

Iowa Department of Human Services  
ACKNOWLEDGMENT OF REQUEST FOR CONFERENCE

Date Notice Prepared: \_\_\_\_\_  
Case Number: \_\_\_\_\_  
Additional Case Number(s): \_\_\_\_\_

Worker ID: \_\_\_\_\_  
Child Support Recovery Unit

Tel. \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

The Child Support Recovery Unit (Unit) received your letter asking for a conference to discuss steps taken to sanction your licenses and/or motor vehicle registrations.

- The Unit will not take further steps to sanction your current and future licenses and/or motor vehicle registrations until after your conference. If you do not attend the conference, the Unit will send a Certificate of Noncompliance to the appropriate licensing agencies to begin the sanction.
- You requested a conference after the Unit notified the licensing agencies to begin steps to sanction your current and future licenses and/or motor vehicle registrations. **The Unit cannot stop the licensing agency from revoking, suspending, or refusing to issue or renew your current and future licenses and/or motor vehicle registrations until you enter into a payment agreement, pay all past-due support, or qualify for an exemption.**
- You asked for a telephone conference. The conference is scheduled for \_\_\_\_\_ at \_\_\_\_\_. The Unit will call you at the telephone number you provided: \_\_\_\_\_. If you are unable to keep this appointment, you have only one opportunity to reschedule the conference.
- You asked for an in-person conference. The conference is scheduled for \_\_\_\_\_ at \_\_\_\_\_ at the Unit listed at the top of this notice. If you are unable to keep this appointment, you have only one opportunity to reschedule the conference.
- You asked for a telephone conference, but you did not provide a telephone number where you can be reached. Because you did not provide a telephone number, your conference must be held in person. The conference is scheduled for \_\_\_\_\_ at \_\_\_\_\_ at the Unit listed at the top of this notice. If you are unable to keep this appointment, you have only one opportunity to reschedule the conference.

The only issues that may be discussed at the conference are:

- ◆ Whether the Unit made an error in identifying you as the person ordered to pay support.
- ◆ Whether the Unit made an error in determining that you owe three months' worth of support or more.
- ◆ Whether your current support obligation differs from the amount required by the Iowa Supreme Court guidelines. If it does, we may work with you to set up a license sanction payment agreement and send you the necessary forms to request a modification of your support order.
- ◆ Whether you qualify for an exemption from the license sanction process. The exemptions listed in Iowa Administrative Code section 441 – 98.102 are:
  - You are receiving funds through Social Security, Supplemental Security Income (SSI), the Family Investment Program (FIP), or certain forms of county assistance.
  - You have a temporary illness or disability that keeps you from working, or someone in your household has an illness or disability that keeps you from working because you are needed in the home to care for that person.
  - You are confined in jail or prison.

- You are in a job-training or job-seeking program through Iowa Workforce Development because you receive food stamps.
- You are in an accredited chemical dependency treatment program that keeps you from working.
- You are involved in a contempt of court action dealing with support issues.

**NOTE:** If you qualify for one of these exemptions, contact the Unit immediately. The Unit can tell you what proof you need to verify your eligibility for an exemption from the license sanction process.

Enclosed is the License Sanction Request for Financial Statement (form 470-3343) and detailed instructions for completing it. **Within 10 days** of the date on this notice, send the completed financial statement to the Unit listed at the top of this notice, along with any verification requested on the statement or in the instructions. Also, send any other records you have which clearly show your current financial situation. **If a payment agreement is made at the time of the conference, the Unit requires you to make a payment at the time you sign the payment agreement.**

Based on the results of the conference the Unit may:

- Decide not to sanction your current and future licenses and/or motor vehicle registrations, **or**
- Notify the appropriate licensing agencies to sanction your current and future licenses and/or motor vehicle registrations.

Based on the results of the conference the Unit may:

- Continue to sanction your current and future licenses and/or motor vehicle registrations, **or**
- Notify the appropriate licensing agencies to stop the actions to sanction your current and future licenses and/or motor vehicle registrations.

If you wish to challenge the results of the conference you may ask for a hearing before the district court in the county where your support order is filed.

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***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, religion, age, disability, political belief, or veteran status.

To file a complaint or concern, please contact DHS at:

Iowa Department of Human Services, Diversity Program Unit, 1305 E. Walnut Street, Des Moines, IA 50319-0114;  
fax 515-281-4243; or e-mail: stopit@dhs.state.ia.us.