



# STATE OF IOWA

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

DEPARTMENT OF HUMAN SERVICES  
JESSIE K. RASMUSSEN, DIRECTOR

October 16, 2001

## GENERAL LETTER NO. 14-B-11

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

SUBJECT: Employees' Manual, Title 14, Chapter B, ***AUTOMATED BENEFIT CALCULATION SYSTEM***, Title page, revised; Contents (pages 1 and 2), revised; Contents (page 3), new; pages 1 through 20, revised; and pages 21 through 56, new.

### Summary

This chapter is revised to reflect current system design and to include contents from the following obsolete chapters:

- ◆ Chapter 14-B(1), ***SYSTEM FORMS***.
- ◆ Chapter 14-B(2), ***COMPUTER-GENERATED REPORTS***
- ◆ Chapter 14-B(3), ***NOTICES***

See Title 6, Appendix, for samples of the following forms:

- ◆ *Family Composition*, 470-0275
- ◆ *Lost Form Request*, 470-0272
- ◆ *Notice of Cancellation*, 470-0500 (PA-4107-0)
- ◆ *Notice of Decision*, 470-0485 (PA-3102-0)
- ◆ *Public Assistance Eligibility Reports*, 470-0455 (PA-2140-0)
- ◆ *Quality Assurance Transmittal*, 470-0271 (DP-4024)
- ◆ *Review/Recertification Eligibility Documents*, 470-2881
- ◆ *Transitional Medicaid Notice of Decision/Quarterly Report*, 470-2663

### Effective Date

Upon receipt.

**Material Superseded**

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

<u>Page</u>	<u>Date</u>
Title Page	January 19, 1993
Contents (pages 1 and 2)	January 19, 1993
1-20	January 19, 1993

**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

May 7, 2002

## GENERAL LETTER NO. 14-B-12

ISSUED BY: Office of Policy Analysis

SUBJECT: Employees' Manual, Title 14, Chapter B, *AUTOMATED BENEFIT CALCULATION SYSTEM*, pages 7, 8, 34, 35, 39, 42, 43, and 44, revised.

### Summary

This chapter is revised to:

- ◆ Change the facsimile of the ABC System Dates chart to reflect the 2002 dates.
- ◆ Update the information for the S470607-A, Report 617 MEPD Premium Reviews, due to a change in policy and procedures for premium billing and collection. Review months will be identified on this printout for a review in the fifth month of a premium period. Reviews will be conducted in the sixth month of a premium period.
- ◆ Correct a cross-reference.
- ◆ Change names to reflect the Department's organizational structure.
- ◆ Change the information under the section, "Entries Restricted to Quality Assurance" to show that Quality Assurance issues refunds to Medicaid for employed people with disabilities recipients.

### Effective Date

May 23, 2002

### Material Superseded

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

<u>Page</u>	<u>Date</u>
7, 8, 34, 35, 39, and 42-44	October 16, 2001

### Additional Information

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



# STATE OF IOWA

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

DEPARTMENT OF HUMAN SERVICES  
JESSIE K. RASMUSSEN, DIRECTOR

March 18, 2003

## GENERAL LETTER NO. 14-B-13

ISSUED BY: Office of Policy Analysis

SUBJECT: Employees' Manual, Title 14, Chapter B, *AUTOMATED BENEFIT CALCULATION SYSTEM*, pages 7, 8, 19, 20, 24, 30, and 37, revised.

### Summary

This chapter is revised to:

- ◆ Update the example of RC-0052, *ABC SYSTEM DATES*, with the 2003 version.
- ◆ Remove references of Medicaid home-health expanded specified low-income Medicare beneficiary (HH-SLMB).
- ◆ Correct a cross-reference.
- ◆ Add information that the ABC system does not use the FIP grant as income for food stamps benefit calculation for the month after the month coded in the FIP LIMIT field on TD02.
- ◆ Remove incorrect cross-reference and the exception for food stamps under the heading, "Generation of Notices."

### Effective Date

Upon receipt.

### Material Superseded

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

<u>Page</u>	<u>Date</u>
7, 8	May 7, 2002
19, 20, 24, 30, 37	October 16, 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

November 18, 2003

## GENERAL LETTER NO. 14-B-14

ISSUED BY: Office of Policy Analysis

SUBJECT: Employees' Manual, Title 14, Chapter B, ***AUTOMATED BENEFIT CALCULATION SYSTEM***, Contents (page 2), revised, and pages 7, 8, 25, 26, 29, 30, 35, 39, 44, 45, and 49 through 55, revised.

### Summary

This chapter is revised to:

- ◆ Update the example of the "ABC SYSTEM DATES" to the 2004 version.
- ◆ Remove the old form numbers from references to forms, 470-0485, *Notice of Decision*, and 470-0271, *Quality Assurance Transmittal*.
- ◆ Add reference to the "Automated Notices" section on the system-generated EBT (Electronic Benefits Transfer) EPPIC™ system notices that is located in 14-B-Appendix.
- ◆ Update the Department's organizational changes on descriptions and examples of reports that have been changed on the system.
- ◆ Add examples of reports, S470D649-A, *Application Pending*, and S470D435-A, *Case Workers by County Within Service Area*.
- ◆ Removal of food stamp reports, S470F505F, *Notice of Non-Mail Delivery (Daily)*, J470F505H, *Daily Register of Local Office Delivery*, J470F547, *Food Stamp Inventory Reconciliation Report*, and S470-F566, *Food Stamp Mail Issuance Report (FNS-259) Region*. These reports are either obsolete or will be obsolete in November of 2003 due to the system change to the EBT (Electronic Benefits Transfer) EPPIC™ system.

### Effective Date

Upon receipt.

**Material Superseded**

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

<u>Page</u>	<u>Date</u>
Contents (page 2)	October 16, 2001
7, 8	March 18, 2003
25, 26, 29	October 16, 2001
30	March 18, 2003
35, 39, 44	May 7, 2002
45, 49-56	October 16, 2001

**Additional Information**

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



December 16, 2003

GENERAL LETTER NO. 14-B-15

ISSUED BY: Office of Policy Analysis

SUBJECT: Employees' Manual, Title 14, Chapter B, AUTOMATED BENEFIT CALCULATION SYSTEM, Contents (pages 1 and 2), revised; and pages 3, 4, 5, 9 through 14, 19 through 24, 29, 37 through 40, 43, 45, 47, 48, 52, 53, and 54, revised.

Summary

This chapter is revised to:

- Change the program name for Food Stamps to the new name of 'Food Assistance' throughout the chapter.
Add the definition of 'FAIR' (Food Assistance Interim Report) to the chapter.
Add to the definition of 'NOC' a reference to Food Assistance simplified reporting cases.
Add 'FAIR' to the applicable sections under 'ABC SYSTEM'S CYCLICAL MONTH.'
Update sections under 'ELIGIBILITY DETERMINATION AND BENEFIT CALCULATION' to reflect current policies for food assistance.
Add a new section, 'Food Assistance Interim Report, 470-4026.'

Effective Date

December 1, 2003

Material Superseded

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

Table with 2 columns: Page and Date. Rows include: Contents (Page 1, 2) - October 16, 2001; 3-5, 9-14, 19, 20 - October 16, 2001; 21-23 - March 18, 2003; 24 - October 16, 2001; 29 - March 18, 2003.

37	March 18, 2003
38	October 16, 2001
39	May 7, 2002
40	October 16, 2001
43	May 7, 2002
45	November 18, 2003
47, 48	October 16, 2001
52-54	November 18, 2003

**Additional Information**

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





June 8, 2004

GENERAL LETTER NO. 14-B-16

ISSUED BY: Office of Policy Analysis

SUBJECT: Employees' Manual, Title 14, Chapter B, AUTOMATED BENEFIT CALCULATION SYSTEM, Contents (page 2), revised; and pages 1, 10, 34, 35, 38, and 52 through 55, revised.

Summary

This chapter is revised to:

- Remove the reference to the Food Stamp Identification Card from the chapter.
Correct form numbers, cross-references, and chapter names.
Change some references from "food stamps" to the current program name of Food Assistance.
Change the Department's organizational names.

Effective Date

Upon receipt.

Material Superseded

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

Table with 2 columns: Page, Date. Lists pages 1, 10, 34, 35, 38, 52, 53, 54, 55 and their respective supersession dates from 2001 to 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

August 3, 2004

## GENERAL LETTER NO. 14-B-17

ISSUED BY: Office of Policy Analysis

SUBJECT: Employees' Manual, Title 14, Chapter B, ***AUTOMATED BENEFIT CALCULATION SYSTEM***, Contents (page 3), revised; page 55, revised; and page 56, new.

### Summary

This chapter is revised to add a new section for report J470D177, *Active Recipients Without Social Security Numbers*.

### Effective Date

Immediately.

### Material Superseded

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

<u>Page</u>	<u>Date</u>
Contents (page 3)	October 16, 2001
55	June 8, 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 21, 2005

## GENERAL LETTER NO. 14-B-18

ISSUED BY: Office of Policy Analysis

SUBJECT: Employees' Manual, Title 14, Chapter B, *AUTOMATED BENEFIT CALCULATION SYSTEM*, pages 7, 8, 27, 28, and 46, revised.

### Summary

This chapter is revised to:

- ◆ Update the example of form RC-0052, with the 2005 version of the ABC System Dates.
- ◆ Change some of the references from food stamps to Food Assistance.

### Effective Date

Upon receipt.

### Material Superseded

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

<u>Page</u>	<u>Date</u>
7, 8	November 18, 2003
27, 28, 46	October 16, 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

April 1, 2005

## GENERAL LETTER NO. 14-B-19

ISSUED BY: Office of Policy Analysis

SUBJECT: Employees' Manual, Title 14, Chapter B, *AUTOMATED BENEFIT CALCULATION SYSTEM*, Contents (page 3), revised; pages 6, 17, 52 and 54, revised.

### Summary

This chapter is revised to:

- ◆ Add warnings, informational, fatal and summary messages (WIFS) to the section, "Definitions."
- ◆ Add religious beliefs to the section, "Individual Records."
- ◆ Change the distribution of certain reports that are no longer printed or issued to local offices. These reports are retained electronically on microfiche for central office staff. Central office staff can contact the Division of Data Management's Quality Assurance Unit for access to:
  - J470F505C, Daily Food Stamp Issue Register
  - J470F517C, Monthly Food Stamp Issue Register
  - S470D124---A, Human Services Daily Claim Register
  - S470D133, Human Services Monthly Register

### Effective Date

Immediately.

### Material Superseded

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

<u>Page</u>	<u>Date</u>
Contents (page 3)	August 3, 2004
6, 17	October 16, 2001
52, 54	June 8, 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

October 7, 2005

## GENERAL LETTER NO. 14-B-20

ISSUED BY: Office of Policy Analysis

SUBJECT: Employees' Manual, Title 14, Chapter B, *AUTOMATED BENEFIT CALCULATION SYSTEM*, Contents (pages 2 and 3), revised; pages 54 through 56, revised; and page 57, new.

### Summary

This chapter is revised to add the description, instructions, and a sample of the report S470F529, *Multiple Food Stamp Authorizations Control Report*, under the section, "Food Assistance Reports."

### Effective Date

Immediately.

### Material Superseded

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

<u>Page</u>	<u>Date</u>
Contents (page 2)	June 8, 2004
Contents (page 3)	April 1, 2005
54	April 1, 2005
55, 56	August 3, 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 23, 2005

## GENERAL LETTER NO. 14-B-21

ISSUED BY: Office of Policy Analysis

SUBJECT: Employees' Manual, Title 14, Chapter B, *AUTOMATED BENEFIT CALCULATION SYSTEM*, pages 7, 8, and 57, revised.

### Summary

This chapter is revised to:

- ◆ Update the example of form RC-0052, with the 2006 version of the ABC system dates.
- ◆ Change the example used for the report J470D177, *Active Recipients Without Social Security Numbers*, from the J470D177—A for income maintenance workers to the J470D177—C, service area version.

### Effective Date

Immediately.

### Material Superseded

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

<u>Page</u>	<u>Date</u>
7, 8	January 21, 2005
57	October 7, 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

April 7, 2006

## GENERAL LETTER NO. 14-B-22

ISSUED BY: Office of Policy Analysis

SUBJECT: Employees' Manual, Title 14, Chapter B, *AUTOMATED BENEFIT CALCULATION SYSTEM*, pages 11, 12, 15, 16, 29, and 30, revised.

### Summary

This chapter is revised to:

- ◆ Change the language in the sections, "ABC Cutoff" and "Case Numbers and State ID Numbers." Effective February 23, 2006, the ABC system no longer deletes case numbers that have been canceled or denied for all programs for two years.
- ◆ Add language in the section, "AUTOMATED NOTICES," to indicate that the ABC system prints the notices for the Family Planning Waiver (FPW) system. The notices for FPW are discussed in 14-C(1).

### Effective Date

Immediately.

### Material Superseded

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

<u>Page</u>	<u>Date</u>
11, 12	December 16, 2003
15, 16	October 16, 2001
29	December 16, 2003
30	November 18, 2003

### Additional Information

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



November 10, 2006

**GENERAL LETTER NO. 14-B-23**

ISSUED BY: Office of Policy Analysis

SUBJECT: Employees' Manual, Title 14, Chapter B, **AUTOMATED BENEFIT CALCULATION SYSTEM**, Contents (page 2), revised; pages 19, 20, 38 through 42, and 46, revised; and page 42a, new.

**Summary**

This chapter is revised to:

- ◆ Change all the references to "Food Assistance expedited service" to "Food Assistance emergency service." This change is to reflect current policy.
- ◆ Add a new section, "SYSTEM FORMS: Medicaid Review, Form 470-3118."
- ◆ Add the *Medicaid Review* form to the section, "Caseload Management Reports: S470C607-A, Review/Recertification Due."
- ◆ Add the omitted SSI aid type, 10-0, to the listing of aid types included on the 470C609, Monthly Eligibility Management Report.
- ◆ Change some names of forms to reflect current version.

**Effective Date**

Immediately.

**Material Superseded**

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

<u>Page</u>	<u>Date</u>
Contents (page 2)	October 7, 2005
19, 20	December 16, 2003
38	June 8, 2004
39, 40	December 16, 2003
41	October 16, 2001
42	May 7, 2002
46	January 21, 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 23, 2007

## GENERAL LETTER NO. 14-B-24

ISSUED BY: Office of Policy Analysis

SUBJECT: Employees' Manual, Title 14, Chapter B, ***AUTOMATED BENEFIT CALCULATION SYSTEM***, Contents (pages 1, 2, and 3), revised; and pages 2, 3, 4, 5, 7 through 16, 19, 20, 23, 24, 28 through 32, and 37 through 41, revised.

### Summary

This chapter is revised to:

- ◆ Add the definition for “*Combined PAER/FAIR*” to the chapter.
- ◆ Change the definition for “MRTL” to include the *Combined PAER/FAIR*.
- ◆ Update the example of the “ABC SYSTEM DATES” to reflect the current year.
- ◆ Add references throughout the chapter to the new form 470-4387, *Combined PAER/FAIR*, as it relates to the system.
- ◆ Replace most references to “monthly reports” and with references to “quarterly reports.” This change reflects the change in FIP policies effective January 1, 2007.
- ◆ Remove most references of “suspend” or “suspension” from the chapter. Effective January 1, 2007, the FIP policy on suspension was eliminated.
- ◆ Remove the FIP E/B indicator code of “P” from the chapter.
- ◆ Remove the entry reason code “D” from the chart under the section, “AUTOMATED NOTICES: Generation of Notices.”

### Effective Date

Immediately.

**Material Superseded**

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

<u>Page</u>	<u>Date</u>
Contents (page 1)	December 16, 2003
Contents (page 2)	November 10, 2006
Contents (page 3)	October 7, 2005
2	October 16, 2001
3-5	December 16, 2003
7, 8	December 23, 2005
9	December 16, 2003
10	June 8, 2004
11, 12	April 7, 2006
13, 14	December 16, 2003
15, 16	April 7, 2006
19, 20	November 10, 2006
23, 24	December 16, 2003
28	January 21, 2005
29, 30	April 7, 2006
31, 32	October 16, 2001
37	December 16, 2003
38-41	November 10, 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

August 10, 2007

## GENERAL LETTER NO. 14-B-25

ISSUED BY: Bureau of Policy Analysis and Appeals

SUBJECT: Employees' Manual, Title 14, Chapter B, **AUTOMATED BENEFIT CALCULATION SYSTEM**, Contents (page 2), revised; and pages 1, 2, 34, 41, 42, and 42a, revised.

### Summary

This chapter is revised to:

- ◆ Remove most references to the Medicaid eligibility card from the chapter. Beginning in mid-August of 2007, the ABC system will no longer be generating Medicaid eligibility cards. A new plastic annual Medicaid ID Card will be issued from a web-based system. The ABC system will continue to generate IowaCare cards.
- ◆ Add a new system-generated caseload management report, "S470C398-A, CCA Warrant Report," for Child Care Assistance. This report identifies state child care payments issued in the current and the previous month and is used when processing recertifications and reviews.

The report runs on the last calendar day of the month and includes Food Assistance, Family Investment Program, and Medicaid cases that have a recertification or a review due in the next month. Consider the benefit amounts on the report as verified income.

### Effective Date

Immediately.

### Material Superseded

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

<u>Page</u>	<u>Date</u>
Contents (page 2)	February 23, 2007
1	June 8, 2004
2	February 23, 2007
34	June 8, 2004
41	February 23, 2007
42, 42a	November 10, 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-26

ISSUED BY: Bureau of Policy Analysis and Appeals

SUBJECT: Employees' Manual, Title 14, Chapter B, *AUTOMATED BENEFIT CALCULATION SYSTEM*, Contents, (page 1), revised; and pages 4, 5, 23, and 24, revised.

### Summary

This chapter is revised to:

- ◆ Add the Spanish form numbers and change the language under the sections, "Definitions: "NOC" and "NOD."
- ◆ Change the language under the section, "Income Records," to reflect the October 1, 2007, system changes based on policy revisions.

### Effective Date

October 1, 2007

### Material Superseded

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

<u>Page</u>	<u>Date</u>
Contents (page 1)	February 23, 2007
4, 5, 23, 24	February 23, 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

November 16, 2007

## GENERAL LETTER NO. 14-B-27

ISSUED BY: Bureau of Policy Analysis and Appeals

SUBJECT: Employees' Manual, Title 14, Chapter B, *AUTOMATED BENEFIT CALCULATION SYSTEM*, Contents (page 2), revised; and pages 38, 42a, and 43, revised.

### Summary

This chapter is revised to:

- ◆ Replace references to a six-month redetermination for the MEPD premium to the current policy of an annual review for MEPD under the section, "Medicaid Review, Form 470-3118."
- ◆ Change the section, "S470C607-A, Report 617 MEPD Premium Reviews," to reflect the policy changes to an annual premium period and the change in the months that are appropriate.

### Effective Date

Immediately.

### Material Superseded

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

<u>Page</u>	<u>Date</u>
Contents (page 2)	August 10, 2007
38	February 23, 2007
42a	August 10, 2007
43	December 16, 2003

### Additional Information

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



# STATE OF IOWA

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

DEPARTMENT OF HUMAN SERVICES  
KEVIN W. CONCANNON, DIRECTOR

February 29, 2008

## GENERAL LETTER NO. 14-B-28

ISSUED BY: Bureau of Policy Analysis and Appeals

SUBJECT: Employees' Manual, Title 14, Chapter B, *AUTOMATED BENEFIT CALCULATION SYSTEM*, Contents (page 1) revised; and pages 7 through 12, revised; and page 12a, new.

### Summary

This chapter is revised to:

- ◆ Change the example of the "ABC System Dates" to the 2008 version under the section, "ABC SYSTEM'S CYCLICAL MONTH."
- ◆ Change the name of section, "Report Form Mailing," to "Review and Report Form Mailing." This change is made to incorporate the new section, "IFPN Review Mail," to the 2008 example of the "ABC System Dates."
- ◆ Add language, forms, and form numbers to reflect current versions where appropriate.
- ◆ Add a new subsection, "MN/SSI-Related Medicaid Review Mailing," under the section, "ABC SYSTEM'S CYCLICAL MONTH." This section is reflected on the new 2008 example of the "ABC System Dates."

### Effective Date

Immediately.

### Material Superseded

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

<u>Page</u>	<u>Date</u>
Contents (page 1)	October 12, 2007
7-12	February 23, 2007

### Additional Information

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



February 6, 2009

**GENERAL LETTER NO. 14-B-29**

ISSUED BY: Bureau of Policy Analysis and Appeals

SUBJECT: Employees' Manual, Title 14, Chapter B, ***AUTOMATED BENEFIT CALCULATION SYSTEM***, Contents (pages 1 and 2), revised; and pages 1, 3, 4, 5, 7 through 12, 13 through 16, 20, 23, 29, and 37 through 48, revised.

**Summary**

This chapter is revised to:

- ◆ Remove references to the forms *Public Assistance Eligibility Report (PAER)*, 470-0454, *Food Assistance Interim Report*, 470-4026, and the *Combined PAER/FAIR*, 470-4387, based on policy changes. Effective February 1, 2009, the *PAER*, *Combined PAER/FAIR*, and *FAIR* are no longer used. The Automated Benefit Calculation (ABC) system will no longer system-generate these forms for reporting purposes.
- ◆ Remove references to quarterly reporting and simplified reporting based on the policy changes effective February 1, 2009.
- ◆ Change example of the ABC System Date chart to reflect 2009 dates.

**Effective Date**

February 1, 2009

**Material Superseded**

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

<u>Page</u>	<u>Date</u>
Contents (page 1)	February 29, 2008
Contents (page 2)	November 16, 2007
1	August 10, 2007
3	February 23, 2007
4, 5	October 12, 2007
7-12 (keep 12a)	February 29, 2008
13, 14	February 23, 2007
15, 16, 20	August 10, 2007



23	October 12, 2002
29, 37	February 23, 2007
38	November 16, 2007
39, 40	February 23, 2007
41, 42	August 10, 2007
42a, 43	November 16, 2007
44	November 18, 2003
45	December 16, 2003
46	November 10, 2006
47, 48	December 16, 2003

**Additional Information**

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



# STATE OF IOWA

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

DEPARTMENT OF HUMAN SERVICES  
CHARLES J. KROGMEIER, DIRECTOR

April 2, 2010

## GENERAL LETTER NO. 14-B-30

ISSUED BY: Bureau of Policy Coordination

SUBJECT: Employees' Manual, Title 14, Chapter B, **AUTOMATED BENEFIT CALCULATION SYSTEM**, Hitle page, revised; Contents (pages 1 and 2), revised; and pages 1 through 5(, revised.

### Summary

This chapter is revised to:

- ◆ Change language under the section "Overview" to reflect current system operation.
- ◆ Remove the terms "MRTL" and "NOC" from the "Definitions" section. References to these functions are removed to reflect system changes related to the grace period for reinstatement.
- ◆ Change the example of the *ABC System Date Chart* to reflect 2010 dates.
- ◆ Remove the sections "MRTL Cutoff" and "Notice of Cancellation Mailing" and add section "Transitional Medicaid Quarterly Report Reminder Mailing" to the section "ABC System's Cyclical Month."
- ◆ Add language on system-generated cancellations for FIP and FMAP-related Medicaid cases under the section "Timely Notice Day."
- ◆ Change the chart under the section "Output of System-Generated Actions" to reflect current system operation.
- ◆ Change language under the sections "Automated Notices" and "System-Generated Reports" to reflect current system changes.
- ◆ Change how certain reports are now made available to staff through the use of the Mainframe Reporting Viewer web site at: <http://intra/mfr/mfr/mfr.aspx>.
- ◆ Remove the sections on "Notice of Cancellation, 470-0500 or 470-0500(S)" and "Quality Assurance Transmittal," from the section "System Forms" and change its name to "System-Generated Forms."
- ◆ Change some form names and numbers cited in the chapter to reflect the current names and numbers and convert the chapter to the current on-line format.

### Effective Date

Immediately.

## Material Superseded

This material replaces the entire Chapter B from Employees' Manual, Title 14, which includes the following pages:

<u>Page</u>	<u>Date</u>
Title page	October 16, 2001
Contents (pages 1 and 2)	February 6, 2009
Contents (page 3)	February 23, 2007
1	February 6, 2009
2	August 10, 2007
3-5	February 6, 2009
6	April 1, 2005
7-14	February 6, 2009
15	February 23, 2007
16	February 6, 2009
17	April 1, 2005
18	October 16, 2001
19	February 23, 2007
20	February 6, 2009
21, 22	December 16, 2003
23	February 6, 2009
24	October 12, 2007
25, 26	November 18, 2003
27	January 21, 2005
28	February 23, 2007
29	February 6, 2009
30-32	February 23, 2007
33	October 16, 2001
34	August 10, 2007
35	June 8, 2004
36	October 16, 2001
37-40	February 6, 2009
41	August 10, 2007
42-48	February 6, 2009
49-51	November 18, 2003
52	April 1, 2005
53	June 8, 2004
54-56	October 7, 2005
57	December 23, 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  
CHARLES J. KROGMEIER, DIRECTOR

December 10, 2010

## GENERAL LETTER NO. 14-B-31

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

SUBJECT: Employees' Manual, Title 14, Chapter B, ***AUTOMATED BENEFIT  
CALCULATION SYSTEM***, pages 7, 8, and 9, revised.

### Summary

Chapter 14-B is revised to:

- ◆ Change the example of the *ABC System Date Chart* to reflect 2011 dates.
- ◆ Update information regarding the mailing date for form 470-4071, *Family Planning Medical Review*.

### Effective Date

Immediately.

### Material Superseded

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

<u>Page</u>	<u>Date</u>
7-9	April 2, 2010

### 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-32

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

SUBJECT: Employees' Manual, Title 14, Chapter B, **AUTOMATED BENEFIT  
CALCULATION SYSTEM**, Contents (page 2), revised; and page 35,  
revised.

### Summary

Chapter 14-B is revised to remove a reference to obsolete system-generated form 470-0275, *Family Composition*.

### Effective Date

Upon receipt.

### Material Superseded

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

<u>Page</u>	<u>Date</u>
Contents (page 2)	April 2, 2010
35	April 2, 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

October 28, 2011

## GENERAL LETTER NO. 14-B-33

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

SUBJECT: Employees' Manual, Title 14, Chapter B, ***AUTOMATED BENEFIT  
CALCULATION SYSTEM***, Title page, revised; and pages 7 and 8, revised.

### Summary

Chapter 14-B is revised to update the example of form RC-0052 with the 2012 version of the ABC system dates.

### Effective Date

Immediately.

### Material Superseded

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

<u>Page</u>	<u>Date</u>
Title page	April 2, 2010
7, 8	December 10, 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

October 26, 2012

## GENERAL LETTER NO. 14-B-34

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

SUBJECT: Employees' Manual, Title 14, Chapter B, ***AUTOMATED BENEFIT  
CALCULATION SYSTEM***, pages 7 and 8, revised.

### Summary

Chapter 14-B is revised to update the example of form RC-0052 with the 2013 version of the ABC system dates.

### Effective Date

Immediately.

### Material Superseded

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

<u>Page</u>	<u>Date</u>
7, 8	October 28, 2011

### 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 8, 2013

## GENERAL LETTER NO. 14-B-35

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

SUBJECT: Employees' Manual, Title 14, Chapter B, ***AUTOMATED BENEFIT  
CALCULATION SYSTEM***, pages 7 and 8, revised.

### Summary

Chapter 14-B is revised to update the example of form RC-0052 with the 2014 version of the ABC system dates. TM Reminder Cut-off and TM Reminder Mail have been removed from the chart.

### Effective Date

Immediately.

### Material Superseded

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

<u>Page</u>	<u>Date</u>
7, 8	October 26, 2012

### 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

October 31, 2014

## GENERAL LETTER NO. 14-B-36

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

SUBJECT: Employees' Manual, Title 14, Chapter B, ***AUTOMATED BENEFIT  
CALCULATION SYSTEM***, pages 7 and 8, revised.

### Summary

Chapter 14-B is revised to update the example of form RC-0052 with the 2015 version of the ABC system dates.

### Effective Date

Immediately.

### Material Superseded

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

<u>Page</u>	<u>Date</u>
7, 8	November 8, 2013

### 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

March 20, 2015

## GENERAL LETTER NO. 14-B-37

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

SUBJECT: Employees' Manual, Title 14, Chapter B, ***AUTOMATED BENEFIT  
CALCULATION SYSTEM***, pages 7 and 8, revised.

### Summary

Chapter 14-B is revised to update the example of RC-0052, *2015 ABC System Dates*. The following two columns have been added:

- ◆ ABC MAGI Review Mail
- ◆ ABC MAGI Rev Due Date

### Effective Date

Immediately.

### Material Superseded

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

<u>Page</u>	<u>Date</u>
7, 8	October 31, 2014

### 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

October 2, 2015

## **GENERAL LETTER NO. 14-B-38**

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

SUBJECT: Employees' Manual, Title 14, Chapter B, ***AUTOMATED BENEFIT  
CALCULATION SYSTEM***, pages 7 and 8, revised.

### **Summary**

Chapter 14-B is revised to update the example of form RC-0052 with the 2016 version of the ABC system dates.

### **Effective Date**

Immediately.

### **Material Superseded**

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

<u>Page</u>	<u>Date</u>
7, 8	March 20, 2015

### **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-39

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

SUBJECT: Employees' Manual, Title 14, Chapter B, ***AUTOMATED BENEFIT CALCULATION SYSTEM***, Contents (pages 1 and 2), revised; and pages 1, 5 through 11, 13, 14, 20, 21, 32, and 37, revised.

### Summary

Chapter 14-B is revised to:

- ◆ Remove references to Transitional Medicaid, IowaCare, and FMAP-related Medicaid.
- ◆ Update the example of form RC-0052 with the 2017 version of the ABC system dates.

### Effective Date

Immediately.

### Material Superseded

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

<u>Page</u>	<u>Date</u>
Contents (page 1)	April 2, 2010
Contents (page 2)	March 11, 2011
1, 5, 6	April 2, 2010
7, 8	October 2, 2015
9	December 10, 2010
10, 11, 13, 14, 20, 21, 32, 37	April 2, 2010

### Additional Information

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



# Iowa Department of Human Services

Kim Reynolds  
Governor

Adam Gregg  
Lt. Governor

Jerry R. Foxhoven  
Director

November 17, 2017

## GENERAL LETTER NO. 14-B-40

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

SUBJECT: Employees' Manual, Title 14, Chapter B, ***Automated Benefit Calculation System***, pages 7 and 8, revised.

### Summary

Chapter 14-B is revised to update the example of form RC-0052 with the 2018 version of the ABC system dates.

### Effective Date

Immediately.

### Material Superseded

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

<u>Page</u>	<u>Date</u>
7, 8	November 10, 2016

### Additional Information

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



# Iowa Department of Human Services

Kim Reynolds  
Governor

Adam Gregg  
Lt. Governor

Jerry R. Foxhoven  
Director

October 19, 2018

## GENERAL LETTER NO. 14-B-41

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

SUBJECT: Employees' Manual, Title 14, Chapter B, ***Automated Benefit Calculation System***, pages 7 and 8, revised.

### Summary

Chapter 14-B is revised to update the example of form RC-0052 with the 2019 version of the ABC system dates.

### Effective Date

Immediately.

### Material Superseded

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

<u>Page</u>	<u>Date</u>
7, 8	November 17, 2017

### Additional Information

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

July 19, 2019

**GENERAL LETTER NO. 14-B-42**

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

SUBJECT: Employees' Manual, Title 14, Chapter B, **Automated Benefit Calculation System**, Title page, revised; Contents (page 1), revised; and pages 16, 32, and 33, revised.

**Summary**

Chapter 14-B is revised to remove:

- ◆ The System-Generated Forms section.
- ◆ The System-Generated Reports section.
- ◆ Outdated references to suspended programs.
- ◆ Outdated Quality Assurance duties.

**Effective Date**

Immediately.

**Material Superseded**

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

<u>Page</u>	<u>Date</u>
Title page	October 28, 2011
Contents (pages 1 and 2)	November 10, 2016
16	April 2, 2010
32	November 10, 2016
33, 34	April 2, 2010
35	March 11, 2011
36	April 2, 2010
37	November 10, 2016
38-54	April 2, 2010

**Additional Information**

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

December 6, 2019

**GENERAL LETTER NO. 14-B-43**

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

SUBJECT: Employees' Manual, Title 14, Chapter B, ***Automated Benefit Calculation System***, pages 7 and 8, revised.

**Summary**

Chapter 14-B is revised to update the example of form RC-0052 with the 2020 version of the ABC system dates.

**Effective Date**

Immediately.

**Material Superseded**

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

<u>Page</u>	<u>Date</u>
7, 8	October 19, 2018

**Additional Information**

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



December 11, 2020

**GENERAL LETTER NO. 14-B-44**

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

SUBJECT: Employees' Manual, Title 14, Chapter B, ***Automated Benefit Calculation System***, pages 7 and 8, revised; RC-0052, revised.

**Summary**

This chapter is revised to update the example of form RC-0052 with the 2021 version of the ABC System Dates.

**Effective Date**

Immediately.

**Material Superseded**

<u>Page</u>	<u>Date</u>
7 and 8	October 19, 2018

**Additional Information**

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

November 5, 2021

**GENERAL LETTER NO. 14-B-45**

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

SUBJECT: Employees' Manual, Title 14, Chapter B, **Automated Benefit Calculation System**, Contents Page 1, page 3, 6, 7 and 8, 9-11, 12, 13, 19, 20 and 21, 22 and 23, 25-27, 29, 31, 32 and 33, revised.

**Summary**

This chapter is revised to:

- ◆ Update references to the "Food Assistance" program, changing them to "SNAP"
- ◆ Update the example of RC-0052 with the 2022 version of the ABC System Dates.
- ◆ Remove outdated Quality Assurance processes and add SPIRS processes.

**Effective Date**

Immediately.

**Material Superseded**

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

<u>Page</u>	<u>Date</u>
Contents Page 1	July 19, 2019
3	April 2, 2010
6	November 10, 2016
7 and 8	December 11, 2020
9-11	November 10, 2016
12	April 2, 2010
13	November 10, 2016
19	April 2, 2010
20 and 21	November 10, 2016
22 and 23	April 2, 2010
25-27	April 2, 2010
29	April 2, 2010
31	April 2, 2010
32 and 33	July 19, 2019

**Additional Information**

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

November 18, 2022

## GENERAL LETTER NO. 14-B-46

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

SUBJECT: Employees' Manual, Title 14, Chapter B, **Automated Benefit Calculation System**, Title Page, Contents 1, 1, 2, 3, 4, 5, 6-13, 14, 15, 16, 17 and 18, 19-23, 24, 25-27, revised; 26 and 27, 28, 29, 30, and 31-33, removed.

### Summary

This chapter is revised to

- Update the example of RC-0052 with the 2023 version of the ABC System Dates
- Update style and formatting throughout.

### Effective Date

Immediately.

### Material Superseded

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

<u>Page</u>	<u>Date</u>
Title Page	July 19, 2019
Contents 1	November 5, 2021
1	November 10, 2016
2	April 2, 2010
3	November 5, 2021
4	April 2, 2010
5	November 10, 2016
6-13	November 5, 2021
14	November 10, 2016
15	April 2, 2010
16	July 19, 2019
17 and 18	April 2, 2010
19-23	November 5, 2021
24	April 2, 2010
25-27	November 5, 2021
26 and 27	November 5, 2021
28	April 2, 2010
29	November 5, 2021
30	April 2, 2010
31-33	November 5, 2021

### Additional Information

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

October 27, 2023

**GENERAL LETTER NO. 14-B-47**

ISSUED BY: Bureau of Financial, Food, and Work Supports  
Division of Community Access

SUBJECT: Employees' Manual, Title 14, Chapter B, **Automated Benefit Calculation System**, 5 and 6, revised.

**Summary**

This chapter is revised to update the example of form RC-0052, with the 2024 version of the ABC System Dates.

**Effective Date**

Immediately.

**Material Superseded**

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

<u>Page</u>	<u>Date</u>
5 and 6	November 18, 2022

**Additional Information**

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

December 27, 2024

**GENERAL LETTER NO. 14-B-48**

ISSUED BY: Bureau of Financial, Food, and Work Supports  
Division of Community Access

SUBJECT: Employees' Manual, Title 14, Chapter B, **Automated Benefit Calculation System**, Title Page, Contents 1, 1-4, 5 and 6, 7-26, revised; 27 and 28, new.

**Summary**

This chapter is revised to update the example of form RC-0052, with the 2025 version of the ABC System Dates and instructions, and update branding, style, and formatting throughout.

**Effective Date**

Immediately.

**Material Superseded**

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

<u>Page</u>	<u>Date</u>
Title Page	November 18, 2022
Contents 1	November 18, 2022
1-4	November 18, 2022
5 and 6	October 27, 2023
7-26	November 18, 2022

**Additional Information**

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