

**252H.17 Challenging the notice of decision — second review — notice.**

1. Each parent shall have the right to challenge the notice of decision issued under [section 252H.14A](#) or [252H.16](#), by requesting a second review by the unit.
2. A challenge shall be submitted, in writing, to the local child support office that issued the notice of decision, within thirty days of service of the notice of decision under [section 252H.14A](#) or within ten days of the issuance of the notice of decision under [section 252H.16](#).
3. A parent challenging the notice of decision shall submit any new or different information, not previously considered by the unit in conducting the review, with the challenge and request for second review.
4. A parent challenging the notice of decision shall submit any required fees with the challenge. Any request submitted without full payment of the required fee shall be denied.
5. If a timely challenge along with any necessary fee is received, the unit shall issue by regular mail to the last known address of each parent, or if applicable, to each parent's attorney, a notice that a second review will be conducted. The unit shall adopt rules pursuant to [chapter 17A](#) to ensure that all of the following are included in the notice:
  - a. A statement of purpose of the second review.
  - b. Information sufficient to identify the affected parties and the support order or orders affected.
  - c. A statement of the information that is eligible for consideration at the second review.
  - d. The procedures and time frames in conducting and completing a second review, including a statement that only one second review shall be conducted as the result of a challenge received from either or both parents.
  - e. An explanation of the right to request a court hearing, and the applicable time frames and procedures to follow in requesting a court hearing.
  - f. Other information, as appropriate.
6. The unit shall conduct a second review, utilizing any new or additional information provided or available since issuance of the notice of decision under [section 252H.14A](#) or under [section 252H.16](#), to determine whether an adjustment is appropriate.
7. Upon completion of the review, the unit shall issue a second notice of decision by regular mail to the last known address of each parent, or if applicable, to each parent's attorney. The unit shall adopt rules pursuant to [chapter 17A](#) to ensure that all of the following are included in the notice:
  - a. Information sufficient to identify the affected parties and the support order or orders affected.
  - b. The unit's finding resulting from the second review indicating whether the unit finds that an adjustment is appropriate, the basis for the determination, and the impact on the first review.
  - c. An explanation of the right to request a court hearing, and the applicable time frames and procedures to follow in requesting a court hearing.
  - d. Other information, as appropriate.
8. If the determination resulting from the first review is revised or reversed by the second review, the following shall be issued to each parent along with the second notice of decision and the amount of any proposed adjustment:
  - a. Any updated or revised financial statements provided by either parent.
  - b. A computation prepared by the local child support office issuing the notice, demonstrating how the amount of support due under the child support guidelines was calculated, and a comparison of the newly computed amount with the current support obligation amount.

[93 Acts, ch 78, §40](#); [96 Acts, ch 1141, §3](#); [2007 Acts, ch 218, §154, 156](#)

Referred to in [§252H.5](#), [252H.7](#), [252H.8](#), [252H.14A](#)