



December 2, 2005

GENERAL LETTER NO. 12-E-19

ISSUED BY: Division of Behavioral, Developmental, and Protective Services for Families, Adults and Children

SUBJECT: Employees' Manual, Title 12, Chapter E, CHILD CARE CENTERS, Title page, revised; Table of Contents (page 1), revised; pages 1 through 31, revised; and pages 32, 33, and 34, new.

Summary

Chapter 12-E has been revised to reflect procedural changes and reformatted.

Effective Date

December 1, 2005

Material Superseded

Remove the entire Chapter E, from Employees' Manual, Title 12, and destroy it. This includes the following:

Table with 2 columns: Page and Date. Lists various manual sections and their effective dates from 1977 to 1991.

Additional Information

If you have questions about these manual changes, feel free to contact your child care consultant for licensing.



STATE OF IOWA

CHESTER J. CULVER, GOVERNOR
PATTY JUDGE, LT. GOVERNOR

DEPARTMENT OF HUMAN SERVICES
EUGENE I. GESSOW, DIRECTOR

March 13, 2009

GENERAL LETTER NO. 12-E-20

ISSUED BY: Division of Child and Family Services

SUBJECT: Employees' Manual, Title 12, Chapter E, *CHILD CARE CENTERS*, pages 11, 15, 16, 17, 26, and 34, revised.

Summary

Chapter 12-E is revised to update Departmental names and addresses and to correct a typographical error.

Effective Date

Immediately

Material Superseded

Remove the following pages from Employees' Manual, Title 12, Chapter E, and destroy them:

<u>Page</u>	<u>Date</u>
11, 15-17, 26, 34	December 2, 2005

Additional Information

Refer questions about this general letter to your area social work administrator.



Iowa Department of Human Services

Terry E. Branstad
Governor

Kim Reynolds
Lt. Governor

Charles M. Palmer
Director

August 2, 2013

GENERAL LETTER NO. 12-E-21

ISSUED BY: Division of Adult, Children and Family Services

SUBJECT: Employees' Manual, Title 12, Chapter E, *CHILD CARE CENTERS*, page 20, revised; and page 20a, new.

Summary

Chapter 12-E is revised to add the "Work Flow for Founded Abuse in Child Care" flowchart. The flowchart provides visual guidance regarding field staff roles and responsibilities. Mandated protocols must be followed when there is a founded (registry placed) case of child abuse in a child care facility. Child care facilities include licensed child care centers, registered child development homes, or child care homes receiving child care assistance payments.

Effective Date

Immediately.

Material Superseded

This material replaces Employees' Manual, Title 12, Chapter E, page 20, dated December 2, 2005.

Additional Information

Refer questions about this general letter to Mykala Robinson, Child Care Regulatory Program Manager.

July 26, 2019

GENERAL LETTER NO. 12-E-22

ISSUED BY: Bureau of Child Care Services
Division of Adult, Children and Family Services

SUBJECT: Employees' Manual, Title 12, Chapter E, ***Child Care Centers***, Title page, revised; Contents (page 1), revised; and pages 1 through 33, revised.

Summary

Chapter 12-E has been revised and replaces the current chapter.

Effective Date

July 1, 2019

Material Superseded

This material replaces the entire Chapter E from Employees' Manual, Title 12, which includes the following pages:

<u>Page</u>	<u>Date</u>
Title page	December 2, 2005
Contents (page 1)	December 2, 2005
1-10	December 2, 2005
11	March 13, 2009
12-14	December 2, 2005
15-17	March 13, 2009
18, 19	December 2, 2005
20, 20a	August 2, 2013
21-25	December 2, 2005
26	March 13, 2009
27-33	December 2, 2005
34	March 13, 2009

Additional Information

Refer questions about this general letter to Ryan Page, Child Care Regulatory Program Manager.

January 27, 2023

GENERAL LETTER NO. 12-E-23

ISSUED BY: Bureau of Child Care Services
Division of Adult, Children, and Family Services

SUBJECT: Employees' Manual, Title 12, Chapter E, **Child Care Centers**, Title Page, Contents I, I-27,
revised; 28-33, removed.

Summary

This chapter is revised to reflect regulatory and legislative changes and to update style and formatting throughout.

Effective Date

Immediately.

Material Superseded

Remove the following pages from Employees' Manual, Title 12, Chapter E, and destroy them:

<u>Page</u>	<u>Date</u>
Title Page	July 26, 2019
Contents I	July 26, 2019
I-33	July 26, 2019

Additional Information

Refer questions about this general letter to your Child Care Regulatory Program Manager.

April 12, 2024

GENERAL LETTER NO. 12-E-24

ISSUED BY: Bureau of Child Care Services
Division of Adult, Child, and Family Services

SUBJECT: Employees' Manual, Title 12, Chapter E, **Child Care Centers**, Contents I, 20-27, revised;
28, new.

Summary

This chapter is revised to Add Workflow for Child Care Joint Assessment

Effective Date

Upon receipt.

Material Superseded

Remove the following pages from Employees' Manual, Title 12, Chapter E, and destroy them:

<u>Page</u>	<u>Date</u>
Contents I	January 27, 2023
20-27	January 27, 2023

Additional Information

Refer questions about this general letter to Kim Hahn, Child Care Regulatory Program Manager.