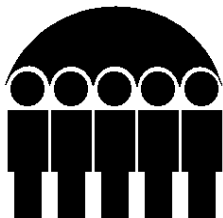


May 21, 2002

Employees' Manual  
Title 10  
Chapter A Appendix

# **ADMINISTRATIVE PATERNITY ESTABLISHMENT**

## **APPENDIX**



Iowa  
Department  
of  
Human Services

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Reserved for future use.

**470-0204, Financial Statement**

Purpose	Use form 470-0204, <i>Financial Statement</i> , to request the parents' financial information.
Source	Enter a "Y" in the GENERATE NOTICES field on the ADPAT screen to generate this form for the first time, or an "R" to regenerate it.
Completion	<p>Complete this form when you need to compute the child support obligation.</p> <p>If the form is generated from the ADPAT screen, ICAR automatically enters all of the data in the heading of this form. If you generate it manually, you must enter all of the data in the heading of this form. The mother and the alleged father complete the remainder of the form.</p> <p>Since generation of this form also generates two copies of form 470-2639, <i>Request for Financial Statement</i>, make a copy of this form as both the alleged father and the mother need to complete that form.</p>
Distribution	<p>Personally serve, through the sheriff or private process server, one copy of this form with form 470-3309, <i>Notice to Alleged Father of Intent to Establish Paternity (and Support)</i>, and accompanying documents upon the alleged father.</p> <p>Mail one copy of this form with form 470-3310, <i>Notice to Mother of Intent to Establish Paternity (and Support)</i>, and other accompanying documents to the mother (not the caretaker if the mother is not the caretaker) by first-class mail.</p>
Data	<p>ICAR enters all of the information on the form. You must enter the information for manually generated forms:</p> <ul style="list-style-type: none"><li>◆ Obligor's name</li><li>◆ Obligee or caretaker's name</li><li>◆ Third party's name (if applicable)</li><li>◆ Children's names</li><li>◆ Date generated (current date in MM/DD/CCYY format)</li><li>◆ ICAR number</li><li>◆ CSRU worker ID</li><li>◆ County name where document is filed</li></ul>

**470/1916, Order for Income Withholding**

Purpose	Use form 470-1916, <i>Order for Income Withholding</i> , to direct the obligor's employer to withhold the ordered support amounts from the obligor's earnings.
Source	When you generate the child support order from the ADMIN2 screen, ICAR requires you to enter a "Y" in the IIW PROVISIONS field if a verified employer exists on the case. This entry takes you to the IWO screen. Enter a "Y" in the ONLINE FORM field on the IWO screen to generate this form.
Completion	Complete this form when you generate the child support order for the judge's approval. If the form is generated from the IWO screen, ICAR automatically enters all of the data. If you generate it manually, you must enter all of the data.
Distribution	Give this form and the administrative establishment order and other accompanying documents to the CSRU attorney who will present the order to the judge for approval. After the order is filed with the clerk of court, mail one copy of this form to the obligor's employer.
Data	ICAR enters all of the information on the form. You must enter the information for manually generated forms: <ul style="list-style-type: none"><li>◆ County of filing</li><li>◆ Petitioner lines 1-6</li><li>◆ Respondent lines 1-2</li><li>◆ Court order number</li><li>◆ Date of the income withholding order</li><li>◆ Obligor's name</li><li>◆ Amount and frequency of current support</li><li>◆ Amount and frequency of accrued support</li><li>◆ Total accrued amount due</li><li>◆ Date of delinquency</li><li>◆ ICAR case number</li><li>◆ Type of withholding</li><li>◆ CSRU address</li></ul>

**470-2639, Request for Financial Statement**

Purpose	Use form 470-2639, <i>Request for Financial Statement</i> , to: <ul style="list-style-type: none"><li>◆ Ask each parent to complete and return form 470-0204, <i>Financial Statement</i>, within ten days.</li><li>◆ Explain the use of the child support guidelines in determining child support obligations.</li><li>◆ Inform the parent of the consequences of not returning the financial statement in ten days.</li></ul>
Source	Enter a “Y” in the GENERATE NOTICES field on the ADPAT screen to generate this form for the first time, or an “R” to regenerate it.
Completion	<p>Complete this form when you are sending the financial statement to the alleged father and mother to enable you to compute the child support obligation.</p> <p>If the form is generated from the ADPAT screen, ICAR automatically enters all of the data in the heading of the form. If you generate it manually, you must enter all of the data.</p>
Distribution	<p>Personally serve, through the sheriff or private process server, one copy of this form with form 470-3309, <i>Notice to Alleged Father of Intent to Establish Paternity (and Support)</i>, and accompanying documents upon the alleged father.</p> <p>Mail one copy of this form with form 470-3310, <i>Notice to Mother of Intent to Establish Paternity (and Support)</i>, and accompanying documents to the mother (not the caretaker, if the mother is not the caretaker) by first-class mail.</p>
Data	<p>ICAR enters all of the information on the form. You must enter the information for manually generated forms:</p> <ul style="list-style-type: none"><li>◆ Date generated (current date in MM/DD/CCYY format)</li><li>◆ ICAR number</li><li>◆ Obligee’s name and address</li><li>◆ Obligor’s name and address</li><li>◆ Initiating state’s IV-D address (if applicable)</li><li>◆ CSRU or FCRU worker’s name, ID, address and telephone number</li><li>◆ Children’s names</li></ul>

**470-2640, Child Support Guidelines Worksheet**

Purpose	Use form 470-2640, <i>Child Support Guidelines Worksheet</i> , with form 470-2950, <i>Child Support Guidelines Worksheet Cover Letter</i> , to inform the alleged father and mother about the child support obligation.
Source	Generate this form from the personal computer application.
Completion	<p>Complete this form after you receive financial information from the parents and after you calculate the child support obligation. Enter all necessary financial information into the PC application, which performs the necessary calculations. All of this information displays on this form.</p> <p>To print this form from the PC application, select “Print Guideline” or “Print Guideline and Attachments” from the File menu.</p> <p>See 10-H, <b><i>DETERMINING CHILD SUPPORT OBLIGATIONS</i></b>, for more information on completing this form.</p>
Distribution	Send one copy each to the alleged father and the caretaker (or the mother if not the caretaker) by first-class mail with the cover letter.
Data	<p>The form contains the following information:</p> <ul style="list-style-type: none"><li>◆ Case number</li><li>◆ Docket numbers</li><li>◆ Dependents included in support order</li><li>◆ Names of alleged father and mother</li><li>◆ Method used to determine income</li><li>◆ Income information and deductions</li><li>◆ Guidelines percentage</li><li>◆ Calculation used to determine guideline amount of child support</li><li>◆ Extraordinary visitation</li><li>◆ Deviation reason and amounts</li><li>◆ Recommended amount of current and accrued support</li><li>◆ Changes in support obligation as children emancipate</li><li>◆ Qualified additional dependents (QADD)</li><li>◆ Comments</li></ul>

**470-2788, Role of the Child Support Recovery Attorney**

Purpose	Use form 470-2788, <i>Role of the Child Support Attorney</i> , to explain that the CSRU attorney represents the state of Iowa — not the mother or the children’s caretaker.
Source	Enter a “Y” in the GENERATE NOTICES field on the ADPAT screen to generate this form for the first time, or an “R” to regenerate it.
Completion	<p>Complete this form when you initiate the administrative paternity process.</p> <p>If the form is generated from the ADPAT screen, ICAR automatically enters all of the data in the heading of the form except for the reason for sending this form, which you must complete. If the form is manually generated, you must enter all of the data.</p>
Distribution	Send one copy of this form with the mother’s notice (and accompanying documents) to the mother by first-class mail. Send one copy to the children’s caretaker, if the mother is not the caretaker.
Data	<p>ICAR enters the following information on the form. You must enter this information for manually generated forms:</p> <ul style="list-style-type: none"> <li>◆ Date generated (current date in MM/DD/CCYY format)</li> <li>◆ ICAR number</li> <li>◆ CSRU telephone number</li> <li>◆ Obligee’s name and address</li> <li>◆ Initiating state’s IV-D address (if applicable)</li> </ul> <p>The worker enters the following information:</p> <ul style="list-style-type: none"> <li>◆ Reason for sending this form</li> </ul>

**470-2819, What You Should Know About Immediate Income Withholding**

Purpose	Use form 470-2819, <i>What you Should Know About Immediate Income Withholding</i> , to explain how immediate income withholding works and the possible exemptions from immediate income withholding.
Source	Enter a “Y” in the GENERATE NOTICES field on the ADPAT screen to generate this form for the first time, or an “R” to regenerate it.
Completion	<p>Complete this form when you initiate the administrative paternity process.</p> <p>If the form is generated from the ADPAT screen, ICAR automatically enters all of the data in the heading of the form. If the form is manually generated, you must enter all of the data.</p>
Distribution	<p>Personally serve, through the sheriff or private process server, one copy of this form with the notice and its other accompanying documents upon the alleged father.</p> <p>Also mail the form to the mother (not the caretaker, if the mother is not the caretaker) with form 470-3310, <i>Notice to Mother of Intent to Establish Paternity and Support</i>, and accompanying documents.</p> <p><b>Note:</b> Do not send form 470-2819, <i>What You Should Know About Immediate Income Withholding</i>, to the parties when you are seeking an order for paternity and/or health insurance only obligation. An immediate income withholding order is not issued on these cases.</p>
Data	<p>ICAR enters all of the information on the form. You must enter the information for manually generated forms:</p> <ul style="list-style-type: none"> <li>◆ Date generated (current date in MM/DD/CCYY format)</li> <li>◆ Name and address of obligor</li> <li>◆ Name and address of obligee</li> <li>◆ ICAR number</li> <li>◆ Worker name, address and ID number</li> </ul>

**470-2884, Affidavit of FIP Expended/Foster Care Expended**

Purpose	Use form 470-2884, <i>Affidavit of FIP Expended/Foster Care Expended</i> , for cases requiring affidavits of FIP or foster care amounts expended at court hearings.
Source	Generate this form from the FORMOSEL screen.
Completion	Complete this form only when necessary for a court hearing. It is not required for every case or for every court hearing.  ICAR automatically enters some of the data into this form. You must enter the rest of the data.
Distribution	If needed for a court hearing, present this form to your office attorney with form 470-1919, <i>Request for Hearing to Determine Support Obligation and Certification of Matter to District Court</i> , and other accompanying documents.
Data	ICAR enters the following information: <ul style="list-style-type: none"> <li>◆ Date generated</li> <li>◆ ICAR case number</li> <li>◆ CSRU worker's name and address</li> <li>◆ County</li> <li>◆ Docket number</li> <li>◆ Petitioner information</li> <li>◆ Respondent information</li> <li>◆ Obligor's or alleged father's name</li> <li>◆ Children's names</li> <li>◆ Obligee's name</li> </ul> <p>The worker enters the following information:</p> <ul style="list-style-type: none"> <li>◆ Type of form (CSRU or FCRU)</li> <li>◆ Date information was reviewed by worker</li> <li>◆ Total amount of FIP expended (if applicable)</li> <li>◆ Total amount of foster care expended (if applicable)</li> <li>◆ Paternity case (if applicable)</li> </ul>

**470-2950, Child Support Guidelines Worksheet Cover Letter**

Purpose	Use form 470-2950, <i>Child Support Guidelines Worksheet Cover Letter</i> , to notify the alleged father and the caretaker (or the mother, if not the caretaker) that CSRU will consider any new or different financial information they submit within ten days of the date on the cover letter.
Source	Enter a “Y” in the GENERATE GUIDELINES CV LTR field on the ADPAT2 screen to generate the form for the first time, or an “R” to regenerate it.
Completion	<p>Complete this form after you receive the parent’s financial information and after you calculate the child support obligation.</p> <p>If the form is generated from the ADPAT2 screen, ICAR automatically enters all of the data. If the form is manually generated, you must enter all of the data.</p>
Distribution	Send one copy each to the alleged father and the caretaker (or to the mother if not the caretaker) by first-class mail with form 470-2640, <i>Child Support Guidelines Worksheet</i> .
Data	<p>ICAR enters all of the information on the form. You must enter the information for manually generated forms:</p> <ul style="list-style-type: none"> <li>◆ Data generated (current date in MM/DD/CCYY format)</li> <li>◆ ICAR number</li> <li>◆ Obligee’s name and address</li> <li>◆ Obligor’s name and address</li> <li>◆ Initiating state’s IV-D address (if applicable)</li> <li>◆ Children’s names</li> <li>◆ Worker name, address and telephone number</li> </ul>

**470-3181, Directions for Service**

Purpose	Use form 470-3181, <i>Directions for Service</i> , to provide location information and a return form on which the in-state process server or sheriff can report the success or failure of the service attempt.
Source	Enter a “Y” in the GEN SERVICE REQUEST field on the ADPAT screen to generate this form for the first time, or an “R” to regenerate it. You must also enter an “T” in the I/O field.
Completion	<p>Complete this form when you generate the notice packet and when you need to serve it upon the alleged father in the state of Iowa.</p> <p>If the form is generated from the ADPAT screen, ICAR automatically enters some of the data, and you must enter the rest. If the form is generated manually, you must enter all of the data.</p> <p>The sheriff or process server completes the Return of Service page after the successful or unsuccessful service attempts and returns it to CSRU.</p>
Distribution	Send this form along with a notice packet to the in-state sheriff or process server by first-class mail. If the person you are trying to serve resides in a shelter, include forms 470-3665, <i>Information Sheet for Sheriffs and Private Process Servers</i> , and 470-3656, <i>Section 915.20A Affidavit Regarding Return of Service</i> . See 9-A, <b>GENERAL PROGRAM INFORMATION</b> .
Data	<p>ICAR enters the following information on the form. You must enter this information for manually generated forms:</p> <ul style="list-style-type: none"><li>◆ ICAR number</li><li>◆ Court order number</li><li>◆ Date generated (current date in MM/DD/CCYY format)</li><li>◆ Attached items</li><li>◆ Name, social security number, and address of person to be served</li><li>◆ Employer’s name and address</li><li>◆ Date of birth and physical description of person to be served</li><li>◆ CSRU or FCRU worker’s name, ID number, and address</li></ul>

The worker enters the following information:

- ◆ Expiration date
- ◆ County where service is requested
- ◆ Sheriff or process server's name and address
- ◆ Service requirements (personal service vs. service on any member of the household)
- ◆ Other information relating to service
- ◆ Billing information
- ◆ Office (e.g. Sioux City)

**470-3293, Mother's Written Statement Alleging Paternity**

Purpose	Use form 470-3293, <i>Mother's Written Statement Alleging Paternity</i> , to document the mother's paternity allegation and as the basis for initiating the administrative paternity establishment process.
Source	Enter a "Y" in the GEN MOTHER'S STATEMENT field on the ADPAT screen to generate this form for the first time, or an "R" to regenerate it.
Completion	<p>This form must be completed before serving the alleged father in an administrative paternity action.</p> <p>If the form is generated from the ADPAT screen, ICAR automatically enters all of the data. If the form is generated manually, you must enter all of the data.</p> <p>ICAR also issues this form through the "Direct Case to the Next Activity" program if case conditions are met. See 9-E, <i>CASE SET-UP</i>, for more information.</p>
Distribution	Send one copy of this form with form 470-3306, <i>Request for Mother's Statement Alleging Paternity</i> , or form 470-3307, <i>Request for Mother's Statement Alleging Paternity - Noncaretaker</i> , to the mother by first-class mail.
Data	<p>ICAR enters all of the information on the form. You must enter the information for manually generated forms:</p> <ul style="list-style-type: none"> <li>◆ ICAR number</li> <li>◆ Obligee's name</li> <li>◆ Children's names</li> <li>◆ CSRU address</li> </ul>

**470-3294, 252F Administrative Paternity (and Support) Order**

Purpose	Use form 470-3294, <i>252F Administrative Paternity (and Support) Order</i> , when approved by a judge, to establish the alleged father as the children's legal father and to set his child support obligations.
Source	Enter an "A" in the GENERATE ORDER field on the ADPAT2 screen to generate this form for the first time, or an "R" to regenerate it. ICAR also requires that you make the appropriate entry in the TYPE field.
Completion	<p>Complete this form for the judge's approval after all appropriate timeframes have passed to establish paternity only or paternity and support. If the order is used to establish paternity only, complete form 470-3641, <i>252F Judicial Support Order</i>, to set the child support obligations after a hearing has been held.</p> <p>When the form is generated from the ADPAT2 screen, ICAR enters some of the data, and you must enter the rest. If the form is generated manually, you must enter all of the data.</p>
Distribution	<p>Present this form to the CSRU administrator's designee for review and signature. After the designee signs the form, present it with the additional court documents to the CSRU attorney for presentation to the court.</p> <p>Once the judge signs form 470-3320, <i>252F Approval Order</i>, and all documents are filed with the clerk of court, mail copies of the administrative paternity order to the parties involved in the action.</p>
Data	<p>ICAR enters the following information on the form. You must enter this information for manually generated forms:</p> <ul style="list-style-type: none"> <li>◆ Court order number</li> <li>◆ ICAR number</li> <li>◆ Obligor's name</li> <li>◆ Obligee's name</li> <li>◆ Children's names and dates of birth</li> <li>◆ Obligor's attorney's name and address</li> <li>◆ Obligee's attorney's name and address</li> </ul>

The worker enters the following information:

- ◆ Respondent consents to order (if applicable)
- ◆ Obligee's relationship to child(ren)
- ◆ Obligor's response to action
- ◆ Jurisdiction
- ◆ Separate pending action (if applicable)
- ◆ Existing child support order (if applicable)
- ◆ Assessment of additional costs of action
- ◆ Reserved support and reasons (if applicable)
- ◆ Current support amount, frequency, and due date
- ◆ Current support amount after emancipation (if applicable)
- ◆ Accrued support amount, frequency, and due date
- ◆ Deviations (if applicable)
- ◆ Medical support
- ◆ Immediate income withholding or other arrangement (if applicable)
- ◆ Parenting class requirement (if applicable)
- ◆ Child's place of birth (Iowa or out-of-state)

**470-3306, Request for Mother's Statement Alleging Paternity**

Purpose	Use form 470-3306, <i>Request for Mother's Statement Alleging Paternity</i> , to ask the mother to complete form 470-2639, <i>Mother's Written Statement Alleging Paternity</i> , and to notify her of the consequences for failing to do so.
Source	<p>Enter a "Y" in the GEN MOTHER'S STATEMENT field on the ADPAT screen to generate this form for the first time, or an "R" to regenerate it.</p> <p>ICAR displays this form if there is an "N" in the CARETAKER CASE field. ICAR displays form 470-3307, <i>Request for Mother's Written Statement Alleging Paternity – Noncaretaker</i>, if there is a "Y" in the CARETAKER CASE field.</p>
Completion	<p>Complete this form each time you generate the mother's statement when the mother is the caretaker of the children.</p> <p>If the form is generated from the ADPAT screen, ICAR enters some of the data, except for the option regarding receipt of public assistance, which you must enter. If the form is manually generated, you must enter all of the data.</p>
Distribution	Send one copy of this form with the <i>Mother's Written Statement Alleging Paternity</i> to the mother by first-class mail.
Data	<p>ICAR enters the following information on the form. You must enter this information for manually generated forms:</p> <ul style="list-style-type: none"> <li>◆ Oblige's name and address</li> <li>◆ Initiating state's IV-D address (if applicable)</li> <li>◆ Date generated (current date in MM/DD/CCYY format)</li> <li>◆ ICAR number</li> <li>◆ Children's names</li> <li>◆ CSRU worker ID, name, address, and telephone number</li> </ul> <p>The worker enters the following information:</p> <ul style="list-style-type: none"> <li>◆ Public assistance case/non public assistance case</li> </ul>

**470-3307, Request for Mother's Statement Alleging Paternity - Noncaretaker**

Purpose	Use form 470-3307, <i>Request for Mother's Statement Alleging Paternity – Noncaretaker</i> , to ask the mother to complete form 470-3293, <i>Mother's Written Statement Alleging Paternity</i> , and to inform her of the statement's importance.
Source	<p>Enter a "Y" in the GEN MOTHER'S STATEMENT field on the ADPAT screen to generate this form for the first time, or an "R" to regenerate it.</p> <p>ICAR displays this form if there is a "Y" in the CARETAKER CASE field. ICAR displays form 470-3306, <i>Request for Mother's Written Statement Alleging Paternity</i>, if there is an "N" in the CARETAKER CASE field.</p>
Completion	<p>Complete this form each time you generate the mother's statement when the mother is not the caretaker of the children.</p> <p>If the form is generated from the ADPAT screen, ICAR automatically enters all of the data into this form. If the form is generated manually, you must enter all of the data.</p>
Distribution	Send one copy of this form with the <i>Mother's Written Statement Alleging Paternity</i> to the noncaretaker mother by first-class mail.
Data	<p>ICAR enters all of the information on the form. You must enter the information for manually generated forms:</p> <ul style="list-style-type: none"> <li>◆ Mother's name and address</li> <li>◆ Date generated (current date in MM/DD/CCYY format).</li> <li>◆ ICAR number</li> <li>◆ Children's names</li> <li>◆ CSRU worker ID, name, address, and telephone number</li> </ul>

Reserve for future use.

**470-3309, Notice to Alleged Father of Intent to Establish Paternity (and Support)**

Purpose	Use form 470-3309, <i>Notice to Alleged Father of Intent to Establish Paternity (and Support)</i> , to notify the alleged father of the mother's allegation, of CSRU's intention to establish paternity (and support obligations) and of his options for responding.
Source	Enter a "Y" in the GENERATE NOTICES field on the ADPAT screen to generate this form for the first time, or an "R" to regenerate it.
Completion	<p>Complete this form when you initiate the administrative paternity process, but only after you receive a completed form 470-3293, <i>Mother's Written Statement Alleging Paternity</i>, from the children's mother.</p> <p>If the form is generated from the ADPAT screen, ICAR automatically enters some of the data, and you must enter the rest. If the form is generated manually, you must enter all of the data.</p>
Distribution	<p>Personally serve one copy upon the alleged father through a sheriff or private process server, or present it to him in the CSRU office with form 470-3311, <i>Waiver of Personal Service and Acceptance of Notice to Alleged Father of Intent to Establish Paternity (and Support)</i>. Serve one copy of each of the following documents with this form:</p> <ul style="list-style-type: none"> <li>◆ Form 470-2819, <i>What You Should Know About Income Withholding</i></li> <li>◆ Form 470-2639, <i>Request for Financial Statement</i></li> <li>◆ Form 470-0204, <i>Financial Statement</i></li> <li>◆ Form 470-3328, <i>Alleged Father's Rights and Responsibilities in Administrative Paternity Establishment</i></li> </ul>

## Data

ICAR enters the following information on the form. You must enter this information for manually generated forms:

- ◆ Court order number
- ◆ ICAR number
- ◆ Mother's name
- ◆ Obligee's name
- ◆ Alleged father's name
- ◆ Children's names and dates of birth
- ◆ CSRU worker's name, address, and telephone number
- ◆ Alleged father's attorney's name and address (if applicable)
- ◆ County name where the document is filed

The worker enters the following information:

- ◆ Types of support
- ◆ Jurisdiction
- ◆ Separate pending action (if applicable)
- ◆ Parenting class requirement (if applicable)

**470-3310, Notice to Mother of Intent to Establish Paternity (and Support)**

Purpose	Use form 470-3310, <i>Notice to Mother of Intent to Establish Paternity (and Support)</i> , to notify the mother of CSRU's intention to pursue paternity establishment and of her right to contest the action.
Source	Enter a "Y" in the GENERATE NOTICES field on the ADPAT screen to generate this form for the first time, or an "R" to regenerate it.
Completion	<p>Complete this form when you initiate the administrative paternity action, but only after you receive a complete form 470-3293, <i>Mother's Written Statement Alleging Paternity</i>, from the children's mother.</p> <p>If the form is generated from the ADPAT screen, ICAR automatically enters some of the data into it, and you must enter the rest of the data. If the form is generated manually, you must enter all of the data.</p>
Distribution	<p>Send one copy to the mother by first-class mail with one copy of each of the following documents:</p> <ul style="list-style-type: none"><li>◆ Form 470-2788, <i>Role of the Child Support Recovery Attorney</i></li><li>◆ Form 470-2639, <i>Request for Financial Statement</i></li><li>◆ Form 470-0204, <i>Financial Statement</i></li><li>◆ Form 470-2819, <i>What You Should Know About Immediate Income Withholding</i></li></ul>
Data	<p>ICAR enters the following information on the form. You must enter this information for manually generated forms:</p> <ul style="list-style-type: none"><li>◆ Court order number</li><li>◆ ICAR number</li><li>◆ Mother's name</li><li>◆ Obligee's name</li><li>◆ Alleged father's name</li><li>◆ Children's names and dates of birth</li><li>◆ CSRU worker name, address, and telephone number</li><li>◆ Obligee's attorney's name and address (if applicable)</li><li>◆ County name where document is filed</li></ul>

The worker enters the following information

- ◆ Types of support
- ◆ Jurisdiction
- ◆ Separate pending action (if applicable)

**470-3311, Waiver of Personal Service and Acceptance of Notice to Alleged Father of Intent to Establish Paternity (and Support)**

Purpose	<p>Use form 470-3311, <i>Waiver of Personal Service and Acceptance of Notice to Alleged Father to Intent to Establish Paternity (and Support)</i>, for the alleged father to:</p> <ul style="list-style-type: none"> <li>◆ Waive personal service of form 470-3309, <i>Notice to Alleged Father of Intent to Establish Paternity (and Support)</i>, and</li> <li>◆ Acknowledge that he received a copy of the notice.</li> </ul>
Source	Enter an "A" in the SERVICE OBTAINED field on the ADPAT2 screen to generate this form for the first time, or an "R" to regenerate it.
Completion	<p>Complete this form only if the alleged father wants to waive personal service of the notice. It is not required in all cases.</p> <p>If the form is generated from the ADPAT screen, ICAR automatically enters all of the data except for the option regarding support, which you must enter. If the form is generated manually, you must enter all of the data.</p>
Distribution	Present the form to the alleged father when he comes into the office and accepts service of the notice.
Data	<p>ICAR enters the following information on the form. You must enter this information for manually generated forms:</p> <ul style="list-style-type: none"> <li>◆ Name of county where document is filed</li> <li>◆ Petitioner information</li> <li>◆ Respondent information</li> <li>◆ Court order number</li> <li>◆ Alleged father's name</li> </ul> <p>The worker enters the following information:</p> <ul style="list-style-type: none"> <li>◆ Support set (if applicable)</li> </ul>

**470-3312, Paternity Negotiation Conference Scheduled/Denied**

Purpose	Use form 470-3312, <i>Paternity Negotiation Conference Scheduled/Denied</i> , either to deny the conference and provide the reasons for denial or to provide the date, place and time of the conference, if it is not denied.
Source	Enter an “S” or “D” in the CSRU RESPONSE field on the ADPAT2 screen to generate this form. This entry also generates from 470-3313, <i>Paternity Negotiation Conference Report</i> , for you to use to prepare for the conference and to complete during the conference.
Completion	<p>Complete this form only if the alleged father requests a negotiation conference. It is not required in all cases.</p> <p>If the form is generated from the ADPAT3 screen, ICAR enters some of the data into this form, and you must enter the rest of the data. If the form is generated manually, you must enter all of the data.</p>
Distribution	Send one copy of this form to the alleged father by first-class mail.
Data	<p>ICAR enters the following information on the form. You must enter this information for manually generated forms:</p> <ul style="list-style-type: none"> <li>◆ Date generated (current date in MM/DD/CCYY format)</li> <li>◆ ICAR number</li> <li>◆ Alleged father’s name and address</li> <li>◆ CSRU or FCRU worker’s name, address, and telephone number</li> <li>◆ Date and time of conference</li> </ul> <p>The worker enters the following information:</p> <ul style="list-style-type: none"> <li>◆ Conference scheduled, denied or rescheduled</li> <li>◆ Support at issue (if applicable)</li> <li>◆ Conference location</li> <li>◆ Denial reason (if applicable)</li> </ul>

**470-3313, Paternity Negotiation Conference Report**

Purpose	Use form 470-3313, <i>Paternity Negotiation Conference Report</i> , to summarize what occurred during the conference and to record any new information the alleged father provided during the conference.
Source	Enter an “S” in the CSRU REPONSE field on the ADPAT2 screen to generate this form. Keep the report form in the file until the date of the negotiation conference.
Completion	Complete this form during the negotiation conference requested by the alleged father. This form is not required in all cases.  If the form is generated from the ADPAT3 screen, ICAR automatically enters all of the data. If the form is generated manually, you must enter all of the data.
Distribution	Keep the original form in the case file and send one copy of the form to the alleged father by first-class mail. Do not file this form with the clerk of court, because it contains confidential information.
Data	ICAR enters all of the information on the form. You must enter this information for manually generated forms: <ul style="list-style-type: none"> <li>◆ Alleged father’s name and address</li> <li>◆ Children’s names</li> <li>◆ Caretaker’s name</li> </ul>

**470-3314, Second Notice of Intent to Establish Paternity**

Purpose	Use form 470-3314, <i>Second Notice of Intent to Establish Paternity</i> , to inform the alleged father of the action to be taken as a result of the conference.
Source	Enter a “Y” in the CONF HELD field on the ADPAT3 screen to generate this form.
Completion	<p>Complete this form after you hold a negotiation conference with the alleged father.</p> <p>If the form is generated from the ADPAT3 screen, ICAR enters some of the data, and you must enter the rest. If the form is generated manually, you must enter all of the data.</p> <p>Each time this form is produced, ICAR generates a cover letter that contains the address for the party to whom you are sending information. Keep copies of the cover letters in the CSRU file, but to keep the address confidential, do not file copies in the district court file.</p>
Distribution	Give one copy of this form to the alleged father immediately after the conference while he is still in the office, or mail one copy to him by first-class mail. Keep the original in the case file to file later with the court when the administrative paternity order is filed.
Data	<p>ICAR enters the following information on the form. You must enter this information for manually generated forms:</p> <ul style="list-style-type: none"> <li>◆ Court order number</li> <li>◆ ICAR number</li> <li>◆ Alleged father’s name and address</li> <li>◆ Mother’s name and address</li> <li>◆ Obligee’s or caretaker’s name and address (if applicable)</li> <li>◆ Initiating state’s IV-D address (if applicable)</li> <li>◆ Children’s names and dates of birth</li> <li>◆ CSRU worker’s name, address, and telephone number</li> <li>◆ Alleged father’s attorney’s name and address (if applicable)</li> <li>◆ Obligee’s mother’s attorney’s name and address (if applicable)</li> <li>◆ County where document is being filed</li> </ul>

The worker enters the following information:

- ◆ Date of conference
- ◆ Hearing scheduled (if applicable)
- ◆ Action withdrawn (if applicable)
- ◆ Order filed (if applicable)
- ◆ Names of child(ren) for whom paternity will be established
- ◆ Types of support
- ◆ Reason support reserved (if applicable)
- ◆ Date and type of notice delivery

**470-3315, Notice of Genetic Testing Results**

Purpose	Use form 470-3315, <i>Notice of Genetic Testing Result</i> , to inform the parties of the genetic testing results and of their options should they wish to contest the genetic testing results.
Source	Enter a “Y” in the GEN FIRST RESULTS NOTICE field on the ADPAT3 screen to generate this form for the first time, or an “R” to regenerate it.
Completion	<p>Complete this form when tests have been completed for both the alleged father and the child, as indicated by a “Y” in the TST COMPL fields.</p> <p>When you enter a “Y” or an “R” in the GEN FIRST RESULTS NOTICE field, ICAR displays the GENTEST screen for you to enter the genetic testing results. When you press PF2 or PF3, ICAR displays this form.</p> <p>If the form is generated from the ADPAT3 screen, ICAR enters some of the data, and you must enter the rest. If the form is generated manually, you must enter all of the data.</p> <p>Each time this form is produced, ICAR generates a cover letter that contains the address for the party to whom you are sending information. Keep copies of the cover letters in the CSRU file, but to keep the address confidential, do not file copies in the district court file.</p>
Distribution	Send one copy of this form to the alleged father, the mother and the children’s caretaker (if not the mother) by first-class mail.
Data	<p>ICAR enters the following information on the form. You must enter this information for manually generated forms:</p> <ul style="list-style-type: none"><li>◆ Name of the county where the document is filed</li><li>◆ Alleged father’s name and address</li><li>◆ Mother’s name and address</li><li>◆ Caretaker’s name and address (if applicable)</li><li>◆ Initiating state’s IV-D address (if applicable)</li><li>◆ Children’s names</li><li>◆ ICAR number</li><li>◆ Court order number</li></ul>

- ◆ Level of genetic test (first or second)
- ◆ Children excluded from paternity (if applicable)
- ◆ Children included from paternity (if applicable)
- ◆ Paternity percentages
- ◆ CSRU worker's name, address, and telephone number
- ◆ Alleged father's attorney's name and address (if applicable)
- ◆ Mother's attorney's name and address (if applicable)
- ◆ Caretaker's attorney's name and address (if applicable)

The worker enters the following information:

- ◆ If mother is not the caretaker
- ◆ Date and type of delivery of notice
- ◆ If alleged father has been excluded on at least one child
- ◆ Whether the paternity percentage is greater than 95%
- ◆ Whether the paternity percentage is less than 95%

**470-3317, Administrative Order for Genetic Testing for Alleged Father/Mother/Child(ren)**

Purpose	<p>Use form 470-3317, <i>Administrative Order for Genetic Testing for Alleged Father/Mother/Children</i>, to:</p> <ul style="list-style-type: none"> <li>◆ Notify the alleged father, the mother, and the caretaker that they are required to submit to genetic testing and to</li> <li>◆ Provide each party with the date, time and location of the party's appointment.</li> </ul>
Source	<p>Enter a "Y" in the GEN ADMIN ORDER GENETIC TEST field on the ADPAT3 screen to generate this form for the first time, or an "R" to regenerate it.</p>
Completion	<p>Complete this form only when a party or CSRU requests genetic testing.</p> <p>If the form is generated from the ADPAT3 screen, ICAR enters some of the data, and you must enter the rest. If the form is generated manually, you must enter all of the data.</p> <p>Each time this form is produced, ICAR generates a cover letter that contains the address for the party to whom you are sending information. Keep copies of the cover letters in the CSRU file, but to keep the address confidential, do not file copies in the district court file.</p>
Distribution	<p>Send one copy to the alleged father, the mother, and the caretaker (if not the mother) by first-class mail.</p>
Data	<p>ICAR enters the following information on the form. You must enter this information for manually generated forms:</p> <ul style="list-style-type: none"> <li>◆ Name of the county where the document is filed</li> <li>◆ Court order number</li> <li>◆ ICAR number</li> <li>◆ Alleged father's name and address</li> <li>◆ Mother's name and address</li> <li>◆ Caretaker's name and address (if applicable)</li> <li>◆ Initiating state's IV-D address (if applicable)</li> <li>◆ Children's names and dates of birth</li> </ul>

- ◆ Date and time of genetic testing for all parties
- ◆ CSRU address and telephone number
- ◆ Alleged father's attorney's address
- ◆ Mother's attorney's address
- ◆ Caretaker's attorney's address

The worker enters the following information:

- ◆ If the order is for the mother, the father, or the child
- ◆ Party contesting paternity
- ◆ Name and address of facility where genetic sample will be taken
- ◆ Type of identification needed for the child (if applicable)
- ◆ Name of the facility where the genetic samples will be analyzed
- ◆ Supervisor of the facility where the samples will be analyzed
- ◆ Type and date of delivery of order

**470-3318, Dismissal of Administrative Paternity Action Without Prejudice**

Purpose	Use form 470-3318, <i>Dismissal of Administrative Paternity Action</i> , as CSRU's formal withdrawal from the administrative paternity establishment action.
Source	<p>Enter the applicable code in the ACTION DISMISSED/PROCESS ENDED field on the ADPAT2 screen. Valid entries that produce this form are:</p> <p>CPNC = Custodial parent non-cooperation  PNI = Paternity not an issue  NLAF = Non-location on alleged father  AFEX = Alleged father excluded by genetic testing  OTH = Other</p>
Completion	<p>Complete this form when the administrative paternity process is no longer appropriate and the alleged father has already been served with form 470-3309, <i>Notice to Alleged Father of Intent to Establish Paternity (and Support)</i>.</p> <p>If the form is generated from the ADPAT2 screen, ICAR enters some of the data, and you must enter the rest. If the form is generated manually, you must enter all of the data.</p> <p>Each time this form is produced, ICAR generates a cover letter that contains the address for the party to whom you are sending information. Keep copies of the cover letters in the CSRU file, but to keep the address confidential, do not file copies in the district court file.</p>
Distribution	File the original of each form sent to each party with the clerk of court and send the appropriate copy to the alleged father, the mother and the caretaker (if not the mother).

Data

ICAR enters the following information on the form. You must enter this information for manually generated forms:

- ◆ Name of the county where the document is filed
- ◆ Alleged father's name
- ◆ Mother's name
- ◆ Caretaker's name (if applicable)
- ◆ ICAR number
- ◆ Court order number
- ◆ Children's names and dates of birth
- ◆ CSRU worker's name, title, and address
- ◆ Initiating state's IV-D address (if applicable)

The worker enters the following information:

- ◆ Date and type of delivery
- ◆ Name and address of the person delivery is made to
- ◆ Date the worker signed the document

**470-3319, Request for Chapter 252F Hearing**

Purpose	Use form 470-3319, <i>Request for Chapter 252F Hearing</i> , to certify to the court that the record of the administrative proceeding is true and accurate and to request that the court set a time for hearing.
Source	Enter a date in the CERTIFY TO COURT field on the ADPAT3 screen to generate this form.
Completion	Complete this form when a party or CSRU requests a court hearing.  If the form is generated from the ADPAT3 screen, ICAR enters some of the data, and you must enter the rest. If the form is generated manually, you must enter all of the data.
Distribution	File this form (with copies of all the documents related to the administrative paternity establishment proceeding) with the clerk of court.
Data	ICAR enters the following information on the form. You must enter this information for manually generated forms: <ul style="list-style-type: none"><li>◆ Name of county where document is filed</li><li>◆ Petitioner information</li><li>◆ Respondent information</li><li>◆ Court order number</li><li>◆ CSRU attorney name, PIN number and address</li><li>◆ CSRU worker name</li><li>◆ Alleged father's name</li><li>◆ Alleged father's attorney's name and address (if applicable)</li><li>◆ Caretaker's name</li><li>◆ Caretaker's attorney's name and address (if applicable)</li></ul> The worker enters the following information: <ul style="list-style-type: none"><li>◆ Whether CSRU has requested a hearing</li><li>◆ Whether the mother has requested a hearing</li><li>◆ Whether the alleged father has requested a hearing and why</li><li>◆ CSRU attorney's fax number</li></ul>

**470-3320, 252F Approval Order**

Purpose	Form 470-3320, <i>252F Approval Order</i> , serves as the document on which the judge indicates (by signature) approval of the administrative order. Use this form with form 470-3294, <i>252F Administrative Paternity (and Support) Order</i> .
Source	Enter an “A” in the GENERATE ORDER field on the ADPAT2 screen to generate the administrative order and this form for the first time or an “R” to regenerate them.
Completion	<p>Complete this form each time you generate the administrative paternity (and support) order.</p> <p>If the form is generated from the ADPAT2 screen, ICAR enters some of the data, and you must enter the rest. If the form is generated manually, you must enter all of the data.</p>
Distribution	<p>Present this form with the administrative paternity (and support) order, and other accompanying documents to the CSRU administrator’s designee for review and approval.</p> <p>After the designee signs the administrative paternity (and support) order, present the order and this form with the additional court documents to the CSRU attorney for presentation to the court.</p> <p>Once the judge signs this form and all documents are filed with the clerk of court, mail copies of the administrative paternity (and support) order to the parties involved in the action.</p>
Data	<p>ICAR enters the following information on the form. You must enter this information for manually generated forms:</p> <ul style="list-style-type: none"><li>◆ Name of the county where the document is signed</li><li>◆ Petitioner information</li><li>◆ Respondent information</li><li>◆ Court order number</li><li>◆ Alleged father’s name</li><li>◆ Caretaker’s name</li><li>◆ Alleged father’s attorney’s name and address (if applicable)</li><li>◆ Caretaker’s attorney’s name and address (if applicable)</li><li>◆ ICAR number</li></ul>

The worker enters the following information:

- ◆ Date the order is approved
- ◆ Judicial district where the order is signed

**470-3321, Notice to Caretaker of Proposed Agreed Order**

Purpose	Use form 470-3321, <i>Notice to Caretaker of Proposed Agreed Order</i> , to inform the caretaker that s/he has ten days to contact CSRU if s/he disagrees with the terms of the order.
Source	Enter a “Y” in the GEN NOTICE TO CT - AGRD ORD field on the ADPAT3 screen to generate this form for the first time, or an “R” to regenerate it.
Completion	<p>Complete this form in non-public assistance cases when you previously notified the caretaker of a support amount that differs from the amount now agreed upon by CSRU and the alleged father.</p> <p>If the form is generated from the ADPAT3 screen, ICAR enters all of the data. If the form is generated manually, you must enter the data.</p>
Distribution	Send one copy of this form with a copy of form 470-3294, <i>252F Administrative Paternity (and Support) Order</i> , to the caretaker by first-class mail.
Data	<p>ICAR enters all of the information on the form. You must enter the information for manually generated forms:</p> <ul style="list-style-type: none"> <li>◆ Obligee’s name and address</li> <li>◆ Initiating state’s IV-D address (if applicable)</li> <li>◆ Date generated (current date in MM/DD/CCYY format)</li> <li>◆ ICAR number</li> <li>◆ Children’s names</li> <li>◆ Alleged father’s name</li> <li>◆ CSRU worker’s name, ID number, address, and telephone number</li> </ul>

**470-3322, Administrative Order for Rescheduled Genetic Testing**

Purpose	Use form 470-3322, <i>Administrative Order for Rescheduled Genetic Testing</i> , to notify the requesting party of the date, time and location of the rescheduled genetic testing appointment.
Source	Enter an “R” in the TST COMPL field on the ADPAT3 screen to generate this form.
Completion	Complete this form when a party contacts CSRU to reschedule a genetic testing appointment. If you generate the form from the ADPAT3 screen, ICAR enters some of the data. You must enter the rest. If the form is generated manually, you must enter all of the data.
Distribution	Send one copy of this form by first-class mail to each party (i.e. alleged father, the mother, or the caretaker) who requested that genetic testing be rescheduled.
Data	<p>ICAR enters the following information on the form. You must enter this information for manually generated forms:</p> <ul style="list-style-type: none"> <li>◆ Name of the county where the document is filed</li> <li>◆ ICAR number</li> <li>◆ Court order number</li> <li>◆ Alleged father’s name and address</li> <li>◆ Mother’s name and address</li> <li>◆ Caretaker’s name and address (if applicable)</li> <li>◆ Initiating state’s IV-D address (if applicable)</li> <li>◆ Children’s names and dates of birth</li> <li>◆ Date and time of genetic tests for all parties</li> <li>◆ CSRU address and telephone number</li> <li>◆ Alleged father’s attorney’s name and address (if applicable)</li> <li>◆ Mother’s attorney’s name and address (if applicable)</li> <li>◆ Caretaker’s attorney’s name and address (if applicable)</li> </ul> <p>The worker enters the following information:</p> <ul style="list-style-type: none"> <li>◆ If retest is for the mother, the father, or the child</li> <li>◆ Name and address of the testing facility</li> <li>◆ Supervisor of the facility where the test samples will be analyzed</li> <li>◆ Name of the facility where the test samples will be analyzed</li> <li>◆ Date and type of delivery of order</li> </ul>

**470-3325, Out-of-State Directions for Service and Return of Service**

Purpose	Use form 470-3325, <i>Out of State Directions for Service and Return of Service</i> , to provide location information and a return form on which the out-of-state process server or sheriff can report the success or failure of the service attempt.
Source	Enter a “Y” in the GEN SERVICE REQUEST field on the ADPAT screen to generate this form for the first time, or an “R” to regenerate it. You must also enter an “O” in the I/O field.
Completion	<p>Complete this form when you generate the notice packet and you need to serve it upon the alleged father outside the state of Iowa.</p> <p>If the form is generated from the ADPAT screen, ICAR automatically enters some of the data, and you must enter the rest. If the form is generated manually, you must enter all of the data.</p> <p>The sheriff or process server completes the Return of Service page after the successful or unsuccessful service attempts and returns it to CSRU.</p>
Distribution	<p>Send this form along with a notice packet to the out-of-state sheriff or private process server by first-class mail.</p> <p>If the person you are trying to serve resides in a shelter, include forms 470-3665, <i>Information Sheet for Sheriffs and Private Process Servers</i>, and 470-3656, <i>Section 915.20A Affidavit Regarding Return of Service</i>. See 9-A, <b>GENERAL PROGRAM INFORMATION</b>.</p>
Data	<p>ICAR enters the following information on the form. You must enter this information for manually generated forms:</p> <ul style="list-style-type: none"> <li>◆ ICAR number</li> <li>◆ Court order number</li> <li>◆ Date generated (current date in MM/DD/CCYY format)</li> <li>◆ Attached items</li> <li>◆ Name, address, and social security number of the person to be served</li> <li>◆ Employer’s name and address</li> <li>◆ Date of birth and physical description of the person to be served</li> <li>◆ CSRU or FCRU worker’s name, ID number, and address</li> </ul>

The worker enters the following information:

- ◆ Expiration date
- ◆ County and state where service is requested
- ◆ Sheriff's or process server's name and address
- ◆ Service requirements (personal service vs. service on any member of the household)
- ◆ Other information relating to service
- ◆ Office (e.g. Sioux City)

**470-3328, Alleged Father's Rights and Responsibilities in Administrative Paternity Establishment**

Purpose	Use form 470-3328, <i>Alleged Father's Rights and Responsibilities in Administrative Paternity Establishment</i> , when initiating the administrative paternity establishment action to explain the alleged father's rights in the action.
Source	Enter a "Y" in the GENERATE NOTICE field on the ADPAT screen to generate this form for the first time, or an "R" to regenerate it.
Completion	Complete this form when you initiate the administrative paternity process.
Distribution	Personally serve this form with the notice and accompanying documents upon the alleged father through the sheriff or a process server.
Data	This form has no variables.

**470-3335, 252F Judgment and Order Establishing Paternity (and Support)**

Purpose	Use form 470-3335, <i>252F Judgment and Order Establishing Paternity (and Support)</i> , to establish the alleged father as the children's legal father and to set his child support obligations.
Source	Enter a "J" in the GENERATE ORDER field on the ADPAT2 screen to generate this form for the first time, or an "R" to regenerate it. ICAR also requires that you make the appropriate entry in the TYPE field.
Completion	<p>Complete this form for the judge's approval after all appropriate timeframes have passed and a hearing on the issues of paternity and support has been requested or held.</p> <p>When the form is generated from the ADPAT2 screen, ICAR enters some of the data, and you must enter the rest. If the form is generated manually, you must enter all of the data.</p>
Distribution	<p>If the form is generated as a blank order before the hearing, give it to the CSRU attorney to take to the hearing. If it is generated after the hearing, give this form and form 470/1916, <i>Order for Income Withholding</i>, (if a verified employer exists) to the CSRU attorney for presentation to the judge for approval.</p> <p>Once the judge approves the order and all documents have been filed with the clerk of court, mail copies of this form to all parties involved in the action.</p>
Data	<p>ICAR enters the following information on the form. You must enter this information for manually generated forms:</p> <ul style="list-style-type: none"> <li>◆ Name of the county where the document is filed</li> <li>◆ Petitioner information</li> <li>◆ Respondent information</li> <li>◆ Court order number</li> <li>◆ ICAR number</li> <li>◆ Date of hearing</li> <li>◆ Obligor's name</li> <li>◆ Caretaker's name</li> <li>◆ Children's names and dates of birth</li> <li>◆ Obligor's attorney's name and address</li> <li>◆ Oblige's attorney's name and address</li> </ul>

The worker enters the following information:

- ◆ Judicial district
- ◆ Caretaker's relationship to the children
- ◆ Name of the person requesting the hearing
- ◆ Jurisdiction
- ◆ Separate action pending (if applicable)
- ◆ Existing child support orders (if applicable)
- ◆ Assessment of additional costs of action
- ◆ Child's place of birth (Iowa or out-of-state)

**470-3641, 252F Judicial Support Order**

Purpose	Use form 470-3641, <i>252F Judicial Support Order</i> , to set the obligor's child support obligations.
Source	Enter a "J" in the GENERATE ORDER field on the ADPAT2 screen to generate this form for the first time, or an "R" to regenerate it. ICAR also requires that you make the appropriate entry in the TYPE field.
Completion	<p>Complete this form for the judge's approval after all appropriate timeframes have passed, a paternity only order has been previously entered, and a hearing on the issue of support has been requested or held.</p> <p>When the form is generated from the ADPAT2 screen, ICAR enters some of the data, and you must enter the rest. If the form is generated manually, you must enter all of the data.</p>
Distribution	<p>If the form is generated as a blank order before the hearing, give it to the CSRU attorney to take to the hearing. If it is generated after the hearing, give this form and form 470/1916, <i>Order for Income Withholding</i>, (if a verified employer exists) to the CSRU attorney for presentation to the judge for approval.</p> <p>Once the judge approves the order and all documents are filed with the clerk of court, mail copies of this form to all parties involved in the action.</p>
Data	<p>ICAR enters the following information on the form. You must enter this information for manually generated forms:</p> <ul style="list-style-type: none"><li>◆ Name of the county where the document is filed</li><li>◆ Petitioner information</li><li>◆ Respondent information</li><li>◆ Date of the hearing</li><li>◆ CSRU attorney's name</li><li>◆ Obligor's name</li><li>◆ Obligee's name</li><li>◆ Children's names and dates of birth</li><li>◆ ICAR number</li><li>◆ Obligor's attorney's name and address</li><li>◆ Obligee's attorney's name and address</li></ul>

The worker enters the following information:

- ◆ Court order number
- ◆ Name of the person requesting the hearing (if applicable)
- ◆ Obligee's relationship to child(ren)
- ◆ Reserved support and reasons (if applicable)
- ◆ Current support amount, frequency, and due date
- ◆ Current support amount after emancipation
- ◆ Accrued support amount, frequency, and due date
- ◆ Medical support
- ◆ Assessment of additional costs of action
- ◆ Parenting class requirement (if applicable)
- ◆ Judicial district
- ◆ Immediate income withholding or other arrangements (if applicable)
- ◆ Jurisdiction
- ◆ Separate action pending (if applicable)
- ◆ Additional child support orders (if applicable)

**470-3804, Information Pursuant to §598.22B & 602.6111(4)**

Purpose	Use form 470-3804, <i>Information Pursuant to §598.22B &amp; 602.111(4)</i> , to facilitate the exchange of information between ICAR and the Iowa Court Information System (ICIS). The form gives the clerk of court the information needed for the State Case Registry (SCR) and Federal Case Registry (FCR) and the State Disbursement Unit (SDU).
Source	Generate this form from the FORMOSEL screen.
Completion	Complete this form in all cases when filing the administrative paternity order with the clerk of court. ICAR automatically enters all of the data into this form.
Distribution	Provide this form to the clerk of court when filing an administrative order and accompanying documents.
Data	ICAR enters the following information: <ul style="list-style-type: none"><li>◆ County</li><li>◆ Docket number</li><li>◆ Petitioner's information, including date of birth and social security number</li><li>◆ Respondent's information, including date of birth and social security number</li><li>◆ Children's information, including date of birth and social security number</li><li>◆ Date the document is generated</li><li>◆ CSRU office</li><li>◆ ICAR case number</li></ul>

**470-3806, Petition Cover Sheet for Civil Law, Domestic Relations, and Other Equity Cases Filed in Iowa District Court**

Purpose	Use form 470-3806, <i>Petition Cover Sheet for Civil Law, Domestic Relations, and Other Equity Cases Filed in Iowa District Court</i> , to provide information to the clerk of court for processing.
Source	Generate this form from the FORMVIEW screen.
Completion	Complete this form when filing an administrative order and accompanying documents. You must enter all of the data into this form.
Distribution	Provide this form to the clerk of court when filing an administrative order and accompanying documents.
Data	The worker enters the following information on this form: <ul style="list-style-type: none"> <li>◆ Petitioner information</li> <li>◆ Respondent information</li> <li>◆ CSRU attorney's name, address, telephone number, and personal identification number</li> </ul>

**470-3910, Cover Letter for Orders**

Purpose	Use form 470-3910, <i>Cover Letter for Orders</i> , to inform the parties that an order for paternity (and support) was approved and filed with the clerk of court.
Source	Enter a date in the CC ORDER TO INTERESTED PARTIES field on the ADPAT2 screen to generate this form.
Completion	Complete this form when you send a copy of the filed order to the parties.  If you generate this form from the ADPAT2 screen, ICAR automatically enters all of the data. If you manually generate this form, you must enter all of the data.
Distribution	Send one copy of this form to the obligor and the caretaker (or to the mother if not the caretaker) by first-class mail with a copy of the filed order for paternity and support.
Data	ICAR enters the following information on this form. You must enter this information for manually generated forms: <ul style="list-style-type: none"><li>◆ Obligor's name and address or attorney's name and address</li><li>◆ Obligees name and address or attorney's name and address</li><li>◆ Caretaker's name and address (if applicable)</li><li>◆ Initiating state's IV-D address (if applicable)</li><li>◆ CSRU worker's name, title, and address</li><li>◆ ICAR number</li><li>◆ Name of the other party involved in the action</li><li>◆ Type of order enclosed</li></ul> You must enter this information for manually generated forms: <ul style="list-style-type: none"><li>◆ Date generated (current date in MM/DD/CCYY format)</li><li>◆ Person receiving the form (obligor or obligee)</li><li>◆ CSRU information needed or not needed</li></ul>

**S479H662-B, Performance Measures Report**

Purpose	This monthly <i>Performance Measures Report</i> shows each office's performance in obtaining paternity and support orders.
Source	This report is generated through ICAR batch processing.
Distribution	Access this report electronically at Polkr3s5\greenbar.
Data	<p>MOTHER'S STATEMENT COMPLETED: This field indicates the number of completed mother's statements received.</p> <p>GEN NOTICES: This field indicates the number of entries in the GENERATE NOTICES field on the ADPAT1 screen.</p> <p>SERVICE OBTAINED: This field indicates the number of times service of process was obtained.</p> <p>SERVICE NOT OBTAINED: This field indicates the number of times service of process was not obtained.</p> <p>CONFERENCE HELD: This field indicates the number of conferences held.</p> <p>GEN TESTING SCHED. FOR AF AND MOTHER: This field indicates the number of genetic testing appointments scheduled for alleged fathers and mothers.</p> <p>TEST RESULTS ISSUED: This field indicates the number of genetic testing results issued.</p> <p>PROBABILITY = 0: This field indicates the number of cases with genetic testing conducted and a probability equal to zero.</p> <p>PROBABILITY &gt; 0: This field indicates the number of cases with genetic testing conducted and a probability greater than zero.</p> <p>COURT HEARING REQUESTED: This field indicates the number of court hearings requested.</p>

HEARING HELD: This number indicates the number of court hearings held.

ADMIN DEFAULT PATERNITY ESTABLISHMENT: This field indicates the number of administrative default paternity orders established.

JUDICIAL DEFAULT PATERNITY ESTABLISHMENT: This field indicates the number of judicial default paternity orders established.

CONSENT PATERNITY ESTABLISHED: This field indicates the number of consent paternity orders established.

PATERNITY ESTABLISHED BY HEARING: This field indicates the number of paternity orders established by hearings.

APPEARED PATERNITY: This field indicates the number of administrative paternity orders established.

ADMIN DEFAULT SUPPORT ESTABLISHED: This field indicates the number of administrative default support orders established.

JUDICIAL DEFAULT SUPPORT ESTABLISHED: This field indicates the number of judicial default support orders established.

CONSENT SUPPORT ESTABLISHED: This field indicates the number of consent support orders established.

SUPPORT ESTABLISHED BY HEARING: This field indicates the number of support orders established by hearings.

SUPPORT RESERVED: This field indicates the number of orders reserving support.

SUPPORT NOT ADDRESSED: This field indicates the number of orders not addressing support.

APPEARED SUPPORT: This field indicates the number of administrative support orders established.

ACTION DISMISSED/PROCESS ENDED: This field indicates the number of actions dismissed or process ended.

**S479H676-B, Performance Measures II Report**

Purpose	This monthly <i>Performance Measures II Report</i> summarizes office totals from the <i>Performance Measures Report</i> for certain aspects of the administrative paternity establishment process.
Source	This report is generated through ICAR batch processing.
Distribution	Access this report electronically at Polkr3s5\greenbar.
Data	<p>SERVICE OBTAINED: This field indicates the number of times service of process was successful.</p> <p>CONFERENCE HELD: This field indicates the number of negotiation conferences held.</p> <p>PROBABILITY = 0: This field indicates the number of cases with genetic testing conducted with a probability of paternity equal to zero.</p> <p>PROBABILITY &gt; 0: This field indicates the number of cases with genetic testing conducted with a probability of paternity greater than zero.</p> <p>ACTION DISMISSED/PROCESS ENDED: This field indicates the number of actions dismissed or process ended.</p>

**S479H918-A, Court Order Cases**

Purpose	This monthly <i>Court Order Cases</i> report lists the cases on ICAR with court orders.
Source	This report is generated through ICAR batch processing.
Distribution	Central office distributes this report.
Data	<p>CASE NUMBER: This field indicates the ICAR case number.</p> <p>ACCT NBR: This field indicates the account type number displayed on ICAR.</p> <p>PAYOR/LOCATE NAME: This field indicates the name of the payor on the case.</p> <p>PAYEE NAME: This field indicates the name of the payee on the case.</p> <p>PAT AT ISSUE: This field indicates if paternity is at issue.</p> <p>EST BY-PASS: This field indicates the reason the child was bypassed as displayed on the CHILD2 screen.</p> <p>ACVT ESTAB: This field indicates whether there is an active establishment process. If more than one establishment process is active, this field displays only one process name. It does not display all active establishment processes.</p> <p>INTERSTATE: This field indicates whether there is an active interstate process. An "O" is displayed in this field if Iowa is listed in the INIT STATE field on the INTERSTA screen. An "I" is displayed if Iowa is listed in the RESP STATE on the INTERSTA screen. If an interstate process has been ended, this column remains blank.</p> <p>SUPPORT DUE: This field indicates the amount of support due in the current month.</p>

SUPPORT PAID: This field indicates the amount of support paid in the current month.

IWO: This field indicates whether there is an active IWO attached to an employer.

NC: This field indicates the CP has cooperated with CSRU and the income maintenance worker, as displayed on the PAYEE screen on ICAR. This field displays the following non cooperation codes: R, I, and 1-7.

LO: This field indicates whether the PAYOR has been located.

This field displays an "A" if a "Y" appears in the ADDRESS VERIFIED field on the ADDVER screen on ICAR.

This field displays an "E" if a "Y" appears in the EMP VERIFIED field on the EMPVER screen on ICAR.

This field displays a "C" to show that a combination of both employer and address information is available.

**S479H918-B, Non-Court Order Cases**

Purpose	This monthly report <i>Non-Court Order Cases</i> lists the cases on ICAR without court orders.
Source	This report is generated through ICAR batch processing.
Distribution	Central office distributes this report.
Data	<p>CASE NUMBER: This field indicates the ICAR case number.</p> <p>ACCT NBR: This field indicates the account type number displayed on ICAR.</p> <p>PAYOR/LOCATE NAME: This field indicates the name of the payor on the case.</p> <p>PAYEE NAME: This field indicates the name of the payee on the case.</p> <p>PAT AT ISSUE: This field indicates if paternity is at issue.</p> <p>EST BY-PASS: This field indicates the reason the child was bypassed as displayed on the CHILD2 screen.</p> <p>ACVT ESTAB: This field indicates whether there is an active establishment process. If more than one establishment process is active, this field displays only one process name. It does not display all active establishment processes.</p> <p>INTERSTATE: This field indicates whether there is an active interstate process. An "O" is displayed in this field if Iowa is listed in the INIT STATE field on the INTERSTA screen. An "I" is displayed if Iowa is listed in the RESP STATE on the INTERSTA screen. If an interstate process has been ended, this column remains blank.</p> <p>SUPPORT DUE: This field indicates the amount of support due in the current month.</p>

SUPPORT PAID: This field indicates the amount of support paid in the current month.

IWO: This field indicates whether there is an active income withholding order attached to an employer.

NC: This field indicates whether the custodial parent has cooperated with CSRU and the income maintenance worker, as displayed on the PAYEE screen on ICAR. This field displays the following non cooperation codes: R, I, and 1-7.

LO: This field indicates whether the PAYOR has been located.

This field displays an "A" if a "Y" appears in the ADDRESS VERIFIED field on the ADDVER screen on ICAR.

This field displays an "E" if a "Y" appears in the EMP VERIFIED field on the EMPVER screen on ICAR.

This field displays a "C" to show that a combination of both employer and address information is available.



# STATE OF IOWA

THOMAS J. VILSACK, GOVERNOR  
SALLY J. PEDERSON, LT. GOVERNOR

DEPARTMENT OF HUMAN SERVICES  
JESSIE K. RASMUSSEN, DIRECTOR

May 21, 2002

## GENERAL LETTER NO. 10-A-AP-1

ISSUED BY: Bureau of Collections,  
Division of Child Support Recovery, Case Management, and Refugee Services

SUBJECT: Employees' Manual, Title 10, Chapter A, **ADMINISTRATIVE PATERNITY ESTABLISHMENT APPENDIX**, Title page, new; Contents (pages 1 and 2), new; and pages 1 through 54, new; and the following forms:

- 470-0172 *Paternity Questionnaire*
- 470-0204 *Financial Statement*
- 470/1916 *Order for Income Withholding*
- 470-2639 *Request for Financial Statement*
- 470-2640 *Child Support Guidelines Worksheet*
- 470-2788 *Role of the Child Support Recovery Attorney*
- 470/2819 *What You Should Know About Immediate Income Withholding*
- 470-2884 *Affidavit of FIP Expended/Foster Care Expended*
- 470-2950 *Child Support Guidelines Worksheet Cover Letter*
- 470-3181 *Directions for Service*
- 470-3293 *Mother's Written Statement Alleging Paternity*
- 470-3294 *Administrative Paternity (and Support) Order*
- 470-3306 *Request for Mother's Statement Alleging Paternity*
- 470-3307 *Request for Mother's Statement Alleging Paternity – Noncaretaker*
- 470-3308 *Paternity Questionnaire Cover Letter*
- 470-3309 *Notice to Alleged Father of Intent to Establish Paternity (and Support)*
- 470-3310 *Notice to Mother of Intent to Establish Paternity (and Support)*
- 470-3311 *Waiver of Personal Service and Acceptance of Notice to Alleged Father of Intent to Establish Paternity (and Support)*
- 470-3312 *Paternity Negotiation Conference Scheduled/Denied*
- 470-3313 *Paternity Negotiation Conference Report*
- 470-3314 *Second Notice of Intent to Establish Paternity*
- 470-3315 *Notice of Genetic Testing Results*
- 470-3317 *Administrative Order for Genetic Testing For Alleged Father/Mother/Child(ren)*
- 470-3318 *Dismissal of Administrative Paternity Action*

470-3319	<i>Request for Chapter 252F Hearing and Certification of Administrative Paternity Action to District Court</i>
470-3320	<i>252F Approval Order</i>
470-3321	<i>Notice to Caretaker of Proposed Agreed Order</i>
470-3322	<i>Administrative Order for Rescheduled Genetic Testing</i>
470-3325	<i>Out-of-State Directions for Service and Return of Service</i>
470-3328	<i>Alleged Father's Rights and Responsibilities in Administrative Paternity Establishment</i>
470-3335	<i>252F Judgment and Order Establishing Paternity (and Support)</i>
470-3641	<i>252F Judicial Support Order</i>
470-3804	<i>Information Pursuant to §598.22B &amp; 602.6111(4)</i>
470-3806	<i>Petitioner Cover Sheet for District Court</i>
588-0028	<i>Abstract From Court Determination of Paternity (470-3805)</i>
S479H662	<i>Performance Measures Report</i>
S479H676	<i>Performance Measures II Report</i>
S479H918-A	<i>Court Ordered Cases</i>
S479H918-B	<i>Non-Court Ordered Cases</i>

## **Summary**

This chapter includes system generated forms pertinent to administrative establishment of a paternity and support order. It also includes instructions for generation and distribution of each form.

## **Effective Date**

Upon receipt.

## **Material Superseded**

None.

## **Additional Information**

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



# STATE OF IOWA

THOMAS J. VILSACK, GOVERNOR  
SALLY J. PEDERSON, LT. GOVERNOR

DEPARTMENT OF HUMAN SERVICES  
KEVIN W. CONCANNON, DIRECTOR

June 10, 2003

## GENERAL LETTER NO. 10-A-AP-2

ISSUED BY: Bureau of Collections,  
Division of Child Support Recovery, Case Management, and Refugee Services

SUBJECT: Employees' Manual, Title 10, Chapter A, **ADMINISTRATIVE PATERNITY ESTABLISHMENT APPENDIX**, Contents (pages 1 and 2), revised; pages 4, 5, 6, 9, 14, 15, 17, 25, 27, 29, 31, 32, 33, 36, 37, 42, 47, 48, and 49, revised; and the following forms:

- 470-0204 *Financial Statement*, revised
- 470-2639 *Request for Financial Statement*, revised
- 470-2640 *Child Support Guidelines Worksheet*, revised
- 470-2788 *Role of the Child Support Recovery Attorney*, revised
- 470-2884 *Affidavit of FIP Expended/Foster Care Expended*, revised
- 470-2950 *Child Support Guidelines Worksheet Cover Letter*, revised
- 470-3293 *Mother's Written Statement Alleging Paternity*, revised
- 470-3294 *Administrative Paternity (and Support) Order*, revised
- 470-3306 *Request for Mother's Statement Alleging Paternity*, revised
- 470-3308 *Paternity Questionnaire Cover Letter*, revised
- 470-3314 *Second Notice of Intent to Establish Paternity & Set Support Obligation & Finding of Financial Responsibility*, revised
- 470-3315 *Notice of Genetic Testing Results*, revised
- 470-3317 *Administrative Order for Genetic Testing for Alleged Father/Mother/Child(ren)*, revised
- 470-3318 *Dismissal of Administrative Paternity Action Without Prejudice*, revised
- 470-3319 *Request for Chapter 252F Hearing*, revised
- 470-3321 *Notice to Caretaker of Proposed Agreed Order*, revised
- 470-3322 *Administrative Order for Rescheduled Genetic Testing*, revised
- 470-3335 *252F Judgment and Order Establishing Paternity (and Support)*, revised
- 470-3641 *252F Judicial Support Order*, revised
- 470-3910 *Cover Letter for Orders*, new
- S479H662 *Performance Measures Report*, revised

## Summary

This appendix is revised to reflect policy changes to the administrative paternity process and to replace form 470-2640, *Child Support Guidelines Worksheet*, with the correct version dated 8/2000. The policy changes include:

- ◆ Addition of a data element for the initiating state's IV-D address to seven forms.
- ◆ Removal of form 470-3805, *Abstract from Court Determination of Paternity*, as this form is obtained from the Bureau of Vital Records.
- ◆ Addition of form 470-3910, *Cover Letter for Orders*, which is sent with all newly established administrative paternity (and support) orders.
- ◆ Addition of child's state of birth to form 470-3294, *Administrative Paternity (and Support) Order*, and form 470-3335, *252F Judgment and Order Establishing Paternity (and Support)*.
- ◆ Modified version of form 470-3319, *Request for Chapter 252F Hearing*.
- ◆ Changes to report S479H662-B to reflect different categories of newly established orders.

## Effective Date

Upon receipt.

## Material Superseded

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

<u>Page</u>	<u>Date</u>
Contents (pages 1 and 2)	May 21, 2002
470-0204	10/2001
470-2639	7/99
4, 5	May 21, 2002
470-2640	8/2001
470-2788	1/2000
6	May 21, 2002
470-2884	7/01
470-2950	10/99
9	May 21, 2002
470-3293	6/01
470-3294	10/2001
14	May 21, 2002
470-3306	6/01
15	May 21, 2002
470-3308	12/99
17	May 21, 2002

470-3314	6/01
25	May 21, 2002
470-3315	9/2000
27	May 21, 2002
470-3317	6/2000
29	May 21, 2002
470-3318	5/2000
31, 32, 33	May 21, 2002
470-3319	6/2000
36, 37	May 21, 2002
470-3321	12/99
470-3322	6/2000
470-3335	10/2001
42	May 21, 2002
470-3641	10/2001
47	May 21, 2002
470-3805	7/1997
48	May 21, 2002
S479H662	
49	May 21, 2002

**Additional Information**

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



# STATE OF IOWA

THOMAS J. VILSACK, GOVERNOR  
SALLY J. PEDERSON, LT. GOVERNOR

DEPARTMENT OF HUMAN SERVICES  
KEVIN W. CONCANNON, DIRECTOR

December 9, 2003

## GENERAL LETTER NO. 10-A-AP-3

ISSUED BY: Bureau of Collections,  
Division of Child Support, Case Management, and Refugee Services

SUBJECT: Employees' Manual, Title 10, Chapter A, **ADMINISTRATIVE PATERNITY ESTABLISHMENT APPENDIX**, Contents (pages 1 and 2), revised; pages 1, 13, 14, 17, and 46 through 53, revised; and the following forms:

- 470-3309 *Notice to Alleged Father of Intent to Establish Paternity (and Support)*, revised
- 470-3910 *Cover Letter for Orders*, revised

### Summary

Form 470-3309, *Notice to Alleged Father of Intent to Establish Paternity (and Support)*, has been revised to include a cover letter that can be completed if the alleged father requests genetic testing.

Form 470-3910, *Cover Letter for Orders*, has been revised to include updated hours of operation for the customer service unit and to include child support information for new customers.

Form 470-0172, *Paternity Questionnaire*, and form 470-3308, *Paternity Questionnaire Cover Letter*, are now obsolete.

Corrections are made to form and report titles.

### Effective Date

Upon receipt.

### Material Superseded

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

<u>Page</u>	<u>Date</u>
Contents (pages 1 and 2)	June 10, 2003
470-0172	3/2000
1, 13	May 21, 2002

14, 17	June 10, 2003
470-3308	2/2002
470-3309	9/2000
46	May 21, 2002
470-3910	5/03
47-49	June 10, 2003
50-53	May 21, 2002

**Additional Information**

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



# STATE OF IOWA

THOMAS J. VILSACK, GOVERNOR  
SALLY J. PEDERSON, LT. GOVERNOR

DEPARTMENT OF HUMAN SERVICES  
KEVIN W. CONCANNON, DIRECTOR

April 1, 2005

## GENERAL LETTER NO. 10-A-AP-4

ISSUED BY: Bureau of Collections  
Division of Child Support, Case Management and Refugee Services

SUBJECT: Employees' Manual, Title 10, Chapter A, Appendix, **ADMINISTRATIVE PATERNITY ESTABLISHMENT APPENDIX**, Contents (page 1), revised; pages 7, 18, and 20, revised; and the following form:

470-2819 *What You Should Know About Immediate Income Withholding*, revised

### Summary

This chapter is revised to update both the form number and the form 470/2819, *What You Should Know About Immediate Income Withholding*, and to clarify when to distribute the form to parties.

### Effective Date

Upon receipt.

### Material Superseded

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

<u>Page</u>	<u>Date</u>
Contents (Page 1)	December 9, 2003
470/2819	8/99
7, 18, 20	May 21, 2002

### Additional Information

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