

441—99.63(252B,252H) Notice requirements. The child support recovery unit shall provide written notification to each parent affected by a permanent child support obligation being enforced by the child support recovery unit as follows:

99.63(1) *Notice of right to request review.* The child support recovery unit shall notify each parent of the right to request review of the order and the appropriate place and manner in which the request should be made. Notification shall be provided on Form 470-0188, Application For Nonassistance Support Services, Form 470-1981, Notice of Continued Support Services, Form 470-3078, Availability of Review and Adjustment Services, or through another printed or electronic format.

99.63(2) *Notice of intent to review.* At least 30 days before the review is conducted, the child support recovery unit shall serve notice of its intent to review the order on each parent affected by the child support obligation. This notice shall include a request that the parties complete a financial statement and provide verification of income. The notice shall be served in accordance with Iowa Code section 252H.15.

99.63(3) *Notice of review outcome.* After the child support recovery unit completes the review of the child support obligation in accordance with rule 441—99.62(252B,252H), the unit shall send notice to the last-known address of each parent stating whether or not an adjustment is appropriate and, if so, the unit's intent to enter an administrative order for adjustment.

a. and b. Rescinded IAB 2/5/03, effective 4/1/03.

99.63(4) *Challenges to outcome of review.* Each parent shall be allowed 10 days from the date of the notice of decision to submit a written request for a second review challenging this determination to the child support recovery unit. The procedure for challenging the determination is as follows:

a. The parent challenging the determination shall submit the request for a second review in writing to the child support recovery unit stating the reasons for the request and providing written evidence necessary to support the challenge.

b. The child support recovery unit shall review the written evidence submitted with the request and all financial information available to the unit and make a determination of one of the following:

- (1) Rescinded IAB 2/5/03, effective 4/1/03.
- (2) To enter an administrative order for adjustment of the obligation.
- (3) That adjustment of the child support obligation is inappropriate.

c. The unit shall send written notice of the outcome of the second review to each parent affected by the child support obligation at the parent's last-known mailing address.

d. If either parent disputes the second decision, the objecting parent may request a court hearing within 30 days from the date the notice of decision is issued or within 10 days of the date the second notice of decision is issued, whichever is later. If the unit receives a timely written request or the unit determines that a court hearing is necessary, the unit shall certify the matter to the district court. An objecting parent may seek recourse by filing a private petition for modification through the district court.