

Changing a Child Support Order in Your State

! The information below applies only to Iowa

1. How can I find out if I have a “IV-D” child support case in this state?

Call the child support automated information line at 1-888-229-9223 (toll free nationwide). Calling this number can also help find the local office phone number for your area.

You may also visit our web site at <https://childsupport.ia.gov/>. This site contains a list of all CSRU offices, a map, directions and contact information.

2. How can I contact my child support agency?

For incarcerated parents only:

Child Support Recovery
501 Sycamore Street
Suite 500
Waterloo, IA 50703

All others must contact their local office. Local addresses are attached

3. If I am incarcerated, are there any barriers to having my order changed?

Iowa will not enter a default order on prisoners. The incarcerated parent must sign a declaration (form 470-4084) agreeing to the order before it is entered.

4. Do you provide any materials online that I can use to ask for a change to my child support order?

Yes, <https://childsupport.ia.gov>, has modification forms and information. Information is in “Modification Information, Comm. 85 - *Procedures for Modifying Child Support Obligations: Review and Adjustment, Administrative Modification, Cost-of-Living Alteration*” and the form is “Modification Request, Form 470-2749 - *Request to Modify a Child Support Order.*” Both are attached.

5. Do you have any printed materials I could read to learn more about child support for parents who are incarcerated?

Nothing specific for incarcerated parents. There is a general brochure, attached.

6. When can I ask to have my order changed?

There are no special circumstances for incarcerated parents requesting a modification at either the beginning or the end of the incarceration. Iowa rules are the same for all parents.

Review and Adjustment

A parent may ask for a Review if it has been more than 24 months since the order was entered, the child support amount was changed, or the amount was reviewed but not changed, whichever happened last. The increase in income must have lasted for at least three months and be expected to last for at least three more months to be eligible for a review.

Administrative Modification

A parent may ask for an “Admod” if there has been a change of 50% or more in a parent’s net income. It must be less than 24 months since the order was entered, the child support amount was changed, or the amount was reviewed but not changed, whichever happened last. The increase in income must have lasted for at least three months and be expected to last for at least three more months. When a parent asks for an Admod, the parent must be able to provide proof of the income that was used to determine the old child support amount as well as the new income of the parent with the 50% increase in net income.

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7. How do I request the change?

- The requester must return a signed and dated Form 470-2749, *Request to Modify a Child Support Order*. After we determine the request is appropriate for modification, we serve the parents with notice of our intent to review or modify the order, including a request for financial information and a pamphlet explaining the processes. The requester accepts service of the notice packet by signing form 470-2749. The non-requester can waive service by signing a waiver.
- Next, we evaluate the financial information provided by the parents and other sources of income to determine if the order should be adjusted or modified.
- After that, we issue a notice of decision to the parties telling them whether an adjustment or modification is appropriate, and if so, the new amount of support.

The notice explains how parties can contest our decision:

- In some selected cases, we begin the review by gathering income and deduction information from automated sources.
- Our initial contact with the parties is the Notice of Decision.
- In these special cases, the parties have 30 days to contest and send financial information.
- If we receive a challenge to our review and adjustment decision, we complete a second review and notice of decision. Parties can ask for a conference in the administrative modification process.
- If an adjustment or modification is appropriate, one of three things happens:
 - Both parties may consent or voluntarily agree to the change. If so, we prepare and present an administrative order for adjustment or modification to the court for approval.
 - The parties may not respond. If this happens, we prepare and present an administrative order to the court for approval.
 - One of the parties may contest the change. Different things happen depending on the type of action being contested. To contest the support amount resulting from a cost-of-living alteration, a party must request a full review and adjustment. To contest a finding in either the review and adjustment or administrative modification process, a party may request a court hearing.
 - This hearing may require us to take legal action to obtain evidence needed to determine the appropriate amount of support.
 - We do not represent either parent.
 - We certify the results of our review of the case and provide supporting information to the court.
- If the court determines that an adjustment or modification is appropriate, an order is prepared and filed.

It can take several months to complete a Review or "Admod." The length of time varies depending upon how hard it is to locate the other parent and verify income or assets. If we locate the other parent in another state, it may take longer.

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8. What is the process after I've asked to have my order changed, and how long does it take?

Federal Regulations allow 180 days for this process from start to finish. If all parties waive the waiting periods, the process could take considerably less time. However, if information is not complete or a party cannot be located, it could take longer. If a party is in another state, the process may take longer, too.

9. Is this process different if the other parent agrees to the change in advance?

No, but if the parents sign the waivers and provide requested information, the modification may process quickly.

10. Does it cost anything to try to have my order changed?

Typically, the only fees charged in a review or administrative modification are "service of process" fees.

11. If I am incarcerated, do I need to do anything else to have my order changed?

No. By requesting the modification, and signing the request form, the incarcerated parent agrees to the order. A non-requesting incarcerated parent signs the declaration form (470-4084) agreeing to the order.

12. If I am incarcerated, does my state have any programs to help me with child support?

Yes. Iowa correctional institutions have a CD and a handbook to help explain the modification process to incarcerated parents. The handbook contains the same information that is available on the Iowa child support website.

13. Can I get help with child support questions from other sources?

http://www.iowacourts.gov/For_the_Public/Representing_Yourself_in_Court/

14. Is there anything else I should know about trying to change my order?

No.



The federal Office of Child Support Enforcement prepared this guide; however, your local child support agency can provide the most current information. This guide does not have any binding legal authority and does not constitute legal advice. You may wish to consult a lawyer before using the forms or information provided.



CHILD SUPPORT RECOVERY UNIT OFFICES Open 8:00 AM to 4:30 pm Monday through Friday, except state holidays

<p>ANKENY 1605 SE Delaware Ave Ste A Ankeny IA 50021-4595 515-369-2800</p>	<p>DUBUQUE CSRU 960 Main St PO Box 3068 Dubuque IA 52004-3068 563-557-7113</p>
<p>BURLINGTON CSRU 409 N 4th St PO Box 638 Burlington IA 52601-0638 319-753-6322</p>	<p>FORT DODGE CSRU 330 1st Ave N Fort Dodge IA 50501-3718 515-955-5464</p>
<p>CARROLL CSRU 625 N West St PO Box 937 Carroll IA 51401-0937 712-792-5691</p>	<p>GRIMES CSRU 3560 SW Brookside Dr Ste E Grimes IA 50111-5062 515-369-2850</p>
<p>CEDAR RAPIDS CSRU 411 - 3rd St SE Ste 200 Cedar Rapids IA 52401- 1837 319- 398-3619</p>	<p>INDIANOLA CSRU 1807 West 2nd Avenue Indianola IA 50125-2145 515-962-5400</p>
<p>CLINTON CSRU 121 6th Ave So PO Box 1175 Clinton IA 52733-1175 563-243-8237</p>	<p>MARSHALLTOWN CSRU 204 1/2 W State St Marshalltown IA 50158-5842 641-753-6408</p>
<p>COUNCIL BLUFFS CSRU 300 W Broadway Ste 32 Council Bluffs IA 51503-9030 712-242-2358</p>	<p>MASON CITY CSRU Mohawk Square 22 N Georgia Ave Ste 13 Mason City IA 50401-3435 641-424-1147</p>
<p>CRESTON CSRU 215 W Adams Creston IA 50801-3106 641-782-5844</p>	<p>OTTUMWA CSRU 127 E Main Ste 100 Ottumwa IA 52501-2951 641-682-8802</p>
<p>DAVENPORT CSRU 3911 W Locust Street Davenport IA 52804-3021 563-388-0409</p>	<p>Pleasant Hill CSRU 1300 Metro East Drive, Ste 114 Pleasant Hill IA 50327-8906 515-261-5870</p>
<p>DECORAH CSRU 317 Washington St Ste 2 Decorah IA 52101-1832 563-382-2666</p>	<p>SIOUX CITY CSRU 520 Nebraska St Ste 218 Sioux City IA 51101-1315 712-255-2749</p>
<p>DES MOINES NORTH CSRU 6200 Aurora Ave Ste 301E Urbandale IA 50322-2865 515-369-2750</p>	<p>SPENCER CSRU 20 W 6th St Ste 200 Spencer IA 51301-3907 712-262-1412</p>
<p>DES MOINES SOUTH CSRU 525 SW 5th Street, Ste H Des Moines IA 50309-4501 515-369-2860</p>	<p>WATERLOO CSRU 501 Sycamore Ste 400 Waterloo IA 50703-4651 319-291-2646</p>

Child Support Information

This brochure tells you about the Child Support Recovery Unit's services, as required by federal regulations (45CFR 303.8 and 302.30). It includes common questions and answers. This and other brochures are available at your county DHS or local child support office.

It is the policy of the Iowa Department of Human Services (DHS) to provide equal treatment in employment and provision of services to applicants, employees, and clients without regard to race, color, national origin, sex, sexual orientation, gender identity, religion, age, disability, political belief, or veteran status.



Printed on Recycled Paper
Comm. 77 (Rev. 06/2013)

WHAT ARE THE UNIT'S GOALS?

- ◆ To make sure children and their families are healthy and secure.
- ◆ To make sure families receive child support services in order to meet financial and medical support needs of the children.

WHAT WILL THE UNIT DO FOR ME?

Here are some of the ways we may be able to help you:

- ◆ Find parents
- ◆ Establish paternity
- ◆ Get an order for support, including medical support
- ◆ Review an order amount to recommend that it:
 - Increase
 - Decrease
 - Remain the same
- ◆ Enforce child support, including medical support
- ◆ Withhold support payments from wages, unemployment benefits, or other income
- ◆ Process support payments and maintain payment records
- ◆ Deposit support payments directly into bank accounts
- ◆ Suspend current support obligations
- ◆ Collect child support from state and federal tax refunds or other payments
- ◆ Sanction:
 - Passports
 - Business and professional licenses
 - Recreational or driver's licenses
- ◆ Place liens against real estate
- ◆ Refer past due accounts to credit reporting agencies
- ◆ Collect from accounts at financial institutions
- ◆ File contempt of court proceedings

HOW DO I GET THE SERVICES?

- ◆ Your name is sent to us when you are approved for the following:
 - Family Investment Program (FIP) benefits

- Foster care services
- Medicaid benefits
 - If you receive Medicaid benefits and you have an order for cash medical support, or
 - If you want child support services.
- ◆ If you do not receive public assistance, you must file an application for services. Either parent may apply for services.
- ◆ You may receive our services even if one of the parents lives in another state.

IS THERE A COST FOR SERVICES?

- ◆ If you get FIP, Medicaid, or foster care services, there is no application fee or \$25 annual fee.
- ◆ If you do not receive public assistance, you must pay a one-time \$25 application fee. We list other fees on the application.
- ◆ Parents contesting paternity establishment may be asked to pay genetic testing costs.
- ◆ If you have never received FIP or Medicaid, each year we deduct a \$25 annual fee from child support payments after we send you \$500 of child support.

HOW DO I GET AN APPLICATION?

Contact the local child support office, call the number listed in this brochure, or visit us at our website.

WHAT MUST I DO?

- ◆ Give us information or documents we ask for
- ◆ Give us your up-to-date address and employer
- ◆ Attend all required hearings
- ◆ If you are on FIP, give back to the state any support payments paid directly to you
- ◆ Tell us, in writing, about any new information you may have which helps us collect and distribute support payments

HOW LONG DO UNIT PROCESSES TAKE?

The length of time depends on how hard it is to find a necessary party and verify income or assets. More time must be allowed for legal processes if the other parent lives in another state.

HOW DO I ASK FOR A REVIEW?

- ◆ Either party has a right to ask for a review of the support order.
- ◆ Contact the local child support office or visit our website to get a request form.
- ◆ Fill out the request form and return it to the local child support office.
- ◆ For more information, click "Changing an Order" on our website.

WILL THE UNIT SHARE MY INFORMATION WITH ANYONE?

We keep addresses and other information about parties who receive or pay child support confidential. However, information may become known as a part of court actions to obtain or enforce support. Sometimes the court may order us to release confidential information.

HOW DO I MAKE MY SUPPORT PAYMENTS?

You can mail your support payments, or make them in person.

By mail:

Collection Services Center (CSC)

P.O. Box 9125, Des Moines, IA 50306-9125

In person:

Go to the nearest Iowa Child Support Office. See the addresses and phone numbers on this brochure.

HOW DO I CONTACT THE UNIT?

You can get more information about our services listed here, including payment information, by calling the child support automated information line at **1-888-229-9223** (toll free nationwide). Calling this number can also help you find the local office phone number for your area.

You may also visit our web site at:

<https://childsupport.ia.gov/>



Procedures for Modifying Child Support Obligations: Review and Adjustment, Administrative Modification or Cost-of-Living Alteration

INFORMATION ABOUT CHANGING CHILD SUPPORT AMOUNTS

The Child Support Recovery Unit (CSRU) has three ways to change child support amounts under Iowa Code Chapter 252H. They are: Review and Adjustment (regular or abbreviated process), Administrative Modification, and Cost-of-Living Alteration.

You can ask for a change if there is a court order saying that:

- You have to pay child support.
- You are supposed to get child support payments.
- You have the right to get child support payments in the future.

To ask for a change, fill out the *Request to Modify a Child Support Order*. You can get this form from your local child support office, or from the Iowa Child Support website. If you give us the financial information on page 2 of the request form, we might be able to process your review more quickly using our abbreviated review process. The amount of current support may **go up, go down, or stay the same**. We **can't** change the amount of past due support. We may change or add medical support. Each parent may be named as a respondent as described in Iowa Code sections 252H.3A and 252B.5.

When you fill out and sign the form, you agree to get papers about this by mail. This is called accepting service. **You may have to pay a fee if we use certified mail or the sheriff or a process server to personally serve a party.**

Since the processes are a little different, we decide which one fits your situation.

Iowa doesn't always have the right to change orders. If we can't, we ask the state that does have the right to do so to change the order. You or the other party may have to pay any fees that the other state charges.

REVIEW AND ADJUSTMENT

In deciding if we should review the order, first we look to see if **ALL** of the following are true:

- We are enforcing the order and Iowa is the only state that has the right to change the child support amount.
- It has been at least 24 months since the order was entered, the child support amount changed, or since a state said it could not change the child support amount, whichever is last. (We can look at a child support order before 24 months if we need to add medical support for the children.)
- The current child support amount ends more than 12 months in the future.

ALL of the above must be true, or we send a notice denying your request. The notice tells you why we denied it.

- If all of the above are true, we accept the request. We decide whether we can do the review using either our regular or abbreviated review process.
 - In the regular review process, we send a notice to tell you we will do a review (called the *Notice of Intent*). We ask each parent to fill out a financial statement, which we send with the notice.

**Procedures for Modifying Child Support Obligations:
Review and Adjustment, Administrative Modification or Cost-of-Living Alteration**

- In the abbreviated review process, we use the financial information you give us on the review request form and also gather information from other sources. We send each party a notice of decision and the child support calculation.
- We can send (serve) the first notice by regular mail, by certified mail, or by a process server.
- We take the financial information we get (either from you or from other sources) and we use the Iowa Supreme Court Guidelines to figure the support amount. We send a notice that tells you if we plan to ask the court to change the child support amount and medical support for the children. We may ask the court to order either parent to provide health insurance or to order the payor to pay a cash medical support amount.
- To change the child support, the current amount must be more than 20% different from the proposed new amount. Even if there isn't a 20% difference in the child support amount, we may still change the order to add medical support for the children. When we add medical support, we also change the child support amount.

We don't ask the court to change the order if:

- The child support amount is unchanged or doesn't meet the 20% variance, and
- We don't need to add medical support for the children, and
- No one asks for a second review or asks for a court hearing.
- If we tell you we plan to make a change and no one asks for a second review or asks for a court hearing, we get the order ready and ask the court to approve it. Once the court approves and files the order, it's final and has the same effect as if there were a court hearing. When the court orders a parent to pay support, that parent is also ordered to pay a share of uncovered medical expenses.

NOTE: If we do not have the home or work address of a parent or other party, we stop the process until we do.

ADMINISTRATIVE MODIFICATION

In deciding if the order should be modified, first we look to see if at least **ONE** of the following is true:

- There is a change of 50% or more in a parent's net income when the change began at least three months ago and will last for another three months. If you or the other parent has a 50% change in **NET** income, you must attach proof of the income used to determine your child support obligation **and** proof of the new income. **IF YOU DON'T PROVIDE THE PROOF, WE MAY DENY YOUR REQUEST.**
- We need to add a child (born of the same parents) to the current support order, and paternity is legally established.
- The order set child support at zero, or reserved setting a dollar-amount of support for a reason; however conditions have changed.
- An error was made in the child support amount or medical support provisions of the order when it was prepared or filed.
- The court lowered or waived the child support because the payor was a minor, and now the payor is no longer a minor, is no longer in school, or is not attending parenting classes.
- The order was for medical support only and now we need to add cash child support.

If **ONE** of the above is true, then **ALL** of the following must be true:

- We are enforcing the order and Iowa is the only state that has the right to change the child support amount.
- We know the address of all parties.

***Procedures for Modifying Child Support Obligations:
Review and Adjustment, Administrative Modification or Cost-of-Living Alteration***

- The current child support amount ends more than 12 months in the future.

If **ANY** of the above items are not true, we send a notice denying your request. The notice tells you why we denied it.

- If we can go forward based on the above, we accept the request and send a notice about the process. We can send (serve) the notice by regular mail, by certified mail, or by process server. The notice explains the process. It asks both parents to fill out a financial statement, which we send with the notice.
- We take the financial information you send us and financial information from other state and federal agencies and we use the Iowa Supreme Court guidelines to figure the support amount. Then we send you a notice telling you if we plan to ask the court to change the child support amount or medical support. The court may order either parent to provide medical support.

We don't ask the court to change the order if:

- The child support amount is unchanged, and
 - No one asks for a conference or asks for a court hearing.
- If we need to make a change and no one asks for a court hearing, we get the order ready and ask the court to approve it. Once the court approves and files the order, it's final and has the same effect as if there were a court hearing. When the court orders a parent to pay support, that parent is also ordered to pay a share of uncovered medical expenses.

COST-OF-LIVING ALTERATION

We use the COLA process if **ALL** of the following are true:

- We are enforcing the order and Iowa is the only state that has the right to change the child support amount.
- We know the address of both parents.
- The current child support amount ends more than 12 months in the future.
- It has been at least 24 months since the order was entered, the child support amount changed, or since a state said it could not change the child support amount, whichever is last.
- The child support order already includes medical support for the children.
- Both parents agree to the COLA by signing the COLA section on the request form.

If **ANY** of the above are not true, we send a notice denying your request. The notice tells you the reason we denied it.

In the COLA process:

- We figure the new child support amount and send a notice to each parent.
- If no one challenges, we get the order ready and ask the court to approve it. Once the court approves and files the order, it's final and has the same effect as if there were a court hearing.

If a parent challenges and we accept it, we begin a review and adjustment. If we deny the challenge, we send a notice to that parent.

A COLA is different from a Review and Adjustment or an Administrative Modification. We don't use the Guidelines to figure the new child support amount. We apply the percentage change in the consumer price index (CPI) to the current support amount. This way the child support amount is the same as if we did a COLA each year.

Procedures for Modifying Child Support Obligations: Review and Adjustment, Administrative Modification or Cost-of-Living Alteration

Note: The federal Department of Labor, Bureau of Labor Statistics publishes the CPI in the *Federal Register*. We use their figures.

GENERAL INFORMATION

If you ask to withdraw from the process, you may not be able to ask for another review for two years. However, we may still need to go forward with a modification if the other parent or caretaker wants it.

We look at child or medical support issues only. We do not look at other issues such as custody and visitation rights. You must go to court yourself to deal with those issues. We can't help you in such actions.

You may hire an attorney. If you hire an attorney, please tell our local child support office. We will talk directly with your attorney about your case. This protects the interests of all the people involved.

Our attorney represents the state of Iowa in all legal proceedings. This attorney does not represent either parent during any process or at court hearings. The attorney presents evidence to the court on behalf of the state.

This summary gives only basic information. During any of these processes, we will give you the information you need to guide you through the process. If you have questions, contact us.

- Call the child support information line at 1-888-229-9223 (toll free nationwide) for automated information, or
- Contact your local office.

POLICY REGARDING DISCRIMINATION, HARASSMENT, AFFIRMATIVE ACTION, AND EQUAL EMPLOYMENT OPPORTUNITY

It is the policy of the Iowa Department of Human Services (DHS) to provide equal treatment in employment and provision of services to applicants, employees, and clients without regard to race, color, national origin, sex, sexual orientation, gender identity, religion, age, disability, political belief, or veteran status.

If you feel DHS has discriminated against or harassed you, please send a letter detailing your complaint to: Iowa Department of Human Services, Office of Human Resources, Hoover Building – 1st Floor, 1305 E. Walnut Street, Des Moines, IA 50319-0114; fax 515-281-4243; or e-mail: dhscontact@dhs.state.ia.us.

**Procedures for Modifying Child Support Obligations:
Review and Adjustment, Administrative Modification or Cost-of-Living Alteration**

LOCAL CSRU OFFICES IN THE STATE OF IOWA

ANKENY CHILD SUPPORT RECOVERY UNIT
(includes Foster Care Recovery Unit)
1605 SE Delaware Ave Ste A
Ankeny IA 50021-4595
515-369-2800

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

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

CEDAR RAPIDS CHILD SUPPORT RECOVERY
UNIT
411 - 3rd St SE Ste 600
Cedar Rapids IA 52401-1842
319-362-2866

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

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

CRESTON CHILD SUPPORT RECOVERY UNIT
215 W Adams
Creston IA 50801-3106
641-782-5844

DAVENPORT CHILD SUPPORT RECOVERY
UNIT
3911 W Locust
PO Box 4226
Davenport IA 52808-4226
563-388-0409

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

DES MOINES NORTH CHILD SUPPORT
RECOVERY UNIT
6200 Aurora Ave Ste 301 East
Urbandale IA 50322-2865
515-369-2750

DES MOINES SOUTH CHILD SUPPORT
RECOVERY UNIT
525 SW 5th Street, Ste H
Des Moines IA 50309-4501
515-369-2860

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

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

GRIMES CHILD SUPPORT RECOVERY UNIT
3560 SW Brookside Dr Ste E
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515-369-2850

INDIANOLA CHILD SUPPORT RECOVERY
UNIT
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515-962-5400

MARSHALLTOWN CHILD SUPPORT
RECOVERY UNIT
204 1/2 W State St
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641-753-6408

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

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

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

SIOUX CITY CHILD SUPPORT RECOVERY
UNIT
520 Nebraska St Ste 218
Sioux City IA 51101-1315
712-255-2749

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

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

Request to Modify a Child Support Order

For Office Use Only
CSC Number: _____
Requestor: <input type="checkbox"/> RP <input type="checkbox"/> CP <input type="checkbox"/> TP
CSRU Worker: _____

- 1) FILL OUT ALL SECTIONS ON PAGE 1 AND 2.**
2) SIGN ON PAGE 3.
3) RETURN THIS FORM AND THE PROOF WE ASK FOR WITHIN 10 DAYS OF SIGNING PAGE 3.

By signing this request, you agree to accept service by mail. If we can't serve you by mail, we end the process.

Return this form and your proof to your local child support office. **If you have other information or comments, use an additional sheet of paper.** The *Procedures for Modifying Child Support Obligations* lists the offices on the last page. If you have questions about filling out this form, contact your local office. If you need assistance finding the local office phone number, call the child support automated information line at 1-888-229-9223 (toll free nationwide).

List Information About You

CSC Case Number		Your Telephone Number	
▶ First Name	Middle	▶ Last	Social Security Number
▶ Street Address		▶ City	▶ State ▶ Zip Code
Name and Address of Current Employer			Employer Telephone Number

List the Children in the Court Order

Name	Name	Name	Name
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List Information About the Other Parent

▶ First Name	Middle	▶ Last	Telephone Number	
Street Address		City	State	Zip Code
Name and Address of Current Employer			Employer Telephone Number	

List the Court Order(s) You Want to Change

Court Order Number	Date Order Entered	State	County
Court Order Number	Date Order Entered	State	County

Health Insurance

Do the children have medical coverage or a health benefit plan (other than Title 19 Medicaid or <i>Hawk-i</i>)?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown	Send a copy of the insurance card and something that shows the types of coverage the plan offers.
Policy Number	Insurance Company	
Name of Policy Holder (can be the stepparent):	Effective Date	

Additional Children

Do you have other children (with this parent) you want to add to the current child support order?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Send proof of the child's name, date of birth, social security number, and how paternity was established.
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Significant change in income

Has one of the parents had a 50% change in income that happened at least 3 months ago, and is expected to last another 3 months?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Name of Parent with change Send proof of the change.
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**REQUEST FOR A REVIEW AND ADJUSTMENT OR ADMINISTRATIVE MODIFICATION AND
WAIVER OF PERSONAL SERVICE AND CONSENT TO JURISDICTION**

Sign this section to ask for a Review and Adjustment or Administrative Modification. We (the Child Support Recovery Unit) decide which process fits your situation.

Note: For an Administrative Modification due to 50% change in income, you must attach proof of the income used to figure your child support amount and proof of the new income. This change must have happened at least 3 months ago, and be expected to last another 3 months. **IF YOU DON'T PROVIDE THE PROOF, WE MAY HAVE TO DENY YOUR REQUEST.**

This is a request and waiver of personal service. When you sign it, you agree as follows:

- I agree to accept service of the *Notice Of Intent* or *Notice Of Decision* and supporting paperwork by first class mail. Serve it at the address I provided on this form or to my latest known verified address.
- In addition, I understand all other papers will be mailed to me at the address I provided on this form, or to my latest known verified address.
- I understand that I must tell you if I move as required by Iowa law [Code section 598.22B].
- I understand that if you are not able to serve the *Notice Of Intent* or *Notice Of Decision* by mail, you cannot continue the process.
- I understand that either parent may be ordered to provide medical support under Iowa Code Chapter 252E. This includes either a health benefit plan or a dollar amount for medical support.
- I understand that each parent may be named as a respondent as described in Iowa Code sections 252H.3A and 252B.5.

I agree to the personal jurisdiction of the Iowa court. I also agree to the authority of the Iowa court to take this action. I understand the Iowa court will hold a hearing if either party asks for one. I also know that the Child Support Recovery Unit may present an amended order resulting from this action to the Iowa court for approval.

I certify under penalty of perjury (punishment for lying) and under the laws of the State of Iowa that the above financial information for abbreviated review consideration I have given is true and correct. I understand that CSRU may use this information in an action to modify support for my children.

Signature of Person Making Request

Date (Month, Day, Year)

Relationship to the Children



REQUEST FOR A COST-OF-LIVING ALTERATION (COLA)

To ask for a COLA, both parents subject to the order must agree and sign this section. **The new child support amount is based on increases in the cost of living since the order was entered or last modified.**

I want the Child Support Recovery Unit to do a cost-of-living alteration of my child support amount. I agree to accept all service of papers for this process by first class mail.

I take full responsibility for the information that I have given on this request form.

Signature of Mother

Signature of Father

Date (Month, Day, Year)

Date (Month, Day, Year)

Declaration:

I, _____, know I had the right to get an attorney to represent me. I also know that the attorney for the state does not represent me. I agree to this attached order.

Attorney for _____
(Optional)

Date signed

Date signed

CSC# _____

