

APPLICATION FOR NONASSISTANCE SUPPORT SERVICES**FOR OFFICE USE:****Issuing Office:****DATE REQUESTED:****DATE GIVEN OR SENT:****TO:****DATE RECEIVED**

Please return pages 1 through 6 to our nearest Child Support Recovery Unit office.
See page 10 for a list of all our offices.

Be sure you:

_____ **Sign and date page 6**

_____ **Return the "Authorization for Automatic Deposit" if you have
not already done so.**

If you don't sign the application, ***we may delay or deny services.***

Child Support Recovery Unit
APPLICATION FOR NONASSISTANCE SUPPORT SERVICES
INSTRUCTIONS

In order to get help from the Child Support Recovery Unit (Unit), **you must** fill out and return this application

The child support program helps:

- Establish paternity
- Establish child support and medical support (Medical support could include health care coverage or a cash amount to help pay for medical expenses.)
- Collect regular support payments
- Enforce medical support

The amount we collect depends upon the payor's income and assets. We pick the enforcement actions for your case.

To serve you better, we need your help. Please:

1. Send us copies of all papers that establish paternity or support.
2. Send us a clerk of court record of all support payments made on the case.
3. Immediately tell us in writing or by telephone:
 - a) If you change your name, address, or phone number.
 - b) If you hire a private attorney.
 - c) If you decide you no longer want our services.
 - d) If your support order is modified.
 - e) If you get new information about the other parent's location or employment.

We use many sources to help us find payors and their employers. But you may find this out before we do. Please tell us by writing or calling your local office, listed on page 10. If you need assistance finding the local office that serves you, call the child support automated information line at 1-888-229-9223 (toll free nationwide).

Iowa law says support payments have to be sent to our Collection Services Center (CSC). We send the payor a form explaining how to make payments.

Here is how we apply payments to your case:

- First, we pay any current support due for the month. Whether support is for the current month is based on when the employer withheld it, or when CSC gets it, depending on the source. If there is money left over, we pay the newest balance due first.
- State law requires the payee to pay a \$35 annual fee if the payee never received cash assistance for a child on the case under Title IV-A of the Social Security Act (such as FIP, TANF, ADC benefits) in Iowa or another state. Each year the payee receives services we will collect the fee from the payee's support payments, but only after we have sent the payee at least \$550 during the federal fiscal year (October 1st – September 30th).
- If the children get public assistance, the payee assigns the support to the state for that period. This means we pay the support we collect to the state. The state keeps the lesser of the public assistance paid or the amount of assigned support.
- After the payee goes off public assistance, we pay:
 - Any current support to the payee.
 - Any past-due amounts due the payee.
 - Any past due amount due the state.
- We only pay future support when:
 - There are no past due amounts.
 - The payment is for more than current support and is not from income withholding.
 - The payor asks us to if the payment is from income withholding.
- If there is money due the state, the payee may review collections kept by the state through the automated information line or on our web site.

NONASSISTANCE SUPPORT SERVICES APPLICATION
 (Please print legibly and return this application with your payment)

PAYEE INFORMATION (person who receives support)						
Payee's legal name (last, first, middle)				Payee's maiden name or alias(es)		
Date of birth				Sex	Social security number	
Employer				Employer Address		Employer Phone Number
Height	Race	Weight	Eye Color	Scars, Marks, Tattoos, etc.		
Mailing Address:						
Home address (if different than mailing):						
Payee's Email Address:						
Payee's Social Media Usernames & Platforms:						
Payee's relationship to the children		If you are a parent of the child(ren) listed below, list your relationship to the payor. (check one) <input type="checkbox"/> Married – Date _____ Where (county/state) _____ <input type="checkbox"/> Divorced – Date _____ Where (county/state) _____ <input type="checkbox"/> Common law <input type="checkbox"/> Never married				
INFORMATION FOR ALL CHILDREN FROM THIS MARRIAGE OR RELATIONSHIP ONLY						
Legal Name (last, first, middle)	Sex (M/F)	Social Security Number	Birth Date	Birth City and State	Child is living with	Paternity Established (circle one) Yes No
						Yes No
						Yes No
						Yes No
						Yes No
						Yes No
If the payee is pregnant from this relationship, when is the due date?						
Address of children not living with the payee:						
Have you ever received support services from another state or tribe? circle one Yes No						
If yes, list state/tribe: _____						

SUPPORT OBLIGATION INFORMATION				
Does an order for support already exist? – circle one Yes No Pending				
If legal action is <i>pending</i> , list the name, phone number, and address of the attorney:				
If an order exists, check the type of order and complete the following:				
Type of Order	Amount and frequency	Place of order (county/state/tribe)	Date order entered	Court case number
Temporary Order	per			
Dissolution of Marriage	per			
Paternity Order	per			
Modification Order	per			

PAYOR INFORMATION (person who pays support)						
Payor's legal name (last, first, middle)				Maiden name or alias(es)		
Date of birth	Age	Social Security Number		Phone number Home and Cell		
Height	Weight	Eye color	Hair color	Sex	Race	Scars, marks, tattoos, etc. (list)
Payor's mailing address:						
Payor's home address (if different than mailing):						
Payor's Social Media Usernames and Platforms:						
Payor's Email Address:						
Date and place payee last lived with the payor:						
Is the payor employed? <i>circle one</i> Yes No						
If yes, list the employer's name and contact information?				If no, list the payor's most recent employer name and contact information?		
Has the payor provided any support? <i>circle one</i> Yes No If yes, describe below:						
Type of support		Amount		How often received		
Money						
Provided food & clothing						
Pays payee's monthly bills						
Vehicle owned or driven by payor:		Make:		Color:		Year:
Model:		License number:		State:		
Unions or fraternal organizations:						
Credit accounts/bank accounts:						
Reason for payor's absence: <i>circle one</i>						
Divorce		Never married		In Jail		In Prison
				Legal separation		Out of the country
If in the Military, list what branch:						

PAYOR'S INCOME AND RESOURCES		
If known, list the type and amount of income the payor has:		
Type of Income	Amount	Frequency (weekly, monthly, etc.)
Wages (including self-employment)		
Unemployment		
Social Security or Disability		
Veterans Benefits		
Other		
Tell us about any property the payor owns:		
PARENTS, RELATIVES, AND/OR FRIENDS OF PAYOR		
Name	Relationship	Address
		Phone
Tell us other ways to locate or contact the payor:		

MEDICAL SUPPORT INFORMATION			
Is any health insurance available to you or your child? <i>circle one</i> Yes No			
If yes, who is enrolled? <i>circle one</i> Self Self and Child None			
Is there an order that requires that cash medical support or health care coverage be provided? <i>circle one</i> Yes No If yes, explain: _____			

Is there any health insurance available to the child's other parent? <i>circle one</i> Yes No Unknown			
If yes, who is enrolled? <i>circle one</i> Other Parent Other Parent and Child Unknown			

HEALTH INSURANCE SECTION		
Persons Covered	Name and address of insurance company	Policy Number
The date the coverage began:		
Type of Coverage: <i>circle all that apply</i>		
Family Medical	Family Dental	HMO
Individual Medical	Individual Dental	PPO
Vision	Other: _____	
Name of the policy holder:		
The person who has the policy is? <i>circle one</i> Payee Payor Other (specify)		

COOPERATION REQUIREMENTS

You must cooperate in the following ways:

- A. Come to our office to give us information we need to establish or modify support or paternity.
- B. Appear as a witness at judicial or other hearings or proceedings.
- C. Complete and sign forms we need.
- D. Do other things we need to help establish, modify or enforce support.
- E. Pay fees such as process server and annual fees when required.

CERTIFICATION STATEMENT

PLEASE READ THE FOLLOWING INFORMATION CAREFULLY BEFORE SIGNING.

I understand and agree that:

1. My statements and the information in this application are true and correct to the best of my knowledge.
2. I will give the Unit my new address if I change my address.
3. I will cooperate with the Unit. If I do not cooperate, the Unit may stop services.
4. The Unit may close my case for the reasons listed in 441 Iowa Administrative Code 95.14 (252B).
5. I understand I may ask the Unit to close my case by notifying the Unit of my wish to cancel services.
6. Listing social security numbers for my children and myself is not required under 42 U.S.C. § 405(c)(2)(C) and is voluntary. The Unit requests these social security numbers according to 42 U.S.C. §§ 654 and 666 and Iowa Code Chapter 252B. As provided by federal statutes, 42 U.S.C. § 654a(d) and Title IV-D of the Social Security Act, the Unit uses these social security numbers to establish, modify, and enforce child support and/or medical support, or to establish paternity or for other child support program purposes. The numbers may be released to the other parent and to others because of these actions and purposes. The federal Privacy Act of 1974, Pub. L. No. 93-579, § 7, 88 Stat. 1896, 1909 (codified at 5 U.S.C. § 552a (note)), requires the Unit to notify you of the possible disclosure and use of social security numbers.
7. If I am the payee, I am responsible to return any support I receive from the Unit in error. This includes money that the Unit must return to the Internal Revenue Service or the Iowa Department of Administrative Services.
8. If I am the payee and I receive public assistance (Medicaid or FIP), support collected from the payor's federal income tax refund applies to the money due the state before the payee.
9. The Unit keeps information about people who receive child support services, including their address, confidential. However, information may come out as a part of court actions to establish or enforce support. Sometimes the court may order the Unit to release confidential information.
10. One of the people with whom I may discuss my case is an attorney who is an employee of the Unit or the Attorney General's office. None of the services provided to me establish an attorney-client relationship with either the Unit or the attorney. The attorney works for the state and represents only the state.
11. By signing this application, the Unit can take any necessary legal action to establish, modify, and enforce a child and/or medical support obligation.

Applicant Signature:	Date:
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CHILD SUPPORT SERVICES AND FEES

Iowa Code Section 252B, allows us to charge fees to pay for actions we take on your behalf. In most cases, the Unit charges the cost of establishing or enforcing an order to the person who pays support. The person who asks us for a modification pays those costs. Following is a list of some of our services and the fees:

ANNUAL FEE

State law requires the payee to pay a \$35 annual fee if the payee never received cash assistance for a child on the case under Title IV-A of the Social Security Act (such as FIP, TANF, ADC benefits) in Iowa or another state. Each year services are provided we will collect the fee from the payee's support payments, but only after we have sent the payee at least \$550 during the federal fiscal year (October 1st – September 30th).

FEES FOR COURT ACTIONS

You may have to pay costs for genetic testing, sheriff's service fees or process server's fees. If the other parent lives in another state, you may have to pay the fees charged by that state.

LOCATION SERVICES

We search state and federal agencies' computer files to locate the payor. Fee: There is no charge for this service.

PATERNITY ESTABLISHMENT

We may establish paternity by an administrative process, parents may complete and file a paternity affidavit, or we may prepare and file a petition with the court. Fee: SEE FEES FOR COURT ACTIONS, above. If you establish paternity by affidavit, there is no fee.

ESTABLISHMENT OF A SUPPORT ORDER

We prepare and file petitions or administrative orders with the court for child support and medical support. Fee: See FEES FOR COURT ACTIONS, above.

MODIFICATION OF A SUPPORT ORDER

We review support orders to see if the court should change the amount of the child support order or add or change medical support. If so, we file an adjusted order with the district court. You can ask for this service by filling out a [Request to Modify a Support Order](#) and sending it to the local office. You can get this form from any local office. If you need assistance finding the local office phone number, call the child support automated information line at 1-888-229-9223 (toll free nationwide). You may also visit our web site at: www.childsupport.ia.gov. Fee: You may have to pay sheriff's or process server's fees.

ADMINISTRATIVE LEVY

We may seize the bank assets of a parent who has a support delinquency of at least one month's support. The amount seized is limited to the amount of the past due support. Fee: There is no charge for this service.

LICENSE SANCTION

We may tell licensing agencies to revoke or deny issuing a license. The parent must owe at least three months' worth of past due support. Drivers' licenses, vehicle registrations, and recreational, business and professional licenses may be affected. Fee: There is no charge for this service.

SUSPENSION, SATISFACTION, AND REINSTATEMENT OF SUPPORT

Parents may jointly ask us to help get a temporary suspension of support. The parents must be reconciled and living in the same household with some or all the children, or one or more children must now live with the payor. If the situation changes within six months, we can ask the court to reinstate the order. Fee: See FEES FOR COURT ACTIONS, above.

INCOME WITHHOLDING

We may enter an order to withhold support payments from the payor's income. Support may be withheld from wages, other earnings, trust income, unemployment benefits, Social Security benefits, Veteran's benefits, and worker's compensation. Fee: There is no charge for this service.

INTERCEPTION OF FEDERAL INCOME TAX REFUNDS

We may take the federal income tax refund of a parent who owes past due support. The amount we take is first applied to past due support assigned to the state before any amount is paid to the payee. Fee: There is no charge for this service.

INTERCEPTION OF STATE INCOME TAX REFUNDS

We may take the state income tax refund of a parent who owes overdue support. Fee: There is no charge for this service.

INTERCEPTION OF FEDERAL PAYMENTS

We may take a payment the federal government owes a person with a past due child support debt. Fee: There is no charge for this service.

PASSPORT SANCTIONS

We may report a payor to the US State Department when the payor owes more than \$2,500 in overdue support. This prevents the payor from getting or renewing a passport. Fee: There is no charge for this service.

REFERRAL TO CREDIT AGENCIES

We may report a payor to credit agencies if the payor owes at least \$1,000 in past due support. Fee: There is no charge for this service.

CONTEMPT OF COURT

When the payor doesn't pay support, we may ask the court for an order requiring the payor to show why he or she is not in contempt of court. Fee: See FEES FOR COURT ACTIONS.

INTERNAL REVENUE SERVICE COLLECTION SERVICES

We may send the name of the payor to the Internal Revenue Service so that the IRS may attach real and personal property. The IRS sells the property through public auction to satisfy the support debt. This process may only be used if all other enforcement methods are unsuccessful and the past due support is at least \$750. Fee: The IRS charges a fee of \$122.50 to the person requesting this service.

CHILD SUPPORT AUTOMATED INFORMATION LINE

You can get more information about our services, including payment information, by calling the child support automated information line at 1-888-229-9223 (toll free nationwide). Calling this number can also assist you in identifying the local office phone number for your case. You may also visit our web site at www.childsupport.ia.gov

SERVICES NOT AVAILABLE

We cannot:

1. Represent either parent in dissolution of marriage.
2. Represent either parent if the other parent files for contempt of court.
3. Represent either parent in a disagreement about custody, property settlement, visitation, outstanding bills, or anything else in a court order not related to the payment of support.
4. Collect delinquent alimony payments not related to the payment of support.

If you need services we don't provide, you may hire a private attorney or apply for legal aid services where available. Please tell us if you hire a private attorney to provide the same services we do. This is so we can avoid conflicting legal actions on your case.

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

The Iowa Department of Human Services (DHS) policy on non-discrimination, harassment, affirmative action, and equal employment can be viewed on the DHS website at the bottom of the page at: dhs.iowa.gov.

LOCATIONS OF THE IOWA CHILD SUPPORT RECOVERY UNITS

ANKENY CHILD SUPPORT RECOVERY UNIT
1605 SE Delaware Ave Ste A
Ankeny IA 50021-4595
515-369-2800

DECORAH CHILD SUPPORT RECOVERY UNIT
317 Washington St Ste 2
Decorah IA 52101-1832
563-382-2666

MARSHALLTOWN CHILD SUPPORT RECOVERY UNIT
101 Iowa Ave W Ste 400
Marshalltown, IA 50158-4776
641-753-6408

BURLINGTON CHILD SUPPORT RECOVERY UNIT
409 N 4th St
PO Box 638
Burlington IA 52601-0638
319-753-6322

DES MOINES NORTH CHILD SUPPORT RECOVERY UNIT
6200 Aurora Ave Ste 301 E
Urbandale IA 50322-2865
1-833-858-2813

MASON CITY CHILD SUPPORT RECOVERY UNIT
Mohawk Square, Ste 13
22 N Georgia Ave
Mason City IA 50401-3435
641-424-1147

CARROLL CHILD SUPPORT RECOVERY UNIT
625 N West St
PO Box 937
Carroll IA 51401-0937
712-792-5691

DES MOINES SOUTH CHILD SUPPORT RECOVERY UNIT
525 SW 5th Street, Ste H
Des Moines IA 50309-4501
1-833-858-2812

OTTUMWA CHILD SUPPORT RECOVERY UNIT
127 E Main Ste 100
Ottumwa IA 52501-2951
641-682-8802

CEDAR RAPIDS CHILD SUPPORT RECOVERY UNIT
411 - 3rd St SE Ste 200
Cedar Rapids IA 52401-1837
319-398-3619

DUBUQUE CHILD SUPPORT RECOVERY UNIT
960 Main St
PO Box 3068 (Mailing Address)
Dubuque IA 52004-3068
563-557-7113

PLEASANT HILL CHILD SUPPORT RECOVERY UNIT
1300 Metro East Drive
Suite 114
Pleasant Hill IA 50327-8906
515-261-5870

CLINTON CHILD SUPPORT RECOVERY UNIT
121 6th Ave So
PO Box 1175
Clinton IA 52733-1175
563-243-8237

FORT DODGE CHILD SUPPORT RECOVERY UNIT
330 1st Ave N
Fort Dodge IA 50501-3718
515-955-5464

SIOUX CITY CHILD SUPPORT RECOVERY UNIT
600 4th St Ste 770
Sioux City IA 51101-1750
712-255-2749

COUNCIL BLUFFS CHILD SUPPORT RECOVERY UNIT
300 W Broadway Ste 32
Council Bluffs IA 51503-9030
712-242-2358

INDIANOLA CHILD SUPPORT RECOVERY UNIT
1812 North 7th Street
Indianola IA 50125-4726
515-962-5400

SPENCER CHILD SUPPORT RECOVERY UNIT
20 W 6th St Ste 200
Spencer IA 51301-3907
712-262-1412

CRESTON CHILD SUPPORT RECOVERY UNIT
1103 S Sumner St
Creston, IA 50801-3545
866-219-9120

WATERLOO CHILD SUPPORT RECOVERY UNIT
501 Sycamore Ste 400
Waterloo IA 50703-4651
319-291-2646

DAVENPORT CHILD SUPPORT RECOVERY UNIT
3911 W Locust
Davenport IA 52804-3021
563-388-0409