



STATE OF IOWA

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DEPARTMENT OF HUMAN SERVICES
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GENERAL LETTER NO. EM-CN-23

ISSUED BY: Bureau of Policy Coordination

SUBJECT: **Employees' Manual**, Table of Contents, pages 2 and 7, revised.

Summary

This letter transmits updates to the Table of Contents for the **Employees' Manual**.

The following changes have been made to:

- ◆ Rename Title 6, Chapter G, from **Recovery of Overpayments** to **Recovery of Public Assistance Debts**.
- ◆ Add to Title 14, the following new chapters:
 - Chapter P, **Overpayment Recovery Direct Claim Entry**
 - Chapter P(1), **Overpayment Recovery Detail**

The Table of Contents is now available on line using a link found on the DHS Manuals Home page at the following Internet address:

<http://www.dhs.state.ia.us/policyanalysis/PolicyManualPages/PolManual.htm>

Effective Date

Immediately.

Material Superseded

This material replaces Employees' Manual Table of Contents pages 2 and 7, dated July 17, 2009.

Additional Information

Refer questions about this general letter to your area income maintenance administrator, area social work administrator, or regional collections administrator.

TITLE 5. CENTRALLY ADMINISTERED PROGRAMS

- Chapter A Interim Assistance Reimbursement
- Chapter A Appendix
- Chapter B Health Insurance Premium Payment Program
- Chapter C AIDS/HIV Health Insurance Premium Payment Program
- Chapter D Quality Control
- Chapter D Appendix
- Chapter E Healthy and Well Kids in Iowa (*hawk-i*)

TITLE 6. OTHER INCOME MAINTENANCE PROGRAMS

- Chapter A Social Security Programs
- Chapter B State Supplementary Assistance
- Chapter B Appendix: Handbook for Residential Care, Comm. 47
- Chapter D Refugee Cash Assistance
- Chapter D(1) Refugee Medical Assistance
- Chapter E Extra Help for Medicare Prescription Drug Costs
- Chapter G Recovery of Public Assistance Debts
- Chapter I Emergency Assistance
- Appendix Income Maintenance Programs Forms

TITLE 7. FOOD ASSISTANCE

- Chapter A Administration
- Chapter B Application Processing
- Chapter C Nonfinancial Eligibility
- Chapter D Resources
- Chapter E Income
- Chapter F Budgeting
- Chapter G Case Maintenance
- Chapter H Adjustments
- Chapter I Specific Households and Participants
- Chapter J Intentional Program Violation
- Chapter M Food Stamp Employment and Training Program

TITLE 8. MEDICAID

- Chapter A Administration
- Chapter B Application Processing
- Chapter C Nonfinancial Eligibility
- Chapter D Resources
- Chapter E Income
- Chapter F Coverage Groups
- Chapter G Case Maintenance

Chapter H	Child Care Provider Display (DCPD) System
Chapter I	MMIS Medically Needy Subsystem
Chapter I(1)	Medically Needy Case Actions
Chapter J	EPPIC™ Electronic Benefit Transfer System
Chapter K	Scratch Pad System
Chapter L	Purchase of Service Data System
Chapter M	ISIS User Guide
Chapter N	Eligibility Tracking System (ETS)
Chapter O	PJCASE System
Chapter P	Overpayment Recovery Direct Claim Entry
Chapter P(1)	Overpayment Recovery Detail

TITLE 15. GRANT AND CONTRACT ADMINISTRATION

Chapter A	Purchase of Service
Chapter A(1)	Iowa Purchase of Social Service Agency Contract
A	Appendix
Chapter B	Social Services Block Grant
B	Appendix
Chapter D(1)	KACT System Screen Instructions
Chapter G	Reimbursement of Approved County and Multicounty Juvenile Detention and Shelter Care Homes
G	Appendix

TITLE 16. INDIVIDUAL AND FAMILY SUPPORT AND PROTECTIVE SERVICES

Chapter E(1)	Child Abuse Information
Chapter F	Comprehensive Family Support
F	Appendix
Chapter G	Dependent Adult Protective Services
Chapter G(1)	Dependent Adult Abuse Intake
G	Appendix
Chapter I	Family-Life Home Services
I	Appendix
Chapter J	In-Home Health-Related Care Services
J	Appendix
Chapter K	Medicaid Waiver Services
K	Appendix