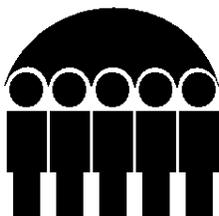


Revised March 11, 2003

Employees' Manual
Title 9
Chapter J

CHILD SUPPORT ENFORCEMENT NETWORK - CSENET



Iowa
Department
of
Human Services

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OVERVIEW

Legal reference: 42 USC 654
45 CFR 303.7, 303.8
45 CFR 307.10(b)

The Child Support Enforcement Network (CSENet) is a nationwide communication network linking state child support enforcement agencies. Over this network, states use standard transactions to electronically transfer interstate case information between states, including information such as location, establishment, enforcement, and collection. The network serves as a conduit for information transmission between state automated child support enforcement systems.

CSENet's objective is to enhance states' management of interstate child support cases by providing an efficient communication network that is flexible, yet powerful enough to accommodate changes in functions, services and state caseloads. CSENet improves interstate case processing by:

- ◆ Minimizing the time spent waiting for interstate child support case information.
- ◆ Reducing manual data entry by permitting one state system to communicate with other state systems.
- ◆ Reducing paperwork associated with handling an interstate case by electronically transmitting information usually sent in letters or transmittal documents.
- ◆ Improving the quality of case information sent to the other state by providing data integrity checks and edits to ensure that the information transmitted is complete.

CSENet's functions can be divided into five categories; each addressed in this chapter:

- ◆ **Quick Locate** transactions communicate location information between states.
- ◆ **Case Status Information** transactions communicate information about court orders and associated debt balances.

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- ◆ **Interstate Referral** transactions contain key elements found on the federal interstate transmittal forms.

This section of the CSENet chapter explains how ICAR handles incoming and outgoing interstate referrals. It also contains what you need to know when viewing and processing these transactions.

Even though CSENet automates many of the interstate actions on a case, there are some references in this section that still require your intervention. This is because some states are not CSENet ready, or CSENet is unable to support certain case actions.

CSENet automatically processes the following interstate case activities electronically from case initiation through case closure:

- Incoming interstate referrals
- Acknowledgements
- Case forwarding
- Outgoing interstate referrals
- UIFSA actions
- Reminders

These electronic processes are explained in detail in the following sections.

- ◆ **Case Management Status** transactions communicate case status updates when new information is entered on a case.
- ◆ **Interstate Case Reconciliation** transactions allow states to find and correct discrepancies between interstate case records.

As a part of these five main functions, **CSENet Messages** may be attached to any of these processes and viewed on the CSENET MESSAGES screen.

CSENet Interstate Agreements record the states willing and able to communicate each of the CSENet transaction types with Iowa.

QUICK LOCATE

A state can use Quick Locate transactions to request and provide location information to other states without using any paper interstate forms. CSENet Quick Locate requests are sent daily as electronic versions of batch form 470/3475, *Locate Data Sheet*, and the responses update ICAR automatically. For those states that are not able to handle Quick Locate requests and responses through CSENet, ICAR is able to accept and generate the *Locate Data Sheet*.

The following sections explain:

- ◆ CSENet Incoming Quick Locate Request
- ◆ Telephone Request from Another IV-D Agency
- ◆ Paper Incoming Request – The Locate Data Sheet
- ◆ Responses Sent Back to Requesting State
- ◆ Requesting a Quick Locate
- ◆ Responses to a Request

CSENet Incoming Quick Locate Request

A daily batch program processes CSENet incoming requests by searching for information first on ICAR. If no information is found on ICAR, the batch program passes the request to the autolocate program to search all state sources for information. The batch program processes requests using the following steps:

- ◆ The program checks the request for a social security number (SSN) and a name. If either the SSN or name is missing, a transaction is sent to the other state requesting more information.
- ◆ The name and SSN are used to search ICAR. If both the name and the SSN match a person on ICAR, the batch program then checks the case to see if it is valid to use to send information to the requesting state by ensuring that none of the following conditions are met:
 - The STATUS field on the CASE screen is equal to “C,” “D,” “H,” or “I.”
 - The case has been redirected.
 - The case WRKR ID field is blank.

- There is an “A” or “P” in the GOOD CAUSE field on the PAYEE screen for the locate individual.
 - The account type is 17, the worker ID is “CSC,” and the locate person is a payor.
 - The account type is 17, the only account balance of type 17 is less than zero or no balance exists, and the worker ID is not AFC, AAF, or PLD.
 - The DECEASED field on the LOCATE screen for the locate individual is equal to “Y” and the DATE OF DEATH field is greater than zero.
 - The DECEASED field on the PAYOR screen for the locate individual is equal to “Y” and the DATE OF DEATH field is greater than zero.
 - The ACTION DISMISSED/PROCESS ENDED field on the ADPAT2 for the locate individual screen is equal to “AFEX.”
or
The BYPASS AF field on the LOCATE screen for the locate individual is equal to “Y.”
or
The RESULTS RECEIVED field for the locate individual is less than zero and the PROBABILITY field is equal to zero and PATERNITY INDEX field is equal to zero on the PATEST2 screen.
or
The PROCESS ENDED (Y/N) field for the locate individual is equal to “Y” on the PATEST3 screen.
 - The BANKRUPTCY (Y/N) AND CHAPTER field on the PAYOR screen for the locate individual equals “Y 11” or “Y 13” (obligors only).
- ◆ For cases and people that have not been eliminated using the above criteria, the batch program searches for location information and, if found, automatically sends an outbound response containing the location information to the other state. The **Responses to a Request** section later in this chapter details the data elements that are sent in the CSNet transaction.
 - ◆ If the state can receive CSNet Quick Locate transactions, the response is sent electronically through CSNet. If the state cannot receive CSNet transactions, the response is sent to the batch form, *Locate Data Sheet*.

- ◆ If no information is available on ICAR, the batch program sends the request to AUTOLOCATE (refer to the location process), which searches state sources for location information using only the individual's SSN.

If a match is found, the program sends an outbound response containing the location information to the other state. Since there is no ICAR case, the program inserts a worker ID of "AAAA," the default Central Registry worker ID. The batch program uses the following AUTOLOCATE sources to find location information:

- Iowa Department of Transportation (IDOT)
- Iowa Automatic Benefit Calculation (ABC)
- Department of Revenue and Finance (WAGES, JOBS)
- Voter Registration (VOTE)
- Iowa Centralized Employee Registry (ICER)

If the response is generated using the *Locate Data Sheet*, the return address on the envelope is Central Registry's. When a *Locate Data Sheet* sent to another state is returned as undeliverable, it is sent to Iowa's Central Registry to be processed. This may require Central Registry to notify central office of any mailing discrepancies or possible programming errors.

When location information is not found on ICAR or AUTOLOCATE, the program sends a response to the other state to inform the other state that information is not available in Iowa.

Telephone Request from Another IV-D Agency

If you receive a phone request from another IV-D agency, you may provide information as long as a case exists on ICAR and you can verify the caller is an employee of a IV-D agency. If a case does not exist on ICAR, ask the caller to send a CSENet Quick Locate or paper *Locate Data Sheet* request to Iowa's Central Registry.

Procedures for Verifying a Caller

Before releasing any information, confirm that the caller is an employee of a IV-D agency. Request the following information and call the person back:

- ◆ The caller's name and job title.
- ◆ The local IV-D agency name, phone number, and FIPS code.

Access the Interface Referral Guide (IRG) screen and use the FIPS code to display the caller's IV-D local office phone number. For more information about the IRG, refer to the interstate case process.

Using the phone number on the IRG screen, contact the IV-D office and ask to speak with the person requesting information. If the person works in the office, you may provide information about an ICAR case under the confidentiality requirements outlined in 9-A, **GENERAL PROGRAM INFORMATION**. If the requestor is not an employee of the IV-D office, call the person back and tell the requestor to send a CSENet Quick Locate or paper *Locate Data Sheet* request to Iowa's Central Registry.

Paper Incoming Request – The Locate Data Sheet

The *Locate Data Sheet* is a federally approved interstate form that states can use to request location information. The receiving state enters responses on the form and returns it to the requesting state. If you receive a *Locate Data Sheet* request, forward it to Central Registry for processing.

Note: Central Registry does not accept telephone requests. The *Locate Data Sheet* is only accepted from a non-CSENet state. Central Registry rejects hard copy requests from a CSENet-ready state and notifies the requesting state to use its CSENet system instead.

LOCATE REQUEST (LOCREQ) Screen

Upon receipt of the *Locate Data Sheet*, Central Registry staff enters the following key information into ICAR. The LOCREQ screen and an explanation of each field on the screen follows.

D479HI 87	IOWA COLLECTION AND REPORTING SYSTEM LOCATE REQUEST	DATE: 10/19/00 TIME: 13:55:59
OTHER STATE CASE ID :		
LOCATE SSN :		OTHER STATE FIPS: 00 000
LOCATE NAME (F, M, L, S):		
PF2 SUBMIT REQUEST		
NEXT SCREEN:	NOTES:	

- ◆ OTHER STATE CASE ID: The allowable entry in this field is a maximum of 12 digits. This is the other state's case identification number as indicated on the *Locate Data Sheet*. This field is not required and can be alphanumeric.
- ◆ OTHER STATE FIPS: This is the seven-digit FIPS code of the other state as indicated on the *Locate Data Sheet*. Only the first two digits are required, however, it must be a valid FIPS code.
- ◆ LOCATE SSN: This is the social security number that is used to search Iowa's databases. This is not a required field and can only be numeric.
- ◆ LOCATE NAME: The allowable entry for this field is the locate person name. ICAR allows 16-characters for the last name, 15-characters for the first name, 15-characters for the middle name, and 3-characters for the suffix. The first and last names are required.

After Central Registry enters the data elements, the worker presses PF2 twice. This submits the request and the screen clears for the next entry. The LOCREQ screen converts the paper *Locate Data Sheet* information into a CSENet Quick Locate. The Quick Locate request appears to the system as a CSENet request from the other state, even though the other state sent us the request on paper.

This electronic request is then sent through the batch program that processes incoming CSENet requests so that it can be responded to automatically. See **CSENet Incoming Quick Locate Request** in this section. If the requesting state is unable to receive CSENet responses, the response generates to the paper *Locate Data Sheet*.

Responses Sent Back to Requesting State

When responding to a Quick Locate request, ICAR checks the other state's CSENet status by using a table called CNAGREE (CSENet Agreements). If ICAR determines that the state is able to use CSENet to receive the transaction, the response is transmitted electronically via CSENet.

If ICAR determines that the state is not able to receive the transaction using CSENet, ICAR produces the *Locate Data Sheet* at central office to send the initiating state. More information about CNAGREE is available in **CSENet INTERSTATE AGREEMENTS UPDATE (CNAGREE) SCREEN** section.

Requesting a Quick Locate

A CSENet Quick Locate can be initiated two ways:

- ◆ A trigger from the Federal Case Registry (FCR).
- ◆ A manual entry by the worker.

Outgoing Federal Case Registry (FCR) Request

The Federal Case Registry (FCR) is a federal computer system that compares child support cases in different states. When the FCR recognizes a person may have a child support case in another state, it transmits information about the case and its participants to the other state.

Iowa displays this information on the FEDERAL CASE REGISTRY SUMMARY (FCRSUM) screen. Refer to the location process for more information about the FCRSUM screen.

D479HR60	CHILD SUPPORT COLLECTION SYSTEM FEDERAL CASE REGIST. SUMMARY	DATE: 10/19/00 TIME: 14:05:24	
CASE NUMBER:	COURT ORDER (Y/N):	REVIEWED: _ 00/00/0000	
ADDL ASSOC PERSONS: 000	CASE TYPE:	REGISTRATION DATE:	
STATE/FIPS/CASE ID:			
CSENET COURT ORDER STATUS: NOT AVAILABLE			
NAME (LFM)/	CASE	SSN/	BIRTH DATE/
ALIAS (LFM)	ROLE	MEMBER ID	DEATH DATE
MATCHED PARTICIPANT:		000-00-0000	00/00/0000
			00/00/0000
ASSOCIATED PARTICIPANTS:		000-00-0000	00/00/0000
			00/00/0000
		000-00-0000	00/00/0000
			00/00/0000
COMMENTS:			
PF3 UPDATE, PF5 INQ, PF7 CASE BACKWARD, PF8 CASE FORWARD, PF9 MATCH PART BACKWARD, PF10 MATCH PART FORWARD, PF12 COURTSUM			
NEXT SCREEN:		NOTES:	
PLEASE ENTER CASE NUMBER AND PRESS PF5			

CSENet uses data on this screen as an indicator that another state may have location information about the alleged father or payor that could be valuable to the worker in Iowa. Using this screen, CSENet Quick Locate requests are generated automatically to the other state for alleged fathers and payors. Quick Locate requests are not automatically sent for payees. Quick Locate requests are automatically generated to the other state indicated on the FCRSUM screen when the following criteria are met:

- ◆ The other state is able to receive CSENet Quick Locates as indicated on the CNAGREE screen. (See **CSENET INTERSTATE AGREEMENT UPDATE (CNAGREE) SCREEN** for details.) If the other state cannot receive Quick Locates, ICAR does not attempt a transaction or generate the *Locate Data Sheet*.
- ◆ The alleged father or payor does not have a verified address and employer.
- ◆ The alleged father or payor's SSN on ICAR matches the SSN on the FCRSUM screen. The person can be matched with either the matched participant or the associated participants on the FCRSUM screen. If the alleged father or payor is not listed on the FCRSUM screen, no Quick Locate request generates.

A CSENet Quick Locate request is automatically sent to the other state for each alleged father or payor on the case that meets these criteria and ICAR issues a narrative (LOC 300).

Manual Request by a Worker

You can also manually generate a CSENet Quick Locate request. A manual Quick Locate request can be sent on a payor, alleged father, or payee.

Payor/Alleged Father

You may send a Quick Locate request to another state when you believe the other state might have information on the payor or alleged father. Make the request by entering the appropriate two-letter postal abbreviation for the other state in the SPLS/QUICK LOCATE field on the LOCATE screen shown below. For more information about the LOCATE screen, refer to the location process.

```
D479HL01          IOWA COLLECTION AND REPORTING SYSTEM      DATE: 10/19/00
                   PARENT LOCATE                             TIME: 14:11:21
CASE NUMBER. .... :                                         FPLS FVI:
PAYOR. ....       :                                         SEND PAYEE LETTER:
PAYEE. ....       :
LOCATE NAME (LFMS):
LOCATE SSN. ....  :          SEX. .... : DATE OF BIRTH: 00 00 0000
MULTIPLE SSN' S. .... :
BIRTH CITY/STATE. .... :
FATHERS NAME(LFM) . :          MILITARY SERVICE:
MOTHERS MAIDEN NME:          FEDERAL BENEFITS:
ALIAS 1. ....     :          ALIAS 2:
MISC INFORMATION. . : RACE. .... : DECEASED:
HEI GHT. ....     : WEI GHT. . : DATE OF DEATH:
HAI R. ....       : EYES. .... : DELAY CLOSING/ASSETS (Y,N):
MEMO. ....       :
:
SPLS/QUI CK LOCATE. :          FCR QUERY:
UPDATE PAYOR WITH VERI FIED NAME(Y,N): FPLS REQUEST?: BYPASS AF?:
DRI VER' S LI CENSE #:
PF2=ADD, PF3=UPDATE, PF4=DELETE, PF5=I NQUIRY, PF7=PAGE BACK, PF8=PAGE FORWARD
PF9=REFRESH, PF10=SCROLL ADDRESS, PF11=SCROLL EMPLOYER, PF12=XREF VERI FICATION
NEXT SCREEN:          NOTES:
PLEASE ENTER CASE NUMBER AND PRESS PF5
```

To submit a Quick Locate request on a payor or alleged father, type LOCATE at any NEXT SCREEN prompt. Enter the case number in the ICAR CASE NUMBER field and press PF5. Select the person you are interested in by pressing PF7 and PF8 to scroll through the names on the LOCATE screen.

Once the appropriate person is listed as the LOCATE NAME, tab to the SPLS/QUICK LOCATE field and enter the appropriate two-letter postal abbreviation for the other state. You can enter up to five states here at a time.

Press PF3 twice to submit the request. ICAR issues a narrative (LOC 298) when the request is confirmed. When you press PF3 to process the locate request, ICAR displays the following on-line message:

◆ PARENT LOCATE UPDATED, SPLS/QUICK LOC REQUEST SENT

Note: The same process occurs using the PF2 Add key when adding a Payor or AF and requesting a “quick locate” at the same time.

Payee

A Quick Locate request may also be sent on the payee by accessing the PAYEE2 screen shown below. This feature can be used to locate a mailing address in order to release support payments that are owed to the payee.

D479HC43	IOWA COLLECTION AND REPORTING SYSTEM	DATE: 10/19/00
	-- PAYEE2 --	TIME: 14:12:16
CASE NUMBER.....	PAYEE ID NUMBER..:	
NAME (LFMS).....	:	:
FPLS REQUEST.....	SPLS/QUICK LOC...:	
HOMEADDR LINE 1..		
HOMEADDR LINE 2..		
CITY/STATE/ZIP...:	:	:
PHONE NUMBER....: 000 000 0000	DRIVERS LICENSE:	
DATE OF DEATH....:	MILITARY SERVICE:	
MAIDEN NAME.....:	FEDERAL BENEFITS:	
ALI AS.....		
RACE.....		
HEIGHT.....	WEIGHT:	
HAI R.....	EYES:	
MEMO.....		
COMMENTS:		
PF3=MODIFY, PF4=DELETE ADDR, PF5=INQUIRY, PF6=PAYEE		
NEXT SCREEN: NOTES:		
PLEASE ENTER CASE NUMBER AND PRESS PF5		

To submit a Quick Locate request on a payee, type PAYEE2 at any NEXT SCREEN prompt. Enter the case number in the CASE NUMBER field and press PF5. Tab to the SPLS/QUICK LOCATE field and enter the appropriate two-letter postal abbreviation for the other state. You can enter up to five states here at a time.

Press PF3 twice to submit the request. ICAR issues a narrative (LOC 298) when the request is confirmed. When you press PF3 to process the locate request, ICAR displays the following on-line message:

- ◆ PARENT LOCATE UPDATED, SPLS/QUICK LOC REQUEST SENT

What May Prevent a Manual Request

There are certain criteria that may prevent a manual Quick Locate request from being sent:

- ◆ The request is made to Iowa.
- ◆ The STATUS field on the CASE screen is equal to "C," "D," "H," or "I."
- ◆ The case has been redirected.
- ◆ The case WRKR ID field is blank.
- ◆ There is an "A" or "P" in the GOOD CAUSE field on the PAYEE screen.
- ◆ The case account type is 17, the caseworker ID is "CSC," and the locate person is a payor.
- ◆ The case account type is 17, the only account balance of type 17 is less than zero or no balance exists, and the worker ID is not "AFC," "AAF," or "PLD."
- ◆ The DECEASED field on the LOCATE screen for the locate individual is equal to "Y" and the DATE OF DEATH field is greater than zero.
- ◆ The DECEASED field on the PAYOR screen for the locate individual is equal to "Y" and the DATE OF DEATH field is greater than zero.

- ◆ The ACTION DISMISSED/PROCESS ENDED field on the ADPAT2 screen for the locate individual is equal to “AFEX.”
or
- ◆ The BYPASS AF field on the LOCATE screen for the locate individual is equal to “Y.”
or
- ◆ The RESULTS RECEIVED field is less than zero, the PROBABILITY field is equal to zero, and the PATERNITY INDEX field is equal to zero on the PATEST2 screen for the locate individual.
or
- ◆ PROCESS ENDED (Y/N) field is equal to “Y” on the PATEST3 screen.
- ◆ The BANKRUPTCY (Y/N) AND CHAPTER field on the PAYOR screen for the locate individual is equal to “Y 11” or “Y 13.”

Sending the Request

When initiating a Quick Locate request, ICAR checks the other state’s CSENet status by using a table called CNAGREE. If ICAR determines that the state is able to use CSENet to receive the transaction, the response is transmitted electronically via CSENet.

If ICAR determines that the state is not able to receive the transaction using CSENet, ICAR produces batch form, *Locate Data Sheet*, at Mail Services to send the initiating state. More information about CNAGREE is available in the **CSENet INTERSTATE AGREEMENTS UPDATE** section.

Responses to a Request

Other states respond to Iowa’s Quick Locate request by either mailing a paper document with the location information or by sending a CSENet Quick Locate response.

Incoming Paper Responses to Iowa's Request

A state may process Iowa's locate request and respond by mail. Often the response is a form of the *Locate Data Sheet*. Even though Iowa may have sent a request using CSENet, the state could respond by mail.

To process a paper response, analyze the document and determine if any of the information is useful and can be entered on ICAR. All states use different criteria for verifying address and employer information on their systems. It is advisable, therefore, to enter information from other states onto ICAR as unverified, even if the other state indicates that the address or employer has been verified or confirmed.

Given that many states may search for information using name-only matches, always be cautious of information from other states. Central Registry forwards all paper *Locate Data Sheet* responses to the local office for processing. Refer to the location process for more information about updating location screens.

CSENet Responses

A state may respond to a request through CSENet. CSENet responses contain five major components explained in the following sections:

- ◆ Demographic information
- ◆ Address information
- ◆ Employer information
- ◆ Insurance information
- ◆ Date of birth information

Demographic Information

The CSENet Quick Locate response contains valuable demographic information that can be used to further location efforts. Items include:

- ◆ Race
- ◆ Gender
- ◆ Place of birth
- ◆ Height
- ◆ Weight

- ◆ Hair color
- ◆ Eye color
- ◆ Distinguishing marks
- ◆ Known aliases
- ◆ Maiden name
- ◆ Mother's maiden name
- ◆ Father's name
- ◆ Driver's license number

ICAR loads this information to the appropriate ICAR screen field by matching the person's case number, name, and SSN in the CSENet transaction against the ICAR case number, name, and SSN. For alleged fathers/payors, the information is displayed on the LOCATE screen. For payees, the information is displayed on the PAYEE2 screen.

ICAR only displays demographic information in these fields if the fields are blank when the incoming CSENet Quick Locate response is received. If a worker in Iowa has entered data in the field, it will not be overwritten by the CSENet Quick Locate response. If ICAR displays new information, ICAR issues a narrative (LOC 281) to document the updated case.

If the other state indicates the location individual is deceased, ICAR issues a narrative (LOC 305) and a calendar flag (LOC 121) to notify the worker of the new information. ICAR is not updated automatically with this information. Verify the information through other sources before updating ICAR with the information.

Address Information

Home and mailing addresses may also be received in a Quick Locate response. These addresses are considered unverified until they have been verified by other means, such as a phone call by the worker. Addresses for the alleged father/payor are displayed on the ADDVER screen, while addresses for the payee are displayed on the CPADDVER screen. Any phone numbers are also displayed on these screens.

The source code for addresses from a CSENet Quick Locate is “CSENET-xx,” where “xx” is the two-letter postal abbreviation of the state that sent the response.

CSENet addresses load using standard address processing. Refer to the location process for more information.

Last-Known Address

Occasionally a Quick Locate response contains a “last-known address.” A last-known address is one that has been identified by the other state as an address where the locate person used to live. The worker can use this address as a lead to where the person is currently residing.

If a last-known address is received through CSENet, ICAR displays the address in a narrative (LOC 299) and notifies the worker through a calendar flag (LOC 116). Last-known addresses are not loaded to the ADDVER or CPADDVER screens and are never considered verified.

Employer Information

Employer information received in a CSENet Quick Locate response is loaded to the EMPVER screen for an alleged father/payor or the CPEMPVER screen for the payee. Consider CSENet employer data unverified until it has been verified by other means, such as a phone call by the worker.

The source code for an employer received through CSENet is “CSENET-xx,” where “xx” is the two-letter postal abbreviation of the state that sent the response.

CSENet employer load using standard employer processing. Refer to the location process for more information.

Last-Known Employer

Occasionally a Quick Locate response contains a “last-known employer.” A last-known employer is one that has been identified by the other state as an employer where the locate person used to work. This employer can be used by the worker as a lead to where the person is now.

If a last-known employer is received through CSENet, ICAR displays the employer in a narrative (LOC 302) and notifies the worker through a calendar flag (LOC 117). Last-known employers are not loaded to the EMPVER or CPEMPVER screens and are never considered verified.

Insurance Information

Insurance information may be received from the other state in the CSENet Quick Locate response. If information exists, ICAR writes it to a narrative (LOC 304) and notifies an EPICS worker through a calendar flag (LOC 119).

The EPICS unit can use the insurance carrier and policy number to possibly pursue insurance for the children involved in the case.

Date of Birth Information

The date of birth can also be returned in a CSENet Quick Locate response. The date of birth is never updated automatically on ICAR. Instead, ICAR issues a narrative (LOC 303), and notifies the worker through a calendar flag (LOC 118). Review the date for accuracy before updating ICAR.

No Useful Information

If a Quick Locate response contains only duplicate information, ICAR issues a narrative (LOC 301) and the request is considered complete. This narrative is also issued if the other state returns no information in the response.

CASE STATUS INFORMATION

A Case Status Information (CSI) CSENet transaction is used to request court order and obligation information from another state when the Federal Case Registry (FCR) indicates a successful payor/child match in a case with another state. The information on the FCR acts as a pointer to a matched case, but provides very little detailed information. The CSI transaction is a way to provide additional case information from one state to another.

The state that initiates the CSI transaction receives the other state's case number, participant name and social security number from the FCR and uses it to generate a request. For more information on the FCR, refer to the location process.

The following sections explain:

- ◆ Requesting court order information
- ◆ Response to Iowa's request for court order information

Requesting Court Order Information

The generation of a CSI transaction is fully automated through ICAR. Once the filtering criteria is met for loading a participant to the FCRSUM screen, ICAR reviews the case with which the matched participants are associated to determine if additional court order and associated debt information from another state would be helpful. CSI requests are only triggered by the creation or modification of the FCRSUM screen and when all of the following conditions are met:

- ◆ The MATCHED PARTICIPANT or any of the ASSOCIATED PARTICIPANTS SSNs displayed on the FCRSUM screen match the payor's SSN or at least one of the alleged fathers' SSNs and the CASE ROLE is the same.
- ◆ The MATCHED PARTICIPANT or any of the ASSOCIATED PARTICIPANTS SSNs displayed on the FCRSUM screen match at least one of the children's SSNs and the CASE ROLE is the same.

- ◆ The COURT ORDER (Y/N) field displayed on the FCRSUM screen is “Y.”
- ◆ Iowa has not previously sent a CSI transaction to that other state using that other state’s case ID displayed on the FCRSUM screen.
- ◆ The other state can receive CSI transactions as indicated by a “Y” flag set on the CNAGREE table.
- ◆ There are not any matches between the first five digits of the FCRSUM FIPS code and the COURT ORDER FIPS codes on ICAR.
- ◆ There are not any COURTSUM screens that already exist with the FCRSUM FIPS code.

When an ICAR case meets the criteria described above, a request for court order information is transmitted to the other state. The CSENET COURT ORDER STATUS field on the FCRSUM screen displays this relayed action as REQUESTED and ICAR issues a narrative (INTER 181).

Response to Iowa’s Request for Court Order Information

When Iowa receives a response from the other state, ICAR records the outcome on the FEDERAL CASE REGIST. SUMMARY (FCRSUM) screen:

- ◆ **NOT AVAILABLE** - No CSENet court order information is available because it does not exist, or the other state is not CSI ready. When this happens, ICAR issues a narrative (INTER 182), and removes any internal indicators that a CSI request was sent to the other state. This allows for ICAR to resend the request if the FCRSUM screen is modified at a later time.
- ◆ **RECEIVED** - CSENet court order information is received. ICAR issues a narrative (INTER 183), creates the COURTSUM screen, and provides a link to the corresponding FCRSUM screen via a PF12.

When “RECEIVED” is displayed in the CSENET COURT ORDER STATUS field, ICAR also downloads the court order information to the COURTSUM screen detailing the information received.

OTHER STATE'S COURT ORDER (COURTSUM) Screen

D479HXXX	IOWA COLLECTION AND REPORTING SYSTEM OTHER STATE'S COURT ORDER	DATE: 11/10/99 TIME: 07:59:29	
I CAR CASE#:	OTHER ST CASE#:	OTHER STATE:	

ORDER:	DOCKET:	TRI BUNAL:	
ORDER TYPE:	FREQUENCY:	FREQ. AMOUNT:	
DATE FILED: / /	DEBT TYPE:	LAST PAYMENT: / /	
EFFECTIVE : / /	END DATE : / /	CANCEL DATE : / /	
MEDICAL COVERAGE ORDERED?		STATE: FIPS:	
ARREARS SUMMARY			
ARREARS-----	DATE-FROM-----	DATE-THROUGH-----	TOTAL AMOUNT-----
IV-A	/ /	/ /	
IV-D	/ /	/ /	
FOSTER CARE	/ /	/ /	
MEDICAL	/ /	/ /	
ARREARS AMOUNT/FREQUENCY:		/	ARREARS TOTAL:
CERTIFIED COPY REQUESTED: / /			
PF4=DELETE PF5=SELECT PF7=PREV. COURT ORDER			PF8=NEXT COURT ORDER PF12=FCRSUM
NEXT SCREEN:		NOTES:	

The following sections explain:

- ◆ Access to the COURTSUM screen
- ◆ Worker entry to the COURTSUM screen
- ◆ How to read the COURTSUM screen
- ◆ Online screen messages on the COURTSUM screen

Access to the COURTSUM Screen

Access the COURTSUM screen by either pressing PF12 from a FCRSUM screen or by typing COURTSUM from any NEXT SCREEN prompt. The PF12 to toggle between the two corresponding screens.

Worker Entry to the COURTSUM Screen

Worker entries are allowed in the ICAR CASE #, NEXT SCREEN, and NOTES fields. The PF4 key lets the worker delete this screen when the case action has been taken. ICAR purges old COURTSUM screens after they have been on the system for eighteen months.

How to Read the COURTSUM Screen

The following fields display information that may be received from the other state:

- ◆ OTHER ST CASE #: displays the responding state's referenced case number.
- ◆ OTHER STATE: displays the other state's two-digit assigned abbreviation, i.e. Arizona=AZ, Illinois=IL, Kansas=KS.
- ◆ ORDER: reflects the other state's court order number. The actual court order number appears in this field or in the DOCKET or TRIBUNAL data field, based on how the other state identifies its court action.
- ◆ DOCKET: reflects the other state's docket number. The actual court order number appears in this field or in the ORDER or TRIBUNAL data field, based on how the other state identifies its court action.
- ◆ TRIBUNAL: reflects the other state's tribunal order number. The actual court order number appears in this field or in the DOCKET or ORDER data field, based on how the other state identifies its court action.
- ◆ ORDER TYPE: reflects whether the other state's order was established through an administrative (A) or judicial (J) hearing.
- ◆ FREQUENCY: identifies how often the payment is due. The accepted single digit code is represented by W=Weekly, B=Bi-Weekly, M=Monthly, S=Semi-Monthly, Q=Quarterly, A=Annual, E=Semi-Annual.
- ◆ FREQ. AMOUNT: displays the dollar/cents amount owed per the frequency.
- ◆ DATE FILED: identifies the date the order was filed with the other state's clerk of court.
- ◆ DEBT TYPE: displays one of three obligation types contained in the other state's support order: CS=Child Support, MS=Medical Support, or SS=Spousal Support.
- ◆ LAST PAYMENT: displays the date of the last payment collected on the case.
- ◆ EFFECTIVE: identifies the date that the child support order commenced.

- ◆ END DATE: identifies the date that all associated court-ordered obligations have been satisfied.
- ◆ CANCEL DATE: identifies the date that the court order was suspended as ordered by the issuing administrative or judicial authority.
- ◆ MEDICAL COVERAGE ORDERED: displays a “Y” if the obligor is ordered to provide health insurance coverage or a “N” if the other state’s order is silent or the order states another party to the case provides health insurance coverage.
- ◆ STATE: displays the state that issued this court order. The other state is identified by its two-digit assigned abbreviation, i.e. Arizona=AZ, Illinois=IL, Kansas=KS.
- ◆ FIPS: identifies the applicable interstate reference code of the state which issued the court order, i.e. xx=State, xxx=County, and xx=Agency identifiers.
- ◆ ARREARS SUMMARY data fields represent a snapshot of the accruing and non-accruing arrears associated with the terms of the court order that are categorized and displayed by general obligation types of IV-A, IV-D, FOSTER CARE, and MEDICAL. Each debt type identifies the DATE FROM, DATE THROUGH and the TOTAL AMOUNT owed.
- ◆ ARREARS AMOUNT/FREQUENCY: identifies any monthly amount ordered to be paid towards the outstanding arrears on the case. The corresponding frequency for the amount shown is displayed as either W=Weekly, B=Bi-Weekly, M=Monthly, S=Semi-Monthly, Q=Quarterly, A=Annual, E=Semi-Annual.
- ◆ ARREARS TOTAL: displays the total of all obligation balances owed on the other state’s court-ordered case.
- ◆ CERTIFIED COPY REQUESTED: displays the date that ICAR automatically generated a request for copies of the other state’s court order and related payment records. Please refer to **Requesting Certified Court Orders and Payment Records** in this section.

Online Screen Messages on the COURTSUM Screen

There are several online messages that may appear on the COURTSUM screen. Some are triggered by certain court order data elements provided by the responding state, which are:

- ◆ THIS ORDER IS PRESUMED TO BE THE CONTROLLING ORDER
- ◆ THIS ORDER IS DETERMINED TO BE THE CONTROLLING ORDER
- ◆ THIS ORDER IS A NEW AND CONTROLLING ORDER

Another online message that appears on the COURTSUM screen indicates whether additional CSI screens are displayed for this case or that no COURTSUM screen exists for this case. Use the PF7 and PF8 scrolling keys to access multiple COURTSUM screens.

- ◆ MULTIPLE ORDERS EXIST IN OTHER STATE FOR THIS CASE
- ◆ NO OTHER ORDERS EXIST IN OTHER STATE FOR THIS CASE
- ◆ END OF MULTIPLE ORDERS
- ◆ NO COURTSUM SCREENS EXIST FOR THIS CASE

Requesting Certified Court Orders and Payment Records

There are two ways to make a request for a certified copy of the payment history and the court order:

- ◆ Through the automated CSENet process
- ◆ By manually using form 470-3471, *Child Support Enforcement Transmittal #3: Request for Assistance/Discovery*. (See interstate processing procedures.)

Automated Request

Based on the information received on the COURTSUM screen, CSENet automatically requests certified copies of court orders and payment records when all of the following conditions are satisfied:

- ◆ DEBT TYPE is "CS" (child support) or "MS" (medical support),
- ◆ ORDER END DATE is greater than the current date,

- ◆ CANCEL DATE is zeroes, blank, or greater than the current date,
- ◆ STATE is not IA, and
- ◆ The receiving state is able to accept MSC (miscellaneous) transactions through CSENet as indicated on the CNAGREE screen on ICAR. More information about CNAGREE is available in **CSENet INTERSTATE AGREEMENTS UPDATE (CNAGREE)** screen section.

When the conditions above have been met, ICAR issues a narrative (INTER 185) and notifies you through a calendar flag (INTER 92). This flag issues 60 days into the future to remind you to watch for the court order. If there is more than one COURTSUM screen for the same state, ICAR sends a separate request for the paper documents associated with each court order listed.

When the conditions above have not been met, ICAR issues a narrative (INTER 184) and notifies you through a calendar flag (INTER 88). This flag suggests that an interstate case may be necessary, however the other state does not have a valid court order. You should review the COURTSUM information and determine if an interstate referral is necessary.

If the receiving state cannot process, a MSC transaction, yet the system determined that a valid court order exists, ICAR issues a calendar flag (INTER 89). Upon receipt of this flag, you should manually request paper copies of the order.

Manual Request

When you are alerted by the INTER 89 calendar flag, the information on the COURTSUM screen can be used to determine the need for a certified paper copy of the court order and payment records. The *Child Support Enforcement Transmittal #3: Request for Assistance/Discovery* is used to manually request these paper documents. See the interstate case process for further information.

INCOMING INTERSTATE REFERRAL PROCESS

Interstate referrals are requests from one state to another to initiate an action on a case. Interstate referrals are first processed at the state's Central Registry where they are reviewed for completeness and forwarded to caseworkers.

When Iowa receives an interstate referral through CSENet, ICAR creates or modifies the REFERRAL screen and issues a calendar flag (INTER 140 or INTER 141) to a Central Registry worker. When Iowa receives a paper interstate referral, Central Registry manually creates or modifies the REFERRAL screen.

When an incoming interstate referral is received:

1. Central Registry enters the information from form 470-3469, *Child Support Enforcement Transmittal #1: Initial Request*, on the REFERRAL Screen,
or
ICAR automatically displays data on the REFERRAL screen from the CSENet referral transaction and issues a calendar flag to the Central Registry worker (INTER 140, 141) to review.
2. Central Registry presses PF2 to add the REFERRAL screen, which initiates a system search for any referral or case that may already exist on ICAR.
3. Central Registry confirms the search and presses PF10 to link an Interstate Referral Guide (IRG) address to the referral.
4. Central Registry or CSENet modifies the screen based on the search results or changed information.
5. Within ten business days of receiving the paper *Child Support Enforcement Transmittal #1: Initial Request*, Central Registry rejects or acknowledges the referral and requests additional documents needed to work the case. The other state may send a CSENet reminder transaction to Iowa if the acknowledgement is overdue.

If ICAR receives this transaction and a case exists, ICAR issues a narrative (INTER 242) and a calendar flag (INTER 143) to remind you to acknowledge the referral. If you receive this flag, contact Iowa's Central Registry to find out if the referral has been processed.

6. Upon acknowledgement, ICAR automatically forwards the case to the appropriate CSRU worker.

The following procedures explain the actions needed to complete the REFERRAL screen used to establish an interstate case on ICAR.

INCOMING INTERSTATE REFERRAL (REFERRAL) Screen

```

D479HI 91          IOWA COLLECTION AND REPORTING SYSTEM          DATE: 10/19/00
                   INCOMING INTERSTATE REFERRAL                TIME: 14:17:10
ICAR CASE:         OS CASE ID:         FC:      FIPS:
CENT REG#:         OS CASE 2 :         REFER TO:    19 000 00
CP:                CP SSN:
NP:                NP SSN:
CH:                CH SSN:
ACKNOWLEDGE:  _  ACCOUNT TYPE:  _  REFERRAL POSTMARK:
                _  PATERNITY EST          _  ORDER REGISTRATION
                _  ORDER ESTABLISHMENT    _  ENF  _  MODI FY
                _  CS  _  MS              _  ENF AND MODI FY
                _  SS  _  OTHER            _  NCP  _  CP  _  STATE
                _  PRIOR PERIOD           _  COLLECT ARREARS
                _  ORDER ENFORCEMENT      _  INCOME WITHHOLDING
                _  ORDER MODI FICATION    _  REVIEW FOR FED TAX OFFSET
                _  CHANGE PAYEE/REDIRECT  _  OTHER _____
                _  LIMITED SERVICES       _  AEI
CONTACT NAME :
CONTACT PHONE:          EXT:          FAX:
CONTACT EMAIL:
PF2=ADD  PF3=UPDATE  PF4=DELETE  PF5=INQUIRY  PF6=SEARCH  PF7=BACK  PF8=FORWARD
PF9=REFRESH  PF10=IRG  PF11=ACKNOWLEDGEMENT  PF12=COMMENTS
NEXT SCREEN:          NOTES:
ENTER ICAR CASE, CENT REG#, OS CASE ID, OR CP/NP NAME/SSN AND PRESS <PF5>
    
```

The following sections explain:

- ◆ Access to the REFERRAL screen
- ◆ Data field descriptions for the REFERRAL screen
- ◆ Functional key use on the REFERRAL screen
- ◆ Working the REFERRAL screen
- ◆ Forwarding a referral

Access to the REFERRAL Screen

The REFERRAL screen can be manually added and modified only by Central Registry. All other CSRU staff have view-only access. The REFERRAL UPDATE field on the WORKER2 screen controls this access. Enter “REFERRAL” at any NEXT SCREEN prompt on ICAR to display the REFERRAL screen.

Data Field Descriptions for the REFERRAL Screen

- ◆ ICAR CASE – This field displays the case number that is linked to the referral. Central Registry enters this field manually or CSENet can enter it automatically.
- ◆ OS CASE ID – This field displays the other state’s case number that the initiating state uses to identify its case for this referral. Central Registry enters this field manually or CSENet can enter it automatically.
- ◆ FC – When a “Y” is entered in this field it indicates that the incoming referral from the initiating state is a foster care case. This field defaults to an “N”. If CSENet determines that the incoming referral is foster care, it automatically populates this field with a “Y.” Central Registry enters this field manually or CSENet can enter it automatically.
- ◆ FIPS – The allowable entry for this field is the standard numbering system used to link an address within a state. This field displays like this: IA 19 123 45.
 - The first two letters in this example contain the state abbreviation and are not part of the actual FIPS code itself.
 - The first two numbers also identify the state. The next three digits identify the county within the state.
 - The last two digits are assigned by each state and can be used to indicate a specific agency and address within a county.

If you press the PF1=HELP key, a table displays the first two numbers in the FIPS code for each state. Central Registry enters this field manually or CSENet can enter it automatically.

- ◆ CENT REG# – This field displays the unique central registry number assigned by ICAR to all new incoming referrals. This number is used to identify referrals before they are linked to ICAR cases. Once the referral is linked to a case, the central registry number is used to link the interstate processes with the referral. Central Registry enters this field manually.
- ◆ OS CASE 2 – This field displays a second case number that the initiating state uses to identify the referred case. Often this occurs when this is a foster care case. If a CSENet transaction is received for the same parties on a case, but with a different other state case ID, the new case ID is displayed in this field. Central Registry enters this field manually or CSENet can enter it automatically.
- ◆ REFER TO – Central Registry enters the worker ID of the worker in the local office that is to receive the acknowledged referral. When the REFERRAL screen is acknowledged, ICAR issues a narrative (INTER 235) and notifies the REFER TO caseworker through a calendar flag (INTER 142). An acknowledgment cannot take place without a worker ID in this field.

When an ICAR case already exists, this field displays the current worker ID from the CASE screen. The REFER TO field is not required when rejecting a referral or forwarding a referral to another state. Central Registry can enter a non-Iowa FIPS code in this field to forward the referral to another state (see **Forwarding a Referral**, below). Central Registry enters this field manually.

- ◆ CP – This field contains the custodial parent’s name (last, first, middle, suffix) and SSN. If the case is foster care, Central Registry enters “STATE OF (state) FOSTER CARE.” Central Registry enters this field manually or CSENet can enter it automatically.
- ◆ NP – This field contains the non-custodial parent or alleged father’s name (last, first, middle, suffix) and SSN. Central Registry enters this field manually or CSENet can enter it automatically.
- ◆ CH – This field contains the child’s name (last, first, middle, suffix) and SSN. When there are multiple children on the referral, only one is displayed. Central Registry enters this field manually or CSENet can enter it automatically.

- ◆ ACKNOWLEDGE – Central Registry uses this field to acknowledge or reject the referral types containing an “X,” or reprint the last form generated from the REFERRAL screen. When any referral types have already been acknowledged or rejected with an “A,” “R,” or “M,” an entry in this field does not re-acknowledge the referral type. The allowable entries in this field are:
 - X – This entry is used when the paperwork has been received but an assessment of the referral has not been completed. When the referral was received through CSENet, the Central Registry worker replaces the “E” with an “X”. After the assessment has been completed, the worker overwrites the “X” with one of the following codes to acknowledge the referral.
 - A – This entry acknowledges the referral and forwards the case to a worker. Form 470-3761, *Child Support Enforcement Transmittal #1: Initial Request*, page 3, generates on line and is mailed to the initiating state.
 - M – This entry acknowledges the referral by indicating that more information is needed and forwards the interstate case to the assigned local office worker ID. This code also accesses the ACKNOWLEDGMENT screen to generate the request for more information. *Child Support Enforcement Transmittal #1: Initial Request*, page 3, generates on line from the ACKNOWLEDGMENT screen and is mailed to the initiating state.
 - R – Central Registry uses this entry to reject the referral and generate form 470-3762, *Reject Letter*, for income interstate referral to mail to the initiating state.
 - P – This entry reprints the last form generated from the REFERRAL screen.
- ◆ REFERRAL POSTMARK – This field displays the date that the initial interstate transmittal form was received in the mail. Central Registry enters this to track the number of days between receiving the paperwork and entering it on the REFERRAL screen. A monthly report, *S479H957, Referral Postmark Report*, generates to Central Registry and central office tracking these fields. It is not a required field and can be modified at any time by Central Registry staff only.

- ◆ ACCOUNT TYPE – This field displays the account type for the case number indicated in the ICAR CASE field on the screen. When there is no case number present, Central Registry must enter an account type in this field before acknowledging the referral. When the referral is received through CSENet and no ICAR case exists, this field is automatically populated. If the CSENet account type is incorrect, Central Registry can change it before referring the new case to the local worker. Valid account types for adding a new interstate case are: 14, 15, 16, 17, and 19.
- ◆ “Referral Types” – These fields identify and track the types of requests being made by the initiating state. They are populated by CSENet or manually entered based on the information contained on *Child Support Enforcement Transmittal #1: Initial Request*. Possible entries in these fields can be any combination of the following:

E	This means CSENet received the referral electronically. A referral with an “E” is waiting for an acknowledgment by Central Registry. CSENet only enters an “E” when the field is blank. An “E” cannot be entered manually
X	This entry means that Central Registry received a paper referral (<i>Child Support Enforcement Transmittal #1: Initial Request</i>) and now has ten days to acknowledge the initiating state’s referral.
A	This entry acknowledges the referral and forwards the case to a worker.
M	This entry acknowledges the referral by requesting additional information and forwards the case to a worker.
R	This entry rejects the referral or indicates that the referral has been forwarded to another state.

Next to each entry is the date the field was populated. Some sub-referral types do not have dates. For these, the date is stored in the corresponding general category.

- ◆ CONTACT information – The contact fields are entered by Central Registry to record the name, phone number, fax number, and email address of the person to contact about this referral. The information is updated on the INTERST4 screen only when no contact information exists on INTERST4. When the contact information already exists on INTERST4, the REFERRAL screen does not change it.

Functional Key Use on the REFERRAL Screen

The PF keys used on the REFERRAL screen allow a wide variety of tasks by including some special processing features that are unique to this screen. Below is a functional description of these keys and what they can do when processing the REFERRAL screen.

- ◆ PF1 HELP – This accesses Help Text for the field in which the cursor is positioned. If the cursor is not positioned on an entry field, the Help Text for the screen displays.
- ◆ PF2 SEARCH/ADD – This is used by Central Registry to search ICAR for an existing referral or case. After this search has been completed by the system, this key is used to confirm and add a new REFERRAL record to ICAR.
- ◆ PF3 MODIFY – Central Registry uses this to modify an existing REFERRAL screen.
- ◆ PF5 INQUIRY – All workers can use this key to search for an existing REFERRAL record. Use PF5 to find a referral quickly when responding to questions from another state. An existing REFERRAL record can be located by using the following data elements:
 - Central Registry number
 - ICAR case number
 - Other state case ID
 - CP name (partial or exact name – last, first, and middle)
 - CP SSN (can be searched by itself)
 - CP name and SSN (partial or exact name – last, first, and middle)
 - NP name (partial or exact name – last, first, and middle)
 - NP SSN (can be searched by itself)
 - NP name and SSN (partial or exact name – last, first, and middle)The PF7 and PF8 keys scroll through multiple results.

- ◆ PF6 SEARCH – When a REFERRAL record already exists on ICAR, Central Registry uses this key to search for an existing case on ICAR and displays results on the REFSRCH screen. The search uses the following data to match against ICAR:

- Other states FIPS code
- CP name or SSN
- NCP name or SSN
- If foster care, child's name or SSN instead of the CP's

See **REFERRAL SEARCH Screen** for more information.

Working the REFERRAL Screen

Central Registry uses this screen to initiate an incoming interstate referral from another state and forward it to the assigned worker. This screen searches for an existing ICAR case, records what services the initiating state is requesting, acknowledges the referral, requests additional documents, links the local IRG address to the referral, and forwards the interstate case to the CSRU worker.

To assist Central Registry with establishing the interstate case on ICAR, five additional screens are used to support the REFERRAL screen process: a referral search screen (REFERRAL SEARCH), an Interstate Referral Guide screen (IRG), an acknowledgment screen (ACKNOWLEDGEMENT), a rejection comments screen, and an acknowledgement comments screen. Each of these associated screens are referenced within the following procedures as they occur in the case initiating process and are addressed individually after the REFERRAL screen section.

These following sections explain the case initiating process:

- ◆ Enter minimum information on REFERRAL
- ◆ Search for an existing ICAR case
- ◆ Link a local address to the referral
- ◆ Record the referral request
- ◆ Acknowledge or reject the request
- ◆ Forward the case to the CSRU worker
- ◆ Limited services on the INTERST3 screen
- ◆ Location information

Note: Some interstate referral requests, called limited services requests, are submitted to the responding state on *Child Support Enforcement Transmittal #1: Request for Assistance/Discovery* instead of *Child Support Enforcement Transmittal #1: Initial Request*. Both forms contain the information necessary to complete the REFERRAL screen.

Any exceptions to entering *Child Support Enforcement Transmittal #1: Request for Assistance/Discovery* requests are explained in the following steps which take place in the order given:

Enter Minimum Information on REFERRAL

Upon receipt of a *Child Support Enforcement Transmittal #1: Request for Assistance/Discovery* or *Child Support Enforcement Transmittal #1: Initial Request* interstate referral request, Central Registry enters the minimum information needed to allow ICAR to determine if a case or REFERRAL screen already exists for the parties.

Central Registry enters data in the following fields:

- ◆ OS CASE ID – this is the initiating IV-D case number on *Child Support Enforcement Transmittal #1: Initial Request*.
- ◆ FC – enter a “Y” here if the IV-E FOSTER CARE box is checked on *Child Support Enforcement Transmittal #1: Initial Request*.
- ◆ FIPS – enter the entire seven-digit FIPS code in the INITIATING FIPS CODE field on *Child Support Enforcement Transmittal #1: Initial Request*.
- ◆ CP – enter the petitioner’s name and SSN in this field.
- ◆ NP – enter the respondent’s name and SSN in this field.
- ◆ CH – enter one child’s name and SSN in this field.

Some of the above information may be missing from the transmittal form. Central Registry enters as much as possible before pressing PF2 to proceed to the next step.

If too much information is absent, you may reject the referral. To reject a referral that cannot be entered on the REFERRAL screen, the Central Registry worker manually generates form 470-3762, *Rejection for Incoming Interstate Referral Letter*, and mails it to the initiating state.

If CSENet created or modified the REFERRAL screen, ICAR issues a calendar flag (INTER 140 or 141) to notify the Central Registry worker. To access this referral, the worker enters the central registry number from the calendar flag and presses PF5. This displays the referral so it can be reviewed and modified.

Search for an Existing ICAR Case

After entering the above information, the Central Registry worker presses PF2 once to begin adding the referral. CSENet automatically completes this step when it adds a referral. Pressing PF2 prompts ICAR to automatically search for an existing referral and an existing ICAR case as follows:

- ◆ First ICAR searches REFERRAL screen records for an existing referral. The system uses the following criteria to perform the match:
 - NCP SSN and NCP name (first ten characters of the last name and first three characters of the first name)
 - CP SSN and CP name (first ten characters of the last name and first three characters of the first name)
 - First two digits of the FIPS code
 - If the foster care flag is set to “Y,” the child data is used instead of the custodial parent data.
- ◆ Once the search is complete, ICAR displays the matching records on the REFERRAL screen. Central Registry uses the PF7 and PF8 keys to scroll through multiple records. If the correct REFERRAL record is found, Central Registry modifies it and presses PF3. If the REFERRAL record is not found, Central Registry adds a new REFERRAL screen and presses PF2 to continue.
- ◆ If no matching REFERRAL records are found, ICAR searches for an existing case, assigns the next available central registry number, and returns to the REFERRAL screen if one or no cases were found. There are three possible results of this search:
 - If no cases were found, the ICAR CASE field is blank and a <NONE> message appears next to the ICAR CASE field.
 - If one case was found, the case number displays in the ICAR CASE field and a <ONE> message appears next to it.

- If multiple cases were found, and at least one is an exact match, the REFERRAL SEARCH screen is automatically displayed. The REFERRAL SEARCH screen, (see **REFERRAL SEARCH Screen**), allows the worker to select a case from the possible matches.
- When the worker returns to the REFERRAL screen, a <MORE> message displays next to the ICAR case number that was selected. If no ICAR case number is selected, the field does not display a case number, but it does display the <MORE> message.

Link a Local Address to the Referral

Once the search is complete and a new REFERRAL screen has been added (PF2), ICAR automatically displays the Interstate Referral Guide (IRG) screen. If the REFERRAL is modified (PF3) in the previous step, the IRG is not automatically accessed. Central Registry uses the IRG screen to link a local address with the REFERRAL so the acknowledgement or rejection generates to the proper office in the other state.

Using the FIPS code from the REFERRAL screen, the IRG screen displays the other state's local address. The Central Registry worker presses PF10 to link the address with the REFERRAL and return to the REFERRAL screen. If the address on the IRG screen does not match the local address indicated on the transmittal form, Central Registry uses the IRG screen to search for the correct address.

For more information about how the IRG screen works, refer to **INTERSTATE REFERRAL GUIDE (IRG) Screen** section later in this chapter.

Record the Referral Request

Once the correct local address has been linked, the Central Registry worker enters the remaining information needed to begin the acknowledgement process. If CSENet created the REFERRAL screen, this step is completed automatically.

Central Registry must always double-check the information that CSENet loads to the REFERRAL screen against the information contained on the transmittal form. The Central Registry worker then records on to ICAR the remaining information from the transmittal form using the following steps:

- ◆ The Central Registry worker converts the checkboxes on *Child Support Enforcement Transmittal #1: Initial Request* (or #3) using the following table into the correct account type and enters that number on the REFERRAL screen.
 - TANF = 14
 - Former Assistance = 15
 - Never Assistance = 15
 - IV-E Foster Care = 16
 - Non-IV-D = 17
 - Medicaid Only = 19
- ◆ Next, the Central Registry worker enters an “X” next to the appropriate referral type. Each referral type on the REFERRAL screen corresponds to a check box on *Child Support Enforcement Transmittal #1: Initial Request*.
For example, if the COLLECT ARREARS box is checked on *Child Support Enforcement Transmittal #1: Initial Request*, the worker selects the COLLECT ARREARS field on the REFERRAL screen with an “X.”
- ◆ The worker enters an “X” on top of any “E” entries that were created by CSENet once the paper transmittal is received. Entering an “X” issues a calendar flag (INTER 152) ten business days in the future to remind the Central Registry worker to acknowledge the referral. Once the referral is acknowledged, this flag is automatically deleted.
- ◆ For limited services requests that are submitted on *Child Support Enforcement Transmittal #1: Request for Assistance/Discovery*, there is only one referral type on the REFERRAL screen to check. The specific request can be entered on the INTERST3 screen (refer to the interstate case process).
- ◆ If CSENet created the REFERRAL screen, the specific request is automatically entered on the INTERST3 screen when it is acknowledged. This is explained further in the **Forward the Case to the CSRU Worker** section below.
- ◆ Next, the Central Registry worker enters the contact information using the information in the “FROM:” section of the transmittal form.
- ◆ Finally, the Central Registry worker presses PF3 twice to update the REFERRAL screen with the newly entered information.

Acknowledge or Reject the Request

Upon receipt of a paper *Child Support Enforcement Transmittal #1: Initial Request* or *Child Support Enforcement Transmittal #1: Request for Assistance/Discovery*, Central Registry must acknowledge its receipt within ten business days. A calendar flag issues (INTER 152) when “X” was entered in the previous step for a referral type to remind the Central Registry worker to acknowledge the referral.

Central Registry enters one of the following in the ACKNOWLEDGEMENT field on the REFERRAL screen to complete the acknowledgement. This field is a shortcut to entering the same character in front of each of the referral types. For example, an “X” entry in this field populates all the referral types that were previously an “E.” An “A,” “R,” or “M” entry overwrites all “X” entries.

- ◆ A – This means that all paperwork that came with the request is complete and the interstate request can be completed by Iowa without any further documentation. An “A” entry automatically generates page three of *Child Support Enforcement Transmittal #1: Initial Request* and selects the REQUEST RECEIVED AND NO ADDITIONAL INFORMATION IS NECESSARY box on the form.

ICAR issues a narrative (INTER 235) and notifies the caseworker through a calendar flag (INTER 142) that a new acknowledgement has taken place. This entry generates the equivalent CSENet acknowledgement transaction to the other state for each referral type acknowledged.

- ◆ R – This entry rejects the referral and automatically generates form *Reject Letter for Incoming Interstate Referral*. ICAR issues a narrative (CASE 398) to record the rejection, and a narrative (CASE 178) to record the generation of form 470-3762. Central Registry rejects a referral under one of the following conditions:
 - The other state requests that Iowa redirect a case that is not on ICAR.
 - The request is for arrears only.
 - A form other than *Child Support Enforcement Transmittal #1: Initial Request* was used to submit the request.
 - The other state uses a percentage of income instead of a specific dollar amount to set payments.

ICAR deletes rejected referral records from the system after four years. Central Registry uses the PF12 key to enter any comments regarding the rejection. The PF12 key is accessible to workers who have view-only access to the screen.

- ◆ M – Central Registry enters this when not all of the needed documentation is available to complete the requested action on ICAR. An “M” entry automatically accesses the ACKNOWLEDGEMENT (ACK) screen to acknowledge the referral and request more information from the initiating state. ICAR issues two narratives (INTER 245 and 236) to record the acknowledgement and the request for additional documents.

Although all the required documents are not available, Iowa must attempt to work the case. ICAR generates the same form, *Child Support Enforcement Transmittal #1*, page 3, as it does with an “A” entry, however, it checks the boxes that describe the additional documents that are needed. The equivalent CSENet acknowledgement transaction generates when the referral is acknowledged with an “M”.

For a complete explanation of the ACKNOWLEDGEMENT screen, refer to **ACKNOWLEDGEMENT Screen** described later in this chapter.

Central Registry then presses PF3 twice to update the REFERRAL screen with the ACKNOWLEDGEMENT entry.

In order to complete the acknowledgement, a local office worker ID in Iowa must be entered in the REFER TO field before pressing PF3 to update with the acknowledgement. Rejections do not require a REFER TO worker ID. Acknowledging a REFERRAL with an “A” or “M” entry automatically initiates the last step.

Forward the Case to the CSRU Worker

In addition to automatically generating a transmittal form response, acknowledging the referral also forwards the case or referral type to the worker indicated in the REFER TO field. Once the acknowledgement (“A” or “M” entry on REFERRAL) occurs, the REFERRAL screen is “linked” with the corresponding ICAR case.

ICAR issues a narrative (CASE 397) and a calendar flag (CASE 187) to the REFER TO worker to inform the worker of the new interstate referral. How the case is forwarded depends on what is entered in the ICAR CASE field on the referral screen when the acknowledgement takes place.

The ICAR CASE field can contain either of the following:

- ◆ No ICAR Case Number Selected
- ◆ ICAR Case Number Selected

No ICAR Case Number Selected

If no ICAR case number is selected on the REFERRAL screen before acknowledging the referral, a new case is created. Once the acknowledgement is complete and the case is created, the ICAR case number displays in the ICAR CASE field on the REFERRAL screen. The following information from the REFERRAL screen creates the ICAR case:

REFERRAL Screen Field Name	Transfers to This Screen	Field Name
OS CASE ID	INTERSTA	OTHER ST CASE #
FIPS	INTERSTA	INIT STATE FIPS
CENT REG#	INTERSTA	CENTRAL REGIST#
REFER TO	CASE	ICAR CASE WRKR ID – Central Registry chooses the closest office to the payee’s address.
CP	CASE	PAYEE NAME
NP	CASE	PAYOR 1 NAME – if the case is a non PAT referral type
NP	LOCATE	LOCATE NAME (LFMS) – if the case is a PAT referral type
CH	CASE	CHILD
ACCOUNT TYPE	CASE, CHILD	CURRENT ACCT TYPE
CONTACT	INTERST4	CONTACT
INITIATING ST	INTHIST	INITIATING ST – displays IA
RESPONDING ST	INTHIST	OTHER STATE
REFERRAL	INTHIST	REFERRAL TYPE
ACTION	INTHIST	ACTION – displays ACKNOW

The acknowledged referral types are converted into the following referral types on the INTERSTA screen:

Note: Each referral type is only entered once per acknowledgement on the INTERSTA screen. For example, if three ENF referral types are acknowledged, only one ENF displays on INTERSTA.

Checkbox on REFERRAL	REFERRAL TYPE on INTERSTA
PATERNITY EST	PAT
ORDER EST	EST
CS	EST
MS	EST
SS	EST
OTHER	EST
PRIOR PERIOD	EST
ORDER ENFORCEMENT	ENF
ORDER MODIFICATION	ENF
CHANGE PAYEE/REDIRECT	EST
LIMITED SERVICES	TRAN3 – see Limited Services on the INTERST3 Screen
ORDER REGISTRATION	EST
ENF	ENF
MODIFY	EST
ENF AND MODIFY	ENF and EST
NCP	EST
CP	EST
STATE	EST
COLLECT ARREARS	ENF
INCOME WITHHOLDING	ENF
REVIEW FOR FED TAX OFFSET	ENF
OTHER	EST
AEI	**Automated Enforcement of Interstate cases (AEI) does not convert.

ICAR Case Number Selected

The ICAR case number that displays in the ICAR CASE field on the REFERRAL screen is the one that receives the referral. If an existing case is selected on the REFERRAL screen before acknowledging the case, only certain information is loaded to the case. If the case does not have an INTERSTA screen for the particular initiating state FIPS and other state case number, ICAR creates a new INTERSTA screen.

If an INTERSTA screen does exist for the other state and the same case number, the referral type is added to the screen. If the INTERSTA screen process is closed, it is re-opened. The following data elements are passed from the REFERRAL record to the ICAR case:

REFERRAL Screen Field	Transfers to This Screen	Field Name
OS CASE ID	INTERSTA	OTHER ST CASE #
FIPS	INTERSTA	INIT STATE FIPS
CENT REG#	INTERSTA	CENTRAL REGIST#
CONTACT	INTERST4, if no contact information already exists	CONTACT
REFERRAL TYPE	INTERSTA	REFERRAL TYPE – this uses the same table to convert the date as the previous section.
INITIATING ST	INTHIST	INITIATING ST – displays IA
RESPONDING ST	INTHIST	OTHER STATE
REFERRAL	INTHIST	REFERRAL TYPE
ACTION	INTHIST	ACTION – displays ACKNOW

Note: The local office address is not entered on the INTERST4 screen. The field worker must select it once the case has been acknowledged. Refer to the interstate case process for information on how to select addresses from the INTERST4 screen.

Once the case and referral have been forwarded, the REFERRAL screen is considered complete. An existing REFERRAL screen can always be reused to add more referral requests for the same other state case ID. For example, if a state requested paternity establishment, and later requests enforcement, the same REFERRAL screen can be reused to enter the new referral request. By following the steps above, the system automatically displays an existing referral screen that can be modified.

Limited Services on the INTERST3 Screen

Child Support Enforcement Transmittal #1: Request for Assistance/Discovery referrals are called limited services requests. Tracked on the INTERST3 screen, these requests are completed outside of normal case processing.

Limited services requests alone do not require the responding state to continue processing the case once the action is complete. However, if other case processes are active, the case must continue with regular processing. If the only reason a case is created is to complete a limited services request, it can be closed once the request is completed.

If the only type of referral is a limited services request, and a case does not already exist that can be linked to the referral, Central Registry enters "AAAA" as the REFER TO worker ID, forwarding the case to Central Registry. If the referral requests more than limited services, or the request is linked with an existing case, Central Registry enters the local office worker's ID in the REFER TO field.

If a paper limited services request is received (*Child Support Enforcement Transmittal #1: Request for Assistance/Discovery*), Central Registry enters the referral date in the appropriate RQST RECEIVED field on the INTERST3 screen. For more information about the INTERST3 screen, refer to the interstate case process.

If CSENet created the REFERRAL screen and checked the LIMITED SERVICES referral type with an "E," the limited services request is automatically entered on the INTERST3 screen upon acknowledgement. The acknowledgement date is entered in the RQST RECEIVED field when the REFERRAL screen is acknowledged.

Once acknowledged, the REFER TO worker completes the limited services request and enters the date completed in the RESP PRVD field. If Central Registry completes the request and does not need to continue with any other case actions once the limited services are complete, Central Registry closes the case using the "REQU" closure reason code. If other processes are active, the case must stay open and continue with normal case processing. Refer to the case closure process for more information.

Location Information

Location information accompanies most CSENet transactions. When a case is acknowledged, the original CSENet transaction is sent through the Quick Locate program. Location information in the CSENet referral loads automatically to the ICAR case. See **QUICK LOCATE** in this chapter for more information.

Forwarding a Referral

Incoming referrals are forwarded to another state when the referral was sent to Iowa in error. To forward a referral, the Central Registry worker enters the FIPS code of the state to receive the referral in the REFER TO field on REFERRAL. Central Registry enters the rest of the REFERRAL screen as instructed in the sections above.

Once the referral has been added, Central Registry rejects the referral with an “R” entry in the ACKNOWLEDGE field.

When Central Registry presses PF3 to update the referral, ICAR generates two copies of form, *Child Support Enforcement Transmittal #2 – Subsequent Actions*. The first copy of the form generates to the initiating state’s Central Registry. The second copy of the form generates to the Central Registry indicated in the REFER TO field.

Once the forms have generated and printed, ICAR changes any “X” entries in the REFERRAL TYPE fields into “R”. This allows customer service workers to quickly identify a forwarded referral because it contains a non-Iowa FIPS code in the REFER TO field and it has “R” in the REFERRAL TYPE fields. A forwarded referral is not linked to an ICAR case.

- ◆ PF7 and PF8 – This can be used to scroll through multiple records on the REFERRAL screen.
- ◆ PF10 IRG – This accesses the IRG screen, which can be used to view and link an address to the REFERRAL screen. See **INTERSTATE REFERRAL GUIDE (IRG) Screen** later in this chapter and refer to the interstate case process for more information about the IRG. Only Central Registry is authorized to link addresses to a referral.

- ◆ PF11 ACKNOWLEDGEMENT – This exits the REFERRAL screen and accesses the ACKNOWLEDGEMENT screen. The ACKNOWLEDGEMENT screen tracks the documents needed to complete the referral request. See **ACKNOWLEDGEMENT Screen** later in this chapter.
- ◆ PF12 COMMENTS – Central Registry uses this key to enter comments about the referral, usually when the referral is rejected.

REFERRAL SEARCH Screen

Before Central Registry creates a new REFERRAL screen, ICAR automatically searches for a matching case that can be linked to the latest referral. When more than one case is found, the results are displayed on the REFERRAL SEARCH screen.

D479HI 99	IOWA COLLECTION AND REPORTING SYSTEM				DATE: 10/19/00
	REFERRAL SEARCH				TIME: 14:21:59
SEL NAME	SOC-SEC NUMBER	CASE NUMBER	CASE ST	CASE ROLE	CASE C WRKR O S I
<p>PF7=PAGE BACK, PF8=PAGE FORWARD, ENTER=SELECT DETAIL, CLEAR=RETURN NOTES: SELECT CASE OR HIT CLEAR BUTTON TO RETURN.</p>					

The following sections address:

- ◆ Access and search capability
- ◆ Data field descriptions
- ◆ Function key use
- ◆ Working the screen – linking a case to the referral

Access and Search Capability on the REFERRAL SEARCH Screen

ICAR displays this screen when Central Registry presses the PF2 (add) key on the REFERRAL screen when there is an exact match with the REFERRAL screen and a case on ICAR. This screen lists all matching cases and associated information to assist Central Registry in selecting a case and researching to determine if a case already exists for the referral.

Only Central Registry workers have access to view and use the REFERRAL SEARCH screen. The workers press PF6 at any time on the REFERRAL screen to access the REFERRAL SEARCH screen. The search is conducted online and the results are displayed immediately.

Data Field Descriptions for the REFERRAL SEARCH Screen

- ◆ SEL – Central Registry uses this field to select the case to be linked to the referral. An “S” or “X” can be entered in this field to select a case to link with a referral. One letter, “O,” overlays the REFERRAL screen information with the information that is displayed on the REFERRAL screen (see **Working the Screen – Linking the Case to a Referral**, later in this section).

The SEL field may also display an “M” to indicate that the case is an exact match with what is displayed on the REFERRAL screen. This field is the only place an entry can be made on this screen.

- ◆ NAME – This field displays the names associated with cases on ICAR that may match a participant entered on the REFERRAL screen. The search criteria used by ICAR looks for matches based on the payee’s or payor’s SSN.
If the SSN is not available, the system uses the full name. If the full name does not provide results, then the partial name (first five digits of last and first) is used. If the case is foster care, as indicated by the FC flag on the REFERRAL screen, the child’s name is used in the match instead of the non-custodial parent’s name.
- ◆ SOC-SEC NUMBER – This field displays the social security number associated with the participant listed in the NAME field.

- ◆ CASE NUMBER – This field displays the ICAR case number. When Central Registry selects a case using the SEL field, this case number appears in the ICAR CASE field on the REFERRAL screen.
- ◆ CASE ST – This field displays the status of the case as indicated by the STATUS (A, I, C, D, H) field on the CASE screen.
- ◆ CASE ROLE – This field displays the role the participant plays on the listed case, i.e. payee, payor, or child.
- ◆ CASE WRKR – This field displays the worker ID that is located in the ICAR CASE WRKR ID field on the CASE screen.
- ◆ CO – This field indicates whether there is a court order for this case or not. A “Y” means there is a court order; an “N” means there is not.
- ◆ CS – This field indicates if there is a child support obligation associated with the court order.
- ◆ I – This field indicates that there might be a case already linked to a REFERRAL screen with the initiating state. This interstate indicator is set to a “Y” when an INTERSTA screen is found for the case and the referring state.

The “Y” is only based on the existence of an INTERSTA screen, not if the participants are matching. If the “Y” is set, it does not necessarily mean that there is a REFERRAL screen for this case, since the “Y” can be set when the case is an outgoing referral.

Functional Key Use on the REFERRAL SEARCH Screen

- ◆ ENTER – After the Central Registry worker enters a character in the SEL field on this screen, the worker presses this key to select the case and link it to the referral.
- ◆ CLEAR – Central Registry uses the “Pause/Break” key to return to the REFERRAL screen without selecting a case. When returning to the REFERRAL screen, the ICAR CASE field is left blank because no case selection was made.

- ◆ PF1 HELP – This key is used to display help text for the field in which the cursor is positioned. If the cursor is not positioned on an entry field, the help text for the screen displays.
- ◆ PF7 and PF8 – Central Registry uses these keys to scroll forward or back when there are more than 15 lines to display on the REFERRAL SEARCH screen.

Working the Screen - Linking a Case to the Referral

Central Registry uses this screen to view multiple cases that can be associated with the referral. From this screen, Central Registry selects a matching case to link with the referral by entering any letter in the SEL field and pressing “ENTER”.

If an “O” is used to select the case, the party that is selected with an “O” is overwritten on the REFERRAL screen with the ICAR person information displayed on the REFERRAL SEARCH screen. If an “S” or “X” is entered, information only populates the REFERRAL screen when it is blank on the REFERRAL screen and not blank on the REFERRAL SEARCH screen.

Once the selection is complete, ICAR displays the REFERRAL screen and populates the ICAR CASE field with the case number. See **ICAR Case Number Selected** earlier in this chapter.

When Central Registry presses the “Pause/Break” key, ICAR displays the REFERRAL screen without selecting a case. In this situation, the REFERRAL screen’s ICAR CASE field is left blank because no case selection was made. Acknowledging a referral when the ICAR CASE field is blank automatically creates a new ICAR case to link with the referral. See **No ICAR Case Number Selected** earlier in this chapter.

Until Central Registry acknowledges the referral, the ICAR case number can be changed at any time. Pressing PF6 on the REFERRAL screen displays the REFERRAL SEARCH screen again.

If Central Registry selects a case that already has an INTERSTA record for the parties, ICAR returns to the REFERRAL screen and displays the referral for the case that was selected.

Finding the Right Case

Central Registry attempts to link the referral with a case that best fits the referral. To do this, Central Registry sorts the cases on the REFERRAL SEARCH screen.

First, Central Registry finds all cases with the closest participant name and SSN match. Of those matching cases, Central Registry uses the following priorities to select the best case to link with. They are listed in the order of preference.

- ◆ An active case with a non-CSC worker ID
- ◆ An active case with a CSC worker ID, but not CSCU
- ◆ An active case with a CSCU worker ID
- ◆ A closed case with a non-CSC worker ID
- ◆ A closed case with a CSC worker ID, but not CSCU
- ◆ A closed case with a CSCU worker ID

If multiple cases are found in any of the above categories, the Central Registry worker uses the remaining elements on the REFERRAL SEARCH screen to decide which case is most suitable to link to the REFERRAL. These priorities are listed in order of preference:

- ◆ A case with a child support obligation
- ◆ A case with a court order
- ◆ A case with an interstate process initiated

INTERSTATE REFERRAL GUIDE (IRG) Screen

Available to all workers, the Interstate Referral Guide (IRG) is a database within ICAR containing addresses of all state agencies involved in child support. These addresses are used to correctly link the referral to the interstate process. A quick overview of the IRG screen follows. Refer to the interstate case process for complete information.

```
D479HJ10          IOWA COLLECTION AND REPORTING SYSTEM          DATE: 10/19/00
                  INTERSTATE REFERRAL GUIDE                     TIME: 14:23:54

SEARCH CRITERIA:
      STATE:      FIPS: 00 000 00      SEQUENCE NUMBER: 0
                  ADDRESS TYPE ONE:
                  ADDRESS TYPE TWO:

SEARCH RESULTS:

ADDR DATE:
DEPT NAME:
TITLE. . . . :
ADDR LN 1:
ADDR LN 2:
CITY. . . . :          STATE:      ZIP: 00000 0000
PHONE. . . . : 000 000 0000 EXT:      FAX: 000 000 0000

PF5=SEARCH PF7=PAGE BACK PF8=PAGE FORWARD PF9=REFRESH PF10=LINK
NEXT SCREEN:      NOTES:
ENTER FIPS CODE OR STATE AND PRESS PF5
```

The following sections address:

- ◆ Access
- ◆ Data field descriptions
- ◆ Functional key use
- ◆ Working the screen – linking IRG to the referral

Access to the IRG Screen

All workers can gain access to the IRG screen by either:

- ◆ Pressing PF10 from the REFERRAL screen, or
- ◆ Typing “IRG” from any NEXT SCREEN prompt.

Data Field Descriptions for the IRG Screen

The IRG displays two screen sections: SEARCH CRITERIA and RESULTS:

- ◆ STATE – This field displays the other state’s two-letter abbreviation. Enter the state’s two-letter abbreviation to engage the search mode. This field can be system-entered or manually entered by the worker.
- ◆ FIPS – This field identifies the applicable interstate reference code of the state as xx=state, xxx=county, xx= agency. It can be system-entered or manually entered by the worker.
- ◆ SEQ. NBR – This field displays the number of address listings for a particular department/agency. When the search criterion identifies more than one address, link the address with the highest sequence number value. This field is system-entered.
- ◆ COUNTRY – This data field is optional and may or may not be displayed. This field is system-entered.
- ◆ ADDRESS TYPE ONE – This field displays a three-digit code that identifies the address as being STA (state), LOC (county/local), or FED (federal). This field can be system-entered or manually entered by the worker.
- ◆ ADDRESS TYPE TWO – This field displays a three-digit code that identifies the address within the state or county. Press PF1 (Help Text) for a complete listing of type two addresses. This field can be system-entered or manually entered by the worker.
- ◆ ADDR DATE – This field displays the date the address was populated by the IRG interface. This field is system-entered.

- ◆ DEPT. NAME – This field displays a 35-character free-form text that identifies the department/agency name. This field is system-entered.
- ◆ TITLE – This field displays a 35-character free-form text that identifies the subdivision or extension name of the department. This field is system-entered.
- ◆ ADDR LN 1 – This 35-character field identifies the agency street address or P.O. Box number. This field is system-entered.
- ◆ ADDR LN 2 – This 35-character field supplements the agency street address or P.O. Box number of ADDR LN 1. This field is system-entered.
- ◆ CITY, STATE, ZIP – This field identifies the city, state, and zip code of the agency/department being displayed. This field is system-entered.
- ◆ COUNTRY – This data field is optional and may or may not be displayed. This field is system-entered.
- ◆ PHONE, EXT., FAX – These data fields identify the full phone and fax numbers of the agency displayed in the department field. This field is system-entered.

Functional Key Use on the IRG Screen

- ◆ PF1 (HELP) – This key displays help text for the field in which the cursor is positioned. If the cursor is not positioned on an entry field, the help text for the screen displays.
- ◆ PF2 (ADD) – When a Central Registry worker with the proper access presses this key, ICAR begins the edits required to add a record. Once all edits are passed, the message “ALL DATA VALID, PRESS PF2 TO ADD” displays. When this key is pressed again, the screen is processed and the new record is added with the displayed message of “PROCESSING COMPLETE.”
- ◆ PF3 (UPDATE) – When a Central Registry worker with the proper access presses this key, ICAR begins the edits required to update a record. Once all edits that are required are passed, the message “ALL DATA VALID, PRESS PF3 AGAIN TO MODIFY” displays. When pressed again, ICAR saves the changes to the record. The message “PROCESSING COMPLETE” is then displayed indicating the successful update of the record.

Note: Both the PF2 and PF3 functions are protected features and can only be used by Central Registry. Refer to the interstate case process for additional information.

- ◆ PF5 (INQUIRY) – Any worker can press this key to retrieve the screen data for the key fields entered on the screen.
- ◆ PF7 (PRIOR IRG RECORD) – Any worker can press this to display the IRG record before the current record in the set. If there is no more data to view, the message ‘TOP OF DATA’ displays.
- ◆ PF8 (NEXT IRG RECORD) – Any worker can press this to display the IRG record next to the current record in the set. If there is no more data to view the message ‘BOTTOM OF DATA’ displays.
- ◆ PF9 (REFRESH) – Any worker can press this key to clear the screen. ‘ENTER FIPS CODE OR STATE AND PRESS PF5’ displays.
- ◆ PF10 (LINK) – This key returns the Central Registry worker to the REFERRAL screen and links the address to the referral process.
- ◆ CLEAR (EXIT TO PRIOR SCREEN) – Any worker can press this key to return the REFERRAL screen without linking the IRG address.

Working the Screen - Linking IRG to the Referral

Selecting an address from the IRG provides the REFERRAL screen with an address to send the acknowledgement forms. Central Registry uses the steps below to link an address with the REFERRAL screen.

- ◆ Central Registry makes sure that the other state’s FIPS code references the correct local address for sending correspondence and generated forms.
- ◆ Central Registry presses PF10 to access the IRG screen from the REFERRAL screen.
- ◆ Central Registry reviews the address that is linked to the FIPS entered on the REFERRAL screen. If it is not the correct one, the Central Registry worker uses the IRG search function to locate the address that matches the transmittal form FROM address.
- ◆ Once the correct address is found, the Central Registry worker presses PF10 to link it with the REFERRAL screen. If the FIPS code on the IRG is different than the FIPS code on the REFERRAL screen, the REFERRAL screen’s FIPS is overwritten.

ACKNOWLEDGEMENT (ACK) Screen

The ACKNOWLEDGEMENT screen identifies and tracks the documentation requested of another state to complete the interstate referral. This screen allows the worker to select the different types of documents needed to complete the referral process and records when the requested documents have been received back from the initiating state.

D479HI 95	IOWA COLLECTION AND REPORTING SYSTEM ACKNOWLEDGEMENT	DATE: 10/19/00 TIME: 14: 34: 36
I CAR CASE NUMBER. :	OTHER STATE' S FIPS: 00 000 00	
OTHER STATE' S CASE NUMBER:		
CENTRAL REGI STRY #. :		
	----ACK SENT----	-DOCS RECEIVED-
ARREARS STATEMENT.		
PAYMENT HI STORY.		
UNI FORM SUPPORT PETI TION.		
GENERAL TESTI MONY/AFFI DAVI T.		
AFFI DAVI T IN SUPPORT OF EST. PATERNITY..		
ACKNOWLEDGEMENT OF PARENTAGE.		
OTHER DOCUMENTS RELATI NG TO PATERNITY. . .		
SUPPORT ORDER.		
DI VORCE DECREE.		
ASSI GNMENT OF RI GHTS.		
DESC. OF REAL/PERSONAL PROPERTY.		
PHOTOGRAPH OF RESPONDENT.		
STATEMENT OF REGI STRATI ON.		
OTHER.		
PF3=UPDATE PF12=COMMENTS CLEAR=RETURN		
NOTES:		

The following sections explain:

- ◆ Documents required to complete referral
- ◆ Access to the ACK screen
- ◆ Data field descriptions for the ACK screen
- ◆ Working the screen – acknowledging/requesting documents
- ◆ Working the screen – receiving requested documents
- ◆ Functional key use on the ACK screen

Documents Required to Complete a Referral

Iowa requires three copies of each of the following certified documents to complete a referral for each type of request:

- ◆ Paternity requests: Court orders (certified), *Uniform Support Petition*, *General Testimony*, any available birth certificates, and notarized Paternity Affidavits for each child.
- ◆ Enforcement requests: All court support orders (certified), payment records/affidavit of arrears.
- ◆ Registration requests: Statement of Registration of Foreign Support Order (one copy), all court support orders (certified), payment records/affidavit of arrears.

Access to the ACK Screen

The ACKNOWLEDGEMENT screen can be accessed in any of the following ways:

- ◆ A Central Registry worker can enter an “M” in the ACKNOWLEDGE field on the REFERRAL screen,
- ◆ Any worker can press the PF11 key from the REFERRAL screen,
- ◆ Any worker can enter “ACK” in the NEXT SCREEN prompt on the REFERRAL screen.

Once accessed, all workers can modify the ACKNOWLEDGEMENT screen.

Data Field Descriptions for the ACK Screen

- ◆ ICAR CASE NUMBER – This field displays the ICAR case number linked to the referral. This is system-entered.
- ◆ OTHER STATE’S FIPS – This field identifies the applicable interstate reference code of the state as xx = state, xxx = county, xx = agency. This field is system-entered.
- ◆ OTHER STATE’S CASE NUMBER – This field displays the case number from the initiating state that identifies its case for the referral. This field is system-entered.

- ◆ CENTRAL REGISTRY # – This field displays the unique number assigned by ICAR for all new incoming referrals. This number is used to identify referrals before they become ICAR cases. Once the referral is linked to a case, the central registry number is used to link the interstate processes with the referral. This field is system-entered.
- ◆ The following fields are names of documents that can be requested to complete a referral. Central Registry workers enter a “C” or an “L” next to each document that is needed. A “C” enters Iowa’s Central Registry address in the FROM section of the acknowledgement. An “L” enters the Iowa’s local office address in the FROM section of the acknowledgement.
 - arrears statement
 - payment history
 - uniform support petition
 - general testimony/affidavit
 - affidavit in support of est. paternity
 - acknowledgement of parentage
 - other documents relating to paternity
 - support order
 - divorce decree
 - assignment of rights
 - desc. of real/personal property
 - photograph of respondent
 - statement of registration
 - other
- ◆ ACK SENT – This field reflects the system-generated date that the request was made and increases the counter next to the DATE SENT field by one. This field is system-entered.
- ◆ DOCS RECEIVED – Any worker can enter the date documents were received from the initiating state in this field.

Working the Screen – Acknowledging/Requesting Documents

This screen contains a list of documents that a worker may need to request from the initiating state:

- ◆ In the first column preceding the ACK SENT date fields, Central Registry enters one of the following “FROM” address codes next to the corresponding documents needed:
 - C – this means the transmittal form requesting the additional documents is being sent from Iowa’s Central Registry. The Central Registry address appears in the ‘FROM’ section on *Child Support Enforcement Transmittal #1: Initial Request*.
 - L – means the transmittal form requesting additional documents is being sent from the local office handling the case in Iowa. The address on the WORKER screen for the linked ICAR case appears in the ‘FROM’ section on *Child Support Enforcement Transmittal #1: Initial Request*.
 - R – is used to re-print the *Child Support Enforcement Transmittal #1: Initial Request* using the ‘C’ or ‘L’ address that was used last. Reprint the form only for office use. Do not reprint the form and mail it to the other state. If the other state requests a new copy of the transmittal form, enter a “C” or “L” to generate the form again.

Note: ICAR processes ‘C’ and ‘L’ address codes differently on the ACKNOWLEDGEMENT screen than the way they are processed on the INTERST2 screen. The ACKNOWLEDGEMENT screen shows where the form comes from, not where it is going.

- ◆ When a worker selects the ‘OTHER’ box on this screen, the system automatically accesses the COMMENTS screen. Any documents that are not listed on the ACKNOWLEDGEMENT screen can be entered here. Only the first line of text from this screen appears on *Child Support Enforcement Transmittal #1: Initial Request* in the REMARKS/RESPONSE section.
- ◆ When the screen is ready for processing, generate form 470-3761, Page 3 of *Child Support Enforcement Transmittal #1: Initial Request*, by pressing PF3 twice. ICAR enters an “X” in the boxes on the transmittal form that correspond to the requested documents and generates a narrative (INTER 236) to record the acknowledgement.

If the initiating state is CSENet ready, the same information is also sent electronically and ICAR issues a narrative (INTER 245) to record the event. Once the form is generated, ICAR issues a narrative (CASE 397) and a calendar flag (CASE 187) to the worker identified in the REFER TO field on the REFERRAL screen to inform the worker of the newly acknowledged referral.

- ◆ A batch program compares the ACK SENT date with the DOCS RECEIVED date on the ACKNOWLEDGEMENT screen. If a date has not been entered in the DOCS RECEIVED field within 30 days of the ACK SENT date, ICAR issues a narrative (INTER 237, INTER 238, INTER 239) which generates a status (INTER 32, 33, 34) to the other state as a reminder. If the other state can receive CSENet transactions, ICAR generates the appropriate CSENet reminder.

Working the Screen – Receiving Requested Documents

As the other state responds to the acknowledgement by sending the requested documents, enter the date the paperwork is received on the ACKNOWLEDGEMENT screen. Use the following steps to do this in the order given.

- ◆ Access the ACKNOWLEDGEMENT screen.
- ◆ Enter the current date in the DOCS RECEIVED field that corresponds to the documents received from the other state.
- ◆ Press PF3 twice to confirm the update.

Functional Key Use on the ACK Screen

- ◆ CLEAR (PAUSE/BREAK) – Exits back to the REFERRAL screen without processing the ACK screen.
- ◆ PF3 Generate Transmittal #1 – Processes and completes form 470-3761, *Page 3 of Child Support Enforcement Transmittal #1: Initial Request*, checking the boxes on the form that correspond to the requested documents.
- ◆ PF12 COMMENTS – Accesses the REJECTION COMMENTS screen and records any additional information to identify any other documents needed that are not listed on the ACK screen. Only the first line of text from this screen appears on *Child Support Enforcement Transmittal #1: Initial Request* in the REMARKS/RESPONSE section. All workers have access to this screen.

REJECTION COMMENTS Screen (Acknowledgement)

This screen allows Central Registry to enter free-form text to explain the reason a referral is rejected. Pressing PF12 on the REFERRAL screen accesses the REJECTION COMMENTS screen. The REJECTION COMMENTS screen is viewable by all workers.

D479HC75	IOWA COLLECTION AND REPORTING SYSTEM REJECTION COMMENTS	DATE: 10/19/00 TIME: 14:27:37
PF2=ADD PF3=MODIFY CLEAR=RETURN NOTES:		

Functional Key Use on the REJECTION COMMENTS Screen

- ◆ PF1=HELP – This key displays Help Text for the screen.
- ◆ PF2=ADD – Central Registry uses this key to add free-form text to the screen.
- ◆ PF3=MODIFY – Central Registry uses this key to change previously entered text.
- ◆ PF7 and PF8 – All workers can use these keys to scroll through multiple screens.
- ◆ Clear – Pressing the “Pause/Break” key returns the worker to the REFERRAL screen.

MORE INFORMATION COMMENTS Screen (Acknowledgement)

This screen allows entry of free-form text to be used when the 'OTHER' box has been checked with a 'C' or 'L' on the ACKNOWLEDGEMENT screen. Pressing PF12 on the ACKNOWLEDGEMENT screen also accesses the COMMENTS screen. Central Registry enters information about the additional documents that are needed to complete the referral here. The first line of text on this screen is printed on the transmittal form response.

D479HC75	IOWA COLLECTION AND REPORTING SYSTEM MORE INFORMATION COMMENTS	DATE: 10/19/00 TIME: 14:27:37
PF2=ADD PF3=MODIFY CLEAR=RETURN NOTES:		

Functional Key Use on the MORE INFORMATION COMMENTS Screen

- ◆ PF1 HELP – This key displays Help Text for the screen.
- ◆ PF2=ADD – This key is used to add free-form text to the screen that identifies what documents outside of those listed on the ACKNOWLEDGEMENT screen are needed to complete the interstate referral. Any worker can press PF2 twice to confirm the entries.

- ◆ PF3=MODIFY – Use this to change previously entered text that is needed for identifying what documents outside of those listed on the ACKNOWLEDGEMENT screen are needed to complete the interstate referral. Any worker can press PF3 twice to confirm the changes.
- ◆ PF7 and PF8 – These keys scroll through multiple screens.
- ◆ Clear – Pressing the “Pause/Break” key returns to the ACKNOWLEDGEMENT screen without saving any new text on the COMMENTS screen.

OUTGOING INTERSTATE REFERRALS

The procedures presented in the following sections of the CSENet chapter are to be used in conjunction with the interstate case process. When a worker creates an outgoing referral to a state that is currently CSENet ready, ICAR uses the UIFSA screen process to also generate an equivalent electronic referral.

CSENet supports Iowa’s referral of a case to another state by:

- ◆ Triggering electronic transactions to the responding state for each action requested as indicated by an entry in the SENT field on the UIFSA-1 screen.
- ◆ Electronically transmitting all the available information on the payor/alleged father, payee, and children.
- ◆ Allowing the responding state to perform all possible case actions that do not require the additional paper documents.
- ◆ Monitoring the receipt of an acknowledgment of the referral from the responding state and alerting the worker when a response is not received within a reasonable period of time.

When a Responding State Requests More Information

When the responding state acknowledges Iowa’s referral with a request for additional documents, the Iowa worker must reply to the other state in a timely manner. The INTERSTA screen tracks this reply by recording the responding state’s acknowledgment status and monitoring the date the documents should be sent. Both CSENet and the worker can enter data in these fields:

ACKNLDMGMENT RCVD: X MM DD CCYY X ADDL. DOCUMENTS PROVIDED: MM DD CCYY
--

Field Description

The acknowledgement fields are described below, left to right:

- ◆ ACKNLDGMENT RCVD – The first position displays either a “C” or “L” to indicate which Iowa office received the acknowledgement. The date the Iowa office received the acknowledgement is entered next to the “C” or “L.” This field displays “ACKNLDGMENT SENT” when Iowa is the responding state. If the acknowledgement is received through CSENet, this field is automatically populated with a “C.” Refer to the interstate case process for more information about this field.
- ◆ ADDITIONAL DOCUMENTS REQUESTED – This field is located directly after the ACKNLDGMENT RCVD date and can contain a “Y” or “N.” A “Y” means that the other state requested additional documents to proceed with Iowa’s referral. An “N” means that the responding state acknowledged the referral and does not need any additional documents.

When the ACKNLDGMENT RCVD field indicator is “Y,” ICAR issues a delayed reminder calendar flag (INTER 147) for 30 days in the future. ICAR automatically deletes calendar flag (INTER 147) when the worker enters a date in the ADDL DOCUMENTS PROVIDED field.

- ◆ ADDL. DOCUMENTS PROVIDED – The date the documents are provided by Iowa to the other state is entered here. When a date is entered in this field, ICAR issues a narrative (INTER 244) and status (INTER 37) to notify the other state that the requested documents are coming. The date field can be entered as a:
 - Current date when the actual documents are mailed out to the responding state, or
 - A future date when the worker plans to mail out the documents to the responding state. When the future date arrives, ICAR issues an additional calendar flag (INTER 148) to remind the worker to mail the documents.

Receiving an Acknowledgement Through CSENet

The responding state may acknowledge Iowa's referral through CSENet. If so, the system automatically enters the correct ACKNLDGMENT RCVD information on the INTERSTA screen and notifies the worker.

When ICAR receives an acknowledgement from a responding CSENet-ready state, the system:

- ◆ Enters the date of the transaction in the ACKNLDGMENT RCVD date field,
- ◆ Updates the ADDITIONAL DOCUMENTS REQUESTED field with a "Y" when more information is needed and issues a narrative (INTER 188) and calendar flag (INTER 93) to notify the worker, or
- ◆ Updates the ADDITIONAL DOCUMENTS REQUESTED field with a "N" when no additional information is needed and issues case narrative (INTER 189) and calendar flag (INTER 94).

If ICAR receives a CSENet transaction from the responding state reminding us that they have not received all of the required documents to complete the referral, ICAR issues calendar flag (INTER 146) to remind the worker to follow-up.

Receiving a Paper Acknowledgement

In addition to a CSENet transaction, the responding state also sends the paper version, page three of *Child Support Enforcement Transmittal #1: Initial Request*. The bottom section of this form lists what documents the other state needs in order to complete Iowa's referral. Enter the following on the INTERSTA screen when this form is received:

- ◆ ACKNLDGMENT RCVD – Enter a "C" if the location that originally received the acknowledgement is Iowa's Central Registry. Enter "L" if the local office received the acknowledgement.
- ◆ ADDITIONAL DOCUMENTS REQUESTED – Enter a "Y" here if the ADDITIONAL INFORMATION NEEDED box is checked on *Child Support Enforcement Transmittal #1: Initial Request*. Enter an "N" here if the REQUEST RECEIVED AND NO ADDITIONAL INFORMATION IS NECESSARY box is checked on the transmittal form.

- ◆ ADDL. DOCUMENTS PROVIDED – Enter either:
 - The current date when the actual documents are mailed out to the responding state, or
 - The future date when the worker plans to mail out the documents to the responding state. When the future date arrives, ICAR issues an additional calendar flag (INTER 148) to remind the worker to mail the documents. If a date is entered in this field, the “Y” changes to an “N” in the ADDITIONAL DOCUMENTS REQUESTED field to prevent the flag from reissuing.

CASE MANAGEMENT STATUSES

After an interstate referral has been acknowledged and accepted by a responding state, much of the case information initially provided can change. It is important to notify the other state when changes or updates occur on a case. When important data is changed or updated on ICAR, the system issues a narrative and a status to notify the other state.

Before the status prints on paper, ICAR checks to see if the status can be sent electronically through CSENet (see **CSENET INTERSTATE AGREEMENTS UPDATE (CNAGREE) SCREEN**). If the status cannot be sent through CSENet, it generates to paper to be mailed out. If the status can be sent using CSENet, the paper is not printed. Instead, the system generates a CSENet transaction.

The following sections address:

- ◆ Status criteria
- ◆ Paternity
- ◆ Establishment
- ◆ Enforcement
- ◆ Miscellaneous notices

Status Criteria

All interstate statuses must pass the following edits before they issue:

- ◆ The INTERSTA screen cannot have an ACTION DISMISSED/PROCESS ENDED date.
- ◆ A limited services referral type (“TRAN3” displayed in the REFERRAL TYPE field) cannot be the only REFERRAL TYPE.
- ◆ When Iowa is the initiating state, the interstate referral must be “SENT” as indicated on the UIFSA screen.

When statuses are programmed into the system, they are either defined as “batch” or “online.” A batch status prints at a large network printer and is mailed to the local office to review. Once reviewed, the local office mails the status.

Online statuses print immediately to a local office printer when they issue and are mailed by the local office. Depending on the process, ICAR issues one of the following narratives to record the generation of the status. If the status is sent using CSENet, the narrative also displays “THIS STATUS WAS SENT USING CSENET.”

- | | |
|-------------|------------------------------|
| ◆ ADMIN 47 | ◆ LIENS 5 |
| ◆ ADMOD 153 | ◆ LISAN 20 |
| ◆ ADPAT 161 | ◆ LOC 18, 19, 20, 21, 22, 44 |
| ◆ BONDS 10 | ◆ MIW 42 |
| ◆ CASE 21 | ◆ PAT 32 |
| ◆ CLOSE 72 | ◆ REGST 23 |
| ◆ CONTE 17 | ◆ REV 110 |
| ◆ DCO 31 | ◆ SECEN 3 |
| ◆ FED 108 | ◆ SKEMP 22 |
| ◆ INTER 32 | ◆ STT 16 |
| ◆ IWO 47 | ◆ URESA 138 |

Other states may also send Iowa a status through CSENet. When possible, CSENet notifies the worker of the new information and takes the next appropriate action on the case.

To make it easier to reference, the CSENet statuses are divided below into four types: Paternity, Establishment, Enforcement, and Miscellaneous. This is not a complete list of statuses that ICAR issues – it is only a list of statuses that can be sent through CSENet.

In addition, each action on ICAR that generates a CSENet status is divided as follows:

- ◆ **Outgoing Events and Statuses:** The events produce an outgoing CSENet transaction and the status that ICAR issues.
- ◆ **Incoming Narrative and Calendar Flag:** The narratives and calendar flags ICAR issues for an incoming CSENet status transaction.
- ◆ **Other Action Taken:** What action, if any, ICAR takes to process the CSENet transaction.

Paternity

Court Hearing Scheduled

Outgoing Events and Statuses: An entry made in the COURT HEARING SCHEDULED field on the ADPAT3 screen issues a status (ADPAT 49 or 52, or PAT 74) informing the other state of the hearing.

Incoming Narrative and Calendar Flag: When Iowa receives this CSENet transaction, ICAR issues a narrative (INTER 205) and flag (INTER 115) to the worker. Use this information to complete the UIFSA3 screen.

Other Action Taken: None.

Alleged Father Denied Paternity

Outgoing Events and Statuses: When the AF CONTEST PAT field on the ADPAT3 screen = “Y,” ICAR issues a status (ADPAT 67) to notify the other state that the alleged father is denying paternity.

Incoming Narrative and Calendar Flag: ICAR issues a narrative (INTER 208) and calendar flag (INTER 118) to the worker when Iowa receives this CSENet transaction. Use this information to complete the UIFSA3 screen.

Other Action Taken: None.

Genetic Test Scheduled

Outgoing Events and Statuses: An entry made in the GEN TEST SET field for the alleged father on the ADPAT3 screen issues a status (ADPAT 68) to inform the other state the test is scheduled.

Incoming Narrative and Calendar Flag: ICAR issues a narrative (INTER 204) and calendar flag (INTER 114) to the worker when Iowa receives this CSENet transaction. Use this information to complete the UIFSA4 screen.

Other Action Taken: None.

Alleged Father Failed to Appear for Court Hearing

Outgoing Events and Statuses: Iowa does not send this transaction and no status is issued.

Incoming Narrative and Calendar Flag: ICAR issues a narrative (INTER 206) and calendar flag (INTER 116) to the worker when Iowa receives this CSENet transaction. Use this information to complete the UIFSA3 screen.

Other Action Taken: None.

Alleged Father Failed to Appear for Genetic Test

Outgoing Events and Statuses: If the TST COMPL field for the AF on the ADPAT3 screen = "N,"- ICAR issues a status (ADPAT 66) to inform the other state that the AF failed to appear for genetic testing.

Incoming Narrative and Calendar Flag: ICAR issues a narrative (INTER 207) and calendar flag (INTER 117) to the worker when Iowa receives this CSENet transaction. Use this information to complete the UIFSA4 screen.

Other Action Taken: None.

Paternity Established – With Support Order

Outgoing Events and Statuses: When the TYPE field on the ADPAT2 screen = “PS” or “PH,” ICAR issues a status (ADPAT 16 or 11) to inform the other state that paternity has been established with a support order.

Incoming Narrative and Calendar Flag: ICAR issues a narrative (INTER 209) and calendar flag (INTER 119) to the worker when Iowa receives this CSENet transaction. Use this information to verify the information CSENet added to the UIFSA3 screen.

Other Action Taken: CSENet enters a “Y” in the PATERNITY EST field on the UIFSA3 screen and a “Y” in the SUPPORT EST field with the corresponding dates.

Paternity Established – With No Support Order

Outgoing Events and Statuses: If the TYPE field on the ADPAT2 screen = “PO,” ICAR issues a status (ADPAT 14) to inform the other state that paternity has been established without a support order.

Incoming Narrative and Calendar Flag: ICAR issues a narrative (INTER 210) and calendar flag (INTER 120) to the worker when Iowa receives this CSENet transaction. Use this information to verify the information CSENet added to the UIFSA3 screen.

Other Action Taken: CSENet enters a “Y” in the PATERNITY EST field on the UIFSA3 screen and an “N” in the SUPPORT EST field with the corresponding dates.

Administrative Adjudication of Paternity – No Support Order

Outgoing Events and Statuses: When the TYPE field on the ADPAT2 screen = “PO,” ICAR issues a status (ADPAT 14) to inform the other state that paternity has been established without a support order.

Incoming Narrative and Calendar Flag: ICAR issues a narrative (INTER 211) and calendar flag (INTER 121) to the worker when Iowa receives this CSENet transaction. The worker should attempt to get documentation from the other state of the administrative action.

Other Action Taken: None.

Paternity Request Denied

Outgoing Events: This transaction generates when an “R” is entered in the ACKNOWLEDGE field on the REFERRAL screen by Central Registry. This notifies the initiating state that the referral is rejected.

Incoming Narrative and Calendar Flag: ICAR issues a narrative (INTER 212) and flag (INTER 122) to the worker when Iowa receives this CSENet transaction. The worker should contact the other state to determine why the request was rejected.

Other Action Taken: None.

Paternity Not Established

Outgoing Events and Statuses: When the ACTION DISMISSED/PROCESS ENDED field on the ADPAT2 screen is equal to “AFEX,” “MSNA,” “CPNC,” “PNI,” “NLAF,” “DIS,” or “OTH,” ICAR issues a status (ADPAT 21, 24, 26, or 28) to notify the other state that the process has ended and paternity was not established.

Incoming Narrative and Calendar Flag: ICAR issues a narrative (INTER 213) and calendar flag (INTER 123) to the worker when Iowa receives this CSENet transaction. Use this information to verify the information CSENet added to the UIFSA3 screen.

Other Action Taken: CSENet enters an “N” in the PATERNITY EST field on the UIFSA3 screen along with the date.

Establishment**Child Support Order Hearing Scheduled**

Outgoing Events and Statuses: When a date is entered in the COURT HEARING SET field on the ADMIN2 screen, ICAR issues a status (ADMIN 15, 16, or 24) to notify the other state that the new hearing is scheduled.

Incoming Narrative and Calendar Flag: ICAR issues a narrative (INTER 219) and calendar flag (INTER 129) to the worker when Iowa receives this CSENet transaction. Update UIFSA3 with the new information.

Other Action Taken: None

Obligor is Parent and Owes Duty

Outgoing Events and Statuses: When a “D,” “H,” or “C” is entered in the PATERNITY ESTABLISHED field on the ADPAT2 screen, ICAR issues a blank status (ADPAT 69, 70) to notify the other state that the obligor is the parent and owes child support.

Incoming Narrative and Calendar Flag: ICAR issues a narrative (INTER 216) and calendar flag (INTER 126) to the worker when Iowa receives this CSENet transaction. Update the UIFSA3 screen with the new information.

Other Action Taken: None.

Obligor is Ordered to Pay Child Support

Outgoing Events and Statuses: When anything but an “R” is entered in the SUPPORT ESTABLISHED field on the ADMIN2 screen or if a “D,” “H,” or “C” is entered in the SUPPORT ESTABLISHED field on the ADPAT2 screen, ICAR issues a blank status (ADPAT 69 or ADMIN 39) to generate a CSENet transaction to the other state. The CSENet transaction indicates that the obligor is ordered to pay child support.

Incoming Narrative and Calendar Flag: ICAR issues a narrative (INTER 217) and calendar flag (INTER 127) to the worker when Iowa receives this CSENet transaction. Update the UIFSA3 screen with the new information.

Other Action Taken: None.

Obligor is Ordered to Pay Other Costs

Outgoing Events: Iowa does not send this transaction.

Incoming Narrative and Calendar Flag: ICAR issues a narrative (INTER 215) and calendar flag (INTER 125) to the worker when Iowa receives this CSENet transaction. This calendar is informative only. No action is required.

Other Action Taken: None.

Obligor Did Not Show for Child Support Court Hearing

Outgoing Events: Iowa does not send this transaction.

Incoming Narrative and Calendar Flag: ICAR issues a narrative (INTER 218) and calendar flag (INTER 128) to the worker when Iowa receives this CSENet transaction. Update the UIFSA3 screen with the new information.

Other Action Taken: None.

Child Support Order Issued/Confirmed

Outgoing Events: Iowa does not send this transaction.

Incoming Narrative and Calendar Flag: ICAR issues a narrative (INTER 220) and calendar flag (INTER 130) to the worker when Iowa receives this CSENet transaction. Update the UIFSA3 screen with the new information.

Other Action Taken: None.

Child Support Order Established

Outgoing Events: Iowa does not send this transaction.

Incoming Narrative and Calendar Flag: ICAR issues a narrative (INTER 234) and calendar flag (INTER 139) to the worker when Iowa receives this CSENet transaction. Update the UIFSA3 screen with the new information.

Other Action Taken: None.

Case Dismissed Without Prejudice

Outgoing Events and Statuses: When the ACTION DISMISSED/PROCESS ENDED field contains "DIS" on the ADMIN2 screen, ICAR issues a status (ADPAT 31 or ADMIN 32) to notify the other state that the case has been dismissed.

Incoming Narrative and Calendar Flag: ICAR issues a narrative (INTER 214) and calendar flag (INTER 124) to the worker when Iowa receives this CSENet transaction. Contact the other state to determine why the case was dismissed.

Other Action Taken: None.

Child Support Order Request Denied

Outgoing Events: When Central Registry enters the reject code of “R” in the ACKNOWLEDGE field on the REFERRAL screen, no status is issued. The CSENet transaction is generated automatically by the system.

Incoming Narrative and Calendar Flag: ICAR issues a narrative (INTER 200) and calendar flag (INTER 111) to the worker when Iowa receives this CSENet transaction. Update the UIFSA3 screen with the new information.

Other Action Taken: None.

Child Support Order Not Established

Outgoing Events and Statuses: When the ACTION DISMISSED/PROCESS ENDED field is equal to “OAE” or “OTH” on the ADMIN2 screen, ICAR issues a status (ADMIN 35 or ADMIN 38) to notify the other state that an order was not established.

Incoming Narrative and Calendar Flag: ICAR issues a narrative (INTER 201) and calendar flag (INTER 112) to the worker when Iowa receives this CSENet transaction. Use this information to verify the data CSENet added to the UIFSA3 screen.

Other Action Taken: CSENet enters an “N” in the SUPPORT EST field on the UIFSA3 screen with the corresponding date.

Notice of Review and Adjust – Arrearage Reconciliation/Determination of Sum-Certain

Outgoing Events: Iowa does not send this transaction.

Incoming Narrative and Calendar Flag: ICAR issues a narrative (INTER 223) and calendar flag (INTER 133) to the worker when Iowa receives this CSENet transaction. Contact the other state for more information.

Incoming Narrative and Calendar Flag: ICAR issues a narrative (INTER 192) and calendar flag (INTER 103) to the worker when Iowa receives this CSENet transaction. Contact the other state for more information.

Other Action Taken: None.

Review and Modification Warranted

Outgoing Events and Statuses: When a “Y” is entered in the REVIEW APPROPRIATE field on the REVIEW1 screen, ICAR issues a blank status (REV 97) to generate a CSENet notice to the other state that a review is warranted.

Incoming Narrative and Calendar Flag: ICAR issues a narrative (INTER 224) and calendar flag (INTER 134) to the worker when Iowa receives this CSENet transaction. This flag is informative only. No action is required.

Other Action Taken: None.

Review and Modification Not Warranted

Outgoing Events and Statuses: When an “N” is entered in the REVIEW APPROPRIATE field on the REVIEW1 screen, ICAR issues a blank status (REV 98), to generate a CSENet notice to the other state that a review is not warranted.

Incoming Narrative and Calendar Flag: ICAR issues a narrative (INTER 225) and calendar flag (INTER 135) to the worker when Iowa receives this CSENet transaction. This flag is informative only. No action is required.

Other Action Taken: None.

Child Support Order Modified

Outgoing Events and Statuses: When a “Y” is entered in the ORDER FILED field on the REVIEW3 screen or a “Y” is entered in the FILED field on the REVIEW4 screen, ICAR issues a blank status (REV 99) to generate a CSENet notice to the other state that the order was modified.

Incoming Narrative and Calendar Flag: ICAR issues a narrative (INTER 226) and calendar flag (INTER 136) to the worker when Iowa receives this CSENet transaction. Request a copy of the newly-modified court order and update the COURTOR2 screen.

Other Action Taken: None.

Court Order Registered

Outgoing Events and Statuses: When the ICIS C.O. NUMBER, ORDER DATE, and COUNTY NUMBER fields on the REGIST screen are all populated, ICAR issues a blank status (INTER 22) to generate a CSENet notice to the other state that the court order was registered.

Incoming Narrative and Calendar Flag: ICAR issues a narrative (INTER 192) and calendar flag (INTER 103) to the worker when Iowa receives this CSENet transaction. This flag is informative only. No action is required.

Other Action Taken: None.

New Controlling Court Order

Outgoing Events and Statuses: When an entry is made in the DCO ORDER NUMBER field on the DCO2 screen, ICAR issues a blank status (INTER 23) to generate a CSENet notice to the other state that a new controlling order was determined.

Incoming Narrative and Calendar Flag: ICAR issues a narrative (INTER 193) and calendar flag (INTER 104) to the worker when Iowa receives this CSENet transaction. This flag is informative only. No action is required.

Other Action Taken: None.

Enforcement

Wage Withholding Established

Outgoing Events and Statuses: When an entry is made in the GEN NOTICE field of a “Y” or “R” or a date is entered in the corresponding DATE field on the IWO screen, ICAR issues a status (IWO 2) to notify the other state that a wage withholding is established.

Incoming Narrative and Calendar Flag: ICAR issues a narrative (IWO 206) and calendar flag (IWO 54) to the worker when Iowa receives this CSENet transaction. This flag is informative only. No action is required. The worker may request a copy of the IWO if the information is questionable.

Other Action Taken: None.

Lien Established

Outgoing Events and Statuses: When a new state abbreviation is entered or changed in the LIEN ISSUED TO field on the LIEN screen, ICAR issues a status (LIENS 1) to notify the other state that a new lien is established.

Incoming Narrative and Calendar Flag: ICAR issues a narrative (SECEN 96) and calendar flag (SECEN 24) to the worker when Iowa receives this CSENet transaction. This flag is informative only. No action is required.

Other Action Taken: None.

Contempt Proceedings Started

Outgoing Events and Statuses: When an entry in the SERVICE OBT field is equal to "Y" and the date is changed on the CONTEMPT screen, ICAR issues statuses (CONTE 2) and (CONTE 5) to notify the other state that contempt proceedings have started.

Incoming Narrative and Calendar Flag: ICAR issues a narrative (CONTE 116) and calendar flag (CONTE 27) to the worker when Iowa receives this CSENet transaction. This flag is informative only. No action is required.

Other Action Taken: None.

Arrest Warrant Issued

Outgoing Events and Statuses: When an entry in the WARRANT TO ARREST field is made and the INTERSTATE indicator is equal to "Y" on the CONTEMPT screen, ICAR issues a status (CONTE 14, 80) to notify the other state that an arrest warrant is issued.

Incoming Narrative and Calendar Flag: ICAR issues a narrative (CONTE 115) and calendar flag (CONTE 26) to the worker when Iowa receives this CSENet transaction. This flag is informative only. No action is required.

Other Action Taken: None.

Administrative Offset Review Complete – Challenge Upheld

Outgoing Events and Statuses: When an “S” is entered in the OUTCOME field on the OFFSET screen, ICAR issues a blank status (FED 6), which generates a CSENet transaction to notify the other state that an administrative offset review is complete and the challenge is upheld.

Incoming Narrative and Calendar Flag: ICAR issues a narrative (INTER 221) and calendar flag (INTER 131) to the worker when Iowa receives this CSENet transaction. Use this information to verify the data CSENet added to the INTERST4 screen.

Other Action Taken: When this type of transaction is received from the responding state, CSENet enters a “C” in the ADMIN TAX REVIEW field on the INTERST4 screen.

Administrative Offset Review Complete – Challenge Not Upheld

Outgoing Events and Statuses: When a “D” or “M” is entered in the OUTCOME field on the OFFSET screen, ICAR issues a blank status (FED 7), which generates a CSENet transaction to notify the other state that an administrative offset review is complete and the challenge is not upheld.

Incoming Narrative and Calendar Flag: ICAR issues a narrative (INTER 222) and calendar flag (INTER 132) to the worker when Iowa receives this CSENet transaction. Use this information to verify the data CSENet added to the INTERST4 screen.

Other Action Taken: When this type of transaction is received from the responding state, CSENet enters a “C” in the ADMIN TAX REVIEW field on the INTERST4 screen.

Tax Intercept

Outgoing Events and Statuses: When IRS or state tax intercept monies have been posted to the payor's account and allocated to the case for distribution and disbursement, ICAR issues a status (FED 5, STT 1 or STT 4), that generates a CSENet notice to the other state that taxes have been intercepted. ICAR issues a narrative (FED 104 or STT 41) to record the CSENet transaction.

Incoming Narrative and Calendar Flag: ICAR issues a narrative (FED 105 or STT 42) and calendar flag (FED 32 or STT 15) to the worker when Iowa receives this CSENet status. If a federal offset is intercepted (calendar FED 32), contact the other state to verify the specific ICAR case and the amount of the offset. Update ICAR with the OFT payment. If a state offset is intercepted (calendar STT 15), contact the other state to verify the specific ICAR case and the amount of the offset. Update ICAR with the OST payment.

Other Action Taken: None.

Miscellaneous Notices

Documents Filed

Outgoing Events and Statuses: When an entry is made in the REQ/NTC SENT field on the INTERST2 screen, a notice is only sent to the states currently displayed on the screen. ICAR issues a blank status (INTER 29) to generate a CSENet notice to the other state that documents have been filed.

Incoming Narrative and Calendar Flag: ICAR issues a narrative (INTER 190) and calendar flag (INTER 95) to the worker when Iowa receives this CSENet transaction. Use this information to verify the data CSENet added to the INTERST2 screen.

Other Action Taken: When this type of incoming transaction is received, CSENet populates the REQ/NTC RECEIVED field with the transaction date for the DOCUMENT FILED field on the INTERST2 screen.

Request Genetic Testing Results

Outgoing Events: There is not a data field on ICAR to trigger this sort of CSENet transaction because providing the genetic test results is standard practice, and it is already provided through acknowledgement transaction notices.

Incoming Narrative and Calendar Flag: ICAR issues a narrative (INTER 203) and calendar flag (INTER 113) to the worker when Iowa receives this CSENet transaction. Copy the test results from the genetic testing laboratory and mail them to the other state.

Other Action Taken: None.

Case Identification Number Change

Outgoing Events: Currently there is no way to change an ICAR assigned case number. Iowa does not transmit this type of notice.

Incoming Narrative and Calendar Flag: ICAR issues a narrative (INTER 191) and calendar flag (INTER 96) to the worker when Iowa receives this CSENet transaction. Update the INTERSTA screen with the new case ID.

Other Action Taken: None.

Add or Delete Case Participant/Child

Outgoing Events and Statuses: When either a PF2 (add) or PF4 (delete) is confirmed on the CHILD screen, ICAR issues a status to notify the other state that a participant has been added (CASE 21) or deleted (CASE 22).

Incoming Calendar Flags: If a participant is added, ICAR issues a calendar flag (INTER 97) to the worker when Iowa receives this CSENet transaction. If a participant is deleted, ICAR issues a calendar flag (INTER 98) to the worker when Iowa receives this CSENet transaction. With both flags, contact the other state for more information.

Other Action Taken: None.

Payment Address Change

Outgoing Events: Iowa does not transmit this sort of transaction.

Incoming Case Narrative and Calendar Flag: ICAR issues a narrative (INTER 243) and calendar flag (INTER 144) to the worker when Iowa receives this CSENet transaction. Contact Iowa's CSC to verify and change the payment FIPS table.

Other Action Taken: None.

Payee Change

Outgoing Events and Statuses: When an entry of "C" or "L" is made in the CHANGE/REDIRECTION field on the INTERST2 screen, ICAR issues a blank status (INTER 30) that generates a CSENet transaction to notify the other state that the payee has changed.

Incoming Narrative and Calendar Flag: ICAR issues a calendar flag (INTER 99) to the worker when Iowa receives this CSENet transaction. Use this information to verify the data CSENet added to the INTERST2 screen.

Other Action Taken: ICAR populates the REQ/NTC RECEIVED field on the INTERST2 screen for the CHANGE/REDIRECTION field and enters the TRANSACTION DATE.

Case Type Change

Outgoing Events and Statuses: When the CASE ACCOUNT TYPE field is changed on the CHILD screen, ICAR issues a status (CASE 25) to notify the other state that the case type has changed.

Incoming Narrative and Calendar Flag: ICAR issues a calendar flag (INTER 100) to the worker when Iowa receives this CSENet transaction. This flag is informative only. No action is required.

Other Action Taken: None.

Case Status Change

Outgoing Events and Statuses: When an entry of “REQU,” “REQU1,” or “GOOD” is made in the TERM NOTICE SENT field for the REASON field on the CASE screen, ICAR issues a status (CLOSE 1 or 21) to notify the other state that the case status has changed.

Incoming Calendar Flag: ICAR issues a calendar flag (CLOSE 38) to the worker when Iowa receives this CSENet transaction. This flag is informative only. No action is required.

Other Action Taken: None.

Case Worker Change

Outgoing Events and Statuses: When a worker transfers a case from one office to another and updates the entry in the CASE WORKER ID field on the CASE screen, ICAR issues a status (CASE 4) to notify the other state that the case worker has changed. When a worker transfers a child to another worker and updates the entry in the CASE WORKER ID field on the CHILD screen, ICAR issues a status (CASE 23) to notify the other state that the case worker has changed.

Incoming Calendar Flag: ICAR issues a calendar flag (INTER 102) to the worker when Iowa receives this CSENet transaction. Contact the other state to confirm and update the INTERST4 screen with the new information.

Other Action Taken: None.

Request Current Status

Outgoing Events and Statuses: When an entry of “C” or “L” is made in the STATUS REQUEST field on the INTERST2 screen, ICAR issues a blank status (INTER 27) to generate a CSENet request for the current status to the other state.

Incoming Narrative and Calendar Flag: ICAR issues a narrative (INTER 194) and calendar flag (INTER 105) to the worker when Iowa receives this CSENet transaction. Use this information to verify the data CSENet added to the INTERST2 screen.

Other Action Taken: When Iowa receives this type of CSENet transaction, ICAR enters the transaction date in the REQ/NTC RECEIVED field on the INTERST2 screen for the STATUS REQUEST field for the appropriate FIPS code.

Provide Current Status

Outgoing Events and Statuses: When a date is entered in the RESPONSE PROVIDED for the STATUS REQUEST field and the first column of this field contains a “C” or “L” on the INTERST2 screen, ICAR issues a blank status (INTER 28) that generates a CSENet notice to the other state with the current case status.

Incoming Narrative and Calendar Flag: ICAR issues a narrative (INTER 195) and calendar flag (INTER 106) to the worker when Iowa receives this CSENet transaction. Use this information to verify the data CSENet added to the INTERST2 screen. Contact the other state if a status update is not received within one week.

Other Action Taken: ICAR populates the RESPONSE RECEIVED field with the corresponding transaction date on the INTERST2 screen for the STATUS REQUEST field.

Notice of Case Forwarding

Outgoing Events and Statuses: When a state code, date, and an entry of “C” or “L” is entered in the CASE FRWD TO ST field on the INTERST2 screen, ICAR issues a blank status (INTER 31) to generate a CSENet notice to the other state that the case is being forwarded.

Incoming Narrative and Calendar Flag: ICAR issues a narrative (INTER 196) and calendar flag (INTER 107) to the worker when Iowa receives this CSENet transaction. Contact the other state to find out why the other state is forwarding our case. Update the INTERSTA screen if necessary.

Other Action Taken: None.

Medical Insurance Addition

Outgoing Events and Statuses: When the MEDICAL screen is confirmed through the PF2(add) online process **or** through a batch program update, ICAR issues a status (CASE 26 or 53) to notify the other state that medical insurance has been added to the case.

Incoming Narrative and Calendar Flag: ICAR issues a narrative (INTER 227) and calendar flag (INTER 137) to the EPICS worker when Iowa receives this CSENet transaction. Contact the other state to determine why and when the insurance was added. Update the medical screens if necessary.

Other Action Taken: None.

Medical Insurance Deletion

Outgoing Events and Statuses: When medical insurance is deleted from the ICAR case by the entry of a “Y” in the EMP TERMINATED field (90 days have passed) and an end date on the MEDICAL screen is equal to or less than the current date, ICAR issues a status (CASE 27 or 54) to notify the other state that medical insurance has been deleted.

Incoming Narrative and Calendar Flag: ICAR issues a narrative (INTER 228) and calendar flag (INTER 138) to the EPICS worker when Iowa receives this CSENet transaction. Contact the other state to determine why and when the insurance was deleted. Update the medical screens if necessary.

Other Action Taken: None.

Notice of an Upcoming Hearing

Outgoing Events and Statuses: When an entry in the HEARING SET field for the TIME and DATE is made **and** the HEARING HELD field is equal to “blank” or “R” on the REVIEW4 screen, ICAR issues a status (REV 94, 95, URESA 27, 28, 65, 66, or REGST 13, 14, INTER 38, 39) to notify the other state of the upcoming hearing.

Incoming Narrative and Calendar Flag: ICAR issues a narrative (INTER 202) and calendar flag (INTER 145) to the worker when Iowa receives this CSENet transaction. Since this CSENet transaction does not define the type of hearing, contact the other state to determine the impact on your ICAR case.

Other Action Taken: None.

Locate

Outgoing Events and Statuses: CSENet uses the Quick Locate function to generate location updates to the other state when the following conditions occur on the EMPVER and/or ADDVER screens. These are triggered when a status issues (LOC 1, 2, 4, 5, 15, 16, 17, 18, 19, 20).

- ◆ The VERIFIED flag on EMPVER/ADDVER is set to “Y” by either batch or online entry.
- ◆ The address is added (PF2) or modified (PF3) at the time it is verified with the “Y.”
- ◆ An active INTERSTA screen exists.

Incoming Narrative and Calendar Flag: This transaction is automatically sent through the Quick Locate function of CSENet. See **Quick Locates** in this chapter for more information about the actions that take place.

Other Action Taken: ICAR automatically handles through CSENet’s quick locate function and processes.

Case Closure

Outgoing Events and Statuses: When Iowa intends to close or actually closes an active interstate case, ICAR notifies the other state electronically and issues a paper status. This transaction mirrors the closure codes. When an online entry or batch program enters a closure reason in the TERM NOTICE SENT for the REASON field on the CASE screen, CSENet issues one of the appropriate closure statuses (CLOSE 2-19 or 21), that generates the equivalent CSENet transaction.

Incoming Narrative and Calendar Flag: ICAR issues a narrative (CLOSE 85) and calendar flag (CLOSE 37) to the worker when Iowa receives this type of CSENet transaction. This flag is informative only. Contact the other state if more information is needed.

Other Action Taken: None.

CSENET INTERSTATE CASE RECONCILIATION

Interstate case reconciliation (ICR) is the process of electronically exchanging data to reconcile interstate case numbers with another state. This section of the CSENet chapter explains how ICAR handles incoming and outgoing interstate reconciliation. It also contains what the worker needs to know when viewing and processing these transactions.

Incoming Interstate Case Reconciliation

A transaction takes place when Iowa and another state agree to reconciliation. When reconciling with Iowa, states can send one of three types of records as follows:

- ◆ V10 – States can provide federal version 1 interstate case reconciliation (ICR) data records.
- ◆ V20 – States can provide federal version 2 interstate case reconciliation (ICR) data records, including initiating and responding indicators.
- ◆ CSENet - States can provide CSENet transactions type P CSI. P CSI transactions include all required information for this record type.

Once all the records are received, a report, Incoming Interstate Case Reconciliation Records, generates to Central Office and Central Registry.

ICAR issues one or more of the following narratives based on the results of the comparison with the other states file:

- ◆ When Iowa matches a case with the other state and Iowa is the initiating state on the INTERSTA screen and the other state designates that they are the responding state, ICAR issues narrative (INTER 258).
- ◆ When Iowa matches a case with the other state and Iowa is the responding state on the INTERSTA screen and the other state also designates they are the responding state, ICAR issues narrative (INTER 259) and calendar flag (INTER 154). Worker will need to resolve the discrepancy.
- ◆ When Iowa matches a case with the other state and Iowa is the initiating state on the INTERSTA screen and the other state also designates they are the initiating state, ICAR issues narrative (INTER 260) and calendar flag (INTER 155). Worker will need to resolve the discrepancy.
- ◆ When Iowa has an interstate case with the other state, but does not find any match to the other states cases, ICAR issues narrative (INTER 261) and calendar flag (INTER 156). Worker will need to resolve the discrepancy.
- ◆ When Iowa matches with the other state, and Iowa does not have the other state case identification number, ICAR issues narrative (INTER 262) designating the other state case number has been added to the INTERSTA screen.
- ◆ When there is a discrepancy from the other state in the reconciliation, ICAR issues narrative (INTER 263) and calendar flag (INTER 157) identifying there is a discrepancy. The discrepancy may be in any of the fields that it displays back. The information that is passed in the narrative is what the other state has on their system. Worker will need to resolve the discrepancy.
- ◆ When there are no discrepancies found when reconciling with another state, ICAR issues narrative (INTER 264) indicating an exact match.

- ◆ When Iowa is the initiating state on the INTERSTA screen and has a correct case match, and the status is unknown for the other state, ICAR issues narrative (INTER 266).
- ◆ When Iowa is the responding state on the INTERSTA screen and has a correct case match, and the status is unknown for the other state, ICAR issues narrative (INTER 267).
- ◆ When Iowa matches with the other state's case on NCP SSN and CP SSN, and the other state case identification is different, ICAR issues narrative (INTER 268) stating the other states case identification is changing. The other state's case identification may change on the INTERSTA screen, the OBLIG screen if we have a payment FIPS with them, or the REFERRAL screen, if one exists.

Outgoing Interstate Case Reconciliation

A transaction takes place when Iowa requests to reconcile with another state. When reconciling with another state there are three types of transactions to choose from.

- ◆ 1 - V10 - This selection creates federal version 1 interstate case reconciliation (ICR) data records.
- ◆ 2 - V20 - This selection creates federal version 2 interstate case reconciliation (ICR) data records, including initiating and responding indicators.
- ◆ X - CSENet - This selection creates CSENet transactions type P CSI for active and closed cases.
- ◆ C - CSENet – This selection creates CSENet transactions type P CSI for active cases only.

Once all the records are sent, a report, Outgoing Interstate Case Reconciliation Records, generates to central office and Case Registry.

March 11, 2003

CSENET MESSAGES (MESSAGES) Screen

Some CSENet transactions contain free-form text messages. ICAR displays these messages on the MESSAGES screen. When ICAR creates a MESSAGES screen, the system issues a calendar flag (CASE 184) to notify the worker. The worker must review the MESSAGES screen for any relevant information and update ICAR if necessary.

Note: Due to some special coding or structured text that the other state sends Iowa, some of the information on this screen may be unreadable, confusing, or may not pertain to anything on the case. When this occurs, delete the message (PF4). If necessary, contact central office to resolve any data problems with the other state.

D479HI 98	IOWA COLLECTION AND REPORTING SYSTEM CSENET MESSAGES	DATE: 10/16/00 TIME: 14:31:09
ICAR CASE NUMBER. . . :		
TYPE OF MESSAGE. . . . :		
TRANSACTION DATE. . . . :		
OTHER STATE'S FI PS. :	00 000 00	
OTHER STATE CASE ID:		
MESSAGE TEXT		
PLEASE DELETE MESSAGE AFTER READING IT. PRESS PF6 TO CAPTURE THIS MESSAGE IN A NARRATIVE.		
PF4=DELETE, PF5=INQUIRY, PF6=NARRATE, PF7=BACK, PF8=FORWARD		
NEXT SCREEN: MESSAGES NOTES:		
THERE ARE NO MESSAGES FOR THIS CASE		

The following sections explain:

- ◆ Access to the MESSAGES screen
- ◆ Data field descriptions for the MESSAGES screen
- ◆ Worker entry to the MESSAGES screen

Access to the MESSAGES Screen

Access this screen by typing MESSAGES from any NEXT SCREEN prompt on ICAR. When the screen appears, enter an ICAR case number and press PF5.

Data Field Descriptions for the MESSAGES Screen

- ◆ TYPE OF MESSAGE – This field displays the CSENet transaction code that ICAR uses to load the data fields and text message listed below. Press PF1 for a list of CSENet message types. This field is system-entered.
- ◆ TRANSACTION DATE – This field identifies the date the screen was populated by ICAR and the calendar flag (CASE 184) issued to the worker. This field is system-entered.
- ◆ OTHER STATE’S FIPS – This field displays the applicable interstate reference code of the state which sent the CSENet message, i.e. xx=two-digit state alpha abbreviation, xx=state, xxx=county, xx=agency. This field is system-entered.
- ◆ OTHER STATE CASE ID – This field reflects the other state’s referenced case number. This field is system-entered.
- ◆ MESSAGE TEXT – This data field section displays any text messages contained in a CSENet information data block transmitted electronically by another state. This field can hold up to six lines of free-form-text. Messages are listed according to date, with the most recent message displayed first. This field is system-entered.
- ◆ ON-LINE MESSAGE – This message always displays when the worker accesses this screen: “PLEASE DELETE MESSAGE AFTER READING IT”. ICAR automatically deletes any messages that are more than six months old.

Worker Entry to the MESSAGES Screen

This is a display-only screen and is available for viewing to all caseworkers with a 24-security class. Once the screen displays, the worker has the ability to PF4 (delete) the text and scroll through multiple messages, when necessary.

Press PF6 to capture the first two lines of text in the message into a narrative.

Data Field Descriptions for the CNAGREE Screen

Enter a valid two-digit FIPS code in the OTHER STATE ID field and press PF5 to inquire. For a list of valid FIPS codes, access the help text by pressing PF1.

The CNAGREE screen is divided into two sections – “Interstate Processing Agreements/Function” and “Reconciliation.”

Interstate Processing Agreements/Function

A “Y” in on of the interstate processing agreements fields indicates the other state can receive that particular type of CSENet transaction:

- ◆ QUICK LOCATE – These transactions are internally identified by the function code “LO1”.
- ◆ PATERNITY ESTABLISHMENT – These transactions are internally identified by the function code “PAT”.
- ◆ ORDER ESTABLISHMENT – These transactions are internally identified by the function code “EST”.
- ◆ ENFORCEMENT – These transactions are internally identified by the function code “ENF”.
- ◆ COLLECTION – These transactions are internally identified by the function code “COL”.
- ◆ MISCELLANEOUS – These transactions are internally identified by the function code “MSC”.
- ◆ CSI – These transactions are internally identified by the function code “CSI” (case status information).

Reconciliation

See **CSENET INTERSTATE CASE RECONCILIATION** section earlier in this chapter for a full explanation of this process. These fields are not used when the OTHER STATE ID field is "19" (Iowa).

- ◆ RECONCILE – Central office enters a 1, 2, X, or C transaction here to initiate an interstate reconciliation. The transactions are as follows:
 - 1 - V10 - This selection creates federal version 1 interstate case reconciliation (ICR) data records.
 - 2 - V20 - This selection creates federal version 2 interstate case reconciliation (ICR) data records, including initiating and responding indicators.
 - X - CSENet - This selection creates CSENet transactions type P CSI for active and closed cases.
 - C - CSENet – This selection creates CSENet transactions type P CSI for active cases only.

Central office can cancel the reconciliation by spacing out the field before the reconciliation batch program runs. When a transaction is entered in the RECONCILE field, the other fields (DATE SENT, INIT SENT, etc...) in the "Reconciliation" section clear. Once the batch program runs successfully, ICAR clears the RECONCILE field. You can PF1 for help text.

- ◆ DATE SENT – The reconciliation batch program enters in this field the date the outgoing transactions are placed in the outgoing CSENet file.
- ◆ INIT SENT – The reconciliation batch program enters in this field the total number of initiating cases sent to the other state.
- ◆ RSPN SENT – The reconciliation batch program enters in this field the total number of responding cases sent to the other state.
- ◆ DATE RECEIVED – The reconciliation batch program enters in this field the date the incoming transactions are processed by the system.
- ◆ INIT RECEIVED – The reconciliation batch program enters in this field the total number of initiating cases received from the other state.
- ◆ RSPN RECEIVED – The reconciliation batch program enters in this field the total number of responding cases received from the other state.

Functional Key Use on the CNAGREE Screen

Only central office policy staff has access to update the CNAGREE screen:

- ◆ PF2 ADD – Central office presses this to add a new CNAGREE record.
- ◆ PF3 MODIFY – Central office presses this key to modify a CNAGREE record.
- ◆ PF4 DELETE – Central office presses this key to delete a CNAGREE record.
- ◆ PF5 INQUIRE – All workers can enter a FIPS code and press PF5 to display the CNAGREE record for that FIPS.
- ◆ PF9 REFRESH – Central office presses this to clear the CNAGREE screen.
- ◆ PF7 PREVIOUS AGREEMENT – This displays the previous CNAGREE record, according to the FIPS code.
- ◆ PF8 NEXT AGREEMENT - This displays the next CNAGREE record, according to the FIPS code.

The CNAGREE Screen for Iowa

A CNAGREE screen exists for Iowa (FIPS code “19”). Changing any of Iowa’s function codes to an “N” effectively turns off Iowa’s ability to communicate using that particular CSENet function. This allows central office to halt certain CSENet communications in the event of system problems or maintenance.

CNAGREE Automation

The CNAGREE screen is partially automated. If an incoming transaction is received from a state, the transaction is checked against the CNAGREE table. If the state has an “N” in the field for that particular transaction, the CNAGREE screen is automatically updated to a “Y”. This method allows other states to begin communicating with Iowa without contacting a central office worker to turn on their capabilities. This feature does not apply to MSC transactions.

March 11, 2003

NARRATIVES

Process: **ADMIN** Number: **37**

Text: Interstate status update received. Conference regarding administrative process held in the state of (state) on (date), (worker-entered text).

Screen:	Field:	Entry:	Flag:	Status:
ADMIN2	COURT HEARING SET	Change date and time and A/R=A	None	16

Process: **ADMIN** Number: **47**

Text: Status update sent to the state of (state).

Screen:	Field:	Entry:	Flag:	Status:
None	None	None	None	None

Process: **ADMIN** Number: **68**

Text: Hearing regarding administrative process scheduled for (name) at (time)M. Action based on a referral from the state of (state). The hearing will take place at the following location: (worker-entered text).

Screen:	Field:	Entry:	Flag:	Status:
ADMIN2	COURT HEARING SET	Valid date and time and A/R=R	15	15, 22

Process: **ADMIN** Number: **69**

Text: Hearing regarding administrative process rescheduled for (name) at (time)M. Action based on a referral from the state of (state). The hearing will take place at the following location: (worker-entered text).

Screen:	Field:	Entry:	Flag:	Status:
ADMIN2	COURT HEARING SET	Change date and time and A/R=A	37	16, 29

Process: **ADMIN** Number: **129**

Text: Hearing regarding administrative process scheduled for (date) at (time)M. Action based on referral from the state of (state).

Screen:	Field:	Entry:	Flag:	Status:
ADMIN2	COURT HEARING SET	Change date and time and A/R=A	15	22, 24

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Process: **ADMIN** Number: **135**

Text: Support established by default administrative order in the ADMIN process.

Screen:	Field:	Entry:	Flag:	Status:
ADMIN2	COURT HEARING REQUESTED, SUPPORT ESTABLISHED	N, D	None	39

Process: **ADMIN** Number: **136**

Text: Support established by default judicial order in the ADMIN process.

Screen:	Field:	Entry:	Flag:	Status:
ADMIN2	COURT HEARING REQUESTED, SUPPORT ESTABLISHED	Y, D	None	39

Process: **ADMIN** Number: **137**

Text: Support established by court hearing in the ADMIN process.

Screen:	Field:	Entry:	Flag:	Status:
ADMIN2	COURT HEARING REQUESTED, SUPPORT ESTABLISHED	Y, H	None	39

Process: **ADMIN** Number: **138**

Text: Support established by consent of the parties in the ADMIN process.

Screen:	Field:	Entry:	Flag:	Status:
ADMIN2	COURT HEARING REQUESTED, SUPPORT ESTABLISHED	Y, C	None	39

Process: **ADMIN** Number: **141**

Text: ADMIN process ended on (date) because the case was dismissed by 215.1.

Screen:	Field:	Entry:	Flag:	Status:
ADMIN2	ACTION DISMISSED	DIS	19	31, 32

Process: **ADMIN** Number: **145**

Text: ADMIN process ended on (date) because an existing order was discovered.

Screen:	Field:	Entry:	Flag:	Status:
ADMIN2	ACTION DISMISSED	OAE	19	34, 35

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Process: **ADMIN** Number: **147**

Text: ADMIN process ended on (date) for the following reason: (worker-entered text).

Screen:	Field:	Entry:	Flag:	Status:
ADMIN2	ACTION DISMISSED	OTH	19	37, 38

Process: **ADMOD** Number: **153**

Text: Status report generated for the state of (state).

Screen:	Field:	Entry:	Flag:	Status:
Batch	None	None	None	None

Process: **ADPAT** Number: **43**

Text: Copy of administrative paternity order mailed to interested parties. Action based on referral from the state of (state).

Screen:	Field:	Entry:	Flag:	Status:
ADPAT2	GENERATE ORDER, TYPE, DATE	A, PO	94	13, 14

Process: **ADPAT** Number: **45**

Text: Copy of administrative paternity and support order mailed to interested parties. Action based on referral from the state of (state).

Screen:	Field:	Entry:	Flag:	Status:
ADPAT2	GENERATE ORDER, TYPE, DATE	A, PS	94	10, 16

Process: **ADPAT** Number: **47**

Text: Copy of judicial paternity order mailed to interested parties. Action based on referral from the state of (state).

Screen:	Field:	Entry:	Flag:	Status:
ADPAT2	GENERATE ORDER, TYPE, DATE	J, PO	94	13, 14

Process: **ADPAT** Number: **49**

Text: Copy of judicial paternity and support order mailed to interested parties. Action based on referral from the state of (state).

Screen:	Field:	Entry:	Flag:	Status:
ADPAT2	GENERATE ORDER, TYPE, DATE	J, PS	94	10, 16

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Process: **ADPAT** Number: **67**

Text: Based on referral from the state of (state), administrative paternity process ended on (date).
Mother's statement cannot be obtained because: (worker-entered text).

Screen:	Field:	Entry:	Flag:	Status:
ADPAT2	ACTION	MSNA	25	21
	DISMISSED/PROCESS			
	ENDED			

Process: **ADPAT** Number: **69**

Text: Based on referral from the state of (state), administrative paternity process ended on (date).
Served (name) notified of dismissal. Reason for non-coop: (worker-entered text).

Screen:	Field:	Entry:	Flag:	Status:
ADPAT2	ACTION	CPNC, A or Y	25	23, 24
	DISMISSED/PROCESS			
	ENDED, SERVICE			

Process: **ADPAT** Number: **71**

Text: Based on referral from the state of (state), administrative paternity process ended on (date).
Reason for non-coop: (worker-entered text).

Screen:	Field:	Entry:	Flag:	Status:
ADPAT2	ACTION	CPNC, N or Blank	25	24
	DISMISSED/PROCESS			
	ENDED, SERVICE			
	OBTAINED			

Process: **ADPAT** Number: **73**

Text: Based on referral from the state of (state), administrative paternity process ended on (date).
Served (name) notified of dismissal. Paternity not an issue because: (worker-entered text).

Screen:	Field:	Entry:	Flag:	Status:
ADPAT2	ACTION	PNI, A or Y	25	23, 24
	DISMISSED/PROCESS			
	ENDED, SERVICE			
	OBTAINED			

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Process: **ADPAT** Number: **75**

Text: Based on referral from the state of (state), administrative paternity process ended on (date).
Paternity not an issue because: (worker-entered text).

Screen:	Field:	Entry:	Flag:	Status:
ADPAT2	ACTION	PNI, N or Blank	25	24
	DISMISSED/PROCESS			
	ENDED, SERVICE			
	OBTAINED			

Process: **ADPAT** Number: **77**

Text: Based on referral from the state of (state), administrative paternity process ended on (date).
(name) cannot be located.

Screen:	Field:	Entry:	Flag:	Status:
ADPAT2	ACTION	NLAF	25	26
	DISMISSED/PROCESS			
	ENDED			

Process: **ADPAT** Number: **79**

Text: Based on referral from the state of (state), administrative paternity action dismissed on
(date) due to (name) excluded as the father through genetic testing.

Screen:	Field:	Entry:	Flag:	Status:
ADPAT2	ACTION	AFEX	25	23, 28
	DISMISSED/PROCESS			
	ENDED			

Process: **ADPAT** Number: **81**

Text: Based on referral from the state of (state), administrative paternity action dismissed on
(date) by COC.

Screen:	Field:	Entry:	Flag:	Status:
ADPAT2	ACTION	DIS	25	30, 31
	DISMISSED/PROCESS			
	ENDED			

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Process: **ADPAT** Number: **83**

Text: Based on referral from the state of (state), administrative paternity action dismissed on (date). Served (name) notified of dismissal. Action dismissed for the following reason: (worker-entered text).

Screen:	Field:	Entry:	Flag:	Status:
ADPAT2	ACTION DISMISSED/PROCESS ENDED, SERVICE OBTAINED	OTH, A or Y	25	23, 24

Process: **ADPAT** Number: **85**

Text: Based on referral from the state of (state), administrative paternity process ended on (date). Action ended for the following reason: (worker-entered text).

Screen:	Field:	Entry:	Flag:	Status:
ADPAT2	ACTION DISMISSED/PROCESS ENDED, SERVICE OBTAINED	OTH, N or Blank	25	24

Process: **ADPAT** Number: **86**

Text: (name) contests paternity establishment on (date).

Screen:	Field:	Entry:	Flag:	Status:
ADPAT3	AF CONTESTS PATERNITY, DATE	Y, valid date	29	32, 33, 67

Process: **ADPAT** Number: **99**

Text: Genetic testing is scheduled for (name) on (date) at (time) at the following location: (worker-entered text).

Screen:	Field:	Entry:	Flag:	Status:
ADPAT3	GENETIC TEST SET AF, COMP	Valid date and time, Blank	37	54, 68

Process: **ADPAT** Number: **110**

Text: (name) failed to appear or reschedule genetic testing.

Screen:	Field:	Entry:	Flag:	Status:
ADPAT3	GENETIC TEST AF COMPL, COURT HEARING REQUESTED	N, N	45	66

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Process: **ADPAT** Number: **111**

Text: (name) failed to appear or reschedule genetic testing.

Screen:	Field:	Entry:	Flag:	Status:
ADPAT3	GENETIC TEST AF COMPL, COURT HEARING REQUESTED	N, Y	46	66

Process: **ADPAT** Number: **112**

Text: Genetic testing for the AF IS rescheduled for (date) at (time) at the following location:
(worker-entered text).

Screen:	Field:	Entry:	Flag:	Status:
ADPAT3	GENETIC TEST AF COMPL	R	37	68

Process: **ADPAT** Number: **134**

Text: Court hearing set for (date) at (time) against (name).

Screen:	Field:	Entry:	Flag:	Status:
ADPAT3	COURT HEARING SET, COURT HEARING HELD	Date, Blank	72	49, 48

Process: **ADPAT** Number: **161**

Text: Status update sent to the state of (state).

Screen:	Field:	Entry:	Flag:	Status:
None	None	None	None	None

Process: **ADPAT** Number: **175**

Text: Based on referral from the state of (state) paternity has been established through ADPAT
process for the following child(ren): (worker-entered text).

Screen:	Field:	Entry:	Flag:	Status:
ADPAT2	PATERNITY ESTABLISHED, DATE	D, C, H, and valid date	26	57, 69

Process: **ADPAT** Number: **177**

Text: Support has been established through ADPAT process.

Screen:	Field:	Entry:	Flag:	Status:
ADPAT2	SUPPORT ESTABLISHED, DATE	D, C, H, and valid date	93	70

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Process: **ADPAT** Number: **179**

Text: Copy of administrative order for paternity and health insurance mailed to interested parties.
Action based on referral from the state of (state).

Screen:	Field:	Entry:	Flag:	Status:
ADPAT2	GENERATE ORDER, TYPE, DATE	A, PH	94	11, 57

Process: **ADPAT** Number: **181**

Text: Copy of judicial order for paternity only mailed to interested parties. Action based on
referral from the state of (state).

Screen:	Field:	Entry:	Flag:	Status:
ADPAT2	GENERATE ORDER, TYPE, DATE	J, PH	94	11, 57

Process: **BONDS** Number: **10**

Text: Status update sent to state of (state).

Screen:	Field:	Entry:	Flag:	Status:
Batch	None	None	None	None

Process: **CASE** Number: **4**

Text: The following child deleted from the case: (name) (worker-entered text).

Screen:	Field:	Entry:	Flag:	Status:
CHILD	NAME	PF4 Delete	None	22

Process: **CASE** Number: **14**

Text: Case closed. (worker-entered text).

Screen:	Field:	Entry:	Flag:	Status:
CASE	STATUS (A, I, C, D, H)	C	None	1

Process: **CASE** Number: **20**

Text: Case transferred from (worker id) to (worker id).

Screen:	Field:	Entry:	Flag:	Status:
CASE	ICAR CASE WRKR ID	Manual change, change by case closure, or ABC	None	4

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Process: **CASE** Number: **21**

Text: Status update sent to the state of (state).

Screen:	Field:	Entry:	Flag:	Status:
Batch	None	None	None	None

Process: **CASE** Number: **178**

Text: Form (form name and number.) Optional paragraphs printed: (optional from text).

Screen:	Field:	Entry:	Flag:	Status:
Multiple	Multiple	Generation of form	None	None

Process: **CASE** Number: **183**

Text: Medical information for this employer will no longer be displayed. 90 days have passed since termination of employment. No information has been received from the employer to indicate the coverage continued.

Screen:	Field:	Entry:	Flag:	Status:
MEDICAL	POLICY NUMBER	Added by TPL	None	54

Process: **CASE** Number: **194**

Text: Child (name) added to case.

Screen:	Field:	Entry:	Flag:	Status:
CHILD	NAME	PF2 Add	None	21

Process: **CASE** Number: **195**

Text: Child (name) has been deleted from the case.

Screen:	Field:	Entry:	Flag:	Status:
CHILD	NAME	PF4 Delete	None	22

Process: **CASE** Number: **199**

Text: The following child deleted from the case: (name).

Screen:	Field:	Entry:	Flag:	Status:
CHILD	NAME	PF4 Delete	None	22

Process: **CASE** Number: **200**

Text: Child (name) transferred from (worker id) to (worker id).

Screen:	Field:	Entry:	Flag:	Status:
CHILD	FCRU CASE WORKER	Batch update by FACS, CASE, or CHILD	None	23

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Process: **CASE** Number: **245**

Text: Current acct type changed to (acct type) for child (name).

Screen:	Field:	Entry:	Flag:	Status:
CHILD	CURRENT ACCT TYPE	Batch	None	25

Process: **CASE** Number: **252**

Text: The (case role)'s medical insurance policy number (policy number) provided by (name) has been added. The effective date of the policy is (date).

Screen:	Field:	Entry:	Flag:	Status:
MEDICAL	POLICY NUMBER	PF2 ADD	None	26

Process: **CASE** Number: **253**

Text: The following health insurance coverage provided by the (case role) terminated on (date) and the medical record was deleted: Employer: (employer name) Insurance Co: (name)

Screen:	Field:	Entry:	Flag:	Status:
MEDICAL	POLICY NUMBER	PF4 Delete	None	27

Process: **CASE** Number: **397**

Text: Central registry acknowledged a new interstate referral for this case from (state). The referral types added to the INTERSTA screen are: (referral types)

Screen:	Field:	Entry:	Flag:	Status:
REFERRAL	ACKNOWLEDGE	A, M	187	None

Process: **CASE** Number: **398**

Text: An interstate referral from (state) was rejected for the following reason: (worker-entered text).

Screen:	Field:	Entry:	Flag:	Status:
REFERRAL	ACKNOWLEDGE	R	None	None

Process: **CLOSE** Number: **2**

Text: Case closed.

Screen:	Field:	Entry:	Flag:	Status:
CASE	STATUS (A/I/C/D/H)	C	2	21

Process: **CLOSE** Number: **3**

Text: Case closed. Child no longer in foster care.

Screen:	Field:	Entry:	Flag:	Status:
CASE	STATUS (A/I/C/D/H)	C	2	21

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Process: **CLOSE** Number: **4**

Text: Case closed. Initiating/responding state contacted.

Screen:	Field:	Entry:	Flag:	Status:
CASE	STATUS (A/I/C/D/H)	C	2	21

Process: **CLOSE** Number: **5**

Text: Case closed. No response or further information received since notice of termination was sent.

Screen:	Field:	Entry:	Flag:	Status:
CASE	TERM NOTICE SENT – REASON	REQU, REQU1, GOOD	2	21

Process: **CLOSE** Number: **13**

Text: Case closed based on IV-A/IV-E ‘good cause’.

Screen:	Field:	Entry:	Flag:	Status:
CASE	STATUS (A/I/C/D/H)	C	2	21

Process: **CLOSE** Number: **14**

Text: Case closed. Obligee requested termination. No support arrearages assigned to the state. Information concerning request: (name).

Screen:	Field:	Entry:	Flag:	Status:
CASE	TERM NOTICE SENT – REASON	REQU, REQU1, GOOD	2	21

Process: **CLOSE** Number: **47**

Text: Case re-opened effective (date). (Worker-entered text).

Screen:	Field:	Entry:	Flag:	Status:
CASE	STATUS (A/I/C/D/H)	Change to A	21	1

Process: **CLOSE** Number: **52**

Text: Case closed for the following reason(s): There is no longer a current support order and arrearages are under \$500 or unenforceable under state law. Child has reached the age of majority. (worker-entered text).

Screen:	Field:	Entry:	Flag:	Status:
CASE	REASON	NSOR, NSOR1, NSOR2, OR NOFC	25	2

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Process: **CLOSE** Number: **53**

Text: Case closed for the following reason(s): There is no longer a current support order and arrearages are under \$500 or unenforceable under state law. Child has not reached the age of majority.

Screen:	Field:	Entry:	Flag:	Status:
CASE	REASON	NSOR, NSOR1, NSOR2, OR NOFC	None	3

Process: **CLOSE** Number: **54**

Text: Case closed because the obligor/putative father is deceased and no further action can be taken.

Screen:	Field:	Entry:	Flag:	Status:
CASE	REASON	DECD	None	4

Process: **CLOSE** Number: **55**

Text: Case closed because paternity cannot be established. Child is at least 18 years old and paternity action is barred by statute of limitations.

Screen:	Field:	Entry:	Flag:	Status:
CASE	REASON	AGEL	None	5

Process: **CLOSE** Number: **56**

Text: Case closed because paternity cannot be established. A genetic test or court or administrative process has excluded putative dad as father and no other putative father can be identified.

Screen:	Field:	Entry:	Flag:	Status:
CASE	REASON	EXCL	None	14

Process: **CLOSE** Number: **57**

Text: Case closed because paternity cannot be established. It would not be in the best interests of the child to establish paternity in this case.

Screen:	Field:	Entry:	Flag:	Status:
CASE	REASON	NCIN	None	15

Process: **CLOSE** Number: **58**

Text: Case closed because absent parent's location is unknown and attempts to locate parent over a three-year period have been unsuccessful.

Screen:	Field:	Entry:	Flag:	Status:
CASE	REASON	LOCA	None	6

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Process: **CLOSE** Number: **59**

Text: Case closed because absent parent institutionalized in a psychiatric facility. No income or assets are available for levy or attachment.

Screen:	Field:	Entry:	Flag:	Status:
CASE	REASON	DISA	None	7

Process: **CLOSE** Number: **60**

Text: Case closed because absent parent cannot pay support due to incarceration without parole. No income or assets are available for levy or attachment.

Screen:	Field:	Entry:	Flag:	Status:
CASE	REASON	INST	None	7

Process: **CLOSE** Number: **61**

Text: Case closed because absent parent cannot pay support due to medically-verified total or permanent disability. No income or assets are available for levy or attachment.

Screen:	Field:	Entry:	Flag:	Status:
CASE	REASON	PRSN	None	7

Process: **CLOSE** Number: **62**

Text: Case closed because parent lives in foreign country and reciprocity with that country cannot be established.

Screen:	Field:	Entry:	Flag:	Status:
CASE	REASON	CITZ	None	8

Process: **CLOSE** Number: **63**

Text: Case closed. Requested location-only services have been provided.

Screen:	Field:	Entry:	Flag:	Status:
CASE	REASON	LOCS	None	9

Process: **CLOSE** Number: **64**

Text: Case closed because of request by custodial parent. There is no assignment to state of medical support or accrued arrearages.

Screen:	Field:	Entry:	Flag:	Status:
CASE	REASON	REQU, REQU1	None	10

Process: **CLOSE** Number: **65**

Text: Case closed because of finding of good cause based on risk of harm to the child or caretaker relative.

Screen:	Field:	Entry:	Flag:	Status:
CASE	REASON	GOOD	None	11

Process: **CLOSE** Number: **66**

Text: Case closed. Unable to contact custodial parent by phone or certified letter within 30 calendar days.

Screen:	Field:	Entry:	Flag:	Status:
CASE	REASON	CONT	None	12

Process: **CLOSE** Number: **67**

Text: Case closed due to custodial parent's noncooperation and actions.

Screen:	Field:	Entry:	Flag:	Status:
CASE	REASON	COOP, COOP1, OR COOP2	None	13

Process: **CLOSE** Number: **72**

Text: Interstate status report sent to the state of (state).

Screen:	Field:	Entry:	Flag:	Status:
Batch	None	None	None	None

Process: **CLOSE** Number: **76**

Text: Worker has requested case closure. No alleged father can be identified for this child after at least one interview with the custodial party. Case will close. Information regarding interview(s): (worker-entered text).

Screen:	Field:	Entry:	Flag:	Status:
CASE	REASON	NOID	None	16

Process: **CLOSE** Number: **79**

Text: Initiating state must provide information or assistance for Iowa to complete next essential step in establishment/enforcement. Initiating state has 6 months to provide required material, and has been notified through CSENET or status letter. Information or assistance required: (worker-entered text).

Screen:	Field:	Entry:	Flag:	Status:
CASE	REASON	COOP3	29	18

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Process: **CLOSE** Number: **84**

Text: Case closed. No location for alleged father / payor for 1 year. Automated location tools not available due to lack of SSN.

Screen:	Field:	Entry:	Flag:	Status:
CASE	REASON	LOCA1	None	17

Process: **CLOSE** Number: **85**

Text: CSENET indicates (state) closed their case (other state's case ID) for the following reason: (reason).

Screen:	Field:	Entry:	Flag:	Status:
Batch	None	None	37	None

Process: **CONTE** Number: **8**

Text: Warrant to arrest the payor issued (date).

Screen:	Field:	Entry:	Flag:	Status:
CONTEMPT	WARRANT TO ARREST	Valid date	19	27, 80

Process: **CONTE** Number: **17**

Text: Status report sent to the state of (state).

Screen:	Field:	Entry:	Flag:	Status:
None	None	None	None	None

Process: **CONTE** Number: **18**

Text: Service on payor for contempt process successful (date).

Screen:	Field:	Entry:	Flag:	Status:
COURTORD	HEARING SET	Valid date	None	4, 5

Process: **CONTE** Number: **42**

Text: Contempt hearing scheduled in county (county code) for (name) at (date/time).

Screen:	Field:	Entry:	Flag:	Status:
COURTORD	HEARING SET	Valid date	4, 5	2

Process: **CONTE** Number: **53**

Text: Warrant to arrest the payor issued (date).

Screen:	Field:	Entry:	Flag:	Status:
COURTORD	WARRANT TO ARREST	Valid date	19	14

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Process: **CONTE** Number: **115**

Text: (state) CSENET indicates that an arrest warrant has been issued for (NCP name).

Screen:	Field:	Entry:	Flag:	Status:
Batch	None	None	26	None

Process: **CONTE** Number: **116**

Text: (state) CSENET indicates contempt proceedings have started.

Screen:	Field:	Entry:	Flag:	Status:
Batch	None	None	27	None

Process: **DCO** Number: **31**

Text: A status update regarding DCO was sent to the state of (state).

Screen:	Field:	Entry:	Flag:	Status:
Batch	None	None	None	None

Process: **FED** Number: **77**

Text: The certification of this obligor to the federal government for fed offsets and/or passport sanction is accurate. No changes are needed. reason: (worker-entered text).

Screen:	Field:	Entry:	Flag:	Status:
OFFSET	OUTCOME	S	None	6

Process: **FED** Number: **78**

Text: After checking the details of this case, the amount certified to the federal government for fed offsets and/or passport sanction should be:

PA: \$ (amount) and NPA: \$ (amount) REASON: (worker-entered text)

Screen:	Field:	Entry:	Flag:	Status:
OFFSET	OUTCOME	D	None	7

Process: **FED** Number: **79**

Text: After checking the details of this case, this obligor should not be certified for federal offsets and/or passport sanction. The obligor will now be decertified. The reason is: (worker-entered text).

Screen:	Field:	Entry:	Flag:	Status:
OFFSET	OUTCOME	D	None	7

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Process: **FED** Number: **104**

Text: (other state) notified of federal tax offset through CSENET.

Screen:	Field:	Entry:	Flag:	Status:
Batch	None	None	None	None

Process: **FED** Number: **105**

Text: CSENET indicates a federal tax intercept has been processed in (state) for \$ (payment amount) on (date of posting).

Screen:	Field:	Entry:	Flag:	Status:
Batch	None	None	32	None

Process: **FED** Number: **108**

Text: Status sent to state of (state) for federal tax offset.

Screen:	Field:	Entry:	Flag:	Status:
None	None	None	None	None

Process: **INTER** Number: **32**

Text: Status update sent to the state of (state) for (referral type).

Screen:	Field:	Entry:	Flag:	Status:
Batch	None	None	None	None

Process: **INTER** Number: **49**

Text: Status request sent to the local IV-D office in the state of (state). Requested the following: (worker-entered text).

Screen:	Field:	Entry:	Flag:	Status:
INTERST2	REQ/NTC SENT ON STATUS	SEND	19	27

Process: **INTER** Number: **50**

Text: Status request sent to the interstate central registry of the state of (state). Requested the following: (worker-entered text).

Screen:	Field:	Entry:	Flag:	Status:
INTERST2	REQ/NTC SENT ON STATUS	SEND	19	27

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Process: **INTER** Number: **56**

Text: Response to status request sent to the local IV-D office in the state of . The following response was provided: (worker-entered text).

Screen:	Field:	Entry:	Flag:	Status:
INTERST2	RESP PROV – STATUS	SEND	23	28

Process: **INTER** Number: **57**

Text: Response to status request sent to the interstate central registry of the state of (state). The following response was provided: (worker-entered text).

Screen:	Field:	Entry:	Flag:	Status:
INTERST2	RESP PROV – STATUS	SEND	23	28

Process: **INTER** Number: **64**

Text: Response to interstate transmittal #2 request sent to the local IV-D office in the state of (state). Provided the following: (worker-entered text).

Screen:	Field:	Entry:	Flag:	Status:
INTERST2	RESP PROV – STATUS	SEND	28	28

Process: **INTER** Number: **65**

Text: Response to interstate transmittal #2 request sent to the interstate central registry of the state of (state). Provided the following: (worker-entered text).

Screen:	Field:	Entry:	Flag:	Status:
INTERST2	RESP PROV – STATIS	SEND	28	28

Process: **INTER** Number: **72**

Text: Interstate transmittal #2 - Document filed - Sent to the local IV-D office in the state of (state).

Screen:	Field:	Entry:	Flag:	Status:
INTERST2	DOCUMENT FILED	SEND	None	29

Process: **INTER** Number: **73**

Text: Interstate transmittal #2 - Document filed - Sent to the interstate central registry of the state of (state).

Screen:	Field:	Entry:	Flag:	Status:
INTERST2	DOCUMENT FILED	SEND	None	29

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Process: **INTER** Number: **81**

Text: Interstate transmittal #2 - Change of payee/redirection sent to the local IV-D office in the state of (state).

Screen:	Field:	Entry:	Flag:	Status:
INTERST2	CHG/REDIRECT	SEND	None	30

Process: **INTER** Number: **82**

Text: Interstate transmittal #2 - Change of payee/redirection sent to the interstate central registry of the state of (state).

Screen:	Field:	Entry:	Flag:	Status:
INTERST2	CHG/REDIRECT	SEND	None	30

Process: **INTER** Number: **86**

Text: Interstate transmittal #2 - Notice of case forwarding - Sent to the state of (state) on (date).

Screen:	Field:	Entry:	Flag:	Status:
INTERST2	NOTICE OF CASE FWD	SEND	None	31

Process: **INTER** Number: **181**

Text: Court order summary information was requested from (state) through CSENET for the other state's following case ID (case id).

Screen:	Field:	Entry:	Flag:	Status:
Batch	None	None	None	None

Process: **INTER** Number: **182**

Text: Request for court order summary information from (state) through CSENET unsuccessful. CSENET order information is not available for the following other state' case (case id).

Screen:	Field:	Entry:	Flag:	Status:
Batch	None	None	None	None

Process: **INTER** Number: **183**

Text: Court order summary information received from (state) through CSENET for the following other state's case ID (other state's case id).

Screen:	Field:	Entry:	Flag:	Status:
Batch	None	None	None	None

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Process: **INTER** Number: **184**

Text: Certified copy of CSENET court order not requested.

Screen:	Field:	Entry:	Flag:	Status:
Batch	None	None	88	None

Process: **INTER** Number: **185**

Text: Certified copy of court order and payment history automatically requested from (state) for other state's case ID (case id) for court order number (court num) through CSENET.

Screen:	Field:	Entry:	Flag:	Status:
Batch	None	None	92	None

Process: **INTER** Number: **186**

Text: Blank narrative used to generate status 22.

Screen:	Field:	Entry:	Flag:	Status:
REGIST	ICIS CO NUMBER, ORDER DATE, COUNTY NUMBER	Valid entries	None	22

Process: **INTER** Number: **187**

Text: Blank narrative used to generate status 23.

Screen:	Field:	Entry:	Flag:	Status:
DCO2	DCO ORDER #	Valid Entry	None	23

Process: **INTER** Number: **188**

Text: Interstate acknowledgement received through CSENET (state) for referral. Additional information is needed to proceed for (other state's case ID).

Screen:	Field:	Entry:	Flag:	Status:
Batch	None	None	93	None

Process: **INTER** Number: **189**

Text: Interstate acknowledgement received through CSENET (state) for referral. No additional information is needed to proceed for other state's case ID (other state's ID).

Screen:	Field:	Entry:	Flag:	Status:
Batch	None	None	94	None

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Process: **INTER** Number: **190**

Text: (state) indicates that documents have been filed for other state's case ID (other state's case ID). The interstate referral type is (CSENet Function Code).

Screen:	Field:	Entry:	Flag:	Status:
Batch	None	None	95	None

Process: **INTER** Number: **191**

Text: CSENET indicates that (state) changed case numbers. Old case number (previous case ID) has been changed to (new case ID).

Screen:	Field:	Entry:	Flag:	Status:
Batch	None	None	96	None

Process: **INTER** Number: **192**

Text: (state) CSENET indicates that a court order has been registered: (court order number).

Screen:	Field:	Entry:	Flag:	Status:
Batch	None	None	103	None

Process: **INTER** Number: **193**

Text: (state) CSENET indicates that there is a new controlling order, (court order number).

Screen:	Field:	Entry:	Flag:	Status:
Batch	None	None	104	None

Process: **INTER** Number: **194**

Text: (state) CSENET requests current status.

Screen:	Field:	Entry:	Flag:	Status:
Batch	None	None	105	None

Process: **INTER** Number: **195**

Text: (state) CSENET is sending a status update for other states case ID (other state's ID).

Screen:	Field:	Entry:	Flag:	Status:
Batch	None	None	106	None

Process: **INTER** Number: **196**

Text: (state) CSENET is forwarding their case (other state's case ID).

Screen:	Field:	Entry:	Flag:	Status:
Batch	None	None	107	None

Process: **INTER** Number: **200**

Text: (state) CSENET indicates that the support order request has been denied.

Screen:	Field:	Entry:	Flag:	Status:
Batch	None	None	111	None

Process: **INTER** Number: **201**

Text: (state) CSENET indicates that the support order was not established.

Screen:	Field:	Entry:	Flag:	Status:
Batch	None	None	112	None

Process: **INTER** Number: **202**

Text: (state) CSENET sends notice of an upcoming hearing.

Screen:	Field:	Entry:	Flag:	Status:
Batch	None	None	None	None

Process: **INTER** Number: **203**

Text: (state) CSENET requests genetic test results.

Screen:	Field:	Entry:	Flag:	Status:
Batch	None	None	113	None

Process: **INTER** Number: **204**

Text: (state) CSENET has scheduled a genetic test for (AP name).

Screen:	Field:	Entry:	Flag:	Status:
Batch	None	None	114	None

Process: **INTER** Number: **205**

Text: (source code) has scheduled a paternity hearing for (AP name).

Screen:	Field:	Entry:	Flag:	Status:
Batch	None	None	115	None

Process: **INTER** Number: **206**

Text: (state) CSENET indicates that (AP name) did not show up for a paternity court hearing.

Screen:	Field:	Entry:	Flag:	Status:
Batch	None	None	116	None

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Process: **INTER** Number: **207**

Text: (state) CSENET indicates that (AP name) did not show up for genetic testing.

Screen:	Field:	Entry:	Flag:	Status:
Batch	None	None	117	None

Process: **INTER** Number: **208**

Text: (state) CSENET indicates that (AP name) has denied paternity.

Screen:	Field:	Entry:	Flag:	Status:
Batch	None	None	118	None

Process: **INTER** Number: **209**

Text: (state) CSENET indicates that paternity has been established with a support order for (NCP name).

Screen:	Field:	Entry:	Flag:	Status:
Batch	None	None	119	None

Process: **INTER** Number: **210**

Text: (state) CSENET indicates that paternity has been established without a support order for (NCP name).

Screen:	Field:	Entry:	Flag:	Status:
Batch	None	None	120	None

Process: **INTER** Number: **211**

Text: (state) CSENET indicates that paternity has been established administratively without a support order for (NCP name).

Screen:	Field:	Entry:	Flag:	Status:
Batch	None	None	121	None

Process: **INTER** Number: **212**

Text: (state) CSENET indicates that the paternity request has been denied.

Screen:	Field:	Entry:	Flag:	Status:
Batch	None	None	122	None

Process: **INTER** Number: **213**

Text: (state) CSENET indicates that paternity was not established for (AP name).

Screen:	Field:	Entry:	Flag:	Status:
Batch	None	None	123	None

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Process: **INTER** Number: **214**

Text: (state) CSENET indicates that the case has been dismissed without prejudice.

Screen:	Field:	Entry:	Flag:	Status:
Batch	None	None	124	None

Process: **INTER** Number: **215**

Text: (state) CSENET indicates that the defendant/respondent has been ordered to pay other costs.

Screen:	Field:	Entry:	Flag:	Status:
Batch	None	None	125	None

Process: **INTER** Number: **216**

Text: (state) CSENET indicates that the defendant/respondent is parent and owes duty.

Screen:	Field:	Entry:	Flag:	Status:
Batch	None	None	126	None

Process: **INTER** Number: **217**

Text: (state) CSENET indicates that the defendant/respondent is ordered to provide support.

Screen:	Field:	Entry:	Flag:	Status:
Batch	None	None	127	None

Process: **INTER** Number: **218**

Text: (state) CSENET indicates that the AP did not show for support order hearing.

Screen:	Field:	Entry:	Flag:	Status:
Batch	None	None	128	None

Process: **INTER** Number: **219**

Text: (state) CSENET indicates that a support order hearing has been scheduled.

Screen:	Field:	Entry:	Flag:	Status:
Batch	None	None	129	None

Process: **INTER** Number: **220**

Text: (state) CSENET indicates that an order has been issued/confirmed.

Screen:	Field:	Entry:	Flag:	Status:
Batch	None	None	130	None

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Process: **INTER** Number: **221**

Text: (state) CSENET indicates that an administrative tax review is complete and the challenge has been upheld for case for the other state's case (other state's case ID).

Screen:	Field:	Entry:	Flag:	Status:
Batch	None	None	131	None

Process: **INTER** Number: **222**

Text: (state) CSENET indicates that an administrative tax review is complete and the challenge was not upheld for the other state's case (other state's ID).

Screen:	Field:	Entry:	Flag:	Status:
Batch	None	None	132	None

Process: **INTER** Number: **223**

Text: (state) CSENET is sending notice of arrearage reconciliation/ determination of sum-certain for the other state's case (other state's ID).

Screen:	Field:	Entry:	Flag:	Status:
Batch	None	None	133	None

Process: **INTER** Number: **224**

Text: (state) CSENET indicates that their review and modification is warranted for the other state's case (other state's case ID).

Screen:	Field:	Entry:	Flag:	Status:
Batch	None	None	134	None

Process: **INTER** Number: **225**

Text: (state) CSENET indicates that their review and modification is not warranted for other state's case (other state's case id).

Screen:	Field:	Entry:	Flag:	Status:
Batch	None	None	135	None

Process: **INTER** Number: **226**

Text: (state) CSENET indicates that the support order has been modified for case (other state's case id).

Screen:	Field:	Entry:	Flag:	Status:
Batch	None	None	136	None

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Process: **INTER** Number: **227**

Text: (state) CSENET has added medical insurance for case ID (other state's case id). The carrier name is (carrier name) and the policy number is (policy number).

Screen:	Field:	Entry:	Flag:	Status:
Batch	None	None	137	None

Process: **INTER** Number: **228**

Text: (state) CSENET has deleted medical insurance for case ID (other state's case id). The carrier name is (carrier name) and the policy number is (policy #).

Screen:	Field:	Entry:	Flag:	Status:
Batch	None	None	138	None

Process: **INTER** Number: **234**

Text: (state) CSENET indicates that a support order has been issued/confirmed.

Screen:	Field:	Entry:	Flag:	Status:
Batch	None	None	139	None

Process: **INTER** Number: **235**

Text: Central registry acknowledged a new interstate referral for this case from (other state). The referral types added to the INTERSTA screen are:

(referral type 1, 2, 3).

Screen:	Field:	Entry:	Flag:	Status:
REFERRAL	ACKNOWLEDGE	A	142	None

Process: **INTER** Number: **236**

Text: Transmittal form #1 referral acknowledgment sent to (state) for the following other state's case ID: (other state's case ID). Additional documents requested.

Screen:	Field:	Entry:	Flag:	Status:
REFERRAL	ACKNOWLEDGE	M	None	None

Process: **INTER** Number: **237**

Text: Additional documents to complete an interstate referral from (state) for case (other state's case ID) have not been received in 30 days. A status letter and CSENET reminder will generate to the other state.

Screen:	Field:	Entry:	Flag:	Status:
INTERSTA	ACKNLDGMENT RCVD	None received in 30 days	None	32

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Process: **INTER** Number: **238**

Text: Additional documents to complete an interstate referral from (state) for case (other state's case ID) have not been received in 30 days. A status letter and CSENET reminder will generate to the other state.

Screen:	Field:	Entry:	Flag:	Status:
INTERSTA	ACKNLDMGMENT RCVD	None received in 30 days	None	33

Process: **INTER** Number: **239**

Text: Additional documents to complete an interstate referral from (state) for case (other state's case ID) have not been received in 30 days. A status letter and CSENET reminder will generate to the other state.

Screen:	Field:	Entry:	Flag:	Status:
INTERSTA	ACKNLDMGMENT RCVD	None received in 30 days	None	34

Process: **INTER** Number: **242**

Text: A CSENET reminder was received from (state) for (function code). The reminder states that (state) has not received a response/acknowledgment to their interstate referral.

Screen:	Field:	Entry:	Flag:	Status:
Batch	None	None	143	None

Process: **INTER** Number: **243**

Text: (state) CSENET indicates a change in their payment mailing address for case (other state's ID) as follows:

(address line 1)
(address line 2)
(city, state, zip)

Screen:	Field:	Entry:	Flag:	Status:
Batch	None	None	144	None

Process: **INTER** Number: **244**

Text: Worker plans to provide the following additional documents to (other state) to complete the interstate referral by (date entered):

(worker-entered text).

Screen:	Field:	Entry:	Flag:	Status:
INTERSTA	ACKNLDMGMENT SENT	Valid Date	None	37

Process: **INTER** Number: **245**

Text: CSENET referral acknowledgment sent to (state) for the following other state's case ID: (other state's case id). Additional documents requested.

Screen:	Field:	Entry:	Flag:	Status:
REFERRAL	ACKNOWLEDGE	M	None	None

Process: **INTER** Number: **246**

Text: An interstate referral was received from (state) and was rejected for the following reason: (worker-entered text).

Screen:	Field:	Entry:	Flag:	Status:
REFERRAL	ACKNOWLEDGE	R	None	None

Process: **INTER** Number: **252**

Text: This is a blank narrative used to issue status 38.

Screen:	Field:	Entry:	Flag:	Status:
REGIST	COURT HEARING SET, COURT HEARING HELD	Change date/time, R	None	38

Process: **INTER** Number: **253**

Text: This is a blank narrative used to issue status 39.

Screen:	Field:	Entry:	Flag:	Status:
REGIST	COURT HEARING SET	Valid date/time	253	39

Process: **INTER** Number: **258**

Text: Interstate reconciliation indicates an incorrect initiating/responding case match with (state), case ID (other state's case ID).

Screen:	Field:	Entry:	Flag:	Status:
BATCH	None	None	None	None

Process: **INTER** Number: **259**

Text: Interstate reconciliation indicates an incorrect responding/responding case match with (state), case ID (other state's case ID).

Screen:	Field:	Entry:	Flag:	Status:
BATCH	None	None	154	None

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Process: **INTER** Number: **260**

Text: Interstate reconciliation indicates an incorrect initiating/initiating case match with (state), case ID (other state's case ID).

Screen:	Field:	Entry:	Flag:	Status:
BATCH	None	None	155	None

Process: **INTER** Number: **261**

Text: Interstate reconciliation indicates there is no matching record in (state), for this ICAR case.

Screen:	Field:	Entry:	Flag:	Status:
BATCH	None	None	156	

Process: **INTER** Number: **262**

Text: Interstate reconciliation added a case ID for (state) to an existing interstate screen. The new case ID is: (other state's case ID).

Screen:	Field:	Entry:	Flag:	Status:
BATCH	None	None	None	None

Process: **INTER** Number: **263**

Text: Interstate reconciliation received the following information from FIPS (fips). Discrepancy found on INTERSTA screen. Other state's case ID: (other state's case ID) ncp name/ssn: (ncp name) (ncp ssn) cp name/ssn: (cp name) (cp ssn)

Screen:	Field:	Entry:	Flag:	Status:
BATCH	None	None	157	None

Process: **INTER** Number: **264**

Text: Interstate reconciliation received the following information from state (state). No discrepancies found on INTERSTA screen. Other state's case ID: (other state's case ID) ncp name/ssn: (ncp name) (ncp ssn) cp name/ssn: (cp name) (cp ssn)

Screen:	Field:	Entry:	Flag:	Status:
BATCH	None	None	None	None

Process: **INTER** Number: **266**

Text: Interstate reconciliation indicates a correct case match with (state), case ID: (other state's case ID) IA is the initiating state. Unknown what other state's status is.

Screen:	Field:	Entry:	Flag:	Status:
BATCH	None	None	None	None

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Process: **INTER** Number: **267**

Text: Interstate reconciliation indicates a correct case match with (state), case ID: (other state's case ID) IA is the responding state. Unknown what other state's role is.

Screen:	Field:	Entry:	Flag:	Status:
BATCH	None	None	None	None

Process: **INTER** Number: **268**

Text: Interstate reconciliation changed a case ID for (state) on an existing INTERSTATE screen, old case ID was: (other state's previous case ID).
New case ID is: (other state's new case ID).

Screen:	Field:	Entry:	Flag:	Status:
BATCH	None	None	None	None

Process: **IWO** Number: **47**

Text: Status sent to the initiating state of (state) concerning the mailing of the IWO.

Screen:	Field:	Entry:	Flag:	Status:
IWO	GEN NOTICE	Y	None	2

Process: **IWO** Number: **206**

Text: (state) CSENET indicates that an IWO has been established.

Screen:	Field:	Entry:	Flag:	Status:
Batch	None	None	54	None

Process: **LIENS** Number: **1**

Text: Notice of lien form sent to (state) for the following property: (worker-entered text).

Screen:	Field:	Entry:	Flag:	Status:
LIEN	LIEN ISSUED TO	State Code	1	1

Process: **LIENS** Number: **5**

Text: Status sent to state of (state) for liens.

Screen:	Field:	Entry:	Flag:	Status:
None	None	None	None	None

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Process: **LISAN** Number: **20**

Text: Status sent to the state of (state).

Screen:	Field:	Entry:	Flag:	Status:
None	None	None	None	None

Process: **LOC** Number: **2**

Text: Employer verification received (date). Employer is (name, address).

Screen:	Field:	Entry:	Flag:	Status:
EMPVER	VERIFIED	Y	15	1

Process: **LOC** Number: **5**

Text: Employer located in another state. This case may be referred to another state for handling.

Screen:	Field:	Entry:	Flag:	Status:
EMPVER	VERIFIED	Y	15, 4	2

Process: **LOC** Number: **10**

Text: Postal response verified address is valid (address).

Screen:	Field:	Entry:	Flag:	Status:
ADDVER	VERIFIED	Y	None	5

Process: **LOC** Number: **18**

Text: Interstate contact agency in (state) informed of new verified address.

Screen:	Field:	Entry:	Flag:	Status:
None	None	None	None	None

Process: **LOC** Number: **19**

Text: Interstate contact agency in (state) Informed of new verified address.

Screen:	Field:	Entry:	Flag:	Status:
None	None	None	None	None

Process: **LOC** Number: **20**

Text: Interstate contact agency in (state) advised of the postal response.

Screen:	Field:	Entry:	Flag:	Status:
None	None	None	None	None

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Process: **LOC** Number: **21**

Text: Interstate contact agency in (state) informed of employer response.

Screen:	Field:	Entry:	Flag:	Status:
None	None	None	None	None

Process: **LOC** Number: **22**

Text: Interstate contact agency in (state) informed of new employer.

Screen:	Field:	Entry:	Flag:	Status:
None	None	None	None	None

Process: **LOC** Number: **44**

Text: Status update sent to the state of (state).

Screen:	Field:	Entry:	Flag:	Status:
None	None	None	None	None

Process: **LOC** Number: **100**

Text: Interstate contact agency in initiating state of (state) informed of new home address for the absent parent.

Screen:	Field:	Entry:	Flag:	Status:
ADDVER	VERIFIED	Y	None	15

Process: **LOC** Number: **101**

Text: Interstate contact agency in initiating state of (state) informed of new mailing address for the absent parent.

Screen:	Field:	Entry:	Flag:	Status:
ADDVER	VERIFIED	Y	None	16

Process: **LOC** Number: **102**

Text: Interstate contact agency in responding state of (state) informed of new home address for the absent parent.

Screen:	Field:	Entry:	Flag:	Status:
ADDVER	VERIFIED	Y	None	17

Process: **LOC** Number: **103**

Text: Interstate contact agency in responding state of (state) informed of new mailing address for the absent parent.

Screen:	Field:	Entry:	Flag:	Status:
ADDVER	VERIFIED	Y	None	18

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Process: **LOC** Number: **178**

Text: The non-custodial parent's out of state address has been verified. The address is:

Screen:	Field:	Entry:	Flag:	Status:
ADDVER	VERIFIED	Y	None	19

Process: **LOC** Number: **279**

Text: Address received from (source code) for (name), (ssn).

Screen:	Field:	Entry:	Flag:	Status:
Batch	None	None	109	None

Process: **LOC** Number: **280**

Text: Employer received from (source code) for (name), (ssn).

Screen:	Field:	Entry:	Flag:	Status:
Batch	None	None	110	None

Process: **LOC** Number: **281**

Text: Demographic information was added to (name) SSN: (ssn) by CSENET (state).

Screen:	Field:	Entry:	Flag:	Status:
Batch	None	None	None	None

Process: **LOC** Number: **298**

Text: SPLS/CSENET QUICK LOCATE SENT TO (up to five states) for (name).

Screen:	Field:	Entry:	Flag:	Status:
LOCATE PAYEE2	SPLS/QUICK LOC	Valid State Code (non- Iowa)	None	None

Process: **LOC** Number: **299**

Text: (source code) Returned the last known address for (name):

(addr line 1, line 2, city, state, zip)

Screen:	Field:	Entry:	Flag:	Status:
Batch	None	None	116	None

Process: **LOC** Number: **300**

Text: CSENET quick locate sent to (state) as a result of information received from the FCR. For (name) SSN: (ssn).

Screen:	Field:	Entry:	Flag:	Status:
Batch	None	None	None	None

Process: **LOC** Number: **301**

Text: CSENET transaction received as a result of a quick locate request. No new information received. ICAR not updated.

Screen:	Field:	Entry:	Flag:	Status:
Batch	None	None	None	None

Process: **LOC** Number: **302**

Text: (source code) returned the last known employer for (name):

(employer name, addr line 1, line 2, city, state, zip)

Screen:	Field:	Entry:	Flag:	Status:
Batch	None	None	117	None

Process: **LOC** Number: **303**

Text: (source code) returned birthdate (birth date) for (name), (ssn).

Screen:	Field:	Entry:	Flag:	Status:
Batch	None	None	118	None

Process: **LOC** Number: **304**

Text: (source code) returned an insurance carrier and policy number for (person name):
(insurance carrier), (policy number)

Screen:	Field:	Entry:	Flag:	Status:
Batch	None	None	119	None

Process: **LOC** Number: **305**

Text: (source code) indicates that (name) is deceased.

Screen:	Field:	Entry:	Flag:	Status:
Batch	None	None	121	None

Process: **MIW** Number: **42**

Text: Status sent to initiating state of (state).

Screen:	Field:	Entry:	Flag:	Status:
Batch	None	None	None	None

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Process: **PAT** Number: **32**

Text: Status update sent to state of (state).

Screen:	Field:	Entry:	Flag:	Status:
Batch	None	None	None	None

Process: **PAT** Number: **244**

Text: Paternity hearing rescheduled on (date) based on a referral from the state of (state) on (date).

Screen:	Field:	Entry:	Flag:	Status:
PATEST3	HEARING SET, HEARING HELD	Change time/date, R	94, 95	74

Process: **PAT** Number: **245**

Text: Paternity hearing scheduled on (date) based on a referral received from the state of (state) on (date).

Screen:	Field:	Entry:	Flag:	Status:
PATEST3	HEARING SET, HEARING HELD	Change time/date, R	71, 72	74

Process: **REGST** Number: **23**

Text: Status update regarding registration was sent to the state of (state).

Screen:	Field:	Entry:	Flag:	Status:
None	None	None	None	None

Process: **REV** Number: **12**

Text: Review ended (form 470-3251 generated). This order is not appropriate for R&A because: (deny reason code).

Screen:	Field:	Entry:	Flag:	Status:
REVIEW1	REVIEW APPROPRIATE, DEN REASON	N, not OTH	70	98

Process: **REV** Number: **85**

Text: Judicial order filed for R&A on (date).

Screen:	Field:	Entry:	Flag:	Status:
REVIEW3	ORDER FILED	Y	58, 59	99

Process: **REV** Number: **110**

Text: Status update generated for the state of (state).

Screen:	Field:	Entry:	Flag:	Status:
Batch	None	None	None	None

Process: **REV** Number: **115**

Text: Blank narrative used to issue status 98.

Screen:	Field:	Entry:	Flag:	Status:
REVIEW1	REVIEW APPROPRIATE	N	14	98

Process: **REV** Number: **118**

Text: Judicial order filed for R & A on (date).

Screen:	Field:	Entry:	Flag:	Status:
REVIEW 4	ORDER FILED	Y with single order	59, 60	99

Process: **REV** Number: **139**

Text: Administrative REV & ADJ order to adjust child support obligation filed with the court on (date).

Screen:	Field:	Entry:	Flag:	Status:
REVIEW4	ORDER FILED	Y with multiple orders	47, 48	99

Process: **REV** Number: **159**

Text: This order is not appropriate for R&A because (worker-entered text).

Screen:	Field:	Entry:	Flag:	Status:
REVIEW1	REVIEW APPROPRIATE, DEN REASON	N, OTH	70	98

Process: **REV** Number: **172**

Text: CSRU has determined order appropriate for review and will proceed with R & A process.

Screen:	Field:	Entry:	Flag:	Status:
REVIEW1	REVIEW APPROPRIATE	Y	91	97

Process: **REV** Number: **79**

Text: Hearing for R&A has been rescheduled for (date) at (time).

Screen:	Field:	Entry:	Flag:	Status:
REVIEW4	HEARING SET, HEARING HELD	Change time/date, R	53	94

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Process: **REV** Number: **110**

Text: Status update generated for the state of (state).

Screen:	Field:	Entry:	Flag:	Status:
Batch	None	None	None	None

Process: **REV** Number: **193**

Text: Blank narrative used to issue status 95.

Screen:	Field:	Entry:	Flag:	Status:
REVIEW4	HEARING SET	Valid date/time	None	95

Process: **SECEN** Number: **3**

Text: Status update sent to the state of (state).

Screen:	Field:	Entry:	Flag:	Status:
None	None	None	None	None

Process: **SECEN** Number: **96**

Text: (source code) indicates that a lien has been established against (property type) for (NCP name).

Screen:	Field:	Entry:	Flag:	Status:
Batch	None	None	24	None

Process: **SKEMP** Number: **22**

Text: Interstate status report sent to state of (state).

Screen:	Field:	Entry:	Flag:	Status:
Batch	None	None	None	None

Process: **STT** Number: **16**

Text: Status update sent to the state of (state) for state tax offset, STT001.

Screen:	Field:	Entry:	Flag:	Status:
Batch	None	None	None	None

Process: **STT** Number: **41**

Text: (other state) notified of state tax offset through CSENET.

Screen:	Field:	Entry:	Flag:	Status:
Batch	None	None	None	4

Process: **STT** Number: **42**

Text: CSENET indicates a state tax intercept has been processed in (state) for \$ (payment amount) on (date of posting).

Screen:	Field:	Entry:	Flag:	Status:
Batch	None	None	15	None

Process: **URESA** Number: **78**

Text: A court hearing regarding the establishment of a support obligation through URESA based on referral received from the state of (state) is scheduled for (date) at (time).

Screen:	Field:	Entry:	Flag:	Status:
URESA2	HEARING SET	Valid date/time	27, 28	27

Process: **URESA** Number: **79**

Text: A court hearing regarding the registration of a support order through URESA based on a referral from the state of (state) is scheduled for (date) at (time).

Screen:	Field:	Entry:	Flag:	Status:
URESA2	HEARING SET	Valid date/time	29, 30	28

Process: **URESA** Number: **138**

Text: Status update sent to the state of (state).

Screen:	Field:	Entry:	Flag:	Status:
Batch	None	None	None	None

Process: **URESA** Number: **144**

Text: A court hearing regarding the establishment of a support obligation through URESA is rescheduled for (date) at (time) based on a referral received from the state of (state).

Screen:	Field:	Entry:	Flag:	Status:
URESA	HEARING SET, HEARING HELD	Valid date/time, R	27, 28	65

Process: **URESA** Number: **145**

Text: A court hearing regarding the registration of a support order through URESA is rescheduled for (date) at (time) based on a referral received from the state of (state).

Screen:	Field:	Entry:	Flag:	Status:
URESA	HEARING SET, HEARING HELD	Valid date/time, R	29, 30	66

CALENDAR FLAGS

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CALENDAR FLAGS

Process: **CASE** Number: **184**

Text: A CSENET text message received from the following state. Access messages screen to read it.

Screen:	Field:	Entry:	Narrative:	Status:
Batch	None	None	None	None

Process: **CASE** Number: **187**

Text: A new interstate referral has been acknowledged by central registry for this case. Please review the INTERSTA screen and begin the appropriate action.

Screen:	Field:	Entry:	Narrative:	Status:
REFERRAL	ACKNOWLEDGE	A, M	397	None

Process: **CLOSE** Number: **37**

Text: CSENET indicates an interstate case closed in the following state.

(state)

(other state's case id)

(reason)

Screen:	Field:	Entry:	Narrative:	Status:
Batch	None	None	85	None

Process: **CLOSE** Number: **38**

Text: The status has been changed for a case in another state. The case is now (o)pen or (c)losed. Contact the other state for more information if needed.

(state)

(other state's case id)

(Open or Closed)

Screen:	Field:	Entry:	Narrative:	Status:
Batch	None	None	None	None

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Process: **CONTE** Number: **26**

Text: CSENET indicates that an arrest warrant has been issued in the following state for the following person:

(other state) (NCP name)

Screen:	Field:	Entry:	Narrative:	Status:
Batch	None	None	115	None

Process: **CONTE** Number: **27**

Text: CSENET indicates that contempt proceedings have started in the following state:

Screen:	Field:	Entry:	Narrative:	Status:
Batch	None	None	116	None

Process: **FED** Number: **32**

Text: A federal tax intercept has been processed in the following state. Update ICAR with oft payment.

(state)

(payment amount)

(date of posting)

Screen:	Field:	Entry:	Narrative:	Status:
Batch	None	None	105	None

Process: **INTER** Number: **88**

Text: Court summary information received through CSENET. Copies of court order were not automatically requested. Review COURTSUM screen and request copies using TF3 if needed.

(other state)

(other state's CO #)

Screen:	Field:	Entry:	Narrative:	Status:
Batch	None	None	184	None

Process: **INTER** Number: **89**

Text: COURTSUM screen indicates a likely chance of an interstate case. CSENET recommends manually sending transmittal form #3 to request certified documents to the state below.

(state)

(court order number)

Screen:	Field:	Entry:	Narrative:	Status:
Batch	None	None	None	None

CALENDAR FLAGS

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Process: **INTER** Number: **92**

Text: CSENET requested copy of court order and payment records 60 days ago for the court order number listed below. Check to see if it has been received and take the next appropriate case action.

Screen:	Field:	Entry:	Narrative:	Status:
Batch	None	None	185	None

Process: **INTER** Number: **93**

Text: Interstate acknowledgment received through CSENET for referral. Additional information is needed to proceed.

(other state's FIPS)

(other state's case id)

(other state's worker name)

(other state's worker phone)

Screen:	Field:	Entry:	Narrative:	Status:
Batch	None	None	188	None

Process: **INTER** Number: **94**

Text: Interstate acknowledgment received through CSENET for referral. No additional information is needed to proceed.

(other state's FIPS)

(other state's case id)

(other state's worker name)

(other state's worker phone)

Screen:	Field:	Entry:	Narrative:	Status:
Batch	None	None	189	None

Process: **INTER** Number: **95**

Text: CSENET indicates that documents have been filed in the following state for case id below.

(other state's case id)

(other state)

(REFERRAL TYPE CODE – EST, ENF, PAT)

Screen:	Field:	Entry:	Narrative:	Status:
Batch	None	None	190	None

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Process: **INTER** Number: **96**

Text: The following state changed its case number. Listed below is the old case number followed by the new case number. Refer any correspondence to this new number.

(state)

(previous case id)

(new case id)

Screen:	Field:	Entry:	Narrative:	Status:
Batch	None	None	191	None

Process: **INTER** Number: **97**

Text: CSENET indicates the following state added a participant to its case. Contact other state for more information:

(state)

(other state's case id)

(participant name)

Screen:	Field:	Entry:	Narrative:	Status:
Batch	None	None	None	None

Process: **INTER** Number: **98**

Text: CSENET indicates the following state has removed a participant from its case. Contact other state for more information.

(state)

(other state's case id)

(participant)

Screen:	Field:	Entry:	Narrative:	Status:
Batch	None	None	None	None

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Process: **INTER** Number: **99**

Text: CSENET indicates the following state has changed the payee on their case. Contact other state for more information. The date has been entered on INTERST2. The new payee is listed below.

(state)

(other state's case id)

(participant name)

Screen:	Field:	Entry:	Narrative:	Status:
Batch	None	None	None	None

Process: **INTER** Number: **100**

Text: CSENET indicates the following state changed its case type. Contact the other state if more information is needed.

(state)

(other state's case id)

(New Case Type)

Screen:	Field:	Entry:	Narrative:	Status:
Batch	None	None	None	None

Process: **INTER** Number: **102**

Text: CSENET indicates the caseworker for the following case in another state has changed. Check with the other state for details.

(other state)

(other state's case id)

Screen:	Field:	Entry:	Narrative:	Status:
Batch	None	None	None	None

Process: **INTER** Number: **103**

Text: CSENET indicates that the following court order has been registered in the state below.

(other state)

(court order number)

Screen:	Field:	Entry:	Narrative:	Status:
Batch	None	None	192	None

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Process: **INTER** Number: **104**

Text: CSENET indicates that a new controlling order has been determined in the following state:

(other state)

(court order number)

Screen:	Field:	Entry:	Narrative:	Status:
Batch	None	None	193	None

Process: **INTER** Number: **105**

Text: CSENET indicates the following state requests the current status. The appropriate fields have been entered on the INTERST2 screen.

Screen:	Field:	Entry:	Narrative:	Status:
Batch	None	None	194	None

Process: **INTER** Number: **106**

Text: CSENET indicates that the following state will be sending a status update. The proper date has been entered on the INTERST2 screen.

(other state)

(other state's case id)

Screen:	Field:	Entry:	Narrative:	Status:
Batch	None	None	195	None

Process: **INTER** Number: **107**

Text: CSENET indicates that the following state is planning to forward its case.

(other state)

(other state's case id)

Screen:	Field:	Entry:	Narrative:	Status:
Batch	None	None	196	None

Process: **INTER** Number: **111**

Text: CSENET indicates that the support order request has been denied by the following state:

(other state)

Screen:	Field:	Entry:	Narrative:	Status:
Batch	None	None	200	None

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Process: **INTER** Number: **112**

Text: CSENET indicates that the following state did not establish a support order. The appropriate entries have been made to the UIFSA3 screen.

(other state)

Screen:	Field:	Entry:	Narrative:	Status:
Batch	None	None	201	None

Process: **INTER** Number: **113**

Text: CSENET indicates the following state is requesting the genetic test results.

(other state)

Screen:	Field:	Entry:	Narrative:	Status:
Batch	None	None	203	None

Process: **INTER** Number: **114**

Text: CSENET indicates the following state has scheduled a genetic test for the following absent parent.

(other state)

(AP name)

Screen:	Field:	Entry:	Narrative:	Status:
Batch	None	None	204	None

Process: **INTER** Number: **115**

Text: CSENET indicates the following state has scheduled a paternity hearing for the following AP.

(other state)

(AP name)

Screen:	Field:	Entry:	Narrative:	Status:
Batch	None	None	205	None

Process: **INTER** Number: **116**

Text: CSENET indicates the following person did not show for a paternity court hearing.

(other state)

(AP name)

Screen:	Field:	Entry:	Narrative:	Status:
Batch	None	None	206	None

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Process: **INTER** Number: **117**

Text: CSENET indicates the following person did not show for genetic testing.

(other state)

(AP name)

Screen:	Field:	Entry:	Narrative:	Status:
Batch	None	None	207	None

Process: **INTER** Number: **118**

Text: CSENET indicates that the following person has denied paternity:

(other state)

(AP name)

Screen:	Field:	Entry:	Narrative:	Status:
Batch	None	None	208	None

Process: **INTER** Number: **119**

Text: CSENET indicates that paternity has been established with a support order for the following person. The appropriate fields have been populated on the UIFSA3 screen.

(other state)

(NCP name)

Screen:	Field:	Entry:	Narrative:	Status:
Batch	None	None	209	None

Process: **INTER** Number: **120**

Text: CSENET indicates that paternity has been established without a support order for the following person. The appropriate fields have been populated on the UIFSA3 screen.

(other state)

(NCP name)

Screen:	Field:	Entry:	Narrative:	Status:
Batch	None	None	210	None

CALENDAR FLAGS

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Process: **INTER** Number: **121**

Text: CSENET indicates that paternity has been established administratively without a support order for the following person.

(other state)

(NCP name)

Screen:	Field:	Entry:	Narrative:	Status:
Batch	None	None	211	None

Process: **INTER** Number: **122**

Text: CSENET indicates that the paternity request has been denied by the following state:

(other state)

Screen:	Field:	Entry:	Narrative:	Status:
Batch	None	None	212	None

Process: **INTER** Number: **123**

Text: CSENET indicates that paternity was not established for the following person. The appropriate fields have been updated on the UIFSA3 screen.

(other state)

(AP name)

Screen:	Field:	Entry:	Narrative:	Status:
Batch	None	None	213	None

Process: **INTER** Number: **124**

Text: CSENET indicates that the case has been dismissed without prejudice in the following state:

(other state)

Screen:	Field:	Entry:	Narrative:	Status:
Batch	None	None	214	None

Process: **INTER** Number: **125**

Text: CSENET indicates that the defendant/respondent has been ordered to pay other costs in the following state:

(other state)

Screen:	Field:	Entry:	Narrative:	Status:
Batch	None	None	215	None

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Process: **INTER** Number: **126**

Text: CSENET indicates that the defendant/respondent is parent and owes duty in the following state:

(other state)

Screen:	Field:	Entry:	Narrative:	Status:
Batch	None	None	216	None

Process: **INTER** Number: **127**

Text: CSENET indicates that the defendant/respondent is ordered to pay in the following state:

(other state)

Screen:	Field:	Entry:	Narrative:	Status:
Batch	None	None	217	None

Process: **INTER** Number: **128**

Text: CSENET indicates that the AP did not show for support order hearing in the following state:

(other state)

Screen:	Field:	Entry:	Narrative:	Status:
Batch	None	None	218	None

Process: **INTER** Number: **129**

Text: CSENET indicates that a support order hearing has been scheduled in the following state:

(other state)

Screen:	Field:	Entry:	Narrative:	Status:
Batch	None	None	219	None

Process: **INTER** Number: **130**

Text: CSENET indicates that an order has been issued/confirmed in the following state:

(other state)

Screen:	Field:	Entry:	Narrative:	Status:
Batch	None	None	220	None

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Process: **INTER** Number: **131**

Text: CSENET indicates that administrative tax review is complete and the challenge has been upheld in the following state and case. The admin tax review field has been updated on the INTERST4 screen.

(other state)

(other state's case ID)

Screen:	Field:	Entry:	Narrative:	Status:
Batch	None	None	221	None

Process: **INTER** Number: **132**

Text: CSENET indicates that administrative tax review is complete and the challenge was not upheld in the following state and case. The admin tax review field has been updated on the INTERST4 screen.

(other state)

(other state's case ID)

Screen:	Field:	Entry:	Narrative:	Status:
Batch	None	None	222	None

Process: **INTER** Number: **133**

Text: CSENET indicates that the following state is providing Iowa a notice of arrearage reconciliation/determination of sum-certain for the following other state's case:

(other state)

(other state's case ID)

Screen:	Field:	Entry:	Narrative:	Status:
Batch	None	None	223	None

Process: **INTER** Number: **134**

Text: CSENET indicates that the following state's review and modification is warranted for the other state's case below.

(other state)

(other state's case ID)

Screen:	Field:	Entry:	Narrative:	Status:
Batch	None	None	224	None

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Process: **INTER** Number: **135**

Text: CSENET indicates that the following state's review and modification is not warranted for the other state's case:

(other state)

(other state's case ID)

Screen:	Field:	Entry:	Narrative:	Status:
Batch	None	None	225	None

Process: **INTER** Number: **136**

Text: CSENET indicates that the support order has been modified for the following state and case ID.

(other state)

(other state's case ID)

Screen:	Field:	Entry:	Narrative:	Status:
Batch	None	None	226	None

Process: **INTER** Number: **137**

Text: CSENET indicates that the following state has added medical insurance. The state, case number, carrier name and policy number are listed below.

(other state)

other state's case ID)

(carrier name)

(policy number)

Screen:	Field:	Entry:	Narrative:	Status:
Batch	None	None	227	None

Process: **INTER** Number: **138**

Text: CSENET indicates that the following state has deleted medical insurance. The state, case number, carrier name and policy number are listed below.

(other state)

other state's case ID)

(carrier name)

(policy number)

Screen:	Field:	Entry:	Narrative:	Status:
Batch	None	None	228	None

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Process: **INTER** Number: **139**

Text: CSENET indicates that an order has been issued/confirmed in the following state:

(other state)

Screen:	Field:	Entry:	Narrative:	Status:
Batch	None	None	234	None

Process: **INTER** Number: **140**

Text: CSENET added a new referral. Please review. Central registry number:

(central registry number)

Screen:	Field:	Entry:	Narrative:	Status:
Batch	None	None	None	None

Process: **INTER** Number: **141**

Text: CSENET modified an existing referral screen. Please review. Central registry number:

(central registry number)

Screen:	Field:	Entry:	Narrative:	Status:
Batch	None	None	None	None

Process: **INTER** Number: **142**

Text: A new interstate referral has been acknowledged by central registry for this case. Please review the INTERSTA screen and begin the appropriate action.

(other state)

(referral type 1)

(referral type 2)

(referral type 3)

Screen:	Field:	Entry:	Narrative:	Status:
Batch	None	None	235	None

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Process: **INTER** Number: **143**

Text: A reminder was received through CSENET indicating that the following state has not received a response or acknowledgment to their interstate referral request.

(state)

(function code)

other state's case ID)

Screen:	Field:	Entry:	Narrative:	Status:
Batch	None	None	242	None

Process: **INTER** Number: **144**

Text: CSENET indicates a new payment mailing address for their interstate case number. Check narrative for address to send payments to.

(other state's case ID)

(other state)

Screen:	Field:	Entry:	Narrative:	Status:
Batch	None	None	243	None

Process: **INTER** Number: **145**

Text: CSENET received notice from the following state of an upcoming hearing. Contact the state for more information if necessary.

(other state's abbreviation)

Screen:	Field:	Entry:	Narrative:	Status:
Batch	None	None	None	None

Process: **INTER** Number: **146**

Text: CSENET indicates that the following state has not received all required attachments/documents. Please contact the other state.

(state)

(other state's case ID)

Screen:	Field:	Entry:	Narrative:	Status:
Batch	None	None	None	None

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Process: **INTER** Number: **147**

Text: Additional documents should have been sent by today to the state below to complete the referral. If they have not been mailed, enter a new date in the addl. documents provided field on the INTERSTA screen.

(state)

Screen:	Field:	Entry:	Narrative:	Status:
Batch	None	None	None	None

Process: **INTER** Number: **148**

Text: Please provide the additional documents needed to complete the referral to the following state and update the addl. documents provided field on the INTERSTA screen.

(state)

Screen:	Field:	Entry:	Narrative:	Status:
Batch	None	None	None	None

Process: **INTER** Number: **152**

Text: Please check to see if the following state provided the additional documents we requested to complete the incoming interstate referral.

(central registry #)

Screen:	Field:	Entry:	Narrative:	Status:
Batch	None	None	None	None

Process: **INTER** Number: **154**

Text: Interstate reconciliation information indicates our responding case matches a responding case in another state. One should be initiating and the other responding. Contact this state.

Screen:	Field:	Entry:	Narrative:	Status:
Batch	None	None	None	None

Process: **INTER** Number: **155**

Text: Interstate reconciliation shows our initiating case matches an initiating case in another state. One should be initiating and the other responding. Contact this state.

Screen:	Field:	Entry:	Narrative:	Status:
Batch	None	None	None	None

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Process: **INTER** Number: **156**

Text: Interstate reconciliation information indicates there is not a case in the following state that matches our INTERSTA screen. Please contact the other state's central registry.

Screen:	Field:	Entry:	Narrative:	Status:
Batch	None	None	None	None

Process: **INTER** Number: **157**

Text: Interstate case reconciliation information received. Please update the case with the following information if valid: Fips, case ID, NCP name and SSN, CP name and SSN.

Screen:	Field:	Entry:	Narrative:	Status:
Batch	None	None	None	None

Process: **IWO** Number: **54**

Text: CSENET indicates that an IWO has been established in the following state:

(other state)

Screen:	Field:	Entry:	Narrative:	Status:
Batch	None	None	206	None

Process: **LOC** Number: **109**

Text: Payee address received. Attempt to verify and update only if a private collection agency is not associated with the case.

Screen:	Field:	Entry:	Narrative:	Status:
Batch	None	None	279	None

Process: **LOC** Number: **110**

Text: New employer information received for payee.

Screen:	Field:	Entry:	Narrative:	Status:
Batch	None	None	280	None

Process: **LOC** Number: **116**

Text: Last known address found which might assist location efforts. Check narrative for details.

Screen:	Field:	Entry:	Narrative:	Status:
Batch	None	None	299	None

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Process: **LOC** Number: **117**

Text: Last known employer found which might assist location efforts. Check narrative for details.

(name)

Screen:	Field:	Entry:	Narrative:	Status:
Batch	None	None	302	None

Process: **LOC** Number: **118**

Text: CSENET returned the following possible date of birth. Please see narrative and update if valid (date of birth)(name)(ssn)

Screen:	Field:	Entry:	Narrative:	Status:
Batch	None	None	303	None

Process: **LOC** Number: **119**

Text: CSENET returned the following insurance information. Verify coverage and enter onto ICAR appropriately.

(name)

(employer)

(insurance carrier)

(policy number)

Screen:	Field:	Entry:	Narrative:	Status:
Batch	None	None	304	None

Process: **LOC** Number: **121**

Text: CSENET indicates the following locate person is recorded as deceased in the following state:

(name)

(state)

Screen:	Field:	Entry:	Narrative:	Status:
Batch	None	None	315	None

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Process: **SECEN** Number: **24**

Text: CSENET indicates that a lien has been established in the following state for the following person:

(other state)

(against = motor vehicle, personal property, or real estate)

(NCP name)

Screen:	Field:	Entry:	Narrative:	Status:
Batch	None	None	96	None

Process: **STT** Number: **15**

Text: A state tax intercept has been processed in the following state. Update ICAR with OST payment.

(state)

(payment amount)

(date of posting)

Screen:	Field:	Entry:	Narrative:	Status:
Batch	None	None	42	None

STATUSES

Process: **ADMIN** Number: **15**

Text: An action to obtain a support order against the noncustodial parent named above was previously started by the child support recovery unit. The noncustodial parent named above has contested our action to establish an order for support through the administrative process. A court hearing has been set for (date). We will advise you of the results of this hearing.

Screen:	Field:	Entry:	Narrative:	Flag:
ADMIN2	COURT HEARING SET	VALID DATE AND TIME AND A/R=R	68	None

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Process: **ADMIN** Number: **16**

Text: A court hearing previously scheduled regarding our action to establish an order for support through administrative process has been rescheduled for (date). We will advise you of the results of this hearing.

Screen:	Field:	Entry:	Narrative:	Flag:
ADMIN2	COURT HEARING SET	CHANGE DATE OR TIME AND HEARING HELD=R	69	None

Process: **ADMIN** Number: **24**

Text: An action to obtain a support order against the noncustodial parent named above was previously started by the child support recovery unit. We are requesting judicial review. A court hearing has been set for (date). We will advise you of the results of this hearing.

Screen:	Field:	Entry:	Narrative:	Flag:
ADMIN2	COURT HEARING SET	ENTER DATE AND TIME AND A/R=A	129	None

Process: **ADMIN** Number: **32**

Text: The administrative establishment process was ended on (date). The action was dismissed by 215.1 rules of civil procedure – the judicial time limit was exceeded.

Screen:	Field:	Entry:	Narrative:	Flag:
ADMIN2	ACTION DISMISSED	DIS	141	None

Process: **ADMIN** Number: **35**

Text: The administrative establishment process was ended on (date) because an order for support was discovered.

Screen:	Field:	Entry:	Narrative:	Flag:
ADMIN2	ACTION DISMISSED	OAE	145	None

Process: **ADMIN** Number: **38**

Text: The administrative establishment process was ended on (date) for the following reason: (reason)

Screen:	Field:	Entry:	Narrative:	Flag:
ADMIN2	ACTION DISMISSED	OTH	147	None

Process: **ADMIN** Number: **39**

Text: The noncustodial parent is ordered to pay child support.

Screen:	Field:	Entry:	Narrative:	Flag:
ADMIN2	COURT HEARING	N, D – NARRATIVE 135;	135, 136,	None
	REQUESTED, SUPPORT	Y, D – NARRATIVE 136;	137, 138	
	ESTABLISHED	Y, H – NARRATIVE 137;		
		Y, C – NARRATIVE 138		

Process: **ADPAT** Number: **11**

Text: An order establishing paternity and medical support was entered on (date). A copy of the order is attached for your records.

Screen:	Field:	Entry:	Narrative:	Flag:
ADPAT2	GENERATE ORDER, TYPE,	A, PH – NARRATIVE 179	179, 181	None
	DATE	J, PH – NARRATIVE 181		

Process: **ADPAT** Number: **14**

Text: Enclosed is an order establishing paternity against (name) on (date). The above named was not ordered to pay an amount of support. If appropriate, this office will continue to review the above named father's situation to determine if an amount of support may be ordered at a later time. A copy of the order establishing paternity is attached for your records.

Screen:	Field:	Entry:	Narrative:	Flag:
ADPAT2	GENERATE ORDER, TYPE,	A, PO – NARRATIVE 43	43, 47	None
	DATE	J, PO – NARRATIVE 47		

Process: **ADPAT** Number: **16**

Text: Enclosed is an order establishing paternity and support entered against (name) on (date). We will monitor to insure that payments are being made. A copy of the order is attached for your records.

Screen:	Field:	Entry:	Narrative:	Flag:
ADPAT2	GENERATE ORDER, TYPE,	A, PS – NARRATIVE 45	45, 49	None
	DATE	J, PS – NARRATIVE 49		

Process: **ADPAT** Number: **21**

Text: The administrative paternity action against (name) was ended because neither a mother's written statement alleging paternity nor a similar document was received by CSRU.

Screen:	Field:	Entry:	Narrative:	Flag:
ADPAT2	ACTION	MSNA	67	None
	DISMISSED/PROCESS			
	ENDED			

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Process: **ADPAT** Number: **24**

Text: The administrative paternity action against (name) on (date) was dismissed. The reason for dismissal follows: (reason)

Screen:	Field:	Entry:	Narrative:	Flag:
ADPAT2	ACTION	CPNC, A OR Y – NARR.	69, 71, 73,	None
	DISMISSED/PROCESS	69	75, 83, 85	
	ENDED, SERVICE	CPNC, N OR BLANK –		
	OBTAINED	NARR. 71		
		PNI, A OR Y – NARR. 73		
		PNI, N OR BLANK –		
		NARR. 75		
		OTH, A OR Y – NARR. 83		
		OTH, N OR BLANK –		
		NARR. 85		

Process: **ADPAT** Number: **26**

Text: The administrative paternity action against (name) has been dismissed because (name) cannot be located.

Screen:	Field:	Entry:	Narrative:	Flag:
ADPAT2	ACTION	NLAF	77	None
	DISMISSED/PROCESS			
	ENDED			

Process: **ADPAT** Number: **28**

Text: The administrative paternity action filed against (name) was dismissed on (date) due to (name) was excluded as the father through genetic testing.

Screen:	Field:	Entry:	Narrative:	Flag:
ADPAT2	ACTION	AFEX	79	None
	DISMISSED/PROCESS			
	ENDED			

Process: **ADPAT** Number: **31**

Text: The paternity action filed against (name) was dismissed on (date) by the clerk of the court.

Screen:	Field:	Entry:	Narrative:	Flag:
ADPAT2	ACTION	DIS	81	None
	DISMISSED/PROCESS			
	ENDED			

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Process: **ADPAT** Number: **49**

Text: This is to inform you that a court hearing has been set for (name) at (date) against (name). We will advise you of the outcome.

Screen:	Field:	Entry:	Narrative:	Flag:
ADPAT3	COURT HEARING SET, COURT HEARING HELD	DATE, BLANK	134	None

Process: **ADPAT** Number: **52**

Text: The court hearing in this case is being rescheduled for (name). We will advise you of the results of the hearing.

Screen:	Field:	Entry:	Narrative:	Flag:
ADPAT3	COURT HEARING HELD	R	139	None

Process: **ADPAT** Number: **66**

Text: Alleged father failed to reschedule or appear for genetic testing. We will keep you informed of case progress.

Screen:	Field:	Entry:	Narrative:	Flag:
ADPAT3	GENETIC TEST AF COMPL, COURT HEARING REQUESTED	N, N – NARRATIVE 110 N, Y – NARRATIVE 111	110, 111	None

Process: **ADPAT** Number: **67**

Text: (name) is contesting paternity. We will be scheduling genetic testing and will keep you informed of case progress.

Screen:	Field:	Entry:	Narrative:	Flag:
ADPAT3	AF CONTESTS PATERNITY, DATE	Y, VALID DATE	86	None

Process: **ADPAT** Number: **68**

Text: A genetic testing appointment to determine paternity is scheduled for the AF on (date) at (time).

Screen:	Field:	Entry:	Narrative:	Flag:
ADPAT3	GENETIC TEST SET AF, COMP	VALID DATE AND TIME, BLANK	99	None

STATUSES

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Process: **ADPAT** Number: **68**

Text: A genetic testing appointment to determine paternity is scheduled for the af on (date) at (time).

Screen:	Field:	Entry:	Narrative:	Flag:
ADPAT3	GENETIC TEST AF COMPL	R	112	None

Process: **ADPAT** Number: **69**

Text: *****Defendant/Respondent is Parent and Owes Duty***** Blank status used to generate CSENet transaction.

Screen:	Field:	Entry:	Narrative:	Flag:
ADPAT2	PATERNITY ESTABLISHED, DATE	D H C, AND VALID DATE	175	None

Process: **ADPAT** Number: **70**

Text: *****Defendant/Respondent is Ordered to Pay***** Blank status used to generate CSENet transaction.

Screen:	Field:	Entry:	Narrative:	Flag:
ADPAT2	SUPPORT ESTABLISHED, DATE	D H C, AND VALID DATE	177	None

Process: **CASE** Number: **1**

Text: The above referenced case was closed effective (date).

Screen:	Field:	Entry:	Narrative:	Flag:
Batch	STATUS (A/I/C/D/H)	C	14	None

Process: **CASE** Number: **4**

Text: The above referenced case has been transferred to a new support recovery officer. All future correspondence regarding this case should be addressed to:

(address, telephone, FIPS)

Screen:	Field:	Entry:	Narrative:	Flag:
CASE	ICAR CASE WRKR ID	Manual change, change by case closure or ABC	20	None

Process: **CASE** Number: **21**

Text: Child (name) has been added to this case.

Screen:	Field:	Entry:	Narrative:	Flag:
CHILD	NAME	PF2 ADD	194	None

Process: **CASE** Number: **22**

Text: Child (name) for the above referenced case is no longer a participant on this case.

Screen:	Field:	Entry:	Narrative:	Flag:
CHILD	NAME	PF4 DELETE	4, 195, 199	None

Process: **CASE** Number: **23**

Text: Child (name) has been transferred to a new support recovery officer. All future correspondence regarding this child should be addressed to: (address)

Screen:	Field:	Entry:	Narrative:	Flag:
CHILD	FCRU CASE WORKER	Batch update by FACS, CASE, or CHILD	200	None

Process: **CASE** Number: **25**

Text: ***Informational account type change only. Please continue all establishment/enforcement efforts as previously requested.***

The account type of the above referenced case has been changed from (account type) to (account type) for child (name)

Screen:	Field:	Entry:	Narrative:	Flag:
CHILD/Batch	CURRENT ACCT TYPE	Changed by batch or online	245	None

Process: **CASE** Number: **26**

Text: The following medical insurance provided by the (case role) was added on (date).

EMPLOYER NAME: (name)

POLICY NO: (number)

INSURANCE CO: (name)

Screen:	Field:	Entry:	Narrative:	Flag:
MEDICAL	POLICY NUMBER	PF2 ADD	252	None

STATUSES

March 11, 2003

Process: **CASE** Number: **27**

Text: The following medical insurance provided by the (case role) ended on (date).

EMPLOYER NAME: (name)

POLICY NO: (number)

INSURANCE CO: (name)

Screen:	Field:	Entry:	Narrative:	Flag:
MEDICAL	POLICY NUMBER	PF4 DELETE	253	None

Process: **CASE** Number: **53**

Text: *** Medical insurance added *** Blank status used to generate the CSENet transaction.

Screen:	Field:	Entry:	Narrative:	Flag:
MEDICAL	POLICY NUMBER	Policy is added via TPL	None	None

Process: **CASE** Number: **54**

Text: *** Medical insurance deleted *** Blank status used to generate the CSENet transaction.

Screen:	Field:	Entry:	Narrative:	Flag:
MEDICAL	POLICY NUMBER	Policy is deleted via TPL	183	None

Process: **CLOSE** Number: **1**

Text: The above referenced case was re-opened effective (date).

Screen:	Field:	Entry:	Narrative:	Flag:
CASE	STATUS (A/I/C/D/H)	Changed to A	47	None

Process: **CLOSE** Number: **2**

Text: This case has been closed because there is no longer a current support order and arrearages are under \$500 or unenforceable under state law.

Screen:	Field:	Entry:	Narrative:	Flag:
CLOSE	REASON	NSOR, NSOR1, NSOR2 OR NOFC	52	None

Process: **CLOSE** Number: **3**

Text: This case has been closed because there is no longer a current support order and arrearages are under \$500 or unenforceable under state law.

Screen:	Field:	Entry:	Narrative:	Flag:
CLOSE	REASON	NSOR, NSOR1, NSOR2 OR NOFC	53	None

Process: **CLOSE** Number: **4**

Text: This case has been closed because the obligor or putative father is deceased and no further action can be taken.

Screen:	Field:	Entry:	Narrative:	Flag:
CASE	REASON	DECD	54	None

Process: **CLOSE** Number: **5**

Text: This case has been closed because paternity cannot be established because the child is at least 18 years old and paternity action is barred by the statute of limitations.

Screen:	Field:	Entry:	Narrative:	Flag:
CASE	REASON	AGEL	55	None

Process: **CLOSE** Number: **6**

Text: This case has been closed because the non-custodial parent's location has been unknown for a 3 year period.

Screen:	Field:	Entry:	Narrative:	Flag:
CASE	REASON	LOCA	58	None

Process: **CLOSE** Number: **7**

Text: This case has been closed because the absent parent cannot pay support for the following reason(s): The parent is institutionalized in a psychiatric facility; is incarcerated without parole; or has a total and permanent disability. No income or assets are available.

Screen:	Field:	Entry:	Narrative:	Flag:
CASE	REASON	DISA, INST, OR PRSN	59, 60, 61	None

Process: **CLOSE** Number: **8**

Text: This case has been closed because the noncustodial parent lives in a foreign country.

Screen:	Field:	Entry:	Narrative:	Flag:
CASE	REASON	CITZ	62	None

Process: **CLOSE** Number: **9**

Text: This case has been closed because the requested location-only services have been provided.

Screen:	Field:	Entry:	Narrative:	Flag:
CASE	REASON	LOCS	63	None

STATUSES

March 11, 2003

Process: **CLOSE** Number: **10**

Text: This case has been closed because of the recipient of services' request. There is no assignment to the state of medical support or accrued arrearages.

Screen:	Field:	Entry:	Narrative:	Flag:
CASE	REASON	REQU, REQU1	64	None

Process: **CLOSE** Number: **11**

Text: This case has been closed because of a finding of good cause based on risk of harm to the child or caretaker relative.

Screen:	Field:	Entry:	Narrative:	Flag:
CASE	REASON	GOOD	65	None

Process: **CLOSE** Number: **12**

Text: This case has been closed because of our inability to locate the custodial parent by phone or certified letter within 60 calendar days.

Screen:	Field:	Entry:	Narrative:	Flag:
CASE	REASON	CONT	66	None

Process: **CLOSE** Number: **13**

Text: This case has been closed due to the noncooperation and actions of the custodial parent

Screen:	Field:	Entry:	Narrative:	Flag:
CASE	REASON	COOP, COOP1, OR COOP2	67	None

Process: **CLOSE** Number: **14**

Text: This case has been closed because paternity cannot be established because a genetic test or a court or an administrative process has excluded the putative father, and no other putative father could be named.

Screen:	Field:	Entry:	Narrative:	Flag:
CASE	REASON	EXCL	56	None

Process: **CLOSE** Number: **15**

Text: This case closed because it was not in the best interests of the child to establish paternity.

Screen:	Field:	Entry:	Narrative:	Flag:
CASE	REASON	NCIN	57	None

Process: **CLOSE** Number: **16**

Text: This case closed because the identity of the alleged father could not be determined after at least one interview with the custodial party.

Screen:	Field:	Entry:	Narrative:	Flag:
CASE	reason	NOID	76	None

Process: **CLOSE** Number: **17**

Text: This case has been closed because the non-custodial parent's location has been unknown for a 1 year period.

Screen:	Field:	Entry:	Narrative:	Flag:
CASE	REASON	LOCA1	84	None

Process: **CLOSE** Number: **18**

Text: As the initiating state in this case, Iowa's CSRU needs you to provide the following information to allow us to take the next essential step in the case. If you do not provide us with the necessary data, we will close this case under 45 CFR 303.11(B)(12).

Screen:	Field:	Entry:	Narrative:	Flag:
CASE	REASON	COOP3	79	None

Process: **CLOSE** Number: **19**

Text: You have not provided the necessary information that Iowa requested for this case. Iowa has closed the case under authority of 45 CFR 303.11(B)(12). Iowa's case is now closed.

Screen:	Field:	Entry:	Narrative:	Flag:
CASE	REASON	COOP3	None	None

Process: **CLOSE** Number: **21**

Text: This case has been closed

Screen:	Field:	Entry:	Narrative:	Flag:
CASE	STATUS (A/I/C/D/H)	C (batch)	2, 3, 4, 13	None

Process: **CONTE** Number: **2**

Text: A contempt of court action has been initiated on the above referenced case. Attempts will be made to serve the non-custodial parent with notice of the hearing scheduled for (date) at (time).

Screen:	Field:	Entry:	Narrative:	Flag:
COURTORD	HEARING SET	VALID DATE	42	None

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March 11, 2003

Process: **CONTE** Number: **5**

Text: Notice has been received that the above named non-custodial parent was served with notice of the contempt on (date). We will be proceeding with the hearing as scheduled on (date).

Screen:	Field:	Entry:	Narrative:	Flag:
COURTORD	HEARING SET	CURRENT DATE	18	None

Process: **CONTE** Number: **14**

Text: A warrant to arrest the non-custodial parent was issued on (date).

Screen:	Field:	Entry:	Narrative:	Flag:
COURTORD	WARRANT TO ARREST	DATE	53	None

Process: **CONTE** Number: **80**

Text: A warrant to arrest the non-custodial parent was issued on (date).

Screen:	Field:	Entry:	Narrative:	Flag:
CONTEMPT	WARRANT TO ARREST	DATE	8	None

Process: **FED** Number: **5**

Text: This is to inform you that a federal tax refund in the amount of (amount) due the responsible person named above has been intercepted and applied in accordance with state and federal law.

Screen:	Field:	Entry:	Narrative:	Flag:
Batch	None	None	None	None

Process: **FED** Number: **6**

Text: ***Administrative Review Complete – Challenge Upheld*** Blank status used to generate the CSENet transaction

Screen:	Field:	Entry:	Narrative:	Flag:
OFFSET	OUTCOME	S	77	None

Process: **FED** Number: **7**

Text: ***Administrative Review Complete – Challenge Not Upheld*** Blank status used to generate the CSENet transaction.

Screen:	Field:	Entry:	Narrative:	Flag:
OFFSET	OUTCOME	D	78, 79	None

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Process: **INTER** Number: **22**

Text: ***Order Registered*** Blank status used to generate the CSENet transaction.

Screen:	Field:	Entry:	Narrative:	Flag:
REGIST	ICIS CO NUMBER, ORDER DATE, COUNTY NUMBER	Valid Entries	186	None

Process: **INTER** Number: **23**

Text: Iowa's new controlling order is

Screen:	Field:	Entry:	Narratives:	Flag:
DCO2	DCO order #	Valid entry	187	None

Process: **INTER** Number: **27**

Text: ***Requesting Current Case Status*** Blank status used to generate the CSENet transaction.

Screen:	Field:	Entry:	Narrative:	Flag:
INTERST2	REQ/NTC SENT ON STATUS	SEND	49, 50	None

Process: **INTER** Number: **28**

Text: ***Providing Current Case Status*** Blank status used to generate the CSENet transaction.

Screen:	Field:	Entry:	Narrative:	Flag:
INTERST2	RESP PROV – STATUS	SEND	56, 57, 64, 65	None

Process: **INTER** Number: **29**

Text: ***Document Filed on Case*** Blank status used to generate the CSENet transaction.

Screen:	Field:	Entry:	Narrative:	Flag:
INTERST2	DOCUMENT FILED	SEND	72, 73	None

Process: **INTER** Number: **30**

Text: ***Change of Payee*** Blank status used to generate the CSENet transaction.

Screen:	Field:	Entry:	Narrative:	Flag:
INTERST2	CHG/REDIRECTED	SEND	81, 82	None

Process: **INTER** Number: **31**

Text: Iowa is sending a notice of case forwarding to (state) on (date).

Screen:	Field:	Entry:	Narrative:	Flag:
INTERST2	NOTICE CASE FWD	SEND	86	None

STATUSES

March 11, 2003

Process: **INTER** Number: **32**

Text: Iowa has not received the additional documents requested in our acknowledgement for the following interstate case.

Screen:	Field:	Entry:	Narrative:	Flag:
INTERSTA	ACKNLDGMENT RCVD	None received in 30 days	237	None

Process: **INTER** Number: **33**

Text: Iowa has not received the additional documents requested in our acknowledgement for the following interstate case.

Screen:	Field:	Entry:	Narrative:	Flag:
INTERSTA	ACKNLDGMENT RCVD	None received in 30 days	238	None

Process: **INTER** Number: **34**

Text: Iowa has not received the additional documents requested in our acknowledgement for the following interstate case.

Screen:	Field:	Entry:	Narrative:	Flag:
INTERSTA	ACKNLDGMENT RCVD	None received in 30 days	239	None

Process: **INTER** Number: **37**

Text: Iowa is sending the required documents to complete the interstate referral by the action resolution date indicated in this CSENet transaction.

Screen:	Field:	Entry:	Narrative:	Flag:
INTERSTA	ADDITIONAL DOCS PROVIDED	Date	244	None

Process: **INTER** Number: **38**

Text: The registration hearing has been rescheduled for (date) at (time) for court order number (co number).

Screen:	Field:	Entry:	Narrative:	Flag:
REGIST	COURT HEARING SET, COURT HEARING HELD	Change date/time, R	252	None

Process: **INTER** Number: **39**

Text: A hearing has been set for (date) at (time). The registration of court order number (co number) has been contested.

Screen:	Field:	Entry:	Narrative:	Flag:
REGIST	COURT HEARING SET	Valid date/time	253	None

Process: **IWO** Number: **2**

Text: We have processed an income withholding order and sent it to the employer for (amount). Withholding is at the rate of \$(dollars) per (time) for current support with an additional \$(dollars) per (time) toward the arrears. This does not modify the amount of the support ordered in the original order.

Screen:	Field:	Entry:	Narrative:	Flag:
IWO	GEN NOTICE	Y	47	None

Process: **LIENS** Number: **1**

Text: ***This is a CSENet status for Lien Establishment Modification*** Blank status used to generate the CSENet transaction.

Screen:	Field:	Entry:	Narrative:	Flag:
LIEN	LIEN ISSUED TO	State code	1	None

Process: **LOC** Number: **1**

Text: We have confirmed that (name) is employed by (employer) additional action will be taken as needed.

Screen:	Field:	Entry:	Narrative:	Flag:
EMPVER	VERIFIED	Y	2	None

Process: **LOC** Number: **2**

Text: We have confirmed that (name) is employed by (employer) please update your records with this new information.

Screen:	Field:	Entry:	Narrative:	Flag:
EMPVER	VERIFIED	Y	5	None

Process: **LOC** Number: **4**

Text: We have confirmed that (name) Is residing at: (address) Additional action will be taken as needed.

Screen:	Field:	Entry:	Narrative:	Flag:
Batch	VERIFIED	Y	None	None

STATUSES

March 11, 2003

Process: **LOC** Number: **5**

Text: We have confirmed that (name) is residing at: (address) Please update your records with this new information.

Screen:	Field:	Entry:	Narrative:	Flag:
Batch	VERIFIED	Out of state address	10	None

Process: **LOC** Number: **15**

Text: We have confirmed that the current home address for (name) is: (address)

Screen:	Field:	Entry:	Narrative:	Flag:
Batch	VERIFIED	Y	100	None

Process: **LOC** Number: **16**

Text: We have confirmed that the current mailing address for (name) is: (address)

Screen:	Field:	Entry:	Narrative:	Flag:
Batch	VERIFIED	Y	101	None

Process: **LOC** Number: **17**

Text: We have confirmed that the current home address for (name) is: (address)

Screen:	Field:	Entry:	Narrative:	Flag:
Batch	VERIFIED	Y	102	None

Process: **LOC** Number: **18**

Text: We have confirmed that the current mailing address for (name) is: (address)

Screen:	Field:	Entry:	Narrative:	Flag:
Batch	VERIFIED	Y	103	None

Process: **LOC** Number: **19**

Text: The non-custodial parent's out of state address was verified for: (name). The address is: (address)

Screen:	Field:	Entry:	Narrative:	Flag:
ADDVER	VERIFIED	Out of state address	178	None

Process: **LOC** Number: **20**

Text: The following employer has been located for the absent parent. Fin# (FEIN) name (name) address (address)

Screen:	Field:	Entry:	Narrative:	Flag:
None	None	None	None	None

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Process: **PAT** Number: **74**

Text: A hearing to establish paternity will be held on (date) at (time) against (name). We will advise you of the outcome.

Screen:	Field:	Entry:	Narrative:	Flag:
PATEST3	HEARING SET, HEARING HELD	Change time/date, R	244, 245	None

Process: **REGST** Number: **13**

Text: The registration of court order number (order ID) has been contested. The hearing has been set for (date) at (time).

Screen:	Field:	Entry:	Narrative:	Flag:
Batch	None	None	None	None

Process: **REGST** Number: **14**

Text: The original hearing date for court order number (order id) has been changed. The new registration hearing is scheduled for (date) at (time).

Screen:	Field:	Entry:	Narrative:	Flag:
Batch	None	None	None	None

Process: **REV** Number: **94**

Text: The hearing to review and adjust child support is rescheduled for (date) at (time).

Screen:	Field:	Entry:	Narrative:	Flag:
REVIEW4	HEARING SET, HEARING HELD	Change time/date, R	79	None

Process: **REV** Number: **95**

Text: The hearing to review and adjust child support is scheduled for (date) at (time).

Screen:	Field:	Entry:	Narrative:	Flag:
REVIEW4	HEARING SET	Valid date/time	193	None

Process: **REV** Number: **97**

Text: ***Review and Modification Warranted*** Blank status used to generate the CSENet transaction.

Screen:	Field:	Entry:	Narrative:	Flag:
REVIEW1	REVIEW APPROPRIATE	Y	172	None

STATUSES

March 11, 2003

Process: **REV** Number: **98**

Text: ***Review and Modification Not Warranted*** Blank status used to generate the CSENet transaction.

Screen:	Field:	Entry:	Narrative:	Flag:
REVIEW1	REVIEW APPROPRIATE	N – narrative 115; N + OTH in DEN REASON=OTH – narrative 159; N + NOT OTH in DEN REASON – narrative 12	115, 159, 12	None

Process: **REV** Number: **99**

Text: ***Support order modified*** Blank status used to generate the CSENet transaction.

Screen:	Field:	Entry:	Narrative:	Flag:
REVIEW3	ORDER FILED	Y	85	None

Process: **REV** Number: **99**

Text: ***Support order modified*** Blank status used to generate the CSENet transaction.

Screen:	Field:	Entry:	Narrative:	Flag:
REVIEW4	ORDER FILED	Y and single order – narrative 118; or multi orders narrative 139	118, 139	None

Process: **STT** Number: **1**

Text: This is to inform you that a state tax refund in the amount of (amount) due the responsible person named above has been intercepted and applied in accordance with state and federal law.

Screen:	Field:	Entry:	Narrative:	Flag:
Batch	None	None	None	None

Process: **STT** Number: **4**

Text: This is to inform you that a state tax refund in the amount of (amount) due the responsible person named above has been intercepted and applied in accordance with state and federal law.

Screen:	Field:	Entry:	Narrative:	Flag:
Batch	None	None	None	None

Process: **URESA** Number: **27**

Text: A URESA hearing on the above named will be held on (date) at (time).

Screen:	Field:	Entry:	Narrative:	Flag:
URESA2	HEARING SET	Valid date/time	78	None

March 11, 2003

Process: **URES**A Number: **28**

Text: A hearing on the registration of the support order on the above named will be held on (date) at (time)

Screen:	Field:	Entry:	Narrative:	Flag:
URES	HEARING SET	Valid date/time	79	None

Process: **URES**A Number: **65**

Text: A URESA hearing has been rescheduled to (date) at (time) for the above named.

Screen:	Field:	Entry:	Narratives:	Flag:
URES	HEARING SET, HEARING HELD	Valid date/time, R	144	None

Process: **URES**A Number: **66**

Text: A hearing on registration of the support order has been rescheduled to (date) at (time) for the above named.

Screen:	Field:	Entry:	Narrative:	Flag:
URES	HEARING SET, HEARING HELD	Valid date/time, R	145	None



TERRY E. BRANSTAD, GOVERNOR

DEPARTMENT OF HUMAN SERVICES

CHARLES M. PALMER, DIRECTOR

June 30, 1998

GENERAL LETTER NO. 9-J-1

ISSUED BY: Bureau of Collections, Division of Policy Coordination

SUBJECT: Employees' Manual Title 9, Chapter J, *Child Support Enforcement Network*, Title page, new; Contents (pages 1 and 2), new; and pages 1 through 62, new.

Summary

Child Support Enforcement Network (CSENet) is a new manual chapter. It provides information about the processing of electronic transactions between states that also have CSENet. For non-CSENet states, continue to use existing procedures for processing Interstate transactions. This chapter explains:

- ◆ How CSENet information is formatted.
- ◆ How to use the CSENet screens.
- ◆ How to create or update an ICAR case using CSENet transaction data from other states.
- ◆ How to send electronic transactions to other states using CSENet.

Effective Date

Immediately.

Material Superseded

None.

Additional Information

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



STATE OF IOWA

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

DEPARTMENT OF HUMAN SERVICES
JESSIE K. RASMUSSEN, DIRECTOR

March 11, 2003

GENERAL LETTER NO. 9-J-2

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

SUBJECT: Employees' Manual, Title 9, Chapter J, *CHILD SUPPORT ENFORCEMENT NETWORK - CSENET*, Title page, revised; Contents (pages 1 and 2), revised; Contents (pages 3 through 5), new; pages 1 through 62, revised; and pages 63 through 165, new.

Summary

This entire manual has been updated to include new policy and procedures relating to electronic interstate communication through CSENet.

Effective Date

Immediately

Material Superseded

Remove the entire Title 9, Chapter J, *CHILD SUPPORT ENFORCEMENT NETWORK*, dated June 30, 1998, from the manual and destroy it.

Additional Information

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