Iowa Department of Human Services
ADMINISTRATIVE LEVY NOTICE TO OBLIGOR

Worker:
Case #(s):

Date:

To:

From:
CHILD SUPPORT RECOVERY UNIT

Tel:

You are believed to have one or more accounts at:

Account #(s):

SSN:

42 U.S.C. 666(c)(1)(G)(ii) and Iowa Code Chapter 252I permit the collection of delinquent child support through seizure of financial accounts held by an obligor and any other party known to have an interest in these accounts. This procedure is called administrative levy.

For all accounts listed above in which you have an interest, the above-named financial institution has been directed to do the following:

- o SINGLE-OWNER ACCOUNTS -- Encumber $, OR, 50% of the account balance(s), whichever is the LESSER amount.
- o JOINTLY-HELD ACCOUNTS -- Encumber $, OR, 50% of the account balance(s), whichever is the LESSER amount.

NOTE: The financial institution may charge you a processing fee of up to $10. This fee is in addition to the amount of support owed.

No sooner than 15 days, and no later than 20 days from the date the Administrative Levy Notice to Financial Institution is received, this institution will forward the encumbered moneys to:
Collection Services Center, PO Box 9125, Des Moines, IA 50306-9125.

If you wish to challenge this action, your challenge must be in WRITING and

RECEIVED by the Child Support Recovery Unit, at the address printed at the top of this form, within 10 WORKING DAYS of the date of this Notice.

POLICY ON NONDISCRIMINATION

No person shall be discriminated against because of race, color, national origin, sex, age, mental or physical disability, creed, religion, or political belief when applying for employment, or when applying for, or receiving benefits or services from the Iowa Department of Human Services.

If you think you have been the object of discrimination, you may file a complaint with the Iowa Department of Human Services by completing a Discrimination Complaint form. This form can be obtained from any Human Services office or the Diversity Programs Unit. You may also file a complaint with the Iowa Civil Rights Commission (if you feel you were discriminated against BECAUSE OF your race, creed, color, national origin, sex, religion, or disability); or the United States Department of Health and Human Services, Office for Civil Rights.

IOWA DEPARTMENT OF HUMAN SERVICES
Diversity Programs Unit 1st Fl
1305 E Walnut St
Des Moines, IA 50319-0114

IOWA CIVIL RIGHTS COMMISSION
211 E Maple St 2nd Fl
Des Moines, IA 50309-1858

U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES
Office for Civil Rights Region VII
601 E 12th St Rm 248
Kansas City, MO 64106