



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

DEPARTMENT OF HUMAN SERVICES
JESSIE K. RASMUSSEN, DIRECTOR

September 5, 2000

GENERAL LETTER NO. 14-B(6)-5

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

SUBJECT: Employees' Manual, Title 14, Chapter B(6), *FIP CASE ACTIONS*, Title page, new; Contents (pages 1-4), new; and pages 1 through 89, new.

Summary

Material on the worker-initiated FIP case actions and ABC system-initiated FIP case actions from Title 14, Chapter B(11), is converted to new manual format, revised to reflect the current policy and system programming, and renumbered as Title 14, Chapter B(6).

Effective Date

Upon receipt.

Material Superseded

None. (See General Letter 14-B(11)-5.)

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 24, 2001

GENERAL LETTER NO. 14-B(6)-6

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

SUBJECT: Employees' Manual, Title 14, Chapter B(6), *FIP CASE ACTIONS*, Contents (page 1), revised; and pages 3 through 11, 13, 18, 25, 29, 39, 43, 51, 70, 88, and 89, revised.

Summary

Major revisions to this chapter are:

- ◆ The removal of "Adjustment Periods" from the chapter, due to the elimination of deprivation as a FIP eligibility factor effective January 1, 2001.
- ◆ The removal of "deprivation" from INSTRUCTIONS, due to the elimination of deprivation as a FIP eligibility factor effective January 1, 2001.
- ◆ Changes to the TD03 DEP field entries INSTRUCTIONS, due to the elimination of deprivation as a FIP eligibility factor effective January 1, 2001.
- ◆ The removal of the "C" code from the INSTRUCTIONS under "Assigning PAER or RRED Due Dates: Change in Status."
- ◆ The addition of code "N" for the TD03 FIP TR field in the INSTRUCTIONS under "Sanctions: Lifting Truancy Sanction."

Effective Date

Upon receipt.

Material Superseded

Remove from Employees' Manual, Title 14, Chapter B(6), Contents (page 1), pages 3-11, 13, 18, 25, 29, 39, 43, 51, 70, 88, and 89, all dated September 5, 2000, and destroy them.

Additional Information

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



May 22, 2001

GENERAL LETTER NO. 14-B(6)-7

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

SUBJECT: Employees' Manual, Title 14, Chapter B(6), *FIP CASE ACTIONS*, Contents (pages 1, 2, and 3), revised; pages 2 through 20, 26, 31 through 34, 39, 46, 50 through 55, 58, 63 through 66, 70, 74, 77, and 78, revised; and page 58a, new.

Summary

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

- ◆ Addition of a case name identification field, CNID, on the TD01 screen and the instructions for its use. The CNID field contains the state ID number for the person on the TD03 screen with a PER code of "01" and a REL code of "0."
- ◆ Addition of a new housing field, SEC8, on the TD02 screen and the instructions for its use.
- ◆ Addition of new fields CIT and H W B A I N on the TD03 screen and the instructions for its use.
- ◆ Removal of the field ETH from the TD03 screen. Ethnic data is incorporated into H W B A I N fields.
- ◆ Activation of the INHOME field on TD03 screen and the instructions for its use.
- ◆ Additions and corrections to references.

Effective Date

May 29, 2001

Material Superseded

Remove the following pages from Employees' Manual, Title 14, Chapter B(6), and destroy them:

<u>Page</u>	<u>Date</u>
Contents (page 1)	April 24, 2001
Contents (pages 2 and 3)	September 5, 2000

2, 3	September 5, 2000
4-11	April 24, 2001
12	September 5, 2000
13	April 24, 2001
14-17	September 5, 2000
18	April 24, 2001
19, 20, 26, 31-34	September 5, 2000
39	April 24, 2001
46, 50	September 5, 2000
51	April 24, 2001
52-55, 58, 63-66	September 5, 2000
70	April 24, 2001
74, 77, 78	September 5, 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

July 31, 2001

GENERAL LETTER NO. 14-B(6)-8

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

SUBJECT: Employees' Manual, Title 14, Chapter B(6), *FIP CASE ACTIONS*, pages 8, 19, 20, and 24, revised.

Summary

The chapter is revised to reflect changes to the Automated Benefit Calculation system required for TANF data reporting and to correct a reference. Revisions are:

- ◆ The addition of a new code for the MINOR field on the TD03 screen. New code "6" is used for the adult coparent of the minor parent's child. Also, the system has been changed to allow workers to remove an existing minor parent code by using a spacebar.
- ◆ Correction to a reference on page 24.

Effective Date

July 8, 2001

Material Superseded

Remove the following pages from Employees' Manual, Title 14, Chapter B(6), and destroy them:

<u>Page</u>	<u>Date</u>
8, 19, 20	May 22, 2001
24	September 5, 2000

Additional Information

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



January 15, 2002

GENERAL LETTER NO. 14-B(6)-9

ISSUED BY: Office of Policy Analysis

SUBJECT: Employees' Manual, Title 14, Chapter B(6), *FIP CASE ACTIONS*, Contents (pages 2, 3, and 4), revised; pages 46, 57 through 62, and 83, revised; and pages 46a through 46e, new.

Summary

This chapter is revised to:

- ◆ Add specific case actions for the new FIP hardship exemption policy. A new heading, "Hardship Exemption," is added to the chapter and includes the following:
 - Approving an initial or subsequent hardship exemption.
 - Changing the exemption period.
 - Denying hardship exemptions.
 - Ending the exemption period.
 - Reinstating FIP during a hardship exemption.
 - Including a specified relative.
- ◆ Correct language, alphabetical order of sections, and a reference.

Effective Date

Upon receipt.

Material Superseded

Remove the following pages from Employees' Manual, Title 14, Chapter B(6), and destroy them:

<u>Page</u>	<u>Date</u>
Contents (pages 2 and 3)	May 22, 2001
Contents (page 4)	September 5, 2000
46	May 22, 2001
57	September 5, 2000
58, 58a	May 22, 2001
59-62, 83	September 5, 2000

Additional Information

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



July 23, 2002

GENERAL LETTER NO. 14-B(6)-10

ISSUED BY: Office of Policy Analysis

SUBJECT: Employees' Manual, Title 14, Chapter B(6), *FIP CASE ACTIONS*, pages 20, 46e, and 67, revised.

Summary

This chapter is revised to:

- ◆ Add language on the TD03 TREL field under the section, "Approving an Application." This addition is based on Manual Letter 4-C-1, dated July 2, 2002, on the suspension of FIP truancy provisions.
- ◆ Add notice reason code 208 to the TD02 FIP REA1 field under the section, "Reinstating FIP During a Hardship Exemption." Notice reason 208 is used if an appeal is pending.
- ◆ Add language and a cross-reference to Manual Letter 4-C-1, dated July 2, 2002, under the section, "Truancy Sanction." The section will remain in the chapter, as referenced in the manual letter.

Effective Date

Upon receipt.

Material Superseded

Remove the following pages from Employees' Manual, Title 14, Chapter B(6), and destroy them:

<u>Page</u>	<u>Date</u>
20	July 31, 2001
46e	January 15, 2002
67	September 5, 2000

Additional Information

Refer to Manual Letter, 4-C-1, dated July 2, 2002, for the suspension of FIP truancy provisions. Refer questions about this general letter to your area income maintenance supervisor 2.



February 25, 2003

GENERAL LETTER NO. 14-B(6)-11

ISSUED BY: Office of Policy Analysis

SUBJECT: Employees' Manual, Title 14, Chapter B(6), FIP CASE ACTIONS, pages 13, 16, 18, 29, 30, 50, 51, 52, 69 through 74, and 83, revised.

Summary

This chapter is revised to:

- Change the instructions for the TD01 CO RES field to indicate that a worker entry is required. The system no longer defaults to the county of the worker number if no entry is made.
Add the new BAT ALIEN field and instructions for TD02 to identify FIP cases that include a battered alien.
Change the instructions from the case actions, "Canceling Ongoing Benefits: Due to Failure to File Out-of-Cycle PAER."
Remove the "G" entry reason from TD01 ENT RES field.

Effective Date

Upon receipt.

Material Superseded

Remove the following pages from Employees' Manual, Title 14, Chapter B(6), and destroy them:

Table with 2 columns: Page and Date. Lists page numbers (13, 16, 18, 29, 30, 50-52, 69, 70, 71-73, 74, 83) and their corresponding dates (May 22, 2001, April 24, 2001, September 5, 2000, May 22, 2001, September 5, 2000, May 22, 2001, September 5, 2000, May 22, 2001, January 15, 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(6)-12

ISSUED BY: Office of Policy Analysis

SUBJECT: Employees' Manual, Title 14, Chapter B(6), *FIP CASE ACTIONS*, pages 20 and 67, revised.

Summary

This chapter is revised to update the cross-references to Manual Letter 4-C-2, dated June 17, 2003, for the continued suspension of FIP truancy provisions.

Effective Date

July 1, 2003

Material Superseded

Remove the following pages from Employees' Manual, Title 14, Chapter B(6), and destroy them:

<u>Page</u>	<u>Date</u>
20, 67	July 23, 2002

Additional Information

Refer to Manual Letter 4-C-2, dated June 17, 2003, for the suspension of FIP truancy provisions.

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



STATE OF IOWA

THOMAS J. VILSACK, GOVERNOR
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DEPARTMENT OF HUMAN SERVICES
KEVIN W. CONCANNON, DIRECTOR

May 18, 2004

GENERAL LETTER NO. 14-B(6)-13

ISSUED BY: Office of Policy Analysis

SUBJECT: Employees' Manual, Title 14, Chapter B(6), *FIP CASE ACTIONS*, Contents (page 3), revised; pages 2, 8, 20, and 67 through 72, revised.

Summary

This chapter is revised to:

- ◆ Remove all FIP truancy references and sections from the chapter. The FIP truancy program is now rescinded.
- ◆ Correct a cross-reference with the correct chapter name and number.

Effective Date

Upon receipt.

Material Superseded

Remove the following pages from Employees' Manual, Title 14, Chapter B(6), and destroy them:

<u>Page</u>	<u>Date</u>
Contents (page 3)	January 15, 2002
2	May 22, 2001
8	July 31, 2001
20, 67	July 8, 2003
68	September 5, 2000
69-72	February 25, 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

December 10, 2004

GENERAL LETTER NO. 14-B(6)-14

ISSUED BY: Office of Policy Analysis

SUBJECT: Employees' Manual, Title 14, Chapter B(6), *FIP CASE ACTIONS*, Contents (page 3), revised; and pages 2, 11, 12, 13, 29, 37, 46, 50 through 56, 63, 64, and 69, revised; pages 56a and 56b, new.

Summary

This chapter is revised to:

- ◆ Add the TD01's GOOD CAUSE FS PEN field and instructions when you do the following:
 - Change an AID type.
 - Approve an application.
 - Pend an application.
- ◆ Add the new section, "Referring Persons to PROMISE JOBS."
- ◆ Add the TD03's JOBS field and instructions when you do the following:
 - Reopening a case for a suspended month due to an appeal or an error.
 - Reopening the program after a month of suspension.
- ◆ Add the TD03's FIP ST field and instructions under the section, "Sanctions: Changing End Date: Individual Sanctions."
- ◆ Update program names and references.

Effective Date

Upon receipt.

Material Superseded

Remove the following pages from Employees' Manual, Title 14, Chapter B(6), and destroy them:

<u>Page</u>	<u>Date</u>
Contents (page 3)	May 18, 2004
2	May 18, 2004
11, 12	May 22, 2001
13, 29	February 25, 2003
37	September 5, 2000
46	July 23, 2002
50-52	February 25, 2003
53-55	May 22, 2001
56	September 5, 2000
63, 64	May 22, 2001
69	May 18, 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(6)-15

ISSUED BY: Office of Policy Analysis

SUBJECT: Employees' Manual, Title 14, Chapter B(6), *FIP CASE ACTIONS*, pages 2, 8, and 20, revised.

Summary

This chapter is revised to remove references and case actions that related to the fields TREL and TR on the TD03 screen. These fields were removed from the system effective January 3, 2005.

Effective Date

Immediately.

Material Superseded

Remove the following pages from Employees' Manual, Title 14, Chapter B(6), and destroy them:

<u>Page</u>	<u>Date</u>
2	December 10, 2004
8, 20	May 18, 2004

Additional Information

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



STATE OF IOWA

THOMAS J. VILSACK, GOVERNOR
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DEPARTMENT OF HUMAN SERVICES
KEVIN W. CONCANNON, DIRECTOR

February 25, 2005

GENERAL LETTER NO. 14-B(6)-16

ISSUED BY: Office of Policy Analysis

SUBJECT: Employees' Manual, Title 14, Chapter B(6), *FIP CASE ACTIONS*, pages 15, 46a, 46b, 83, 84, and 85, revised.

Summary

This chapter is revised to:

- ◆ Correct a cross-reference.
- ◆ Add language to the section, "Approving an Initial or Subsequent Hardship Exemption," specific to the TD02 FIP LIMIT DT field.
- ◆ Remove the note under the section, "Transferring a Case to Another County."
- ◆ Change the system name under the section "Vehicle Data" from "VRHQ system" to "VRT system."

Effective Date

Upon receipt.

Material Superseded

Remove the following pages from Employees' Manual, Title 14, Chapter B(6), and destroy them:

<u>Page</u>	<u>Date</u>
15	May 22, 2001
46a, 46b	January 15, 2002
83	February 25, 2003
84, 85	September 5, 2000

Additional Information

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



April 22, 2005

GENERAL LETTER NO. 14-B(6)-17

ISSUED BY: Office of Policy Analysis

SUBJECT: Employees' Manual, Title 14, Chapter B(6), FIP CASE ACTIONS, Contents (page 4), revised; and pages 2, 37, 38, 39, 72, 76, 77, 78, and 79, revised.

Summary

Chapter 14-B(6) is revised to:

- ◆ Add language to the section, "Other Resources Available," to reflect the Internet access to Vehicle Registration & Titling (VRT) screens.
◆ Add the new religious beliefs (RB) indicator field and instructions to TD03 and ST01 screens. The RB field is to be entered when a person's social security number is all zeroes.
◆ Change the language and add a section, "Cross-Referencing State IDs," to match other case action chapters for the section, "State ID Numbers."

Effective Date

Immediately.

Material Superseded

Remove the following pages from Employees' Manual, Title 14, Chapter B(6), and destroy them:

Table with 2 columns: Page, Date. Rows include Contents (page 4) dated January 15, 2002; pages 2, 37, 38, 39, 72, 76, 77, 78, 79 with various dates from 2000 to 2005.

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 10, 2005

GENERAL LETTER NO. 14-B(6)-18

ISSUED BY: Office of Policy Analysis

SUBJECT: Employees' Manual, Title 14, Chapter B(6), *FIP CASE ACTIONS*, Contents (page 1), revised; and pages 9, 21, 22, 28, 29, and 31, revised.

Summary

This chapter is revised to:

- ◆ Change the BCW2 SR instructions under sections, "Adding a Person to an Active Program," and "Approving an Application."
- ◆ Change the coding instructions under sections, "Canceling Ongoing Benefits: Due to Death, Program or Individual," and "Canceling Ongoing Benefits: Individuals."

Effective Date

Immediately.

Material Superseded

Remove the following pages from Employees' Manual, Title 14, Chapter B(6), and destroy them:

<u>Page</u>	<u>Date</u>
Contents (page 1)	May 22, 2001
9	May 22, 2001
21, 22, 28	September 5, 2000
29	December 10, 2004
31	May 22, 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, 2005

GENERAL LETTER NO. 14-B(6)-19

ISSUED BY: Office of Policy Analysis

SUBJECT: Employees' Manual, Title 14, Chapter B(6), *FIP CASE ACTIONS*, Contents (page 4), revised; and pages 86 and 87, revised.

Summary

This chapter is revised to remove the instructions for issuing vendor payments.

Effective Date

November 1, 2005.

Material Superseded

Remove the following pages from Employees' Manual, Title 14, Chapter B(6), and destroy them:

<u>Page</u>	<u>Date</u>
Contents (page 4)	April 22, 2005
86, 87	September 5, 2000
88, 89	April 24, 2001

Additional Information

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



STATE OF IOWA

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

DEPARTMENT OF HUMAN SERVICES
KEVIN W. CONCANNON, DIRECTOR

April 21, 2006

GENERAL LETTER NO. 14-B(6)-20

ISSUED BY: Office of Policy Analysis

SUBJECT: Employees' Manual, Title 14, Chapter B(6), *FIP CASE ACTIONS*, pages 2 and 33, revised.

Summary

This chapter is revised to:

- ◆ Add the new TD03 DSTR field to the section, "WORKER-INITIATED ACTIONS," for demographic information. Also, field names in the demographic information are changed to reflect the current system.
- ◆ Change the language under the section, "Case Numbering." Effective February 23, 2006, the ABC system no longer deletes case numbers that have been canceled or denied for all programs for two years.

Effective Date

Immediately.

Material Superseded

Remove the following pages from Employees' Manual, Title 14, Chapter B(6), and destroy them:

<u>Page</u>	<u>Date</u>
2	April 22, 2005
33	May 22, 2001

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

September 29, 2006

GENERAL LETTER NO. 14-B(6)-21

ISSUED BY: Office of Policy Analysis

SUBJECT: Employees' Manual, Title 14, Chapter B(6), *FIP CASE ACTIONS*, Contents (pages 1, 2, and 4), revised; and pages 1, 2, 36, 72, 73, 80, 84, and 85, revised.

Summary

This chapter is revised to:

- ◆ Remove the reference to the Department of Transportation's vehicle registration records by the option of AUTO = Motor Vehicle Resources under the section, "Other Resources Available." This option is no longer available due to system changes.
- ◆ Remove the section, "Vehicle Data," from the chapter. Due to a system change, the AUTO = Motor Vehicle Resources is no longer available
- ◆ Make some technical corrections.

Effective Date

Immediately.

Material Superseded

Remove the following pages from Employees' Manual, Title 14, Chapter B(6), and destroy them:

<u>Page</u>	<u>Date</u>
Contents (page 1)	June 10, 2005
Contents (page 2)	January 15, 2002
Contents (page 4)	October 21, 2005

1	September 5, 2000
2	April 21, 2006
36	September 5, 2000
72	April 22, 2005
73	February 25, 2003
80	September 5, 2000
84, 85	February 25, 2005
86, 87	October 21, 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(6)-22

ISSUED BY: Office Policy Analysis

SUBJECT: Employees' Manual, Title 14, Chapter B(6), *FIP CASE ACTIONS*, Contents (pages 1 and 2), revised; pages 9, 21, 22, and 31 through 42, revised.

Summary

This chapter is revised to add the new THRU MO field and instructions to appropriate BCW1 and BCW2 case actions. 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(6), and destroy them:

<u>Page</u>	<u>Date</u>
Contents (page 1, 2)	September 29, 2006
9, 21, 22, 31	June 10, 2005
32	May 22, 2001
33	April 21, 2003
34	May 22, 2001
35	September 5, 2000
36	September 29, 2006
37-39	April 22, 2005
40-42	September 5, 2000

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

March 16, 2007

GENERAL LETTER NO. 14-B(6)-23

ISSUED BY: Office of Policy Analysis

SUBJECT: Employees' Manual, Title 14, Chapter B(6), *FIP CASE ACTIONS*, Contents (pages 1 through 4), revised; and pages 1 through 4, 9, 12, 15, 16, 21 through 31, 34, 36, 38 through 70, 81, 82, and 83, revised.

Summary

This chapter is revised to:

- ◆ Remove the reference to the state warrant system from the section, "Other Resources Available." Effective January 2, 2007, the IVER screen menu on the TD00 screen of the Automated Benefit Calculation system will no longer display the option "WRNT=WARRANT."
- ◆ Remove the reference to the JOBS, PJ Expenses, and the cross-reference to 14-B(4). The PJCase system will now provide this information.
- ◆ Remove most references to "monthly reports" and replace them with references to "quarterly reports." This change reflects the change in FIP policies effective January 1, 2007.
- ◆ Remove most references to "suspend" or "suspension" from the chapter. Effective January 1, 2007, FIP eliminated the policy on suspension.
- ◆ Change names of some sections to reference "report forms."
- ◆ Remove the section, "Entering Lump-Sum Income."
- ◆ Add references to the *Combined PAER/FAIR* where appropriate.
- ◆ Change existing field names and add a new TD02 field, QR DUE, for the *Combined PAER/FAIR*.

Effective Date

Immediately.

Material Superseded

Remove the following pages from Employees' Manual, Title 14, Chapter B(6), and destroy them:

<u>Page</u>	<u>Date</u>
Contents (pp. 1 and 2)	November 3, 2006
Contents (p. 3)	December 10, 2004
Contents (p. 4)	September 29, 2006
1, 2	September 29, 2006
3, 4	May 22, 2001
9	November 3, 2006
12	December 10, 2004
15, 16	February 25, 2005
21, 22	November 3, 2006
23	September 5, 2000
24	July 31, 2001
25	April 24, 2001
26	May 22, 2001
27	September 5, 2000
28-30	June 10, 2005
31, 34, 36, 38-42	November 3, 2006
43	April 24, 2001
44, 45	September 5, 2000
46	December 10, 2004
46a, 46b	February 25, 2005
46c, 46d	January 15, 2002
46e	July 23, 2002
47-49	September 5, 2000
50-56, 56a, 56b	December 10, 2004
57-62	January 15, 2002
63, 64	December 10, 2004
65, 66	May 22, 2001
67, 68	May 18, 2004
69	December 10, 2004
70	May 18, 2004
81, 82	September 5, 2000
83	February 25, 2005
84, 85	September 29, 2006

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 12, 2007

GENERAL LETTER NO. 14-B(6)-24

ISSUED BY: Bureau of Policy Analysis and Appeals

SUBJECT: Employees' Manual, Title 14, Chapter B(6), *FIP CASE ACTIONS*, pages 9, 22, 34, 35, 40, 41, 43, 52, and 82, revised.

Summary

This chapter is revised to:

- ◆ Change the instructions and codes used for the BCW2 E/B field throughout the chapter. This change is to reflect a policy and system change effective October 1, 2007.
- ◆ Change the language for the section, "WORKER-INITIATED ACTIONS: Nonrecurring Lump-Sum Income: Reducing Period of Ineligibility."
- ◆ Change the explanations for the automated changes to cases for COLA changes under the section, "SYSTEM-INITIATED ACTIONS."

Effective Date

October 1, 2007

Material Superseded

Remove the following pages from Employees' Manual, Title 14, Chapter B(6), and destroy them:

<u>Page</u>	<u>Date</u>
9, 22, 34	March 16, 2007
35	November 3, 2006
40, 41, 43, 52, 82	March 16, 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

December 28, 2007

GENERAL LETTER NO. 14-B(6)-25

ISSUED BY: Bureau of Policy Analysis and Appeals

SUBJECT: Employees' Manual, Title 14, Chapter B(6), *FIP CASE ACTIONS*, pages 15, 46, and 52, revised.

Summary

This chapter is revised to add the new AD "Application Detail," field on TD02 screen and instructions to the following sections:

- ◆ "Approving an Application."
- ◆ "Hardship Exemption: Approving an Initial or Subsequent Hardship Exemption."
- ◆ "Nonrecurring Lump-Sum Income: Reopening After Period of Ineligibility."

Effective Date

Immediately.

Material Superseded

Remove the following pages from Employees' Manual, Title 14, Chapter B(6), and destroy them:

<u>Page</u>	<u>Date</u>
15, 46	March 16, 2007
52	October 12, 2007

Additional Information

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



February 6, 2009

GENERAL LETTER NO. 14-B(6)-26

ISSUED BY: Bureau of Policy Analysis and Appeals

SUBJECT: Employees' Manual, Title 14, Chapter B(6), *FIP CASE ACTIONS*, Contents (pages 1 and 3), revised; pages 4, 8, 16, 19, 24, 25, 26, 29, 30, 31, 34, 46, 47, 51, 52, 61, 63 through 66, and 83, revised.

Summary

This chapter is revised to:

- ◆ Remove all references to the reporting forms *PAER* and *Combined PAER/FAIR* from the chapter. Effective February 1, 2009, the *PAER* and the *Combined PAER/FAIR* are no longer used. The Automated Benefit Calculation (ABC) system no longer system-generates these forms for reporting purposes.
- ◆ Remove the section, "Quarterly Reporting," and make updates to reflect semiannual reporting.

Effective Date

February 1, 2009

Material Superseded

Remove the following pages from Employees' Manual, Title 14, Chapter B(6), and destroy them:

<u>Page</u>	<u>Date</u>
Contents (pages 1 and 3)	March 16, 2007
4, 8	January 14, 2005
16	March 16, 2007
19	July 31, 2001
24-26, 29, 30, 31	March 16, 2007
34	October 12, 2007
46	December 28, 2007

47, 51

March 16, 2007

52

December 28, 2007

61, 63-66, 83

March 16, 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

August 21, 2009

GENERAL LETTER NO. 14-B(6)-27

ISSUED BY: Bureau of Policy Analysis and Appeals

SUBJECT: Employees' Manual, Title 14, Chapter B(6), *FIP CASE ACTIONS*, Contents (page 3), revised; and pages 40, 41, 71, and 82, revised.

Summary

This chapter is revised to:

- ◆ Add language to the instructions for entering child support income under the section, "Entering Income: Applications."
- ◆ Add the new instructions for "Lifting HIPP Sanction" under the section, "Sanctions: Changing End Date."
- ◆ Remove aid types 30-2, 32-8, and 33-8 from the list of automatic aid type changes under the section, "SYSTEM-INITIATED ACTIONS."

Effective Date

Immediately.

Material Superseded

Remove the following pages from Employees' Manual, Title 14, Chapter B(6), and destroy them:

<u>Page</u>	<u>Date</u>
Contents (page 3)	February 6, 2009
40, 41	October 12, 2007
71	May 18, 2004
82	October 12, 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

January 1, 2010

GENERAL LETTER NO. 14-B(6)-28

ISSUED BY: Bureau of Policy Analysis and Appeals

SUBJECT: Employees' Manual, Title 14, Chapter B(6), *FIP CASE ACTIONS*, Contents (page 3), revised; and pages 64 and 65, revised.

Summary

This chapter is revised to add a new section, "Reissuing Payments."

Effective Date

Immediately.

Material Superseded

This material supersedes the following pages from Employees' Manual, Title 14, Chapter B(6):

<u>Page</u>	<u>Date</u>
Contents (page 3)	August 21, 2009
64, 65	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

April 9, 2010

GENERAL LETTER NO. 14-B(6)-29

ISSUED BY: Bureau of Policy Coordination

SUBJECT: Employees' Manual, Title 14, Chapter B(6), *FIP CASE ACTIONS*, Contents (page 1 and 4), revised; and pages 30, 42, 50, 51, 62, 64, 73, 82, and 83, revised.

Summary

This chapter is revised to:

- ◆ Update screen fields and instructions to reflect the current system.
- ◆ Remove the section "Worker-Prepared Notice" under "Canceling Ongoing Benefits."
- ◆ Remove the system-initiated action of "Entry of an I in Report Status Field of MRTL."
- ◆ Correct some cross-references.

Effective Date

Immediately

Material Superseded

This material replaces the following pages from Employees' Manual, Title 14, Chapter B(6):

<u>Page</u>	<u>Date</u>
Contents (pages 1 and 4)	March 6, 2007
30	February 6, 2010
42, 50	March 16, 2007
51	February 6, 2009
62	March 16, 2007
64	January 1, 2010
73	September 29, 2006
82	August 21, 2009
83	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 11, 2011

GENERAL LETTER NO. 14-B(6)-30

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

SUBJECT: Employees' Manual, Title 14, Chapter B(6), *FIP CASE ACTIONS*, pages 28
and 29, revised.

Summary

Chapter 14-B(6) is revised to include clarification on closing an active individual due to death.

Effective Date

Upon receipt.

Material Superseded

This material replaces the following pages from Employees' Manual, Title 14, Chapter B(6):

<u>Page</u>	<u>Date</u>
28	March 16, 2007
29	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

February 21, 2014

GENERAL LETTER NO. 14-B(6)-31

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

SUBJECT: Employees' Manual, Title 14, Chapter B(6), *FIP CASE ACTIONS*, pages 66 and 69, revised.

Summary

Chapter 14-B(6) is revised to update instructions for:

- ◆ Program sanctions and
- ◆ Changing the end date of sanctions.

Effective Date

February 1, 2014

Material Superseded

This material replaces the following pages from Employees' Manual, Title 14, Chapter B(6):

<u>Page</u>	<u>Date</u>
66	February 6, 2009
69	March 16, 2007

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

February 17, 2017

GENERAL LETTER NO. 14-B(6)-32

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

SUBJECT: Employees' Manual, Title 14, Chapter B(6), *FIP CASE ACTIONS*, Title page, revised; Contents (page 4), revised; and pages 1, 2, 29, 81, and 82, revised.

Summary

Chapter 14-B(6) is revised to:

- ◆ Update references to the TD00 and LINK screens.
- ◆ Remove reference to closing Medicaid on the same case number for FIP.
- ◆ Remove obsolete instructions for transferring a case to another county.
- ◆ Remove obsolete reference to aid type change to Transitional Medicaid.
- ◆ Update links due to the Department's new website.

Effective Date

Immediately.

Material Superseded

This material replaces the following pages from Employees' Manual, Title 14, Chapter B(6):

<u>Page</u>	<u>Date</u>
Title page	September 5, 2000
Contents (page 4)	April 9, 2010
1, 2	March 16, 2007
29	March 11, 2011
81	March 16, 2007
82	April 9, 2010

Additional Information

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

October 4, 2019

GENERAL LETTER NO. 14-B(6)-33

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

SUBJECT: Employees' Manual, Title 14, Chapter B(6), **FIP Case Actions**, Title page, revised; Contents (page 3), revised; and pages 20, 21, 22, 47 through 50, 56 through 61, and 71, revised.

Summary

Chapter 14-B(6) is revised to:

- ◆ Add a reference to the EAC field when approving an application.
- ◆ Update the reference to the Eligibility Tracking System. This system is now referred to as the "FIP Eligibility Tracking System" and is located in the WISE system.
- ◆ Add instructions for the JOBS code entry when pending an application.
- ◆ Remove the obsolete reference to "Lifting HIPP Sanction."

Effective Date

Upon receipt.

Material Superseded

This material replaces the following pages from Employees' Manual, Title 14, Chapter B(6):

<u>Page</u>	<u>Date</u>
Title page	February 17, 2017
Contents (page 3)	January 1, 2010
20	November 3, 2006
21	March 16, 2007
22	October 12, 2007
47	February 6, 2009
48, 49	March 16, 2007
50	April 9, 2010
56-60	March 16, 2007
61	February 6, 2009
71	August 21, 2009

Additional Information

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

June 25, 2021

GENERAL LETTER NO. 14-B6-34

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

SUBJECT: Employees' Manual, Title 14, Chapter B(6), ***FIP Case Actions***, Title Page, Contents Page 1, Contents Page 2, Contents Page 3, revised; Contents Page 4, removed; pages 1 and 2, 3, 4, 5-7, 8, 9, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19, 20-22, 23, 24-26, 27, 28, 29, 30, 31, 32 and 33, 34, 35, 36, 37, 38 and 39, 40 and 41, 42, 43, 44 and 45, 46, 47-50, 51, 52, 53-55, 56-61, 62, 63, 64, 65, 66, 67 and 68, 69, 70, 71, 72, 73, 74, 75, revised; 76-79, 80, 81 and 82, 83, removed.

Summary

Chapter 14-B(6) is revised to reflect program name change from Food Assistance to SNAP and to update formatting and style throughout.

Effective Date

Upon receipt.

Material Superseded

This material replaces the following pages from Employees' Manual, Title 14, Chapter B(6):

<u>Page</u>	<u>Date</u>
Title Page	October 4, 2019
Contents Page 1	April 9, 2010
Contents Page 2	March 16, 2007
Contents Page 3	October 4, 2019
Contents Page 4	February 17, 2017
1 and 2	February 17, 2017
3	March 16, 2007
4	February 6, 2009
5-7	May 22, 2001
8	February 6, 2009
9	October 12, 2007
10	May 22, 2001
11	December 10, 2004
12	March 16, 2007
13	December 10, 2004
14	May 22, 2001
15	December 28, 2007
16	February 6, 2009
17	May 22, 2001

18	February 25, 2003
19	February 6, 2009
20-22	October 4, 2019
23	March 16, 2007
24-26	February 6, 2009
27	March 16, 2007
28	March 11, 2011
29	February 17, 2017
30	April 9, 2010
31	February 6, 2009
32 and 33	November 3, 2006
34	February 6, 2009
35	October 12, 2007
36	March 16, 2007
37	November 3, 2006
38 and 39	March 16, 2007
40 and 41	August 21, 2009
42	April 9, 2010
43	October 12, 2007
44 and 45	March 16, 2007
46	February 6, 2009
47-50	October 4, 2019
51	April 9, 2010
52	February 6, 2009
53-55	March 16, 2007
56-61	October 4, 2019
62	April 9, 2010
63	February 6, 2009
64	April 9, 2010
65	January 1, 2010
66	February 21, 2014
67 and 68	March 16, 2007
69	February 21, 2014
70	March 16, 2007
71	October 4, 2019
72	September 29, 2006
73	April 9, 2010
74	February 25, 2003
75	September 5, 2000
76-79	April 22, 2005
80	September 29, 2006
81 and 82	February 17, 2017
83	April 9, 2010

Additional Information

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