



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

DEPARTMENT OF HUMAN SERVICES
JESSIE K. RASMUSSEN, DIRECTOR

March 6, 2001

GENERAL LETTER NO. 13-B-AP-7

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

SUBJECT: Employees' Manual, Title 13, Chapter B, ***DETERMINING ELIGIBILITY, FOR TITLE IV-E, APPENDIX***, Title page, new; Contents (page 1), new; pages 1 through 9, new; and the following forms:

470-3839 *Foster Care/Adoption Exchange Addendum*, new
S472N111-01 *Foster Care and/or Subsidized Adoption Information Exchange*, unchanged
470-3837 *Foster Care IV-E IM Worksheet*, new
470-3841 *Foster Care Medicaid Application Addendum*, new
470-3334 *JCS Referral for Payment*, revised
470-3838 *Title IV-E Foster Care Eligibility Review Checklist*, new

Summary

This new appendix provides forms to be used in completing:

- ◆ Initial IV-E eligibility determinations for new cases.
- ◆ New reviews of IV-E eligible cases.
- ◆ The historic review of IV-E eligibility on existing cases.

Service workers should begin using the *Foster Care/Adoption Exchange Addendum*, form 470-3839, for new foster care entries and for existing cases for which a *Title IV-E Foster Care Eligibility Review Checklist*, form 470-3838, has been completed.

Service and IM workers should begin using the *Foster Care Medicaid Application Addendum*, form 470-3334, immediately.

IM workers should begin using the *Foster Care/Adoption Exchange Addendum*, form 470-3839, to evaluate the placement and service IV-E eligibility instead of the information provided on the *Foster Care and/or Subsidized Adoption Information Exchange*, FACS report S472N111-01.

IM workers should begin using the *Foster Care IV-E IM Worksheet*, form 470-3837, to evaluate all cases both in the historic review and for new and ongoing cases.

Juvenile court services workers should begin using the revised *JCS Referral for Payment*, form 470-3334, as soon as juvenile court offices can order and receive supplies of the revised form. Destroy remaining supplies of the previous version of the form, dated 8/96, when you get the revised forms.

Effective Date

Upon receipt.

Material Superseded

None

Additional Information

Forms that will be used permanently will be incorporated into existing IM and Service forms appendixes.

- ◆ The *Foster Care/Adoption Exchange Addendum* will be used only until the FACS report can be revised;
- ◆ The *Foster Care Medicaid Application Addendum* will be used only until the Medicaid application can be revised; and
- ◆ The *Title IV-E Foster Care Eligibility Review Checklist* will be used only to prepare cases for federal review, as directed in General Letter 13-B-10, issued February 27, 2001.

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



February 12, 2002

GENERAL LETTER NO. 13-B-AP-8

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

SUBJECT: Employees' Manual, Title 13, Chapter B, **DETERMINING ELIGIBILITY FOR TITLE IV-E APPENDIX**, Contents (page 1), revised; and form 470-3334, *JCS Referral for Payment*, revised.

Summary

This chapter is revised to:

- ◆ Change form 470-3334, *JCS Referral for Payment*, to properly gather information from Juvenile Court staff about cases that they are managing.
- ◆ Remove form 470-3838, *Title IV-E Foster Care Eligibility Checklist*, from the chapter. The form is now obsolete since federal review is now complete.

Effective Date

Upon receipt.

Material Superseded

Remove the following pages from Employees' Manual, Title 13, Chapter B, Appendix, and destroy them:

<u>Page</u>	<u>Date</u>
Contents (page 1)	March 6, 2001
470-3334	2/01
470-3838	2/01
9	March 6, 2001

Additional Information

Destroy all existing supplies of form, 470-3334, *JCS Referral for Payment*, dated 2/01.

Use form 470-3841, *Foster Care Medicaid Application Addendum*, only with any remaining supply of the *Foster Care Medicaid Application*, form 470-2779. When that supply is exhausted, use the *Health Services Application*, form 470-2927 or 470-2927(S). Use of the *Addendum* is not required with the *Health Services Application*.

Refer questions about this general letter to your supervisor.



STATE OF IOWA

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

DEPARTMENT OF HUMAN SERVICES
JESSIE K. RASMUSSEN, DIRECTOR

June 4, 2002

GENERAL LETTER NO. 13-B-AP-9

ISSUED BY: Services Policy and Practice Team
Division of Behavioral, Developmental, and Protective Services

SUBJECT: Employees' Manual, Title 13, Chapter B, ***DETERMINING ELIGIBILITY FOR TITLE IV-E APPENDIX***, Contents (page 1), revised; pages 1, 2, 3, 5, 6, and 9, revised; page 10, new; and the following forms:

470-3839 *IV-E Initial Placement Information*, revised
470-3837 *Foster Care IV-E IM Worksheet*, revised
470-3918 *IV-E Changes*, new

Summary

This appendix provides forms to be used in completing:

- ◆ Initial IV-E eligibility determinations for new cases.
- ◆ Reviews of IV-E eligible cases.

Form 470-3839, *Foster Care/Adoption Exchange Addendum*, has been updated and the name has been changed to *IV-E Initial Placement Information*. Staff should use this form for all new foster care placements.

Form 470-3918, *IV-E Changes*, is a new form for reporting information on IV-E eligibility for ongoing cases. SWCMs and IV-E service and IM workers should use this form for all new foster care placements and for all existing foster care cases.

Form 470-3837, *Foster Care IV-E IM Worksheet*, has been revised to make it more useful for completing IV-E eligibility determinations. With the revision of form 470-3839 and new form 470-3918, the distribution for form 470-3837 is changed. IV-E IM workers should keep form 470-3837 in the IM case file. It is no longer required to be in the service file. IV-E IM workers should begin using the revised form 470-3837 when completing IV-E eligibility determinations and reviews of IV-E eligibility.

Form 470-3839, *Foster Care/Adoption Exchange Addendum*, is removed from the chapter. This form is now obsolete, since federal review is now complete.

Effective Date

March 13, 2002

Material Superseded

Remove the following pages from Employees' Manual, Title 13, Chapter B, Appendix, and destroy them:

<u>Page</u>	<u>Date</u>
Contents (page 1) 470-3839	February 12, 2002 2/01
1-3, 5, 6, 9 470-3837	March 6, 2001 2/01
470-3839 (7 pp.)	March 6, 2001

Additional Information

Refer questions about this general letter to your supervisor or to the IM SPIRS and Service Help Desks.



STATE OF IOWA

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

DEPARTMENT OF HUMAN SERVICES
KEVIN W. CONCANNON, DIRECTOR

September 1, 2006

GENERAL LETTER NO. 13-B-AP-10

ISSUED BY: IV-E Eligibility Unit
Field Office Support Unit

SUBJECT: Employees' Manual, Title 13, Chapter B, ***DETERMINING ELIGIBILITY FOR TITLE IV-E APPENDIX***, Contents (page 1), revised; pages 1, 2, 3, and 6 through 10, revised; and the following forms:

470-3839 *IV-E Initial Placement Information*, revised
470-3837 *Foster Care IV-E IM Worksheet*, revised
470-3918 *IV-E Changes*, revised

Summary

Two forms have been changed to reflect a change in worker responsibility for completion of various sections of the form.

- ◆ On 470-3839, *IV-E Initial Placement Information*, the social work case manager completes Section One, and the IV-E income maintenance worker completes Sections Two and Three.
- ◆ On 470-3918, *IV-E Changes*, the social work case manager completes Sections One and Two when a change occurs or a court order has been obtained. The IV-E income maintenance worker completes Section One as needed and completes Sections Three and Four.

The 470-3837, *Foster Care IV-E IM Worksheet*, has been updated to incorporate format changes.

The *Foster Care Medicaid Application Addendum*, 470-3841, is obsolete due to use of the *Health Services Application*, 470-2927 and 470-2927(S), for foster care Medicaid applications.

Effective Date

Upon receipt.

Material Superseded

Remove the following pages from Employees' Manual, Title 13, Chapter B, Appendix, and destroy them:

<u>Page</u>	<u>Date</u>
Contents (page 1)	June 4, 2002
470-3839	4/02
1-3	June 4, 2002
470-3837	3/02
6	June 4, 2002
470-3841	2/01
7, 8 *	March 6, 2001
470-3918	4/02
9, 10	June 4, 2002

* In the printed manual, move the sample of form 470-3334 to follow page 6 instead of page 8.

Additional Information

Refer questions about this general letter to your supervisor or to the IM SPIRS and Service Help Desks.



STATE OF IOWA

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

DEPARTMENT OF HUMAN SERVICES
KEVIN W. CONCANNON, DIRECTOR

July 4, 2008

GENERAL LETTER NO. 13-B-AP-11

ISSUED BY: IV-E Eligibility Unit
Field Office Support Unit

SUBJECT: Employees' Manual, Title 13, Chapter B, ***DETERMINING ELIGIBILITY FOR TITLE IV-E APPENDIX***, Title page, revised; Contents (page 1), revised; pages 1 through 10, revised; and the following forms:

470-3839 *IV-E Initial Placement Information*, revised
S472N111-01 *Foster Care and/or Subsidized Adoption Exchange of Information*, unchanged
470-3837 *IV-E Financial Worksheet*, revised
470-3334 *JCS Referral for Payment*, unchanged
470-3918 *IV-E Changes*, revised
470-4163 *IV-E Adoption Subsidy Determination*, new

Summary

Form 470-3839, *IV-E Initial Placement Information*, is revised to incorporate format changes and minor changes in wording.

Form 470-3837, *Foster Care IV-E IM Worksheet*, is renamed *IV-E Financial Worksheet*. This form is also revised to clarify the information needed on the form.

Form 470-3918, *IV-E Changes*, is revised to incorporate format changes as well as add types of changes to be reported on the form. Section 3 has been updated to reflect the current RE2 determination process that is now completed by the SW4.

Form 470-4163, *IV-E Adoption Subsidy Determination*, is added to the manual and is revised to correct references to various sections on the form. The form is also updated to reflect policy changes regarding SSI eligibility and child of a minor parent policy. Questions regarding deprivation at the time the adoption petition is filed and the child's income and resources have been removed.

Form 470-4163, *IV-E Adoption Subsidy Determination*, and instructions for have been added to the manual.

Effective Date

Upon receipt.

Material Superseded

Remove the entire Chapter B Appendix from Employees' Manual, Title 13, and destroy it. This includes the following pages:

<u>Page</u>	<u>Date</u>
Title page	3/6/01
Contents (page 1)	September 1, 2006
470-3839	3/06
1-3	September 1, 2006
4	March 6, 2001
S472N111-01	5/15/96
470-3837	8/05
5, 6	June 4, 2004
470-3334	12/01
7-10	September 1, 2006
470-3918	11/05

Additional Information

Refer questions about this general letter to your supervisor or to the IV-E Unit.



STATE OF IOWA

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

DEPARTMENT OF HUMAN SERVICES
CHARLES J. KROGMEIER, DIRECTOR

November 13, 2009

GENERAL LETTER NO. 13-B-AP-12

ISSUED BY: IV-E Eligibility Unit
Field Office Support Unit

SUBJECT: Employees' Manual, Title 13, Chapter B, **DETERMINING ELIGIBILITY FOR TITLE IV-E APPENDIX**, form 470-4163, *IV-E Adoption Subsidy Determination*, revised.

Summary

Form 470-4163, *IV-E Adoption Subsidy Determination*, is revised to reflect policy changes resulting from the Fostering Connections to Success and Increasing Adoptions Act of 2008. This act gradually de-links AFDC financial criteria from eligibility for IV-E adoption subsidy.

Effective Date

October 1, 2009

Material Superseded

Remove from Employees' Manual, Title 13, Chapter B, Appendix, form 470-4163, dated 5/08, and destroy it.

Additional Information

Refer questions about this general letter to the IV-E Eligibility Unit in the Field Operations Support Division.

January 6, 2023

GENERAL LETTER NO. 13-B-AP-13

ISSUED BY: Division of Field Operations
IV-E Eligibility Unit

SUBJECT: Employees' Manual, Title 13, Chapter B Appendix, **Determining Eligibility for Title IV-E Appendix**, Title Page, Contents I, and pages I-10, and the following forms, revised and new:

470-3837, *IV-E Financial Worksheet*, revised
470-3839, *IV-E Initial Placement Information*, revised
470-3918, *IV-E Changes*, revised
470-4163, *IV-E Adoption Subsidy Determination*, revised
470-5598, *IV-E Subsidized Guardianship Determination*, new

Summary

This chapter is revised to update forms:

- 470-3837, *IV-E Financial Worksheet* is revised to add the 185% Eligibility Test for removal households and remove sections related to the child only income and resource determinations.
- 470-3839, *IV-E Initial Placement Information* is revised to incorporate claiming criteria for Qualifying Residential Treatment Programs (QRTP) placements, format changes, and minor wording changes.
- 470-3918, *IV-E Changes* is revised to incorporate claiming criteria for QRTP placements, format changes, and minor wording changes. Sections related to changes in initial removal household circumstances, ongoing deprivation and annual reviews are removed. This form, 470-3837, and 470-3839 are now accessed and completed within the JARVIS/IV-E Tracking system.
- 470-4163, *IV-E Adoption Subsidy Determination* is revised to reflect changes made to applicable child age requirements due to The Family First Prevention Services Act of 2018. The form also has minor formatting changes to reflect that specified relative criteria does not apply to an applicable child.
- 470-5598, *IV-E Subsidized Guardianship Determination* is a new form completed by the IV-E IM Worker to determine IV-E eligibility for a child in a subsidized guardianship placement.

and to revise style and formatting throughout.

Effective Date

Upon receipt.

Material Superseded

Remove the following pages from Employees' Manual, Title 13, Chapter B Appendix, and destroy them:

<u>Page</u>	<u>Date</u>
Title Page	July 4, 2008
Contents I	July 4, 2008
I-10	July 4, 2008
470-3837	05/08
470-3839	05/20
470-3918	05/20
470-4163	10/09

Additional Information

Refer questions about this general letter to the IV-E Eligibility Unit in the Field Operations Support Division.