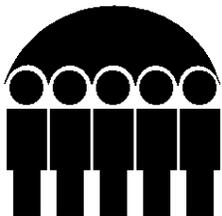


October 22, 2004

Employees' Manual
Title 9
Chapter K

INTERSTATE CASE PROCESSING



Iowa
Department
of
Human Services

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INTRODUCTION

Legal reference: 45 CFR 303.7, Iowa Code section 252K

This chapter describes the policies and procedures for interstate case processing.

Interstate child support cases are cases in which the parties live in different states and one state asks the other state for help in establishing, enforcing, or modifying a child support order. For example, the obligee and child may live in Iowa while the obligor lives in another state.

Sometimes you can take action on this kind of an interstate case without involving the other state. Other times, the other state must establish, modify, or enforce the child support obligation for Iowa. Interstate referrals are requests from one state to another to initiate an action on a case.

General Duties of Support Enforcement Agency

Legal reference: Iowa Code section 252K.307

In Iowa, the Child Support Recovery Unit (referred to in this chapter as the Unit) is the support enforcement agency. The Unit must provide services upon request of a party or another state. Services include the following:

- ◆ Taking the necessary steps for a tribunal to obtain jurisdiction over an obligor.
- ◆ Asking a tribunal to schedule a hearing.
- ◆ Making a reasonable effort to obtain relevant information, such as income and property of the parties.
- ◆ Prosecuting the case diligently.
- ◆ Sending a copy to the petitioner within five business days after receipt of a written notice from a tribunal.
- ◆ Sending a copy to the petitioner within five business days after receipt of written communication from the respondent.
- ◆ Notifying the petitioner if Iowa cannot obtain jurisdiction over the respondent.

Definitions

“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.

“Continuing, exclusive jurisdiction (CEJ)” means a state has control over the terms of a support order entered in that state if at least one of the parties to the order still lives in that state, unless all parties have consented in writing to another state’s assumption of CEJ. The determination of CEJ affects which state has the controlling order and which state has jurisdiction to modify the provisions of the controlling order.

“Controlling order” means the one order that must be used by all states for enforcement and modification actions from the present time forward. In cases involving multiple orders issued before the enactment of Uniform Interstate Family Support Act (UIFSA), UIFSA provides rules for determining the controlling order, the one order to be prospectively enforced.

“Discovery” means facts, papers, or other information sought by a party to a legal proceeding.

“De novo order” means a new order entered in a case where another order for the same parents and child already exists.

“Duration of support” is the period for which parents owe child support for their children. In many states, the duration of support is until age 18 or graduation from high school, whichever comes later. In other states, the duration of support is a set age (18, 21, or 22). In still other states, it can exist beyond the age of majority (e.g., the child is attending college or is disabled).

“Ex parte order” is an order entered on behalf of one of the parties such as a nondisclosure order prohibiting disclosure of identifying information.

“FFCCSOA” is the Full Faith and Credit for Child Support Orders Act. This federal law, passed in 1994, required all states to make certain changes in how they deal with orders in interstate cases. FFCCSOA served as a bridge from the URESA law to the UIFSA law (see **Definitions: UIFSA**). Because all of the provisions of FFCCSOA are also in UIFSA, this act is now of secondary importance for caseworkers.

“Forum state” means the state that is conducting the hearing or proceeding.

“Initiating state” means the state that starts an action under UIFSA to forward to a responding state to establish, modify or enforce a child support obligation.

“Issuing state” means the state in which a tribunal issued a support order or entered a judgment finding parentage.

“PRWORA” means the Personal Responsibility and Work Opportunity Reconciliation Act. Though this federal legislation is often identified with establishing strong work requirements for public assistance recipients, PRWORA also required all states to adopt UIFSA by January 1, 1998.

“Remedy” is the name for a legal corrective action.

“Responding state” is the state to which an action is sent under UIFSA to establish, modify, or enforce a child support obligation.

“Statute of limitations” is the period of time that an arrearage can be enforced.

“Tribunal” is a court, administrative agency, or entity designated by the state’s law that can establish, enforce, or modify support or establish paternity.

“UIFSA” is the Uniform Interstate Family Support Act. The original 1992 model federal law was developed to replace URESA as the new interstate statute to govern the establishment, enforcement, and modification of child support orders and the establishment of paternity in cases where the obligor lives in a different state than the children.

When PRWORA was enacted in 1996, all states and jurisdictions were required to adopt the revised version of UIFSA into their state law. Iowa adopted UIFSA as Iowa Code Chapter 252K effective January 1, 1998.

“URESAs” is the Uniform Reciprocal Enforcement of Support Act. This model federal law was established in 1950 and provided a mechanism for establishing, enforcing, and modifying support obligations in interstate cases. UIFSA replaced URESA.

Processes, Forms, and Screens

Following is a list, by process or action, of the screens and forms used to process interstate cases. These screens and forms are discussed in detail in this chapter. For information on completing the forms below, see 9-K-Appendix.

◆ **Determining the Controlling Order**

Screens: DCO & DCO2

Forms:

470-3181 *Directions for Service*

470-3325 *Out of State Directions for Service*

470-3455 *Order for Determination of Controlling Order and Arrears*

470-3456 *Order for Determination of Controlling Order*

470-3457 *Petition for Determination of Controlling Order and Determination of Arrears*

470-3458 *Petition for Determination of Controlling Order*

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

470-3476 *Notice of Determination of Controlling Order*

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

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

◆ **Sending Outgoing Enforcement Transmittals for Full Enforcement**

Screens: INTERSTA, INTERST4, UIFSA, UIFSA2

Forms:

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

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

◆ **Sending Outgoing Establishment Transmittal**

Screens: INTERSTA, UIFSA, UIFSA2, UIFSA3, UIFSA4

Forms:

- 470-3469 *Child Support Enforcement Transmittal #1 - Initial Request*
- 470-3472 *Uniform Support Petition*
- 470-3473 *General Testimony*
- 470-3474 *Affidavit in Support of Establishing Paternity*
- 470-3675 *Application for Order Relating to Nondisclosure of Address and Identifying Information*

◆ **Sending Outgoing Review Transmittals**

Screens: INTERSTA, UIFSA, UIFSA2, REVIEW1, REVIEW2, REVIEW3, REVIEW4, ADMOD1, ADMOD2, ADMOD3, and ADMOD4

Forms:

- 470-3469 *Child Support Enforcement Transmittal #1 - Initial Request*
- 470-3472 *Uniform Support Petition*
- 470-3473 *General Testimony*
- 470-3477 *Registration Statement, if applicable*
- 470-3675 *Application for Order Relating to Nondisclosure of Address and Identifying Information*

◆ **Sending Outgoing Transmittals for Limited Assistance**

Screens: INTERSTA, INTERST3, INTERST4

Form:

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

◆ **Responding to Other State's Transmittal #3 for Limited Assistance**

Screens: INTERSTA, INTERSTA3, INTERST4, and REFERRAL

Form:

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

◆ **Processing Incoming Transmittals**

Screens: REFERRAL, ACKNOWLEDGEMENT, COMMENTS, INTERSTA, and INTERST4

Form:

470-3761 *Child Support Enforcement Transmittal #1 - Initial Request - Acknowledgment (See 9-J-Appendix.)*

◆ **Registration (Incoming Interstate Cases Only)**

Screens: REGIST

Forms:

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

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

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

470-3466 *Registration Statement (State Form)*

470-3477 *Registration Statement*

470-3674 *Registration Cover Letter*

◆ **Corresponding with Other States**

Screen: INTERST2

Forms:

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

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

◆ **Nondisclosure**

Screen: UIFSA2

Forms:

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

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

◆ **Hearings**

Screens: UIFSA3, INTERST4

Forms:

470-3467 *Application for Leave to Present Telephonic Testimony*

470-3468 *Order Allowing Telephonic Testimony*

JURISDICTION

Legal reference: Iowa Code Chapter 252K

Before you begin any action on a case, you must determine if Iowa has jurisdiction to proceed. Jurisdiction is the power and authority of a court or tribunal to hear and decide a case. If a court or tribunal does not have jurisdiction, it can't decide the particular case, or if it does make a decision, that ruling may be considered invalid.

A state may have three kinds of jurisdiction:

- ◆ Subject matter jurisdiction: The authority of a particular tribunal to hear the type of case.
- ◆ Personal jurisdiction: A tribunal's authority to affect or determine the rights of an individual.
- ◆ In rem jurisdiction: A tribunal's authority over property and bank accounts.

Establishment Jurisdiction

Legal reference: Iowa Code section 252K.201

A state must have personal jurisdiction to establish paternity and support. A state gets this jurisdiction either through the residence of the obligor or through "long-arm" jurisdiction.

Iowa can have long-arm jurisdiction if:

- ◆ The alleged father or obligor was personally served in this state.
- ◆ The alleged father or obligor submits to Iowa jurisdiction.
- ◆ The alleged father or obligor resided with the child in Iowa.
- ◆ The alleged father or obligor resided in Iowa and provided prenatal expenses or support of the child.
- ◆ The child resides in Iowa as a result of acts or directives of the alleged father or obligor.
- ◆ The alleged father or obligor engaged in sexual intercourse in Iowa, which may have resulted in the conception of the child.
- ◆ The alleged father or obligor asserted paternity in the Declaration of Paternity Registry.
- ◆ There is any other basis consistent with the constitutions of Iowa and the United States.

Enforcement Jurisdiction

Legal reference: Iowa Code sections 252K.305, 252K.507

Jurisdiction over the enforcement of a case is based on the location of the income or property used to fulfill the support obligation (in rem jurisdiction). Regardless of the state where the assets are located, a petitioner can ask any state to enforce an order.

When a state registers an order for enforcement only, the state does not automatically assume continuing exclusive jurisdiction. (See **Definitions: Continuing exclusive jurisdiction (CEJ).**)

Modification Jurisdiction

Legal reference: Iowa Code sections 252K.206; 252K.611

A state must have continuing, exclusive jurisdiction (CEJ) to modify a support order.

- ◆ If there is only one state with CEJ, that state is the only state with modification jurisdiction unless the parties consent in writing for another state to assume CEJ.
- ◆ If there is only one order but none of the parties or the child lives in the issuing state, the order must be registered for modification in a state that has personal jurisdiction over the nonrequesting party.
- ◆ If more than one state has CEJ, the child’s home state has jurisdiction to modify.
- ◆ If none of the issuing states is the child’s home state, the state that issued the most recent order has jurisdiction to modify. Refer to **DETERMINING THE CONTROLLING ORDER** for more information on the child’s home state.

The obligor lives in Maine, and the obligee lives with the children in Iowa. A Nebraska court issued the support order. The obligor requests the modification.		
<u>Maine</u>	<u>Iowa</u>	<u>Nebraska</u>
Obligor	Obligee Children	Order
Iowa has jurisdiction to do the modification because Iowa is the non-requestor’s state.		

Once an order is modified, that state automatically assumes CEJ. For more information on modification, see 10-Q, *ADMINISTRATIVE REVIEW AND ADJUSTMENT*.

Continuing Exclusive Jurisdiction (CEJ)

Legal reference: Iowa Code section 252K.205

A state has continuing, exclusive jurisdiction (CEJ) if it issued a support order and at least one of the parties or the child still lives in that state. A second state can gain CEJ if none of the parties live in the issuing state or if the parties consent in writing for another state to assume CEJ.

A state must have CEJ as of the date of service to modify an order or to have its order determined the controlling order. Refer to **DETERMINING THE CONTROLLING ORDER** for more information on determining the controlling order.

If another state assumes CEJ and modifies an Iowa order under UIFSA or a substantially similar law, Iowa loses its CEJ. When Iowa loses CEJ, the Unit may only:

- ◆ Enforce the original order as to amounts that accrued before the modification.
- ◆ Enforce non-modifiable aspects of the original order.
- ◆ Prospectively enforce the modified order if it is registered for enforcement in Iowa or if the state with CEJ seeks administrative enforcement in Iowa.
- ◆ Provide other appropriate relief for violations of that order which occurred before the effective date of the modification.

The obligor lives in Nebraska. The obligee previously lived with the children in Iowa. A divorce decree including child support was issued in Iowa in 1998.

Iowa

Obligee
Children
Order

Nebraska

Obligor

The obligee and children moved to Illinois in 2002. The obligor requests a modification on March 1, 2004. Because no parties live in Iowa, Iowa loses jurisdiction to modify the order.

DUTIES OF RESPONDING STATE OR TRIBUNAL

Legal reference: 45 CFR 303.7(a)

Each state is required to have an Interstate Central Registry responsible for receiving, screening, and routing interstate referrals and responding to inquiries on all incoming child support cases. Iowa's Central Registry also handles quick locate requests, some CSENet transactions, and Interstate Referral Guide updates. See **The Interstate Referral Guide (IRG) Screen in ICAR** and 9-J, **CHILD SUPPORT ENFORCEMENT NETWORK - CSENET**, for further information.

Another state may ask Iowa to take one or more establishment, enforcement, or modification actions on a case. In these situations, Iowa is the responding state. To request Iowa's services, the other state must send an interstate referral to Iowa's Interstate Central Registry.

The Central Registry has ten working days from the date it receives a referral to:

- ◆ Review documentation submitted with the referral to determine its completeness.
- ◆ Forward the case to the appropriate local office for processing.
- ◆ Acknowledge receipt of the case.
- ◆ Ask the initiating state for any additional information needed.
- ◆ Inform the initiating state of the local office to which the case was sent for action.

Note: If, after the initial referral, the initiating state wants Iowa to pursue actions in addition to those previously requested, the initiating state can send *Child Support Enforcement Transmittal #1 - Initial Request*, directly to the local office.

The following sections address:

- ◆ Processing of incoming referrals done by the Central Registry
- ◆ Processing of incoming referrals done by the local office
- ◆ Requirements when receiving a referral from another state
- ◆ Procedures for providing services
- ◆ Reviewing interstate performance

Processing Incoming Referrals in Central Registry

Legal reference: 45 CFR 303.7(a)

Many states use CSENet to send an initial referral to Iowa. When this happens, the other state follows up by sending the official referral packet of forms and documentation. For states that do not use CSENet, the initial contact with our office is the paper referral packet.

Central Registry reviews all incoming referrals to ensure they are appropriate and that the other state provided all information and documentation required for the actions requested. Central Registry then completes the REFERRAL screen with information provided by the other state.

If a case does not yet exist on ICAR for the obligee, obligor, and child, ICAR automatically creates a skeleton case based on these entries to the REFERRAL screen. ICAR also displays data from the REFERRAL screen on the CASE screen as well as the INTERSTA screen.

Within ten business days, Central Registry acknowledges the referral by completing the acknowledgment section of form 470-3469, *Child Support Enforcement Transmittal #1 - Initial Request*, and sending it to the initiating state.

If additional information is needed to continue with the original referral, Central Registry indicates this on the form's acknowledgment page. If, after 30 days, you have not acknowledged that you received the additional information, ICAR either electronically sends a request for this information or issues a calendar flag (INTER 152) prompting you to send another request.

After acknowledging the referral, Central Registry forwards the referral packet to the appropriate office to process the other state's request.

Note: When the initiating state provides the additional information, the worker who receives it must access the ACKNOWLEDGEMENT screen and enter the date the information was received from the other state. ICAR then deletes calendar flag (INTER 152). See **The ACKNOWLEDGEMENT Screen** for further information.

The Incoming Interstate Referral (REFERRAL) Screen

Only Iowa’s Central Registry can add or modify the REFERRAL screen. All other staff have view-only access. Enter “REFERRAL” in any NEXT SCREEN field on ICAR to access the REFERRAL screen.

D479HI91	IOWA COLLECTION AND REPORTING SYSTEM	DATE: 10/19/03
	INCOMING INTERSTATE REFERRAL	TIME: 14:17:10
ICAR CASE:	OS CASE ID:	FC: FIPS:
CENT REG#:	OS CASE 2 :	REFER TO:
CP:		CP SSN:
NP:		NP SSN:
CH:		CH SSN:
ACKNOWLEDGE: <input type="checkbox"/>	ACCOUNT TYPE: <input type="checkbox"/>	REFERRAL POSTMARK:
<input type="checkbox"/>	PATERNITY EST	<input type="checkbox"/> ORDER REGISTRATION
<input type="checkbox"/>	ORDER ESTABLISHMENT	<input type="checkbox"/> ENF <input type="checkbox"/> MODIFY
<input type="checkbox"/>	<input type="checkbox"/> CS <input type="checkbox"/> MS	<input type="checkbox"/> ENF AND MODIFY
<input type="checkbox"/>	<input type="checkbox"/> SS <input type="checkbox"/> OTHER	<input type="checkbox"/> NCP <input type="checkbox"/> CP <input type="checkbox"/> STATE
<input type="checkbox"/>	<input type="checkbox"/> PRIOR PERIOD	<input type="checkbox"/> COLLECT ARREARS
<input type="checkbox"/>	ORDER ENFORCEMENT	<input type="checkbox"/> INCOME WITHHOLDING
<input type="checkbox"/>	ORDER MODIFICATION	<input type="checkbox"/> REVIEW FOR FED TAX OFFSET
<input type="checkbox"/>	CHANGE PAYEE/REDIRECT	<input type="checkbox"/> OTHER
<input type="checkbox"/>	LIMITED SERVICES	<input type="checkbox"/> 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:	

Following is an explanation of each field on the REFERRAL screen.

- ◆ **ICAR CASE:** Central Registry or CSENet enters the ICAR case number linked to the referral.
- ◆ **OS CASE ID:** Central Registry or CSENet enters the other state’s case number that the initiating state uses to identify its case for this referral.
- ◆ **FC:** Central Registry or CSENet enters “Y” in this field to indicate that the incoming referral from the initiating state is a foster care case. ICAR defaults this field to an “N.”

- ◆ **FIPS:** Central Registry or CSENet enters 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 of the initiating state and are not part of the actual FIPS code itself.
 - The first two numbers also identify the state. If you press the PF1 (Help) key, ICAR displays a table of the first two numbers in the FIPS code for each 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.
- ◆ **CENT REG#:** ICAR enters the unique central registry number assigned to all new incoming referrals. When Central Registry acknowledges the referral, ICAR uses the CENT REG# to link the INTERSTA screen with the referral.
- ◆ **OS CASE 2:** Central Registry or CSENet enters a second case number that the initiating state uses to identify the referred case. Often this occurs in foster care cases. If a CSENet transaction is received for the same parties on a case but with a different OS CASE ID, CSENet enters the new case ID in this field.
- ◆ **REFER TO:** Central Registry enters the worker ID of the local office worker who will receive the acknowledged referral. When Central Registry acknowledges the referral, ICAR documents this with a narrative (INTER 235) and issues a calendar flag (INTER 142) to notify the REFER TO caseworker of the referral.

Central Registry cannot acknowledge the referral without entering a worker ID in this field. When an ICAR case already exists, ICAR displays the current worker ID from the CASE screen.

ICAR does not require an entry in the REFER TO field when rejecting a referral or forwarding a referral to another state. However, Central Registry can enter a non-Iowa FIPS code in this field to forward the referral to another state.
- ◆ **CP and CP SSN:** Central Registry or CSENet enters the obligee's name (last, first, middle, suffix) and social security number (SSN). For foster care cases, Central Registry enters "STATE OF (STATE) FOSTER CARE."

- ◆ **NP and NP SSN:** Central Registry or CSENet enters the obligor or alleged father's name (last, first, middle, suffix) and social security number.
- ◆ **CH and CH SSN:** Central Registry or CSENet enters the child's name (last, first, middle, suffix) and social security number. When there are multiple children on the referral, ICAR only displays one name.
- ◆ **ACKNOWLEDGE:** Central Registry initially uses this field to acknowledge or reject all listed referral types marked with an "X." Valid entries include:

E ICAR displays this code when it receives an interstate referral through CSENet. Central Registry then changes the "E" to an "X."

X Central Registry enters an "X" when it receives the paperwork but has not assessed the referral.

After completing the assessment, Central Registry overwrites the "X" with one of the following codes to acknowledge or reject the referral:

A An "A" entry acknowledges the referral and forwards the case to a local office worker. ICAR generates form 470-3761, *Child Support Enforcement Transmittal #1 - Initial Request - Acknowledgment*, and Central Registry mails it to the initiating state to acknowledge the referral.

M An "M" entry acknowledges the referral by indicating the need for more information and forwards the interstate case to the assigned local office worker ID. When Central Registry requests additional information, ICAR generates a narrative (INTER 236 or 245) if the responding state exchanges CSENet transactions with Iowa.

If you have not acknowledged the additional information after 30 days, ICAR generates:

- Another narrative (INTER 237, 238, or 239) to document that a reminder was sent to the other state requesting additional information.
- A calendar flag (INTER 152) to remind you to check for additional information and status (INTER 32, 33, or 34) to the other state reminding them of the need for additional information.

ICAR displays the ACKNOWLEDGEMENT screen for generation of form 470-3761, *Child Support Enforcement Transmittal #1 - Initial Request - Acknowledgment*. Central Registry mails it to the initiating state to request the additional information.

- R Central Registry uses an “R” entry to reject the referral and generate form 470-3762, *Reject Letter*, to mail to the initiating state.
- P Central Registry uses a “P” entry to re-print the last form generated from the REFERRAL screen. When any referral types have already been acknowledged or rejected with an “A,” “R,” or “M,” entry of “P” does not re-acknowledge the referral type.
- ◆ **ACCOUNT TYPE:** ICAR displays the account type for the case number indicated in the ICAR CASE field. When no case number exists, 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, ICAR automatically enters an account type. If the CSENet account type is incorrect, Central Registry changes 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 POSTMARK:** Central Registry enters the date it received the *Child Support Enforcement Transmittal #1 - Initial Request* in the mail. Central Registry enters this to track the number of days between receiving the paperwork and entering it on the REFERRAL screen. ICAR automatically enters the current date if Central Registry leaves this field blank.

ICAR generates a monthly report, *S479H957, Referral Postmark Report*, to Central Registry and central office to monitor these dates. Only Central Registry staff can modify this field. See 9-J, **CHILD SUPPORT ENFORCEMENT NETWORK - CSENET**, for more information.

- ◆ Referral types: Below the ACKNOWLEDGE, ACCOUNT TYPE, and REFERRAL POSTMARK fields are several referral types. These correspond to the referral types listed on the *Child Support Enforcement Transmittal #1 - Initial Request*, and are used to identify and track the types of requests made by the initiating state.

Possible entries in these fields can be any combination of the following:

- E ICAR displays an “E” to indicate it received the referral electronically through CSENET. ICAR enters an “E” only when this field is blank. Central Registry cannot enter an “E” in this field.
- X Central Registry enters an “X” when it receives a paper referral (form 470-3469, *Child Support Enforcement Transmittal #1 - Initial Request*) and now has ten days to acknowledge the initiating state’s referral.

- A When Central Registry acknowledges the referral by entering an “A” in the ACKNOWLEDGE field, ICAR enters an “A” in place of a previously entered “X” to acknowledge the referral and forward the case to a local office worker.
- M Central Registry enters an “M” to acknowledge the referral by requesting additional information and forwards the case to a local office worker.
- R Central Registry enters an “R” to reject the referral or to indicate that the referral has been forwarded to another state.

ICAR enters the date CSENet or Central Registry made an entry to each referral type. Some sub-referral types do not have dates. For these, ICAR displays the date stored in the corresponding general category (ORDER ESTABLISHMENT and ORDER REGISTRATION).

- ◆ Contact information: Central Registry enters information in the CONTACT NAME, CONTACT PHONE EXT, FAX, and CONTACT E-MAIL fields to record the name, phone number, extension, fax number, and e-mail address of the person in the other state to contact about this referral.

When Central Registry acknowledges the referral, ICAR carries this information to the INTERST4 screen if no contact information already exists. When the contact information already exists on INTERST4, ICAR does not change it.

REFERRAL screen PF Keys:

- ◆ PF1=HELP: Depending on the cursor placement, one of two levels of help display: screen level or field level.
 - If you place the cursor on a field for which help text exists, ICAR displays the help text for that field.
 - If no help text exists for that field, or if you do not place the cursor on a field, ICAR displays the help text for that particular screen.
- ◆ PF2=ADD: Central Registry uses this key to add a referral record to ICAR initially.
- ◆ PF3=UPDATE: Central Registry uses this key to update a referral record on ICAR.

- ◆ PF4=DELETE: Central Registry uses this key to delete a referral record from ICAR.
- ◆ PF5=INQUIRE: Central Registry uses this key to see if a referral record already exists on ICAR.
- ◆ PF6=SEARCH: When a REFERRAL record already exists on ICAR, use this key to search for an existing case.
- ◆ PF7 and PF8: Central Registry uses these keys to scroll through multiple records on the REFERRAL screen.
- ◆ PF9=REFRESH: Central Registry uses this key to refresh (clear) the screen after working with another referral.
- ◆ PF10=IRG: Central Registry uses this key to access the IRG screen to view and link an address to the REFERRAL screen.
- ◆ PF11=ACKNOWLEDGEMENT: Central Registry uses this key to exit the REFERRAL screen and to access the ACKNOWLEDGEMENT screen. ICAR tracks the documents needed to complete the referral request on the ACKNOWLEDGEMENT screen.
- ◆ PF12=COMMENTS: Central Registry uses this key to enter comments about the referral, usually when rejecting the referral.

Processing Incoming Referrals in Local Offices

After entering the initial information on the REFERRAL screen, Central Registry sends the paper referral packet to the appropriate local office. This packet contains all of the original paperwork received from the initiating state.

The case setup worker in the local office adds the remaining case information from the paper packet to the ICAR case. Local office staff may attempt to verify the address and initiate automated location searches if necessary. For more information, see the location process.

Send the initiating state all forms intended for the obligee. The initiating state forwards them to the obligee. Many of the forms contain the initiating state's address as it is listed on the INTERST4 screen. Before you generate forms, check the INTERST4 screen to ensure that the correct local office address in the initiating state is listed.

Use the INTERSTA screen to track basic information about the interstate case between Iowa and other state IV-D agencies. When Central Registry makes entries to the REFERRAL screen on an incoming interstate referral, ICAR displays the data in the corresponding fields on the INTERSTA screen: CENTRAL REGIST#, INIT STATE, FIPS, RSPN STATE, FIPS, OTHER ST CASE#, OTHER ST CRT#, LOC RCVING RFRAL, ACKNLDGMENT SENT, and REFERRAL TYPE.

When you receive the paper referral from Central Registry, enter an "X" in the LOC RCVING RFRAL field and the date you received the referral in the corresponding date field on the INTERSTA screen. ICAR automatically generates a narrative (INTER 007) to document that the local office received the referral from Central Registry.

IOWA COURT-ORD#:	CENTRAL REGIST#:	282
INIT STATE: MN FIPS: 27 000 00	RSPN STATE: IA FIPS: 19 000 00	
OTHER ST CASE#: 0001111234-02	OTHER ST CRT#: CE111234	
LOC RCVING RFRAL: X 04 04 2004	REFERRAL SENT: 00 00 0000	
ACKNLDGMENT SENT: C 04 02 2004	DISMISSED/ENDED: 00 00 0000	
SELECT:	REFERRAL TYPE: ENF	PROCESS: LINKED?:

After entering the "X" in the LOC RCVING RFRAL field, access the INTERST4 screen to add information about the contact person and address in the other state if not already listed from the REFERRAL screen.

Interstate Contact Screen A (INTERSTA)

Access the INTERSTA screen by entering INTERSTA in the NEXT SCREEN field on any screen.

```
D479HI01          IOWA COLLECTION AND REPORTING SYSTEM          DATE: 05/01/04
                  INTERSTATE CONTACT SCREEN A                  TIME: 08:27:27
                  DCO(S) NOT COMPLETED YET

CASE NUMBER:      4139                      DRI:
PAYOR/AF: PAYOR/AF NAME          FVI:
PAYEE: PAYEE NAME                WORKER ID:

IOWA COURT-ORD#:          CENTRAL REGIST#: 282
INIT STATE: MN  FIPS: 27 000 00    RSPN STATE: IA  FIPS: 19 000 00
OTHER ST CASE#: 000111123402      OTHER ST CRT#: CE111234
LOC RCVING RFRAL: X 04 04 2004    REFERRAL SENT: 00 00 0000
ACKNLDGMENT SENT: C 04 02 2004    ADDL DOCUMENTS PROVIDED:
OTHER ST CONTACT:          DISMISSED/ENDED: 00 00 0000
BYPASS TRACKING:

SELECT:          REFERRAL TYPE:          PROCESS:          LINKED?:
SELECT:          REFERRAL TYPE:          PROCESS:          LINKED?:
SELECT:          REFERRAL TYPE:          PROCESS:          LINKED?:          MORE?: N
COMMENT:

PF2=ADD PF3=UPD PF4=DEL PROC(S) PF5=INQ PF6=PROC PF7=BACK PF8=FRWD PF9=REFRESH
PF10=PRIOR PROC PF11=NEXT PROC PF12=INTERST2 PF13=INTERST3 PF14=INTERST4
NEXT SCREEN:          NOTES:
ENTER DATA TO BE UPDATED
```

Use the upper half of the INTERSTA screen to record information about the interstate case, such as the initiating state and FIPS code, the responding state and FIPS code, the other state's case number and court order number. ICAR displays the ADDL DOCUMENTS PROVIDED, OTHER ST CONTACT, and BYPASS TRACKING fields only when Iowa is the initiating state. All of the fields are described below.

Use the lower half of the screen to link this screen to the appropriate processes. A single INTERSTA screen may be linked to more than one referral type and process code. If Iowa is the initiating state, you can link only the UIFSA, IWO, and REV processes to this screen.

A maximum of two INTERSTA screens can exist for each state. ICAR allows one screen for incoming referrals (when Iowa is the responding state), and one screen for outgoing referrals (when Iowa is the initiating state). Example:

Iowa wants Nebraska to establish paternity and support. Iowa creates an INTERSTA screen with Iowa as the initiating state and Nebraska as the responding state.

Iowa receives an *Interstate Transmittal #1* from Nebraska. Iowa's Central Registry adds an INTERSTA screen with Nebraska as the initiating state and Iowa as the responding state.

These are the only two INTERSTA screens that can exist for the state of Nebraska.

Following is an explanation of each field on the INTERSTA screen:

- ◆ **CASE NUMBER:** ICAR displays the Iowa case number.
- ◆ **DRI:** An entry in this display-only field indicates that there is a disclosure risk indicator on a party associated with this case. There may be a risk of violence if information about one of the parties associated with the case is released. ICAR enters one of the following codes to indicate who may be at risk:

P1 Payor
AF Alleged father
PE Payee
CH Child

- ◆ **PAYOR/AF:** ICAR displays the name of the obligor on the case. If there is no obligor but there is an alleged father, ICAR displays the alleged father's name.
- ◆ **FVI:** An entry in this display-only field indicates that the Federal Case Registry reported a family violence indicator on a party associated with this case. There may be a risk of violence if information about one of the parties associated with the case is released. ICAR lists one of these codes to indicate who may be at risk:

P1 Payor
AF Alleged father
PE Payee
CH Child

To find out more about the requirements for releasing information when a party is at risk, see chapter 9-A.

- ◆ **PAYEE:** ICAR displays the obligee on the case.

- ◆ **WORKER ID:** This field displays the ICAR worker ID of the worker processing the interstate case. Though an entry is not required, this information is useful if the person processing the interstate case is different from the person whose worker ID appears on the CASE screen. You must enter a valid worker ID.
- ◆ **IOWA COURT-ORD#:** Enter the number of the Iowa court order associated with this interstate referral (if there is one).

Exception: For incoming modifications, enter the court order number of the order to be modified, even if it is an out-of-state order number. This entry ensures a link to the correct ICAR screen for tracking the modification. The court order must exactly match the number as it appears on the COURTORDE screen.

- ◆ **CENTRAL REGIST#:** For incoming interstate cases (when Iowa is the responding state), ICAR displays the central registry number assigned by Central Registry on the REFERRAL screen. You cannot manually enter a central registry number. This field is blank for outgoing interstate cases (when Iowa is the initiating state).
- ◆ **INIT STATE:** Enter the two-letter abbreviation for the state that is initiating the interstate action. For outgoing interstate cases, enter “IA.” For incoming interstate cases, ICAR displays the initiating state as entered by Central Registry on the REFERRAL screen.
- ◆ **FIPS:** For outgoing interstate cases, enter the FIPS code of your county. Iowa FIPS codes always begin with “19.” For incoming interstate cases, ICAR displays the FIPS code of the initiating state as entered by Central Registry on the REFERRAL screen.
- ◆ **RSPN STATE:** For outgoing interstate cases, enter the two-letter abbreviation of the state to which you are sending the interstate referral. For incoming interstate cases, ICAR automatically displays “IA.”
- ◆ **FIPS:** For incoming interstate cases, ICAR displays the FIPS code of the county in Iowa that is receiving the referral as entered by Central Registry on the REFERRAL screen. For outgoing interstate cases, enter the FIPS code of the central registry location to which you are sending the interstate referral.

For more information on finding the correct FIPS code, see **Finding Information About Other States**.

- ◆ **OTHER ST CASE#:** Enter the case number as provided by the other state.

- ◆ **OTHER ST CRT#:** Enter the court order number of the other state's order.
Exception: For outgoing modifications, enter the number of the order to be modified in this field, even if it's an Iowa order. This entry ensures the link occurs to the correct ICAR screen for tracking the modification. The court order number must exactly match the number as it appears on the COURTOR screen.
- ◆ **LOC RCVING RFRAL:** This field indicates the location that received or will receive the interstate referral. Valid entries when Iowa is the responding state include:

- C Central Registry received the initial referral from the other state.
- L The local office received an additional request for action from the other state.
- X The local office received the referral from the Central Registry. This entry generates a narrative (INTER 007) to document the local office received the referral.

Valid entries when Iowa is the initiating state include:

- C The referral was sent to the Central Registry in the other state.
- L The referral was sent to a local office in the other state. **Note:** There must be a local office address on INTERST4 to use this entry.

In addition to the codes above, you must enter a date. For outgoing interstate cases, enter the date associated with the code above, in the MM/DD/CCYY format. For incoming cases, ICAR automatically displays the date as entered on the REFERRAL screen by Central Registry.

- ◆ **REFERRAL SENT:** ICAR automatically completes the date in the MM/DD/CCYY format. This field is linked to the SENT date field for the latest UIFSA action on the OUTGOING UIFSA - 1 (UIFSA) screen.

When the date is completed in the SENT field on UIFSA, ICAR automatically completes the REFERRAL SENT field on the INTERSTA screen to indicate the date you mailed the interstate referral packet to the other state. Use this field for outgoing referrals only.

- ◆ **ACKNLGMENT SENT/RCVD:** Use this field to indicate the location sending or receiving the acknowledgment form 470-3469, *Child Support Enforcement Transmittal #1 - Initial Request*, and the date the acknowledgment was sent or received. The field name varies depending on whether the referral is incoming or outgoing.

- **ACKNLDGMENT RCVD:** ICAR displays this field to indicate that Iowa received an acknowledgment from the responding state for an outgoing referral initiated by Iowa. There are two fields associated with ACKNLDGMENT RCVD. The first is a one-character field with two possible entries:

C Iowa's Central Registry received an acknowledgment from the responding state.

L An Iowa child support office received an acknowledgment from the responding state.

In the second field, enter the date Iowa received the acknowledgment. You can enter a current or past date in the MM/DD/CCYY format.

- **ACKNLDGMENT SENT:** ICAR displays this field to indicate that Iowa sent an acknowledgment to the initiating state for an incoming referral when Iowa is the responding state. There are two fields associated with ACKNLDGMENT SENT. The first is a one-character field with two possible entries:

C Iowa's Central Registry sent an acknowledgment to the initiating state.

L An Iowa child support office sent an acknowledgment to the initiating state. **Note:** There must be a local office address on INTERST4 to use this entry.

The second field, enter the date Iowa sent the acknowledgment. You can enter a current or past date in the MM/DD/CCYY format.

- ◆ **ADDITIONAL DOCUMENTS REQUESTED:** For outgoing cases, ICAR displays a "Y" or "N" in this unmarked field located directly after the ACKNLDGMENT RCVD date. Enter a "Y" to indicate that the other state requested additional documents to proceed with Iowa's referral. Enter an "N" if the responding state acknowledged the referral and does not need any additional documents.

When you enter a "Y," ICAR issues a calendar flag (INTER 147) for 30 days in the future for you to track that you sent the requested documents. ICAR automatically deletes this calendar flag when you enter a date in the ADDL DOCUMENTS PROVIDED field.

- ◆ **ADDL DOCUMENTS PROVIDED:** Enter the date you provided or will provide the additional documents requested by the other state.

When you enter a date in this field, ICAR issues a narrative (INTER 244) documenting the date you plan to send the additional information to the other state. ICAR also sends a status (INTER 37) to notify the other state of the date you plan to send the requested documents.

You can enter:

- A current date when you mail the actual documents to the responding state.
 - A future date when you plan to mail the documents to the responding state. When the future date arrives, ICAR issues a calendar flag (INTER 148) to remind you to mail the documents.
- ◆ **OTHER ST CONTACT:** This field tracks contacts made with the responding state when Iowa is the initiating state. ICAR displays this field only when Iowa is the initiating state. There are four possible worker-entries and four possible ICAR entries in this field. Valid entries include:

- T Telephone contact (worker-entered)
- E E-mail contact (worker-entered)
- F Facsimile contact (worker-entered)
- N Contact made through CSENet (worker or ICAR-entered)
- A Acknowledgment received or documents sent to the responding state (ICAR-entered)
- 2 Contact made through the INTERST2 screen (form 470-3470, *Child Support Enforcement Transmittal #2 - Subsequent Actions*) (ICAR-entered)
- 3 Contact made through the INTERST3 screen (form 470-3471, *Child Support Enforcement Transmittal #3 - Request for Assistance/Discovery*) (ICAR-entered)

With manual entry of “T,” “E,” “F” or “N,” ICAR generates a narrative (INTER 269) to document the contact and a calendar flag (INTER 159) to track receipt of a response. ICAR also issues a calendar flag (INTER 159) when it enters the “A,” “N,” “2,” or “3,” in the OTHER ST CONTACT field.

- ◆ **DISMISSED/ENDED:** Use this field to end the interstate process when it is no longer necessary to have an interstate case with the other state. Use this field only when all establishment, modification, and enforcement actions in the other state have ended for this case.

ICAR accepts only a current date in the MM/DD/CCYY format. Once you make an entry in this field and update the screen, ICAR locks the INTERSTA screen, and the interstate case with that state is considered ended.

ICAR generates a narrative (INTER 045) to document the date the interstate process was ended, a calendar flag (INTER 015) to delete any outstanding interstate calendar flags, and makes an entry on the Interstate History (INTHIST) screen for the case.

If you later reopen the case with this same state, ICAR allows workers authorized through the WORKER2 screen to clear this field and reopen the INTERSTA screen.

- ◆ **BYPASS TRACKING:** When there is a valid reason for not following up on the interstate case every 30 to 45 days, use this field to bypass the case for interstate tracking. ICAR displays this field only on outgoing interstate screens (when Iowa is the initiating state). Only authorized workers granted access through the WORKER2 screen can make an entry in this field. Valid entries include:

Y Enter this code the first time you decide to bypass the case. ICAR enters a narrative (INTER 270) to document the reason the case was bypassed and a calendar flag (INTER 163) six months after you enter the bypass code. ICAR narrates the bypass and requires you to enter the reason for the bypass.

R Enter this code when the existing code is “Y,” and you have re-verified that the reason for the bypass still exists. ICAR changes the “R” to a “Y” when you press PF3. ICAR also generates a narrative (INTER 270) to document the reason the case was bypassed, deletes the previous calendar flag (INTER 163), and reissues it six months into the future.

N Enter this code when the existing code is “Y,” but the reason for bypassing the case no longer exists. ICAR generates a narrative (INTER 271) indicating the case is no longer bypassed and deletes a calendar flag (INTER 163).

- ◆ **SELECT:** Use this field to select the REFERRAL TYPE and PROCESS code combination you wish to use. When you first add a REFERRAL TYPE and PROCESS code combination, place an “X” in this field before adding or modifying (PF2 or PF3) to ensure that the INTERSTA screen links to the process.

To access process screens that are already linked to the INTERSTA screen, place an “X” in the SELECT field next to the REFERRAL TYPE and PROCESS, and press PF6.

You can also use the SELECT field to delete an unlinked REFERRAL TYPE and PROCESS. To do this, enter a “D” in the SELECT field and press PF4 twice.

- ◆ **REFERRAL TYPE and PROCESS:** Use the REFERRAL TYPE and PROCESS fields to designate the process to which you want to link the INTERSTA screen. The referral type and process vary depending on what actions the other state asked Iowa to take.

To set up an initial referral and process, complete the REFERRAL TYPE and PROCESS fields with the appropriate combination from the list that follows. Make sure you’ve entered an “X” in the SELECT field. Press PF2 twice if you are also adding the INTERSTA screen for the first time or PF3 twice if you’re modifying an existing INTERSTA screen.

The following are valid combinations for REFERRAL TYPE and PROCESS:

Referral Type	Process	Description
ENF (Enforcement)	BONDS	Bonds
	CONTE	Contempt
	IWO	Income withholding
	LISAN	License sanction
	SEF	Secondary enforcement: federal court action
	SEG	Secondary enforcement: garnishment
	SEI	Secondary enforcement: IRS full collection.
	SEL	Secondary enforcement: levy
	SEO	Secondary enforcement: other
SED	Secondary enforcement: debtors examination	
EST (Establishment)	ADMIN	Administrative process
	ADMOD	Administrative modification
	REV	Review and adjustment
	UIFSA	Outgoing UIFSA referral
	URES	Judicial establishment

Referral Type	Process	Description
PAT (Paternity)	PAT ADPAT	Judicial paternity establishment Administrative paternity establishment
TAX		Federal tax offset (no process code)
LOC (Location)	BONDS CONTE IWO LISAN SEF SEG SEI SEL SEO SED ADMIN ADMOD REV PAT ADPAT URES	
TRAN3		Limited assistance cases (no process code)

- ◆ **LINKED:** ICAR enters a “Y” to indicate the REFERRAL TYPE and PROCESS combination that is linked from the INTERSTA screen to a process screen.
- ◆ **MORE?:** ICAR enters a code to indicate whether or not there are additional REFERRAL TYPE and PROCESS combinations to view for the INTERSTA screen currently displayed. Valid entries include:
 - Y There are additional REFERRAL TYPE and PROCESS combinations to view. Use the PF10 and PF11 keys to page forward and backward to view all combinations.
 - N There are no additional REFERRAL TYPE and PROCESS combinations to view.
- ◆ **COMMENT:** Use this field to enter any additional information unique to the interstate relationship with the other state indicated on this screen.

The INTERSTA screen PF keys are:

- ◆ PF1=HELP: Depending on the cursor placement, one of two levels of help display: screen level or field level.
 - If you place the cursor on a field for which help text exists, ICAR displays the help text for that field.
 - If no help text exists for that field, or if you do not place the cursor on a field, ICAR displays the help text for that particular screen.
- ◆ PF2=ADD: Use the PF2 key to add a new interstate record to ICAR initially.
- ◆ PF3=UPDATE: Use the PF3 key to update the INTERSTA screen on ICAR.
- ◆ PF4=DELETE: Enter a “D” in the SEL field next to a REFERRAL TYPE and PROCESS, then press the PF4 key to delete them from ICAR.
- ◆ PF5=INQUIRE: Enter a case number in the CASE NUMBER field and press the PF5 key to see if an INTERSTA screen already exists on ICAR for this case.
- ◆ PF6=PROC: The PF6 key works in conjunction with the SELECT field. Enter an “X” in the SELECT field next to the desired process, press PF6, and ICAR takes you directly to the linked process you selected.
- ◆ PF7=BACK: After using the PF8 key, use the PF7 key to scroll backward through INTERSTA screens on the case.
- ◆ PF8=FORWARD: After inquiring on a case number, use the PF8 key to scroll forward through INTERSTA screens when more than one exists.
- ◆ PF9=REFRESH: Use the PF9 key to refresh (clear) the screen so you can work with another referral.
- ◆ PF10=PRIOR PROC: When more than three processes are linked to the INTERSTA screen, you can use the PF10 key to scroll backwards to view additional processes.
- ◆ PF11=NEXT PROC: When more than three processes are linked to the INTERSTA screen, you can use the PF11 key to scroll forward to view the additional processes.

- ◆ PF12=INTERST2: Press the PF12 key to display the INTERST2 screen for this referral.
- ◆ PF13=INTERST3: Press SHIFT + PF1 to display the INTERST3 screen for this referral.
- ◆ PF14=INTERST4: Press SHIFT + PF2 to display the INTERST4 screen for this referral.

Adding Contact Information to INTERST4

ICAR stores contact information about the other state on the Interstate Contact Screen 4 (INTERST4). When you first establish an INTERSTA screen, ICAR automatically stores INTERST4 contact information for the Central Registry in that state.

```
D479HI11          IOWA COLLECTION AND REPORTING SYSTEM          DATE: 05/01/04
                  INTERSTATE CONTACT SCREEN 4                  TIME: 08:49:09

CASE NUMBER:      4139  CENT REG: 0000282  OTH ST CASE#: 0001111234 02
PAYOR/AF: PAYOR/AF NAME
PAYEE: PAYEE NAME
FORM SIG ID:  INIT ST: MN  FIPS: 27 000 00  RESP ST: IA  FIPS: 19 000 00

ADM TAX REVIEW:                                REFER COMPLAINT TO IA CENT REGISTRY:
CONTACT PERSON:
CONTACT ADDR: MN INTERSTATE CENTRAL REGISTRY
                OFFICE OF CHILD SUPPORT ENFORCE
                444 LAFAYETTE ROAD, 4TH FLOOR
                CITY: ST. PAUL                      STATE: MN      ZIP: 55155 3846
PRIVATE PHONE: 000 000 0000 X
PUBLIC PHONE: 000 000 0000                      FAX: 000 000 0000
EMAIL:
TESTIMONY IND:                                TESTIMONY PHONE #: 000 000 0000 X
TESTIMONY DATE:                                TESTIMONY TIME: 00 : 00  M

COMMENT:
PF3=UPDATE          PF5=INQUIRY    PF7=PAGE BACK  PF8=PAGE FORWARD
PF10=REGISTRY      PF11=INTERSTA  PF12=INTERST2  PF13=INTERST3
NEXT SCREEN:        NOTES:
ENTER DATA TO BE UPDATED
```

When you receive local office contact information, go to the INTERST4 screen and press PF10=REGISTRY to access the BROWSE INITIATING ADDRESSES screen, since ICAR does not allow direct access to the CONTACT ADDR, CITY, STATE, and ZIP fields.

D479HC63		IOWA COLLECTION AND REPORTING SYSTEM			DATE: 12/26/03	
		BROWSE INITIATING ADDRESSES			TIME: 15:00:02	
STATE CODE: MN		CITY CODE: MINN				
CITY CD		CITY NAME	ADDRESS LINES	ZIP	SFX	
-----		-----	-----	-----	-----	
—	MINN 1	MINNEAPOLIS	HENNEPIN COUNTY ATTORNEY 2000 GOVERNMENT CENTER	55487	0000	
—	MINNEAP A	MINNEAPOLIS	HENNEPIN COUNTY INTERSTATE HENNEPIN CO. COLLECTION SERVICE	55401	2280	
—	MINNEAP 9	MINNEAPOLIS	HENNEPIN CTY. SUPPORT & COLL. 110 S. 4TH ST., 1ST FLOOR	55401	2280	
—	MINNEAP 4	MINNEAPOLIS	HENNEPIN COUNTY CHILD SUPPORT 9-A GOVERNMENT CENTER	55487	7486	
—	MINNEAP 8	MINNEAPOLIS	SUPPORT & COLLECTION SERV HENNEPIN CO/A-13 GOV'T CTR	55487	0130	

PF2=SELECT, PF5=INQUIRE, PF7=PAGE BACKWARD, PF8=PAGE FORWARD
 NEXT: NOTES:

The BROWSE INITIATING ADDRESSES screen contains a list of all of the local office addresses contained in ICAR for the other state. Central Registry updates the addresses as they change. Though the title of the screen suggests initiating state addresses, you can also use this screen to select local office addresses when the other state is the responding state (for outgoing interstate cases).

Type either the name of the city or the first few letters of the city in the CITY CODE field and then page through the addresses by using the PF7 and PF8 keys. When you find the correct address, place an “X” to the left of the city name, and press PF2 to select the address. ICAR automatically displays the new contact information on the INTERST4 screen. Press PF3 twice to save the information.

ICAR allows you to change the data in the CONTACT PERSON, PRIVATE PHONE, PUBLIC PHONE, FAX, and EMAIL fields on the INTERST4 screen. Since this information can frequently change, it is not available through the BROWSE INITIATING ADDRESSES screen. Change this information whenever it is appropriate.

Interstate Contact Screen 4 (INTERST4)

Access the INTERST4 screen by entering INTERST4 in the NEXT SCREEN field on any screen. You can also access this screen from the INTERSTA, INTERST2, and INTERST3 screen by pressing PF14 (SHIFT + PF2) from these screens.

```
D479HI11          IOWA COLLECTION AND REPORTING SYSTEM          DATE: 05/01/04
                   INTERSTATE CONTACT SCREEN 4                  TIME: 08:49:09

CASE NUMBER: 4139  CENT REG: 0000282  OTH ST CASE#: 0001111234 02
PAYOR/AF: PAYOR/AF NAME
PAYEE: PAYEE NAME
FORM SIG ID:  INIT ST: MN  FIPS: 27 000 00  RESP ST: IA  FIPS: 19 000 00

ADM TAX REVIEW:                                REFER COMPLAINT TO IA CENT REGISTRY:
CONTACT PERSON:
CONTACT ADDR: RAMSEY CO. ATTY'S OFFICE
               LRS DIV.- CAROL BATTEY
               28 W. 5TH ST. #480
               CITY: ST. PAUL                                STATE: MN      ZIP: 55102 0000
PRIVATE PHONE: 000 000 0000 X
PUBLIC PHONE: 000 000 0000                                FAX: 000 000 0000
EMAIL:
TESTIMONY IND:                                TESTIMONY PHONE #: 000 000 0000 X
TESTIMONY DATE:                                TESTIMONY TIME: 00 : 00  M

COMMENT:
PF3=UPDATE          PF5=INQUIRY    PF7=PAGE BACK  PF8=PAGE FORWARD
PF10=REGISTRY       PF11=INTERSTA  PF12=INTERST2  PF13=INTERST3
NEXT SCREEN:        NOTES:
ENTER DATA TO BE UPDATED
```

Use the INTERST4 screen to track the other state's contact information and to track administrative tax hearings and telephonic testimony information for the case.

ICAR displays information from the INTERSTA screen in the following fields in the upper portion of the INTERST4 screen: CASE NUMBER, CENT REG, OTH ST CASE#, PAYOR/AF, PAYEE, INIT ST, FIPS, RESP ST, and FIPS.

Following is an explanation of each field on the INTERST4 screen:

- ◆ **FORM SIG ID:** Enter the ICAR worker ID of the person who actually generates the forms from this screen. If no entry is made in this field, ICAR uses the worker ID from the INTERSTA screen. If no worker ID exists on the INTERSTA screen, ICAR defaults to the worker ID on the CASE screen.

- ◆ **ADM TAX REVIEW:** Enter the appropriate code in the first part of this field to indicate that a federal administrative tax review is requested, scheduled, or completed. Valid entries for the first part of this field include:

R The other state requested a federal administrative tax review.
S The worker scheduled a federal administrative tax review.
C The federal administrative tax review has been completed.
Blank Default.

ICAR enters the current date in the second part of this field

- ◆ **REFER COMPLAINT TO IA CENT REGISTRY:** A supervisor or designee makes an entry in this field to refer a case to the Iowa Central Registry for intervention. Valid entries include:

Y Yes, refer the case to the Iowa Central Registry.
Blank Default value.

When you enter a “Y,” ICAR issues a narrative (INTER 046) to document the referral and a calendar flag (INTER 016) asking Central Registry to follow-up with the other state. The calendar flag issues to Iowa’s Central Registry asking for follow-up action with the other state.

ICAR allows entry in this field only if at least one of the counter fields on INTERST2 or INTERST3 displays two or more (indicating you’ve already tried to work with the state at least twice). For more information, see **Subsequent Actions (Transmittal #2)** and **Limited Services (Transmittal #3)**.

- ◆ **CONTACT PERSON:** Enter the name of the worker responsible for the case in the other state. You can change the information in this field at any time.
- ◆ **CONTACT ADDR:** This field indicates the address of the worker in the other state responsible for the case.

ICAR automatically completes the field with the Central Registry address of the other state. You can change the information in this field at any time by pressing PF10 and selecting the appropriate address from the BROWSE INITIATING STATES ADDRESSES screen. See **Adding Contact Information to INTERST4** for more information.

- ◆ **CITY:** This field indicates the city of the other state's contact person. ICAR automatically enters the city of the Central Registry in the other state. You can change this field at any time by pressing PF10 and selecting the appropriate address from the BROWSE INITIATING STATES ADDRESSES screen.
- ◆ **STATE:** This field indicates the state of the contact person in the other state. ICAR automatically enters the state abbreviation as listed on the INTERSTA screen.
- ◆ **ZIP:** This field indicates the ZIP code for the address of the contact person in the other state. ICAR automatically enters the ZIP code of the Central Registry in the other state. You can change the information in this field at any time by pressing PF10 and selecting the appropriate address from the BROWSE INITIATING STATES ADDRESSES screen.
- ◆ **PRIVATE PHONE:** Enter the direct phone number for the person responsible for the case in the other state. You can change this number at any time.
- ◆ **PUBLIC PHONE:** Enter the general business phone number for the contact person responsible for the case in the other state. You can change this number at any time.
- ◆ **FAX:** Enter the facsimile number for the contact person responsible for the case in the other state. You can change this number at any time.
- ◆ **EMAIL:** Enter the e-mail address for the contact person responsible for the case in the other state. You can change this information at any time.
- ◆ **TESTIMONY IND:** This field indicates whether a court hearing is scheduled to occur by telephone with one of the parties involved in the case. ICAR requires entry in this field with an entry in the TESTIMONY PHONE #, TESTIMONY DATE, and TESTIMONY TIME fields. Valid entries are:

Y An electronic testimony is scheduled.
Blank Default.

When you enter a "Y" in this field, ICAR generates form 470-3467, *Application for Leave to Present Telephonic Testimony*, form 470-3468, *Order Allowing Telephonic Testimony*, and a narrative (INTER 047) to document these forms were generated.

- ◆ **TESTIMONY PHONE #:** ICAR requires entry in this field with an entry in the TESTIMONY IND, TESTIMONY DATE, and TESTIMONY TIME fields. Enter the phone number to call for telephonic testimony.
- ◆ **TESTIMONY DATE:** ICAR requires entry in this field with an entry in the TESTIMONY IND, TESTIMONY PHONE #, and TESTIMONY TIME fields. Enter the date a telephonic testimony is scheduled to occur with one of the parties involved in the case. Complete the field in the MM/DD/CCYY format.

ICAR generates a narrative (INTER 048) to document the hearing date and a calendar flag (INTER018). ICAR issues this calendar flag the day before the scheduled testimony date to remind you of the upcoming hearing.

- ◆ **TESTIMONY TIME:** ICAR requires entry in these fields with an entry in the TESTIMONY IND, TESTIMONY PHONE #, and TESTIMONY DATE. Enter the time a telephonic testimony is scheduled with one of the parties involved in the case. You must enter the information in the following format:
 - **TIME:** (HH) (MM) format. Enter the scheduled time for testimony.
 - **M:** This field indicates morning or afternoon. Valid entries include:

A	A.M.
P	P.M.
Blank	Default.
- ◆ **COMMENT:** Enter free-form information about the INTERST4 screen. For example, if you have a second contact person in the other state, use this field to enter the name and phone number of the second contact person.

The INTERST4 screen PF keys are:

- ◆ **PF1=HELP:** Depending on the cursor placement, one of two levels of help display: screen level or field level.
 - If you place the cursor on a field for which help text exists, ICAR displays the help text for that field.
 - If no help text exists for that field, or if you do not place the cursor on a field, ICAR displays the help text for that particular screen.
- ◆ **PF3=UPDATE:** Use the PF3 key to update the INTERST4 screen on ICAR.

- ◆ PF5=INQUIRE: Enter a case number in the CASE NUMBER field and press the PF5 key to see if an INTERST4 screen exists for the case.
- ◆ PF7=PAGE BACK: After using the PF8 key, use the PF7 key to scroll backward through INTERST4 screens on the case.
- ◆ PF8=PAGE FORWARD: After inquiring on a case number, use the PF8 key to scroll forward through INTERST4 screens when more than one exists.
- ◆ PF10=REGISTRY: Press the PF10 key to access the BROWSE INITIATING ADDRESSES screen. This allows you to change the contact address for this state's interstate correspondence.
- ◆ PF11=INTERSTA: Press the PF11 key for quick access to the INTERSTA screen for this state.
- ◆ PF12=INTERST2: Press the PF12 key to display the INTERST2 screen for this state.
- ◆ PF13=INTERST3: Press SHIFT + PF1 to display the INTERST3 screen for this state.

The ACKNOWLEDGEMENT Screen

D479HI95	IOWA COLLECTION AND REPORTING SYSTEM	DATE: 05/19/04
	ACKNOWLEDGEMENT	TIME: 14:34:36
ICAR CASE NUMBER.....:	OTHER STATE'S FIPS: 00 000 00	
OTHER STATE'S CASE NUMBER:		
CENTRAL REGISTRY #.....:		
	----ACK SENT----	-DOCS RECEIVED-
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.....		
PF3=UPDATE	PF12=COMMENTS	CLEAR=RETURN
NOTES:		

The ACKNOWLEDGEMENT screen identifies and tracks the documentation requested from another state to complete the interstate referral. This screen allows you to select the documents needed to complete the referral process and record when the requested documents are received from the initiating state.

Central Registry normally selects the documents needed to complete the referral. Once received, the local office acknowledges the receipt of them.

Anyone can modify the ACKNOWLEDGEMENT screen. Access the ACKNOWLEDGEMENT screen 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 field on the REFERRAL screen.

Receiving Requested Documents (ACKNOWLEDGEMENT Screen)

Both Central Registry and local office staff update the ACKNOWLEDGEMENT screen. When the other state responds to the acknowledgment by sending the requested documents, enter the date you receive the paperwork on this screen. Use the following steps to do this:

- ◆ Access the ACKNOWLEDGEMENT screen.
- ◆ In the DOCS RECEIVED field, enter the date you received the documents from the other state.
- ◆ Press PF3 twice to confirm the update.

D479HI95	IOWA COLLECTION AND REPORTING SYSTEM	DATE: 12/30/02
	ACKNOWLEDGEMENT	TIME: 15:04:33
ICAR CASE NUMBER.....:	4221	OTHER STATE'S FIPS: 31 000 00
OTHER STATE'S CASE NUMBER:	CA2811CXW22	
CENTRAL REGISTRY #.....:	125	
	----	----
ARREARS STATEMENT.....	C 12 13 2002	12 29 2002
PAYMENT HISTORY.....	C 12 13 2002	12 29 2002
UNIFORM SUPPORT PETITION.....		

Following is an explanation of each field on the ACKNOWLEDGEMENT screen:

- ◆ **ICAR CASE NUMBER:** ICAR displays the case number linked to the referral.
- ◆ **OTHER STATE'S FIPS:** ICAR displays the FIPS code of the initiating state.
- ◆ **OTHER STATE'S CASE NUMBER:** ICAR displays the case number the initiating state uses to identify its case.
- ◆ **CENTRAL REGISTRY #:** ICAR displays the unique number it assigns to all new incoming referrals. This number identifies referrals before they become ICAR cases. Once the referral is linked to a case, ICAR uses the CENTRAL REGISTRY number to link the interstate process with the referral.
- ◆ The following fields identify documents needed for completing a referral. Required documents may include:

ARREARS STATEMENT	SUPPORT ORDER
PAYMENT HISTORY	DIVORCE DECREE
UNIFORM SUPPORT PETITION	ASSIGNMENT OF RIGHTS
GENERAL TESTIMONY/AFFIDAVIT	DESCRIPTION OF REAL/PERSONAL PROPERTY
AFFIDAVIT IN SUPPORT OF EST. PATERNITY	PHOTOGRAPH OF RESPONDENT
ACKNOWLEDGEMENT OF PARENTAGE	STATEMENT OF REGISTRATION
OTHER DOCUMENTS RELATING TO PATERNITY	OTHER

Entry in this field generates form 470-3761, *Child Support Enforcement Transmittal #1 - Initial Request - Acknowledgment*. Central Registry enters a "C," "L," or an "R" next to each document needed.

C ICAR prints Iowa's Central Registry address in the FROM section of form 470-3761, *Child Support Enforcement Transmittal #1 - Initial Request - Acknowledgment*.

L ICAR prints the local office address in the FROM section of the acknowledgment. ICAR prints the address that was on the last request.

- ◆ **ACK SENT:** ICAR enters the date you or Central Registry requested the document. ICAR increases the number by one. ICAR also enters a number next to the date in the field to indicate the number of times Iowa requested the document. Each time you enter a date in this field ICAR increases the number by one.
- ◆ **DOCS RECEIVED:** Enter the date you received the documents from the initiating state.

Acknowledging and Requesting Documents

The ACKNOWLEDGEMENT screen contains a list of documents the Unit may need to request from the initiating state to complete an incoming referral. To request documents and acknowledge receipt of those documents, follow these steps:

- ◆ In the first column before the ACK SENT date fields, Central Registry or the worker enters one of the following codes next to the corresponding documents needed:

C Iowa Central Registry or the worker sent the form 470-3761, *Child Support Enforcement Transmittal #1 - Initial Request - Acknowledgment*, requesting the additional documents. ICAR enters the Central Registry address in the FROM section on this form.

L Central Registry or the worker sent the form 470-3761, *Child Support Enforcement Transmittal #1 - Initial Request - Acknowledgment*, requesting that additional documents be sent to the local office. ICAR enters the local office address from the WORKER screen in the FROM section on this form.

R This entry causes ICAR to re-print the form 470-3761, *Child Support Enforcement Transmittal #1 - Initial Request - Acknowledgment*, with the last “C” or “L” address used. 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 form 470-3469, enter a “C” or “L” to generate the form again.

Note: ICAR processes “C” and “L” address codes on the ACKNOWLEDGEMENT screen differently from the way it processes them on the INTERST2 screen. On the ACKNOWLEDGEMENT screen, ICAR shows where the form comes from, not where it is going.

- ◆ When you enter a “C,” “L,” or “R” in the OTHER field on this screen, ICAR automatically displays the COMMENTS screen. Enter any documents not listed on the ACKNOWLEDGEMENT screen here. Only the first line of text from this screen appears in the REMARKS/RESPONSE section of the form 470-3761, *Child Support Enforcement Transmittal #1 - Initial Request - Acknowledgment*.
- ◆ When you enter the date by the requested documents and press PF3 twice, ICAR generates form 470-3761, *Child Support Enforcement Transmittal #1 - Initial Request - Acknowledgment*. ICAR enters an “X” in the boxes on this form that correspond to the requested documents and generates a narrative (INTER 236) to record the acknowledgment.

If the initiating state exchanges CSENet transactions with Iowa, ICAR sends the same information electronically through CSENet and issues a narrative (INTER 245) to record the event.

Once you generate the form, 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 you do not enter a date in the DOCS RECEIVED field within 30 days of the ACK SENT date, ICAR issues a narrative (INTER 237, 238, or 239), which generates a status (INTER 32, 33, or 34) to the other state as a reminder. If the other state can receive CSENet transactions, ICAR generates the appropriate CSENet reminder.

The ACKNOWLEDGEMENT screen PF keys are:

- ◆ CLEAR (PAUSE/BREAK): Use this key to access the REFERRAL screen without processing the ACKNOWLEDGEMENT screen.
- ◆ PF1=HELP: Depending on the cursor placement, one of two levels of help display: screen level or field level.
 - If you place the cursor on a field for which help text exists, ICAR displays the help text for that field.
 - If no help text exists for that field, or if you do not place the cursor on a field, ICAR displays the help text for that particular screen.
- ◆ PF3=UPDATE: Press PF3 two times to process and complete form 470-3761, *Child Support Enforcement Transmittal #1 - Initial Request - Acknowledgment*.
- ◆ PF12=COMMENTS: Use the PF12 key to access the COMMENTS screen and record any additional information to identify any other documents needed that are not listed on the ACKNOWLEDGEMENT screen.

Only the first line of text from the COMMENTS screen appears on form 470-3469, *Child Support Enforcement Transmittal #1 - Initial Request*, in the “Remarks/Response” section. All workers have access to this screen.

See 9-J, *CHILD SUPPORT ENFORCEMENT NETWORK - CSENET*, for further information on the ACKNOWLEDGEMENT screen.

Instructions for Linking Incoming Referrals

To complete the requested actions from the initiating state after you've received all necessary documents, place an "X" in the SELECT field next to the applicable referral type that Central Registry automatically added to the INTERSTA screen.

Tab to the PROCESS field and enter the code for the process you will be working. See the section on **Interstate Contact Screen A (INTERSTA)** for a list of referral types and process codes.

D479HI01	IOWA COLLECTION AND REPORTING SYSTEM	DATE: 04/01/04						
	INTERSTATE CONTACT SCREEN A	TIME: 08:27:27						
	DCO(S) NOT COMPLETED YET							
CASE NUMBER: 4139	DRI:							
PAYOR/AF: PAYOR/AF NAME	FVI:							
PAYEE: PAYEE NAME	WORKER ID:							
IOWA COURT-ORD#:	CENTRAL REGIST#: 282							
INIT STATE: MN FIPS: 27 000 00	RSPN STATE: IA FIPS: 19 000 00							
OTHER ST CASE#: 0001111234 02	OTHER ST CRT#: CE111234							
LOC RCVING RFRAL: X 04 04 2003	REFERRAL SENT: 00 00 0000							
ACKNLDGMENT SENT: C 04 02 2003								
	DISMISSED/ENDED: 00 00 0000							
SELECT: X	REFERRAL TYPE: ENF	PROCESS: IWO	LINKED?:					
SELECT:	REFERRAL TYPE:	PROCESS:	LINKED?:					
SELECT:	REFERRAL TYPE:	PROCESS:	LINKED?: MORE?: N					
COMMENT:								
PF2=ADD	PF3=UPD	PF4=DEL	PROC(S)	PF5=INQ	PF6=PROC	PF7=BACK	PF8=FRWD	PF9=REFRESH
PF10=PRIOR	PROC	PF11=NEXT	PROC	PF12=INTERST2	PF13=INTERST3	PF14=INTERST4		
NEXT SCREEN:	NOTES:							
ENTER DATA TO BE UPDATED								

Once you've selected the applicable referral type and entered the process, press PF3 twice. ICAR displays the process screen that corresponds to the code listed in the PROCESS field.

Complete the necessary entries on the process screen and save or update the screen. This completes the link between the incoming INTERSTA screen and the process.

Note: The necessary entries on each process screen vary depending on the process. For more information on a specific process screen, see the manual chapter that explains the process with which you are working.

Because the INTERSTA screen contains several REFERRAL TYPE and PROCESS fields, more than one process can be linked to the same INTERSTA screen at any given time. If the initiating state asks you to take more than one action, simply follow the steps above to link to the additional processes.

Work through the processes as required by Iowa law. Because of the link between the INTERSTA screen and the process screen, ICAR automatically issues statuses to the initiating state at key points in each process.

When you successfully link a process, ICAR displays a “Y” in the LINKED? field next to the process on the INTERSTA screen. **Note:** It is very important that you link the INTERSTA screen to each process you are working so ICAR can issue automatic statuses when it should.

When you complete the process, ICAR automatically unlinks the process screen and the INTERSTA screen. In most cases, ICAR also deletes the entries in the affected REFERRAL TYPE field and PROCESS fields on the INTERSTA screen. If unlinked entries remain, you can delete them. See **Interstate Contact Screen A (INTERSTA)**.

Special Instructions for Linking an Incoming Review Process

ICAR links the INTERSTA screen to the Review and Adjust (REVIEW) screens differently than it links it to the other process screens. To link an INTERSTA screen to a REVIEW screen, follow these instructions:

- ◆ Access the INTERSTA screen by entering INTERSTA in the NEXT SCREEN field on any screen.
- ◆ In the IOWA COURT ORD # FIELD, enter number of the court order being reviewed exactly as it appears on the COURTORDE screen, regardless of which state issued the order. You must enter the court order number in this field to link the INTERSTA screen to the REVIEW screens correctly.

- ◆ Enter “X” in the SELECT field.
- ◆ Enter “EST” in the REFERRAL TYPE field.
- ◆ Enter “REV” in the PROCESS field.
- ◆ Press PF3 twice to update.

ICAR displays the REVIEW1 screen. Complete the required fields on the REVIEW1 screen and press PF2 twice to complete the link. For more information on completing the REVIEW screens, see 10-Q, *ADMINISTRATIVE REVIEW AND ADJUSTMENT*.

Requirements When Receiving a Referral From Another State

Legal reference: 45 CFR 303.7(c)(4)

When you receive a referral and documentation from Iowa’s Central Registry, you must do the following within 75 days:

- ◆ Provide location services if the request is for location or if the other state did not provide adequate location.
- ◆ Notify the initiating state if you need additional information or documentation to proceed with the referral.
- ◆ Process the case as much as possible pending receipt of the additional information requested from the initiating state.

When the Case Is Transferred to a Different Local Office

Legal reference: 45 CFR 303.7(c)(5)

If you locate the obligor in a different area of Iowa, transfer the case to the appropriate office within ten days and notify the initiating state. ICAR sends a status (CASE 004) notifying the other state of the change and providing the name and contact information of the new worker. See 9-H, **TRANSFERRING CASES**, for procedures.

When the Obligor Is Located in a Different State

Legal reference: 45 CFR 303.7(c)(6); Iowa Code section 252K.306

If you locate the obligor in another state, either return the referral and documentation to the initiating state, or, if the initiating state asks you to, forward the referral and documentation to the state in which the obligor was located.

If you forward the case to another state, document your actions and generate the form 470-3470, *Child Support Enforcement Transmittal #2 - Subsequent Actions*, from the NOTICE CASE FRWD and CASE FRWD TO ST fields on the INTERST2 screen.

NOTICE CASE FRWD:	00 00 0000	CASE FRWD TO ST:	00 00 0000
-------------------	------------	------------------	------------

In the NOTICE CASE FRWD field, enter either a “C” (Central Registry) or “L” (local office) to indicate the location in the other state to which you are forwarding the case. In the CASE FRWD TO ST field, enter the two-letter abbreviation for the state to which you are forwarding the case.

When you update the CASE FRWD TO ST field, ICAR generates two copies of *Transmittal #2* form 470-3470, *Child Support Enforcement Transmittal #2 - Subsequent Actions*. ICAR addresses one form to the state indicated in the CASE FRWD TO ST field and the other to the initiating state.

Upon update, ICAR generates narratives (INTER 084 or 085 and INTER 086) to document the case forwarding. ICAR also generates a CSENet status (INTER 031) to the initiating state informing them that you sent the form 470-3470, *Child Support Enforcement Transmittal #2 - Subsequent Actions*, for case forwarding.

Providing Services

Legal reference: 45 CFR 303.7(c)(7)

After receiving the referral and necessary documentation, process the case as you would if it were an intrastate case. Once a case is set-up on ICAR, ICAR automatically processes the case using all enforcement tools appropriate and available. The initiating state cannot be selective by requesting only certain enforcement actions.

In order to keep the initiating state informed of your progress on the case, link the INTERSTA screen to the appropriate process.

Notice Requirements

Legal reference: Iowa Code section 752K.305

The responding state has the following notice requirements:

- ◆ If the responding state forwards pleadings to another tribunal, it must notify the petitioner of where and when the petition was sent.
- ◆ When hearings are scheduled which may result in the establishment or adjustment of an order, the responding state must provide timely, advance notice to the initiating state.
- ◆ If a support order is entered, the responding state must send copies of the order to both parties and the initiating tribunal state.

Note: There are special notice provisions concerning registration of a foreign support order. See **REGISTRATION**.

Notifying the Initiating State of Formal Hearings and New Information

Legal reference: 45 CFR 303.7(c)(8), (9)

Give the initiating state timely, advance notice of any formal hearings that may result in establishment or adjustment of an order. In addition, notify the initiating state of new information within ten working days of receipt.

When you schedule formal hearings within the process, ICAR automatically generates a status to the other state containing information about the date and time of the hearing. Statuses also generate at other points during the different processes to keep the other state informed of Iowa's progress.

If you get new information but ICAR does not automatically issue a status, send the information to the initiating state using form 470-3470, *Child Support Enforcement Transmittal #2 - Subsequent Actions*. Generate this form from the INTERST2 screen. See **Subsequent Actions (Transmittal #2)**.

Fees and Costs in the Responding State

Legal reference: Iowa Code section 252K.313

The responding state cannot require the obligee to pay a filing fee or other costs associated with establishing, modifying, or enforcing an order.

The responding tribunal may assess to the obligor any filing fees, reasonable attorney fees, other costs, and necessary travel expenses incurred by the obligee and the obligee's witnesses.

However, the tribunal may not assess such fees, costs, and expenses against the obligee or the support enforcement agency unless specific laws in the responding state permit.

Reviewing Interstate Performance

Legal reference: 45 CFR 303.7(c)(2)

The Unit must periodically review its performance on interstate IV-D cases and evaluate its effectiveness. This is currently done through the self-assessment process. ICAR tracks narratives associated with the timeframe requirements to determine if the timeframes are being met or exceeded. The Unit reports this information annually to the federal Office of Child Support Enforcement.

OUTGOING INTERSTATE REFERRALS

Legal reference: 45 CFR 303.7(b)(3)

When you locate an alleged father or obligor in another state and Iowa does not have jurisdiction, send an interstate referral to that state. For outgoing interstate referrals, Iowa is considered the initiating state and the other state is considered the responding state.

Note: If an order already exists and you locate an employer in another state, attempt to collect using direct income withholding. This can eliminate the need for a two-state referral.

Follow these steps to help make your outgoing interstate referral as complete as possible:

- ◆ Ensure that you gather adequate information from the obligee, including information concerning the existence of all child support orders and any periods of public assistance in any other states.
- ◆ If the obligee feels that the family’s safety would be in jeopardy by the Unit disclosing address information to the other state, follow the procedure listed in **Nondisclosure of Information** to determine if you can or cannot release the address information to the other state. See 9-A to find further information on releasing information.
- ◆ Be sure that the obligor lives in the responding state. If you are unsure, send a quick locate request to the other state before completing the referral packet. See 9-J, **CHILD SUPPORT ENFORCEMENT NETWORK - CSENET**, for information on quick locate requests.
Note: If there is no address for the obligor in the state to which you are sending the interstate transmittal, ICAR displays the message “NCP IS NOT LOCATED IN THIS STATE” in the top left corner of the INTERSTA and UIFSA screens, prompting you to review the case.
- ◆ Check the federal UIFSA forms matrix for the appropriate forms to use in a two-state process. See 9-K-Appendix, **UIFSA Forms Matrix**.
- ◆ To initiate an interstate UIFSA request, complete the applicable federal UIFSA forms using ICAR’s UIFSA and UIFSA2 screens.
- ◆ Forward the referral packet, including all accompanying documents, to the Central Registry in the responding state.
- ◆ Record the progression of the case on the INTERSTA and UIFSA screens. When the responding state completes all actions requested, end the UIFSA screen.

When the responding state receives the referral, it will send you an acknowledgment and begin taking the actions you requested. After the responding state acknowledges your referral, follow up on the status of your case every 45 days.

Federal regulations require responding states to process interstate referrals following the laws of the responding state. Because the responding state may have laws that differ from those in Iowa, expect differences between the way that state processes cases and the way Iowa processes them.

For information on policies and laws in other states, see the federal *Intergovernmental Referral Guide* (IRG) on the State Profile System. You can access the IRG online through the OCSE web site. See **Finding Information About Other States** section.

Duties of an Initiating Tribunal

Legal reference: 45 CFR 303.7(b); Code of Iowa 252K.304

The initiating state has several duties as required by federal regulations and state statutes. The following sections explain duties related to:

- ◆ Establishing paternity and using long-arm jurisdiction
- ◆ Charging fees and costs

Establishing Paternity and Support Using Long-Arm Jurisdiction

Legal reference: 45 CFR 303.7(b)(1); Iowa Code section 252K.201

Whenever possible, use “long-arm” provisions to establish jurisdiction over an alleged father or obligor who lives in a state other than Iowa. Iowa has long-arm personal jurisdiction over a non-resident person if one of the following criteria is met:

- ◆ The person is personally served with notice while in Iowa.
- ◆ The person submits to the jurisdiction of Iowa.
- ◆ The person resided with the child in Iowa.
- ◆ The person resided in Iowa and provided prenatal expenses or support for the child.
- ◆ The child resides in Iowa as a result of acts or directives of the person.

- ◆ The person had sexual intercourse in Iowa and this may have resulted in conception of the child.
- ◆ The person claimed parentage in the Declaration of Paternity Registry maintained in Iowa by the Iowa Department of Public Health.
- ◆ There is any other reason allowed by law to believe that the nonresident respondent could be sued in Iowa.

Fees and Costs

Legal reference: 45 CFR 303.7(d); Iowa Code section 252K.313

The initiating state must pay the initial costs of genetic testing in actions to establish paternity. If the alleged father contests paternity and is later found to be the father through genetic testing, the responding state must attempt to obtain a judgment to recover the costs.

Each IV-D agency may recover the costs of providing services in interstate nonpublic assistance cases. However, the initiating tribunal cannot require the petitioner to pay a filing fee or other costs.

If the obligor contests, but the obligee prevails, the responding state can assess the obligor filing fees, reasonable attorney fees, other costs, and necessary travel and other expenses incurred by the obligee and the obligee's witnesses. Private attorney fees may be taxed as costs and can be ordered paid directly to the attorney.

If the obligor requests a hearing to delay the order being filed, we must order the obligor to pay costs and reasonable attorney fees. Consider a hearing to have been requested for delay if the hearing results in a registered support order being confirmed or enforced without change.

Obligor Located in Another State

Legal reference: 45 CFR 303.7(b)(2)

When you locate an obligor or alleged father in another state, determine if you need to make an interstate referral to that state. If so, send the referral to the other state's Central Registry within 20 days from either the date you verify the obligor's location or the date you receive all information needed to process the case.

When you verify the alleged father or obligor's address in another state, ICAR tries to determine if an interstate referral is needed for that state. ICAR determines an interstate referral is not needed if:

- ◆ Ongoing payments have been received within the past three months;
- ◆ An IWO is in place;
- ◆ There is a verified Iowa address for this person; or
- ◆ An interstate referral already exists for that state.

When ICAR determines that the case meets one of these criteria, it issues a narrative (LOC 352) and automatically enters the reason the referral is not necessary. If an interstate referral already exists for that state, ICAR enters a "Y" in the INTERSTATE REFERRAL field on either the EMPVER or ADDVER screens as shown below. If the case meets one of the other criteria, ICAR automatically enters an "N" in the INTERSTATE REFERRAL field.

If the case does not meet one of the criteria above, ICAR:

- ◆ Generates a narrative (LOC 316) notifying you that there is a possibility that an interstate referral is needed.
- ◆ Generates a calendar flag (LOC 125) prompting you to take action on the case within 20 days to determine if an interstate referral is needed.
- ◆ Automatically enters an "R" in the INTERSTATE REFERRAL field on either the EMPVER or ADDVER screens as shown below.

ADDVER:

ADDRESS VERIFIED... : Y	DATE VERIFIED... : 01 24 04
INTERSTATE REFERRAL: R	UPDATE ADDRESS. : N

EMPVER:

DEP HI AVAIL(Y/N):	DATE HI AVAIL: 00 00 0000	DEP ENROLLED(Y/N):
DEP HI PREM/MO...:	INTERSTATE REFERRAL: R	

If you make an interstate referral to the other state, ICAR changes the “R” to a “Y.” If you decide an interstate referral is not needed, manually change the “R” to an “N” and narrate your reason. In both instances, ICAR automatically deletes the calendar flag (LOC 125).

Responding State Requests Additional Information

Legal reference: 45 CFR 303.7(b)(4)

When the responding state requests additional information, the initiating state must either provide the information, or notify the responding state when the information will be provided, within 30 calendar days after the date the request is received.

ICAR tracks these requests through the INTERSTA screen. When you receive the acknowledgment from the responding state and code the ACKNL D G M E N T R C V D field on the INTERSTA screen, ICAR also requires an entry in the ADDITIONAL DOCUMENTS REQUESTED field. ICAR allows entries of “Y” or “N.”

If you enter an “N” to indicate the other state did not ask for additional information, ICAR accepts the entries and updates the screen. ICAR does not issue a calendar flag when you enter an “N.”

If you enter a “Y,” ICAR issues a calendar flag (INTER 148) to remind you to provide the additional information requested.

When you enter a date in the ADDL DOCUMENTS PROVIDED field, ICAR deletes this calendar flag. You can enter either a current or future date in the ADDL DOCUMENTS PROVIDED field. Enter the current date if you have sent the information. Enter a future date only if you know the date you will send the information.

LOC RCVING RFRAL: C 07 01 2003	REFERRAL SENT: 00 00 0000
ACKNL D G M E N T R C V D: L 07 01 2003 Y	ADDL DOCUMENTS PROVIDED: 07 24 2003

When New Information Is Received

Legal reference: 45 CFR 303.7(b)(5)

Within ten days after receiving new information on a case, the initiating state must provide the responding state with the new information. Often this new information is shared automatically through ICAR's status program.

If not, use form 470-3470, *Child Support Enforcement Transmittal #2 - Subsequent Actions*, to provide the information. You can generate this form from the INTERST2 screen. See the section on **Subsequent Actions (Transmittal #2)**.

Outgoing Referrals - ICAR Screens

When processing an outgoing interstate referral use the UIFSA, UIFSA2, UIFSA3, and UIFSA4 screens.

The OUTGOING UIFSA - 1 (UIFSA) Screen

In order to access the UIFSA screen, you need to link the outgoing INTERSTA screen to the UIFSA screen.

If the INTERSTA screen is not linked to the UIFSA screen, you can link it as follows:

- ◆ If there is not an outgoing INTERSTA screen on the case, add the appropriate outgoing INTERSTA screen and ICAR will link the INTERSTA screen and the UIFSA screen.
- ◆ If there is an outgoing INTERSTA screen, type an "X" in the SELECT field, "EST" in the REFERRAL TYPE field and "UIFSA" in the PROCESS field. This links the INTERSTA screen and UIFSA screen.

If the INTERSTA screen is already linked to the UIFSA screen, you can access it by either typing UIFSA in the NEXT SCREEN field. You can also press the PF6 key after typing an "X" in the SELECT field next to the REFERRAL TYPE and PROCESS of EST and UIFSA.

OUTGOING INTERSTATE REFERRALS
Ongoing Referrals - ICAR Screens
 October 22, 2004

Iowa Department of Human Services
Title 9 Administration and Location
Chapter K Interstate Case Processing

```

D479HU30      IOWA COLLECTION AND REPORTING SYSTEM      DATE: 00/00/00
                OUTGOING UIFSA - 1                      TIME: 00:00:00
                                                DCO(S) NOT COMPLETED YET
CASE NUMBER:      RSPN STATE:      FIPS:
PAYOR / AF :      STATE OF RESIDENCE:
PAYEE   . . . :      STATE OF RESIDENCE:

      REQUEST                ACTION  RQSTR   SENT   COMPLETED
ESTABLISH PATERNITY.....:
ESTABLISH CHILD SUPPORT .....:
ESTABLISH SUPPORT FOR PRIOR PERIOD.....:
ESTABLISH MEDICAL COVERAGE.....:
ESTABLISH OTHER COSTS.....:
ENFORCE RESPONDING STATE ORDER.....:
MODIFY RESPONDING STATE ORDER.....:
CHANGE PAYEE / REDIRECT.....:
COLLECTION OF ARREARS.....:
INCOME WITHHOLDING.....:
    TO SEE MORE REQUEST TYPES, PRESS PF7/8
ACTION DISMISSED/PROCESS ENDED.....:      DATE:
PF3=UPD      PF4=DEL      PF5=INQ  PF6=INTERSTATE  PF7/PF8=PAGE REQUESTS
PF11=UIFSA2  PF12=UIFSA3  PF13/PF14=PAGE PAYOR/ALLEGED FATHER
NEXT SCREEN:      NOTES:

D479HU30      IOWA COLLECTION AND REPORTING SYSTEM      DATE: 00/00/00
                OUTGOING UIFSA - 1                      TIME: 00:00:00
                                                DCO(S) NOT COMPLETED YET
CASE NUMBER:      RSPN STATE:      FIPS:
PAYOR / AF :      STATE OF RESIDENCE:
PAYEE.....:      STATE OF RESIDENCE:

      REQUEST                ACTION  RQSTR   SENT   COMPLETED
REGISTER FOR ENFORCEMENT.....:
REGISTER FOR MODIFICATION.....:
REGISTER FOR MODIFICATION & ENFORCEMENT:
ADMINISTRATIVE TAX REVIEW.....:
OTHER.....:

    TO SEE MORE REQUEST TYPES, PRESS PF7/8
ACTION DISMISSED/PROCESS ENDED.....:      DATE:
PF3=UPD      PF4=DEL      PF5=INQ  PF6=INTERSTATE  PF7/PF8=PAGE REQUESTS
F11=UIFSA2  PF12=UIFSA3  PF13/PF14=PAGE PAYOR/ALLEGED FATHER
NEXT SCREEN:      NOTES:
    
```

Use the UIFSA screen to request and track interstate UIFSA actions with another state when Iowa is the initiating state.

You can request many possible actions from another state. These actions are listed under the REQUEST heading, and correspond to the actions listed on form 470-3469, *Child Support Enforcement Transmittal #1 - Initial Request*. Press PF8 to scroll to the other actions that do not fit on the first UIFSA screen.

Use the following fields to request and track UIFSA actions:

- ◆ **ACTION:** Use this field to indicate the type of action you want the responding state to perform through the UIFSA request. Valid entries include:
 - INIT Indicates you are initiating the UIFSA action. After entering and updating INIT, access the UIFSA 2 screen to select the desired forms for printing.
 - SENT Indicates you sent the packet of UIFSA forms to the responding state. You can only enter “SENT” after you have entered “INIT” in this field.
 - REDO Indicates one or more of the UIFSA forms require reprinting. Enter “REDO” over an exiting “INIT” or “SENT” entry, then access the UIFSA2 screen to select the desired forms for reprinting.
- ◆ **RQSTR:** Use this field to indicate the party that requested the outgoing UIFSA action. ICAR requires an entry in this field if you enter “INIT” in the ACTION fields. You cannot update this field if there is an entry in the ACTION DISMISSED/PROCESS ENDED field. Valid entries include:
 - AF Alleged father
 - CP Custodial parent
 - CT Caretaker
 - RP Responsible parent (obligor)
 - TP Third party
 - IA State of Iowa
- ◆ **SENT:** Enter in MM/DD/CCYY the date you sent the information packet for the particular UIFSA request indicated. ICAR copies this same date to the REFERRAL SENT field on the INTERSTA screen and issues two narratives (UIFSA 001, INTER 001) to indicate you sent a referral to the other state.

ICAR also issues a calendar flag (UIFSA 001) 45 days later prompting you to check the status of the referral. ICAR deletes the calendar flag when you code the INTERSTA screen with the date you received the acknowledgment from the other state.

- ◆ **COMPLETED:** Enter in MM/DD/CCYY the date the process for the specific UIFSA action was completed. ICAR does not allow entry in this field when there is an entry in the ACTION DISMISSED/PROCESS ENDED field.

When the type of request is ESTABLISH PATERNITY, ICAR does not allow an entry in the COMPLETED field until you enter a “Y” in the PATERNITY EST field on the UIFSA3 screen.

ICAR does not allow entry in the COMPLETED field until you enter a “Y” in the SUPPORT EST field on the UIFSA3 screen when the type of request is:

ESTABLISH CHILD SUPPORT ESTABLISH MEDICAL COVERAGE
ESTABLISH SUPPORT FOR PRIOR PERIOD ESTABLISH OTHER COSTS.

- ◆ **ACTION DISMISSED/PROCESS ENDED and DATE:** Enter a code in the first part of this field to indicate the reason the UIFSA action ended when all requested actions have been completed by the other state or when the actions could not be completed because of one of the reasons below. Valid entries include:

CPNC Obligee did not cooperate.
MOVE A party moved to another state.
DCSD One of the parties is deceased.
MSTK Screens were established by mistake.
DISM The time limits were exceeded.
CLOS The case closed or became inactive.
DONE No other action required.
AFEX AF has been excluded.
LOCA Case in locate for three years.
OTHR Other.

Enter the date the action was dismissed or ended. Complete this field in the MM/DD/CCYY format. ICAR requires a date in this field when you enter an appropriate code.

If you need to reopen the UIFSA process for some reason, space through the date associated with the ACTION DISMISSED/PROCESSED ENDED and DATE field. Only persons with the designated security group access (usually a supervisor or lead worker) can reopen a UIFSA process.

The UIFSA screen PF keys are:

- ◆ PF1=HELP: Depending on the cursor placement, one of two levels of help display: screen level or field level.
 - If you place the cursor on a field for which help text exists, ICAR displays the help text for that field.
 - If no help text exists for that field, or if you do not place the cursor on a field, ICAR displays the help text for that particular screen.
- ◆ PF3=UPDATE: Use the PF3 key to update the UIFSA screen on ICAR.
- ◆ PF4=DELETE: Press the PF4 key to delete a UIFSA screen from ICAR if the screen has been unlinked from the INTERSTA screen.
- ◆ PF5=INQUIRE: Enter a case number in the CASE NUMBER field and press the PF5 key to see the UIFSA screen for this case.
- ◆ PF6=INTERSTATE: Press the PF6 key to quickly access the INTERSTA screen linked to this screen.
- ◆ PF7/PF8=PAGE REQUESTS: The PF7 and PF8 keys allow you to page forward and backward to view and update all of the possible actions you can request of the other state.
- ◆ PF11=UIFSA2: Press the PF11 key to display the UIFSA2 screen for this referral.
- ◆ PF12=UIFSA3: Press the PF12 key to display the UIFSA3 screen for this referral. ICAR displays the UIFSA3 screen only if you've asked the other state to perform at least one establishment action.
- ◆ PF13/PF14=PAGE PAYOR/ALLEGED FATHER: Press SHIFT + PF1 or SHIFT+PF2 to page forward or backward through multiple alleged fathers for this case. If you want to make a referral on only one of the alleged fathers, use these keys to find the correct alleged father. Then use that screen to make the appropriate entries.

The OUTGOING UIFSA - 2 (UIFSA2) Screen

You can access the UIFSA2 screen only if there is a UIFSA screen linked to an INTERSTA process. Access this screen by typing "UIFSA2" in the NEXT SCREEN field or by pressing PF11 from the UIFSA screen.

D479HU33	IOWA COLLECTION AND REPORTING SYSTEM	DATE: 00/00/00
	OUTGOING UIFSA - 2	TIME: 00:00:00
CASE NUMBER:	RSPN STATE:	NONDISCLOSURE ORDER:
PAYOR / AF :	FIPS:	ROLE: STATE OF RESIDENCE:
PAYEE.....:	ROLE:	STATE OF RESIDENCE:
FORMS	PRINT	DATE GENERATED
CHILD SUPPORT ENF TRANSMITTAL # 1.....:		
UNIFORM SUPPORT PETITION.....:		
AFFIDAVIT IN SUPPORT OF EST PATERNITY..:		
GENERAL TESTIMONY.....:		
REGISTRATION STATEMENT.....:		
DISCLOSURE RISK AFFIDAVIT.....:		
NONDISCLOSURE APPLICATION.....:		
NONDISCLOSURE ORDER.....:		
FORMS SIGNATURE ID:	NARRATIVE:	CALENDAR FLAG:
PF3=UPD PF6=INTERSTATE PF7=UIFSA PF8=UIFSA3 PF12=PAYREC		
NEXT SCREEN:	NOTES:	

Use the UIFSA2 screen to generate UIFSA forms for the interstate actions requested through the UIFSA screen. The forms you select and print are part of the referral packet you send to the responding state.

Enter either "Y" or "R" in the corresponding PRINT column on the UIFSA2 screen to print the federal and state UIFSA related forms listed below.

- ◆ 470-3469, *Child Support Enforcement Transmittal #1 - Initial Request*
- ◆ 470-3472, *Uniform Support Petition*
- ◆ 470-3473, *General Testimony*
- ◆ 470-3474, *Affidavit in Support of Establishing Paternity*
- ◆ 470-3477, *Registration Statement*

- ◆ 470-3675, *Application for Order Relating to Nondisclosure of Address and Identifying Information*
- ◆ 470-3676, *Affidavit Relating to Nondisclosure of Address and Identifying Information*
- ◆ 470-3680, *Order for Nondisclosure of Address and Identifying Information*

An entry of “Y” means you are generating the form. Enter an “R” to regenerate a form.

Following is an explanation of each field on the UIFSA screen.

- ◆ **NONDISCLOSURE ORDER:** Use this field to indicate when a court has ordered a state to refrain from disclosing information due to the possible risk of violence. Valid entries include:
 - Y There may be a risk of violence if information about this party is released. A court has issued a nondisclosure order.
 - N The person has informed the Unit that the health, safety, or liberty of the person or child is NOT at risk if the Unit discloses address information on interstate forms. A nondisclosure order has not been issued nor is one necessary at this time.
 - Blank The Unit does not know if a risk of violence exists if information about the party is released.

When this field is blank, ICAR defaults the PRINT field to a “Y” for form 470-3676, *Affidavit Relating to Nondisclosure of Address and Identifying Information*, if not already set to “Y.” This ensures this form prints to send to the obligee.

- ◆ **ROLE:** ICAR displays the role of the obligor in the PAYOR/AF ROLE field. ICAR completes this field based on information on the PAYOR screen. In alleged father cases, ICAR leaves this field blank. You can update this field if needed until there is an entry in the DISMISSED/ENDED field on the UIFSA screen. Valid entries include:
 - FA Father
 - MO Mother
 - Blank

- ◆ **ROLE:** ICAR displays the role of the obligee in the PAYEE ROLE field. ICAR completes this field based on information on the PAYEE screen. You can update this field if needed until there is an entry in the DISMISSED/ENDED field on the UIFSA screen. Valid entries include:

FA	Father
MO	Mother
CT	Caretaker

- ◆ **PRINT:** Use the PRINT field to select the forms you want to print. Valid entries include:

Y	Print the form for the first time.
R	Regenerate the form.
Blank	Default value.

When regenerating a form, ICAR changes the “R” to a “Y” after generating the form.

- ◆ **DATE GENERATED:** ICAR completes this field in the MM/DD/CCYY format to indicate the date you generated or regenerated the form.
- ◆ **FORMS SIGNATURE ID:** Enter the worker ID of the person who actually signs the forms. ICAR does not require entry in this field. If it is left blank, ICAR enters the name of any worker designated in the FORMS SIGNATURE ID field on the INTERSTA screen. If that field is blank, ICAR enters the name of the worker from the CASE screen into the form.
- ◆ **NARRATIVE:** Enter an “X” in this field and press PF3 to create a worker-entered narrative (UIFSA 10) for the case.
- ◆ **CALENDAR FLAG:** Enter an “X” in this field and press PF3 to create a specific calendar flag (UIFSA 900) for the case.

The UIFSA2 screen PF keys are:

- ◆ **PF1=HELP:** Depending on the cursor placement, one of two levels of help display: screen level or field level.
 - If you place the cursor on a field for which help text exists, ICAR displays the help text for that field.
 - If no help text exists for that field, or if you do not place the cursor on a field, ICAR displays the help text for that particular screen.

- ◆ PF3=UPD: Press the PF3 key to update the UIFSA2 screen on ICAR.
- ◆ PF6=INTERSTATE: Press the PF6 key to quickly access the INTERSTA screen linked to this referral.
- ◆ PF7=UIFSA: Press the PF7 key to access the UIFSA screen for this referral.
- ◆ PF8=UIFSA3: Press the PF8 key to display the UIFSA3 screen for this referral. ICAR only displays the UIFSA3 screen if you've asked the other state to perform at least one establishment action.
- ◆ PF12=PAYREC: Press the PF12 key to access the Certified Payment Record screen (PAYREC). This allows you quick access to print a payment record to include in the referral packet.

Nondisclosure of Information

Legal reference: Iowa Code section 252K.312

Federal interstate forms require the initiating state to provide the responding state with the address and other identifying information of the parties. However, if one of the parties feels that disclosing identifying information would place the health, safety, or liberty of that party or child at risk, we can withhold this information from forms and petitions that may be filed with the court.

Nondisclosure Order

A court must make the final determination allowing the Unit to omit identifying information from all documents that may be filed in a court in the responding state. Iowa allows parties the opportunity to seek a nondisclosure order.

Begin this process by generating form 470-3676, *Affidavit Relating to Nondisclosure of Address and Identifying Information*, from the UIFSA2 screen. Send this form to the party before you send form 470-3469, *Child Support Enforcement Transmittal #1 - Initial Request*, to the responding state.

If that person returns the form indicating there is a risk, refer the case to your office attorney.

The attorney uses the *Affidavit Relating to Nondisclosure of Address and Identifying Information* and form 470-3675, *Application for Order Relating to Nondisclosure of Address and Identifying Information*, to petition the court for a nondisclosure order. Generate these forms, in addition to form 470-3680, *Order for Nondisclosure of Address and Identifying Information*, from the UIFSA2 screen.

If the court issues a nondisclosure order, enter a “Y” in the NONDISCLOSURE ORDER field on the UIFSA2 screen. This places an “X” in the “Nondisclosure Finding Attached” box in section VII of form 470-3469, *Child Support Enforcement Transmittal #1 - Initial Request*.

When you select this option, a cover letter generates in addition to the *Child Support Enforcement Transmittal #1 - Initial Request*. This cover letter alerts the responding state to the nondisclosure order and contains identifying information the other state can use to process the case. (Identifying information is included in the cover letter because the cover letter is not a pleading and will not be filed in a court.) Include a copy of the nondisclosure order with the referral packet.

Completing the Nondisclosure Portion of the UIFSA2 Screen

The UIFSA2 screen contains a NONDISCLOSURE ORDER field to indicate when a court has ordered a state to refrain from disclosing information due to the possible risk of violence. Valid system entries:

- | | |
|-------|--|
| Y | A “Y” entry indicates that a court has issued a nondisclosure order. |
| N | An “N” entry indicates that the person has informed the Unit that the health, safety, or liberty of the person or child is NOT at risk if the Unit discloses address information on interstate forms. A nondisclosure order has not been issued nor is one necessary at this time. |
| Blank | No entry indicates that the Unit does not know if there is a risk of violence if information about the party is released. |

Outgoing Referrals - ICAR Processing

After linking the UIFSA screen to the INTERSTA screen, enter “INIT” in the ACTION column and the appropriate two-letter code in the RQSTR column next to each action you want the other state to take. See the following screen print for an example:

```

D479HU30          IOWA COLLECTION AND REPORTING SYSTEM          DATE: 01/27/03
                   OUTGOING UIFSA - 1                          TIME: 14:36:35
                                                           DCO(S) NOT COMPLETED YET
CASE NUMBER: 000000          RSPN STATE: TX          FIPS: 48 000 00
PAYOR / AF : PAYORFNAME LASTNAME          STATE OF RESIDENCE:
PAYEE.....: PAYEE TEST          STATE OF RESIDENCE:

      REQUEST                      ACTION  RQSTR      SENT      COMPLETED
ESTABLISH PATERNITY.....:
ESTABLISH CHILD SUPPORT.....:
ESTABLISH SUPPORT FOR PRIOR PERIOD.....:
ESTABLISH MEDICAL COVERAGE.....:
ESTABLISH OTHER COSTS.....:
ENFORCE RESPONDING STATE ORDER.....:  INIT      IA
MODIFY RESPONDING STATE ORDER.....:
CHANGE PAYEE / REDIRECT.....:  INIT      IA
COLLECTION OF ARREARS.....:
INCOME WITHHOLDING.....:
    TO SEE MORE REQUEST TYPES, PRESS PF7/PF8
ACTION DISMISSED/PROCESS ENDED.....:          DATE:
PF3=UPD      PF4=DEL      PF5=INQ      PF6=INTERSTATE      PF7/PF8=PAGE REQUESTS
PF11=UIFSA2   PF12=UIFSA3   PF13/PF14=PAGE PAYOR/ALLEGED FATHER
NEXT SCREEN:          NOTES:
    
```

Press PF3 to update, then press PF11 or type UIFSA2 in the NEXT SCREEN field and press ENTER to access the UIFSA2 screen.

```

D479HU33          IOWA COLLECTION AND REPORTING SYSTEM          DATE: 00/00/00
                   OUTGOING UIFSA - 2                          TIME: 00:00:00
                                                           NONDISCLOSURE ORDER:
CASE NUMBER:          RSPN STATE:          FIPS:
PAYOR / AF :          ROLE: FA  STATE OF RESIDENCE:
PAYEE.....:          ROLE: CT  STATE OF RESIDENCE: IA

      FORMS                      PRINT      DATE GENERATED
CHILD SUPPORT ENF TRANSMITTAL # 1.....:
UNIFORM SUPPORT PETITION.....:
AFFIDAVIT IN SUPPORT OF EST PATERNITY..:
GENERAL TESTIMONY.....:
REGISTRATION STATEMENT.....:
DISCLOSURE RISK AFFIDAVIT.....:
NONDISCLOSURE APPLICATION.....:
NONDISCLOSURE ORDER.....:

      FORMS SIGNATURE ID:          NARRATIVE:          CALENDAR FLAG:

PF3=UPD      PF6=INTERSTATE      PF7=UIFSA      PF8=UIFSA3      PF12=PAYREC
NEXT SCREEN:          NOTES:
    
```

On the UIFSA2 screen, ICAR allows you to generate the federal interstate forms and other interstate-related forms needed to make a referral to another state. The type of actions you ask the other state to take dictates which forms you generate.

For example, while all referrals require form 470-3469, *Child Support Enforcement Transmittal #1 - Initial Request*, only requests to establish paternity require form 470-3474, *Affidavit in Support of Establishing Paternity*. See 9-K-Appendix, **UIFSA Forms Matrix**, for a list of the forms required for each type of action.

How to Generate Forms From the UIFSA2 Screen

Enter a “Y” in the PRINT column next to each of the forms you want to generate. When you press PF3 to update, ICAR displays the FORMVIEW screens, one at a time, for each of the forms you selected. Complete the information on ICAR as required.

When you generate the forms, you can edit them if necessary. The edit option displays as either an EDIT or FILL FORM button, depending on the form. For more information on generating specific forms, see 9-K-Appendix.

```
D479HU33          IOWA COLLECTION AND REPORTING SYSTEM          DATE: 01/27/04
                   OUTGOING UIFSA - 2                          TIME: 15:44:53
                   NONDISCLOSURE ORDER:
CASE NUMBER: 000000          RSPN STATE: TX          FIPS: 48 000 00
PAYOR / AF : PAYORFNAME LASTNAME          ROLE: FA          STATE OF RESIDENCE:
PAYEE.....: PAYEE TEST          ROLE: CT          STATE OF RESIDENCE: IA

FORMS          PRINT          DATE GENERATED
CHILD SUPPORT ENF TRANSMITTAL # 1.....: Y
UNIFORM SUPPORT PETITION.....:
AFFIDAVIT IN SUPPORT OF EST PATERNITY..:
GENERAL TESTIMONY.....:
REGISTRATION STATEMENT.....: Y
DISCLOSURE RISK AFFIDAVIT.....: Y
NONDISCLOSURE APPLICATION.....:
NONDISCLOSURE ORDER.....:

FORMS SIGNATURE ID:          NARRATIVE:          CALENDAR FLAG:

PF3=UPD PF6=INTERSTATE PF7=UIFSA PF8=UIFSA3 PF12=PAYREC
NEXT SCREEN:          NOTES:
```

Send the referral packet, including any other necessary documents, to the Central Registry in the responding state. On the UIFSA screen, enter the word "SENT" in place of the "INIT" entries and enter the date you sent the referral in the SENT column for each action you are requesting the other state to take. Press PF3.

```

D479HU30          IOWA COLLECTION AND REPORTING SYSTEM          DATE: 01/27/04
                   OUTGOING UIFSA - 1                          TIME: 14:36:35
                                                           DCO(S) NOT COMPLETED YET
CASE NUMBER: 000000          RSPN STATE: TX          FIPS: 48 000 00
PAYOR / AF : PAYORFNAME LASTNAME          STATE OF RESIDENCE:
PAYEE.....: PAYEE TEST          STATE OF RESIDENCE:

          REQUEST          ACTION  RQSTR          SENT          COMPLETED
ESTABLISH PATERNITY.....:
ESTABLISH CHILD SUPPORT.....:
ESTABLISH SUPPORT FOR PRIOR PERIOD.....:
ESTABLISH MEDICAL COVERAGE.....:
ESTABLISH OTHER COSTS.....:
ENFORCE RESPONDING STATE ORDER.....:  SENT          IA          01 26 04
MODIFY RESPONDING STATE ORDER.....:
CHANGE PAYEE / REDIRECT.....:  SENT          IA          01 26 04
COLLECTION OF ARREARS.....:
INCOME WITHHOLDING.....:
    TO SEE MORE REQUEST TYPES, PRESS PF7/PF8
ACTION DISMISSED/PROCESS ENDED.....:          DATE:
PF3=UPD          PF4=DEL          PF5=INQ          PF6=INTERSTATE          PF7/PF8=PAGE REQUESTS
PF11=UIFSA2          PF12=UIFSA3          PF13/PF14=PAGE PAYOR/ALLEGED FATHER
NEXT SCREEN:          NOTES:
    
```

When you update the UIFSA screen with "SENT" and the date, ICAR automatically completes the REFERRAL SENT field on the INTERSTA screen with the SENT date from the UIFSA screen. ICAR also creates an entry of REFERRAL on the INTLIST screen, and generates a narrative (UIFSA 070) to document the request that was sent, a calendar flag (UIFSA 001) to remind you to follow up on the referral, and a status (UIFSA 18) to inform the other party that the request was sent.

```

D479HI01          IOWA COLLECTION AND REPORTING SYSTEM          DATE: 01/22/03
                   INTERSTATE CONTACT SCREEN A                TIME: 15:43:34
                                                           DCO(S) NOT COMPLETED YET
          CASE NUMBER: 0000000          DRI:          PE
          PAYOR/AF: PAYORFNAME LASTNAME          FVI:
          PAYEE: PAYEE TEST          WORKER ID:

IOWA COURT-ORD#:          CENTRAL REGIST#:
    INIT STATE: IA          FIPS: 19 000 00          RSPN STATE: NE          FIPS: 31 000 00
    OTHER ST CASE#:          OTHER ST CRT#:
LOC RCVING RFRAL:          REFERRAL SENT: 01 26 04
ACKNLDGMENT RCVD:          ADDL DOCUMENTS PROVIDED:
OTHER ST CONTACT:          DISMISSED/ENDED:
BYPASS TRACKING:
    
```

Instructions for Linking an Outgoing Review and Adjustment Request

Legal reference: 45 CFR 303.7(b)(6)

When you determine that you need to send a request for review and adjustment of an order to another state, refer the case to that state within 20 days after you make the determination or after you receive the necessary information to make the referral, whichever is later. For more information on outgoing interstate referrals for review and adjustment, see 10-Q, *ADMINISTRATIVE REVIEW AND ADJUSTMENT*.

In addition to linking the INTERSTA screen to the UIFSA screen, you must also link the INTERSTA screen to the Court Order 2 screen (COURTOR2) for outgoing review and adjustment referrals. To link the INTERSTA screen to the COURTOR2 screen, follow these instructions:

- ◆ Access the INTERSTA screen by entering INTERSTA in the NEXT SCREEN field on any screen.
- ◆ In the OTHER ST CRT# field, enter the court order number for the order you want the other state to review exactly as it appears on the COURTORD screen. Do this regardless of which state issued the order.
- ◆ Enter “X” in the SELECT field.
- ◆ Enter “EST” in the REFERRAL TYPE field.
- ◆ Enter “REV” in the PROCESS field.
- ◆ Press PF3 twice to update. ICAR displays the COURTOR2 screen.
- ◆ Press PF3 twice to complete the link.

For more information on tracking outgoing interstate review and adjustment referrals on the COURTOR2 screen, see 10-Q, *ADMINISTRATIVE REVIEW AND ADJUSTMENT*.

```
D479HI01          IOWA COLLECTION AND REPORTING SYSTEM          DATE: 01/22/03
                   INTERSTATE CONTACT SCREEN A                  TIME: 15:43:34
                   DCO(S) NOT COMPLETED YET
CASE NUMBER: 0000000          DRI: PE
PAYOR/AF: PAYORFNAME LASTNAME          FVI:
PAYEE: PAYEE TEST          WORKER ID:

IOWA COURT-ORD#:          CENTRAL REGIST#:
  INIT STATE: IA  FIPS: 19 000 00          RSPN STATE: NE  FIPS: 31 000 00
OTHER ST CASE#:          OTHER ST CRT#: NE 12345
LOC RCVING RFRAL:          REFERRAL SENT:
ACKNLDGMENT RCVD:          ADDL DOCUMENTS PROVIDED:
OTHER ST CONTACT:          DISMISSED/ENDED:
BYPASS TRACKING:

SELECT: X  REFERRAL TYPE: EST          PROCESS: UIFSA  LINKED?: Y
SELECT: X  REFERRAL TYPE: EST          PROCESS: REV   LINKED?:
SELECT:    REFERRAL TYPE:              PROCESS:      LINKED?:      MORE?: N
COMMENT:

PF2=ADD PF3=UPD PF4=DEL PROC(S) PF5=INQ PF6=PROC PF7=BACK PF8=FRWD PF9=REFRESH
PF10=PRIOR PROC PF11=NEXT PROC PF12=INTERST2 PF13=INTERST3 PF14=INTERST4
NEXT SCREEN:          NOTES:
ENTER DATA TO BE UPDATED
```

TRACKING

The following sections explain various ways the Unit tracks interstate cases in instructions for bypassing tracking when that is appropriate.

Tracking Outgoing Interstate Cases

When you enter “SENT” on the UIFSA screen, ICAR automatically issues narratives (UIFSA 002 and INTER 001 or 003) and a calendar flag (UIFSA 001). The narratives indicate the state you sent the referral to, along with the date sent and the actions requested. ICAR dates the calendar flag for 45 days into the future reminding you to check on the status of the referral.

When the responding state acknowledges your referral, access the INTERSTA screen and enter the code in the LOC RCVING RFRAL field that corresponds to the location within the responding state that received the referral. Also enter the date you received the acknowledgment in the ACKNLDGMENT RCVD field.

When you make these entries and update the screen, ICAR issues a narrative (INTER 002) to document that the acknowledgment was received, deletes the 45-day calendar flag (UIFSA 001), and issues a new calendar flag (INTER 159) 45 days in the future reminding you to follow-up on the case.

```
D479HI01          IOWA COLLECTION AND REPORTING SYSTEM          DATE: 03/17/03
                   INTERSTATE CONTACT SCREEN A                  TIME: 09:02:44
                   DCO(S) NOT COMPLETED YET
CASE NUMBER: 0000000          DRI: PE
PAYOR/AF: PAYORFNAME LASTNAME          FVI:
PAYEE: PAYEE TEST          WORKER ID:

IOWA COURT-ORD#:          CENTRAL REGIST#:
  INIT STATE: IA  FIPS: 19 163 00          RSPN STATE: IL  FIPS: 17 000 00
  OTHER ST CASE#: 12345          OTHER ST CRT#:
LOC RCVING RFRAL: L 06 12 2002          REFERRAL SENT: 06 02 2002
ACKNLDMNT RCVD: C 09 18 2002 Y  ADDL DOCUMENTS PROVIDED:
OTHER ST CONTACT:          DISMISSED/ENDED: 00 00 0000
  BYPASS TRACKING:

  SELECT:          REFERRAL TYPE: EST          PROCESS: UIFSA          LINKED?: Y
  SELECT:          REFERRAL TYPE:          PROCESS:          LINKED?:
  SELECT:          REFERRAL TYPE:          PROCESS:          LINKED?:          MORE?: N
COMMENT:

PF2=ADD PF3=UPD PF4=DEL PROC(S) PF5=INQ PF6=PROC PF7=BACK PF8=FRWD PF9=REFRESH
PF10=PRIOR PROC PF11=NEXT PROC PF12=INTERST2 PF13=INTERST3 PF14=INTERST4
NEXT SCREEN:          NOTES:
ENTER DATA TO BE UPDATED
```

Ongoing Tracking - Other State Contact Field

ICAR first issues a calendar flag (INTER 159) as an ongoing tracking mechanism when you make an entry in the ACKNLDMNT RCVD field on the INTERSTA screen. ICAR issues a calendar flag 45 days into the future to remind you that it has been 45 days since you last communicated with the responding state and to suggest that you contact that state to inquire about the status of the case.

The OTHER ST CONTACT field on the INTERSTA allows you to document the type of contact and the date you make contact with the other state. Entries in this field can be either ICAR-entered or worker-entered.

Make an entry in the OTHER ST CONTACT field whenever you have contact with the responding state by either telephone, e-mail, CSENet, or fax. ICAR automatically enters data in the field when you make certain updates to the INTERST2 or INTERST3 screens.

The OTHER ST CONTACT field has seven possible entries plus a date. Valid entries include:

- T Telephone contact (worker-entered)
- E E-mail contact (worker-entered)
- F Facsimile contact (worker-entered)
- N CSENet contact (either worker, or ICAR-entered)
- 2 Contact via INTERST2 screen (ICAR-entered)
- 3 Contact via INTERST3 screen (ICAR-entered)
- A Acknowledgment received, or documents requested/provided (ICAR-entered)

OTHER ST CONTACT: T 01 21 2003

DISMISSED/ENDED: 00 00 0000

When ICAR makes the entry, ICAR also enters the date that corresponds with that entry. When you make an entry, also enter the date you made the associated contact. If you do not enter the date, ICAR leaves any date that previously existed in this field.

The OTHER ST CONTACT field should always display the most recent type of contact made and the most recent date a contact was made with the other state. If you enter a date that is earlier than the date already displaying in the OTHER ST CONTACT field, ICAR does not update the field and will display an error message at the bottom of the screen.

When you document a contact using the OTHER ST CONTACT field, ICAR automatically issues a narrative (INTER 269) to document the type of contact made. ICAR also deletes any existing calendar flag (INTER 159), and issues a new calendar flag (INTER 159) 45 days into the future.

ICAR continues to issue this calendar flag until the other state completes its actions and you end the INTERSTA screen. ICAR also deletes the calendar flag (INTER 159) when payments are received.

This payment-based tracking is explained in more detail in the following section. For more information on the OTHER ST CONTACT field, see **Interstate Contact Screen A (INTERSTA)**.

Payment-Based Tracking

Each weekend, a program runs in ICAR to identify outgoing interstate cases that have an active INTERSTA screen, a UIFSA screen on which you've requested an enforcement action, and a positive balance. ICAR then checks to see if ongoing payments have been received on the case.

The ICAR program uses the CSC RECEIVED date on the Case Payment History screen (PAYHIST) to determine if payments with the following fund sources were received: MIW, REG, UIB, EFT, FAO, OPY, or VRT. For more information on PAYHIST and fund sources, see the distribution process.

If these payment types have never been posted to the case, ICAR generates a calendar flag (INTER 162) to notify you that payments have never been received and to prompt you to contact the other state regarding the status of the case.

When you contact the other state and code that contact in the OTHER ST CONTACT field on the INTERSTA screen, ICAR deletes the calendar flag (INTER 162) and issues a calendar flag (INTER 159) 45 days into the future.

If ICAR identifies a case where the appropriate payment types have been received, it calculates the number of days since the last payment was received. If the number of days is greater than 30, ICAR issues a calendar flag (INTER 161) to inform you that it has been more than 30 days since receipt of the last payment. This flag also prompts you to contact the other state regarding the status of the case.

If ICAR identifies a case where payments have been received within the prior 30 days, ICAR deletes any tracking calendar flag (INTER 159, 161, or 162) currently on the case.

Bypassing Interstate Tracking

Use the BYPASS TRACKING field on the INTERSTA screen for cases where you know that case circumstances prevent the responding state from acting on your request right away. These are cases where regular follow-up will not help. For example, the obligor may be on public assistance or in prison.

If the responding state cannot take action on the case for an extended period, enter a “Y” in the BYPASS TRACKING field. This entry causes ICAR to delete any tracking calendar flag on the case and to issue a calendar flag (INTER 163) 180 days into the future to prompt you to verify if the bypass reason still exists.

While anyone can view the BYPASS TRACKING field, only a supervisor or designee can make entries in it. Access to this field is controlled through the WORKER2 screen.

OTHER ST CONTACT: BYPASS TRACKING:	DISMISSED/ENDED: 00 00 0000
---------------------------------------	-----------------------------

Allowable entries in the BYPASS TRACKING field are “Y,” “R,” and “N.”

- ◆ **“Y” entry:** Ask your supervisor or designee to enter a “Y” in the BYPASS TRACKING field the first time you decide that circumstances prevent the other state from proceeding.

When a “Y” is entered, ICAR generates a narrative (INTER 270) to document the case is by-passed and a calendar flag (INTER 163) which issues 180 days into the future to remind you to review the case.

When an interstate case is coded with a “Y” in the BYPASS TRACKING field, ICAR does not issue any of the interstate tracking calendar flags (INTER 159, 161, or 162).

- ◆ **“R” entry:** When the date of the 180-day calendar flag (INTER 163) arrives, review the case circumstances again. If the bypass reason still exists, ask your supervisor or designee to enter an “R” in the BYPASS TRACKING field.

An “R” means you’ve reviewed the case, and the bypass circumstances still exist. An “R” entry causes ICAR to generate a narrative (INTER 270) to document the case is by-passed and a calendar flag (INTER 163) 180 days into the future to remind you to review the case.

- ◆ **“N” entry:** If case circumstances change and the other state can begin taking action on the case, ask your supervisor or designee to enter an “N” in the BYPASS TRACKING field.

When an “N” is entered, ICAR generates a narrative (INTER 271) to document the reason the case is no longer bypassed and begins to generate the tracking calendar flags again whenever appropriate as described above.

Tracking Responding State's Establishment Actions

On the UIFSA3 screen, ICAR tracks specific paternity and establishment actions that the responding state is taking for the state of Iowa. The actions include:

- ◆ Serving the official notices,
- ◆ Setting up interviews with the responding party,
- ◆ Setting a court hearing,
- ◆ Establishing a paternity order,
- ◆ Establishing a support order, and
- ◆ Recording the types of support obligations requested and established.

ICAR displays a message at the top of the screen to indicate whether the Unit has asked the responding state to establish paternity, support, or both paternity and support.

Whenever you ask the responding state to either establish paternity or support, complete the applicable fields on the UIFSA3 screen. Update the screen with any additional information the responding state provides throughout the process.

Use the UIFSA4 screen to track specific actions that the responding state is taking for the state of Iowa regarding genetic testing. The actions may include setting up appointments for genetic testing and providing the results of the tests.

The OUTGOING UIFSA - 3 (UIFSA3)

The UIFSA3 screen tracks specific paternity and establishment actions that Iowa asked the responding state to take. Make entries on this screen based on information provided by the responding state. There are fewer edits on this screen than on other screens to allow for entry of partial information if that is all the other state provides.

ICAR displays a message at the top of the screen to indicate whether the Unit asked the responding state to establish paternity, support, or both paternity and support.

You can access the UIFSA3 screen only if you've selected an establishment action on the UIFSA screen. Access UIFSA3 by typing "UIFSA3" in the NEXT SCREEN field or by pressing PF12 from the UIFSA or UIFSA2 screen.

D479HU36	IOWA COLLECTION AND REPORTING SYSTEM OUTGOING UIFSA - 3	DATE: 05/28/04 TIME: 13:02:47
CASE NUMBER:	RSPN STATE:	FIPS:
PAYOR / AF :		STATE OF RESIDENCE:
PAYEE.....:		STATE OF RESIDENCE:
PATERNITY AND SUPPORT		
OBLIG TYPES REQUEST.:		
CP INTERVIEW SET....:	@ : M	CP INTERVIEW HELD.....:
AF/RP INTERVIEW SET.:	@ : M	AF/RP INTERVIEW HELD.....:
SERVED	CP	AF/RP
REASON NOT SERVED...:	CP	AF/RP
		TP
		TP
COURT HEARING SET...:	@ : M	COURT HEARING HELD.... .:
OBLIG TYPES ENTERED.:		
PATERNITY EST.....:		SUPPORT EST.....:
NARRATIVE.....:	CALENDAR.....:	STATUS... CP: AF/RP: TP:
PF3=UPD PF4=DEL PF5=INQ PF6=INTERST3 PF7=UIFSA2 PF8=UIFSA4 PF12=UIFSA		
NEXT SCREEN:	NOTES:	

Following is an explanation of each field on the UIFSA3 screen.

- ◆ **OBLIG TYPES REQST:** Use this field to indicate the type of support obligations requested. You may enter up to five codes. Enter only one of each obligation type in these fields. Valid obligation codes include:

CS	Child support.
MR	Reimbursement for medical expenditures.
MS	Medical support.
RE	Reimbursement for prior periods.
HI	Health insurance.
PO	Paternity establishment only.
HO	Health insurance only.
OC	Other costs.
Blank	Default.

If you enter "PO" or "HO," ICAR does not allow any other entries. You must make at least one other entry if you use an obligation type of "HI."

- ◆ **CP INTERVIEW SET:** These fields indicate the date and time of an interview scheduled with the obligee. You must make three entries:
 - Enter the date of the interview in the MM/DD/CCYY format. ICAR allows any past, future, or current date.
 - @: Enter the time of the interview in the in HH:MM format.
 - M: This field indicates morning or afternoon. Valid entries include:
 - A A.M.
 - P P.M.
 - Blank Default.

- ◆ **CP INTERVIEW HELD:** Enter the status of the interview with the obligee. Valid entries include:
 - Y The interview was held.
 - N The interview was not held.
 - R The interview was rescheduled.
 - Blank Default.

- ◆ **AF/RP INTERVIEW SET:** These fields indicate the date and time of an interview scheduled with the alleged father/obligor. You must make three entries:
 - Enter the date of the interview in the MM/DD/CCYY format. ICAR allows any past, future, or current date.
 - @: Enter the time of the interview in the in HH:MM format.
 - M: This field indicates morning or afternoon. Valid entries include:
 - A A.M.
 - P P.M.
 - Blank Default.

- ◆ **AF/RP INTERVIEW HELD:** Enter the status of the interview with the alleged father/obligor. Valid entries include:
 - Y The interview was held.
 - N The interview was not held.
 - R The interview was rescheduled.
 - Blank Default.

- ◆ **SERVED CP, AF/RP, and TP:** Enter the code in the SERVED fields and associated date fields to indicate whether the service of notice for the UIFSA actions was successful to the obligee (CP), the alleged father or obligor (AF/RP), or the third party (TP). Complete all fields that apply. Valid entries include:

Y Yes, service was successful.
N No, service was not successful.
Blank Default.

Complete the associated date fields in the MM/DD/CCYY format to indicate the date of successful or unsuccessful service of notice for the UIFSA actions being pursued. You must enter a valid date. ICAR requires a date in the date fields with "Y" entries in the SERVED fields.

If you enter an "N" in this field, ICAR also requires an entry in the corresponding REASON NOT SERVED field.

- ◆ **REASON NOT SERVED CP, AF/RP, and TP:** ICAR requires an entry in this field when you enter an "N" in the associated SERVED (CP, AF/RP, TP) fields. Update these fields when the responding state provides information indicating unsuccessful service of the legal forms.

Enter the reason why service of the notice of UIFSA actions to the obligee (CP), alleged father or obligor (AF/RP), or the third party (TP) was unsuccessful. Valid reasons include:

LOC Unable to locate.
MOVE Moved, left no forwarding address.
EMPL No longer employed at employer provided.
DATA Incomplete data on *Directions for Service*.
WRNG Wrong person listed on *Directions for Service*.
ADDR No such address.
PERS Served wrong person.
REFU Person refused to accept service.
IDEN No such person.
APT Address is an apartment building. Need apartment number.
JAIL Person to be served incarcerated.
DECD Person to be served is deceased.
OTHR Other

- ◆ **COURT HEARING SET:** After a party contests a UIFSA action, enter the date and time of the hearing set by the other state. You must make three entries:
 - Enter the date in the MM/DD/CCYY format. The date may be a past, future, or current date.
 - @: Enter the time in the HH:MM format.
 - M: This field indicates morning or afternoon. Valid entries include:
 - A A.M.
 - P P.M.
 - Blank Default

- ◆ **COURT HEARING HELD:** Enter a code to indicate whether the court hearing was held, not held, or rescheduled. Valid entries include:
 - Y Court hearing was held.
 - N Court hearing was not held.
 - R Court hearing was rescheduled.

If the hearing is rescheduled, update the COURT HEARING SET date and @ fields if you have the information.

- ◆ **OBLIG TYPES ENTERED:** Enter up to five codes to indicate the types of support obligations included in the support order. You may only enter one of each obligation type. Valid entries include:
 - CS Child support
 - MR Reimbursement for medical expenditures
 - MS Medical support
 - RE Reimbursement for prior periods
 - PO Paternity establishment only
 - HI Health insurance
 - HO Health insurance only
 - OC Other costs
 - Blank Default

If you enter "PO" or "HO," ICAR does not allow any other entries. You must make at least one other entry if you use an obligation type of "HI."

- ◆ **PATERNITY EST:** Enter a code to indicate whether the responding state tribunal entered a paternity order. This field consists of a code and associated date. Valid entries for the code include:

Y Yes, an order establishing paternity has been issued.
N No, an order establishing paternity has not been issued.
Blank Default value.

ICAR requires that you enter a valid date when you enter a "Y." Enter the date the order establishing paternity was issued.

- ◆ **SUPPORT EST:** Enter a code to indicate whether the responding state tribunal established a support order. This field consists of a code and associated date. Valid entries for the codes include:

Y Yes, a support order has been established.
N No, a support order has not been established.
Blank Default value.

ICAR requires that you enter a valid date when you enter a "Y." Enter the date the support order was issued.

- ◆ **NARRATIVE:** Enter an "X" in the NARRATIVE field and press PF3 to create a worker-entered narrative (UIFSA 10) for the case.
- ◆ **CALENDAR:** Enter an "X" in the CALENDAR field and press PF3 to create a worker-entered calendar flag (UIFSA 900) for this case.
- ◆ **STATUS CP, AF/RF, and TP:** Enter an "X" in the STATUS CP, AF/RF, AND TP fields to create a worker-entered status (UIFSA 13, UIFSA 14, or UIFSA 15) for the obligee (CP), obligor (AF/RF), or third party (TP).

The UIFSA3 screen PF keys are:

- ◆ PF1=HELP: Depending on the cursor placement, one of two levels of help display: screen level or field level.
 - If you place the cursor on a field for which help text exists, ICAR displays the help text for that field.
 - If no help text exists for that field, or if you do not place the cursor on a field, ICAR displays the help text for that particular screen.
- ◆ PF3=UPD: Use the PF3 key to update the UIFSA screen on ICAR.

- ◆ PF4=DEL: Press the PF4 key to delete a UIFSA screen from ICAR if the screen has been unlinked from the INTERSTA screen.
- ◆ PF6=INTERST3: Press the PF6 key to quickly access the INTERST3 screen for this referral.
- ◆ PF7=UIFSA2: Press the PF7 key to display the UIFSA2 screen for this referral.
- ◆ PF8=UIFSA4: Press the PF8 key to display the UIFSA4 screen for this referral. ICAR only displays the UIFSA4 screen if you've asked the other state to establish paternity.
- ◆ PF12=UIFSA: Press the PF12 key to access the UIFSA screen for this referral.

The OUTGOING UIFSA - 4 (UIFSA4) Screen

Access this screen from the UIFSA3 screen by pressing PF8 or by typing UIFSA4 in the NEXT SCREEN field on the UIFSA3 screen.

D479HU39	IOWA COLLECTION AND REPORTING SYSTEM	DATE: 02/11/00
	OUTGOING UIFSA - 4	TIME: 7:55:58
CASE NUMBER:	RSPN STATE:	FIPS:
PAYOR / AF :		STATE OF RESIDENCE:
PAYEE.....:		STATE OF RESIDENCE:
GENETIC TEST SET AF.....:	@ :	M TST COMPL.....:
GENETIC TEST SET MOTHER.....:	@ :	M TST COMPL.....:
GENETIC TEST SET CHILD.....:	@ :	M TST COMPL.....:
RESULTS ISSUED.....:		
CHILDREN	TESTED	EXCLUDED PROBABILITY PAT INDEX
PF3=UPDATE	PF5=INQUIRY	PF6=INTERST3
NEXT SCREEN:	NOTES:	PF7=UIFSA3 PF8=UIFSA

Use the UIFSA4 screen to track specific actions that the responding state takes for Iowa regarding genetic testing. The actions tracked on the UIFSA4 screen may include appointments for genetic testing and the results of the tests.

Make entries on this screen based on information provided by the responding state. There are fewer edits on this screen than on other screens to allow for entry of partial information if that is all the other state provides.

When the alleged father is served with the initial notices regarding UIFSA actions, he may deny paternity and request genetic testing. The mother also has the right to contest paternity and request genetic testing. The agency may order genetic testing on its own without a request from the parties.

Following is an explanation of each field on the UIFSA4 screen.

- ◆ **GENETIC TEST SET AF, MOTHER, CHILD:** The GENETIC TEST SET fields indicates the date and time scheduled for genetic testing. There are three entry fields for each person:
 - Enter the date in the MM/DD/CCYY format. ICAR allows any past, future, or current date.
 - @: Enter the time in HH:MM format.
 - M: Enter morning or afternoon. Valid entries include:

A	A.M.
P	P.M.
Blank	Default
- ◆ **TST COMPL:** Use the TST COMPL field to indicate whether the person was tested, not tested, or rescheduled for genetic testing. Valid entries include:

Y	Tested
N	Not tested
R	Rescheduled.

If the testing for the person is rescheduled, enter "R" and the rescheduled date and time in the GENETIC TEST SET date and @ fields.
- ◆ **RESULTS ISSUED:** Use the RESULTS ISSUED field to indicate the date the testing lab issued the test results. Enter this date in the MM/DD/CCYY format.

At any time, the parties may file challenges to the results. You can change your entries to the RESULTS ISSUED field and the other genetic testing fields when you receive new information from the responding state. The other state notifies the parties in the responding state of any action by that state.

- ◆ **CHILDREN:** ICAR displays the names of up to six children associated with the case who do not have paternity established. When there are more than six children, ICAR displays "MORE CHILDREN EXIST" on the screen.
- ◆ **TESTED:** Use the TESTED field to indicate whether or not the child was tested for a genetic link to the alleged father. Valid entries include:

Y The child has been tested.
N The child has not been tested.
Blank Default

- ◆ **EXCLUDED:** Use the EXCLUDED field to indicate whether or not the alleged father is excluded from being linked genetically to each child listed. Valid entries include:

Y The alleged father has been excluded for this child.
N The alleged father has not been excluded for this child.

ICAR requires entry in this field with an entry of "Y" in the TESTED field.

- ◆ **PROBABILITY:** Use the PROBABILITY field to indicate the probability of paternity as determined by the genetic testing lab and reflected on the testing result report. ICAR allows entry in this field if you enter a "Y" in the TESTED field and an "N" in the EXCLUDED field.

When you receive the genetic testing results, enter the probability of paternity in this format: 99.999. If you enter zero, you must also enter zero in the PAT INDEX field. If your entry is greater than zero, the PAT INDEX field must also be greater than zero.

- ◆ **PAT INDEX:** Use the PAT INDEX field to indicate the paternity index as listed by the genetic testing lab on the testing results report. ICAR allows entry to this field if you enter a "Y" in the TESTED field.

When you receive the genetic testing results, enter the paternity index in this format: 999,999,999,999. If you enter zero, you must also enter zero in the PROBABILITY field. If your entry is greater than zero, the PROBABILITY field must also be greater than zero.

The UIFSA4 screen PF keys are:

- ◆ PF1=HELP: Depending on the cursor placement, one of two levels of help display: screen level or field level.
 - If you place the cursor on a field for which help text exists, ICAR displays the help text for that field.
 - If no help text exists for that field, or if you do not place the cursor on a field, ICAR displays the help text for that particular screen.
- ◆ PF3=UPDATE: Use the PF3 key to update the UIFSA4 screen on ICAR.
- ◆ PF6=INTERST3: Press the PF6 key to quickly access the INTERST3 screen for this referral.
- ◆ PF7=UIFSA3: Press the PF7 key to display the UIFSA3 screen for this referral.
- ◆ PF8=UIFSA: Press the PF8 key to access the UIFSA screen for this referral.

DETERMINING THE CONTROLLING ORDER

Legal reference: Iowa Code section 252K.207

Before UIFSA, when there was a request for enforcement, the court or administrative agency commonly entered a new order even if another order for current support already existed in another state. These multiple orders often conflicted with each other. One of the main objectives of UIFSA was to stop the entry of multiple orders.

UIFSA introduced the concept of the “controlling order.” The controlling order is the only support order to be enforced prospectively. Using the controlling order concept, UIFSA limits the ability of courts and administrative agencies to enter new orders.

The following sections address:

- ◆ When to determine the controlling order
- ◆ How to determine which order is controlling
- ◆ The determination process when Iowa is the initiating state
- ◆ The determination process when Iowa is the responding state
- ◆ Tracking the determination of ICAR
- ◆ Beginning the DCO process on ICAR
- ◆ Completing the DCO process on ICAR

When to Determine the Controlling Order

In Iowa, a tribunal can determine the controlling order (DCO):

- ◆ To register the order for enforcement.
- ◆ To register the order for modification.
- ◆ Upon request of a party or a IV-D agency when the tribunal has personal jurisdiction over both the obligee and obligor. For more information on personal jurisdiction, see **Establishment Jurisdiction**.

For a complete list of events that trigger the need for a determination of controlling order, see the chart, **Circumstances Requiring a DCO**, in 9-K-Appendix.

Determining Which Order Is Controlling

When there are two or more orders for current support in an interstate case, a tribunal must make a decision as to which order is the controlling order. Use the following to help identify the controlling order.

Note: Each child requires a determination of controlling order. Children in the same case may have different orders determined to be their controlling order.

First, determine if more than one support order exists. Make a good faith effort to locate all existing orders for a case.

- ◆ Review your case record for copies of other orders.
- ◆ Check the Federal Case Registry for evidence of orders in other states. ICAR displays a message on the DCO screen when this information exists for a case on the Federal Case Registry Summary (FCRSUM) screen.
- ◆ Several ICAR screens contain a message field to indicate when a determination of controlling order has not been completed for all children in a case. ICAR displays “DCO(S) NOT COMPLETED YET” in the top, right portion of the COURTORD, UIFSA, REGIST, ADMOD, REVIEW, CASE, OBLCOR, and OBLIG screens.

Note: Consider only those orders that include a current support obligation, such as the duty to provide current monetary support or health insurance coverage.

Consider the following orders when determining the controlling order:

- ◆ An ongoing support order that has not been modified by a later order.
- ◆ A foreign order registered in Iowa at any time for any reason, as long as the order has not been modified by the words of a later order.
- ◆ An order registered and modified in another state under URESA before October 20, 1994, when Iowa entered the original order.
- ◆ An order registered and modified under URESA in another state after October 20, 1994, if the modification was consistent with UIFSA and FFCCSOA or the modification was in violation of UIFSA and FFCCSOA but was not appealed.

Note: If you are counting a registered or modified order, do NOT also count the original order, because its terms for ongoing support were terminated once the order was modified by the responding state.

Ignore the following when determining the controlling order:

- ◆ An arrears-only order.
- ◆ An order for accrued support only.
- ◆ An income withholding order.
- ◆ An original order modified under UIFSA and FFCCSOA.
- ◆ An original order modified in violation of UIFSA and FFCCSOA but the modification was not appealed.

See the **Counting Orders Criteria Checklist** in 9-K-Appendix for a more detailed list of orders to count when performing a determination of controlling orders.

One Support Order

If there is only one support order, that order is automatically the controlling order. A tribunal must recognize that support order as valid and enforceable, even if no one lives in the state that issued the order.

If an order has already been determined to be controlling and proper notice was given, that order is the only order recognized for ongoing enforcement; therefore, that order remains controlling. Once an order is determined to be controlling, no other ongoing support order can be legally entered.

More Than One Support Order

When there is more than one order for current support in effect, and the orders were entered in different states, determine which order controls. Do not determine a controlling order when all orders were entered in Iowa.

When more than one support order exists, enforce the order with the highest support obligation until a tribunal determines the controlling order.

If multiple support orders exist, the order to recognize as controlling is:

- ◆ The order issued by a tribunal with CEJ as defined by UIFSA. (See **Definitions**.)
- ◆ The order issued by the child's home state if more than one tribunal has CEJ.

Note: The child's home state is the state where the child has lived for six months, part of which must be during the six consecutive months before the petition's filing date. Consider each state where the child lived during the six months before the filing date. If the child resided in one of these states for a period of six consecutive months, then that state is the child's home state.

- ◆ The most recent order if more than one tribunal has CEJ, but no state with an order is the child's home state.
- ◆ If no tribunal has CEJ, the responding state must issue a new support order, assuming personal jurisdiction over the parties, which must be recognized. The responding tribunal then becomes the tribunal with CEJ.

Once you've determined the preliminary controlling order, do the following, using the DCO2, screen where appropriate:

- ◆ Generate the initial forms packet, which includes form 470-3636, *Original Notice of Petition for Determination of Controlling Order*, and either form 470-3458, *Petition for Determination of Controlling Order*, or form 470-3457, *Petition for Determination of Controlling Order and Determination of Arrears*.
- ◆ Serve the packet on all parties and send a copy to the Central Registry of all the other states with support orders considered in the determination.

- ◆ Wait 20 days after the last party has been served. If you have not received a response from any party or state within the 20 days, generate the default hearing forms, 470-3672, *Notice of Intent to File Written Application for Default Determining Controlling Order*, and 470-3673, *Affidavit and Application for Default Judgment Determining Controlling Order*.
- ◆ If you have received a response within the 20 days after service, generate form 470-3459, *Order Setting Hearing on Petition for Determination of Controlling Order*.
- ◆ Generate either form 470-3456, *Order for Determination of Controlling Order*, or 470-3455, *Order for Determination of Controlling Order and Arrears*, as appropriate.
- ◆ Take the applicable order to the court to obtain a judge's signature.
- ◆ Generate form 470-3476, *Notice of Determination of Controlling Order*, and send it to all parties and all states with an interest in the order. (ICAR generates the appropriate number of copies for you.)

Process When Iowa Is the Initiating State

If two or more current support orders exist and one is an Iowa order, there are two options for determining the controlling order.

- ◆ Option 1: Ask the Iowa court to decide the controlling order before sending a request for registration for enforcement or modification to another state.

UIFSA provides for a stand-alone process to determine the controlling order. It is a “stand-alone” process because it can take place without being tied to a request for any other action. Iowa does a “stand-alone” DCO in two situations: when one of the parties requests it, and when we want to protect Iowa's arrears before sending the case to another state for modification.

Make sure Iowa has jurisdiction over both parties before initiating a DCO. If the parties do not live in the same state, the action must occur in the state of residence of the party NOT making the request. The party making the request must give notice to the other party. A certified copy of all known orders must accompany the notice.

In order to ensure that both parties have an opportunity to request a hearing, send each a notice indicating that a DCO was requested.

- ◆ **Option 2:** Provide the responding state with information about all known support orders for that obligor and children.

Note the presumed controlling order on the federal form 470-3469, *Child Support Enforcement Transmittal # 1 - Initial Request*. Attach certified copies of all orders. When the responding state takes enforcement or modification action, it will first decide the controlling order.

Check the *Intergovernmental Referral Guide* or call the responding state to see if additional information is needed. For more information, see the **Finding Information About Other States**.

Process When Iowa Is the Responding State

When Iowa responds to a request for modification from an initiating state, the Unit has administrative power to decide the controlling order within the review and adjustment process. The Unit must use a judicial process to determine the controlling order outside the review and adjustment process.

The Unit begins a DCO whenever a triggering event occurs. These events have been defined by the Unit and are listed in the charts, **Circumstances Requiring a DCO** and **Circumstances Requiring Registration and DCO**, in 9-K-Appendix.

While a DCO is pending, continue to enforce the highest valid support order until the formal determination of controlling order occurs.

The following are examples of controlling order determination:

1. The parties live in Arizona and divorced in 1998. The court awarded custody of the parties' minor child to the obligee and ordered the obligor to pay \$500 per month child support.

Arizona

Order \$500/mo.

Obligee

Child

Obligor

Which state has CEJ? Arizona

Which order should a tribunal determine to be the controlling order? The Arizona divorce decree, because it is the only support order.

2. A Nebraska divorce decree awarded child support of \$500 per month. The obligor moves to Iowa where there is no support order. The obligee and the child remain in Nebraska.

Nebraska

Order \$500/mo.
Obligee
Child

Iowa

Obligor

Which state has CEJ? Nebraska

Which order should a tribunal determine to be the controlling order? The Nebraska divorce decree, because it is the only support order.

3. A Texas divorce decree awarded child support of \$500 per month. The obligor moved to New Mexico. The obligee and the child move to Iowa, where there is no order. The obligor moves back to Texas.

Texas

Order \$500/mo.
Obligor

Iowa

Obligee
Child

Which state has CEJ? Texas

Which order should a tribunal determine to be the controlling order? The Texas divorce decree, because it is the only support order.

4. A 1992 Iowa divorce decree awarded child support of \$500 per month. The obligee and child continue to reside in Iowa. The obligor moved to Missouri. The obligee filed a petition in Missouri where the obligor lives. A URESA order was entered in Missouri in April of 1994 ordering the obligor to pay \$700 per month.

Iowa

Divorce order \$500/mo.
Obligee
Child in Iowa for at least the past six months

Missouri

URESAs *de novo* order \$700/mo.
Obligor

Which state has CEJ? Iowa and Missouri. Both states can claim CEJ because both issued orders and are the residence of an individual party or child.

Which order should a tribunal determine to be the controlling order? The Iowa divorce decree, because there is more than one support order, more than one tribunal with CEJ, and Iowa is the child's home state.

5. A 1991 Iowa divorce decree awarded child support of \$500 per month. The obligee and the child moved to Texas, where there is no order. The obligor moved to Arkansas. In 1993, the obligee filed a URESA petition in Arkansas. Arkansas issued a URESA order for \$400 per month.

<u>Iowa</u>	<u>Texas</u>	<u>Arkansas</u>
Divorce order \$500/mo.	Obligee Child	URESAs order \$400/mo. Obligor

Which state has CEJ? Arkansas

Which order should a tribunal determine to be the controlling order? The Arkansas URESA order. Arkansas is the only tribunal with CEJ because no parties live in the state of Iowa. Therefore, Iowa does not have CEJ. Even though the obligee and child live in Texas, there is not a child support order in Texas. Since Arkansas has a court order and a party, that state has CEJ.

6. A 1992 Iowa divorce decree awarded child support of \$500 per month. The obligor moved to Minnesota. In 1993, Minnesota issued a URESA order for \$600 per month. In 1994, the obligee and child moved from Iowa to North Dakota. Within the last two months, the obligee and child have moved back to Iowa. The obligor remains in Minnesota, where there is a URESA order.

<u>Iowa</u>	<u>Minnesota</u>	<u>North Dakota</u>
1992 divorce order \$500/mo Obligee Child in Iowa less than the past six months	1993 URESA <i>de novo</i> order \$600/mo. Obligor	

Which state can claim CEJ? Iowa and Minnesota

Which order should a tribunal determine to be the controlling order? The Minnesota URESA order. There is more than one support order and more than one tribunal with CEJ, but no tribunal that issued an order is also the child's home state. Therefore, the controlling order is the most recently filed order.

Tracking the Determination of Controlling Order in ICAR

Use the DCO screens to record a determination of controlling order made by Iowa or any other state.

The Determine Controlling Order (DCO) Screen

Access this screen by typing DCO in the NEXT SCREEN field at the bottom of any screen.

D479HU10	IOWA COLLECTION AND REPORTING SYSTEM	DATE: 00/00/00					
	DETERMINE CONTROLLING ORDER	TIME: 00:00:00					
CASE NUMBER:		INTERSTATE.....: N					
PAYOR.....:		STATE OF RESIDENCE:					
PAYEE.....:		STATE OF RESIDENCE:					
SEL	DCO	COURT ORDER NUMBER	ISS ST	MOD ST	ORDER DATE	CEJ	CEJ DATE
	DCO	CHILDREN	RES ST	HOME ST	FROM DATE		TO DATE
COMMENT:							
PF3=UPDATE	PF4=DELETE	PF5=INQUIRY	PF6=DCO2				
PF7=BACK CO	PF8=FORWARD CO	PF10=BACK CHILD	PF11=FORWARD CHILD				
NEXT SCREEN:		NOTES:					
ENTER A CASE NUMBER AND PRESS PF5							

Use the DCO screen to record information resulting from a preliminary and final determination of controlling order.

On the upper half of the DCO screen, ICAR displays all previously entered court orders on the case, including those with current support obligations and those with no obligations at all. Current support obligations include child support (CS), medical support (MS), juvenile order (JO), and health insurance only (HO) obligations.

On the lower half of the DCO screen, ICAR displays all children listed on the case. If you considered a child's home state in making your controlling order decision, record this in the HOME ST, FROM DATE, and TO DATE fields at the bottom of this screen.

You can delete a DCO screen if you have special security authorization through the WORKER2 screen.

Following is an explanation of each field on the DCO screen:

- ◆ **SEL:** Use the SEL field to select the court order number you think will be the controlling order. Make an entry in this field only if you are taking the case to court for a formal determination of controlling order.

When you make an entry in this field, ICAR displays the DCO2 screen where you make further entries to track the DCO court process. ICAR only allows one selection at a time. Valid entries include:

X Select the desired court order number. (Any alphabetical character is allowed).

Blank Default value. Leave this field blank if there is only one order, if the only orders are multiple Iowa orders, or if the order listed will not be the controlling order.

- ◆ **DCO:** Use this field to indicate the status of the order after you make a manual determination. Because different orders can be controlling for different children, ICAR allows you to code more than one order as controlling if necessary. Valid entries for the court order DCO field include:

O Enter “O” if only one order exists for specific children, and a state other than Iowa issued or last modified it. Because this is the only order for current support in existence, this order automatically controls for the children.

ICAR allows entry of this code only when the ISS ST (or MOD ST if there is one) contains a state code other than Iowa and there is only one order. ICAR issues a narrative (DCO 001), to indicate this order is controlling because it is the only order.

I Enter “I” if only one order exists for specific children, and Iowa issued or last modified it. Because only one order for current support exists, this order automatically controls for the children.

ICAR allows entry of “I” only when the ISS ST (or MOD ST) contains “IA” and there is only one order. ICAR issues a narrative (DCO 001) to indicate this order is controlling because it is the only order.

M Enter “M” if multiple orders for current support exist, all issued or last modified in Iowa. Enter an “M” next to each order that meets this criteria. ICAR issues a narrative (DCO 002), to indicate that no DCO was completed because all orders for current support are Iowa orders.

- P ICAR enters “P” if two or more orders for current support exist that involve different states and you have preliminarily determined this order to be controlling. ICAR completes this code when you update the PRESUMED CONTROL ST field on the DCO2 screen for this order.
- F This order controls. ICAR enters an “F” when you indicate this order controls by entering a date in the EFFECTIVE DATE field on the DCO2 screen for this order.

You can update the court order DCO field at any time unless the final determination has been made with an entry in the CONTROL ORD TRIBUNAL field on the DCO2 screen.

- ◆ **COURT ORDER NUMBER:** ICAR displays the court order numbers to include in the DCO for the case. ICAR automatically displays all court order numbers listed on the COURTORD screens as long as they have either an obligation for current support or no obligation.

You can enter additional court order numbers and associated information for orders to consider that currently do not appear on ICAR. You cannot update the COURT ORDER NUMBER field when it is completed by ICAR.

ICAR enters a “C” after the court order number to indicate the order is on the COURTORD screen. ICAR enters a “D” after the court order number to indicate you manually entered the order on the DCO screen. ICAR allows you to code an order as controlling only if that order is listed on a COURTORD screen.

- ◆ **ISS ST:** This field indicates the state that originally issued the court order. You can enter any valid two-letter state abbreviation for court orders you manually enter. ICAR completes this field for any orders displayed on the COURTORD screen.
- ◆ **MOD ST:** This field indicates the state that modified the original court order. Enter the two-letter state abbreviation, if applicable. You can update this field at any time.
- ◆ **ORDER DATE:** Use this field to indicate the filing date of the original order. ICAR completes this field if the information is available on the COURTORD screen. For a modified order, enter the filing date of the modification order. Complete the date in the MM/DD/CCYY format for court orders you manually enter. When ICAR completes the field, you cannot update it.

- ◆ **CEJ:** The CEJ field indicates whether a state has continuing exclusive jurisdiction (CEJ) for the court order. CEJ means that at least one of the parties to the order, or the child, lives in the state that issued the order. If the issuing or modifying state does not have CEJ, that order cannot be controlling.

When ICAR displays a state in the ISS ST field but no entry in the MOD ST, the state in the ISS ST field is the only possible state with CEJ for that order. If ICAR displays an entry in both the ISS ST and MOD ST fields, the state displayed in the MOD ST field can be the only state with CEJ for that order.

If a state does not have CEJ, enter “N” in this field. You can update the CEJ field until both the obligee and the obligor have been successfully served. An entry in this field also requires an entry in the CEJ DATE field. Valid entries include:

- Y The issuing/modification state for this order has CEJ.
- N The issuing/modification state for this order does not have CEJ.

- ◆ **CEJ DATE:** ICAR requires entry in this field with an entry in the CEJ field. Enter in the MM/DD/CCYY format the date you made a preliminary determination of the state having CEJ for the order. If, after further analysis, you determine that a different state has CEJ, you can update this field until both the obligee and the obligor have been served as coded on the DCO2 screen.

- ◆ **DCO CHILDREN:** Enter a code to indicate the DCO status for each child on the case. Valid codes include:

- E The child is emancipated.
- N No order exists for this child.
- X The child does not require a determination of controlling order. ICAR generates a worker-entered narrative (DCO 003) that states this child does not require a DCO.
- O One out-of-state order exists. There is only one order for current support, and it is an out-of-state order. Because it is the only order for current support, it is controlling for this child. Enter “O” for all children included in an order with “O” in the court order DCO field on this screen.
- I One Iowa order exists. There is only one order, and it was issued or modified by Iowa. Because it is the only order for current support, it is controlling for this child. Enter “I” for all children included in an order with “I” in the court order DCO field on this screen.

- M Multiple Iowa orders. There are multiple orders, and they are all Iowa orders. Enter “M” for all children included in an order with “M” in the court order DCO field on this screen.
- P Preliminary determination. You made a preliminary determination that this is the controlling order for this child. ICAR displays “P” when you enter “P” in the DCO field by this child on the DCO2 screen.
- F Final determination. The tribunal made a final determination that this is the controlling order for this child. ICAR changes the “P” to an “F” when you finalize the DCO by completing the EFFECTIVE DATE field on the DCO2 screen.

You can remove only entries of “E,” “N,” or “X” on the DCO screen. When you remove any of these entries, ICAR generates a narrative (DCO 004) to document the reason the entry was removed and a calendar flag (DCO 001) to remind you that a determination of controlling order needs to be done for at least one child.

You can remove the “P” and “F” codes only through the DCO2 screen. Entries of “I” and “M” can only be removed from the DCO screen.

- ◆ **CHILDREN:** ICAR displays all of the children associated with the case. ICAR displays the associated DCO, RES ST, HOME ST, FROM DATE, and TO DATE fields if available. Update the fields as necessary.
- ◆ **RES ST:** ICAR displays the two-letter abbreviation for the child’s state of residence from the PAYEE screen if ICAR displays a “Y” in the CHILD RESIDES WITH PAYEE field on the CHILD screen.

If the child does not reside with the payee, enter the two-letter state abbreviation of the child’s state. ICAR requires this entry when ICAR displays an “I,” “O,” “M,” or “P” for this child in the DCO field on this screen.

- ◆ **HOME ST:** This field indicates the child’s home state. The home state is the state in which the child has lived for at least six consecutive months, part of which must be within the six months before the date the petition was filed.

Analyze the child’s home state only when at least two states have CEJ, and you cannot make a clear determination of the controlling order. The home state then serves as a tiebreaker. Enter the applicable two-letter state abbreviation.

- ◆ **FROM DATE:** ICAR requires entry in the FROM DATE field with an entry in the HOME ST and TO DATE fields. Use this field to indicate the most recent date the child began living in the home state, in the MM/DD/CCYY format. You can update this field until both the obligee and the obligor have been served.
- ◆ **TO DATE:** ICAR requires an entry in the TO DATE field with an entry in the HOME ST and FROM DATE fields. Use this field to indicate the last known date the child lived in the home state, in the MM/DD/CCYY format. You must enter a date greater than the FROM DATE field entry. If the child still lives in the home state, enter the current date.
- ◆ **COMMENT:** Use this field to enter any additional information unique to the determination of controlling order for this case.

The DCO screen PF keys are:

- ◆ PF1=HELP: Depending on the cursor placement, one of two levels of help display: screen level or field level.
 - If you place the cursor on a field for which help text exists, ICAR displays the help text for that field.
 - If no help text exists for that field, or if you do not place the cursor on a field, ICAR displays the help text for that particular screen.
- ◆ PF3=UPDATE: Use the PF3 key to update the DCO screen on ICAR.
- ◆ PF4=DELETE: Press the PF4 key to delete a DCO screen from ICAR.
- ◆ PF5=INQUIRY: Enter a case number in the CASE NUMBER field and press the PF5 key to see the DCO screen for his case.
- ◆ PF6=DCO2: The PF6 key works in conjunction with the SEL field and directly accesses the DCO2 screen for the court order you select. Enter an “X” in the SEL field next to the court order and press PF6.
- ◆ PF7=BACK CO: The PF7 key works in conjunction with the PF8 key. If you have scrolled forward to view additional court orders, press this key to scroll backward.
- ◆ PF8=FORWARD CO: If there are more than five court orders to consider in the DCO, press the PF8 key to scroll through the additional orders.

- ◆ PF10=BACK CHILD: The PF10 key works in conjunction with the PF11 key. If you scrolled forward to view additional children, press this key to scroll backward to the other children.
- ◆ PF11=FORWARD CHILD: If there are more than five children listed on the case, press the PF11 key to scroll to the additional children.

The Determine Controlling Order - 2 (DCO2) Screen

The DCOS screen can be accessed only after you've added the DCO screen to the case. From the DCO screen, select the order that is the preliminary controlling order and press PF6. ICAR automatically displays the DCO2 screen. You cannot access the DCO2 screen for orders coded with an "O," "M," or "I" on the DCO screen.

```

D479HU13          IOWA COLLECTION AND REPORTING SYSTEM          DATE: 00/00/00
                   DETERMINE CONTROL ORDER -2                  TIME: 00:00:00

CASE NUMBER:                                INTERSTATE....:
COURT ORDER NUMBER:
C.O. COUNTY FIPS..:

INIT ST:          PRESUMED CONTROL ST:          DCO          CHILDREN
GEN INITIAL FORMS:  DATE:
ARREARS?:         CP:          RP:          TP:

SERVED.....: CP          RP          TP
REASON NOT SERVED: CP          RP          TP
GEN DEFAULT FORMS:  DATE:          GEN ORDER:  DATE:

DECIDING ST:          CONTROL ORD TRIBUNAL:  DETERMINATION REASON:
EFFECTIVE DATE...:   GEN FINAL FORMS:  DATE.....:
DCO ORDER NUMBER:          REG OR FILE COUNTY FIPS:
ICIS C.O. NUMBER:

PF3=UPD  PF4=DEL DCO'S FOR CO  PF6=DCO  PF10=BACK CHLDRN  PF11=FRWD CHLDRN
NEXT SCREEN:          NOTES:
  
```

Use the DCO2 screen to record a preliminary determination as well as a tribunal's formal DCO. Complete the DCO2 screen when either an Iowa tribunal or a tribunal in another state makes the final determination.

Use this screen to record more specific information regarding the determination of a controlling order.

ICAR displays information in the CASE NUMBER, COURT ORDER NUMBER, INTERSTATE, and C.O. COUNTY FIPS fields from the DCO screen. You must complete the INIT ST and PRESUMED CONTROL ST fields, and select at least one child in the CHILDREN column to initially update this screen.

Upon update for the court order number you selected, ICAR automatically displays a “P” on the DCO screen to indicate you made a preliminary determination that the order is controlling. ICAR also displays a “P” before the children selected. Once the tribunal finalizes the determination, ICAR automatically changes the “P” entries to “F” indicating the determination is final.

Use the DCO and DCO2 screens to track the DCO process for all children associated with the case. All of the children linked to the court order appear on the DCO2 screen. The screen displays only three children at a time, but you can scroll through additional children by pressing the PF10 (BACK CHLDRN) and PF11 (FRWD CHLDRN) keys.

Use the DCO field to indicate which children the controlling court order covers. More than one controlling order may be required to cover all children on a given case. When a code appears in the DCO field on the DCO screen for the child, that code automatically displays in the DCO field on the DCO2 screen.

On the DCO2 screen, ICAR displays an asterisk (*) next to the DCO field whenever you have considered a child for DCO purposes. A blank field indicates that you have not considered a child for a DCO.

On the DCO screen, ICAR displays an “E” before child A, indicating the child is emancipated. On the DCO2 screen, ICAR displays the same child, with an asterisk (*) and an “E” next to the name. This indicates that you already considered child A for DCO purposes.

You cannot change an entry of “E,” “N,” or “X” on the DCO2 screen. If necessary, change these entries on the DCO screen. ICAR automatically changes “P” entries to “F” when the determination is final. Once final, you can only remove an “F” entry by deleting the DCO. Only supervisors or their designees can delete DCO screens.

On the DCO2 screen, complete the fields as required for recording specific information about the controlling order and for generating the required forms.

ICAR freezes the DCO2 fields when you update entries in the DECIDING ST, CONTROL ORD TRIBUNAL, DETERMINATION REASON, EFFECTIVE DATE, DCO ORDER NUMBER, REG OR FILE COUNTY FIPS, and ICIS C.O. NUMBER fields.

However, you can generate or regenerate the final DCO notice, form 470-3476, *Notice of Determination of Controlling Order*, even after the determination is final using the GEN FINAL FORMS field.

Following is an explanation of each field on the DCO2 screen.

- ◆ **INIT ST:** ICAR requires that you enter the two-letter abbreviation for the state making the preliminary determination of the controlling order. Choose at least one child to allow an update to this field.
- ◆ **PRESUMED CONTROL ST:** This field indicates the two-letter abbreviation for the state that issued the controlling order. ICAR populates this field, but you can also update it. You must make an entry in this field and the INIT ST field and select at least one child for the court order.

Entry in this field generates a narrative (DCO 005) indicating that you've done a preliminary DCO. ICAR issues a calendar flag (DCO 003) 20 days later reminding you to finalize the DCO.

If you change the entry in the PRESUMED CONTROL ST field, ICAR generates a worker-entered narrative (DCO 006) that narrates the new presumed controlling-order state and allows you to indicate why you changed the entry. Changing the entry also causes ICAR to issue a calendar flag (DCO 004) to remind you to regenerate appropriate forms if necessary.

- ◆ **DCO:** Use the DCO field to select the specific children you want to link to the controlling court order. ICAR allows only an entry of "P" in this field. When you make an entry in the DCO field on the DCO screen for the child, ICAR also displays that entry in the DCO field on the DCO2 screen.

When you enter “E,” “N,” “X,” “P,” or “F” on the DCO screen, ICAR displays an asterisk (*) to the left of the DCO field on the DCO2 screen. You cannot update the DCO field when ICAR displays an asterisk (*).

Space through the “P” to remove it. ICAR changes the “P” to an “F” automatically when the tribunal finalizes the controlling order.

Even if a DCO is final, you may want to attach a new child to a court order that you previously determined to be controlling. Do this by first adding the child on the CHILD screen. Then access the DCO2 screen and enter a “P” in the DCO field for that child. Press PF3 to update.

ICAR will automatically change the “P” to an “F” to indicate the DCO is finalized for this new child. If this happens, send form 470-3636, *Original Notice of Petition for Determination of Controlling Order*, to all the affected states. Generate this form from the GEN FINAL FORMS field.

- ◆ **CHILDREN:** ICAR displays the children associated with the case in these fields. Enter a “P” next to each child covered by this controlling order. Press PF10 to scroll if more than three children exist on the case.
- ◆ **GEN INITIAL FORMS:** ICAR requires you to enter “IA” in the INIT ST field and select at least one child. Valid entries are:

Y Generate the forms for the first time.
R Regenerate the forms.

ICAR generates the following forms:

- 470-3636, *Original Notice of Petition for Determination of Controlling Order*
- 470-3458, *Petition for Determination of Controlling Order*
- 470-3457, *Petition for Determination of Controlling Order and Determination of Arrears* (produced instead of form 470-3458 when ICAR displays a “Y” in the ARREARS field)

Note: When completing a DCO as part of a review and adjust or administrative modification process, do not generate these forms. The forms you generate from the modification processes contain DCO language.

- ◆ **DATE:** ICAR completes the associated DATE field in the MM/DD/CCYY format to indicate the date you generated or regenerated the initial forms.

- ◆ **ARREARS:** Use the ARREARS field to indicate whether arrears must be considered as a part of the determination of controlling order. Entry in this field requires a “Y” or “R” in the GEN INITIAL FORMS field and an “IA” in the INIT ST field. Valid entries are:

Y Yes, arrears must be considered.
N No, this DCO does not include arrears.

When you enter a “Y” in this field, ICAR generates the forms with arrears language. If you enter an “N,” the forms do not contain arrears language.

- ◆ **CP, RP, AND TP:** These fields indicate which directions for service form to issue for the respective party. With an entry in the GEN INITIAL FORMS field, ICAR requires you to make an entry in at least one of the CP, RP, or TP fields. Valid entries include:

I Generate form 470-3181, *Directions for Service*.
O Generate form 470-3325, *Out of State Directions for Service*.

- When you enter an “I” or “O” in the CP field, ICAR generates a narrative (DCO 028) and a 15-day calendar flag (DCO 002) to document the type of service form generated and to remind you to check on service of the obligee.
- With either entry in the RP field, ICAR generates a narrative (DCO 029) and a similar 15-day calendar flag (DCO 011).
- With the “I” or “O” entry in the TP field, ICAR generates a similar narrative (DCO 030) and a similar 15 day calendar flag (DCO 012).

- ◆ **SERVED CP, RP, AND TP:** The SERVED fields and associated date fields indicate successful or unsuccessful service of the controlling order forms. Complete all fields that apply. You may update the SERVED fields and associated date fields until you make an entry in the CONTROL ORD TRIBUNAL field. Valid entries are:

Y Yes, service was successful.
N No, service was not successful. (This entry requires an entry in REASON NOT SERVED field.)

Complete the associated date fields in the MM/DD/CCYY format to indicate the date of successful service. ICAR requires entries in the date fields with “Y” entries in the SERVED fields.

- With entry of a “Y” in the CP field, ICAR generates a narrative (DCO 007) to document the date the obligee was served.
- With an entry of “Y” in the RP field, ICAR generates a narrative (DCO 009) to document the date the obligor was served.
- With entry of a “Y” in the TP field, ICAR generates a narrative (DCO 011) to document the date the third party was served.

Each of these narratives issues a blank calendar flag to automatically delete the “check on service” calendar flags (DCO 002, 011, and 012) issued from the CP, RP, and TP fields listed above.

A state cannot pursue the determination of controlling order process until the obligee and obligor are served.

When both the obligee and obligor are served, ICAR generates two calendar flags (DCO 007 and 008). The first calendar flag is a 20-day flag reminding you to generate the default DCO forms if neither party objects. The second calendar flag is a 25-day flag reminding you to generate the DCO order.

- ◆ **REASON NOT SERVED CP, RP, AND TP:** ICAR does not allow entry in these fields if you entered a “Y” in the associated SERVED (CP, RP, TP) fields. ICAR requires an entry if you entered “N” in the associated SERVED (CP, RP, TP) fields. You can update these fields until an entry appears in the CONTROL ORD TRIBUNAL field. Enter the code for the reason for unsuccessful service. Valid codes include:

LOC	Unable to locate.
MOVE	Moved, left no forwarding address.
EMPL	No longer employed at employer provided.
DATA	Incomplete data on service forms.
WRNG	Wrong person listed on service forms.
ADDR	No such address.
PERS	Served wrong person.
REFU	Person refused to accept service.
IDEN	No such person.
APT	Address is an apartment building. Need an apartment number.
JAIL	Person to be served incarcerated.
DECD	Person to be served is deceased.
OTHR	Other

When you make a valid entry in one of these fields, ICAR generates a narrative to document the reason the party could not be served, as follows:

- With an entry in the CP field, ICAR generates narrative DCO 008.
- With an entry in the RP field, ICAR generates narrative DCO 010.
- With an entry in the TP field, ICAR generates narrative DCO 012.

ICAR also issues a blank calendar flag to automatically delete the “check on service” flags (DCO 002, 011, and 012) issued from the CP, RP, and TP fields.

- ◆ **GEN DEFAULT FORMS:** This field allows you to generate a packet of forms to send to the obligee, the obligor, and other states to advise them of the determination of a controlling order. ICAR allows an entry in this field only if a “Y” appears in both the SERVED CP and SERVED RP fields indicating successful service. Valid entries are:

Y Generate the forms for the first time.
R Regenerate the forms.

ICAR generates the following forms:

- 470-3672, *Notice of Intent to File Written Application for Default Determining Controlling Order*
- 470-3673, *Affidavit and Application for Default Judgment Determining Controlling Order*

- ◆ **DATE:** ICAR completes this field in MM/DD/CCYY format to indicate the date you generated or regenerated the default forms.
- ◆ **GEN ORDER:** This field allows you to generate the order setting a hearing on the petition for the determination of controlling order. ICAR allows an entry in this field only if an entry of “Y” appears in both the SERVED CP and SERVED RP fields. Valid entries include:

Y Generate the forms for the first time.
R Regenerate the forms.

ICAR generates the following forms:

- 470-3459, *Order Setting Hearing on Petition for Determination of Controlling Order*
- 470-3456, *Order for Determination of Controlling Order*
- 470-3455, *Order for Determination of Controlling Order and Arrears* (produced instead of 470-3456 when a “Y” appears in the ARREARS field)

- ◆ **DATE:** ICAR completes this field in the MM/DD/CCYY format to indicate the date you generated or regenerated the forms.
- ◆ **DECIDING ST:** Enter the two-letter abbreviation for the state making the final decision regarding the determination of controlling order. ICAR requires entry in this field if entries appear in the CONTROL ORD TRIBUNAL, DETERMINATION REASON, DCO ORDER NUMBER, and EFFECTIVE DATE fields. Once this field is updated, ICAR does not allow any further updates.
- ◆ **CONTROL ORD TRIBUNAL:** Use the CONTROL ORD TRIBUNAL field to indicate the state that either issued or last modified the controlling order. ICAR accepts any valid two-letter state abbreviation.

ICAR requires an entry in this field if an entry appears in the DECIDING ST, DETERMINATION REASON, DCO ORDER NUMBER, and EFFECTIVE DATE fields. Once you update this field, ICAR does not allow any further updates.

- ◆ **DETERMINATION REASON:** Use the DETERMINATION REASON field to indicate the reason the order was chosen as controlling. ICAR requires an entry in this field when an entry appears in CONTROL ORD TRIBUNAL, DECIDING ST, DCO ORDER NUMBER, and EFFECTIVE DATE fields. You can update this field until you finalize the DCO. Valid entries include:

- A The state that issued the controlling order is the only issuing or modifying state that still has CEJ. ICAR generates a narrative (DCO 013) to document the reason the order is controlling. This narrative completes all DCO calendar flags that remain on the case.
- B Multiple states have CEJ, but none is the home state of the child, so the most recent order is the controlling order. ICAR generates a narrative (DCO 014) to document the reason the order is controlling. This narrative completes all DCO calendar flags that remain on the case.
- C Multiple states have CEJ, but only one is the home state of the child. ICAR generates a narrative (DCO 015) to document the reason the order is controlling. This narrative completes all DCO calendar flags that remain on the case.
- D A new controlling order was created because none of the states with orders for the children has CEJ. ICAR generates a narrative (DCO 016) the reason the order is controlling. This narrative completes all DCO calendar flags that remain on the case.

- ◆ **EFFECTIVE DATE:** ICAR does not allow an entry in this field unless an entry appears in the CONTROL ORD TRIBUNAL field. ICAR requires an entry in this field together with entries in the DECIDING ST, CONTROLLING STATE, DETERMINATION REASON, and DCO ORDER NUMBER fields.

Enter the effective date for the determination of the controlling order. Enter a current or past date in MM/DD/CCYY format.

- ◆ **GEN FINAL FORMS:** Use this field to generate form 470-3476, *Notice of Determination of Controlling Order*. ICAR does not allow an entry in this field unless an entry appears in the DECIDING ST and CONTROL ORD TRIBUNAL fields. Valid entries include:

Y Generate the form for the first time.
R Regenerate the form.

UIFSA requires the party obtaining the order to notify all other states that have an interest in the DCO. Because of this, ICAR automatically generates a copy of this form for each state that had an order considered as part of the DCO, in addition to each state listed on an INTERSTA screen.

- ◆ **DATE:** ICAR completes this field in the MM/DD/CCYY format to indicate the date you generated or regenerated the form.
- ◆ **DCO ORDER NUMBER:** Enter the court order number of the order that designates the controlling order. Use this field to enter a court order number from another state when the other state determined the controlling order. If Iowa does the controlling order determination, enter the Iowa court order number in the ICIS C.O. NUMBER field.
- ◆ **REG OR FILE COUNTY FIPS:** Enter the county in which you filed the order determining the controlling order. ICAR requires an entry in this field when an entry appears in the ICIS C.O. NUMBER field.
- ◆ **ICIS C.O. NUMBER:** When Iowa completes the determination of controlling order, use the ICIS C.O. NUMBER field to indicate the court order number of the order that designates the controlling order. If Iowa is the initiating state, ICAR allows an entry in this field only when an entry of “Y” appears in both the SERVED CP and SERVED RP fields.

Use the standard format to enter the ICIS C.O. NUMBER. ICAR completes characters 1-7 of the number. The worker completes characters 8-17.

With entry in this field, ICAR also requires entries in the DECIDING ST, DETERMINATION REASON, CONTROL ORD TRIBUNAL, and EFFECTIVE DATE fields. You cannot update this field again.

The DCO2 screen PF keys include:

- ◆ PF1=HELP: Depending on the cursor placement, one of two levels of help display: screen level or field level.
 - If you place the cursor on a field for which help text exists, ICAR displays the help text for that field.
 - If no help text exists for that field, or if you do not place the cursor on a field, ICAR displays the help text for that particular screen.
- ◆ PF3=UPDATE: Use the PF3 key to update the DCO2 screen on ICAR.
- ◆ PF4=DEL DCO'S FOR CO: The PF4 key allows a person with proper WORKER2 screen access to delete a DCO screen for a particular court order.
- ◆ PF6=DCO: Press the PF6 key to access the DCO screen for the case.
- ◆ PF10=BACK CHLDRN: The PF10 key works in conjunction with the PF11 key. If you scroll forward to view additional children, press this key to scroll backward to the other children.
- ◆ PF11=FRWD CHLDRN: If there are more than three children listed on the case, press the PF11 key to scroll to the additional children.

Beginning the DCO Process on ICAR

Access the DCO screen by entering "DCO" in the NEXT SCREEN field at the bottom of any screen. Enter the case number and press PF5 to inquire.

ICAR displays case-specific information in the fields at the top of the screen. ICAR lists all of the current support orders with the COURT ORDER NUMBER, ISS STATE, MOD STATE, and ORDER DATE fields completed for each order if the information exists on the COURTOR screen. When ICAR enters court order information automatically, ICAR displays a "C" to the right of the court order number.

You can also add court order information to the DCO screen if you must consider orders in the controlling order determination that are not listed on a COURTRD screen. If you add court order information directly on the DCO screen, also complete the COURT ORDER NUMBER, ISS ST, MOD ST (if applicable), and ORDER DATE fields. After you manually enter information, ICAR displays a “D” to the right of the court order number.

```

D479HU10          IOWA COLLECTION AND REPORTING SYSTEM          DATE: 03/17/03
                   DETERMINE CONTROLLING ORDER                TIME: 14:59:09

CASE NUMBER:      5000                      INTERSTATE.....: Y
PAYOR.....: TEST PAYOR                     STATE OF RESIDENCE:
PAYEE.....: TEST PAYEE                     STATE OF RESIDENCE: IA

SEL  DCO COURT ORDER NUMBER      ISS ST  MOD ST  ORDER DATE  CEJ  CEJ DATE
--   --  -
--   --  USUS1                   C   IA           3  6 1997
--   --  KS ORDERS                C   NE           10 18 1997
--   --  USUS123456               C   IA           1  8 1996
--   --  MO--283945               C   NE           12 17 1995
--   --  IL 44444                 D   IL           5  27 1996
DCO   CHILDREN                    RES ST  HOME ST FROM DATE  TO DATE
      JOHN TEST                    IA
      JANE TEST                     IA
      PAT TEST                       IA
      PAUL TEST                      IA

COMMENT:
PF3=UPDATE  PF4=DELETE  PF5=INQUIRY  PF6=DCO2
PF7=BACK CO PF8=FORWARD CO PF10=BACK CHILD PF11=FORWARD CHILD
NEXT SCREEN:          NOTES:
  
```

After making sure all the orders are reflected on the DCO screen, you must perform a preliminary determination of controlling order and complete the DCO fields for both the court orders and the children as follows:

- ◆ If a child does not require a determination of controlling order, make an entry in the DCO field next to the child’s name at the bottom of the DCO screen. Enter an “E” if the child is emancipated. Enter “N” if there is no order for the child. Enter an “X” if the child is exempted from the DCO for any other reason.

An entry of “E,” “N,” or “X” causes ICAR to issue a narrative (DCO 003) that allows you to record the reason the child does not require a DCO.

DCO	CHILDREN	RES ST	HOME ST	FROM DATE	TO DATE
E	JOHN TEST	IA			
	JANE TEST	IA			
	PAT TEST	IA			
	PAUL TEST	IA			

- ◆ If the home state information is applicable for any children considered as part of the determination, enter that information in the HOME ST, FROM DATE, and TO DATE fields to the right of the child’s name. If you did not need to consider home state criteria to determine the controlling order, do not complete this information.

DCO	CHILDREN	RES ST	HOME ST	FROM DATE	TO DATE
E	JOHN TEST	IA			
	JANE TEST	IA	IA	1 15 2001	2 2 2002
	PAT TEST	IA	IA	1 15 2001	2 2 2002
	PAUL TEST	IA	IA	1 15 2001	2 2 2002

- ◆ After reviewing the orders, determine which order is controlling.
 - Only one order exists for current support.

If there is only one order for current support, that order is automatically controlling. No formal DCO is required.

If the only order for current support was either issued or last modified in Iowa, enter an “I” in the DCO field for that order. If the only order for current support is an order from another state, enter an “O” in the DCO field. Enter the same code in the DCO field for all of the children not exempted from the DCO.

After you press PF3 to update the screen, ICAR issues a narrative (DCO 001) stating that the order selected is controlling because it is the only order for current support.
 - Multiple Iowa orders orders for current support.

If there are multiple orders for current support that were issued or last modified in Iowa, a formal DCO is not required.

Enter an “M” in the DCO field of each of the orders considered and press PF3. Enter an “M” in the DCO field for all of the children covered by these multiple Iowa orders. These entries cause ICAR to issue a narrative (DCO 002) that states no formal DCO was done because all current support orders are Iowa orders.
 - Multiple orders for current support from more than one state.

If there are multiple orders for current support and they were issued or modified in different states, a formal DCO is required. A formal DCO means the court must make an official determination of which order is controlling.

After you do a preliminary determination on paper, select the order that will be controlling by placing an alphabetical character in the SEL field next to the correct order.

Enter a "Y" in the CEJ field for the order to show that at least one of the parties or children still lives in the state that issued or last modified the order. In the CEJ DATE field, enter the date you determined that at least one of the parties or the children live in the state. Press PF3 to update.

ICAR displays the DCO2 screen for that order.

SEL	DCO	COURT ORDER NUMBER	ISS ST	MOD ST	ORDER DATE	CEJ	CEJ DATE
X		USUS1	C IA		3 6 1997	Y	02 15 2003
-		KS ORDERS	C NE		10 18 1997		
-		USUS123456	C IA		1 8 1996		
-		MO--283945	C NE		12 17 1995		

Completing the DCO Process on ICAR

In order to finish the DCO process on ICAR, you must complete the DCO2 screen.

As indicated above, ICAR automatically displays the DCO2 screen for the first time when you select the appropriate order, complete the fields on the DCO screen, and press PF3 to update. You can also access the DCO2 screen by selecting the preliminary controlling order and pressing PF6.

```

D479HU13          IOWA COLLECTION AND REPORTING SYSTEM          DATE: 00/00/00
                   DETERMINE CONTROL ORDER - 2                  TIME: 00:00:00

CASE NUMBER:                                INTERSTATE... :
COURT ORDER NUMBER:
C.O. COUNTY FIPS.. :

INIT ST:          PRESUMED CONTROL ST:          DCO          CHILDREN
GEN INITIAL FORMS:  DATE:                        P          CHILD1 LASTNAME
ARREARS?:          CP:          RP:          TP:    P          CHILD2 LASTNAME

SERVED.....: CP          RP          TP
REASON NOT SERVED: CP          RP          TP
GEN DEFAULT FORMS:  DATE:                        GEN ORDER:  DATE:

DECIDING ST:          CONTROL ORD TRIBUNAL:          DETERMINATION REASON:
EFFECTIVE DATE... :          GEN FINAL FORMS:          DATE..... :
DCO ORDER NUMBER:          REG OR FILE COUNTY FIPS:
ICIS C.O. NUMBER:

PF3=UPD  PF4=DEL DCO'S FOR CO  PF6=DCO  PF10=BACK CHLDRN  PF11=FRWD CHLDRN
NEXT SCREEN:          NOTES:
    
```

After you access the DCO2 screen, complete the INIT ST field with the state abbreviation of the state doing the DCO.

Then select all of the children covered by the order by entering a “P” to the left of the children’s names. If there are more than three children on the case, scroll forward and backward to view and update them by pressing PF11 and PF10.

To generate the notice and service forms, complete the GEN INITIAL FORMS field with a “Y.” Next, complete the ARREARS? field with a “Y” if arrears are considered as part of the DCO, or an “N” if arrears are not considered.

Then complete the CP, RP, or TP fields, depending on who is being served with this action. If the parties are being served in Iowa, enter an “I.” If the parties are being served outside of Iowa, enter an “O.”

You must complete all of these fields together to generate the notice packet. When you make the appropriate entries and press PF3, ICAR generates the following forms:

- ◆ 470-3636, *Original Notice of Petition for Determination of Controlling Order*
- ◆ 470-3181, *Directions for Service* (generated when you enter “I” in the CP, RP, or TP fields).
- ◆ 470-3325, *Out of State Directions for Service* (generated when you enter “O” in the CP, RP, or TP fields).
- ◆ 470-3457, *Petition for Determination of Controlling Order and Determination of Arrears* (generated when you enter “Y” in the ARREARS? Field).
- ◆ 470-3458, *Petition for Determination of Controlling Order* (generated when you enter “N” in the ARREARS? field).

Complete the SERVED fields with a “Y” if the parties have been served or an “N” if the parties have not been served. If the parties were served, enter the service date by the “Y.”

If the parties were not served, complete the REASON NOT SERVED field. Valid entries are:

- LOC Unable to locate.
- MOVE Moved, left no forwarding address.
- EMPL No longer employed at employer provided.
- DATA Incomplete data on *Directions for Service*.
- WRNG Wrong person listed on *Directions for Service*.
- ADDR No such address.
- PERS Served wrong person.
- REFU Person refused to accept service.
- IDEN No such person.
- APT Address is an apartment building. Need apartment number.
- JAIL Person to be served incarcerated.
- DECD Person to be served is deceased.
- OTHR Other

If none of the parties object within 20 days after the date of service, enter a “Y” in the GEN DEFAULT FORMS field and press PF3 twice. When you do, ICAR generates forms 470-3672, *Notice of Intent to File Written Application for Default Determining Controlling Order*, and 470-3673, *Affidavit and Application for Default Judgment Determining Controlling Order*.

GEN DEFAULT FORMS:	DATE:	GEN ORDER:	DATE:
--------------------	-------	------------	-------

Enter a “Y” in the GEN ORDER field to generate form 470-3459, *Order Setting Hearing on Petition for Determining Controlling Order*, and 470-3455, *Order for Determination of Controlling Order and Arrears*.

After the judge has approved the order, complete the following fields: DECIDING ST, CONTROL ORD TRIBUNAL, DETERMINATION REASON, EFFECTIVE DATE, GEN FINAL FORMS, DCO ORDER NUMBER, ICIS C.O. NUMBER, and REG OR FILE COUNTY FIPS fields.

DECIDING ST:	CONTROL ORD TRIBUNAL:	DETERMINATION REASON:
EFFECTIVE DATE..:	GEN FINAL FORMS:	DATE.....:
DCO ORDER NUMBER:	REG OR FILE COUNTY FIPS:	
ICIS C.O. NUMBER:		

Complete the DECIDING ST field with the two-letter abbreviation for the state doing the determination of controlling order. In the CONTROL ORD TRIBUNAL field, enter the state abbreviation for the state that has CEJ.

Then complete the DETERMINATION REASON, with the applicable code as follows:

- A The state that issued the controlling order is the only issuing or modifying state that still has continuing exclusive jurisdiction (CEJ).
- B Multiple states have continuing exclusive jurisdiction (CEJ), but none is the home state of the child, so the most recent order was determined to be the controlling order.
- C Multiple states have continuing exclusive jurisdiction (CEJ), but only one is the home state of the child(ren).
- D A new controlling order was created because none of the states with orders for the child(ren) have CEJ.

Complete the EFFECTIVE DATE with the date the determination of controlling order is effective.

When you enter a “Y” in the GEN FINAL FORMS field, ICAR completes the DATE field with the current date and generates form 470-3476, *Notice of Determination of Controlling Order*. ICAR generates one copy of the notice for each state with an interest in the DCO outcome. Send the notice to each of these states.

In the REG OR FILE COUNTY FIPS field, enter the FIPS code for the county in which the *Order for Determination of Controlling Order* was filed. Enter the Iowa docket number in the ICIS C.O. NUMBER field.

Press PF3 twice to update the DCO2 screen.

REGISTRATION

Registration is a process by which an order entered in one state is officially recognized by another state, allowing the order to be enforced and modified in the registering state. The following sections address:

- ◆ Choice of law in a hearing on a registration request
- ◆ Asking another state to register an order
- ◆ Registration of an order for enforcement
- ◆ Entering registration information on ICAR
- ◆ Contest to a registration request
- ◆ Registration of an order for modification
- ◆ Responding to a request for registration of an order for modification

Choice of Law in Hearing on Registration Request

Legal reference: Iowa Code section 252K.604

UIFSA recognizes that orders registered for modification or enforcement involve two states. Therefore, there may be two sets of state laws to consider in a hearing. These two states are the issuing state (the state that issued the controlling order) and the forum state (the state conducting the hearing or registering the order).

- ◆ A child support order that Iowa registers for modification is subject to the same requirements, procedures, and defenses applicable to the modification of an order originally issued in Iowa. Therefore, Iowa's law applies with regard to defenses to modification.
- ◆ The law of the state that issued the controlling order governs what aspects of the order can be modified and what aspects cannot be modified. For example, the law of the issuing state governs the duration of child support. In most states, duration of support is considered a non-modifiable term.
- ◆ The registering state's law governs the entry of a new support amount. This means that Iowa uses its child support guidelines when an order is registered for modification in Iowa.

Asking Another State to Register an Order

Legal reference: Iowa Code section 252K.602

When asking another state to register one or more child support orders, follow these steps:

- ◆ Ensure that you have information about:
 - All existing support orders for the same obligor and children.
 - Current residence of the obligee, the obligor, and the children.
 - The responding states' jurisdiction to modify.
 - The time that the child lived in each state during the last six consecutive months before the date of service.
- ◆ Use the UIFSA screen to record the request and the UIFSA2 screen to generate the following required federal forms:
 - 470-3469, *Child Support Enforcement Transmittal #1 - Initial Request*, requesting registration, enforcement, and modification.
 - 470-3477, *Registration Statement*, one copy for each order being registered.

Note: Do not ask to register an order in the state that issued the order. To ask a state to enforce its own order, check "Enforcement of Existing Order" on the *Child Support Enforcement Transmittal #1 - Initial Request*. If needed, list any orders issued by the responding state to consider in a DCO or the amount of arrears in Section VII, "Additional Case Information".

- ◆ If there are two or more orders on a case, do a preliminary review of the case to identify the presumed controlling order. Use the rules set out in **DETERMINING THE CONTROLLING ORDER**.

Indicate your decision by checking "Presumed Controlling Order" on page 1 of the *Child Support Enforcement Transmittal #1 - Initial Request*, Section II, "Case Summary." List information about that order as well as all other orders entered in the case.

Note: If one of the orders is an Iowa order, you may want to determine the controlling order before sending the referral to preserve any arrears due Iowa.

- ◆ Include the following with the UIFSA packet:
 - Form 470-3469, *Child Support Enforcement Transmittal #1 - Initial Request*, requesting registration, enforcement, and modification.
 - Two copies, including one certified copy, of all orders to be registered including any modification of an order.
 - One copy of form 470-3477, *Registration Statement*, for each order.
 - A sworn statement from the person requesting services or a certified statement by the worker (form 470-2936, *Affidavit of Child Support Worker*) showing the amount of any arrears.

Note: The Unit prefers to provide both a sworn statement by the person requesting services and the certified statement by the worker. However, if both are not provided, a certified statement by the worker is sufficient.

- ◆ Forward the UIFSA packet and documents to the responding state’s Central Registry.
- ◆ After sending the original UIFSA packet, use the INTERSTA, INTERST2, and UIFSA screens to track subsequent communications between the states.

Registration for Enforcement

Legal reference: Iowa Code section 252K.601

When the Iowa Central Registry forwards an interstate referral requesting registration for enforcement, first try administrative enforcement. Register the orders with the court as a foreign judgment only when a triggering event occurs. For more information on triggering events, see the chart **Circumstances Requiring Registration and DCO** in 9-K-Appendix.

The initiating state makes the final decision on how to proceed with enforcement. The responding state cannot return form 470-3469, *Child Support Enforcement Transmittal #1 - Initial Request*, requesting “Registration for Enforcement” and require that the initiating state proceed through direct income withholding instead.

Use the same registration process for both enforcement and modification. Before you can modify or judicially enforce a foreign order, you must register the order. ICAR allows you to process more than one registration per case number because there may be more than one foreign court order associated with a case. Complete a REGIST screen for each court order being registered. See **The Court Order Registration (REGIST) Screen**.

Iowa has many administrative remedies for enforcing child support. Administrative enforcement remedies do not require registration. However, you must register the order to enforce it through a judicial process. For a complete list of events that trigger a registration, see the chart entitled **Circumstances Requiring Registration and DCO** in the 9-K-Appendix.

When a responding state registers an order, it becomes enforceable in the same manner as if it had been issued by the responding state. If the order is only registered for enforcement, the order is not automatically subject to modification by the responding state. The order can only be enforced.

Iowa's form 470-3463, *Notice of Registration of Foreign Support Order(s)*, contains language stating that the registration is for enforcement now, but the order may later be modified if, at that time, Iowa can assume CEJ.

The Court Order Registration (REGIST) Screen

To access this screen for the first time, go to the COURTORD screen for the court order you want to register. Press PF12 to go to the REGIST screen. Once ICAR displays the REGIST screen, you can also access it by typing REGIST in the NEXT SCREEN field on any screen.

D479HU20	IOWA COLLECTION AND REPORTING SYSTEM	DATE: 00/00/00
	COURT ORDER REGISTRATION	TIME: 00:00:00
	DCO(S) NOT COMPLETED YET	
CASE NUMBER:		
PAYOR.....:		STATE OF RESIDENCE:
PAYEE.....:		STATE OF RESIDENCE:
REQUESTOR...:		
OTHER ST COURT#...:		C.O. COUNTY FIPS...:
ORIG AMT OWED....:	TOTAL PD:	BALANCE:
REGISTRATION TYPE:	NTC OF REG: DATE:	CP: RP: TP:
SERVED.....: CP	RP	TP
REASON NOT SERVED: CP	RP	TP
DATE CONTESTED...: 00 00 0000		CONTESTED BY.....:
COURT HEARING SET: 00 00 0000 @ 00 : 00	M	COURT HEARING HELD.....:
GEN ORDER.....:		RESULTS.....:
ICIS C.O. NUMBER.:		ORDER DATE:
COUNTY NUMBER....:		
ACTION DISMISSED/PROCESS ENDED:		DATE.....: 00 00 0000
COMMENT:		
PF2=ADD	PF3=UPDATE	PF4=DELETE
PF7=BACK	PF8=FORWARD	PF9=REFRESH
PF5=INQUIRY	PF6=COURTORD	
NEXT SCREEN:	NOTES:	

Use the REGIST screen to track the registration of a foreign (non-Iowa) support order before enforcement and modification. In general, before you can modify or judicially enforce a foreign order, you must register it. You may process more than one registration per ICAR case, as there may be more than one foreign court order associated with a case.

To begin the registration process, start on the COURTORD screen for the order to be registered, and press PF12. When you do this, ICAR copies the following information to these fields on the REGIST screen for that order: CASE NUMBER, PAYOR, STATE OF RESIDENCE, PAYEE, STATE OF RESIDENCE, OTHER ST. COURT#, and C.O. COUNTY FIPS. If an ICIS C.O. number exists on the COURTORD screen, ICAR also copies it to the REGIST screen.

Generate the legal forms required by the registration process from this screen by making the appropriate field entries. ICAR generates the following forms:

- ◆ 470-3463, *Notice of Registration of Foreign Support Order(s)*
- ◆ 470-3464, *Order in Proceeding to Register Foreign Order(s) of Support*
- ◆ 470-3462, *Order Confirming Registration of Foreign Order(s) of Support by Operation of Law*
- ◆ 470-3466, *Registration Statement (State Form)*
- ◆ 470-3674, *Registration Cover Letter*

To view or update a registration, enter REGIST in the NEXT SCREEN field from any ICAR screen. This access method allows you to view all registrations for a case.

More than one registration may exist on a case. You can scroll forward and backward through all current and previous registration processes. ICAR displays the most recent registration first followed by any earlier registrations for that same court order number. When no more registration screens exist for that court order, ICAR displays the most recent registration screen for the next registered court order.

You may also access the REGIST screen through the COURTORD screen. When you do this, ICAR displays all registrations for that court order only. When accessed via the COURTORD screen, you can scroll forward and backward through the current and previous registrations for that court order. ICAR displays the most recent registration first.

You can delete the REGIST screen up until the time all parties are served. If you delete the screen, ICAR generates a narrative (REGST 014) requiring you to enter the reason for the deletion.

Following is an explanation of each field on the REGIST screen:

- ◆ **REQUESTOR:** ICAR requires an entry in this field to add the REGIST screen initially. Enter the two-letter code to indicate who requested the registration. Valid entries include:
 - CP Custodial parent (obligee)
 - RP Responsible parent (obligor)
 - Any valid two-letter state abbreviation
- ◆ **OTHER ST COURT#:** This field displays the court order being registered in Iowa. ICAR copies the information from the COURTORD screen.
- ◆ **C.O. COUNTY FIPS:** This field displays the FIPS code for the court that issued the court order. ICAR copies the information from the COURTORD screen.
- ◆ **ORIG AMT OWED:** Enter the total amount of support that was set or owed under the support order from the other state. The other state provides this information. ICAR requires a numeric entry. You can update this field until you end the registration.
- ◆ **TOTAL PD:** Enter the total amount of support paid on the support order from the other state. The other state provides this amount. ICAR requires a numeric entry. You can update this field until you end the registration.
- ◆ **BALANCE:** Enter the total amount of support remaining on the support order from the other state. ICAR requires a numeric entry. You may update this field until you end the registration.

- ◆ **REGISTRATION TYPE:** ICAR requires an entry in this field to initially add the REGIST screen. Use this field to indicate the reason for the registration. Valid entries include:

ENF Enforcement of a support order.
MOD Modification of a support order.
ENM Enforcement and modification of a support order.

With entry in this field, ICAR generates a narrative (REGST 001) and form 470-3466, *Registration Statement (State Form)*.

You can update this field until you end the registration. If you change the entry from one valid code to another, ICAR generates a narrative (REGST 012) requiring you to enter the reason for the change.

- ◆ **NTC OF REG:** Use this field to generate the notice for the non-requesting party about the action to register the court order. You can update this field until you end the registration. Valid entries include:

Y Yes, generate the forms for the first time.
R Regenerate the forms.

When you make an entry in this field, ICAR generates form 470-3463, *Notice of Registration of Foreign Support Order(s)*, and form 470-3674, *Registration Cover Letter*.

- ◆ **DATE:** ICAR completes the associated DATE field with the current date in the MM/DD/CCYY format.
- ◆ **CP, RP, TP:** Use these fields to indicate which service form should generate for the respective party. ICAR requires an entry in the NTC OF REG field before you can make an entry in one of these fields. Valid entries include:

I Generate form 470-3181, *Directions for Service*.
O Generate form 470-3325, *Out of State Directions for Service*.

- ◆ **SERVED CP, RP, and TP:** Use this field and associated DATE fields to indicate successful or unsuccessful service of the notice of registration packet to the obligee (CP), obligor (RP), or third party (TP). Valid entries include:
 - Y Yes, service was successful. ICAR generates a narrative (REGST 009) to document the party was served and a calendar flag (REGST 001) 20 days later to remind you to continue the registration process.
 - N No, service was not successful. ICAR generates a narrative (REGST 016) to document the reason the party was not served.

You can update these fields until you end the registration process. If you change a previous entry, ICAR generates a narrative (REGST 013) requiring you to enter the reason for the change.

ICAR requires you to make an entry in the DATE field if an entry appears in the SERVED fields. Complete the associated DATE field in the MM/DD/CCYY format to indicate the date of service.

You cannot proceed with the registration process unless you have successfully served the obligee and obligor. **Note:** While you can serve the requestor and the other state by first-class mail, the Unit must personally serve the non-requesting party.

- ◆ **REASON NOT SERVED CP, RP, and TP:** In this field, enter the reason for unsuccessful service for the obligee, obligor, or third party. ICAR requires an entry in this field when an “N” appears in the associated SERVED field. Valid entries include:
 - LOC Unable to locate.
 - MOVE Moved, left no forwarding address.
 - EMPL No longer employed at employer provided.
 - DATA Incomplete data on *Directions for Service*.
 - WRNG Wrong person listed on *Directions for Service*.
 - ADDR No such address.
 - PERS Served wrong person.
 - REFU Person refused to accept service.
 - IDEN No such person.
 - APT Address is an apartment building. Need apartment number.
 - JAIL Person to be served incarcerated.
 - DECD Person to be served is deceased.
 - OTHR Other.

Update this field to indicate unsuccessful service of the legal forms associated with this process. You can update this field until you end the registration process.

ICAR generates one narrative (REGST 016) for the reason code "OTHR." ICAR generates a different narrative (REGST 010) for all other codes.

- ◆ **DATE CONTESTED:** Use this field to indicate the date you received the contest to the registration of the support order from one of the parties associated with the court order. ICAR requires an entry in this field when you make an entry in the CONTESTED BY field. You cannot make an entry in this field unless a "Y" appears in the corresponding SERVED CP, RP, or TP field.

Enter the date in the MM/DD/CCYY format. The entry in this field must be greater than the date in the NTC OF REG field. You can update this field until you end the registration process.

- ◆ **CONTESTED BY:** Use the CONTESTED BY field when a party contests the registration. ICAR does not allow an entry in this field unless a "Y" appears in the SERVED field for that same party. Valid entries include:

CP	Custodial parent (obligee)
RP	Responsible parent (obligor)
TP	Third party
OS	Other State

When you make an entry in the CONTESTED BY field, ICAR generates a narrative (REGST 003) to document which party contested the registration and the date it was contested. You can update the CONTESTED BY field until you end the registration process. ICAR also requires an entry in the DATE CONTESTED field.

- ◆ **COURT HEARING SET:** These fields indicate the scheduled date and time of the court hearing.
 - Enter the date in the MM/DD/CCYY format. You can enter a past, future, or current date. If you enter a past date, entry in the associated time and M fields is optional. If you enter a current or future date, ICAR requires an entry in the associated time and M fields.
 - Enter the time in the @ field in HH:MM format.

- The M field indicates morning or afternoon. This field works in conjunction with the associated date and time fields. Valid entries include:

A	A.M.
P	P.M.
Blank	Default

ICAR generates a narrative (REGST 004) to document the date and time of the court hearing and a calendar flag (REGST 003) on the date of the court hearing to remind the worker of the hearing. ICAR requires you to make entries in the COURT HEARING SET fields if an entry appears in the COURT HEARING HELD field.

- ◆ **COURT HEARING HELD:** Use this field to indicate the status of the court hearing. ICAR requires an entry in this field if an entry appears in the RESULTS field. Valid entries include:

Y	Court hearing was held. ICAR generates a narrative (REGST 006) to document the court hearing was held.
N	Court hearing was not held. ICAR generates a narrative (REGST 005) to document the hearing was not held and the reason it was not held.
R	Court hearing was rescheduled. ICAR generates a narrative (REGST 011) to document the updated date of the court hearing and the reason it was rescheduled.

If you change the field entry from an “N” or “R,” also update the COURT HEARING SET field. You can update the COURT HEARING HELD field until you end the registration process.

- ◆ **GEN ORDER:** Use this field to generate the order to register a foreign order of support. You need to ensure that the non-requesting party has been served and that ICAR is updated accordingly. If the non-requesting party has not been served, you cannot generate the order. Valid entries include:

Y	Generate the form for the first time.
R	Regenerate the form.

When you make an entry in this field, ICAR also requires an entry in the ICIS C.O. NUMBER field. You cannot blank-out a “Y” entry, but you can type over a “Y” with an “R.” You can update this field until you end the registration process.

ICAR generates the following forms under specified conditions:

- 470-3462, *Order Confirming Registration of Foreign Order(s) of Support by Operation of Law*, when you enter a “Y” but no date appears in DATE CONTESTED field.
- 470-3464, *Order in Proceeding to Register Foreign Order(s) of Support*, when you enter a “Y” and a date appears in the DATE CONTESTED field.

ICAR completes the associated date field in the MM/DD/CCYY format to indicate the date you generated or regenerated the form.

- ◆ **RESULTS:** Use the RESULTS field to indicate the results of the court hearing regarding the contested registration of the support order. You must make an entry in this field if an entry also appears in the ICIS C.O. NUMBER field. Valid entries are:

DN	Deny.
PA	Partial arrears.
PC	Partial child support.
PM	Partial medical.
OT	Other.
CF	Confirmed by court or default.

Entry in this field requires an entry of “N” or “Y” in the COURT HEARING HELD field. You can update this field until you end the registration process. ICAR automatically creates a corresponding entry in the ACTION DISMISSED/PROCESS ENDED field.

- ◆ **ICIS C.O. NUMBER:** Use this field to indicate the number assigned to a court order by the Iowa Court Information System (ICIS). When you save your entry, ICAR automatically puts this same number in the ICIS C.O. NUMBER in the REG FILE NO. fields on the COURTORDE screen. You must make an entry in the ICIS C.O. field if you make an entry in the COUNTY NUMBER and ORDER DATE fields.
- ◆ **ORDER DATE:** Use this field to indicate the issue date of the registration order. Make an entry in this field when you make an entry in the ICIS C.O. NUMBER field. Complete this date in the MM/DD/CCYY format. You can update this field until you end the registration process.

- ◆ **COUNTY NUMBER:** Use this field to indicate the number of the Iowa county where you registered the support order. Complete the field with the two-digit county number. Use the one-character alphabetical field only with an entry of county number 78 (Pottawattamie) or 56 (Lee). Both of these counties have two offices.
 - 78: Enter “E” for East office and “W” for West office.
 - 56: Enter “N” for North office and “S” for South office.

When you save an entry in this field, ICAR automatically transfers this information to the COUNTY NUMBER field on the COURTOR D screen. ICAR also automatically translates the county number into the correct FIPS code, and places it in the REG FILE COUNTY FIPS field on the COURTOR D screen. You can update the COUNTY field until the registration process is ended.

- ◆ **ACTION DISMISSED/PROCESS ENDED:** Use this field to indicate the reason you ended the registration process. Valid entry codes include:

CSRU	CSRU ended the registration process without a court hearing.
CONF	The registration of the foreign court order has been confirmed.
DENY	The registration of the foreign court order has been denied.
PART	The registration of the foreign court order has been confirmed, but only for partial support.
OTHR	The registration process has been ended for a reason other than those listed above.

You can enter the “CSRU” and “DENY” codes only. ICAR automatically enters the other codes when you make a corresponding entry in the RESULTS field. If there is nothing in the RESULTS field, ICAR enters “CSRU” in the ACTION DISMISSED/PROCESS ENDED field once you enter the ICIS court order information.

- When you enter “CSRU,” ICAR generates a narrative (REGST 008) to document that CSRU ended the process.
 - When you enter “DENY,” ICAR generates a different narrative (REGST 030) to document the reason the registration was denied.
 - ICAR generates another narrative (REGST 007) for all other entries to document completion of the registration.
- ◆ **DATE:** ICAR completes this field in the MM/DD/CCYY format. ICAR locks the REGIST screen from further updates.

- ◆ **COMMENT:** Use this field to enter any additional information unique to the registration of this court order. You can update this field until you end the registration process.

The REGIST screen PF keys include:

- ◆ PF1=HELP: Depending on the cursor placement, one of two levels of help display: screen level or field level.
 - If you place the cursor on a field for which help text exists, ICAR displays the help text for that field.
 - If no help text exists for that field, or if you do not place the cursor on a field, ICAR displays the help text for that particular screen.
- ◆ PF2=ADD: Use the PF2 key to initially add a new registration record to ICAR.
- ◆ PF3=UPDATE: Use the PF3 key to update the REGIST screen on ICAR.
- ◆ PF4=DELETE: Before you code the screen that the non-requestor has been served, press the PF4 key to delete the REGIST screen from ICAR.
- ◆ PF5=INQUIRE: Enter a case number in the CASE NUMBER field and press the PF5 key to see if a REGIST screen already exists on ICAR for this case.
- ◆ PF6=COURTORD: Press the PF6 key to access the COURTORD screen for the order being registered.

After Iowa registers an order for enforcement, use the INTERST2 screen to track subsequent requests or actions between Iowa and the initiating state.

Entering Registration Information on ICAR

Use the REGIST screen to track the registration process and issue the proper forms.

To begin the registration process, access the COURTORD screen for the order you wish to register. Press PF12 to access the REGIST screen.

REGISTRATION
Entering Registration Information on ICAR
 October 22, 2004

Iowa Department of Human Services
Title 9 Administration and Location
Chapter K Interstate Case Processing

```

D479HC05          IOWA COLLECTION AND REPORTING SYSTEM          DATE: 03/31/03
                   COURT ORDER                                TIME: 10:37:01

CONTROLLING
CASE NUMBER.....:    4321          DISTRIBUTE PERCENTAGE TO CARETAKER? : Y
PAYOR: PAYOR TEST                MOD NTC: 00000000 DNY: 00000000
PAYEE: PAYEE TEST                MOD NTC: 00000000 DNY: 00000000
-ORDER OBTAINED IN -            BYPASS ORDER FOR A/T:
C.O. COUNTY FIPS...: 29 001      -OR- COUNTY NUMBER:
COURT ORDER NUMBER.: DMDM432102          ORDER DATE: 02 16 2001  TYPE: DM
ICIS C.O. NUMBER...:                REG/FILE NO:
REG/FILE COUNTY FIPS...:          -OR- COUNTY NUMBER:
LAST COURT ACTION..: D01 02 16 2001  CSRU MOD (Y/N):    HEALTH INS.: Y
                   IIW PROVISIONS (Y/N/G/A):    NOTICE (I/M):
PETITIONER (FML)...: PAYEE TEST                MORE? N
RESPONDENT (FML)...: PAYOR TEST                MORE? N
                                           JUDGMENT SAT: N  EFFECTIVE: 00 00 0000

C.O. REGISTERED IN.:
C.O. TRANSCRIBED TO:                C.O. TRANSFERS.....:
MOD JUR:      MOD JUR DATE: 00 00 0000    CHOICE OF LAW JUR..:
RELATED ORDERS:    CASES:                MORE? N  LEVY  N
PF2=ADD PF3=MOD PF5=INQ PF6=DCO PF7=BACK PF8=FORWARD PF9=REFRESH PF10=COURTOR2
F11=REVIEW1 F12=REGIST F13=REVSUM F14=ADMOD1 F15=ADMODSUM F16=HIUPD F17=ASNTRM
NEXT SCREEN:                NOTES:
    
```

```

D479HU20          IOWA COLLECTION AND REPORTING SYSTEM          DATE: 03/30/03
                   COURT ORDER REGISTRATION                    TIME: 21:15:27

CASE NUMBER:    4321
PAYOR.....: TEST PAYOR                STATE OF RESIDENCE: IA
PAYEE.....: TEST PAYEE                STATE OF RESIDENCE: MN
REQUESTOR...:

OTHER ST COURT#...: DMDM432102          C.O. COUNTY FIPS...: 29 001 00
ORIG AMT OWED....:                TOTAL PD:                BALANCE:
REGISTRATION TYPE:    NTC OF REG:    DATE:                CP:    RP:    TP:
SERVED.....: CP    00 00 0000    RP    00 00 0000    TP    00 00 0000
REASON NOT SERVED: CP                RP                TP
DATE CONTESTED...: 00 00 0000          CONTESTED BY.....:
COURT HEARING SET: 00 00 0000 @ 00 : 00    M COURT HEARING HELD.....:
GEN ORDER.....:                RESULTS.....:
ICIS C.O. NUMBER...:                ORDER DATE: 00 00 0000
COUNTY NUMBER....: 00
ACTION DISMISSED/PROCESS ENDED:          DATE.....: 00 00 0000
COMMENT:
PF2=ADD    PF3=UPDATE    PF4=DELETE    PF5=INQUIRY    PF6=COURTORD
PF7=BACK    PF8=FORWARD    PF9=REFRESH
NEXT SCREEN:                NOTES:
ENTER REGISTRATION INFORMATION AND PRESS PF2 TO ADD
    
```

ICAR automatically displays the CASE NUMBER, PAYOR and PAYEE names, STATE OF RESIDENCE for each party, and the OTHER ST COURT# and C.O. COUNTY FIPS code from the COURTOR screen.

To save the screen initially, you must make entries in the REQUESTOR and REGISTRATION TYPE fields. Also enter information in the ORIG AMT OWED, TOTAL PD, and BALANCE fields if the initiating state provided the information. Press PF2.

REQUESTOR...: CP			
OTHER ST COURT#...: DMDM432102	C.O. COUNTY FIPS...: 29 001 00		
ORIG AMT OWED...:	TOTAL PD:	BALANCE:	
REGISTRATION TYPE: ENM	NTC OF REG:	DATE:	CP: RP: TP:

ICAR automatically issues a narrative (REGST 001) to document that the registration process has been started and generates form 470-3466, *Registration Statement (State Form)*. File this statement with the clerk of court. Include copies of the orders to be registered.

To issue form 470-3463, *Notice of Registration of Foreign Support Order(s)*, enter a “Y” in the NTC OF REG field, and either an “I” (in-state) or “O” (out-of-state) next to the parties to be served.

If you enter an “I” and press PF3, ICAR automatically generates form 470-3181, *Directions for Service*. If you enter “O” and press PF3, ICAR automatically generates form 470-3325, *Out of State Directions for Service*. In both cases, ICAR also enters the current date in the DATE field.

REGISTRATION TYPE: ENM	NTC OF REG: Y	DATE: 04 03 2004	CP: O	RP: I	TP:
------------------------	---------------	------------------	-------	-------	-----

When the parties have been served, enter the date of service in the SERVED...CP, RP, or TP fields. If a party could not be served, make the appropriate entries in the REASON NOT SERVED...CP, RP, or TP field. **Note:** You cannot proceed with the registration until the non-requestor is served.

SERVED.....: CP	Y	04 08 2004	RP	Y	04 09 2004	TP	00 00 0000
REASON NOT SERVED: CP			RP			TP	

If the non-requestor doesn't contest the registration within 20 days after service, enter a "Y" in the GEN ORDER field and press PF3. ICAR generates form 470-3462, *Order Confirming Registration of Foreign Order(s) of Support by Operation of Law*, and enters the date you generated the form. The registration is confirmed when you file this order with the court.

```
GEN ORDER.....: Y 05/10/2004 RESULTS.....:
```

Once the registration is confirmed, complete the REGIST screen by entering information the ICIS C.O. NUMBER, ORDER DATE, COUNTY NUMBER, and ACTION DISMISSED/PROCESS ENDED fields.

```
ICIS C.O. NUMBER.: 05771 USUS5432 ORDER DATE: 05 19 2004  
COUNTY NUMBER....: 77  
ACTION DISMISSED/PROCESS ENDED: CSRU DATE.....: 05 19 2004
```

When you press PF3 to update the screen, ICAR also automatically updates the TYPE, ICIS C.O. NUMBER, REG/FILE NO, REG/FILE COUNTY FIPS, and COUNTY NUMBER fields on the COURTORDE screen for that court order.

```
C.O. COUNTY FIPS...: 29 001 -OR- COUNTY NUMBER:  
COURT ORDER NUMBER.: DMDM432102 ORDER DATE: 02 16 2001 TYPE: RO  
ICIS C.O. NUMBER...: 05771 USUS5432 REG/FILE NO: USUS5432  
REG/FILE COUNTY FIPS...: 19153 -OR- COUNTY NUMBER: 77
```

Contest to Registration

Legal reference: Iowa Code section 252K.607

The non-registering party may contest the registration of an order for enforcement or modification. Parties have 20 days from the date the party was served with form 470-3463, *Notice of Registration of Foreign Support Order(s)*, to contest the validity of the registration.

If the non-registering party asks for a hearing within the 20-day period, schedule a hearing and provide notice to the parties of the date, time, and place of the hearing.

Use the DATE CONTESTED, CONTESTED BY, COURT HEARING SET, COURT HEARING HELD, and RESULTS fields on the REGIST screen to track information about the contest.

DATE CONTESTED...: 00 00 0000	CONTESTED BY.....:
COURT HEARING SET: 00 00 0000 @ 00 : 00 M	COURT HEARING HELD.....:
GEN ORDER.....:	RESULTS.....:

If the registration is confirmed as a result of the hearing, enter a “Y” in the GEN ORDER field. This entry causes ICAR to generate form 470-3464, *Order in Proceeding to Register Foreign Order(s) of Support*, when an entry is present in the DATE CONTESTED field.

File the order with the clerk of court to confirm the registration, and complete the bottom portion of the REGIST screen as described above.

Registration for Modification

Legal reference: Iowa Code sections 252K.609 through 252K.614

An order originally entered in one state can be registered for modification in another state if the second state has CEJ to modify. Iowa has CEJ to modify another state’s order if:

- ◆ There is one order, no other state has CEJ, and all parties now live in Iowa; or
- ◆ The requestor of the modification doesn’t live in Iowa, but Iowa has personal jurisdiction over the non-requestor; or
- ◆ At least one of the parties lives in Iowa, and both parties filed written consent in the issuing state allowing Iowa to assume CEJ and jurisdiction to modify. See **Continuing Exclusive Jurisdiction (CEJ)**.

Responding to a Request for Registration of an Order for Modification

Legal reference: Iowa Code section 252K.605

If the initiating state requests registration for modification, ensure that Iowa has CEJ to modify the order.

- ◆ If circumstances call for registration, send the individual obligee and obligor form 470-3463, *Notice of Registration of Foreign Support Order(s)*. Use ICAR's REGIST screen to generate the forms and track the registration process.
- ◆ If two or more support orders exist for the case and a court must determine the controlling order, include form 470-3458, *Petition for Determination of Controlling Order*, or form 470-3457, *Petition for Determination of Controlling Order and Determination of Arrears*, in addition to form 470-3463, *Notice of Registration of Foreign Support Order(s)*.
- ◆ Provide the *Notice of Registration of Foreign Support Order(s)* to both parties. You can mail the form to the requestor, but you must serve it on the non-requesting party by sheriff or process server. In addition to the *Notice of Registration of Foreign Support Order(s)*, include a copy of the orders you are registering and the documents accompanying the orders.

At the same time, serve form 470-3253, *Notice of Intent to Review and Adjust a Child Support Obligation* (NOI), with the registration forms and packet to all necessary parties.

- ◆ If the non-requestor does not contest the registration within 20 days after service, enter a "Y" in the GEN ORDER field and press PF3. ICAR generates form 470-3462, *Order Confirming Registration of Foreign Order(s) of Support by Operation of Law*. The registration is confirmed when you file this form with the court.

If the non-registering party asks for a hearing within the 20-day period, schedule a hearing and provide notice to the parties of the date, time, and place of the hearing. See **Contest to Registration**.

Do not enter the modification order until the registration process has been completed. For more information on modifying another state's order, refer to 10-Q, **ADMINISTRATIVE REVIEW AND ADJUSTMENT**.

COMMUNICATION WITH THE OTHER STATE

The following sections address communication procedures for:

- ◆ Subsequent actions (transmittal # 2)
- ◆ Limited services (transmittal # 2)

Subsequent Actions (Transmittal #2)

When an interstate case has already been established between two states, use the INTERST2 screen to request, send, and track additional information about the case.

The Interstate Transmittal 2 (INTERST2) Screen

Once an INTERSTA screen has been established, access the INTERST2 screen by either typing "INTERST2" in the NEXT SCREEN field or by pressing PF12 from the INTERSTA, INTERST3, or INTERST4 screen.

D479HI14	IOWA COLLECTION AND REPORTING SYSTEM	DATE: 00/00/00
	INTERSTATE TRANSMITTAL 2	TIME: 00:00:00
CASE NUMBER:	CENT REG:	OTH ST CASE#:
PAYOR/AF:		
PAYEE:		
FORM SIG ID:	INIT ST:	FIPS:
		RESP ST:
		FIPS:
	---- REQ/NTC ---	-RESPONSE-
	----- SENT -----	-RECEIVED-
STATUS REQUEST:	0 00 00 0000	00 00 0000 00 00 0000
OTHER:	0 00 00 0000	00 00 0000 00 00 0000
STATUS UPDATE:		00 00 0000
NOTICE OF HEARING:		00 00 0000
DOCUMENT FILED:		00 00 0000
ORDER ISSUE/CONFRM:		00 00 0000
NOTICE OF ARREARS:		00 00 0000
CHANGE/REDIRECTION:		00 00 0000
NOTICE CASE FRWD:	00 00 0000	CASE FRWD TO ST: 00 00 0000
PF3=UPD PF5=INQ PF7=BACK PF8=FRWD PF11=INTERSTA PF13=INTERST3 PF14=INTERST4		
NEXT SCREEN:	NOTES:	

Use the INTERST2 screen to request, provide, and track requests for additional information or services in previously referred interstate cases.

Use form 470-3470, *Child Support Enforcement Transmittal #2 - Subsequent Actions*, to request additional information. Use form 470-3687, *Child Support Enforcement Transmittal #2 - Subsequent Actions - Acknowledgment* to provide additional information. ICAR generates the applicable form whenever you enter a code indicating that information is either requested or provided.

ICAR displays information from the INTERSTA screen in the following fields in the upper portion of the INTERST2 screen: CASE NUMBER, CENT REG, OTH ST CASE#, PAYOR/AF, PAYEE, INIT ST, FIPS, RESP ST, and FIPS.

On the left side of the screen, ICAR lists the same options found on form 470-3470, *Child Support Enforcement Transmittal #2 - Subsequent Actions*. In addition to this list, ICAR displays four other columns.

Use the REQ/NTC SENT and RESPONSE RECEIVED columns together:

- ◆ Use the REQ/NTC SENT column to indicate that Iowa has either sent a request for information or a notice to the other state using the *Child Support Enforcement Transmittal #2 - Subsequent Actions* form.
- ◆ Use the RESPONSE RECEIVED column to record the date Iowa received a response to the request.

Columns three and four also work together:

- ◆ Use the REQ/NTC RECEIVED field to enter the date Iowa received a request for information or a notice from the other state.
- ◆ Use the RESPONSE PROVIDED column to record the date we sent a response to the other state's request.

Under the REQ/NTC SENT heading, there are two entries for each possible action. You make one entry and ICAR makes the second entry.

the LOCATION entry field is located just to the right of the individual request or notice types. In this field, indicate the location in the other state where you sent form 470-3470, *Child Support Enforcement Transmittal #2 - Subsequent Actions*. Valid entries include:

- C You are sending the *Child Support Enforcement Transmittal #2 - Subsequent Actions* form to the Central Registry in the other state. ICAR automatically enters the other state’s Central Registry address on the form.
- L You are sending the *Child Support Enforcement Transmittal #2 - Subsequent Actions* form to the local IV-D office in the other state. ICAR automatically enters the other state’s local office address on the form as listed on the INTERST4 screen. **Note:** ICAR requires a local office address on the INTERST4 screen for this entry.
- R You are reprinting the *Child Support Enforcement Transmittal #2 - Subsequent Actions* form. ICAR enters the address of the location to which it was originally issued.

	---- REQ/NTC ---	-RESPONSE-	- REQ/NTC-	-RESPONSE-
	----- SENT -----	-RECEIVED-	-RECEIVED-	-PROVIDED-
STATUS REQUEST: C	0	00 00 0000	00 00 0000	00 00 0000
OTHER: C	0	00 00 0000	00 00 0000	00 00 0000
STATUS UPDATE: C			00 00 0000	
NOTICE OF HEARING:			00 00 0000	

ICAR enters the date next to the “C” or “L” automatically when you make an entry in the LOCATION field. In addition to generating *Child Support Enforcement Transmittal #2 - Subsequent Actions*, any entry on the INTERST2 screen creates an entry of “2” in the OTHER ST CONTACT field on the INTERSTA screen.

When you enter a “C” or “L” in the REQ/NTC SENT field for the STATUS REQUEST and OTHER fields, ICAR sets a calendar flag to generate 45 days later. If you receive no response within that time, the calendar flag instructs you to send the request again.

When you regenerate the request, ICAR issues a second calendar flag 45 days later. This calendar flag instructs you to contact your supervisor to make a referral to Iowa’s Central Registry for further action if you do not receive a response. See **Interstate Contact Screen 4 (INTERST4)** for instructions on referring the case to Central Registry.

To the right of the REQ/NTC SENT column ICAR tracks the number of transmittals printed for the STATUS REQUEST and the OTHER option. ICAR increases the counter by one each time you enter a “C” or “L.” ICAR does not increase the counter if you enter an “R.” ICAR resets the counter to zero when you enter a date in the corresponding RESPONSE RECEIVED column.

- ◆ Under the RESPONSE RECEIVED heading, enter the date Iowa received a response from the other state. ICAR deletes the calendar flag that issued from the REQ/NTC SENT field and issues another flag 45 days into the future to remind you to check on the status of the case. This worker-entry field is available for only the STATUS REQUEST and OTHER options.
- ◆ Under the REQ/NTC RECEIVED heading, enter the date Iowa received a request from the other state regarding an action. ICAR generates a narrative indicating the kind of request or notice received and a calendar flag that issues 20 days later reminding the worker to respond within ten days.
- ◆ Under the RESPONSE PROVIDED heading, enter the date Iowa provided a response to a request from another state for action. This worker-entry field is available only for the STATUS REQUEST and OTHER options.

When you enter the date in this column, ICAR generates form 470-3687, the Acknowledgment-only portion of the *Child Support Enforcement Transmittal #2 - Subsequent Actions* form.

ICAR also deletes the calendar flag that ICAR issued earlier when you made an entry in the REQ/NTC RECEIVED column and issues another calendar flag 45 days into the future to remind you to check on the status of the case.

Following is an explanation of each field on the INTERST2 screen:

- ◆ **FORM SIG ID:** Enter the ICAR worker ID of the person generating form 470-3470, or form 470-3687, *Child Support Enforcement Transmittal #2 - Subsequent Actions - Acknowledgment*.

Make an entry in this field if the document requires identifying information for a staff person other than the worker listed on the INTERSTA or CASE screen. ICAR does not store the FORM SIG ID, so you must enter it each time you make entries to generate this form.

- ◆ **STATUS REQUEST:** Use the STATUS REQUEST fields to track incoming or outgoing activities related to a request for a status on the case. Send a status update if you are sending the other state information and are requesting a response.

When you make an entry in this field, ICAR automatically places an “X” in the corresponding box on the *Child Support Enforcement Transmittal #2 - Subsequent Actions* form.

- ◆ **OTHER:** Use the OTHER fields to track requests for services or for information other than those listed on *Child Support Enforcement Transmittal #2 - Subsequent Actions* form. When you make an entry in this field, ICAR automatically places an “X” in the corresponding box on the form.
- ◆ **STATUS UPDATE:** Use the STATUS UPDATE fields to track activity related to status updates. Send a status update if you are sending the other state information and are not requesting a response. When you make an entry in this field, ICAR automatically places an “X” in the corresponding box on the *Child Support Enforcement Transmittal #2 - Subsequent Actions* form.
- ◆ **NOTICE OF HEARING:** Use the NOTICE OF HEARING fields to track incoming and outgoing activity related to hearings. When you make an entry in this field, ICAR automatically places an “X” in the corresponding box on the *Child Support Enforcement Transmittal #2 - Subsequent Actions* form.
- ◆ **DOCUMENT FILED:** Use the DOCUMENT FILED fields to track activity related to providing notices for filing documents. Documents may be filed by Iowa or by the other state. When you make an entry in this field, ICAR automatically places an “X” in the corresponding box on the *Child Support Enforcement Transmittal #2 - Subsequent Actions* form.
- ◆ **ORDER ISSUE/CONFIRM:** Use the ORDER ISSUE/CONFIRM fields to track activity related to issuing and confirming orders by Iowa or the other state. When you make an entry in this field, ICAR automatically places an “X” in the corresponding box on the *Child Support Enforcement Transmittal #2 - Subsequent Actions* form.
- ◆ **NOTICE OF ARREARS:** Use the NOTICE OF ARREARS fields to track activity related to notices of arrearage reconciliation or determination of arrears balances issued by Iowa or by the other state. When you make an entry in this field, ICAR automatically places an “X” in the corresponding box on the *Child Support Enforcement Transmittal #2 - Subsequent Actions* form.
- ◆ **CHANGE/REDIRECTION:** Use the CHANGE/REDIRECTION fields to track activity related to requests regarding a change of payee (obligee) or a redirection of payment issued by Iowa or by the other state. When you make an entry in this field, ICAR automatically places an “X” in the corresponding box on the *Child Support Enforcement Transmittal #2 - Subsequent Actions* form.

- ◆ **NOTICE CASE FRWD:** Use the NOTICE CASE FRWD field to track activity related to forwarding a case to a third state. When you forward a case to a third state, you must notify the current state involved with the interstate case of the action.
 - Enter a “C” to generate form 470-3702, *Child Support Enforcement Transmittal #2 - Subsequent Actions, Notice of Case Forwarding*, to the Central Registry in the other state.
 - Enter an “L” to generate the form to the local office address listed on the INTERST4 screen.
- ◆ **CASE FRWD TO ST:** Enter the two-letter abbreviation for the state to which you are forwarding the case. Also enter the date you are sending the case to the new state. You can enter a current or past date, but ICAR does not allow you to enter a future date. Entries in this field cause ICAR to generate:
 - The *Child Support Enforcement Transmittal #2 - Subsequent Actions, Notice of Case Forwarding*, to the Central Registry in the new state.
 - A narrative (INTER 086) indicating that that the case has been forwarded to the third state.

For more information on completing the *Child Support Enforcement Transmittal #2 - Subsequent Actions*, see the instructions in 9-K-Appendix.

The INTERST2 screen PF keys include:

- ◆ **PF1=HELP:** Depending on the cursor placement, one of two levels of help display: screen level or field level.
 - If you place the cursor on a field for which help text exists, ICAR displays the help text for that field.
 - If no help text exists for that field, or if you do not place the cursor on a field, ICAR displays the help text for that particular screen.
- ◆ **PF3=UPDATE:** Use the PF3 key to update the INTERST2 screen on ICAR.
- ◆ **PF5=INQUIRE:** Enter a case number in the CASE NUMBER field and press the PF5 key to view the INTERST2 screen for the case.
- ◆ **PF7=BACK:** After inquiring on a case number, use the PF7 key to scroll backward through INTERST2 screens when more than one exists.

- ◆ PF8=FORWARD: After using the PF7 key, use the PF8 key to scroll forward through INTERST2 screens on the case.
- ◆ PF11=INTERSTA: Press the PF11 key to display the INTERSTA screen for this state.
- ◆ PF13=INTERST3: Press SHIFT + PF1 to display the INTERST3 screen for this state.
- ◆ PF14=INTERST4: Press SHIFT + PF2 to display the INTERST4 screen for this state.

Narratives and Calendar Flags for Transmittal #2

ICAR issues different narratives and calendar flags based on your entries in the fields on the INTERST2 screen.

- ◆ **REQ/NTC SENT fields:** ICAR issues narratives to document the specific action requested or item sent and the location to which you sent form 470-3470, *Child Support Enforcement Transmittal #2 - Subsequent Actions*, as follows.

<u>Entry</u>	<u>Narrative Generated</u>
L	Narrative indicating you sent form 470-3470 to a local office in the other state.
C	Narrative indicating you sent form 470-3470 to the Central Registry in the other state.
R	Narrative indicating you regenerated form 470-3470.

ICAR dates each of these calendar flags 45 days after the form was generated. When you enter a date in response received, ICAR deletes the corresponding calendar flag.

- ◆ **RESPONSE RECEIVED fields:** The narratives generated from your entries in this column indicate the date the other state responded to your request from REQ/NTC SENT field.

The calendar flags generated from the entries in the RESPONSE RECEIVED field delete the corresponding calendar flag issued from the REQ/NTC SENT field and ICAR issues another calendar flag 45 days into the future reminding you to check on the status of the case.

- ◆ **REQ/NTC RECEIVED fields:** The narratives generated from the REQ/NTC RECEIVED fields indicate the date Iowa received either a notice or a request for information.

For entries in STATUS REQUEST or OTHER, ICAR issues a calendar flag 20 days after the date Iowa received a request for information from the other state to remind you to provide a response within the next ten days. This helps Iowa meet the federal requirement that we respond to requests for information within 30 days.

- ◆ **RESPONSE PROVIDED fields:** The narratives generated from entries in a RESPONSE PROVIDED field indicate the date Iowa provided a response to the other states' request for information.

The calendar flags issued from entries in one of the RESPONSE PROVIDED fields delete the 20-day calendar flags issued in a REQ/NTC RECEIVED field and ICAR issues another calendar flag 45 days into the future reminding you to check on the status of the case.

Following is a complete list of narratives and calendar flags issued from the INTERST2 screen.

Field Name	REQ/NTC SENT	RESPONSE RECEIVED	REQ/NTC RECEIVED	RESPONSE PROVIDED
STATUS REQUEST				
"L" 1st time	Narr: INTER 049 Flag: INTER 019 INTER 160	Narr: INTER 054 INTER 229 Flag: INTER 021 INTER 159	Narr: INTER 055 Flag: INTER 022	Narr: INTER 056 INTER 229 Flag: INTER 023 INTER 159
"C" 1st time	Narr: INTER 050 Flag: INTER 019 INTER 160			Narr: INTER 057 INTER 229 Flag: INTER 023 INTER 159
"L" 2nd time	Narr: INTER 051 Flag: INTER 020 INTER 160			Flag: INTER 159
"C" 2nd time	Narr: INTER 052 Flag: INTER 020 INTER 160			
"R"	Narr: INTER 053 INTER 160			

Field Name	REQ/NTC SENT	RESPONSE RECEIVED	REQ/NTC RECEIVED	RESPONSE PROVIDED
OTHER				
"L" 1st time	Narr: INTER 058 Flag: INTER 024 INTER 160	Narr: INTER 062 INTER 229 Flag: INTER 026 INTER 159	Narr: INTER 063 Flag: INTER 027	Narr: INTER 064 INTER 229 Flag: INTER 028 INTER 159
"C" 1st time	Narr: INTER 059 Flag: INTER 024 INTER 160			Narr: INTER 065 INTER 229 Flag: INTER 028
"L" 2nd time	Narr: INTER 060 Flag: INTER 025 INTER 160			Flag: INTER 159
"C" 2nd time	Narr: INTER 061 Flag: INTER 025 INTER 160			
"R"	Narr: INTER 053			
STATUS UPDATE				
"L"	Narr: INTER 066 INTER 229 Flag: INTER 159	N/A	Narr: INTER 068 INTER 229 Flag: INTER 159	
"C"	Narr: INTER 067 INTER 229 Flag: INTER 159			N/A
"R"	Narr: INTER 053 INTER 229 Flag: INTER 159			
NOTICE OF HEARING				
"L"	Narr: INTER 069 INTER 229 Flag: INTER 159	N/A	Narr: INTER 071 INTER 229 Flag: INTER 159	
"C"	Narr: INTER 070 INTER 229 Flag: INTER 159			N/A
"R"	Narr: INTER 053 INTER 229 Flag: INTER 159			

Field Name	REQ/NTC SENT	RESPONSE RECEIVED	REQ/NTC RECEIVED	RESPONSE PROVIDED
DOCUMENT FILED				
"L"	Narr: INTER 072 INTER 229 Flag: INTER 159	N/A	Narr: INTER 074 INTER 229 Flag: INTER 159	N/A
"C"	Narr: INTER 073 INTER 229 Flag: INTER 159			
"R"	Narr: INTER 053 INTER 229 Flag: INTER 159			
ORDER ISSUE/CONFRM				
"L"	Narr: INTER 075 INTER 229 Flag: INTER 159	N/A	Narr: INTER 077 INTER 229 Flag: INTER 159	N/A
"C"	Narr: INTER 076 INTER 229 Flag: INTER 159			
"R"	Narr: INTER 053 INTER 229 Flag: INTER 159			
NOTICE OF ARREARS				
"L"	Narr: INTER 078 INTER 229 Flag: INTER 159	N/A	Narr: INTER 080 INTER 229 Flag: INTER 159	N/A
"C"	Narr: INTER 079 INTER 229 Flag: INTER 159			
"R"	Narr: INTER 053 INTER 229 Flag: INTER 159			

Field Name	REQ/NTC SENT	RESPONSE RECEIVED	REQ/NTC RECEIVED	RESPONSE PROVIDED
CHANGE/REDIRECTION				
"L"	Narr: INTER 081 INTER 229 Flag: INTER 159	N/A	Narr: INTER 083 INTER 229 Flag: INTER 159	N/A
"C"	Narr: INTER 082 INTER 229 Flag: INTER 159			
"R"	Narr: INTER 053 INTER 229 Flag: INTER 159			
NOTICE FRWD				
"L"	Narr: INTER 084 INTER 229 Flag: INTER 159	N/A	N/A	N/A
"C"	Narr: INTER 085 INTER 229 Flag: INTER 159			
"R"	Narr: INTER 053 INTER 229 Flag: INTER 159			
CASE FRWD TO ST				
	Narr: INTER 086	N/A	N/A	N/A

When Iowa Sends Transmittal #2

Use form 470-3470, *Child Support Enforcement Transmittal #2 - Subsequent Actions*, to request or send case updates to the other state, or to notify the other state of certain actions such as hearing dates, or redirected payments.

To send the form to another state, use a REQ/NTC SENT field.

- ◆ Enter a "C" to send the form to the other states' Interstate Central Registry.
- ◆ Enter an "L" to send the form to the local office address listed on INTERST4.

	---- REQ/NTC ---	-RESPONSE-	- REQ/NTC-	-RESPONSE-
	----- SENT -----	-RECEIVED-	-RECEIVED-	-PROVIDED-
STATUS REQUEST: C	0	00 00 0000	00 00 0000	00 00 0000
OTHER: C	0	00 00 0000	00 00 0000	00 00 0000
STATUS UPDATE:			00 00 0000	
NOTICE OF HEARING:			00 00 0000	
DOCUMENT FILED:			00 00 0000	
ORDER ISSUE/CONFRM:			00 00 0000	
NOTICE OF ARREARS:			00 00 0000	
CHANGE/REDIRECTION:			00 00 0000	

After you press PF3 twice, ICAR automatically:

- ◆ Generates the *Child Support Enforcement Transmittal #2 - Subsequent Actions* form;
- ◆ Creates the appropriate narrative and calendar flag;
- ◆ Displays the date you generated the form in the REQ/NTC SENT field next to the “C” or “L” entry; and
- ◆ Displays a number after the date, indicating the number of times you’ve sent the *Child Support Enforcement Transmittal #2 - Subsequent Actions* form.

	---- REQ/NTC ---	-RESPONSE-	- REQ/NTC-	-RESPONSE-
	----- SENT -----	-RECEIVED-	-RECEIVED-	-PROVIDED-
STATUS REQUEST: C	03 23 2004 1	00 00 0000	00 00 0000	00 00 0000
OTHER: C	03 23 2004 1	00 00 0000	00 00 0000	00 00 0000
STATUS UPDATE:			00 00 0000	
NOTICE OF HEARING:			00 00 0000	
DOCUMENT FILED:			00 00 0000	
ORDER ISSUE/CONFRM:			00 00 0000	
NOTICE OF ARREARS:			00 00 0000	
CHANGE/REDIRECTION:			00 00 0000	

Expect a response from the other state when you select the STATUS REQUEST and OTHER actions. (Do not expect a response when you choose the other actions since they are considered only notices to the other state.)

Enter the date you receive this response from the other state in the RESPONSE RECEIVED field for the corresponding action. When you make an entry in the RESPONSE RECEIVED field, ICAR sets the counter back to zero.

	---- REQ/NTC ---	-RESPONSE-	- REQ/NTC-	-RESPONSE-
	----- SENT -----	-RECEIVED-	-RECEIVED-	-PROVIDED-
STATUS REQUEST:	C 03 23 2004 0	04 05 2004	00 00 0000	00 00 0000
OTHER:	C 03 23 2004 0	04 05 2004	00 00 0000	00 00 0000
STATUS UPDATE:			00 00 0000	
NOTICE OF HEARING:			00 00 0000	
DOCUMENT FILED:			00 00 0000	
ORDER ISSUE/CONFRM:			00 00 0000	
NOTICE OF ARREARS:			00 00 0000	
CHANGE/REDIRECTION:			00 00 0000	

ICAR generates narratives and calendar flags when you make entries in the REQ/NTC SENT field for the STATUS REQUEST and OTHER actions. When you enter the date the response was received in the RESPONSE RECEIVED field, ICAR automatically deletes the calendar flag. For a complete list of narratives, calendar flags, and statuses sent from the INTERST2 screen, see **Narratives and Calendar Flags for Transmittal #2**.

No Response From Other State

When asking another state for information or documentation, attempt at least two contacts directly to the other state’s worker in the most efficient manner (telephone call, fax, e-mail, or the *Transmittal #2* form). Do not allow more than 30 days between contacts.

If you have not received the information you need after the first two attempts, contact the other state’s Central Registry by telephone, fax, or E-mail. Copy your support recovery supervisor according to your office practice.

If you still do not receive the information you need contact Iowa’s Central Registry by E-mail (copy your support recovery supervisor according to office practice) or by having your support recovery supervisor enter a “Y” in the REFER COMPLAINT TO IA CENT REGISTRY: field on the INTERST4 screen. Iowa’s Central Registry will help you resolve the problem.

Forwarding a Case to Another State

Occasionally you may receive a referral and later discover the referral should have gone to a state other than Iowa. When you discover this situation, forward the case to the appropriate state and close the INTERSTA screen for that refund.

To forward the case to a different state, use the NOTICE CASE FRWD and CASE FRWD TO fields at the bottom of the INTERST2 screen.

- ◆ In the NOTICE CASE FRWD field, enter a “C” or “L” to send form 470-3702, *Child Support Enforcement Transmittal #2 - Subsequent Actions*, to either the Central Registry or the local office in the other state.
- ◆ In the CASE FRWD TO field, enter the two-letter abbreviation for the state to which you are forwarding the case.

When you press PF3, ICAR generates:

- ◆ Two copies of form 470-3702, *Child Support Enforcement Transmittal #2 - Subsequent Actions*, one for the state you are forwarding the case to and one for the state that originally sent you the referral.
- ◆ A narrative (INTER 84 or 85) to document that the case was forwarded.

NOTICE CASE FRWD: C 03 21 2003 CASE FRWD TO ST: IL 03 21 2003

When the Other State Sends Transmittal #2

The other state, whether initiating or responding, may send Iowa form 470-3470, *Child Support Enforcement Transmittal #2 - Subsequent Actions*, to provide or request information. When you receive a *Child Support Enforcement Transmittal #2 - Subsequent Actions* form from the other state, enter the date of receipt in the appropriate REQ/NTC RECEIVED field.

	---- REQ/NTC ---	-RESPONSE-	- REQ/NTC-	-RESPONSE-
	----- SENT -----	-RECEIVED-	-RECEIVED-	-PROVIDED-
STATUS REQUEST:	C 03 23 2003 1	00 00 0000	03 01 2003	03 05 2003
OTHER:	C 03 23 2003 1	00 00 0000	00 00 0000	00 00 0000
STATUS UPDATE:			03 01 2003	
NOTICE OF HEARING:			00 00 0000	
DOCUMENT FILED:			00 00 0000	
ORDER ISSUE/CONFRM:			00 00 0000	
NOTICE OF ARREARS:			00 00 0000	
CHANGE/REDIRECTION:			00 00 0000	

When you enter a date, ICAR generates a narrative indicating what the other state requested. When you enter a date in the STATUS REQUEST or OTHER field, ICAR also generates a calendar flag to remind you to respond to the request.

An entry in the RESPONSE PROVIDED field causes ICAR to generate form 470-3687, *Child Support Enforcement Transmittal #2 - Subsequent Actions - Acknowledgment*. Complete this form and send it to the other state. An entry in this field also causes ICAR to delete the calendar flag that issued when you made the entry in REQ/NTC RECEIVED.

Limited Services (Transmittal #3)

Most interstate actions require the responding state to establish a IV-D case and provide the full range of IV-D services available in that state. However, there are times when a state working a case locally needs only a little help from another state and does not want the other state to open a IV-D case. Cases that fall into this category are called “limited service” cases.

All states use *Child Support Enforcement Transmittal #3 - Request for Assistance/Discovery*, to request limited services. This form lists the following specific types of assistance states can request of each other:

- ◆ Provide or obtain copies of documentation.
- ◆ Provide assistance with service of process.
- ◆ Provide assistance with genetic testing.
- ◆ Obtain answers for interrogatories.
- ◆ Provide assistance with teleconference for hearing or deposition.
- ◆ Obtain financial data or proof of respondent's income.
- ◆ Obtain party signature.

For further information on completing form 470-3471, *Child Support Enforcement Transmittal #3 - Request for Assistance/Discovery*, see the instructions provided in 9-K-Appendix.

Use the Interstate Transmittal 3 (INTERST3) screen to generate form 470-3471, *Child Support Enforcement Transmittal #3 - Request for Assistance/Discovery*, and to track responses to Iowa’s request for limited services. Also use the INTERST3 screen to track limited services requests from other states.

The INTERST3 screen provides a list of all actions displayed on the form. When you select an action on this screen, ICAR automatically marks the corresponding box on the printed form.

The Interstate Transmittal 3 (INTERST3) Screen

Once an INTERSTA screen is set up, access this screen by typing either INTERST3 in the NEXT SCREEN field or by pressing SHIFT + PF1 from either the INTERSTA, INTERST2, or INTERST4 screen.

D479HI17	IOWA COLLECTION AND REPORTING SYSTEM		DATE: 00/00/00		
	INTERSTATE TRANSMITTAL 3		TIME: 00:00:00		
CASE NUMBER:	CENT REG:	OTH ST CASE#:			
PAYOR/AF:					
PAYEE:					
FORM SIG ID:	INIT ST:	FIPS:	RESP ST:	FIPS:	
	----	RQST SENT----	-RESP RCVD-	-RQST RCVD-	-RESP PRVD-
COPIES OF ORDERS:		0 00 00 0000	00 00 0000	00 00 0000	00 00 0000
FINANCIAL STATEMNT:		0 00 00 0000	00 00 0000	00 00 0000	00 00 0000
PAYMENT RECORDS:		0 00 00 0000	00 00 0000	00 00 0000	00 00 0000
OTHER COPIES:		0 00 00 0000	00 00 0000	00 00 0000	00 00 0000
SERVICE PROCESS:		0 00 00 0000	00 00 0000	00 00 0000	00 00 0000
GENETIC TESTING:		0 00 00 0000	00 00 0000	00 00 0000	00 00 0000
INTERROGATORIES:		0 00 00 0000	00 00 0000	00 00 0000	00 00 0000
TELECONFERENCE:		0 00 00 0000	00 00 0000	00 00 0000	00 00 0000
PROOF OF INCOME:		0 00 00 0000	00 00 0000	00 00 0000	00 00 0000
PARTY SIGNATURE:		0 00 00 0000	00 00 0000	00 00 0000	00 00 0000
OTHER:		0 00 00 0000	00 00 0000	00 00 0000	00 00 0000
OTHER SRC: RQSTED:		RECEIVED:	00 00 0000	FORWARD:	
PF3=UPD PF5=INQ PF7=BACK PF8=FRWD PF11=INTERSTA PF12=INTERST2 PF14=INTERST4					
NEXT SCREEN:	NOTES:				

ICAR transfers information from the INTERSTA screen to the following fields in the upper portion of the INTERST3 screen: CASE NUMBER, CENT REG, OTH ST CASE#, PAYOR/AF, PAYEE, INIT ST, FIPS, RESP ST, and FIPS.

Use the INTERST3 screen to request and track responses to your request for limited services from another state. The screen contains possible action requests that are also options on form 470-3471, *Child Support Enforcement Transmittal #3 - Request for Assistance/Discovery*. When you make an entry next to an action request, ICAR automatically checks the corresponding box on the form.

In addition to the action requests, there are four other columns. Use the RQST SENT and RESP RCVD fields together. Use the RQST SENT fields to indicate that Iowa sent a request to the other state. Use the RESP RCVD field to record the date Iowa received a response to the request.

Entries in the RQST SENT field cause ICAR to generate a narrative indicating the information requested from the other state. ICAR also generates a calendar flag that issues 35 days later reminding you that the information has not yet been received.

An entry in the RESP RCVD field causes ICAR to narrate that the information has been received. ICAR then also deletes the calendar flag and issues another calendar flag 45 days into the future reminding you to check on the status of the case. The number of the narratives and calendar flags vary based on the information requested.

Use the RQST RCVD and RESP PRVD fields together. Use the RQST RCVD field to enter the date Iowa received a request for limited services from the other state. Use the RESP PRVD column to record the date Iowa sent a response to the other state regarding its request.

Entries in the RQST RCVD field cause ICAR to generate a narrative stating the information the other state is requesting. ICAR also generates a calendar flag that issues twenty days later reminding you that the information has not yet been provided and you have ten more days to provide it. An entry in the RESP PRVD field causes ICAR to narrate that the information has been sent.

Under the RQST SENT heading, associated entry fields list each possible action. Entry in the location field indicates the location in the other state to which you are sending the transmittal form. Valid entries include:

- C A request for assistance is issued to the Central Registry of the other state.
- L A request for assistance is issued to the local IV-D office of the other state. (**Note:** There must be a local office address on INTERST4 to use this entry.)
- R Reprint form 470-3471, *Child Support Enforcement Transmittal #3 - Request for Assistance/Discovery*. (The form contains the address of the original location to which it was issued.)

In the counter field, ICAR tracks the number of transmittals printed for each option. ICAR increases the counter by one each time you generate a form using a “C” or “L” entry but does not increase the counter with an “R” entry. ICAR resets the counter to zero when you enter a date in the corresponding RESP RCVD field indicating that the other state responded to your request.

Use the RESP RCVD field to record the third-party source and the date the Iowa worker received information. This information may or may not have been previously requested.

In addition to generating the *Child Support Enforcement Transmittal #3 - Request for Assistance/Discovery* form, any entry on the INTERST3 screen creates an entry of “3” in the OTHER ST CONTACT field on the INTERSTA screen. For more information on the OTHER ST CONTACT field, see the screen instructions for the **Interstate Contact Screen A (INTERSTA)**.

When you make an entry in any of these fields, ICAR automatically places an “X” in the corresponding box on form 470-3471, *Child Support Enforcement Transmittal #3 - Request for Assistance/Discovery*. Following is an explanation of each field on the INTERST3 screen:

- ◆ **COPIES OF ORDERS:** These fields track information about requests for copies of orders.
- ◆ **FINANCIAL STATEMENT:** These fields track information about requests for copies of financial statements.
- ◆ **PAYMENT RECORDS:** These fields track information about requests for copies of payment records.
- ◆ **OTHER COPIES:** These fields track information about requests for copies of other miscellaneous documentation.
- ◆ **SERVICE PROCESS:** These fields track information about requests for assistance with service of process.
- ◆ **GENETIC TESTING:** These fields track information about requests for assistance with genetic testing.

- ◆ **INTERROGATORIES:** These fields track information about requests for completion of interrogatories.
- ◆ **TELECONFERENCE:** These fields track information about requests for assistance in scheduling a teleconference.
- ◆ **PROOF OF INCOME:** These fields track information about requests for assistance in obtaining proof of the obligor's income.
- ◆ **PARTY SIGNATURE:** These fields track information about requests for assistance in obtaining a signature.
- ◆ **OTHER:** These fields track information about other requests for miscellaneous assistance or discovery.
- ◆ **OTHER SRC: RQSTED:** Use these fields to track activity when you are asking a third party (not the other state) for miscellaneous information. Enter the third-party source where the Iowa worker is sending the request for additional information. Valid entries include:

All	Valid two-character abbreviations of states and U.S. territories
FRN	Foreign country
NCP	Noncustodial parent (obligor)
CP	Custodial parent (obligee)
OTH	Other
ATY	Attorney
COC	Clerk of court

ICAR clears this field after you update the screen and stores your entry in the adjacent display field. ICAR prints the *Child Support Enforcement Transmittal #3 - Request for Assistance/Discovery* form as the result of entry in these fields.

ICAR enters a date to the right of the OTHER SRC: RQSTED: field. This is the date the Iowa worker requested the additional information from the third party source.

ICAR also displays a number to the right of the date. This indicates the number of requests sent to the third party.

- ◆ **RECEIVED:** This two-part field tracks the receipt of information from third party sources. You may or may not have requested the information.

The first part of this field tracks the source of the information. Valid entries include:

All	Valid 2-character abbreviations for states and U.S. territories
FRN	Foreign country
NCP	Noncustodial parent (obligor)
CP	Custodial parent (obligee)
OTH	Other
ATY	Attorney
COC	Clerk of court

The second part of the field tracks the date the Iowa worker received the response to a previous request for additional information from a third party source. ICAR allows a current or past date. ICAR does not allow entry in this field without a prior entry in the OTHER SRC: RQSTED date field.

- ◆ **FORWARD:** Entry in this field indicates that you are forwarding information received from a third party source to the other state involved with the case. ICAR generates a copy of the *Support Enforcement Transmittal #3 - Request for Assistance/Discovery* to the other state. Valid entries include:

Y	Yes, the information is being forwarded to the other state.
Blank	Default value.

The INTERST3 screen PF keys include:

- ◆ PF1=HELP: Depending on the cursor placement, one of two levels of help display: screen level or field level.
 - If you place the cursor on a field for which help text exists, ICAR displays the help text for that field.
 - If no help text exists for that field, or if you do not place the cursor on a field, ICAR displays the help text for that particular screen.
- ◆ PF3=UPDATE: Use the key to update the INTERST3 screen on ICAR
- ◆ PF5=INQUIRE: Enter a case number in the CASE NUMBER field and press the PF5 key to view the INTERST3 screen for the case.

- ◆ PF7=BACK: After inquiring on a case number, use the PF7 key to scroll backward through INTERST3 screen for the case.
- ◆ PF8=FORWARD: After using the PF7 key, use the PF8 key to scroll forward through INTERST3 screens on the case.
- ◆ PF11=INTERSTA: Press the PF11 key to display the INTERSTA screen for this state.
- ◆ PF12=INTERST2: Press the PF12 key to display the INTERST2 screen for this state.
- ◆ PF14=INTERST4: Press SHIFT + PF2 to display the INTERST4 screen for this state.

Narratives and Calendar Flags for Transmittal #3

ICAR issues different narratives and calendar flags based on your entries in the fields on the INTERST3 screen.

- ◆ **RQST SENT fields:** ICAR issues narratives from your entries in these fields to document the specific action requested or item sent and the location to which you sent form 470-3471, *Child Support Enforcement Transmittal #3 - Request for Assistance/Discovery*.

<u>Entry</u>	<u>Narrative Generated</u>
L	Narrative indicating you sent form 470-3471 to a local office in the other state.
C	Narrative indicating you sent form 470-3471 to the Central Registry in the other state.
R	Narrative indicating you regenerated form470-3471.

ICAR generates each of these calendar flags 45 days after the form was generated. When you enter a date in a RESP RCVD field, ICAR deletes the corresponding calendar flag issued from RQST SENT field.

- ◆ **RESP RCVD fields:** The narratives generated from entries in these fields indicate the date the other state responded to our request generated from the RQST SENT field. The calendar flags generated from entries in a RESP RCVD field delete the corresponding calendar flag issued from the RESP SENT field.
- ◆ **RQST RCVD fields:** The narratives generated from entries in the RQST RCVD field indicate the date Iowa received either a notice or a request for information.

 ICAR issues these calendar flags 20 days after the date Iowa received a request for information from the other state to remind the worker to provide a response within the following ten days. This helps Iowa meet the federal requirement that we respond to requests for information within 30 days.
- ◆ **RESP PRVD fields:** The narratives generated from entries in the RESP PRVD field indicate the date Iowa provided a response to the other states' request for information. The calendar flags ICAR issues delete the 20-day flags issued in RQST RCVD fields.

Following is a complete list of narratives and calendar flags issued from the INTERST3 screen.

FIELD NAME	RQST SENT	RESP RCVD	RQST RCVD	RESP PRVD
COPIES OF ORDERS				
"L" 1st time	Narr: INTER 087 Flag: INTER 029 INTER 160	Narr: INTER 092 INTER 229 Flag: INTER 031 INTER 159	Narr: INTER 093 Flag: INTER 032 INTER 160	Narr: INTER 094 INTER 229 Flag: INTER 033 INTER 159
"C" 1st time	Narr: INTER 088 Flag: INTER 029 INTER 160			Narr: INTER 095 INTER 229 Flag: INTER 033 INTER 159
"L" 2nd time	Narr: INTER 089 Flag: INTER 030 INTER 160			
"C" 2nd time	Narr: INTER 090 Flag: INTER 030 INTER 160			
"R"	Narr: INTER 091			

FIELD NAME	RQST SENT	RESP RCVD	RQST RCVD	RESP PRVD
FINANCIAL STATEMENT				
"L" 1st time	Narr: INTER 096 Flag: INTER 034 INTER 160	Narr: INTER 100 INTER 229 Flag: INTER 036 INTER 159	Narr: INTER 101 Flag: INTER 037 INTER 160	Narr: INTER 102 INTER 229 Flag: INTER 038 INTER 159
"C" 1st time	Narr: INTER 097 Flag: INTER 034 INTER 160			Narr: INTER 103 INTER 229 Flag: INTER 038 INTER 159
"L" 2nd time	Narr: INTER 098 Flag: INTER 035 INTER 160			
"C" 2nd time	Narr: INTER 099 Flag: INTER 035 INTER 160			
"R"	Narr: INTER 091 INTER 160			
PAYMENT RECORDS				
"L" 1st time	Narr: INTER 104 Flag: INTER 039 INTER 160	Narr: INTER 108 INTER 229 Flag: INTER 041 INTER 159	Narr: INTER 109 Flag: INTER 042 INTER 160	Narr: INTER 110 INTER 229 Flag: INTER 043 INTER 159
"C" 1st time	Narr: INTER 105 Flag: INTER 039 INTER 160			Narr: INTER 111 INTER 229 Flag: INTER 043
"L" 2nd time	Narr: INTER 106 Flag: INTER 040 INTER 160			Flag: INTER 159
"C" 2nd time	Narr: INTER 107 Flag: INTER 040 INTER 160			
"R"	Narr: INTER 091 INTER 160			

FIELD NAME	RQST SENT	RESP RCVD	RQST RCVD	RESP PRVD
OTHER COPIES				
"L" 1st time	Narr: INTER 112 Flag: INTER 044 INTER 160	Narr: INTER 116 INTER 229 Flag: INTER 046 INTER 159	Narr: INTER 117 Flag: INTER 047 INTER 160	Narr: INTER 118 INTER 229 Flag: INTER 048 INTER 159
"C" 1st time	Narr: INTER 113 Flag: INTER 044 INTER 160			Narr: INTER 119 INTER 229 Flag: INTER 048
"L" 2nd time	Narr: INTER 114 Flag: INTER 045 INTER 160			Flag: INTER 159
"C" 2nd time	Narr: INTER 115 Flag: INTER 045 INTER 160			
"R"	Narr: INTER 091 INTER 160			
SERVICE PROCESS				
"L" 1st time	Narr: INTER 120 Flag: INTER 049 INTER 160	Narr: INTER 124 INTER 229 Flag: INTER 051 INTER 159	Narr: INTER 125 Flag: INTER 052 INTER 160	Narr: INTER 126 INTER 229 Flag: INTER 053 INTER 159
"C" 1st time	Narr: INTER 121 Flag: INTER 049 INTER 160			Narr: INTER 127 INTER 229 Flag: INTER 053 INTER 159
"L" 2nd time	Narr: INTER 122 Flag: INTER 050 INTER 160			
"C" 2nd time	Narr: INTER 123 Flag: INTER 050 INTER 160			
"R"	Narr: INTER 091 INTER 160			

FIELD NAME	RQST SENT	RESP RCVD	RQST RCVD	RESP PRVD
GENETIC TESTING				
"L" 1st time	Narr: INTER 128 Flag: INTER 054 INTER 160	Narr: INTER 132 INTER 229 Flag: INTER 056 INTER 159	Narr: INTER 133 Flag: INTER 057 INTER 160	Narr: INTER 134 INTER 229 Flag: INTER 058 INTER 059
"C" 1st time	Narr: INTER 129 Flag: INTER 054 INTER 160			Narr: INTER 135 INTER 229 Flag: INTER 058 INTER 159
"L" 2nd time	Narr: INTER 130 Flag: INTER 055 INTER 160			
"C" 2nd time	Narr: INTER 131 Flag: INTER 055 INTER 160			
"R"	Narr: INTER 091 INTER 160			
INTERROGATORIES				
"L" 1st time	Narr: INTER 136 Flag: INTER 059 INTER 160	Narr: INTER 140 INTER 229 Flag: INTER 061 INTER 159	Narr: INTER 141 Flag: INTER 062 INTER 160	Narr: INTER 142 INTER 229 Flag: INTER 063 INTER 159
"C" 1st time	Narr: INTER 137 Flag: INTER 059 INTER 160			Narr: INTER 143 INTER 229 Flag: INTER 063
"L" 2nd time	Narr: INTER 138 Flag: INTER 060 INTER 160			Flag: INTER 159
"C" 2nd time	Narr: INTER 139 Flag: INTER 060 INTER 160			
"R"	Narr: INTER 091 INTER 160			

FIELD NAME	RQST SENT	RESP RCVD	RQST RCVD	RESP PRVD
TELECONFERENCE				
"L" 1st time	Narr: INTER 144 Flag: INTER 064 INTER 160	Narr: INTER 148 INTER 229 Flag: INTER 066 INTER 159	Narr: INTER 149 Flag: INTER 067 INTER 160	Narr: INTER 150 INTER 229 Flag: INTER 068 INTER 159
"C" 1st time	Narr: INTER 145 Flag: INTER 064 INTER 160			Narr: INTER 151 INTER 229 Flag: INTER 068
"L" 2nd time	Narr: INTER 146 Flag: INTER 065 INTER 160			Flag: INTER 159
"C" 2nd time	Narr: INTER 147 Flag: INTER 065 INTER 160			
"R"	Narr: INTER 091 INTER 160			
PROOF OF INCOME				
"L" 1st time	Narr: INTER 152 Flag: INTER 069 INTER 160	Narr: INTER 156 INTER 229 Flag: INTER 071 INTER 159	Narr: INTER 157 Flag: INTER 072 INTER 160	Narr: INTER 158 INTER 229 Flag: INTER 073 INTER 159
"C" 1st time	Narr: INTER 153 Flag: INTER 069 INTER 160			Narr: INTER 159 INTER 229 Flag: INTER 073
"L" 2nd time	Narr: INTER 154 Flag: INTER 070 INTER 160			Flag: INTER 159
"C" 2nd time	Narr: INTER 155 Flag: INTER 070 INTER 160			
"R"	Narr: INTER 091 INTER 160			

FIELD NAME	RQST SENT	RESP RCVD	RQST RCVD	RESP PRVD
PARTY SIGNATURE				
"L" 1st time	Narr: INTER 160 Flag: INTER 074 INTER 160	Narr: INTER 164 INTER 229 Flag: INTER 076 INTER 159	Narr: INTER 165 Flag: INTER 077 INTER 160	Narr: INTER 166 INTER 229 Flag: INTER 078 INTER 159
"C" 1st time	Narr: INTER 161 Flag: INTER 074 INTER 160			Narr: INTER 167 INTER 229 Flag: INTER 078 INTER 159
"L" 2nd time	Narr: INTER 162 Flag: INTER 075 INTER 160			
"C" 2nd time	Narr: INTER 163 Flag: INTER 075 INTER 160			
"R"	Narr: INTER 091 INTER 160			
OTHER				
"L" 1st time	Narr: INTER 168 Flag: INTER 079 INTER 160	Narr: INTER 172 INTER 229 Flag: INTER 081 INTER 159	Narr: INTER 173 Flag: INTER 082 INTER 160	Narr: INTER 174 INTER 229 Flag: INTER 083 INTER 159
"C" 1st time	Narr: INTER 169 Flag: INTER 079 INTER 160			Narr: INTER 175 INTER 229 Flag: INTER 833
"L" 2nd time	Narr: INTER 170 Flag: INTER 080 INTER 160			Flag: INTER 159
"C" 2nd time	Narr: INTER 171 Flag: INTER 080 INTER 160			
"R"	Narr: INTER 091 INTER 160			

FIELD NAME	RQST SENT	RESP RCVD	RQST RCVD	RESP PRVD
OTHR SRC: RQSTED				
1st time	Narr: INTER 176 Flag: INTER 084 INTER 160	N/A	N/A	N/A
2nd time	Narr: INTER 177 Flag: INTER 085 INTER 160			
RECEIVED	Narr: INTER 178 Flag: INTER 086	N/A	N/A	N/A
FORWARD	Narr: INTER 179 Flag: N/A	N/A	N/A	N/A

When Iowa Sends Transmittal #3

To ask another state to provide limited assistance, first establish an INTERSTA screen for the responding state if one doesn't already exist. In the REFERRAL TYPE field on the INTERSTA screen, enter "TRAN3."

Then go to the INTERST3 screen and enter either a "C" (Central Registry) or "L" (local office) in a REQST SENT field on that screen to generate form 470-3471, *Child Support Enforcement Transmittal #3 - Request for Assistance/Discovery*. ICAR generates a narrative and a 45-day calendar flag reminding you to check on the status of the request.

	----RQST SENT----	-RESP RCVD-	-RQST RCVD-	-RESP PRVD-
COPIES OF ORDERS: C	0 00 00 0000	00 00 0000	00 00 0000	00 00 0000
FINANCIAL STATEMNT:	0 00 00 0000	00 00 0000	00 00 0000	00 00 0000
PAYMENT RECORDS: C	0 00 00 0000	00 00 0000	00 00 0000	00 00 0000
OTHER COPIES: C	0 00 00 0000	00 00 0000	00 00 0000	00 00 0000
SERVICE PROCESS:	0 00 00 0000	00 00 0000	00 00 0000	00 00 0000
GENETIC TESTING:	0 00 00 0000	00 00 0000	00 00 0000	00 00 0000
INTERROGATORIES:	0 00 00 0000	00 00 0000	00 00 0000	00 00 0000
TELECONFERENCE:	0 00 00 0000	00 00 0000	00 00 0000	00 00 0000
PROOF OF INCOME:	0 00 00 0000	00 00 0000	00 00 0000	00 00 0000
PARTY SIGNATURE:	0 00 00 0000	00 00 0000	00 00 0000	00 00 0000
OTHER:	0 00 00 0000	00 00 0000	00 00 0000	00 00 0000

After you press PF3 twice, ICAR automatically:

- ◆ Generates the *Child Support Enforcement Transmittal #3 - Request for Assistance/Discovery* form,
- ◆ Creates the appropriate narrative and calendar flag,
- ◆ Displays the date you generated the form in the RQST SENT field next to the “C” or “L” entry, and
- ◆ Displays a number after the date. This number indicates the number of times you’ve sent the *Child Support Enforcement Transmittal #3 - Request for Assistance/Discovery* form.

	----RQST SENT---	-RESP RCVD-	-RQST RCVD-	-RESP PRVD-
COPIES OF ORDERS:	C 03 23 2004 1	00 00 0000	00 00 0000	00 00 0000
FINANCIAL STATEMNT:		0 00 00 0000	00 00 0000	00 00 0000
PAYMENT RECORDS:	C 03 23 2004 1	00 00 0000	00 00 0000	00 00 0000
OTHER COPIES:	C 03 23 2004 1	00 00 0000	00 00 0000	00 00 0000
SERVICE PROCESS:		0 00 00 0000	00 00 0000	00 00 0000

A response is expected from the other state for all actions. Enter the date you receive the response from the other state in the RESP RCVD field. When you enter the date, ICAR deletes the calendar flag it originally issued for the action requested and sets the counter back to zero.

	----RQST SENT---	-RESP RCVD-	-RQST RCVD-	-RESP PRVD-
COPIES OF ORDERS:	C 03 23 2004 0	04 09 2004	00 00 0000	00 00 0000
FINANCIAL STATEMNT:		0 00 00 0000	00 00 0000	00 00 0000
PAYMENT RECORDS:	C 03 23 2004 0	04 09 2004	00 00 0000	00 00 0000
OTHER COPIES:	C 03 23 2004 0	04 09 2004	00 00 0000	00 00 0000
SERVICE PROCESS:		0 00 00 0000	00 00 0000	00 00 0000

For a complete list of narratives and calendar flags issued from the INTERST3 screen, see **Narratives and Calendar Flags for Transmittal #3**.

When the Other State Sends the Transmittal #3

The other state, whether initiating or responding, may send Iowa a *Child Support Enforcement Transmittal #3 - Request for Assistance/Discovery*, requesting limited services.

If you receive this form in the local office but don't have an active case to match the parties listed on the form, forward the request to Iowa's Central Registry. If you do have a case, track the date you receive the form in the RQST RCVD field on the INTERST3 screen. Iowa must respond to all requests.

	----RQST SENT---	-RESP RCVD-	-RQST RCVD-	-RESP PRVD-
COPIES OF ORDERS:	0	00 00 0000	03 01 2004	00 00 0000
FINANCIAL STATEMNT:	0	00 00 0000	03 01 2004	00 00 0000
PAYMENT RECORDS:	0	00 00 0000	00 00 0000	00 00 0000

Provide a response within 30 days. An entry in the RESP PRVD field generates form 470-3688, *Child Support Enforcement Transmittal #3 - Request for Assistance/Discovery - Acknowledgment*. Use the acknowledgment page to provide any information requested by the other state.

	----RQST SENT---	-RESP RCVD-	-RQST RCVD-	-RESP PRVD-
COPIES OF ORDERS:	0	00 00 0000	03 01 2004	03 10 2004
FINANCIAL STATEMNT:	0	00 00 0000	03 01 2004	03 10 2004
PAYMENT RECORDS:	0	00 00 0000	00 00 0000	00 00 0000

ICAR generates a narrative and calendar flag when you make an entry in the RQST RCVD column to remind you to send a response to the other state. ICAR automatically deletes the calendar flag when you enter the date you sent the response in the RESP PRVD field.

OTHER INTERSTATE ISSUES

The following sections address:

- ◆ Closing an interstate case
- ◆ Sending redirection requests
- ◆ Collecting interest for other states
- ◆ Interstate fees
- ◆ Distribution issues
- ◆ Finding information about other states
- ◆ Reciprocity
- ◆ The U.S. attorney program
- ◆ The Interstate History (INTHIST) screen

Closing the Interstate Case

Legal reference: 45 CFR 303.7(c)(10)

When you finish processing the initiating state's request, notify the other state. On outgoing interstate cases, when the obligor moves to another state, notify the other state to close its case.

When you end the INTERSTA screen, ICAR generates a narrative (INTER 045) to document that you ended the process. ICAR also deletes any outstanding interstate calendar flags.

Sending Redirection Requests

If an obligee or caretaker receives FIP or Medicaid in Iowa or requests our services and the court order is an out-of-state order, send form 470-0187, *Assignment of Support Payments*, to the appropriate clerk of court in the state that issued the order.

If the obligor still lives in that state, send an interstate referral to that state's Central Registry. This ensures that collection actions are taken and the court-ordered state's child support agency is aware of another state's involvement with the case.

To complete the UIFSA screen for this action, enter "INIT" in the CHANGE PAYEE/REDIRECT field and press PF3. Access the UIFSA2 screen and generate form 470-3469, *Child Support Enforcement Transmittal #1 Initial Request*, and form 470-3676, *Affidavit Relating to Nondisclosure of Address and Identifying Information*, if applicable. Send a packet to the responding state containing:

- ◆ Form 470-3469, *Child Support Enforcement Transmittal #1 - Initial Request*.
- ◆ One copy of each court order for which the assignment is effective.
- ◆ A certified payment record.
- ◆ The assignment of support payments form.

Check the IRG web site for the responding state to determine if that state has additional requirements for a redirection referral. See **Finding Information About Other States** for more information on accessing the IRG web site.

Set a manual calendar flag to review the case for receipt of an acknowledgment. If you do not receive an acknowledgment within 30 days, request a status by completing the STATUS REQUEST field which generates form 470-3470, *Child Support Enforcement Transmittal #2 - Subsequent Actions*, from the INTERST2 screen.

Once you receive an acknowledgment, update the INTERSTA and INTERST4 screens with the information provided by the other state. If you sent the *Child Support Enforcement Transmittal #2 - Subsequent Actions* form, also enter the date you received the information on the INTERST2 screen.

Collecting Other States' Interest

Legal reference: Iowa Code section 252K.604

Many states charge interest on unpaid child support balances. Though Iowa does not, in practice, charge such interest, UIFSA requires us to collect and disburse interest charged by other states upon request. This section explains the process involved in collecting interest for other states.

To begin the process, the other state must provide a written request for Iowa to collect interest due under its order. That state must also tell Iowa the total amount of interest owed to date under the order. Once you have this information, establish an interest obligation for the order.

Establishing an Interest Obligation

To establish an interest obligation, access the Obligation (OBLIG) screen for the court order containing the interest provisions. (See chapter 9-E, *CASE SETUP*, for more information on completing the OBLIG screen.) Enter a separate obligation for the interest amount as follows:

- ◆ Enter an "I" in the RE TYPE field and "RE" in the OBLIGATION TYPE field.
- ◆ Enter the account type and amount in the REIMBURSEMENT ACCT TYPE and AMT DUE fields.
- ◆ Enter the total amount of interest due the other state in the OBLIGATION AMOUNT field and "SP" in the OBLIGATION FREQ field.
- ◆ Enter the effective date of the interest obligation in the EFFECTIVE DATE field.
- ◆ Enter the FIPS code for the payment location in the state charging the interest in the PAYMENT FIPS field.
- ◆ Enter the other state's case number in the PRIORITY INFO field.
- ◆ Press PF2 to add the new interest obligation.

D479HC09	IOWA COLLECTION AND REPORTING SYSTEM	DATE: 01/08/04
	OBLIGATION	TIME: 15:19:46
CASE NUMBER.....:		
COURT ORDER NUMBER: 151515		
COURT COUNTY.....: Douglas		
CHOICE OF LAW JUR..:		
FIPS CODE.....: 31000		
SATISFY OBLIGATION FOR MONTH:		
SUSPENSE.....:		
RE TYPE: I		
OBLIGATION TYPE...: RE (REIMBURSEMENT ACCT TYPE: 11 AMT DUE: 2000)		
OBLIGATION AMOUNT.: 2000.00		
OBLIGATION FREQ...: SP (SEMI-MONTH DUE ON THE AND THE)		
EFFECTIVE DATE....: 02/02/04 DEV(Y/N).: BY: REASON:		
END DATE.....: NCP UME PCNT: 0.00		
PAYMENT FIPS: 31000 SEND TO PAYEE: PRIORITY INFO: CA2CH4QYLE85X		
LAST COURT ACTION.: LAST COURT ACTION DATE.: 0000		
UNEVEN OBLIGATION PER CHILD? (Y/N) CSRU MOD CORRECTION FLAG:		
DISPLAY DATE: CORRECTION START DATE:		
COMMENTS: CORRECTION RUN DATE:		
PF2=ADD, PF3=MODIFY, PF4=DELETE, PF5=INQUIRY, PF7=PAGE BACK, PF8=PAGE FORWARD,		
PF9=REFRESH, PF11=GO TO COLA ADJUST. SCREEN		
NEXT SCREEN: NOTES:		
PLEASE ENTER CASE NUMBER		

Once a month, a batch program runs in ICAR to identify cases that need an interest update. ICAR determines a case needs an update if the case:

- ◆ Is active.
- ◆ Is not redirected.
- ◆ Has an OBLIGATION TYPE of "RE."
- ◆ Has an "I" in the RE TYPE field on the OBLIG screen.

A case must meet all of the criteria listed above. If the case meets the criteria, ICAR reads the "RE" interest obligation's EFFECTIVE DATE on the OBLIG screen and the START DATE field on the RE and MR COUPON (REMRCOUP) screen.

ICAR compares the dates with the current date. If the current date is more than one year past the obligation effective and coupon start date, ICAR generates a calendar flag (DIST 009) alerting you to request an update of the interest amount from the other state.

When you receive the calendar flag, access the INTERST2 screen and generate form 470-3470, *Child Support Enforcement Transmittal #2 - Subsequent Actions*, using the STATUS UPDATE field. Ask the other state for an update of the amount of interest due.

If you do not receive an update, do nothing more. If you receive an updated interest due amount from the initiating state, enter the additional interest amount using the REMRCOUP screen, as described in **Maintaining Interest Obligations With RE and MR Coupons**.

Maintaining Interest Obligations With RE and MR Coupons

When an interest obligation already exists on a case, use the REMRCOUP screen to update the amount of interest due on a specific court order. ICAR allows you to add, modify, and delete interest coupons on the REMRCOUP screen. (**Note:** Only a person with proper WORKER2 screen access can add or modify interest obligations.)

Add or modify interest "RE" obligations on the REMRCOUP screen if the court order and due date of the new interest "RE" obligation is the same as the existing interest "RE" obligation.

If the court orders are the same, add the new interest amount on the screen by either adding a new coupon or modifying an existing coupon to increase the amount due under the interest "RE" obligation.

D479HC09	IOWA COLLECTION AND REPORTING SYSTEM			DATE: 06/16/04
	RE/MR COUPON ACCT UPDATE			TIME: 00:00:00
				PAGE: 001
CASE NUMBER.....:				
COURT ORDER: CA111				
OBLIG TYPE				
RE TYPE: I				
START DATE..:	05/01/2--3	END DATE:	AMOUNT BILLED:	2.000/00
COUPON		DATE	AMOUNT	AMOUNT
SEL	ASSIGNMENT	DUE	BILLED	PAID

	11 AS	05 01 2003	2,000.00	
x	11	05 2004 500		
PF3=MOD, PF4=DEL, PF5=INQ, PF7=BACK, PF8=FORWARD, PF9=REFRESH, PF10 &11=SCROLL OBLIGS				
NEXT SCREEN: NOTES:				
*** BOTTOM OF MULTIPLE RE OR MR COUPONS DISPLAYED ***				

In addition, when you add or modify an interest coupon on the REMRCOUP screen, ICAR creates the new coupon using the obligation start date as the coupon due date.

When you modify an interest coupon, ICAR changes the coupon information while keeping the coupon due date. ICAR changes the AMOUNT DUE field on the OBLIG screen to reflect the total amount of billed coupons when coupons are modified or added to the obligation.

If the court order or due dates are not the same, use the OBLIG screen to add the interest "RE" obligation so that you know another obligation exists.

For more information on adding and modifying the REMRCOUP screen, see the distribution process.

When the Other State Forwards Interest Payments to Iowa

Sometimes the responding state collects interest as specified in the court order and forwards the interest to Iowa. In these situations, evaluate the case and decide who should get the interest payment.

If the interest is accruing on an account type 11 balance due to Iowa and no money is due the obligee, Iowa can retain the interest payments. To do this, contact the responding state to find out the total interest accrued to date. Then add an OBLIG screen with an interest "RE" obligation for an account type 11 balance. ICAR retains the money.

If the interest is accruing and money is still due the obligee, forward the payments to the obligee.

Interstate Fees

Legal reference: Iowa Code section 252K.313

An interstate fee is a fee withheld by another state from a child support collection. Federal law requires us to give credit for interstate fees.

When another state properly identifies the fee on the payment remittance information, Collection Services Center staff enters the fee either through the Central Office Convert (CONVT) screen or a VIPRS entry. ICAR applies the payment as a credit to the case. A credit with this fund source is not a payment that distributes to any other person or entity.

The state of Washington is enforcing a case for Iowa. The obligation amount is \$200 and Washington collected that amount. Washington withheld a \$3 fee for payment processing. The payment of \$197 was sent to Iowa's CSC and the remittance information shows the \$3 fee withheld. CSC processes the \$197 as a payment on the case with an appropriate fund source (REG, MIW, etc.) and enters a credit of \$3 with a fund source of FEE.

For more information on interstate fees, see the distribution process.

Distribution Issues in Interstate Cases

The PAYMENT FIPS field on the OBLIG screen is important for the proper distribution of payments. Always remember to enter the PAYMENT FIPS on interstate cases where Iowa is the responding state. Enter the FIPS code of the payment location in the other state. Initiating states provide their payment FIPS codes on the *Child Support Enforcement Transmittal #1 - Initial Request*.

D479HC09	IOWA COLLECTION AND REPORTING SYSTEM	DATE: 06/16/04
	OBLIGATION	TIME: 00:00:00
	DCO(S) NOT COMPLETED YET	
CASE NUMBER.....:		
COURT ORDER NUMBER:	CRT3345	
COURT COUNTY	: SUPPORT ENFCMNT	PROG ME CHOICE OF LAW JUR :
FIPS CODE	: 23000	SATISFY OBLIGATION FOR MONTH:
SUSPENSE	:	RE TYPEP R
OBLIGATION TYPE	: RE (REIMBURSEMENT ACCT TYPE: 14	AMT DUE: 1396.00)
OBLIGATION AMOUNT	: \$1396.00	
OBLIGATION FREQ	: M (SEMI-MONTH DUE ON THE	AND THE)
EFFECTIVE DATE	: 03 15 2004	DEV (Y.N): BY: REASON:
END DATE	: 04 14 2004	NCP UME PCNT: 0.00
PAYMENT FIPS: 23000	SEND TO PAYEE:	PRIORITY INFO: 20111582P
LAST COURT ACTION	: M01	LAST COURT ACTION DATE : 03 15 2004
UNEVEN OBLIGATION PER CHILD?	N (Y/N)	CSRU MOD N CORRECTION FLAG:
DISPLAY DATE:		CORRECTION START DATE:
COMMENTS:		CORRECTION RUN DATE:
PF2=ADD, PF3=MODIFY, PF4=DELETE, PF5=INQUIRY, PF7=PAGE BACK, PF8=PAGE FORWARD, PF9=REFRESH, PF11=GO TO COLA ADJUST. SCREEN		
NEXT SCREEN:	NOTES:	
PROCESSING COMPLETE		

Enter the other state's complete case number in the PRIORITY INFO field when you make an entry in the PAYMENT FIPS field. This assists in distributing payments correctly.

Also remember that each "RE" obligation to a different state must have its own OBLIG screen. This is important so that collections can properly distribute to the correct state based on each state's PAYMENT FIPS code.

To send payments to multiple states under one court order, you must end the current obligation on ICAR, and then set up a new obligation on ICAR for the state where the money goes next.

As long as you add the PAYMENT FIPS code to the OBLIG screen and the account type is an interstate account type (14, 15, 16, or 19), collections distribute properly.

If the initiating state asks Iowa to close the cases and no other state is involved, you must have the obligee's address on the PAYEE screen for payments to distribute properly. Ask the initiating state to have the obligee call our customer service number to provide the obligee's address. This allows the collections for a 12 or 17 account type to distribute properly. Narrate your attempt to obtain the obligee's address.

The SEND TO PAYEE field on the OBLIG screen works in conjunction with the PAYMENT FIPS field on cases with an interstate account type. Enter a "Y" in this field if the other state has asked Iowa to send payments directly to the obligee.

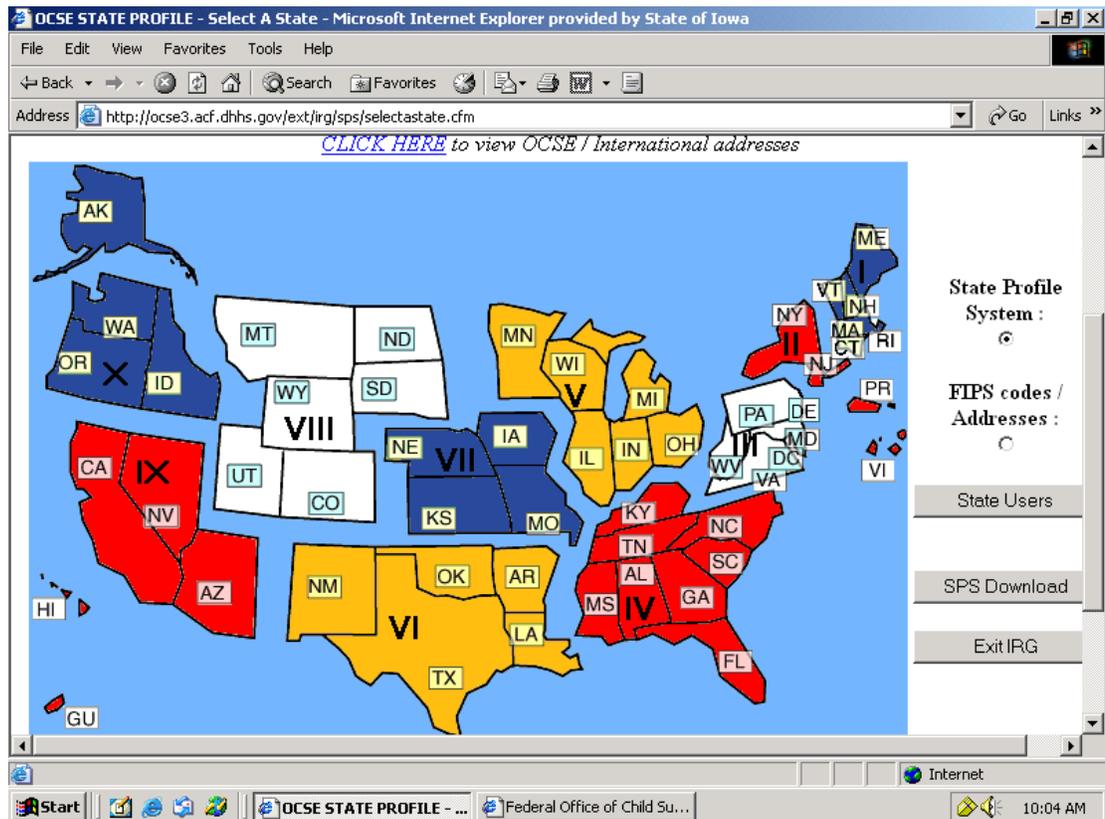
Finding Information About Other States

The *Intergovernmental Referral Guide* (IRG) is a data bank of federal, state, region, county, and international agency addresses, FIPS codes, and certain state policy information maintained by the federal Office of Child Support Enforcement (OCSE).

Each individual state updates its information through the on-line IRG, which you can access from the Unit's Intranet home page or through the OCSE Internet home page at <http://www.acf.hhs.gov/programs/cse/index.html>.

Policy and Procedural Information

Other states may have laws, policies, and procedures that differ from Iowa's. The online IRG contains information for each state about some of the areas that commonly differ. When you access the IRG, you'll see the following map. Click on the state for which you want the information.



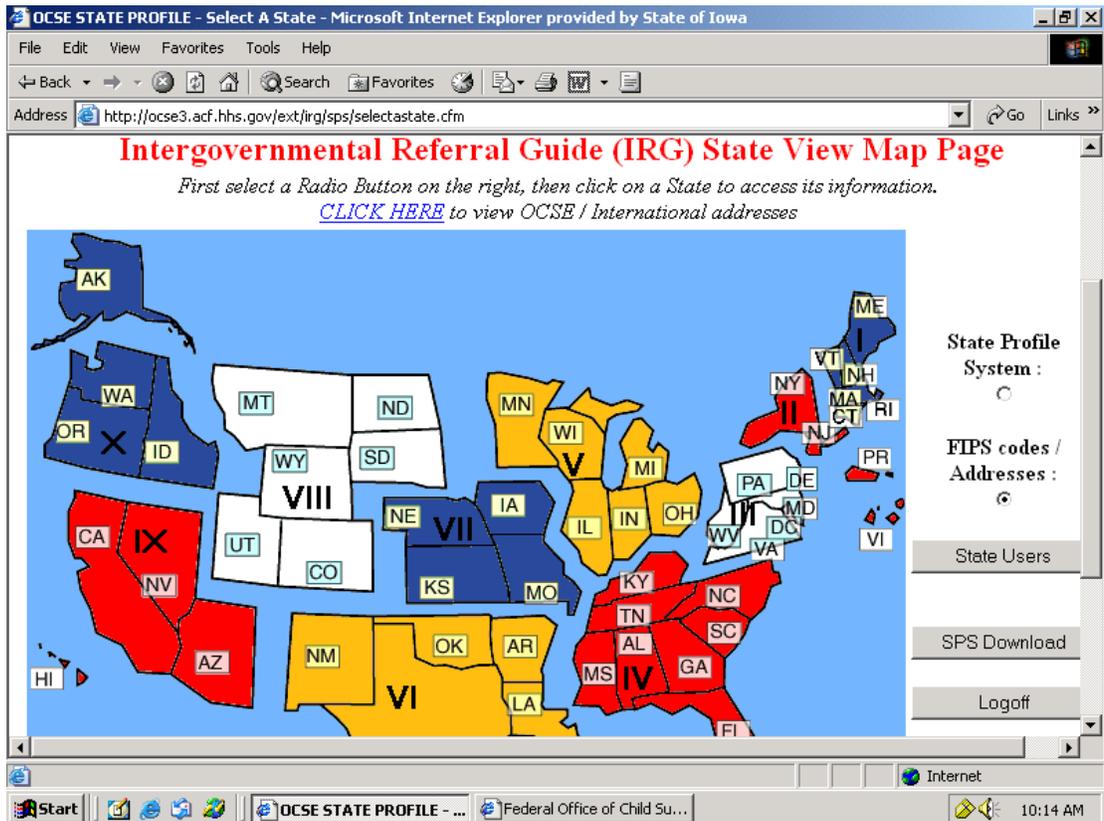
On-Line Contact Information for Each State

The on-line IRG also contains IV-D contact information for all states, territories, and provinces, in addition to many foreign countries. To view this information:

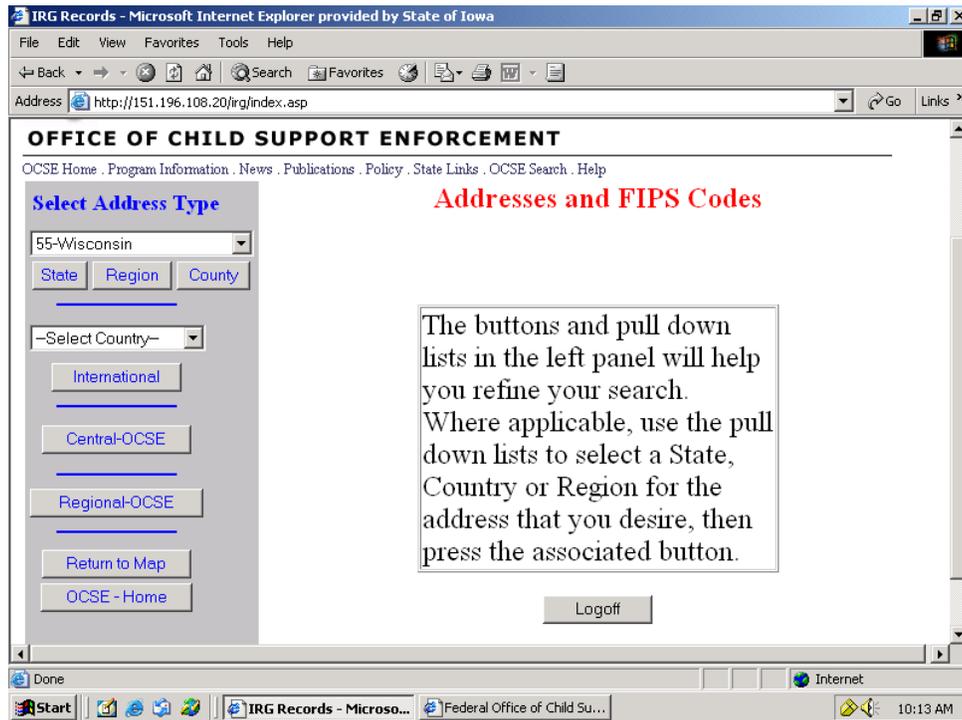
- ◆ Click on the IRG link from the OCSE home page.
- ◆ Click on the button to the right of the map that says “State users.”
- ◆ The site displays another screen. On the right of that screen, you'll see a place to enter your user name and password.



- ◆ Enter your user name and password.
- ◆ Click on the “Login” button.
- ◆ Click on the “FIPS Codes/Addresses” button.



- ◆ Click on the state (on the map) for which you want the information. The site displays another screen where you can choose between several drop-down boxes to find the contact information you want.



The Interstate Referral Guide (IRG) Screen in ICAR

You can access this screen by typing IRG in the NEXT SCREEN field.

```

D479HJ10          IOWA COLLECTION AND REPORTING SYSTEM          DATE: 00/00/00
                   INTERSTATE REFERRAL GUIDE                   TIME: 00:00:00

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 . . . . :
PHONE . . . . : 000 000 0000 EXT:          STATE:          ZIP: 00000 0000
                   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 IRG screen in ICAR allows you to view the IRG addresses downloaded from the federal web site. ICAR updates these addresses regularly on the weekend following the second Friday of each month.

While field workers have “view-only” access to the IRG screen, Iowa’s Central Registry staff has the ability to add and change IRG information in ICAR. This is sometimes necessary if information is either not contained in the online IRG, or the information is incorrect.

In the top third of the IRG screen, ICAR allows you to search for specific addresses. ICAR displays the address, telephone, and fax information resulting from the search in the bottom two-thirds of the screen.

You can search by one of the following methods:

- STATE:** Enter the two-letter state abbreviation for the state you want to search in the STATE field. Press PF5. ICAR displays the Central Registry address of that state. You may then page forward and backward through all addresses for that state. The FIPS code displayed on the screen changes as you page to correspond with the address displayed.
- FIPS:** Enter the FIPS code for the address you want to view in the FIPS field. Press PF5. ICAR allows you to search by either the first two digits, the first five digits, or the entire seven digits. The more digits you enter, the narrower the IRG search.

You must press PF9 to refresh the screen after each search before you can search again.

Following is an explanation of each field on the IRG screen:

- ◆ **STATE:** This field contains the standard two-letter abbreviation for the other state. Workers enter this when they want to search for an address in a specific state. ICAR enters it when the worker searches for an address by FIPS code.
- ◆ **FIPS:** This field contains the five- or seven-digit FIPS code for the address you are viewing. Workers enter this when they know the FIPS code for the address they want to view. ICAR enters this when the worker searches the IRG using the STATE code.

- ◆ **SEQUENCE NUMBER:** Many states have addresses that contain the same STATE, FIPS, and ADDRESS TYPES ONE and TWO. In these situations, ICAR assigns a sequence number that makes each address unique. Only ICAR can enter this number.
- ◆ **ADDRESS TYPE ONE:** This field helps to classify the address. It indicates that the address is a federal, state, or local (county) address. It also indicates if the address was added to the IRG through ICAR instead of downloaded from the OCSE web site.

You can use the ADDRESS TYPE ONE field in combination with the STATE code, FIPS code, and ADDRESS TYPE TWO field to help narrow the search for a particular address in the IRG. Entry in this field is optional to perform an inquiry.

When ICAR displays addresses, this field contains the ADDRESS TYPE ONE for the address shown. Codes for ADDRESS TYPE ONE are:

STA	State
LOC	Local
FED	Federal
AAA	Added by Iowa's Central Registry
INT	International

If you have proper authorization and attempt to add a new IRG address, you must enter an "AAA" in the ADDRESS TYPE ONE field.

- ◆ **ADDRESS TYPE TWO:** You can use this field in combination with the STATE code, FIPS code, and ADDRESS TYPE ONE fields to help narrow the search for a particular address in the IRG. Entry in the ADDRESS TYPE TWO field is optional to perform an inquiry.

When ICAR displays addresses, this field contains the ADDRESS TYPE TWO for the address shown. The following list contains the allowable entries for ADDRESS TYPE TWO as they correspond with ADDRESS TYPE ONE:

ADDRESS TYPE ONE LOC

AGO	Attorney General	JDR	Juvenile and domestic
CLC	Clerk of court	PAO	Prosecuting attorney relations court
COL	Collection	RES	Responding
CTC	Circuit court	SPO	State prosecutor
DAO	District attorney	SUP	Superior courts
DTC	District court	TLC	Tribal court
FAC	Family court	CHC	Chancery court
FRC	Friends of the Court		

CON	Child Support Office I	CEL	Child Support Office XI
CTW	Child Support Office II	CTV	Child Support Office XII
CTH	Child Support Office III	CTR	Child Support Office XIII
CFO	Child Support Office IV	CFR	Child Support Office XIV
CFV	Child Support Office V	CFT	Child Support Office XV
CSX	Child Support Office VI	CST	Child Support Office XVI
CSV	Child Support Office VII	CSE	Child Support Office XVII
CET	Child Support Office VIII	CSE	Child Support Office XVIII
CNN	Child Support Office IX	CNI	Child Support Office XIX
CTN	Child Support Office X	CTY	Child Support Office XX

ADDRESS TYPE ONE STA

AIP	Automated interstate case payment requests
AIS	Automated interstate case status requests
BVS	Bureau of Vital Statistics contact
CDC	Collection and distribution contact
CEJ	Continuing, exclusive jurisdiction contact
COC	Copy of order contact
CRG	Central Registry contact
EAC	Employer assistance contact
EFT	Electronic funds transfer
EIW	Employer income withholding contact
FDM	Financial institution data match contact
GCL	Guidelines calculations contact
GTI	Genetic testing and interstate teleconferencing contact
IPC	Interstate policy contact
IRG	Interstate Roster and referral guide contact
IVD	State IV-D director
NHR	New hire reporting contact
NVD	Non IV-D Contact
PRW	PRWORA administrative policies, procedures contact
PAF	Paternity acknowledgment forms contact
PAT	Paternity acknowledgment copies contact
PDC	Passport denial contact
PFR	Putative father registry
PRC	Privatization contact
PYC	Payment records contact
SDU	State disbursement unit
SLA	State long-arm statute and process contact
SPA	State paternity acknowledgment hospital contact

SPC	Service of process contact
SPL	State parent locator service
TOC	Tax offset coordinator
UCW	Unemployment compensation withholding
WCW	Workman's compensation withholding
RON	Regional Office I
RTW	Regional Office II
RTH	Regional Office III
RFO	Regional Office IV
RFV	Regional Office V
RSX	Regional Office VI
RSV	Regional Office VII
RET	Regional Office VIII
RNN	Regional Office IX
RTN	Regional Office X
SLC	State lien contact

◆ ADDRESS TYPE ONE FED

CEN	OCSE Central Office
REG	OCSE Region

◆ ADDRESS TYPE ONE INT

FRC	Foreign Country
-----	-----------------

If you have proper authorization and attempt to add a new IRG address, ICAR requires an entry in the ADDRESS TYPE TWO field.

In most cases, ICAR populates the following fields:

- ◆ ADDR DATE: The date this address was last updated.
- ◆ DEPT NAME: The department or agency name as listed on the OCSE IRG web site.
- ◆ TITLE: The title of the contact person for this address as listed on the OCSE IRG web site.
- ◆ ADDR LN 1: The agency's street address or post office box as listed on the OCSE IRG web site.
- ◆ ADDR LN 2: Supplemental address information as listed on the OCSE IRG web site.

- ◆ CITY, STATE and ZIP: The city, state, and ZIP code of the agency or department displayed.
- ◆ PHONE, EXT, FAX: The telephone number and extension, and the fax number of the agency or department displayed on this screen.

The IRG screen PF keys include:

- ◆ PF5=INQUIRE: Enter either a state code or the first two digits of a FIPS code and press the PF5 key to view a contact address for that state.
- ◆ PF7=BACK: After inquiring on a state or FIPS code, use the PF7 key to scroll backward through IRG addresses for the same state.
- ◆ PF8=FORWARD: After using the PF7 key, use the PF8 key to scroll forward through IRG addresses for the same state.
- ◆ PF9=REFRESH: Use the PF9 key to refresh (clear) the screen.
- ◆ PF10=LINK: Central Registry staff use the PF10 key to link another state's contact address to the REFERRAL screen.

Reciprocity

OCSE works with the U. S. State Department to develop reciprocal agreements with foreign countries, rather than leaving it up to each state to negotiate such agreements. However, states remain free to negotiate their own agreements. PRWORA requires states to treat international cases from reciprocating countries as IV-D cases for purposes of providing services and seeking incentives and other federal funding.

U.S. Attorney Program

If Iowa is the initiating state and you also refer the case to the U.S. Attorney program, notify the responding state of the referral and ask that state to continue its enforcement actions. Periodically ask the responding state to update you on its progress. Forward any updates you receive to the U.S. Attorney liaison, who sends the information on to the U.S. attorney.

- ◆ PROCESS: This column contains the PROCESS code associated with the REFERRAL TYPE.
- ◆ ACTION: This column displays a code describing the action that took place on the interstate case. Valid entries include:

ACKNOW	Acknowledgment sent/received
INFOPRO	Information provided
INTR ENDED	Interstate screen ended
REFERRAL	Referral sent/received
REQUESTS	Request sent
REQUESTR	Request received
RESPONSER	Response received
RESPONSES	Response sent
REQINFOR	Request for information received
UPDATE	Status update sent/received
- ◆ DATE: This column contains the date the associated action took place.

NARRATIVES

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NARRATIVES

Process: **DCO** Number: **001**

Text: Court Order # _____ is the controlling order because it is the only existing order for current support.

Screen:	Field:	Entry:	Flag:	Status:
DCO	DCO	O or I	N/A	N/A

Process: **DCO** Number: **002**

Text: No formal DCO completed because all current support orders are Iowa orders.

Screen:	Field:	Entry:	Flag:	Status:
DCO	DCO	M	N/A	N/A

Process: **DCO** Number: **003**

Text: _____ does not require a DCO because: (*Worker-entered reason*)

Screen:	Field:	Entry:	Flag:	Status:
DCO	DCO FOR CHILD	X	N/A	N/A

Process: **DCO** Number: **004**

Text: A DCO selection entry for _____ has been blanked out because: (*Worker-entered reason*)

Screen:	Field:	Entry:	Flag:	Status:
DCO	DCO FOR CHILD	Blank out an entry of E, N, or X	001 017	N/A

Process: **DCO** Number: **005**

Text: _____ Court Order # _____ has been determined to be a preliminary controlling order.

Screen:	Field:	Entry:	Flag:	Status:
DCO2	PRESUMED CONTROL ST	Any valid entry	003	N/A

Process: **DCO** Number: **006**

Text: The state that issued the preliminary DCO order has changed from _____ to _____ because:

Screen:	Field:	Entry:	Flag:	Status:
DCO2	PRESUMED CONTROL ST	Any valid changed entry	004	N/A

Process: **DCO** Number: **007**

Text: CP was served for determination of controlling order on ____.

Screen:	Field:	Entry:	Flag:	Status:
DCO2	SERVED(Y/N DATE)CP	Y	13	N/A

Process: **DCO** Number: **008**

Text: CP was not served for determination of controlling order because: (*Worker-entered reason*)

Screen:	Field:	Entry:	Flag:	Status:
DCO2	REASON NOT SERVED CP	Any valid entry	013	N/A

Process: **DCO** Number: **009**

Text: RP was served for determination of controlling order on ____.

Screen:	Field:	Entry:	Flag:	Status:
DCO2	SERVED (Y/N DATE) RP	Y	014	N/A

Process: **DCO** Number: **010**

Text: RP was not served for determination of controlling order because: (*Worker-entered reason*)

Screen:	Field:	Entry:	Flag:	Status:
DCO2	RP REASON NOT SERVED	Any valid entry	014	N/A

Process: **DCO** Number: **011**

Text: TP was served for determination of controlling order on ____ . Third party's name is: (*Worker-entered name*)

Screen:	Field:	Entry:	Flag:	Status:
DCO2	SERVED (Y/N DATE) TP	Y	015	N/A

Process: **DCO** Number: **012**

Text: TP was not served for determination of controlling order because: (*Worker-entered reason*)

Screen:	Field:	Entry:	Flag:	Status:
DCO2	TP REASON NOT SERVED	Any valid entry	015	N/A

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Process: **DCO** Number: **013**

Text: Court Order # _____ has been determined to be controlling effective _____ by the state of _____ because _____ has CEJ and is the only state with an order. This order is controlling for the following children: *(ICAR enters names of children)*

Screen:	Field:	Entry:	Flag:	Status:
DCO2	DETERMINATION REASON	A	005, 016	N/A

Process: **DCO** Number: **014**

Text: Court Order number _____ from the state of _____ has been determined to be controlling effective _____ by the state of _____ because it is the most recent order. None of the states that issued orders and that have CEJ are the home state of the children. This order is controlling for the following children: *(ICAR enters names of children)*

Screen:	Field:	Entry:	Flag:	Status:
DCO2	DETERMINATION REASON	B	005, 016	N/A

Process: **DCO** Number: **015**

Text: Court Order number _____ has been determined to be controlling effective _____ by the state of _____. Though other states with orders have CEJ, _____ is the home state, and its order is controlling for the following children: *(ICAR enters names of children)*

Screen:	Field:	Entry:	Flag:	Status:
DCO2	DETERMINATION REASON	C	005, 016	N/A

Process: **DCO** Number: **016**

Text: None of the states with existing orders have CEJ. Therefore, court order number _____ has been added and established as controlling effective _____ by the state of _____. This order is controlling for the following children: *(ICAR enters names of children)*

Screen:	Field:	Entry:	Flag:	Status:
DCO2	DETERMINATION REASON	D	005, 016	N/A

Process: **DCO** Number: **017**

Text: The DCO has been deleted because: *(Worker-entered reason)*

Screen:	Field:	Entry:	Flag:	Status:
DCO2	PF4	N/A	016	N/A

Process: **DCO** Number: **018**

Text: *(Blank narrative to issue a calendar flag)*

Screen:	Field:	Entry:	Flag:	Status:
DCO2		After all orders on the case have been considered or determined controlling	006, 016	N/A

Process: **DCO** Number: **019**

Text: *(Blank narrative to issue a calendar flag)*

Screen:	Field:	Entry:	Flag:	Status:
DCO2	SERVED (Y/N)...CP and RP	Y in both fields	007, 008, 014	N/A

Process: **DCO** Number: **020**

Text: *(Blank narrative to issue a calendar flag)*

Screen:	Field:	Entry:	Flag:	Status:
DCO2	GEN ORDER	Y or R	009	N/A

Process: **DCO** Number: **021** **This narrative no longer used.**

Text: STATUS INITIATED TO ACCOMPANY THE NOTICE OF INTENT TO DEFAULT FOR THE DCO TO SEND TO THE PARTIES.

Screen:	Field:	Entry:	Flag:	Status:
N/A	N/A	N/A	N/A	N/A

Process: **DCO** Number: **022** **This narrative no longer used.**

Text: STATUS REPORT REGARDING DCO GENERATED FOR THE OBLIGEE.

Screen:	Field:	Entry:	Flag:	Status:
N/A	N/A	N/A	N/A	N/A

Process: **DCO** Number: **023** **This narrative no longer used.**

Text: STATUS REPORT REGARDING DCO NOT SENT TO THE OBLIGEE. NO VALID ADDRESS.

Screen:	Field:	Entry:	Flag:	Status:
N/A	N/A	N/A	N/A	N/A

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Process: **DCO** Number: **024** **This narrative no longer used.**
Text: STATUS REPORT REGARDING DCO GENERATED FOR THE OBLIGOR.
Screen: Field: Entry: Flag: Status:
N/A N/A N/A N/A N/A

Process: **DCO** Number: **025** **This narrative no longer used.**
Text: STATUS REPORT REGARDING DCO NOT SENT TO THE OBLIGOR. NO VALID ADDRESS.
Screen: Field: Entry: Flag: Status:
N/A N/A N/A N/A N/A

Process: **DCO** Number: **026** **This narrative no longer used.**
Text: STATUS REPORT REGARDING DCO GENERATED FOR THE THIRD PARTY.
Screen: Field: Entry: Flag: Status:
N/A N/A N/A N/A N/A

Process: **DCO** Number: **027** **This narrative no longer used.**
Text: DCO STATUS REPORT NOT SENT TO THE THIRD PARTY. NO VALID ADDRESS.
Screen: Field: Entry: Flag: Status:
N/A N/A N/A N/A N/A

Process: **DCO** Number: **028**
Text: An _____ directions for service form for the determination of controlling order was sent to the CP.
Screen: Field: Entry: Flag: Status:
DCO2 CP I or O 002 N/A

Process: **DCO** Number: **029**
Text: An _____ directions for service form for the determination of controlling order was sent to the RP.
Screen: Field: Entry: Flag: Status:
DCO2 RP I or O 011 N/A

Process: **DCO** Number: **030**
Text: An _____ directions for service form for the determination of controlling order was sent to the TP.
Screen: Field: Entry: Flag: Status:
DCO2 TP I or O 012 N/A

Process: **DCO** Number: **031** **This narrative no longer used.**

Text: A STATUS UPDATE REGARDING DCO WAS SENT TO THE STATE OF _____.

Screen:	Field:	Entry:	Flag:	Status:
N/A	N/A		N/A	N/A

Process: **DCO** Number: **032**

Text: *(Blank narrative to issue a calendar flag)*

Screen:	Field:	Entry:	Flag:	Status:
DCO2	DETERMINATION REASON	Any valid entry	016	N/A

Process: **DCO** Number: **033**

Text: *(Blank narrative to issue a calendar flag)*

Screen:	Field:	Entry:	Flag:	Status:
CHILD		When a child is added to the case after a DCO has been completed.	018	N/A

Process: **INTER** Number: **001**

Text: Interstate referral sent to the interstate Central Registry for the state of _____ on _____ for _____.

Screen:	Field:	Entry:	Flag:	Status:
UIFSA	ACTION	Entry = SENT for any REQUEST	N/A	N/A
	RQSTR	CP, RP, or IA		
	SENT date(s)	Valid Entry > Zero		
INTERSTA	LOC RCVING RFRAL	C		

Process: **INTER** Number: **002**

Text: Acknowledgment to Interstate referral received from the Interstate Central Registry for the state of _____ on _____ for _____.

Screen:	Field:	Entry:	Flag:	Status:
INTERSTA	ACKNLDGMENT RCVD	C, plus and valid date	90 159	N/A

NARRATIVES

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Process: **INTER** Number: **003**

Text: Interstate referral sent to the local IV-D office for the state of _____ on _____ for _____.

Screen:	Field:	Entry:	Flag:	Status:
UIFSA	ACTION	Entry = SENT for any REQUEST	N/A	N/A
	RQSTR	CP, RP, or IA		
	SENT date(s)	Valid Entry > Zero		

INTERSTA LOC RCVING RFRAL L

Process: **INTER** Number: **004**

Text: Acknowledgment to interstate referral received from the local IV-D office for the state of _____ on _____ for _____.

Screen:	Field:	Entry:	Flag:	Status:
INTERSTA	ACKNLDGMENT RCVD	L, plus and valid date	90 159	N/A

Process: **INTER** Number: **005** **No longer used.**

Text: INTERSTATE REFERRAL RECEIVED BY THE IOWA INTERSTATE CENTRAL REGISTRY FROM THE STATE OF _____ ON _____ FOR (*Worker-entered text*)

Screen:	Field:	Entry:	Flag:	Status:
---------	--------	--------	-------	---------

Process: **INTER** Number: **006** **No longer used.**

Text: INTERSTATE REFERRAL ACKNOWLEDGED BY THE IOWA INTERSTATE CENTRAL REGISTRY ON _____

Screen:	Field:	Entry:	Flag:	Status:
---------	--------	--------	-------	---------

Process: **INTER** Number: **007**

Text: Interstate referral processed by the Iowa Interstate Central Registry received by the local CSRU office on _____ for _____

Screen:	Field:	Entry:	Flag:	Status:
INTERSTA	ACKNLDGMENT SENT	X	N/A	N/A

NARRATIVES

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Process: **INTER** Number: **015** **This narrative no longer used**
Text: STATUS REQUEST RECEIVED FROM THE STATE OF ____ ON ____ FOR
Screen: Field: Entry: Flag: Status:

Process: **INTER** Number: **016** **This narrative no longer used**
Text: STATUS UPDATE SENT TO THE INTERSTATE CENTRAL REGISTRY FOR THE STATE OF ____
FOR
Screen: Field: Entry: Flag: Status:

Process: **INTER** Number: **017** **This narrative no longer used**
Text: RESPONSE TO REQUEST FOR ADDITIONAL INFORMATION SENT BY THE LOCAL CSRU
OFFICE RECEIVED FROM THE STATE OF ____ ON FOR
Screen: Field: Entry: Flag: Status:

Process: **INTER** Number: **018** **This narrative no longer used**
Text: REQUEST FOR ADDITIONAL INFORMATION SENT BY THE IOWA INTERSTATE CENTRAL
REGISTRY TO THE STATE OF ____ ON FOR
Screen: Field: Entry: Flag: Status:

Process: **INTER** Number: **019** **This narrative no longer used**
Text: REQUEST FOR ADDITIONAL INFORMATION SENT BY THE LOCAL CSRU OFFICE TO THE
STATE OF ____ FOR
Screen: Field: Entry: Flag: Status:

Process: **INTER** Number: **020** **This narrative no longer used**
Text: RESPONSE TO REQUEST FOR ADDITIONAL INFORMATION SENT BY THE IOWA INTERSTATE
CENTRAL REGISTRY RECEIVED FROM THE STATE OF ____ ON ____ FOR
Screen: Field: Entry: Flag: Status:

Process: **INTER** Number: **021** **This narrative no longer used**
Text: REQUEST FOR ADDITIONAL INFORMATION RECEIVED FROM THE STATE OF ____ ON ____
FOR
Screen: Field: Entry: Flag: Status:

Process: **INTER** Number: **022** **This narrative no longer used**
Text: RESPONSE TO REQUEST FOR ADDITIONAL INFORMATION SENT TO THE INTERSTATE
CENTRAL REGISTRY FOR THE STATE OF ____ FOR
Screen: Field: Entry: Flag: Status:

Process: **INTER** Number: **023** **This narrative no longer used**
Text: RESPONSE TO STATUS REQUEST SENT TO THE INTERSTATE CENTRAL REGISTRY FOR THE
STATE OF ____ FOR
Screen: Field: Entry: Flag: Status:

Process: **INTER** Number: **024** **This narrative no longer used**
Text: STATUS REPORT NOT SENT TO THE PAYEE - NO VALID ADDRESS
Screen: Field: Entry: Flag: Status:

Process: **INTER** Number: **025** **This narrative no longer used**
Text: INTERSTATE CONTACT SCREEN DELETED. PREVIOUS CONTACT ADDRESS WAS:
Screen: Field: Entry: Flag: Status:

Process: **INTER** Number: **026** **This narrative no longer used**
Text: STATUS REPORT SENT TO THE PAYEE
Screen: Field: Entry: Flag: Status:

Process: **INTER** Number: **027** **This narrative no longer used**
Text: STATUS UPDATE SENT TO THE LOCAL IV-D OFFICE FOR THE STATE OF ____ FOR
Screen: Field: Entry: Flag: Status:

NARRATIVES

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Process: **INTER** Number: **028** **This narrative no longer used**
Text: STATUS REQUEST RECEIVED BY THE IOWA INTERSTATE CENTRAL REGISTRY FROM THE
STATE OF ____ ON
Screen: Field: Entry: Flag: Status:

Process: **INTER** Number: **029** **This narrative no longer used**
Text: IOWA INTERSTATE CENTRAL REGISTRY RESPONDED TO STATUS REQUEST FROM THE
STATE OF ____ ON
Screen: Field: Entry: Flag: Status:

Process: **INTER** Number: **030** **This narrative no longer used**
Text: RESPONSE TO STATUS REQUEST SENT TO THE LOCAL IV-D OFFICE FOR THE STATE OF ____
FOR
Screen: Field: Entry: Flag: Status:

Process: **INTER** Number: **031** **This narrative no longer used**
Text: RESPONSE TO REQUEST FOR ADDITIONAL INFORMATION SENT TO THE LOCAL IV-D OFFICE
FOR THE STATE OF ____ FOR
Screen: Field: Entry: Flag: Status:

Process: **INTER** Number: **032** **This narrative no longer used**
Text: STATUS UPDATE SENT TO THE STATE OF ____ FOR
Screen: Field: Entry: Flag: Status:

Process: **INTER** Number: **033** **This narrative no longer used**
Text: STATUS REQUEST SENT TO THE INTERSTATE CENTRAL REGISTRY FOR THE STATE OF ____
FOR
Screen: Field: Entry: Flag: Status:

Process: **INTER** Number: **034** **This narrative no longer used**

Text: FORM NUMBER _____ HAS BEEN SYSTEM GENERATED.

Screen: Field: Entry: Flag: Status:

Process: **INTER** Number: **035** **This narrative no longer used**

Text: INTERSTATE REFERRAL RECEIVED BY THE IOWA INTERSTATE CENTRAL REGISTRY FROM THE STATE OF _____ ON _____ FOR

Screen: Field: Entry: Flag: Status:

Process: **INTER** Number: **036** **This narrative no longer used**

Text: REQUEST FOR ADDITIONAL/REPEATED SERVICES RECEIVED BY THE LOCAL CSRU OFFICE FROM THE STATE OF _____ ON _____ FOR

Screen: Field: Entry: Flag: Status:

Process: **INTER** Number: **037** **This narrative no longer used**

Text: INTERSTATE UPDATED CASE NUMBER FOR CENTRAL REGISTRY NBR

Screen: Field: Entry: Flag: Status:

Process: **INTER** Number: **038** **This narrative no longer used**

Text: *(This was a blank narrative used to issue calendar flag 9)*

Screen: Field: Entry: Flag: Status:

Process: **INTER** Number: **039** **This narrative no longer used**

Text: *(This was a blank narrative used to issue calendar flag 10)*

Screen: Field: Entry: Flag: Status:

Process: **INTER** Number: **040** **This narrative no longer used**

Text: *(This was a blank narrative used to issue calendar flag 11)*

Screen: Field: Entry: Flag: Status:

NARRATIVES

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Process: **INTER** Number: **041** **This narrative no longer used**

Text: *(This was a blank narrative used to issue calendar flag 12)*

Screen: Field: Entry: Flag: Status:

Process: **INTER** Number: **042**

Text: Interstate referral sent to the Interstate Central Registry for the state of _____ on _____ for
(ICAR enters a description of the ACTION types from UIFSA screen.)

Screen:	Field:	Entry:	Flag:	Status:
UIFSA	REQUEST	When <u>not</u> =	N/A	N/A
		ADMINISTRATIVE	160	
		TAX REVIEW	91	

UIFSA ACTION Entry = SENT

UIFSA SENT date(s) Valid Entry > Zero

INTERSTA REFERRAL LOCATION C

Process: **INTER** Number: **043**

Text: Interstate referral sent to the local IV-D office for the state of _____ on _____ for *(ICAR enters a description of the ACTION types from UIFSA screen.)*

Screen:	Field:	Entry:	Flag:	Status:
UIFSA	REQUEST	When <u>not</u> =	N/A	N/A
		ADMINISTRATIVE	160	
		TAX REVIEW	91	

UIFSA ACTION Entry = SENT

UIFSA SENT date(s) Valid Entry > Zero

INTERSTA REFERRAL LOCATION L

Process: **INTER** Number: **044**

Text: Local contact address changed. The previous contact address was _____

Screen:	Field:	Entry:	Flag:	Status:
INTERST4		Pressing PF10, then selecting and saving a new Local Office contact address.	N/A	N/A

Process: **INTER** Number: **045**

Text: Process ended. This is no longer an interstate case with _____.

Screen:	Field:	Entry:	Flag:	Status:
INTERSTA	DISMISSED/ENDED	Any valid date	15	N/A

Process: **INTER** Number: **046**

Text: The problem with the state of _____ has been referred to Iowa's Central Registry.

Screen:	Field:	Entry:	Flag:	Status:
INTERST4	REFER COMPLAINT TO IA CENT REG	Y	16	N/A

Process: **INTER** Number: **047**

Text: Telephonic testimony forms were generated on _____.

Screen:	Field:	Entry:	Flag:	Status:
INTERST4	TESTIMONY IND	Entry of Y or change from Y to R.	N/A	N/A

Process: **INTER** Number: **048**

Text: Telephonic testimony scheduled to occur on _____.

Screen:	Field:	Entry:	Flag:	Status:
INTERST4	TESTIMONY DATE	Any valid date.	18	N/A

Process: **INTER** Number: **049**

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

Screen:	Field:	Entry:	Flag:	Status:
INTERST2	STATUS REQUEST – REQ/NTC SENT column	L	19 160	27

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Process: **INTER** Number: **050**

Text: Status request sent to the Interstate Central Registry of the state of _____. Requested the following: (*Worker-entered text*)

Screen:	Field:	Entry:	Flag:	Status:
INTERST2	STATUS REQUEST – REQ/NTC SENT column	C	19 160	27

Process: **INTER** Number: **051**

Text: Because of no response to previous request, additional status request sent to the local IV-D office in the state of _____. Requested the following information: (*Worker-entered text*)

Screen:	Field:	Entry:	Flag:	Status:
INTERST2	STATUS REQUEST – REQ/NTC SENT column	L when the counter was already 1 or greater	20 160	N/A

Process: **INTER** Number: **052**

Text: Because of no response to previous request, additional status request sent to the Interstate Central Registry of the state of _____. Requested the following: (*Worker-entered text*)

Screen:	Field:	Entry:	Flag:	Status:
INTERST2	STATUS REQUEST – REQ/NTC SENT column	C when the counter was already 1 or greater	20 160	N/A

Process: **INTER** Number: **053**

Text: Interstate Transmittal #2 regenerated to the _____ in the state of _____ for the purpose of (*Worker-entered text*)

Screen:	Field:	Entry:	Flag:	Status:
INTERST2	REQ/NTC SENT column for any request type	R	N/A 160	N/A

Process: **INTER** Number: **054**

Text: Response to status request received from the state of _____ on _____. Information provided: (*Worker-entered text*)

Screen:	Field:	Entry:	Flag:	Status:
INTERST2	STATUS REQUEST – RESPONSE RECEIVED column	Any valid date	21	N/A

Process: **INTER** Number: **055**

Text: Status request received from the state of ____ on _____. This state is requesting the following: (*Worker-entered text*)

Screen:	Field:	Entry:	Flag:	Status:
INTERST2	STATUS REQUEST – REQ/NTC RECEIVED column	Any valid date	22 160	N/A

Process: **INTER** Number: **056**

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	STATUS REQUEST - RESPONSE PROVIDED column	Any valid date	23	28

Process: **INTER** Number: **057**

Text: Response to status request sent to the Interstate Central Registry of the state of _____. The following response was provided: (*Worker-entered text*)

Screen:	Field:	Entry:	Flag:	Status:
INTERST2	STATUS REQUEST - RESPONSE PROVIDED column	Any valid date	23	28

Process: **INTER** Number: **058**

Text: Interstate Transmittal #2 sent to the local IV-D office in the state of _____ requesting the following: (*Worker-entered text*)

Screen:	Field:	Entry:	Flag:	Status:
INTERST2	OTHER – REQ/NTC SENT column	L	24 160	N/A

Process: **INTER** Number: **059**

Text: Interstate Transmittal #2 sent to the Interstate Central Registry in the state of _____ requesting the following: (*Worker-entered text*)

Screen:	Field:	Entry:	Flag:	Status:
INTERST2	OTHER – REQ/NTC SENT column	C	24 160	N/A

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Process: **INTER** Number: **060**

Text: Because of no response to previous request, an additional Interstate Transmittal #2 sent to the local office in the state of _____ requesting the following: (*Worker-entered text*)

Screen:	Field:	Entry:	Flag:	Status:
INTERST2	OTHER – REQ/NTC SENT column	L when counter was already 1 or greater	25 160	N/A

Process: **INTER** Number: **061**

Text: Because of no response to previous request, an additional Interstate Transmittal #2 sent to the Interstate Central Registry of the state of _____ requesting the following: (*Worker-entered text*)

Screen:	Field:	Entry:	Flag:	Status:
INTERST2	OTHER – REQ/NTC SENT column	C when counter was already 1 or greater	25 160	N/A

Process: **INTER** Number: **062**

Text: Response to Interstate Transmittal #2 requesting “other” received from the state of _____ on _____. The following response was provided: (*Worker-entered text*)

Screen:	Field:	Entry:	Flag:	Status:
INTERST2	OTHER – RESPONSE RECEIVED column	Any valid date	26	N/A

Process: **INTER** Number: **063**

Text: Interstate Transmittal #2 requesting “other” received from the state of _____ on _____. Requested the following: (*Worker-entered text*)

Screen:	Field:	Entry:	Flag:	Status:
INTERST2	OTHER – REQ/NTC RECEIVED column	Any valid date	27 160	N/A

Process: **INTER** Number: **064**

Text: Response to Interstate Transmittal #2 request sent to the local IV-D office in the state of _____. Provided the following: (*Worker-entered text*)

Screen:	Field:	Entry:	Flag:	Status:
INTERST2	OTHER – RESPONSE PROVIDED column	Any valid date	28	28

Process: **INTER** Number: **065**

Text: Response to Interstate Transmittal #2 request sent to the Interstate Central Registry of the state of _____. Provided the following: (*Worker-entered text*)

Screen:	Field:	Entry:	Flag:	Status:
INTERST2	OTHER – RESPONSE PROVIDED column	Any valid date	28	28

Process: **INTER** Number: **066**

Text: Status update sent to the local IV-D office in the state of _____. Provided the following information: (*Worker-entered text*)

Screen:	Field:	Entry:	Flag:	Status:
INTERST2	STATUS UPDATE - REQ/NTC SENT column	L	N/A	N/A

Process: **INTER** Number: **067**

Text: Status update sent to the Interstate Central Registry of the state of _____. Provided the following information: (*Worker-entered text*)

Screen:	Field:	Entry:	Flag:	Status:
INTERST2	STATUS UPDATE - REQ/NTC SENT column	C	N/A	N/A

Process: **INTER** Number: **068**

Text: Status update received from the state of _____ on _____. The following information was provided: (*Worker-entered text*)

Screen:	Field:	Entry:	Flag:	Status:
INTERST2	STATUS UPDATE - REQ/NTC RECEIVED column	Any valid date	N/A	N/A

Process: **INTER** Number: **069**

Text: Notice of hearing sent to the local IV-D office in the state of _____.

Screen:	Field:	Entry:	Flag:	Status:
INTERST2	NOTICE OF HEARING - REQ/NTC RECEIVED column	L	N/A	N/A

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Process: **INTER** Number: **070**

Text: Notice of hearing sent to the Interstate Central Registry of the state of _____.

Screen:	Field:	Entry:	Flag:	Status:
INTERST2	NOTICE OF HEARING - REQ/NTC SENT column	C	N/A	N/A

Process: **INTER** Number: **071**

Text: Notice of hearing received from the state of _____ on _____ for (*Worker-entered text*)

Screen:	Field:	Entry:	Flag:	Status:
INTERST2	NOTICE OF HEARING - REQ/NTC RECEIVED column	Any valid date	N/A	N/A

Process: **INTER** Number: **072**

Text: Interstate Transmittal #2 - document filed - Sent to the local IV-D office in the state of _____.

Screen:	Field:	Entry:	Flag:	Status:
INTERST2	DOCUMENT FILED - REQ/NTC SENT column	L	N/A	29

Process: **INTER** Number: **073**

Text: Interstate Transmittal #2 - document filed - Sent to the Interstate Central Registry of the state of _____.

Screen:	Field:	Entry:	Flag:	Status:
INTERST2	DOCUMENT FILED - REQ/NTC SENT column	C	N/A	29

Process: **INTER** Number: **074**

Text: Interstate Transmittal #2 - document filed - Received from the state of _____ on _____.

Screen:	Field:	Entry:	Flag:	Status:
INTERST2	DOCUMENT FILED - REQ/NTC RECEIVED column	Any valid date	N/A	N/A

Process: **INTER** Number: **075**

Text: Interstate Transmittal #2 - order issued/confirmed - sent to the local IV-D office in the state of _____.

Screen:	Field:	Entry:	Flag:	Status:
INTERST2	ORDER ISSUE/CONFRM - REQ/NTC SENT column	L	N/A	N/A

Process: **INTER** Number: **076**

Text: Interstate Transmittal #2 - order issue/confirmed - sent to the Interstate Central Registry of the state of _____.

Screen:	Field:	Entry:	Flag:	Status:
INTERST2	ORDER ISSUE/CONFRM - REQ/NTC SENT column	C	N/A	N/A

Process: **INTER** Number: **077**

Text: Interstate Transmittal #2 - order issued/confirmed - received from the state of _____ on _____.

Screen:	Field:	Entry:	Flag:	Status:
INTERST2	ORDER ISSUE/CONFRM - REQ/NTC RECEIVED column	Any valid date	N/A	N/A

Process: **INTER** Number: **078**

Text: Interstate Transmittal #2 - notice of arrears - sent to the local IV-D office in the state of _____.

Screen:	Field:	Entry:	Flag:	Status:
INTERST2	NOTICE OF ARREARS - REQ/NTC SENT column	L	N/A	N/A

Process: **INTER** Number: **079**

Text: Interstate Transmittal #2 - notice of arrears - sent to the Interstate Central Registry of the state of _____.

Screen:	Field:	Entry:	Flag:	Status:
INTERST2	NOTICE OF ARREARS - REQ/NTC SENT column	C	N/A	N/A

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Process: **INTER** Number: **080**

Text: Interstate Transmittal #2 - notice of arrears - received from the state of _____ on _____.

Screen:	Field:	Entry:	Flag:	Status:
INTERST2	NOTICE OF ARREARS - REQ/NTC RECEIVED column	Any valid entry	N/A	N/A

Process: **INTER** Number: **081**

Text: Interstate Transmittal #2 - change of payee/redirection sent to local IV-D office in the state of _____.

Screen:	Field:	Entry:	Flag:	Status:
INTERST2	CHANGE/REDIRECTION - REQ/NTC SENT column	L	N/A	30

Process: **INTER** Number: **082**

Text: Interstate Transmittal #2 - change of payee/redirection sent to the Interstate Central Registry of the state of _____.

Screen:	Field:	Entry:	Flag:	Status:
INTERST2	CHANGE/REDIRECTION - REQ/NTC SENT column	C	N/A	30

Process: **INTER** Number: **083**

Text: Interstate Transmittal #2 - change of payee/redirection received from the state of _____ on _____.

Screen:	Field:	Entry:	Flag:	Status:
INTERST2	CHANGE/REDIRECTION REQ/NTC RECEIVED column	Valid date	N/A	N/A

Process: **INTER** Number: **084**

Text: Interstate Transmittal #2 - notice of case forwarding - sent to the local IV-D office in the state of _____.

Screen:	Field:	Entry:	Flag:	Status:
INTERST2	NOTICE CASE FRWD	L	N/A	N/A

Process: **INTER** Number: **085**

Text: Interstate Transmittal #2 - notice of case forwarding - sent to the Interstate Central Registry of the state of _____.

Screen:	Field:	Entry:	Flag:	Status:
INTERST2	NOTICE CASE FRWD	C	N/A	N/A

Process: **INTER** Number: **086**

Text: Interstate Transmittal #2 - notice of case forwarding - sent to the state of _____ on _____.

Screen:	Field:	Entry:	Flag:	Status:
INTERST2	CASE FRWD TO ST	Valid two-letter state abbreviation, and date	N/A	31

Process: **INTER** Number: **087**

Text: Interstate Transmittal #3 requesting copies of orders sent to the local IV-D office of the state of _____.

Screen:	Field:	Entry:	Flag:	Status:
INTERST3	COPIES OF ORDERS – RQST SENT column	L	29 160	160

Process: **INTER** Number: **088**

Text: Interstate Transmittal #3 requesting copies of orders sent to the Interstate Central Registry of the state of _____.

Screen:	Field:	Entry:	Flag:	Status:
INTERST3	COPIES OF ORDERS – RQST SENT column	C	29 160	160

Process: **INTER** Number: **089**

Text: Because of no response to the previous request, an additional request for copies of orders was sent to the local IV-D office of the state of _____.

Screen:	Field:	Entry:	Flag:	Status:
INTERST3	COPIES OF ORDERS – RQST SENT column	L and counter > 1	30 160	160

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Process: **INTER** Number: **090**

Text: Because of no response to the previous request, an additional request for copies of orders was sent to the Interstate Central Registry of the state of _____.

Screen:	Field:	Entry:	Flag:	Status:
INTERST3	COPIES OF ORDERS – RQST SENT column	C and counter > 1	30 160	N/A

Process: **INTER** Number: **091**

Text: Interstate Transmittal #3 regenerated to the _____ in the state of _____ for the purpose of (*Worker-entered reason*)

Screen:	Field:	Entry:	Flag:	Status:
INTERST3	Any of the lines in the REQUEST SENT column	R	N/A 160	N/A

Process: **INTER** Number: **092**

Text: Response to the request for copies of orders received from the state of _____ on _____.

Screen:	Field:	Entry:	Flag:	Status:
INTERST3	COPIES OF ORDERS – RESP RCVD column	Valid date	31	N/A

Process: **INTER** Number: **093**

Text: Request for copies of orders received from the state of _____ on _____.

Screen:	Field:	Entry:	Flag:	Status:
INTERST3	COPIES OF ORDERS – RQST RCVD column	Valid date	32 160	N/A

Process: **INTER** Number: **094**

Text: Response to request for copies of orders sent to the local IV-D office in the state of _____.

Screen:	Field:	Entry:	Flag:	Status:
INTERST3	COPIES OF ORDERS – RESP PRVD column	Valid date	33	N/A

Process: **INTER** Number: **095**

Text: Response to request for copies of orders sent to the Interstate Central Registry for the state of _____.

Screen:	Field:	Entry:	Flag:	Status:
INTERST3	COPIES OF ORDERS – RESP PRVD column	Valid date	33	N/A

Process: **INTER** Number: **096**

Text: Interstate Transmittal #3 request for financial statement sent to the local IV-D office in the state of _____.

Screen:	Field:	Entry:	Flag:	Status:
INTERST3	FINANCIAL STATEMENT - RQST SENT	L	34 160	N/A

Process: **INTER** Number: **097**

Text: Interstate Transmittal #3 request for financial statement sent to the Interstate Central Registry for the state of _____.

Screen:	Field:	Entry:	Flag:	Status:
INTERST3	FINANCIAL STATEMENT - RQST SENT	C	34 160	N/A

Process: **INTER** Number: **098**

Text: Because of no response to the previous request, and additional request for a financial statement was sent to the local IV-D office in the state of _____.

Screen:	Field:	Entry:	Flag:	Status:
INTERST3	FINANCIAL STATEMENT - RQST SENT	L and counter is already 1 or greater	35 160	N/A

Process: **INTER** Number: **099**

Text: Because of no response to the previous request, and additional request for a financial statement was sent to the Interstate Central Registry of the state of _____.

Screen:	Field:	Entry:	Flag:	Status:
INTERST3	FINANCIAL STATEMENT - RQST SENT	C and counter is already 1 or greater	35 160	N/A

Process: **INTER** Number: **100**

Text: Response to the request for financial statement received from the state of _____ on _____.

Screen:	Field:	Entry:	Flag:	Status:
INTERST3	FINANCIAL STATEMENT - RESP RCVD column	Valid date	36	N/A

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Process: **INTER** Number: **101**

Text: Interstate Transmittal #3, request for financial statement, received from the state of _____ on _____.

Screen:	Field:	Entry:	Flag:	Status:
INTERST3	FINANCIAL STATEMENT – RQST RCVD column	Valid date	37 160	N/A

Process: **INTER** Number: **102**

Text: Response to the request for financial statement sent to the local IV-D office in the state of _____.

Screen:	Field:	Entry:	Flag:	Status:
INTERST3	FINANCIAL STATEMENT – RESP PRVD column	Valid date	38	N/A

Process: **INTER** Number: **103**

Text: Response to the request for financial statement sent to the Interstate Central Registry in the state of _____.

Screen:	Field:	Entry:	Flag:	Status:
INTERST3	FINANCIAL STATEMENT – RESP PRVD column	Valid date	38	N/A

Process: **INTER** Number: **104**

Text: Interstate Transmittal #3, request for payment records, sent to the local IV-D office in the state of _____.

Screen:	Field:	Entry:	Flag:	Status:
INTERST3	PAYMENT RECORDS - RQST SENT column	L	39 160	N/A

Process: **INTER** Number: **105**

Text: Interstate Transmittal #3, request for payment records, sent to the Interstate Central Registry in the state of _____.

Screen:	Field:	Entry:	Flag:	Status:
INTERST3	PAYMENT RECORDS - RQST SENT column	C	39 160	N/A

Process: **INTER** Number: **106**

Text: Because of no response to the previous request, an additional request for payment records was sent to the local IV-D office in the state of _____.

Screen:	Field:	Entry:	Flag:	Status:
INTERST3	PAYMENT RECORDS - RQST SENT column	L and counter is already 1 or greater	40 160	N/A

Process: **INTER** Number: **107**

Text: Because of no response to the previous request, an additional request for payment records was sent to the Interstate Central Registry in the state of _____.

Screen:	Field:	Entry:	Flag:	Status:
INTERST3	PAYMENT RECORDS - RQST SENT column	C and counter is already 1 or greater	40 160	N/A

Process: **INTER** Number: **108**

Text: Response to request for payment records was received from the state of _____ on _____.

Screen:	Field:	Entry:	Flag:	Status:
INTERST3	PAYMENT RECORDS - RESP RCVD column	Valid date	41	N/A

Process: **INTER** Number: **109**

Text: Interstate Transmittal #3, request for payment records, received from the state of _____ on _____.

Screen:	Field:	Entry:	Flag:	Status:
INTERST3	PAYMENT RECORDS - RQST RCVD column	Valid date	42 160	N/A

Process: **INTER** Number: **110**

Text: Response to the request for payment records was sent to the local IV-D office in the state of _____.

Screen:	Field:	Entry:	Flag:	Status:
INTERST3	PAYMENT RECORDS - RESP PRVD column	Valid date	43	N/A

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Process: **INTER** Number: **111**

Text: Response to the request for payment records was sent to the Interstate Central Registry in the state of _____.

Screen:	Field:	Entry:	Flag:	Status:
INTERST3	PAYMENT RECORDS – RESP PRVD column	Valid date	43	N/A

Process: **INTER** Number: **112**

Text: Transmittal #3, request for other copies, was sent to the local IV-D office in the state of _____.

Screen:	Field:	Entry:	Flag:	Status:
INTERST3	OTHER COPIES - RQST SENT column	L	44 160	N/A

Process: **INTER** Number: **113**

Text: Transmittal #3, request for other copies, was sent to the Interstate Central Registry in the state of _____.

Screen:	Field:	Entry:	Flag:	Status:
INTERST3	OTHER COPIES - RQST SENT column	C	44 160	N/A

Process: **INTER** Number: **114**

Text: Because of no response to the previous request, an additional request for other copies was sent to the local IV-D office in the state of _____.

Screen:	Field:	Entry:	Flag:	Status:
INTERST3	OTHER COPIES - RQST SENT column	L and counter is already 1 or greater	45 160	N/A

Process: **INTER** Number: **115**

Text: Because of no response to the previous request, and additional request for other copies was sent to the Interstate Central Registry of the state of _____.

Screen:	Field:	Entry:	Flag:	Status:
INTERST3	OTHER COPIES - RQST SENT column	C and counter is already 1 or greater	45	N/A

Process: **INTER** Number: **116**

Text: Response to the request for other copies received from the state of _____ on _____.

Screen:	Field:	Entry:	Flag:	Status:
INTERST3	OTHER COPIES - RESP RCVD column	Valid date	46	N/A

Process: **INTER** Number: **117**

Text: Interstate Transmittal #3, request for other copies, received from the state of _____ on _____.

Screen:	Field:	Entry:	Flag:	Status:
INTERST3	OTHER COPIES - RQST RCVD column	Valid date	47 160	N/A

Process: **INTER** Number: **118**

Text: Response to request for other copies sent to the local IV-D office in the state of _____.

Other information: (*Worker-entered text*)

Screen:	Field:	Entry:	Flag:	Status:
INTERST3	OTHER COPIES - RESP PRVD column	Valid date	48	N/A

Process: **INTER** Number: **119**

Text: Response to request for other copies sent to the Interstate Central Registry of the state of _____.

Other information: (*Worker-entered text*)

Screen:	Field:	Entry:	Flag:	Status:
INTERST3	OTHER COPIES - RESP PRVD column	Valid date	48	N/A

Process: **INTER** Number: **120**

Text: Interstate Transmittal #3, request for service of process, sent to the local IV-D office in the state of _____.

Screen:	Field:	Entry:	Flag:	Status:
INTERST3	SERVICE PROCESS – RQST SENT column	L	49 160	N/A

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Process: **INTER** Number: **121**

Text: Interstate Transmittal #3, request for service of process, sent to the Interstate Central Registry of the state of _____.

Screen:	Field:	Entry:	Flag:	Status:
INTERST3	SERVICE PROCESS – RQST SENT column	C	49 160	N/A

Process: **INTER** Number: **122**

Text: Because of no response to the previous request, an additional request for service of process was sent to the local IV-D office in the state of _____.

Screen:	Field:	Entry:	Flag:	Status:
INTERST3	SERVICE PROCESS – RQST SENT column	L and counter is already 1 or greater	50 160	N/A

Process: **INTER** Number: **123**

Text: Because of no response to the previous request, an additional request for service of process was sent to the Interstate Central Registry of the state of _____.

Screen:	Field:	Entry:	Flag:	Status:
INTERST3	SERVICE PROCESS – RQST SENT column	C and counter is already 1 or greater	50 160	N/A

Process: **INTER** Number: **124**

Text: Response to request for service of process received from the state of _____ on _____.

Screen:	Field:	Entry:	Flag:	Status:
INTERST3	SERVICE PROCESS – RESP RCVD column	Valid date	51	N/A

Process: **INTER** Number: **125**

Text: Interstate Transmittal #3, request for service of process, received from the state of _____ on _____.

Screen:	Field:	Entry:	Flag:	Status:
INTERST3	SERVICE PROCESS – RQST RCVD column	Valid date	52 160	N/A

Process: **INTER** Number: **126**

Text: Response to request for service of process sent to the local IV-D office in the state of _____.

Screen:	Field:	Entry:	Flag:	Status:
INTERST3	SERVICE PROCESS – RESP PRVD column	Valid date	53	N/A

Process: **INTER** Number: **127**

Text: Response to request for service of process sent to the Interstate Central Registry for the state of _____.

Screen:	Field:	Entry:	Flag:	Status:
INTERST3	SERVICE PROCESS – RESP PRVD column	Valid date	53	N/A

Process: **INTER** Number: **128**

Text: Interstate Transmittal #3, request for genetic testing, sent to the local IV-D office in the state of _____.

Screen:	Field:	Entry:	Flag:	Status:
INTERST3	GENETIC TESTING – RQST SENT column	L	54 160	N/A

Process: **INTER** Number: **129**

Text: Interstate Transmittal #3, request for genetic testing, sent to the Interstate Central Registry in the state of _____.

Screen:	Field:	Entry:	Flag:	Status:
INTERST3	GENETIC TESTING – RQST SENT column	C	54 160	N/A

Process: **INTER** Number: **130**

Text: Because of no response to the previous request, an additional request for genetic testing was sent to the local IV-D office in the state of _____.

Screen:	Field:	Entry:	Flag:	Status:
INTERST3	GENETIC TESTING – RQST SENT column	L and counter is already 1 or greater	55 160	N/A

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Process: **INTER** Number: **131**

Text: Because of no response to the previous request, an additional request for genetic testing was sent to the Interstate Central Registry of the state of _____.

Screen:	Field:	Entry:	Flag:	Status:
INTERST3	GENETIC TESTING – RQST SENT column	C and counter is already 1 or greater	55 160	N/A

Process: **INTER** Number: **132**

Text: Response to request for genetic testing received from the state of _____ on _____.

Screen:	Field:	Entry:	Flag:	Status:
INTERST3	GENETIC TESTING RESP RCVD column	Valid date	56	N/A

Process: **INTER** Number: **133**

Text: Interstate Transmittal #3, request for genetic testing, received from the state of _____ on _____.

Screen:	Field:	Entry:	Flag:	Status:
INTERST3	GENETIC TESTING RQST RCVD column	Valid date	57 160	N/A

Process: **INTER** Number: **134**

Text: Response to request for genetic testing sent to the local IV-D office in the state of _____.

Screen:	Field:	Entry:	Flag:	Status:
INTERST3	GENETIC TESTING RESP PRVD column	Valid date	58	N/A

Process: **INTER** Number: **135**

Text: Response to request for genetic testing sent to the Interstate Central Registry in the state of _____.

Screen:	Field:	Entry:	Flag:	Status:
INTERST3	GENETIC TESTING RESP PRVD column	Valid date	58	N/A

Process: **INTER** Number: **136**

Text: Interstate Transmittal #3, request for interrogatories, sent to the local IV-D office in the state of _____.

Screen:	Field:	Entry:	Flag:	Status:
INTERST3	INTERROGATORIES - RQST SENT column	L	59 160	N/A

Process: **INTER** Number: **137**

Text: Interstate Transmittal #3, request for interrogatories, sent to the Interstate Central Registry in the state of _____.

Screen:	Field:	Entry:	Flag:	Status:
INTERST3	INTERROGATORIES - RQST SENT column	C	59 160	N/A

Process: **INTER** Number: **138**

Text: Because of no response to the previous request, an additional request for interrogatories was sent to the local IV-D office in the state of _____.

Screen:	Field:	Entry:	Flag:	Status:
INTERST3	INTERROGATORIES - RQST SENT column	L and counter is already 1 or greater	60 160	N/A

Process: **INTER** Number: **139**

Text: Because of no response to the previous request, an additional request for interrogatories was sent to the Interstate Central Registry of the state of _____.

Screen:	Field:	Entry:	Flag:	Status:
INTERST3	INTERROGATORIES - RQST SENT column	C and counter is already 1 or greater	60 160	N/A

Process: **INTER** Number: **140**

Text: Response to request for interrogatories received from the state of _____ on _____.

Screen:	Field:	Entry:	Flag:	Status:
INTERST3	INTERROGATORIES - RESP RCVD column	Valid date	61	N/A

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Process: **INTER** Number: **141**

Text: Interstate Transmittal #3, request for interrogatories, received from the state of _____ on _____.

Screen:	Field:	Entry:	Flag:	Status:
INTERST3	INTERROGATORIES - RQST RCVD column	Valid date	62 160	N/A

Process: **INTER** Number: **142**

Text: Response to request for interrogatories sent to the local IV-D office in the state of _____.

Screen:	Field:	Entry:	Flag:	Status:
INTERST3	INTERROGATORIES - RESP PRVD column	Valid date	63	N/A

Process: **INTER** Number: **143**

Text: Response to request for interrogatories sent to the Interstate Central Registry in the state of _____.

Screen:	Field:	Entry:	Flag:	Status:
INTERST3	INTERROGATORIES - RESP PRVD column	Valid date	63	N/A

Process: **INTER** Number: **144**

Text: Interstate Transmittal #3, request for teleconference, sent to the local IV-D office in the state of _____.

Screen:	Field:	Entry:	Flag:	Status:
INTERST3	TELECONFERENCE - RQST SENT column	L	64 160	N/A

Process: **INTER** Number: **145**

Text: Interstate Transmittal #3, request for teleconference, sent to the Interstate Central Registry in the state of _____.

Screen:	Field:	Entry:	Flag:	Status:
INTERST3	TELECONFERENCE - RQST SENT column	C	64 160	N/A

Process: **INTER** Number: **146**

Text: Because of no response to the previous request, an additional request for teleconference was sent to the local IV-D office in the state of _____.

Screen:	Field:	Entry:	Flag:	Status:
INTERST3	TELECONFERENCE - RQST SENT column	L and counter is already 1 or greater	65 160	N/A

Process: **INTER** Number: **147**

Text: Because of no response to the previous request, an additional request for teleconference was sent to the Interstate Central Registry of the state of _____.

Screen:	Field:	Entry:	Flag:	Status:
INTERST3	TELECONFERENCE - RQST SENT column	C and counter is already 1 or greater	65 160	N/A

Process: **INTER** Number: **148**

Text: Response to request for teleconference received from the state of _____ on _____.

Screen:	Field:	Entry:	Flag:	Status:
INTERST3	TELECONFERENCE - RESP RCVD column	Valid date	66	N/A

Process: **INTER** Number: **149**

Text: Interstate Transmittal #3, request for teleconference, received from the state of _____ on _____.

Screen:	Field:	Entry:	Flag:	Status:
INTERST3	TELECONFERENCE - RQST RCVD column	Valid date	67 160	N/A

Process: **INTER** Number: **150**

Text: Response to request for teleconference sent to the local IV-D office in the state of _____.

Screen:	Field:	Entry:	Flag:	Status:
INTERST3	TELECONFERENCE - RESP PRVD column	Valid date	68	N/A

Process: **INTER** Number: **151**

Text: Response to request for teleconference sent to the Interstate Central Registry in the state of _____.

Screen:	Field:	Entry:	Flag:	Status:
INTERST3	TELECONFERENCE - RESP PRVD column	Valid date	68	N/A

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Process: **INTER** Number: **152**

Text: Interstate Transmittal #3, request for proof of income, sent to the local IV-D office in the state of _____.

Screen:	Field:	Entry:	Flag:	Status:
INTERST3	PROOF OF INCOME - RQST SENT column	L	69 160	N/A

Process: **INTER** Number: **153**

Text: Interstate Transmittal #3, request for proof of income, sent to the Interstate Central Registry in the state of _____.

Screen:	Field:	Entry:	Flag:	Status:
INTERST3	PROOF OF INCOME - RQST SENT column	C	69 160	N/A

Process: **INTER** Number: **154**

Text: Because of no response to the previous request, an additional request for proof of income was sent to the local IV-D office in the state of _____.

Screen:	Field:	Entry:	Flag:	Status:
INTERST3	PROOF OF INCOME - RQST SENT column	L and counter is already 1 or greater	70 160	N/A

Process: **INTER** Number: **155**

Text: Because of no response to the previous request, an additional request for proof of income was sent to the Interstate Central Registry of the state of _____.

Screen:	Field:	Entry:	Flag:	Status:
INTERST3	PROOF OF INCOME - RQST SENT column	C and counter is already 1 or greater	70 160	N/A

Process: **INTER** Number: **156**

Text: Response to request for proof of income received from the state of _____ on _____.

Screen:	Field:	Entry:	Flag:	Status:
INTERST3	PROOF OF INCOME - RESP RCVD column	Valid date	71	N/A

Process: **INTER** Number: **157**

Text: Interstate Transmittal #3, request for proof of income, received from the state of _____ on _____.

Screen:	Field:	Entry:	Flag:	Status:
INTERST3	PROOF OF INCOME - RQST RCVD column	Valid date	72 160	N/A

Process: **INTER** Number: **158**

Text: Response to request for proof of income sent to the local IV-D office in the state of _____.

Screen:	Field:	Entry:	Flag:	Status:
INTERST3	PROOF OF INCOME - RESP PRVD column	Valid date	73	N/A

Process: **INTER** Number: **159**

Text: Response to request for proof of income sent to the Interstate Central Registry in the state of _____.

Screen:	Field:	Entry:	Flag:	Status:
INTERST3	PROOF OF INCOME - RESP PRVD column	Valid date	73	N/A

Process: **INTER** Number: **160**

Text: Interstate Transmittal #3, request for party signature, sent to the local IV-D office in the state of _____.

Screen:	Field:	Entry:	Flag:	Status:
INTERST3	PARTY SIGNATURE - RQST SENT column	L	74 160	N/A

Process: **INTER** Number: **161**

Text: Interstate Transmittal #3, request for party signature, sent to the Interstate Central Registry in the state of _____.

Screen:	Field:	Entry:	Flag:	Status:
INTERST3	PARTY SIGNATURE - RQST SENT column	C	74 160	N/A

Process: **INTER** Number: **162**

Text: Because of no response to the previous request, an additional request for party signature was sent to the local IV-D office in the state of _____.

Screen:	Field:	Entry:	Flag:	Status:
INTERST3	PARTY SIGNATURE - RQST SENT column	L and counter is already 1 or greater	75 160	N/A

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Process: **INTER** Number: **163**

Text: Because of no response to the previous request, an additional request for party signature was sent to the Interstate Central Registry of the state of ____.

Screen:	Field:	Entry:	Flag:	Status:
INTERST3	PARTY SIGNATURE - RQST SENT column	C and counter is already 1 or greater	75 160	N/A

Process: **INTER** Number: **164**

Text: Response to request for party signature received from the state of ____ on ____.

Screen:	Field:	Entry:	Flag:	Status:
INTERST3	PARTY SIGNATURE - RESP RCVD column	Valid date	76	N/A

Process: **INTER** Number: **165**

Text: Interstate Transmittal #3, request for party signature, received from the state of ____ on ____.

Screen:	Field:	Entry:	Flag:	Status:
INTERST3	PARTY SIGNATURE - RQST RCVD column	Valid date	77 160	N/A

Process: **INTER** Number: **166**

Text: Response to request for party signature sent to the local IV-D office in the state of ____.

Screen:	Field:	Entry:	Flag:	Status:
INTERST3	PARTY SIGNATURE - RESP PRVD column	Valid date	78	N/A

Process: **INTER** Number: **167**

Text: Response to request for party signature sent to the Interstate Central Registry in the state of ____.

Screen:	Field:	Entry:	Flag:	Status:
INTERST3	PARTY SIGNATURE - RESP PRVD column	Valid date	78	N/A

Process: **INTER** Number: **168**

Text: Interstate Transmittal #3 sent to the local IV-D office in the state of ____ requesting
(Worker-entered text)

Screen:	Field:	Entry:	Flag:	Status:
INTERST3	OTHER - RQST SENT column	L	79 160	N/A

Process: **INTER** Number: **169**

Text: Interstate Transmittal #3 sent to the Interstate Central Registry in the state of _____ requesting (*Worker-entered text*)

Screen:	Field:	Entry:	Flag:	Status:
INTERST3	OTHER - RQST SENT column	C	79 160	N/A

Process: **INTER** Number: **170**

Text: Because of no response to the previous request, an additional Interstate Transmittal #3 was sent to the local IV-D office in the state of _____ requesting (*Worker-entered text*)

Screen:	Field:	Entry:	Flag:	Status:
INTERST3	OTHER - RQST SENT column	L and counter is already 1 or greater	80 160	N/A

Process: **INTER** Number: **171**

Text: Because of no response to the previous request, an additional Interstate Transmittal #3 was sent to the Interstate Central Registry in the state of _____ requesting (*Worker-entered text*)

Screen:	Field:	Entry:	Flag:	Status:
INTERST3	OTHER - RQST SENT column	C and counter is already 1 or greater	80 160	N/A

Process: **INTER** Number: **172**

Text: Response to Interstate Transmittal #3 requesting "other" was received from the state of _____ on _____.

Screen:	Field:	Entry:	Flag:	Status:
INTERST3	OTHER - RESP RCVD column	Valid date	81	N/A

Process: **INTER** Number: **173**

Text: Interstate Transmittal #3 requesting "other" received from the state of _____ on _____. Requested the following: (*Worker-entered text*)

Screen:	Field:	Entry:	Flag:	Status:
INTERST3	OTHER - RQST RCVD column	Valid date	82 160	N/A

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Process: **INTER** Number: **174**

Text: Response to Interstate Transmittal #3 request sent to the local IV-D office in the state of _____. Provided the following: (*Worker-entered text*)

Screen:	Field:	Entry:	Flag:	Status:
INTERST3	OTHER - RESP PRVD column	Valid date	83	N/A

Process: **INTER** Number: **175**

Text: Response to Interstate Transmittal #3 request sent to the Interstate Central Registry in the state of _____. Provided the following: (*Worker-entered text*)

Screen:	Field:	Entry:	Flag:	Status:
INTERST3	OTHER - RESP PRVD column	Valid date	83	N/A

Process: **INTER** Number: **176**

Text: CSRU has requested interstate information from _____.

Screen:	Field:	Entry:	Flag:	Status:
INTERST3	OTHER SRC: RQSTED:	FRN, NCP, CP, OTH Any valid two-letter State code	84 160	N/A

Process: **INTER** Number: **177**

Text: Because of no response to the previous request, CSRU has made an additional request for interstate information from _____.

Screen:	Field:	Entry:	Flag:	Status:
INTERST3	OTHER SRC: RQSTED:	When one of the following is entered a second time: FRN, NCP, CP, OTH Any valid two-letter State code	85 160	N/A

Process: **INTER** Number: **178**

Text: CSRU received interstate information from _____.

Screen:	Field:	Entry:	Flag:	Status:
INTERST3	OTHER SRC: RECEIVED:	FRN, NCP, CP, OTH, ATY, COC Any valid two-letter State code	86	N/A

Process: **INTER** Number: **179**

Text: CSRU has forwarded interstate information to _____.

Screen:	Field:	Entry:	Flag:	Status:
INTERST3	OTHER SRC: FORWARD	Y	N/A	N/A

Process: **INTER** Number: **229**

Text: *(Blank narrative to issue calendar flag 159)*

Screen:	Field:	Entry:	Flag:	Status:
INTERST2	REQ/NTC SENT and REQ/NTC RECEIVED	Valid date	159	N/A

columns for:

STATUS UPDATE, NOTICE
OF HEARING, DOCUMENT
FILED, ORDER
ISSUE/CONFM, NOTICE
OF ARREARS,
CHANGE/REDIRECTION;
NOTICE CASE FRWD

RESPONSE RECEIVED and
RESPONSE PROVIDED

column for:

STATUS REQUEST, OTHER Valid date

INTERST3	RESPONSE RCVD and RESP PRVD columns for: COPIES OF ORDERS, FINANCIAL STATEMNT, PAYMENT RECORDS, OTHER COPIES, SERVICE PROCESS, GENETIC TESTING, INTERROGATORIES, TELECONFERENCE, PROOF OF INCOME, PARTY SIGNATURE , OTHER
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Process: **INTER** Number: **244**

Text: Worker plans to provide the following additional documents to _____ to complete the Interstate referral by _____: (*Worker-entered text*)

Screen:	Field:	Entry:	Flag:	Status:
INTERSTA	ADDL. DOCUMENTS PROVIDED:	Valid date	159	N/A
			149	

Process: **INTER** Number: **269**

Text: _____ contact was made with the state of _____ on _____. Received, requested, or provided the following information: (*Worker-entered text*)

Screen:	Field:	Entry:	Flag:	Status:
INTERSTA	OTHER ST CONTACT	T, E, F, N	159	N/A

Process: **INTER** Number: **270**

Text: Interstate case with the state of _____ bypassed for interstate tracking because: (*Worker-entered text*)

Screen:	Field:	Entry:	Flag:	Status:
INTERSTA	BYPASS TRACKING	Y, R	163	N/A

Process: **INTER** Number: **271**

Text: Interstate case with the state of _____ no longer bypassed for interstate tracking. Reason: (*Worker-entered text*)

Screen:	Field:	Entry:	Flag:	Status:
INTERSTA	BYPASS TRACKING	N	164	N/A

Process: **INTER** Number: **272**

Text: (*Blank narrative to issue a calendar flag*)

Screen:	Field:	Entry:	Flag:	Status:
BATCH PROGRAM J399	BYPASS TRACKING	When this program identifies an interstate case that has received payments in the prior 30 days.	160	N/A

Process: **REGST** Number: **001**

Text: The registration process has been started for (*registration type*).

Screen:	Field:	Entry:	Flag:	Status:
REGIST	REGISTRATION TYPE	ENF or MOD or ENM	N/A	N/A

Process: **REGST** Number: **002**

Text: Court order registration amounts have been updated as a result of information supplied from: (*Worker-entered text*)

Screen:	Field:	Entry:	Flag:	Status:
REGIST	ORIG AMT OWED, TOTAL PD, or BALANCE	Updating the amount	N/A	N/A

Process: **REGST** Number: **003**

Text: The court order registration was contested by the _____ on _____.

Screen:	Field:	Entry:	Flag:	Status:
REGIST	CONTESTED BY, DATE CONTESTED	RP, CP, TP, or OS	002	013

Process: **REGST** Number: **004**

Text: A court hearing has been set for _____ at __: __ __.

Screen:	Field:	Entry:	Flag:	Status:
REGIST	COURT HEARING SET	Valid Date	003	N/A

Process: **REGST** Number: **005**

Text: The registration court hearing scheduled for _____ was not held because: (*Worker-entered text*)

Screen:	Field:	Entry:	Flag:	Status:
REGIST	COURT HEARING HELD	N	004	N/A

Process: **REGST** Number: **006**

Text: A court hearing for registration was held on _____. The registration was _____. Other information regarding the hearing: (*Worker-entered text*)

Screen:	Field:	Entry:	Flag:	Status:
REGIST	COURT HEARING HELD, RESULTS	Y in HEARING HELD	004	N/A

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Process: **REGST** Number: **007**

Text: Court order registration for order number _____ was completed on _____ in county _____.

Screen:	Field:	Entry:	Flag:	Status:
REGIST	OTHER STATE COURT #, PROCESS ENDED DATE, COUNTY NUMBER	Any entry other than CSRU in the CSC- REASON-PROCESS- ENDED code	005	N/A

Process: **REGST** Number: **008**

Text: The court order registration process was ended as a result of CSRU.

Screen:	Field:	Entry:	Flag:	Status:
REGIST	PROCESS ENDED	CSRU	002, 005	002, 007, 012

Process: **REGST** Number: **009**

Text: The registration notice has been served on the _____ on _____.

Screen:	Field:	Entry:	Flag:	Status:
REGIST	SERVED (for any party)	Y	001	N/A

Process: **REGST** Number: **010**

Text: The registration notice has not been served on the _____ because

Screen:	Field:	Entry:	Flag:	Status:
REGIST	SERVED (for any party)	N For reasons not = OTHR	002	N/A

Process: **REGST** Number: **011**

Text: The registration hearing has been rescheduled for _____ at __:__. Because: (*Worker-entered text*)

Screen:	Field:	Entry:	Flag:	Status:
REGIST	COURT HEARING HELD	R	004, 003	014

Process: **REGST** Number: **012**

Text: The registration process type has been changed from _____ to _____ for the following reason(s): (*Worker-entered text*)

Screen:	Field:	Entry:	Flag:	Status:
REGIST	REGISTRATION TYPE	ENF or MOD or ENM	N/A	N/A

Process: **REGST** Number: **013**

Text: Served _____ for a court order registration has been updated from _____ to _____ because: (*Worker-entered text*)

Screen:	Field:	Entry:	Flag:	Status:
REGIST	SERVED	Changing the entry for any party	N/A	N/A

Process: **REGST** Number: **014**

Text: The registration process for this case was deleted on _____ by _____ because: (*Worker-entered text*)

Screen:	Field:	Entry:	Flag:	Status:
REGIST	N/A	PF4 twice	005	N/A

Process: **REGST** Number: **015**

Text: (*Blank narrative to issue a calendar flag*)

Screen:	Field:	Entry:	Flag:	Status:
REGIST	SERVED (for any party)	N	002	N/A

Process: **REGST** Number: **016**

Text: The registration notice was not served on the _____ because: (*Worker-entered text*)

Screen:	Field:	Entry:	Flag:	Status:
REGIST	SERVED (for any party)	N Only for reason of OTHR	002	N/A

Process: **REGST** Number: **017** **No longer used**

Text: REGISTRATION STATUS REPORT WAS GENERATED FOR THE OBLIGEE.

Screen:	Field:	Entry:	Flag:	Status:
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Process: **REGST** Number: **025**

Text: *(Blank narrative to issue a calendar flag)*

Screen:	Field:	Entry:	Flag:	Status:
REGIST	NTC OF REG: - RP	I or O when RP not served yet	008	N/A

Process: **REGST** Number: **026**

Text: *(Blank narrative to issue a calendar flag)*

Screen:	Field:	Entry:	Flag:	Status:
REGIST	NTC OF REG: - TP	I or O when TP not served yet	009	N/A

Process: **REGST** Number: **027**

Text: *(Blank narrative to issue a calendar flag)*

Screen:	Field:	Entry:	Flag:	Status:
REGIST	SERVED CP	Y or N	010	N/A

Process: **REGST** Number: **028**

Text: *(Blank narrative to issue a calendar flag)*

Screen:	Field:	Entry:	Flag:	Status:
REGIST	SERVED RP	Y or N	011	N/A

Process: **REGST** Number: **029**

Text: *(Blank narrative to issue a calendar flag)*

Screen:	Field:	Entry:	Flag:	Status:
REGIST	SERVED TP	Y or N	012	N/A

Process: **REGST** Number: **030**

Text: The court order registration was denied by CSRU. Reason: *(Worker-entered text)*

Screen:	Field:	Entry:	Flag:	Status:
REGIST	RESULTS or ACTION DISMISSED/PROCESS ENDED	DN DENY	005	002, 007, 012

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Process: **UIFSA** Number: **001**

Text: Interstate referral sent to state of _____ requesting the following actions regarding _____. Requestor and the date the referral was sent is also listed

Screen:	Field:	Entry:	Flag:	Status:
UIFSA	REQUEST	When not = OTHER or ESTABLISH OTHER COSTS	001	N/A
	ACTION	SENT		
	SENT date	Any date		

Process: **UIFSA** Number: **002**

Text: Interstate referral sent to state of _____ on _____ for the following actions requested by:

Screen:	Field:	Entry:	Flag:	Status:
UIFSA	REQUEST	OTHER	001	001
	ACTION	SENT		
	SENT date	Any valid date		

Process: **UIFSA** Number: **003**

Text: State of _____ informed Iowa CSRU that the following action has been completed:

Screen:	Field:	Entry:	Flag:	Status:
UIFSA	COMPLETED dates	Any valid date	002	N/A

Process: **UIFSA** Number: **004**

Text: Interstate referral to the state of _____ has been dismissed or the process has been ended because:

Screen:	Field:	Entry:	Flag:	Status:
UIFSA	ACTION DISMISSED/PROCESS ENDED code	Any code except OTHR	003	N/A
	ACTION DISMISSED/PROCESS ENDED date	Any valid date		

Process: **UIFSA** Number: **005**

Text: Interstate referral to the state of _____ has been dismissed or the process has been ended because:

Screen:	Field:	Entry:	Flag:	Status:
UIFSA	ACTION ACTION DISMISSED/PROCESS ENDED code	OTHR	003	N/A
	ACTION DISMISSED/PROCESS ENDED date	Any valid date		

Process: **UIFSA** Number: **006**

Text: A nondisclosure (UIFSA section 312) order exists for this case.

Screen:	Field:	Entry:	Flag:	Status:
UIFSA2	NONDISCLOSURE ORDER	Y	004	N/A

Process: **UIFSA** Number: **007**

Text: A nondisclosure (UIFSA section 312) order is not necessary for this case.

Screen:	Field:	Entry:	Flag:	Status:
UIFSA2	NONDISCLOSURE ORDER	N	005	N/A

Process: **UIFSA** Number: **008**

Text: Entries made to generate affidavit to send to CP regarding disclosure risk.

Screen:	Field:	Entry:	Flag:	Status:
UIFSA2	DISCLOSURE RISK AFFIDAVIT	Y or R	006	N/A

Process: **UIFSA** Number: **009**

Text: Nondisclosure application and order generated to seek ex-parte UIFSA 312 order.

Screen:	Field:	Entry:	Flag:	Status:
UIFSA2	NONDISCLOSURE ORDER	Y or R	007	N/A

Process: **UIFSA** Number: **011**

Text: Interview set for CP due to action request sent to state of _____.

Date:

Time:

Other Information:

Screen:	Field:	Entry:	Flag:	Status:
UIFSA3	CP INTERVIEW SET	Valid date and time	009, 017	019

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Process: **UIFSA** Number: **012**

Text: CP interview held for an interstate action as indicated below.

Date:

Time:

Results:

Screen:	Field:	Entry:	Flag:	Status:
UIFSA3	CP INTERVIEW HELD	Y	011	N/A

Process: **UIFSA** Number: **013**

Text: CP interview not held for the interstate action because

Screen:	Field:	Entry:	Flag:	Status:
UIFSA3	CP INTERVIEW HELD	N	010	N/A

Process: **UIFSA** Number: **014**

Text: CP interview rescheduled for the interstate action as indicated below.

Date:

Time:

Reason for rescheduling:

Screen:	Field:	Entry:	Flag:	Status:
UIFSA3	CP INTERVIEW HELD	R	009	019

Process: **UIFSA** Number: **015**

Text: An interview was set for the alleged father/responsible parent for an interstate action as indicated below. Blanks indicate the information was not provided by the other state.

Date:

Time:

Screen:	Field:	Entry:	Flag:	Status:
UIFSA3	AF/RP INTERVIEW SET	Valid date and time	012	N/A

Process: **UIFSA** Number: **016**

Text: Alleged father/responsible parent interview was held for an interstate action as indicated below. Blanks indicate the information was not provided by the other state.

Date:

Time:

Results:

Screen:	Field:	Entry:	Flag:	Status:
UIFSA3	AF/RP INTERVIEW HELD	Y	013	N/A

Process: **UIFSA** Number: **017**

Text: Alleged father/responsible parent interview for the interstate action was not held because:

Screen:	Field:	Entry:	Flag:	Status:
UIFSA3	AF/RP INTERVIEW HELD	N	014	N/A

Process: **UIFSA** Number: **018**

Text: Alleged father/responsible parent interview was rescheduled for the interstate action as indicated below. Blanks indicate the information was not provided by the other state.

Date:

Time:

Reason rescheduled:

Screen:	Field:	Entry:	Flag:	Status:
UIFSA3	AF/RP INTERVIEW HELD	R	012	N/A

Process: **UIFSA** Number: **019**

Text: The following types of support were requested in the action sent to the state of _____:

Screen:	Field:	Entry:	Flag:	Status:
UIFSA3	OBLIG TYPES REQST	CS, MR, MS, RE, HI, PO HO, or OC	N/A	N/A

Process: **UIFSA** Number: **020**

Text: The custodial parent was served or accepted service on _____ for the interstate action sent to the state of _____.

Screen:	Field:	Entry:	Flag:	Status:
UIFSA3	SERVED CP	Y Any valid date	N/A	N/A

Process: **UIFSA** Number: **021**

Text: The alleged father/responsible parent was served as indicated below for the interstate action sent to the state of _____. A blank below indicates the information was not provided by the other state.

Date Served: _____

Screen:	Field:	Entry:	Flag:	Status:
UIFSA3	SERVED AF/RP	Y Any valid date	N/A	012

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Process: **UIFSA** Number: **022**

Text: A necessary third party was served as indicated below for the interstate action sent to the state of _____. A blank below indicates the information was not provided by the other state.

Date served:

Screen:	Field:	Entry:	Flag:	Status:
UIFSA3	SERVED TP	Y	N/A	N/A
		Any valid date		

Process: **UIFSA** Number: **023**

Text: The custodial parent was not served for the interstate action because:

Screen:	Field:	Entry:	Flag:	Status:
UIFSA3	SERVED CP	N	N/A	N/A

Process: **UIFSA** Number: **024**

Text: The alleged father/responsible parent was not served for the interstate action because:

Screen:	Field:	Entry:	Flag:	Status:
UIFSA3	SERVED AF/RP	N	N/A	N/A

Process: **UIFSA** Number: **025**

Text: The necessary third party was not served for the interstate action because:

Screen:	Field:	Entry:	Flag:	Status:
UIFSA3	SERVED TP	N	N/A	N/A

Process: **UIFSA** Number: **026**

Text: The custodial parent was not served for the interstate action because:

Screen:	Field:	Entry:	Flag:	Status:
UIFSA3	RSN CP NOT SERVED	LOC, MOVE, EMPL, DATA, WRNG, ADDR, PERS, REFU, IDEN, APT, JAIL, DECD, OTHR	N/A	N/A

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Process: **UIFSA** Number: **027**

Text: The alleged father/responsible parent was not served for the interstate action because:

Screen:	Field:	Entry:	Flag:	Status:
UIFSA3	RSN RP NOT SERVED	LOC, MOVE, EMPL, DATA, WRNG, ADDR, PERS, REFU, IDEN, APT, JAIL, DECD, OTHR	N/A	N/A

Process: **UIFSA** Number: **028**

Text: The necessary third party was not served for the interstate action because:

Screen:	Field:	Entry:	Flag:	Status:
UIFSA3	RSN TP NOT SERVED	LOC, MOVE, EMPL, DATA, WRNG, ADDR, PERS, REFU, IDEN, APT, JAIL, DECD, OTHR	N/A	N/A

Process: **UIFSA** Number: **029**

Text: A court hearing has been set as indicated below for the action sent to the state of _____.
Blanks indicate the information was not provided by the other state.

Hearing date:

Hearing time:

Other Information:

Screen:	Field:	Entry:	Flag:	Status:
UIFSA3	COURT HEARING SET	Valid date and time	018	006

Process: **UIFSA** Number: **030**

Text: A court hearing was held for the action sent to the state of _____.

Screen:	Field:	Entry:	Flag:	Status:
UIFSA3	COURT HEARING HELD	Y	019	007

Process: **UIFSA** Number: **031**

Text: The scheduled court hearing was not held for the action sent to the state of _____ because:

Screen:	Field:	Entry:	Flag:	Status:
UIFSA3	COURT HEARING HELD	N	019	008

NARRATIVES

October 22, 2004

Process: **UIFSA** Number: **032**

Text: The court hearing for the action sent to the state of _____ has been rescheduled as indicated below. Blanks indicate the information was not provided by the other state.

Reschedule date:

Reschedule time:

Other information:

Screen:	Field:	Entry:	Flag:	Status:
UIFSA3	COURT HEARING HELD	R	019	009

Process: **UIFSA** Number: **033**

Text: The following types of support obligations were established by the action in the state of _____:

Screen:	Field:	Entry:	Flag:	Status:
UIFSA3	COURT HEARING HELD	CS, MR, MS, RE, HI, PO, HO, CA, OC	N/A	N/A

Process: **UIFSA** Number: **034**

Text: An order has been received in the interstate action referred to the state of _____. The following types of support were ordered:

Screen:	Field:	Entry:	Flag:	Status:
UIFSA3	C.O. SUPPORT ESTABLISHED	Y	015	010

Process: **UIFSA** Number: **035**

Text: An order has not been entered in the interstate action referred to the state of _____ because:

Screen:	Field:	Entry:	Flag:	Status:
UIFSA3	C.O. SUPPORT ESTABLISHED	N	N/A	011

Process: **UIFSA** Number: **036**

Text: Genetic testing for the alleged father in an interstate paternity action has been set by the state of _____ as indicated below. Blanks indicate the information was not provided by the others state.

Date genetic test scheduled:

Time genetic test scheduled:

Screen:	Field:	Entry:	Flag:	Status:
UIFSA4	GENETIC TEST SET AF	Valid date and time	N/A	N/A

Process: **UIFSA** Number: **037**

Text: Genetic testing for the alleged father in an interstate paternity action has been completed.

Screen:	Field:	Entry:	Flag:	Status:
UIFSA4	TST COMPL AF	Y	N/A	N/A

Process: **UIFSA** Number: **038**

Text: Genetic testing for the alleged father in an interstate paternity action has not been completed because:

Screen:	Field:	Entry:	Flag:	Status:
UIFSA4	TST COMPL AF	N	N/A	N/A

Process: **UIFSA** Number: **039**

Text: Genetic testing for the alleged father in an interstate paternity action has been rescheduled as indicated below. Blanks indicate the information was not provided by the other state.

Rescheduled date:

Rescheduled time:

Screen:	Field:	Entry:	Flag:	Status:
UIFSA4	TST COMPL AF	R	N/A	N/A

Process: **UIFSA** Number: **040**

Text: Genetic testing for the mother in an interstate paternity action has been set as indicated below:

Date genetic test scheduled:

Time genetic test scheduled:

Screen:	Field:	Entry:	Flag:	Status:
UIFSA4	GENETIC TEST SET MOTHER	Valid date and time	N/A	N/A

Process: **UIFSA** Number: **041**

Text: Genetic testing for the mother in an interstate paternity action has been completed.

Screen:	Field:	Entry:	Flag:	Status:
UIFSA4	TST COMPL MOTHER	Y	N/A	N/A

Process: **UIFSA** Number: **042**

Text: Genetic testing for the mother in an interstate paternity action has not been completed because:

Screen:	Field:	Entry:	Flag:	Status:
UIFSA4	TST COMPL MOTHER	N	N/A	N/A

NARRATIVES

October 22, 2004

Process: **UIFSA** Number: **043**

Text: Genetic testing for the mother in an interstate paternity action has been rescheduled as follows:

 Rescheduled date:

 Rescheduled time:

Screen:	Field:	Entry:	Flag:	Status:
UIFSA4	TST COMPL MOTHER	R	N/A	N/A

Process: **UIFSA** Number: **044**

Text: Genetic testing for the child(ren) in an interstate paternity action has been set as indicated below:

 Date genetic test scheduled:

 Time genetic test scheduled:

Screen:	Field:	Entry:	Flag:	Status:
UIFSA4	GENETIC TEST SET CHILD	Valid date and time	N/A	N/A

Process: **UIFSA** Number: **045**

Text: Genetic testing for the child(ren) in an interstate paternity action has been completed.

Screen:	Field:	Entry:	Flag:	Status:
UIFSA4	TST COMPL CHILD	Y	N/A	N/A

Process: **UIFSA** Number: **046**

Text: Genetic testing for the child(ren) in an interstate paternity action has not been completed because:

Screen:	Field:	Entry:	Flag:	Status:
UIFSA4	TST COMPL CHILD	N	N/A	N/A

Process: **UIFSA** Number: **047**

Text: Genetic testing for the child(ren) in an interstate paternity action has been rescheduled as follows:

 Rescheduled date:

 Rescheduled time:

Screen:	Field:	Entry:	Flag:	Status:
UIFSA4	TST COMPL CHILD	R	N/A	N/A

Process: **UIFSA** Number: **048**

Text: Results have been issued for genetic testing for paternity action referred to state of _____.

Screen:	Field:	Entry:	Flag:	Status:
UIFSA4	RESULTS ISSUED	Valid date	N/A	N/A

Process: **UIFSA** Number: **049**

Text: These are the genetic testing results for the following child:

Tested:

Excluded:

Probability:

Paternity index:

Screen:	Field:	Entry:	Flag:	Status:
UIFSA4	TESTED	Y or N	16	N/A

Process: **UIFSA** Number: **050**

Text: The state of _____ entered an order establishing paternity on _____.

Screen:	Field:	Entry:	Flag:	Status:
UIFSA3	PATERNITY ESTABLISHED	Y and Valid date	N/A	N/A

Process: **UIFSA** Number: **051**

Text: There are additional children on this paternity case referred to the state of _____. Results of paternity testing follow:

Screen:	Field:	Entry:	Flag:	Status:
UIFSA4	RESULTS ISSUED	Y or N when more than	N/A	N/A
	TESTED	six children with paternity not established		

Process: **UIFSA** Number: **052**

Text: An obligation type of "other costs" has been requested from the state of _____.

Screen:	Field:	Entry:	Flag:	Status:
UIFSA3	OBLIG TYPES REQST	OC	N/A	N/A

Process: **UIFSA** Number: **053**

Text: An obligation type of "other costs" has been entered as a result of information supplied by the state of _____.

Screen:	Field:	Entry:	Flag:	Status:
UIFSA3	OBLIG TYPES ENTERED	OC	N/A	N/A

NARRATIVES

October 22, 2004

Process: **UIFSA** Number: **054**

Text: Status initiated to CP stating the following

Screen:	Field:	Entry:	Flag:	Status:
UIFSA3	STATUS...CP	Any alpha character	N/A	013

Process: **UIFSA** Number: **055**

Text: Status initiated to RP stating the following

Screen:	Field:	Entry:	Flag:	Status:
UIFSA3	STATUS...AF/RP	Any alpha character	N/A	014

Process: **UIFSA** Number: **056**

Text: Status initiated to TP stating the following

Screen:	Field:	Entry:	Flag:	Status:
UIFSA3	STATUS...TP	Any alpha character	N/A	015

Process: **UIFSA** Number: **057**

Text: Entry in the action field for the following UIFSA request was deleted:

Reason for deletion:

Screen:	Field:	Entry:	Flag:	Status:
UIFSA	ACTION	When a previous entry was spaced-through with blanks	N/A	N/A

Process: **UIFSA** Number: **058**

Text: The interstate packet previously sent to the state of _____ was sent again because:

Screen:	Field:	Entry:	Flag:	Status:
UIFSA	SENT	When a new date is entered over a previous date	N/A	N/A

Process: **UIFSA** Number: **059**

Text: *(Blank narrative to issue flag 008)*

Screen:	Field:	Entry:	Flag:	Status:
UIFSA	ACTION	When previous entry was SENT, COMPLETED date = zeros, and this field changed to INIT.	008	N/A

Process: **UIFSA** Number: **060**

Text: Interstate referral sent to state of _____ on _____ for the request by _____ for establishment of other costs as follows:

Screen:	Field:	Entry:	Flag:	Status:
UIFSA	SENT next to OTHER COSTS	Valid date	001	N/A

Process: **UIFSA** Number: **061** **This narrative no longer used**

Text: STATUS REPORT REGARDING UIFSA GENERATED FOR THE OBLIGEE.

Screen:	Field:	Entry:	Flag:	Status:
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Process: **UIFSA** Number: **062** **This narrative no longer used**

Text: UIFSA STATUS REPORT NOT SENT TO THE OBLIGEE. NO VALID ADDRESS.

Screen:	Field:	Entry:	Flag:	Status:
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Process: **UIFSA** Number: **063** **This narrative no longer used**

Text: STATUS REPORT REGARDING UIFSA GENERATED FOR THE OBLIGOR.

Screen:	Field:	Entry:	Flag:	Status:
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Process: **UIFSA** Number: **064** **This narrative no longer used**

Text: UIFSA STATUS REPORT NOT SENT TO THE OBLIGOR. NO VALID ADDRESS.

Screen:	Field:	Entry:	Flag:	Status:
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Process: **UIFSA** Number: **065** **This narrative no longer used**

Text: STATUS REPORT REGARDING UIFSA GENERATED FOR THE THIRD PARTY.

Screen:	Field:	Entry:	Flag:	Status:
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Process: **UIFSA** Number: **066** **This narrative no longer used**

Text: UIFSA STATUS REPORT NOT SENT TO THE THIRD PARTY. NO VALID ADDRESS.

Screen:	Field:	Entry:	Flag:	Status:
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NARRATIVES

October 22, 2004

Process: **UIFSA** Number: **067**

Text: Interstate referral forms reprinted because:

Screen:	Field:	Entry:	Flag:	Status:
UIFSA2	ANY FORM FIELD	R	N/A	N/A

Process: **UIFSA** Number: **068**

Text: Nondisclosure application generated to seek ex parte UIFSA 312 order

Screen:	Field:	Entry:	Flag:	Status:
UIFSA2	NON-DISCLOSURE APPLICATION	Y or R	N/A	N/A

Process: **UIFSA** Number: **069**

Text: The UIFSA process for this case was deleted on _____ by _____ because:

Screen:	Field:	Entry:	Flag:	Status:
UIFSA	N/A	PF4 twice	020	N/A

Process: **UIFSA** Number: **070**

Text: An interstate referral was sent to the state of _____ on _____ to request _____.

Screen:	Field:	Entry:	Flag:	Status:
UIFSA	?	?	?	?

Process: **UIFSA** Number: **072**

Text: Additional interstate referral sent to the state of _____ because:

Screen:	Field:	Entry:	Flag:	Status:
UIFSA				N/A

CALENDAR FLAGS

Process: **DCO** Number: **001**

Text: At least one child remains unconsidered in the determination of controlling order. Check the DCO screens and complete the coding for the unconsidered child(ren).

Screen:	Field:	Entry:	Narrative:	Status:
DCO	DCO FOR CHILD	Blank out an entry of E, N or X	004	N/A

Process: **DCO** Number: **002**

Text: Check on service of CP for determination of controlling order.

Screen:	Field:	Entry:	Narrative:	Status:
DCO2	CP	I or O	028	N/A

Process: **DCO** Number: **003**

Text: Finalize the controlling order determination for this court order.

Screen:	Field:	Entry:	Narrative:	Status:
DCO2	PRESUMED CONTROL ST	Any valid entry	005	N/A

Process: **DCO** Number: **004**

Text: The preliminary determination of controlling order has been changed. Regenerate appropriate forms if necessary.

Screen:	Field:	Entry:	Narrative:	Status:
DCO2	PRESUMED CONTROL ST	Any valid changed entry	006	N/A

Process: **DCO** Number: **005** Completes: **003**

Text: *(Blank flag to delete another calendar flag)*

Screen:	Field:	Entry:	Narrative:	Status:
DCO2	DETERMINATION REASON	Any valid entry	013, 014, 015, 016	N/A

CALENDAR FLAGS

Iowa Department of Human Services

Title 9 Administration and Location**Chapter K** Interstate Case Processing

October 22, 2004

Process: **DCO** Number: **006** Completes: **005**

Text: All controlling orders have been identified for this case. Ensure current child support obligations on noncontrolling court orders are end dated.

Screen:	Field:	Entry:	Narrative:	Status:
DCO2	CONTROL ORD TRIBUNAL	Any valid entry. Initiated when all children on the case have entries other than 'P' or blank.	018	N/A

Process: **DCO** Number: **007** Completes: **002, 011**

Text: If no objections from the parties, generate and send default DCO forms.

Screen:	Field:	Entry:	Narrative:	Status:
DCO2	CP and RP	Y entry in both	019	N/A

Process: **DCO** Number: **008** Completes: **008**

Text: Generate DCO order.

Screen:	Field:	Entry:	Narrative:	Status:
DCO2	CP and RP	Y entry in both	019	N/A

Process: **DCO** Number: **009** Completes: **007, 008**Text: *(Blank flag to delete another calendar flag)*

Screen:	Field:	Entry:	Narrative:	Status:
DCO2	GEN ORDER	Y or R	020	N/A

Process: **DCO** Number: **010** Completes: **007**Text: *(Blank flag to delete another calendar flag)*

Screen:	Field:	Entry:	Narrative:	Status:
DCO2	GEN DEFAULT FORMS	Y or R	021	N/A

Process: **DCO** Number: **011** Completes: **011**

Text: Check on service of RP for determination of controlling order.

Screen:	Field:	Entry:	Narrative:	Status:
DCO2	RP	I or O	029	N/A

Process: **DCO** Number: **012**

Text: Check on service of TP for determination of controlling order.

Screen:	Field:	Entry:	Narrative:	Status:
DCO2	TP	I or O	030	N/A

CALENDAR FLAGS

October 22, 2004

Process: **DCO** Number: **018**

Text: Review case to see if a determination of controlling order is necessary for the following child who has been added to the case:

Screen:	Field:	Entry:	Narrative:	Status:
CHILD		When a child is added to the case after a DCO has been completed.	033	N/A

Process: **INTER** Number: **015**

Completes: INTER 1, 3, 5, 7, 9, 11, 13, 16, 18, 19, 20, 22, 24, 25, 27, 29, 30, 32, 34, 35, 37, 39, 40, 42, 44, 45, 47, 49, 50, 52, 54, 55, 57, 59, 60, 62, 64, 65, 67, 69, 70, 72, 74, 75, 77, 79, 80, 82, 84, 85, 87, 148, 159, 161, 162, 163

Text: *(Blank flag to delete other calendar flags)*

Screen:	Field:	Entry:	Narrative:	Status:
INTERSTA	DISMISSED/ENDED	Current Date	045	N/A

Process: **INTER** Number: **016**

Text: Review complaint from the local office regarding interstate case with the state of _____

Screen:	Field:	Entry:	Narrative:	Status:
INTERST4	REFER COMPLAINT TO IA CENT REGISTRY:	Y	046	N/A

Process: **INTER** Number: **018**

Text: Reminder: Electronic testimony is scheduled for tomorrow for case # _____

Screen:	Field:	Entry:	Narrative:	Status:
INTERST4	TESTIMONY DATE	Any valid date	048	N/A

Process: **INTER** Number: **019**

Text: No response received to status request sent 45 days ago. Contact the other state for response to request.

Screen:	Field:	Entry:	Narrative:	Status:
INTERST2	STATUS REQUEST - REQ/NTC SENT column	C or L	049, 050	27

Process: **INTER** Number: **020**

Completes: **INTER 019**

Text: No response received to status request sent at least 90 days ago. Refer to local supervisor for possible referral to Central Registry.

Screen:	Field:	Entry:	Narrative:	Status:
INTERST2	STATUS REQUEST - REQ/NTC SENT column	C or L when counter is already 1 or greater	051, 052	N/A

Process: **INTER** Number: **021**

Completes: **INTER 3, 19, 20**

Text: *(Blank flag to delete other calendar flags)*

Screen:	Field:	Entry:	Narrative:	Status:
INTERST2	STATUS REQUEST – RESPONSE RECEIVED column	Any valid date	054	N/A

Process: **INTER** Number: **022**

Text: Respond to status request from other state within 10 days. Status request is from the state of _____

Screen:	Field:	Entry:	Narrative:	Status:
INTERST2	STATUS REQUEST - REQ/NTC RECEIVED column	Any valid date	055	N/A

Process: **INTER** Number: **023**

Completes: **INTER 5, 22**

Text: *(Blank flag to delete other calendar flags)*

Screen:	Field:	Entry:	Narrative:	Status:
INTERST2	STATUS REQUEST – RESPONSE PROVIDED column	Any valid date	056, 057	N/A

Process: **INTER** Number: **024**

Text: No response received for Interstate Transmittal #2 “other” Request sent 45 days ago. Contact other state for a response to the request.

Screen:	Field:	Entry:	Narrative:	Status:
INTERST2	OTHER - REQ/NTC SENT column	C or L	058, 059	N/A

Process: **INTER** Number: **031** Completes: **INTER 29, 30**

Text: *(Blank flag to delete other calendar flags)*

Screen:	Field:	Entry:	Narrative:	Status:
INTERST3	COPIES OF ORDERS – RESP RCVD	Any valid date	092	N/A

Process: **INTER** Number: **032**

Text: Respond to request for copies of orders from another state within 10 days. Request is from the state of

Screen:	Field:	Entry:	Narrative:	Status:
INTERST3	COPIES OF ORDERS - RQST RCVD column	Any valid date	093	

Process: **INTER** Number: **033** Completes: **INTER 32**

Text: *(Blank flag to delete another calendar flag)*

Screen:	Field:	Entry:	Narrative:	Status:
INTERST3	COPIES OF ORDERS – RESP PRVD column	Valid date	094, 095	N/A

Process: **INTER** Number: **034**

Text: No response received to request for financial statement sent 45 days ago. Contact the other state for a response to the request.

Screen:	Field:	Entry:	Narrative:	Status:
INTERST3	FINANCIAL STATEMNT – RQST SENT column	C or L	096, 097	N/A

Process: **INTER** Number: **035** Completes: **INTER 34**

Text: No response received to request for financial statement sent at least 90 days ago. Refer to local supervisor for possible referral to Central Registry.

Screen:	Field:	Entry:	Narrative:	Status:
INTERST3	FINANCIAL STATEMNT – RQST SENT column	C or L, and counter is already 1 or greater	098, 099	N/A

Process: **INTER** Number: **036** Completes: **INTER 34, 35**

Text: *(Blank flag to delete other calendar flags)*

Screen:	Field:	Entry:	Narrative:	Status:
INTERST3	FINANCIAL STATEMNT – RESP RCVD column	Valid date	100	N/A

CALENDAR FLAGS

October 22, 2004

Process: **INTER** Number: **037**

Text: Respond to request for financial statement within 10 days. Request is from the state of _____

Screen:	Field:	Entry:	Narrative:	Status:
INTERST3	FINANCIAL STATEMNT – RQST RCVD column	Valid date	101	N/A

Process: **INTER** Number: **038**Completes: **INTER 37**Text: *(Blank flag to delete another calendar flag)*

Screen:	Field:	Entry:	Narrative:	Status:
INTERST3	FINANCIAL STATEMENT - RESP PRVD column	Valid date	102, 103	

Process: **INTER** Number: **039**

Text: No response received to the request for payment records sent 45 days ago. Contact the other state for a response to the request.

Screen:	Field:	Entry:	Narrative:	Status:
INTERST3	PAYMENT RECORDS – RQST SENT column	C or L	104, 105	N/A

Process: **INTER** Number: **040**Completes: **INTER 39**

Text: No response received to the request for payment records sent at least 90 days ago. Refer to your local supervisor for possible referral to Central Registry.

Screen:	Field:	Entry:	Narrative:	Status:
INTERST3	PAYMENT RECORDS – RQST SENT column	C or L, and counter is already 1 or greater	106, 107	N/A

Process: **INTER** Number: **041**Completes: **INTER 39, 40**Text: *(Blank flag to delete other calendar flags)*

Screen:	Field:	Entry:	Narrative:	Status:
INTERST3	PAYMENT RECORDS – RESP RCVD column	Valid date	108	N/A

Process: **INTER** Number: **042**

Text: Respond to the request for payment records within 10 days. Request is from the state of _____.

Screen:	Field:	Entry:	Narrative:	Status:
INTERST3	PAYMENT RECORDS – RQST RCVD column	Valid date	109	N/A

Process: **INTER** Number: **043**

Completes: **INTER 42**

Text: *(Blank flag to delete other calendar flags)*

Screen:	Field:	Entry:	Narrative:	Status:
INTERST3	PAYMENT RECORDS – RESP PRVD column	Valid date	110, 111	N/A

Process: **INTER** Number: **044**

Text: No response received to the request for other copies sent 45 days ago. Contact the other state for a response to the request.

Screen:	Field:	Entry:	Narrative:	Status:
INTERST3	OTHER COPIES – RQST SENT column	C or L, and counter is already 1	112, 113	N/A

Process: **INTER** Number: **045**

Completes: **INTER 44**

Text: No response received to the request for other copies sent at least 90 days ago. Refer to your local supervisor for possible referral to Central Registry.

Screen:	Field:	Entry:	Narrative:	Status:
INTERST3	OTHER COPIES – RQST SENT column	C or L and counter is 2 or greater	114, 115	N/A

Process: **INTER** Number: **046**

Completes: **INTER 44, 45**

Text: *(Blank flag to delete other calendar flags)*

Screen:	Field:	Entry:	Narrative:	Status:
INTERST3	OTHER COPIES – RESP RCVD column	Valid date	116	N/A

Process: **INTER** Number: **047**

Text: Respond to the request for other copies within 10 days. Request is from the state of _____.

Screen:	Field:	Entry:	Narrative:	Status:
INTERST3	OTHER COPIES – RQST RCVD column	Valid date	117	N/A

Process: **INTER** Number: **054**

Text: No response received to the request for genetic testing sent 45 days ago. Contact the other state for a response to the request.

Screen:	Field:	Entry:	Narrative:	Status:
INTERST3	GENETIC TESTING – RQST SENT column	C or L	128, 129	N/A

Process: **INTER** Number: **055**

Completes: **INTER 54**

Text: No response received to the request for genetic testing sent at least 90 days ago. Refer to your local supervisor for possible referral to Central Registry.

Screen:	Field:	Entry:	Narrative:	Status:
INTERST3	GENETIC TESTING – RQST SENT column	C or L, when counter is already 1 or greater	130, 131	N/A

Process: **INTER** Number: **056**

Completes: **INTER 54, 55**

Text: *(Blank flag to delete other calendar flags)*

Screen:	Field:	Entry:	Narrative:	Status:
INTERST3	GENETIC TESTING – RESP RCVD column	Valid date	132	N/A

Process: **INTER** Number: **057**

Text: Respond to the request for genetic testing within 10 days. Request is from the state of

Screen:	Field:	Entry:	Narrative:	Status:
INTERST3	GENETIC TESTING – RQST RCVD column	Valid date	133	N/A

Process: **INTER** Number: **058**

Completes: **INTER 57**

Text: *(Blank flag to delete other calendar flags)*

Screen:	Field:	Entry:	Narrative:	Status:
INTERST3	GENETIC TESTING – RESP PRVD column	Valid date	134, 135	N/A

Process: **INTER** Number: **059**

Text: No response received to the request for interrogatories sent 45 days ago. Contact the other state for a response to the request.

Screen:	Field:	Entry:	Narrative:	Status:
INTERST3	INTERROGATORIES – RQST SENT column	C or L	136, 137	N/A

CALENDAR FLAGS

Iowa Department of Human Services

Title 9 Administration and Location**Chapter K** Interstate Case Processing

October 22, 2004

Process: **INTER** Number: **060**Completes: **INTER 59**

Text: No response received to the request for interrogatories sent at least 90 days ago. Refer to your local supervisor for possible referral to Central Registry.

Screen:	Field:	Entry:	Narrative:	Status:
INTERST3	INTERROGATORIES – RQST SENT column	C or L, when counter was already 1 or greater	138, 139	N/A

Process: **INTER** Number: **061**Completes: **INTER 59, 60**Text: *(Blank flag to delete other calendar flags)*

Screen:	Field:	Entry:	Narrative:	Status:
INTERST3	INTERROGATORIES – RESP RCVD column	Valid date	140	N/A

Process: **INTER** Number: **062**

Text: Respond to the request for interrogatories within 10 days. Request is from the state of _____.

Screen:	Field:	Entry:	Narrative:	Status:
INTERST3	INTERROGATORIES – RQST RCVD column	Valid date	141	N/A

Process: **INTER** Number: **063**Completes: **INTER 62**Text: *(Blank flag to delete other calendar flags)*

Screen:	Field:	Entry:	Narrative:	Status:
INTERST3	INTERROGATORIES – RESP PRVD column	Valid date	142, 143	N/A

Process: **INTER** Number: **064**

Text: No response received to the request for teleconference sent 45 days ago. Contact the other state for a response.

Screen:	Field:	Entry:	Narrative:	Status:
INTERST3	INTERROGATORIES – RQST RCVD column	C or L	144, 145	N/A

Process: **INTER** Number: **065**Completes: **INTER 64**

Text: No response received to the request for teleconference sent at least 90 days ago. Refer to your local supervisor for possible referral to Central Registry.

Screen:	Field:	Entry:	Narrative:	Status:
INTERST3	TELECONFERENCE – RQST SENT column	C or L, when counter was already 1 or greater	146, 147	N/A

Process: **INTER** Number: **066** Completes: INTER **64, 65**

Text: *(Blank flag to delete other calendar flags)*

Screen:	Field:	Entry:	Narrative:	Status:
INTERST3	TELECONFERENCE – RESP RCVD column	Valid date	148	N/A

Process: **INTER** Number: **067**

Text: Respond to the request for teleconference within 10 days. Request is from the state of

Screen:	Field:	Entry:	Narrative:	Status:
INTERST3	TELECONFERENCE – RQST RCVD column	Valid date	149	N/A

Process: **INTER** Number: **068** Completes: INTER **67**

Text: *(Blank flag to delete another calendar flag)*

Screen:	Field:	Entry:	Narrative:	Status:
INTERST3	TELECONFERENCE – RESP PRVD column	Valid date	150, 151	N/A

Process: **INTER** Number: **069**

Text: No response received to the request for proof of income sent 45 days ago. Contact the other state for a response to the request.

Screen:	Field:	Entry:	Narrative:	Status:
INTERST3	PROOF OF INCOME – RQST SENT column	C or L	152, 153	N/A

Process: **INTER** Number: **070** Completes: INTER **69**

Text: No response received to the request for proof of income sent at least 90 days ago. Refer to your local supervisor for possible referral to Central Registry.

Screen:	Field:	Entry:	Narrative:	Status:
INTERST3	PROOF OF INCOME – RQST SENT column	C or L, when counter is already 1 or greater	154, 155	N/A

Process: **INTER** Number: **071** Completes: INTER **69, 70**

Text: *(Blank flag to delete other calendar flags)*

Screen:	Field:	Entry:	Narrative:	Status:
INTERST3	PROOF OF INCOME – RESP RCVD column	Valid date	156	N/A

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Process: **INTER** Number: **072**

Text: Respond to the request for proof of income within 10 days. Request is from the state of _____

Screen:	Field:	Entry:	Narrative:	Status:
INTERST3	PROOF OF INCOME – RQST RCVD column	Valid date	157	N/A

Process: **INTER** Number: **073**

Completes: **INTER 72**

Text: *(Blank flag to delete another calendar flag)*

Screen:	Field:	Entry:	Narrative:	Status:
INTERST3	PROOF OF INCOME – RESP PRVD column	Valid date	158, 159	N/A

Process: **INTER** Number: **074**

Text: No response received to the request for party signature sent 45 days ago. Contact the other state for a response to the request.

Screen:	Field:	Entry:	Narrative:	Status:
INTERST3	PARTY SIGNATURE – RQST SENT column	C or L	160, 161	N/A

Process: **INTER** Number: **075**

Completes: **INTER 74**

Text: No response received to the request for party signature sent at least 90 days ago. Refer to your local supervisor for possible referral to Central Registry.

Screen:	Field:	Entry:	Narrative:	Status:
INTERST3	PARTY SIGNATURE – RQST SENT column	C or L when counter was already at 1 or greater	162, 163	N/A

Process: **INTER** Number: **076**

Completes: **INTER 74, 75**

Text: *(Blank flag to delete other calendar flags)*

Screen:	Field:	Entry:	Narrative:	Status:
INTERST3	PARTY SIGNATURE – RESP RCVD column	Valid date	164	N/A

Process: **INTER** Number: **077**

Text: Respond to the request for a party signature within 10 days. Request is from the state of _____

Screen:	Field:	Entry:	Narrative:	Status:
INTERST3	PARTY SIGNATURE – RQST RCVD column	Valid date	165	N/A

Process: **INTER** Number: **078** Completes: **INTER 77**

Text: *(Blank flag to delete another calendar flag)*

Screen:	Field:	Entry:	Narrative:	Status:
INTERST3	PARTY SIGNATURE – RESP PRVD column	Valid date	166, 167	N/A

Process: **INTER** Number: **079**

Text: No response received to the request for “other” sent 45 days ago. Contact the other state for a response to the request.

Screen:	Field:	Entry:	Narrative:	Status:
INTERST3	OTHER – RQST SENT column	C or L	168, 169	N/A

Process: **INTER** Number: **080** Completes: **INTER 79**

Text: No response received to the request for “other” sent at least 90 days ago. Refer to your local supervisor for possible referral to Central Registry.

Screen:	Field:	Entry:	Narrative:	Status:
INTERST3	OTHER – RQST SENT column	C or L, when counter was already 1 or greater	170, 171	N/A

Process: **INTER** Number: **081** Completes: **INTER 79, 80**

Text: *(Blank flag to delete another calendar flag)*

Screen:	Field:	Entry:	Narrative:	Status:
INTERST3	OTHER – RESP RCVD column	Valid date	172	N/A

Process: **INTER** Number: **082**

Text: Respond to the request for “other” within 10 days. Request is from the state of

Screen:	Field:	Entry:	Narrative:	Status:
INTERST3	OTHER – RQST RCVD column	Valid date	173	N/A

Process: **INTER** Number: **083** Completes: **INTER 82**

Text: *(Blank flag to delete another calendar flag)*

Screen:	Field:	Entry:	Narrative:	Status:
INTERST3	OTHER – RESP PRVD column	Valid date	174, 175	N/A

CALENDAR FLAGS

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Process: **INTER** Number: **084**

Text: No response received to the request for interstate information from another source sent 45 days ago. Contact the other source for a response to the request. The other source is:

Screen:	Field:	Entry:	Narrative:	Status:
INTERST3	OTHER SRC: RQSTED	FRN, NCP, CP, OTH Any valid two-letter state abbreviation	176	N/A

Process: **INTER** Number: **085** Completes: **INTER 84**

Text: No response received to request for information from another source sent at least 90 days ago. Refer to your local supervisor for possible referral to Central Registry. Other source:

Screen:	Field:	Entry:	Narrative:	Status:
INTERST3	OTHER SRC: RQSTED	When one of the following is entered a second time: FRN, NCP, CP, OTH Any valid two-letter state abbreviation	177	N/A

Process: **INTER** Number: **086** Completes: **INTER 84, 85**

Text: *(Blank flag to delete other calendar flags)*

Screen:	Field:	Entry:	Narrative:	Status:
INTERST3	OTHER SRC: RECEIVED	FRN, NCP, CP, OTH, ATY, COC Any valid two-letter state abbreviation	178	N/A

Process: **INTER** Number: **147**

Text: 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.

Screen:	Field:	Entry:	Narrative:	Status:
INTERSTA	ADDITIONAL DOCUMENTS REQUESTED	Y	247	N/A

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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.

Screen:	Field:	Entry:	Narrative:	Status:
INTERSTA	ADDL. DOCUMENTS PROVIDED	Current or future date	248	N/A

Process: **INTER** Number: **159**

Completes: **INTER 159, 161, 162**

Text: It has been at least 45 days since last contact with the other state concerning this case. Please contact the other state again to request an update on the status of the case. Other state:

Screen:	Field:	Entry:	Narrative:	Status:
INTERSTA	OTHER ST CONTACT	T, E, F, N	229, 269	N/A

INTERST2	REQ/NTC SENT and REQ/NTC RECEIVED columns for: STATUS UPDATE, NOTICE OF HEARING, DOCUMENT FILED, ORDER ISSUE/CONFM, NOTICE OF ARREARS, CHANGE/REDIRECTION; NOTICE CASE FRWD Response Received and Response Provided column for: STATUS REQUEST, OTHER	Valid date		
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INTERST3	RESPONSE RCVD AND RESP PRVD columns for: COPIES OF ORDERS, FINANCIAL STATEMNT, PAYMENT RECORDS, OTHER COPIES, SERVICE PROCESS, GENETIC TESTING, INTERROGATORIES, TELECONFERENCE, PROOF OF INCOME, PARTY SIGNATURE , OTHER			
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CALENDAR FLAGS

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Process: **INTER** Number: **160** Completes: **INTER 159, 161, 162**

Text: *(Blank flag to delete other calendar flags)*

Screen:	Field:	Entry:	Narrative:	Status:
BATCH PROGRAM J399		When this program identifies an interstate case that has received payments in the prior 30 days.	N/A	N/A

Process: **INTER** Number: **161** Completes: **INTER 159, 161**

Text: It has been at least 30 days since receipt of an ongoing payment for this interstate case. Please contact the other state about the status of the case.

Screen:	Field:	Entry:	Narrative:	Status:
BATCH PROGRAM J399		When this program identifies an interstate case that has received an ongoing payment at some point in the past, but not in the last 30 days.	N/A	N/A

Process: **INTER** Number: **162** Completes: **INTER 159, 161, 162**

Text: No ongoing payments have been received on this interstate case. Review case and take appropriate action by either contacting the other state, or bypassing, or closing the interstate screen.

Screen:	Field:	Entry:	Narrative:	Status:
BATCH PROGRAM J399		When this program identifies an interstate case that has never received an ongoing payment.	N/A	N/A

Process: **INTER** Number: **163** Completes: **INTER 159, 161, 162, and 163**

Text: Interstate case currently bypassed for interstate tracking. Check to see if bypass reason still exists, then update the bypass tracking field on INTERSTA.

Screen:	Field:	Entry:	Narrative:	Status:
INTERSTA	BYPASS TRACKING	Y or R	270	N/A

Process: **INTER** Number: **164**

Completes: **INTER 163**

Text: *(Blank flag to delete another calendar flag)*

Screen:	Field:	Entry:	Narrative:	Status:
INTERSTA	BYPASS TRACKING	N	271	N/A

Process: **REGST** Number: **001**

Completes: **INTER 007**

Text: The date of this calendar flag marks the end of the 20 day contest period for court order registration. If no one contests, continue with the registration.

Screen:	Field:	Entry:	Narrative:	Status:
REGIST	SERVED (for any party)	Y or N	009, 015	N/A

Process: **REGST** Number: **002**

Completes: **REGST 001**

Text: *(Blank flag to delete another calendar flag)*

Screen:	Field:	Entry:	Narrative:	Status:
REGIST	CONTEST BY and DATE CONTESTED	RP, CP, TP, or OS and valid date	003, 007, 008, 009, 010, 015, 016	N/A
	SERVED (for any party)	N		

Process: **REGST** Number: **003**

Completes: **REGST 001**

Text: The date of this calendar flag is the date of the court order registration hearing.

Screen:	Field:	Entry:	Narrative:	Status:
REGIST	COURT HEARING SET	Date	004, 011	N/A

Process: **REGST** Number: **004**

Completes: **REGST 003**

Text: *(Blank flag to delete another calendar flag)*

Screen:	Field:	Entry:	Narrative:	Status:
REGIST	COURT HEARING HELD	Y, N, or R	005, 006, 011	N/A

Process: **REGST** Number: **005**

Completes: **REGST 001, 003, 007,
008, 009**

Text: *(Blank flag to delete other calendar flags)*

Screen:	Field:	Entry:	Narrative:	Status:
REGIST	PROCESS ENDED DATE	Valid date	007, 008, 014, 030	N/A
	N/A	PF4 twice to delete the screen		

CALENDAR FLAGS

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Process: **REGST** Number: **007**

Text: Check on service of CP for registration process.

Screen:	Field:	Entry:	Narrative:	Status:
REGIST	NTC OF REG: - CP	I or O when CP not yet served	024	N/A

Process: **REGST** Number: **008**

Text: Check on service of RP for registration process.

Screen:	Field:	Entry:	Narrative:	Status:
REGIST	NTC OF REG: - RP	I or O when RP not yet served	025	N/A

Process: **REGST** Number: **009**

Text: Check on service of TP for registration process.

Screen:	Field:	Entry:	Narrative:	Status:
REGIST	NTC OF REG: - TP	I or O when TP not yet served	026	N/A

Process: **REGST** Number: **010**

Completes: **REGST 007**

Text: *(Blank flag to delete another calendar flag)*

Screen:	Field:	Entry:	Narrative:	Status:
REGIST	SERVED CP	Y or N	027	N/A

Process: **REGST** Number: **011**

Completes: **REGST 008**

Text: *(Blank flag to delete another calendar flag)*

Screen:	Field:	Entry:	Narrative:	Status:
REGIST	SERVED RP	Y or N	028	N/A

Process: **REGST** Number: **012**

Completes: **REGST 009**

Text: *(Blank flag to delete another calendar flag)*

Screen:	Field:	Entry:	Narrative:	Status:
REGIST	SERVED TP	Y or N	029	N/A

Process: **UIFSA** Number: **001**

Completes: **001, 006**

Text: Follow up on interstate referral sent to state of _____.

Screen:	Field:	Entry:	Narrative:	Status:
UIFSA	ACTION	SENT	001, 002	001

SENT Any valid date

Process: **UIFSA** Number: **002**

Text: Action completed by other state. Proceed with updates to case file and appropriate ICAR screens.

Screen:	Field:	Entry:	Narrative:	Status:
UIFSA	COMPLETED	Any valid date	003	N/A

Process: **UIFSA** Number: **003**

Completes: **001, 002, 004, 005, 006, 007, 009, 010, 012, 014, 015, 016, 018**

Text: An interstate action for this case has been ended. Update case file and ICAR screens as appropriate.

Screen:	Field:	Entry:	Narrative:	Status:
UIFSA	ACTION DISMISSED/PROCESS ENDED	Any valid code and date	004, 005	N/A

Process: **UIFSA** Number: **004**

Text: A nondisclosure (UIFSA SECTION 312) order exists. Do not disclose victim's address. Check non-disclosure box on Interstate Transmittal form and enclose copy of 312 order in transmittal packet.

Screen:	Field:	Entry:	Narrative:	Status:
UIFSA2	NONDISCLOSURE ORDER	Y	006	N/A

Process: **UIFSA** Number: **005**

Text: A nondisclosure order is not necessary for this case. Include the address on the Interstate Transmittal form.

Screen:	Field:	Entry:	Narrative:	Status:
UIFSA2	NONDISCLOSURE ORDER	N	007	N/A

Process: **UIFSA** Number: **006**

Text: Follow up with the CP regarding the affidavit determining need for nondisclosure (UIFSA 312) order and other UIFSA forms.

Screen:	Field:	Entry:	Narrative:	Status:
UIFSA2	DISCLOSURE RISK AFFIDAVIT	Y or R	008	N/A

CALENDAR FLAGS

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Process: **UIFSA** Number: **007**

Text: If judge signed UIFSA 312 order for this case, update risk detail screen and enter a 'Y' in nondisclosure order field on UIFSA2 screen.

Screen:	Field:	Entry:	Narrative:	Status:
UIFSA2	NONDISCLOSURE ORDER	Y or R	009	N/A

Process: **UIFSA** Number: **009**

Text: Check if CP attended interview set for _____.

Screen:	Field:	Entry:	Narrative:	Status:
UIFSA3	CP INTERVIEW SET	Valid date and time	011	19

Process: **UIFSA** Number: **010**Completes: **009**

Text: CP interview not held. Reschedule if necessary.

Screen:	Field:	Entry:	Narrative:	Status:
UIFSA3	CP INTERVIEW HELD	N	013	N/A

Process: **UIFSA** Number: **011**Completes: **009**Text: *(Blank flag to delete another calendar flag)*

Screen:	Field:	Entry:	Narrative:	Status:
UIFSA3	CP INTERVIEW HELD	Y	012	N/A

Process: **UIFSA** Number: **012**Completes: **014**

Text: Check if AF/AP attended interview.

Screen:	Field:	Entry:	Narrative:	Status:
UIFSA3	AF/RP INTERVIEW SET	Valid date and time	015, 018	N/A
	or			
	AF/RP INTERVIEW HELD	R		

Process: **UIFSA** Number: **013**Completes: **012**Text: *(Blank flag to delete another calendar flag)*

Screen:	Field:	Entry:	Narrative:	Status:
UIFSA3	AF/RP INTERVIEW HELD	Y	016	N/A

Process: **UIFSA** Number: **014** Completes: **012**

Text: AF/RP interview not held. Find out if it has been rescheduled.

Screen:	Field:	Entry:	Narrative:	Status:
UIFSA3	AF/RP INTERVIEW HELD	N	017	N/A

Process: **UIFSA** Number: **015** Completes: **001, 002, 004, 005, 006, 007, 010, 011, 012, 013, 014, 018**

Text: An order has been received from the other state. Follow up by updating ICAR and informing the Iowa party of the results.

Screen:	Field:	Entry:	Narrative:	Status:
UIFSA3	C.O. SUPPORT ESTABLISHED	Y	034	010

Process: **UIFSA** Number: **016** Completes: **016**

Text: Paternity information has been updated on UIFSA4. Follow up by verifying that the paternity information on the child screen is accurate.

Screen:	Field:	Entry:	Narrative:	Status:
UIFSA4	TESTED	Y or N	049	N/A

Process: **UIFSA** Number: **018**

Text: Check on status of court hearing set in the interstate action with the state of _____

Screen:	Field:	Entry:	Narrative:	Status:
UIFSA3	COURT HEARING SET	Valid date and time	029	006

Process: **UIFSA** Number: **019** Completes: UIFSA **018**

Text: *(Blank flag to delete another calendar flag)*

Screen:	Field:	Entry:	Narrative:	Status:
UIFSA3	COURT HEARING HELD	Y, N, or R	030, 031, 032	007, 008, 009

STATUSES

October 22, 2004

STATUSES

Process: **INTER** Number: **031** Issued to: **Other state**

Text: Iowa is sending a notice of case forwarding to _____ on _____.

Screen:	Field:	Entry:	Narrative:	Flag:
INTERST2	CASE FRWD TO ST		86	N/A

Process: **REGST** Number: **002** Issued to: **Obligee**

Text: The registration process for court order number _____ has been ended by the state of Iowa because:

Screen:	Field:	Entry:	Narrative:	Flag:
REGIST	ACTION DISMISSED/PROCESS ENDED	CSRU or DENY	008, 030	002, 005

Process: **REGST** Number: **007** Issued to: **Obligor**

Text: The registration process for court order number _____ has been ended by the state of Iowa because:

Screen:	Field:	Entry:	Narrative:	Flag:
REGIST	ACTION DISMISSED/PROCESS ENDED	CSRU or DENY	008, 030	002, 005

Process: **REGST** Number: **012** Issued to: **Other state**

Text: The registration process for court order number _____ has been ended by the state of Iowa because:

Screen:	Field:	Entry:	Narrative:	Flag:
REGIST	ACTION DISMISSED/PROCESS ENDED	CSRU or DENY	008, 030	002, 005

Process: **REGST** Number: **013** Issued to: **Other state**

Text: The registration of court order number _____ has been contested. The hearing has been set for _____ at ____:____.

Screen:	Field:	Entry:	Narrative:	Flag:
REGIST	CONTESTED BY	RP, CP, TP or OS	003	002

Process: **REGST** Number: **014** Issued to: **Other state**

Text: The original hearing date for court order number _____ has been changed. The new registration hearing is scheduled for _____ at __:__ __.

Screen:	Field:	Entry:	Narrative:	Flag:
REGIST	COURT HEARING HELD	R	011	004, 003

Process: **UIFSA** Number: **001** Issued to: **Obligee**

Text: The interstate referral packet has been mailed to the state of _____ for the following actions:

Screen:	Field:	Entry:	Narrative:	Flag:
UIFSA	SENT next to OTHER COSTS	Valid date	002, 060	001

UIFSA	REQUEST	OTHER
	ACTION	SENT
	SENT date	Any Date

Process: **UIFSA** Number: **006** Issued to: **Obligee**

Text: Court hearing has been set for the action sent to the state of _____ on _____ at __:__ __.

Screen:	Field:	Entry:	Narrative:	Flag:
UIFSA3	COURT HEARING SET	Valid date and time	029	018

Process: **UIFSA** Number: **007** Issued to: **Obligee**

Text: A court hearing was held for the action sent to the state of _____. Other information:

Screen:	Field:	Entry:	Narrative:	Flag:
UIFSA3	COURT HEARING HELD	Y	030	019

Process: **UIFSA** Number: **008** Issued to: **Obligee**

Text: The court hearing in the action sent to the state of _____ was not held because:

Screen:	Field:	Entry:	Narrative:	Flag:
UIFSA3	COURT HEARING HELD	N	031	019

Process: **UIFSA** Number: **009** Issued to: **Obligee**

Text: The court hearing for the action sent to the state of _____ has been rescheduled for _____ at __:__ __.

Screen:	Field:	Entry:	Narrative:	Flag:
UIFSA3	COURT HEARING HELD	R	032	019

STATUSES

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Process: **UIFSA** Number: **010** Issued to: **Obligee**
Text: An order has been received from the state of _____. Enclosed is a copy of the order. The following types of support were ordered:
Screen: Field: Entry: Narrative: Flag:
UIFSA3 C.O. SUPPORT Y 034 015
ESTABLISHED

Process: **UIFSA** Number: **011** Issued to: **Obligee**
Text: The state of _____ has not been able to establish an order for the action sent to them because:
Screen: Field: Entry: Narrative: Flag:
UIFSA3 C.O. SUPPORT Y 035 N/A
ESTABLISHED

Process: **UIFSA** Number: **012** Issued to: **Obligee**
Text: The alleged father/responsible parent was served on _____ for the interstate action sent to the state of _____.
Screen: Field: Entry: Narrative: Flag:
UIFSA3 SERVED AF/RP Y 021 N/A
Valid date

Process: **UIFSA** Number: **013** Issued to: **Obligee**
Text: *(Worker-entered text)*
Screen: Field: Entry: Narrative: Flag:
UIFSA3 STATUS...CP Any alpha character 054 N/A

Process: **UIFSA** Number: **014** Issued to: **Obligor**
Text: *(Worker-entered text)*
Screen: Field: Entry: Narrative: Flag:
UIFSA3 STATUS...AF/RP Any alpha character 055 N/A

Process: **UIFSA** Number: **015** Issued to: **Third Party**
Text: *(Worker-entered text)*
Screen: Field: Entry: Narrative: Flag:
UIFSA3 STATUS...TP Any alpha character 056 N/A

Process: **UIFSA** Number: **019**

Issued to: **Obligee**

Text: An interview is scheduled with you to discuss the child support request sent to the state of _____. The date and time are as follows:

Date:

Time:

Other information:

Screen:	Field:	Entry:	Narrative:	Flag:
UIFSA3	CP INTERVIEW SET, or	Valid date and time	011, 014	009, 017
	CP INTERVIEW HELD	R		



STATE OF IOWA

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

DEPARTMENT OF HUMAN SERVICES
KEVIN W. CONCANNON, DIRECTOR

October 22, 2004

GENERAL LETTER NO. 9-K-1

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

SUBJECT: Employees' Manual, Title 9, Chapter K, *INTERSTATE CASE PROCESSING*,
Title page, new; Contents (1 through 3) new; and pages 1 through 261, new.

Summary

This chapter includes policy and procedures for processing interstate cases. The chapter:

- ◆ Explains the policy and procedures for Interstate, UIFSA, Determination of Controlling Order, and the Registration processes.
- ◆ Explains ICAR screens for each process and provides instructions for completing the screens.
- ◆ Lists the narratives, flags, and status information for the Interstate, UIFSA, Determination of Controlling Order, and Registration processes.

Information from former Chapter X-H, *INTERSTATE CASES*, is incorporated into this chapter.

Effective Date

Upon receipt.

Material Superseded

None

Additional Information

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