



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

DEPARTMENT OF HUMAN SERVICES
JESSIE K. RASMUSSEN, DIRECTOR

October 24, 2000

GENERAL LETTER NO. 14-K-3

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

SUBJECT: Employees' Manual, Title 14, Chapter K, *SCRATCH PAD SYSTEM*, Title page, revised; Contents (page 1), revised; and pages 1 through 22, revised.

Summary

Material on the "Scratch Pad" system has been converted to the new manual format and revised to reflect the current policy, system programming, and system screen changes.

Effective Date

Upon receipt.

Material Superseded

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

<u>Page</u>	<u>Date</u>
Title page	March 22, 1994
Contents (page 1)	March 22, 1994
1-22	March 22, 1994

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

March 6, 2001

GENERAL LETTER NO. 14-K-4

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

SUBJECT: Employees' Manual, Title 14, Chapter K, *SCRATCH PAD SYSTEM*, pages 4, 5, 6, 7, and 13, revised.

Summary

Pages 4 and 13 are revised to include the change in the SPAD screen to reflect the system field name change for NEW CERT Y/N to SHELMAX 340. This change is for the implementation of the increased maximum shelter deduction effective March 2001 for certifications beginning March 2001 and later.

Page 6 is revised to provide an explanation of the changed system field name.

Effective Date

March 1, 2001

Material Superseded

Remove from Employees' Manual, Title 14, Chapter K, pages 4-7 and 13, all dated October 24, 2000, and destroy them.

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

September 4, 2001

GENERAL LETTER NO. 14-K-5

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

SUBJECT: Employees' Manual, Title 14, Chapter K, *SCRATCH PAD SYSTEM*, pages 4, 6, and 13, revised.

Summary

This chapter is revised to reflect a name change to the system field SHELMAX 340. The new name of the field is SHELMAX LRG. This change is for implementation of the increased maximum shelter deduction effective October 2001 for certifications beginning October 2001 and later.

Effective Date

August 27, 2001

Material Superseded

Remove from Employees' Manual, Title 14, Chapter K, pages 4, 6, and 13, all dated March 6, 2001, and destroy them.

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-K-6

ISSUED BY: Office of Policy Analysis

SUBJECT: Employees' Manual, Title 14, Chapter K, *SCRATCH PAD SYSTEM*, page 1, revised.

Summary

This chapter is revised to remove the reference of expedited food stamp benefits as a calculation done in the Scratch Pad (SPAD) system. Effective May 6, 2002, the Automated Benefit Calculation (ABC) system is programmed to calculate the amount for the expedited food stamp benefit and issue benefits from the Department's central office.

Effective Date

May 1, 2002

Material Superseded

Remove page 1, dated October 24, 2000, from Employees' Manual, Title 14, Chapter K, and destroy it.

Additional Information

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



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-K-7

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

SUBJECT: Employees' Manual, Title 14, Chapter K, **ScratchPad**, Title page, revised; Contents (page 1), revised; and pages 1 through 7, revised.

Summary

Chapter 14-K is revised to:

- ◆ Include instructions for the new ScratchPad system.
- ◆ Update the chapter format for ease of use on line.

Effective Date

January 1, 2011

Material Superseded

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

<u>Page</u>	<u>Date</u>
Title page	October 24, 2000
Contents (page 1)	October 24, 2000
1	May 7, 2002
2, 3	October 24, 2000
4	September 4, 2001
5	March 6, 2001
6	September 4, 2001
7	March 6, 2001
8-12	October 24, 2000
13	September 4, 2001
14-22	October 24, 2000

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

July 15, 2011

GENERAL LETTER NO. 14-K-8

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

SUBJECT: Employees' Manual, Title 14, Chapter K, **ScratchPad**, page 6, revised.

Summary

Chapter 14-K is revised to change the instructions for the NUMBER OF UTILITY SHARES field to reflect the policy change that utilities are no longer prorated effective April 15, 2011.

Effective Date

Immediately.

Material Superseded

This material replaces Employees' Manual, Title 14, Chapter K, page 6, dated March 11, 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 20, 2015

GENERAL LETTER NO. 14-K-9

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

SUBJECT: Employees' Manual, Title 14, Chapter K, **ScratchPad**, obsolete.

Summary

Chapter 14-K is obsolete. Effective November 12, 2015, ScratchPad is moved to the Worker Information System Exchange (WISE). The WISE User Guide contains instructions for ScratchPad.

Effective Date

Immediately.

Material Superseded

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

<u>Page</u>	<u>Date</u>
Title page	March 11, 2011
Contents (page 1)	March 11, 2011
1-5	March 11, 2011
6	July 15, 2011
7	March 11, 2011

Additional Information

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