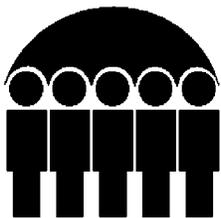


October 7, 1997

Employees' Manual
Title 11
Chapter C Appendix

CREDIT REPORTING APPENDIX



Iowa
Department
of
Human Services

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470-2223, Notice of Proposed Release to Consumer Reporting Agencies

Purpose	Form 470-2223 notifies the obligor: <ul style="list-style-type: none">◆ That the obligor is eligible to be reported to consumer reporting agencies because the obligor has a IV-D arrearage balance of over \$1000.◆ That the obligor has the right to request a review of the proposed release within 15 days from the date on the notice.
Source	This is a batch form. It is automatically generated in batch when ICAR identifies an obligor as being eligible for credit reporting.
Completion	This form is entirely system completed.
Distribution	This form is sent from central office to the obligor by regular mail.

470-2850, Scheduled Review of Proposed Release to Consumer Reporting Agencies

Purpose	This form notifies the obligor of the scheduled time, place, and method of the review requested by the obligor. It also lists all of the court orders upon which the calculation of the obligor's arrearages are based.
Source	This form is available on-line. Generate this form by entering the scheduled date (mm/dd/ccyy) and time (00:00 A or PM) in the REVIEW SET field on the CRREPORT screen.
Completion	Complete this form when an obligor who has received a credit reporting notice (form 470-2223) requests a review within 15 days from the date on the credit reporting notice. Also generate a certified payment record.
Distribution	Send this form and a certified payment record to the obligor by regular mail.
Data	Enter the following information: <ul style="list-style-type: none">◆ The method of review (in person, over the telephone, through correspondence).◆ The place of review, if held in person.

470-3228, Consumer Reporting Review Decision

Purpose	This form tells the obligor the outcome of the credit reporting review.
Source	This form is available on-line. To generate this form, enter a “Y” or “N” in the REVIEW HELD field on the CRREPORT screen. “Y” indicates that the review was held as scheduled. “N” indicates that the review was not held as scheduled.
Completion	Complete this form when either you have held a credit reporting review conference with the obligor, or the obligor has failed to attend a credit reporting review conference.
Distribution	If the obligor is in the office when you generate this form, give it to the obligor. If the obligor is not in the office when you generate this form, send it to the obligor by regular mail.
Data	Enter information about the facts of the case and the current balance, and choose an optional paragraph stating the review decision.

470-3229, Prereview of Proposed Release to Consumer Reporting Agencies

Purpose	This form notifies the obligor that the obligor's record will not be reported to the credit agencies.
Source	This form is available on-line. To generate this form enter "Y" or "R" in the send prereview letter on the CRREPORT screen. "Y" indicates that the form is generated. "R" indicates that the form is regenerated.
Completion	Complete this form when you are made aware of an error in the obligor's balance that makes an obligor who has been sent a <i>Notice of Proposed Release to Consumer Reporting Agencies</i> ineligible for credit reporting.
Distribution	Send this form to the obligor through regular mail.

470-3235, Denial of Request for Review of Proposed Release to Consumer Reporting Agencies

Purpose	This form notifies the obligor that the obligor's request for a review of the proposed release to credit agencies is denied because the request was made after the 15-day time period for making a review request has expired.
Source	This form is available on-line. To generate this form, enter the current date and a "D" in the REVIEW REQUEST DATE (A/D) field on the CRREPORT screen.
Completion	Complete this form when the obligor requests a review after the 15-day time period for such a review has passed, and there are no circumstances which lead you to believe that a review would result in the obligor's removal from credit reporting.
Distribution	Send this form to the obligor by regular mail.