

Iowa Department of Human Services
Notice of Termination of Child Support

_____ DATE: _____

IA Case Number: _____
Other State's Case Number: _____
Effective Date: _____
Obligor: _____

The Child Support Recovery Unit will terminate its services on the effective date shown above. The reason for ending services is:

- Paternity cannot be established because the child is at least 19 years old. Action to establish paternity is barred by the statute of limitations.
- The obligor's location is unknown. For three years, we have made regular attempts using multiple sources to locate the obligor, but have been unable to do so.
- The obligor or alleged father's social security number is unknown. For the past year, we have made regular attempts using multiple sources to locate the obligor or alleged father, but have been unable to do so.
- There is no longer a current support order. All support and/or delinquencies are paid.
- There is no longer a current support order and past due amounts are under \$500 or unenforceable under state law. No payment has been made in the last three years.
- The obligor or alleged father is deceased. No further action, including a levy against the estate, can be taken.

If you do not agree that services should end, you may discuss the decision with us. The decision will be explained and you will have an opportunity to show why you disagree. You may speak for yourself or you may have an attorney, a friend, or a relative represent you. This conference will not in any way affect your right to a hearing described on page 2.

NOTE: You may reapply for services if a change in circumstances could lead to establishment or payment of a support order. Notify us when such changes happen. If you are not receiving public assistance, a new application and fee will be required.

Legal references: Iowa Code Section 252B
441 Iowa Administrative Code 95.14

Manual reference: Employees' Manual 9-I, Case Closure

Child Support Recovery Unit

You Have the Right to Appeal

What is an appeal?

An appeal is when you ask for a hearing because you do not like a decision made by the Department of Human Services (DHS). You have the right to file an appeal if you disagree with the decision. You do not have to pay to file an appeal. 441 Iowa Administrative Code Chapter 7.

How do I appeal?

It is easy to file an appeal. You must appeal in writing for all programs, except for Food Assistance. You can appeal verbally for Food Assistance.

To appeal in writing:

- * Complete an appeal electronically at www.dhs.state.ia.us/appeals.asp,
- * Write a letter telling us why you think the decision is wrong, or
- * Fill out an Appeal and Request for Hearing form.

Send or take your appeal to the Department of Human Services, Appeals Section, 5th Floor, 1305 E Walnut Street, Des Moines, Iowa 50319-0114. Your county DHS office will help you file an appeal if you ask them.

How long do I have to appeal?

For Food Assistance, you have 90 calendar days to file an appeal. For all other programs, you must file an appeal within:

- * 30 calendar days from the date of this decision, or
- * Before the date this decision goes into effect.

If you file an appeal more than 30 days, but less than 90 calendar days, you must tell us why the appeal was filed late. If you have a good reason for filing your appeal late, we will decide if you can get a hearing.

We are not able to give you a hearing if you filed your appeal 90 calendar days after the date of the decision.

Can I continue to get benefits when my appeal is pending?

You may keep your benefits until the appeal is final or through the end of your certification period, if you file an appeal within:

- * 10 calendar days of the date on this decision, or
- * Before the date this decision goes into effect.

Any benefits you get while your appeal is being decided may have to be paid back if the Department's action is correct.

How will I know if I get a hearing?

You will be sent a hearing notice that tells you the date and time an appeal hearing is scheduled. You will be sent a letter telling you if you do not get a hearing. This letter will tell you why and explain what you can do if you disagree with the letter.

Can I have someone else help me in the hearing?

You or someone else, like a friend or relative, can explain why you disagree with the Department's decision. You may also have a lawyer help you, but the Department will not pay for one. Your county DHS office can give you information about legal services that may be available to you based on your ability to pay. You may also call Iowa Legal Aid at 1-800-532-1275. If you live in Polk County, call 243-1193.

Statement of Nondiscrimination

DHS will not discriminate against you on the following basis:

- | | | |
|---------------------|---------|-------------------|
| * Age | * Color | * Creed |
| * Disability | * Sex | * National Origin |
| * Political Beliefs | * Race | * Religion |

If you feel we have discriminated, you can ask for a Discrimination Complaint form from any DHS office or the DHS Diversity Program Unit. To file a complaint of discrimination, you may also write any of the addresses below. If you need help, you may call your county DHS office.

Iowa Department of Human Services
Diversity Programs Unit 1st Fl
1305 E Walnut
Des Moines IA 50319-0114

Iowa Civil Rights Commission
400 E 14th St
Des Moines IA 50319-1004

U.S. Department of Health and Human Services
Office for Civil Rights Region VII
601 E 12 St Rm 248
Kansas City MO 64106-2808