

Iowa Department of Human Services

ACKNOWLEDGMENT OF REQUEST FOR INFORMAL CONFERENCE

Date Notice Prepared: _____

Case Number: _____

Worker: _____

Child Support Recovery Unit

Tel. _____

You asked for an informal conference with us (the Child Support Recovery Unit) about
 an order for income withholding. whether an overpayment occurred. We scheduled the conference as follows:

You asked for a conference by telephone. Send or bring in evidence you want us to consider so that we receive it before the telephone conference scheduled for:

Date: _____

Time: _____

We will contact you at: _____.

You asked for an in-person conference. We scheduled this conference for:

Date: _____

Place: _____

Time: _____

A list of subjects we can discuss is below. You must give evidence to support your position. You may represent yourself or be represented by an attorney. We will inform you of the results of the conference in writing.

You are not entitled to a conference because _____

Issues we can discuss at the conference are:

For any **Income Withholding Order**, whether there is an error in:

- The identity of the person ordered to pay support.
- The current support due.

For **Orders Resulting From a Delinquency**, whether:

- The amount of delinquent support was wrong when we entered the order.
- The amount of withholding is wrong.
- The hardship criteria are met.

For an **Immediate Income Withholding Order**, whether you were exempt from immediate income withholding when the court entered the order.

For **Overpayments**, whether your employer or income provider withheld the wrong amount.

For **Hardship**, whether your gross yearly income is less than 200% of the poverty income for one person. In order for our office to see if you meet the hardship criteria, you must supply us with proof of your income. This proof of income may include any of the following:

- At least three payroll stubs from your current income provider,
- A letter from your employer listing your salary per hour, and the average number of hours worked in each pay period, or
- A current W2 form