



STATE OF IOWA

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

DEPARTMENT OF HUMAN SERVICES
JESSIE K. RASMUSSEN, DIRECTOR

July 2, 2002

GENERAL LETTER NO. 13-G-14

ISSUED BY: Bureau of Financial and Work Supports
Division of Financial, Health and Work Supports

SUBJECT: Employees' Manual, Title 13, Chapter G, **CHILD CARE ASSISTANCE**, title page, new, Contents (pages 1, 2, and 3), new; and pages 1 through 77, new.

Summary

Child Care Assistance program rules were revised effective April 1, 2002. These rule changes eliminated the *Child Care Certificate*, form 470-2959, and added

- ◆ 470-3871, *Child Care Assistance Provider Agreement*, done once for each provider participating in the program.
- ◆ 470-3915, *Notice of Decision: Child Care Assistance*, containing the detailed authorization information for the care of each child covered
- ◆ 470-3872, *Child Care Assistance Attendance Sheet*, documenting the actual time the child was in care to support the invoice.

This letter moves the Child Care Assistance policy from Chapter 18-I to Chapter 13-G. Policy changes in the new chapter in addition to those mentioned above include:

- ◆ Addition of instructions on how to establish overpayments and how to determine whether the overpayment is due to provider or client error.
- ◆ Updating the monthly gross income limit to be consistent with the federal poverty guidelines for determination of eligibility for child care assistance.
- ◆ Updating the fee assessment schedule to be consistent with the update to the monthly gross income guidelines.

The new chapter also removes incorrect, obsolete, or unclear language and adds new language and examples to help clarify existing policy.

There is no need to do desk reviews due to this change in forms. Staff should not begin or renew a *Child Care Certificate*. As existing certificates expire or need to be modified due to reported changes or six-month reviews, initiate the new *Child Care Assistance Provider Agreement* instead.

Procedures for the new *Child Care Assistance Provider Agreement* require that PROMISE JOBS staff send all forms to the county DHS office for processing and forwarding to the appropriate entity. PROMISE JOBS staff will no longer send the background checks directly to DCI, as they have in the past. A flowchart outlining this new process is attached to this letter.

Staff should begin to send child care overpayment claims to the Department of Inspections and Appeals for entry into the Overpayment Recovery system so that demand letters can be sent, and collections may begin. The new demand letters are being added to 6-Appendix.

Five new Child Care Assistance program overpayment codes have been assigned. This means that any overpayment claims that have been sent to central office before this general letter have incorrect program coding. These claims will be returned to the county offices to change the program coding. Please change the incorrect code to one of the appropriate new codes and resubmit the claim.

Effective Date

July 1, 2002

Material Superseded

None.

Additional Information

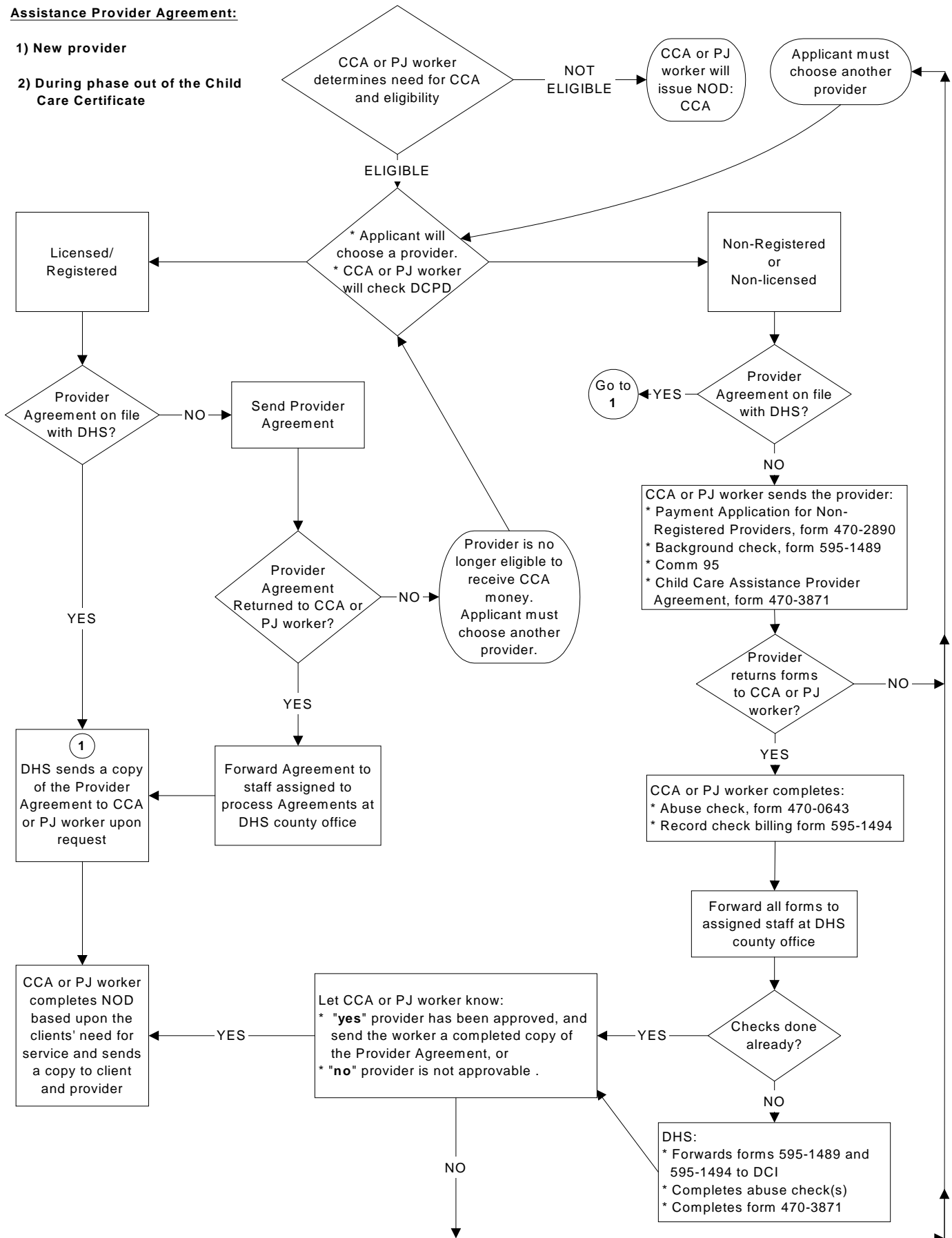
Refer questions about this general letter to your service area manager or income maintenance supervisor 2.

IMPLEMENTATION

Reasons to Initiate a Child Care Assistance Provider Agreement:

1) New provider

2) During phase out of the Child Care Certificate





STATE OF IOWA

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

DEPARTMENT OF HUMAN SERVICES
KEVIN W. CONCANNON, DIRECTOR

June 17, 2003

GENERAL LETTER NO. 13-G-15

ISSUED BY: Bureau of Financial Support,
Division of Financial, Health and Work Supports

SUBJECT: Employees' Manual, Title 13, Chapter G, ***CHILD CARE ASSISTANCE***,
Contents (page 1), revised; pages 17, 18, 19, and 48, revised; and pages 18a and
18b, new.

Summary

This chapter is revised to:

- ◆ Update the gross income limits to be consistent with the federal poverty guidelines for determination of eligibility for Child Care Assistance. These changes also update the fee assessment schedule to be consistent with the update to the gross income guidelines.
- ◆ Update the medical absence section to incorporate new rules regarding eligibility. Parents no longer need to be absent from the home due to hospitalization or outpatient treatment for chemotherapy, radiation or dialysis in order to be eligible for child care assistance. Parents who are present in the home, but unable to care for their own children as verified by a physician, can now get Child Care Assistance without requesting an exception to policy.

Effective Date

July 1, 2003

Material Superseded

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

<u>Page</u>	<u>Date</u>
Contents (page 1)	July 2, 2002
17, 18, 19, 48	July 2, 2002

Additional Information

Refer questions about this general letter to your income maintenance supervisor 2.



STATE OF IOWA

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

DEPARTMENT OF HUMAN SERVICES
KEVIN W. CONCANNON, DIRECTOR

October 21, 2003

GENERAL LETTER NO. 13-G-16

ISSUED BY: Bureau of Financial Support Programs,
Division of Financial, Health and Work Supports

SUBJECT: Employees' Manual, Title 13, Chapter G, **CHILD CARE ASSISTANCE**, Title page, revised; Contents (pages 1, 2, and 3), revised; pages 1 through 77, revised; and pages 78 through 99, new.

Summary

The entire chapter on Child Care Assistance has been rewritten to

- Clarify confusing language,
- Add new sections of procedural information, and
- Add or enhance existing language and examples in order to clarify policy and procedure.

These changes are being made in response to the recommendations of the Child Care Assistance work group that met in late 2002.

Effective Date

Upon receipt

Material Superseded

Remove the entire Chapter G from Employees' Manual, Title 13, and destroy it. This includes the Title page, Contents (pages 1-3), and pages 1-77, all dated July 2, 2002, and Manual Letter 13-G-3, dated December 10, 2002.

Refer questions about this general letter to your service area manager, income maintenance supervisor, or Iowa Workforce Development Coordinator.



STATE OF IOWA

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

DEPARTMENT OF HUMAN SERVICES
KEVIN W. CONCANNON, DIRECTOR

February 24, 2004

GENERAL LETTER NO. 13-G-17

ISSUED BY: Bureau of Financial Support Programs,
Division of Financial, Health and Work Supports

SUBJECT: Employees' Manual, Title 13, Chapter G, **CHILD CARE ASSISTANCE**, pages 14, 23, 34, 41, 49, 51, 52, 60, 65, 66, 76, and 83, revised.

Summary

The Child Care Assistance chapter is revised to:

- Exclude adoption subsidy payments as income when determining eligibility and fees.
- Correct typographical errors and update obsolete information.

Effective Date

March 10, 2004

Material Superseded

Remove from Employees' Manual, Title 13, Chapter G, pages 14, 23, 34, 41, 49, 51, 52, 60, 65, 66, 76, and 83, all dated October 21, 2003, and destroy them.

Additional Information

Refer questions about this general letter to your service area manager, income maintenance supervisor 2, or Iowa Workforce Development coordinator.



STATE OF IOWA

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

DEPARTMENT OF HUMAN SERVICES
KEVIN W. CONCANNON, DIRECTOR

May 11, 2004

GENERAL LETTER NO. 13-G-18

ISSUED BY: Bureau of Financial Support Programs,
Division of Financial, Health and Work Supports

SUBJECT: Employees' Manual, Title 13, Chapter G, ***CHILD CARE ASSISTANCE***,
Contents (page 3), revised; pages 37, 38, 94, 98, and 99, revised; and pages 100,
101, and 102, new.

Summary

Revisions to this chapter implement the new Child Care Assistance sanctions for providers who have been convicted of fraudulent billing practices.

The rules excluding adoption subsidy payments as income for Child Care Assistance became effective on April 21, 2004.

Effective Date

Upon receipt.

Material Superseded

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

<u>Page</u>	<u>Date</u>
Manual Letter 13-G-4	March 16, 2004
Contents (page 3)	October 21, 2003
37, 38, 94, 98, 99	October 21, 2003

Additional Information

Refer questions about this general letter to your service area manager, income maintenance supervisor 2, or Iowa Workforce Development coordinator.



STATE OF IOWA

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

DEPARTMENT OF HUMAN SERVICES
KEVIN W. CONCANNON, DIRECTOR

June 8, 2004

GENERAL LETTER NO. 13-G-19

ISSUED BY: Bureau of Financial Support Programs,
Division of Financial, Health and Work Supports

SUBJECT: Employees' Manual, Title 13, Chapter G, **CHILD CARE ASSISTANCE**, pages 2, 3, 6, 7, 9, 24 through 28, 32, 35, 58, 61, 62, 63, 67, 74, and 80 through 86, revised.

Summary

This chapter is revised to update the gross income limits to be consistent with the 2004 federal poverty guidelines for determination of eligibility for Child Care Assistance. These changes also update the fee assessment schedule to be consistent with the update to the income guidelines.

Administrative rule references have also been updated.

Effective Date

July 1, 2004

Material Superseded

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

<u>Page</u>	<u>Date</u>
2, 3, 6, 7, 9, 24-28, 32, 35, 58, 61, 62, 63, 67, 74, 80-86	October 21, 2003

Additional Information

Refer questions about this general letter to your service area manager, income maintenance supervisor 2.



STATE OF IOWA

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

DEPARTMENT OF HUMAN SERVICES
KEVIN W. CONCANNON, DIRECTOR

August 12, 2005

GENERAL LETTER NO. 13-G-20

ISSUED BY: Bureau of Financial Support Programs,
Division of Financial, Health and Work Supports

SUBJECT: Employees' Manual, Title 13, Chapter G, **CHILD CARE ASSISTANCE**, pages 1, 7, 11, 13, 14, 21, 25, 26, 35, 36, 42, 46, 48, 52, 57, 61, and 72, revised.

Summary

Chapter 13-G is revised to:

- ◆ Change the gross income limits to be consistent with the federal poverty guidelines for determination of eligibility for child care assistance as follows:
 - Increase the maximum gross monthly income limits for basic care from 140% of the federal poverty level to 145% of the federal poverty level.
 - Increase the maximum gross monthly income limits for special needs care from 175% of the federal poverty level to 200% of the federal poverty level.
- ◆ Change the fee assessment schedule to be consistent with the update to the income guidelines.
- ◆ Increase the maximum provider reimbursement rates to reflect the 2002 market rate survey.
- ◆ Correct legal references, change form names, and change language for clarification.

Effective Date

September 1, 2005

Material Superseded

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

<u>Page</u>	<u>Date</u>
1	October 21, 2003
7	June 8, 2004
11, 13	October 21, 2003
14	February 24, 2004

21	October 21, 2003
25, 26, 35	June 8, 2004
36, 42, 46, 48	October 21, 2003
52	February 24, 2004
57	October 21, 2003
61	June 8, 2004
72	October 21, 2003

Additional Information

Refer questions about this general letter to your service area manager, your area income maintenance supervisor 2, or Iowa Workforce Development coordinator.



STATE OF IOWA

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

DEPARTMENT OF HUMAN SERVICES
KEVIN W. CONCANNON, DIRECTOR

June 2, 2006

GENERAL LETTER NO. 13-G-21

ISSUED BY: Bureau of Financial Support Programs,
Division of Financial, Health and Work Supports

SUBJECT: Employees' Manual, Title 13, Chapter G, **CHILD CARE ASSISTANCE**,
Contents (page 1), revised; and pages 2 through 5, 9, 25, 37, 61, 62, and 84,
revised.

Summary

This chapter is revised to:

- ◆ Update the gross income limits to be consistent with the federal poverty guidelines for determination of eligibility for Child Care Assistance.
- ◆ Update the fee assessment schedule to be consistent with the update to the gross income guidelines.
- ◆ Add language on the new form 470-0462 or 470-0466(S), *Health and Financial Support Application*.
- ◆ Add language to reference residency being a factor in eligibility for Child Care Assistance.
- ◆ Correct cross references.

Effective Date

July 1, 2006

Material Superseded

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

<u>Page</u>	<u>Date</u>
Contents (page 1)	October 21, 2003
2, 3	June 8, 2004
4, 5	October 21, 2003
9	June 8, 2004
25	August 12, 2005
37	May 11, 2004
61	August 12, 2005
62, 84	June 8, 2004

Additional Information

Refer questions about this general letter to your service area manager, your area income maintenance administrator, or Iowa Workforce Development coordinator.



STATE OF IOWA

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

DEPARTMENT OF HUMAN SERVICES
KEVIN W. CONCANNON, DIRECTOR

August 4, 2006

GENERAL LETTER NO. 13-G-22

ISSUED BY: Bureau of Financial and Work Supports, Division of Financial, Health and Work Supports

SUBJECT: Employees' Manual, Title 13, Chapter G, *CHILD CARE ASSISTANCE*, pages 35 and 36, revised.

Summary

This chapter is revised to remove the exception to allow Child Care Assistance for children age 13 or older if there are special circumstances surrounding the child in need of care.

Effective Date

Upon receipt.

Material Superseded

Remove from Employees' Manual, Title 13, Chapter G, pages 35 and 36, dated August 12, 2005, and destroy them.

Additional Information

Refer questions about this general letter to your service area manager, area income maintenance administrator, or Iowa Workforce Development coordinator.



STATE OF IOWA

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

DEPARTMENT OF HUMAN SERVICES
KEVIN W. CONCANNON, DIRECTOR

December 15, 2006

GENERAL LETTER NO. 13-G-23

ISSUED BY: Bureau of Financial and Work Supports,
Division of Financial, Health and Work Supports

SUBJECT: Employees' Manual, Title 13, Chapter G, ***CHILD CARE ASSISTANCE***, pages
4, 52, 80, and 81, revised.

Summary

This chapter is revised to:

- ◆ Allow the use of the *Child Care Assistance Review*, form 470-4377, to redetermine eligibility; and
- ◆ Adjust the rate ceilings for basic care.

Effective Date

January 1, 2007

Material Superseded

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

<u>Page</u>	<u>Date</u>
4	June 2, 2006
52	August 12, 2005
80, 81	June 8, 2004

Additional Information

Refer questions about this general letter to your service area manager, area income maintenance administrator, or Iowa Workforce Development coordinator.



STATE OF IOWA

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

DEPARTMENT OF HUMAN SERVICES
KEVIN W. CONCANNON, DIRECTOR

March 16, 2007

GENERAL LETTER NO. 13-G-24

ISSUED BY: Bureau of Financial and Work Supports,
Division of Financial, Health and Work Supports

SUBJECT: Employees' Manual, Title 13, Chapter G, **CHILD CARE ASSISTANCE**, pages
51 and 53, revised.

Summary

This chapter is revised to update the in-home provider rate using the new state minimum wage amount of \$6.20 an hour, for a unit rate of \$31.00.

Effective Date

April 1, 2007

Implementation Instructions

Obtain a new provider agreement from all in-home providers showing the new rate. The new rate must be entered in the POSS provider data file before invoices for April care are processed.

Note: Rules require us to pay in-home providers at the minimum wage. Invoices received in May for April care must be paid at the new rate even if the new agreement is not yet completed.

Material Superseded

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

<u>Page</u>	<u>Date</u>
51	February 23, 2004
53	October 21, 2003

Additional Information

Refer questions about this general letter to your area income maintenance administrator.



STATE OF IOWA

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

DEPARTMENT OF HUMAN SERVICES
KEVIN W. CONCANNON, DIRECTOR

July 6, 2007

GENERAL LETTER NO. 13-G-25

ISSUED BY: Bureau of Financial and Work Supports,
Division of Financial, Health and Work Supports

SUBJECT: Employees' Manual, Title 13, Chapter G, **CHILD CARE ASSISTANCE**,
Title page, revised; Contents (pages 1, 2, and 3), revised; pages 1
through 102, revised; and pages 103 through 121, new.

Summary

This chapter is revised to:

- ◆ Update the gross income limits to be consistent with the federal poverty guidelines for determination of eligibility for child care assistance.
- ◆ Remove the current fee chart and insert a new fee chart that bases the family's fee on how many children are in care. The new fee chart will be used for eligibility determinations made on or after July 1, 2007.
- ◆ Add casino profits as countable income.
- ◆ Exclude a payment from the Iowa Individual Assistance Grant Program (IIAGP) from countable income.
- ◆ Remove depreciation as an allowable expense from self-employment income.
- ◆ Clarify that you cannot offset the loss from one self-employment enterprise against another self-employment enterprise or any other earned or unearned income of a household.
- ◆ Clarify that it may be acceptable to pay two providers for the same clock time when the primary provider is closed on a holiday, charges private pay families for the day, and the family has to have a back up provider. In this situation both providers may be paid for the day.
- ◆ Remove the requirement to complete a *General Accounting Expenditure*, GAX form, and send the invoice to the Bureau of Purchasing, Payments and Receipts when a child care assistance invoice remains unpaid 60 days after June 30.
- ◆ Add clarification that it is the Department's responsibility to issue 470-4377, *Child Care Assistance Review*, to the client at least 30 days prior to the end of the certification period.
- ◆ Allow, through an exception to policy, a child aged 13 to 15 to receive child care assistance if there are special family circumstances that put the child's safety and well-being at risk if left home alone.

- ◆ Add references to new forms, 470-4466, *Child Care Provider Claim*, and 470-4469, *Child Care Claim Cover Letter*.
- ◆ Based on 2007 Iowa Acts, Senate File 601:
 - Add the ability for child care providers to submit bi-weekly bills for service.
 - Add specific timeframes for processing claims.
 - Add procedures for reviewing claims for correctness.
 - Add the requirement to track claims that are returned to the provider.
 - Add specific procedures for processing claims.

Effective Date

July 1, 2007

Material Superseded

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

<u>Page</u>	<u>Date</u>
Title page	October 21, 2003
Contents (page 1)	June 2, 2006
Contents (page 2)	October 21, 2003
Contents (page 3)	May 11, 2004
1 August	12, 2005
2, 3	June 2, 2006
4	December 15, 2006
5	June 2, 2006
6	June 8, 2004
7 August	12, 2005
8	October 21, 2003
9	June 2, 2006
10	October 21, 2003
11 August	12, 2005
12	October 21, 2003
13, 14	August 12, 2005
15-20	October 21, 2003
21 August	12, 2005
22	October 21, 2003
23	February 24, 2004
24	June 8, 2004
25	June 2, 2006
26 August	12, 2005
27, 28	June 8, 2004
29-31	October 21, 2003
32	June 8, 2004
33	October 21, 2003
34	February 24, 2004
35, 36	August 4, 2006

37	June 2, 2006
38	May 11, 2004
39, 40	October 21, 2003
41	February 24, 2004
42 August	12, 2005
43-45	October 21, 2003
46 August	12, 2005
47	October 21, 2003
48 August	12, 2005
49	February 24, 2004
50	October 21, 2003
51 March	16, 2007
52	December 15, 2006
53 March	16, 2007
54-56	October 21, 2003
57 August	12, 2005
58	June 8, 2004
59	October 21, 2003
60	February 24, 2004
61, 62	June 2, 2006
63	June 8, 2004
64	October 21, 2003
65, 66	February 24, 2004
67	June 8, 2004
68-71	October 21, 2003
72 August	12, 2005
73	October 21, 2003
74	June 8, 2004
75	October 21, 2003
76	February 24, 2004
77-79	October 21, 2003
80, 81	December 15, 2006
82, 83	June 8, 2004
84	June 2, 2006
85, 86	June 8, 2004
87-93	October 21, 2003
94	May 11, 2004
95-97	October 21, 2003
98-102	May 11, 2004

Additional Information

Refer questions about this general letter to your service area manager, income maintenance administrator, or Iowa Workforce Development coordinator.



STATE OF IOWA

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

DEPARTMENT OF HUMAN SERVICES
KEVIN W. CONCANNON, DIRECTOR

September 28, 2007

GENERAL LETTER NO. 13-G-26

ISSUED BY: Bureau of Financial and Work Supports,
Division of Financial, Health and Work Supports

SUBJECT: Employees' Manual, Title 13, Chapter G, **CHILD CARE ASSISTANCE**,
Contents (pages 1, 2, and 3), revised; Contents (page 4), new; pages 9,
16 through 29, 45, 61, 62, 73 through 77, 85, and 89 through 103,
revised; and pages 8a through 8s, 28a, 28b, 84a, 102a, and 102b, new.

Summary

This chapter is revised to:

- ◆ Add clarifying language on alien eligibility policy.
- ◆ Add an explanation that background checks must be done on all people aged 14 or older in the home when a family uses a provider that comes into their home to provide care.
- ◆ Add instructions on the Return Reason (RTN RSN) field in Purchase of Service System (POSS).
- ◆ Add clarification on when it is acceptable to pay a provider during the timely notice period.
- ◆ Add clarification on determining need when a parent or guardian participates in a drug or alcohol treatment program.
- ◆ Add clarification and examples on how to determine countable income.
- ◆ Add clarification on determining need when a parent or guardian has home-based employment.
- ◆ Update format under the section, "Reviewing Claims."
- ◆ Add clarification on referrals to front-end investigations.
- ◆ Correct an error to the fee schedule.

Effective Date

September 1, 2007

Implementation Instructions

Applicants

Apply alien policy when processing Child Care Assistance applications received September 1, 2007, or later for families containing an alien child member.

Participants

Apply alien policy to Child Care Assistance reviews received September 1, 2007, or later for families containing an alien child member.

Material Superseded

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

<u>Page</u>	<u>Date</u>
Contents (pages 1-3)	July 6, 2007
9, 16-29, 45, 61, 62, 73-77, 85, 89-103	July 6, 2007

Additional Information

Refer questions about this general letter to your service area manager, income maintenance administrator, or Iowa Workforce Development coordinator.



STATE OF IOWA

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

DEPARTMENT OF HUMAN SERVICES
KEVIN W. CONCANNON, DIRECTOR

December 14, 2007

GENERAL LETTER NO. 13-G-27

ISSUED BY: Bureau of Financial and Work Supports
Division of Financial, Health and Work Supports

SUBJECT: Employees' Manual, Title 13, Chapter G, **CHILD CARE ASSISTANCE**,
pages 50 and 52 revised.

Summary

Rules require the Department to pay in-home providers the minimum wage. This chapter is revised to update the in-home provider rate using the new state minimum wage amount of \$7.25 an hour. The new unit rate is \$36.25.

Effective Date

January 1, 2008

Implementation Instructions

Obtain a new provider agreement from all in-home providers showing the new rate. The new rate must be entered in the POSS provider data file before claims for January care are processed.

NOTE: Claims received in January and February for January care must be paid at the new minimum wage.

Material Superseded

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

<u>Page</u>	<u>Date</u>
50, 52	July 6, 2007

Additional Information

Refer questions about this general letter to your area income maintenance administrator.



STATE OF IOWA

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

DEPARTMENT OF HUMAN SERVICES
KEVIN W. CONCANNON, DIRECTOR

May 23, 2008

GENERAL LETTER NO. 13-G-28

ISSUED BY: Bureau of Financial and Work Supports,
Division of Financial, Health and Work Supports

SUBJECT: Employees' Manual, Title 13, Chapter G, **CHILD CARE ASSISTANCE**,
Contents (page 2), revised; and pages 25, 26, 28, 28a, 28b, 29 through
34, 57 through 62, 75, 76, 99, 100, and 101, revised.

Summary

This chapter is revised to:

- ◆ Update the gross income limits for the determination of eligibility for Child Care Assistance to be consistent with the federal poverty guidelines.
- ◆ Update the fee assessment schedule and examples to be consistent with the update to the gross income guidelines.
- ◆ Clarify that children under the age of 18, or under the age of 19 if the child has special needs, are included in the family size.
- ◆ Add a new section, "Projecting Income," to the chapter. The language under this section had previously been under the section, "Countable Income."
- ◆ Clarify that income should be verified.
- ◆ Change the language and location of the section, "Countable Income."
- ◆ Add income exclusion for federal or state earned income tax credits (EITC), whether received with regular paychecks or as a lump sum included with the income tax refund.
- ◆ Remove the section, "Determining Initial and Ongoing Eligibility."
- ◆ Remove references to monthly units.
- ◆ Clarify and add an example explaining that when a client is using multiple providers it may be appropriate to pay more units than authorized on the *Notice of Decision: Child Care Assistance*.
- ◆ Clarify how to handle claims with more units than approved on the *Notice of Decision: Child Care Assistance*.

- ◆ Clarify that items such as income, hours worked, and school schedule should be verified at review time.
- ◆ Clarify when *Notice of Decision: Child Care Assistance* needs to be issued to families on Family Investment Program (FIP) during the review process.

Effective Date

July 1, 2008

Material Superseded

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

<u>Page</u>	<u>Date</u>
Contents (page 2)	September 28, 2007
25, 26, 28, 28a, 28b, 29	September 28, 2007
30-34, 57-61	July 6, 2007
62, 75, 76, 99-101	September 28, 2007

Additional Information

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



STATE OF IOWA

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

DEPARTMENT OF HUMAN SERVICES
KEVIN W. CONCANNON, DIRECTOR

August 8, 2008

GENERAL LETTER NO. 13-G-29

ISSUED BY: Bureau of Financial and Work Supports,
Division of Financial, Health and Work Supports

SUBJECT: Employees' Manual, Title 13, Chapter G, **CHILD CARE ASSISTANCE**,
Contents (pages 2, 3, and 4), revised; pages 13 through 16, 29 through
34, 36 through 42, 55 through 58, 59 through 64, 102a, 102b, 103
through 106, and 111 through 114, revised; and pages 58a, 102c, and
102d, new.

Summary

This chapter is revised to:

- ◆ Add daytime sleep hours to the need for service for employment when a parent works at least six hours between the hours of 8:00 p.m. and 6:00 a.m. and:
 - There is not another parent in the home; or
 - The other parent in the home is unable to care for the child during the daytime hours because the other parent meets a need for service during those hours.
- ◆ Change the name and clarify the definition of "Volunteer service organizations" under the section "Countable Income," to "AmeriCorps."
- ◆ Add income exclusions for reimbursements from an employer for job related expenses, stipends from the Preparation for Adult Living (PAL) program, payments from the Subsidized Guardianship Waiver program, and the living allowance payments made to participants in the AmeriCorp*VISTA program.
- ◆ Add the requirement that applicants, participants, and providers must cooperate with investigations conducted by the Department of Investigations and Appeals.
- ◆ Add the requirement that overpayments caused by agency error are subject to recoupment.
- ◆ Add form 470-4530, *Notice of Child Care Assistance Overpayment*.

Effective Date

August 1, 2008

Material Superseded

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

<u>Page</u>	<u>Date</u>
Contents (pages 2, 3, 4)	September 28, 2007
13-15	July 6, 2007
16	September 28, 2007
29-34	May 23, 2008
36-42, 55, 56	July 6, 2007
57-62	May 23, 2008
63, 64	July 6, 2007
102a, 102b, 103	September 28, 2007
104-106, 111-114	July 6, 2007

Additional Information

Refer questions about this general letter to your social work administrator, income maintenance administrator, or Iowa Workforce Development coordinator.



STATE OF IOWA

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

DEPARTMENT OF HUMAN SERVICES
KEVIN W. CONCANNON, DIRECTOR

September 19, 2008

GENERAL LETTER NO. 13-G-30

ISSUED BY: Bureau of Financial and Work Supports,
Division of Financial, Health and Work Supports

SUBJECT: Employees' Manual, Title 13, Chapter G, **CHILD CARE ASSISTANCE**,
pages 3 through 6, 41, 42, 45, and 51, revised; and page 42a, new.

Summary

This chapter is revised to:

- ◆ Clarify that a household may apply for child care on the *Health and Financial Support Application* at an interview for another program or before action is taken on the application for the other program. When this occurs the application date for CCA will be the date the application was filed for the other program.
- ◆ Add the requirement that nonregistered child care homes must meet the definition of a child care home.
- ◆ Clarify that background checks only have to be done on the provider and not others in the home when the family uses a provider that comes into the family's home to provide care.
- ◆ Adjust the rate ceilings for basic and special needs care.

Effective Date

October 1, 2008

Material Superseded

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

<u>Page</u>	<u>Date</u>
3-6	July 6, 2007
41, 42	August 8, 2008
45	September 28, 2007
51	July 6, 2007

Additional Information

A letter was sent out on August 15, 2008 to registered and licensed child care providers. The letter informed them of the maximum payment rates for Basic and Special Needs care. Enclosed with this letter was a *CCA Provider Agreement*. Providers were told that if they wanted their payment rates reviewed, they were to fill out the *CCA Provider Agreement* and mail it to their local DHS office as soon as possible.

If the provider is eligible for a rate increase, complete the new *CCA Provider Agreement* and return it to the provider to implement the revised rate and enter the rate change into the POSS system. The effective date of the provider's payment rate adjustment will be October 1, 2008, or the first of the month the Department receives their Provider's *CCA Provider Agreement*, whichever is later.

Please remember to send any updated *CCA Provider Agreements* to PROMISE JOBS.

Refer questions about this general letter to your area service administrator, income maintenance administrator, or Iowa Workforce Development coordinator.



STATE OF IOWA

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

DEPARTMENT OF HUMAN SERVICES
EUGENE I. GESSOW, DIRECTOR

October 17, 2008

GENERAL LETTER NO. 13-G-31

ISSUED BY: Bureau of Financial and Work Supports,
Division of Financial, Health and Work Supports

SUBJECT: Employees' Manual, Title 13, Chapter G, **CHILD CARE ASSISTANCE**,
Contents (page 2), revised; pages 31 through 34, revised.

Summary

This chapter is revised to add income exclusions for:

- ◆ Earnings of a child age 18 or younger who is a full-time student, and
- ◆ Earnings received by temporary workers for the Bureau of Census.

Effective Date

November 1, 2008

Material Superseded

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

<u>Page</u>	<u>Date</u>
Contents (page 2)	August 8, 2008
31-34	August 8, 2008

Additional Information

Refer questions about this general letter to your service area manager, income maintenance administrator, or Iowa Workforce Development coordinator.



STATE OF IOWA

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

DEPARTMENT OF HUMAN SERVICES
EUGENE I. GESSOW, DIRECTOR

April 17, 2009

GENERAL LETTER NO. 13-G-32

ISSUED BY: Bureau of Financial and Work Supports,
Division of Financial, Health and Work Supports

SUBJECT: Employees' Manual, Title 13, Chapter G, **CHILD CARE ASSISTANCE**,
Contents (page 1), revised; pages 11 through 16, revised; and page
16a, new.

Summary

This chapter is revised to:

- ◆ Require PROMISE JOBS to count towards the 24-month limit all months of child care provided while the parent participates in postsecondary education or vocational training March 1, 2009, or after that are issued by either IM or PROMISE JOBS staff.

Previously PROMISE JOBS counted only months of child care for education or vocational training issued by PROMISE JOBS staff towards the 24-month limit.

The policy on counting the 24-month lifetime limit of child care provided while the parent participates in postsecondary education or vocational training has not changed for IM staff.

- ◆ Clarify the definition of a fiscal month.
- ◆ Reorganize information in the "Training" and "Nonapprovable Training" sections into a new format as follows:
 - The "Policy" section is the Department's official interpretation of a federal law, federal regulation, federal clarification, or state administrative rule. It includes the legal reference, which cites the legal basis for the policy. Policy is brief, and follows the quoted legal citation as closely as possible.
 - A "Procedure" section follows. This provides instructions for how workers are to implement the policy.
 - The "Comment" section provides additional information. The Comment section also fleshes out policy to provide an understanding of the policy's intent.

Effective Date

March 1, 2009

Material Superseded

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

<u>Page</u>	<u>Date</u>
Contents (page 1)	September 28, 2007
11, 12	July 6, 2007
13-16	August 8, 2008

Implementation Instructions

Beginning March 1, 2009, PROMISE JOBS staff will count all months of child care provided while the parent participates in postsecondary education or vocational training issued by PROMISE JOBS or IM staff toward the 24-month limit.

Additional Information

Refer questions about this general letter to your area income maintenance administrator or Iowa Workforce Development coordinator.



STATE OF IOWA

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

DEPARTMENT OF HUMAN SERVICES
CHARLES J. KROGMEIER, DIRECTOR

July 10, 2009

GENERAL LETTER NO. 13-G-33

ISSUED BY: Bureau of Financial and Work Supports,
Division of Financial, Health and Work Supports

SUBJECT: Employees' Manual, Title 13, Chapter G, **CHILD CARE ASSISTANCE**,
Content (page 2), revised; pages 2, 8o through 8s, 21 through 28, 28a,
28b, 29, 36, 57, 58a, 59 through 62, 67, 68, 69, 95, 99, 100, and 101,
revised; and pages 8t, 36a, 58b, 68a, and 98a, new.

Summary

Chapter 13-G is revised to:

- ◆ Update the requirements for a SAVE password.
- ◆ Update the gross income limits for determination of eligibility for Child Care Assistance to be consistent with the federal poverty guidelines.
- ◆ Update the fee assessment schedule and examples to be consistent with the update to the gross income guidelines.
- ◆ Add the ability, when the 30 days before the application or review is not indicative of future income, to project countable income by using a different 30-day period or an average of two to six months of income to the acceptable methods of projecting income.
- ◆ Change procedures for projecting income when a third or fifth check occurs in the period being used to project income. Convert the income to a "normal" month's income by adding all of the checks together, dividing the total by the number of checks, and multiplying the result by:
 - Four, if the income occurs weekly, or
 - Two, if the income occurs biweekly.
- ◆ Add a "Verification" section to address the generic release.
- ◆ Clarify language in the "Notice of Decision: Child Care Assistance" section on when to notify a provider and a family.
- ◆ Clarify language in the "Reviewing Eligibility" section on conducting reviews.
- ◆ Add a new section, "Acting on Changes," to clarify the requirement that changes must be acted on within ten working days of the change.
- ◆ Add an example related to school-age children to the "Unit of Service" section.

Effective Date

July 1, 2009

Implementation Instructions

Applicants: Apply the new income guidelines and fee schedule to all applications processed on or after July 1, 2009.

Participants: Apply the new income guidelines for all reviews or changes that effect July 2009 eligibility or benefit amount.

Material Superseded

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

<u>Page</u>	<u>Date</u>
Contents (page 2)	October 17, 2008
2	July 6, 2007
8o-8s, 21-24	September 28, 2007
25, 26	May 23, 2008
27	August 8, 2008
28, 28a, 28b	May 23, 2008
29, 57, 58a, 59-62	August 8, 2008
67-70	July 6, 2007
95	September 28, 2007
99-101	May 23, 2008

Additional Information

Refer questions about this general letter to your service area manager, income maintenance administrator, or Iowa Workforce Development coordinator.

As the new Child Care Assistance Management Information System, KinderTrack, is rolled out in each area, please follow the instructions given during training regarding use of forms issued by KinderTrack.



STATE OF IOWA

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

DEPARTMENT OF HUMAN SERVICES
CHARLES J. KROGMEIER, DIRECTOR

April 30, 2010

GENERAL LETTER NO. 13-G-34

ISSUED BY: Bureau of Financial, Health and Work Supports,
Division of Adult, Children, and Family Services

SUBJECT: Employees' Manual, Title 13, Chapter G, **CHILD CARE ASSISTANCE**,
Contents (pages 1 through 4), revised; pages 3, 4, 5, 8o, 8p, 9, 16a,
17, 23 through 28, 28a, 28b, 30, 36a, 56, 60, 69, 70, 94, 98a, 99
through 102, 102a, 103, and 106 through 119, revised; and pages 4a,
16b, 28c, 28d, 36b through 36e, and 98b through 98f, new.

Summary

Chapter 13-G is revised to:

- ◆ Add a section titled, "Date of Application," to clarify the date of application.
- ◆ Add a section titled, "Effective Date of Assistance," to add policy regarding the date Child Care Assistance can begin.
- ◆ Remove instructions on using Systematic Alien Verification for Entitlements (SAVE).
- ◆ Add clarifying language on necessary employment verification.
- ◆ Add policy regarding AmeriCorps and AmeriCorps *VISTA volunteers.
- ◆ Correct an example pertaining to multiple needs for service.
- ◆ Add the ability to choose from a list of acceptable methods of projecting income.
- ◆ Clarify policy on when it is acceptable to extend the 30-day application processing period.
- ◆ Add the new policy, "Grace Period Following the Denial of an Application."
- ◆ Add a section titled, "Establishing the Certification Period," to clarify policy on the maximum length of a certification period.
- ◆ Correct an error in the fee schedule.
- ◆ Remove the section titled, "Case Plan." This policy no longer applies.
- ◆ Add instructions for handling mail that is returned to the Department by the Postal Service.
- ◆ Add policy on what constitutes a complete review form.

- ◆ Clarify policy that review requirements apply to all families receiving Child Care Assistance.
- ◆ Clarify policies on when to reduce or terminate Child Care Assistance due to the availability of another resource.
- ◆ Add a new section titled, "Reinstatement," and subsections, "Reinstatement Prior to the Effective Date of Assistance," and "Reinstatement After the Effective Date of Cancellation (Grace Period)" to the chapter. These sections clarify policy pertaining to reinstatement of benefits before and after the effective date of cancellation.
- ◆ Remove references to:
 - Form 470-0464, *Overpayment Recovery Input*,
 - Form 470-0465, *Overpayment Recovery Supplemental Information*,
 - Form 470-3627, *Demand Letter for Child Care Assistance Provider Error Overissuances*, and
 - Form 470-3807, *Demand Letter for Child Care Assistance Client Error Benefit Overissuances*.
- ◆ Add reference to the direct entry of claims into the Overpayment Recovery (OPR) system.

Implementation

Applications: Apply the 14-day grace period for reconsidering a denied application to applications denied with a *Notice of Decision* dated March 26, 2010 or after.

Participants: Apply the 14-day grace period for reinstating assistance to participants who are canceled with an effective date of April 1, 2010 or after.

Effective Date

Changes in handling of returned mail are effective March 1, 2010.

Policy changes allowing the grace period for denied applications are effective March 26, 2010.

All other changes are effective April 1, 2010.

Material Superseded

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

<u>Page</u>	<u>Date</u>
Contents (page 1)	April 17, 2009
Contents (page 2)	July 10, 2009
Contents (pages 3, 4)	August 8, 2009
3-5	September 19, 2008

8o-8t	July 10, 2009
9	September 28, 2007
16a	April 17, 2009
17	September 28, 2007
23-28, 28a, 28b	July 10, 2009
30	August 8, 2008
36a	July 10, 2009
56	August 8, 2008
60	July 10, 2009
68a, 69	July 10, 2009
70	July 6, 2007
94	September 28, 2007
98a, 99-101	July 10, 2009
102	September 28, 2007
102a, 103, 106	August 8, 2008
107-110	July 6, 2007
111-114	August 8, 2008
115-121	July 6, 2007

Additional Information

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



STATE OF IOWA

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

DEPARTMENT OF HUMAN SERVICES
CHARLES J. KROGMEIER, DIRECTOR

June 18, 2010

GENERAL LETTER NO. 13-G-35

ISSUED BY: Bureau of Financial, Health and Work Supports,
Division of Adult, Children and Family Services

SUBJECT: Employees' Manual, Title 13, Chapter G, **CHILD CARE ASSISTANCE**,
pages 25 and 46, revised.

Summary

Chapter 13-G is revised to:

- ◆ Update the gross income for determination level eligibility for Child Care Assistance to be consistent with the federal poverty level and state median income guidelines.
- ◆ Update organizational terms.

Effective Date

July 1, 2010.

Implementation Instructions

Applicants: Apply the new income guidelines to all applicants processed on or after July 1, 2010.

Participants: Apply the new income guidelines for all reviews or changes that effect July 2010 eligibility or benefit amount.

Material Superseded

This material replaces Employees' Manual, Title 13, Chapter G, page 25, dated April 30, 2010, and page 46, dated July 6, 2007.

Additional Information

Refer questions about this general letter to your area income maintenance administrator, area social work administrator, or Iowa Workforce Development coordinator.



STATE OF IOWA

TERRY E. BRANSTAD, GOVERNOR
KIM REYNOLDS, LT. GOVERNOR

DEPARTMENT OF HUMAN SERVICES
CHARLES M. PALMER, DIRECTOR

July 1, 2011

GENERAL LETTER NO. 13-G-36

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

SUBJECT: Employees' Manual, Title 13, Chapter G, **CHILD CARE ASSISTANCE**,
pages 3, 4, 25, 37, 60, 61, 76, 78, 112, 114, and 116, revised.

Summary

Chapter 13-G is revised to:

- ◆ Update the gross income limits for determination of eligibility for Child Care Assistance to be consistent with the federal poverty level guidelines.
- ◆ Update the fee assessment schedule and examples to be consistent with the update to the gross income guidelines.
- ◆ Update organizational names and form numbers.

Effective Date

July 1, 2011

Material Superseded

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

<u>Page</u>	<u>Date</u>
3, 4	April 30, 2010
25	June 18, 2010
37	August 8, 2008
60	April 30, 2010
61	July 10, 2009
76	May 23, 2008
78	July 6, 2007
112, 114, 116	April 30, 2010

Additional Information

Refer questions about this general letter to your area income maintenance administrator, area social work administrator, or Iowa Workforce Development coordinator.



Iowa Department of Human Services

Terry E. Branstad
Governor

Kim Reynolds
Lt. Governor

Charles M. Palmer
Director

September 23, 2011

GENERAL LETTER NO. 13-G-37

ISSUED BY: Bureau of Financial, Health and Work Supports
Division of Adult, Children and Family Services

SUBJECT: Employees' Manual, Title 13, Chapter G, **CHILD CARE ASSISTANCE**,
Title page, revised; Contents (pages 1 through 4), revised; pages 1
through 119, revised; and pages 120 through 142, new.

Summary

Chapter 13-G is revised to:

- ◆ Add information pertaining to approvable on-line training programs.
- ◆ Edit the nonapprovable training section to exclude:
 - Courses in a field in which a client cannot become employed due to known criminal convictions or founded child or dependent adult abuse.
 - On-line courses that have no set schedule when a client participates from home.
- ◆ Edit the child protection section to remove obsolete language and add reference to 17-C(3), Topic 13, Protective Child Care, and to reference form 470-4895, *Protective Child Care Documentation*.
- ◆ Edit the medical incapacity need for service to limit it to situations in which the family was already receiving CCA and a parent becomes temporarily unable to work, attend training or care for the children.
- ◆ Edit "Authorizing Services" to explain how to authorize units for medical incapacity.
- ◆ Clarify that job search is available for only 30 consecutive calendar days.
- ◆ Remove reference to NACCRRA, as this agency no longer administers the child care program available to AmeriCorps members.
- ◆ Clarify that income information reported on applications and reviews must be supported by verification.
- ◆ Remove references to the obsolete DCPD, POS, and SRS computer systems.
- ◆ Add references to the new KinderTrack computer system.
- ◆ Update manual links.
- ◆ Add new examples of how to determine the correct daily and weekly units for child care schedules.

- ♦ Edit reviewing eligibility to reflect that PROMISE JOBS and protective families do not need to complete a review form and that certain families who are participating in job search are not subject to review requirements.

Effective Date

October 1, 2011

Material Superseded

This material replaces the entire Chapter G from Employees' Manual, Title 13, which includes the following pages:

<u>Page</u>	<u>Date</u>
Title page	July 6, 2007
Contents (pp. 1-4)	April 30, 2010
1	July 6, 2007
2	July 10, 2009
3, 4	July 1, 2011
4a, 5	April 30, 2010
6	September 19, 2008
7, 8	July 6, 2007
8a-8n	September 28, 2007
8o, 8p, 9	April 30, 2010
10	July 6, 2007
11-16	April 17, 2009
16a, 16b, 17	April 30, 2010
18-20	September 28, 2007
21, 22	July 10, 2009
23, 24	April 30, 2010
25	July 1, 2011
26-28, 28a-28d	April 30, 2010
29	July 10, 2009
30	April 30, 2010
31-34	October 17, 2008
35	July 6, 2007
36	July 10, 2009
36a-36e	April 30, 2010
37	July 1, 2011
38-40	August 8, 2008
41, 42, 42a	September 19, 2008
43	July 6, 2007
44	April 17, 2009
45	September 19, 2008
46	June 18, 2010
47-49	July 6, 2007
50	December 14, 2007
51	September 19, 2008
52	December 14, 2007
53, 54	July 6, 2007

55	August 8, 2008
56	April 30, 2010
57	July 10, 2009
58	August 8, 2008
58a, 58b, 59	July 10, 2009
60, 61	July 1, 2011
62	July 10, 2009
63, 64	August 8, 2008
65, 66	July 6, 2007
67, 68	July 10, 2009
69, 70	April 30, 2010
71, 72	July 6, 2007
73, 74	September 28, 2007
75	May 23, 2008
76	July 1, 2011
77	September 28, 2007
78	July 1, 2011
79-84	July 6, 2007
84a, 85	September 28, 2007
86-88	July 6, 2007
89-93	September 28, 2007
94	April 30, 2010
95	July 10, 2009
96-98	September 28, 2007
98a-98f, 99-102, 102a	April 30, 2010
102b-102d	August 8, 2008
103	April 30, 2010
104, 105	August 8, 2008
106-111	April 30, 2010
112	July 1, 2011
113	April 30, 2010
114	July 1, 2011
115	April 30, 2010
116	July 1, 2011
117-119	April 30, 2010

Additional Information

Employees' Manual chapter 14-H will be changing in the near future. Currently this chapter is obsolete. It had been used for the Child Care Provider Display (DCPD) System but that system is no longer used so the information is now obsolete. In the future this chapter will be reused for the KinderTrack System manual.

Refer questions about this general letter to your service area manager, income maintenance administrator, or Iowa Workforce Development coordinator.



Iowa Department of Human Services

Terry E. Branstad
Governor

Kim Reynolds
Lt. Governor

Charles M. Palmer
Director

June 8, 2012

GENERAL LETTER NO. 13-G-38

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

SUBJECT: Employees' Manual, Title 13, Chapter G, **CHILD CARE ASSISTANCE**, Contents (page 3), revised; and pages 4, 6, 24, 27, 35, 42, 44, 65, 93, 94, 108, 110, 111, 112, 119, 135, 138, and 142, revised.

Summary

Chapter 13-G is revised to:

- ◆ Update the gross income limits for determination of eligibility for Child Care Assistance to be consistent with the federal poverty guidelines.
- ◆ Revise the fee assessment schedule and examples to be consistent with the updated gross income guidelines.
- ◆ Update references to the SAVE system.
- ◆ Clarify information for in-home providers.
- ◆ Update examples to include reference to the provider certificate of enrollment and the provider cancellation letter.
- ◆ Correct typographical errors.

Effective Date

July 1, 2012

Implementation Instructions

Applicants: Apply the new income guidelines and fee schedule to all applications processed on or after July 1, 2012.

Participants: Apply the new income guidelines for all reviews or changes that effect July 2012 eligibility or benefit amount.

Material Superseded

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

<u>Page</u>	<u>Date</u>
Contents (p. 3)	September 23, 2011
4, 6, 24, 27, 35, 42, 44, 65, 93, 94, 108, 110-112, 119, 135, 138, and 142	September 23, 2011

Additional Information

Refer questions about this general letter to your service area manager, income maintenance administrator, or Iowa Workforce Development coordinator.



Iowa Department of Human Services

Terry E. Branstad
Governor

Kim Reynolds
Lt. Governor

Charles M. Palmer
Director

January 4, 2013

GENERAL LETTER NO. 13-G-39

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

SUBJECT: Employees' Manual, Title 13, Chapter G, **CHILD CARE ASSISTANCE**,
Contents (page 2), revised; and pages 29, 61 through 74, 78, and 124,
revised.

Summary

Chapter 13-G is revised to:

- ◆ Clarify that the child care assistance for the purpose of employment through work study is not limited to 24 months.
- ◆ Add information pertaining to the eligible provider section and to the provider requirements for exempt programs that wish to receive payment through the Child Care Assistance program.
- ◆ Adjust the rate ceilings for basic and special needs care.
- ◆ Update form references.

Effective Date

January 1, 2013

Material Superseded

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

<u>Page</u>	<u>Date</u>
Contents (page 2)	September 23, 2011
29, 61-64	September 23, 2011
65	June 8, 2012
66-74, 78, 124	September 23, 2011

Additional Information

Refer questions about this general letter to your service area manager, income maintenance administrator, or Iowa Workforce Development coordinator.



Iowa Department of Human Services

Terry E. Branstad
Governor

Kim Reynolds
Lt. Governor

Charles M. Palmer
Director

July 19, 2013

GENERAL LETTER NO. 13-G-40

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

SUBJECT: Employees' Manual, Title 13, Chapter G, **CHILD CARE ASSISTANCE**,
pages 44, 67, 69 through 72, 78, 93, and 94, revised.

Summary

Chapter 13-G is revised to:

- ◆ Update the gross income limits for determination of eligibility for Child Care Assistance to be consistent with the federal poverty guidelines.
- ◆ Update the list of required forms for nonregistered child care home and in-home care providers.
- ◆ Revise the steps to obtain approval to pay nonregistered providers.
- ◆ Revise the fee assessment schedule and examples to be consistent with the updated gross income guidelines.

Effective Date

July 1, 2013

Implementation Instructions

Applicants: Apply the new income guidelines and fee schedule to all applications processed on or after July 1, 2013.

Participants: Apply the new income guidelines for all reviews or changes that effect July 2013 eligibility or benefit amount.

Material Superseded

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

<u>Page</u>	<u>Date</u>
44	June 8, 2012
67, 69-72, 78	January 4, 2013
93, 94	June 8, 2012

Additional Information

Refer questions about this general letter to your service area manager, income maintenance administrator, or Iowa Workforce Development coordinator.



Iowa Department of Human Services

Terry E. Branstad
Governor

Kim Reynolds
Lt. Governor

Charles M. Palmer
Director

August 29, 2014

GENERAL LETTER NO. 13-G-41

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

SUBJECT: Employees' Manual, Title 13, Chapter G, **CHILD CARE ASSISTANCE**, Contents (page 1), revised; pages 7, 8, 26, 27, 28, 30, 35, 42, 44, 45, and 93, revised; and pages 34a and 34b, new.

Summary

Chapter 13-G is revised to:

- ◆ Update the gross income limits for determination of eligibility for Child Care Assistance (CCA) to be consistent with the federal poverty guidelines.
- ◆ Revise the fee assessment schedule and examples to be consistent with the updated gross income guidelines.
- ◆ Revise the section regarding how to document that a child has special needs to include a bullet for evidence to document that the child is receiving SSI.
- ◆ Replace the term "GED" with the new term "high school equivalency."
- ◆ Revise waiting list requirements to include part-time school and part-time employment for a total of 28 hours per week in the aggregate.
- ◆ Revise CCA eligibility policy to allow a parent to participate in part-time school and part-time employment for a total of 28 hours per week in the aggregate.

Effective Date

July 1, 2014

Implementation Instructions

Applicants: Apply the new income guidelines and fee schedule to all applications processed on or after July 1, 2014.

Participants: Apply the new income guidelines for all reviews or changes that effect July 2014 eligibility or benefit amount.

Material Superseded

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

<u>Page</u>	<u>Date</u>
Contents (page 1)	September 23, 2011
7, 8, 26	September 23, 2011
27	June 8, 2012
28, 30	September 23, 2011
35, 42	June 8, 2012
44	July 19, 2013
45	September 23, 2011
93	July 19, 2013

Additional Information

Refer questions about this general letter to your service area manager, income maintenance administrator, or Iowa Workforce Development coordinator.



Iowa Department of Human Services

Terry E. Branstad
Governor

Kim Reynolds
Lt. Governor

Charles M. Palmer
Director

June 26, 2015

GENERAL LETTER NO. 13-G-42

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

SUBJECT: Employees' Manual, Title 13, Chapter G, **CHILD CARE ASSISTANCE**, Contents (pages 2 and 4), revised; pages 3, 4, 24, 44, 65, 93, 97, 106, 133, 134, and 135, revised; and page 96a, new.

Summary

Chapter 13-G is revised to:

- ◆ Update the gross income limits for determination of eligibility for Child Care Assistance to be consistent with the federal poverty guidelines.
- ◆ Revise the fee assessment schedule and examples to be consistent with the updated gross income guidelines.
- ◆ Revise the section regarding *Child Care Assistance Provider Agreements* to add more information describing when it is appropriate to terminate an agreement. New information will also be added to this section to describe new provider sanction timeframes when an agreement is terminated.
- ◆ Update the section regarding recoupment to clarify that overpayments caused by both the provider and family will be recouped at 50 percent from both.
- ◆ Change the name of forms 470-0462 and 470-0462(S) from *Financial and Health Support Application* to *Financial Support Application*.

Effective Date

July 1, 2015

Implementation Instructions

Applicants: Apply the new income guidelines and fee schedule to all applications processed on or after July 1, 2015.

Participants: Apply the new income guidelines for all reviews or changes that effect July 2015 eligibility or benefit amount.

Material Superseded

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

<u>Page</u>	<u>Date</u>
Contents (page 2)	January 4, 2013
Contents (page 4)	September 23, 2011
3	September 23, 2011
4, 24	June 8, 2012
44	August 29, 2014
65	January 4, 2013
93	August 29, 2014
97, 106, 133, 134	September 23, 2011
135	June 8, 2012

Additional Information

Refer questions about this general letter to your service area manager, income maintenance administrator, or Iowa Workforce Development coordinator.



Iowa Department of Human Services

Terry E. Branstad
Governor

Kim Reynolds
Lt. Governor

Charles M. Palmer
Director

January 1, 2016

GENERAL LETTER NO. 13-G-43

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

SUBJECT: Employees' Manual, Title 13, Chapter G, **CHILD CARE ASSISTANCE**,
Contents (page 2), revised; and pages 1, 64 through 67, 73, 74, and
77, revised.

Summary

Chapter 13-G is revised to:

- ◆ Remove references to centers that are exempt from licensing by the Department of Human Services (DHS) being eligible to receive Child Care Assistance (CCA) funding. These facilities must now be licensed by DHS in order to get CCA funding.
- ◆ Clarify in-home provider policy when the provider lives with the family.

Effective Date

January 1, 2016

Material Superseded

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

<u>Page</u>	<u>Date</u>
Contents (page 2)	January 4, 2013
1	September 23, 2011
64	January 4, 2013
65	June 26, 2015
66	January 4, 2013
67	July 19, 2013
73, 74	January 4, 2013
77	September 23, 2011

Additional Information

Refer questions about this general letter to your service area manager, income maintenance administrator, or Iowa Workforce Development coordinator.



Iowa Department of Human Services

Terry E. Branstad
Governor

Kim Reynolds
Lt. Governor

Charles M. Palmer
Director

May 20, 2016

GENERAL LETTER NO. 13-G-44

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

SUBJECT: Employees' Manual, Title 13, Chapter G, **CHILD CARE ASSISTANCE**, Contents (pages 1 through 4), revised; and pages 1, 37 through 44, 45, 51, 57, 62 through 74, 77, 78, 82, 84, 91 through 94, 108, 109, 113, 114, 115, 130 through 134, revised; and pages 44a, 44b, and 112a, new.

Summary

Chapter 13-G is revised to:

- ◆ Update the term "mental retardation" to "intellectual disability."
- ◆ Revise family eligibility and reporting policies based upon the new federal Child Care and Development Block Grant (CCDBG) program reauthorization requirements.
- ◆ Add new policy to allow families to use an out-of-state provider without requiring them to request an exception to policy.

Effective Date

July 1, 2016

Material Superseded

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

<u>Page</u>	<u>Date</u>
Contents (page 1)	August 29, 2014
Contents (page 2)	January 1, 2016
Contents (page 3)	June 8, 2012
Contents (page 4)	June 26, 2015
1	January 1, 2016
37-41	September 23, 2011
42	August 29, 2014
43	September 23, 2011
44	June 26, 2015
45	August 29, 2014

51, 57	September 23, 2011
62, 63	January 4, 2013
64-67	January 1, 2016
68	January 4, 2013
69-72	July 19, 2013
73, 74, 77	January 1, 2016
78	July 19, 2013
82, 84, 91, 92	September 23, 2011
93	June 26, 2015
94	July 19, 2013
108	June 8, 2012
109, 113-115, 130-132	September 23, 2011
133, 134	June 26, 2015

Additional Information

Refer questions about this general letter to your service area manager, income maintenance administrator, or Iowa Workforce Development coordinator.



Iowa Department of Human Services

Terry E. Branstad
Governor

Kim Reynolds
Lt. Governor

Charles M. Palmer
Director

November 10, 2016

GENERAL LETTER NO. 13-G-45

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

SUBJECT: Employees' Manual, Title 13, Chapter G, **CHILD CARE ASSISTANCE**,
pages 67, 68, and 70, revised.

Summary

Chapter 13-G is revised to:

- ◆ Update references to Comm. 95. Comm. 95 has been renamed from *Minimum Health and Safety Requirements for Nonregistered Child Care Home Providers* to *Guidelines for Child Care Homes with a Child Care Assistance Provider Agreement*.
- ◆ Delete references to Comm. 95(S) as it is no longer available in Spanish.
- ◆ Add form 470-4755, *Lead Assessment and Control*, and its Spanish translation, form 470-4755(S), to the list of required forms for nonregistered child care homes.

Effective Date

October 1, 2016

Material Superseded

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

<u>Page</u>	<u>Date</u>
67, 68, 70	May 20, 2016

Additional Information

Refer questions about this general letter to your service area manager, income maintenance administrator, or Iowa Workforce Development coordinator.



Iowa Department of Human Services

Kim Reynolds
Governor

Adam Gregg
Lt. Governor

Jerry R. Foxhoven
Director

July 7, 2017

GENERAL LETTER NO. 13-G-46

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

SUBJECT: Employees' Manual, Title 13, Chapter G, **CHILD CARE ASSISTANCE**,
pages 40 through 44, 44a, 63, 69, 71, and 93, revised.

Summary

Chapter 13-G is revised to:

- ◆ Update the gross income limits for determination of eligibility for Child Care Assistance to be consistent with the federal poverty guidelines.
- ◆ Revise the fee assessment schedule and examples to be consistent with the updated gross income guidelines.
- ◆ Revise the section regarding seeking employment to allow for a 90-day time period for applicants.
- ◆ Update the section regarding nonregistered providers to revise rule citations and obsolete terms.

Effective Date

July 1, 2017

Material Superseded

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

<u>Page</u>	<u>Date</u>
40-44, 44a, 63, 69, 71, 93	May 20, 2016

Additional Information

Refer questions about this general letter to your service area manager, income maintenance administrator, or Iowa Workforce Development coordinator.



Iowa Department of Human Services

Kim Reynolds
Governor

Adam Gregg
Lt. Governor

Jerry R. Foxhoven
Director

June 22, 2018

GENERAL LETTER NO. 13-G-47

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

SUBJECT: Employees' Manual, Title 13, Chapter G, **Child Care Assistance**,
Contents (pages 1 and 2), revised; pages 7, 8, 37 through 44, 44a, 44b,
62, 93, 94, 107, and 118, revised; and pages 2a, 44c, and 118a, new.

Summary

Chapter 13-G is revised to:

- ◆ Add a section for the definition of terms.
- ◆ Include an exemption for homeless families in the waiting list section.
- ◆ Revise the definitions and time periods for the duration of a temporary lapse for some families.
- ◆ Update the gross income limits for determination of eligibility for Child Care Assistance to be consistent with the federal poverty guidelines.
- ◆ Revise the fee assessment schedule and examples to be consistent with the updated gross income guidelines.
- ◆ Update the appeals section to include the ability to file an appeal verbally.

Effective Date

July 1, 2018

Implementation Instructions

Applicants: Apply the new income guidelines and fee schedule to all applications processed on or after July 1, 2018.

Participants: Apply the new income guidelines for all reviews or changes that effect July 2018 eligibility or benefit amount.

Material Superseded

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

<u>Page</u>	<u>Date</u>
Contents (pages 1 and 2)	May 20, 2016
7, 8	August 29, 2014
37-39	May 20, 2016
40-44, 44a	July 7, 2017
44b, 62	May 20, 2016
93	July 7, 2017
94	May 20, 2016
107, 118	September 23, 2011

Additional Information

Refer questions about this general letter to your service area manager, income maintenance administrator, or Iowa Workforce Development coordinator.

December 28, 2018

GENERAL LETTER NO. 13-G-48

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

SUBJECT: Employees' Manual, Title 13, Chapter G, ***Child Care Assistance***,
Contents (page 2), revised; pages 44a, 46, 59, 60, 67, 68, 70, 71, 72,
77 through 81, 84, and 113, revised.

Summary

Chapter 13-G is revised to:

- ◆ Update the provider reimbursement rate chart for Child Care Assistance.
- ◆ Revise incorrect language regarding families subject to review requirements due to a job search need.

Effective Date

January 1, 2019

Material Superseded

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

<u>Page</u>	<u>Date</u>
Contents (page 2)	June 22, 2018
44a	June 22, 2018
46, 59, 60	September 23, 2011
67, 68, 70	November 10, 2016
71	July 7, 2017
72, 77, 78	May 20, 2016
79-81	September 23, 2011
84, 113	May 20, 2016

Additional Information

Refer questions about this general letter to your service area manager, income maintenance administrator, or Iowa Workforce Development coordinator.

June 28, 2019

GENERAL LETTER NO. 13-G-49

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

SUBJECT: Employees' Manual, Title 13, Chapter G, ***Child Care Assistance***, Title page, revised; and pages 44b, 93, 94, 107, 114, and 115, revised.

Summary

Chapter 13-G is revised to:

- ◆ Update the gross income limits for determination of eligibility for Child Care Assistance to be consistent with the federal poverty guidelines.
- ◆ Revise the fee assessment schedule and examples to be consistent with the updated gross income guidelines.
- ◆ Revise the section regarding family change reporting requirements and reviewing eligibility.
- ◆ Clarify procedure for reviewing eligibility.

Effective Date

July 1, 2019

Implementation Instructions

Applicants: Apply the new income guidelines and fee schedule to all applications processed on or after July 1, 2019.

Participants: Apply the new income guidelines for all reviews or changes that effect July 2019 eligibility or benefit amount.

Material Superseded

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

<u>Page</u>	<u>Date</u>
Title page	September 23, 2011
44b, 93, 94, 107	June 22 2018
114, 115	May 20, 2016

Additional Information

Refer questions about this general letter to your service area manager, income maintenance administrator, or Iowa Workforce Development coordinator.

June 12, 2020

GENERAL LETTER NO. 13-G-50

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

SUBJECT: Employees' Manual, Title 13, Chapter G, ***Child Care Assistance***, pages 44b, 44c, 77, 78, 93, 114, and 115, revised.

Summary

Chapter 13-G is revised to:

- ◆ Update the gross income limits for determination of eligibility for Child Care Assistance to be consistent with the federal poverty guidelines.
- ◆ Revise the fee assessment schedule and examples to be consistent with the updated gross income guidelines.
- ◆ Revise the section defining "infant/toddler" and "preschool" for child care payment purposes.
- ◆ Update income limits for the CCA Plus exit eligibility program and remove the language limiting eligibility under CCA Plus to one 12-month period.

Effective Date

July 1, 2020.

Implementation Instructions

- ◆ **Applicants:** Apply the new income guidelines and fee schedule to all applications processed on or after July 1, 2020.
- ◆ **Participants:** Apply the new income guidelines for all reviews or changes that effect July 2020 eligibility or benefit amount.

Material Superseded

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

<u>Page</u>	<u>Date</u>
44b	June 28, 2019
44c	June 22, 2018
77, 78	December 28, 2018
93, 114, 115	June 28, 2019

Additional Information

Refer questions about this general letter to your service area manager, income maintenance administrator, or Iowa Workforce Development coordinator.

June 18, 2021

GENERAL LETTER NO. 13-G-51

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

SUBJECT: Employees' Manual, Title 13, Chapter G, ***Child Care Assistance***, pages 44b, 78, 79, and 93, revised.

Summary

Title 13, Chapter G is revised to:

- ◆ Update the gross income limits for determination of eligibility for Child Care Assistance to be consistent with the federal poverty guidelines.
- ◆ Revise the fee assessment schedule and examples to be consistent with the updated gross income guidelines.
- ◆ Update provider reimbursement half day rate ceilings.

Effective Date

July 1, 2021

Implementation Instructions

- ◆ **Applicants:** Apply the new income guidelines and fee schedule to all applications processed on or after July 1, 2021.
- ◆ **Participants:** Apply the new income guidelines for all reviews or changes that effect July 2021 eligibility or benefit amount.

Material Superseded

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

<u>Page</u>	<u>Date</u>
44b	June 12, 2020
78	June 12, 2020
79	December 28, 2018
93	June 12, 2020

Additional Information

Refer questions about this general letter to your area service administrator, income maintenance administrator, or Workforce Development coordinator.

May 13, 2022

GENERAL LETTER NO. 13-G-52

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

SUBJECT: Employees' Manual, Title 13, Chapter G, ***Child Care Assistance***,
Contents Page 1, Contents Page 2, Contents Page 3 and 4; page 44b,
revised; 44d and 44e, new; 78, 92, 93, revised; 94a and 94b, new;
105, 106, 108 and 109, 110, 114 and 115, revised.

Summary

This chapter is revised to:

- ◆ Update the gross income limits for determination of eligibility for Child Care Assistance to be consistent with the federal poverty guidelines.
- ◆ Revise the fee assessment schedule and examples to be consistent with the updated gross income guidelines.
- ◆ Create a new CCA Exit child care eligibility program.
- ◆ Update Quality Rating System terms.
- ◆ Remove language regarding how to pay child care providers who are state employees.
- ◆ Added a state median income chart to the Reporting Changes section.
- ◆ Revised language in the Reviewing Eligibility section to include the CCA Exit program.

Effective Date

July 1, 2021.

Implementation Instructions

- ◆ **Applicants:** Apply the new income guidelines and fee schedule to all applications processed on or after July 1, 2021.
- ◆ **Participants:** Apply the new income guidelines for all reviews or changes that effect July 2021 eligibility or benefit amount.

Material Superseded

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

<u>Page</u>	<u>Date</u>
Contents Page 1	June 22, 2018
Contents Page 2	December 28, 2018
Contents Page 3 and 4	May 20, 2016
44b	June 18, 2021
78	June 18, 2021
92	May 20, 2016
93	June 18, 2021
105	September 23, 2011
106	June 26, 2015
108 and 109	May 20, 2016
110	June 8, 2012
114 and 115	June 12, 2020

Additional Information

Refer questions about this general letter to your service area manager, income maintenance administrator or Iowa Workforce Development coordinator.

June 24, 2022

GENERAL LETTER NO. 13-G-53

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

SUBJECT: Employees' Manual, Title 13, Chapter G, ***Child Care Assistance***, page 96, revised.

Summary

This chapter is revised to update information relating to form 470-3871, *Child Care Assistance Provider Agreement*.

Effective Date

Immediately.

Material Superseded

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

<u>Page</u>	<u>Date</u>
96	September 23, 2011

Additional Information

Refer questions about this general letter to your area income maintenance administrator.

July 29, 2022

GENERAL LETTER NO. 13-G-54

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

SUBJECT: Employees' Manual, Title 13, Chapter G, ***Child Care Assistance***, Contents Page 1-4, revised; page 2a, removed; 3 and 4, 5, 6, 7 and 8, 9-23, 24, 25, 26-28, 29, 30, 31-34, revised; 34a and 34b, removed; 35, 36, 37-44, revised; 44a, 44b, 44c, 44d, 44e, removed; 45, 46, 47-50, 51, 52-56, 57, 58, 59 and 60, 61, 62, 63, 64-66, 67 and 68, 69, 70-72, 73-74, 75 and 76, 77, 78, 79, 80 and 81, 82, 83, 84, 85-90, 91, 92 and 93, 94, revised; 94a and 94b, removed; 95, 96, revised; 96a, removed; 97, 98-104, 105 and 106, 107, 108-110, 111 and 112, revised; 112a, removed; 113, 114 and 115, 116 and 117, 118, 118a, 119, 120-123, 124, 125-129, 130-134, 135, 136 and 137, 138, 139-141, 142, revised; 143-152, new.

Summary

This chapter is revised to

- ◆ Revise language regarding medical incapacity to allow a family with a permanently disabled parent to be eligible for Child Care Assistance.
- ◆ Add a new eligibility section about Foster Care child care.

Effective Date

September 1, 2022.

Material Superseded

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

<u>Page</u>	<u>Date</u>
Contents 1-4	May 13, 2022
2a	June 22, 2018
3 and 4	June 26, 2015
5	September 23, 2011
6	June 8, 2012
7 and 8	June 22, 2018
9-23	September 23, 2011
24	June 26, 2015
25	September 23, 2011
26-28	August 29, 2014
29	January 4, 2013
30	August 29, 2014
31-34	September 23, 2011
34a and 34b	August 29, 2014

35	August 29, 2014
36	September 23, 2011
37-44	June 22, 2018
44a	December 28, 2018
44b	May 13, 2022
44c	June 12, 2020
44d	May 13, 2022
44e	May 13, 2022
45	May 20, 2016
46	December 28, 2018
47-50	September 23, 2011
51	May 20, 2016
52-56	September 23, 2011
57	May 20, 2016
58	September 23, 2011
59 and 60	December 28, 2018
61	January 4, 2013
62	June 22, 2018
63	July 7, 2017
64-66	May 20, 2016
67 and 68	December 28, 2018
69	July 7, 2017
70-72	December 28, 2018
73-74	May 20, 2016
75 and 76	September 23, 2011
77	June 12, 2020
78	May 13, 2022
79	June 18, 2021
80 and 81	December 28, 2018
82	May 20, 2016
83	September 23, 2011
84	December 28, 2018
85-90	September 23, 2011
91	May 20, 2016
92 and 93	May 13, 2022
94	June 28, 2019
94a and 94b	May 13, 2022
95	September 23, 2011
96	June 24, 2022
96a	June 26, 2015
97	June 26, 2015
98-104	September 23, 2011
105 and 106	May 13, 2022
107	June 28, 2019
108-110	May 13, 2022
111 and 112	June 8, 2012
112a	May 20, 2016
113	December 28, 2018
114 and 115	May 13, 2022
116 and 117	September 23, 2011
118	June 22, 2018
118a	June 22, 2018
119	June 8, 2012

120-123	September 23, 2011
124	January 4, 2013
125-129	September 23, 2011
130-134	May 20, 2016
135	June 26, 2015
136 and 137	September 23, 2011
138	June 8, 2012
139-141	September 23, 2011
142	June 8, 2012

Additional Information

Refer questions about this general letter to your service area manager, income maintenance administrator, or Iowa Workforce Development coordinator.

June 2, 2023

GENERAL LETTER NO. 13-G-55

ISSUED BY: Bureau of Child Care
Division of Family Well-Being and Protection

SUBJECT: Employees' Manual, Title 13, Chapter G, **Child Care Assistance**, Title Page, Contents 1-3, revised; 1-114, revised; 115-152, removed.

Summary

This chapter is revised to

- Update gross income limits for determination of eligibility for Child Care Assistance to be consistent with the Federal Poverty Guidelines
- Update gross monthly income limit from 145% to 160% FPL.
- Update the provider reimbursement rate tables.
- Update the family copayment charts.
- Update waiting list priority group criteria.
- Update minimum hours of participation from 28 hours per week to 32 hours per week.
- Update style and formatting throughout.

Effective Date

July 1, 2023.

Implementation Instructions

- **Applicants:** Apply the new income guidelines to all applications processed **on or after** July 1, 2023.
- **Participants:** Apply the new income guidelines for all reviews or changes that effect July 2023 eligibility or benefit amount.

Material Superseded

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

<u>Page</u>	<u>Date</u>
Title Page	June 28, 2019
Contents 1-3	July 29, 2022
1-114	July 29, 2022
115-152	July 29, 2022

Additional Information

Refer questions about this general letter to your area service area manager, income maintenance administrator, or Iowa Workforce Development coordinator.

June 14, 2024

GENERAL LETTER NO. 13-G-56

ISSUED BY: Bureau of Child Child
Division of Family Well-Being and Protection

SUBJECT: Employees' Manual, Title 13, Chapter G, ***Child Care Assistance***, Title Page,
Contents 1-3, page 1-114, revised, 115-152, new.

Summary

This chapter is revised to

- Update the gross income limits for determination of eligibility for Child Care Assistance to be consistent with the federal poverty guidelines.
- Update the family co-payment tables
- Update the provider reimbursement rate tables.
- Update agency references from Department of Inspections and Appeals (DIA) to Department of Inspections, Appeals and Licensure (DIAL).

Effective Date

July 1, 2024.

Implementation Instructions

- **Applicants:** Apply the new income guidelines to all applications processed on or after July 1, 2024.
- **Participants:** Apply the new income guidelines for all reviews or changes that effect July 2024 eligibility or benefit amount.

Material Superseded

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

<u>Page</u>	<u>Date</u>
Title Page	June 2, 2023
Contents 1-3	June 2, 2023
1-114	June 2, 2023

Additional Information

Refer questions about this general letter to your service area manager, area income maintenance administrator, or Iowa Workforce Development Coordinator.

June 13, 2025

GENERAL LETTER NO. 13-G-57

ISSUED BY: Bureau of Child Care
Division of Family Well-Being and Protection

SUBJECT: Employees' Manual, Title 13, Chapter G, **Child Care Assistance**, Contents 1-4, 47-80, 87 and 88, 103 and 104, 106, 110 and 111, 118-121, 131, revised.

Summary

This chapter is revised to

- Update the gross income limits for determination of eligibility for Child Care Assistance to be consistent with the federal poverty guidelines.
- Update the family co-payment tables
- Add language to clarify Temporary Lapse policy.
- Add language to clarify policy around necessary documentation to establish job seeking need for service.
- Add a new section to describe the child care staff program (CSP) because this pilot program is now going to be permanent.
- Add language to clarify how to calculate half-day rates for providers and complete the CCA Provider Agreement.

Effective Date

July 1, 2025.

Material Superseded

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

<u>Page</u>	<u>Date</u>
Contents 1-4	June 14, 2024
47-80, 87 and 88, 103 and 104, 106, 110 and 111, 118-121, 131	June 14, 2024

Additional Information

Refer questions about this general letter to your area service manager, income maintenance administrator, or Iowa Workforce Development Coordinator.