



STATE OF IOWA

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

DEPARTMENT OF HUMAN SERVICES
CHARLES J. KROGMEIER, DIRECTOR

June 25, 2010

GENERAL LETTER NO. 13-D-16

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

SUBJECT: Employees' Manual, Title 13, Chapter D, *GUARDIANSHIP*, Contents (page 1), revised, and pages 9 through 12, revised.

Summary

Chapter XIII-D is revised in response to amendments to Iowa Code section 321.180B which were effective July 1, 2008. Manual changes provide caseworkers guidance on policy, procedure, and use of Department of Transportation form 430018, *Parent's Written Consent to Issue Privilege to Drive or Affidavit to Obtain a Duplicate*.

Procedures for adoption are also removed and replaced with cross-references to Employees' Manual Chapters 18-F and 18-F(1).

Effective Date

Immediately

Material Superseded

This material replaces the following pages from Employees' Manual, Title 13, Chapter D:

<u>Page</u>	<u>Date</u>
Contents (p. 1)	February 23, 1993
9-12, 12a	February 23, 1993

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

January 9, 2015

GENERAL LETTER NO. 13-D-17

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

SUBJECT: Employees' Manual, Title XIII, Chapter D, **GUARDIANSHIP**, Contents
(page 1), revised; pages 2 through 9, 12, 14, 15, 19, and 21, revised;
and page 12a, new.

Summary

Chapter XIII-D is revised to:

- ◆ Remove references to the State Juvenile Home in Toledo which is closed.
- ◆ Update the titles of supervisors, managers, and administrators.
- ◆ Add information on when a guardian needs to provide authorization for certain consents and approvals. This includes policy regarding release of social security numbers when the Department acts as the guardian.
- ◆ Revise the policy on parental decision-making authority.

Effective Date

Upon receipt.

Material Superseded

This material replaces the following pages from Employees' Manual, Title 13, Chapter D:

<u>Page</u>	<u>Date</u>
Contents (page 1)	June 25, 2010
2, 3	December 22, 1992
4, 5	February 23, 1993
6, 7	December 22, 1992
8	February 23, 1993
9, 12	June 25, 2010
14, 15, 19, 21	December 22, 1992

Additional Information

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

November 13, 2020

GENERAL LETTER NO. 13-D-18

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

SUBJECT: Employees' Manual, Title 13, Chapter D, **Guardianship**, obsolete.

Summary

Title 13, Chapter D, **Guardianship** is rescinded. Information from this employee manual chapter has been moved to Title 18, Chapter C(2), **Case Management**.

Effective Date

Upon receipt.

Material Superseded

This material replaces the following pages from Employees' Manual, Title 13, Chapter D, Guardianship:

<u>Page</u>	<u>Date</u>
Title Page	December 22, 1992
Contents	January 9, 2015
1	December 22, 1992
2-9	January 9, 2015
10, 11	June 25, 2010
12, 12a	January 9, 2015
13	December 22, 1992
14, 15	January 9, 2015
16	February 23, 1993
17, 18	December 22, 1992
19	January 9, 2015
20	December 22, 1992
21	January 9, 2015

Additional Information

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