GENERAL CASE MAINTENANCE SCREENS

GENERAL CASE MAINTENANCE SCREENS

CONTENTS

		Page
BALANCE	BALANCE BY ACCOUNT TYPE	10
FBLDPCT	BLOOD TEST PERCENTAGE PAID	53
FTHIRD	THIRD PARTY INFORMATION	58
LOOKUP	PAYMENT LOOK UP	62
PAYDIST	PAYMENT DISTRIBUTION SEARCH	96
PAYHIST	CASE PAYMENT HISTORY	108
PAYREC	CERTIFIED PAY RECORD	115
SUSP	SUSPENSION UPDATE	122
SUSPENSE	PERIODS OF SUSPENSION Selection Screen	125
	PERIODS OF SUSPENSION Detail Screen	128
VCOUPON	VIEW COUPONS	132
VFIPS	VIEW FIPS CODE	135

GENERAL CASE MAINTENANCE SCREENS

Pages 1 through 9 are reserved.

GENERAL CASE MAINTENANCE SCREENS

SCREEN: BALANCE BY ACCOUNT TYPE (BALANCE)

Purpose: To display balances by account type. This is a view-only screen.

```
D479HS05          IOWA COLLECTION AND REPORTING SYSTEM        DATE: 02/21/91
                       BALANCE BY ACCOUNT TYPE                TIME: 11:05:34

CASE NUMBER..:              PAYOR NAME:
                            PAYEE NAME:

ACCT          AMT     PAID ON     COUPON          INT        INT        INT
TYPE          DUE     PAYHIST     BALANCE         DUE        PAID       BALANCE









 PF7=PAGE BACK,
 PF8=PAGE FORWARD, PF5=INQUIRY
 NEXT SCREEN:              NOTES:
ENTER CASE NUMBER.
```

Procedure: Select the BALANCE BY ACCOUNT TYPE screen from the ICAR Main Menu Page 3, or tab to any NEXT SCREEN prompt, type **BALANCE**, and press **ENTER**.

Use: Type the CASE NUMBER and press **PF5**.

Press **PF8** to page forward and **PF7** to page backward.

Field:	**Description:**
PAYOR NAME	Payor's name in first-middle-last-suffix format.
PAYEE NAME	Payee's name in first-middle-last-suffix format.
ACCT TYPE	See Frequently Used Codes in XIV-D.
AMT DUE	Total amount due.

GENERAL CASE MAINTENANCE SCREENS

PAID ON PAYHIST	Amount by account type; from pay history.
COUPON BALANCE	Amount of unpaid coupons by account type.
INT DUE	Not used.
INT PAID	Not used.
INT BAL	Not used.
TOTAL	Total amount due for all account types displayed for the case. This line is not displayed unless there are coupon balances due.

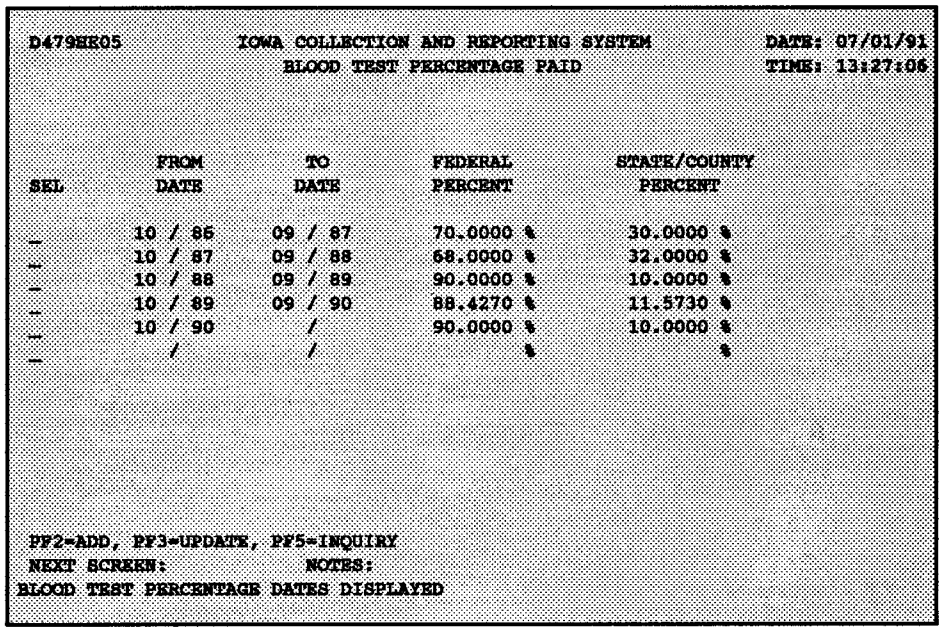
GENERAL CASE MAINTENANCE SCREENS

Pages 12 through 52 are reserved.

GENERAL CASE MAINTENANCE SCREENS

SCREEN: BLOOD TEST PERCENTAGE PAID (FBLDPCT)

Purpose: To track blood test fees paid by federal and state contributions.



```
D479HR05          IOWA COLLECTION AND REPORTING SYSTEM          DATE: 07/01/91
                        BLOOD TEST PERCENTAGE PAID              TIME: 13:27:06


          FROM          TO          FEDERAL          STATE/COUNTY
SEL       DATE          DATE        PERCENT            PERCENT

_       10 / 86       09 / 87       70.0000 %        30.0000 %
_       10 / 87       09 / 88       68.0000 %        32.0000 %
_       10 / 88       09 / 89       90.0000 %        10.0000 %
_       10 / 89       09 / 90       88.4270 %        11.5730 %
_       10 / 90         /           90.0000 %        10.0000 %
_         /             /                 %                %




PF2=ADD, PF3=UPDATE, PF5=INQUIRY
NEXT SCREEN:              NOTES:
BLOOD TEST PERCENTAGE DATES DISPLAYED
```

Procedure: Type **FBLDPCT** at any NEXT SCREEN prompt to display the BLOOD TEST PERCENTAGE PAID screen. Used in conjunction with the FDEBTS screen.

Use: The **FBLDPCT** screen defines the federal financial participation rates available for the reimbursement of expendatures for laboratory costs associated with the process of determining paternity.

Field:	**Description:**
SEL	Type an alphabetical character in this field to select the percentage to edit.
FROM DATE	Start of reimbursement date in MM DD YY format.
TO DATE	End of reimbursement date range in MM DD YY format.
FEDERAL PERCENT	Percent reimbursement paid by the federal government.
STATE/COUNTY PERCENT	Percent reimbursement paid by the state government.

GENERAL CASE MAINTENANCE SCREENS

Page 54 is reserved.

GENERAL CASE MAINTENANCE SCREENS

Pages 55 through 57 are reserved.

GENERAL CASE MAINTENANCE SCREENS

SCREEN: **THIRD PARTY INFORMATION** (FTHIRD)

Purpose: To view, change, or delete third party medical information.

```
D479HD12          IOWA COLLECTION AND REPORTING SYSTEM          DATE: 01/11/91
                        THIRD PARTY INFORMATION                 TIME: 10:10:38

CASE.............:

NAME.............:                  :                 :                 :
TITLE............:                  SEX (M/F)........:
SSN..............:                  BIRTHDATE........:
ADDRESS LINE 1...:
ADDRESS LINE 2...:
CITY, STATE, ZIP.:                  :    :
COUNTRY..........:
TELEPHONE........:                       EXTENSION:

PREVIOUS ADDRESS                         ADDRESS STORED:

ADDRESS LINE 1...:
ADDRESS LINE 2...:
CITY, STATE, ZIP.:                  :    :
COUNTRY..........:

PF2=ADD   PF3=UPDATE   PF4=DELETE   PF5=INQUIRY
NEXT SCREEN:            NOTES:
PLEASE ENTER THE CASE NUMBER AND PRESS PF5
```

Procedure: Select the THIRD PARTY INFORMATION screen from the FEES Menu, or type **FTHIRD** at any NEXT SCREEN prompt and press **ENTER.**

Use: Type the ICAR case number and press **PF5** to display the avaialable third party medical information for the case. Use the NON-SUPPORT DEBTS (FDEBTS) screen to add new information.

Field:	**Description:**
CASE	ICAR case number.
NAME	Payor's name in last, first, middle format.
TITLE	Payor's title: Mr., Dr., Sgt., etc.
SEX (M/F)	Payor's sex: Male or Female.
SSN	Payor's social security number.

GENERAL CASE MAINTENANCE SCREENS

BIRTHDATE	Payor's date of birth in MM DD YY format.
ADDRESS LINE 1 and 2	Payor's address lines one and two.
CITY, STATE, ZIP	Payor's city, state, and zip code.
COUNTRY	If the payor's address is in the continental United States or Hawaii, leave this field **blank.**
TELEPHONE	Payor's area code and telephone number
EXTENSION	Payor's telephone extension, if any.
PREVIOUS ADDRESS	Last address available for the payee.
ADDRESS STORED	Date the last address was stored in MM DD YY format.
ADDRESS LINE 1 and 2	Payor's last address lines one and two.
CITY, STATE, ZIP	Payor's last city, state, and zip code.
COUNTRY	If the payor's address is in the continental United States, leave this field **blank.**

GENERAL CASE MAINTENANCE SCREENS

Page 60 is reserved.

GENERAL CASE MAINTENANCE SCREENS

Page 61 is reserved.

GENERAL CASE MAINTENANCE SCREENS

SCREEN: PAYMENT LOOK UP (LOOKUP)

Purpose: To display payment and related case information. This is a view-only screen.

```
D479BS16          IOWA COLLECTION AND REPORTING SYSTEM          DATE: 01/19/91
                        PAYMENT LOOK UP SCREEN                  TIME: 11:11:41

ACCOUNT NO     PAYOR NO     ACCT TYPE      AMOUNT      REDIRECTION FLAG


PAYEE....:
PAYOR....:



EMPLOYER.:                                          CASE STATUS:

OBL.                        EFFECTIVE      END      RECEIPT          RECEIPT
TYPE   FREQ       AMOUNT      DATE         DATE      DATE             AMOUNT




PF5=INQUIRY
NEXT SCREEN:              NOTES:
ENTER CASE NUMBER AND PRESS PF5
```

Procedure: Select the PAYMENT LOOK UP screen from the ICAR Main Menu PAge 3, or tab to any NEXT SCREEN prompt, type **LOOKUP**, and press **ENTER.**

Use: Type the ICAR case number under ACCOUNT NO and press **PF5.**

Field:	**Description:**
ACCOUNT NO	ICAR case identification number. Information pertaining to the case number is displayed. Blanks indicate the information does not apply or is not known.
PAYOR NO	Payor's personal identification number.
ACCT TYPE	See Frequently Used Codes in XIV-D.
AMOUNT	Amount of payment.

GENERAL CASE MAINTENANCE SCREENS

REDIRECTION FLAG	**Y** Clerk of court disburses funds.
	N Collection Services Center disburses funds.
PAYEE	Payee's name in first-middle-last-suffix format.
PAYOR	Payor's name in first-middle-last-suffix format.
EMPLOYER	Payor's employer.
CASE STATUS	**OPEN**, or **CLOSED.**
OBL. TYPE	See Frequently Used Codes in XIV-D.
FREQ	See Frequently Used Codes in XIV-D.
AMOUNT	Amount of each payment not in history.
EFFECTIVE DATE	Original effective date of the obligation.
END DATE	Date the obligation expired, or will expire.
RECEIPT DATE	Date the payment was posted in ICAR.
RECEIPT AMOUNT	Amount received.

GENERAL CASE MAINTENANCE SCREENS

Pages 64 through 94 are reserved.

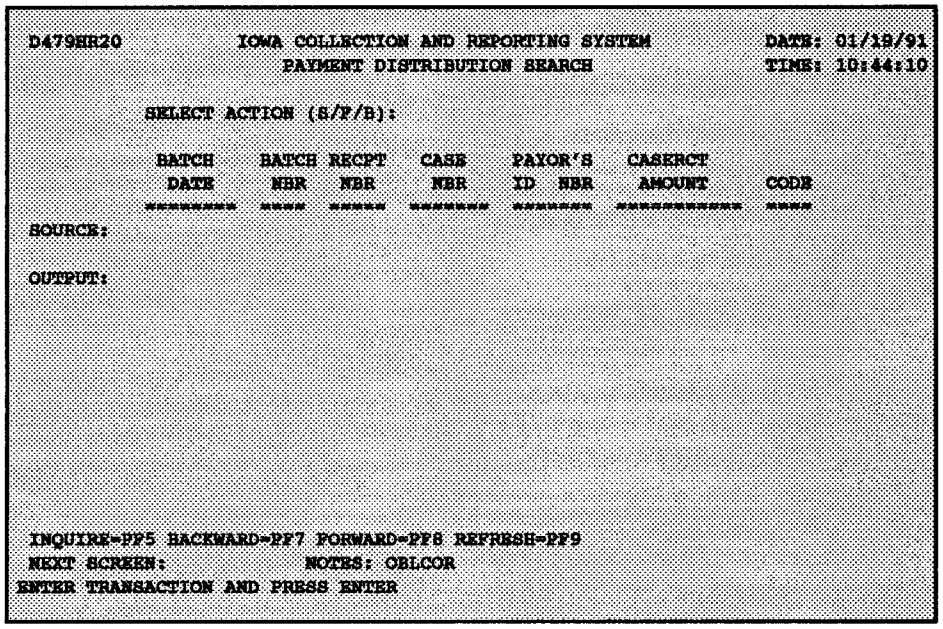
GENERAL CASE MAINTENANCE SCREENS

Page 95 is reserved.

GENERAL CASE MAINTENANCE SCREENS

SCREEN: PAYMENT DISTRIBUTION SEARCH (PAYDIST)

Purpose: To display the origin of a transfer or adjustment.



Procedure: Type the SELECT ACTION code desired plus all known information on the SOURCE line and press **PF5**. The origin information is displayed on the OUTPUT line.

Use: Press **PF8** to page forward and **PF7** to page backward.

Press **PF9** to clear the screen and display another transaction.

Field:	**Description:**
SELECT ACTION (S/F/B)	The action type. Valid codes are: **S** Search all batch dates. **F** Search forward from a batch date. **B** Search backward from a batch date.
SOURCE	Information about the item to trace.
OUTPUT	Origin of the item traced.

GENERAL CASE MAINTENANCE SCREENS

BATCH DATE	Receipt process date.
BATCH NBR	Identification number assigned to the batch.
RECPT NBR	Identification number assigned to the receipt.
CASE NUMBER	CSC/CSRU/FC case identification number.
PAYOR'S ID NBR	CSC/CSRU/FC payor's identification number.
CASERCT AMOUNT	Amount of the receipt.
CODE	Source code. See Frequently Used Codes in XIV-D.

GENERAL CASE MAINTENANCE SCREENS

Pages 98 through 106 are reserved.

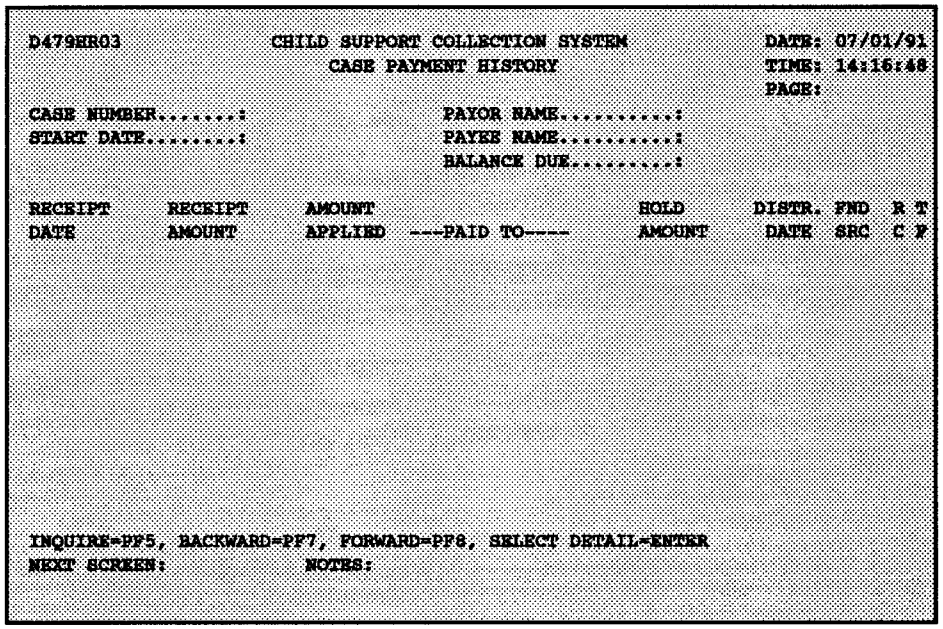
GENERAL CASE MAINTENANCE SCREENS

Page 107 is reserved.

GENERAL CASE MAINTENANCE SCREENS

SCREEN: CASE PAYMENT HISTORY (PAYHIST)

Purpose: To display case or payment history.



Procedure: Select the CASE PAYMENT HISTORY screen from the ICAR Main Menu Page 1, or tab to any NEXT SCREEN prompt, type **PAYHIST**, and press **ENTER**. Type the CASE NUMBER and press **PF5**. Press **PF8** to page forward and **PF7** to page backward. To select a specific receipt to display additional data for, type **S** at the right end of the line, under **S**, and press **ENTER**. The RECEIPTS BY BENEFICIARY screen is displayed.

Use: Type the ICAR case number and press **PF5**.

Field:	**Description:**
PAYOR NAME	Payor's last name.
START DATE	Most recent payment date, or input a date and press **PF5** to display payments.
PAYEE NAME	Payee's last name.
BALANCE DUE	Amount due the payee.

GENERAL CASE MAINTENANCE SCREENS

RECEIPT DATE	Date the payment was received.
RECEIPT AMOUNT	Amount received.
AMOUNT APPLIED	Amount applied.
-- PAID TO --	Account type to which the payment was applied and the amount applied. A special abstract is displayed as a negative amount for the losing account type and a positive amount for the gaining account type.
HOLD AMOUNT	Amount to hold.
DISTR. DATE	Date funds are distributed.
FND SRC	Fund source code. See Frequently Used Codes in XIV-D.
R C	Reason code: **20** Incorrectly applied **25** Invalid source code

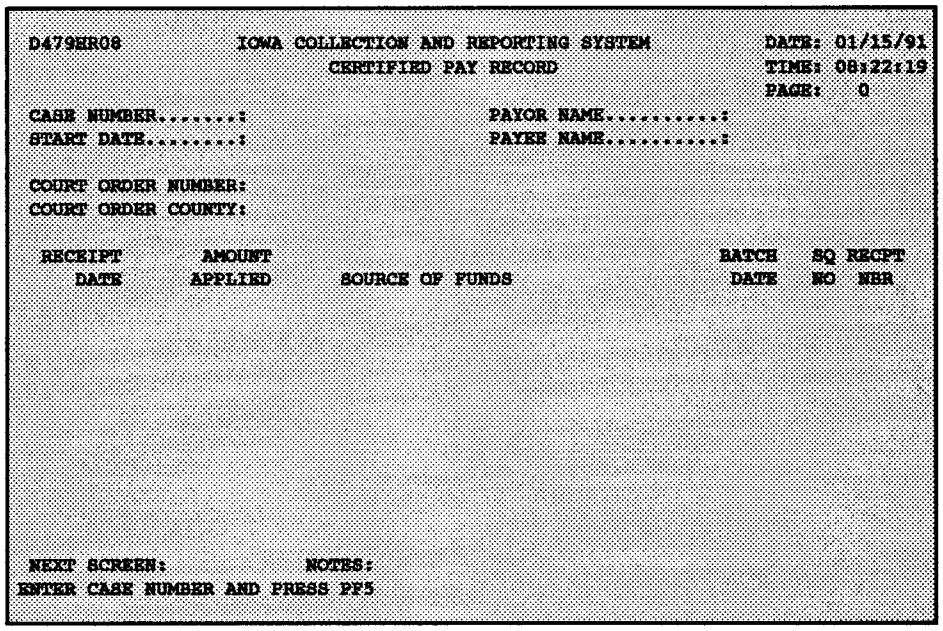
GENERAL CASE MAINTENANCE SCREENS

Pages 110 through 114 are reserved.

GENERAL CASE MAINTENANCE SCREENS

SCREEN: CERTIFIED PAY RECORD (PAYREC)

Purpose: To display a case's certified pay record information. View only.



Procedure: Select the CERTIFIED PAY RECORD screen from the ICAR Main Menu Page 1, or tab to NEXT SCREEN, type **PAYREC**, and press **ENTER.**

Use: Type the case number and press **PF5.**

Press **PF8** to page forward and **PF7** to page backward.

Field:	**Description:**
PAYOR NAME	Payor's last name.
START DATE	Date the current pay record begins, or type a date, press **PF5**, and view payments applied after that date.
PAYEE NAME	Payee's last name.
COURT ORDER NBR	Current or last court order number.

GENERAL CASE MAINTENANCE SCREENS

COURT ORD COUNTY	FIPS code of the county in which the current or last court order was issued.
RECEIPT DATE	Date the most recent payment was received.
AMOUNT APPLIED	Amount received on the above date.
SOURCE OF FUNDS	Plain language name of the originating source of the funds.
BATCH DATE	Date the receipt was processed (YYYYMMDD).
SQ NO	Identification sequence number of this receipt. See Frequently Used Codes in XIV-D.
RECPT NBR	Identification number assigned to the receipt.

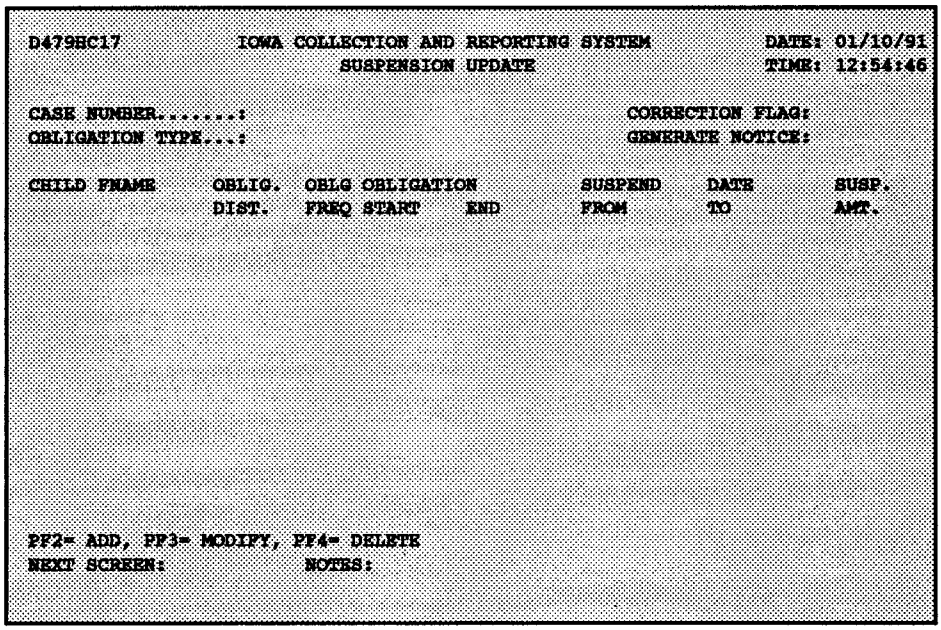
GENERAL CASE MAINTENANCE SCREENS

Pages 117 through 121 are reserved.

GENERAL CASE MAINTENANCE SCREENS

SCREEN: SUSPENSION UPDATE (SUSP)

Purpose:



Procedure: To select the SUSPENSION UPDATE (SUSP) screen from the SUSPENSE screen, tab to the NEXT SCREEN prompt, type **SUSP**, and press **ENTER**. The case number and child name are carried forward and displayed.

Use: Press **PF8** to page forward and **PF7** to page backward within a case.

Field:	**Description:**
CORRECTION FLAG	Source: ICAR. **Y** Detail has been added and the case is processed through the Corrections Subsystem. **N** Changes do not require use of the Corrections Subsystem. **E** An error was encountered during Corrections Subsystem processing. Processing did not complete.

GENERAL CASE MAINTENANCE SCREENS

blank Do not process through the Corrections Subsystem.

OBLIGATION TYPE — See Frequently Used Codes in XIV-D.

GENERATE NOTICE — No automatic setting. Must be manually changed.

Y Send the payor and payee a notice of the status change to the account.

N Do not send a notice.

Display the CASE screen to generate a notice. Generating a notice from this screen (OBLCOR) causes the data to be processed by the Corrections Subsystem which can change or delete a balance on the BALANCE BY ACCOUNT TYPE screen.

CHILD FNAME — First name of the child to which the suspension applies.

OBLIG. DIST. — Amount of the obligation by frequency.

OBLIGATION FREQ — See Frequently Used Codes in XIV-D.

OBLIGATION START — Start date of current obligation.

END — End date of current obligation.

SUSPEND DATE FROM — Court-ordered start date of the suspension of the obligation (day of week or date the obligation is due).

TO — Court-ordered termination date of the suspension of the obligation (day of week or date the obligation is due).

SUSP. AMT. — Total amount suspended for the above period is calculated by ICAR if the suspension is by

frequency (e.g., 3 months). Other amounts must be manually calculated and entered here.

GENERAL CASE MAINTENANCE SCREENS

SCREEN: **PERIODS OF SUSPENSION** (SUSPENSE) Selection Screen

Purpose: To select child support periods of suspension.

```
D479SC11          IOWA COLLECTION AND REPORTING SYSTEM          DATE: 07/02/91
                        PERIODS OF SUSPENSION                   TIME: 07:23:35
                                                                PAGE NBR:
CASE NUMBER.......:                              CORRECTION FLAG:
OBLIGATION TYPE...:                              GENERATE NOTICE:

CHILD FNAME     OBLIG.  OBLG OBLIGATION        SUSPEND DATE      SUSP.
                DIST.   FREQ START   END       FROM    TO        AMT.     SEL

COURT ORDER:




PF5= INQUIRE, PF7= PAGE BACKWARD, PF8= PAGE FORWARD, ENTER= SELECT DETAIL
NEXT SCREEN:            NOTES:
ENTER CASE NUMBER AND PRESS PF5
```

Procedure: Select the PERIODS OF SUSPENSION screen from the SUSPENSE screen or from the ICAR Main Menu Page 2, or tab to any NEXT SCREEN prompt, type **SUSPENSE**, and press **ENTER**. The case number and child name are carried forward and displayed.

Use: Press **PF8** to page forward and **PF7** to page backward within a case.

To add: Type **S** to the right of the child's name and press **ENTER** to view the screen for that child's suspension information.

To change: Type the CASE NUMBER and press **PF5**. Information is displayed with one child per line. Type **S** to the right of the child's name and press **ENTER** to display the screen for that child's suspension information. Make changes as required.

Field:	**Description:**
PAGE NBR	Page (screen) number of multiple screens.
CORRECTION FLAG	Source: ICAR.

Y Detail has been added and the case is processed through the Corrections Subsystem.

N Changes do not require use of the Corrections Subsystem.

E An error was encountered during Corrections Subsystem processing. Processing did not complete.

blank Do not process through the Corrections Subsystem.

OBLIGATION TYPE — See Frequently Used Codes in XIV-D.

GENERATE NOTICE — No automatic setting. Must be manually changed.

Y Send the payor and payee a notice of the status change to the account.

N Do not send a notice.

Display the CASE screen to generate a notice. Generating a notice from this screen (OBLCOR) causes the data to be processed by the Corrections Subsystem which can change or delete a balance on the BALANCE BY ACCOUNT TYPE screen.

CHILD FNAME — First name of the child to which the suspension applies.

OBLIG. DIST. — Amount of the obligation by frequency.

OBLIGATION FREQ — See Frequently Used Codes in XIV-D.

OBLIGATION START — Start date of current obligation.

END — End date of current obligation.

GENERAL CASE MAINTENANCE SCREENS

SUSPEND DATE FROM	Court-ordered start date of the suspension of the obligation (day of week or date the obligation is due).
TO	Court-ordered termination date of the suspension of the obligation (day of week or date the obligation is due).
SUSP. AMT.	Total amount suspended for the above period is calculated by ICAR if the suspension is by frequency (e.g., 3 months). Other amounts must be manually calculated and entered here.
SEL	Type **S** beside the item to change and press **ENTER**. The PERIODS OF SUSPENSION detail screen is displayed.

GENERAL CASE MAINTENANCE SCREENS

SCREEN: **PERIODS OF SUSPENSION** Detail Screen

Purpose: To provide a means to add, change, or delete a child's support suspension information.

```
D479HC11          IOWA COLLECTION AND REPORTING SYSTEM          DATE: 01/21/91
                        PERIODS OF SUSPENSION                   TIME: 10:59:02
                                                                PAGE NBR:
CASE NUMBER.......:                                  CORRECTION FLAG:
OBLIGATION TYPE...:                                  GENERATE NOTICE:

CHILD FNAME      OBLIG.  OBLG OBLIGATION          SUSPEND DATE        SUSP.
                 DIST.   FREQ START    END        FROM     TO         AMT.     SE

COURT ORDER:

PF5= INQUIRE, PF7= PAGE BACKWARD, PF8= PAGE FORWARD, ENTER= SELECT DETAIL
NEXT SCREEN:              NOTES:
ENTER CASE NUMBER AND PRESS PF5
```

Procedure: Select the PERIODS OF SUSPENSION detail screen from the **SUSPENSE** screen (ENTER= SELECT DETAIL). The case number is carried forward and displayed.

Use: **To add:** Type information and press **PF2** to confirm it; then press **PF2** again to update ICAR.

To change: Type information and press **PF3** to confirm it; then press PF3 again to update ICAR.

To delete: To delete information, press **PF4** once to confirm the deletion; then press **PF4** again to delete the information.

GENERAL CASE MAINTENANCE SCREENS

Field:	Description:
CORRECTION FLAG	Source: ICAR. **Y** Detail has been added and the case is processed through the Corrections Subsystem. **N** Changes do not require use of the Corrections Subsystem. **E** An error was encountered during Corrections Subsystem processing. Processing did not complete. **blank** Do not process through the Corrections Subsystem.
OBLIGATION TYPE	See Frequently Used Codes in XIV-D.
GENERATE NOTICE	No automatic setting. Must be manually changed. **Y** Send the payor and payee a notice of the status change to the account. **N** Do not send a notice. Display the CASE screen to generate a notice. Generating a notice from the OBLCOR screen causes the data to be processed by the Corrections Subsystem which can change or delete a balance on the BALANCE BY ACCOUNT TYPE screen.
CHILD FNAME	First name of the child to which the suspension applies.
OBLIG. DIST.	Amount of the obligation by frequency.
OBLIGATION FREQ	See Frequently Used Codes in XIV-D.
OBLIGATION	

GENERAL CASE MAINTENANCE SCREENS

START	Start date of current obligation.
END	End date of current obligation.
SUSPEND DATE FROM	Court-ordered start date of the suspension of the obligation (day of week or date the obligation is due).
TO	Court-ordered termination date of the suspension of the obligation (day of week or date the obligation is due).

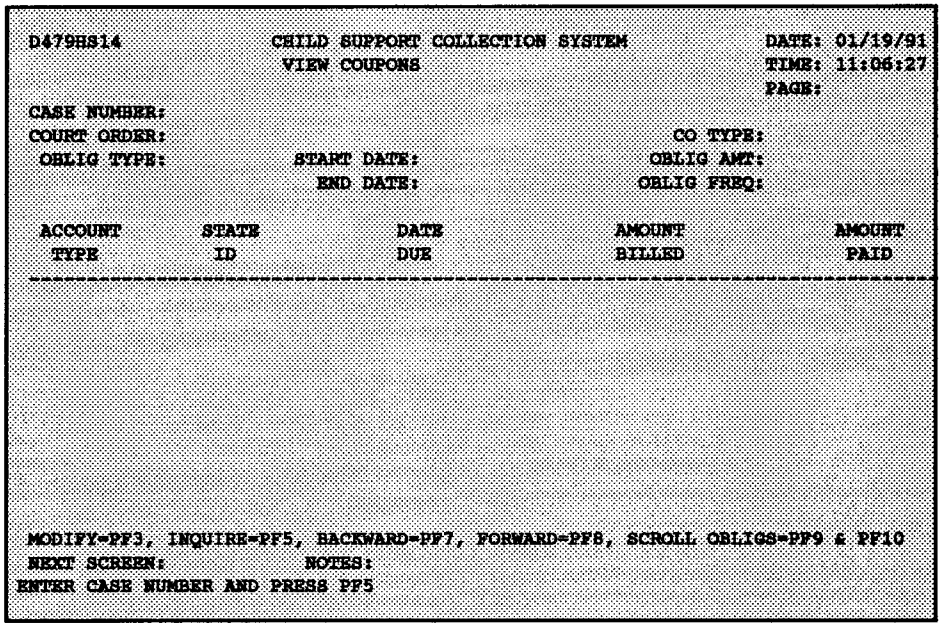
GENERAL CASE MAINTENANCE SCREENS

Page 131 is reserved.

GENERAL CASE MAINTENANCE SCREENS

SCREEN: **VIEW COUPONS** (VCOUPON)

Purpose: To inquire on and view internal coupon account information. Exact duplicate of the COUPON screen. View only. Weekly coupons are consolidated into equivalent monthly amounts on older information.



Procedure: Select the VIEW COUPONS screen from the ICAR Main Menu Page 3, or tab to any NEXT SCREEN prompt, type **VCOUPON**, and press **ENTER.**

Use: Type the case number and press **PF5.**

Press **PF8** to scroll forward within an obligation and **PF7** to scroll backward.

To scroll obligations, use **PF10** forward and **PF9** backward.

Field:	**Description:**
COURT ORDER	Court order number.
CO TYPE	Court order type. See Frequently Used Codes in XIV-D.
OBLIG TYPE	Obligation type. See Frequently Used Codes in

GENERAL CASE MAINTENANCE SCREENS

XIV-D.

START DATE	Effective date of the current obligation or adjustment.
OBLIG AMOUNT	Amount of the obligation.
END DATE	Date the obligation expired, or will expire.
OBLIG FREQ	See Frequently Used Codes in XIV-D.
ACCT TYPE	See Frequently Used Codes in XIV-D.
STATE ID	IABC state ID number used for foster care only.
DATE DUE	Date the obligation payment is due.
AMOUNT BILLED	Amount owed.
AMOUNT PAID	Amount applied to the coupon.

GENERAL CASE MAINTENANCE SCREENS

Page 134 is reserved.

GENERAL CASE MAINTENANCE SCREENS

SCREEN: VIEW FIPS CODE (VFIPS)

Purpose: To display FIPS information. Exact duplicate of the FIPS screen. View only.

```
D479BS15          IOWA COLLECTION AND REPORTING SYSTEM          DATE: 01/18/91
                        VIEW FIPS CODE                          TIME: 11:00:10


FIPS CODE.......:
STATE...........:
IOWA COUNTY CODE:

CHECK PAYABLE TO:
STREET ADDRESS..:

CITY/STATE/ZIP..:                 :    :

TELEPHONE.......:                EX:

STATUS..........:     OPTIONS: S  PAY ENTIRE STATE ONE CHECK
                               P  PAY ENTIRE STATE MULTIPLE CHECKS
                               F  PAY ON A COUNTY BASIS



PF2=ADD, PF3=CHANGE, PF5=INQUIRY
NEXT SCREEN:          NOTES: OBLCOR
```

Procedure: Select the VIEW FIPS CODE screen from the ICAR Main Menu Page 3, or tab to any NEXT SCREEN prompt, type **VFIPS**, and press **ENTER.**

Use: Type a FIPS CODE and press **PF5.**

Field:	**Description:**
FIPS CODE	Type the FIPS code and press **PF5.** Blanks indicate the information does not apply or is not known.
STATE	State that issued the court order (the state to which the above FIPS code is assigned).
CHECK PAYABLE TO	The agency that is to receive child support funds.
STREET ADDRESS	Street address of the agency that is to receive child support funds.

GENERAL CASE MAINTENANCE SCREENS

CITY, STATE/ZIP	City, two-character state, and nine-digit ZIP code.
TELEPHONE	Area code and telephone number of the federal funds recipient.
EX	Telephone extension, if applicable.
STATUS	Valid values are: **S** Pay the entire state one check. **P** Pay the entire state multiple checks. **F** Pay on a county basis.
OPTIONS	Definitions of **S, P,** and **F,** used in STATUS field above.

STATE OF IOWA

THOMAS J. VILSACK, GOVERNOR
SALLY J. PEDERSON, LT. GOVERNOR

DEPARTMENT OF HUMAN SERVICES
KEVIN W. CONCANNON, DIRECTOR

April 27, 2004

GENERAL LETTER NO. 14-D(2)-3

ISSUED BY: Bureau of Collections,
Division of Child Support, Case Management, and Refugee Services

SUBJECT: Employees' Manual, Title 14, Chapter D(2), ***GENERAL CASE MAINTENANCE SCREENS***, Contents (page 1), revised, and pages 9, 12, 54, 57, 60, 61, 64, 95, 98, 107, 110, 121, 131, and 134, revised.

Summary

Large portions of Chapter XIV-D(2) are now obsolete. Most of the material contained in this chapter has been revised and moved to either:

- Chapter 9-B, ***GENERAL COMPUTER INFORMATION AND ICAR SECURITY***,
- Chapter 9-E, ***CASE SETUP***, or
- Chapter 11-I, ***MEDICAL ENFORCEMENT***.

The following table summarizes the screens that is obsolete or have been moved:

Screen		Change
ASSIGN	Assignment Display/Update	Obsolete
ATTORNEY	Payor Attorney	Now in 9-E
AUTOASTM	Auto Assignments/Terminations	Obsolete
CALCASE	Calendar View	Now in 9-B
	User Input Case Narrative	Now in 9-B
	User Input Worker Calendar Flags	Now in 9-B
CASE	Case	Now in 9-E
CASEFALT	Default Worker Referral Table Maintenance	Now in 9-B
CASELOAD	Case Load Table Maintenance	Now in 9-B
CASSIGN	Child Assignment Inquiry/Update	Obsolete
CHILD	Child	Now in 9-E
CHILDLST	Children List	Now in 9-E
CLONSRCH	Closed Case Name Search	Obsolete
CLOSCASE	Closed Case Information	Obsolete
COLAADJ	Cola Adjust	Now in 9-E
CONVERT	Conversion	Obsolete
CORRECT	Corrections Subsystem Menu	Obsolete
COURTORD	Court Order	Now in 9-E
DISTHST	Distribution History	Obsolete

Screen		Change
EMPLORYM	Employer Maintenance	Obsolete
EMPVER	Employer Verification	Obsolete
	Employer Name Address Search	Obsolete
FORMVIEW	Form View Information	Now in 9-B
FORMGEN	Form Generation	Now in 9-B
INSURER	Insurer Information	Now in 11-I
MEDICAL	Medical Insurance	Now in 11-I
NAMESRCH	Name Search	Now in 9-E
NARRCASE	Case Narrative View/Select	Now in 9-B
NARRDUP	Case Narrative Duplicate	Now in 9-B
NARRMENU	Narrative Processing Main Menu	Obsolete
NARRTRAN	Case Narrative Transfer	Now in 9-B
NEGADJ	Negative Convert Adjustment Entries	Obsolete
NOTICE	Notification Letter	Now in 9-E
OBLCOR	Obligation Correction	Obsolete
OBLIG	Obligation	Now in 9-E
OBLIGADJ	Obligation Adjustments	Now in 9-E
OBLIGDST	Obligation Distribution	Obsolete
OBLIGHST	Obligation History	Now in 9-E
OBLIGLST	Obligation List	Now in 9-E
PAYEADDR	Payee Address	Obsolete
PAYEE	Payee	Now in 9-E
PAYEEFIN	Payee Financial Information	Obsolete
PAYEMP	Payor Employer	Obsolete
PAYOR	Payor	Now in 9-E
PAYRADDR	Payor Address	Obsolete
PETRSP	Petitioner/Respondent	Now in 9-E
PRLIST	Petitioner/Respondent List	Now in 9-E
STEPINQ	Step Change Display	Obsolete
	Periods Of Suspension Detail Screen	Obsolete
VCOLA	View Cost Of Living Allow	Now in 9-E
VCPI	View Consumer Price Index	Now in 9-E
VSPECABS	View Special Abstract Detail	Obsolete
	Special Abstract Detail	Obsolete
VSTATUS	Status Record View	Now in 9-B
WORKER	Worker Maintenance	Now in 9-B

Effective Date

Upon receipt.

Material Superseded

Remove the following pages from Employees' Manual, Title 14, Chapter D(2), and destroy them:

Page	Date
Contents (pages 1 and 2)	October 8, 1991
1-9, 12-52, 54-57, 60, 61, 64-95, 98-107, 110-114, 117-121, 131, 134, 137-143	October 8, 1991

Additional Information

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