---

Process: **REV**            Number: **71**

Text: Request from obligor for court hearing for R&A received after time limit and order has been filed. Status generated for obligor.

Screen:	Field:	Entry:	Flag:	Status:
REVIEW4	REQ COURT HEARING BY DENY RSN	RP 1		40
REVIEW3	ORDER FILED	Y		

---

Process: **REV**            Number: **72**

Text: Request for court hearing for R&A denied because party not eligible to request a hearing.

Screen:	Field:	Entry:	Flag:	Status:
REVIEW4	REQ COURT HEARING BY DENY RSN	OTH 2		

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Process: **REV**      Number: **73**

Text: Request from \_\_\_\_\_ for court hearing for R&A denied because \_\_\_\_\_.

Screen:	Field:	Entry:	Flag:	Status:
REVIEW4	REQ COURT HEARING BY DENY RSN	CP, RP, TP, OTHST, CSRU 3		

Process: **REV**      Number: **74**

Text: Status generated for all necessary parties. A court hearing for R&A has been requested by \_\_\_\_\_.

Screen:	Field:	Entry:	Flag:	Status:
REVIEW4	REQ COURT HEARING BY	CP, RP, TP, OTHST, CSRU		52, 53, 54

Process: **REV**      Number: **75**

Text: Entries made to generate Request for 252H Hearing and Certification of Matter to District Court.

Screen:	Field:	Entry:	Flag:	Status:
REVIEW4	REQUEST FOR HEARING GENERATED	Y	51	

Process: **REV**      Number: **76**

Text: Entries made to regenerate Request for 252H Hearing and Certification of Matter to District Court.

Screen:	Field:	Entry:	Flag:	Status:
REVIEW4	REQUEST FOR HEARING GENERATED	R	52	

Process: **REV**      Number: **77**

Text: Status generated for all parties. Hearing to review and adjust child support scheduled on \_\_\_\_\_ at \_\_\_\_\_.

Screen:	Field:	Entry:	Flag:	Status:
REVIEW4	HEARING SET .... TIME ... DATE	TIME AND DATE THE HEARING IS SCHEDULED	53	56, 57, 58

Process: **REV**      Number: **78**

Text: 252H Court Hearing for R&A held \_\_\_\_\_.

Screen:	Field:	Entry:	Flag:	Status:
REVIEW4	HEARING HELD	Y		

---

Process: **REV**      Number: **79**

Text: Hearing for R&A has been rescheduled for \_\_\_\_\_ at \_\_\_\_\_.

Screen:	Field:	Entry:	Flag:	Status:
REVIEW4	HEARING HELD	R	53	94
	HEARING	TIME AND DATE THE		
	SET...TIME...DATE	HEARING IS		
		RESCHEDULED		

---

Process: **REV**      Number: **80**

Text: The court hearing for R&A was postponed or continued.

Screen:	Field:	Entry:	Flag:	Status:
REVIEW4	HEARING HELD	P or C	54	

---

Process: **REV**      Number: **81**

Text: 252H court hearing for R&A resulted in: \_\_\_\_\_.

Screen:	Field:	Entry:	Flag:	Status:
REVIEW4	RESULTS:... NC?, INC?, DEC?, ADD HI, ADD MS?	ANY VALID COMBINATION OF ENTRIES		

---

Process: **REV**      Number: **82**

Text: Judicial Order for Adjustment of a Child Support Obligation generated.

Screen:	Field:	Entry:	Flag:	Status:
REVIEW4	GENERATE JUD ORDER	Y	55	
REVIEW1	MULTIPLE ORDERS	Y		

---

Process: **REV**      Number: **83**

Text: A Judicial Review and Adjustment Order was prepared manually.

Screen:	Field:	Entry:	Flag:	Status:
REVIEW4	GENERATE JUD ORDER	N	56	

---

Process: **REV**      Number: **84**

Text: Judicial Order for Adjustment of a CS Obligation regenerated.

Screen:	Field:	Entry:	Flag:	Status:
REVIEW4	GENERATE JUD ORDER	R	55	

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Process: **REV**            Number: **85**

Text: Judicial order filed for R&A on \_\_\_\_\_.

Screen:	Field:	Entry:	Flag:	Status:
REVIEW4	FILED	Y	59	
	DATE	DATE ORDER WAS FILED		

---

Process: **REV**            Number: **86**

Text: Judicial order not filed after a hearing for R&A

Screen:	Field:	Entry:	Flag:	Status:
REVIEW4	FILED	N	61	

---

Process: **REV**            Number: **87**

Text: Copies of the adjusted support order have been sent to all parties. REVIEW ended.

Screen:	Field:	Entry:	Flag:	Status:
REVIEW4	COPIES SENT	Y		59, 60, 61

---

Process: **REV**            Number: **89**

Text: R&A process ended. Case was reviewed but adjustment not appropriate. 20% variance not met. Statuses generated for all involved parties.

Screen:	Field:	Entry:	Flag:	Status:
REVIEW4	PROCESS ENDED	2		62, 63, 64

---

Process: **REV**            Number: **90**

Text: R&A process ended. Case closed or inactive. Statuses issued for all involved parties.

Screen:	Field:	Entry:	Flag:	Status:
REVIEW4	PROCESS ENDED	3		65, 66, 67

---

Process: **REV**            Number: **91**

Text: R&A process ended. Private modification action completed.

Screen:	Field:	Entry:	Flag:	Status:
REVIEW4	PROCESS ENDED	4		68, 69, 70

---

Process: **REV**            Number: **92**

Text: Status generated for all involved parties. R&A process ended.

Screen:	Field:	Entry:	Flag:	Status:
REVIEW4	PROCESS ENDED	5		71, 72, 73

---

---

Process: **REV**          Number: **93**

Text: R&A process ended. Case was in location process for 3 years. Statuses generated for all involved parties.

Screen:	Field:	Entry:	Flag:	Status:
REVIEW4	PROCESS ENDED	6	62	74, 75, 76

---

Process: **REV**          Number: **94**

Text: R&A process ended. Action dismissed by 215.1 rules of civil procedure (judicial time limit exceeded). Statuses generated for all involved parties.

Screen:	Field:	Entry:	Flag:	Status:
REVIEW4	PROCESS ENDED	7		77, 78, 79

---

Process: **REV**          Number: **96**

Text: R&A process ended. REVIEW screens were established in error.

Screen:	Field:	Entry:	Flag:	Status:
REVIEW4	PROCESS ENDED	9		

---

Process: **REV**          Number: **97**

Text: Request for R&A of support order has been forwarded to appropriate state. *Review Request Acknowledgment* form 470-3251 was sent to requestor.

Screen:	Field:	Entry:	Flag:	Status:
COURTOR2	INTERSTATE REVIEW	P		

---

Process: **REV**          Number: **101**

Text: Private modification pending. REVIEW process postponed. Statuses generated for all involved parties.

Screen:	Field:	Entry:	Flag:	Status:
COURTOR2	PRIVATE MOD	P	63	83, 84, 85

---

Process: **REV**          Number: **102**

Text: Private modification action dismissed. Statuses generated for all involved parties. REVIEW reopened.

Screen:	Field:	Entry:	Flag:	Status:
COURTOR2	PRIVATE MOD	D	66	86, 87, 88

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Process: **REV**      Number: **103**

Text: Private modification action completed.

Screen:	Field:	Entry:	Flag:	Status:
COURTOR2	PRIVATE MOD	C	67	68, 68, 70

---

Process: **REV**      Number: **104**

Text: Status report generated for obligee.

Screen:	Field:	Entry:	Flag:	Status:
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Process: **REV**      Number: **105**

Text: Status report not sent to payee. No valid address.

Screen:	Field:	Entry:	Flag:	Status:
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---

Process: **REV**      Number: **106**

Text: Status report generated for obligor.

Screen:	Field:	Entry:	Flag:	Status:
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Process: **REV**      Number: **107**

Text: Status report not sent to obligor. No valid address.

Screen:	Field:	Entry:	Flag:	Status:
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---

Process: **REV**      Number: **108**

Text: Status report generated for third party.

Screen:	Field:	Entry:	Flag:	Status:
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---

Process: **REV**      Number: **109**

Text: Status report not sent to third party. No valid address.

Screen:	Field:	Entry:	Flag:	Status:
---------	--------	--------	-------	---------

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---

Process: **REV**          Number: **110**

Text: Status update generated for the state of \_\_\_\_\_.

Screen:	Field:	Entry:	Flag:	Status:
---------	--------	--------	-------	---------

---

Process: **REV**          Number: **118**

Text: Judicial order filed for R&A on \_\_\_\_\_.

Screen:	Field:	Entry:	Flag:	Status:
REVIEW4	ORDER FILED	Y	59, 60	
REVIEW1	MULTIPLE ORDERS	Y		

---

Process: **REV**          Number: **119**

Text: Challenge to NOD for R&A denied because \_\_\_\_\_.

Screen:	Field:	Entry:	Flag:	Status:
REVIEW3	CHALLENGE ... DENY RSN	2, 3, 4, 5, 6		

---

Process: **REV**          Number: **120**

Text: R&A appropriate but obligee address is unknown. Case in location process. Status generated for third party.

Screen:	Field:	Entry:	Flag:	Status:
REVIEW1	PREREVIEW REQUESTED	TP	15	2
	BY	N		
	CP ... LOC KNOWN			

---

Process: **REV**          Number: **121**

Text: R&A appropriate but obligor address is unknown. Case in location process. Status generated for third party.

Screen:	Field:	Entry:	Flag:	Status:
REVIEW1	PREREVIEW REQUESTED	TP		4
	BY	N		
	RP ... LOC KNOWN			

---

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Process: **REV**      Number: **122**

Text: R&A appropriate but third party address unknown. Case in location process. Status generated for obligor.

Screen:	Field:	Entry:	Flag:	Status:
REVIEW1	PREREVIEW REQUESTED	RP		6
	BY	N		
	TP ... LOC KNOWN			

Process: **REV**      Number: **123**

Text: Obligor located, REVIEW continued. Status generated for third party.

Screen:	Field:	Entry:	Flag:	Status:
REVIEW1	PREREVIEW REQUESTED	TP	16	8
	BY	Y		
	RP ... LOC KNOWN	Y		
	REV REOPENED			

Process: **REV**      Number: **124**

Text: Obligee located, REVIEW continued. Status generated for third party.

Screen:	Field:	Entry:	Flag:	Status:
REVIEW1	PREREVIEW REQUESTED	TP	17	10
	BY	Y		
	CP ... LOC KNOWN	Y		
	REV REOPENED			

Process: **REV**      Number: **125**

Text: Third party located, REVIEW continued. Status generated for obligor.

Screen:	Field:	Entry:	Flag:	Status:
REVIEW1	PREREVIEW REQUESTED	RP	18	12
	BY	Y		
	TP ... LOC KNOWN	Y		
	REV REOPENED			

Process: **REV**      Number: **126**

Text: Request from obligee for court hearing for R&A received after time limit and order has been filed. Status generated for obligee.

Screen:	Field:	Entry:	Flag:	Status:
REVIEW4	REQ COURT HEARING BY	CP		41
	DENY RSN	1		
REVIEW3	ORDER FILED	Y		

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---

Process: **REV**      Number: **127**

Text: Request from third party for court hearing for R&A received after time limit and order has been filed. Status generated for third party.

Screen:	Field:	Entry:	Flag:	Status:
REVIEW4	REQ COURT HEARING BY	TP		42
	DENY RSN	1		
REVIEW3	ORDER FILED	Y		

---

Process: **REV**      Number: **128**

Text: Entries in order filed field on REVIEW4 deleted.

Screen:	Field:	Entry:	Flag:	Status:
REVIEW4	ORDER FILED	PREVIOUS ENTRY		
		DELETED		

---

Process: **REV**      Number: **129**

Text: Request from \_\_\_\_\_ for court hearing for R&A received after time limit and order has been filed.

Screen:	Field:	Entry:	Flag:	Status:
REVIEW4	REQ COURT HEARING BY	CSRU or OTHST		
	DENY RSN	1		
REVIEW3	ORDER FILED	Y		

---

Process: **REV**      Number: **131**

Text: The entry in the Generate Order (Y/R), Date, and IWO PROV fields on REVIEW3 where changed for the following reason: \_\_\_\_\_.

Screen:	Field:	Entry:	Flag:	Status:
REVIEW3	GENERATE ORDER	PREVIOUS ENTRY	45	
	DATE	DELETED		
	IWO PROV			

---

Process: **REV**      Number: **132**

Text: Entries in the order filed field deleted.

Screen:	Field:	Entry:	Flag:	Status:
REVIEW3	ORDER FILED	PREVIOUS ENTRY	42	
		DELETED		

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---

Process: **REV**      Number: **133**

Text: Entries in request for hearing generated field deleted.

Screen:	Field:	Entry:	Flag:	Status:
REVIEW4	REQUEST FOR HEARING GENERATED	PREVIOUS ENTRY DELETED		

---

Process: **REV**      Number: **134**

Text: Request from obligor for court hearing for R&A denied because \_\_\_\_\_.

Screen:	Field:	Entry:	Flag:	Status:
REVIEW4	REQ COURT HEARING BY DENY RSN	RP 3		48

---

Process: **REV**      Number: **135**

Text: Request from obligee for court hearing denied because \_\_\_\_\_.

Screen:	Field:	Entry:	Flag:	Status:
REVIEW4	REQ COURT HEARING BY DENY RSN	CP 3		49

---

Process: **REV**      Number: **136**

Text: Request from third party for court hearing for R&A denied because \_\_\_\_\_.

Screen:	Field:	Entry:	Flag:	Status:
REVIEW4	REQ COURT HEARING BY DENY RSN	TP 3		50

---

Process: **REV**      Number: **137**

Text: Entries made to generate Judicial Order for Adjustment of a Child Support Obligation.

Screen:	Field:	Entry:	Flag:	Status:
REVIEW4	GENERATE JUD ORDER	Y	55	
REVIEW1	MULTIPLE ORDERS	N		

---

Process: **REV**      Number: **138**

Text: Entries made to regenerate Review & Adjust judicial order.

Screen:	Field:	Entry:	Flag:	Status:
REVIEW4	GENERATE JUD ORDER	R	55	
REVIEW1	MULTIPLE ORDERS	N		

---

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---

Process: **REV**      Number: **139**

Text: Administrative Rev & Adj Order to Adjust Child Support Obligation filed with the court on \_\_\_\_\_.

Screen:	Field:	Entry:	Flag:	Status:
REVIEW3	ORDER FILED	Y	48	
	DATE	DATE ORDER FILED		
REVIEW1	MULTIPLE ORDERS	N		

---

Process: **REV**      Number: **140**

Text: Third party no longer exists. Postponed R&A continued.

Screen:	Field:	Entry:	Flag:	Status:
TPARTY		DELETION OF TPARTY	84	
		SCREEN ENTRIES		

---

Process: **REV**      Number: **142**

Text: Entries made to generate out-of-state directions for service form 470-3325 for obligee.

Screen:	Field:	Entry:	Flag:	Status:
REVIEW1	GEN SERVICE REQT ...	CP Y		
		I/O O		

---

Process: **REV**      Number: **143**

Text: Entries made to generate in-state directions for service form 470-3181 for obligee.

Screen:	Field:	Entry:	Flag:	Status:
REVIEW1	GEN SERVICE REQT ...	CP Y		
		I/O I		

---

Process: **REV**      Number: **144**

Text: Entries made to generate out-of-state directions for service form 470-3325 for obligor.

Screen:	Field:	Entry:	Flag:	Status:
REVIEW1	GEN SERVICE REQT ...	RP Y		
		I/O O		

---

Process: **REV**      Number: **145**

Text: Entries made to generate in-state directions for service form 470-3181 for obligor.

Screen:	Field:	Entry:	Flag:	Status:
REVIEW1	GEN SERVICE REQT ...	RP Y		
		I/O I		

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Process: **REV**      Number: **146**

Text: Entries made to generate out-of-state directions for service form 470-3325 for third party.

Screen:	Field:	Entry:	Flag:	Status:
REVIEW1	GEN SERVICE REQ... TP	Y		
		I/O	O	

Process: **REV**      Number: **147**

Text: Entries made to generate in-state directions for service form 470-3181 for third party.

Screen:	Field:	Entry:	Flag:	Status:
REVIEW1	GEN SERVICE REQ... TP	Y		
		I/O	I	

Process: **REV**      Number: **151**

Text: \_\_\_\_\_ located, REVIEW continued.

Screen:	Field:	Entry:	Flag:	Status:
REVIEW1	LOC KNOWN for party requesting the REVIEW	Y	75	

Process: **REV**      Number: **152**

Text: The court hearing for R&A was not held because \_\_\_\_\_.

Screen:	Field:	Entry:	Flag:	Status:
REVIEW4	HEARING HELD	N		

Process: **REV**      Number: **153**

Text: Notice received from other state for R&A of CS order.

Screen:	Field:	Entry:	Flag:	Status:
COURTOR2	NOTICE RECD	Y or R	78	

Process: **REV**      Number: **154**

Text: A status concerning R&A notice was generated for the party who lives in Iowa.

Screen:	Field:	Entry:	Flag:	Status:
COURTOR2	STATUS	Y		89, 90, 91

Process: **REV**      Number: **156**

Text: \_\_\_\_\_ address unknown. R&A process postponed due to location.

Screen:	Field:	Entry:	Flag:	Status:
REVIEW1	LOC KNOWN for party requesting the REVIEW	N		

---

Process: **REV**            Number: **159**

Text: This order is not appropriate for R&A because \_\_\_\_\_.

Screen:	Field:	Entry:	Flag:	Status:
REVIEW1	REVIEW APPROPRIATE	N		
	DENY RSN	08		

---

Process: **REV**            Number: **160**

Text: The obligor is represented by an attorney for the review and adjustment process.

Screen:	Field:	Entry:	Flag:	Status:
REVIEW1	CC RP ATTY	Y		

---

Process: **REV**            Number: **161**

Text: The obligor is no longer represented by an attorney for the review and adjustment process.

Screen:	Field:	Entry:	Flag:	Status:
REVIEW1	CC RP ATTY	Y is changed to an N		

---

Process: **REV**            Number: **162**

Text: The obligee is represented by an attorney for the review and adjustment process.

Screen:	Field:	Entry:	Flag:	Status:
REVIEW1	CC CP ATTY	Y		

---

Process: **REV**            Number: **163**

Text: The obligee is no longer represented by an attorney for the review and adjustment process.

Screen:	Field:	Entry:	Flag:	Status:
REVIEW1	CC CP ATTY	Y is changed to an N		

---

Process: **REV**            Number: **164**

Text: The third party is represented by an attorney for the review and adjustment process.

Screen:	Field:	Entry:	Flag:	Status:
TPARTY	CC TP ATTY	Y		

---

Process: **REV**            Number: **165**

Text: The third party is no longer represented by an attorney for the review and adjustment process.

Screen:	Field:	Entry:	Flag:	Status:
TPARTY	CC TP ATTY	Y is changed to an N		

---

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Process: **REV**            Number: **172**

Text: CSRU has determined order appropriate for REVIEW and will proceed with R&A process.

Screen:	Field:	Entry:	Flag:	Status:
REVIEW1	PREREVIEW REQUESTED	CSRU	91	
	BY	Y		
	REVIEW APPROPRIATE			

---

Process: **REV**            Number: **173**

Text: Caretaker indicator changed to Y. REVIEW no longer postponed.

Screen:	Field:	Entry:	Flag:	Status:
PAYEE	CARETAKER?	Y	89	

---

Process: **REV**            Number: **174**

Text: Foster care indicator set. REVIEW no longer postponed.

Screen:	Field:	Entry:	Flag:	Status:
REVIEW1	FOSTER CARE	Y	90	

---

Process: **REV**            Number: **175**

Text: Entries in hearing held field deleted.

Screen:	Field:	Entry:	Flag:	Status:
REVIEW4	HEARING HELD	PREVIOUS ENTRY DELETED		

---

Process: **REV**            Number: **176**

Text: Other state REVIEW of CS order completed.

Screen:	Field:	Entry:	Flag:	Status:
COURTOR2	INTERSTATE	C	92	

---

Process: **REV**            Number: **177**

Text: Other state REVIEW of CS order dismissed due to: \_\_\_\_\_.

Screen:	Field:	Entry:	Flag:	Status:
COURTOR2	INTERSTATE	D	93	

---

Process: **REV**            Number: **178**

Text: Notice of Intent for R&A served on obligor on \_\_\_\_\_.

Screen:	Field:	Entry:	Flag:	Status:
REVIEW2	SERVED? ... RP	Y		

---

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---

Process: **REV** Number: **179**

Text: Notice of Intent for R&A served on obligee on \_\_\_\_\_.

Screen:	Field:	Entry:	Flag:	Status:
REVIEW2	SERVED? ... CP	Y		

---

Process: **REV** Number: **180**

Text: Notice of Intent for R&A served on necessary third party on \_\_\_\_\_.

Screen:	Field:	Entry:	Flag:	Status:
REVIEW2	SERVED? ... TP	Y		

---

Process: **REV** Number: **183**

Text: Attempt to obtain service on \_\_\_\_\_, of the Notice of Intent to Review and Adjust was unsuccessful on \_\_\_\_\_. Reason: \_\_\_\_\_

Screen:	Field:	Entry:	Flag:	Status:
REVIEW2	SERVED? ... CP, RP, TP	N – REASON CODE		

---

Process: **REV** Number: **184**

Text: Attempt to obtain service on \_\_\_\_\_, of Notice of Intent to Review and Adjust was unsuccessful on \_\_\_\_\_. Reason: \_\_\_\_\_

Screen:	Field:	Entry:	Flag:	Status:
REVIEW2	SERVED? ... CP, RP, TP	N – REASON CODE OF 'OTHR'		

---

Process: **REV** Number: **185**

Text: Initial notice of right to request a modification was sent to the obligor.

Screen:	Field:	Entry:	Flag:	Status:
COURTORD	PAYOR – MOD NTC	Y		

---

Process: **REV** Number: **186**

Text: Initial notice of right to request a modification was sent to the obligee.

Screen:	Field:	Entry:	Flag:	Status:
COURTORD	PAYEE – MOD NTC	Y		

---

Process: **REV** Number: **187**

Text: 3-year notice of right to request a modification was sent to the obligor.

Screen:	Field:	Entry:	Flag:	Status:
COURTORD	PAYOR – MOD NTC	Y		

---

**NARRATIVES**

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Process: **REV**            Number: **188**

Text: 3-year notice of right to request a modification was sent to the obligee.

Screen:	Field:	Entry:	Flag:	Status:
COURTORD	PAYEE – MOD NTC	Y		

---

Process: **REV**            Number: **189**

Text: Case meets the criteria for REVIEW. 3-year qualifying notice was sent to the obligor.

Screen:	Field:	Entry:	Flag:	Status:
COURTORD	PAYOR – MOD NTC	Q		

---

Process: **REV**            Number: **190**

Text: Case meets the criteria for REVIEW. 3-year qualifying notice was sent to the obligee.

Screen:	Field:	Entry:	Flag:	Status:
COURTORD	PAYEE – MOD NTC	Q		

---

Process: **REV**            Number: **191**

Text: The modification notice was not issued because: unable to locate necessary party.

Screen:	Field:	Entry:	Flag:	Status:
COURTORD	DNY	A		

---

Process: **REV**            Number: **191**

Text: The modification notice was not issued because: one or more of the parties has been barred from requesting a REVIEW.

Screen:	Field:	Entry:	Flag:	Status:
COURTORD	DNY	B		

---

Process: **REV**            Number: **191**

Text: The modification notice was not issued because: no children distributed under the court order.

Screen:	Field:	Entry:	Flag:	Status:
COURTORD	DNY	C		

---

Process: **REV**            Number: **191**

Text: The modification notice was not issued because: the payor is deceased.

Screen:	Field:	Entry:	Flag:	Status:
COURTORD	DNY	D		

---

---

Process: **REV**          Number: **191**

Text: The modification notice was not issued because: support obligation ends less than 14 months in the future.

Screen:	Field:	Entry:	Flag:	Status:
COURTORD	DNY	E		

---

Process: **REV**          Number: **191**

Text: The modification notice was not issued because: Foster care case, state is the payee.

Screen:	Field:	Entry:	Flag:	Status:
COURTORD	DNY	F		

---

Process: **REV**          Number: **191**

Text: The modification notice was not issued because: good cause case.

Screen:	Field:	Entry:	Flag:	Status:
COURTORD	DNY	G		

---

Process: **REV**          Number: **191**

Text: The modification notice was not issued because: invalid court order type.

Screen:	Field:	Entry:	Flag:	Status:
COURTORD	DNY	I		

---

Process: **REV**          Number: **191**

Text: The modification notice was not issued because: invalid case or child account type.

Screen:	Field:	Entry:	Flag:	Status:
COURTORD	DNY	J		

---

Process: **REV**          Number: **191**

Text: The modification notice was not issued because: it has not been 36 months since the last modification action.

Screen:	Field:	Entry:	Flag:	Status:
COURTORD	DNY	M		

---

Process: **REV**          Number: **191**

Text: The modification notice was not issued because: no current child or medical support obligations.

Screen:	Field:	Entry:	Flag:	Status:
COURTORD	DNY	N		

---

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---

Process: **REV**            Number: **191**

Text: The modification notice was not issued because: not an Iowa order or an out-of-state order registered in Iowa.

Screen:	Field:	Entry:	Flag:	Status:
COURTORD	DNY	O		

---

Process: **REV**            Number: **191**

Text: The modification notice was not issued because: there is a current modification action pending.

Screen:	Field:	Entry:	Flag:	Status:
COURTORD	DNY	P		

---

Process: **REV**            Number: **191**

Text: The modification notice was not issued because: the case is redirected.

Screen:	Field:	Entry:	Flag:	Status:
COURTORD	DNY	R		

---

Process: **REV**            Number: **191**

Text: The modification notice was not issued because: the current child or medical support order is suspended.

Screen:	Field:	Entry:	Flag:	Status:
COURTORD	DNY	S		

---

Process: **REV**            Number: **191**

Text: The modification notice was not issued because: the order is a temporary order.

Screen:	Field:	Entry:	Flag:	Status:
COURTORD	DNY	T		

---

Process: **REV**            Number: **191**

Text: The modification notice was not issued because: the case is inactive, closed, deleted or in-hold.

Screen:	Field:	Entry:	Flag:	Status:
COURTORD	DNY	X		

---

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---

Process: **REV**            Number: **194**

Text: Case meets the criteria for REVIEW. Generic notice sent to obligor.

Screen:	Field:	Entry:	Flag:	Status:
COURTORD	PAYOR – MOD NTC	Y		

---

Process: **REV**            Number: **195**

Text: Case meets the criteria for REVIEW. Generic notice sent to obligee.

Screen:	Field:	Entry:	Flag:	Status:
COURTORD	PAYEE – MOD NTC	Y		

---

Process: **REV**            Number: **196**

Text: The requestor of the R&A has been changed from \_\_\_\_\_ to \_\_\_\_\_ for the following reason: \_\_\_\_\_.

Screen:	Field:	Entry:	Flag:	Status:
REVIEW1	PREREVIEW REQUESTED BY	PREVIOUS ENTRY CHANGED		

---

Process: **REV**            Number: **197**

Text: The requestor of the challenge for R&A has been changed from \_\_\_\_ to \_\_\_\_ for the following reason: \_\_\_\_.

Screen:	Field:	Entry:	Flag:	Status:
REVIEW3	CHALLENGE (CP/RP/TP/OTHST)	PREVIOUS ENTRY CHANGED		

---

Process: **REV**            Number: **198**

Text: The Challenge fields on REVIEW3 have been changed for the following reason:

\_\_\_\_\_.

Screen:	Field:	Entry:	Flag:	Status:
REVIEW3	ACCEPT DATE DENY RSN	PREVIOUS ENTRY CHANGED OR DELETED	38	

**CALENDAR FLAGS**

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**CALENDAR FLAGS**

Process: **REV**            Number: **2**

Text: Second NOD for R&A issued. Challenge withdrawn. Prepare order using first NOD results.

Screen:	Field:	Entry:	Narrative:	Status:
REVIEW3	2ND NOD	W	2	

Process: **REV**            Number: **4**

Text: Within 15 days send acknowledgment accepting or denying request for R&A child support to \_\_\_\_\_.

Screen:	Field:	Entry:	Narrative:	Status:
REVIEW1	PREREVIEW REQUESTED BY	CP, RP, TP, or OTHST	8	

Process: **REV**            Number: **10**

Text: Case selected for R&A. Generate NOI.

Screen:	Field:	Entry:	Narrative:	Status:
REVIEW1	PREREVIEW REQUESTED BY	CSRU	11	

Process: **REV**            Number: **11**

Text: At least 15 days have passed since this case was selected for R&A. Make entry in REVIEW appropriate field.

Screen:	Field:	Entry:	Narrative:	Status:
REVIEW1	PREREVIEW REQUESTED BY	CSRU	114	

Process: **REV**            Number: **12**

Text: Check on service of NOI and return of financial information for REVIEW of order

Screen:	Field:	Entry:	Narrative:	Status:
REVIEW1	REVIEW APPROPRIATE NOI	Y Y, R	14 13, 21	

Process: **REV**          Number: **15**

Text: Obligee address is unknown. Case in location process. Review for case closure criteria, noncooperation, or incorrect system information.

Screen:	Field:	Entry:	Narrative:	Status:
REVIEW1	PREREVIEW REQUESTED	RP or TP	15 (RP)	1
	BY	N	120 (TP)	2
	PAYEE ... LOC KNOWN			

Process: **REV**          Number: **16**

Text: Obligor located, continuing R&A process. Regenerate NOI packet. Attempt or reattempt service.

Screen:	Field:	Entry:	Narrative:	Status:
REVIEW1	PREREVIEW REQUESTED	CP or TP	18 (CP)	7
	BY	Y	123 (TP)	8
	RP ... LOC KNOWN	Y		
	REVIEW REOPENED			

Process: **REV**          Number: **17**

Text: Obligee located, continuing R&A process. Regenerate NOI packet. Attempt or reattempt service

Screen:	Field:	Entry:	Narrative:	Status:
REVIEW1	PREREVIEW REQUESTED	RP or TP	19 (RP)	9
	BY	Y	124 (TP)	10
	CP ... LOC KNOWN			

Process: **REV**          Number: **18**

Text: Third party located, continuing R&A process. Regenerate NOI packet. Attempt or reattempt service if necessary party.

Screen:	Field:	Entry:	Narrative:	Status:
REVIEW1	PREREVIEW REQUESTED	CP or RP	20 (CP)	11
	BY	Y	125 (RP)	12
	TP ... LOC KNOWN			

Process: **REV**          Number: **19**

Text: Current account type has changed. R&A process was postponed due to lack of location of one of the parties. Review to determine status of R&A process.

Screen:	Field:	Entry:	Narrative:	Status:
CHILD	CURRENT ACCT TYPE	ANY VALID ACCOUNT	22	
		TYPE OTHER THAN 11.		

**CALENDAR FLAGS**

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Iowa Department of Human Services  
**Title 10** Support Establishment and Modification  
**Chapter Q** Administrative Review and AdjustmentProcess: **REV**      Number: **21**

Text: Check on custody action for R&amp;A process.

Screen:	Field:	Entry:	Narrative:	Status:
REVIEW1	POSTPN RSN	CUS	24	13, 14, 15

Process: **REV**      Number: **22**

Text: Check on financial information when 3-month rule met for R&amp;A.

Screen:	Field:	Entry:	Narrative:	Status:
REVIEW1	POSTPN RSN	FIN	25	16, 17, 18

Process: **REV**      Number: **23**

Text: Check on financial information for postponed R&amp;A.

Screen:	Field:	Entry:	Narrative:	Status:
REVIEW1	POSTPN RSN	FIN	25	16, 17, 18

Process: **REV**      Number: **25**

Text: Check on postponement of R&amp;A due to suspension.

Screen:	Field:	Entry:	Narrative:	Status:
REVIEW1	POSTPN RSN	SUS	27	22, 23, 24

Process: **REV**      Number: **27**

Text: Check on postponement of R&amp;A.

Screen:	Field:	Entry:	Narrative:	Status:
REVIEW1	POSTPN RSN	OTH	29	28, 29, 30

Process: **REV**      Number: **28**

Text: Postponed R&amp;A has been reopened. Continue process.

Screen:	Field:	Entry:	Narrative:	Status:
REVIEW1	REVIEW REOPENED	Y	30	31, 32, 33

Process: **REV**      Number: **29**

Text: Conduct REVIEW and issue NOD. Notice of Intent for R&amp;A served 30 days ago on all necessary parties.

Screen:	Field:	Entry:	Narrative:	Status:
REVIEW2	SERVED - CP, RP, AND TP (If appropriate)	Y IN ALL FIELDS	37	

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---

Process: **REV**      Number: **30**

Text: Pre-review waiting period has been waived. Issue NOD.

Screen:	Field:	Entry:	Narrative:	Status:
REVIEW2	WAIVE PREREV TIME - CP, RP	Y IN BOTH FIELDS	39	
	WAIVE PREREV TIME - CP, RP, and TP	Y IN ALL FIELDS	40	

---

Process: **REV**      Number: **32**

Text: Accept or deny the request to withdraw from R&A process. Use form 470-3258 (*Results of Withdrawal Request*).

Screen:	Field:	Entry:	Narrative:	Status:
REVIEW2	REQ TO WITHDRAW RECD	CP, RP, TP, or OTHST	41	

---

Process: **REV**      Number: **33**

Text: NOD and Waiver of Post-Review Time Period for R & A have been issued. Prepare to generate order if appropriate.

Screen:	Field:	Entry:	Narrative:	Status:
REVIEW2	NOD ISSUED	Y	46	

---

Process: **REV**      Number: **34**

Text: NOD has been regenerated. Prepare to generate order if appropriate.

Screen:	Field:	Entry:	Narrative:	Status:
REVIEW2	NOD ISSUED	R	47	

---

Process: **REV**      Number: **35**

Text: Revised NOD (form 470-3260) has been issued. Prepare to generate order if appropriate.

Screen:	Field:	Entry:	Narrative:	Status:
REVIEW2	NOD ISSUED	V	48	

---

Process: **REV**      Number: **36**

Text: Postreview waiting period for R&A has been waived. Proceed with order.

Screen:	Field:	Entry:	Narrative:	Status:
REVIEW2	WAIVE POSTREV TIME ... CP, RP	Y IN BOTH FIELDS	50	
	WAIVE POSTREV TIME ... CP, RP, and TP	Y IN ALL FIELDS	51	

---

**CALENDAR FLAGS**

Iowa Department of Human Services

**Title 10** Support Establishment and Modification**Chapter Q** Administrative Review and Adjustment

January 14, 2003

Process: **REV**      Number: **38**

Text: Challenge to NOD for R&amp;A received. Make entries to challenge field sections on REVIEW3 to accept or deny.

Screen:	Field:	Entry:	Narrative:	Status:
REVIEW3	CHALLENGE	CP, RP, TP, OTHST	53	

Process: **REV**      Number: **39**

Text: Prepare 2nd NOD for R&amp;A in response to challenge.

Screen:	Field:	Entry:	Narrative:	Status:
REVIEW3	NOTICE OF 2ND REV	Y	55	
		R	56	

Process: **REV**      Number: **41**

Text: 2nd NOD for R&amp;A has been issued. Prepare order if appropriate.

Screen:	Field:	Entry:	Narrative:	Status:
REVIEW3	2 <sup>ND</sup> NOD	Y	58	
		R	59	

Process: **REV**      Number: **42**

Text: Order not filed. Check on status.

Screen:	Field:	Entry:	Narrative:	Status:
REVIEW3	GENERATE ORDER	Y	60, 61, 62,	
REVIEW1	MULTIPLE ORDERS	Y or N	63	
REVIEW3	ORDER FILED	PREVIOUS ENTRY DELETED	132	

Process: **REV**      Number: **45**

Text: Generate order fields on REVIEW3 were deleted. Prepare to generate order if appropriate.

Screen:	Field:	Entry:	Narrative:	Status:
REVIEW3	GENERATE ORDER (Y/R)	PREVIOUS ENTRY	131	
	DATE	DELETED		
	IWO PROV			

January 14, 2003

---

Process: **REV**      Number: **46**

Text: Review case. Assignment of support is in effect. The written assignment may no longer be valid.

Screen:	Field:	Entry:	Narrative:	Status:
CASE	CURRENT ACCT TYPE	CHANGED TO ANYTHING OTHER THAN 12, 15, OR 17.	116	

---

Process: **REV**      Number: **48**

Text: Admin R&A order filed. Send copies to parties within 14 days.

Screen:	Field:	Entry:	Narrative:	Status:
REVIEW3	ORDER FILED DATE	Y DATE ORDER FILED	68, 139	
REVIEW1	MULTIPLE ORDERS	Y, N		

---

Process: **REV**      Number: **50**

Text: Admin R&A order not filed. R&A process may need to be ended.

Screen:	Field:	Entry:	Narrative:	Status:
REVIEW3	ORDER FILED	N	69	

---

Process: **REV**      Number: **51**

Text: Request for 252H Hearing and Certification to Court has been generated. Has hearing been set?

Screen:	Field:	Entry:	Narrative:	Status:
REVIEW4	REQUEST FOR HEARING GENERATED	Y	75	

---

Process: **REV**      Number: **52**

Text: Request for 252H Hearing and Certification to Court has been regenerated. Has hearing been set?

Screen:	Field:	Entry:	Narrative:	Status:
REVIEW4	REQUEST FOR HEARING GENERATED	R	76	

**CALENDAR FLAGS**

Iowa Department of Human Services

**Title 10** Support Establishment and Modification**Chapter Q** Administrative Review and Adjustment

January 14, 2003

Process: **REV**      Number: **53**

Text: Hearing for R&amp;A was scheduled for yesterday. Check on outcome.

Screen:	Field:	Entry:	Narrative:	Status:
REVIEW4	HEARING SET ... TIME ... DATE	TIME AND DATE THE HEARING IS SCHEDULED. R	77	56, 57, 58
	HEARING HELD HEARING SET ... TIME ... DATE	TIME AND DATE THE HEARING IS RESCHEDULED.	79	

Process: **REV**      Number: **54**

Text: Check on status of court hearing for R&amp;A that was postponed or continued.

Screen:	Field:	Entry:	Narrative:	Status:
REVIEW4	HEARING HELD	P or C	80	

Process: **REV**      Number: **55**

Text: R&amp;A judicial order not filed. Check on status.

Screen:	Field:	Entry:	Narrative:	Status:
REVIEW4	GENERATE JUD ORDER	Y or R	82, 84, 137, 138	

Process: **REV**      Number: **56**

Text: Order for R&amp;A not filed. Check on status.

Screen:	Field:	Entry:	Narrative:	Status:
REVIEW4	GENERATE JUD ORDER	N	83	

Process: **REV**      Number: **59**

Text: Judicial order filed. Send copies to parties within 14 days.

Screen:	Field:	Entry:	Narrative:	Status:
REVIEW4	FILED DATE	Y DATE THE ORDER WAS FILED	85, 118	

Process: **REV**      Number: **60**

Text: Judicial order filed for R&amp;A. Multiple orders exist. Update all obligations/orders.

Screen:	Field:	Entry:	Narrative:	Status:
REVIEW4	ORDER FILED	Y	118	
REVIEW1	MULTIPLE ORDERS	Y		

January 14, 2003

---

Process: **REV**          Number: **61**

Text: Judicial order not filed. R&A process may need to be ended.

Screen:	Field:	Entry:	Narrative:	Status:
REVIEW4	FILED	N	86	

---

Process: **REV**          Number: **62**

Text: R&A process has been ended due to lack of location for 3 years. Review for accuracy.

Screen:	Field:	Entry:	Narrative:	Status:
REVIEW4	PROCESS ENDED	6	93	74, 75, 76

---

Process: **REV**          Number: **63**

Text: Check on pending private modification for R&A.

Screen:	Field:	Entry:	Narrative:	Status:
COURTOR2	PRIVATE MOD	P	101	83, 84, 85

---

Process: **REV**          Number: **66**

Text: Private modification action dismissed. Proceed according to stage of REVIEW prior to private mod.

Screen:	Field:	Entry:	Narrative:	Status:
COURTOR2	PRIVATE MOD	D	102	86, 87, 88

---

Process: **REV**          Number: **67**

Text: Private modification completed. Obtain copy of order, update screens, check on enforcement actions.

Screen:	Field:	Entry:	Narrative:	Status:
COURTOR2	PRIVATE MOD	C	103	68, 69, 70

---

Process: **REV**          Number: **68**

Text: It has been more than 10 days since the Notice of Dec was issued. Enter challenge deny reason code if appropriate.

Screen:	Field:	Entry:	Narrative:	Status:
REVIEW3	CHALLENGE ... DENY RSN	1	52	

---

Process: **REV**          Number: **69**

Text: Administrative order filed for R&A. Multiple orders exist. Update all obligations/orders.

Screen:	Field:	Entry:	Narrative:	Status:
REVIEW3	ORDER FILED	Y	68	
	DATE	DATE ORDER FILED		
REVIEW1	MULTIPLE ORDERS	Y		

**CALENDAR FLAGS**

January 14, 2003

Process: **REV**      Number: **74**

Text: Entries made to Challenge field sections on REVIEW3 to accept. Generate Notice of 2<sup>nd</sup> Review if accepted.

Screen:	Field:	Entry:	Narrative:	Status:
REVIEW3	CHALLENGE (CP/RP/TP/OTHST) ACCEPT	CP, RP, TP, or OTHST Y		

Process: **REV**      Number: **75**

Text: Location process ended, continuing R&A process. Regenerate NOI packet for and attempt or reattempt service on \_\_\_\_\_.

Screen:	Field:	Entry:	Narrative:	Status:
REVIEW1	LOC KNOWN for party requesting the REVIEW	Y	151	

Process: **REV**      Number: **78**

Text: Notice concerning R&A received from other state. Send copy to the party who lives in Iowa within 5 days.

Screen:	Field:	Entry:	Narrative:	Status:
COURTOR2	NOTICE RECD	Y or R	153	

Process: **REV**      Number: **79**

Text: Notice received from other state re: R&A more than 5 days ago.

Screen:	Field:	Entry:	Narrative:	Status:
COURTOR2	STATUS	NO ENTRY WITHIN 5 DAYS	155	

Process: **REV**      Number: **84**

Text: A necessary third party no longer exists. Continuing R&A process. Attempt or reattempt service if necessary.

Screen:	Field:	Entry:	Narrative:	Status:
TPARTY		DELETION OF TPARTY SCREEN ENTRIES	140	

Process: **REV**      Number: **88**

Text: Good cause now claimed or pending. Evaluate status of REVIEW.

Screen:	Field:	Entry:	Narrative:	Status:
PAYEE	GOOD CAUSE	A or P	158	

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---

Process: **REV**          Number: **89**

Text: Caretaker indicator set for R&A. REVIEW no longer in location. Continue process.

Screen:	Field:	Entry:	Narrative:	Status:
PAYEE	CARETAKER?	Y	173	

---

Process: **REV**          Number: **90**

Text: Foster care payee indicated. Continue R&A process.

Screen:	Field:	Entry:	Narrative:	Status:
REVIEW1	FOSTER CARE	Y	174	

---

Process: **REV**          Number: **91**

Text: Order appropriate for REVIEW. Generate and serve NOI packet on all necessary parties.

Screen:	Field:	Entry:	Narrative:	Status:
REVIEW1	REVIEW APPROPRIATE	Y	172	

---

Process: **REV**          Number: **92**

Text: Other state REVIEW of CS order completed. Obtain copy of order, update screens and send status to party who lives in Iowa.

Screen:	Field:	Entry:	Narrative:	Status:
COURTOR2	INTERSTATE REVIEW	C	176	

---

Process: **REV**          Number: **93**

Text: Other state REVIEW of CS order dismissed. Make entries to NOTICE RECD and STATUS fields.

Screen:	Field:	Entry:	Narrative:	Status:
COURTOR2	NOTICE RECD	Y	177	
	STATUS	Y		

---

Process: **REV**          Number: **94**

Text: COLA process has been contested. Initiate Review and Adjustment Process.

Screen:	Field:	Entry:	Narrative:	Status:
COLA	CONTEST RECEIVED	CP, RP, TP, OTHST	7	

---





**STATUSES**

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---

Process: **REV**      Number: **10**      Generated for: Third Party  
Text: The obligee has been located. The REVIEW that had been postponed will now continue.  
Screen:      Field:      Entry:      Narrative:      Flag:  
REVIEW1      PREREVIEW REQUESTED      TP      124      17  
BY      Y  
CP ... LOC KNOWN      Y  
REV REOPENED

---

Process: **REV**      Number: **11**      Generated for: Obligee  
Text: The Third Party has been located. The REVIEW that had been postponed will now continue.  
Screen:      Field:      Entry:      Narrative:      Flag:  
REVIEW1      PREREVIEW REQUESTED      CP      20      18  
BY      Y  
TP ... LOC KNOWN      Y  
REV REOPENED

---

Process: **REV**      Number: **12**      Generated for: Obligor  
Text: The third party has been located. The REVIEW that had been postponed will now continue.  
Screen:      Field:      Entry:      Narrative:      Flag:  
REVIEW1      PREREVIEW REQUESTED      RP      125      18  
BY      Y  
TP ... LOC KNOWN      Y  
REV REOPENED

---

Process: **REV**      Number: **13**      Generated for: Obligor  
Text: Review and adjustment of support order postponed due to custody action in progress. If any new information is available, please notify the CSRU office.  
Screen:      Field:      Entry:      Narrative:      Flag:  
REVIEW1      POSTPN RSN      CUS      24      21

---

Process: **REV**      Number: **14**      Generated for: Obligee  
Text: Review and adjustment of support order postponed due to custody action in progress. If any new information is available, please notify the CSRU office.  
Screen:      Field:      Entry:      Narrative:      Flag:  
REVIEW1      POSTPN RSN      CUS      24      21

---













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Process: **REV**      Number: **64**      Generated for: Third Party

Text: The review and adjustment of child support obligation process was ended on \_\_\_\_\_ because the REVIEW process results indicated that your current obligation varies from the recommended obligation amount by 20% or less. Therefore, an adjustment is not appropriate.

Screen:	Field:	Entry:	Narrative:	Flag:
REVIEW4	PROCESS ENDED	2	89	

---

Process: **REV**      Number: **65**      Generated for: Obligor

Text: The review and adjustment of child support obligation process was ended on \_\_\_\_\_ since the case is no longer active.

Screen:	Field:	Entry:	Narrative:	Flag:
REVIEW4	PROCESS ENDED	3	90	

---

Process: **REV**      Number: **66**      Generated for: Obligee

Text: The review and adjustment of child support obligation process was ended on \_\_\_\_\_ since the case is no longer active.

Screen:	Field:	Entry:	Narrative:	Flag:
REVIEW4	PROCESS ENDED	3	90	

---

Process: **REV**      Number: **67**      Generated for: Third Party

Text: The review and adjustment of child support obligation process was ended on \_\_\_\_\_ since the case is no longer active.

Screen:	Field:	Entry:	Narrative:	Flag:
REVIEW4	PROCESS ENDED	3	90	

---

Process: **REV**      Number: **68**      Generated for: Obligor

Text: Since a private modification has been completed, the CSRU review and adjust process which was postponed has been ended.

Screen:	Field:	Entry:	Narrative:	Flag:
REVIEW4	PROCESS ENDED	4	91	

---

Process: **REV**      Number: **69**      Generated for: Obligee

Text: Since a private modification has been completed, the CSRU review and adjust process which was postponed has been ended.

Screen:	Field:	Entry:	Narrative:	Flag:
REVIEW4	PROCESS ENDED	4	91	

---

**STATUSES**

January 14, 2003

---

Process: **REV**      Number: **70**      Generated for: Third Party  
Text: Since a private modification has been completed, the CSRU review and adjust process which was postponed has been ended.

Screen:	Field:	Entry:	Narrative:	Flag:
REVIEW4	PROCESS ENDED	4	91	

---

Process: **REV**      Number: **71**      Generated for: Obligor  
Text: The review and adjustment of child support obligation process was ended on \_\_\_\_\_ because \_\_\_\_\_.

Screen:	Field:	Entry:	Narrative:	Flag:
REVIEW4	PROCESS ENDED	5	92	

---

Process: **REV**      Number: **72**      Generated for: Obligee  
Text: The review and adjustment of child support obligation process was ended on \_\_\_\_\_ because \_\_\_\_\_.

Screen:	Field:	Entry:	Narrative:	Flag:
REVIEW4	PROCESS ENDED	5	92	

---

Process: **REV**      Number: **73**      Generated for: Third Party  
Text: The review and adjustment of child support obligation process was ended on \_\_\_\_\_ because \_\_\_\_\_.

Screen:	Field:	Entry:	Narrative:	Flag:
REVIEW4	PROCESS ENDED	5	92	

---

Process: **REV**      Number: **74**      Generated for: Obligor  
Text: The review and adjustment of child support obligation process was ended on \_\_\_\_\_ because the missing party has not been located for 3 years.

Screen:	Field:	Entry:	Narrative:	Flag:
REVIEW4	PROCESS ENDED	6	93	

---

Process: **REV**      Number: **75**      Generated for: Obligee  
Text: The review and adjustment of child support obligation process was ended on \_\_\_\_\_ because the missing party has not been located for 3 years.

Screen:	Field:	Entry:	Narrative:	Flag:
REVIEW4	PROCESS ENDED	6	93	

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**STATUSES**

January 14, 2003

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Process: **REV**      Number: **84**      Generated for: Obligee  
Text: Review and adjustment action has been postponed pending results of a private modification. Please notify our office if a modification order is entered or if the private action is dismissed.  
Screen:      Field:      Entry:      Narrative:      Flag:  
COURTOR2      PRIVATE MOD      P      101      63

---

Process: **REV**      Number: **85**      Generated for: Third Party  
Text: Review and adjustment action has been postponed pending results of a private modification. Please notify our office if a modification order is entered or if the private action is dismissed.  
Screen:      Field:      Entry:      Narrative:      Flag:  
COURTOR2      PRIVATE MOD      P      101      63

---

Process: **REV**      Number: **86**      Generated for: Obligor  
Text: We have been notified that the private modification action has been dismissed. The review and adjustment action will be reactivated.  
Screen:      Field:      Entry:      Narrative:      Flag:  
COURTOR2      PRIVATE MOD      D      102      66

---

Process: **REV**      Number: **87**      Generated for: Obligee  
Text: We have been notified that the private modification action has been dismissed. The review and adjustment action will be reactivated.  
Screen:      Field:      Entry:      Narrative:      Flag:  
COURTOR2      PRIVATE MOD      D      102      66

---

Process: **REV**      Number: **88**      Generated for: Third Party  
Text: We have been notified that the private modification action has been dismissed. The review and adjustment action will be reactivated.  
Screen:      Field:      Entry:      Narrative:      Flag:  
COURTOR2      PRIVATE MOD      D      102      66

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# STATE OF IOWA

THOMAS J. VILSACK, GOVERNOR  
SALLY J. PEDERSON, LT. GOVERNOR

DEPARTMENT OF HUMAN SERVICES  
JESSIE K. RASMUSSEN, DIRECTOR

January 14, 2003

## GENERAL LETTER NO. 10-Q-1

ISSUED BY: Bureau of Collections, Division of Child Support Recovery, Case Management, and Refugee Services

SUBJECT: Employees' Manual, Title 10, Chapter Q, *ADMINISTRATIVE REVIEW AND ADJUSTMENT*, Title page, new; Contents (pages 1 through 4), new; and pages 1 through 231, new.

### Summary

This chapter describes the policies and procedures for modifying a support order through the administrative review and adjustment process. This chapter explains:

- ◆ How to identify persons entitled to request a review.
- ◆ The criteria for accepting or denying the review request.
- ◆ ICAR screens related to the review process.
- ◆ The procedure to notify parties of the unit's intent to review the order.
- ◆ How to obtain and verify information to conduct a review.
- ◆ How a party may challenge the results of the review.
- ◆ How to complete the process and enter a modified order, when appropriate.
- ◆ Special circumstances affecting the review process.

### Effective Date

Immediately.

### Material Superseded

None.

### Additional Information

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