



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

DEPARTMENT OF HUMAN SERVICES
JESSIE K. RASMUSSEN, DIRECTOR

March 14, 2000

GENERAL LETTER NO. 14-B(4)-44

ISSUED BY: Office of Policy Analysis

SUBJECT: Employees' Manual, Title 14, Chapter B(4), *System Screen Instructions*, Title page, new; Contents (pages 1-3), new; and pages 1 through 114, new.

Summary

Material on system screen instructions from Chapter XIV-C is converted to new manual format and renumbered as 14-B(4) to clarify its relationship to other chapters on the Automated Benefit Calculation System. The screens and descriptions throughout the chapter are revised to match current versions found in the system.

Updated procedures for signing on to CICS and accessing broadcast messages have been added on pages 2 and 4.

The chart on page 12 that describes the use of code options was revised to add RSCM, RSCS, BINC, and WRNT options and to remove the TDF3 option.

The TD00 Menu screen found on page 5 lists option MRT1=MANAGED HEALTH CARE DISPLAY. That option will be removed from the menu and IABC system in the future, since data is invalid under IABC's MRT1 option. Valid data for managed health care is displayed on SSNI screens. SSNI screens and descriptions are included in the chapter starting on page 79.

New fields are added to the TD01 and TD05 screens on pages 21 and 26 for the new coverage group Medicaid for employed people with disabilities.

The BCW1 screen found on page 36 is revised for food stamp utility changes effective for benefits month of May 2000.

The Link Menu screen found on page 62 includes options MNSC, SSCH, RIRS, HIMM and TPMM. These options will be removed from the Link Menu and the system in the future.

SSRD screens previously in Manual Letter XIV-C-3 have been added to this chapter on page 84. SSCH screens found in the manual letter are invalid and will be removed from the system, since the process is now handled by the Medicaid fiscal agent.

The Third-Party Liability System (TPMM) screens and information are removed from the chapter, since fiscal agent now handles the system.

LBP screens and instructions are added to the chapter starting on page 100.

SSBI screens and instructions are added to the chapter starting on page 109.

Effective Date

Upon receipt.

Material Superseded

None. (See General Letter 14-C-37.)

Additional Information

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



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

DEPARTMENT OF HUMAN SERVICES
JESSIE K. RASMUSSEN, DIRECTOR

August 29, 2000

GENERAL LETTER NO. 14-B(4)-45

ISSUED BY: Office of Policy Analysis, Division of Policy and Rules Integration

SUBJECT: Employees' Manual, Title 14, Chapter B(4), **SYSTEM SCREEN INSTRUCTIONS**, Contents (pages 2 and 3), revised; pages 5, 6, 7, 13, 17, 19, 34, 35, 51 through 56, 79, 80, 83, 84, and 105, revised; and pages 56a, 80a, and 84a through 84d, new.

Summary

The chapter has been revised to reflect the following policy and systems programming changes:

- ◆ Revised the TD00 Menu for a new option, IVER = INFO Verification Menu. The options for BINC and WRNT are now displayed under the IVER menu. A new option, SCCA = CCA War By County/Worker, is added to display Child Care Assistance matches from the Service Reporting System and IABC.
- ◆ Revised SSNI screens to reflect the changes for the additional PF function keys to access the new Premium System for MEPD.
- ◆ Added the Title XIX Count Display screen to SSNI screens that reflect the total Medicaid eligibility counts for current and prior process months.
- ◆ Added the Premium System screens and descriptions for the MEPD program.

Effective Date

September 1, 2000

Material Superseded

Remove the following pages from Employees' Manual, Title 14, Chapter B(4), and destroy them:

<u>Page</u>	<u>Date</u>
Contents (pages 2 and 3)	March 14, 2000
5-7, 13, 17, 19, 34, 35, 51-56, 79, 80, 83, 84, 105	March 14, 2000

Additional Information

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



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

DEPARTMENT OF HUMAN SERVICES
JESSIE K. RASMUSSEN, DIRECTOR

January 2, 2001

GENERAL LETTER NO. 14-B(4)-46

ISSUED BY: Office of Policy Analysis, Division of Policy and Rule Integration

SUBJECT: Employees' Manual, Title 14, Chapter B(4), **SYSTEM SCREEN INSTRUCTIONS**, pages 20, 31, 32, 51, and 103, revised.

Summary

The chapter is revised to reflect:

- ◆ The addition of a three-digit area code to the PHONE field to the TD01 screen on page 20.
- ◆ The addition of the new display fields for the Limited Benefit Plan to the TD03 screen. The LBP field displays data that currently is on the LBPD screen of the JOBS system. If a person has an LBP, the field displays the effective date of the LBP in MMCCYY format and indicates if the LBP is a first (1st) or a subsequent (Sub) LBP.
- ◆ The correction of page headings, form numbers, and a typographical error.

Effective Date

Upon receipt.

Material Superseded

Remove the following pages from Employees' Manual, Title 14, Chapter B(4), and destroy them:

<u>Page</u>	<u>Date</u>
20, 31, and 32	March 14, 2000
51	August 29, 2000
103	March 14, 2000

Additional Information

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



STATE OF IOWA

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

DEPARTMENT OF HUMAN SERVICES
JESSIE K. RASMUSSEN, DIRECTOR

April 17, 2001

GENERAL LETTER NO. 14-B(4)-47

ISSUED BY: Office of Policy Analysis, Division of Rule and Policy Integration

SUBJECT: Employees' Manual, Title 14, Chapter B(4), *SYSTEM SCREEN INSTRUCTIONS*, pages 9, 20, and 31, revised.

Summary

Material is to revise the TD01 screen's PHONE field to include the area code on page 20.

References to XIV-B(1) for form 470-0271 (DP-4024), *Quality Assurance Transmittal*, are revised to 6-Appendix, since Chapter XIV-B(1) is now obsolete.

Effective Date

Upon receipt.

Material Superseded

Remove the following pages from Employees' Manual, Title 14, Chapter B(4), and destroy them:

<u>Page</u>	<u>Date</u>
9	March 14, 2000
20 and 31	January 2, 2001

Additional Information

See General Letter 14-B(1)-26, dated March 20, 2001, for more information.

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



STATE OF IOWA

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

DEPARTMENT OF HUMAN SERVICES
JESSIE K. RASMUSSEN, DIRECTOR

May 15, 2001

GENERAL LETTER NO. 14-B(4)-48

ISSUED BY: Office of Policy Analysis, Division of Policy and Rule Integration

SUBJECT: Employees' Manual, Title 14, Chapter B(4), *SYSTEM SCREEN INSTRUCTIONS*, Contents (pages 1 and 2), revised; pages 10 through 13, 20, 21, 31, 47, 48, and 63, revised; and pages 46a and 46b, new.

Summary

Material is revised to reflect Automated Benefit Calculation system changes required for TANF data reporting effective May 29, 2001. Revisions are:

- ◆ Addition of a new case name identification field, CNID, on the TD01 screen.
- ◆ Addition of a new housing field, SEC8, on the TD02 screen.
- ◆ Addition of new fields, CIT and H W B A I N, on the TD03 screen and removal of the ETH field from the TD03 screen. Ethnic data is incorporated into the H W B A I N fields.
- ◆ Addition of screen options, PF5=EDIT and PF6=VIEW ERR, on the TXNS screen.
- ◆ Addition of PF5=EDIT option screen, TXNE. The TXNE screen displays edit errors for transactions that include fields CNID, SEC8, PER, REL, INHOME, and CIT. This option allows the worker to review and correct possible transaction errors associated with these TANF fields before nightly batch processing. If the transactions are not corrected, a WAR message is generated in batch processing.
- ◆ Addition of PF6=VIEW ERR screen, TXNH, displayed only when a selection is made on the TXNE screen. TXNH displays a detailed description for the transaction error. The descriptions assist workers in making corrections to transactions.
- ◆ Additions and corrections to references.

Effective Date

May 29, 2001

Material Superseded

Remove the following pages from Employees' Manual, Title 14, Chapter B(4), and destroy them:

<u>Page</u>	<u>Date</u>
Contents (page 1)	March 14, 2000
Contents (page 2)	August 29, 2000
10, 11, 12	March 14, 2000
13	August 29, 2000
20	April 17, 2001
21	March 14, 2000
31	April 17, 2001
47 and 63	March 14, 2000

Additional Information

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



September 4, 2001

GENERAL LETTER NO. 14-B(4)-49

ISSUED BY: Office of Policy Analysis, Division of Policy and Rule Integration

SUBJECT: Employees' Manual, Title 14, Chapter B(4), SYSTEM SCREEN INSTRUCTIONS, Contents (page 3), revised; and pages 9, 39, 81 through 84, and 103 through 108, revised.

Summary

The chapter is revised to reflect changes to the screens and codes displayed on the screens. Revisions are:

- Changes to the language in the section on assigning state ID and case numbers.
Addition of the CALC screen currently displayed in the Automated Benefit Calculation system.
Addition of three new MHC codes ("V," "W," and "X") in the SSNI=Medicaid Eligibility File section.
Removal of the MHC codes for services before January 1999.
Removal of language referencing Transitional Child Care program (TCC) from the Day Care Provider Display section.
Addition of breast or cervical cancer to PRSM=Presumptive Medicaid Eligibility section.

Effective Date

Upon receipt.

Material Superseded

Remove the following pages from Employees' Manual, Title 14, Chapter B(4), and destroy them:

Table with 2 columns: Page, Date. Rows include Contents (p. 3), 9, 39, 80a, 81, 82, 83, 84 with corresponding dates from August 2000 to April 2001.

103	January 2, 2001
104	March 14, 2000
105	August 29, 2000
106-108	March 14, 2000

Additional Information

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



November 19, 2002

GENERAL LETTER NO. 14-B(4)-50

ISSUED BY: Office of Policy Analysis

SUBJECT: Employees' Manual, Title 14, Chapter B(4), SYSTEM SCREEN INSTRUCTIONS, Contents (pages 2 and 3), revised; pages 1, 5, 6, 7, 11, 13, 18, 19, 43, 45, 47, 55, 62, 64 through 68, 80, 81, 84, 84a through 84d, and 87, revised; and pages 62a, and 84e through 84l, new.

Summary

The chapter is revised to:

- ◆ Add the new option MEPC=MEPD PREMIUM CHANGE to ABC's TD00 Menu screen.
◆ Add references to the new MEPC=MEPD PREMIUM CHANGE screen.
◆ Add the new MEPC=MEPD PREMIUM CHANGE screen and the screen's field description.
◆ Change screens and update information for the worker information update screens (WKER, WK01, WK02, and WK03).
◆ Add the new screens for MEPC system.
◆ Change the SSNI screens to reflect system changes for MEPC.
◆ Make corrections and changes, including changes in Department organization names due to restructuring.

Effective Date

Upon receipt.

Material Superseded

Remove the following pages from Employees' Manual, Title 14, Chapter B(4), and destroy them:

Table with 2 columns: Page, Date. Rows include Contents (page 2), Contents (page 3), 1, and 5-7 with corresponding dates from 2000 to 2001.

11, 13	May 15, 2001
18	March 14, 2000
19	August 29, 2000
43, 45	March 14, 2000
47	May 15, 2001
55	August 29, 2000
62	March 14, 2000
64-68	March 14, 2000
80	August 29, 2000
81, 84	September 4, 2001
84a-84d	August 29, 2000
87	March 14, 2000

Additional Information

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



STATE OF IOWA

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

DEPARTMENT OF HUMAN SERVICES
KEVIN W. CONCANNON, DIRECTOR

April 1, 2003

GENERAL LETTER NO. 14-B(4)-51

ISSUED BY: Office of Policy Analysis

SUBJECT: Employees' Manual, Title 14, Chapter B(4), *SYSTEM SCREEN INSTRUCTIONS*, Contents (pages 2 and 3), revised; and pages 21 through 25, 27 through 30, 56a, 81 through 84, 84a through 84l, 92, and 94, revised; and pages 84m through 84s, new.

Summary

This chapter is revised to:

- ◆ Change the TD02 screen display to add the new BAT ALIEN field.
- ◆ Correct RSCF, RSCA, and RSCM screen displays.
- ◆ Add a note in the section, "WRNT=Warrant," that WRNT ticklers that are not deleted by the worker will be automatically deleted on the last day of the twelfth month.
- ◆ Add a new PF-5 DETL MNTH screen for SSNI. This screen will display detailed information for a state identification number for a selected month.
- ◆ Change the MEPD screens and descriptions to incorporate system enhancements.
- ◆ Add a new screen option, "PREF," to the MEPD screens. This screen will display in real time when unprocessed payments or refunds for a state identification number is entered but not yet applied in the MEPD system.
- ◆ Include a new feature on the STMT screen of the MEPD system. Duplicate billing statements can now be created for either the client or the worker. A duplicate can be created and sent to the client or to the worker.
- ◆ Update references and organizational names.
- ◆ Clarify the definition for the REDEEMED field under the section, "OUTS=Warrant Status Information: Redeemed Warrant."

Effective Date

Upon receipt.

Material Superseded

Remove the following pages from Employees' Manual, Title 14, Chapter B(4), and destroy them:

<u>Page</u>	<u>Date</u>
Contents (pages 2, 3)	November 19, 2002
21	May 15, 2001
22-25, 27-30	March 14, 2000
56a	August 29, 2000
81	November 19, 2002
82, 83	September 4, 2001
84, 84a-84l	November 19, 2002
92, 94	March 14, 2000

Additional Information

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



May 27, 2003

GENERAL LETTER NO. 14-B(4)-52

ISSUED BY: Office of Policy Analysis

SUBJECT: Employees' Manual, Title 14, Chapter B(4), *SYSTEM SCREEN INSTRUCTIONS*, Contents (page 3), revised; and pages 11, 12, 31, 32, 79, and 80, revised; and pages 12a and 80a through 80d, new.

Summary

This chapter is revised to:

- ◆ Add the new PF06=HIPP REF function key to the chapter. This key is located on the TD03 screen and allows you to move to the HIPP Referral (HIRF) system so that an automated referral can be made to the Health Insurance Premium Payment program.
- ◆ Add the descriptions and screens for the new "HIRF=HIPP Referral System" under the section, "DISPLAY SCREENS ON ASSOCIATED SYSTEMS."

Effective Date

Upon receipt.

Material Superseded

Remove the following pages from Employees' Manual, Title 14, Chapter B(4), and destroy them:

<u>Page</u>	<u>Date</u>
Contents (page 3)	April 1, 2003
11	November 19, 2002
12, 31	May 15, 2001
32	January 2, 2001
79	August 29, 2000
80	November 19, 2002

Additional Information

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



STATE OF IOWA

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

DEPARTMENT OF HUMAN SERVICES
KEVIN W. CONCANNON, DIRECTOR

July 8, 2003

GENERAL LETTER NO. 14-B(4)-53

ISSUED BY: Office of Policy Analysis

SUBJECT: Employees' Manual, Title 14, Chapter B(4), **SYSTEM SCREEN INSTRUCTIONS**, Contents (page 3), revised; and pages 21, 62a, 63, 79, and 103 through 105, revised.

Summary

This chapter is revised to:

- ◆ Add the new "SEND CARD" field to the TD02 screen display.
- ◆ Change the DCPD=DAY CARE PROVIDER option on the Link menu to DCPD=CHILD CARE PROVIDER.
- ◆ Add a cross-reference to 14-H, **CHILD CARE PROVIDER DISPLAY (DCPD) SYSTEM**.
- ◆ Remove the "Day Care Provider Display" section from this chapter. The DCPD system information and screen displays and field descriptions are now located in 14-H, **CHILD CARE PROVIDER DISPLAY (DCPD) SYSTEM**.

Effective Date

Upon receipt.

Material Superseded

Remove the following pages from Employees' Manual, Title 14, Chapter B(4), and destroy them:

<u>Page</u>	<u>Date</u>
Contents (page 3)	May 27, 2003
21	April 1, 2003
62a	November 14, 2002
63	May 15, 2001
79	May 27, 2003
103-105	September 4, 2001

Additional Information

Refer questions about this general letter to your area 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. 14-B(4)-54

ISSUED BY: Office of Policy Analysis

SUBJECT: Employees' Manual, Title 14, Chapter B(4), *SYSTEM SCREEN INSTRUCTIONS*, page 20, revised.

Summary

This chapter is revised to add a new BYPASS CODE1 field on the TD01 screen. The ZIP field is now increased to allow for the four-bytes extended ZIP code.

Effective Date

Upon receipt.

Material Superseded

Remove from Employees' Manual, Title 14, Chapter B(4), page 20, dated May 15, 2001, and destroy it.

Additional Information

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



STATE OF IOWA

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

DEPARTMENT OF HUMAN SERVICES
KEVIN W. CONCANNON, DIRECTOR

December 16, 2003

GENERAL LETTER NO. 14-B(4)-55

ISSUED BY: Office of Policy Analysis

SUBJECT: Employees' Manual, Title 14, Chapter B(4), **SYSTEM SCREEN INSTRUCTIONS**, Contents (pages 1 and 3), revised; and pages 1, 13, 15, 21, 22, 23, 36, 37, 38, 41, 43, 46b, 53, 55, 61, 62a, 63, 97, and 100 through 105, revised.

Summary

This chapter is revised to:

- ◆ Update references for the program name "Food Stamps" to "Food Assistance" in some of the text. Screens will be revised in the future to reflect the name change.
- ◆ Add a new field, FAIR DATE, to the ABC system TD02 screen. This field will be used to note the date that new form 470-4026, *Food Assistance Interim Report* (FAIR), is due to be returned.
- ◆ Add references to form 470-4026, *Food Assistance Interim Report* (FAIR), in relationship to tracking and reporting.
- ◆ Update the JOBS Menu screen to reflect the current system version.
- ◆ Remove of sections "LBP Screen Instructions" and "LBP On-Line Display." The PJCASE system is now effective and should be used.
- ◆ Add a new section, "DIRD= Automated Direct Deposit," for FIP and RCA applicant and participants who choose to have their benefits deposited directly to an active account at a bank, savings and loan, or credit union. The DIRD screen will be used instead of the EBTS screens for FIP and RCA previously discussed in 14-J.
- ◆ Correct page headings.

Effective Date

Upon receipt.

Material Superseded

Remove the following pages from Employees' Manual, Title 14, Chapter B(4), and destroy them:

<u>Page</u>	<u>Date</u>
Contents (page 1)	May 15, 2001
Contents (page 3)	July 8, 2003
1, 13	November 19, 2002
15	March 14, 2000
21	July 8, 2003
22, 23	
36, 37, 38, 41	March 14, 2000
43	November 19, 2002
46b	May 15, 2001
53	August 29, 2000
55	November 19, 2002
61	March 14, 2000
62a, 63	July 8, 2003
97, 100-102	March 14, 2000
103-105	July 8, 2003

Additional Information

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



STATE OF IOWA

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

DEPARTMENT OF HUMAN SERVICES
KEVIN W. CONCANNON, DIRECTOR

February 17, 2004

GENERAL LETTER NO. 14-B(4)-56

ISSUED BY: Office of Policy Analysis

SUBJECT: Employees' Manual, Title 14, Chapter B(4), *SYSTEM SCREEN INSTRUCTIONS*, pages 21 and 31, revised.

Summary

This chapter is revised to correct errors on some field names and their location on the display screens for TD02 and TD03.

Effective Date

Upon receipt.

Material Superseded

Remove the following pages from Employees' Manual, Title 14, Chapter B(4), and destroy them:

<u>Page</u>	<u>Date</u>
21	December 16, 2003
31	May 27, 2003

Additional Information

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



May 25, 2004

GENERAL LETTER NO. 14-B(4)-57

ISSUED BY: Office of Policy Analysis

SUBJECT: Employees' Manual, Title 14, Chapter B(4), **SYSTEM SCREEN INSTRUCTIONS**, Contents (pages 2 and 3), revised; and pages 20, 40, 62a, 63, and 75 through 94, revised.

Summary

This chapter is revised to:

- ◆ Remove the BYPASS CODE1 field from the TD01 screen.
- ◆ Change references from “food stamps” to “Food Assistance.”
- ◆ Remove the information and screens that have been issued in the renamed Chapter 14-C, **MEDICAL SYSTEMS**. This includes the following medical sections:
 - MEDIPASS PROVIDER ON-LINE DISPLAY (PROV)
 - SSNI = Medicaid Eligibility File and MEPD
 - SSRD = Recipient File
 - PRSM = Presumptive Medicaid Eligibility
 - SSBI = Buy-in System

Effective Date

Upon receipt.

Material Superseded

Remove the following pages from Employees' Manual, Title 14, Chapter B(4), and destroy them:

<u>Page</u>	<u>Date</u>
Contents (page 2)	April 1, 2003
Contents (page 3)	December 16, 2003
20	October 21, 2003
40	March 14, 2000

62a, 63	December 16, 2003
75-78	March 14, 2000
79	July 8, 2003
80, 80a-80d	May 27, 2003
81-84s	April 1, 2003
85, 86	March 14, 2000
87	November 19, 2002
88-91	March 14, 2000
92	April 1, 2003
93	March 14, 2000
94	April 1, 2003
95, 96	March 14, 2000
97	December 16, 2003
98, 99	March 14, 2000
100-105	December 16, 2003
106-108	September 4, 2001
109-114	March 14, 2000

Additional Information

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



STATE OF IOWA

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

DEPARTMENT OF HUMAN SERVICES
KEVIN W. CONCANNON, DIRECTOR

November 12, 2004

GENERAL LETTER NO. 14-B(4)-58

ISSUED BY: Office of Policy Analysis

SUBJECT: Employees' Manual, Title 14, Chapter B(4), *SYSTEM SCREEN INSTRUCTIONS*, Contents (page 3), revised; and pages 11, 12, 31, 32, 49, 50, 51, 75, and 78 through 82, revised.

Summary

This chapter is revised to:

- ◆ Change all references to HIPP REF to the new name of REF MENU.
- ◆ Change the TD03 screen on ABC to add a new field UNB/DUE, move the HEALTH field, and change the name of the function key from 6=HIPP REF to the new name of 6=REF MENU.
- ◆ Change the WAR2 and WAR3 screens to match the current system version. A new field, "D," is added to both screens. The "D" field on the WAR3 screen and the addition of "8=DELETE" function key allow workers to delete month-end tickler messages.
- ◆ Remove the section, "HIRF = HIPP Referral Screens," from this chapter, since it is no longer valid. This material is being revised to reflect system changes and will be incorporated into another chapter.
- ◆ Add the new section, "EBTR = Authorized Representative Update Screen."

Effective Date

Upon receipt.

Material Superseded

Remove the following pages from Employees' Manual, Title 14, Chapter B(4), and destroy them:

<u>Page</u>	<u>Date</u>
Contents (page 3)	May 25, 2004
11, 12	May 27, 2003
31	February 17, 2004
32	May 27, 2003
49, 50	March 14, 2000
51	January 2, 2001
75, 78-82	May 25, 2004

Additional Information

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



STATE OF IOWA

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

DEPARTMENT OF HUMAN SERVICES
KEVIN W. CONCANNON, DIRECTOR

December 24, 2004

GENERAL LETTER NO. 14-B(4)-59

ISSUED BY: Office of Policy Analysis

SUBJECT: Employees' Manual, Title 14, Chapter B(4), *SYSTEM SCREEN INSTRUCTIONS*, pages 5, and 21, revised.

Summary

This chapter is revised to:

- ◆ Change the program name from Food Stamps to Food Assistance on the TD00 ABC System Menu screen under the TD02 = SEC III option.
- ◆ Change the program name on the TD02 screen under the SEC III section from Food Stamps to Food Assistance. Also add a new field, EMSV, under this section for coding emergency services (formerly known as expedited issuance).

Effective Date

Immediately.

Material Superseded

Remove the following pages from Employees' Manual, Title 14, Chapter B(4), and destroy them:

<u>Page</u>	<u>Date</u>
5	November 19, 2002
21	February 17, 2004

Additional Information

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



STATE OF IOWA

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

DEPARTMENT OF HUMAN SERVICES
KEVIN W. CONCANNON, DIRECTOR

January 14, 2005

GENERAL LETTER NO. 14-B(4)-60

ISSUED BY: Office of Policy Analysis

SUBJECT: Employees' Manual, Title 14, Chapter B(4), *SYSTEM SCREEN INSTRUCTIONS*, page 31, revised.

Summary

This chapter is revised to change the TD03 screen to match the current system version. Changes to the screen include the removal of the fields TREL and TR and to change the field name from FOOD STAMP STATUS to FOOD ASSISTANCE STATUS.

Effective Date

Immediately.

Material Superseded

Remove from Employees' Manual, Title 14, Chapter B(4), page 31, dated November 12, 2004, and destroy it.

Additional Information

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



STATE OF IOWA

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

DEPARTMENT OF HUMAN SERVICES
KEVIN W. CONCANNON, DIRECTOR

April 1, 2005

GENERAL LETTER NO. 14-B(4)-61

ISSUED BY: Office of Policy Analysis

SUBJECT: Employees' Manual, Title 14, Chapter B(4), *SYSTEM SCREEN INSTRUCTIONS*, pages 31, 44, 45, 46, and 58, revised.

Summary

This chapter is revised to:

- ◆ Add the religious beliefs (RB) field to the TD03 and the ST01 screens.
- ◆ Change the name in the "AUTO=Motor Vehicle Resources" section from "VRHQ" to "VRT system."

Effective Date

Immediately.

Material Superseded

Remove the following pages from Employees' Manual, Title 14, Chapter B(4), and destroy them:

<u>Page</u>	<u>Date</u>
31	January 14, 2005
44	March 14, 2005
45	November 19, 2002
46, 58	March 14, 2000

Additional Information

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



STATE OF IOWA

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

DEPARTMENT OF HUMAN SERVICES
KEVIN W. CONCANNON, DIRECTOR

June 24, 2005

GENERAL LETTER NO. 14-B(4)-62

ISSUED BY: Office of Policy Analysis

SUBJECT: Employees' Manual, Title 14, Chapter B(4), *SYSTEM SCREEN INSTRUCTIONS*, pages 31 and 86, revised.

Summary

This chapter is revised to:

- ◆ Add a new field, FIA DATE, to the TD03 screen. This field is reserved for future use for FIP.
- ◆ Remove the obsolete language on food stamp coupons returned as undeliverable from the ISS4 and ISS5 screens under the section, "Issuance Verification System (ISSV)."

Effective Date

Immediately.

Material Superseded

Remove the following pages from Employees' Manual, Title 14, Chapter B(4), and destroy them:

<u>Page</u>	<u>Date</u>
31	April 1, 2005
86	May 25, 2004

Additional Information

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



September 2, 2005

GENERAL LETTER NO. 14-B(4)-63

ISSUED BY: Office of Policy Analysis

SUBJECT: Employees' Manual, Title 14, Chapter B(4), SYSTEM SCREEN INSTRUCTIONS, Contents (pages 1 and 2), revised; and pages 5, 7, 9 through 13, 19, 26, 38, 62, and 62a, revised; pages 62b, 62c, and 62d, new.

Summary

This chapter is revised to:

- ◆ Add the option, MIPC=IOWACARE PREMIUM CHANGE, to the TD00 menu screen and the chart for required entries.
◆ Add the codes and program function (PF) keys for the MIPC screen.
◆ Correct a cross-reference.
◆ Change the TD05 = Section V screen to add the new MHI field.
◆ Change the BCW2 = Individual Income screen to add the new fields DEDUCT5 and DEDUCT6 for IowaCare.
◆ Add a new section, MIPC = IowaCare Premium Change.

Effective Date

Immediately.

Material Superseded

Remove the following pages from Employees' Manual, Title 14, Chapter B(4), and destroy them:

Table with 2 columns: Page, Date. Lists superseded pages and their effective dates.

19	November 19, 2002
26	March 14, 2000
38	December 16, 2003
62	November 19, 2002
62a	May 25, 2004

Additional Information

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



STATE OF IOWA

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

DEPARTMENT OF HUMAN SERVICES
KEVIN W. CONCANNON, DIRECTOR

January 13, 2006

GENERAL LETTER NO. 14-B(4)-64

ISSUED BY: Office of Policy Analysis

SUBJECT: Employees' Manual, Title 14, Chapter B(4), *SYSTEM SCREEN INSTRUCTIONS*, pages 62, 62a, 62b, and 62c, revised.

Summary

This chapter is revised to add language and the B/U field to the section, "MIPC=IowaCare Premium Change."

Effective Date

Immediately.

Material Superseded

Remove the following pages from Employees' Manual, Title 14, Chapter B(4), and destroy them:

<u>Page</u>	<u>Date</u>
62, 62a-62c	September 2, 2005

Additional Information

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



STATE OF IOWA

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

DEPARTMENT OF HUMAN SERVICES
KEVIN W. CONCANNON, DIRECTOR

February 10, 2006

GENERAL LETTER NO. 14-B(4)-65

ISSUED BY: Office of Policy Analysis

SUBJECT: Employees' Manual, Title 14, Chapter B(4), *SYSTEM SCREEN INSTRUCTIONS*, page 31, revised.

Summary

This chapter is revised to update the TD03 screen with the addition of the new DSTR field. The DSTR field is a two-position demographic field used to identify specific disasters by a code and the state abbreviation where the disaster occurred.

Effective Date

Immediately.

Material Superseded

Remove from Employees' Manual, Title 14, Chapter B(4), page 31, dated June 24, 2005, and destroy it.

Additional Information

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



STATE OF IOWA

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

DEPARTMENT OF HUMAN SERVICES
KEVIN W. CONCANNON, DIRECTOR

July 7, 2006

GENERAL LETTER NO. 14-B(4)-66

ISSUED BY: Office of Policy Analysis

SUBJECT: Employees' Manual, Title 14, Chapter B(4), *SYSTEM SCREEN INSTRUCTIONS*, pages 31, 40, 41, and 42, revised.

Summary

This chapter is revised to:

- ◆ Add the new US and ID fields to the section, "TD03 = Section III." These fields are used to indicate that citizenship and identity have been verified.
Field names and positions have been changed to allow for the addition of the new fields.
- ◆ Add the new ADULT MED SENT field and code description to the section, "BH01 = Benefit History." This field displays an "S" code when the system generates a *Medicaid Review* form. The "S" code is no longer displayed after timely notice day of the month of the review.

Effective Date

Immediately.

Material Superseded

Remove the following pages from Employees' Manual, Title 14, Chapter B(4), and destroy them:

<u>Page</u>	<u>Date</u>
31	February 10, 2006
40	May 25, 2004
41	December 16, 2003
42	March 14, 2000

Additional Information

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



September 29, 2006

GENERAL LETTER NO. 14-B(4)-67

ISSUED BY: Office of Policy Analysis

SUBJECT: Employees' Manual, Title 14, Chapter B(4), *SYSTEM SCREEN INSTRUCTIONS*, Contents (page 2), revised; and pages 5, 7, 13, 17, 19, and 47 through 58, revised.

Summary

This chapter is revised to:

- ◆ Remove the section, "SCCA = Child Care Assistance," and all references to SCCA from the chapter. This reflects the removal of SCCA screens and data from the Automated Benefit Calculation system.
- ◆ Remove the section, "AUTO = Motor Vehicle Resources," and all references to AUTO from the chapter. This reflects the removal of AUTO screens and data from the Automated Benefit Calculation system.

Effective Date

Immediately.

Material Superseded

Remove the following pages from Employees' Manual, Title 14, Chapter B(4), and destroy them:

<u>Page</u>	<u>Date</u>
Contents (page 2)	September 2, 2005
5, 7, 13	September 2, 2005
17	August 29, 2000
19	September 2, 2005
46a	May 15, 2001
46b	December 16, 2003
47	November 19, 2002

48	May 15, 2001
49-51	November 12, 2004
52	August 29, 2000
53	December 16, 2003
54	August 29, 2000
55	December 16, 2003
56	August 29, 2000
56a	April 1, 2003
57	March 14, 2000
58	April 1, 2005

Additional Information

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



STATE OF IOWA

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

DEPARTMENT OF HUMAN SERVICES
KEVIN W. CONCANNON, DIRECTOR

November 3, 2006

GENERAL LETTER NO. 14-B(4)-68

ISSUED BY: Office of Policy Analysis

SUBJECT: Employees' Manual, Title 14, Chapter B(4), *SYSTEM SCREEN INSTRUCTIONS*, pages 36, 37, and 38, revised.

Summary

This chapter is revised to add the new field THRU MO to the BCW1 and BCW2 screens. This field allows the option to create multiple identical income transactions.

Effective Date

Immediately.

Material Superseded

Remove the following pages from Employees' Manual, Title 14, Chapter B(4), and destroy them:

<u>Page</u>	<u>Date</u>
36, 37	December 16, 2003
38	September 2, 2005

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

February 2, 2007

GENERAL LETTER NO. 14-B(4)-69

ISSUED BY: Office of Policy Analysis

SUBJECT: Employees' Manual, Title 14, Chapter B(4), *SYSTEM SCREEN INSTRUCTIONS*, Contents (pages 2 and 3), revised; and pages 13, 17, 19, 21, 36, 37, 38, 41, 43, 53, 55, 56, 62d, 85, and 87 through 91, revised.

Summary

This chapter is revised to:

- ◆ Add references to the *Combined PAER/FAIR* where appropriate.
- ◆ Remove from the "IVER=INFO Verification Menu" section all references to WRNT and the subsection, WRNT=WARRANT. Effective January 2, 2007, this option is no longer available.
- ◆ Change the TD02 screen to reflect changes in existing field names and to add a new field, QR DUE, to the FIP section for the *Combined PAER/FAIR*.
- ◆ Add language to the description of the CONTROL NUMBER field on the ISS1 screen under the section, "Issuance Verification System (ISSV)."
- ◆ Remove the JOBS=PJ EXPENSES option from the LINK menu screen.
- ◆ Remove the section, "JOBS=PROMISE JOBS Expense Allowances," from the chapter. The "PJ CASE system" displays the history of the PROMISE JOBS expenses.
- ◆ Add language and make corrections under the section, "OUTS=Warrant Status Information."

Effective Date

Immediately.

Material Superseded

Remove the following pages from Employees' Manual, Title 14, Chapter B(4), and destroy them:

<u>Page</u>	<u>Date</u>
Contents (page 2)	September 29, 2006
Contents (page 3)	November 12, 2004
13, 17, 19	September 29, 2006
21	December 24, 2004
36-38	November 3, 2006
41	July 7, 2006
43	December 16, 2003
53, 55, 56, 56a, 57, 58	September 29, 2006
62d	September 2, 2005
85, 87-94	May 25, 2004

Additional Information

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



April 6, 2007

GENERAL LETTER NO. 14-B(4)-70

ISSUED BY: Office of Policy Analysis

SUBJECT: Employees' Manual, Title 14, Chapter B(4), *SYSTEM SCREEN INSTRUCTIONS*, pages 15, 21, 42, and 53, revised.

Summary

This chapter is revised to:

- ◆ Add a reference to the tracking of the *Combined PAER/FAIR* under the section, "ABC OVERVIEW: ABC TRANSACTIONS."
- ◆ Correct an error on the TD02 screen under the section, "TD02=Sections III and IV."
- ◆ Change the name of form 470-2471 from *How Earnings Affect Your FIP Grant* to the current name of *How Earnings May Change Your FIP Check*.
- ◆ Remove the reference of SRS=Service Reporting System from the section, "IVER=INFO Verification Menu. Matches between ABC and SRS are no longer made."

Effective Date

Immediately.

Material Superseded

Remove the following pages from Employees' Manual, Title 14, Chapter B(4), and destroy them:

<u>Page</u>	<u>Date</u>
15	December 16, 2003
21	February 2, 2007
42	July 7, 2006
53	February 2, 2007

Additional Information

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



May 25, 2007

GENERAL LETTER NO. 14-B(4)-71

ISSUED BY: Bureau of Policy Analysis and Appeals

SUBJECT: Employees' Manual, Title 14, Chapter B(4), **SYSTEM SCREEN INSTRUCTIONS**, Contents (page 1), revised; and pages 2 and 26, revised, and page 26a, new.

Summary

This chapter is revised to:

- ◆ Add the new icon label, DHSpassport, to the section, "Signing on to CICS."
- ◆ Add the INPI screen and information as a new subsection under, "TD05 = Section V: INPI."
- ◆ Change the TD05 = Section V screen to reflect the addition of a new function options, 7=NPI. This function option displays the new INPI screen.

Most Medicaid providers now have a unique national provider identifier (NPI) number. (Certain "atypical" providers will not be issued an NPI.) The Iowa-issued vendor number is now termed a "legacy" number.

The INPI screen allows you to either change a provider's existing vendor number or to view the number and the provider's name and address by entering either the provider's "legacy" number (the number in the VENDOR field on TD05) or the provider's NPI.

Effective Date

Immediately.

Material Superseded

Remove the following pages from Employees' Manual, Title 14, Chapter B(4), and destroy them:

<u>Page</u>	<u>Date</u>
Contents (page 1)	September 5, 2005
2	March 14, 2000
26	September 2, 2005

Additional Information

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



August 10, 2007

GENERAL LETTER NO. 14-B(4)-72

ISSUED BY: Bureau of Policy Analysis and Appeals

SUBJECT: Employees' Manual, Title 14, Chapter B(4), *SYSTEM SCREEN INSTRUCTIONS*, pages 1, 47, 48, 49, and 75, revised; and page 46a, new.

Summary

This chapter is revised to:

- ◆ Remove references to the Automated Benefit Calculation System issuing Medicaid eligibility cards.
- ◆ Change the language and screen displays under the section, "TXNS=Transaction Activity Log." These include the following:
 - Add data fields and descriptions relating to the TXNS screen.
 - Change the language used for the TXNS screen option, 5=EDIT (or PF5 function key.) If there are errors, this option advances you to the TXNE screen that displays certain edit errors that will result in a worker action report the next day if not fixed.
 - Remove from the section, "TXNE = Transaction Edit By Case," the screen options 7=SCROLL and 8=SCROLL FWD and add the data field, SID, and description.
 - Update the description and illustration of the TXNH screen to reflect the current system.

Effective Date

Immediately.

Material Superseded

Remove the following pages from Employees' Manual, Title 14, Chapter B(4), and destroy them:

<u>Page</u>	<u>Date</u>
1	December 16, 2003
47-49	September 29, 2006
75	November 12, 2004

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

October 5, 2007

GENERAL LETTER NO. 14-B(4)-73

ISSUED BY: Bureau of Policy Analysis and Appeals

SUBJECT: Employees' Manual, Title 14, Chapter B(4), *SYSTEM SCREEN INSTRUCTIONS*, pages 36 and 38, revised.

Summary

This chapter is revised to:

- ◆ Update the BCW1 screen illustrated in the section, "BCW1=Case Information," to:
 - Add the new medical code field, M CD. :
 - Change the U CD field from a two-position field to a single-position field.
 - Reduce the number of rows for the E/B entries to reflect changes in policy.
 - Remove the function key 8=DELETE.
- ◆ Update the BCW2 screen illustrated in the section, "BCW2=Individual Income," to:
 - Reduce the number of rows for the E/B entries to reflect changes in policies for Food Assistance and FIP.
 - Remove the function key 8=DELETE.

Effective Date

Immediately.

Material Superseded

Remove the following pages from Employees' Manual, Title 14, Chapter B(4), and destroy them:

<u>Page</u>	<u>Date</u>
36, 38	February 2, 2007

Additional Information

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



December 21, 2007

GENERAL LETTER NO. 14-B(4)-74

ISSUED BY: Bureau of Policy Analysis and Appeals

SUBJECT: Employees' Manual, Title 14, Chapter B(4), *SYSTEM SCREEN INSTRUCTIONS*, pages 21, 26, 62, and 75, revised.

Summary

This chapter is revised to:

- ◆ Reflect changes in the TD02 screen to:
 - Add the new AD, "Application Detail," field to Section III, Food Assistance, and Section IV, FIP.
 - Expand the EMSV field under Section III, Food Assistance, from a one-byte field to a two-byte field.
 - Add the new DOD, "Date of Discovery," field to Section III, Food Assistance.
- ◆ Change the TD05 screen to reflect the addition of the new field AD, "Application Detail," to the Medical section and the Facility/State Supp/Waiver section.
- ◆ Correct a typographical error under the section, "MEPC = MEPD Premium Change."
- ◆ Change language under the section, "DIRD = Automated Direct Deposit," to include state-funded personal needs allowance supplements for nursing facility residents.

Effective Date

Immediately.

Material Superseded

Remove the following pages from Employees' Manual, Title 14, Chapter B(4), and destroy them:

<u>Page</u>	<u>Date</u>
21	April 6, 2007
26	May 25, 2007
62	January 13, 2006
75	August 10, 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

February 29, 2008

GENERAL LETTER NO. 14-B(4)-75

ISSUED BY: Bureau of Policy Analysis and Appeals

SUBJECT: Employees' Manual, Title 14, Chapter B(4), *SYSTEM SCREEN INSTRUCTIONS*, pages 37 and 38, revised.

Summary

This chapter is revised to remove the obsolete HR field from the BCW2 screen.

Effective Date

Immediately.

Material Superseded

Remove the following pages from Employees' Manual, Title 14, Chapter B(4), and destroy them:

<u>Page</u>	<u>Date</u>
37	February 2, 2007
38	October 5, 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. 14-B(4)-76

ISSUED BY: Bureau of Policy Analysis and Appeals

SUBJECT: Employees' Manual, Title 14, Chapter B(4), *SYSTEM SCREEN INSTRUCTIONS*, page 43, revised.

Summary

The section, "LF01 = Request Lost Form or Generate Tickler Message," is revised to reflect a system change effective May 12, 2008. The restriction on how far in the future a tickler can be created has been removed.

Effective Date

Immediately.

Material Superseded

Remove from Employees' Manual, Title 14, Chapter B(4), page 43, dated February 2, 2007, and destroy it.

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 18, 2008

GENERAL LETTER NO. 14-B(4)-77

ISSUED BY: Bureau of Policy Analysis

SUBJECT: Employees' Manual, Title 14, Chapter B(4), *SYSTEM SCREEN INSTRUCTIONS*, pages 12 and 26, revised.

Summary

This chapter is revised to add the function key option of 6=REF MENU to the TD05 screen. This option is for the completion of an automated estate recovery referral. This automated transfer to the HREF system can be used when an entry to cancel a case is made on either the TD05 or the TD03 screen with a medical notice reason of 613 and entry of a date of death.

Although a screen edit occurs if the 6=REF MENU key is not pressed in conjunction with the entries cited above, you can still leave either screen without completing the referral.

Effective Date

Immediately.

Material Superseded

Remove the following pages from Employees' Manual, Title 14, Chapter B(4), and destroy them:

<u>Page</u>	<u>Date</u>
12	September 2, 2005
26	December 21, 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
EUGENE I. GESSOW, DIRECTOR

February 6, 2009

GENERAL LETTER NO. 14-B(4)-78

ISSUED BY: Bureau of Policy Analysis and Appeals

SUBJECT: Employees' Manual, Title 14, Chapter B(4), **SYSTEM SCREEN INSTRUCTIONS**, Contents (pages 1, 2, and 3) revised; pages 1 through 4, 10 through 19, 21, 32, 35 through 38, 40 through 49, 76, and 79 through 87, revised.

Summary

This chapter is revised to:

- ◆ Change language under the section, "ABC OVERVIEW," to address system changes for "real time" processing, update the location of the XABC manual on the Intranet, and note the system change that individual records are now permanently stored on the system since February 23, 2006.
- ◆ Remove the section, "Broadcast Messages," from the chapter. Communications previously done through broadcast messages are now handled by e-mail.
- ◆ Update the navigational option keys and definitions to reflect the current system.
- ◆ Remove all references to the forms *Public Assistance Eligibility Report (PAER)*, *Food Assistance Interim Report (FAIR)*, and *Combined PAER/FAIR*.
- ◆ Change the TD02 screen to remove the fields MR, FAIR DATE, and QR fields from the screen and add the new field RT.
- ◆ Remove the sections, "TXNE=Transaction Edit By Case" and "TXNH=Transaction Edit Help Screen."

Effective Date

February 1, 2009

Material Superseded

Remove the following pages from Employees' Manual, Title 14, Chapter B(4), and destroy them:

<u>Page</u>	<u>Date</u>
Contents (page 1)	May 25, 2007
Contents (page 2 and 3)	February 2, 2007
1	August 10, 2007
2	May 25, 2007
3, 4	March 14, 2000
10, 11	September 2, 2005
12	July 18, 2008
13	February 2, 2007
14	March 14, 2000
15	April 6, 2007
16	March 14, 2000
17	February 2, 2007
18	November 19, 2002
19	February 2, 2007
21	December 21, 2007
32	November 12, 2004
35	August 29, 2000
36	October 5, 2007
37, 38	February 29, 2008
40	September 4, 2001
41	February 2, 2007
42	April 6, 2007
43	May 23, 2008
44-46	April 1, 2005
46a	August 10, 2007
47-49	August 10, 2007
76	May 25, 2004
79-82	November 12, 2004
83, 84	May 25, 2004
85	February 2, 2007
86	June 24, 2005
87-91	February 2, 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
CHARLES J. KROGMEIER, DIRECTOR

September 4, 2009

GENERAL LETTER NO. 14-B(4)-79

ISSUED BY: Bureau of Policy Analysis and Appeals

SUBJECT: Employees' Manual, Title 14, Chapter B(4), *SYSTEM SCREEN INSTRUCTIONS*, Contents (pages 1 and 2), revised; page 31, revised.

Summary

This chapter is revised to reflect a change to the TD03 screen that is displayed under the section, "TD03 = SectionVII." The LPR DT field is added to the screen and is used to note the date the legal permanent resident child under age 19 who is exempt from the five-year-bar entered the U.S.

Also, a technical correction was made to the Table of Contents.

Effective Date

Immediately.

Material Superseded

Remove the following pages from Employees' Manual, Title 14, Chapter B(4), and destroy them:

<u>Page</u>	<u>Date</u>
Contents (pages 1, 2, and 3)	February 6, 2009
31	July 7, 2006

Additional Information

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



January 1, 2010

GENERAL LETTER NO. 14-B(4)-80

ISSUED BY: Bureau of Policy Analysis and Appeals

SUBJECT: Employees' Manual, Title 14, Chapter B(4), *SYSTEM SCREEN INSTRUCTIONS*, Contents (page 2), revised; pages 1, 5, 7, 19, 31, 62, 62a through 62e, 63, 75, 76, 79, 81, and 82, revised; and page 62f, new.

Summary

This chapter is revised to:

- ◆ Add the new option, MSPS = LIS – Application History, to the TD00 Iowa ABC System Menu screen.
- ◆ Add a new section, “MSPS = LIS – Application History,” to the chapter and add any references to the new MSPS screen, where appropriate in the chapter.
- ◆ Change language under the section, “ABC OVERVIEW,” to cover the Electronic Access Card (EAC) for the Family Investment Program (FIP) or Direct Deposit.
- ◆ Change the TD03 screen to reflect the addition of the new EAC field.
- ◆ Change language under the section, “DIRD=Automated Direct Deposit.”
- ◆ Change language under the section, “Issuance Verification System (ISSV),” to reflect the addition of EAC.

Effective Date

Immediately.

Material Superseded

This material supersedes the following pages from Employees' Manual, Title 14, Chapter B(4):

<u>Page</u>	<u>Date</u>
Contents (page 2)	September 4, 2009
1	February 6, 2009
5, 7	September 29, 2006
19	February 6, 2009
31	September 4, 2009

62	December 21, 2007
62a-62c	January 13, 2006
62d	February 2, 2007
62e	September 2, 2005
63	May 25, 2004
75	December 21, 2007
76, 79, 81, 82	February 6, 2009

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
CHARLES J. KROGMEIER, DIRECTOR

March 26, 2010

GENERAL LETTER NO. 14-B(4)-81

ISSUED BY: Bureau of Policy Coordination

SUBJECT: Employees' Manual, Title 14, Chapter B(4), *SYSTEM SCREEN INSTRUCTIONS*, Contents (page 1), revised; and pages 5, 6, 7, 10, 12, 13, 14, 19, 36, 37, 38, 41, and 44, revised.

Summary

Chapter 14-B(4) is revised to:

- ◆ Change the TD00 screen under the section, "Signing on to the ABC System," to remove the MRT1 = MONTHLY REPORTING TRACKING option.
- ◆ Remove screen option "MRT1" from the "Required Entry" table under the section, "Using the TD00 Menu Screen."
- ◆ Remove reference to the MRT1 screen from the sections on navigation and ABC transactions
- ◆ Change language to remove references to RRED tracking and remove some of the tracking status fields from the screens under the following sections:
 - "BCW1 = Case Information,"
 - "BCW2 = Individual Income," and
 - "BH01 = Benefit History."
- ◆ Remove the obsolete section, "MRT1 = Monthly Reporting Tracking."

Effective Date

Immediately

Material Superseded

This material replaces the following pages from Employees' Manual, Title 14, Chapter B(4):

<u>Page</u>	<u>Date</u>
Contents (page 1)	September 4, 2009
5	September 29, 2006

6	November 19, 2002
7	January 1, 2010
10, 12-14	February 6, 2009
19	January 1, 2010
36-38, 41, 44	February 6, 2009

Additional Information

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



October 29, 2010

GENERAL LETTER NO. 14-B(4)-82

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

SUBJECT: Employees' Manual, Title 14, Chapter B(4), **SYSTEM SCREEN INSTRUCTIONS**, Contents (page 1), revised; pages 26, 31, and 32, revised; and pages 32a, 32b, and 32c, new.

Summary

Chapter 14-B(4) is revised to:

- ◆ Add the EL (Express Lane) field to the TD03 screen.
- ◆ Remove the MHI field from the TD05 screen.
- ◆ Update the TD03 and TD05 screens.
- ◆ Add the ICIT = Inquiry Citizen screen.

Effective Date

Immediately.

Material Superseded

This material replaces the following pages from Employees' Manual, Title 14, Chapter B(4):

<u>Page</u>	<u>Date</u>
Contents (page 1)	March 26, 2010
26	July 18, 2008
31	January 1, 2010
32	February 6, 2009

Additional Information

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



STATE OF IOWA

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

DEPARTMENT OF HUMAN SERVICES
CHARLES M. PALMER, DIRECTOR

February 18, 2011

GENERAL LETTER NO. 14-B(4)-83

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

SUBJECT: Employees' Manual, Title 14, Chapter B(4), *SYSTEM SCREEN INSTRUCTIONS*, pages 21, 32c, 62a, 62b, and 80, revised.

Summary

Chapter 14-B(4) is revised to update screen prints of:

- ◆ TD02 and TD06 to reflect the new PHM field.
- ◆ ISS1 to reflect the new PHM CD field.
- ◆ LINK to remove outdated screen names. MMIS, Facility Claims History, Overpayment Recovery, Federal Offset, Scratchpad, Health Insurance Premium Payment, and JOBS systems can no longer be accessed through this screen.

Effective Date

January 1, 2011

Material Superseded

This material replaces the following pages from Employees' Manual, Title 14, Chapter B(4):

<u>Page</u>	<u>Date</u>
21	February 6, 2009
32c	October 29, 2010
62a, 62b	January 1, 2010
80	February 6, 2009

Additional Information

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



STATE OF IOWA

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

DEPARTMENT OF HUMAN SERVICES
CHARLES M. PALMER, DIRECTOR

March 18, 2011

GENERAL LETTER NO. 14-B(4)-84

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

SUBJECT: Employees' Manual, Title 14, Chapter B(4), **SYSTEM SCREEN INSTRUCTIONS**, pages 43, 45, and 46, revised.

Summary

Chapter 14-B(4) is revised to:

- ◆ Remove a reference to the obsolete *Family Composition* form.
- ◆ Provide a new screen print of LF01 with the "FOR IM OR SERVICE FAM COMP" field removed.
- ◆ Include a new "DECEASED" indicator on ST01.

Effective Date

Upon receipt.

Material Superseded

This material replaces the following pages from Employees' Manual, Title 14, Chapter B(4):

<u>Page</u>	<u>Date</u>
43, 45, 46	February 6, 2009

Additional Information

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



Iowa Department of Human Services

Terry E. Branstad
Governor

Kim Reynolds
Lt. Governor

Charles M. Palmer
Director

September 2, 2011

GENERAL LETTER NO. 14-B(4)-85

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

SUBJECT: Employees' Manual, Title 14, Chapter B(4), *SYSTEM SCREEN INSTRUCTIONS*, pages 75 and 76, revised.

Summary

Chapter 14-B(4) is revised to clarify when direct deposit will continue if the case is reinstated or reopened after a break in FIP assistance. Direct deposit will continue if the client is active for Medicaid or becomes active for Medicaid or FIP within two months of the FIP cancellation.

Effective Date

Upon receipt.

Material Superseded

This material replaces Employees' Manual, Title 14, Chapter B(4), pages 75 and 76, dated January 1, 2010.

Additional Information

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



Iowa Department of Human Services

Terry E. Branstad
Governor

Kim Reynolds
Lt. Governor

Charles M. Palmer
Director

September 30, 2011

GENERAL LETTER NO. 14-B(4)-86

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

SUBJECT: Employees' Manual, Title 14, Chapter B(4), *SYSTEM SCREEN INSTRUCTIONS*, Title page, revised; and page 31, revised.

Summary

Chapter 14-B(4) is revised to add the new QC field to the illustration of the TD03 screen.

Effective Date

Upon receipt.

Material Superseded

This material replaces Employees' Manual, Title 14, Chapter B(4), Title page, dated March 14, 2000, and page 31, dated October 29, 2010.

Additional Information

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



Iowa Department of Human Services

Terry E. Branstad
Governor

Kim Reynolds
Lt. Governor

Charles M. Palmer
Director

November 7, 2014

GENERAL LETTER NO. 14-B(4)-87

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

SUBJECT: Employees' Manual, Title 14, Chapter B(4), *SYSTEM SCREEN INSTRUCTIONS*, Contents (page 2), revised; and pages 21, 75, and 78 through 86, revised.

Summary

Chapter 14-B(4) is revised to remove:

- ◆ The SEND CARD field from the screen shot of TD02, and
- ◆ References to EBTR.

Effective Date

Immediately.

Material Superseded

This material replaces the following pages from Employees' Manual, Title 14, Chapter B(4):

<u>Page</u>	<u>Date</u>
Contents (page 2)	January 1, 2010
21	February 18, 2011
75	September 2, 2011
78	November 12, 2004
79	January 1, 2010
80	February 18, 2011
81, 82	January 1, 2010
83-87	February 6, 2009

Additional Information

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



Iowa Department of Human Services

Terry E. Branstad
Governor

Kim Reynolds
Lt. Governor

Charles M. Palmer
Director

November 10, 2016

GENERAL LETTER NO. 14-B(4)-88

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

SUBJECT: Employees' Manual, Title 14, Chapter B(4), *SYSTEM SCREEN INSTRUCTIONS*, Contents (page 2), revised; and pages 1, 7, 10, 13, 15, 18, 36, 37, 38, 41, 42, 53 through 59, and 75, revised.

Summary

Chapter 14-B(4) is revised to:

- ◆ Remove references to Transitional Medicaid and IowaCare.
- ◆ Remove information on the IVER, BINC, and MIPC screens.
- ◆ Correct form names.

Effective Date

Immediately.

Material Superseded

This material replaces the following pages from Employees' Manual, Title 14, Chapter B(4):

<u>Page</u>	<u>Date</u>
Contents (page 2)	November 7, 2014
1	January 1, 2010
7, 10, 13	March 26, 2010
15, 18	February 6, 2009
36-38, 41	March 26, 2010
42	February 6, 2009
53	April 6, 2007
54	September 29, 2006
55, 56	February 2, 2007
59	September 29, 2006
60	March 14, 2000
61	December 16, 2003

62	January 1, 2010
62a, 62b	February 18, 2011
62c-62f	January 1, 2010
75	November 7, 2014

Additional Information

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

July 19, 2019

GENERAL LETTER NO. 14-B(4)-89

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

SUBJECT: Employees' Manual, Title 14, Chapter B(4), **System Screen Instructions**, Contents (page 2), revised; and pages 36, 38, 45, 70, and 71, revised.

Summary

Chapter 14-B(4) is revised to update screen shots of BCW1, BCW2, ST01, and DCAS.

Effective Date

Immediately.

Material Superseded

This material replaces the following pages from Employees' Manual, Title 14, Chapter B(4):

<u>Page</u>	<u>Date</u>
Contents (page 2)	November 10, 2016
36, 38	November 10, 2016
45	March 18, 2011
70, 71	March 14, 2000

Additional Information

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

December 11, 2020

GENERAL LETTER NO. 14-B4-90

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

SUBJECT: Employees' Manual, Title 14, Chapter B(4), **System Screen
Instructions**, pages 21 and 22-23, revised.

Summary

This chapter is revised to update screenshots of TD01 and RSCF.

Effective Date

Immediately.

Material Superseded

<u>Page</u>	<u>Date</u>
21	November 7, 2014
22-23	December 16, 2003

Additional Information

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

February 25, 2022

GENERAL LETTER NO. 14-B4-91

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

SUBJECT: Employees' Manual, Title 14, Chapter B(4), **System Screen Instructions**, Title Page, Contents 1, Contents 2, 1, 2-4, 5 and 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, 16 and 17, 18, 19, 20, 21-23, 24 and 25, 26, revised; 26a, removed; 27-30, 31, 32, revised; 32a and 32b, 32c, removed; 33, 34, 35, 36, 37, 38, 39, 40, 41 and 42, 43, 44, 45, 46, 47-49, 50-52, 53-62, 63, 64-68, 69, 70 and 71, 72-74, 75, 76, 77, 78-79, revised, 80-86, removed.

Summary

This chapter is revised to:

- ◆ Update references to "Food Assistance", changing them to "SNAP".
- ◆ Update screen examples
- ◆ Remove outdated instructions

Effective Date

Immediately.

Material Superseded

This material replaces the following pages from Employees' Manual, Title 14, Chapter B(4).

<u>Page</u>	<u>Date</u>
Title Page	September 30, 2011
Contents 1	October 29, 2010
Contents 2	July 19, 2019
1	November 10, 2016
2-4	February 6, 2009
5 and 6	March 26, 2010
7	November 10, 2016
8	March 14, 2000
9	September 2, 2005
10	November 10, 2016
11	February 6, 2009
12	March 26, 2010
13	November 10, 2016
14	March 26, 2010

15	November 10, 2016
16 and 17	February 6, 2009
18	November 10, 2016
19	March 26, 2010
20	May 25, 2004
21-23	December 11, 2020
24 and 25	April 1, 2003
26	October 29, 2010
26a	May 25, 2004
27-30	April 1, 2003
31	September 30, 2011
32	October 29, 2010
32a and 32b	October 29, 2010
32c	February 18, 2011
33	March 14, 2000
34	August 29, 2000
35	February 6, 2009
36	July 19, 2019
37	November 10, 2016
38	July 19, 2019
39	September 4, 2001
40	February 6, 2009
41 and 42	November 10, 2016
43	March 18, 2011
44	March 26, 2010
45	July 19, 2019
46	March 18, 2011
47-49	February 6, 2009
50-52	September 29, 2006
53-62	November 10, 2016
63	January 1, 2010
64-68	November 19, 2002
69	March 14, 2000
70 and 71	July 19, 2019
72-74	March 14, 2000
75	November 10, 2016
76	September 2, 2011
77	May 25, 2004
78-79	November 7, 2014
80-86	November 7, 2014

Additional Information

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