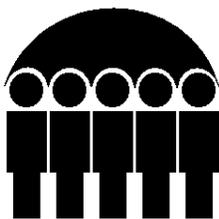


August 10, 2004

Employees' Manual
Title 11
Chapter A

ADMINISTRATIVE LEVY



Iowa
Department
of
Human Services

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CHAPTER OVERVIEW

Legal reference: 42 U.S.C. § 666(a)(17), 666(c)(1)(G)(ii), 669A; Iowa Code Chapter 252I; 441 IAC 98.91 to 98.97

The administrative levy process is an *administrative* tool used to identify and encumber (levy) the financial assets of obligors with a child support delinquency. Since this is an administrative process, the Child Support Recovery Unit (referred to in the manual as “the Unit”) has the authority to pursue this type of enforcement action without the need for an additional court order.

Iowa Code Chapter 252I authorizes the Unit to use an administrative levy to collect delinquent support payments by executing, attaching or placing a levy against obligors’ accounts maintained in Iowa financial institutions and in out-of-state financial institutions accepting direct levies from Iowa. Using the interstate referral process, the Unit may also ask another state’s child support agency to place a levy against obligors’ accounts in out-of-state financial institutions that do not accept direct levies.

Asset information is received from non-automated sources such as the obligee and through an automated matching process known as the financial institution data-match (FIDM). The FIDM process has two parts:

- ◆ In-state (ISFIDM) matching provides account information from financial institutions within the state of Iowa.
- ◆ Multi-state (MSFIDM) matching provides account information from financial institutions throughout the United States and its territories.

This chapter explains how assets are identified and verified; how and when notice is provided to obligors, joint owners, and financial institutions; and how ICAR screens support the process.

Definition of Terms

For purposes of administrative levy, state law defines the following:

- ◆ **Account:** Iowa Code section 252I.1(1) defines “account” as:
 - Share accounts or shares
 - Checking and savings accounts
 - Certificates of deposit
 - Deposits held by an agent, a broker-dealer, or an issuer
 - Money market mutual fund accounts

The definition of “account” does **not** include amounts held as collateral for loans extended by the financial institution. For example, a secured credit card is not considered an “account” for administrative levy purposes.

- ◆ **Financial Institution:** Iowa Code sections 252I.1(2), (4), (5) and (7) define “financial institution” as:
 - Banks and savings and loans
 - Federal and state credit unions
 - Broker dealers
 - Money market mutual funds
 - Insurance companies
- ◆ **Working days:** Iowa Code section 252I.1(10) defines “working days” as Monday, Tuesday, Wednesday, Thursday and Friday, but excluding the holidays specified in Iowa Code section 1C.2.

The Administrative Levy Process

In ICAR, the administrative levy process is obligor-specific. You may enter asset information and pursue a levy on multiple cases for an obligor by entering the information on any one of the obligor’s cases.

The administrative levy program uses information provided from several different automated and non-automated sources:

- ◆ The Financial Institution Data Match (FIDM) program.
- ◆ The Internal Revenue Service 1099 tax program. (The 1099 program is no longer in production. However, you may see old 1099 asset information on cases.)
- ◆ Information provided by an interested party.

Information received from these sources is loaded to ICAR in order to identify, verify, and levy assets at financial institutions in which the verified assets reside. Following is an overview of the administrative levy process:

- ◆ Asset information from both automated and non-automated sources is loaded to ICAR.
- ◆ When notified of the asset, you request verification of information provided by the 1099 program and all non-automated sources. (ICAR considers information received through FIDM as automatically verified.)

- ◆ When an asset is verified and the case passes the selection criteria, ICAR issues a calendar flag prompting you to review the case and determine if you should proceed with the administrative levy process or end it.
- ◆ If you proceed with the administrative levy, make the appropriate entry on the ASSET screen. A nightly batch program generates the levy notice to the financial institution in which the asset resides. This notice instructs the financial institution to encumber, or freeze, the obligor's asset in the indicated amount.
- ◆ Two working days after generating the levy notice to the financial institution, ICAR generates a notice of administrative levy to the obligor and any identified joint owner.
- ◆ The obligor or joint owner may challenge the administrative levy action. The challenge must be in writing and received by the Unit within ten working days of the date of the notice.
- ◆ If a timely challenge is not received, the financial institution forwards the encumbered funds to the Collection Services Center (CSC).
- ◆ If a timely challenge is received, you must immediately notify the financial institution not to forward the encumbered funds to CSC until a decision on the challenge is made. Send the notice of challenge to the financial institution.
- ◆ In response to a timely challenge, you may decide to uphold, revise, or release the levy. The levy may be revised or released if a mistake of fact has occurred.
- ◆ If you uphold the levy, send a notice of decision to the financial institution, the obligor, and the joint owner, if applicable. The obligor or joint owner may challenge your decision by requesting a district court hearing within ten working days of the date on the notice of decision. The decision of the district court is final and binding.
- ◆ If you revise the levy, immediately notify the financial institution of the revised amount to ensure the proper funds are forwarded to CSC. Send the notice of decision to the financial institution, the obligor, and the joint owner, if applicable.
- ◆ If you release the levy, immediately notify the financial institution to release the encumbered funds. Send the notice of decision to the financial institution, the obligor, and the joint owner, if applicable. **Note:** Supervisory approval is required to release a levy.
- ◆ Monitor the case for receipt of payment if the levy is not released.

Administrative Levy Process Steps and Forms

The following table outlines the steps within the administrative levy process and the form applicable to each step. See [11-A-Appendix](#) for additional information.

<u>Action</u>	<u>Form No.</u>	<u>Form Name</u>
Request asset verification from the financial institution	470-3170	<i>Asset Verification Request</i>
Notify financial institution of administrative levy action	470-3189	<i>Administrative Levy Notice to Financial Institution</i>
Notify obligor of administrative levy action	470-3188	<i>Administrative Levy Notice to Obligor</i>
Provide clerk of court with copy of levy notice to obligor	470-3188CC	<i>Administrative Levy Notice to Obligor Clerk of Court Copy</i>
Notify joint account holder of administrative levy action	470-3207	<i>Administrative Levy Notice to Joint Owner</i>
Provide clerk of court with copy of levy notice to joint owner	470-3207CC	<i>Administrative Levy Notice to Joint Owner Clerk of Court Copy</i>
Document service of administrative levy	470-3190	<i>Proof of Service of Administrative Levy</i>
Inform the financial institution of a challenge to the levy action	470-3338	<i>Notice of Challenge to Administrative Levy</i>
Uphold, revise or release the administrative levy	470-3208	<i>Notice of Decision Regarding Administrative Levy Challenge</i>

Levy Amount Threshold

If a financial institution provides an account balance to ICAR through the FIDM program, ICAR processes the asset information if the asset or a combination of assets held at a single financial institution total at least \$100.

If a financial institution does not provide a balance for an asset, you may still proceed with the administrative levy, as long as the case passes the other criteria. When the Unit levies a no-balance-reported asset, the Unit may encumber (levy) up to 50% of the amount of the asset, *even if the amount is under the \$100 threshold*.

See [INITIATING THE ADMINISTRATIVE LEVY](#) for an explanation of the case selection criteria and other levy considerations.

Percentages of Encumbrance

Through the administrative levy process, the Unit levies up to 50% of the asset, regardless of whether the asset is individually or jointly held.

SCREENS USED IN THE ADMINISTRATIVE LEVY PROCESS

There are three screens used in the administrative levy process:

- ◆ Asset Verification ([ASSET/ASSET2](#))
- ◆ Administrative Levy ([ADMLEVY](#))
- ◆ Financial Institution Maintenance ([FIMAINT](#))

ICAR displays information about the obligor's accounts at a financial institution on the ASSET and ASSET2 screens. ICAR displays information on the actions being taken on the case in the administrative levy process on the ADMLEVY screen. ICAR displays financial institution information stored in the financial institution maintenance database on the FIMAINT screen.

ASSET Screen

On the ASSET screen, ICAR displays information about the obligor's assets and the financial institution in which the assets reside. ICAR creates a separate ASSET screen for each different financial institution that holds an asset belonging to the obligor and displays the most recently received financial institution record first.

ICAR displays information obtained through either the automated FIDM or 1099 sources or through manual updates using information supplied by an interested party. See [Adding Asset Information Manually](#) and [Entering Verified Asset Information](#) for more information.

Access the ASSET screen from the CATS Main Menu screen, or type "ASSET" in the NEXT SCREEN field on any ICAR screen.

```
D479HL13          IOWA COLLECTION AND REPORTING SYSTEM          DATE: 01/01/04
                  ASSET VERIFICATION                            TIME: 12:00:00

CASE NUMBER.....:                                          CONFINUED (Y/N):
PAYOR/LOCATE NAME.:                                       SSN: 000000000
VERIFICATION LETTER SENT.:   DATE:          0000
ASSETS VERIFIED.....:                                       DATE VERIFIED:          0000
SOURCE OF ASSET:          ACCT LOC:          RELEASE:
ACCT NBR:                  AMT:              ACCT. TYPE:          JOINT:
ACCT NBR:                  AMT:              ACCT. TYPE:          JOINT:
JOINT OWNER NAME...:
JOINT OWNER ADDRESS:
CITY/STATE/ZIP.....:          :          : 00000

FEDERAL ID.....:          YR: 0000  ADMIN LEVY (Y/N/H):
ASSET PROVIDER.....:          ACTIVE?:
ADDRESS LINE 1.....:          DIRECT LEVY?:
ADDRESS LINE 2.....:
CITY/STATE/ZIP.....:          :          :
PHONE NUMBER.....: 000 000 0000          EXTENSION.....:
F1=HELP, F2=ADD, F3=UPDATE, F4=DELETE, F5=INQUIRY, F6=ASSET2, F7=BACK
F8=FORWARD, F9=REFRESH, F10=NEXT LOCATE, F11=PRIOR LOCATE
NEXT SCREEN:          NOTES:
```

ICAR displays the following fields:

- ◆ **CASE NUMBER:** Enter the case number (up to seven digits) and press F5 to display the case record.
- ◆ **PAYOR/LOCATE NAME:** ICAR displays the obligor's first name, middle initial, last name, and suffix.
- ◆ **CONTINUED (Y/N):** ICAR displays a "Y" when asset information for this financial institution continues to the ASSET2 screen. ICAR defaults this field to "N."
- ◆ **SSN:** ICAR displays the obligor's social security number.
- ◆ **VERIFICATION LETTER SENT:** ICAR displays, or you may enter, one of the following codes to indicate you sent form 470-3170, *Asset Verification Request*, to the financial institution to verify the asset:

Y The form was sent.

N The form was not sent.

P You requested verification by telephone or fax.

R You sent a second *Asset Verification Request* to re-verify the asset.

Note: ICAR displays an "N" in this field for assets loaded by the FIDM program since ICAR considers these assets as automatically verified. Assets loaded by the 1099 sub-system display a "Y."

- ◆ **DATE:** ICAR displays the date it generated form 470-3170, *Asset Verification Request*.
- ◆ **ASSETS VERIFIED:** ICAR displays, or you may enter, one of the following codes to indicate whether the financial institution verified the asset:

Y The financial institution verifies the obligor's asset. ICAR automatically displays a "Y" for assets loaded by the FIDM program.

N The financial institution verifies that the asset does **not** belong to the obligor.

P The financial institution verified by telephone or fax that the asset belongs to the obligor.

- ◆ **DATE VERIFIED:** ICAR displays the date you or ICAR verified the asset.
 - For assets loaded by the FIDM program, ICAR displays the date the financial institution created the data file.
 - For 1099 responses, ICAR displays the date the 1099 sub-system verified the asset with either a “Y” or an “N.”
 - For worker-entered assets, ICAR automatically displays the current date.
- ◆ **SOURCE OF ASSET:** ICAR displays one of three automated sources that provide the asset information:
 - “ISFIDM” refers to the In-state FIDM program.
 - “MSFIDM” refers to the Multi-state FIDM program.
 - “ADDSRCE” refers to the 1099 program.

You can also make an entry in this field (up to ten characters) to indicate the source of the worker-entered asset information, such as “OBLIGEE.”

- ◆ **ACCT LOC:** ICAR displays the two-character state code (e.g., “MN” for Minnesota) of the state in which the account is located. The financial institution can be physically located in a different state. Only the MSFIDM program provides this information.
- ◆ **RELEASE:** ICAR displays a “Y” when the 1099 sub-system loads the asset information.
- ◆ **ACCT NBR:** ICAR displays the account number of the identified assets located at the financial institution as reported through either the FIDM or 1099 programs. If you enter the account number, you must also enter a dollar amount in the AMT field.

Note: ICAR displays information for up to two assets at the same financial institution on the ASSET screen. If more than two assets exist for the obligor at the same financial institution, ICAR displays the information on the remaining assets on the ASSET2 screen. See [ASSET2 Screen](#) for more information.
- ◆ **AMT:** ICAR displays, or you may enter, the dollar amount of the asset in whole dollars. For assets loaded by the FIDM program, ICAR may display a “Y” or an “N” in the first position of this field in place of the dollar amount, depending upon the type of balance reported by the financial institution:
 - “Y” indicates that the financial institution reported a \$0 balance for the account.
 - “N” indicates that the financial institution did **not** report a balance for the account.

Note: ICAR displays assets reported with a negative balance the same as an asset with a “zero” balance (“Y” in the AMT field and no dollar amount).

When you manually update the AMT field, ICAR issues a narrative (ENF 43) to document the previous and new dollar amounts for the asset.

- ◆ **ACCT. TYPE:** ICAR displays a code indicating the type of the asset when it receives the information through the FIDM or 1099 program. You may also enter these codes. Valid entries are:

B	Bonds/stocks	M	Money market account
C	Checking account	O	Other
D	Certificate of Deposit	P	Compound account *
E	ERISA plan (see trust account)	R	Royalties
H	Cash balances	S	Savings account
I	IRA/Keogh	T	Trust account †

* A “compound account” is an investment account in which portions of the balance are in differing funds – stock, money market, bonds, etc.

† “Trust accounts” include the following:

- UTMA/UGMA (Uniform Transfer to Minors Act/Uniform Gift to Minors Act) accounts
- IOLTA (Interest on Lawyer Trust Accounts) accounts
- ERISA (Employee Retirement Income Security Act) accounts
- Mortgage escrow accounts
- Security deposits (including real estate)
- “Other” types of trust or escrow accounts

For a further explanation of trust accounts, see [Trust Accounts](#).

- ◆ **JOINT:** ICAR displays, or you may enter, a “Y” in this field to indicate that the obligor and at least one other person jointly hold the account. If no joint owner is identified for the account, ICAR defaults the field to a blank.

- ◆ **JOINT OWNER NAME:** ICAR displays, or you may enter, the name of the joint owner for one or more of the assets listed on the ASSET and ASSET2 screens. One asset may have a different joint owner than another. For more than one asset listed, ICAR does not indicate which asset belongs to which joint owner.

If the financial institution indicates there is a joint owner for an account (a “Y” in the JOINT field) and does not provide the joint owner’s name, ICAR displays “NOT PROVIDED” in the JOINT OWNER NAME field. This field may also contain other information as explained under [Joint Accounts](#).

- ◆ **JOINT OWNER ADDRESS, CITY/STATE/ZIP:** ICAR displays the joint owner’s address (if provided) for information received through the 1099 program or as entered manually. The FIDM program does not currently provide the address for joint-account owners.
- ◆ **FEDERAL ID:** ICAR displays the nine-digit federal tax identification number (FIN) of the financial institution providing the asset information. The 1099 program does not provide the FIN.
- ◆ **YR:** ICAR displays the year of the 1099 tax return providing the asset information loaded by the 1099 program. Assets loaded by the FIDM program do not display this information.
- ◆ **ADMIN LEVY (Y/N/H):** ICAR displays one of the following codes to indicate the status of the administrative levy process:

H ICAR enters an “H” (“hold”) when it adds a new asset. The levy remains in hold status until either ICAR or you make the appropriate entry to proceed (“Y”) or not proceed (“N”) with the administrative levy.

The levy also remains in hold if the Unit does not have a verified address for the obligor on the PAYOR screen. This entry is system-entered.

Y Enter a “Y” after ICAR places the case in hold status (“H”) and you decide to proceed with the administrative levy.

Note: ICAR **cannot** begin the administrative levy process until you enter a “Y” in the ADMIN LEVY (Y/N/H) field.

N ICAR enters an “N” when either the case or assets do not pass the administrative levy criteria. When a case does not pass criteria, ICAR issues a narrative (LEVY 16 on single cases or LEVY 20 on multiple cases) documenting the reason the case did not pass criteria.

When an asset does pass criteria, and ICAR cannot proceed, ICAR issues a narrative to indicate the reason ICAR cannot proceed. ICAR issues a narrative (LEVY 19) when the total dollar amount of the assets falls below the minimum threshold, or ICAR issues a narrative (LEVY 38) when the only asset that exists is a trust account.

You may enter an “N” after ICAR places the case in hold status and determine not to proceed with the administrative levy. When you enter an “N,” ICAR issues a narrative (LEVY 18) to document the reason for ending the process. ICAR automatically displays the current date in the PROCESS ENDED DATE field on the ADMLEVY screen.

- ◆ **ASSET PROVIDER:** ICAR displays the name of the financial institution providing the asset information. ICAR displays the financial institution’s name when it loads asset information through either the FIDM or 1099 program, or you manually add the asset to the case.
- ◆ **ACTIVE?:** ICAR displays a code to indicate whether the financial institution is active (doing business) or inactive (no longer doing business) based on information contained on the FIMAINTE screen for a financial institution:
 - Y The financial institution is active.
 - N The financial institution is inactive.
 - M The financial institution that originally provided the asset information has merged with the financial institution now listed in the ASSET PROVIDER field.
- ◆ **DIRECT LEVY?:** ICAR displays a code to indicate whether the financial institution, if located in another state, accepts direct levies from Iowa without an interstate referral. ICAR bases this entry on information displayed on the FIMAINTE screen for a financial institution:
 - Y The financial institution accepts levies directly from Iowa.
 - N The financial institution does **not** accept levies directly from Iowa.

- ◆ **ADDRESS LINE 1, ADDRESS LINE 2, CITY/STATE/ZIP:** ICAR displays the address of the financial institution listed in the ASSET PROVIDER field when it adds asset information through either the automated FIDM or 1099 programs, or when you manually add the asset.

When the financial institution has a foreign address, ICAR leaves the address fields blank. ICAR issues a narrative (FIDM 2) and calendar flag (FIDM 2) notifying you to reformat the address on ICAR and request verification if necessary.

- ◆ **PHONE NUMBER, EXTENSION:** ICAR displays the telephone number and extension of the financial institution, when available.

For additional functions on the ASSET screen use:

- ◆ F1=HELP to access help text for a particular field. Place the cursor in the appropriate field and press F1. Access screen-level help text by placing the cursor in any blank area of the screen and press F1.
- ◆ F2=ADD to add a new asset.
- ◆ F3=UPDATE to update the screen after you make an entry.
- ◆ F4=DELETE to delete an entire ASSET and ASSET2 screen. **Note:** Deleting the ASSET/ASSET2 screen also deletes the associated ADMLEVY screen for that financial institution.
- ◆ F5=INQUIRY to access the ASSET screen for a case. Enter the case number and press F5 to display the record.
- ◆ F6=ASSET2 to access the ASSET2 screen.
- ◆ F7=BACK to page backward through the ASSET screens for the obligor.
- ◆ F8=FORWARD to page forward through the ASSET screens for the obligor.
- ◆ F9=REFRESH to refresh (clear) the screen to add a new financial institution. When an ASSET screen already exists for the obligor, you must press F9 to refresh the current screen before entering a new financial institution.

Note: The F10=NEXT LOCATE and F11=PRIOR LOCATE keys are no longer functional.

ASSET2 Screen

When a financial institution provides asset information on more than two accounts held by the obligor at that financial institution, ICAR displays the additional account information on the ASSET2 screen. ICAR also displays a “Y” in the CONTINUED (Y/N) field on the ASSET screen.

To access the ASSET2 screen, press F6 on the ASSET screen. Press F6 on the ASSET2 screen to return to the ASSET screen.

D479HL20	IOWA COLLECTION AND REPORTING SYSTEM	DATE: 01/01/04
	ASSET 2	TIME: 12:00:00
CASE NUMBER:		
PAYOR:	ASSET:	
ACCT NBR:	AMT:	ACCT. TYPE: JOINT:
ACCT NBR:	AMT:	ACCT. TYPE: JOINT:
ACCT NBR:	AMT:	ACCT. TYPE: JOINT:
ACCT NBR:	AMT:	ACCT. TYPE: JOINT:
ACCT NBR:	AMT:	ACCT. TYPE: JOINT:
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ACCT NBR:	AMT:	ACCT. TYPE: JOINT:
ACCT NBR:	AMT:	ACCT. TYPE: JOINT:
ACCT NBR:	AMT:	ACCT. TYPE: JOINT:
COMMENTS:		
JOINT OWNER NAME...:		
JOINT OWNER ADDRESS:		
CITY/STATE/ZIP.....:	: : 00000 0000	
	NOTES:	
PF1=FIELD HELP	PF3=UPDATE	PF6=ASSET VERIFICATION

ICAR displays information in the following fields on the ASSET2 screen the same as on the ASSET screen:

- ◆ CASE NUMBER
- ◆ PAYOR
- ◆ ASSET (from the ASSET PROVIDER field)
- ◆ ACCT NBR
- ◆ AMT
- ◆ ACCT. TYPE
- ◆ JOINT
- ◆ JOINT OWNER NAME
- ◆ JOINT OWNER ADDRESS, CITY/STATE/ZIP

Use the COMMENTS section to enter any information about the obligor's assets at this particular financial institution.

For additional functions on the ASSET2 screen use:

- ◆ F1=FIELD HELP to access help text for a particular field. Place the cursor in the appropriate field and press F1. Access screen-level help text by placing the cursor in any blank area of the screen and press F1.
- ◆ F3=UPDATE to update the screen after you make an entry.
- ◆ F6=ASSET VERIFICATION to return to the associated ASSET screen.

Correction of Information on the ASSET or ASSET2 Screen

Before proceeding with an administrative levy, you may want to update the information provided through FIDM, such as the account balance or joint owner information. When ICAR loads asset information received through the FIDM program, ICAR loads it as verified and protects the screen fields. Therefore, you cannot make changes to the ASSET screen unless you first "open" the ASSET screen.

Note: You can update joint owner information at any time before entering a "Y" in the ADMIN LEVY (Y/N/H) field.

To "open" the ASSET screen:

- ◆ Access the appropriate ASSET screen for the case.
- ◆ Enter an "R" in the VERIFICATION LETTER SENT field. Press F3 twice to update the screen. With this action, ICAR "un-verifies" the asset (ICAR removes the "Y" from the ASSETS VERIFIED field) and allows you to update the ASSET screen.
- ◆ Press F5.
- ◆ Enter a "Y" in the ASSETS VERIFIED field and make the necessary corrections to the information on the screen. Press F3 twice to update the screen.

ICAR displays a "Y" in the VERIFICATION LETTER SENT field; however, ICAR does not generate form 470-3170, *Asset Verification Request*, since you "re-verified" the asset by entering a "Y" in the ASSETS VERIFIED field.

ADMLEVY Screen

ICAR displays information about the administrative levy process for a particular financial institution on the ADMLEVY screen. When you or ICAR enters a verified asset on the ASSET screen, ICAR creates a companion ADMLEVY screen specific to that financial institution.

ICAR tracks the actions taken against the assets at the financial institution on the ADMLEVY screen. These actions include the generation of notices and the receipt and outcome of challenges. ICAR displays the most recently received financial institution record first.

Access the ADMLEVY screen by selecting it from the CATS Main Menu screen, or by typing "ADMLEVY" in the NEXT SCREEN field on any ICAR screen.

D479HL16	IOWA COLLECTION AND REPORTING SYSTEM	DATE: 01/01/04
	ADMINISTRATIVE LEVY	TIME: 12:00:00
CASE NUMBER.....:		SIGNATURE ID....:
PAYOR.....:		CC AP ATTY (Y/N):
PAYEE.....:		CC CP ATTY (Y/N):
INTERSTATE (Y/N):	INIT STATE:	RESP STATE:
LEGAL NOTICE TO OBLIGOR:		PROOF OF SERVICE SENT:
LEVY NOTICE TO FINANCIAL INST:		PROOF OF SERVICE SENT:
FINANCIAL INSTITUTION'S NAME:		
ADDRESS LINE 1.....:		
ADDRESS LINE 2.....:		
CITY/STATE/ZIP.....:	:	: -
LEVY NOTICE TO OBLIGOR:		PROOF OF SERVICE SENT:
NOTICE TO JOINT OWNER:		
NAME OF JOINT OWNER..:		
ADDRESS.....:		
CITY/STATE/ZIP.....:	:	: -
CHALLENGE FILED DATE:	TYPE:	LEVY RELEASED DATE:
N.O.D. TO OBLIGOR & FI (R/U):	HEARING DATE/TIME:	00 : 00
PROCESS ENDED DATE:	NARRATIVE:	CALENDAR FLAG:
PF2=ADD, PF3=UPDATE, PF4=DELETE, PF5=INQUIRY, PF6=INTERSTATE SCREEN,		
PF7=PAGE BACK, PF8=PAGE FORWARD, PF9=REFRESH		
NEXT SCREEN:	NOTES:	

ICAR displays the following fields:

- ◆ **CASE NUMBER:** Enter the ICAR case number (up to seven digits) and press F5 to display the case record.
- ◆ **PAYOR:** ICAR displays the obligor's first name, middle initial, last name and suffix.

- ◆ **PAYEE:** ICAR displays the obligee's first name, middle initial, last name and suffix.
- ◆ **SIGNATURE ID:** Enter your four-character worker ID so your worker information appears on all levy forms. You may enter your worker ID any time **before** the nightly batch administrative levy program runs. If you do not make an entry in the SIGNATURE ID field, ICAR generates the forms with the default EPICS worker's information (determined by ICAR).

Note: Only EPICS (Employers Partnering In Child Support) staff can use the SIGNATURE ID field.

- ◆ **CC AP ATTY (Y/N):** Enter a code to indicate whether the obligor has an attorney. When you enter a date in the CHALLENGE FILED DATE field, ICAR automatically advances the cursor to the CC AP ATTY (Y/N) field. Enter:
 - A "Y" to indicate the obligor has an attorney. ICAR issues a narrative (LEVY 1) documenting that an attorney represents the obligor.
 - An "N" to indicate the obligor does not have an attorney. If the field previously displayed a "Y," ICAR issues a narrative (LEVY 2) documenting that an attorney no longer represents the obligor. ICAR automatically advances the cursor to the CC CP ATTY (Y/N) field.
- ◆ **CC CP ATTY (Y/N):** Enter a code to indicate whether the obligee has an attorney. Enter:
 - A "Y" to indicate the obligee has an attorney. ICAR issues a narrative (LEVY 3) documenting that an attorney represents the obligee.
 - An "N" to indicate the obligee does not have an attorney. If the field previously displayed a "Y," ICAR issues a narrative (LEVY 4) documenting that an attorney no longer represents the obligee.

When you enter a "Y" in either the CC AP ATTY (Y/N) or CC CP ATTY (Y/N) field, ICAR displays the ATTORNEY screen for you to enter information on the obligor's or obligee's attorney, respectively.

- ◆ **CSRU ATTY ID:** Enter the four-character worker ID of the Unit attorney.
- ◆ **INTERSTATE (Y/N):** ICAR displays a "Y" in this field when the REFERRAL TYPE field displays "ENF," the PROCESS field displays "SEL," and the LINKED field displays a "Y" on the Interstate Contact Screen A (INTERSTA) screen. ICAR defaults this field to an "N."

- ◆ **INIT STATE:** When the INTERSTATE (Y/N) field displays a “Y,” ICAR displays the two-character state code for the initiating state, e.g., “MN” for Minnesota.
- ◆ **RESP STATE:** When the INTERSTATE (Y/N) field displays a “Y,” ICAR displays the two-character state code for the responding state, e.g., “IA” for Iowa.
Note: The state codes in the INIT STATE and RESP STATE fields cannot be the same.
- ◆ **LEGAL NOTICE TO OBLIGOR[†]:** ICAR displays a code to indicate the process by which the obligor received form 470-3187, *Legal Notice of Administrative Levy*, when the levy was initiated before December 14, 2005. ICAR displays:
 - A “C” (court order) to indicate the obligor received the notice of administrative levy in a court order. ICAR displays a “C” in this field when a “Y” displays in the LEVY field on the Court Order (COURTORD) screen for **any** court order on **any** of the obligor’s cases.
 - An “A” (automated) to indicate that ICAR generated the *Legal Notice of Administrative Levy* automatically when the case met certain criteria.
 - An “M” (manual) to indicate that you manually generated the *Legal Notice of Administrative Levy*.
- ◆ **PROOF OF SERVICE SENT (LEGAL NOTICE TO OBLIGOR)[†]:** ICAR displays a date dependent on the date either ICAR or you enter a “C,” “A,” or “M” in the LEGAL NOTICE TO OBLIGOR field. When ICAR displays:
 - A “C” in the LEGAL NOTICE TO OBLIGOR field, ICAR displays the date of the oldest court order with a “Y” in the LEVY field on the COURTORD screen.
 - An “A” or “M” in the LEGAL NOTICE TO OBLIGOR field, ICAR displays the date the “A” or “M” entry was made.

[†] These fields are no longer in use. See [Legal Notice of Administrative Levy](#) for more information.

- ◆ **LEVY NOTICE TO FINANCIAL INST:** ICAR displays a “Y” in this field to indicate that it generated form 470-3189, *Administrative Levy Notice to Financial Institution*, after:
 - You enter a “Y” in the ADMIN LEVY (Y/N/H) field on the ASSET screen,
 - The asset passes the administrative levy edits, and
 - The nightly batch program runs.
- ◆ **PROOF OF SERVICE SENT:** ICAR displays the date it sent form 470-3189, *Administrative Levy Notice to Financial Institution*, as indicated by the “Y” in the LEVY NOTICE TO FINANCIAL INST field. This date is the same date you entered a “Y” in the ADMIN LEVY (Y/N/H) field on the ASSET screen.
- ◆ **FINANCIAL INSTITUTION’S NAME:** ICAR displays the name of the financial institution as shown on the ASSET screen.
- ◆ **ADDRESS LINE 1, ADDRESS LINE 2, CITY/STATE/ZIP:** ICAR displays the address of the financial institution as shown on the ASSET screen.
- ◆ **LEVY NOTICE TO OBLIGOR:** To indicate that it generated form 470-3188, *Administrative Levy Notice to Obligor*, ICAR displays a “Y” in this field two working days after it displays a “Y” in the LEVY NOTICE TO FINANCIAL INST field.
- ◆ **PROOF OF SERVICE SENT:** ICAR displays the mail date of the *Administrative Levy Notice to Obligor* and form 470-3207, *Administrative Levy Notice to Joint Owner*, if applicable. ICAR displays the same date as the date of the “Y” in the LEVY NOTICE TO OBLIGOR field. See [Determination of the “Mail Date”](#) for more information.
- ◆ **NOTICE TO JOINT OWNER:** ICAR displays a “Y” or “N” to indicate whether it generated the *Administrative Levy Notice to Joint Owner*. ICAR displays:
 - A “Y” in this field when the JOINT OWNER NAME, JOINT OWNER ADDRESS and CITY/STATE/ZIP fields display entries on the ASSET screen. ICAR displays a “Y” in this field at the same time that it displays a “Y” in the LEVY NOTICE TO OBLIGOR field on the ADMLEVY screen.
 - An “N” in this field when there is an entry in the JOINT OWNER NAME field, and the JOINT OWNER ADDRESS and CITY/STATE/ZIP fields on the ASSET screen are blank. ICAR does not generate the *Administrative Levy Notice to Joint Owner*.

- ◆ **NAME OF JOINT OWNER:** ICAR displays the name of the joint owner as shown in the JOINT OWNER NAME field on the ASSET screen.
- ◆ **ADDRESS, CITY/STATE/ZIP:** ICAR displays the address, city, state, and ZIP code for the joint owner as shown in the JOINT OWNER ADDRESS and CITY/STATE/ZIP fields on the ASSET screen.
- ◆ **CHALLENGE FILED DATE:** Enter the date the obligor or joint owner files an administrative or district court challenge to the administrative levy. You cannot make an entry in this field unless there is a date in the PROOF OF SERVICE SENT field for the LEVY NOTICE TO OBLIGOR. ICAR does not allow you to enter a future date or a date earlier than the date already there.
- ◆ **TYPE:** Enter the appropriate code to indicate the type of challenge filed:

ADM Administrative challenge.
DC District court challenge.
- ◆ **LEVY RELEASED DATE:** Enter the date you release the administrative levy. You cannot make an entry in this field unless there is a date in the PROOF OF SERVICE SENT field for the LEVY NOTICE TO FINANCIAL INST. ICAR does not allow you to enter a future date or a date earlier than the date already there.
- ◆ **N.O.D. TO OBLIGOR & FI (R/U):** ICAR displays, or you may enter, a code to indicate the result of the challenge and to generate form 470-3208, *Notice of Decision Regarding Administrative Levy Challenge*.
 - ICAR displays a “Y” when you enter a valid date in the LEVY RELEASED DATE field to release the administrative levy.
 - Enter an “R” when you revise the administrative levy. ICAR displays the *Notice of Decision Regarding Administrative Levy Challenge* for you to complete and generate.
 - Enter a “U” when you uphold the administrative levy. ICAR displays the *Notice of Decision Regarding Administrative Levy Challenge* for you to complete and generate.

- ◆ **HEARING DATE/TIME:** Enter the date and time of the scheduled district court hearing. ICAR does not allow an entry in this field unless there is a “DC” in the TYPE field. ICAR only allows entry of a hearing date the same as, or later than, the date in the PROOF OF SERVICE SENT field for the LEVY NOTICE TO OBLIGOR.
- ◆ **PROCESS ENDED DATE:** Enter the date you end the administrative levy process. ICAR does not allow an entry in this field unless there is a date in the PROOF OF SERVICE SENT field for the LEVY NOTICE TO FINANCIAL INST. You must enter the current date.
- ◆ **NARRATIVE:** Enter a “Y” in this field and press F3 twice to access the User Input Case Narrative/Status screen. ICAR displays a blank narrative (LEVY 15) for you to complete.
- ◆ **CALENDAR FLAG:** Enter a “Y” in this field and press F3 twice to access the User Input Worker Calendar Flag screen. ICAR displays a blank calendar flag for you to complete.

For additional functions on the ADMLEVY screen use:

- ◆ F1=HELP to access help text for a particular field. Place the cursor in the appropriate field and press F1. Access screen-level help text by placing the cursor in any blank area of the screen and press F1.
- ◆ F2=ADD to add an entry.
- ◆ F3=UPDATE to update the screen after making an entry.
- ◆ F4=DELETE to delete the entire ADMLEVY screen.
- ◆ F5=INQUIRY to access the ADMLEVY screen for a case. Enter the case number and press F5 to display the record.
- ◆ F6=INTERSTATE SCREEN to access the INTERSTA screen.
- ◆ F7=PAGE BACK to page backward through the ADMLEVY screens (financial institution-specific) for the obligor.
- ◆ F8=PAGE FORWARD to page forward through the ADMLEVY screens (financial institution-specific) for the obligor.
- ◆ F9=REFRESH to refresh (clear) the screen.

FIMAINT Database and Screen

The Financial Institution Maintenance (FIMAINT) database consists of three interrelated parts: the database, the FIMAINT screen, and the Financial Institution Name Search screen.

ICAR stores a permanent record of information on financial institutions received through the FIDM program and other sources in the FIMAINT database. Records are **not** periodically purged from the database, nor can they be manually deleted. ICAR uses information stored in the FIMAINT database to display the financial institution information on the ASSET screen whenever staff access that screen.

ICAR displays information stored in the FIMAINT database on the FIMAINT screen. Authorized staff use the FIMAINT screen to update information stored in the FIMAINT database. ICAR displays “institution” information in the upper section of the FIMAINT screen. The institution section shows all available contact information for the financial institution.

ICAR displays “levy” information in the lower section of the screen. The levy section shows a different address (usually a P.O. box) that ICAR uses when generating administrative levies to an address other than that listed in the institution section (usually the physical address).

Only authorized EPICS and Central Office staff have access to the FIMAINT screen. All staff have view-only access to the database through the VFIMAINT screen.

Access the FIMAINT and VFIMAINT screens through the ICAR Main Menu screen or by typing either “FIMAINT” or “VFIMAINT” in the NEXT SCREEN field on any ICAR screen.

```

D479HS70          IOWA COLLECTION AND REPORTING SYSTEM          DATE: 01/01/04
                   FINANCIAL INSTITUTION MAINTENANCE           TIME: 12:00:00

FEDERAL ID.....: 000000000000          INST TYPE:          LAST UPDATE: 00 00 0000
INSTITUTION NAME:                               LAST UPDATED BY:
INST ADDR LINE 1:                               ACTIVE:           00 00 0000
INST ADDR LINE 2:                               MERGED:           000000000000
CITY/STATE/ZIP..:                               :                : 00000 0000  ACCEPT DIRECT LEVY:
CONTACT NAME....:                               EMAIL:
PHONE NUMBER....: 000 000 0000  EXT:          FAX NUMBER: 000 000 0000
WEBSITE ADDRESS.:

LEVY INST NAME..:
LEVY ADDR LINE 1:                               LEVIES SENT YTD: 0000000
LEVY ADDR LINE 2:                               LEVIES SENT TOT: 0000000
CITY/STATE/ZIP..:                               :                : 00000 0000
CONTACT NAME....:                               EMAIL:
PHONE NUMBER....: 000 000 0000  EXT:          FAX NUMBER: 000 000 0000
COMMENTS.....:

F1=HELP  F2=ADD  F3=UPDATE  F5=INQUIRE  F7=BACKWARD  F8=FORWARD  F9=REFRESH
NEXT SCREEN:          NOTES:
    
```

ICAR displays the following fields:

- ◆ **FEDERAL ID:** ICAR displays the nine-digit federal tax identification number (FIN) of the financial institution plus a three-digit extension. Authorized staff cannot update this field once the financial institution is added to the FIMAIN database.

To search for a financial institution by FIN, all workers can enter all or part of the financial institution's FIN and press F5. ICAR displays the Financial Institution Name Search screen with the financial institution most closely matching the search criteria at the top of the screen. See [Financial Institution Name Search Screen](#) for more information.

- ◆ **INST TYPE:** ICAR displays or authorized staff may enter one of the following codes to indicate whether the financial institution participates in the in-state or multi-state FIDM program:

IS In-state participant.
 MS Multi-state participant.

- ◆ **LAST UPDATE:** ICAR displays the date that it or authorized staff last updated information on the FIMAINT screen.
- ◆ **LAST UPDATED BY:** ICAR displays the four-character worker ID (e.g., ABC1) of the last authorized worker to update the screen. If the worker ID of the worker making the last update is no longer active, ICAR displays the worker's seven-character log-on ID (e.g., DSSZ999). When ICAR adds a new record to the database through the receipt of an automated file, "ICAR" displays in this field.
- ◆ **ACTIVE:** Authorized staff enters a "Y" or "N" in the first position of this field to indicate that the financial institution is active (doing business) or inactive (no longer doing business).

Y Active.
N Inactive.

Either ICAR or authorized staff enters a date in the second position of this field to indicate the date the financial institution became inactive. ICAR defaults this field to a "Y" with no date.

- ◆ **MERGED:** ICAR displays a "Y" or "N" in the first position of this field to indicate whether the financial institution merged with another financial institution. ICAR displays the FIN of the financial institution that acquired this financial institution. ICAR defaults this field to spaces. Authorized staff enter:
 - A "Y" and the FIN of the acquiring financial institution to merge two financial institutions.
 - An "N" and space-through the displayed date to "un-merge" a financial institution.
- ◆ **INSTITUTION NAME:** ICAR displays the financial institution's name.

All staff can search for a financial institution by entering all or part of the financial institution's name in this field and pressing F5. ICAR displays the Financial Institution Name Search screen and displays the financial institution most closely matching the search criteria. See [Financial Institution Name Search Screen](#) for more information.
- ◆ **INST ADDR LINE 1, INST ADDR LINE 2, CITY/STATE/ZIP:** ICAR displays the address of the financial institution to which the administrative levies are sent, **unless** there is an address in the LEVY ADDR LINE 1, LEVY ADDR LINE 2, and CITY/STATE/ZIP fields.

- ◆ **ACCEPT DIRECT LEVY:** ICAR displays a “Y” or “N” to indicate whether the financial institution, if located in another state, accepts a direct levy from Iowa. Authorized staff enter:
 - A “Y” when the financial institution accepts direct levies from Iowa.
 - An “N” when the financial institution does **not** accept direct levies from Iowa.
- ◆ **CONTACT NAME:** ICAR displays the name of the financial institution’s contact person as entered by authorized staff.
- ◆ **EMAIL:** ICAR displays the e-mail address of the financial institution’s contact person as entered by authorized staff.
- ◆ **PHONE NUMBER, EXT:** ICAR displays the telephone number and extension, if applicable, of the financial institution as entered by authorized staff.
- ◆ **FAX NUMBER:** ICAR displays the fax number of the financial institution as entered by authorized staff.
- ◆ **WEBSITE ADDRESS:** ICAR displays the financial institution’s Internet Web site address as entered by authorized staff.
- ◆ **LEVY INST NAME:** ICAR displays the name of the financial institution that the levy is to be sent (if different from INSTITUTION NAME) as entered by authorized staff.
- ◆ **LEVY ADDR LINE 1, LEVY ADDR LINE 2, CITY/STATE/ZIP:** ICAR displays the address of the financial institution to which the levy should be sent (if different from INST ADDR) as entered by authorized staff. ICAR sends administrative levies to this address.
- ◆ **LEVIES SENT YTD:** ICAR displays the total number of levies sent to the financial institution (based on FIN) in the current state fiscal year (July 1 – June 30). ICAR set this number to zero on October 25, 2001 (implementation date of the FIMAIN database), and resets it to zero at the beginning of each new state fiscal year.
- ◆ **LEVIES SENT TOT:** ICAR displays the total number of levies sent to the financial institution (based on FIN) since the institution was added to the FIMAIN database. ICAR set this number to zero on October 25, 2001 (implementation date of the FIMAIN database).
- ◆ **CONTACT NAME:** ICAR displays the name of the administrative levy contact person as entered by authorized staff.

- ◆ **EMAIL:** ICAR displays the e-mail address of the administrative levy contact person as entered by authorized staff.
- ◆ **PHONE NUMBER, EXT:** Displays the telephone number and extension, if applicable, of the administrative levy contact as entered by authorized staff.
- ◆ **FAX NUMBER:** ICAR displays the fax number of the administrative levy contact as entered by authorized staff.
- ◆ **COMMENTS:** Authorized staff can enter information about the financial institution.

ICAR also displays the financial institution information displayed on the FIMAINT screen in the corresponding ASSET PROVIDER fields on the ASSET screen. When the FIMAINT database is updated with new information, ICAR automatically displays the updated information on all existing ASSET screens for that financial institution.

For additional functions on the FIMAINT screen use:

- ◆ F1=HELP to access help text for a particular field. Place the cursor in the appropriate field and press F1. Access screen-level help text by placing the cursor in any blank area on the screen and press F1.
- ◆ F2=ADD to add a new record to the FIMAINT database.
- ◆ F3=UPDATE to update the screen after making an entry.
- ◆ F5=INQUIRE to access the Financial Institution Name Search screen to search for a financial institution. Make an entry in either the FEDERAL ID or INSTITUTION NAME field and press F5. ICAR displays the Financial Institution Name Search screen. ICAR displays the financial institution most closely matching the search criteria at the top of the screen.
- ◆ F7=BACKWARD to page backward through the FIMAINT screens (in either alphabetical or FIN sequence).
- ◆ F8=FORWARD to page forward through the FIMAINT screens (in either alphabetical or FIN sequence).
- ◆ F9=REFRESH to refresh (clear) the screen.

Note: Depending on your authorization, ICAR may not display all of these keys.

Financial Institution Name Search Screen

Use the Financial Institution Name Search screen to locate a financial institution in the FIMAINT database. ICAR displays all financial institutions stored in the FIMAINT database in alphabetical order (by institution name) on this screen. If more than one financial institution has the same name, ICAR further alphabetizes the records by city.

You can access the Financial Institution Name Search screen only from the FIMAINT screen. To access the search screen, make an entry in either the FEDERAL ID or INSTITUTION NAME field on the FIMAINT screen and press F5.

ICAR displays the Financial Institution Name Search screen with the financial institution most closely matching the search criteria at the top of the screen. If you are searching by a financial institution's FIN, ICAR displays the listing in FIN order. If you are searching by a financial institution's name, ICAR displays the listing in alphabetical order.

SEL	INSTITUTION NAME / FIN ID	ADDRESS / CITY, STATE, ZIP
	D479HS71 IOWA COLLECTION AND REPORTING SYSTEM	DATE: 01/01/04
	FINANCIAL INSTITUTION NAME SEARCH	TIME: 12:00:00
—	FIRST NATIONAL BANK FIN: 415835467-000 L/U: 10/11/2001	5 N JEFFERSON AVE ANYWHERE MO 60000 2205
—	FIRST NATIONAL BANK OF BIGTOWN FIN: 420892326-000 L/U: 10/12/2001	2400 PENNY LN BIGTOWN IA 50000 0000
—	FIRST STATE BANK FIN: 497707633-000 L/U: 10/11/2001	1312 UNIVERSITY AVE BIG CITY IA 50000 0000
—	FIRST STATE BANK OF LITTLEVILLE FIN: 488613436-000 L/U: 10/12/2001	1028 14TH ST LITTLEVILLE IA 50000 0000
—	FRIENDLY CREDIT UNION FIN: 470216780-000 L/U: 10/12/2001	621 MAIN ST FRIENDLY IA 50000 0000
—	FUNTIME INVESTMENTS, INC FIN: 430543619-000 L/U: 10/11/2001	4211 S 102ND ST SOMEPLACE NE 60000 0000
—	GOOD NEIGHBOR BANK FIN: 160350328-000 L/U: 10/11/2001	90 STATE HOUSE SQ NOREASTER CT 06000 3708

F7-PAGE BACK, F8-PAGE FORWARD, CLEAR-RETURN
NEXT SCREEN: NOTES:

ICAR displays the following fields:

- ◆ **SEL:** Enter an “X” in this field and press ENTER to select the financial institution you want to view on the FIMAIN T screen.
- ◆ **INSTITUTION NAME:** ICAR displays the financial institution’s name.
- ◆ **ADDRESS / CITY, STATE, ZIP:** ICAR displays the address from the “institution” section of the FIMAIN T screen. This address is usually the physical address of the financial institution and may or may not be the address to which administrative levies are sent.
- ◆ **FIN ID:** ICAR displays the financial institution’s FIN.
- ◆ **L/U:** ICAR displays the date it or authorized staff last updated the information on the FIMAIN T screen for the financial institution.

For additional functions on the Financial Institution Name Search screen use:

- ◆ F7-PAGE BACK to page backward through the search screens (in either alphabetical or FIN sequence).
- ◆ F8-PAGE FORWARD to page forward through the search screens (in either alphabetical or FIN sequence).
- ◆ CLEAR-RETURN function by pressing the PAUSE/BREAK key to return to a blank FIMAIN T screen.

Using the FIMAIN T Database

Authorized staff may use the FIMAIN T database to:

- ◆ [Search for a financial institution](#)
- ◆ [Update the database](#)
- ◆ [Add a financial institution](#)
- ◆ [Update information about a financial institution](#)
- ◆ [Inactivate or reactivate a financial institution record](#)
- ◆ [Merge or unmerge financial institution records](#)

Searching for a Financial Institution

Note: For ease of reference when referring to the actual screens, the terms “FIMAIN” and “VFIMAIN” are used interchangeably throughout this section.

You can access financial institution information in the FIMAIN database in two ways:

- ◆ On the FIMAIN screen, enter:
 - The financial institution’s FIN in the FEDERAL ID field and press F5, or
 - All or a part of the financial institution’s name in the INSTITUTION NAME field and press F5.

ICAR displays the Financial Institution Name Search screen. To select the appropriate financial institution, enter an “X” in the SEL field next to the institution’s name and press ENTER. ICAR displays the FIMAIN screen for the financial institution.

- ◆ On the ASSET screen you may access the financial institution’s information directly by typing “VFIMAIN” in the NEXT SCREEN field and pressing ENTER. ICAR displays the VFIMAIN screen for the financial institution.

If you cannot locate a particular financial institution, verify the financial institution’s name or FIN and try the search again. If it appears that the financial institution is not listed in the database, forward the information you have on that financial institution to your EPICS liaison.

Updating the FIMAIN Database

Authorized staff must update the FIMAIN database when:

- ◆ Information for a financial institution changes.
- ◆ The Unit receives information on a new financial institution.
- ◆ A financial institution ceases doing business.
- ◆ Two financial institutions merge or un-merge.

When you receive information regarding a financial institution that is not already in the database, forward the information to your EPICS liaison. Authorized EPICS or Central Office staff verify the information with the financial institution and update the FIMAINT database.

Adding a New Financial Institution (EPICS and Central Office)

When ICAR receives a data-match file from a financial institution not currently listed in the FIMAINT database, ICAR creates a new FIMAINT record for that institution. ICAR issues a calendar flag (FIDM 8) to EPICS to inform the worker that it added a new financial institution and to review the financial institution's information.

Only authorized Central Office staff may manually add a new financial institution to the FIMAINT database. Take the following steps to add a new financial institution:

- ◆ Access the FIMAINT screen by selecting it from the ICAR Main Menu screen or typing "FIMAINT" in the NEXT SCREEN field on any ICAR screen.
- ◆ If no financial institution displays on the screen (the screen is blank), enter the information for the new financial institution on the screen.
- ◆ If a financial institution displays (this may happen if you access FIMAINT directly from the ASSET screen), press F9 to refresh the screen. ICAR displays a blank FIMAINT screen.
- ◆ Enter the financial institution's nine-digit FIN in the FEDERAL ID field. If more than one financial institution exists in the database with the same FIN (as may be the case with a bank-holding company), enter the next sequential three-digit extension (e.g., 001, 002, etc.). ICAR requires entry to the FEDERAL ID field.
- ◆ Enter the financial institution type in the INST TYPE field. ICAR requires entry to this field. Valid entries are:
 - IS The financial institution participates through in-state FIDM.
 - MS The financial institution participates through multi-state FIDM, or is a non-participating financial institution located outside of Iowa.
- ◆ Enter the name of the financial institution in the INSTITUTION NAME field. ICAR requires entry to this field.

- ◆ Enter the first line of the financial institution's address in the INST ADDR LINE 1 field. ICAR requires entry to this field.
- ◆ Enter a "Y" in the ACTIVE field. Tab through the date fields that follow (ICAR requires a date only when you enter an "N"). ICAR requires entry to this field.
- ◆ Enter the second line of the financial institution's address, if applicable, in the INST ADDR LINE 2 field.
- ◆ Do **not** make any entry in the MERGED field. Tab to the CITY/STATE/ZIP fields.
- ◆ Enter the city, state, and ZIP code for the financial institution in the CITY/STATE/ZIP fields. ICAR requires entry to these fields.
- ◆ Enter the appropriate code in the ACCEPT DIRECT LEVY field (ICAR requires entry to this field). Enter:
 - A "Y" when the financial institution is an in-state financial institution.
 - A "Y" when the financial institution is a multi-state financial institution and accepts direct levies from Iowa.
 - A "Y" when the financial institution is a multi-state financial institution and you do not know whether the financial institution accepts direct levies from Iowa.
 - An "N" when the financial institution is a multi-state financial institution and does **not** accept direct levies from Iowa.
- ◆ Enter the name of the contact for the financial institution in the CONTACT NAME field (when known).
- ◆ Enter the e-mail address for the financial institution contact in the EMAIL field (when known).
- ◆ Enter the telephone number and extension for the financial institution contact in the PHONE NUMBER, EXT fields (when known). If the extension has fewer than four digits, you must precede the extension number with zeros. ICAR no longer displays the zeros when updating the screen.

- ◆ Enter the financial institution's fax number in the FAX NUMBER field (when known).
- ◆ Enter the financial institution's Internet Web site address (preceded by "www.") in the WEBSITE ADDRESS field (when known).

When the address to which the administrative levies are sent differs from the general contact information for the financial institution, proceed as outlined below. When the information is the same or you do not have administrative levy contact information for the financial institution, you may proceed to the COMMENTS section, if applicable.

- ◆ Enter the name of the financial institution to which the levies are sent in the LEVY INST NAME field (typically, this is the same financial institution name as in the INSTITUTION NAME field).
- ◆ Enter the first line of the financial institution's levy address in the LEVY ADDR LINE 1 field. ICAR requires entry in this field when you make an entry in the LEVY INST NAME field.
- ◆ Enter the second line of the financial institution's levy address, if applicable, in the LEVY ADDR LINE 2 field.
- ◆ Enter the city, state and ZIP code of the financial institution's levy address in the CITY/STATE/ZIP fields. ICAR requires this field when you make an entry in the LEVY ADDR LINE 1 field.
- ◆ Enter the name of the financial institution's contact for administrative levies in the CONTACT NAME field (when known).
- ◆ Enter the e-mail address for the administrative levy contact in the EMAIL field (when known).
- ◆ Enter the telephone number and extension of the administrative levy contact in the PHONE NUMBER, EXT fields (when known). When the extension has fewer than four digits, you must precede the extension number with zeros. ICAR no longer displays the zeros when updating the screen.
- ◆ Enter the fax number of the administrative levy contact in the FAX NUMBER field (when known).

- ◆ Enter any necessary information about the financial institution in the COMMENTS field.
- ◆ Press the F2 key twice to add the financial institution to ICAR. ICAR displays:
 - The current date in the LAST UPDATE field.
 - The worker ID of the worker updating the information in the LAST UPDATED BY field.
 - The online message: “FINANCIAL INSTITUTION ADDED.”

Updating Financial Institution Information (EPICS and Central Office)

When a financial institution notifies the Unit of new information regarding the processing of administrative levies, update the FIMAIN screen for that financial institution.

- ◆ Access the FIMAIN screen for the financial institution as described in [Searching for a Financial Institution](#).
- ◆ Enter the new information in the appropriate fields as described in [Adding a New Financial Institution \(EPICS and Central Office\)](#).
- ◆ When the financial institution is a multi-state financial institution and the ACCEPT DIRECT LEVY field is blank, ICAR requires an entry to this field. See [Adding a New Financial Institution \(EPICS and Central Office\)](#) for more information.
- ◆ Press the F3 key twice to update the screen. ICAR displays:
 - The current date in the LAST UPDATE field.
 - The worker ID of the worker updating the information in the LAST UPDATED BY field.
 - The online message: “FINANCIAL INSTITUTION UPDATED.”

Inactivating and Re-activating a Financial Institution (Central Office)

When a financial institution notifies the Unit that it has ceased doing business, update the FIMAIN screen for that financial institution. **Note:** If the financial institution has **merged** with another financial institution, see [Merging and Un-merging Financial Institutions \(Central Office\)](#).

To inactivate a financial institution:

- ◆ Access the FIMAIN screen for the financial institution as described in [Searching for a Financial Institution](#).
- ◆ Tab to the ACTIVE field and enter an “N.” In the date section of the field, enter the date the financial institution ceased doing business.
- ◆ Press the F3 key twice to update the screen. ICAR displays:
 - The current date in the LAST UPDATE field.
 - The worker ID of the worker updating the information in the LAST UPDATED BY field.
 - The online message: “FINANCIAL INSTITUTION UPDATED.”

ICAR now displays an “N” in the ACTIVE? field on all existing ASSET screens for the financial institution. ICAR no longer allows a levy against the asset and does not allow you to enter a “Y” in the ADMIN LEVY (Y/N/H) field.

When the Unit receives notification that a previously inactive financial institution is again doing business, update the FIMAIN screen for that financial institution. **Note:** If the financial institution has **un-merged**, see [Merging and Un-merging Financial Institutions \(Central Office\)](#).

To re-activate a financial institution:

- ◆ Access the FIMAIN screen for the financial institution as described in [Searching for a Financial Institution](#).
- ◆ Tab to the ACTIVE field and enter a “Y.” Space-through the displayed date.

- ◆ Press the F3 key twice to update the screen. ICAR displays:
 - The current date in the LAST UPDATE field.
 - The worker ID of the worker updating the information in the LAST UPDATED BY field.
 - The online message: “FINANCIAL INSTITUTION UPDATED.”

ICAR now displays a “Y” in the ACTIVE? field on all existing ASSET screens for the financial institution.

Merging and Un-merging Financial Institutions (Central Office)

A financial institution may acquire another financial institution through a merger. The tracking of mergers ensures that administrative levies against assets held at the acquired financial institution are now directed to the acquiring financial institution.

When one financial institution acquires another and the two merge (e.g., one financial institution closes or assumes the other financial institution’s name), update the FIMAIN database. To merge one financial institution with another:

- ◆ Access the FIMAIN screen for the financial institution as described in [Searching for a Financial Institution](#).
- ◆ Search for the **acquiring** financial institution (the one continuing to do business). See [Searching for a Financial Institution](#).
- ◆ On the FIMAIN screen for the **acquiring** financial institution, use your PC’s mouse to highlight the FIN and then click the “copy” button on your PC’s toolbar.
- ◆ Press F9 to refresh the FIMAIN screen.
- ◆ Search for the financial institution being **acquired** (the one no longer doing business under its existing name). See [Searching for a Financial Institution](#).
- ◆ On the FIMAIN screen for the **acquired** financial institution, tab to the MERGED field and enter a “Y.” Enter the FIN of the acquiring financial institution in the FIN section of the field by placing your cursor in the first position of the field and clicking the “paste” button on your PC’s toolbar.

- ◆ Press the F3 key twice to update the screen. ICAR displays:
 - An “N” and the current date in the ACTIVE field.
 - The current date in the LAST UPDATE field.
 - The worker ID of the worker updating the information in the LAST UPDATED BY field.
 - The online message: “FINANCIAL INSTITUTION UPDATED.”

ICAR displays:

- ◆ The name and information of the **acquiring** financial institution on all existing ASSET screens for the **acquired** financial institution.
- ◆ An “M” in the ACTIVE? field on the ASSET screen to indicate that the financial institution originally listed as the asset provider merged with the financial institution currently shown.
- ◆ A “Y” in the ACTIVE? field on existing ASSET screens for the acquiring financial institution.

ICAR issues a narrative (FIDM 10) on all cases with an existing asset for the **acquired** financial institution documenting that the two financial institutions have merged.

If a previously merged financial institution again becomes a separate financial institution (**un-merges**), update the FIMAINT screen as follows:

- ◆ Access the FIMAINT screen for the financial institution as described in [Searching for a Financial Institution](#).
- ◆ Search for the **acquired** financial institution (the one that is no longer “merged”). See [Searching for a Financial Institution](#).
- ◆ On the FIMAINT screen for the **acquired** financial institution, tab to the ACTIVE field and enter a “Y.” Space-through the displayed date.
- ◆ Tab to the MERGED field and enter an “N.”

- ◆ Press the F3 key twice to update the screen. ICAR displays:
 - A “Y” with a blank date in the ACTIVE field.
 - An “N” and “000000000000” in the FIN section in the MERGED field.
 - The current date in the LAST UPDATE field.
 - The worker ID of the worker updating the information in the LAST UPDATED BY field.
 - The online message: “FINANCIAL INSTITUTION UPDATED.”

ICAR displays:

- ◆ The name of the financial institution as shown on the FIMAINT screen.
- ◆ A “Y” in the ACTIVE? field on all existing ASSET screens for the “un-merged” financial institution.

ICAR issues a narrative (FIDM 11) on all cases with an existing asset for the “un-merged” financial institution documenting that the two financial institutions are no longer merged.

ENTERING AND VERIFYING ASSET INFORMATION

The identification and verification of assets relies mainly on information provided through the automated FIDM program. ICAR automatically verifies assets loaded by the FIDM program. For more information on FIDM assets, see [FINANCIAL INSTITUTION DATA MATCH INFORMATION](#).

For assets received through the 1099 program, ICAR verified the assets through the 1099 sub-system. For more information on 1099 assets, see 9-T, [1099 PROCESS](#). (**Note:** The 1099 program is no longer in production.)

You may enter asset information obtained from a non-automated source, such as the obligee or other interested party. Follow the procedures outlined below to manually enter and verify asset information.

The following sections explain:

- ◆ [Adding asset information manually](#)
- ◆ [Adding multiple assets at one financial institution](#)
- ◆ [Verifying assets](#)
- ◆ [Entering verified asset information](#)
- ◆ [Re-verifying an asset](#)
- ◆ [Viewing assets for obligors with multiple cases](#)
- ◆ [Deleting asset records](#)

Adding Asset Information Manually

You may add asset information on the ASSET screen **only** when the financial institution holding the asset exists in the FIMAINT database. Before attempting to add an asset, search for the financial institution (see [Searching for a Financial Institution](#)). If the financial institution exists in the database, return to the ASSET screen and add the asset.

When the financial institution does **not** exist in the FIMAINT database, forward all financial institution information (e.g., name, address, FIN, contact information, etc.) to your EPICS liaison.

The EPICS liaison obtains the necessary information from the financial institution and forwards the information to Central Office. Central Office then adds the financial institution to the FIMAINT database. Once the financial institution is added to the database, Central Office informs the EPICS liaison to inform you that you may now add the asset to the ASSET screen.

To add an asset for a financial institution listed on the FIMAINT database to the ASSET screen:

- ◆ Access the ASSET screen by selecting it from the CATS Main Menu screen or typing “ASSET” in the NEXT SCREEN field on any ICAR screen.
- ◆ Enter the case number and press F5 to display the record. ICAR displays the obligor’s name in the PAYOR/LOCATE NAME field and social security number in the SSN field.
- ◆ When no prior assets exist for the obligor (all fields other than PAYOR/LOCATE NAME and SSN are blank), enter the asset information on the screen.

- ◆ When prior assets exist for the obligor, press F9 to refresh the screen. ICAR displays a blank ASSET screen displaying the obligor's name and SSN.
- ◆ ICAR requires you to enter one of the following codes in the VERIFICATION LETTER SENT field:
 - A "Y" to generate form 470-3170, *Asset Verification Request*, to the financial institution.
 - An "N" to not generate the *Asset Verification Request*. If you enter an "N" in this field, you must enter a "Y" in the ASSETS VERIFIED field.
- ◆ ICAR requires you to enter the source providing the asset information in the SOURCE OF ASSET field. **Note:** The source code "ADDSRCE" is a protected code used by the 1099 program and you cannot manually enter it.
- ◆ Enter the account number in the ACCT NBR field, if available. If you enter an account number, you must enter a dollar amount in the AMT field.
- ◆ Enter the dollar amount of the asset (when available) in the AMT field. Enter whole dollar amounts only. When the amount is not available, enter \$100.
- ◆ Enter a code to indicate the type of the asset (when known) in the ACCT. TYPE field. Valid entries are:

B	Bonds/stocks	M	Money market account
C	Checking account	O	Other
D	Certificate of deposit	P	Compound account
E	ERISA plan	R	Royalties
H	Cash balances	S	Savings account
I	IRA/Keogh	T	Trust account
- ◆ Enter the name or the first few letters of the name of the financial institution holding the asset in the ASSET PROVIDER field and press F2. ICAR displays the Financial Institution Name Search screen for the financial institution most closely matching the search criteria.
- ◆ Enter an "X" in the SEL field next to the appropriate financial institution's name and press ENTER.
- ◆ ICAR displays the ASSET screen and the information for the asset provider. Verify that you selected the correct financial institution.

- ◆ Press the F2 key **once** to add the asset to ICAR. ICAR displays the online message: “A NEW ASSET HAS NOW BEEN ADDED.”
- ◆ ICAR issues a narrative (LEVY 6) to document that asset information was added to the case at the worker’s request.

When you add the asset, ICAR displays an “N” in the ADMIN LEVY (Y/N/H) field on the ASSET screen. ICAR displays the “N” until you receive verification of the asset and enter a “Y” in the ASSETS VERIFIED field on the ASSET screen. ICAR then changes the entry to “H” (“hold”).

When the nightly asset letter batch program runs, ICAR displays the date the program ran in the DATE field and issues a narrative (ENF 7) to document that you requested verification of the assets.

Adding Multiple Assets at One Financial Institution

ICAR allows the entry of up to two assets at the same financial institution on the ASSET screen. When the obligor has more than two assets located at the same financial institution, use the ASSET2 screen to enter the remaining assets.

The procedure for entering multiple assets is the same as outlined under [Adding Asset Information Manually](#), with the following exceptions:

- ◆ Enter the first two assets on the ASSET screen. When you complete all screen entries and add the asset, press F6. ICAR displays the ASSET2 screen.
- ◆ Follow the same procedure as when adding asset information to the ASSET screen.
- ◆ Press F3 twice to modify the asset information. ICAR displays the online message: “UPDATE PROCESSING HAS COMPLETED SUCCESSFULLY.”
- ◆ Press F6 to return to the ASSET screen.

Verifying Assets

Legal reference: Iowa Code section 252I.4(1); 441 IAC 98.93(252I)

After you add asset information to the ASSET screen from a non-automated source, request verification of the information from the financial institution. Use form 470-3170, *Asset Verification Request*.

Since ICAR automatically verifies asset information loaded through the FIDM program, you do not need to request verification from the financial institution. However, if you need to obtain further verification of an asset **after** ICAR automatically verifies it, send the *Asset Verification Request* to the financial institution.

Sending the Asset Verification Request by Mail

Mail form 470-3170, *Asset Verification Request*, to the financial institution to obtain information on the obligor's assets.

- ◆ To generate this form for an asset received through a non-automated source, enter a "Y" in the VERIFICATION LETTER SENT field on the ASSET screen.

ICAR generates the *Asset Verification Request* and issues a narrative (ENF 7) documenting that you requested verification of the assets. For assets loaded through the 1099 program, ICAR generates the form and issues a different narrative (LOC 87).

- ◆ To generate this form for an asset loaded through the FIDM program, enter an "R" (re-verify) in the VERIFICATION LETTER SENT field on the ASSET screen.
Note: This action "un-verifies" the FIDM asset.

ICAR generates the *Asset Verification Request* and issues a narrative (ENF 7) documenting that you requested verification of the assets.

For all assets loaded to ICAR either through an automated program or manually, ICAR combines all requests to one financial institution into one form and generates the *Asset Verification Request* automatically through an overnight batch program. Central Office mails this form.

Upon receipt of the *Asset Verification Request*, the financial institution provides the requested information about the obligor's asset. The financial institution then returns the form to EPICS. For 1099 assets, the financial institution returns the *Asset Verification Request* to Central Office for input into the 1099 sub-system.

Verifying Assets by Telephone or Fax

You may request verification of an asset by telephone or fax. Financial institution staff are not required to verify account information by telephone; however, they may do so if they know you well enough to recognize your voice. They may also require you to provide your telephone number so they can call you back.

For fax verifications, generate form 470-3170, *Asset Verification Request*, from the Select Forms Display (FORMOSEL) screen.

- ◆ Enter the ICAR case number in the CASE field and "LOC" in the PROCESS field and press F9 to display the list of forms.
- ◆ Enter an "X" in the SEL field next to "470-3170 Asset Verification Request – Online" and press ENTER.
- ◆ Press F6 to access the Form View Information (FORMVIEW) screen. Press F11 to access the Online Form Generation (FORMGEN) screen.
- ◆ Press F9 to generate the form. Complete the form using the Word template.

The form prints on line to your local printer. This ensures uniformity in the requests sent to financial institutions.

Once the financial institution verifies the asset, add the asset information to ICAR.

The procedure for entering asset information verified by telephone or fax is the same as outlined in [Adding Asset Information Manually](#), with the following exception:

Enter a "P" (for phone or fax) in the VERIFICATION LETTER SENT field. ICAR requires entry to this field.

ICAR issues a narrative (ENF 36) documenting you requested verification of the asset by telephone or fax.

Entering Verified Asset Information

Once the financial institution returns form 470-3170, *Asset Verification Request*, EPICS staff updates the ASSET screen with the verification information. You may also complete this step when verifying assets by telephone or fax.

To enter the verification information, access the appropriate ASSET screen for the obligor. When more than one ASSET screen exists, verify you are entering the asset information for the correct financial institution. If necessary, press F8 to page forward through the ASSET screens to display the correct ASSET screen.

Once you access the appropriate ASSET screen, enter one of the following codes in the ASSETS VERIFIED field:

- ◆ A “Y” (yes) when the financial institution verifies that the obligor has an asset at that financial institution. ICAR:
 - Changes the entry in the ADMIN LEVY (Y/N/H) field from “N” to “H.”
 - Issues a narrative (ENF 3) documenting that the asset is verified, where the asset is located, and what the account numbers are. Each narrative records up to four account numbers per financial institution. If more than four accounts are verified at a financial institution, ICAR issues a separate narrative (ENF 3) for each set of four accounts.
- ◆ An “N” (no) when the financial institution verifies that the obligor does **not** have an asset at that financial institution. ICAR:
 - Retains the “N” entry in the ADMIN LEVY (Y/N/H) field.
 - Issues a narrative (ENF 4) documenting the asset source is not valid.

In addition to making the appropriate entry in the ASSETS VERIFIED field, modify any other information on the ASSET screen to reflect the information provided by the financial institution. For example:

- ◆ Account types
- ◆ New or modified account numbers
- ◆ Account balances
- ◆ Joint owner information

Press F3 twice to update the information.

Re-verifying an Asset

Under certain circumstances, you may need to re-verify an obligor's assets. This may happen when the financial institution fails to respond to your initial *Asset Verification Request*, form 470-3170, or because you require further verification of information already provided by the financial institution.

To re-verify an asset, send an *Asset Verification Request* to the financial institution by mail, or contact the financial institution by telephone or fax.

To re-verify the asset by **mail**:

- ◆ Access the appropriate ASSET screen for the financial institution.
- ◆ Enter an "R" (re-verify) in the VERIFICATION LETTER SENT field.
- ◆ Press F3 twice to update the screen.

ICAR generates form 470-3170, *Asset Verification Request*, through an overnight batch program and issues a narrative (ENF 7) documenting you requested a verification of the assets.

To re-verify an asset by **telephone or fax**, contact the financial institution to request the necessary information. On ICAR:

- ◆ Access the appropriate ASSET screen for the financial institution.
- ◆ Enter a "P" in the VERIFICATION LETTER SENT field.
- ◆ Enter the appropriate code ("Y" or "N") in the ASSETS VERIFIED field.
- ◆ Press F3 twice to update the screen. ICAR issues a narrative (ENF 36) documenting you requested verification of the asset by telephone or fax.

Once you receive the verified asset information, enter the information on ICAR as outlined in [Entering Verified Asset Information](#).

Viewing Assets for Obligors With Multiple Cases

The administrative levy process is **obligor**-specific. This means that ICAR automatically adds an asset to all active cases in which the person is the obligor.

ICAR displays identical ASSET and ADMLEVY screens for each case and issues narratives and calendar flags identically for all cases. This functionality does not depend on the cases being cross-referenced. ICAR issues the same narratives and calendar flags on each case.

Deletion of Assets

ICAR displays up to 20 ASSET/ASSET2/ADMLEVY screen combinations for the obligor on each case. When ICAR displays an asset with an “N” in the ADMIN LEVY (Y/N/H) field on the ASSET screen or a date in the PROCESS ENDED DATE field on the ADMLEVY screen, it may load that asset again if it is received through the FIDM program.

Automated Batch Program

When ICAR receives an asset through FIDM, and the financial institution’s federal ID, name and at least one account number matches an existing process-ended asset on ICAR, then ICAR automatically deletes the existing asset and loads the new asset information for that financial institution.

ICAR issues a narrative (ENF 45) to document that it loaded an asset and that it deleted previous asset information for the financial institution.

ICAR also automatically deletes process-ended assets through a monthly batch “purge” program. ICAR reviews assets displaying an “N” in the ADMIN LEVY (Y/N/H) field on the ASSET screen on the third weekend of each month. ICAR deletes assets not modified within the last six months. ICAR does not issue a narrative for assets deleted through this purge program.

Manual Deletion

You may also delete assets manually. To delete, access the appropriate ASSET screen and press F4 twice. ICAR issues:

- ◆ A narrative (ENF 9) when you delete a non-“ADDSRCE” asset to document the deleted financial institution and account numbers.
- ◆ A different narrative (ENF 10) when you delete an “ADDSRCE” asset. This narrative documents the deleted account numbers but does not contain the financial institution name.

Note: When you delete the ASSET screen, ICAR also deletes the corresponding ASSET2 screen, if applicable, and ADMLEVY screen for the case.

FINANCIAL INSTITUTION DATA MATCH INFORMATION

Legal reference: 42 U.S.C. § 666(a)(17), 669A; Iowa Code section 252I.4(2) and (3)

The Financial Institution Data Match (FIDM) is a federally- and state-mandated program in which financial institutions in all 50 states and U.S. territories are required to provide, on a quarterly basis, asset information for delinquent child support obligors. FIDM is the single-largest source of financial information used in the administrative levy process.

Financial institutions are required to enter into an agreement either with the states in which they do business or with the federal Office of Child Support Enforcement (OCSE). See the chart below:

Designation	Criteria	Signs Agreement With
Multi-state institution (MSFIDM)	Licensed to operate in two or more states	OCSE <i>or</i> each individual state in which the institution does business
In-state institution (ISFIDM)	Licensed to operate in one state, or a multi-state institution that has chosen to match with each individual state in which it does business	Each individual state in which the institution does business

The following sections address:

- ◆ [Methods for matching accounts](#)
- ◆ [FIDM information updates](#)
- ◆ [Name/SSN mismatches](#)
- ◆ [SSN/FIN mismatches](#)
- ◆ [Joint accounts](#)
- ◆ [Address information](#)

Methods for Matching Accounts

Financial institutions may choose one of two “methods” to report their asset information for FIDM:

- ◆ **All Accounts Method.** With this method, a financial institution sends the Unit its entire file of account holders, which includes individuals who are not delinquent or do not have a child support case. ICAR stores this account information in the electronic asset file.

Nightly, the ICAR case delinquency program selects delinquent obligors on ICAR. Through the batch asset load program, ICAR compares the delinquent obligors to the asset file. If the delinquent obligors’ assets on the file pass the program criteria, ICAR loads the assets.

- ◆ **Matched Accounts Method.** With this method, a financial institution receives the Unit’s delinquent obligor file and then matches it against its account-holder file. The financial institution returns all account matches to the Unit to be matched against ICAR. ICAR stores the account information in the electronic asset file.

The nightly ICAR case delinquency program selects the delinquent obligors for use by the batch asset load program in matching obligors against the asset file. If the assets pass the program criteria, ICAR loads the assets.

Financial institutions designated as “multi-state” can use only the matched-accounts method. These institutions receive a master file from OCSE containing the delinquent obligor files for all U.S. states and territories. This master file contains over four million records. The financial institution matches the OCSE file against its account-holder file and returns the matches to OCSE. OCSE sorts the responses using the state FIPS codes and returns the responses to the states initiating a request to OCSE.

The Unit sends Iowa’s delinquent obligor file to OCSE as part of the weekly federal tax offset file. This file includes delinquent obligors on public-assistance (PA) and non-public assistance (NPA) cases as well as delinquent obligors on NPA cases with no minor children.

NPA cases with no minor children are known as “FIDM-only” cases. When ICAR certifies a FIDM-only case, it issues a narrative (FIDM 8) stating that the case has been certified for this enforcement action. When ICAR decertifies a FIDM-only case, ICAR issues a narrative (FIDM 9) stating that the case is no longer certified for this enforcement action.

FIDM Information Updates

The Unit receives FIDM information from in-state financial institutions on a quarterly basis and from OCSE on a nightly basis. Nightly, ICAR processes asset information that is either an addition or an update to existing information ICAR previously received.

The new asset information may result in ICAR creating a new ASSET screen, updating an existing ASSET screen, or bypassing the information as follows:

Asset Information Previously Received?	FI FIN and Acct. Numbers Match?	ADMIN LEVY (Y/N/H) Field Entry	Action
No	N/A	N/A	ICAR creates a new ASSET screen
Yes	Yes	“Y”	ICAR bypasses the asset
Yes	No	“N”	ICAR creates a new ASSET screen
Yes	Yes	“N”	ICAR deletes the previous ASSET screen and adds a new ASSET screen
Yes	Yes	“H”	ICAR updates asset information on existing ASSET screen

When ICAR loads asset information received through the FIDM program, ICAR issues a narrative (ENF 44) to document the source of the information and the location of the asset. When FIDM asset information replaces the previous ASSET screen for that financial institution, ICAR issues a narrative (ENF 45) to document that it loaded an asset and that it deleted previous asset information for the financial institution.

When ICAR updates an existing ASSET screen with an account balance, and the balance had not previously been reported, ICAR no longer displays the “N” in the AMT field and updates the actual balance. When an asset was previously reported with an actual balance of \$0, and the update provides a balance greater than \$0, ICAR no longer displays the “Y” in the AMT field and displays the actual balance.

Name/SSN Mismatches

When a financial institution chooses the “matched accounts” method, the financial institution receives a file of obligor names and social security numbers (SSN) from the Unit. The financial institution then matches the social security numbers provided by the Unit against the social security numbers of its account holders. The financial institution may then conduct a secondary match using the first four characters of the obligor’s last name as provided by the Unit.

Depending upon how the financial institution sets up its records, the obligor’s social security number provided by the Unit may match with an account, and the name associated with that account may not match the first four characters of the obligor’s **last name** provided by the Unit.

There are several reasons for this. Typically, these name mismatches are caused by the “format” in which the financial institution keeps its account-holder names, e.g., some financial institutions’ records list the account-holders’ names in a first name/last name format, rather than the last name/first name format that ICAR uses. This scenario **always** causes a mismatch.

Following are some examples of name/social security number “mismatches”:

CSRU SSN	CSRU Name Format	F.I. SSN	F.I. Name Format
111-11-1111	Test	111-11-1111	Obligor Test
111-11-2222	Test	111-11-2222	II, Obligor Test
111-11-3333	Mcte	111-11-3333	Mc Test, Obligor

Another common “mismatch” occurs when a woman marries or divorces and changes her last name. For example, Obligee Two has a case on ICAR. Her account at the financial institution is listed under her maiden name, Obligee One. Therefore, when the financial institution performs the match, the names do not match, even though the social security numbers match.

Since the social security number is the key to the data-match, the person identified by the financial institution is most likely the same person as listed on the Unit’s inquiry file. However, it is important that you review the information provided in the narrative (as outlined below) to further verify that the data is being reported on the correct person.

ICAR issues both a narrative and calendar flag to inform you it loaded mismatched information to the case:

- ◆ When ICAR loads **asset** information identified as a “mismatch,” ICAR issues a narrative (LEVY 46) and calendar flag (LEVY 23). The narrative contains the social security number, the name sent by the Unit, the name of the financial institution reporting the information, and the “matched” name listed on the account.
- ◆ When ICAR loads **address** information identified as a “mismatch,” ICAR issues a narrative (LEVY 47) and calendar flag (LEVY 24). The narrative contains the same information as outlined above.

ICAR automatically updates with this information. If you still question the validity of the information, contact the financial institution for clarification. Make any necessary changes to ICAR.

SSN/FIN Mismatches

A second mismatch may occur when a financial institution attempts to match the social security number provided by the Unit against its account-holder file and instead “matches” the federal identification number (FIN) of a business holding an account at that financial institution.

Both the social security number and the federal identification number are nine digits and can contain the same number sequences. Therefore, it is possible that the account information being provided is that of the business and not that of the obligor for that social security number.

When ICAR displays multiple accounts with large balances on the ASSET screen, or when identifying information about a business displays in either the JOINT OWNER NAME field or in the name/SSN “mismatch” narrative (LEVY 46), the assets may be those of a business.

Contact the financial institution to confirm the account-holder information. If a financial institution indicates the submitted social security number references a business’s account, an SSN/FIN mismatch has occurred.

Ask the financial institution to search its account-holder file using the obligor’s name. If the financial institution does not find a match, the obligor does not hold an account at the financial institution and you may end the levy process. See [TERMINATING THE ADMINISTRATIVE LEVY PROCESS](#) for more information.

Joint Accounts

Information on the existence of a joint-account owner may be received through FIDM. ICAR automatically displays this information with:

- ◆ A “Y” in the JOINT field for the particular asset on either the ASSET or ASSET2 screen.
- ◆ The joint owner’s name in the JOINT OWNER NAME field on the ASSET screen.

Note: A name **may not** always accompany the “Y” indicator displayed in the JOINT field. Often the financial institution identifies an account as “joint” and does not provide the joint owner’s name. When this occurs, ICAR displays “NOT PROVIDED” in the JOINT OWNER NAME field.

ICAR displays only one joint owner’s name for each financial institution on the ASSET screen. If multiple accounts exist at a financial institution and more than one of the accounts is jointly held, the different accounts may have different joint owners. When this occurs, ICAR displays the name of the joint owner in the JOINT OWNER NAME field for the first asset loaded to the case.

When subsequent asset records for the same financial institution also contain a joint owner name, ICAR displays the person’s name and SSN, along with the financial institution’s name and account number, in a narrative (LEVY 48).

ICAR issues a calendar flag (LEVY 25) informing you of the existence of a joint owner for the particular asset. The calendar flag contains the financial institution name and account number. ICAR issues a separate narrative and calendar flag for each joint owner.

Note: Information displayed in the JOINT OWNER NAME field may not always contain a joint owner's name. Many financial institutions use the joint owner name field in their own files to record other information about the account, such as "Christmas club" or "VFW fund-raising account." Large brokerage firms commonly use this field to make account notations, such as "Investment/Savings Account" or "Roth IRA."

Address Information

In addition to financial asset information, the FIDM program also provides address information for the obligor. ICAR processes this address information through the ICAR batch address program.

ICAR may load address information even if it does not load the corresponding asset to the ASSET screen. ICAR may also load address information when the obligor is not delinquent. ICAR updates the address information on the ADDVER screen.

Note: If the obligor's social security number provided by the Unit matches the social security number of the **joint owner** of an account at a financial institution, and the financial institution does not have an address on file for the joint owner, the financial institution may return the address of the **primary** account owner.

ICAR updates the ADDVER screen in the same way it loads addresses received through other automated programs. The ADDVER screen contains the following specific entries for addresses provided through FIDM:

SOURCE OF ADDRESS: ICAR displays "ISFIDM" for addresses received through the in-state FIDM process or "MSFIDM" for addresses received through the multi-state FIDM process.

See the location process for further information.

INITIATING THE ADMINISTRATIVE LEVY

EPICS staff initiate all administrative levies for the Unit. EPICS staff determine whether or not to proceed with an administrative levy based upon the review of case and asset information as described in [EPICS' REVIEW OF CASES MEETING LEVY CRITERIA](#).

You can also ask EPICS to initiate an administrative levy action on ICAR by contacting your office's EPICS administrative levy liaison.

The administrative levy process begins when:

- ◆ An obligor's asset has been identified and verified.
- ◆ The case meets all administrative levy selection criteria.

Administrative Levy Case Selection Criteria

For ICAR to select a case for the administrative levy program, a verified asset must exist on ICAR and the case must first pass the criteria in the case delinquency program. When the case is delinquent in the amount equal to one month's support, it passes the case delinquency criteria.

For a case selected by the case delinquency program, ICAR processes the case to see if it meets these criteria:

- ◆ The STATUS field on the CASE screen is "A."
- ◆ The ICAR CASE WRKR ID field on the CASE screen is **not** "CSC" or blank.
- ◆ The REDIRECTED field on the CASE screen is "N."
- ◆ The BANKRPTCY & CHAPTR field on the PAYOR screen is "N" or blank.
- ◆ The DECEASED and DATE OF DEATH fields on the PAYOR screen are blank.
- ◆ The obligor has a verified address on the PAYOR screen.

- ◆ The FEDERAL BENEFITS field on the obligor's Parent Locate (LOCATE) screen is **not** "SSI."
- ◆ The GOOD CAUSE field on the PAYEE screen is **not** "A," "P," or "Y."
- ◆ The PAYOR PARENT INDICATOR field on the Case Narrative View/Select (NARRCASE) screen is **not** "WTW" (Welfare to Work) or "POPP" (Parental Obligation Pilot Project).
- ◆ The first two characters in the C.O. COUNTY FIPS field or the REG/FILE COUNTY FIPS field on the Court Order (COURTORD) screen are "19" and the TYPE field is **not** "ON" or "OP."
- ◆ The total "billed amount" of all of the obligor's obligations for the prior six months is greater than the total "paid amount" for the prior six months (as determined by ICAR).
- ◆ The combined value of the assets at a financial institution is \$100 or greater.

Cases Not Selected

When a case does not pass the administrative levy case selection criteria, ICAR:

- ◆ Enters an "N" in the ADMIN LEVY (Y/N/H) field on the ASSET screen.
- ◆ Enters the current date in the PROCESS ENDED DATE field on the ADMLEVY screen.
- ◆ Issues a narrative (LEVY 16) on single cases or a narrative (LEVY 20) on multiple cases with one the following variables documenting the reason the case did not pass criteria:
 - DELINQUENCY < 1 MONTHS SUPPORT
 - CASE STATUS NOT ACTIVE
 - CASE REDIRECTED
 - WORKER ID NOT VALID
 - BANKRUPTCY
 - GOOD CAUSE or GOOD CAUSE APPROVED FOR PAYEE
 - DEATH OF OBLIGOR
 - OBLIGOR RECEIVING SSI
 - OBLIGOR PARTICIPATING IN WTW
 - OBLIGOR PARTICIPATING IN POPP
 - NO VALID IOWA COURT ORDER EXISTS
 - PAYMENTS MADE FOR LAST 6 MONTHS

A case does not pass the administrative levy selection criteria when:

- ◆ There is not a valid Iowa or Iowa-registered court order (including foreign orders fully registered in Iowa or foreign orders filed in Iowa for income withholding order (IWO) purposes). ICAR:
 - Issues a narrative (LEVY 16) on single cases or a narrative (LEVY 20) on multiple cases documenting that the levy process has ended due to no valid Iowa court order.
 - Sets a trigger for an internal batch program that monitors for a valid entry in the TYPE field on the COURTORD screen.
- ◆ The assets at a financial institution have a combined value of less than \$100. ICAR issues a narrative (LEVY 19) documenting the levy process has ended for that particular financial institution due to assets valued under \$100.
- ◆ A case passes all of the administrative levy case selection criteria and does not have a verified address on the PAYOR screen. ICAR:
 - Retains the asset in “hold” status (an “H” displays in the ADMIN LEVY (Y/N/H) field on the ASSET screen).
 - Issues a calendar flag (LEVY 13) prompting you to review the case for a verified address for the obligor. ICAR also issues an identical calendar flag (LEVY 26) to EPICS staff to indicate that the case is awaiting the addition of a verified obligor address.

Legal Notice of Administrative Levy

Legal reference: Iowa Code section 252I.3; 441 IAC 98.92 (252I)

Before July 1, 2005, Iowa Code section 252I.3 and 441 Iowa Administrative Code 98.92(252I) required the Unit to provide legal notice of administrative levy provisions to the obligor at least 15 days before taking any action under the administrative levy process. The obligor received legal notice in one of two ways:

- ◆ Through the inclusion of notification in the court order. The statute required the Unit and the district courts to include administrative levy notification language in any new or modified support orders issued on or after July 1, 1994. Orders generated from ICAR on or after July 1, 1994, contain the required language.
- ◆ Through the generation of form 470-3187, *Legal Notice of Administrative Levy* (obsolete). This one-time notice was sufficient for all subsequent administrative levy actions against the obligor.

Legislation effective July 1, 2005, eliminated this requirement and allows you to begin an administrative levy as soon as you receive verified asset information and the case meets all administrative levy criteria.

Effective December 14, 2005 (the implementation date of the ICAR enhancements), ICAR no longer generates the *Legal Notice of Administrative Levy*. However, ICAR continues to display information about the form in the LEGAL NOTICE TO OBLIGOR and PROOF OF SERVICE SENT (LEGAL NOTICE TO OBLIGOR) fields on the ADMLEVY screen. (See [ADMLEVY Screen](#) for more information.)

Notice Contained in Court Orders

When entering an order on ICAR that contains the required language, enter a “Y” in the LEVY field on the COURTOR screen.

D479HC05	IOWA COLLECTION AND REPORTING SYSTEM	DATE:01/01/04
	COURT ORDER	TIME:12:00:00
CASE NUMBER.....:	DISTRIBUTE PERCENTAGE TO CARETAKER? :	
PAYOR:	MOD NTC: 00000000	DNY: 00000000
PAYEE:	MOD NTC: 00000000	DNY: 00000000
-ORDER OBTAINED IN -	BYPASS ORDER FOR A/T:	
C.O. COUNTY FIPS...:	-OR- COUNTY NUMBER:	
COURT ORDER NUMBER.:	ORDER DATE: 12 01 1999	TYPE:
ICIS C.O. NUMBER...:	REG/FILE NO:	
REG/FILE COUNTY FIPS..:	-OR- COUNTY NUMBER:	
LAST COURT ACTION..:	0000	CSRU MOD (Y/N): HEALTH INS.:
	IIW PROVISIONS (Y/N/G/A): NOTICE (I/M):	
PETITIONER (FML)...:		MORE?
RESPONDENT (FML)...:		MORE?
	JUDGMENT SAT: EFFECTIVE:	00 00 0000
C.O. REGISTERED IN..:		
C.O. TRANSCRIBED TO.:	C.O. TRANSFERS.....:	
MOD JUR: MOD JUR DATE: 00 00 0000	CHOICE OF LAW JUR..:	
RELATED ORDERS: CASES:	MORE? LEVY Y	
PF2=ADD PF3=MODIFY PF5=INQUIRY PF6=DCO PF7=BACK PF8=FORWARD PF9=REFRESH PF10=COURTOR2		
PF11=REVIEW1 PF12=REGIST PF13=REVSUM PF14=ADMOD1 PF15=ADMODSUM F16=HIUPD F17=ASNTRM		
NEXT SCREEN:	NOTES:	

When you enter a “Y” in the LEVY field on the COURTOR screen, ICAR displays the following entries on the ADMLEVY screen:

- ◆ A “C” (court order notice) in the LEGAL NOTICE TO OBLIGOR field indicating the obligor received notice of administrative levy through a court order.
- ◆ The filing date (of the oldest court order displaying a “Y” in the LEVY field) in the PROOF OF SERVICE SENT field for the LEGAL NOTICE TO OBLIGOR.

D479HL16	IOWA COLLECTION AND REPORTING SYSTEM	DATE: 01/01/04
	ADMINISTRATIVE LEVY	TIME: 12:00:00
CASE NUMBER.....:		SIGNATURE ID....:
PAYOR.....:		CC AP ATTY (Y/N):
PAYEE.....:		CC CP ATTY (Y/N):
INTERSTATE (Y/N):	INIT STATE:	RESP STATE:
		CSRU ATTY ID....:
LEGAL NOTICE TO OBLIGOR: C		PROOF OF SERVICE SENT: 12 01 1999
LEVY NOTICE TO FINANCIAL INST:		PROOF OF SERVICE SENT:
FINANCIAL INSTITUTION'S NAME :		
ADDRESS LINE 1.....:		
ADDRESS LINE 2.....:		
CITY/STATE/ZIP.....:	:	: -
LEVY NOTICE TO OBLIGOR:		PROOF OF SERVICE SENT:
NOTICE TO JOINT OWNER:		
NAME OF JOINT OWNER..:		
ADDRESS.....:		
CITY/STATE/ZIP.....:	:	: -
CHALLENGE FILED DATE:	TYPE:	LEVY RELEASED DATE:
N.O.D. TO OBLIGOR & FI (R/U):		HEARING DATE/TIME: 00 : 00
PROCESS ENDED DATE:	NARRATIVE:	CALENDAR FLAG:
PF2=ADD, PF3=UPDATE, PF4=DELETE, PF5=INQUIRY, PF6=INTERSTATE SCREEN, PF7=PAGE BACK, PF8=PAGE FORWARD, PF9=REFRESH		
NEXT SCREEN:	NOTES:	

Administrative Levy Automated Batch Process

Once a verified asset is added to the ASSET screen, ICAR reviews cases with verified assets in “hold” status (an “H” displays in the ADMIN LEVY (Y/N/H) field on the ASSET screen) using the nightly administrative levy case selection batch program. Several outcomes are possible:

- ◆ If all of the obligor’s cases meet the administrative levy selection criteria, ICAR:
 - Retains the asset in “hold” for further review by the EPICS worker.
 - Issues a narrative (LEVY 17) and calendar flag (LEVY 5) stating that the administrative levy criteria for the asset has been met. ICAR issues a separate narrative and calendar flag for each of the financial institutions holding assets.
- ◆ If at least **one** of the obligor’s cases meets the administrative levy selection criteria, and the other case does not meet the criteria, ICAR:
 - Retains the assets in “hold” for further review by the EPICS worker.
 - Issues a narrative (LEVY 20) on the cases that do **not** meet the administrative levy criteria.
 - Issues a narrative (LEVY 17) and calendar flag (LEVY 5) on the cases that meet the selection criteria.
- ◆ If **none** of the obligor’s cases meet the administrative levy selection criteria, ICAR:
 - Removes the asset from “hold” by entering an “N” in the ADMIN LEVY (Y/N/H) field on the ASSET screen.
 - Enters the current date in the PROCESS ENDED DATE field on the ADMLEVY screen.
 - Issues a narrative (LEVY 16) on single cases or a narrative (LEVY 20) on multiple cases stating that it ended the process and the reason why.

EPICS' REVIEW OF CASES MEETING LEVY CRITERIA

When you receive a calendar flag (LEVY 5) indicating that a case passes the administrative levy selection criteria, determine whether to proceed with the administrative levy. ICAR selects the cases for the administrative levy process based on the criteria outlined in [Administrative Levy Case Selection Criteria](#).

Levy Considerations

Special circumstances may exist on a case that prevent you from proceeding with the levy. Review the case to determine if you should proceed with the administrative levy process. Special case circumstances you may encounter when determining whether to proceed are addressed in the following sections:

- ◆ Assets valued at \$100,000 or over
- ◆ Business accounts
- ◆ Cases with contempt in process
- ◆ Conservatorship
- ◆ Incarcerated obligors
- ◆ Joint owners who are minors
- ◆ NPA cases with PA balances
- ◆ Obligors receiving federal student loans, grants, or work-study
- ◆ Obligors receiving public assistance, government benefits, or child support
- ◆ Stocks, bonds, retirement or investment accounts
- ◆ Trust accounts

Assets Valued at \$100,000 or Over

Since the FIDM program provides information on any asset associated with the obligor's social security number, an obligor's reported assets may include some in which the obligor does not have a vested interest.

Company-sponsored or company-matched accounts, such as profit sharing or 401k plans, in which the shareholder has only a share of the asset, may be reported under each shareholder's social security number as the **total value** of the asset. These assets are usually very large, occasionally exceeding \$1 million.

Remember that even though the asset may be \$1 million, the obligor may have only a small interest. For example, the obligor may have an asset valued at \$1 million, and have only 1/10,000th of an interest, thereby making the obligor's "share" only \$100.

It is difficult to differentiate these types of accounts from a "normal" account in which the obligor may have a balance of \$100,000 or more. There are several ways, however, that you may make a determination.

First, financial institutions often identify these types of accounts with information in the joint owner field. ICAR may display "PROFIT SHARING," "401K," or something similar in the narrative (LEVY 48) and on the ASSET screen in the JOINT OWNER NAME field.

Second, whenever an asset of \$100,000 or more is loaded to a case, ICAR issues a narrative (LEVY 45) and calendar flag (LEVY 22) informing you that the obligor holds an asset in this amount. Before proceeding with a levy against such an asset, contact the financial institution to determine the exact ownership of the asset.

Depending upon the outcome of your research, use discretion in proceeding with a levy against the asset. If you are unsure whether or not to proceed, consult your supervisor or office's attorney.

Business Accounts

Legal reference: Iowa Code section 486.15(2)

The FIDM program provides asset information on business accounts for an obligor whose SSN is associated with the business' account at the financial institution. Accounts associated with a business may be subject to administrative levy, depending on the "structure" of the business.

- ◆ **Corporations:** A business structured as a **corporation** cannot be treated as if it were the obligor. Consider the corporation and the obligor as separate entities. The assets of the corporation cannot satisfy the obligor's debt.

Do **not** proceed with an administrative levy against an account that is knowingly associated with an incorporated business. Use the Iowa Secretary of State's Corporation Search on the Internet to search for the business. If the business appears on this database, it is registered with the Secretary of State as a corporation.

- ◆ **Unincorporated businesses:** A business that does not appear on the Secretary of State's database may be structured as an **unincorporated business**. Most small, private businesses are typically unincorporated, and the owner is self-employed through the business. If you believe the business to be unincorporated, and it is **not** a partnership, you *may* proceed with an administrative levy against the accounts.

Note: If a business does not appear on the Secretary of State's database, it does not necessarily indicate that the business is **unincorporated**. The Secretary of State's database only lists businesses originally incorporated in Iowa or out-of-state incorporated businesses registered to operate in Iowa.

This database does **not** list businesses incorporated in other states and not registered in Iowa. The database also does **not** list businesses that are sole proprietorships or general partnerships. These businesses file with the county in which they do business.

Financial institutions frequently identify business accounts with information ICAR displays in the JOINT OWNER NAME field on the ASSET screen. These accounts typically display an entry such as a business name or a business name preceded by "DBA" (doing business as). ICAR also displays this information (if received) in a narrative (LEVY 48). ICAR issues the "joint owner" calendar flag (LEVY 25) to alert you that a joint owner (in this case, a business) exists.

If you are uncertain whether a business account is for a corporation/partnership or for a sole proprietorship, consult your supervisor or office's attorney before proceeding with a levy.

Cases With Contempt in Process

You may proceed with an administrative levy against an obligor who has a case with a contempt action in process. However, consult with the Unit attorney before proceeding with the administrative levy. If your office's attorney determines the administrative levy will hinder the ongoing contempt process, do **not** proceed.

Conservatorships

Legal reference: Iowa Code section 633.660

A conservatorship is a "trust" set up on behalf of a person (ward) who has been deemed incompetent of handling the person's own affairs. The conservator serves as a fiduciary (agent) of the ward in managing the ward's assets and has no claim to the ward's property or assets.

Even though the conservator's name may be associated with the assets, the assets of the ward cannot be used to satisfy the debts of the conservator. If the obligor is the conservator, do **not** proceed with an administrative levy against the conservatorship.

Incarcerated Obligors

You may proceed with an administrative levy against assets held by an incarcerated obligor.

Note: If the asset is jointly held and you cannot obtain an address for the joint owner, do **not** send form 470-3207, *Administrative Levy Notice to Joint Owner*, to the prison in care of the obligor. Instead, leave the JOINT OWNER ADDRESS field on the ASSET screen blank.

Joint Owners Who Are Minors

You may proceed with an administrative levy on an asset for which the joint owner is a minor. If it is appropriate to proceed, send form 470-3207, *Administrative Levy Notice to Joint Owner*, as follows:

- ◆ If the joint owner is **not** a child on the ICAR case, follow the procedures outlined in [Finding an Address for a Joint Owner](#).
- ◆ If the joint owner is a child on the ICAR case and **not** in foster care:
 - Address the *Administrative Levy Notice to Joint Owner* to the attention of the child in care of the obligee.
 - Send the *Administrative Levy Notice to Joint Owner* to the address of the obligee as displayed on the PAYEE screen.
- ◆ If the joint owner is a child on the ICAR foster care case:
 - Access the Family and Children Service (FACS) system to obtain the name of the child's social worker. Contact the social worker to obtain the child's placement address.

Note: The CHILD2 screen on ICAR may contain the child's placement address; however, this information may not always be complete or accurate.
 - Address the *Administrative Levy Notice to Joint Owner* to the attention of the child in care of the foster parent.
 - Send the *Administrative Levy Notice to Joint Owner* to the child's placement address.

NPA Cases With PA Balances

The Unit may place administrative levies against assets of obligors with non-public assistance (NPA) cases with a public-assistance (PA) balance, e.g., a “17” case account type with a PA balance in which delinquent support payments are due both the obligee and the state.

If the obligee does not want to receive payments on the support delinquency, suggest the obligee file a satisfaction for any support due the obligee. That allows payments to apply to the state’s delinquency.

Obligors Receiving Federal Student Loans, Grants or Work-Study

Legal reference: 20 U.S.C. § 1095a(d)

The Unit cannot levy student aid received through a federal loan, grant, or work-study program. Such types of student aid include the following:

- ◆ Consolidation Loans
- ◆ PLUS Loans
- ◆ Stafford Loans
- ◆ Federal Perkins Loans
- ◆ Federal Pell Grants
- ◆ Federal Supplemental Educational Opportunity Grants (FSEOG)
- ◆ Federal Work-study

When the Unit is notified that the asset includes funds received through a federal student loan, grant, or work-study program, deduct the amount of the funds that cannot be levied from the account balance to determine the proper amount of moneys the Unit can encumber. If you are uncertain as to whether the funds in the account can legally be levied, consult your office’s attorney for assistance.

Obligors Receiving Public Assistance, Government Benefits or Child Support

Legal reference: 42 U.S.C. § 407(a) and (b), 659(a), 659(h)(1)(A)(ii)(I)-(V), 659(h)(1)(A)(iii) and (iv), 1383(d)(1); Iowa Code section 239B.6(3), 627.6(8)(d)

The Unit may not legally levy some benefits received by an obligor and deposited into a financial account. The chart below lists benefits on which the Unit can and cannot place a levy.

Benefit	Criteria	Proceed With Levy?
FIP (Family Investment Program)	Means-tested program (welfare benefit)	NO
SSI (Supplemental Security Income)	Means-tested program (welfare benefit)	NO (When coded correctly on the obligor's LOCATE screen, ICAR bypasses the case.)
SSD (Social Security Disability)	Not a means-tested program (not a welfare benefit)	YES
Workers' Compensation	Not a means-tested program (not a welfare benefit)	YES
VA Retirement or VA Retainer Pay	No exemption	YES
VA Disability	Non-service-related disability	YES
	Service-related disability	NO unless the recipient receives VA retirement or retainer pay and has waived a portion of that pay in order to receive disability benefits
"Black Lung" benefits	Not a means-tested program (not a welfare benefit)	YES
Railroad Retirement System (Retirement and disability benefits)	Not a means-tested program (not a welfare benefit)	YES
Death compensation received under a federal program	Not a means-tested program (not a welfare benefit)	YES
Child Support (Including medical and spousal support)	<i>Current</i> support is exempt from levy. Support paid to the obligee in the form of arrears <i>may</i> be subject to levy.	NO unless funds are not the result of current support. Funds other than current support <i>may</i> be subject to levy.

When the obligor receives a combination of benefits (e.g., FIP and SSD), the benefit that **cannot** be levied is the benefit that determines whether an administrative levy action can be taken against the obligor.

For example, an obligor receiving **both FIP and SSD cannot** be subjected to an administrative levy, since the receipt of FIP is an exemption from the levy process. However, the benefit that would normally be subject to the levy (SSD) may be attachable under the provisions of an income withholding order (IWO). See the income withholding process for more information.

Joint Owners Receiving Benefits

When an obligor does **not** receive a previously named exempt benefit and holds a joint account with a person who receives one or more exempt benefits, the Unit **may** proceed with an administrative levy.

However, the Unit must **exclude** all moneys received by the joint owner through those benefits from the levy. Verify with the financial institution the proper amount of moneys the Unit can encumber in these situations.

Stocks, Bonds, Retirement and Investment Accounts

Legal reference: Iowa Code section 627.6A

You may proceed with an administrative levy against stocks, bonds, Individual Retirement Accounts (IRA), Keogh accounts, and any other type of retirement or investment account. Some investment accounts may have a “cash balance” in addition to actual shares of stock.

You may place a levy against both the cash balance and the stock. Some broker-dealers may readily liquidate the stocks or bonds, while some broker-dealers may require confirmation from the Unit to liquidate the stocks or bonds. Stocks and bonds may also be reported as part of a money market account or a compound account.

Trust Accounts

Legal reference: 42 U.S.C. § 666(c)(3); Iowa Code section 252I.1(1), 565B.17(3); Iowa Court Rules, *Lawyer Trust Account Commission, Grant Criteria and Guidelines*

Trusts may be set up for a number of reasons and may be in many different types of accounts. In deciding whether or not to proceed with an administrative levy against a trust, consider the conditions of the trust individually. With many trusts, the beneficiary must meet certain conditions before being given access to the trust assets. One such condition requires that the beneficiary reach the age of majority.

Due to the complexity of most trusts and the time required to obtain the necessary verification, do **not** place an administrative levy against any asset identified in the following section as a trust. The different types of trusts reported through FIDM are outlined below.

- ◆ **UTMA/UGMA:** Uniform Transfer to Minors Act/Uniform Gift to Minors Act – These two trust accounts are the most common. In this type of account, the obligor may act as the trustee of the account. The trustee is the person given control of the assets **on behalf** of the child. However, trustees cannot use the account assets because the funds do not belong to the trustee.
- ◆ **IOLTA:** Interest on Lawyer Trust Accounts – Through IOLTA, attorneys and law firms may pool otherwise unproductive client funds in interest-bearing accounts. Only those funds that are either nominal in amount or held for a relatively short period (making investment on the client's behalf impractical) are eligible to earn interest for the IOLTA program.

That interest is then paid to the administrator of the IOLTA (usually a civic organization) for distribution to programs that provide legal services to the poor, for public law-related education, or for improvements in the administration of justice.

- ◆ **ERISA:** Employee Retirement Income Security Act – Although not technically considered a “trust,” ERISA accounts are treated in the same way. ERISA accounts are retirement or employee benefit accounts managed by a trustee, usually the beneficiary's employer.
- ◆ **Mortgage escrow:** An account held by the lender into which a home buyer pays for tax or insurance payments.

- ◆ **Security deposits:** Financial institutions typically hold security deposits against credit extended for a loan or toward a secured credit card limit. The definition of “account” in Iowa Code section 252I.1(1) excludes amounts held by a financial institution as collateral for loans extended by the institution.
- ◆ **“Other” trust or escrow accounts:** Financial institutions may indicate a trust type as “other” when the trust held at the institution does not fit the criteria of the trusts reported above. Examples include:
 - Funeral trust: Accounts for the expenses of burial are usually set up in the form of a trust. Often, this type of trust account consists of certificates of deposit or a savings account jointly held by the obligor and the funeral home (or occasionally the funeral director).
 - Miller trust: An account established to assist a person in qualifying for Medicaid. Assets are held in a trust account and paid directly to Medicaid to reimburse the program for the costs of the person’s care.

Note: Asset information received through FIDM may not always be properly designated as a trust account.

1. An account labeled as a “custodial” account may be a trust set up for a minor under UTMA/UGMA.
2. An account labeled as an “escrow” account may be a trust set up under IOLTA.

If you suspect from the information provided that the asset may be a trust account, verify the asset with the financial institution as outlined in [Verifying Assets](#).

Trusts and the Administrative Levy Process

When an asset identified as a trust is loaded to a case, ICAR displays a “T” (trust) or “E” (ERISA) in the ACCT. TYPE field on the ASSET screen.

Since the Unit does not place levies on these accounts, there are several differences in handling administrative levies for a financial institution holding a trust account.

When an ASSET or ASSET2 screen for a particular financial institution:

- ◆ Contains a trust account and any other type of account (checking, savings, etc.), **and**
- ◆ The case passes the administrative levy criteria (calendar flag LEVY 5 issued), **and**
- ◆ You are proceeding with the levy against the non-trust accounts (a “Y” entered in the ADMIN LEVY (Y/N/H) field on the ASSET screen), then ICAR:
 - Issues a narrative (LEVY 37) documenting that form 470-3189, *Administrative Levy Notice to Financial Institution*, was sent to the financial institution. ICAR displays the account numbers of the trust accounts that will not be levied.
 - Generates the *Administrative Levy Notice to Financial Institution* and does **not** print the account numbers of the accounts identified as trusts.

When a case passes the administrative levy criteria and the **only** asset for the particular financial institution is a trust (a “T” or “E” displays in the ACCT. TYPE field on either the ASSET or ASSET2 screen), ICAR:

- ◆ Displays an “N” in the ADMIN LEVY (Y/N/H) field on the ASSET screen.
- ◆ Displays the current date in the PROCESS ENDED DATE field on the ADMLEVY screen.
- ◆ Issues a narrative (LEVY 38) documenting that the case meets the administrative levy criteria, and the process has been ended because the only asset that exists is a trust account. ICAR displays the account numbers of the trust accounts in the narrative.

Result of EPICS' Review

Once you have reviewed the case, determine whether to proceed with the administrative levy.

- ◆ **Proceed with the process** when the information on the case is accurate and there are no special circumstances that prevent you from proceeding.

Enter a "Y" in the ADMIN LEVY (Y/N/H) field on the ASSET screen to initiate the administrative levy process for the financial institution.

- ◆ **End the process** when information on the case indicates that an administrative levy should not be pursued.

Enter an "N" in the ADMIN LEVY (Y/N/H) field on the ASSET screen to end the administrative levy process for the financial institution. ICAR displays a narrative (LEVY 42) for you to enter the reason for ending the levy process. ICAR automatically enters the current date in the PROCESS ENDED DATE field on the ADMLEVY screen.

Note: Do **not** manually end the process on an asset when it does not pass the system edits outlined in [Administrative Levy Case Selection Criteria](#). Allow ICAR to end the process through the administrative levy program.

Direct Levies to Another State

Iowa law requires financial institutions operating within Iowa's borders to honor an administrative levy from the Unit. However, federal or state law does **not** require financial institutions operating outside of Iowa's borders to honor a levy from Iowa, unless the financial institution is registered to do business in Iowa.

ICAR displays a "Y" in the DIRECT LEVY? field on the ASSET screen for out-of-state financial institutions that accept direct levies from Iowa. ICAR displays an "N" in the DIRECT LEVY? field for out-of-state institutions that do **not** accept direct levies from Iowa. ICAR also displays this same information in the ACCEPT DIRECT LEVY field on the FIMAIN screen for the financial institution.

Instructions for EPICS: You may send an administrative levy directly to an out-of-state financial institution. If the financial institution refuses to honor the levy, and the financial institution is not registered to do business in Iowa, refer the case to the appropriate field office to make an interstate referral to the state in which the **asset** resides.

When you refer a case to the field office for an interstate referral, end the administrative levy process at the financial institution by entering the current date in the PROCESS ENDED DATE field on the ADMLEVY screen. ICAR displays a narrative (LEVY 43) for you to enter the reason you ended the levy process.

Instructions for Field Offices: Upon receipt of the referral from EPICS, follow your office's normal interstate referral procedures. Two options are available when making an interstate referral:

- ◆ **Limited referral:** Send form 470-3471, *Child Support Enforcement Transmittal #3 – Request for Assistance/Discovery*, when the state in which the asset resides accepts this form for interstate referral.
- ◆ **Full referral:** Send form 470-3469, *Child Support Enforcement Transmittal #1 – Initial Request*, when the state in which the asset resides does not accept the *Child Support Enforcement Transmittal #3 – Request for Assistance/Discovery* for interstate referral.

Since the interstate referral must be sent to the state in which the **asset** resides, use the following information on the ASSET screen to determine the appropriate state to send the interstate referral to:

- ◆ ACCT LOC field: ICAR displays the state in which the asset “physically” resides. This state may be different than the state in which the financial institution is located, e.g., the ACCT LOC field displays “CA” for California; however, the ASSET PROVIDER information indicates the financial institution is located in Ohio.
 - Send the interstate referral to the state indicated by the two-character state code displayed in the ACCT LOC field, e.g., “CA” for California.
 - If the ACCT LOC field is blank, send the interstate referral to the state in which the financial institution is located (the state displayed in the STATE field under the asset provider information).

Note: The state you send the interstate referral to may not have an administrative levy process or equivalent enforcement process available. Therefore, the state may be unable to honor your request for this enforcement action.

NOTICE TO FINANCIAL INSTITUTION AND ACCOUNT HOLDER

State law requires that the Unit notify all parties subject to an administrative levy (the obligor, financial institution, and the joint owner, if applicable) when initiating an administrative levy against the obligor's account. The following sections address:

- ◆ [Sending the administrative levy notice to the financial institution](#)
- ◆ [Sending the administrative levy notice to the obligor](#)
- ◆ [Sending the administrative levy notice to the joint owner](#)
- ◆ [Sending levy notices to a foreign address](#)
- ◆ [Proof of service of administrative levy](#)
- ◆ [Clerk of court copies of the notice](#)

Sending the Administrative Levy Notice to the Financial Institution

Legal reference: Iowa Code section 252I.5; 441 IAC 98.94(252I)

The Unit notifies the financial institution to encumber funds in the obligor's account by sending form 470-3189, *Administrative Levy Notice to Financial Institution*. ICAR generates this form on cases that pass the administrative levy selection criteria for each financial institution displaying a "Y" in the ADMIN LEVY (Y/N/H) field on the ASSET screen. ICAR generates this form to the EPICS printer overnight through a batch process.

This form instructs the financial institution to freeze funds in the obligor's accounts listed on the *Administrative Levy Notice to Financial Institution*. It also contains the amount of the levy (amount of past-due support) and the *Administrative Levy Payment Coupon* for the financial institution to use when remitting payment.

When you enter a "Y" in the ADMIN LEVY (Y/N/H) field, ICAR again processes the case through the administrative levy selection criteria. If the case passes the selection criteria, ICAR makes the following entries and takes the following actions:

- ◆ Displays a “Y” in the LEVY NOTICE TO FINANCIAL INST field and the mail date in the corresponding PROOF OF SERVICE SENT field on the ADMLEVY screen.
- ◆ Generates two copies of the *Administrative Levy Notice to Financial Institution*.
- ◆ Issues a narrative (LEVY 6) documenting the *Administrative Levy Notice to Financial Institution* has been sent to the financial institution.
- ◆ Issues a calendar flag (LEVY 3) 30 days after the date the form generates reminding you to check for receipt of payment from the financial institution.

If the case does not pass the administrative levy selection criteria, ICAR:

- ◆ Displays an “N” in the ADMIN LEVY (Y/N/H) field on the ASSET screen.
- ◆ Displays the current date in the PROCESS ENDED DATE field on the ADMLEVY screen.
- ◆ Issues a narrative (LEVY 16 on single cases or LEVY 20 on multiple cases) stating that the process has ended and the reason why.

Responsibilities of EPICS Worker for Notice to Financial Institution

ICAR generates two copies of form 470-3189, *Administrative Levy Notice to Financial Institution*: one for the financial institution and one for imaging. Take the following actions:

- ◆ Mail one copy and the attached payment coupon to the financial institution immediately by first-class mail.
- ◆ Image the second copy.
- ◆ Shred both forms once you image them.

When sending these forms to the financial institution, be sure to include the special payment envelope, which is business-size and has the Collection Services Center (CSC) address printed in green. The use of these envelopes is important. CSC identifies a payment received in this envelope as a levy payment.

Do **not** file a copy of the *Administrative Levy Notice to Financial Institution* with the clerk of court. File a copy with the clerk of court **only** when there is a **district court** challenge as the form contains confidential information that should not be part of the public record.

When you receive a district court challenge, request a copy of the *Administrative Levy Notice to Financial Institution* from EPICS, and file it with the clerk of court following the procedures outlined in [Filing the Administrative Levy Notice to Financial Institution \(Field\)](#).

Sending the Administrative Levy Notice to the Obligor

Legal reference: Iowa Code section 252I.6; 441 IAC 98.95(252I)

You must notify the obligor of an administrative levy action within two working days of sending form 470-3189, *Administrative Levy Notice to Financial Institution*, to the financial institution.

You satisfy this requirement by sending form 470-3188, *Administrative Levy Notice to Obligor*, to the obligor's last known address. This form tells the obligor that an administrative levy notice was sent to the financial institution and provides the obligor information on how to file an administrative challenge.

Two working days after sending the *Administrative Levy Notice to Financial Institution*, ICAR:

- ◆ Displays a "Y" in the LEVY NOTICE TO OBLIGOR field and the mail date in the corresponding PROOF OF SERVICE SENT field on the ADMLEVY screen.
- ◆ Generates the *Administrative Levy Notice to Obligor* and form 470-3190, *Proof of Service of Administrative Levy*, to the EPICS printer overnight through a batch process.
- ◆ Issues a narrative (LEVY 41) documenting the *Administrative Levy Notice to Obligor* was sent.

Responsibilities of EPICS Worker for Notice to Obligor

ICAR generates two copies of form 470-3188, *Administrative Levy Notice to Obligor*: one for the obligor and one for imaging. ICAR also generates one copy of form 470-3188CC, *Administrative Levy Notice to Obligor Clerk of Court Copy*, for every court order in each of the obligor's cases subject to the administrative levy. (See [Clerk of Court Copies of Notices](#).)

Take the following actions:

- ◆ Mail the obligor's copy of the form by first-class mail to the obligor's last address known to the Unit.
- ◆ File the *Administrative Levy Notice to Obligor Clerk of Court Copy* with the clerk of court as outlined in [Clerk of Court Filing Procedure \(EPICS\)](#).
- ◆ Image the **first page** of the imaging copy. Do not image the second page containing the "Policy on Nondiscrimination" statement. Shred the imaging copy after imaging.

Sending the Administrative Levy Notice to the Joint Owner

Legal reference: Iowa Code section 252I.6(2); 441 IAC 98.95(252I)

Statute requires the Unit to notify any party known to have an interest in the account of the administrative levy action. You fulfill this requirement by sending form 470-3207, *Administrative Levy Notice to Joint Owner*, within two working days of sending the administrative levy to the financial institution.

Finding an Address for a Joint Owner

Legal reference: 45 CFR 303.3

The FIDM program does not provide addresses for joint account owners. You must try to find the joint owner's address so you can send form 470-3207, *Administrative Levy Notice to Joint Owner*. Take the following steps when a joint account owner is identified:

- ◆ When you receive a calendar flag (LEVY 25) and the corresponding narrative (LEVY 48) does **not** include the joint owner's name or SSN, you do not have enough information to identify the joint owner.

Note: When the joint owner's name is not returned on the file, ICAR displays "NOT PROVIDED" in the JOINT NAME field on the narrative and in the JOINT OWNER NAME field on the ASSET screen.

- ◆ When you receive a calendar flag (LEVY 25) and the corresponding narrative (LEVY 48) contains the joint owner's name and/or SSN, attempt to identify the joint owner's address.

First, try to get the joint owner's address from the financial institution by telephone. The financial institution may not release this information over the telephone or even have the joint owner's address on file. If necessary, try to get the joint owner's address by sending form 470-3170, *Asset Verification Request*, to the financial institution by fax or first-class mail. See [Verifying Assets](#) for further information.

If you do not get this information from the financial institution, try to find the joint owner's address through the other location sources outlined below. If the joint owner does not have a child support case on ICAR, document the name, social security number, and reason for the location searches you conduct on those persons.

To verify a joint owner's address, you may use "location" resources that are normally reserved only for case participants. These resources include:

- ◆ IADS (Iowa Drivers System) (**including** private records)
- ◆ VRT (Vehicle Registration and Titling) (**including** private records)
- ◆ ICER (Iowa Centralized Employee Registry)
- ◆ PIEX (Public Information Exchange)
- ◆ BOAT (Dept. of Natural Resources' boat-licensing database)
- ◆ Telephone books
- ◆ Internet search engines

You may **not** use any of the following resources:

- ◆ ABC (Iowa Automated Benefits Calculation System)
- ◆ PUMP (Public Utilities Matching Program)
- ◆ IRS (Internal Revenue Service)
- ◆ Credit agency reports

Federal and state laws strictly limit the Unit's use of these sources to the location of obligors and obligees. Non-case participants such as joint-account owners do not fit this criterion.

When attempting to verify an address for a joint owner, it is very important that the address actually be that of the joint owner in question. You may not guess that the Jane Doe you find an address for is the same Jane Doe that is the joint owner of the asset. Without a social security number, it is nearly impossible to verify a person's identity.

If no social security number is provided for the joint owner, and you cannot find an address or be **certain** that the address you have found is actually that of the joint owner, enter the address of the obligor from the PAYOR screen in the JOINT OWNER ADDRESS field on the ASSET screen and proceed with the levy.

When ICAR displays a "Y" in the JOINT field on the ASSET screen for an asset, ICAR allows you to enter information into the JOINT OWNER NAME and JOINT OWNER ADDRESS fields. **Note:** Joint owner information (if available) **must** be entered into these fields **before** proceeding with the levy. Once you enter the information and update the screen, ICAR protects these fields and you cannot edit them.

If the post office returns the *Administrative Levy Notice to Joint Owner* for incorrect address, narrate on the case and re-send the *Administrative Levy Notice to Joint Owner* to the obligor's address. See [Manually Generating Administrative Levy Notices to Joint Owners](#) for more information.

When a joint owner is identified for an asset, ICAR generates both the *Administrative Levy Notice to Joint Owner* and form 470-3188, *Administrative Levy Notice to Obligor*, at the same time to the EPICS printer overnight through a batch process. When generating the *Administrative Levy Notice to Joint Owner*, ICAR:

- ◆ Displays a "Y" in the NOTICE TO JOINT OWNER field on the ADMLEVY screen.
- ◆ Issues a narrative (LEVY 39) documenting that it sent the *Administrative Levy Notice to Joint Owner*.

When you enter a “Y” in the ADMIN LEVY (Y/N/H) field on the ASSET screen, a name displays in the JOINT OWNER NAME field, and the JOINT OWNER ADDRESS and CITY/STATE/ZIP fields are blank, ICAR:

- ◆ Displays an “N” in the NOTICE TO JOINT OWNER field on the ADMLEVY screen.
- ◆ Does **not** generate the *Administrative Levy Notice to Joint Owner*.
- ◆ Issues a narrative (LEVY 44) documenting that it did not send the *Administrative Levy Notice to Joint Owner*.

Responsibilities of EPICS Worker for Notice to Joint Owner

ICAR generates two copies of form 470-3207, *Administrative Levy Notice to Joint Owner*: one for the joint owner and one for imaging. ICAR also generates one copy of form 470-3207CC, *Administrative Levy Notice to Joint Owner Clerk of Court Copy*, for every court order in each of the obligor’s cases subject to the administrative levy. (See [Clerk of Court Copies of Notices](#).)

Take the following actions:

- ◆ Mail the form by first-class mail to the joint owner’s last address known to the Unit.
- ◆ File it with the clerk of court as outlined in [Clerk of Court Filing Procedure \(EPICS\)](#).
- ◆ Image the **first page** of the imaging copy. Do not image the second page containing the “Policy on Nondiscrimination” statement. Shred the copy after you image it.

Manually Generating Administrative Levy Notices to Joint Owners

Legal reference: Iowa Code section 252I.6(2); 441 IAC 98.95(252I)

You must notify any party known to have an interest in an asset of the administrative levy. To meet this requirement:

- ◆ Send the joint owners a copy of form 470-3207, *Administrative Levy Notice to Joint Owner*.
- ◆ Generate forms 470-3207CC, *Administrative Levy Notice to Joint Owner Clerk of Court Copy*, and 470-3190, *Proof of Service of Administrative Levy*, for filing with the appropriate clerks of court.

Since ICAR displays only one joint owner per financial institution on the ASSET screen, this joint owner is the only joint owner included in the initial generation of these forms through the batch process. Manually generate these forms for any joint owner not displayed on the ASSET screen and whose name and address is known.

Note: If after initiating the administrative levy you discover that there is a joint owner on the account, follow the procedures outlined in this section for the newly identified joint owner. The ten-day period for a challenge begins for this joint owner on the date you mail the *Administrative Levy Notice to Joint Owner*. (See [CHALLENGES TO THE ADMINISTRATIVE LEVY PROCESS](#).)

You can manually generate the *Administrative Levy Notice to Joint Owner*, *Administrative Levy Notice to Joint Owner Clerk of Court Copy* (see [Clerk of Court Copies of Notices](#)), and the *Proof of Service of Administrative Levy* on ICAR through the forms module. Take the following steps:

- ◆ Type “FORMS” in the NEXT SCREEN field on any ICAR screen.
- ◆ Select FORMVIEW and press ENTER.
- ◆ Type the appropriate form number (470-3207, 470-3207CC or 470-3190) and press F5.
- ◆ Enter the information as it appears on the batch-generated *Administrative Levy Notice to Joint Owner* and *Proof of Service of Administrative Levy*, substituting the joint owner information.
- ◆ Press F3 to update the data on each screen before pressing F8 to continue to the next screen.
- ◆ Once you update the last screen, press F11 to access the Forms Generation (FORMGEN) screen.
- ◆ On FORMGEN, press F9 to generate the form. ICAR generates the form online to your local printer.

Note: When generating forms manually, it is important that you generate **both** the *Administrative Levy Notice to Joint Owner* and the *Proof of Service of Administrative Levy* at the same time, as is done in the batch process.

Generate and mail the *Administrative Levy Notice to Joint Owner* two days after ICAR generates form 470-3189, *Administrative Levy Notice to Financial Institution*, through the batch process. File the notices with the clerk of court as outlined in [Clerk of Court Filing Procedure \(EPICS\)](#).

Sending Levy Notices to a Foreign Address

You may need to send form 470-3188, *Administrative Levy Notice to Obligor*, or form 470-3207, *Administrative Levy Notice to Joint Owner*, to a foreign address. Since ICAR cannot support foreign addresses, you must generate these forms manually from the FORMVIEW screen.

Note: Typically, the local Unit's address is entered on the PAYOR screen in place of a foreign address for an obligor.

On the FORMVIEW screen, there are no edits on the ADDRESS LINE 1, ADDRESS LINE 2, and CITY/STATE/ZIP fields, allowing you to enter a foreign address in a format that conforms to U.S. Postal Service standards.

Foreign addresses (except Canada) must contain the country name as the **last** line of the address. Canadian addresses can have either the country name or the postal code as the last line of the address.

ICAR generates the *Administrative Levy Notice to Obligor* through the batch process containing the foreign address as entered on the PAYOR screen. Once generated, do **not** mail it. Take the following steps when generating this form to a foreign address:

- ◆ Type "FORMS" in the NEXT SCREEN field on any ICAR screen.
- ◆ Select FORMVIEW and press ENTER.
- ◆ Type the appropriate form number (470-3188 [obligor] or 470-3207 [joint owner]) and press F5.
- ◆ Enter the necessary information as it appears on the batch-generated form, substituting the correct foreign address in the ADDRESS LINE 1, ADDRESS LINE 2 and CITY/STATE/ZIP fields.

```
ADDRESS LINE 1: 2080 MAPLE LEAF RD  
ADDRESS LINE 2: OTTAWA ON K1A 0B1  
CITY/STATE/ZIP: CANADA
```

- ◆ Press F3 to update the data on each screen before pressing F8 to continue to the next screen.
- ◆ Once you update the last screen, press F11 to access FORMGEN.
- ◆ On FORMGEN, press F9 to generate the form. ICAR generates the form online to your local printer.
- ◆ Mark the envelope for extra foreign postage and mail it.

Take the following steps when generating the *Administrative Levy Notice to Joint Owner* form to a foreign address:

- ◆ Before proceeding with the levy, enter as much of the foreign address as possible (based on screen edits) in the JOINT OWNER ADDRESS and CITY/STATE/ZIP fields on the ASSET screen. Enter “IA” in the STATE field and enter “50000” in the ZIP field.

```
JOINT OWNER NAME...: 2080 MAPLE LEAF RD, OTTAWA  
JOINT OWNER ADDRESS: ONTARIO, CANADA : IA : 50000
```

This allows ICAR to generate the form and to include the foreign address in the narrative (LEVY 39). Once generated, do **not** mail the form.

- ◆ Follow the instructions as outlined under *Administrative Levy Notice to Obligor*.

For additional information on postal addressing standards for foreign countries, please see the United States Postal Service’s *Postal Addressing Standards, Publication 28*, available from the Post Office.

Proof of Service of Administrative Levy

Legal reference: Iowa Code section 252I.6(3); 441 IAC 98.95(252I); Iowa R. Civ. P. 1.442

ICAR generates form 470-3190, *Proof of Service of Administrative Levy*, for each court order for each of the obligor's cases subject to the administrative levy. This form generates along with form 470-3188, *Administrative Levy Notice to Obligor*. In the *Proof of Service of Administrative Levy*, the Unit:

- ◆ Certifies that the financial institution, obligor, and joint owner, if applicable, have each received their respective notices of administrative levy, and
- ◆ Lists the date each party was served by first-class mail to the party's last known address. (See [Determination of the "Mail Date"](#) for more information.)

ICAR generates two identical copies of this form to the EPICS printer overnight through a batch process: one for the case file and the other for the clerk of court. File the *Proof of Service of Administrative Levy* with the clerk of court in each county where the obligor has a support order. For each set of forms generated, take the following actions:

- ◆ Sign **both** copies of the *Proof of Service of Administrative Levy*.
- ◆ File the *Proof of Service of Administrative Levy* with the clerk of court as outlined in [Clerk of Court Filing Procedure \(EPICS\)](#). **Note:** It is **not** necessary to write in the court county and court number.
- ◆ Image the file-stamped copy returned from the clerk of court. Shred the copy after you image it.

ICAR lists only one joint owner name on the *Proof of Service of Administrative Levy*. If there is more than one joint owner on the account being levied, manually generate an additional *Proof of Service of Administrative Levy* listing the remaining joint owner names. When you manually generate this form, you may include up to three joint owner names.

You must generate two copies of the form for **each** court order in **each** of the obligor's cases subject to the administrative levy. Sign and file each copy of the form as outlined above. See [Manually Generating Administrative Levy Notices to Joint Owners](#) for more information.

Determination of the “Mail Date”

ICAR generates the administrative levy batch forms with the “mail date” of the form in the date field. This date is at **least** one day later than the actual generation date of the form. ICAR takes into account weekends and holidays when determining the mail date, e.g., forms printed through batch on Friday night contain Monday’s date (if Monday is a holiday, the forms contain Tuesday’s date).

ICAR also enters the mail date in the PROOF OF SERVICE SENT fields on the ADMLEVY screen for the respective forms indicating the date the forms are actually mailed.

However, the narratives and calendar flags issued with the generation of the forms display the *generation* date of the form, not the mail date. The date for narratives and calendar flags is based on the date that the batch program ran and cannot be altered.

Clerk of Court Copies of Notices

File the following forms with the clerk of court when the respective notice is generated:

- ◆ Form 470-3188CC, *Administrative Levy Notice to Obligor Clerk of Court Copy*.
- ◆ Form 470-3190, *Proof of Service of Administrative Levy*.
- ◆ Form 470-3207CC, *Administrative Levy Notice to Joint Owner Clerk of Court Copy*.

Confidential information, such as addresses, social security numbers, and account numbers, is not printed on the clerk of court copies of the notices. This prevents confidential information from becoming part of the public record at the clerk’s office. These copies are identified by “CC” in the form number and the “*Clerk of Court Copy*” heading in the form title (except the *Proof of Service of Administrative Levy*).

Clerk of Court Filing Procedure (EPICS)

File a copy of each of the following forms with the appropriate clerk of court in **each** county in which the obligor has a support order. When filing notices with the clerk of court, use the following forms:

- ◆ 470-3188CC, *Administrative Levy Notice to Obligor Clerk of Court Copy*
- ◆ 470-3207CC, *Administrative Levy Notice to Joint Owner Clerk of Court Copy*

Mail these forms to the appropriate clerks of court for filing. No return copy is required.

Mail both copies of form 470-3190, *Proof of Service of Administrative Levy*, to the appropriate clerks of court for filing. Instruct the clerk of court to:

- ◆ File-stamp both copies.
- ◆ Retain one file-stamped copy in the court file.
- ◆ Return the other file-stamped copy to your office.

Set a manual calendar flag for five days to check for the return of the file-stamped copy from the clerk of court.

When you receive the file-stamped copy of the *Proof of Service of Administrative Levy* from the clerk of court, submit it for imaging. Shred the copy after you image it.

Filing the Administrative Levy Notice to Financial Institution (Field)

When you receive a **district court** challenge, you must file form 470-3189, *Administrative Levy Notice to Financial Institution*, with the clerk of court in **each** county in which the obligor has a support order. File this form with the clerk of court **only** when you receive a district court challenge, as the form contains confidential information.

To file the *Administrative Levy Notice to Financial Institution* with the clerk of court:

- ◆ Request a hard copy of the imaged form from EPICS through your EPICS liaison.
- ◆ When you receive the hard copy from EPICS, make a photocopy and send both copies to the clerks of court for filing. Instruct the clerk of court to:
 - File-stamp both copies.
 - Retain one copy in the court file.
 - Return the other file-stamped copy to your office.
- ◆ Set a manual calendar flag for five days to check for the return of the file-stamped copy from the clerk of court.

When you receive the file-stamped copy from the clerk of court, retain the hard copy in the case file.

Filing the Notice of Decision Regarding Administrative Levy Challenge (Field)

When a district court challenge is received, the hearing is held, and a decision returned, file form 470-3208, *Notice of Decision Regarding Administrative Levy Challenge*, with the clerk of court in **each** county in which the obligor has a support order. File a copy of each version of this form (to the obligor, to the financial institution and to the joint owner, if applicable) with the clerk of court.

To file the *Notice of Decision Regarding Administrative Levy Challenge* with the clerk of court, before mailing it to the respective parties:

- ◆ Write-in the court county and court number in the upper right corner.
- ◆ Make three photocopies.
- ◆ Place one copy in the case file.
- ◆ Send two copies to the clerk of court for filing. Instruct the clerk of court to:
 - File-stamp each copy.
 - Retain one file-stamped copy in the court file.
 - Return the remaining file-stamped copy to your office.

When you receive the file-stamped copies back from the clerk of court, place them in the case file and discard the copies that were retained earlier.

RESPONSIBILITIES OF THE FINANCIAL INSTITUTION

Legal reference: Iowa Code section 252I.7; 441 IAC 98.96(252I)

Upon receipt of form 470-3189, *Administrative Levy Notice to Financial Institution*, the financial institution must encumber (levy) funds in all accounts in which the obligor has an interest (as indicated by the account numbers listed on the *Administrative Levy Notice to Financial Institution*).

The financial institution encumbers only the funds in the obligor's accounts **on the day the financial institution receives the form**. Encumbrance of funds is limited to the extent of the debt indicated in the *Administrative Levy Notice to Financial Institution*.

The financial institution must forward the encumbered funds to CSC **no sooner** than 15 calendar days and **no later** than 20 calendar days from the date on the *Administrative Levy Notice to Financial Institution*, unless the Unit notifies the financial institution that the obligor or joint owner challenged the administrative levy.

The financial institution must remit payment by completing the *Administrative Levy Payment Coupon* attached to the *Administrative Levy Notice to Financial Institution* and enclosing the encumbered funds with the payment coupon in the levy payment envelope.

The financial institution may assess a processing fee against the obligor of up to \$10 per levy. If there are insufficient funds to cover both the support amount due and the fee, the financial institution may deduct the fee before forwarding the funds to CSC.

Financial Institution Asset Hierarchy

When an obligor has several different types of assets at a financial institution, the financial institution determines the order in which the assets are liquidated.

<p>The Unit sends a levy to the financial institution indicating the obligor has a checking account, a savings account, and a certificate of deposit. The financial institution will most likely encumber the checking and savings accounts first, as they are the two most easily liquidated. The financial institution may then choose to liquidate the certificate of deposit.</p>

When a financial institution indicates that it is not able to encumber a particular asset, you may need to determine why the financial institution does not want to proceed with the levy. If necessary, contact your office's attorney regarding any legal issues associated with the financial institution's decision.

Levies Against Accounts in More Than One Financial Institution

When an obligor has accounts in more than one financial institution, involve the fewest number of financial institutions possible to eliminate the delinquency.

The obligor's total delinquency is \$1,600. The obligor has accounts in three separate financial institutions

	<u>Asset Value</u>	<u>Amount Available for Levy</u>
Financial Institution A	\$2,000	\$1,000
Financial Institution B	\$1,800	\$ 900
Financial Institution C	<u>\$1,200</u>	<u>\$ 600</u>
Total	\$5,000	\$2,500

The administrative levy is limited to 50% of the total value of the obligor's asset at each financial institution. The obligor's total delinquency of \$1,600 can be satisfied by taking the maximum amount available for levy from the assets at Financial Institution A and Financial Institution C. Do not levy the asset at Financial Institution B

MONITORING FOR RECEIPT OF PAYMENT

When ICAR generates form 470-3189, *Administrative Levy Notice to Financial Institution*, it also issues a calendar flag (LEVY 3) 30 days after the date it generated the form.

This calendar flag prompts you to check the case for receipt of an administrative levy payment. ICAR displays an administrative levy payment as follows:

- ◆ "LVY" displays in the FND SRC column on the Case Payment History (PAYHIST) screen.
- ◆ "12" displays in the SQ NO column on the Certified Payment Record (PAYREC) screen.

If CSC does not receive an administrative levy payment within the specified time limit, contact the financial institution to determine the reason for non-payment.

When CSC receives an administrative levy payment, terminate the levy process for that particular financial institution. See [TERMINATING THE ADMINISTRATIVE LEVY PROCESS](#) for more information.

Payments Made by the Obligor (Field)

Upon receipt of form 470-3188, *Administrative Levy Notice to Obligor*, the obligor may offer to pay against the delinquency in return for a withdrawal of the administrative levy. You can withdraw the levy **only** if the obligor pays the delinquent balance in full. If the obligor makes only partial payment, you **cannot** withdraw the levy.

When you receive a payment from an obligor as a result of administrative levy notification, mark the payment as an **administrative levy** payment and forward it to CSC. This allows CSC to credit the payment to the administrative levy program. Otherwise, CSC enters the payment as a “REG” payment.

When an administrative levy payment made by the obligor pays the balance in **full**, terminate the levy process for that particular financial institution. See [TERMINATING THE ADMINISTRATIVE LEVY PROCESS](#) for more information.

Application of Administrative Levy Payments to ICAR Cases

ICAR applies amounts encumbered by financial institutions in the same manner as payments received from an income withholding order (IWO). Current support is paid first and any overage is applied to arrears. See the income withholding process for more information on the application of payments.

Note: Even though levy payments apply to obligations in the same manner as IWO payments, ICAR does **not** use the entries on the IWO Distribution Percentage (IWODIST) screen to distribute levy payments between multiple cases. The distribution of levy payments to multiple cases is a manual process handled by CSC.

TERMINATING THE ADMINISTRATIVE LEVY PROCESS

You may terminate the administrative levy process for any of the following reasons:

- ◆ Payment received (either from the financial institution or in **full** by the obligor);
- ◆ Case balance paid in full;
- ◆ Process started in error;
- ◆ Asset verified incorrectly;
- ◆ Obligor has no legal interest in the account;
- ◆ Termination ordered by a district court;
- ◆ An interstate referral is required.

Note: Do **not** terminate the administrative levy process upon receipt of employment verification and initiation of an income withholding order (IWO). If an administrative levy is in process when an IWO is established, the levy process continues until either the funds are received, or you determine to end the levy process (due to no funds available, the need for an interstate referral, etc.).

There is no option under the administrative levy process for entering into a payment agreement to stop the administrative levy. The obligor must pay the delinquency in **full** before you end the levy.

Since the administrative levy process is **obligor**-specific, any action taken on one case is reflected on all active cases for the obligor, regardless of cross-referencing. Therefore, when the administrative levy process is terminated on one case, the action is terminated on **all** of the obligor's cases. If the obligor has multiple cases, you cannot terminate the process on one case and not on the other cases.

To terminate the levy process:

- ◆ Access the ADMLEVY screen for the appropriate financial institution, and
- ◆ Enter the current date in the PROCESS ENDED DATE field.

ICAR displays a narrative (LEVY 43) for you to enter the reason for ending the process.

CHALLENGES TO THE ADMINISTRATIVE LEVY PROCESS

Legal reference: Iowa Code section 252I.8; 441 IAC 98.97(252I)

There are two types of challenges to the administrative levy process:

- ◆ Administrative. The Unit handles an administrative challenge internally. The outcome of this challenge is decided administratively without court involvement.
- ◆ District court. If the party wishes to challenge the decision, the party may file a district court challenge. The district court decides the outcome of this challenge.

The following sections address:

- ◆ [Requirements for submitting a challenge](#)
- ◆ [Actions when the challenge is not timely](#)
- ◆ [Actions when a timely challenge is received](#)
- ◆ [Reviewing the facts of an administrative challenge](#)
- ◆ [Actions when a joint owner is identified through the challenge process](#)
- ◆ [Issuing the notice of decision regarding a challenge](#)
- ◆ [Modifying a decision as a result of an administrative challenge](#)
- ◆ [Receipt of a district court challenge](#)
- ◆ [Refunds of amounts improperly held](#)

Challenge Requirements

A challenge to the administrative levy process must be:

- ◆ Submitted in writing; and
- ◆ Submitted by or on behalf of the owner or joint owner; and
- ◆ Received by the Unit within the specified time limit.

Written Document

Consider any written communication received by the Unit after form 470-3188, *Administrative Levy Notice to Obligor*, and form 470-3207, *Administrative Levy Notice to Joint Owner*, have been sent as a challenge to the administrative levy when:

- ◆ The challenge is submitted by or on behalf of the owner or joint owner (see [Person Submitting Challenge](#)); and
- ◆ The document is sent in response to the administrative levy action.

Accept the communication as a challenge, even if it appears the document does not state a valid basis for the challenge (see [Mistake of Fact](#)).

If the obligor or joint owner states over the telephone or in person the intent to challenge the action, tell the person to put the challenge in writing. If you do not receive a written challenge within the specified time, then **no** challenge is received.

Person Submitting Challenge

An obligor or joint owner may challenge the administrative levy action by submitting a written challenge to the Unit. A joint owner is considered to be any person having a direct interest in the account being levied (whether or not the person was provided notice by the Unit). If the joint owner is a minor, an adult who has a direct interest in the minor's welfare may submit the challenge on the minor's behalf.

Time Frame for Challenge

Legal reference: Iowa Code section 252I.8(2); 441 IAC 98.97(252I)

For an **administrative challenge**, the Unit must receive the challenge within ten working days of the date on form 470-3188, *Administrative Levy Notice to Obligor*, or form 470-3207, *Administrative Levy Notice to Joint Owner*. ICAR displays this date in the LEVY NOTICE TO OBLIGOR PROOF OF SERVICE SENT field on the ADMLEVY screen.

For a **district court challenge**, the Unit must receive the challenge within ten working days of the date on form 470-3208, *Notice of Decision Regarding Administrative Levy Challenge*. (See [Receiving a District Court Challenge](#) for more information.)

ICAR documents the date you sent the *Notice of Decision Regarding Administrative Levy Challenge* as the date of the applicable narrative. (See [Revising the Levy](#) and [No Mistake of Fact](#) for more information.)

Note: In some instances, the information received regarding an asset does not reflect that the account is one that cannot legally be levied (e.g., an attorney’s trust account under IOLTA). The Unit may subsequently levy the account without knowing that the levy is inappropriate.

When you receive a challenge that is not timely, but it appears from the challenge that the Unit may have levied an account the Unit is not legally allowed to levy, and the financial institution has not yet remitted the funds to CSC, then treat the challenge as **timely**, and proceed as outlined under [Timely Challenge Received](#).

Timely Challenge Not Received

When you receive a challenge after the ten-day time limit, and it appears the Unit is legally allowed to levy the accounts, access the ADMLEVY screen for the financial institution subject to the challenge and uphold the levy by entering:

- ◆ The date you received the challenge in the CHALLENGE FILED DATE field. **Note:** The “challenge filed date” is the date that the Unit **physically receives** the written challenge, **not** the date on the written document, or date of a telephone or in-person contact.
- ◆ The type of challenge in the TYPE field. Enter:
 - “ADM” for an administrative challenge. ICAR issues a narrative (LEVY 9) documenting you received an administrative challenge.
 - “DC” for a district court challenge. ICAR issues a narrative (LEVY 23) documenting you received a district court challenge. **Note:** You cannot enter “DC” in the TYPE field unless “ADM” already displays in the field.
- ◆ A “U” (for “uphold”) in the N.O.D. TO OBLIGOR & FI (R/U) field.

D479HL16	IOWA COLLECTION AND REPORTING SYSTEM	DATE: 01/01/04		
	ADMINISTRATIVE LEVY	TIME: 12:00:00		
CASE NUMBER.....:		SIGNATURE ID....:		
PAYOR.....:		CC AP ATTY (Y/N):		
PAYEE.....:		CC CP ATTY (Y/N):		
INTERSTATE (Y/N):	INIT STATE:	RESP STATE:	CSRU ATTY ID....:	
LEGAL NOTICE TO OBLIGOR:		PROOF OF SERVICE SENT:		
LEVY NOTICE TO FINANCIAL INST:		PROOF OF SERVICE SENT:		
FINANCIAL INSTITUTION'S NAME:				
ADDRESS LINE 1.....:				
ADDRESS LINE 2.....:				
CITY/STATE/ZIP.....:		:	:	-
LEVY NOTICE TO OBLIGOR.....:		PROOF OF SERVICE SENT:		
NOTICE TO JOINT OWNER.....:				
NAME OF JOINT OWNER.....:				
ADDRESS.....:				
CITY/STATE/ZIP.....:				
CHALLENGE FILED DATE: 01 01 2004	TYPE: ADM	LEVY RELEASED DATE:		
N.O.D. TO OBLIGOR & FI (R/U): U	HEARING DATE/TIME:		00 : 00	
PROCESS ENDED DATE:	NARRATIVE:	CALENDAR FLAG:		
PF2=ADD, PF3=UPDATE, PF4=DELETE, PF5=INQUIRY, PF6=INTERSTATE SCREEN,				
PF7=PAGE BACK, PF8=PAGE FORWARD, PF9=REFRESH				
NEXT SCREEN:	NOTES:			

When you enter a “U” in the N.O.D. TO OBLIGOR & FI (R/U) field, ICAR displays form 470-3208, *Notice of Decision Regarding Administrative Levy Challenge*, for you to complete and generate. Enter an “X” under the following variables:

- ◆ CHALLENGE NOT REC'D WITHIN 10 DAYS OF NOTICE.
- ◆ LEVY REMAINS IN EFFECT.

ICAR issues:

- ◆ A narrative (LEVY 24 when there is not a joint owner for the asset, or LEVY 25 when there is a joint owner for the asset). Both narratives document that the *Notice of Decision Regarding Administrative Levy Challenge* has been sent to the appropriate parties and that the levy is **upheld** for a particular financial institution.
- ◆ A calendar flag (LEVY 3) dated 30 days after the date on the *Notice of Decision Regarding Administrative Levy Challenge*. This calendar flag reminds you to check for payment from the financial institution if you do not receive a district court challenge.

When you receive a challenge after the ten-day time limit, include a copy of the late challenge with the obligor's copy of the *Notice of Decision Regarding Administrative Levy Challenge*. See [Issuing the Notice of Decision Regarding Administrative Levy Challenge](#) for more information.

Timely Challenge Received

When you receive a timely **administrative** challenge, **immediately notify the financial institution** (by telephone, fax, or in person) of the challenge with an instruction that the obligor's assets must remain encumbered until further notice from the Unit.

Follow up this contact by sending the financial institution form 470-3338, *Notice of Challenge to Administrative Levy*, which you may access through the FORMVIEW screen.

Note: When you receive a **district court** challenge, it is **not** necessary to contact the financial institution.

When you receive a timely challenge, access the ADMLEVY screen for the financial institution subject to the challenge and enter:

- ◆ The date you receive the challenge in the CHALLENGE FILED DATE field. **Note:** The “challenge filed date” is the date that the Unit **physically receives** the written challenge, **not** the date on the written document, or the date of a phone or in-person contact.
- ◆ The type of challenge in the TYPE field. Enter:
 - “ADM” for an administrative challenge. ICAR issues:
 - A narrative (LEVY 9) documenting you received an administrative challenge.
 - A calendar flag (LEVY 10) instructing you to immediately notify the financial institution of the challenge.
 - A calendar flag (LEVY 11) ten days later instructing you to notify the obligor and financial institution of the decision.
 - “DC” for a district court challenge. ICAR issues:
 - A narrative (LEVY 23) documenting you received a district court challenge.
 - A calendar flag (LEVY 14) instructing you to contact the clerk of district court to schedule a district court hearing.

Note: You cannot enter “DC” in the TYPE field unless “ADM” displays in the field.

D479HL16	IOWA COLLECTION AND REPORTING SYSTEM	DATE: 01/01/04
	ADMINISTRATIVE LEVY	TIME: 12:00:00
CASE NUMBER.....:		SIGNATURE ID....:
PAYOR.....:		CC AP ATTY (Y/N):
PAYEE.....:		CC CP ATTY (Y/N):
INTERSTATE (Y/N):	INIT STATE: RESP STATE:	CSRU ATTY ID....:
LEGAL NOTICE TO OBLIGOR:		PROOF OF SERVICE SENT:
LEVY NOTICE TO FINANCIAL INST:		PROOF OF SERVICE SENT:
FINANCIAL INSTITUTION'S NAME:		
ADDRESS LINE 1.....:		
ADDRESS LINE 2.....:		
CITY/STATE/ZIP.....:	:	: -
LEVY NOTICE TO OBLIGOR.....:		PROOF OF SERVICE SENT:
NOTICE TO JOINT OWNER.....:		
NAME OF JOINT OWNER.....:		
ADDRESS.....:		
CITY/STATE/ZIP.....:		
CHALLENGE FILED DATE: 01 01 2004	TYPE: ADM	LEVY RELEASED DATE:
N.O.D. TO OBLIGOR & FI (R/U): U	HEARING DATE/TIME:	00 : 00
PROCESS ENDED DATE:	NARRATIVE:	CALENDAR FLAG:
PF2=ADD, PF3=UPDATE, PF4=DELETE, PF5=INQUIRY, PF6=INTERSTATE SCREEN, PF7=PAGE BACK, PF8=PAGE FORWARD, PF9=REFRESH		
NEXT SCREEN:	NOTES:	

Reviewing the Facts of an Administrative Challenge

Legal reference: Iowa Code section 252I.8(3); 441 IAC 98.97(1)

The challenging party has the right to a review of the facts of the case before your decision. Upon receiving a written challenge, contact the party and schedule a conference. The party may choose to have the conference by telephone or in person.

Review the facts of the case with the challenging party. Iowa Code Chapter 252I states that only a **mistake of fact**, including but not limited to a mistake in the identity of the obligor or a mistake in the amount of the delinquent support due, is considered a reason to revise or release the levy action. See [Mistake of Fact](#) for more information.

Mistake of Fact

Legal reference: Iowa Code section 252I.8(3) and (4); 441 IAC 98.97(1)

A “mistake of fact” is a mistake including **but not limited to**, a mistake in the identity of the obligor; a mistake in the amount of delinquency; a mistake in the amount of the asset; or a mistake in the information reported to the Unit by the financial institution.

The language “including but not limited to” means that **any** reason about the ownership of the assets the obligor or joint owner provides as the basis for the challenge must be accepted as a mistake of fact. Until disproved by the Unit, a challenge **cannot** be denied because the challenge does not meet one of the specific above-named criteria.

When the review determines there is a mistake of fact, either **release** or **revise** the levy. See [Releasing the Levy](#) and [Revising the Levy](#).

If the basis for the administrative levy challenge is that the account cannot be legally levied (e.g., the account being levied is actually a trust account), contact the financial institution to verify the account information received from the financial institution. Refer to [Levy Considerations](#) when deciding what action to take on the challenge, and if necessary, consult with your supervisor or office’s attorney.

Releasing the Levy

Release the levy if:

- ◆ The obligor is not delinquent in an amount equal to the support for one month; or
- ◆ You levied an account that the obligor does not have a legal interest in; or
- ◆ There is any other reason to not encumber the specified funds.

Note: Supervisory approval is required to release an administrative levy for any reason other than a mistake in identity, incorrect delinquency, or overpayment of balance.

Immediately notify the financial institution (by telephone, fax, or in person) that the administrative levy is released.

To release the levy, access the ADMLEVY screen for the financial institution subject to the challenge and enter the current date in the following fields:

- ◆ LEVY RELEASED DATE.
- ◆ PROCESS ENDED DATE.

```
D479HL16      IOWA COLLECTION AND REPORTING SYSTEM      DATE: 01/20/04
              ADMINISTRATIVE LEVY                      TIME: 12:00:00
CASE NUMBER.....:                                     SIGNATURE ID....:
PAYOR.....:                                           CC AP ATTY (Y/N):
PAYEE.....:                                           CC CP ATTY (Y/N):
INTERSTATE (Y/N):  INIT STATE:  RESP STATE:  CSRU ATTY ID....:
LEGAL NOTICE TO OBLIGOR:                             PROOF OF SERVICE SENT:
LEVY NOTICE TO FINANCIAL INST:                         PROOF OF SERVICE SENT:
FINANCIAL INSTITUTION'S NAME:
ADDRESS LINE 1.....:
ADDRESS LINE 2.....:
CITY/STATE/ZIP.....:                                :      :      -
LEVY NOTICE TO OBLIGOR.....:                         PROOF OF SERVICE SENT:
NOTICE TO JOINT OWNER.....:
NAME OF JOINT OWNER.....:
ADDRESS.....:
CITY/STATE/ZIP.....:
CHALLENGE FILED DATE: 01 01 2004 TYPE: ADM  LEVY RELEASED DATE: 01 20 2004
N.O.D. TO OBLIGOR & FI (R/U): Y  HEARING DATE/TIME: 00 : 00
PROCESS ENDED DATE: 01 20 2004      NARRATIVE:      CALENDAR FLAG:
PF2=ADD, PF3=UPDATE, PF4=DELETE, PF5=INQUIRY, PF6=INTERSTATE SCREEN,
PF7=PAGE BACK, PF8=PAGE FORWARD, PF9=REFRESH
NEXT SCREEN:      NOTES:
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When you enter a date in the LEVY RELEASED DATE field, ICAR automatically enters a “Y” in the N.O.D. TO OBLIGOR & FI (R/U) field and displays form 470-3208, *Notice of Decision Regarding Administrative Levy Challenge*, for you to complete and generate. Enter an “X” in the:

- ◆ Appropriate variable field indicating the reason for the challenge.
- ◆ LEVY RELEASED FIELD.

ICAR:

- ◆ Issues a narrative (LEVY 10) documenting that the *Notice of Decision Regarding Administrative Levy Challenge* was sent to the appropriate parties and that the levy is **released** for that particular financial institution.
- ◆ Deletes the administrative challenge calendar flags (LEVY 10 and LEVY 11).
- ◆ Displays a narrative (LEVY 43) documenting the administrative levy process is ended and allows you to enter the reason why.

To generate the *Notice of Decision Regarding Administrative Levy Challenge*, see [Issuing the Notice of Decision Regarding Administrative Levy Challenge](#) for more information.

Revising the Levy

If the obligor is delinquent and the amount of the delinquency is less than the amount indicated in form 470-3189, *Administrative Levy Notice to Financial Institution*, revise the levy to reflect the correct amount.

Immediately notify the financial institution (by telephone, fax, or in person) that the administrative levy is revised.

To revise the levy, access the ADMLEVY screen for the financial institution subject to the challenge and enter An “R” (for “revise”) in the N.O.D. TO OBLIGOR & FI (R/U) field.

D479HL16	IOWA COLLECTION AND REPORTING SYSTEM	DATE: 01/20/04
	ADMINISTRATIVE LEVY	TIME: 12:00:00
CASE NUMBER.....:		SIGNATURE ID.....:
PAYOR.....:		CC AP ATTY (Y/N):
PAYEE.....:		CC CP ATTY (Y/N):
INTERSTATE (Y/N):	INIT STATE:	RESP STATE:
LEGAL NOTICE TO OBLIGOR:		CSRU ATTY ID.....:
LEVY NOTICE TO FINANCIAL INST:		PROOF OF SERVICE SENT:
FINANCIAL INSTITUTION'S NAME:		PROOF OF SERVICE SENT:
ADDRESS LINE 1.....:		
ADDRESS LINE 2.....:		
CITY/STATE/ZIP.....:		: : -
LEVY NOTICE TO OBLIGOR.....:		PROOF OF SERVICE SENT:
NOTICE TO JOINT OWNER.....:		
NAME OF JOINT OWNER.....:		
ADDRESS.....:		
CITY/STATE/ZIP.....:		
CHALLENGE FILED DATE: 01 01 2004	TYPE: ADM	LEVY RELEASED DATE:
N.O.D. TO OBLIGOR & FI (R/U): R	HEARING DATE/TIME:	00 : 00
PROCESS ENDED DATE:	NARRATIVE:	CALENDAR FLAG:
PF2=ADD, PF3=UPDATE, PF4=DELETE, PF5=INQUIRY, PF6=INTERSTATE SCREEN,		
PF7=PAGE BACK, PF8=PAGE FORWARD, PF9=REFRESH		
NEXT SCREEN:	NOTES:	

When you enter an “R” in the N.O.D. TO OBLIGOR & FI (R/U) field, ICAR displays form 470-3208, *Notice of Decision Regarding Administrative Levy Challenge*, for you to complete and generate. Enter:

- ◆ An “X” in the appropriate variable field indicating the reason for the challenge.
- ◆ An “X” in the LEVY REVISED field.
- ◆ The revised amount of the levy in the IF REVISED, NEW AMOUNT OF LEVY (\$\$\$.\$\$) field.

ICAR issues a narrative (LEVY 11 when there is not a joint owner for the asset or LEVY 14 when there is a joint owner for the asset). Both narratives document that the *Notice of Decision Regarding Administrative Levy Challenge* was sent to the appropriate parties and that the levy amount is **revised** for a particular financial institution.

To generate this form, see [Issuing the Notice of Decision Regarding Administrative Levy Challenge](#).

Upon receiving the *Notice of Decision Regarding Administrative Levy Challenge*, the financial institution must comply with the Unit’s instructions and:

- ◆ Release the administrative levy; **or**
- ◆ Remit only the amount of money equal to the changed amount of the debt, **and** release the funds in excess of the revised amount to the obligor or joint owner.

No Mistake of Fact

Legal reference: Iowa Code section 252I.8(5); 441 IAC 98.97(3)

If the review of the challenge determines that no mistake of fact was made, **uphold** the administrative levy action. To uphold the administrative levy, access the ADMLEVY screen for the financial institution subject to the challenge and enter a “U” (for “uphold”) in the N.O.D. TO OBLIGOR & FI (R/U) field.

```

D479HL16          IOWA COLLECTION AND REPORTING SYSTEM          DATE: 01/20/04
                   ADMINISTRATIVE LEVY                          TIME: 12:00:00
CASE NUMBER.....:                                           SIGNATURE ID....:
PAYOR.....:                                           CC AP ATTY (Y/N):
PAYEE.....:                                           CC CP ATTY (Y/N):
INTERSTATE (Y/N):  INIT STATE:  RESP STATE:  CSRU ATTY ID....:
LEGAL NOTICE TO OBLIGOR:                               PROOF OF SERVICE SENT:
LEVY NOTICE TO FINANCIAL INST:                          PROOF OF SERVICE SENT:
FINANCIAL INSTITUTION'S NAME:
ADDRESS LINE 1.....:
ADDRESS LINE 2.....:
CITY/STATE/ZIP.....:                               :           :           -
LEVY NOTICE TO OBLIGOR.....:                          PROOF OF SERVICE SENT:
NOTICE TO JOINT OWNER.....:
NAME OF JOINT OWNER.....:
ADDRESS.....:
CITY/STATE/ZIP.....:
CHALLENGE FILED DATE: 01 01 2004 TYPE: ADM  LEVY RELEASED DATE:
N.O.D. TO OBLIGOR & FI (R/U): U  HEARING DATE/TIME:                00 : 00
PROCESS ENDED DATE:          NARRATIVE:          CALENDAR FLAG:
PF2=ADD, PF3=UPDATE, PF4=DELETE, PF5=INQUIRY, PF6=INTERSTATE SCREEN,
PF7=PAGE BACK, PF8=PAGE FORWARD, PF9=REFRESH
NEXT SCREEN:          NOTES:
    
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When you enter a “U” in the N.O.D. TO OBLIGOR & FI (R/U) field, ICAR displays form 470-3208, *Notice of Decision Regarding Administrative Levy Challenge*, for you to complete and generate. Enter an “X” in:

- ◆ The appropriate variable field indicating the reason for the challenge.
- ◆ The LEVY REMAINS IN EFFECT field.

ICAR issues:

- ◆ A narrative (LEVY 24 if there is not a joint owner for the asset, or LEVY 25 if there is a joint owner for the asset). Both narratives document that the *Notice of Decision Regarding Administrative Levy Challenge* was sent to the appropriate parties and that the levy is **upheld** for the particular financial institution.
- ◆ A calendar flag (LEVY 3) dated 30 days after the date on the form reminding you to check for payment from the financial institution if no district court challenge is received.

The *Notice of Decision Regarding Administrative Levy Challenge* informs the obligor or joint owner of the right to request a district court hearing on the decision by submitting a written request for a hearing to the Unit within ten working days of the date on the form.

To generate this form, see [Issuing the Notice of Decision Regarding Administrative Levy Challenge](#).

Joint Owner Identified During Challenge Process

When a joint owner not previously reported with the asset information is identified during the challenge process, you must **immediately** generate the following forms:

- ◆ 470-3207, *Administrative Levy Notice to Joint Owner*, and
- ◆ 470-3190, *Proof of Service of Administrative Levy*, as outlined in [Manually Generating Administrative Levy Notices to Joint Owners](#).

The ten-day time limit for challenging the administrative levy begins for the newly identified joint owner on the date you mail the *Administrative Levy Notice to Joint Owner*.

If it appears that the financial institution may forward the encumbered funds before the end of the joint owner's ten-day challenge period, contact the financial institution and advise them of the extended time for challenge. The financial institution must hold the funds until the ten-day challenge period for the newly identified joint owner expires.

Issuing the Notice of Decision Regarding Administrative Levy Challenge

Form 470-3208, *Notice of Decision Regarding Administrative Levy Challenge*, informs the obligor, the financial institution, and the joint owner, if applicable, of the outcome of the administrative levy challenge. This form also tells the obligor or joint owner how to file a district court challenge to the decision (if the decision is being returned on an administrative challenge).

Issue the *Notice of Decision Regarding Administrative Levy Challenge* when you receive:

- ◆ An **untimely** challenge. Immediately generate and mail the *Notice of Decision Regarding Administrative Levy Challenge* to the obligor, the financial institution, and the joint owner, if applicable. Make a photocopy of each form and place in the case file.
- ◆ A **timely** challenge, have conducted the administrative review, and made a decision:
 - Immediately generate and mail the *Notice of Decision Regarding Administrative Levy Challenge* to the obligor and joint owner, if applicable. Make a photocopy of each form and place in the case file.

- Do **not** generate this form to the financial institution. Instead, wait until the time limit for the obligor or joint owner to file a district court challenge passes (ten working days from the date of the notice sent to the obligor or joint owner).
- If no district court challenge is received by the end of the tenth working day, immediately generate and mail the notice to the financial institution.
- If a district court challenge is received within ten working days, wait until the district court hearing is held and a decision received before generating the notice to the obligor, the financial institution, and the joint owner, if applicable.
- Once you receive the district court decision, immediately generate and mail the notice to the obligor, the financial institution, and the joint owner, if applicable.

ICAR generates up to three different versions of the *Notice of Decision Regarding Administrative Levy Challenge*, addressed to the:

- ◆ Obligor.
- ◆ Financial institution.
- ◆ Joint owner, if applicable.

ICAR enters the obligor's name and address in the first copy. Update the variables and generate the form.

ICAR returns to the FORMVIEW screen with the financial institution as the addressee. Update the variables and generate the form.

- ◆ When you are generating this form for an **administrative** challenge, do **not** generate the form to the financial institution at this time. Instead, press the PAUSE/BREAK key to display the joint owner version of the form, if applicable. See below for information for the joint owner version.
- ◆ When you are generating the form for a **district court** challenge, update the variables and generate the form. ICAR returns to the FORMVIEW screen.

When there is a joint owner for the asset, ICAR returns to the FORMVIEW screen with the joint owner as the addressee. Update the variables and generate the form.

Once all forms are generated, ICAR returns to the ADMLEVY screen for the particular financial institution subject to the levy.

Note: File a copy of each version of the *Notice of Decision Regarding Administrative Levy Challenge* (to the obligor, financial institution, and joint owner, if applicable) with the clerk of court as outlined in [Filing the Notice of Decision Regarding Administrative Levy Challenge \(Field\)](#).

Decisions Involving Multiple Assets

You must make a separate decision regarding an administrative levy for each of the obligor's assets. You may simultaneously uphold, revise, and release levies on assets owned by the obligor, or take any combination of these actions. (See the example below.)

The obligor has a delinquency of \$7,000. Five days after the date on form 470-3188, *Administrative Levy Notice to Obligor*, a written challenge is received from the obligor.

Included with the challenge is a recently filed satisfaction signed by the judge for \$4,500, which is a portion of the past-due support on the order the Unit is enforcing. The amount of the satisfaction is entered on ICAR. This leaves a balance of \$2,500 in past-due support.

The obligor's assets are held at financial institutions A, B, and C. The respective balances of these assets are \$4,000; \$1,800; and \$1,400, for a total of \$7,200. An administrative levy is limited to 50% of the value of the asset. In this case, 50% of \$7,200 is \$3,600, which is the maximum amount you can expect to encumber.

As long as the levy amount is equal to or less than 50% of the asset's balance at that particular financial institution, the full amount of the levy can be encumbered. When multiple financial institutions are involved, you may need to make a combination of decisions:

<u>Action</u>	<u>Amt. Received</u>
Uphold the levy at Financial Institution A	\$ 2,000
Revise the levy at Financial Institution B	\$ 500
Release the levy at Financial Institution C	\$ <u>0</u>
Total collected	\$ 2,500

Modifying Decisions

If you make an error in releasing, revising, or upholding an administrative levy, **immediately notify the financial institution** by telephone, fax, or in person.

To correct an error on ICAR, you may modify the entries in the LEVY RELEASED DATE and N.O.D. TO OBLIGOR & FI (R/U) fields on the ADMLEVY screen unless a date displays in the PROCESS ENDED DATE field.

When you modify the N.O.D. TO OBLIGOR & FI (R/U) field, ICAR displays the form 470-3208, *Notice of Decision Regarding Administrative Levy Challenge*, for you to complete and generate. Enter the reason for the modification and generate the forms to the obligor, the financial institution, and the joint owner, if applicable.

When modifying the *Notice of Decision Regarding Administrative Levy Challenge*, use the following guidelines:

- ◆ **Funds not forwarded:** If the financial institution has not forwarded the encumbered funds to CSC, send the modified *Notice of Decision Regarding Administrative Levy Challenge* to the financial institution. The financial institution takes the necessary action.
- ◆ **Funds forwarded:** If the financial institution has forwarded funds to CSC, use the following guidelines:
 - **If the modified decision lowers the levy amount**, follow the instructions in [Refunds of Amounts Improperly Held](#).
 - **If the prior notice revised the levy by lowering the levy amount, and the modified decision raises the levy amount**, the financial institution may forward the increased amount to CSC **up to** the amount contained in form 470-3189, *Administrative Levy Notice to Financial Institution*, if the amounts were deposited before the receipt of this form.

Note: If you are attempting to modify the *Notice of Decision Regarding Administrative Levy Challenge* to levy funds in an amount **higher than** the amount listed in the *Administrative Levy Notice to Financial Institution*, you must re-initiate the administrative levy process for the excess amounts.

ICAR issues a narrative and calendar flag (see [Revising the Levy](#) for a discussion of the narrative and calendar flags). Document the reasons for the levy modification in the displayed narrative.

Receiving a District Court Challenge

Legal reference: Iowa Code section 252I.8; 441 IAC 98.97(252I)

The obligor or joint owner may challenge the Unit's initial decision regarding the administrative levy challenge by requesting a hearing before the district court in the county of filing of the underlying support order.

The request must be in **writing** and must be **received** by the Unit within ten working days of the date on form 470-3208, *Notice of Decision Regarding Administrative Levy Challenge*. The district court makes the final decision regarding the second challenge.

When you receive a **timely** district court challenge, take the appropriate steps as outlined in [Timely Challenge Received](#). When you receive an **untimely** district court challenge, take the appropriate steps as outlined in [Timely Challenge Not Received](#).

Note: When you receive a district court challenge, you must file form 470-3189, *Administrative Levy Notice to Financial Institution*, with the clerk of court as outlined in [Filing the Administrative Levy Notice to Financial Institution \(Field\)](#). If necessary, request a copy of this form from EPICS through your EPICS liaison. EPICS staff retrieves the imaged copy of the document and forwards it to your office.

The following sections address:

- ◆ [Scheduling a district court hearing](#)
- ◆ [Withdrawal of a district court challenge](#)
- ◆ [Actions following the outcome of a district court hearing](#)

Scheduling a District Court Hearing

Legal reference: Iowa Code section 252I.8(5)(b); 441 IAC 98.97(3)

Upon receipt of a district court challenge, immediately contact the clerk of district court. Follow the procedures currently used by your office for scheduling a district court hearing.

The clerk of district court schedules the hearing for a date not later than ten calendar days after the Unit's filing of the request for the hearing. The clerk shall mail copies of the request for hearing and the order scheduling the hearing to the Unit and to all account holders of interest.

When you receive the order scheduling the hearing, access the ADMLEVY screen for the financial institution subject to the challenge. Enter the hearing date and time in the HEARING DATE/TIME field.

D479HL16	IOWA COLLECTION AND REPORTING SYSTEM	DATE: 01/30/04
	ADMINISTRATIVE LEVY	TIME: 12:00:00
CASE NUMBER.....:		SIGNATURE ID....:
PAYOR.....:		CC AP ATTY (Y/N):
PAYEE.....:		CC CP ATTY (Y/N):
INTERSTATE (Y/N):	INIT STATE:	RESP STATE:
LEGAL NOTICE TO OBLIGOR:		CSRU ATTY ID....:
LEVY NOTICE TO FINANCIAL INST:		PROOF OF SERVICE SENT:
FINANCIAL INSTITUTION'S NAME:		PROOF OF SERVICE SENT:
ADDRESS LINE 1.....:		
ADDRESS LINE 2.....:		
CITY/STATE/ZIP.....:		: : -
LEVY NOTICE TO OBLIGOR.....:		PROOF OF SERVICE SENT:
NOTICE TO JOINT OWNER.....:		
NAME OF JOINT OWNER.....:		
ADDRESS.....:		
CITY/STATE/ZIP.....:		
CHALLENGE FILED DATE: 01 25 2004	TYPE: ADM	LEVY RELEASED DATE:
N.O.D. TO OBLIGOR & FI (R/U): U		HEARING DATE/TIME: 02 05 2004 10 : 00
PROCESS ENDED DATE:	NARRATIVE:	CALENDAR FLAG:
PF2=ADD, PF3=UPDATE, PF4=DELETE, PF5=INQUIRY, PF6=INTERSTATE SCREEN,		
PF7=PAGE BACK, PF8=PAGE FORWARD, PF9=REFRESH		
NEXT SCREEN:	NOTES:	

When you enter a hearing date and time in the HEARING DATE/TIME field, ICAR issues a:

- ◆ Narrative (LEVY 12) documenting the hearing date and time.
- ◆ Calendar flag (LEVY 4) on the date of the hearing.
- ◆ Calendar flag (LEVY 15) one day after the hearing date instructing you to notify the financial institution of the district court's decision.

Withdrawal of District Court Challenge

Legal reference: Iowa Code section 252I.8(6); 441 IAC 98.97(4)

The challenging party may withdraw the district court challenge by submitting a written withdrawal to the Unit at any time before the court hearing. The Unit may also withdraw the administrative levy at any time before the court hearing.

To withdraw the administrative levy, follow the procedures outlined in [Releasing the Levy](#), with the following exceptions when generating form 470-3208, *Notice of Decision Regarding Administrative Levy Challenge*. Enter:

- ◆ An “X” in the other challenge, no mistake of fact exists field.
- ◆ “Request for withdrawal by [obligor] [joint owner] [CSRU]” in the IF OTHER CHALLENGE, DESCRIBE THE ALLEGED MISTAKE field.
- ◆ An “X” in the LEVY RELEASED field.

District Court Hearing Outcome

Legal reference: Iowa Code section 252I.8(5)(c)-(e); 441 IAC 98.97(1)

When you receive the district court’s decision, **immediately notify the financial institution** of the outcome of the hearing (by telephone, fax, or in person). Follow up this contact by sending form 470-3208, *Notice of Decision Regarding Administrative Levy Challenge*, along with a copy of the judge’s order, to the financial institution by first-class mail or fax.

The district court may order the Unit to release, revise, or uphold the administrative levy.

- ◆ When the district court **releases** the levy, follow the procedures outlined in [Releasing the Levy](#). Enter the current date in the PROCESS ENDED DATE field on the ADMLEVY screen. ICAR displays a narrative (LEVY 43) for you to enter the reason for ending the levy process.

- ◆ When the district court revises or upholds the levy, follow the procedures outlined in [Revising the Levy](#) or [No Mistake of Fact](#), respectively. Set a manual calendar flag for 15 days to check for receipt of payment from the financial institution. When CSC receives and processes the payment:
 - Enter the current date in the PROCESS ENDED DATE field on the ADMLEVY screen.
 - Document the reason for ending the levy process in the displayed narrative (LEVY 43).
 - Delete the manual calendar flag you set when you notified the financial institution of the district court's decision.

Refunds of Amounts Improperly Held

Legal reference: Iowa Code section 252I.8(7); 441 IAC 98.97(2)

When a mistake of fact has occurred and the financial institution has already forwarded the incorrect amount to CSC, proceed as follows:

- ◆ If a mistake in identity is found, the obligor is not delinquent in an amount equal to the payment for one month, or any other mistake of fact is found, follow CSC procedures for refunding the encumbered amounts, as well as any fees assessed by the financial institution, to the obligor's account.
- ◆ If the Unit made an error in calculating the amount of support due and the amount due is overstated, follow CSC procedures to refund the overstated portion to the obligor's account.

Note: If the mistake of fact is a mistake in the amount of support due and any portion of the moneys is retained as support payments, the Unit is **not** required to reimburse the obligor's account for any fees or costs charged by the financial institution against the account.

- ◆ If the court orders the Unit to return moneys to the obligor, refund the money as directed by the court.

The refunding of amounts improperly held by the Unit is handled through a special abstract process. To reimburse the processing fee (up to \$10), the Administrative Assistant II (AAII) for the region must submit a claim voucher and the *Administrative Levy Payment Coupon*, attached to form 470-3189, *Administrative Levy Notice to Financial Institution*, validating the submission of the processing fee.

NARRATIVES

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Process: **FIDM** Number: **5** **(OBSOLETE – See [LEVY 46](#))**

Text: Asset information received from (source) indicates the submitted SSN, (SSN), for (obligor’s name) does not match name on file with the financial inst: (financial institution name) (matched name).

ICAR updated with information for this SSN. Review of the information will be conducted.

Screen:	Field:	Entry:	Flag:	Status:
BATCH	BATCH		5	None

Process: **FIDM** Number: **6** **(OBSOLETE – See [LEVY 47](#))**

Text: Address information received from (source) indicates the submitted SSN, (SSN), for (obligor’s name) does not match name on file with the financial inst: (financial institution name) (matched name).

ICAR updated with information for this SSN. Review of the information will be conducted.

Screen:	Field:	Entry:	Flag:	Status:
BATCH	BATCH		6	None

Process: **FIDM** Number: **7** **(OBSOLETE – See [LEVY 48](#))**

Text: Information received from (source) indicates a joint owner exists for the following asset at (financial institution name):

Account #: (account number)

Joint name: (joint owner’s name)

Joint SSN: (joint owner’s SSN)

Verification of joint owner’s address will be attempted.

Screen:	Field:	Entry:	Flag:	Status:
BATCH	BATCH		7	None

Process: **FIDM** Number: **8**

Text: Case certified for the following federal enforcement actions: FIDM-only. NPA balance: (NPA balance amount)

Screen:	Field:	Entry:	Flag:	Status:
BATCH	BATCH		None	None

Process: **FIDM** Number: **9**

Text: Case decertified for the following federal enforcement actions: FIDM-only.

Screen:	Field:	Entry:	Flag:	Status:
BATCH	BATCH		None	None

Process: **FIDM** Number: **10**

Text: Financial institution (financial institution name) (FIN)
has merged with: (financial institution name) (FIN)

Loaded assets have been updated to reflect this merger.

Screen:	Field:	Entry:	Flag:	Status:
FIMAINT	MERGED	“Y” and 9-digit FIN	None	None

Process: **FIDM** Number: **11**

Text: Merger for financial institution (financial institution name) (FIN)
has been reversed. Loaded assets have been updated to reflect this change.

Screen:	Field:	Entry:	Flag:	Status:
FIMAINT	ACTIVE	“Y”; space-through date	None	None
	MERGED	“N”		

Process: **LEVY** Number: **1**

Text: The obligor is represented by an attorney for the administrative levy process with
(financial institution name).

Screen:	Field:	Entry:	Flag:	Status:
ADMLEVY	CC AP ATTY (Y/N)	“Y”	None	None

Process: **LEVY** Number: **2**

Text: The obligor is no longer represented by an attorney for the administrative levy process
with (financial institution name).

Screen:	Field:	Entry:	Flag:	Status:
ADMLEVY	CC AP ATTY (Y/N)	“N”	None	None

Process: **LEVY** Number: **3**

Text: The obligee is represented by an attorney for the administrative levy process with
(financial institution name).

Screen:	Field:	Entry:	Flag:	Status:
ADMLEVY	CC AP ATTY (Y/N)	“Y”	None	None

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Process: **LEVY** Number: **4**

Text: The obligee is no longer represented by an attorney for the administrative levy process with (financial institution name).

Screen:	Field:	Entry:	Flag:	Status:
ADMLEVY	CC AP ATTY (Y/N)	“N”	None	None

Process: **LEVY** Number: **5** **(OBSOLETE – See [LEVY 40](#))**

Text: Legal Notice for Administrative Levy sent to the obligor and Proof of Service sent to clerk of court.

Screen:	Field:	Entry:	Flag:	Status:
ADMLEVY	LEGAL NOTICE TO OBLIGOR	“C,” “A” or “M”	1	None

Process: **LEVY** Number: **6**

Text: Administrative Levy Notice sent to (financial institution name)

Screen:	Field:	Entry:	Flag:	Status:
ASSET	ADMIN LEVY (Y/N/H)	“Y”	2, 3, 6	None

Process: **LEVY** Number: **7** **(OBSOLETE – See [LEVY 41](#))**

Text: Administrative Levy Notice sent to obligor for assets held at (financial institution name). Proof of Service sent to clerk of court.

Screen:	Field:	Entry:	Flag:	Status:
ADMLEVY	BATCH		None	None

Process: **LEVY** Number: **8** **(OBSOLETE – See [LEVY 39](#))**

Text: Administrative Levy Notice sent to (joint owner name) for assets held at (financial institution name). Proof of Service sent to clerk of court.

Screen:	Field:	Entry:	Flag:	Status:
ADMLEVY	BATCH		None	None

Process: **LEVY** Number: **9**

Text: Administrative challenge to administrative levy process received on (date) for (financial institution name).

Note: This narrative previously issued to the primary worker. It is paired with LEVY 27. ICAR no longer uses the “primary worker” functionality; the narrative now issues on all affected cases.

Screen:	Field:	Entry:	Flag:	Status:
ADMLEVY	TYPE	“ADM”	10, 11	None

Process: **LEVY** Number: **10**

Text: Notice of Decision Regarding Administrative Levy sent to obligor, joint owner (if applicable), and (financial institution name). The administrative levy has been released.

Note: This narrative previously issued to the primary worker. It is paired with LEVY 28. ICAR no longer uses the “primary worker” functionality; the narrative now issues on all affected cases.

Screen:	Field:	Entry:	Flag:	Status:
ADMLEVY	LEVY RELEASED DATE	Current date	12	None

Process: **LEVY** Number: **11**

Text: Notice of Decision Regarding Administrative Levy sent to obligor and (financial institution name). The administrative levy has been revised.

Note: This narrative issues on cases with single-owner assets. It is paired with LEVY 14, which issues on cases with jointly held assets.

Screen:	Field:	Entry:	Flag:	Status:
ADMLEVY	N.O.D. TO OBLIGOR & FI (R/U)	“R”	3, 12, 18	None

Process: **LEVY** Number: **12**

Text: Administrative levy hearing set for (date) (time)

Screen:	Field:	Entry:	Flag:	Status:
ADMLEVY	TYPE HEARING DATE/TIME	“DC” Valid current or future date and time	4, 15	None

Process: **LEVY** Number: **13** **(OBSOLETE)**

Text: Obligor has more than one case. Legal Notice of Administrative Levy generated to primary worker, (worker ID).

Screen:	Field:	Entry:	Flag:	Status:
BATCH	BATCH		None	None

Process: **LEVY** Number: **14**

Text: Notice of Decision Regarding Administrative Levy sent to obligor, joint owner, and (financial institution name). The administrative levy has been revised.

Note: This narrative issues on cases with joint held assets. It is paired with LEVY 11, which issues on cases with single-owner assets.

Screen:	Field:	Entry:	Flag:	Status:
ADMLEVY	N.O.D. TO OBLIGOR & FI (R/U)	“R”	3, 12, 18	None

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Process: **LEVY** Number: **15**

Text: (None – this is a blank narrative for worker entry)

Screen:	Field:	Entry:	Flag:	Status:
ADMLEVY	NARRATIVE	“Y”	None	None

Process: **LEVY** Number: **16**

Text: A verified asset exists but case does not meet administrative levy criteria. Levy process ended due to: (system-determined variable)

Note: This narrative issues on single cases. It is paired with LEVY 20 for multiple cases.

Screen:	Field:	Entry:	Flag:	Status:
BATCH	BATCH	“Y”	17	None

Process: **LEVY** Number: **17**

Text: Case has met administrative levy criteria.

Screen:	Field:	Entry:	Flag:	Status:
BATCH	BATCH		5	None

Process: **LEVY** Number: **18**

Text: Case has met administrative levy criteria but the worker has ended the levy process because (worker-determined variable)

Screen:	Field:	Entry:	Flag:	Status:
BATCH	BATCH		6	None

Process: **LEVY** Number: **19**

Text: Case meets administrative levy criteria, however, levy process at (financial institution name) ended because total value of assets under (\$ amount).

Screen:	Field:	Entry:	Flag:	Status:
BATCH	BATCH		17	None

Process: **LEVY** Number: **20**

Text: A verified asset exists but administrative levy process not pursued for this case due to: (system-determined variable)

Note: This narrative issues on multiple cases. It is paired with LEVY 16 for single cases.

Screen:	Field:	Entry:	Flag:	Status:
BATCH	BATCH		None	None

Process: **LEVY** Number: **21** **(OBSOLETE)**

Text: Obligor has more than one case. Administrative Levy Notice to (financial institution name) generated to primary worker, (worker ID).

Note: This narrative previously issued to the non-primary worker when the obligor had multiple cases. It is paired with LEVY 6 for single cases. ICAR no longer uses the “primary worker” functionality; LEVY 6 now issues on all affected cases.

Screen:	Field:	Entry:	Flag:	Status:
BATCH	BATCH		None	None

Process: **LEVY** Number: **22** **(OBSOLETE)**

Text: Obligor has more than one case. Administrative Levy Notice to obligor (and administrative levy notice to joint owner, if applicable) generated to primary worker, (worker ID).

Note: This narrative previously issued to the non-primary worker when the obligor had multiple cases. It is paired with LEVY 41 for single cases. ICAR no longer uses the “primary worker” functionality; LEVY 41 now issues on all affected cases.

Screen:	Field:	Entry:	Flag:	Status:
BATCH	BATCH		None	None

Process: **LEVY** Number: **23**

Text: District court challenge to administrative levy process received on (date) for (financial institution name).

Screen:	Field:	Entry:	Flag:	Status:
ADMLEVY	TYPE	“DC”	14	None

Process: **LEVY** Number: **24**

Text: Notice of Decision Regarding Administrative Levy sent to obligor and (financial institution name). The administrative levy has been upheld.

Note: This narrative issues on cases with single-owner assets. It is paired with LEVY 25, which issues on cases with jointly held assets.

Screen:	Field:	Entry:	Flag:	Status:
ADMLEVY	N.O.D. TO OBLIGOR & FI (R/U)	“U”	3, 12, 18	None

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Process: **LEVY** Number: **25**

Text: Notice of Decision Regarding Administrative Levy sent to obligor, joint owner, and (financial institution name). The administrative levy has been upheld.

Note: This narrative issues on cases with jointly held assets. It is paired with LEVY 24, which issues on cases with single-owner assets.

Screen:	Field:	Entry:	Flag:	Status:
ADMLEVY	N.O.D. TO OBLIGOR & FI (R/U)	“U”	3, 12, 18	None

Process: **LEVY** Number: **26** **(OBSOLETE – See [LEVY 43](#))**

Text: The administrative levy process has ended: (worker-entered variable)

Screen:	Field:	Entry:	Flag:	Status:
ADMLEVY	PROCESS ENDED DATE	Current date	17	None

Process: **LEVY** Number: **27**

Text: Administrative challenge to administrative levy process received on (date)

Note: This narrative previously issued to the non-primary worker. It is paired with LEVY 9, which issued to the primary worker. ICAR no longer uses the “primary worker” functionality; LEVY 9 now issues on all affected cases.

Screen:	Field:	Entry:	Flag:	Status:
ADMLEVY	TYPE	“ADM”	None	None

Process: **LEVY** Number: **28**

Text: Notice of Decision Regarding Administrative Levy sent to obligor, joint owner (if applicable), and (financial institution name). The administrative levy has been released.

Note: This narrative previously issued to the non-primary worker. It is paired with LEVY 10, which issued to the primary worker. ICAR no longer uses the “primary worker” functionality; LEVY 10 now issues on all affected cases.

Screen:	Field:	Entry:	Flag:	Status:
ADMLEVY	LEVY RELEASED DATE	Current date	None	None

Process: **LEVY** Number: **29**

Text: Notice of Decision Regarding Administrative Levy sent to obligor and (financial institution name). The administrative levy has been revised.

Screen:	Field:	Entry:	Flag:	Status:
ADMLEVY	N.O.D. TO OBLIGOR & FI (R/U)	“R”	None	None

NARRATIVES

Revised October 20, 2006

Process: **LEVY** Number: **36** **(OBSOLETE)**

Text: Worker attempted to generate form 470-3187, Legal Notice of Administrative Levy.
Notice not generated because (system-determined variable)

Screen:	Field:	Entry:	Flag:	Status:
ADMLEVY	LEGAL NOTICE TO OBLIGOR	“M”	21	None

Process: **LEVY** Number: **37**

Text: Administrative levy notice sent to (financial institution name)
The following accounts have been identified as trust accounts and will not be levied:
(account numbers)

These accounts are not included on form 470-3189.

Screen:	Field:	Entry:	Flag:	Status:
ASSET	ACCT. TYPE ADMIN LEVY (Y/N/H)	“T” or “E” “Y”	2, 3, 6	None

Process: **LEVY** Number: **38**

Text: Case meets administrative levy criteria, however, levy process at (financial institution name) ended because the only assets that exist have been identified as trust accounts.

Acct #: (account numbers)

Screen:	Field:	Entry:	Flag:	Status:
ASSET	ACCT. TYPE ADMIN LEVY (Y/N/H)	“T” or “E” “Y”	17	None

Process: **LEVY** Number: **39**

Text: Form 470-3207, Administrative Levy Notice to Joint Owner, sent to (joint owner’s name)
at the following address: (joint owner’s address)

for assets held at (financial institution name). Proof of Service sent to clerk of court.

Screen:	Field:	Entry:	Flag:	Status:
ADMLEVY	NOTICE TO JOINT OWNER	“Y”	None	None

Process: **LEVY** Number: **40** **(OBSOLETE)**

Text: Form 470-3187, Legal Notice of Administrative Levy, sent to obligor at following address:
(obligor’s address)

Certificate of Service sent to clerk of court.

Screen:	Field:	Entry:	Flag:	Status:
ADMLEVY	LEGAL NOTICE TO OBLIGOR	“C,” “A” or “M”	1	None

Process: **LEVY** Number: **41**

Text: Form 470-3188, Administrative Levy Notice to Obligor, sent to the following address:
(obligor's address)
for assets held at (financial institution's name). Proof of Service sent to clerk of court.

Screen:	Field:	Entry:	Flag:	Status:
ADMLEVY	LEGAL NOTICE TO OBLIGOR	"Y"	None	None

Process: **LEVY** Number: **42**

Text: Case has met administrative levy criteria but the worker has ended the levy process at
(financial institution name) because: (worker-entered variable)

Screen:	Field:	Entry:	Flag:	Status:
ASSET	ADMIN LEVY (Y/N/H)	"N"	17	None

Process: **LEVY** Number: **43**

Text: The administrative levy process has ended at (financial institution name):
(worker-entered variable)

Screen:	Field:	Entry:	Flag:	Status:
ADMLEVY	PROCESS ENDED DATE	Current date	17	None

Process: **LEVY** Number: **44**

Text: Form 470-3207, Administrative Levy Notice to Joint Owner, not sent to (joint owner's
name) for assets held at (financial institution name). No address could be verified.

Screen:	Field:	Entry:	Flag:	Status:
ADMLEVY	NOTICE TO JOINT OWNER	"N"	None	None

Process: **LEVY** Number: **45**

(Formerly FIDM 4)

Text: Information received from (source) indicates (obligor's name) holds an asset valued at
\$100,000 or more. Verification of the asset will be requested.

Institution: (financial institution name)

Account #: (account number)

Asset amt: (\$ amount)

Screen:	Field:	Entry:	Flag:	Status:
BATCH	BATCH		22	None

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Process: **LEVY** Number: **46** **(Formerly FIDM 5)**

Text: Asset information received from (source) indicates the submitted SSN, (obligor's SSN), for (obligor's name) does not match name on file with the financial inst: (financial institution name) (matched name).

ICAR updated with information for this SSN. Review of the information will be conducted.

Screen:	Field:	Entry:	Flag:	Status:
BATCH	BATCH		23	None

Process: **LEVY** Number: **47** **(Formerly FIDM 6)**

Text: Address information received from (source) indicates the submitted SSN, (obligor's SSN), for (obligor's name) does not match name on file with the financial inst: (financial institution name) (matched name).

ICAR updated with information for this SSN. Review of the information will be conducted.

Screen:	Field:	Entry:	Flag:	Status:
BATCH	BATCH		24	None

Process: **LEVY** Number: **48** **(Formerly FIDM 7)**

Text: Information received from (source) indicates a joint owner exists for the following asset at (financial institution name):

Account #: (account number)

Joint name: (joint owner's name)

Joint SSN: (joint owner's SSN)

Verification of joint owner's address will be attempted.

Screen:	Field:	Entry:	Flag:	Status:
BATCH	BATCH		25	None

Process: **LOC** Number: **87**

Text: Confidential source indicates possible assets for: (obligor's name). Verification by centralized unit currently in process.

Screen:	Field:	Entry:	Flag:	Status:
1099ASET	VERIFICATION LETTER SENT	"Y"	None	None

CALENDAR FLAGS

Process: **FIDM** Number: **1** **(OBSOLETE)**

Text: Address received from FIDM for the obligor is a foreign or military address, ICAR not updated. Reformat address on ICAR and attempt verification.
(obligor's address)

Screen:	Field:	Entry:	Narrative:	Status:
BATCH	BATCH		1	None

Process: **FIDM** Number: **2**

Text: Address received from FIDM for the financial institution is a foreign address, ICAR not updated. Reformat address on ICAR and attempt verification.
(financial institution name)

Screen:	Field:	Entry:	Narrative:	Status:
BATCH	BATCH		2	None

Process: **FIDM** Number: **4** **(OBSOLETE – See [LEVY 22](#))**

Text: Information received from FIDM indicates the obligor holds an asset valued at \$100,000 or more. Request verification of asset from financial inst. before proceeding with an administrative levy.

(financial institution name)
(account number)

Screen:	Field:	Entry:	Narrative:	Status:
BATCH	BATCH		4	None

Process: **FIDM** Number: **5** **(OBSOLETE – See [LEVY 23](#))**

Text: Asset information received from FIDM indicates submitted SSN does not match name on file. ICAR Updated with information for this SSN. Review information before proceeding with an admin levy.

Screen:	Field:	Entry:	Narrative:	Status:
BATCH	BATCH		5	None

Process: **FIDM** Number: **6** **(OBSOLETE – See [LEVY 24](#))**

Text: Address information received from FIDM indicates submitted SSN does not match name on file. ICAR updated with information for this SSN. Review information.

Screen:	Field:	Entry:	Narrative:	Status:
BATCH	BATCH		6	None

CALENDAR FLAGS

August 10, 2004

Process: **FIDM** Number: **7** **(OBSOLETE – See [LEVY 25](#))**

Text: Information received from FIDM indicates a joint owner exists for the following asset. Attempt verification of joint owner’s address before proceeding with an administrative levy.
(financial institution name)
(account number)

Screen:	Field:	Entry:	Narrative:	Status:
BATCH	BATCH		7	None

Process: **LEVY** Number: **1** **(OBSOLETE)**

Text: Review – Legal Notice of Administrative Levy sent to the obligor on
(date)

Screen:	Field:	Entry:	Narrative:	Status:
ADMLEVY	LEGAL NOTICE TO OBLIGOR	“C,” “A” or “M”	40	None

Process: **LEVY** Number: **2** **(OBSOLETE)**

Text: Review – Administrative Levy Notice sent to financial institution listed below on
(date)
(financial institution name)

Screen:	Field:	Entry:	Narrative:	Status:
ASSET	ADMIN LEVY (Y/N/H)	“Y”	6	None

Process: **LEVY** Number: **3**

Text: Review for administrative levy payment. Upon receipt of administrative levy payment from financial institution listed below enter a date in the Process Ended Date field.
(financial institution name)

Screen:	Field:	Entry:	Narrative:	Status:
BATCH	BATCH		6	None

Process: **LEVY** Number: **4**

Text: Administrative levy hearing on
(date and time)

Screen:	Field:	Entry:	Narrative:	Status:
ADMLEVY	HEARING DATE/TIME	Current or future date and time	12	None

August 10, 2004

Process: **LEVY** Number: **5**

Text: Case has met administrative levy criteria.

(financial institution name)

Screen:	Field:	Entry:	Narrative:	Status:
BATCH	BATCH		17	None

Process: **LEVY** Number: **9**

(OBSOLETE)

Text: Case has met admin levy criteria. To proceed enter “Y” in Admin Levy field on ASSET screen for institution listed below. To end process enter an “N”. Note: Other cases meet criteria for this obligor.

(financial institution name)

Screen:	Field:	Entry:	Narrative:	Status:
BATCH	BATCH		None	None

Process: **LEVY** Number: **10**

Text: Challenge to administrative levy received by CSRU. Contact financial institution immediately.

(financial institution name)

Screen:	Field:	Entry:	Narrative:	Status:
ADMLEVY	TYPE	“ADM”	9	None

Process: **LEVY** Number: **11**

Text: Notify obligor and joint owner (if applicable) of CSRU decision regarding administrative levy challenge at:

(financial institution name)

Screen:	Field:	Entry:	Narrative:	Status:
ADMLEVY	TYPE	“ADM”	9	None

Process: **LEVY** Number: **12**

Text: Dummy—To delete calendar flags LEVY 4, 10, 11, 14 & 15

Screen:	Field:	Entry:	Narrative:	Status:
BATCH	BATCH		11,14,24,25	None

Process: **LEVY** Number: **13**

Text: Case may meet criteria for administrative levy. Obligor’s address required to proceed. Review for verified address.

Screen:	Field:	Entry:	Narrative:	Status:
BATCH	BATCH		None	None

CALENDAR FLAGS

August 10, 2004

Process: **LEVY** Number: **14**

Text: District court challenge to administrative levy received on date below. Contact clerk of district court to schedule a district court hearing.
(date)

Screen:	Field:	Entry:	Narrative:	Status:
ADMLEVY	TYPE	“DC”	23	None

Process: **LEVY** Number: **15**

Text: Notify financial institution of district court decision regarding administrative levy challenge. The hearing was held on:
(date)

(financial institution name)

Screen:	Field:	Entry:	Narrative:	Status:
ADMLEVY	TYPE HEARING DATE/TIME	“DC” Valid current or future date and time	12	None

Process: **LEVY** Number: **16**

Text: (None – this is a blank calendar flag for worker entry)

Screen:	Field:	Entry:	Narrative:	Status:
ADMLEVY	CALENDAR FLAG	“Y”	None	None

Process: **LEVY** Number: **17**

Text: Dummy – Deletes all calendar flags for administrative levy process

Screen:	Field:	Entry:	Narrative:	Status:
				None

Process: **LEVY** Number: **18** **(OBSOLETE)**

Text: Review – Notice of Decision Regarding Administrative Levy sent to financial institution 15 days ago.
(financial institution name)

Screen:	Field:	Entry:	Narrative:	Status:
			11,14,24,25	None

Process: **LEVY** Number: **19** **(OBSOLETE)**

Text: Case may meet administrative levy criteria. Reverify asset at:
(financial institution name)

Screen:	Field:	Entry:	Narrative:	Status:
BATCH	BATCH		None	None

Process: **LEVY** Number: **20** **(THIS NUMBER NOT ESTABLISHED ON ICAR)**

Text:

Screen:	Field:	Entry:	Narrative:	Status:
				None

Process: **LEVY** Number: **21** **(OBSOLETE)**

Text: Legal Notice of Administrative Levy was not generated through manual process because:
(system-entered variable)

Screen:	Field:	Entry:	Narrative:	Status:
BATCH	BATCH		36	None

Process: **LEVY** Number: **22** **(Formerly FIDM 4)**

Text: Information received from FIDM indicates the obligor holds an asset valued at \$100,000 or more. Request verification of asset from financial inst. before proceeding with an administrative levy.

(financial institution name)

(account number)

Screen:	Field:	Entry:	Narrative:	Status:
BATCH	BATCH		45	None

Process: **LEVY** Number: **23** **(Formerly FIDM 5)**

Text: Asset information received from FIDM indicates submitted SSN does not match name on file with FI. ICAR updated with information for this SSN. Review information in narr. before proceeding with levy.

(financial institution name)

Screen:	Field:	Entry:	Narrative:	Status:
BATCH	BATCH		46	None

CALENDAR FLAGS

August 10, 2004

Process: **LEVY** Number: **24** **(Formerly FIDM 6)**

Text: Address information received from FIDM indicates submitted SSN does not match name on file with FI. ICAR updated with information for this SSN. Review information in narrative. (financial institution name)

Screen:	Field:	Entry:	Narrative:	Status:
BATCH	BATCH		47	None

Process: **LEVY** Number: **25** **(Formerly FIDM 7)**

Text: Information received from FIDM indicates a joint owner exists for the following asset. Attempt verification on joint owner's address before proceeding with an administrative levy. (financial institution name)
(account number)

Screen:	Field:	Entry:	Narrative:	Status:
BATCH	BATCH		48	None



STATE OF IOWA

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

DEPARTMENT OF HUMAN SERVICES
KEVIN W. CONCANNON, DIRECTOR

August 10, 2004

GENERAL LETTER NO. 11-A-1

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

SUBJECT: Employees' Manual, Title 11, Chapter A, *ADMINISTRATIVE LEVY*, Title page, new; Contents (pages 1 through 4), new; and pages 1 through 128, new.

Summary

This chapter lists the policy and procedures for the administrative levy process. The chapter includes the following:

- ◆ Explanation of eligibility requirements for the process.
- ◆ Explanations of the screens and information for the completion of screens.
- ◆ Narrative and calendar flag information for the administrative levy process.

Effective Date

Immediately.

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

October 20, 2006

GENERAL LETTER NO. 11-A-2

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

SUBJECT: Employees' Manual, Title 11, Chapter A, *ADMINISTRATIVE LEVY*,
Contents (page 2), revised; and pages 3, 4, 17, 18, 52, 55 through 60, 73, 74, 76,
83, 84, 88, 120, and 127, revised.

Summary

This chapter lists the policy and procedures for the administrative levy process. The changes are in relation to a 2005 legislative change to no longer send the *Legal Notice of Administrative Levy*.

Effective Date

Immediately.

Material Superseded

Remove the following pages from Employees' Manual, Title 11, Chapter A, and destroy them:

<u>Page</u>	<u>Date</u>
Contents (page 2)	August 10, 2004
3, 4, 17, 18, 52, 55-60, 73, 74, 76, 83, 84, 88, 120, 127	August 10, 2004

Additional Information

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