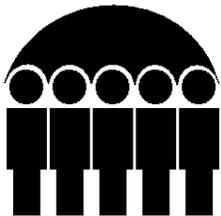


October 22, 2004

Employees' Manual
Title 9
Chapter K Appendix

INTERSTATE CASE PROCESSING APPENDIX



Iowa
Department
of
Human Services

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Iowa FIPS Codes

County	Codes	County	Codes	County	Codes
Adair	19 001	Floyd	19 067	Monona	19 133
Adams	19 003	Franklin	19 069	Monroe	19 135
Allamakee	19 005	Fremont	19 071	Montgomery	19 137
Appanoose	19 007	Greene	19 073	Muscatine	19 139
Audubon	19 009	Grundy	19 075	O'Brien	19 141
Benton	19 011	Guthrie	19 077	Osceola	19 143
Black Hawk	19 013	Hamilton	19 079	Page	19 145
Boone	19 015	Hancock	19 081	Palo Alto	19 147
Bremer	19 017	Hardin	19 083	Plymouth	19 149
Buchanan	19 019	Harrison	19 085	Pocahontas	19 151
Buena Vista	19 021	Henry	19 087	Polk	19 153
Butler	19 023	Howard	19 089	Pottawattamie	19 155
Calhoun	19 025	Humboldt	19 091	Poweshiek	19 157
Carroll	19 027	Ida	19 093	Ringgold	19 159
Cass	19 029	Iowa	19 095	Sac	19 161
Cedar	19 031	Jackson	19 097	Scott	19 163
Cerro Gordo	19 033	Jasper	19 099	Shelby	19 165
Cherokee	19 035	Jefferson	19 101	Sioux	19 167
Chickasaw	19 037	Johnson	19 103	Story	19 169
Clarke	19 039	Jones	19 105	Tama	19 171
Clay	19 041	Keokuk	19 107	Taylor	19 173
Clayton	19 043	Kossuth	19 109	Union	19 175
Clinton	19 045	Lee	19 111	Van Buren	19 177
Crawford	19 047	Linn	19 113	Wapello	19 179
Dallas	19 049	Louisa	19 115	Warren	19 181
Davis	19 051	Lucas	19 117	Washington	19 183
Decatur	19 053	Lyon	19 119	Wayne	19 185
Delaware	19 055	Madison	19 121	Webster	19 187
Des Moines	19 057	Mahaska	19 123	Winnebago	19 189
Dickinson	19 059	Marion	19 125	Winneshiek	19 191
Dubuque	19 061	Marshall	19 127	Woodbury	19 193
Emmet	19 063	Mills	19 129	Worth	19 195
Fayette	19 065	Mitchell	19 131	Wright	19 197
Bureau of Collections/Central Registry/Collection Services Center 19000					

Notice Requirements in UIFSA

This chart lists the different types of notice requirements in UIFSA, specific time standards for issuance, who initiates and who receives the notices, and the legal reference for each requirement.

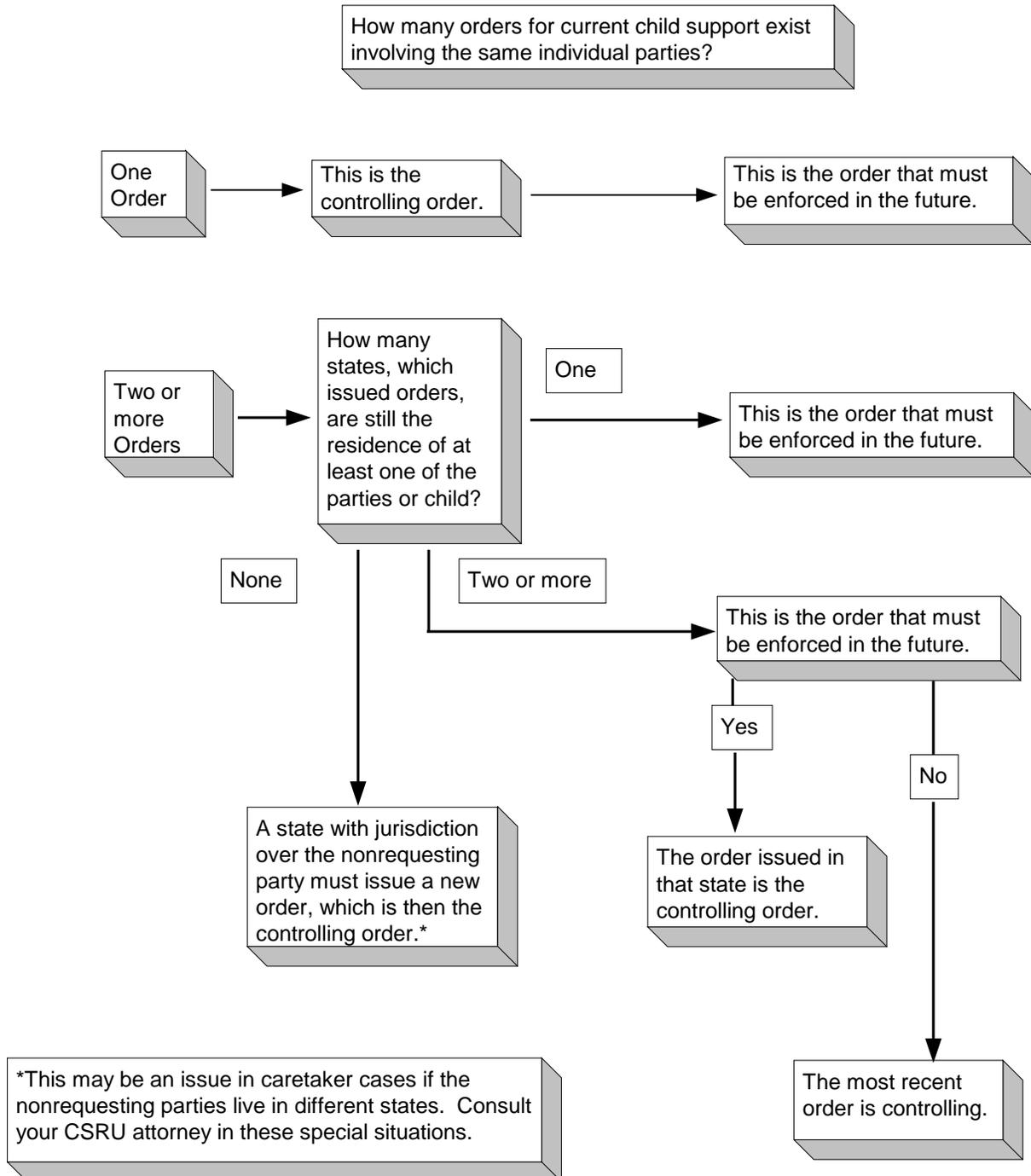
Notice Requirements in UIFSA				
Type of Notice	Time Frame	Initiator	Recipient	Legal Basis
Notice of request	Any time before process to determine controlling order is started	Party seeking determination of controlling order	Every party whose rights may be affected	252K.207(3)
Certified copy of order	Within 30 days of order determining controlling order	Party obtaining order determining controlling order	Each tribunal that had issued or registered an earlier child support order	252K.207(6)
Where/when petition filed	None specified	Responding tribunal	Petitioner	252K.305
Copy of order	Promptly	Responding tribunal	Petitioner, respondent, initiating tribunal	252K.305(5)
Copy of any written notice received from an initiating, responding or registering tribunal	Within 5 business days of receipt	Support enforcement agency	Petitioner	252K.307(2)
Copy of any written communication from respondent or respondent's attorney	Within 5 business days of receipt	Support enforcement agency	Petitioner	252K.307(2)

Notice Requirements in UIFSA				
Type of Notice	Time Frame	Initiator	Recipient	Legal Basis
Notice that jurisdiction over respondent cannot be obtained	None specified	Support enforcement agency	Petitioner	252K.307(2)
Copy of income withholding order	Immediately	Employer	Obligor	252K.502(1)
Notice of contest to direct withholding	None specified	Obligor	Support enforcement agency providing services to obligee; employer; and (1) person or entity identified for payment or (2) obligee, if none identified	252K.506(2)
Notice of registration	When order is registered	Registering tribunal	Nonregistering party	252K.605(1)
Notice of income withholding	Upon tribunal registration of income withholding order for enforcement	Registering tribunal	Employer	252K.605(3)
Notice of contest to validity or enforcement of registered order	Within 20 days after date of mailing or personal service of registration notice	Nonregistering party	Registering tribunal	252K.606(1)
Notice of the date, time, and place of hearing to contest registration	None specified	Registering tribunal	Parties	252K.606(3)

Notice Requirements in UIFSA				
Type of Notice	Time Frame	Initiator	Recipient	Legal Basis
Certified copy of modified order	Within 30 days after issuance of modified order	Party obtaining modification	Issuing tribunal which had CEJ and every tribunal where registered	252K.614
Copy of order: establishment	None specified	Not specified	“Responsible person”, i.e., obligor	252C.3(5)
Copy of order: modification	Within 14 days	Not specified	Each parent at last known address or, if applicable, parent’s attorney	252H.9(7)

Determining the Controlling Order

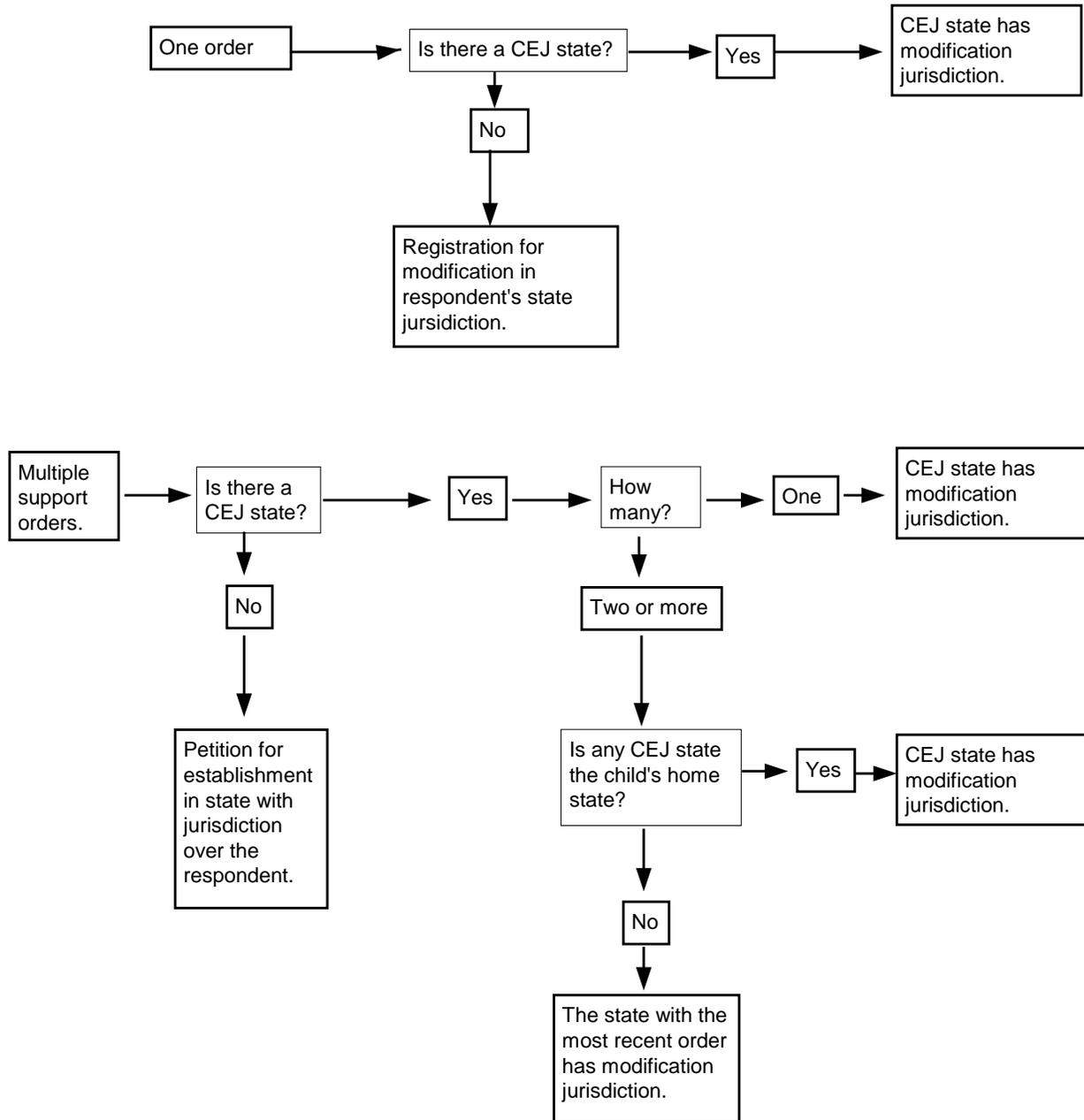
(Absent the written agreement of the parties.)



Modification Jurisdiction

This chart helps you decide which state has jurisdiction to modify the support order.

Modification Jurisdiction
(Absent written consent of the parties)



Circumstances Requiring a DCO*

This chart lists specific events that may or may not require you to determine the controlling order for the case. This chart applies only to cases that have two or more ongoing child support orders that were entered or last modified in different states.

Event	DCO		Comment
	Yes	No	
Stand-alone DCO	✓		Begun upon request of a party (including the Unit). Do not adjudicate arrears.
Preemptive (defensive) DCO	✓		Iowa wants to preserve Iowa arrears.
Post-DCO: an improper <i>de novo</i> order was entered (time for challenge has passed)	✓		Commence a second DCO.
Child receives SSD based upon obligor's disability	✓		
Prior DCO overlooked** ongoing order (notice <u>not</u> given to all parties, e.g. caretaker)	✓		Upon discovery, do another DCO. Consider all orders considered in the original DCO, plus the overlooked order. Use current residences for all parties. The overlooked order's arrears continue to accrue until the date a subsequent DCO order is entered.
Prior DCO overlooked** ongoing order (notice given to all parties)		✓	Entry of a DCO order cuts off accumulation of arrears on all non-controlling orders, if a controlling order is identified. Therefore, no arrears accrued under the overlooked order after the DCO order was entered.
Past-due only order(s)***		✓	Registered upon occurrence of registration event.

* Any time Iowa could assume CEJ and a DCO concludes that there is **no** controlling order because none of the parties or children live in any of the states that entered orders. The DCO order should declare that there is no controlling order, order the establishment of a new obligation, and declare that all current support orders run until a new obligation is established.

** Overlooked at the time of a prior DCO.

*** DCO is never triggered by the presence of a past-due only order, because the orders have no current support obligation.

Circumstances Requiring Registration and DCO

This chart lists specific events that may or may not require you to register the orders in addition to doing a determination of controlling order.

Event	DCO		Comment	
	Yes	No		
Contest* to an administrative action, including an MTQ	✓		Register all foreign orders, regardless of whether controlling order is a foreign or an Iowa order.	
Potential problem**	✓		Register all foreign orders regardless of whether controlling order is a foreign or an Iowa order.	
			If controlling order is foreign...	If controlling order is Iowa...
Judicial modification	✓		Register all.	Do <u>not</u> register. Exception: If potential problem, register all.
Review & adjustment or administrative modification can be completed***	✓		Register all.	Do <u>not</u> register. Exception: If potential problem, register all.
Review & adjustment or administrative modification <u>cannot</u> be completed****		✓		
Judicial enforcement, e.g., contempt, garnishment and bond	✓		Register all.	Do <u>not</u> register. Exception: If potential problem, register all.

* I.e., the action has been certified to a court or an administrative law judge (e.g., tax, debtor offset).

** E.g., low support obligation, arrears adjudication request, spotty payment record, large arrears, history of contempt and other enforcement actions, file shows frequent or serious litigation.

*** Initial CSRU analysis accepts review and adjustment or administrative modification request and process ends with an order or a second notice of decision that no change is required. **OR** A modification is begun in a multiple order case, there is no CEJ state, and Iowa has personal jurisdiction over all necessary parties. While the Unit establishes an order with the administrative establishment process, begin a separate registration to set the arrears. The registration event is the commencement of the modification, even though in an establishment action finishes the process. **OR** The process begins as a modification, with the consent of the parties: a foreign order controls, Iowa could assume CEJ (by consent), but no adjustment is appropriate.

**** Initial CSRU analysis denies a review and adjustment or administrative modification request with the first NOD. **OR** Iowa lacks personal jurisdiction over at least one party. **OR** A controlling order could be determined, but Iowa cannot assert CEJ. Refer the request to another state.

Counting Orders Criteria Checklist

This checklist is provided to help you decide which child support orders you must consider when doing a determination of controlling order.

A determination of controlling order (DCO) is necessary if a DCO event has occurred and the case contains ongoing support orders from more than one state. Each ongoing support order is a DCO candidate.

The purpose of counting orders is to discover whether there is more than one ongoing support order. Compare each order in the case with this checklist. Begin at the top of the checklist and continue until you find a matching category for each order in the case. Follow the counting directions for that category of order.

After you have compared all orders in the case with this checklist, apply the UIFSA and FFCCSOA controlling order rules only to the orders that “count.”

Note: This checklist is based on Iowa law. However, the law of another state may determine whether a particular foreign order counts. Consult the manual or the on-line *Interstate Referral Guide* for details.

_____ This is an income withholding order. **Do not count this order.**

_____ This is an arrears only order. **Do not count this order.**

_____ This is an accrued support only (reimbursement) order with no ongoing support obligation. **Do not count this order.**

_____ This is an ongoing medical support only order. It has not been modified by the words of a later order. **Count this order.**

_____ This judicial, ongoing support order has not been modified by the words of a later order. **Count this order.** (If the order was involved in a registration, see the [Registration](#) section below.)

_____ This ongoing support order has been modified by the words of a later order. **Do not count this order.**

Registration:

_____ This is the underlying foreign order for current support, which was registered in Iowa at any time, for any reason (e.g.: registered for enforcement before or after 10/24/94). The order has not been modified by the words of a later order. **Count this order.**

_____ This is an ongoing Iowa order for current support resulting from the registration of a foreign order before 10/24/94. It has not been modified by the words of a later order. **Count this as an Iowa order** even if you counted the underlying foreign order above.

_____ This is an ongoing order for current support, which was registered in Iowa for enforcement on or after 10/24/94. **Do not count this as an Iowa order.** (You have already counted it as the underlying foreign order.)

_____ This is a conforming order. It mirrors, but does not modify the ongoing support obligation of a prior order entered by another state. The other state's order is identified in the conforming order. **Do not count the conforming order.**

_____ This ongoing child support obligation in an Iowa divorce order has ended, because the obligor and obligee have re-married. **Do not count this order.**

_____ This ongoing Iowa support order was entered before the first marriage of the obligor and obligee. No court order has ended this support obligation. **Count this order.**

252C Administrative Order:

_____ This is an ongoing Iowa administrative order for current support commenced (served) anytime from 7/1/84 through 6/30/93. Iowa Code section 252C.9 provided that Iowa administrative orders commenced during this period would be superseded by a judicial order entered in any state. **Do not count** this Iowa administrative order if a judicial order entered by any state also affects the obligor and the same children.¹

_____ This is an ongoing Iowa administrative order for current support commenced (served) on or after 7/1/93, or this is an out-of-state administrative order entered at any time. This order is not affected by Iowa Code section 252C.9. **Count this order** if it has not been modified by the words of a later order.²

¹ Scenario: 6/1/93 Iowa administrative order and a 9/1/93 Missouri judicial order. Do not count the Iowa administrative order. Count the Missouri order.

² Scenario: 6/1/93 Missouri administrative order and a 9/1/93 Iowa judicial order. Count both orders.

Entry of this de novo ongoing support order did not comply with UIFSA or FFCCSOA. However, it was not timely appealed and it has not been modified by the words of a later order. **Count this order.**

This order modifies an order previously determined to be controlling. Entry of this modification order did not comply with UIFSA or FFCCSOA. However, it was not timely appealed and it has not been further modified by the words of a later order. **Count this order.**

This ongoing support order existed at the time of a prior DCO. However, it was overlooked and not considered during that DCO. For the purpose of the current DCO:

All necessary parties received notice of the prior DCO. **Do not count this overlooked order.**

At least one necessary party did not receive notice of the prior DCO. **Count this overlooked order** and do another DCO. Note: Arrears accrue under the overlooked order until a corrective DCO is entered.

UIFSA Worksheet

This worksheet helps you decide which state has continuing, exclusive jurisdiction (CEJ). A state must have CEJ to be considered the controlling order state.

Note: This worksheet will work for the majority of your cases. It will not provide an answer in the case of multiple home states where there are multiple support orders involving the same obligor and children. However, UIFSA does not provide direction in such cases, either. The tribunal will likely make a determination based on the facts of the case before it.

1. **Is there only one order in the case? _____ or**
Has there been a determination under UIFSA or FFCCSOA about controlling order?

If so, this order is controlling and is enforceable, even if everyone has left the issuing state.

Modification:

- If there is still an individual party or child living in the issuing state, that state has CEJ and modification occurs there, absent a written consent by the parties for another state to assume CEJ.
- If there is not an individual party or child residing there, the order is still enforceable. However, the party seeking modification must register the order for modification in a state with jurisdiction over the other party, usually the state where the other party lives. The party seeking modification cannot register the order in that party's own state, unless everyone now lives in the petitioner's state.

If there has not been a determination of controlling order, proceed to #2.

2. **What states have issued support orders for this obligor and children?**

3. **In what state do the parties and child live?**
Custodial parent: _____
Child: _____
Noncustodial parent: _____

4. **Which states have a party or child (from #3) and an order (from #2)?**

5. **In what state have the children lived for the previous consecutive six months (from the date the petition is filed)?** Under UIFSA, this state is known as the child's home state.

If there is only one CEJ state listed in #4, the order issued by that state is the controlling order for prospective enforcement of current support and that state is the state with modification jurisdiction.

If there are two or more CEJ states listed in #4, and one of those states is also listed in #5, the order issued by that state in #5 is the controlling order for prospective enforcement of current support and that state is the state with modification jurisdiction.

If there are two or more states listed in #4, and none of those states is also listed in #5, the most recent order issued by the states in #4 is the controlling order for prospective enforcement of current support and that state is the state with modification jurisdiction.

6. **If there is more than one state with an order listed in # 2, but no state listed in #4, then there is no controlling order and no CEJ state.**

The obligee should seek establishment as well as enforcement of arrears. Pursuant to UIFSA, the responding state in which enforcement is sought must issue a new support order, assuming it has personal jurisdiction over the parties. Once issued, that order becomes the controlling order in the case and that state assumes CEJ for modification purposes.

If the petitioner is seeking modification rather than enforcement, since there is no controlling order and no state with CEJ, the petitioner must seek:

- Establishment of a new order in a state with jurisdiction over the respondent (this order will become the controlling order) and
- Registration of the existing orders for enforcement of any arrears.

UIFSA Forms Matrix

The following matrix provides a list of the federal forms that must be included with your referral packet. The forms vary depending on the type of action you are requesting of the other state.

To request:	Send the following forms:
Establishment of paternity and support	<ul style="list-style-type: none"> • <i>Child Support Enforcement Transmittal #1 - Initial Request</i>, 470-3469 • <i>Uniform Support Petition</i>, 470-3472 • <i>Affidavit in Support of Establishing Paternity</i> (separate affidavit for each child for whom paternity is sought), 470-3474 • <i>General Testimony</i>, 470-3473 • One Certified copy of all court orders that exist • Copies of any supporting documentation
Establishment of a support order	<ul style="list-style-type: none"> • <i>Child Support Enforcement Transmittal #1 - Initial Request</i>, 470-3469 • <i>Uniform Support Petition</i>, 470-3472 • <i>General Testimony</i>, 470-3473 • One Certified copy of all court orders that exist • Copies of any supporting documentation
Modification of existing responding state order	<ul style="list-style-type: none"> • <i>Child Support Enforcement Transmittal #1 - Initial Request</i>, 470-3469 • <i>General Testimony</i>, 470-3473 • Copies of any supporting documentation
Modification of existing order that the responding state did not issue	<ul style="list-style-type: none"> • <i>Child Support Enforcement Transmittal #1 - Initial Request</i>, 470-3469 • <i>Uniform Support Petition</i>, 470-3472 • <i>General Testimony</i>, 470-3473 • <i>Registration Statement</i>, 470-3477 • One Certified copy of all court orders that exist • Copies of any supporting documentation

To request:	Send the following forms:
Enforcement of existing responding state order	<ul style="list-style-type: none"> • <i>Child Support Enforcement Transmittal #1 - Initial Request</i>, 470-3469 • Copies of any supporting documentation
Enforcement of an existing order that the responding state did not issue	<ul style="list-style-type: none"> • <i>Child Support Enforcement Transmittal #1 - Initial Request</i>, 470-3469 • <i>Registration Statement</i>, 470-3477 • One Certified copy of all court orders that exist • Copies of pay records or arrearage affidavit • Copies of any supporting documentation
Case inquiry or update on previously-referred case	<ul style="list-style-type: none"> • <i>Child Support Enforcement Transmittal #2 - Subsequent Actions</i>, 470-3470
Assistance or discovery on a local case	<ul style="list-style-type: none"> • <i>Child Support Enforcement Transmittal #3 - Request for Assistance/Discovery</i>, 470-3471

Depending on the case circumstances and responding state requirements, the forms required may differ from those listed in the table above. Other documents, such as copies of orders may also be required. Consult the Interstate Roster and Referral Guide for state-specific requirements.

Note: The petitioner must verify the petition. There is a line on the petition for the signature of a IV-D representative. Instructions for the federal UIFSA forms indicate that an attorney’s signature is not necessary. The SRO or other administrative staff should sign as the IV-D representative. The last line on form 470-3472, *Uniform Support Petition*, is for the signature of any private attorney representing the petitioner. An SRO or administrative staff member can also sign form 470-3473, *General Testimony*.

Form Name	Who Must Sign
<i>Uniform Support Petition</i>	Worker
<i>General Testimony</i>	Worker and/or recipient of services – whoever provided information on the form
<i>Affidavit in Support of Establishing Paternity</i>	Recipient of services
<i>Transmittals #1, #2, and #3</i>	Worker

470-3181, Directions for Service

Purpose	Use form 470-3181, <i>Directions for Service</i> , to provide location and description information necessary for successful service in Iowa. The form also asks the sheriff or private process server to serve the documents and provide information about the details of the service.
Source	<p>To generate this form from the REGIST screen, enter an “I” in the NTC OF REG...CP, RP or TP fields.</p> <p>To generate this from the DCO2 screen, enter an “I” in the GEN INITIAL FORMS...CP, RP, or TP fields.</p> <p>To generate this form from the FORMLIST screen, enter the appropriate process code (REGST or DCO). Press either PF1 (numerical list) or PF5 (alphabetical list) to display the forms for the process you indicated. Tab to 470-3181, enter “X” to select the form, and press ENTER.</p>
Completion	Complete this form when you need to personally serve information on a party living in Iowa.
Distribution	Send this form along with the necessary information for each party to the appropriate sheriff or private process server. Place a copy in the case file.
Data	<p>ICAR enters the following information (you must enter this information for manually generated forms):</p> <ul style="list-style-type: none">◆ CSC number◆ Court order number◆ Date (MM/DD/CCYY)◆ Item to be served as attached◆ Name and address of person to be served◆ Employer name and address

- ◆ Identifying information about the person to be served:
 - Social security number
 - Date of birth
 - Gender
 - Race
 - Height
 - Weight
 - Hair color
 - Eye color
- ◆ Worker name, title or ID, address, and telephone number

The worker enters the following information:

- ◆ Expiration date (MM/DD/CCYY)
- ◆ County of service
- ◆ Name and address of sheriff or process server
- ◆ Whether personal service is required or service may be to any adult in the household
- ◆ Other information relating to service
- ◆ Office (i.e. Sioux City CSRU)
- ◆ Where to send bill and return of service

[470-3325, Out of State Directions for Service](#)

Purpose	Use form 470-3325, <i>Out of State Directions for Service</i> , to provide location and description information necessary for successful service outside the state of Iowa. The form asks the sheriff or private process server to serve the documents and return information about the details of the service.
Source	<p>To generate this form from the REGIST screen, enter an “O” in the NTC OF REG...CP, RP or TP fields.</p> <p>To generate this form from the DCO2 screen, enter an “O” in the GEN INITIAL FORMS...CP, RP, or TP fields.</p> <p>To generate this form from the FORMLIST screen, enter the applicable process code (REGST or DCO). Press either PF1 (numerical list) or PF5 (alphabetical list) to display the forms for the process you indicated. Tab to 470-3325, enter “X” to select the form, and press ENTER.</p>
Completion	Complete this form when you need to personally serve documents on a party living in a state other than Iowa.
Distribution	Send this form along with the necessary information to the out-of-state sheriff or process server by first-class mail. Place a copy in the case file.
Data	<p>ICAR enters the following information (you must enter this information for manually generated forms):</p> <ul style="list-style-type: none">◆ CSC number◆ Court order number◆ Date (MM/DD/CCYY)◆ Item to be served as attached◆ Name and address of person to be served◆ Employer name and address

- ◆ Identifying information about the person to be served:
 - Social security number
 - Date of birth
 - Gender
 - Race
 - Height
 - Weight
 - Hair color
 - Eye color
- ◆ Worker name, title or ID, address, and telephone number

The worker enters the following information:

- ◆ Expiration date (MM/DD/CCYY)
- ◆ County of service
- ◆ State of service
- ◆ Name of sheriff or process server
- ◆ Personal service or serve any adult in household
- ◆ Other information relating to service
- ◆ Office (i.e. Sioux City CSRU)

[470-3455, Order for Determination of Controlling Order and Arrears](#)

Purpose	Use form 470-3455, <i>Order for Determination of Controlling Order and Arrears</i> , to formally identify the controlling order and preserve the amount of arrears due.
Source	<p>To generate this form, enter a “Y” in the GEN ORDER field on the DCO2 screen when the ARREARS? field also contains a “Y.”</p> <p>To generate this form from the FORMLIST screen, enter the appropriate process code (DCO, INTER, or UIFSA). Press either PF1 (numerical list) or PF5 (alphabetical list) to display the forms for the process you indicated. Tab to 470-3455, enter “X” to select the form, and press ENTER.</p>
Completion	Complete this form at the end of the formal DCO process. Take this form, along with supporting documentation, to court. A judge must sign it to make it effective.
Distribution	Send a copy of the signed <i>Order for Determination of Controlling Order and Arrears</i> along with form 470-3476, <i>Notice of Determination of Controlling Order</i> , to each state that either issued or last modified one of the orders considered. Place a copy in the case file.
Data	<p>ICAR enters the following information (you must enter this information for manually generated forms):</p> <ul style="list-style-type: none"> ◆ County where the court order is filed ◆ Petitioner name ◆ Respondent name ◆ Docket number ◆ Current date (MM/DD/CCYY) ◆ Obligor name ◆ Obligee name ◆ Obligee’s state of residence ◆ Obligor’s state of residence ◆ Name of each child (up to five children)

- ◆ State of residence of each child (up to five children)
- ◆ Home state information of each child (up to five children)
- ◆ Order information for each order considered (up to five orders)
Information includes: issuing state, docket number, and date of order as listed on DCO or COURTORD screens

The worker enters the following information:

- ◆ Name of the Unit attorney
- ◆ How obligor appeared or if obligor did not appear
- ◆ Name and address of obligor's attorney
- ◆ If obligor provided financial statement
- ◆ How obligee appeared, or if obligee did not appear
- ◆ Name and address of obligee's attorney
- ◆ If obligee provides financial statement
- ◆ Name of third party, address, how appeared, if appropriate
- ◆ Name of third party attorney
- ◆ If parties consented to agreement
- ◆ If any parties failed to file
- ◆ Iowa jurisdiction information
- ◆ Additional parties needing notification of actions
- ◆ If home state is required
- ◆ Order information
- ◆ CEJ information
- ◆ Amount and date of arrears
- ◆ Interest information
- ◆ Controlling order information
- ◆ The person designated to pay court costs
- ◆ Judicial district number

470-3456, Order for Determination of Controlling Order

Purpose	Use form 470-3456, <i>Order for Determination of Controlling Order</i> , to formally identify the controlling order.
Source	<p>To generate this form, enter a “Y” in the GEN ORDER field on the DCO2 screen when the ARREARS? field contains an “N.”</p> <p>To generate this form from the FORMLIST screen, enter the appropriate process code (DCO, INTER, or UIFSA). Press either PF1 (numerical list) or PF5 (alphabetical list) to display the forms for the process you indicated. Tab to 470-3456, enter “X” to select the form, and press ENTER.</p>
Completion	Complete this form at the end of the formal DCO process. Take this form, along with supporting documentation, to court. A judge must sign it to make it effective.
Distribution	Send a copy of the signed <i>Order for Determination of Controlling Order</i> along with form 470-3476, <i>Notice of Determination of Controlling Order</i> , to each state that either issued or last modified one of the orders considered. Place a copy in the case file.
Data	<p>ICAR enters the following information (you must enter this information for manually generated forms):</p> <ul style="list-style-type: none">◆ County where the court order is filed◆ Petitioner name◆ Respondent name◆ Docket number◆ Current date (MM/DD/CCYY)◆ Obligor name◆ Obligee name◆ Obligee’s state of residence◆ Obligor’s state of residence◆ Name of each child (up to five children)◆ State of residence of each child (up to five children)

- ◆ Home state information of each child (up to five children)
- ◆ Order information for each order considered (up to five orders)
Information includes: issuing state, docket number, and date of order as listed on DCO or COURTORD screens

The worker enters the following information:

- ◆ Name of the Unit's attorney
- ◆ How obligor appeared or if obligor did not appear
- ◆ Name and address of obligor's attorney
- ◆ If obligor provided financial statement
- ◆ How obligee appeared, or if obligee did not appear
- ◆ Name and address of obligee's attorney
- ◆ If obligee provides financial statement
- ◆ Name of third party, address, how appeared, if appropriate
- ◆ If third party provided financial statement
- ◆ Name of third party attorney
- ◆ If parties consented to agreement
- ◆ If any parties failed to file
- ◆ Iowa jurisdiction information
- ◆ Additional parties needing notification of actions
- ◆ Amount of support
- ◆ Order information
- ◆ The person designated to pay court costs

[470-3457, Petition for Determination of Controlling Order and Determination of Arrears](#)

Purpose	Use form 470-3457, <i>Petition for Determination of Controlling Order and Determination of Arrears</i> , to petition the court for a hearing to determine the controlling order and confirm the amount of arrears due when multiple orders from multiple states exist for current support.
Source	<p>To generate this form, enter a “Y” in the GEN INITIAL FORMS field on the DCO2 screen when the entry in the ARREARS? field is “Y.”</p> <p>To generate this form from the FORMLIST screen, enter the appropriate process code (DCO, INTER, or UIFSA). Press either PF1 (numerical list) or PF5 (alphabetical list) to display the forms for the process you indicated. Tab to 470-3457, enter “X” to select the form, and press ENTER.</p>
Completion	Complete this form at the beginning of the DCO process.
Distribution	Serve this form on all parties by sheriff or private process server. File this form with the court and place a copy in the case file.
Data	<p>ICAR enters the following information (you must enter this information for manually generated forms):</p> <ul style="list-style-type: none"> ◆ County where the court order is filed ◆ Petitioner name ◆ Respondent name ◆ Docket number ◆ Obligee’s state of residence ◆ Obligor’s state of residence ◆ Name of each child (up to five children) ◆ State of residence of each child (up to five children) ◆ Home state information of each child (up to five children) ◆ Order information for each order considered (up to five orders) <p>Information includes: issuing state, docket number, and date of order as listed on DCO or COURTORD screens</p>

The worker enters the following information:

- ◆ Name of the Unit's attorney
- ◆ Iowa jurisdiction information
- ◆ Name and state of residence of third party
- ◆ If child's home state is needed
- ◆ If DCO needs to be done on each child
- ◆ Support amount, frequency, and arrears amount for all orders
- ◆ Arrears amount and if interest is included
- ◆ The controlling order
- ◆ Docket number, county, state and effective date of controlling order
- ◆ Name of person responsible for costs of action
- ◆ Worker name, address and phone number

470-3458, Petition for Determination of Controlling Order

Purpose	Use form 470-3458, <i>Petition for Determination of Controlling Order</i> , to petition the court for a hearing to determine the controlling order when multiple orders from multiple states exist for current support.
Source	<p>To generate the <i>Petition for Determination of Controlling Order</i> from the DCO2 screen, enter a “Y” in the GEN INITIAL FORMS field when the entry in the ARREARS? field is “N.”</p> <p>To generate this form from the FORMLIST screen, enter the appropriate process code (DCO, INTER, or UIFSA). Press either PF1 (numerical list) or PF5 (alphabetical list) to display the forms for the process you indicated. Tab to 470-3458, enter “X” to select the form, and press ENTER.</p>
Completion	Complete this form at the beginning of the DCO process.
Distribution	Serve this form on all parties by sheriff or private process server. File this form with the court and place a copy in the case file.
Data	<p>ICAR enters the following information (you must enter this information for manually generated forms):</p> <ul style="list-style-type: none">◆ County where the court order is filed◆ Petitioner name◆ Respondent name◆ Docket number◆ Obligee’s state of residence◆ Obligor’s state of residence◆ Name of each child (up to five children)◆ State of residence of each child (up to five children)◆ Home state information of each child (up to five children)◆ Order information for each order considered (up to five orders) <p>Information includes: issuing state, docket number, and date of order as listed on DCO or COURTORD screens</p>

The worker enters the following information:

- ◆ Name of the Unit's attorney
- ◆ Iowa jurisdiction information
- ◆ Whether or not there is a third party and the third party's state of residence
- ◆ Whether or not the child's home state is used for DCO
- ◆ Children included in the DCO
- ◆ Support amount and frequency of all orders considered
- ◆ Controlling order information and reason
- ◆ Name of the person responsible for the costs of the action
- ◆ Worker name, address, and phone number

470-3459, Order Setting Hearing on Petition for Determination of Controlling Order

Purpose	Use form 470-3459, <i>Order Setting Hearing on Petition for Determination of Controlling Order</i> , to set the place and time for the hearing to determine the controlling order and to advise the parties of the hearing.
Source	<p>To generate this form, enter a “Y” in the GEN ORDER field on the DCO2 when the ARREARS? field contains an “N.”</p> <p>To generate this form from the FORMLIST screen, enter the appropriate process code (DCO, INTER, or UIFSA). Press either PF1 (numerical list) or PF5 (alphabetical list) to display the forms for the process you indicated. Tab to 470-3459, enter “X” to select the form, and press ENTER.</p>
Completion	Complete this form to set the hearing as required in the DCO process.
Distribution	Take this form to the court to obtain a judge’s signature. After the judge signs it, personally serve a copy of this form and form 470-3458, <i>Petition for Determination of Controlling Order</i> , on all parties by sheriff or private process server. Place a copy in the case file.
Data	<p>ICAR enters the following information (you must enter this information for manually generated forms):</p> <ul style="list-style-type: none">◆ County where the court order is filed◆ Petitioner name◆ Respondent name◆ Docket number◆ Current date (MM/DD/CCYY) <p>The worker enters the following information:</p> <ul style="list-style-type: none">◆ City where the county courthouse is located◆ Court order number◆ Number of days advance notice of the hearing◆ Date (MM/DD/CCYY) and time of hearing

470-3462, Order Confirming Registration of Foreign Order(s) of Support by Operation of Law

Purpose	Use form 470-3462, <i>Order Confirming Registration of Foreign Order(s) of Support by Operation of Law</i> , to register one or more foreign orders.
Source	<p>To generate this form, enter a “Y” in the GEN ORDER field on the REGIST screen when no date appears in the DATE CONTESTED field.</p> <p>To generate this form from the FORMLIST screen, enter the appropriate process code (REGST or INTER). Press either PF1 (numerical list) or PF5 (alphabetical list) to display the forms for the process you indicated. Tab to 470-3462, enter “X” to select the form, and press ENTER.</p>
Completion	Complete this form if no parties contest the registration action after receiving form 470-3463, <i>Notice of Registration of Foreign Support Order(s)</i> .
Distribution	Take this form to the court for the judge’s signature. Send a signed copy to all parties by first-class mail. Place a copy in the case file.
Data	<p>ICAR enters the following information (you must enter this information for manually generated forms):</p> <ul style="list-style-type: none">◆ Petitioner name◆ Respondent name◆ Obligor name◆ Obligee name◆ Obligor’s state of residence◆ Obligee’s state of residence◆ Children’s state of residence◆ Case number

The worker enters the following information:

- ◆ Docket number and county name
- ◆ Filing date (MM/DD/CCYY)
- ◆ Name of the Unit's attorney
- ◆ Iowa jurisdiction information
- ◆ How the parties were served
- ◆ Whether or not the initiating tribunal was sent notice
- ◆ State of order, docket number, effective date, order amount, frequency of payments, and amount of arrears for each order
- ◆ Total amount of arrears, the date arrears were determined, and if arrears include interest
- ◆ Reason arrears are reserved and the portion of arrears reserved
- ◆ Judicial district
- ◆ Name and address of the obligor's or obligee's attorney

470-3463, Notice of Registration of Foreign Support Order(s)

Purpose	Use form 470-3463, <i>Notice of Registration of Foreign Support Order(s)</i> , to notify both the requesting and non-requesting party of the registration.
Source	<p>To generate this form, enter “Y” in the NTC OF REG field on the REGIST screen, and press PF3 twice.</p> <p>To generate this form from the FORMLIST screen, enter the appropriate process code (REGST or INTER). Press either PF1 (numerical list) or PF5 (alphabetical list) to display the forms for the process you indicated. Tab to 470-3463, enter “X” to select the form, and press ENTER.</p>
Completion	Complete this form to initiate the registration process and notify the parties of the action.
Distribution	Take the form to the clerk of court for signature and filing. Send a copy, along with a copy of all orders to be registered, to the parties by first-class mail. Place a copy in the case file.
Data	<p>ICAR enters the following information (you must enter this information for manually generated forms):</p> <ul style="list-style-type: none">◆ Petitioner name◆ Respondent name◆ Type of registration (enforcement, modification, or both)◆ Case number <p>The worker enters the following information:</p> <ul style="list-style-type: none">◆ Docket number and county◆ Name of registering party◆ Name of non-registering party◆ Amount of the arrears◆ Date arrears were determined and if the arrears include interest.◆ What if anything is reserved◆ Case number◆ Date of the notice (MM/DD/CCYY)

470-3464, Order in Proceeding to Register Foreign Order(s) of Support

Purpose	Use form 470-3464, <i>Order in Proceeding to Register Foreign Order(s) of Support</i> , to register one or more foreign orders.
Source	<p>To generate this form, enter a “Y” in the GEN ORDER field on the REGIST screen when a date appears in the DATE CONTESTED field.</p> <p>To generate this form from the FORMLIST screen, enter the appropriate process code (REGST or INTER). Press either PF1 (numerical list) or PF5 (alphabetical list) to display the forms for the process you indicated. Tab to 470-3464, enter “X” to select the form, and press ENTER.</p>
Completion	Complete this form when a party contests the registration action after receiving form 470-3463, <i>Notice of Registration of Foreign Support Order(s)</i> .
Distribution	Take the form to the court for the judge’s signature. Mail a signed copy to all parties by first-class mail. Place a copy in the case file.
Data	<p>ICAR enters the following information (you must enter this information for manually generated forms):</p> <ul style="list-style-type: none">◆ Petitioner name◆ Respondent name◆ Obligor name◆ Obligee name◆ Obligor’s state of residence◆ Obligee’s state of residence◆ Children’s state of residence◆ Case number

The worker enters the following information:

- ◆ Docket number and county
- ◆ Date of the order (MM/DD/CCYY)
- ◆ Name of the Unit's attorney
- ◆ Name and address of the obligee's attorney
- ◆ Name and address of the obligor's attorney
- ◆ Who appeared for the hearing and how they appeared
- ◆ Who contested the registration
- ◆ Whether or not the court sent notice to the parties regarding the hearing
- ◆ Iowa jurisdiction information
- ◆ How the parties were served
- ◆ If an initiating tribunal was served
- ◆ For each order:
 - Issuing state of order to be registered
 - Docket number
 - Effective date of order (MM/DD/CCYY)
 - Support amount of order
 - Frequency of support
 - Amount of arrears
- ◆ If any support is reserved and why
- ◆ Finding of the hearing
- ◆ The type of support to be enforced, the amount, the frequency, and the arrears amount
- ◆ Judicial district

470-3466, Registration Statement

Purpose	Use form 470-3466, <i>Registration Statement</i> , to register foreign orders in an Iowa court and to list the orders to be registered, along with residency information about the obligor and the obligee.
Source	<p>To generate the form, enter a “Y” in the NTC OF REG field on the REGIST screen and press PF3 twice. To regenerate this form, enter an “R” and press PF3 twice.</p> <p>To generate this form from the FORMLIST screen, enter the appropriate process code (REGST or INTER). Press either PF1 (numerical list) or PF5 (alphabetical list) to display the forms for the process you indicated. Tab to 470-3466, enter “X” to select the form, and press ENTER.</p>
Completion	Complete this form when registering a foreign order in Iowa courts.
Distribution	File this form with the clerk of court in the county you are registering the orders. Place a copy in the case file.
Data	<p>ICAR enters the following information (you must enter this information for manually generated forms):</p> <ul style="list-style-type: none">◆ Petitioner name◆ Respondent name <p>The worker enters the following information:</p> <ul style="list-style-type: none">◆ County of filing◆ Docket number◆ Effective date of support order to be registered (MM/DD/CCYY)◆ County and state that originally issued order◆ Other state case number◆ Support amount and frequency◆ Date of last payment (MM/DD/CCYY)◆ Amount of arrears◆ Beginning and ending date of arrears (MM/DD/CCYY)

- ◆ Mother's name, state of residence, and role (obligee or obligor)
- ◆ Father's name, state of residence, and role (obligee or obligor)
- ◆ Caretaker name, state of residence, and relationship to the children
- ◆ Other states in which the order is registered

[470-3467, Application for Leave to Present Telephonic Testimony](#)

Purpose	Use form 470-3467, <i>Application for Leave to Present Telephonic Testimony</i> , to ask the court's permission to allow one of the parties to present testimony over the telephone.
Source	<p>ICAR generates this form when you make entries in the following fields on the INTERST4 screen:</p> <ul style="list-style-type: none"> ◆ TESTIMONY IND ◆ TESTIMONY PHONE # ◆ TESTIMONY DATE ◆ TESTIMONY TIME <p>To generate this form from the FORMLIST screen, enter the appropriate process code (INTER or UIFSA). Press either PF1 (numerical list) or PF5 (alphabetical list) to display the forms for the process you indicated. Tab to 470-3467, enter "X" to select the form, and press ENTER.</p>
Completion	Complete this form only when you have scheduled a hearing and one of the parties asks to testify by telephone instead of in person.
Distribution	Take this form along with form 470-3468, <i>Order Allowing Telephonic Testimony</i> , to the attorney in your office. The attorney takes them to court and asks the judge to review the case and allow telephonic testimony. Place a copy in the case file.
Data	<p>ICAR enters the following information (you must enter this information for manually generated forms):</p> <ul style="list-style-type: none"> ◆ Petitioner name ◆ Respondent name ◆ Docket number ◆ Month, day, and year telephonic testimony is scheduled to take place

- ◆ Name of the person giving testimony
- ◆ State of residence of person giving testimony
- ◆ Current date (MM/DD/CCYY)
- ◆ Unit's address and telephone number
- ◆ Name of obligee
- ◆ Name of obligor

The worker enters the following information:

- ◆ County name
- ◆ Name and personal identification number (PIN) of Unit's attorney
- ◆ Name and address of obligor's attorney
- ◆ Name and address of obligee's attorney

470-3468, Order Allowing Telephonic Testimony

Purpose	Use form 470-3468, <i>Order Allowing Telephonic Testimony</i> , when signed by a judge, to order that a party can give testimony telephonically for a particular hearing.
Source	<p>ICAR generates this form when you make entries in the following fields on the INTERST4 screen:</p> <ul style="list-style-type: none">◆ TESTIMONY IND◆ TESTIMONY PHONE #◆ TESTIMONY DATE◆ TESTIMONY TIME <p>To generate this form from the FORMLIST screen, enter the appropriate process code (INTER or UIFSA). Press either PF1 (numerical list) or PF5 (alphabetical list) to display the forms for the process you indicated. Tab to 470-3468, enter "X" to select the form, and press ENTER.</p>
Completion	Complete this form only when you have scheduled a hearing and one of the parties asks to testify by telephone instead of in person.
Distribution	Take this form along with form 470-3467, <i>Application for Leave to Present Telephonic Testimony</i> , to the attorney in your office. The attorney takes them to court and asks the judge to review the case and allow telephonic testimony. Place a copy in the case file.
Data	<p>ICAR enters the following information (you must enter this information for manually generated forms):</p> <ul style="list-style-type: none">◆ Petitioner name◆ Respondent name◆ Docket number◆ Date that testimony is scheduled to be given◆ Name of the person scheduled to give testimony◆ Telephone number for the teleconference

- ◆ Scheduled time for the testimony
- ◆ Current date (MM/DD/CCYY)
- ◆ Name of obligee
- ◆ Name of obligor

The worker enters the following information:

- ◆ County name
- ◆ Date of the order (MM/DD/CCYY)
- ◆ Name and personal identification number (PIN) of Unit's attorney
- ◆ Name and address of obligor's attorney
- ◆ Name and address of obligee's attorney
- ◆ Response of obligor
- ◆ Other state information (if applicable)
- ◆ Judicial district

470-3469, Child Support Enforcement Transmittal #1 - Initial Request

Purpose	Use form 470-3469, <i>Child Support Enforcement Transmittal #1 - Initial Request</i> , as the required cover letter when referring a case to any other state's central registry.
Source	<p>To generate this form from the UIFSA2 screen, enter a "Y" in the PRINT column next to CHILD SUPPORT ENF TRANSMITTAL #1 and press PF3 twice to update.</p> <p>To generate this form from the FORMLIST screen, enter the appropriate process code (INTER or UIFSA). Press either PF1 (numerical list) or PF5 (alphabetical list) to display the forms for the process you indicated. Tab to 470-3469, enter "X" to select the form, and press ENTER.</p>
Completion	Complete this form to ask the other state to take administrative or legal action on the case. See federal Instructions for <i>Child Support Enforcement Transmittal # 1 – Initial Request</i> (included with the form sample) for further information.
Distribution	Send this form to the other state along with all other required forms. (See UIFSA Forms Matrix .) Place a copy in the case file.
Data	<p>ICAR enters the following information (you must enter this information for manually generated forms):</p> <ul style="list-style-type: none">◆ Case type (ex., TANF, IV-E foster care, Medicaid only, former assistance, never assistance, and non-IV-D case)◆ Name, address, FIPS code, IV-D case number, and docket number of responding state agency◆ Address, FIPS code, IV-D case number, and docket number in Iowa◆ Iowa worker's name and telephone number◆ Actions you want the other state to take (based on entries you made on the UIFSA screen)

- ◆ Date of the first order, and whether that order is either controlling or presumed controlling
- ◆ Mother's information
- ◆ Father's information
- ◆ Children's information

The worker enters the remaining information by pressing the **FILL FORM** button before printing the form.

470-3470, Child Support Enforcement Transmittal #2 - Subsequent Actions

Purpose	<p>Both the initiating and responding jurisdictions use the <i>Child Support Enforcement Transmittal #2 - Subsequent Actions</i>, to request or provide additional information or services in previously referred cases.</p> <p>Do not use the <i>Child Support Enforcement Transmittal #2 - Subsequent Actions</i> for making initial referrals, only for subsequent requests and communication.</p>
Source	<p>To generate this form, enter a “C” or “L” in the REQ/NTC SENT column on the INTERST2 screen next to the description of the information you are requesting or sending.</p> <ul style="list-style-type: none">◆ Enter a “C” to send the form to the other state’s Interstate Central Registry.◆ Enter an “L” to send the form to the local office address listed on the INTERST4 screen. <p>To generate this form from the FORMLIST screen, enter the appropriate process code (INTER or UIFSA). Press either PF1 (numerical list) or PF5 (alphabetical list) to display the forms for the process you indicated. Tab to 470-3470, enter “X” to select the form, and press ENTER.</p>
Completion	<p>Complete this only to request additional information on a previously referred case. See federal instructions for <i>Child Support Enforcement Transmittal # 2 – Subsequent Actions</i> (included with the form sample) for further information.</p>
Distribution	<p>Send this form to the local office in the other state working the case (rather than to the state’s central registry) unless you do not know the local office information. Place a copy in the case file.</p>

Data

ICAR enters the following information (you must enter this information for manually generated forms):

- ◆ Petitioner and respondent names
- ◆ Case type (ex., TANF, IV-E foster care, Medicaid only, former assistance, never assistance, and non-IV-D case)
- ◆ Name, address, FIPS code, and IV-D case number, and docket number of other agency
- ◆ Address, FIPS code, IV-D case number, and docket number in Iowa
- ◆ Iowa worker's name and telephone number
- ◆ Information we are requesting or providing

The worker enters the following information after the form appears in Microsoft Word by pressing the FILL FORM button before printing it:

- ◆ Fax number to local office
- ◆ Worker's E-mail address

470-3471, Child Support Enforcement Transmittal #3 - Request for Assistance/Discovery

Purpose	Use form 470-3471, <i>Child Support Enforcement Transmittal #3 - Request for Assistance</i> , to request assistance when you are working a case locally (e.g., by long-arm jurisdiction).
Source	<p>To generate this form, enter a “C” or “L” in the REQUEST SENT column on the INTERST3 screen next to the description of the requested action.</p> <ul style="list-style-type: none">◆ Enter a “C” to send the form to the other state’s Interstate Central Registry.◆ Enter an “L” to send the form to the local office address listed on the INTERST4 screen. <p>To generate this form from the FORMLIST screen, enter the appropriate process code (INTER or UIFSA). Press either PF1 (numerical list) or PF5 (alphabetical list) to display the forms for the process you indicated. Tab to 470-3471, enter “X” to select the form, and press ENTER.</p>
Completion	Complete this form when you need limited assistance from the other state, but you do not want the other state to open a IV-D case. See federal instructions for <i>Child Support Enforcement Transmittal # 3 - Request for Assistance/Discovery</i> (included with the form sample) for further information.
Distribution	Send the form to the other state. Place a copy in the case file.
Data	<p>ICAR enters the following information (you must enter this information for manually generated forms):</p> <ul style="list-style-type: none">◆ Petitioner and respondent names◆ Case type (ex., TANF, IV-E foster care, Medicaid only, former assistance, never assistance, and non-IV-D case)◆ Name, address, FIPS code, IV-D case number, and docket number of other agency

- ◆ Address, FIPS code, IV-D case number, and docket number in Iowa
- ◆ Iowa worker's name and telephone number
- ◆ Information we are requesting or providing (as selected on the INTERST3 screen).

The worker enters the following information after the form appears in Microsoft Word by pressing the FILL FORM button before printing it:

- ◆ Fax number to local office
- ◆ Worker's e-mail address

470-3472, Uniform Support Petition

Purpose	<p>The responding state uses form 470-3472, <i>Uniform Support Petition</i>, as a pleading to:</p> <ul style="list-style-type: none">◆ Initiate action◆ Allege the basis for the state’s jurisdiction◆ Allege enough facts to notify the respondent of the claim being made◆ Provide the petitioner with a means to request specific action or relief.
Source	<p>To generate this form, enter a “Y” in the PRINT column next to the UNIFORM SUPPORT PETITION field on the UIFSA screen.</p> <p>To generate this form from the FORMLIST screen, enter the appropriate process code (INTER or UIFSA). Press either PF1 (numerical list) or PF5 (alphabetical list) to display the forms for the process you indicated. Tab to 470-3472, enter “X” to select the form, and press ENTER.</p>
Completion	<p>Complete this form when Iowa requests paternity establishment, support establishment, or modification of an order the responding state didn’t issue. See the federal instructions for <i>Uniform Support Petition</i> (included with the form sample) for further information.</p>
Distribution	<p>Send a copy to the responding state and place a copy in the case file.</p>
Data	<p>ICAR enters the following information (you must enter this information for manually generated forms):</p> <ul style="list-style-type: none">◆ Petitioner and respondent names◆ Case type (ex., TANF, IV-E foster care, Medicaid only, former assistance, never assistance, and non-IV-D case)◆ IV-D case number and docket number in Iowa

- ◆ IV-D case number and docket number from the other agency
- ◆ Action requested (as selected on the UIFSA screen)

The worker enters the remaining information after the form appears in Microsoft Word by pressing the FILL FORM button before printing it.

470-3473, General Testimony

Purpose	Use form 470-3473, <i>General Testimony</i> , to provide the detailed information and evidence necessary to support the action requested in form 470-3469, <i>Child Support Enforcement Transmittal # 1 - Initial Request</i> .
Source	<p>To generate this form, enter a “Y” in the PRINT column next to the GENERAL TESTIMONY field on the UIFSA screen.</p> <p>To generate this form from the FORMLIST screen, enter the appropriate process code (INTER or UIFSA). Press either PF1 (numerical list) or PF5 (alphabetical list) to display the forms for the process you indicated. Tab to 470-3473, enter “X” to select the form, and press ENTER.</p>
Completion	<p>Complete this form when you are asking the responding state to establish paternity or support, or modify an existing support order. See federal instructions for <i>General Testimony</i> (included with the form sample) for further information.</p> <p>All sections may not apply to all cases. Before completing the form, carefully consider the status of the petitioner completing the testimony and the relationship to the respondent and the relief you plan to request.</p>
Distribution	Send the form to the other state. Place a copy in the case file.
Data	<p>ICAR enters the following information (you must enter this information for manually generated forms):</p> <ul style="list-style-type: none">◆ Case type (ex., TANF, IV-E foster care, Medicaid only, former assistance, never assistance, and non-IV-D case)◆ Name, address, FIPS code, IV-D case number, and docket number of responding agency◆ Address, FIPS code, IV-D case number, and docket number in Iowa

- ◆ Iowa worker's name and telephone number
- ◆ Actions we are asking the other state to take (based on entries you made on the UIFSA screen)
- ◆ Order date of the first order, and whether that order is either controlling or presumed controlling
- ◆ Mother's information
- ◆ Father's information
- ◆ Children's information

The worker enters the remaining information after the form appears in Microsoft Word by pressing the FILL FORM button before printing it.

470-3474, Affidavit in Support of Establishing Paternity

Purpose	Use form 470-3474, <i>Affidavit in Support of Establishing Paternity</i> , to supplement form 470-3472, <i>Uniform Support Petition</i> , to summarize evidence to establish paternity.
Source	<p>To generate this form, enter a “Y” in the PRINT column next to the AFFIDAVIT IN SUPPORT OF EST PATERNITY field on the UIFSA2 screen.</p> <p>To generate this form from the FORMLIST screen, enter the appropriate process code (INTER or UIFSA). Press either PF1 (numerical list) or PF5 (alphabetical list) to display the forms for the process you indicated. Tab to 470-3474, enter “X” to select the form, and press ENTER.</p>
Completion	The initiating state completes this form when asking the responding state to establish paternity. See federal instructions for <i>Affidavit in Support of Establishing Paternity</i> (included with the form sample) for further information. Send a separate affidavit for each child needing paternity establishment.
Distribution	Send the form to the responding state and place a copy in the case file.
Data	<p>When you generate the form from the UIFSA2 screen, ICAR enters the following information (you must enter this information for manually generated forms):</p> <ul style="list-style-type: none">◆ Petitioner and respondent names◆ Case type (ex., TANF, IV-E foster care, Medicaid only, former assistance, never assistance, and non-IV-D case)◆ IV-D case number and docket number in Iowa◆ IV-D case number and docket number from the other agency <p>The worker enters the remaining information after the form appears in Microsoft Word by pressing the FILL FORM button before printing it.</p>

470-3476, Notice of Determination of Controlling Order

Purpose	Use form 470-3476, <i>Notice of Determination of Controlling Order</i> , to notify the parties and other tribunals or agencies when a tribunal in Iowa issues a determination regarding which order is the controlling order.
Source	<p>To generate this form, enter a “Y” in the GEN FINAL FORMS field on the DCO2 screen.</p> <p>To generate this form from the FORMLIST screen, enter the appropriate process code (DCO, INTER or UIFSA). Press either PF1 (numerical list) or PF5 (alphabetical list) to display the forms for the process you indicated. Tab to 470-3476, enter “X” to select the form, and press ENTER.</p> <p>When you generate this form from the DCO2 screen, ICAR automatically prepares a copy for each state represented on an INTERSTA screen, in addition to any other state that either issued or modified an order listed on the DCO2 screen.</p>
Completion	Complete this form when a tribunal in Iowa determines the controlling order. See federal instructions for <i>Notice of Determination of Controlling Order</i> (included with the form sample) for further information.
Distribution	Send this form to all states that either currently have or have had an interstate case with Iowa. In addition, send this form to any other states that registered, issued, or modified orders the tribunal considered during the determination of controlling order.
Data	<p>ICAR enters the following information (you must enter this information for manually generated forms):</p> <ul style="list-style-type: none">◆ Obligor and obligee name◆ Worker name and address◆ Iowa case number and docket number

- ◆ Case type (ex., TANF, IV-E foster care, Medicaid only, former assistance, never assistance, and non-IV-D case)
- ◆ Name and address of the agency to whom you are sending this form
- ◆ State name, docket number, and effective date of up to five orders considered during the DCO
- ◆ Docket number of the controlling order
- ◆ Date the determination was finalized
- ◆ Iowa county in which the controlling order was determined

The worker enters the remaining information after the form appears in Microsoft Word by pressing the FILL FORM button before printing it:

470-3477, Registration Statement

Purpose	Use form 470-3477, <i>Registration Statement</i> , to request registration of an existing order for enforcement or modification in IV-D and non-IV-D interstate cases.
Source	<p>To generate this form, enter a “Y” in the PRINT column next to the REGISTRATION STATEMENT field on the UIFSA2 screen.</p> <p>To generate this form from the FORMLIST screen, enter the appropriate process code (INTER or UIFSA). Press either PF1 (numerical list) or PF5 (alphabetical list) to display the forms for the process you indicated. Tab to 470-3477, enter “X” to select the form, and press ENTER.</p>
Completion	Complete a separate <i>Registration Statement</i> for each order that the initiating state is requesting be registered by the responding state. See federal instructions for <i>Registration Statement</i> (included with the form sample) for further information.
Distribution	Send the form to the other state along with one certified copy of all orders to be registered, including any modified order and payment records or an affidavit of arrears. Place a copy in the case file.
Data	<p>ICAR enters the following information (you must enter this information for manually generated forms):</p> <ul style="list-style-type: none">◆ Case type (ex., TANF, IV-E foster care, Medicaid only, former assistance, never assistance, and non-IV-D case)◆ Name, address, FIPS code, IV-D case number, and docket number of responding agency◆ Address, FIPS code, IV-D case number, and docket number in Iowa◆ Iowa worker’s name and telephone number◆ Actions you want the other state to take (based on entries you made on the UIFSA screen)

- ◆ Order date of the first order, and whether that order is either controlling or presumed controlling
- ◆ Mother's information
- ◆ Father's information
- ◆ Children's information

The worker enters the remaining information after the form appears in Microsoft Word by pressing the FILL FORM button before printing it.

470-3636, Original Notice of Petition for Determination of Controlling Order

Purpose	Use form 470-3636, <i>Original Notice of Petition for Determination of Controlling Order</i> , as the official notice that the Unit is beginning the determination of controlling order process.
Source	<p>To generate this form, enter a “Y” in the GEN INITIAL FORMS field on the DCO2 screen.</p> <p>To generate this form from the FORMLIST screen, enter the appropriate process code (DCO, INTER or UIFSA). Press either PF1 (numerical list) or PF5 (alphabetical list) to display the forms for the process you indicated. Tab to 470-3636, enter “X” to select the form, and press ENTER.</p>
Completion	Complete this form at the beginning of the determination of controlling order process.
Distribution	Take this form to the clerk of court for the clerk’s signature. After obtaining the signature, serve this form along with form 470-3457, <i>Petition for Determination of Controlling Order and Determination of Arrears</i> , or 470-3458, <i>Petition for Determination of Controlling Order</i> , and form 470-3459, <i>Order Setting Hearing on Petition for Determination of Controlling Order</i> . Place a copy in the case file.
Data	<p>ICAR enters the following information (you must enter this information for manually generated forms):</p> <ul style="list-style-type: none">◆ County where the court order is filed◆ Petitioner name◆ Respondent name◆ Docket number◆ Current date (MM/DD/CCYY) <p>The worker enters the following information:</p> <ul style="list-style-type: none">◆ City where the county courthouse is located◆ Name of the Unit’s attorney◆ Unit’s address and phone number◆ Respondent name◆ Unit’s fax number

470-3672, Notice of Intent to File Written Application for Default Determining Controlling Order

Purpose	Use form 470-3672, <i>Notice of Intent to File Written Application for Default Determining Controlling Order</i> , to tell the parties of the Unit's intent to enter a default order regarding the determination of controlling order.
Source	To generate this form, enter a "Y" in the GEN DEFAULT FORMS field. To generate this form from the FORMLIST screen, enter the appropriate process code (DCO, INTER or UIFSA). Press either PF1 (numerical list) or PF5 (alphabetical list) to display the forms for the process you indicated. Tab to 470-3672, enter "X" to select the form, and press ENTER.
Completion	Complete this form if you don't hear from any of the parties within 20 days after service of form 470-3636, <i>Original Notice of Petition for Determination of Controlling Order</i> .
Distribution	After you generate this form, the Unit's attorney signs it and sends it to all parties. File the first page in the court file. Place the second page in the case file.
Data	ICAR enters the following information (you must enter this information for manually generated forms): <ul style="list-style-type: none">◆ County where the court order is filed◆ Petitioner name◆ Respondent name◆ Docket number◆ Obligor name◆ Obligee name◆ Obligor's address◆ Obligee's address

The worker enters the following information:

- ◆ Current date (MM/DD/CCYY)
- ◆ Name of the Unit attorney handling the case
- ◆ Unit's address
- ◆ Worker's name
- ◆ Caretaker's name and address (if other than obligee or obligor)
- ◆ Person who is in default
- ◆ Date that the notice was mailed (MM/DD/CCYY)
- ◆ CSC case number

470-3673, Affidavit and Application for Default Judgment Determining Controlling Order

Purpose	Use form 470-3673, <i>Affidavit and Application for Default Judgment Determining Controlling Order</i> , to ask the court for a default judgment regarding the determination of controlling order.
Source	<p>To generate this form, enter a “Y” in the GEN DEFAULT FORMS field on the DCO2 screen.</p> <p>To generate this form from the FORMLIST screen, enter the appropriate process code (DCO, INTER or UIFSA). Press either PF1 (numerical list) or PF5 (alphabetical list) to display the forms for the process you indicated. Tab to 470-3673, enter “X” to select the form, and press ENTER.</p>
Completion	Complete this form when requesting that the court enter a default judgment regarding the determination of controlling order.
Distribution	File this form along with form 470-3672, <i>Notice of Intent to File Written Application for Default Determining Controlling Order</i> , with the clerk of court at least ten days after you send form 470-3476, <i>Notice of Determination of Controlling Order</i> , to all parties.
Data	<p>ICAR enters the following information (you must enter this information for manually generated forms):</p> <ul style="list-style-type: none">◆ County where the court order is filed◆ Petitioner name◆ Respondent name◆ Docket number◆ Obligor name◆ Obligee name <p>The worker enters the following information:</p> <ul style="list-style-type: none">◆ Name of the Unit’s attorney◆ Unit’s address◆ Title of worker◆ Date petition is filed (MM/DD/CCYY)

470-3674, Registration Cover Letter

Purpose	Use form 470-3674, <i>Registration Cover Letter</i> , to submit the registration request to the appropriate clerk of court when Iowa is registering another state's order.
Source	<p>To generate this form, enter a "Y" in the NTC OF REG field on the REGIST screen. To regenerate it, enter an "R" and press PF3 twice.</p> <p>To generate this form from the FORMLIST screen, enter the appropriate process code (REGST or INTER). Press either PF1 (numerical list) or PF5 (alphabetical list) to display the forms for the process you indicated. Tab to 470-3674, enter "X" to select the form, and press ENTER.</p>
Completion	Complete this form along with form 470-3463, <i>Notice of Registration of Foreign Support Order(s)</i> , and submit it to the clerk of court to begin the registration process.
Distribution	Take the <i>Registration Cover Letter</i> to the clerk of court for signature and filing. Send a copy, along with a copy of all orders to be registered, to the parties. Place a copy in the case file.
Data	<p>ICAR enters the following information (you must enter this information for manually generated forms):</p> <ul style="list-style-type: none">◆ State in which the first order was entered◆ Docket number of the first order◆ Name and personal identification number (PIN) of Unit's attorney◆ Unit's address <p>The worker enters the following information:</p> <ul style="list-style-type: none">◆ County name◆ Courthouse address◆ County in which the first order was entered◆ Effective date, support amount, and frequency of the first order◆ Information about the second order to be registered, if applicable

470-3675, Application for Order Relating to Nondisclosure of Address and Identifying Information

Purpose	Use form 470-3675, <i>Application for Order Relating to Nondisclosure of Address and Identifying Information</i> , to ask the court to issue an <i>ex parte</i> order allowing the Unit to prevent the disclosure of identifying information about the parties to another state.
Source	<p>To generate this form, enter any alphabetical character in the PRINT column next to the NONDISCLOSURE APPLICATION field on the UIFSA2 screen.</p> <p>To generate this form from the FORMLIST screen, enter the appropriate process code (UIFSA or INTER). Press either PF1 (numerical list) or PF5 (alphabetical list) to display the forms for the process you indicated. Tab to 470-3675, enter "X" to select the form, and press ENTER.</p>
Completion	Complete this form when a party returns form 470-3676, <i>Affidavit Relating to Nondisclosure of Address and Identifying Information</i> , indicating that the health, safety, or liberty of that party or children would be at risk by disclosing identifying information.
Distribution	File this form with the clerk of court. Place a copy in the case file.
Data	<p>ICAR enters the following information (you must enter this information for manually generated forms):</p> <ul style="list-style-type: none">◆ County where the court order is filed◆ Petitioner name◆ Respondent name◆ Docket number◆ Names and dates of birth of up to four children◆ Unit's address <p>The worker enters the following information:</p> <ul style="list-style-type: none">◆ Date the form is generated (MM/DD/CCYY)◆ Unit's attorney name and PIN number◆ Caretaker name

470-3676, Affidavit Relating to Nondisclosure of Address and Identifying Information

Purpose	Use form 470-3676, <i>Affidavit Relating to Nondisclosure of Address and Identifying Information</i> , to allow the obligee the opportunity to attest to whether or not the health, safety, or liberty of the parent and children would be at risk by disclosing identifying information to the other state.
Source	<p>To generate this form, enter any alpha character in the PRINT column next to the DISCLOSURE RISK AFFIDAVIT field on the UIFSA2 screen.</p> <p>To generate this form from the FORMLIST screen, enter the appropriate process code (UIFSA or INTER). Press either PF1 (numerical list) or PF5 (alphabetical list) to display the forms for the process you indicated. Tab to 470-3676, enter "X" to select the form, and press ENTER.</p>
Completion	Complete this form at the beginning of the UIFSA process, before you send the referral to the responding state. If the possible risk of disclosing information is unknown, generate this form and send it to the obligee.
Distribution	Send this form to the obligee by first-class mail.
Data	<p>ICAR enters the following information (you must enter this information for manually generated forms):</p> <ul style="list-style-type: none">◆ County where the court order is filed◆ Petitioner name◆ Respondent name◆ Docket number◆ Names and dates of birth of up to four children <p>The worker enters the following information:</p> <ul style="list-style-type: none">◆ Name of the person claiming risk◆ Case number

470-3680, Order for Nondisclosure of Address and Identifying Information

Purpose	Use form 470-3680, <i>Order for Nondisclosure of Address and Identifying Information</i> , to notify the other state and the party at risk of the court's affirmation that we should not disclose the address and the other identifying information to the other state.
Source	<p>To generate this form, enter any alpha character in the PRINT column next to the NONDISCLOSURE ORDER field on the UIFSA2 screen.</p> <p>To generate this form from the FORMLIST screen, enter the appropriate process code (UIFSA or INTER). Press either PF1 (numerical list) or PF5 (alphabetical list) to display the forms for the process you indicated. Tab to 470-3680, enter "X" to select the form, and press ENTER.</p>
Completion	Complete this form if a party returns form 470-3676, <i>Affidavit Relating to Nondisclosure of Address and Identifying Information</i> , indicating there is a risk to the health, safety, or liberty of the party or children by disclosing the address and the other identifying information.
Distribution	Give the form to your office attorney to take to the judge for approval and signature. After you get the judge's signature, send a copy along with the referral packet to the responding state. Send a copy to the party by first-class mail, and place a copy in the case file.
Data	<p>ICAR enters the following information (you must enter this information for manually generated forms):</p> <ul style="list-style-type: none">◆ County where the court order is filed◆ Petitioner name◆ Respondent name◆ Docket number◆ Names and dates of birth of up to four children

The worker enters the following information:

- ◆ Day, month and year the form is generated
- ◆ Name of the Unit's attorney
- ◆ Name of the adult at risk
- ◆ Caretaker name
- ◆ Judicial district

470-3687, Child Support Enforcement Transmittal #2 - Subsequent Actions - Acknowledgment

Purpose	Use form 470-3687, <i>Child Support Enforcement Transmittal #2 - Subsequent Actions - Acknowledgment</i> , to reply to another state's request for information
Source	<p>To generate this form, enter the date in the STATUS REQUEST or OTHER field under the RESPONSE PROVIDED column on the INTERST2 screen or in the NOTICE CASE FRWD or CASE FRWD TO ST fields.</p> <p>To generate this form from the FORMLIST screen, enter the appropriate process code (INTER or UIFSA). Press either PF1 (numerical list) or PF5 (alphabetical list) to display the forms for the process you indicated. Tab to 470-3687, enter "X" to select the form, and press ENTER.</p>
Completion	Complete this form when another state sends us a <i>Child Support Enforcement Transmittal #2 - Subsequent Actions</i> asking us for either a status on the case or other information.
Distribution	Send the completed form and any other necessary information to the other state.
Data	<p>ICAR enters the following information (you must enter this information for manually generated forms):</p> <ul style="list-style-type: none">◆ Petitioner name◆ Respondent name◆ Name and address of the responding state's agency◆ Name and address of the initiating state's agency◆ FIPS code of responding state◆ IV-D case number of responding state◆ Responding state's docket number◆ Initiating state's docket number◆ FIPS code of initiating state◆ IV-D case number of initiating state

- ◆ Notice of case forwarding, if appropriate
- ◆ Worker name and telephone number
- ◆ Type of case
- ◆ CEJ state, if appropriate

The worker enters the following information:

- ◆ Name of other state's contact person
- ◆ Fax number to local office
- ◆ Worker's e-mail address

470-3688, Child Support Enforcement Transmittal #3 - Request for Assistance/Discovery - Acknowledgment

Purpose	Use form 470-3688, <i>Child Support Enforcement Transmittal #3 - Request for Assistance/Discovery - Acknowledgment</i> , to reply to another state's request for limited services.
Source	<p>To generate this form, enter the date in any of the fields under the RESP PRVD column on the INTERST3 screen.</p> <p>To generate this form from the FORMLIST screen, enter the appropriate process code (INTER or UIFSA). Press either PF1 (numerical list) or PF5 (alphabetical list) to display the forms for the process you indicated. Tab to 470-3688, enter "X" to select the form, and press ENTER.</p>
Completion	Complete this form when another state sends us a <i>Child Support Enforcement Transmittal #3 - Request for Assistance/Discovery</i> asking for limited assistance in working one of its cases.
Distribution	Send the completed form and any other necessary information to the other state.
Data	<p>ICAR enters the following information (you must enter this information for manually generated forms):</p> <ul style="list-style-type: none">◆ Petitioner name◆ Respondent name◆ Name and address of the responding state's agency◆ Name and address of the initiating state's agency◆ FIPS code of responding state◆ IV-D case number of responding state◆ Responding state's docket number◆ Initiating state's docket number◆ FIPS code of initiating state◆ IV-D case number of initiating state

The worker enters the following information:

- ◆ Name of other state's contact person
- ◆ Fax number to local office
- ◆ Worker's e-mail address

S479J365-1, Interstate Process Counts by Region

Purpose	Use report S479J365-1, <i>Interstate Process Counts by Region</i> , to get a view of the number and type of active interstate processes by office within the region.
Source	ICAR generates this report through batch processing. Access this report electronically at Polkr3s5\greenbar.
Data	<p>The PROCESS CODES column contains the name of each possible interstate process, first for outgoing interstate cases, then for incoming cases. The rest of the columns display, by office, the number of active processes as of the date ICAR ran the report.</p> <p>A summary page for each region displays the total number of incoming processes, total number of outgoing processes, and the total number of interstate records (active INTERSTA screens).</p> <p>In addition, a final page, “Counts of International Referrals,” displays the total number of international interstate referrals being tracked in ICAR. The totals are broken out by incoming and outgoing referrals, and then by ICAR’s version of the international FIPS code.</p>

S479J367, Interstate Case Report

Purpose	Use report, S479J367, <i>Interstate Case Report</i> , to show case specific information for each interstate case. This report helps field staff keep better track of their interstate caseload.
Source	ICAR generates this report the second weekend of each month through batch processing.
Distribution	Regional staff use an Excel importer to import the data for their specific region. They then sort the data by office and send it to the local office supervisors in Excel format.
Data	<p>CASE #: The CSC number of the interstate case.</p> <p>NEXT REVIEW DATE: The date listed in the NEXT REVIEW DATE on the CASE screen.</p> <p>LAST REVIEW DATE: The date listed in the LAST REVIEW DATE on the CASE screen.</p> <p>WORKER ID: The worker number associated with the case number as it appears on the CASE screen.</p> <p>ACCT TYPE: The account type for the case as listed on the CASE screen.</p> <p>INIT STATE: The two-letter abbreviation for the state that initiated the interstate action with Iowa. This indicates an incoming interstate case. Iowa is the responding state.</p> <p>RESP STATE: The two-letter abbreviation for the state that Iowa asked to work the case. An entry in this field indicates an outgoing interstate case. Iowa is the initiating state.</p>

COURT ORDERED: Information about the most recent court order on the COURTORD screen. Valid entries include:

- ◆ I = Iowa order
- ◆ O = Other state's order
- ◆ R = Registered order
- ◆ F = Filed order
- ◆ N = No order (includes ON and OP orders)

MORE COURT ORDERS?: Indicates if other orders exist on ICAR in addition to the one listed in the COURT ORDERED column. An entry of "Y" indicates that additional orders exist on ICAR. An "N" means no additional orders exist on ICAR.

PAYOR LOCATE KNOWN?: Indicates if and how location is known for the payor. Valid entries include:

- ◆ A = Verified address (not in history)
- ◆ E = Verified employer (not in history)
- ◆ C = Verified address and employer
- ◆ N = No verified address or employer

DATE OF LAST PAYMENT: The date of the most recent payment before the date this report was generated. Zeroes mean no payments have been received.

CURRENT SUPPORT OWED?: Indicates whether current support is owed. A "Y" means current support is owed. An "N" means no current support is owed.

DAYS AS INTERST. CASE: The number of days this case has been an active interstate case with the other state. This number is calculated based on dates listed on the INTERSTA screen, as follows:

- ◆ Incoming cases: ICAR subtracts the date in LOC RCVING RFRL or ACKNOWLEDGMENT fields from the date the report is run.
- ◆ Outgoing cases: ICAR subtracts the date in the REFERRAL SENT field from the date the report is run.
- ◆ Zero means there are no dates on the INTERSTA screen.

DATE OF LAST CONTACT: The date of last contact for outgoing interstate cases as displayed on the OTHER ST CONTACT field on the INTERSTA screen.

LINKED REFERRAL TYPE: The first linked referral type listed on the INTERSTA screen. When viewed along with the LINKED PROCESS, this gives you an idea at a glance of the process you are working through the interstate case.

LINKED PROCESS: The first linked process listed on the INTERSTA screen. When viewed along with the LINKED REFERRAL TYPE, this gives you an idea at a glance of the specific process you are working through the interstate case.

UNLINKED REFERRAL TYPE: The first REFERRAL TYPE on the INTERSTA screen that is unlinked.

UNLINKED PROCESS: The first process code on the INTERSTA screen that is unlinked. If you see data in this field, review the case to determine if the process should really be linked to the INTERSTA screen.

- ◆ If so, create the link and proceed with the process.
- ◆ If not, delete the unlinked referral type and process by placing a “D” in the SEL field next to the unlinked items and press F4 twice.

OFFICE: The office in which the case resides.

REGION: The region in which the case resides.

FILE CREATION DATE: The date the batch program ran to create the data for this report.