



TERRY E. BRANSTAD, GOVERNOR

DEPARTMENT OF HUMAN SERVICES

CHARLES M. PALMER, DIRECTOR

April 8, 1997

GENERAL LETTER NO. 12-H-AP-4

ISSUED BY: Bureau of Alternative Living Services,
Division of Adult, Children and Family Services

SUBJECT: Employees' Manual, Title 12, Chapter H, *Certificate of Adoption Investigators Appendix*, Contents (page 1), revised; page 2, revised; and the following forms:

595-1396 *DHS Criminal History Record Check*, revised
SS-1606-0 *Request for Child Abuse Information*, revised
470-2310 *Record Check Evaluation*, revised

Summary

The revised *DHS Criminal History Record Check* from the Division of Criminal Investigation announced in Manual Letter No. XII-Zero-2 in August 1996 is incorporated into the manual.

The current version of the SS-1606-0 is included in this appendix.

Form 470-2310, *Record Check Evaluation*, has been revised to allow for its use in evaluating staff in home- and community-based waiver programs. Text relating to criminal convictions was omitted in this revision and should be added after the second box, if needed.

Effective Date

Immediately upon receipt.

Material Superseded

Remove from Employees' Manual, Title 12, Chapter H, Appendix, and destroy the following:

<u>Page</u>	<u>Date</u>
Contents (page 1)	August 25, 1992
2	August 25, 1992
595-1396	2/92
SS-1606-0	1/90
470-2310	4/88

Additional Information

Refer any questions to your regional office.



STATE OF IOWA

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

DEPARTMENT OF HUMAN SERVICES
CHARLES J. KROGMEIER, DIRECTOR

August 7, 2009

GENERAL LETTER NO. 12-H-AP-5

ISSUED BY: Bureau of Child Welfare Services, Division of Child and Family Services

SUBJECT: Employees' Manual, Title 12, Chapter H, **CERTIFICATION OF ADOPTION INVESTIGATOR APPENDIX**, Title page, revised; Contents (page 1), revised; pages 1 through 7, revised; and the following forms:

470-0746 *Application for Certification of Adoption Investigator*, revised
470-0619 *Certificate of Adoption Investigator*, revised
595-1396(S) *DHS Criminal History Record Check*, (Spanish), new
595-1396 *DHS Criminal History Record Check*, unchanged
470-2386 *Record Check Decision*, new
470-2386(s) *Record Check Decision*, (Spanish), new
470-2310 *Record Check Evaluation*, unchanged
470-2310(S) *Record Check Evaluation*, (Spanish), new
470-0643 *Request for Child Abuse Information*, revised

Summary

This chapter is revised to:

- ◆ Update instructions to all forms to reflect current policies and procedures.
- ◆ Update form numbers and add the Spanish version to those that have been translated into Spanish.
- ◆ Update the *Application for Certification of Adoption Investigator* to add a signature and date line and the correct DHS address where the form is to be returned.
- ◆ Remove form 470-2107, *Evaluation for Certification of Adoption Investigator*, which is no longer used.

Effective Date

August 1, 2009

Material Superseded

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

<u>Page</u>	<u>Date</u>
Title page	August 25, 1992
Contents (page 1)	April 8, 1997
SS-6105-0	8/92
1	August 25, 1992
2	April 8, 1997
595-1396	8/96
SS-1606-0, 470-0643	7/95
3, 4	August 25, 1992
470-2107	8/92
SS-1204-0	5/94
5, 6	August 25, 1992
470-2106	8/92
7, 8	August 5, 1992
470-2310	3/97

Additional Information

Refer questions about this general letter to your service area manager.



Iowa Department of Human Services

Terry E. Branstad
Governor

Kim Reynolds
Lt. Governor

Charles M. Palmer
Director

November 21, 2014

GENERAL LETTER NO. 12-H-AP-6

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

SUBJECT: Employees' Manual, Title 12, Chapter H, **CERTIFICATION OF ADOPTION INVESTIGATORS APPENDIX**, Title page, revised; page 6, revised; and the following forms:

470-2310 *Record Check Evaluation*, revised
470-2310(S) *Record Check Evaluation (Spanish)*, revised

Summary

Chapter 12-H-Appendix is revised to modify form 470-2310, *Record Check Evaluation*, and its Spanish translation, form 470-2310(S). The modifications allow for:

- ◆ Consistent use among all programs, including health care facilities, foster and adoptive care, and child care.
- ◆ A streamlined and consistent process for record check evaluations and centralization of the record check process.

Modifications include changes to:

- ◆ Part A to include information on the entity requesting the evaluation.
- ◆ Part B to identify the person being evaluated. Part B previously identified the requesting entity.
- ◆ Part C to include the evaluation determinations and notice of decision.
- ◆ Part D that the applicant completes. Part D was previously completed by the person requesting the evaluation.

Effective Date

Immediately.

Material Superseded

This material replaces the following pages from Employees' Manual, Title 12, Chapter H, Appendix:

<u>Page</u>	<u>Date</u>
Title page	August 7, 2009
6	August 7, 2009
470-2310	6/03
470-2310(S)	6/03

Additional Information

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



Iowa Department of Human Services

Terry E. Branstad
Governor

Kim Reynolds
Lt. Governor

Charles M. Palmer
Director

April 29, 2016

GENERAL LETTER NO. 12-H-AP-7

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

SUBJECT: Employees' Manual, Title 12, Chapter H, **CERTIFICATION OF ADOPTION INVESTIGATORS APPENDIX**, page 1, revised; and form 470-0746, *Application for Certification of Adoption Investigator*, revised.

Summary

Chapter 12-H-Appendix is revised to:

- ◆ Update the website address and the name of the DHS division responsible for the form.
- ◆ Update form 470-0746, *Application for Certification of Adoption Investigator*, to:
 - Remove the area for a social security number and replace with the applicant's email address.
 - Update the appeal instructions and policy on nondiscrimination.
 - Reflect the Department's branding.

Effective Date

Upon receipt.

Material Superseded

This material replaces the following pages from Employees' Manual, Title 12, Chapter H, Appendix:

<u>Page</u>	<u>Date</u>
470-0746	7/09
1	August 7, 2009

Additional Information

Refer questions about this general letter to your area service administrator.