

August 19, 2022

GENERAL LETTER NO. 10-I-AP-10

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

SUBJECT: Employees' Manual, Title 10, Chapter I Appendix, ***Administrative Establishment of Support Appendix***, forms revised.

Summary

This chapter is revised to update forms to revise wording:

- ◆ 470-1918, *Administrative Support Order*
- ◆ 470-2608, *Approval of 252C Administrative Order*
- ◆ 470-2946, *Foster Care Assignment of Support Payments*
- ◆ 470-2983, *Notice of Support Debt: Foster Care - Chapter 252C*
- ◆ 470-3640, *252C Judicial Support Order*

Effective Date

Forms updated previously in a separate system. Each form effective date listed on form footer.

Material Superseded

Remove the following pages from Employees' Manual, Title 10, Chapter I Appendix, and destroy them:

<u>Page</u>	<u>Date</u>
470-1918	01/22
470-2608	03/13
470-2946	11/18
470-2983	10/18
470-3640	01/22

Additional Information

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

This matter is before the Child Support Recovery Unit (referred to as the "Unit"), for the creation of a support debt, according to Iowa Code chapter 252C. The Unit **FINDS**:

1. Iowa has jurisdiction over the subject matter and Iowa is the proper state in which to enter an order for support, based on 28 USC 1738B, and Iowa Code chapter 252E, and if applicable, Iowa Code chapter 252K.
2. Iowa has personal jurisdiction over the ☐ Respondent, _____.¹ ☐ Respondents, _____ and _____¹.
3. Entry of this support order in Iowa does not violate 28 USC section 1738B or Iowa Code chapter 252K.²
4. _____ is the _____ and is the caretaker of the minor child(ren).
5. ☐ <PAYEE> has a health benefit plan³ available to cover the child(ren) and should be ordered to provide coverage. The plan is accessible and the cost is reasonable, as provided by Iowa Code chapter 252E. The cost to add the child(ren) is not more than <\$amount> per month, which is determined to be reasonable.
☐ <PAYOR> has a health benefit plan³ available to cover the child(ren) and should be ordered to provide coverage. The plan is accessible and the cost is reasonable, as provided by Iowa Code chapter 252E. The cost to add the child(ren) is not more than <\$amount> per month, which is determined to be reasonable.
☐ <PAYEE> has a health benefit plan³ available to cover the child(ren). Based on Iowa Code section 252E.1B(2)(e), <PAYEE> should be ordered to provide coverage, and <PAYOR> should be ordered to pay cash medical support.
☐ <PAYEE> has a health benefit plan available to cover the child(ren). <PAYOR> meets an exception to paying cash medical support. Based on Iowa Code section 252E.1B(2)(e), both <PAYEE> and <PAYOR> should be ordered to provide health care coverage.
☐ Neither parent has an available health benefit plan³ to cover the child(ren), as provided in Iowa Code chapter 252E. <PAYOR> should be ordered to pay cash medical support.
☐ Neither parent has an available health benefit plan³ to cover the child(ren), as provided in Iowa Code chapter 252E. Based on Iowa Code section 252E.1B(2)(e), <PAYOR> should be ordered to pay cash medical support, but because an exception exists, <PAYOR> should be ordered to provide health care coverage.
☐ <PAYEE>/<PAYOR> has a health benefit plan³ available to cover the children, as provided in Iowa Code chapter 252E. The plan is accessible, but the cost to add the child(ren) exceeds the reasonable cost amount of \$_____ per month, as set forth by the Iowa child support guidelines. <PAYEE>/<PAYOR> consents to the cost of the health benefit plan.

☐ <PAYEE>/<PAYOR> has a health benefit plan³ available to cover the children, as provided in Iowa Code chapter 252E. The cost to add the child(ren) is reasonable. The plan is not accessible as provided in Iowa Code section 252E.1. <PAYEE> and <PAYOR> consent to the health benefit plan.

☐ Service of notice to the custodial parent was not successful. The custodial parent cannot be ordered to provide a health benefit plan if he or she has not received notice.

THEREFORE, the Unit, based on Iowa Code chapter 252C, **CONCLUDES AND ORDERS:**

1. The Respondent, _____, owes a duty of support and is able to pay reasonable support for the child(ren) whose name(s) and date(s) of birth are as follows:

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

2. ☐ Current support is reserved because

- ☐ _____ now lives in the same household as the children.
- ☐ the Caretaker does not receive FIP or Title XIX medical benefits and has asked that support not be set at this time.
- ☐ _____.

☐ _____ shall owe current support of \$_____ per _____. The current child support amount is in accordance with the child support guidelines. Since the child(ren) receive Social Security Disability (SSD) benefits because of _____'s disability, the benefit amount of \$_____ per month was added to _____'s net income. Also, the current child support amount of \$_____ per month is satisfied in the amount of \$_____ per month and _____ shall pay the balance of \$_____ per month starting on the ____ day of _____, _____, and continuing on the ____ day of each month.

☐ _____ shall pay current support of \$_____ per _____ starting on the ____ day of _____, _____, and continuing on the ____ day of each _____. The current support amount is in accordance with the child support guidelines.

☐ The ongoing support obligation for the children named shall be adjusted without further order, to correspond to the number of children entitled to current support as this number changes. This obligation amount is:

Number of Children Entitled to Support	Guidelines Amount	SSD Satisfaction Amount	Amount Due After SSD Satisfaction
—	_____	_____	\$ _____
—	_____	_____	\$ _____
—	_____	_____	\$ _____
—	_____	_____	\$ _____
—	_____	_____	\$ _____

☐ The ongoing support obligation for the children named shall be adjusted without further order, to correspond to the number of children entitled to current support as this number changes. This obligation amount is:

Number of Children Entitled to Support**Amount**

—
—
—
—
—

—
—
—
—
—

☐ Even though the SSD amounts may change, the amount due after SSD satisfaction, as stated in this order, remains in effect until this order is modified.

Support for each child continues until the child reaches the age of eighteen (18) years or becomes emancipated. If the child is engaged full-time in completing high school graduation or equivalency requirements, and is reasonably expected to complete these requirements before age nineteen (19), support continues until high school graduation or equivalency requirements are met.

3. ☐ Accrued support is reserved because

☐ _____ now lives in the same household as the children.

☐ the Caretaker does not receive FIP or Title XIX medical benefits and has asked that support not be set at this time.

☐ _____.

☐ Judgment is entered against _____ for accrued support in the amount of \$_____ which shall be paid in installments of \$_____ per _____ beginning on the ____ day of _____, _____, and continuing on the ____ day of each _____ until the entire sum is paid.

The accrued support ☐ deviates from the child support guidelines for the following reason(s):

_____.

☐ is in accordance with the child support guidelines.

4. ☐ Medical support is reserved because

☐ _____ now lives in the same household as the children. ☐ the Caretaker does not receive FIP or Title XIX medical benefits and has asked support not be set at this time.

☐ _____ was not served.

☐ _____.

☐ <PAYEE> shall provide, as medical support, health care coverage for the child(ren) as provided in Iowa Code chapter 252E.

☐ <PAYOR> shall provide, as medical support, health care coverage for the child(ren) as provided in Iowa Code chapter 252E.

☐ <PAYEE> shall provide, as medical support, health care coverage for the child(ren) as provided in Iowa Code chapter 252E.

☐ <PAYOR> shall pay cash medical support in the amount of <\$amount> per <frequency>, beginning on the ____ day of _____, _____. It will continue on the _____ day of each month thereafter. It is payable to Collection Services Center.

☐ <PAYEE> shall provide, as medical support, health care coverage for the child(ren) as provided in Iowa Code chapter 252E.

☐ <PAYOR> shall provide health care coverage that covers the child(ren) when a plan becomes available. However, there must be no cost to add the child(ren) to the plan.

☐ <PAYOR> shall provide health care coverage that covers the child(ren), when it becomes available at reasonable cost. Reasonable cost in this case is not more than <\$amount> per month to add the child(ren).

☐ _____ shall ☐owe ☐pay cash medical support in the amount of \$_____ per _____, beginning on the _____ day of _____, _____. It will continue on the _____ day of each month thereafter. It is payable to Collection Services Center.

☐ Since the child(ren) receive Social Security Disability (SSD) benefits because of _____'s disability, the benefit amount of \$_____ per month was added to _____'s net income. Also, the cash medical support amount of \$_____ per month is satisfied in the amount of \$_____ per month and _____ shall pay the balance of \$_____ per month starting on the _____ day of _____, _____, and continuing on the _____ day of each month. It is payable to CSC.

☐ <PAYOR> shall provide health care coverage that covers the child(ren) when a plan becomes available. However, there must be no cost to add the child(ren) to the plan.

☐ <PAYOR> shall provide a health care coverage that covers the child(ren), when it becomes available at reasonable cost. Reasonable cost in this case is not more than <\$amount> per month to add the child(ren).

☐ By consent, <PAYEE>/<PAYOR> shall provide, as medical support, health care coverage for the child(ren), as provided in Iowa Code chapter 252E.

☐ By consent of <PAYEE> and <PAYOR> to the otherwise non-accessible health care coverage, <PAYEE>/<PAYOR> shall provide, as medical support, health care coverage for the child(ren) as provided in Iowa Code chapter 252E.

☐ Medical support ☐ Cash medical support continues until the child reaches the age of eighteen (18) years or becomes emancipated. If the child is engaged full-time in completing high school graduation or equivalency requirements, and is reasonably expected to complete these requirements before age nineteen (19), support continues until high school graduation or equivalency requirements are met.

☐ If uncovered medical expenses for the child(ren) exceed \$250.00 per calendar year per child up to a maximum of \$800.00 per calendar year for all children, _____ shall pay _____% of the excess cost as provided by the Iowa Supreme Court Guidelines.

☐ _____ shall pay _____% of any uncovered medical expenses for the child(ren).

☐ Uncovered medical expenses are reserved because

☐ _____ now lives in the same household as the children.

☐ the Caretaker does not receive FIP or Title XIX medical benefits and has asked that support not be set at this time.

5. The Unit or any caretaker can seek current, accrued, and/or medical support by any legal method without showing a substantial change in circumstances.
6. If support payments are ordered, all payments ordered shall be payable to the COLLECTION SERVICES CENTER, P.O. BOX 9125, DES MOINES, IOWA 50306-9125, AND IN NO OTHER MANNER. Each payment must identify the person required to provide child support or cash medical support, payee/caretaker, and the following CSC number: # _____. Any payment sent directly to the above named caretaker or the child(ren) by a Respondent is considered a gift and not credited to the support ordered.
7. If support payments are ordered, upon termination of public assistance (if any), the Collection Services Center shall pay any current support to the named caretaker, unless payments are redirected to another caretaker or unless there has been an automatic redirection by statute.
8. The parties are bound by the Notices which are attached and incorporated.
9. ☐ <PAYOR> shall pay the costs of this action, including <PAYOR>'s service fees. <PAYEE>'s service fees (if any) shall not be assessed as costs, as CSRU does not seek to recover those costs.
10. ☐ CSRU does not seek to recover any costs advanced by CSRU in this proceeding, including service fees, and none are assessed.
11. ☐ _____ must attend a parenting class approved by the Department of Human Services. Send proof of attendance to the Unit within 90 days after this order is entered. Failure to provide proof of attendance may result in modification of the support amount. At the Unit's request, _____ must also provide proof of ongoing compliance with this requirement.

Child Support Recovery Unit

Designee of the Administrator

Date

☐ A review of the Unit's records and of the military's website reveals that

☐ _____ is ☐ _____ and

_____ are not in the military service (as defined by the

Servicemember's Civil Relief Act). I certify under penalty of perjury and pursuant to the laws of the State of Iowa that the preceeding information about military status is true and correct as verified through the Defense Manpower Data Center.

Child Support Recovery Unit by

Name: _____

Date

Title: _____

Copy to:

_____	_____
_____	_____
_____	_____
_____	_____

NOTICES

1. ☐ The income of _____ is subject to immediate income withholding, under Iowa Code chapter 252D. Until the income provider withholds the required amount of support, it is _____'s responsibility to ensure payment is made to the Collection Services Center. ☐ The Unit and the parties have entered into a written agreement. _____ shall complete an application for automatic withdrawal from a bank account within fourteen calendar days after the entry of this order. The automatic withdrawal must be sufficient to make the support payments set by this order. If _____ fails to comply with the terms of this agreement, the Unit reserves the right to enter an ex parte order for immediate income withholding or pursue other enforcement actions. ☐ Immediate income withholding is not ordered at this time because _____

2. The installment payment method does not prevent the Unit from collecting the accrued support and/or any delinquent support by any means provided by law, including, but not limited to, an interception of income tax refunds, attachment of liens, income withholding, levy of accounts at financial institutions and sanctioning of licenses and motor vehicle registrations. When payments become delinquent in an amount equal to the payment for one month, according to Iowa Code chapter 252D, the Court or the Unit may order the withholding for payment of support set at an amount in accordance with 441 IAC chapter 98, division II, or according to Iowa Code chapter 252I, the Unit may execute an administrative levy on the _____'s financial institutions.

3. According to Iowa Code section 598.22B, a Respondent, payee, and any necessary third party shall provide the Unit with written information about the person's identity, social security number, residential, mailing and emailing addresses, telephone number, driver's license number, and the name, address, and telephone number of the party's current employer or other source of income and keep the Unit informed of any changes. The Respondents shall also provide the Unit information about health insurance which is available, including health insurance policy information. If a later child support action is started and a diligent but unsuccessful effort is made to locate the party, due process requirements may be met by delivering a written notice to the most recent living or employer address on file with the Unit.

4. According to Iowa Code section 252B.23, if support in arrears is referred to a collection entity, a surcharge may be assessed to _____, and information may be provided to a collection entity for purposes of administering and enforcing the surcharge. The amount of the surcharge is a percentage of the amount in arrears.

¹☐ Notice of this child support action was personally served on _____ in Iowa and fulfilled all requirements of [Iowa Code section 252C.3](#). ☐ _____ submitted to Iowa jurisdiction by consent in a record, or by providing the Unit with a document that has the effect of waiving any contest to personal jurisdiction. Notice of this child support action was personally served on this Respondent and fulfilled all requirements of [Iowa Code section 252C.3](#). ☐ _____ lived in Iowa with the child(ren) from approximately _____ through _____. Notice of this child support action was personally served on this Respondent and fulfilled all requirements of [Iowa Code section 252C.3](#). ☐ _____ lived in Iowa from approximately _____ through _____, and provided prenatal expenses or support for the child(ren). Notice of this child support action was personally served on this Respondent and fulfilled all requirements of [Iowa Code section 252C.3](#). ☐ _____ caused the child(ren) to live in Iowa through the following action(s): _____. Notice of this child support action was personally served on this Respondent and fulfilled all requirements of [Iowa Code section 252C.3](#). ☐ _____ had sexual intercourse in Iowa with the other parent which may have resulted in the conception of the following child(ren): _____

Child	Time Period of Possible Conception		
_____	_____	through	_____
_____	_____	through	_____
_____	_____	through	_____
_____	_____	through	_____
_____	_____	through	_____

Notice of this child support action was personally served on this Respondent and fulfilled all requirements of [Iowa Code section 252C.3](#). ☐ _____ claimed to be the other parent either through the declaration of paternity registry maintained by the Iowa Department of Public Health according to [Iowa Code section 144.12A](#), or by completing a paternity affidavit according to [Iowa Code section 252A.3A](#). Notice of this child support action was personally served on this Respondent and fulfilled all requirements of [Iowa Code section 252C.3](#). ☐ _____ has enough minimum contacts with the State of Iowa because: _____

Notice of this child support action was personally served on this Respondent and fulfilled all requirements of [Iowa Code section 252C.3](#). _____ ☐ appeared not ☐ had contact with the Unit by telephone ☐ provided financial information ☐ appeared pro se ☐ appeared by attorney _____.

² ☐ A separate action for dissolution of marriage or child support involving _____ and the same child(ren) has begun and the action is pending under Docket # _____ in the State of _____, _____ County. The Unit may continue, however, because this action complies with 28 USC section 1738B or Iowa Code chapter 252K. ☐ The Unit is unaware of any separate action for dissolution of marriage or child support involving _____ and these same child(ren), which may have started or is pending in Iowa or another state. ☐ The Unit knows of the following support order(s) involving _____ as the payor and the named child(ren):

State	County	Docket Number
_____	_____	_____
_____	_____	_____
_____	_____	_____

28 USC section 1738B and Iowa Code [chapter 252K](#) prohibit the entry of a new support order that would run during the same time period as an existing order for support from another state. ☐ However, no individual contestant to the orders or the child(ren) currently live in any of the states that issued a support order. When this happens, a tribunal with jurisdiction must enter a new support order according to [Iowa Code section 252K.207](#). ☐ However, any order listed above is for current support which has been either suspended or terminated, and/or is for past support for a different time period than the support obligation established in this action. There may be arrears under the existing orders listed above, but they are not at issue in this action. ☐ Neither the payor nor the caretaker has disclosed, and the Unit is unaware of, any existing child support order involving _____ as payor and the named child(ren).

³ The health benefit plan may be provided by this parent or a stepparent of the child(ren).

IN THE IOWA DISTRICT COURT FOR _____ COUNTY

Petitioner, vs. Respondent.	NO. _____ 252C APPROVAL ORDER
--	---

☐ This matter comes before the Court for the review and approval of the administrator's order pursuant to Chapter 252C, the Code of Iowa.

☐ NOW on this _____ day of _____, _____, pursuant to Chapter 252C, the Code of Iowa, the administrator's order was presented to the Court.

The Court, having reviewed same, finds that no defects appear on the face of the order or attachments.

☐ The administrative order herein is approved, as indicated by the attached electronic judicial signature.

☐ The administrative order herein is approved.

☐ _____
Judge for the _____ Judicial District of Iowa

Send To:

CSC No. _____

Iowa Department of Human Services
To the Clerk of the District Court

In and for _____ County

From: _____

Date: _____

Iowa Department of Human Services

To:

Petitioner,

vs.

Respondent.

FOSTER CARE ASSIGNMENT OF
SUPPORT PAYMENTS

Court Order #: _____

ICAR Number: _____

Child(ren)'s Name(s):

Pursuant to the Iowa Code Section 234.39, as amended by the 1992 Acts, S.F. 2316, section 304; federal regulation 42 CFR 433.146; and the Iowa Administrative Code 441-75.14(4), you are hereby notified that court ordered child support and medical support payments are assigned to the Iowa Department of Human Services effective the _____ day of _____, _____.

This assignment is a result of the above-named child(ren)'s placement in a foster care program. This assignment includes interest in all child support payments which come due during the period the above-named child(ren) are in foster care placement, regardless of whether the support payments are paid before or during the placement, or after termination of the assignment.

You are further advised that the Iowa Department of Human Services, pursuant to the assignment entered herein, remains entitled to any right, title, and interest, including the judgment lien, to the support payments provided for in the support order for the child(ren) identified herein for the period the child(ren) are in foster care. If you have any questions regarding this notice, contact the Foster Care Recovery Unit.

Notice to the Clerk: All correspondence and support payments received by your office after the receipt of this notice are to be forwarded with the above ICAR number to the following address:

Collection Services Center
PO Box 9125
Des Moines, IA 50306-9125

NOTICE

The Child Support Recovery Unit is beginning an action to establish support for the child(ren) named in the attached legal Notice. It is important that you read all of the attached documents very carefully to find out when and how you should respond to this legal action.

Failure to provide the requested information may result in a support obligation being set based on the information available and may not be based on actual income. If you have any questions, call the child support office listed below.

AVISO

La Child Support Recovery Unit (Unidad de Recuperación de mantenimiento de niños) esta iniciando acción para establecer apoyo de dicho niño(s) cuyo nombre aparece en el Aviso Legal adjunto. Es importante que lean todo el documento adjunto con mucho cuidado para saber cuando y como se deberá responder a la acción legal.

Fallar en proporcionar la información pedida puede resultar en que una obligación de mantenimiento sea formulada basandose en la información disponible y puede no estar basada en el ingreso actual. Si se tienen preguntas al respecto, llamar la oficina de child support cuyos numeros de telefono y direccion aparecen a continuación.

THÔNG CÁO

Đơn Vị Đòi Tiền Cấp Dưỡng Cho Con (The Child Support Recovery Unit) bắt đầu thừa kiện để xác minh cho việc cấp dưỡng cho con (các con) có tên trong bản Thông Cáo về luật pháp đính kèm. Rất là quan trọng rằng bạn đọc rất cẩn thận hết tất cả những tài liệu đính kèm để tìm ra khi nào và cách nào bạn phải trả lời về việc thừa kiện này.

Sự thiếu sót cung cấp tin tức đòi hỏi có thể đưa đến kết quả của sự bắt buộc cấp dưỡng dựa trên tin tức có thể có được và có thể không dựa trên căn bản tiền lương (lợi tức) có thật. Nếu bạn có bất cứ câu hỏi nào bạn hãy gọi văn phòng cấp dưỡng cho con liệt kê dưới đây.

Case Number: _____

**Notice of Support Debt: Foster Care
- Chapter 252C**

**Foster Care Recovery Unit
Iowa Department of Human Services**

Payor: _____
Children: _____
Date Prepared: _____

Docket No. _____
County: _____
CSC No. _____

This is your legal notice that the Foster Care Recovery Unit is starting an action to establish child support and medical support for the named children. As a respondent, you have certain rights to contest and challenge this action. Be sure to read the information listed after this section for your time limits and steps for contesting.

Iowa Code chapters 252C and 252E give Iowa the authority to establish child support and medical support.¹ Iowa has personal jurisdiction over you.² Entry of a support order in Iowa will not violate 28 USC section 1738B.³

Your child(ren) are currently or were previously in foster care placement. As a result of public assistance or medical assistance provided to your child(ren), we intend to establish a support order requiring you to provide support as follows:

- ☐ **Child Support** We intend to create an order requiring you to pay child support for the period of time that the children are in foster care.
- ☐ **Accrued Support** We intend to create an order requiring you to pay accrued support. This includes past public assistance paid out by the State of Iowa or any other state for children in foster care placement.
- ☐ **Medical Support** We intend to create an order for medical support⁴, under Iowa Code chapter 252E.

How is Child Support Figured? The amount of support is based on the Child Support Guidelines under Iowa Code sections 598.21B and 252B.7A. **Please complete and return the enclosed financial statement to the office address listed in this notice within 10 days of the date of this request.**

If you do not send in your financial statement or proof of income, an order will be entered without your input. The entry of this support order does not stop us or any caretaker from seeking current, accrued, and/or medical support by any legal method, without showing a substantial change of circumstances.

How is Medical Support Set? Medical support is either health care coverage or cash medical support. Health care coverage includes private health insurance plans (obtained through an employer or purchased privately) and public coverage (like Title 19 or *hawk-i*). We review your financial information to determine what medical support to include in the order. There are several steps to identify the appropriate type of medical support. The requirement to include medical support in orders and the steps we use to determine the appropriate medical support are outlined in Iowa Code chapter 252E.

We look first to see if you have an available health benefit plan. You may provide a plan through a stepparent. If you do not have an available health benefit plan and you do not consent to provide a plan due to cost or accessibility, we may seek an order for you to pay cash medical support.

- ☐ You may be required to attend a parenting class.⁵

Contesting this Notice If you wish to discuss or contest this action, you may ask for a conference with the office listed below. You may ask for a court hearing even if you do not ask for a conference.

If you do not ask for a conference or a court hearing within the time limits below, a support order will be entered. Before we prepare an order, we will provide to you in person, or by mail⁶, a worksheet showing how we calculated the amount of support.

Your Rights and Responsibilities To ask for a conference, contact us *within 10 days* of service of this notice.

The conference is an informal meeting in which you may ask questions and share information about your income. What should you bring?

- A completed financial statement,
- Proof of your income, and
- Information about health benefit plans available to you and the named children. We need to know:
 - If the plans are accessible to the children;
 - The cost of available plans (prices for single, family, employee + one);
 - The people included in the plan (self, spouse, number of children).

Once we get your request, we will send you a letter with the date, time, and place of the conference. After the conference, you will get a new written notice showing the results of the conference. A *Second Notice of Support Debt and Finding of Financial Responsibility* (Second Notice)⁷ will be issued if there are any changes. You may ask for a court hearing if you disagree with the results of the conference as stated in the Second Notice.

Right to Request a Court Hearing To ask for a court hearing, send us a written request. It is helpful to list why you disagree with the action and send any information that supports your reason. When we get your written request, we will ask the court to schedule a hearing. If you do not come to the hearing, the court may enter an order without your input.

You must ask for a court hearing by the latest of the following dates:

- **Within 30 days** from the date of service of this notice.
- **Within 10 days** from the date of the conference.
- **Within 30 days** from the date of issuance of the Second Notice.

If we do not get a request for a court hearing within these time limits, we will ask the court to enter an order as stated in this notice at the amounts recommended in the guideline worksheet. We may try to collect support through:

- Income withholding,
- Garnishment,
- Liens,
- Income tax setoff,
- Levy of accounts at financial institutions, or
- Any other way to collect allowed by law, including sanctions of licenses and passports.

You must notify us of any change in your address, employment or medical coverage.

Waiver of Rights You may give up your rights and the time limits to request a conference and court hearing. If you wish to give up these rights, contact us. You may sign the order to show that you were served with this notice and gave up your rights and time limits for requesting a conference and court hearing.

If you have any questions, visit or telephone us. You may also choose to hire an attorney at your own expense. If you do, tell your attorney about getting this notice right away.

FCRU Worker Name
Foster Care Recovery
PO Box 9132
Des Moines, IA 50306-9132

Phone: _____

Copy to:

¹ The authority is defined in Iowa Code chapters 252C, 252E, and Iowa Code sections 232.4 and 234.39, and further defined in 28 USC 1738B, Iowa Code chapter 252K, if applicable and 441 IAC 95.98,99.

² ☐ because notice of this child support action was personally served on the Respondent in Iowa.

☐ because you lived in Iowa.

☐ because you lived in Iowa with the child(ren) from approximately _____ through _____.

☐ because you lived in Iowa from approximately _____ through _____, and provided prenatal expenses or support for the child(ren).

☐ because you caused the child(ren) to live in Iowa through the following action(s): _____

☐ because you had sexual intercourse in Iowa with the other parent which may have resulted in the conception of the following child(ren):

Child

Time Period of Possible Conception

_____	Through	_____
_____	Through	_____
_____	Through	_____
_____	Through	_____
_____	Through	_____

☐ because you claimed to be the other parent either through the declaration of paternity registry maintained by the Iowa Department of Public Health according to Iowa Code section 144.12A, or by completing a paternity affidavit according to Iowa Code section 252A.3A.

☐ because you have enough minimum contacts with the State of Iowa which are: _____

³ ☐ We are not aware of any separate action for dissolution of marriage or child support, affecting you and the child(ren) named herein, which has started or which is pending in Iowa or another state.

☐ A separate action for dissolution of marriage or child support involving the Respondent and the same child(ren) has begun and the action is pending under Docket # _____ in the State of _____, _____ County. We may continue, however, because this action complies with 28 USC section 1738B or Iowa Code chapter 252K.

☐ We know of the following support order(s) involving the Respondent as payor and the named child(ren):

State	County	Docket Number
_____	_____	_____
_____	_____	_____
_____	_____	_____

28 USC section 1738B and Iowa Code chapter 252K prevents us from entering a new support order that covers the same time period as an existing order for support from another state.

☐ However, no individual contestant to the orders or the child(ren) currently live in any of the states that issued a support order. When this happens, a tribunal with jurisdiction must enter a new support order according to Iowa Code section 252K.207. ☐ However, any order listed above is for current support which has been either suspended

or terminated, and/or is for past support for a different time period than the support obligation established in this action. There may be arrears under the existing orders listed above, but they are not at issue in this action.

□ Neither the Respondent nor the caretaker has told us, and we are unaware of, any existing child support orders with the Respondent as payor and the named child(ren).

⁴ Based on Iowa Code chapter 252E, you may be ordered to get health care coverage for the child(ren). It has to be available when the order is entered, or in some limited circumstances becomes available later. If there is no health care coverage available, you may be ordered to pay cash medical support. There are exceptions to providing cash medical support as listed in Iowa Code chapter 252E:

- Due to the amount of the payor's net monthly income, a minimum order amount applies under the medical support table (see the child support guidelines);
- No health benefit plan is available and there is no income subject to income withholding;
- The obligation is changing through a cost of living alteration;
- The payor receives Family Investment Plan (FIP) assistance or Title 19 or lives with a child receiving FIP, Title 19 or *hawk-i*.

⁵ The Department of Human Services must approve this class. You must send us proof that you went to the class within 90 days after the order is entered. If you do not send proof, your support amount may be changed. After the 90 days, we may also ask you to send proof that you continue to go to class as ordered by the court.

⁶ sent to your last known address.

⁷ It will be given to you in person, or sent by regular mail to your last known address or your attorney's last known address.

IN THE IOWA DISTRICT COURT FOR _____ COUNTY

No. _____

252C Judicial Support Order

Petitioner,

VS.

Respondent

☐ This matter comes before the Court upon the request of ☐ _____ ☐ the Foster Care Recovery Unit ☐ the Child Support Recovery Unit.

☐ Now on this ____ day of _____, ____, this matter comes before the Court upon the request of
☐ Foster Care Recovery Unit ☐ Child Support Recovery Unit ☐ _____ for the
creation of a support order, according to Iowa Code chapter 252C. The State of Iowa is represented by
_____. The Respondent, _____, appeared by
_____ ☐ The Respondent, _____, appeared by
_____.

The Court, upon the record,

□ including the consent of _____ □ and _____, who agreed to the terms of this order, as evidenced by their signature(s) below, after having consulted with an attorney or having been given the opportunity,

☐ the matter having proceeded to hearing

□ (and) upon the failure of _____ □ and _____ to appear after being given notice of this hearing,

and being fully advised in the premises, **FINDS:**

1. The Court has jurisdiction over the subject matter, and Iowa is the proper state in which to enter an order for support, according to 28 USC 1738B, and Iowa Code chapters 252E, and if applicable, 252K.
2. The Court has personal jurisdiction over the ☐ Respondent.¹ ☐ Respondents¹
3. Entry of this support order in Iowa does not violate 28 USC section 1738B or Iowa Code chapter 252K.²
4. ☐ The Iowa Department of Human Services ☐ is ☐ was the caretaker, and the Respondent, _____, is the ☐ Mother ☐ Father of the minor child(ren).

☐ _____ is the _____ and is caretaker of the minor child(ren).

5. ☐ <PAYEE> has a health benefit plan³ available to cover the child(ren) and should be ordered to provide coverage. The plan is accessible and the cost is reasonable, as provided by Iowa Code chapter 252E. The cost to add the child(ren) is not more than <\$amount> per month, which is determined to be reasonable.

☐ <PAYOR> has a health benefit plan³ available to cover the child(ren) and should be ordered to provide coverage. The plan is accessible and the cost is reasonable, as provided by Iowa Code chapter 252E. The cost to add the child(ren) is not more than <\$amount> per month, which is determined to be reasonable.

☐ <PAYEE> has a health benefit plan³ available to cover the child(ren). Based on Iowa Code section 252E.1B(2)(e), <PAYEE> should be ordered to provide coverage, and <PAYOR> should be ordered to pay cash medical support.

☐ <PAYEE> has a health benefit plan available to cover the child(ren). <PAYOR> meets an exception to paying cash medical support. Based on Iowa Code section 252E.1B(2)(e), both <PAYEE> and <PAYOR> should be ordered to provide health care coverage.

☐ Neither parent has an available health benefit plan³ to cover the child(ren), as provided in Iowa Code chapter 252E. <PAYOR> should be ordered to pay cash medical support.

☐ Neither parent has an available health benefit plan³ to cover the child(ren), as provided in Iowa Code chapter 252E. Based on Iowa Code section 252E.1B(2)(e), <PAYOR> should be ordered to pay cash medical support, but because an exception exists, <PAYOR> should be ordered to provide health care coverage.

☐ <PAYEE>/<PAYOR> has a health benefit plan³ available to cover the children, as provided in Iowa Code chapter 252E. The plan is accessible, but the cost to add the child(ren) exceeds the reasonable cost amount of \$_____ per month, as set forth by the Iowa child support guidelines. <PAYEE>/<PAYOR> consents to the cost of the health benefit plan.

☐ <PAYEE>/<PAYOR> has a health benefit plan³ available to cover the children, as provided in Iowa Code chapter 252E. The cost to add the child(ren) is reasonable. The plan is not accessible as provided in Iowa Code section 252E.1. <PAYEE> and <PAYOR> consent to the health benefit plan.

☐ Service of notice to _____ was not successful. A party cannot be ordered to provide a health benefit plan if that party has not received notice.

THEREFORE, the Court, according to Iowa Code chapter 252C, **CONCLUDES AND ORDERS:**

1. The Respondent, _____, owes a duty of support and is able to pay reasonable support for the child(ren) whose name(s) and date(s) of birth are as follows:

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

2. ☐ Current support is reserved because

☐ _____ now lives in the same household as the children.

☐ the Caretaker does not receive FIP or Title XIX medical benefits and has asked that support not be set at this time.

☐ child(ren) is/are placed in a Psychiatric Mental Institution for Children.

☐ child(ren) is/are not in placement at this time.

☐ _____ shall owe current support of \$_____ per _____.

☐ Since the child(ren) receive Social Security Disability (SSD) benefits because of the _____'s disability, the benefit amount of \$_____ per month was added to _____'s net income. Also, the current child support amount of \$_____ per month is satisfied in the amount of \$_____ per month and the Respondent shall pay the balance of \$_____ per month starting on the ____ day of _____, ____, and continuing on the ____ day of each month.

☐ _____ shall pay current support of \$_____ per _____ starting on the _____ day of _____, _____ and continuing on the _____ day of each _____.

☐ The current child support amount is in accordance with the child support guidelines.

☐ deviates from the child support guidelines in accordance with the authorized foster care deviations.

☐ deviates from the Iowa Supreme Court Guidelines.

☐ deviates from the Iowa Supreme Court Guidelines because of a child care expense variance. The amount of support that would be due for the child(ren) by applying the guidelines is \$_____ per _____. A child care expense variance of \$_____ per _____ will be added to the guidelines amount for a total obligation of \$_____ per _____.

☐ The ongoing support obligation for the children named shall be adjusted without further order, to correspond to the number of children entitled to current support as this number changes. This obligation amount is:

Number of Children Entitled to Support	Guidelines Amount	☐ SSD Satisfaction Amount	☐ Amount Due After SSD Satisfaction
—	_____	_____	\$ _____
—	_____	_____	\$ _____
—	_____	_____	\$ _____
—	_____	_____	\$ _____
—	_____	_____	\$ _____

☐ Even though the SSD amounts may change, the amount due after SSD satisfaction, as stated in this order, remains in effect until this order is modified.

Support for each child continues

☐ as long as the child remains in foster care and the Department of Human Services is incurring expenses for the child in a foster care placement, or

☐ until the child reaches the age of eighteen (18) years or becomes emancipated.

If the child ☐ remains in foster care placement, and ☐ is engaged full-time in completing high school graduation or equivalency requirements, and is reasonably expected to complete these requirements before age nineteen (19), support continues until high school graduation or equivalency requirements are met.

☐ Unless this order is subsequently modified, the ongoing child care expense variance for the child(ren) named shall be adjusted without further court order as follows:

3. ☐ Accrued support is reserved because

☐ _____ now lives in the same household as the children.

☐ the Caretaker does not receive FIP or Title XIX medical benefits and has asked that support not be set at this time.

☐ child(ren) is/are placed in a Psychiatric Mental Institution for Children.

☐ child(ren) is/are not in placement at this time.

4. ☐ Judgment is entered against _____ for accrued support in the amount of \$_____ which shall be paid in installments of \$_____ per _____ beginning on the ____ day of _____, _____, and continuing on the _____ of each _____ until the entire sum is paid. The accrued support is in accordance with the child support guidelines.

5. ☐ Medical support is reserved because

☐ _____ now lives in the same household as the children.

☐ the Caretaker does not receive FIP or Title XIX medical benefits and has asked that support not be set at this time.

☐ child(ren) is/are not in placement at this time.

☐ _____ was not served.

☐ <PAYEE> shall provide, as medical support, health care coverage for the child(ren) as provided in Iowa Code chapter 252E.

☐ <PAYOR> shall provide, as medical support, health care coverage for the child(ren) as provided in Iowa Code chapter 252E.

☐ <PAYEE> shall provide, as medical support, health care coverage for the child(ren) as provided in Iowa Code chapter 252E.

☐ <PAYOR> shall pay cash medical support in the amount of <\$amount> per <frequency>, beginning on the ____ day of _____, _____. This payment is due <frequency> thereafter. It is payable to Collection Services Center.

☐ <PAYEE> shall provide, as medical support, health care coverage for the child(ren) as provided in Iowa Code chapter 252E.

☐ <PAYOR> shall provide health care coverage that covers the child(ren) when a plan becomes available. However, there must be no cost to add the child(ren) to the plan.

☐ <PAYOR> shall provide health care coverage that covers the child(ren), when it becomes available at reasonable cost. Reasonable cost in this case is not more than <\$amount> per month to add the child(ren).

☐ _____ shall ☐pay ☐owe cash medical support in the amount of \$_____ per _____, beginning on the _____ day of _____, _____. It will continue on the _____ day of each month thereafter.

☐ Since the child(ren) receive Social Security Disability (SSD) benefits because of _____'s disability, the benefit amount of \$_____ per month was added to _____'s net income. Also, the cash medical support amount of \$_____ per month is satisfied in the amount of \$_____ per month and _____ shall pay the balance of \$_____ per month starting on the ____ day of _____, _____, and continuing on the ____ day of each month.

☐ <PAYOR> shall provide health care coverage that covers the child(ren) when a plan becomes available. However, there must be no cost to add the child(ren) to the plan.

- ☐ <PAYOR> shall provide a health care coverage that covers the child(ren), when it becomes available at reasonable cost. Reasonable cost in this case is not more than <\$amount> per month to add the child(ren).
- ☐ By consent, <PAYEE>/<PAYOR> shall provide, as medical support, health care coverage for the child(ren), as provided in Iowa Code chapter 252E.
- ☐ By consent of <PAYEE> and <PAYOR> to the otherwise non-accessible health care coverage, <PAYEE>/<PAYOR> shall provide, as medical support, health care coverage for the child(ren) as provided in Iowa Code chapter 252E.
- ☐ Medical support ☐ Cash medical support continues ☐ as long as the child remain in foster care and the Department of Human Services is incurring expenses for the child in a foster care placement, or ☐ until the child reaches the age of eighteen (18) years or becomes emancipated. If the child(ren) ☐ remains in foster care placement, and ☐ is engaged full-time in completing high school graduation or equivalency requirements, and is reasonably expected to complete these requirements before age nineteen (19), support continues until high school graduation or equivalency requirements are met.
- ☐ If uncovered medical expenses for the child(ren) exceed \$250.00 per calendar year per child up to a maximum of \$800.00 per calendar year for all children, _____ shall pay _____% of the excess cost as provided by the Iowa Supreme Court Guidelines.
- ☐ _____ shall pay _____% of any uncovered medical expenses for the child(ren).
- ☐ The uncovered medical expenses provisions of the Iowa guidelines do not apply under this order.
- ☐ Uncovered medical expenses are reserved because
- ☐ _____ now lives in the same household as the children.
- ☐ the Caretaker does not receive FIP or Title XIX medical benefits and has asked that support not be set at this time.
6. The Unit or any caretaker can seek current, accrued, and/or medical support by any legal method without showing a substantial change in circumstances.
7. ☐ If support payments are ordered, all payments ordered shall be payable to the COLLECTION SERVICES CENTER, P.O. BOX 9125, DES MOINES, IOWA 50306-9125, AND IN NO OTHER MANNER. Each payment must identify the person required to provide child support or cash medical support, payee/caretaker, and the following CSC number: #_____. Any payment sent directly to the above named caretaker or the child(ren) by a Respondent is considered a gift and not credited to the support ordered.
7. ☐ If support payments are ordered, upon termination of public assistance (if any), the Collection Services Center shall pay any current support to the named caretaker, unless payments are redirected to another caretaker or unless there has been an automatic redirection by statute.
8. ☐ _____ must attend a parenting class approved by the Department of Human Services. _____ must provide proof of attendance to the Unit within 90 days after this order is entered. Failure to provide proof of attendance may result in modification of the support amount. At the Unit's request, _____ must also provide proof of ongoing compliance with this requirement.
9. The parties are bound by the Notices which are attached and incorporated.

10. ☐ <PAYOR> shall pay the costs of this action, including <PAYOR>'s service fees. <PAYEE>'s service fees (if any) shall not be assessed as costs, as CSRU does not seek to recover those costs.

11. ☐ CSRU does not seek to recover any costs advanced by CSRU in this proceeding, and none are assessed.

Ordered this _____ day of _____, _____.

JUDGE OF THE ____ JUDICIAL DISTRICT

☐ ALL OF THE ABOVE IS SO ORDERED, as indicated by the attached electronic judicial signature.

Copy to:

_____	_____
_____	_____
_____	_____
_____	_____

NOTICES

1. ☐ The income of the payor is subject to income withholding according to Iowa Code chapter 252D. Until the income provider withholds the required amount of support, it is _____'s responsibility to ensure payment is made to the Collection Services Center.

☐ The Unit and the parties in this matter have entered into a written agreement. _____ shall complete an application for automatic withdrawal from a bank account within fourteen calendar days after the entry of this order. The automatic withdrawal must be sufficient to make the support payments set by this order. If _____ fails to comply with the terms of this agreement, the Unit reserves the right to enter an ex parte order for immediate income withholding or pursue other enforcement actions.

2. The installment payment method does not prevent the Unit from collecting the accrued support and/or any delinquent support by any means provided by law, including, but not limited to, an interception of income tax refunds, attachment of liens, income withholding, levy of accounts at financial institutions, and sanctioning of licenses and motor vehicle registrations. When payments become delinquent in an amount equal to the payment for one month, according to Iowa Code chapter 252D, the Court or the Unit may order the withholding for payment of support set at an amount in accordance with 441 IAC chapter 98, division II, or according to Iowa Code chapter 252I, the Unit may execute an administrative levy on _____ financial institutions.

3. According to Iowa Code section 598.22B, the payor, payee, and any necessary third party shall provide the Unit with written information about the person's identity, social security number, residential, mailing and email addresses, telephone number, driver's license number, and the name, address, and telephone number of the party's current employer or other source of income and keep the Unit informed of any changes. The Respondent(s) shall also provide the Unit information about health insurance which is available, including health insurance policy information. If a later child support action is started and a diligent but unsuccessful effort is made to locate the party, due process requirements may be met by delivering a written notice to the most recent residential or employer address on file with the Unit.

4. According to Iowa Code section 252B.23, if support in arrears is referred to a collection entity, a surcharge may be assessed to _____, and information may be provided to a collection entity for purposes of administering and enforcing the surcharge. The amount of the surcharge is a percentage of the amount in arrears.

¹ ☐ Notice of this child support action was personally served on _____ in Iowa and fulfilled all requirements of Iowa Code section 252C.3.

☐ _____ submitted to Iowa jurisdiction by consent in a record, or by providing the Unit with a document that has the effect of waiving any contest to personal jurisdiction. Notice of this child support action was personally served on this Respondent and fulfilled all requirements of Iowa Code section 252C.3.

☐ _____ lived in Iowa with the child(ren) from approximately _____ through _____. Notice of this child support action was personally served on this Respondent and fulfilled all requirements of Iowa Code section 252C.3.

☐ _____ lived in Iowa from approximately _____ through _____, and provided prenatal expenses or support for the child(ren). Notice of this child support action was personally served on this Respondent and fulfilled all requirements of Iowa Code section 252C.3.

☐ _____ caused the child(ren) to live in Iowa through the following action(s):

Notice of this child support action was personally served on this Respondent and fulfilled all requirements of Iowa Code section 252C.3.

☐ _____ had sexual intercourse in Iowa with the other parent which may have resulted in the conception of the following child(ren):

-

<i>Child</i>	<i>Time Period of Possible Conception</i>
_____	_____ through _____
_____	_____ through _____
_____	_____ through _____
_____	_____ through _____
_____	_____ through _____

Notice of this child support action was personally served on this Respondent and fulfilled all requirements of Iowa Code section 252C.3.

☐ _____ claimed to be the other parent of a child either through the declaration of paternity registry maintained by the Iowa Department of Public Health according to Iowa Code section 144.12A, or by completing a paternity affidavit according to Iowa Code section 252A.3A. Notice of this child support action was personally served on this Respondent and fulfilled all requirements of Iowa Code section 252C.3.

☐ _____ has enough minimum contacts with the State of Iowa because:

Notice of this child support action was personally served on this Respondent and fulfilled all requirements of Iowa Code section 252C.3.

☐ Notice of this child support action was personally served on _____ in Iowa and fulfilled all requirements of Iowa Code section 252C.3.

☐ _____ submitted to Iowa jurisdiction by consent in a record, or by providing the Unit with a document that has the effect of waiving any contest to personal jurisdiction. Notice of this child support action was personally served on this Respondent and fulfilled all requirements of Iowa Code section 252C.3.

☐ _____ lived in Iowa with the child(ren) from approximately _____ through _____. Notice of this child support action was personally served on this Respondent and fulfilled all requirements of Iowa Code section 252C.3.

☐ _____ lived in Iowa from approximately _____ through _____, and provided prenatal expenses or support for the child(ren). Notice of this child support action was personally served on this Respondent and fulfilled all requirements of Iowa Code section 252C.3.

☐ _____ caused the child(ren) to live in Iowa through the following action(s):

Notice of this child support action was personally served on this Respondent and fulfilled all requirements of Iowa Code section 252C.3.

☐ _____ had sexual intercourse in Iowa with the other parent which may have resulted in the conception of the following child(ren):

-

Child	Time Period of Possible Conception
_____	_____ through _____
_____	_____ through _____
_____	_____ through _____
_____	_____ through _____
_____	_____ through _____

Notice of this child support action was personally served on this Respondent and fulfilled all requirements of Iowa Code section 252C.3.

☐ _____ claimed to be the other parent of a child either through the declaration of paternity registry maintained by the Iowa Department of Public Health according to Iowa Code section 144.12A, or by completing a paternity affidavit according to Iowa Code section 252A.3A. Notice of this child support action was personally served on this Respondent and fulfilled all requirements of Iowa Code section 252C.3.

☐ _____ has enough minimum contacts with the State of Iowa because:

 Notice of this child support action was personally served on this Respondent and fulfilled all requirements of Iowa Code section 252C.3.

² ☐ A separate action for dissolution of marriage or child support involving _____ and the same child(ren) has begun and the action is pending under Docket # _____ in the State of _____, _____ County. The Court may continue, however, because this action complies with 28 USC section 1738B or Iowa Code chapter 252K.

☐ The Court is unaware of any separate action for dissolution of marriage or child support involving _____ and these same child(ren), which may have started or is pending in Iowa or another state.

☐ The Court knows of the following support order(s) involving _____ as payor and the named child(ren):

State	County	Docket Number
_____	_____	_____
_____	_____	_____
_____	_____	_____

28 USC section 1738B and Iowa Code chapter 252K prohibit the entry of a new support order that would run during the same time period as an existing order for support from another state.

☐ However, no individual contestant to the orders or the child(ren) currently live in any of the states that issued a support order. When this happens, a tribunal with jurisdiction must enter a new support order according to Iowa Code section 252K.207.

☐ However, any order listed above is for current support which has been either suspended or terminated, and/or is for past support for a different time period than the support obligation established in this action. There may be arrears under the existing orders listed above, but they are not at issue in this action.

☐ Neither the payor nor the caretaker has disclosed, and the Court and the Unit are unaware of, any existing child support orders involving _____ as payor and the named child(ren).

³The health benefit plan may be provided by this parent or a stepparent of the child(ren).