



STATE OF IOWA

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

DEPARTMENT OF HUMAN SERVICES
KEVIN W. CONCANNON, DIRECTOR

February 10, 2004

GENERAL LETTER NO. 16-I-AP-1

ISSUED BY: Bureau of Protective Services,
Division of Behavioral, Developmental and Protective Services for Families,
Adults and Children

SUBJECT: Employees' Manual, Title 16, Chapter I, ***FAMILY-LIFE HOME SERVICES APPENDIX***, Title page, new; Contents (page 1), new; pages 1 through 5, new; and the following new forms:

470-0606 *Application for Certification*
470-0616 *Certificate of Approval*
470-0634 *Family-Life Home Placement Agreement*
470-0647 *Social History and Evaluation for Family-Life Home Placement*
470-0640 *State Supplementary Assistance Certification or Termination*

Summary

This new appendix combines forms from Employees' Manual 12-G-Appendix, ***FAMILY-LIFE HOME CERTIFICATION APPENDIX***, and Title 17-A-Appendix, ***ALTERNATIVE LIVING FOR ADULTS APPENDIX***.

The format and the forms have been updated. The manual now is available on line. The policy remains the same.

Effective Date

Upon receipt.

Material Superseded

None.

Additional Information

Refer questions about this general letter to your service area social worker supervisor.



STATE OF IOWA

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

DEPARTMENT OF HUMAN SERVICES
CHARLES J. KROGMEIER, DIRECTOR

October 22, 2010

GENERAL LETTER NO. 16-I-AP-2

ISSUED BY: Bureau of Child Welfare and Community Services
Division of Adult, Children and Family Services

SUBJECT: Employees' Manual, Title 16, Chapter I, **FAMILY-LIFE HOME SERVICES APPENDIX**, Title page, revised; Contents (page 1), revised; pages 1 through 5, revised; pages 6 through 14, new; and the following forms:

470-3951 *Authorization to Obtain or Release Health Care Information, new*
470-3951(S) *Authorization to Obtain or Release Health Care Information (Spanish), new*
470-0583 *Individual Client Case Plan, new*
470-0602 *Notice of Decision: Services, new*
470-0602(S) *Notice of Decision: Services (Spanish), new*
470-0673 *Physician's Report, new*
470-0672 *Provider Health Assessment, new*

Summary

Chapter 16-I-Appendix is revised to add the forms listed above. They are used for the family-life home program, but weren't included in the manual.

All of the forms are unchanged except for form 470-0672, *Provider Health Assessment*, which has been revised to as "health" assessment rather than the "physician's" assessment. An advanced registered nurse practitioner or a physician assistant who is working under the direction of a physician may also complete the form.

Effective Date

September 1, 2010

Material Superseded

This material replaces the following pages from Employees' Manual, Title 16, Chapter I, Appendix:

<u>Page</u>	<u>Date</u>
Title page	February 10, 2004
Contents (page 1)	February 10, 2004
1-5	February 10, 2004

Existing forms are moved to accommodate the new additions.

Additional Information

The following forms may be completed using the templates on Outlook under "Service."

- ◆ Forms 470-0602 and 470-0602(S), *Notice of Decision: Services*
- ◆ Form 470-0583, *Individual Client Case Plan*
- ◆ Forms 470-3951 and 470-3951(S), *Authorization to Obtain or Release Health Care Information*

Printed supplies of form 470-3951, *Authorization to Obtain or Release Health Care Information*, are also available from Iowa Prison Industries.

Supplies of form 470-0673, *Physician's Report*, must be printed from the sample in the manual.

Download form 470-0672, *Provider Health Assessment*, from the DHS webpage at: <http://www.dhs.state.ia.us/>.

Refer questions about this general letter to your area social work administrator.

January 17, 2020

GENERAL LETTER NO. 16-I-AP-3

ISSUED BY: Bureau of Child Welfare and Community Services
Division of Adult, Children and Family Services

SUBJECT: Employees' Manual, Title 16, Chapter I, **Family-Life Home Services Appendix**, Title page, revised; Contents (page 1), revised; pages 1 through 14, revised; pages 15 and 16, new; and the following forms:

470-5170	<i>Application for Health Coverage and Help Paying Costs</i> , new
470-5170(S)	<i>Application for Health Coverage and Help Paying Costs (Spanish)</i> , new
470-0583	<i>Individual Service Plan</i> , revised
470-0640	<i>State Supplementary Assistance Certification or Termination</i> , revised

Summary

Chapter 16-I Appendix is revised to:

- ◆ Add instructions and forms 470-5170 and 470-5170(S), *Application for Health Coverage and Help Paying Costs*.
- ◆ Change the name of form 470-0583 from *Individual Client Case Plan*, to *Individual Service Plan*.
- ◆ Update form 470-0640, *State Supplementary Assistance Certification or Termination*.
- ◆ Update form availability and distribution.

Effective Date

Upon receipt.

Material Superseded

This material replaces the following pages from Employees' Manual, Title 16, Chapter I, Appendix:

<u>Page</u>	<u>Date</u>
Title page	October 22, 2010
Contents (page 1)	October 22, 2010

1-6
470-0583
7-14
470-0640

October 22, 2010
8/08
October 22, 2010
1/00

Additional Information

Refer questions about this general letter to your area service administrator.

June 5, 2020

GENERAL LETTER NO. 16-I-AP-4

ISSUED BY: Bureau of Child Welfare and Community Services
Division of Adult, Children and Family Services

SUBJECT: Employees' Manual, Title 16, Chapter I, ***Family-Life Home Services Appendix***, obsolete.

Summary

Family-Life Home Services Appendix is rescinded. Forms and instructions are now located in Title 18, ***Family Services Appendix***.

Effective Date

Upon receipt.

Material Superseded

This material rescinds the entire Chapter I Appendix from Employees' Manual, Title 16, which includes the following pages:

<u>Page</u>	<u>Date</u>
Title page	January 17, 2020
Contents (page 1)	January 17, 2020
470-0606	1/04
1, 2	January 17, 2020
470-5170	10/19
470-5170(S)	10/19
3, 4	January 17, 2020
470-3951	12/09
470-3951(S)	12/09
5, 6	January 17, 2020
470-0616	7/02
7, 8	January 17, 2020
470-0634	1/04
470-0583	3/14
9, 10	January 17, 2020
470-0602	5/07
470-0602(S)	5/07
11, 12	January 17, 2020

470-0673	6/10
13, 14	January 17, 2020
470-0672	8/10
470-0647	1/04
15, 16	January 17, 2020
470-0640	1/19

Additional Information

Refer questions about this general letter to your area service administrator.