



Iowa Department of Human Services

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Director

September 21, 2012

GENERAL LETTER NO. 11-F-AP-10

ISSUED BY: Bureau of Collections, Division of Field Operations

SUBJECT: Employees' Manual, Title 11, Chapter F, **INCOME WITHHOLDING APPENDIX**, Title page, revised; page 13, revised; and form 470 2839, *Obligor Notice of Termination*, revised.

Summary

This chapter has been revised to update the instructions and form 470 2839, *Obligor Notice of Termination*, to:

- ◆ Reflect all the reasons an IWO may be terminated.
- ◆ Include new legislation to terminate when another state will be providing services or when CSRU is no longer providing services under Iowa Code 252B.

Effective Date

Immediately.

Material Superseded

This material replaces the following pages from Employees' Manual, Title 11, Chapter F, Appendix:

<u>Page</u>	<u>Date</u>
Title page	January 19, 2007
470 2839	3/2009
13	January 19, 2007

Additional Information

Refer questions about this general letter to your regional collections administrator.

Revised September 21, 2012

Employees' Manual
Title 11
Chapter F Appendix

INCOME WITHHOLDING APPENDIX



**Iowa Department
of Human Services**



Iowa Department of Human Services

OBLIGOR NOTICE OF TERMINATION

Date Notice Prepared:
Case Number:
Worker:

From:
Child Support Recovery Unit

Tel: 1-888-229-9223

The Child Support Recovery Unit (CSRU) stopped your income withholding order.

Iowa Code 252D allows CSRU to stop income withholding when:

- The case is paid in full,
- The order was entered in error, or
- CSRU no longer provides services under Iowa Code 252B.

A copy of the order or notice stopping the income withholding is attached to this notice.

NOTE: This notice may not mean you are done paying child support. When CSRU stops providing services, unpaid support under the order may still be due and owing. If you have questions regarding this action, contact your attorney or the CSRU office listed at the top of this notice.

Policy Regarding Discrimination, Harassment, Affirmative Action, and Equal Employment Opportunity

It is the policy of the Iowa Department of Human Services (DHS) to provide equal treatment in employment and provision of services to applicants, employees, and clients without regard to race, color, national origin, sex, sexual orientation, gender identity, religion, age, disability, political belief, or veteran status.

If you feel DHS has discriminated against or harassed you, please send a letter detailing your complaint to:

Iowa Department of Human Services, Office of Human Resources, Hoover Building – 1st Floor,
1305 E. Walnut, Des Moines IA 50319-0114; fax (515) 281-4243, or via e-mail
stopit@dhs.state.ia.us.

470 2839, Obligor Notice of Termination

Purpose	Use form 470 2839, <i>Obligor Notice of Termination</i> , to notify the payor when the IWO is terminated.
Source	ICAR generates the batch version of this form (470 2839) through a nightly batch program. You can generate the on-line version of the form (470/2839) by entering a “Y” in the TERMINATION (Y/C) field on the IWO screen.
Completion	ICAR completes this form when the current obligation has ended and the case is paid in full or the IWO is amended. You complete this form when: <ul style="list-style-type: none">◆ The current obligation has ended and the case is paid in full.◆ The IWO was entered in error.◆ The payee requests the Unit no longer provide services. (See 11-F, Terminating an Order for Income Withholding.)◆ The initiating state has requested that the Unit terminate the IWO.◆ All CS, MS, MR, or RE obligations are paid in full and only alimony remains.
Distribution	Mail the form to the payor’s last known address by first-class mail. Put a copy in the case file.
Data	ICAR enters the following information: <ul style="list-style-type: none">◆ Payor’s name and address◆ Date the form was prepared◆ Case number◆ Worker’s name and address