

July 2, 2021

GENERAL LETTER NO. 1-F-4

ISSUED BY: Division of Field Operations

SUBJECT: Employees' Manual, Title 1, Chapter F, **Volunteer Services**, Contents Page 1, revised; Contents Page 2, removed; pages 1-12, revised; 13-54, removed.

Summary

Chapter 1-F is updated to:

- ◆ Update legal references
- ◆ Revise manual to bring policy and procedures up to date
- ◆ Update style and formatting throughout

Effective Date

Immediately.

Material Superseded

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

<u>Page</u>	<u>Date</u>
Title Page	June 9, 1992
Contents Page 1 and 2	June 9, 1992
1-12	June 9, 1992
13-54	June 9, 1992

Additional Information

Refer questions about this general letter to your division administrator.

February 21, 2025

GENERAL LETTER NO. 1-F-5

ISSUED BY: Bureau of Operations
Community Access and Eligibility

SUBJECT: Employees' Manual, Title 1, Chapter F, **Volunteer Services**, Title Page,
Contents 1, 1-12, revised; 13 and 14, new.

Summary

This chapter is revised to

- Adjust general procedures to reflect the realignment of agencies, clarifying roles across the agency and emphasizing the connection to the HHS Volunteer Engagement Coordinator.
- Check and updated all Iowa Code references to be current.
- Update references to best practices and important definitions.
- Align background check section and references with The Safer Practices Screening & Selecting Volunteers to Serve Vulnerable Persons in Iowa and the current HHS Background Check Policy.
- Update branding, style, and formatting throughout.

Effective Date

Upon receipt.

Material Superseded

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

<u>Page</u>	<u>Date</u>
Title Page	July 2, 2021
Contents 1	July 2, 2021
1-12	July 2, 2021

Additional Information

Refer questions about this general letter to your area Community Access administrator.