



THOMAS J. VILSACK, GOVERNOR
SALLY J. PEDERSON, LT. GOVERNOR

DEPARTMENT OF HUMAN SERVICES
JESSIE K. RASMUSSEN, DIRECTOR

June 8, 1999

GENERAL LETTER NO. 1-B-14

ISSUED BY: Office of Policy Analysis

SUBJECT: Employees' Manual, Title 1, Chapter B, *Policy Development*, Title page, revised; Contents (pages 1 and 2), revised; pages 1 through 38, revised; and page 39, new.

Summary

The Policy Development chapter has been updated to the new manual format. Changes have been made throughout the manual to reflect changes in the rule-making process mandated by the passage of 1998 Iowa Acts, chapter 1202, and to update policies and procedures.

Effective Date

July 1, 1999

Material Superseded

Remove the entire Chapter B from Employees' Manual, Title I, and destroy it. This includes:

<u>Page</u>	<u>Date</u>
Title page	January 3, 1989
Contents (pages 1 and 2)	January 3, 1989
1-38	January 3, 1989

Additional Information

Refer questions about this general letter to your regional benefit payment, service, or collections administrator.



STATE OF IOWA

THOMAS J. VILSACK, GOVERNOR
SALLY J. PEDERSON, LT. GOVERNOR

DEPARTMENT OF HUMAN SERVICES
JESSIE K. RASMUSSEN, DIRECTOR

March 5, 2002

GENERAL LETTER NO. 1-B-15

ISSUED BY: Office of Policy Analysis

SUBJECT: Employees' Manual, Title 1, Chapter B, **POLICY DEVELOPMENT**, Contents (page 1), revised, and pages 4 through 8 and 23, revised.

Summary

Employee's Manual 1-B is revised to reflect that:

- ◆ The rules docket and notices of intended rulemaking for the Department are now available on the Internet at www.dhs.state.ia.us/policyanalysis.
- ◆ An exception to policy can be requested by completing form 470-3888, *Petition for Exception to Policy*. Use of this form is optional. Customers may still request an exception to policy on their own, without using the form.

This form is available to Department staff as a template in the public forms folder on Outlook. When a customer requests a copy of the form, generate a copy from for the customer to complete.

Effective Date

Upon receipt.

Material Superseded*

Remove the following pages from Employees' Manual, Title 1, Chapter B, and destroy them:

<u>Page</u>	<u>Date</u>
Contents (p. 1)	June 8, 1999
4-8, 23	June 8, 1999

Additional Information

Refer questions about this general letter to your regional administrator, superintendent, or area manager or designee.



Iowa Department of Human Services

Terry E. Branstad
Governor

Kim Reynolds
Lt. Governor

Charles M. Palmer
Director

November 4, 2016

GENERAL LETTER NO. 1-B-16

ISSUED BY: Bureau of Policy Coordination

SUBJECT: Employees' Manual, Title 1, Chapter B, **POLICY DEVELOPMENT**, Title page, revised; Contents (page 1), revised; and pages 1 through 26, revised.

Summary

Chapter 1-B is revised to:

- ◆ Update the section on Policy Manuals to reflect current practices.
- ◆ Clarify what information is needed from a person who requests an exception to policy versus the information needed for the person whom the exception is being requested.
- ◆ Update information regarding how decisions are made on exceptions to policy.
- ◆ Update the chapter format for ease of use on line.

Effective Date

Immediately.

Material Superseded

This material replaces the following pages from Employees' Manual, Title 1, Chapter B:

<u>Page</u>	<u>Date</u>
Title page	June 8, 1999
Contents (page 1)	March 5, 2002
Contents (page 2)	June 8, 1999
1-3	June 8, 1999
4-8	March 5, 2002
9-22	June 8, 1999
23	March 5, 2002
24-39	June 8, 1999

Additional Information

Refer questions about this general letter to the Bureau of Policy Coordination.