



STATE OF IOWA

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

DEPARTMENT OF HUMAN SERVICES
KEVIN W. CONCANNON, DIRECTOR

March 30, 2007

GENERAL LETTER NO. 14-C(2)-1

ISSUED BY: Field Operations Support Unit

SUBJECT: Employees' Manual, Title 14, Chapter C(2), **BIRTH CERTIFICATE VERIFICATION (BCV) SYSTEM**, Title page, new; Contents (page 1), new; and pages 1 through 35, new.

Summary

This letter transmits Title 14, Chapter C(2), a new chapter of the manual describing the Birth Certificate Verification (BCV) System.

Effective Date

Upon receipt.

Material Superseded

None.

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

April 29, 2011

GENERAL LETTER NO. 14-C(2)-2

ISSUED BY: Field Operations Support Division

SUBJECT: Employees' Manual, Title 14, Chapter C(2), **BIRTH CERTIFICATE VERIFICATION (BCV) SYSTEM**, Contents (page 1), revised; pages 1 through 8, 11, 12, 14, 15, 16, 18, 19, 22, 23, 25, 26, and 28 through 35, revised; and pages 36, 37, and 38, new.

Summary

Chapter 14-C(2) is revised to:

- ◆ Update term "Invalid" to "Not Valid" when referencing "Proof of Citizenship Report."
- ◆ Add references to the Electronic Case File regarding filing of the reports.
- ◆ Update system access information.
- ◆ Replace screen shots to reflect updated navigation bar.
- ◆ Add new Search Panel section.
- ◆ Update the "Searching for a State ID" section to include two step-action charts for searching from NEW REQUEST screen and the Search Panel.
- ◆ Update instructions to include SEARCH screen references in the following step-action charts:
 - Deleting a Request
 - Editing or Resubmitting a Request
 - Printing Request Verification Details
 - Viewing Request Details.
- ◆ Change references of the Field Intranet site to the DHS Field IM Staff SharePoint.
- ◆ Remove CASE NUMBER field description from SUMMARY screen section.

Effective Date

Immediately.

Material Superseded

This material replaces the following pages from Employees' Manual, Title 17, Chapter C(2):

<u>Page</u>	<u>Date</u>
1-8, 11, 12, 14-16, 18, 19, 22, 23, 25, 26, 28-35	March 20, 2007

Additional Information

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