

June 5, 2020

**GENERAL LETTER NO. 18-AP-24**

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

SUBJECT: Employees' Manual, Title 18, **Family Services Appendix**, Title page, new;  
Contents (pages 1 through 12), new; pages 1 through 435, new; and the  
following forms:

Number	Name	Date	Status
470-3767	<i>Access to Confidential Abuse Information and Non-Redissemination Agreement</i>	Rev. 2/16	Unchanged
470-5592	<i>Action Plan</i>	9/19	Unchanged
470-3614	<i>Adoption Information Checklist</i>	Rev. 6/19	Unchanged
470-3614(S)	<i>Adoption Information Checklist (Spanish)</i>	Rev. 6/19	Unchanged
470-4075	<i>Adoption IV-E Checklist</i>	Rev. 3/20	Revised
470-0745	<i>Adoption Notice of Decision</i>	Rev. 7/19	Unchanged
470-0745(S)	<i>Adoption Notice of Decision (Spanish)</i>	Rev. 7/19	Unchanged
470-3355	<i>Adoption Report to the Court</i>	Rev. 6/19	Unchanged
470-0774	<i>Adoption Staffing Summary</i>	Rev. 5/00	Unchanged
470-0749	<i>Adoption Subsidy Agreement</i>	Rev. 3/20	Revised
470-0749(S)	<i>Adoption Subsidy Agreement (Spanish)</i>	Rev. 3/20	Revised
470-4312	<i>Adoption Subsidy Special Needs Documentation</i>	Rev. 6/19	Unchanged
470-4155	<i>AdoptUsKids Website Waiver</i>	Rev. 6/19	Unchanged
470-2444	<i>Adult Protective Notification</i>	Rev. 7/17	Unchanged
470-0761	<i>Agreement of Placement for Adoption</i>	Rev. 6/19	Unchanged
470-0761(S)	<i>Agreement of Placement for Adoption (Spanish)</i>	Rev. 6/19	Unchanged
470-0743	<i>Application for Adoption</i>	Rev. 4/07	Unchanged
470-0743(S)	<i>Application for Adoption (Spanish)</i>	Rev. 4/07	Unchanged
470-0615	<i>Application for All Social Services</i>	Rev. 5/20	Revised
470-0615(S)	<i>Application for All Social Services (Spanish)</i>	Rev. 5/20	Revised
No number	<i>Application for an Iowa Vital Record</i>	Updated January 1, 2020	New
470-0606	<i>Application for Certification</i>	Rev. 1/04	Unchanged
470-0746	<i>Application for Certification of Adoption Investigator</i>	Rev. 1/13	Unchanged

<b>Number</b>	<b>Name</b>	<b>Date</b>	<b>Status</b>
470-5535	<i>Application for Foster Care and Subsidized Adoption Medicaid</i>	Rev. 10/18	Unchanged
470-5535(S)	<i>Application for Foster Care and Subsidized Adoption Medicaid (Spanish)</i>	Rev. 10/18	Unchanged
470-5170	<i>Application for Health Coverage and Help Paying Costs</i>	Rev. 3/20	Revised
470-5170(S)	<i>Application for Health Coverage and Help Paying Costs (Spanish)</i>	Rev. 3/20	Revised
470-0723	<i>Application for License or Certificate of Approval</i>	Rev. 5/17	Unchanged
470-0744	<i>Application for Subsidy</i>	Rev. 7/19	Unchanged
470-0744(S)	<i>Application for Subsidy (Spanish)</i>	Rev. 7/19	Unchanged
470-3301	<i>Authorization for Release of Child and Dependent Adult Abuse Information</i>	Rev. 2/16	Unchanged
470-3301(S)	<i>Authorization for Release of Child and Dependent Adult Abuse Information (Spanish)</i>	Rev. 2/16	Unchanged
470-3951	<i>Authorization to Obtain or Release Health Care Information</i>	Rev. 12/09	Unchanged
470-3951(S)	<i>Authorization to Obtain or Release Health Care Information (Spanish)</i>	Rev. 12/09	Unchanged
470-3225	<i>Authorization to Release HIV-Related Information</i>	Rev. 7/99	Unchanged
470-3225(S)	<i>Authorization to Release HIV-Related Information (Spanish)</i>	7/08	Unchanged
470-4567	<i>Birth Certificate Request</i>	Rev. 1/19	Unchanged
470-3031	<i>Birth Parent Affidavit to Court</i>	10/97	Unchanged
470-3031(S)	<i>Birth Parent Affidavit to Court (Spanish)</i>	7/08	Unchanged
470-0619	<i>Certificate of Adoption Investigator</i>	2020	Updated sample
470-5550	<i>Certificate of Adoption Investigator Letter</i>	Rev. 5/20	Revised
470-0616	<i>Certificate of Approval</i>	Rev. 7/02	Unchanged
470-0620	<i>Certificate of Approval</i>	2020	Updated sample
470-3378	<i>Certificate of Completion</i>	Rev. 7/10	Unchanged
470-4848	<i>Certificate of Inspection Fire Safety Rules, Regulations and Standards</i>	Rev. 3/20	New
470-0727	<i>Certificate of License</i>	Rev. 10/12	Unchanged
470-3623	<i>Certificate of License</i>	2020	Updated sample
470-3239	<i>Child Abuse and Family Assessment Parental Notification</i>	Rev. 1/19	Unchanged
470-3239(S)	<i>Child Abuse and Family Assessment Parental Notification (Spanish)</i>	Rev. 1/19	Unchanged
470-5612	<i>Child Care Expense Statement</i>	3/20	New
470-3240	<i>Child Protective Services Child Abuse Assessment Summary</i>	Rev. 5/20	Revised

<b>Number</b>	<b>Name</b>	<b>Date</b>	<b>Status</b>
470-5371	<i>Child Protective Services Family Assessment Summary</i>	Rev. 5/20	Revised
470-0607	<i>Child Protective Services Intake</i>	Rev. 9/18	Unchanged
470-3698	<i>Child Study</i>	Rev. 12/09	Unchanged
470-5150	<i>Child Welfare Services Referral Face Sheet</i>	Rev. 4/20	Revised
470-4135	<i>CINA Services Assessment Summary</i>	Rev. 5/20	Revised
470-3226	<i>Communicable Diseases General Agreement</i>	Rev. 12/17	Unchanged
470-3226(S)	<i>Communicable Diseases General Agreement (Spanish)</i>	Rev. 12/17	Unchanged
470-0755	<i>Consent to Adoption</i>	Rev. 2/93	Unchanged
470-0755(S)	<i>Consent to Adoption (Spanish)</i>	Rev. 4/09	Unchanged
470-0429	<i>Consent to Obtain and Release Information</i>	Rev. 5/20	Revised
470-0429(S)	<i>Consent to Obtain and Release Information (Spanish)</i>	Rev. 5/20	Revised
470-5562	<i>CPW to SWCM Transfer Packet Face Sheet</i>	Rev. 5/20	Revised
DCI-77	<i>Criminal History Record Check Request Form</i>	Updated 6/26/18	Unchanged
470-3860	<i>Dependent Adult Abuse Checklist for Facility, Agency or Program</i>	Rev. 1/19	Unchanged
470-3326	<i>Dependent Adult Abuse Information Request</i>	Rev. 1/19	Unchanged
470-3944	<i>Dependent Adult Abuse Notice of Intake Decision</i>	Rev. 6/19	Unchanged
470-4841	<i>Dependent Adult Assessment Tool</i>	Rev. 3/17	Unchanged
470-3246	<i>Dependent Adult Protective Extension Notification</i>	Rev. 10/09	Unchanged
470-0688	<i>Dependent Adult Protective Services Evaluation or Assessment Summary</i>	Rev. 6/19	Unchanged
470-0657	<i>Dependent Adult Protective Services Intake</i>	Rev. 6/19	Unchanged
470-5443	<i>Determination Not Eligible for Five-Year Removal: Notice of Addendum</i>	Rev. 1/19	Unchanged
470-5444	<i>Determination of Eligibility for Five-Year Removal</i>	Rev. 1/19	Unchanged
470-4086	<i>Eco-Map</i>	12/04	Unchanged
470-4086(S)	<i>Eco-Map (Spanish)</i>	12/07	Unchanged
470-0700	<i>Evaluation and Recommendation for Approval to Operate a Control Room</i>	Rev. 10/16	Unchanged
470-0701	<i>Evaluation and Recommendation for Approval to Operate a Locked Cottage</i>	Rev. 10/16	Unchanged
470-0703	<i>Evaluation and Recommendation for Approval to Use Mechanical Restraints</i>	Rev. 3/17	Unchanged
470-0752	<i>Exchange Referral of Family</i>	Rev. 10/97	Unchanged
470-3853	<i>Facility Assessment Checklist for Child Care Centers</i>	Rev. 7/04	Unchanged

<b>Number</b>	<b>Name</b>	<b>Date</b>	<b>Status</b>
470-3854	<i>Facility Assessment Checklist for Child Care Homes</i>	Rev. 7/04	Unchanged
470-3855	<i>Facility Assessment Checklist for Foster Family Homes</i>	Rev. 7/04	Unchanged
470-3856	<i>Facility Assessment Checklist for Group Care</i>	Rev. 7/04	Unchanged
470-3453	<i>Family Case Plan</i>	Rev. 2/20	Revised
470-3453(S)	<i>Family Case Plan (Spanish)</i>	Rev. 2/20	Revised
470-5508	<i>Family Foster Care Referral</i>	1/18	Unchanged
470-4138	<i>Family Functioning Domain Criteria</i>	Rev. 7/06	Unchanged
470-5148	<i>Family Interaction Plan General Roles and Responsibilities</i>	Rev. 4/17	Unchanged
470-5148(S)	<i>Family Interaction Plan General Roles and Responsibilities (Spanish)</i>	4/17	Unchanged
470-0634	<i>Family-Life Home Placement Agreement</i>	Rev. 1/04	Unchanged
470-4087	<i>Family Map</i>	12/04	Unchanged
470-4087(S)	<i>Family Map (Spanish)</i>	12/07	Unchanged
470-4133	<i>Family Risk Assessment</i>	Rev. 4/19	Unchanged
470-4134	<i>Family Risk Reassessment</i>	Rev. 5/20	Revised
470-5149	<i>Family Team and Youth Transition Decision-Making Meeting Agreement on Confidentiality</i>	Rev. 2/17	Unchanged
470-4126	<i>Family Team Decision-Making (FTDM) Meeting Notes</i>	Rev. 2/17	Unchanged
470-4126(S)	<i>Family Team Decision-Making (FTDM) Meeting Notes (Spanish)</i>	Rev. 2/17	Unchanged
470-4022	<i>Final Strengths/Needs Worksheet</i>	Rev. 1/13	Unchanged
470-4022(S)	<i>Final Strengths/Needs Worksheet (Spanish)</i>	Rev. 1/13	Unchanged
470-4657	<i>Firearms Safety Plan</i>	Rev. 2/17	Unchanged
470-5097	<i>Floor Plan</i>	5/12	Unchanged
S472N111-01	<i>Foster Care and/or Subsidized Adoption Information Exchange</i>	5/13/96	Unchanged
470-1952	<i>Foster Care Clothing Allowance</i>	Rev. 10/12	Unchanged
470-0693	<i>Foster Care Private Water Supply Survey</i>	Rev. 9/09	Unchanged
470-2747	<i>Foster Care Provider Medical Letter</i>	Rev. 1/19	Unchanged
470-2747(S)	<i>Foster Care Provider Medical Letter (Spanish)</i>	Rev. 1/19	Unchanged
470-0714	<i>Foster Care Review Notice</i>	Rev. 1/19	Unchanged
470-0714(S)	<i>Foster Care Review Notice (Spanish)</i>	Rev. 1/19	Unchanged
470-4401	<i>Foster Child Behavioral Assessment</i>	Rev. 7/10	Unchanged
470-4401(S)	<i>Foster Child Behavioral Assessment (Spanish)</i>	Rev. 7/10	Unchanged
470-5610	<i>Foster Family Assurances Agreement</i>	3/20	New
470-0689	<i>Foster Family Home License Application</i>	Rev. 10/18	Unchanged
470-0689(S)	<i>Foster Family Home License Application (Spanish)</i>	Rev. 10/18	Unchanged

<b>Number</b>	<b>Name</b>	<b>Date</b>	<b>Status</b>
470-0716	<i>Foster Family Placement Contract</i>	Rev. 6/19	Unchanged
470-0716(S)	<i>Foster Family Placement Contract (Spanish)</i>	Rev. 6/19	Unchanged
470-2369	<i>Foster Family Record Check Letter</i>	Rev. 1/19	Unchanged
470-0718	<i>Foster Family Removal Letter</i>	Rev. 1/19	Unchanged
470-0718(S)	<i>Foster Family Removal Letter (Spanish)</i>	Rev. 1/19	Unchanged
470-0695	<i>Foster Family Survey Report</i>	Rev. 10/15	Unchanged
470-2470	<i>Foster Home Insurance Fund Claim</i>	Rev. 1/18	Unchanged
470-5404	<i>Foster Home Licensing Corrective Action Plan</i>	Rev. 1/18	Unchanged
470-4614	<i>Foster Parent Post-Adjudication Hearing Report</i>	11/08	Unchanged
470-2541	<i>Foster Parent Training Application</i>	Rev. 9/09	Unchanged
470-2541(S)	<i>Foster Parent Training Application (Spanish)</i>	Rev. 9/09	Unchanged
470-2080	<i>Foster Parent Training History</i>	Rev. 9/09	Unchanged
470-3341	<i>Foster Parent Training Plan</i>	Rev. 9/09	Unchanged
470-2540	<i>Foster Parent Training Report</i>	Rev. 8/10	Unchanged
470-2540(S)	<i>Foster Parent Training Report (Spanish)</i>	Rev. 8/10	Unchanged
470-2066	<i>Foster/Adoptive Parent Preparation Training Certificate of Completion</i>	Rev. 7/15	Unchanged
470-4384	<i>Founded Abuse in Nonregistered Child Care Parent Letter</i>	Rev. 1/19	Unchanged
470-4384(S)	<i>Founded Abuse in Nonregistered Child Care Parent Letter (Spanish)</i>	Rev. 1/19	Unchanged
470-4311	<i>Future Needs Adoption Subsidy Professional Documentation</i>	Rev. 4/09	Unchanged
GAX	<i>General Accounting Expenditure</i>	Rev. 7/12	Unchanged
470-0738	<i>Guardianship Authorization</i>	Rev. 1/19	Unchanged
470-2989	<i>Guardianship Information</i>	Rev. 11/06	Unchanged
470-3631	<i>Guardianship Subsidy Agreement</i>	Rev. 3/20	Revised
470-3632	<i>Guardianship Subsidy Application</i>	Rev. 3/20	Revised
470-0720	<i>Health Report for Foster and Adoptive Parents</i>	Rev. 7/10	Unchanged
Form IA/VI	<i>ICJ Application for Services and Waiver</i>	Rev. 7/1/18	Revised
Form III	<i>ICJ Consent for Voluntary Return of Out of State Juvenile, revised</i>	Rev. 11/14/16	Revised
Form VIII	<i>ICJ Home Evaluation Report Form</i>	Rev. 02/01/16	Revised
Form VII	<i>ICJ Out of State Travel Permit and Agreement to Return</i>	Rev. 11/14/16	Revised
Form IV	<i>ICJ Parole or Probation Investigation Request</i>	Rev. 03/01/18	Revised
Form A	<i>ICJ Petition for Requisition to Return a Runaway Juvenile</i>	Rev. 2/1/16	Revised
Form IX	<i>ICJ Quarterly Progress, Violation, or Absconder Report</i>	Rev. 2/1/16	Revised

Number	Name	Date	Status
Form V	<i>ICJ Report of Sending State Upon Parolee or Probationer Being Sent to the Receiving State</i>	Rev. 1/1/11	Revised
Form II	<i>ICJ Requisition for Escapee or Absconder and Requisition for Accused Delinquent</i>	Rev. 2/1/16	Revised
Form I	<i>ICJ Requisition for Runaway Juvenile</i>	Rev. 2/1/16	Revised
470-3827	<i>ICPC Financial and Medical Plan</i>	Rev. 5/20	Revised
470-0788	<i>ICPC Report on Child's Placement Status (ICPC 100B)</i>	Rev. 1/2020	Revised
470-0781	<i>ICPC Request (ICPC 100A)</i>	Rev. 1/2020	Revised
470-4992	<i>ICPC Supervision Report, 30 Day</i>	10/10	Unchanged
470-4993	<i>ICPC Supervision Report, 90 Day</i>	10/10	Unchanged
470-0583	<i>Individual Service Plan</i>	Rev. 3/14	Unchanged
470-3918	<i>IV-E Changes</i>	Rev. 5/20	Revised
470-3839	<i>IV-E Initial Placement Information</i>	Rev. 5/20	Revised
470-3334	<i>JCS Referral for Payment</i>	Rev. 12/01	Unchanged
470-4819	<i>Lead Paint Assessment</i>	7/09	Unchanged
470-3018	<i>Letter of Removal</i>	Rev. 1/19	Unchanged
470-3018(S)	<i>Letter of Removal (Spanish)</i>	Rev. 1/19	Unchanged
470-3342	<i>License Capacity Variance Request</i>	Rev. 9/09	Unchanged
470-4540	<i>Long-Term Permanency Placement Agreement</i>	5/08	Unchanged
470-3061	<i>Medicaid Referral</i>	9/93	Unchanged
470-3061(S)	<i>Medicaid Referral (Spanish)</i>	7/08	Unchanged
470-5482	<i>Medicaid/State Supp Review</i>	Rev. 10/19	Unchanged
470-5482(S)	<i>Medicaid/State Supp Review (Spanish)</i>	Rev. 10/19	Unchanged
470-5482(M)	<i>Medicaid/State Supp Review (manual)</i>	Rev. 10/19	Unchanged
470-5482(MS)	<i>Medicaid/State Supp Review (manual Spanish)</i>	Rev. 10/19	Unchanged
470-0741	<i>Medical Referral Request</i>	Rev. 7/19	Unchanged
470-0741(S)	<i>Medical Referral Request (Spanish)</i>	7/19	New
470-4385	<i>Mexican Consulate Notification</i>	Rev. 1/19	Unchanged
470-2328	<i>Multidisciplinary Team (MDT) Agreement</i>	Rev. 10/15	Unchanged
595-1489	<i>Non-Law Enforcement Record Check Request Form A</i>	Rev. 4/07	Unchanged
595-1489(S)	<i>Non-Law Enforcement Record Check Request Form A (Spanish)</i>	Rev. 10/07	Unchanged
470-0728	<i>Notice of Action</i>	Rev. 5/17	Unchanged
470-0709	<i>Notice of Action: Foster Family Home</i>	Rev. 3/20	Revised
470-0709(S)	<i>Notice of Action: Foster Family Home (Spanish)</i>	Rev. 3/20	Revised
470-3575	<i>Notice of Child Abuse Assessment: Confirmed Not Registered</i>	Rev. 3/17	Unchanged
470-3575(S)	<i>Notice of Child Abuse Assessment: Confirmed Not Registered (Spanish)</i>	Rev. 3/17	Unchanged

<b>Number</b>	<b>Name</b>	<b>Date</b>	<b>Status</b>
470-3243	<i>Notice of Child Abuse Assessment: Founded</i>	Rev. 3/17	Unchanged
470-3243(S)	<i>Notice of Child Abuse Assessment: Founded (Spanish)</i>	Rev. 3/17	Unchanged
470-3242	<i>Notice of Child Abuse Assessment: Not Confirmed</i>	Rev. 3/17	Unchanged
470-3242(S)	<i>Notice of Child Abuse Assessment: Not Confirmed (Spanish)</i>	Rev. 3/17	Unchanged
470-0602	<i>Notice of Decision: Services</i>	Rev. 5/07	Unchanged
470-0602(S)	<i>Notice of Decision: Services (Spanish)</i>	Rev. 5/07	Unchanged
470-5373	<i>Notice of Family Assessment Recommendation</i>	Rev. 5/20	Revised
470-3789	<i>Notice of Intake Decision</i>	Rev. 1/19	Unchanged
470-4769	<i>Notice to Relatives and Parents</i>	Rev. 6/19	Unchanged
470-4769(S)	<i>Notice to Relatives and Parents (Spanish)</i>	Rev. 6/19	Unchanged
470-4840	<i>Notice to Relatives Worksheet</i>	Rev. 8/16	Unchanged
470-4894	<i>Notice to Schools for Child in Foster Care</i>	Rev. 1/19	Unchanged
470-5079	<i>Out-of-State Travel Permit and Agreement to Return</i>	5/12	Unchanged
Form 430018	<i>Parent's/Guardian's/Custodian's Consent</i>	11-17	Updated sample
470-3359	<i>Payee/Placement Changes</i>	Rev. 7/16	Unchanged
470-3350	<i>Photography Record</i>	Rev. 6/19	Unchanged
470-0580	<i>Physical Record</i>	Rev. 6/08	Unchanged
470-0580(S)	<i>Physical Record (Spanish)</i>	Rev. 6/08	Unchanged
470-0673	<i>Physician's Report</i>	Rev. 6/10	Unchanged
470-5081	<i>Placement Agreement and Service Authorization for Supervised Apartment Living (SAL)</i>	Rev. 1/18	Unchanged
470-0719	<i>Placement Agreement: Child-Placing Provider</i>	Rev. 6/19	Unchanged
470-3617	<i>Placement Notification</i>	Rev. 1/19	Unchanged
470-3617(S)	<i>Placement Notification (Spanish)</i>	Rev. 1/19	Unchanged
470-5596	<i>Preplacement Screening for Neurodevelopmental and Comorbid Conditions (NACC) Foster Group Care</i>	Rev. 3/20	Revised
470-5553	<i>Preplacement Screening for Problematic Sexualized Behavior (PSB) Foster Group Care</i>	Rev. 1/19	Unchanged
470-4063	<i>Preplacement Screening for Supervised Apartment Living Foster Care</i>	Rev. 1/18	Unchanged
470-5511	<i>Pre-Service Training and License Variance Request</i>	10/18	Unchanged
470-4023	<i>Professional Development Plan</i>	09/03	Unchanged
470-5438	<i>Progress Notes</i>	Rev. 1/18	Unchanged
470-5536	<i>Proof of Foster Care</i>	Rev. 1/19	Unchanged
470-4895	<i>Protective Child Care Documentation</i>	4/10	Unchanged
470-0636	<i>Provider Agreement</i>	Rev. 10/14	Unchanged

<b>Number</b>	<b>Name</b>	<b>Date</b>	<b>Status</b>
470-0672	<i>Provider Health Assessment</i>	Rev. 8/10	Unchanged
470-0699	<i>Provisions for Alternate Water Supply</i>	Rev. 9/09	Unchanged
470-4019	<i>PS-MAPP Family Profile</i>	Rev. 1/13	Unchanged
470-4019(S)	<i>PS-MAPP Family Profile (Spanish)</i>	Rev. 1/13	Unchanged
470-3227	<i>Receipt of HIV-Related Information</i>	7/95	Unchanged
470-3926	<i>Receiving State's Priority Home Study (ICPC 102)</i>	Rev. 11/02	Unchanged
470-0704	<i>Recommendation for Denial of a Foster Family License</i>	Rev. 1/18	Unchanged
470-0698	<i>Recommendation for Provisional License</i>	Rev. 7/05	Unchanged
470-0710	<i>Recommendation for Suspension of a License</i>	Rev. 1/18	Unchanged
470-2310	<i>Record Check Evaluation</i>	Rev. 4/19	Unchanged
470-2310(S)	<i>Record Check Evaluation (Spanish)</i>	Rev. 4/19	Unchanged
470-3055	<i>Referral and Authorization for Child Welfare Services</i>	Rev. 6/10	Unchanged
470-3055(S)	<i>Referral and Authorization for Child Welfare Services (Spanish)</i>	Rev. 6/10	Unchanged
470-5035	<i>Relative Home Study Face Sheet</i>	5/11	Unchanged
470-3234	<i>Release of Confidential HIV Information</i>	9/95	Unchanged
470-0665	<i>Report of Suspected Child Abuse</i>	Rev. 7/11	Unchanged
470-0665(S)	<i>Report of Suspected Child Abuse (Spanish)</i>	Rev. 7/11	Unchanged
470-2889	<i>Report on Efforts to Place Child for Adoption</i>	Rev. 12/04	Unchanged
470-5124	<i>Request for a One Year Foster Family License</i>	Rev. 1/18	Unchanged
470-3186	<i>Request for Approval of Supervised Apartment Living Foster Care Placement</i>	Rev. 1/18	Unchanged
470-0643	<i>Request for Child and Dependent Adult Abuse Information</i>	Rev. 2/16	Unchanged
470-2737	<i>Request for Medicaid Information</i>	Rev. 1/19	Unchanged
470-2737(S)	<i>Request for Medicaid Information (Spanish)</i>	Rev. 1/19	Unchanged
470-0705	<i>Request for Revocation of Foster Family License</i>	Rev. 1/18	Unchanged
470-3056	<i>Request for Tangible Goods, Child Care, and Ancillary Services</i>	Rev. 3/02	Unchanged
470-3056(S)	<i>Request for Tangible Goods, Child Care, and Ancillary Services (Spanish)</i>	7/08	Unchanged
Form W-9	<i>Request for Taxpayer Identification Number and Certification</i>	Rev. 10-2018	Revised
470-4873	<i>Request for Waiver of Pre-Service Training or Non-Safety Licensing Standards for Relatives</i>	Rev. 1/18	Unchanged
470-3949	<i>Request to End an Authorization</i>	Rev. 5/20	Revised



<b>Number</b>	<b>Name</b>	<b>Date</b>	<b>Status</b>
470-2990	<i>Rescinding the Consent to Adoption</i>	4/99	Unchanged
470-2990(S)	<i>Rescinding the Consent to Adoption (Spanish)</i>	7/08	Unchanged
470-5510	<i>Resource Home Concern</i>	1/18	Unchanged
470-5436	<i>Resource Parent Home Study</i>	Rev. 4/20	Revised
470-3396	<i>Review Decision on Nonregistered Report</i>	Rev. 4/10	Unchanged
470-3396(S)	<i>Review Decision on Nonregistered Report (Spanish)</i>	Rev. 4/10	Unchanged
470-3395	<i>Review Decision on Registered Report</i>	Rev. 4/10	Unchanged
470-3395(S)	<i>Review Decision on Registered Report (Spanish)</i>	Rev. 4/10	Unchanged
470-5337	<i>Rights of Youth in Out-of-Home Placement</i>	7/15	Unchanged
470-5616	<i>Safe Plan of Care</i>	5/20	New
470-4132	<i>Safety Assessment</i>	Rev. 7/09	Unchanged
470-4132(S)	<i>Safety Assessment (Spanish)</i>	Rev. 8/09	Unchanged
470-4461	<i>Safety Plan</i>	8/07	Unchanged
470-4461(S)	<i>Safety Plan (Spanish)</i>	7/08	Unchanged
470-4835	<i>Safety Plan for At-Risk Adult</i>	Rev. 6/16	Unchanged
470-3925	<i>Sending State Priority Home Study Request (ICPC 101)</i>	Rev. 11/02	Unchanged
470-5602	<i>Service Worker Comprehensive Assessment</i>	1/20	Unchanged
470-3615	<i>Social History</i>	Rev. 2/11	Unchanged
470-3615(S)	<i>Social History (Spanish)</i>	Rev. 2/11	Unchanged
470-0647	<i>Social History and Evaluation for Family-Life Home Placement</i>	Rev. 1/04	Unchanged
470-3361	<i>SSI Advocacy Project Referral</i>	Rev. 7/16	Unchanged
470-0640	<i>State Supplementary Assistance Certification or Termination</i>	Rev. 1/19	Unchanged
470-0648	<i>Statement of Services Rendered</i>	Rev. 10/14	Unchanged
470-4021	<i>Strengths/Needs Worksheet – After Meetings 1 and 2</i>	Rev. 9/08	Unchanged
470-4021(S)	<i>Strengths/Needs Worksheet – After Meetings 1 and 2 (Spanish)</i>	Rev. 9/08	Unchanged
470-4089	<i>Strengths/Needs Worksheet – After Meetings 3 and 4</i>	Rev. 12/04	Unchanged
470-4089(S)	<i>Strengths/Needs Worksheet – After Meetings 3 and 4 (Spanish)</i>	12/07	Unchanged
470-4090	<i>Strengths/Needs Worksheet – After Meeting 5</i>	Rev. 1/13	Unchanged
470-4090(S)	<i>Strengths/Needs Worksheet – After Meeting 5 (Spanish)</i>	Rev. 1/13	Unchanged
470-4091	<i>Strengths/Needs Worksheet – After Meetings 6 and 7</i>	Rev. 1/13	Unchanged
470-4091(S)	<i>Strengths/Needs Worksheet – After Meetings 6 and 7 (Spanish)</i>	Rev. 1/13	Unchanged

<b>Number</b>	<b>Name</b>	<b>Date</b>	<b>Status</b>
470-4024	<i>Strengths/Needs Worksheet for Fertility Issues</i>	Rev. 9/08	Unchanged
470-4024(S)	<i>Strengths/Needs Worksheet for Fertility Issues (Spanish)</i>	Rev. 9/08	Unchanged
470-5599	<i>Subsidized Guardianship IV-E Checklist</i>	3/20	New
470-5613	<i>Subsidized Guardianship Notice of Decision</i>	3/20	New
470-5613(S)	<i>Subsidized Guardianship Notice of Decision (Spanish)</i>	3/20	New
470-2441	<i>Suspected Dependent Adult Abuse Report</i>	Rev. 4/20	Revised
470-2634	<i>Voluntary Foster Care Petition</i>	Rev. 4/03	Unchanged
470-2634(S)	<i>Voluntary Foster Care Petition (Spanish)</i>	7/08	Unchanged
470-0715	<i>Voluntary Foster Care Placement Agreement</i>	Rev. 12/11	Unchanged
470-0715(S)	<i>Voluntary Foster Care Placement Agreement (Spanish)</i>	Rev. 12/11	Unchanged
470-3351	<i>Waiting Child Enrollment</i>	Rev. 6/19	Unchanged
470-5161	<i>Youth Transition Decision-Making (YTDM) Meeting Notes (Youth's Plan)</i>	Rev. 2/17	Unchanged
470-5176	<i>Youth Transition Decision-Making (YTDM) Youth's Dream Path</i>	Rev. 2/17	Unchanged
Comm. 33	<i>Foster Parent Handbook</i>	February 2020	Revised
Comm. 33(S)	<i>Foster Parent Handbook (Spanish)</i>	February 2020	Revised
Comm. 118	<i>Dependent Adult Abuse: A Guide for Mandatory Reporters</i>	July 2019	Unchanged
Comm. 146	<i>The State Has My Child! What Can I Do?</i>	Rev. 4/14	Unchanged
Comm. 146(S)	<i>The State Has My Child! What Can I Do? (Spanish)</i>	8/14	Unchanged
Comm. 164	<i>Child Abuse: A Guide for Mandatory Reporters</i>	March 1, 2020	Revised
Comm. 164(S)	<i>Child Abuse: A Guide for Mandatory Reporters (Spanish)</i>	March 1, 2020	Revised
Comm. 177	<i>How Can I Help This Child?</i>	1999	Unchanged
Comm. 190	<i>How Can I Help This Child? (Spanish)</i>	2000	Unchanged
Comm. 265	<i>Family Team Decision-Making Meetings</i>	Rev. 2/17	Unchanged
Comm. 265(S)	<i>Family Team Decision-Making Meetings (Spanish)</i>	Rev. 2/17	Unchanged
Comm. 283	<i>Family Team and Youth Transition Decision-Making Standards</i>	Rev. 2/17	Unchanged
Comm. 315	<i>Medication Management</i>	Rev. 12/09	Unchanged
Comm. 315(S)	<i>Medication Management (Spanish)</i>	11/15	Unchanged
Comm. 385	<i>Overview of Iowa's Adoption Subsidy Program</i>	3/10	Unchanged
Comm. 386	<i>Financial Assistance for Relative Caretakers</i>	Rev. 3/20	Revised
Comm. 435	<i>Family Interaction Standards</i>	Rev. 4/17	Unchanged

<b>Number</b>	<b>Name</b>	<b>Date</b>	<b>Status</b>
Comm. 437	<i>Iowa Foster Child and Youth Bill of Rights</i>	2/13	Unchanged
Comm. 439	<i>Family Team and Youth Transition Decision-Making (FTDM/YTDM) Meeting Facilitator Approval</i>	Rev. 4/17	Unchanged
Comm. 439(S)	<i>Family Team and Youth Transition Decision-Making (FTDM/YTDM) Meeting Facilitator Approval (Spanish)</i>	4/17	Unchanged
Comm. 440	<i>Family Team and Youth Transition Decision-Making (FTDM/YTDM) Meeting Coaching Guidelines</i>	Rev. 2/17	Unchanged
Comm. 450	<i>Differential Response System: Family Assessment</i>	11/13	Unchanged
Comm. 450(S)	<i>Differential Response System: Family Assessment (Spanish)</i>	3/14	Unchanged
Comm. 462	<i>Parents Rights &amp; Responsibilities</i>	8/14	Unchanged
Comm. 482	<i>Dependent Adult Protection</i>	Rev. 9/19	Unchanged
RC-0003	<i>Child Abuse Registry Report Code Card</i>	Rev. 10/95	Unchanged
RC-0045	<i>Interstate Compact Requirements for Placing Children Out of Iowa</i>	11/02	Unchanged
RC-0046	<i>Interstate Compact Requirements for Receiving Children Into Iowa</i>	11/98	Unchanged
RC-0049	<i>Dissemination Desk Aid</i>	Rev. 1/14	Unchanged
RC-0053	<i>Home Study Update Guide: Transition to Adoption</i>	Rev. 12/04	Unchanged
RC-0076	<i>CPS and CINA Intake Decision Tree</i>	Rev. 10/06	Revised
RC-0077	<i>CINA Guidance Tool</i>	8/06	Unchanged
RC-0078	<i>Relative Home Study Outline</i>	5/11	Unchanged
RC-0082	<i>How-Do-I? Guide: Case Planning</i>	8/06	Unchanged
RC-0083	<i>How-Do-I? Guide: Case Management</i>	8/06	Unchanged
RC-0084	<i>How-Do-I? Guide: In-Home Case Management</i>	6/07	Unchanged
RC-0086	<i>How-Do-I? Guide: CPS Assessment</i>	10/06	Unchanged
RC-0087	<i>How-Do-I? Guide: CINA Assessment</i>	10/06	Unchanged
RC-0088	<i>How-Do-I? Guide: CINA Intake</i>	Rev. 10/06	Unchanged
RC-0089	<i>How-Do-I? Guide: CPS Intake</i>	Rev. 10/06	Unchanged
RC-0090	<i>Drug Testing Guidelines</i>	8/06	Unchanged
RC-0093	<i>CPS Assessment – Case Disposition Decision Tree</i>	8/06	Unchanged
RC-0095	<i>Criminal Record Case Codes</i>	8/06	Unchanged
RC-0096	<i>How-Do-I? Guide: Out-of-Home Case Management</i>	6/07	Unchanged
RC-0097	<i>CINA Intake Guidance Tree</i>	Rev. 10/06	Unchanged
RC-0099	<i>How-Do-I? Guide: Adoption</i>	Rev. 7/08	Unchanged
RC-0101	<i>Case Closure</i>	5/07	Unchanged
RC-0102	<i>How-Do-I? Guide: Case Closure</i>	6/07	Unchanged
RC-0104	<i>Safety Assessment Guidance</i>	8/07	Unchanged
RC-0122	<i>Factoring Child Abuse Desk Aid</i>	Rev. 3/20	Revised
RC-0123	<i>Family Risk Assessment Guidance</i>	Rev. 4/19	Unchanged

Number	Name	Date	Status
RC-0124	<i>Family Risk Reassessment Guidance</i>	Rev. 4/20	Revised
RC-0126	<i>Factoring Dependent Adult Abuse Desk Aid</i>	Rev. 6/19	Unchanged
RC-0131	<i>Multidisciplinary Team Practice Guidance</i>	9/15	Unchanged
RC-0135	<i>Dependent Adult Abuse Dissemination Desk Aid</i>	Rev. 9/19	Unchanged
RC-0139	<i>Safety, Dependency, and Risk Assessment Practice Guidance</i>	7/17	Unchanged
RC-0140	<i>CPW to SWCM Transfer Packet Face Sheet Guidance</i>	5/20	New
RC-0141	<i>Child Trafficking Indicators</i>	7/20	New
RC-0142	<i>Intake Screening Tool – Determining the Assessment Type</i>	7/20	New
RC-0143	<i>JARVIS Reference</i>	7/20	New
RC-0144	<i>Reports of Child Abuse Involving Other States – Jurisdiction Desk Aid</i>	7/20	New
RC-0145	<i>Structured Interview</i>	7/20	New
RC-0146	<i>System Checks for Child Abuse and Dependent Adult Abuse Intakes</i>	7/20	New
RC-0147	<i>System Checks Guidance for Intake</i>	7/20	New
RC-0148	<i>Unlicensed Kin and Fictive Kin Caregiver Evaluation</i>	5/20	New

## Summary

This general letter issues a new appendix developed to support family services. This appendix includes:

- ◆ Forms and instructions from the following appendices:
  - 12-A-Appendix, *Approval of Juvenile Detention and Shelter Care Homes Appendix*
  - 12-B-Appendix, *Foster Family Home Licensing*
  - 12-C-Appendix, *Foster Group Care Licensing*
  - 13-D-Appendix, *Guardianship Appendix*
  - 13-N-Appendix, *Interstate Compacts*
  - 16-G-Appendix, *Dependent Adult Protective Services Appendix*
  - 16-I-Appendix, *Family-Life Home Services Appendix*
  - 16-J-Appendix, *In-Home Health-Related Care Services Appendix*
  - 17-Appendix, *Child Welfare Appendix*
- ◆ Delete minority status as an option that a child is difficult to place on form 470-4075, *Adoption IV-E Checklist*.
- ◆ Change the eligibility category to reflect age five and older on form 470-0749, *Adoption Subsidy Agreement*, and its Spanish version, form 470-0749(S).
- ◆ Modify form 470-0615, *Application for All Social Services*, and its Spanish version, form 470-0615(S), to:
  - Remove references to Safety Plan and FSRP Services, and
  - Replace the poverty guidelines table with a direct link to access the current national poverty guidelines.

- ◆ Add the Iowa Department of Public Health's form used by DHS to obtain a child's birth certificate. The *Application for an Iowa Vital Record* replaces form 588-0225VR, *Birth: Application for a Search for an Iowa Record*, and form 588-0298VR, *Confidential Verification of Birth*.
- ◆ Add *Rights and Responsibilities* to form 470-5170, *Application for Health Coverage and Help Paying Costs*, and its Spanish version, form 470-5170(S).
- ◆ Update samples of the following certificates:
  - 470-0619, *Certificate of Adoption Investigator*
  - 470-0620, *Certificate of Approval*
  - 470-3623, *Certificate of License*
- ◆ Remove the signatory on form 470-5550, *Certificate of Adoption Investigator Letter*.
- ◆ Replace out-of-date form H-9757, with form 470-4848, *Certificate of Inspection Fire Safety Rules, Regulations and Standards*.
- ◆ Add instructions and the following new forms:
  - 470-5612, *Child Care Expense Statement*
  - 470-5599, *Subsidized Guardianship IV-E Checklist*
  - 470-5613 and 470-5613(S), *Subsidized Guardianship Notice of Decision*
- ◆ Replace "Community Care" with "Voluntary Services" under the Recommendation for Service section on the following forms:
  - 470-3240, *Child Protective Services Child Abuse Assessment Summary*
  - 470-5371, *Child Protective Services Family Assessment Summary*
- ◆ Revise form 470-4135, *CINA Services Assessment Summary*, to:
  - Add a place to indicate the Final Risk Level.
  - Add a list of prevention services to meet the foster care prevention strategy in the event CINA adjudication occurs in the CINA Assessment Summary section.
- ◆ Modify form 470-5150, *Child Welfare Services Referral Face Sheet*, to:
  - Update the service options to include on the referral face sheet;
  - Replace Safety and/or Risk Factors with Family Safety Concerns and Individual Parent/Caretaker Concerns to align with a change in services;
  - Remove frequency and method of contact and who must be seen columns;
  - Replace references to Safety Plan Services and Family Safety, Risk, and Permanency (FSRP) Services with Family-Centered Services with Solution Based Casework (SBC);
  - Add "other" to type of service or support;
  - Add sections on Family Preservation Services and SafeCare;
  - Remove references to FSRP Services in the FTDM/YTDM meeting section and change the junctures when FTDM and YTDM meetings occur; and
  - Replace FSRP Services Care Coordinator with Family Support Specialist (FSS) and Intervention Specialist (IS) and replace Relative/Kinship with Kin/Fictive Kin under "potential team members."

- ◆ Update the discrimination contact information on form 470-0429, *Consent to Obtain and Release Information*, and its Spanish version, 470-0429(S).
- ◆ Modify form 470-5562, *CPW to SWCM Transfer Packet Face Sheet*, to:
  - Update language to align with new service delivery, and
  - Replace "relative" with kin/fictive kin language.
- ◆ Revise the section for teens in foster care on form 470-3453, *Family Case Plan*, to make the language easier to understand. The case manager completes this form for families involved in the Iowa child welfare system. The form is given to the child in foster care and other authorized persons after completion and at scheduled updates. The Spanish version has also been updated to reflect these changes.
- ◆ Revise form 470-4134, *Family Risk Reassessment*, to:
  - Align language with the *Family Risk Assessment*, and
  - Remove family history questions.
- ◆ Add instructions and form 470-5610, *Foster Family Assurances Agreement*. This form makes sure the family has a clear understanding of the expectations before the family is approved as a foster home.
- ◆ Provide a link to forms on the Iowa Judicial Branch's website used for initial, annual, or final court reports for the guardianship program.
- ◆ Revise form 470-3631, *Guardianship Subsidy Agreement*, to:
  - Change the wording in the non-recurring expenses category from Attorney Fees to Fees Associated With Attaining Legal Guardianship.
  - Change language under PROVISIONS OF AGREEMENT to:
    - Meet IV-E requirements.
    - Add information on non-recurring expenses.
    - Reflect guardianship subsidy instead of adoption subsidy.
- ◆ Update the wording on form 470-3632, *Guardianship Subsidy Application*, regarding the eligibility requirements at the time of initial application.
- ◆ Replace the following Interstate Commission for Juvenile (ICJ) forms. Access these forms from the ICJ website or through the ICJ electronic database. Links to the ICJ website are provided in the Appendix.
  - *ICJ Application for Services and Waiver*, Form IA/VI replaces 470-0780
  - *ICJ Consent for Voluntary Return of Out of State Juvenile*, Form III replaces 470-0786
  - *ICJ Home Evaluation Report Form*, Form VIII replaces 470-3830
  - *ICJ Out of State Travel Permit and Agreement to Return*, Form VII replaces 470-0787
  - *ICJ Parole or Probation Investigation Request*, Form IV replaces 470-0789
  - *ICJ Petition for Requisition to Return a Runaway Juvenile*, Form A replaces 470-0784
  - *ICJ Quarterly Progress, Violation, or Absconder Report*, Form IX replaces 470-3831

- *ICJ Report of Sending State Upon Parolee or Probationer Being Sent to the Receiving State*, Form V replaces 470-3829
- *ICJ Requisition for Escapee or Absconder and Requisition for Accused Delinquent*, Form II replaces 470-0783
- *ICJ Requisition for Runaway Juvenile*, Form I replaces 470-0785
- ◆ Revise form 470-3827, *ICPC Financial and Medical Plan*, to clarify completion.
- ◆ Update the following forms to the current version approved by AAICPC:
  - 470-0788 (ICPC 100B), *ICPC Report on Child's Placement Status*
  - 470-0781 (ICPC 100A), *ICPC Request*
- ◆ Revise form 470-3918, *IV-E Changes*, to incorporate claiming criteria for Qualifying Residential Treatment Program (QRTP) placements and make format and minor wording changes. Sections related to changes in initial removal household circumstances, ongoing deprivation, and annual reviews are removed. The form is now accessed and completed within the JARVIS / IV-E Tracking system.
- ◆ Revise form 470-3839, *IV-E Initial Placement Information*, to incorporate claiming criteria for Qualifying Residential Treatment Program (QRTP) placements and make format and minor wording changes. The form is now accessed and completed within the JARVIS / IV-E Tracking system.
- ◆ Add the Spanish version of form 470-0741, *Medical Referral Request*.
- ◆ Add a revocation option to form 470-0709, *Notice of Action: Foster Family Home*, and its Spanish version, form 470-0709(S). This form notifies foster family homes of licensing decisions.
- ◆ Modify form 470-5373, *Notice of Family Assessment Recommendation*, to:
  - Replace references to Community Care with Voluntary Services;
  - Add "Already engaged in JCS Services" and "Resides out of state" as exception reasons.
- ◆ Update the sample of the Iowa Department of Transportation's (DOT) form 430018, *Parent's/Guardian's/Custodian's Consent*. Form 430018 was previously named *Parent's/Guardian's Consent*. A social work case manager or juvenile court officer completes this form to provide permission for a child to obtain a driver's license or non-operator's identification card.
- ◆ Revise form 470-5596, *Preplacement Screening for Neurodevelopmental and Comorbid Conditions (NACC) Foster Group Care*, to allow more room for entries.
- ◆ Revise form 470-5436, *Resource Parent Home Study*, to align with current law, policy, and practice related to record checks and FBI fingerprinting and to allow more room for entries.
- ◆ Reinstate form 470-3949, *Request to End an Authorization*, to ensure the ability to revoke authorization to obtain health care information granted in form 470-3951, *Authorization to Obtain or Release Health Care Information*. Form 470-3949 was initially identified as obsolete during the 2018 Forms Audit.
- ◆ Replace the Internal Revenue Services' Form W-9, *Request for Taxpayer Identification Number and Certification*, with the current form. A link has been added to the IRS website.

- ◆ Add instructions and form 470-5616, *Safe Plan of Care*, to address the safety and well-being of infants identified as being affected by substance abuse or withdrawal symptoms or Fetal Alcohol Spectrum Disorder.
- ◆ Remove language that states form 470-2441, *Subsidized Dependent Adult Abuse Report*, is not necessary when an oral report is not accepted for evaluation or assessment. Administrative rules state a written report must be made within 48 hours after an oral report.
- ◆ Revise Comm. 33, *Foster Parent Handbook*, to reflect changes in policies and practices. The *Foster Parent Handbook* is a resource for foster parents. The Spanish version, Comm. 33(S), has also been revised to reflect the changes.
- ◆ Update Comm. 164, *Child Abuse: A Guide for Mandatory Reporters*, to align with current law, policy, and practice related to mandatory reporting of child abuse. The Spanish version, Comm. 164(S), has also been revised to reflect the changes.
- ◆ Update the contact telephone number on Comm. 386, *Financial Assistance for Relative Caretakers*.
- ◆ Update RC-0076, *CPS and CINA Intake Decision Tree*, to reflect current laws, policies, and procedures.
- ◆ Update RC-0122, *Factoring Child Abuse Desk Aid*, due to law changes that affects sexual abuse factors.
- ◆ Modify RC-0124, *Family Risk Reassessment Guidance*, to reflect new language and direction.
- ◆ Add RC-0140, *CPW to SWCM Transfer Packet Face Sheet Guidance*.
- ◆ Add the following reference cards (RC) to support current laws, policies, and procedures:
  - RC-0141, *Child Trafficking Indicators*
  - RC-0142, *Intake Screening Tool – Determining the Assessment Type*
  - RC-0143, *JARVIS Reference*
  - RC-0144, *Reports of Child Abuse Involving Other States – Jurisdiction Desk Aid*
  - RC-0145, *Structured Interview*
  - RC-0146, *System Checks for Child Abuse and Dependent Adult Abuse Intakes*
  - RC-0147, *System Checks Guidance for Intake*
- ◆ Add RC-0148, *Unlicensed Kin and Fictive Kin Caregiver Evaluation*, for field use. RC-0148 lays out the financial support options available to different types of caregivers.

### **Effective Date**

The Qualifying Residential Treatment Program (QRTP) changes are effective July 1, 2020. The other changes are effective upon receipt.

### **Material Superseded**

None.



### **Additional Information**

Refer questions about this general letter to:

- ◆ Your area service administrator.
- ◆ The Interstate Compact on the Placement of Children (ICPC) unit in the Division Field Operations.
- ◆ The IV-E Eligibility unit in the Division of Field Operations.

August 21, 2020

**GENERAL LETTER NO. 18-AP-25**

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

SUBJECT: Employees' Manual, Title 18, *Family Services Appendix*, Contents page 1-8, and 11 revised; page 2-248, revised; 342, revised; 342a and 342b, new; 343, revised; 343a, new; 415 revised; and the following forms:

470-4461	<i>Safety Plan</i> , revised
470-4461(S)	<i>Safety Plan (Spanish)</i> , revised
470-5592	<i>Action Plan</i> , revised – new name <i>Next Steps</i>
470-5610	<i>Foster Family Assurances Agreement</i> , revised
470-5622	<i>Safety Plan Supplement</i> , new
470-5622(S)	<i>Safety Plan Supplement (Spanish)</i> , new
Comm. 118	<i>Dependent Adult Abuse A Guide for Mandatory Reporters</i> , revised
RC-0097	<i>CINA Intake Guidance Tree</i> , obsolete

**Summary**

Employees' Manual, Title 18, Appendix is revised to:

- ◆ Update 470-4461 and 470-4461(S), *Safety Plan*, to capture more detail regarding specific danger to the child's well-being, acknowledge the rights and responsibilities of the parents or guardians require sign off to the agreement, and to provide pertinent contact information.
- ◆ Revise 470-5592, *Action Plan*, renamed to *Next Steps* and updated wording therein.
- ◆ Revise 470-5610, *Foster Family Assurances Agreement*, refining from 17 assurances down to 7.
- ◆ Add a new form 470-5622 and 470-5622(S), *Safety Plan Supplement*, to be completed in conjunction with a *Safety Plan* when more space than what is provided on the *Safety Plan* is needed to document danger to the child's well-being and the actions needed to keep the child safe.
- ◆ Revise Comm. 118, *Dependent Adult Abuse A Guide for Mandatory Reporters* to remove outdated information.
- ◆ Remove RC 0097, *CINA Intake Guidance Tree* and mark obsolete.

**Effective Date**

Upon receipt

**Material Superseded**

This material replaces the following from Employees' Manual, Title 18, Appendix:

<u>Page</u>	<u>Date</u>
Contents page 1-8 and 11	June 5, 2020
Page 2-248, 342, and 343	June 5, 2020
470-4461	08/07
470-4461(S)	08/07
470-5592	09/19
470-5610	3/20
Comm. 118	07/19
RC-0097	10/06

**Additional Information**

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

October 23, 2020

**GENERAL LETTER NO. 18-AP-26**

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

SUBJECT: Employees' Manual, Title 18, Family Services Appendix, Contents page 1-8, 9 and 10, 11, pages 14-249, 250-341, and 342, revised; pages 342a and 342b, removed; page 343, revised; page 343a, removed; pages 344-435, revised; and 436-439, new.

**Summary**

This general letter revises Title 18, Family Services Appendix, to support child welfare practice for American Indian/Alaska Native (AI/AN) children and families covered under the federal and Iowa Indian Child Welfare Acts (ICWAs).

- ◆ Revise Contents to add the following forms and renumber the subsequent pages:
  - 470-5623, Ancestry Chart
  - 470-5632, Tribal Membership Inquiry
- ◆ Add instructions and the following forms and renumber the subsequent pages:
  - 470-5623, Ancestry Chart
  - 470-5632, Tribal Membership Inquiry

**Effective Date**

Immediately.

**Material Superseded**

Remove the following pages from Employees' Manual, Title 18 Appendix, and destroy them:

<u>Page</u>	<u>Date</u>
Contents page 1-8	August 21, 2020
Contents Page 9, 10	June 5, 2020
Contents Page 11	August 21, 2020
14-249	August 21, 2020
250-341	June 5, 2020
342	August 21, 2020
342a and 342b	August 21, 2020
343	August 21, 2020
343a	August 21, 2020
344-435	June 5, 2020

**Additional Information**

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

October 30, 2020

**GENERAL LETTER NO. 18-AP-27**

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

SUBJECT: Employees' Manual, Title 18, *Family Services Appendix*, Form 470-0723 and 470-0746, revised.

**Summary**

This general letter revises forms 470-0723, *Application for License or Certificate of Approval* to correct text entry controls and mailing address; and 470-0746, *Application for Certification of Adoption Investigator* to correct mailing address.

**Effective Date**

Immediately.

**Material Superseded**

Remove the following pages from Employees' Manual, Title 18 Appendix, and destroy them:

<u>Page</u>	<u>Date</u>
470-0723	05/17
470-0746	01/13

**Additional Information**

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

April 2, 2021

**GENERAL LETTER NO. 18-AP-28**

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

SUBJECT: Employees' Manual, Title 18, *Family Services Appendix*, Contents Page 1-11, pages 2-13, and 14-439, revised; the following forms:

470-3240, Child Protective Services Child Abuse Assessment Summary, revised  
470-5371, *Child Protective Services Family Assessment Summary*, revised  
470-5615, *Adoption Family Interview Questions*, new  
470-5641, *Adoption Selection Meeting Agreement on Confidentiality*, new  
470-5645, *Placement Notification (Relatives Involved)*, new  
470-5648, *Discovering Connections*, new  
Comm. 581, *Family Guide to Adoption Selection Interview Process*, new  
Comm. 593, *Iowa Adoption Selection Staffing Process*, new

**Summary**

Employees' Manual, Title 18, Appendix is revised to:

- ◆ Add forms related to Adoption interviews, selection, and process
- ◆ Add 470-5648, *Discovering Connections*

**Effective Date**

Forms 470-3240 and 470-5371 effective 10/20; all other updates effective upon receipt.

**Material Superseded**

Remove the following pages from Employees' Manual, Title 18 Appendix, and destroy them:

<u>Page</u>	<u>Date</u>
Contents Page 1-11	October 23, 2020
2-13	August 21, 2020
14-439	October 23, 2020
470-3240	05/20
470-5371	06/19

**Additional Information**

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



April 30, 2021

**GENERAL LETTER NO. 18-AP-29**

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

SUBJECT: Employees' Manual, Title 18, *Family Services Appendix*, Contents Page  
4-11, pages 182-444, revised; 445, new; the following forms:

470-0665, *Report of Suspected Child Abuse*, revised

470-0700, *Evaluation and Recommendation for Approval to Operate a  
Control Room*, added to 18-Appendix and revised

470-4769, *Notice to Relatives and Parents*, revised

470-4769(S), *Notice to Relatives and Parents (Spanish-language  
version)*, revised

470-5656, *Foster Parent Training Compliance Letter*, new

470-5656(S), *Foster Parent Training Compliance Letter (Spanish-  
language version)*, new

**Summary**

Employees' Manual, Title 18, Appendix is revised to:

- ◆ Add and update forms including updates to contact information and formatting

**Effective Date**

Form 470-0665 effective June 1<sup>st</sup>, 2021

All others effective upon receipt.

**Material Superseded**

Remove the following pages from Employees' Manual, Title 18 Appendix, and destroy them:

<u>Page</u>	<u>Date</u>
Contents 4-11	April 2, 2021
182-444	April 2, 2021
470-0665	07/11
470-0700	10/16
470-4769	06/19

470-4769S

06/19

**Additional Information**

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

May 21, 2021

**GENERAL LETTER NO. 18-AP-30**

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

SUBJECT: Employees' Manual, Title 18, *Family Services Appendix*, Contents Page 10 and 11, pages 405-445, revised; 446 and 447, new; and the following forms:

Comm. 385, *Overview of Iowa's Adoption Subsidy Program*, revised

Comm. 603, *Benefits of Becoming a Licensed Foster Parent*, new

Comm. 604, *Kinship Caregiver Program Overview*, new

**Summary**

Employees' Manual, Title 18, Appendix is revised to:

- ◆ Add and update forms regarding foster care and kinship caregivers
- ◆ Update overview brochure relating to Iowa's Adoption Subsidy Program

**Effective Date**

Effective immediately.

**Material Superseded**

Remove the following pages from Employees' Manual, Title 18 Appendix, and destroy them:

<u>Page</u>	<u>Date</u>
Contents 10 and 11	April 30, 2021
405-445	April 30, 2021
Comm. 385	03/10

**Additional Information**

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

June 25, 2021

**GENERAL LETTER NO. 18-AP-31**

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

SUBJECT: Employees' Manual, Title 18, *Family Services Appendix*, Contents Page 3, 4-9, 10 and 11; pages 68-74, 150-182, 183-406, 407-441, revised; 442-447, removed; and the following forms:

470-5149, *Solution Focused Meetings (SFM) and Youth Transition Decision Making Meeting (YTDM) Agreement on Confidentiality*, removed but not obsoleted

470-5150, *Child Welfare Services Referral Face Sheet*, revised

470-5663, *Kinship Caregiver Payment Notice of Decision Termination*, new

470-5664, *Kinship Caregiver Payment Notice of Decision Approval*, new  
Comm. 265, *Solution Focused Meetings*, revised

Comm. 439 and 439(S), *Family Team and Youth Transition Decision-Making Meeting Facilitator Approval* obsoleted

Comm. 440, *Family Team and Youth Decision-Making Meeting Coaching Guidelines*, obsoleted

**Summary**

Employees' Manual, Title 18, Appendix is revised to:

- ◆ Add forms regarding and Kinship Caregiver Payment Program approval or termination
- ◆ Obsolete forms relating to FTDM and YTDM meetings no longer used
- ◆ Update and rename Comm. 265, *Family Team Decision-Making Meetings* to Comm. 265, *Solution Focused Meetings*

**Effective Date**

Effective immediately.

**Material Superseded**

Remove the following pages from Employees' Manual, Title 18 Appendix, and destroy them:

<u>Page</u>	<u>Date</u>
Contents page 3	April 2, 2021
Contents page 4-9	April 30, 2021
Contents page 10-11	May 21, 2021
68-74	April 2, 2021
150-182	April 2, 2021
183-406	April 30, 2021
407-441	May 21, 2021
442-447	May 21, 2021
470-5149	06/21
470-5150	04/20
Comm. 265	02/17
Comm. 439	04/17
Comm. 439(S)	04/17
Comm. 440	02/17

**Additional Information**

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

August 6, 2021

**GENERAL LETTER NO. 18-AP-32**

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

SUBJECT: Employees' Manual, Title 18, *Family Services Appendix*, forms  
470-2441, 470-5612, and Comm. 118, revised.

**Summary**

Employees' Manual, Title 18, Appendix is revised:

- ◆ Update 470-2441, *Suspected Dependent Adult Abuse Report* to add CSIU contact information and space for documenting an Incident Number
- ◆ Update 470-5612, *Child Care Expense Statement for Foster Children* to make the form more user-friendly and update calculation processes and amounts.
- ◆ Update Comm. 118, *Dependent Adult Abuse: A Guide for Mandatory Reporters* to include new version of 470-2441 and update style and formatting throughout

**Effective Date**

Effective immediately.

**Material Superseded**

Remove the following pages from Employees' Manual, Title 18 Appendix, and destroy them:

<u>Page</u>	<u>Date</u>
470-2441	06/19
470-5612	03/20
Comm. 118	07/19

**Additional Information**

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

September 3, 2021

**GENERAL LETTER NO. 18-AP-33**

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

SUBJECT: Employees' Manual, Title 18, *Family Services Appendix*, Contents page  
6, page 271, and forms:

470-0688, *Dependent Adult Protective Services Evaluation or Assessment Summary*,  
revised

470-3631, *Guardian Subsidy Agreement*, revised

470-3632, *Guardian Subsidy Application*, revised

470-5079, *Out-of-State Travel Permit* revised

Comm. 033, *Foster Parent Handbook*, revised

Comm. 033S, *Foster Parent Handbook*, Spanish language version, revised

RC-0122, *Factoring Child Abuse Desk Aid*, revised

**Summary**

Employees' Manual, Title 18, Appendix is revised to update forms for functionality and organization, and to update information relating to sexual abuse factoring as a result of SF 253, which amended the criminal code definitions of sexual abuse in the second and third degrees.

**Effective Date**

Immediately.

**Material Superseded**

Remove the following material from Employees' Manual, Title 18 Appendix, and destroy them:

<u>Page</u>	<u>Date</u>
Contents Page 6	June 25, 2021
271	June 25, 2021
470-0688	06/19
470-3631	03/20
470-3632	03/20
470-5079	05/12
Comm. 033	02/20
Comm. 033S	02/20
RC-0122	03/20

**Additional Information**

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



October 22, 2021

**GENERAL LETTER NO. 18-AP-34**

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

SUBJECT: *Employees' Manual, Title 18, Family Services Appendix, Contents page 9 and 10, page 388, 399, and 400, revised; and forms:*  
*470-0657, Dependent Adult Protective Services Intake, revised*  
*470-0745, Adoption Notice of Decision, revised*  
*470-3326, Dependent Adult Abuse Information Request, revised*  
*470-5612, Child Care Expense Statement for Foster Children, revised*  
*Comm. 283, Youth Transition Decision-Making Standards, revised*  
*Comm. 603(S), Benefits of Becoming a Licensed Foster Parent, Spanish version, new*  
*Comm. 604(S), Kinship Caregiver Program Overview, Spanish version, new*

**Summary**

Employees' Manual, Title 18, Appendix is revised to:

- ◆ Update information regarding adoption subsidy payments
- ◆ Update forms for:
  - Clarity
  - Policy and procedure
  - Code citation accuracy
  - Language regarding abuse referral rejection reasons and further action

**Effective Date**

October 1, 2021.

**Material Superseded**

Remove the following material from Employees' Manual, Title 18 Appendix, and destroy them:

<u>Page</u>	<u>Date</u>
Contents Page 9 and 11	June 25, 2021
388, 399, 400	June 25, 2021
470-0657	06/19
470-0745	07/19
470-3326	01/19
470-5612	07/21
Comm. 283	02/17

**Additional Information**

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

November 5, 2021

**GENERAL LETTER NO. 18-AP-35**

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

SUBJECT: Employees' Manual, Title 18, *Family Services Appendix*, Contents page  
11, page 442 and 443, new; and forms:

RC-0149, *Field Guide for Assessing and Planning for the Safety of Children*, new

RC-0150, *Field Guide for the Observation of Children and the Delay of Observation  
Timeframes*, new

**Summary**

Employees' Manual, Title 18, Appendix is revised to add Reference Cards relating to child safety.

**Effective Date**

Immediately.

**Material Superseded**

Remove the following material from Employees' Manual, Title 18 Appendix, and destroy them:

<u>Page</u>	<u>Date</u>
Contents Page 11	June 25, 2021

**Additional Information**

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

January 7, 2022

**GENERAL LETTER NO. 18-AP-36**

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

SUBJECT: Employees' Manual, Title 18, *Family Services Appendix*, page 49-57, 58-61, 62-66, 136, 248, 341-346, 348, and 425, revised; and forms:  
470-0657, *Dependent Adult Protective Services Intake*, revised  
470-0688, *Dependent Adult Protective Services Evaluation or Assessment Summary*, revised  
470-3240, *Child Protective Services Child Abuse Assessment Summary*, revised.  
470-3631, *Guardianship Subsidy Agreement*, revised.  
470-3944, *Dependent Adult Abuse Notice of Intake Decision*, revised  
RC-0135, *Dependent Adult Abuse Dissemination Desk Aid*, revised

**Summary**

Employees' Manual, Title 18, Appendix is revised to update forms:

- ◆ Form RC-0135, *Dependent Adult Abuse Dissemination Desk Aid*, by correcting who has access to abuse data.
- ◆ Form 470-0657, *Dependent Adult Protective Services Intake* to provide fields to note linked intakes.
- ◆ Form 470-0688, *Dependent Adult Protective Services Evaluation or Assessment Summary*, by updating summary of assessment process fields to provide justification reason for the timeframe being missed and removing guardian interview field.
- ◆ Form 470-3944, *Dependent Adult Abuse Notice of Intake Decision* by updating rejections reasons and further action taken.
- ◆ Other forms updated to reflect new Guardianship and Safety procedures

**Effective Date**

Form revision dates effective 12/21 per request from policy staff.

**Material Superseded**

Remove the following material from Employees' Manual, Title 18 Appendix, and destroy them:

<u>Page</u>	<u>Date</u>
49-57	April 2, 2021
58-61	April 10, 2020
62-66, 136	April 2, 2021
248, 341-346, 348, 425	June 25, 2021
470-0657	10/21
470-0688	08/21
470-3240	10/20
470-3631	09/21
470-3944	06/19
RC-0135	09/19

**Additional Information**

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

February 18, 2022

**GENERAL LETTER NO. 18-AP-37**

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

SUBJECT: Employees' Manual, Title 18, *Family Services Appendix*, Contents Page 2, 3-8, 9 and 10, 11; pages 92-135, 136, 137-149, 150-247, 248, 249-270, 271, 272-340, 341-346, 347, 348, 349-387, 388, 389-398, 399 and 400, 401-441, 442 and 443, revised; 444-446, new; and forms:

470-4894, *Notice to Schools for Child in Foster Care*, revised

470-5436, *Resource Parent Home Study*, revised

470-5696, *Dependent Adult Financial Information Request*, new

470-5697, *Dependent Adult Investment Information Request*, new

470-5698, *Dependent Adult Medical Information Request*, new

470-5699, *Dependent Adult Notice of POA Termination*, new

470-5700, *Dependent Adult POA Record Request*, new

RC-0135, *Dependent Adult Abuse Dissemination Desk Aid*, revised

**Summary**

Employees' Manual, Title 18, Appendix is revised to update forms:

- ◆ Form 470-4894, *Notice to Schools for Child in Foster Care*, revised to update guidance regarding accessing school Point of Contact information and information regarding Best Interest Determinations
- ◆ Form 470-5436, *Resource Parent Home Study*, revised to update usability and content
- ◆ Form 470-5696, *Dependent Adult Financial Information Request*, 470-5697, *Dependent Adult Investment Information Request*, 470-5698, *Dependent Adult Medical Information Request*, 470-5699, *Dependent Adult Notice of POA Termination*, and 470-5700, *Dependent Adult POA Record Request*, new forms created to assist with Dependent Adult information requests
- ◆ RC-0135, *Dependent Adult Abuse Dissemination Desk Aid*, revised to correct and clarify who has access to abuse data, including Power of Attorney agents when deemed necessary by the department.

**Effective Date**

Immediately.

### **Material Superseded**

Remove the following material from Employees' Manual, Title 18 Appendix, and destroy them:

<u>Page</u>	<u>Date</u>
Contents 2	April 2, 2021
Contents 3-8	June 25, 2021
Contents 9 and 10	October 22, 2021
Contents 11	November 5, 2021
92-135	April 2, 2021
136	January 7, 2022
137-149	April 2, 2021
150-247	June 25, 2021
248	January 7, 2022
249-270	June 25, 2021
271	September 3, 2021
272-340	June 25, 2021
341-346	January 7, 2022
347	June 25, 2021
348	January 7, 2022
349-387	June 25, 2021
388	October 22, 2021
389-398	June 25, 2021
399 and 400	October 22, 2021
401-441	June 25, 2021
442 and 443	November 5, 2021
470-4894	01/19
470-5436	04/20
RC-0135	12/21

### **Additional Information**

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

March 25, 2022

**GENERAL LETTER NO. 18-AP-38**

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

SUBJECT: Employees' Manual, Title 18, *Family Services Appendix*, Contents Page  
2-11, 39-48, 49-66, 67, 68-74, 75-91, 92-446, revised; 447 and 448,  
new; and forms:

470-0774, *Adoption Summary*, revised  
470-2470, *Foster Home Insurance Fund Claim*, obsolete  
470-3614, *Adoption Information Checklist*, revised  
470-3614(S), *Adoption Information Checklist*, Spanish version, revised  
470-5659, *Foster Home Property Fund Notice of Loss*, new  
470-5701, *Casey Life Skills Assessment*, new  
Comm. 645, *Worker Safety First Brochure*, new

**Summary**

Employees' Manual, Title 18, Appendix is revised to update forms:

- ◆ Form 470-0774, *Adoption Summary*, revised to update allowed protected portions of the document to allow for longer email address and occupation title information entry
- ◆ Form 470-3614 and 470-3614(S), *Adoption Information Checklist* English and Spanish versions, revised to use more inclusive language regarding gender of adoptive parents
- ◆ Form 470-5659, *Foster Home Property Fund Notice of Loss*, new form created to submit claims regarding damage to property. Replaces and obsoletes form 470-2470, *Foster Home Insurance Fund Claim*.
- ◆ Form 470-5701, *Casey Life Skills Assessment*, new form created to support Life Skills Assessments.
- ◆ Comm. 645, *Worker Safety First Brochure*, new brochure added with information on worker safety.

**Effective Date**

Immediately.

**Material Superseded**

Remove the following material from Employees' Manual, Title 18 Appendix, and destroy them:

<u>Page</u>	<u>Date</u>
Contents Page 2-11	February 18, 2022
39-48	April 2, 2021
49-66	January 7, 2022
67	April 2, 2021
68-74	June 25, 2021
75-91	April 2, 2021
92-446	February 18, 2022
470-0774	05/00
470-2470	01/18
470-3614	06/19
470-3614S	06/19

**Additional Information**

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



June 3, 2022

**GENERAL LETTER NO. 18-AP-39**

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

SUBJECT: Employees' Manual, Title 18 Appendix, *Family Services Appendix*,  
Contents 1-11, 406-448, revised; 449-451, new; and forms revised.

**Summary**

This chapter is revised to:

- ◆ Update form 470-0657, *Dependent Adult Protective Services Intake*, providing additional fields
- ◆ Update form 470-2310, *Record Check Evaluation*, providing directions and additional fields
- ◆ Add Comm. 650, *Reunification Staffing Guide* with information on reunification staffings
- ◆ Add Comm. 651, *Reunification Follow-Up Staffing Guide* with information on reunification follow-up staffings
- ◆ Add RC-0159, *Court Appearance Quick Reference Card* with appropriate responses and statements useful in foreseeable circumstances that may occur in court appearances.

**Effective Date**

Immediately.

**Material Superseded**

Remove the following pages from Employees' Manual, Title 18, Chapter Appendix, and destroy them:

<u>Page</u>	<u>Date</u>
Contents 1-11	March 25, 2022
406-448	March 25, 2022
470-0657	12/21
470-2310	04/19
470-2310S	04/19
470-4311	04/09

**Additional Information**

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

July 1, 2022

## **GENERAL LETTER NO. 18-AP-40**

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

SUBJECT: Employees' Manual, Title 18 Appendix, **Family Services Appendix**, Contents 3-11, 96-406, 406-451, revised; 452-458, new, and listed forms new and revised.

### **Summary**

This chapter is revised to update the following forms:

- ◆ 470-0607, *Child Protective Services Intake*, revised to add a rejection reason to the intake process, which accommodates allegations of Denial of Critical Care or Dangerous Substances that are confirmed at intake did not occur within five years of a report to the department.
- ◆ 470-3789, *Notice of Intake Decision*, revised to add a rejection reason to the notice sent to reporters, which accommodates allegations of Denial of Critical Care or Dangerous Substances that are confirmed at intake did not occur within five years of a report to the department.
- ◆ 470-4132, *SDM Safety Assessment*, revised to update the format and content of the Safety Assessment.
- ◆ 470-5699, *Dependent Adult Notice of Power of Attorney (POA) Termination*, revised to add financial institutions to the "Copies To:" section as well as update fields and form instructions.
- ◆ Comm. 653, *Process to Successfully Effectuate a Subsidized Guardianship*, new comm to clarify subsidized guardianship process.
- ◆ Comm. 654, *ESSA Best Interest Determination*, new comm relating to the Every Student Succeeds Act.
- ◆ Comm. 655, *ESSA Checklist: Things DHS Workers Should Do*, new comm relating to the Every Student Succeeds Act.
- ◆ Comm. 656, *ESSA Flowchart*, new comm relating to the Every Student Succeeds Act.
- ◆ Comm. 657, *ESSA School Transportation Decision Matrix*, new comm relating to the Every Student Succeeds Act.
- ◆ Comm. 658, *ESSA - What DHS Workers Need to Know About the Every Student Succeeds Act*, new comm relating to the Every Student Succeeds Act.
- ◆ RC-0122, *Factoring Child Abuse Desk Aid*, revised to add information regarding Denial of Critical Care or Dangerous Substances.

**Effective Date**

July 1, 2022.

**Material Superseded**

Remove the following pages from Employees' Manual, Title 18, Chapter Appendix, and destroy them:

<u>Page</u>	<u>Date</u>
Contents 3-11	June 3, 2022
96-406	March 25, 2022
406-451	June 3, 2022
470-0607	09/18
470-3789	01/19
470-4132	07/09
470-5699	02/22
RC-0122	09/21

**Additional Information**

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

August 5, 2022

## **GENERAL LETTER NO. 18-AP-41**

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

SUBJECT: Employees' Manual, Title 18 Appendix, **Family Services Appendix**,  
Contents pages 4-11, revised; Contents page 12, new; pages 165-458,  
revised; 459, new.

### **Summary**

This chapter is revised to update the following forms:

- ◆ 470-3725, *Foster Care Escrow Account Transaction*, reinstated and revised for style and formatting throughout
- ◆ 470-4895, *Protective/Foster Care Child Documentation*, revised to update language, policy, and procedure throughout

### **Effective Date**

Upon receipt.

### **Material Superseded**

Remove the following pages from Employees' Manual, Title 18 Appendix, and destroy them:

<u>Page</u>	<u>Date</u>
Contents Page 4-11	July 1, 2022
165-458	July 1, 2022
470-4895	02/11

### **Additional Information**

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

August 12, 2022

**GENERAL LETTER NO. 18-AP-42**

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

SUBJECT: Employees' Manual, Title 18 Appendix, **Family Services Appendix**,  
Contents page 12, revised; page 460, new; and listed forms revised and  
new.

**Summary**

This chapter is revised to update:

- ◆ Comm. 033 and Comm. 033(S), *Foster Parent Handbook*, updated to clarify information regarding CCA payment process
- ◆ RC-0168, *New Adoption Legal Requirements*, new document added to provide information regarding adoption requirements

**Effective Date**

Upon receipt.

**Material Superseded**

Remove the following pages from Employees' Manual, Title 18 Appendix, and destroy them:

<u>Page</u>	<u>Date</u>
Contents 12	August 5, 2022
Comm. 033	09/21
Comm. 033(S)	09/21

**Additional Information**

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

September 16, 2022

## GENERAL LETTER NO. 18-AP-43

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

SUBJECT: Employees' Manual, Title 18, Appendix, **Family Services Appendix**, Contents 1-3, Contents 4-11, pages 1, 2-38, 39-95, 96-164, 165-414, revised; 415-459, removed; 460, removed, and forms, revised:

470-0688, *Dependent Adult Protective Services Evaluation or Assessment Summary*, revised

470-4075, *Adoption IV-E Checklist*, revised

470-5717, *Pre Aftercare Referral Form*, new

Comm. 664, *Contractor Expectations for Provision of Family Centered Services*, new

RC-0135, *Dependent Adult Abuse Dissemination Desk Aid*, revised

### Summary

This chapter is revised to update forms and content to adhere to new HHS branding, as well as update style and formatting throughout.

- 470-0688 revised to update changes made to the disposition page to match enhancements in JARVIS.
- 470-4075 revised to update field need and requirements
- 470-5717, new form for use with Aftercare Services
- Comm. 664, new communication regarding Contractor expectations
- RC-0135, revised to coincide with new rules and regulations, with additional code sections added for reference.

### Effective Date

Immediately.

### Material Superseded

Remove the following pages from Employees' Manual, Title 18, Appendix, and destroy them:

<u>Page</u>	<u>Date</u>
Contents 1-3	June 3, 2022
Contents 4-11	August 5, 2022
1	June 5, 2020
2-38	April 2, 2021
39-95	March 25, 2022
96-164	July 1, 2022
165-414	August 5, 2022
415-459	August 5, 2022
460	August 12, 2022
470-0688	12/21
470-4075	03/20
RC-0135	02/22

### Additional Information

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

October 14, 2022

**GENERAL LETTER NO. 18-AP-44**

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

SUBJECT: Employees' Manual, Title 18 Appendix, **Family Services Appendix**, 129 and 130, 252, and the following forms, revised.

470-4133, *Family Risk Assessment*, revised  
470-4134, *Family Risk Reassessment*, revised  
470-5436, *Resource Parent Home Study*, revised  
470-5717, *Pre-Aftercare Referral*, revised

**Summary**

This chapter is revised to

- Add documentation for the "Household Being Assessed" on both 470-4133, *Family Risk Assessment* and 470-4134, *Family Risk Reassessment*
- Update 470-5436, *Resource Parent Home Study* to reflect field/RRTS needs and requirements
- Update 470-5717, *Pre-Aftercare Referral Form* to include program coordinator referral address

**Effective Date**

Immediately.

**Material Superseded**

Remove the following pages from Employees' Manual, Title 18 Appendix, and destroy them:

<u>Page</u>	<u>Date</u>
129 and 130, 252	September 16, 2022
470-4133	04/19
470-4134	5/20
470-5436	02/22
470-5717	09/22

**Additional Information**

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

November 4, 2022

## GENERAL LETTER NO. 18-AP-45

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

SUBJECT: Employees' Manual, Title 18 Appendix, **Family Services Appendix**, Contents I-11, 11-128, 129 and 130, 131-251, 252, 253-414, revised; 415-416, new, and forms, revised and new:  
470-4895, *Protective/Foster Care Child Care Documentation*  
470-5721, *Adoption Transfer Checklist/Discussion Guide*  
470-5722, *Iowa Adoption Program Discussion Guide*  
Comm593, *Iowa Adoption Selection Staffing Process*  
Comm649, *Family Interaction Planning Tool*

### Summary

This chapter is revised to update and add the following forms:

- 470-4895, *Protective / Foster Care Child Care Documentation*, revised to update content
- 470-5721, *Adoption Transfer Checklist/Discussion Guide*, new form created to support HHS staff with transfer of case information from ongoing case management to adoption case management
- 470-5722, *Iowa Adoption Program Discussion Guide*, new form created to assist adoption workers with explaining the adoption process to families
- Comm. 593, *Iowa Adoption Selection Staffing Process* revised to reflect new law and process changes for adoption selection
- Comm. 649, *Family Interaction Planning Tool*, new communication created to assist case managers with determining the interaction supervision level, location of interaction, and frequency of interaction.

### Effective Date

Upon receipt.

### Material Superseded

Remove the following pages from Employees' Manual, Title 18 Appendix, and destroy them:

<u>Page</u>	<u>Date</u>
Contents I-11	September 16, 2022
11-128	September 16, 2022
129 and 130	October 14, 2022
131-251	September 16, 2022
252	October 14, 2022
253-414	September 16, 2022
470-4895	08/22
Comm. 593	04/21

### Additional Information

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



December 2, 2022

## GENERAL LETTER NO. 18-AP-46

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

SUBJECT: Employees' Manual, Title 18 Appendix, **Family Services Appendix**, Contents I-11, page 35-416, revised; 417 and 418, new, and the following forms:

- 470-0743, *Application for Adoption*, revised
- 470-3631, *Guardianship Subsidy Agreement*, revised
- 470-5734, *Bureau of Refugee Services Family Self-Sufficiency Plan*, new
- Comm. 660, *Practice Standards for Family Centered Services Contractors*, new
- Comm. 664, *Contractor Expectations for Provision of Family Centered Services*, revised
- RC-0126, *Factoring Dependent Adult Abuse Desk Aid*, revised

### Summary

This chapter is revised to update or introduce the following forms:

- 470-0743, *Application for Adoption*, revised to update wording and content
- 470-3631, *Guardianship Subsidy Agreement*, revised to reflect age increase responsibility of guardians and update style and formatting
- 470-5734, *Bureau of Refugee Services Family Self-Sufficiency Plan*, new form created to assess and track economic self-sufficiency from initial enrollment in at the Bureau of Refugee Services to one year and beyond
- Comm. 660, *Practice Standards for Family Centered Services Contractors*, new communication created to provide detailed information regarding practice standards
- Comm. 664, *Contractor Expectations for Provision of Family Centered Services*, communication revised to update style and formatting
- RC-0126, *Factoring Dependent Adult Abuse Desk Aid*, reference card updated to update information and style and formatting.

### Effective Date

Immediately.

### Material Superseded

Remove the following pages from Employees' Manual, Title 18 Appendix, and destroy them:

<u>Page</u>	<u>Date</u>
Contents I-11	November 4, 2022
35-416	November 4, 2022
470-0743	04/07
470-3631	12/21
Comm664	09/22
RC-0126	06/19

### Additional Information

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

## GENERAL LETTER NO. 18-AP-47

ISSUED BY: Bureau of Child Protection and Services  
Bureau of Child Welfare and Community Services  
Division of Family Well-Being and Protection  
Division of Adult, Children, and Family Services

SUBJECT: Employees' Manual, Title 18 Appendix, **Family Services Appendix**, Contents 7-11, 206 and 207, 250, 265-418, revised; 419, new, and forms updated.

### Summary

This chapter is revised to update the following forms:

- 470-0583, *Individual Service Plan*, revised to reflect changes to Iowa Administrative Code 441-177 and to update style and formatting
- 470-0607, *Child Protective Services Intake*, revised to reflect Iowa Code changes and update style and formatting
- 470-0636, *Provider Agreement*, revised to reflect changes to Iowa Administrative Code 441-177 and to update style and formatting
- 470-0648, *Statement of Services Rendered*, revised to reflect changes to Iowa Administrative Code 441-177 and to update style and formatting
- 470-0657, *Dependent Adult Protective Services Intake*, revised to reflect DARES verbiage changes and to update style and formatting
- 470-0665, *Report of Suspected Child Abuse*, obsolete
- 470-0672, *Provider Health Assessment*, revised to reflect changes to Iowa Administrative Code 441-177 and to update style and formatting
- 470-0673, *Physician's Report*, revised to reflect changes to Iowa Administrative Code 441-177 and to update style and formatting
- 470-2328, *Multidisciplinary Team (MDT) Agreement*, revised to reflect Iowa Code changes and update style and formatting and to change the form's name to *Child Welfare Multidisciplinary Team (MDT) Agreement*
- 470-2444, *Adult Protective Notification*, revised to update content and style and formatting and to change the form's name to *Dependent Adult Abuse Outcome Notification*
- 470-3326, *Dependent Adult Abuse Information Request*, revised to reflect changes to Iowa Code 235B.3 and to update style and formatting
- 470-3923, *Request for Medicaid Services Data Changes and Verifications*, revised to add the form to 18 Appendix and to update style and formatting
- 470-5602, *Service Worker Comprehensive Assessment*, revised to reflect changes to Iowa Administrative Code 441-177 and to update style and formatting
- 470-5696, *Dependent Adult Financial Information Request* revised to reflect changes to Iowa Code 235B.3 and include information regarding Iowa Code 235B.3(9) and 235B.6, and to update style and formatting
- 470-5697, *Dependent Adult Investment Information Request*, revised to reflect changes to Iowa Code 235B.3 and include information regarding Iowa Code 235B.3(9) and 235B.6, and to update style and formatting

- 470-5698, *Dependent Adult Medical Information Request*, revised to reflect changes to Iowa Code 235B.3 and to update style and formatting
- 470-5699, *Dependent Adult Notice of Power of Attorney (POA) Termination*, revised to reflect changes to Iowa Code and to update style and formatting
- Comm. 164, *Child Abuse: A Guide for Mandatory Reporters*, revised to reflect Iowa Code changes and update style and formatting
- Comm. 385, *Overview of Iowa's Adoption Subsidy Program*, revised to update content and style and formatting
- Comm. 603, *Benefits of Becoming a Licensed Foster Parent*, revised to improve person-centered language and remove overly technical jargon and to update style and formatting
- Comm. 653, *Process to Successfully Effectuate a Subsidized Guardianship*, revised to improve ease of use and to update style and formatting
- RC-0076, *CPS and CINA Intake Decision Tree*, revised to reflect Iowa Code changes and update style and formatting
- RC-0077, *CINA Guidance Tool*, revised to reflect Iowa Code changes and update style and formatting
- RC-0093, *CPS Assessment - Case Disposition Decision Tree*, revised to reflect Iowa Code changes and update style and formatting
- RC-0131, *Multidisciplinary Team Practice Guidance*, revised to reflect Iowa Code changes and update style and formatting

### **Effective Date**

Immediately.

### **Material Superseded**

Remove the following pages from Employees' Manual, Title 18 Appendix, and destroy them:

<u>Page</u>	<u>Date</u>
Contents 7-11	December 2, 2022
206 and 207	December 2, 2022
250	December 2, 2022
265-418	December 2, 2022
470-0583	03/14
470-0607	07/22
470-0636	10/14
470-0648	10/14
470-0657	06/22
470-0665	06/23
470-0672	08/10
470-0673	06/10
470-2328	10/15
470-2444	07/17
470-3326	10/21
470-3923	12/20
470-5602	01/20
470-5696	02/22
470-5697	02/22
470-5698	02/22
470-5699	07/22

Comm. 164	03/20
Comm. 385	05/21
Comm. 603	05/21
Comm. 653	07/22
RC-0076	07/20
RC-0077	08/06
RC-0093	08/06
RC-0131	09/15

**Additional Information**

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

March 31, 2023

**GENERAL LETTER NO. 18-AP-48**

ISSUED BY: Bureau of Child Welfare and Community Services  
Division of Family Well-Being and Protection

SUBJECT: Employees' Manual, Title 18 Appendix, **Family Services Appendix**, Contents 2-6, Contents 7-11, 63-205, 206 and 207, 208-249, 250, 251-264, 265-418, revised; 419, new, and the listed forms, revised, obsolete, and new.

**Summary**

- 470-0709 and 470-0709(S), *Notice of Action: Foster Family Home* English and Spanish versions, revised to update Division Administrator signature line, adding an option for "or designee".
- 470-3246, *Dependent Adult Protective Extension Notification*, obsolete.
- 470-5148 and 470-5148(S), *Family Interaction Plan* English and Spanish versions, revised to update form wording.
- 470-5656 and 470-5656(S), *Foster Parent Training Compliance Letter* English and Spanish versions, revised to allow additional provider recipient options and to update style and formatting throughout.
- 470-5737, *Dependent Adult Multidisciplinary Team (MDT) Agreement*, new form built from preexisting MDT Agreement form, intended to branch adult and child protection information.
- RC-0131, *Multidisciplinary Team Practice Guidance*, revised to update references to Service Area Managers, changing them to refer to APS Directors or designees instead.
- RC-0172, *Dependent Adult Multidisciplinary Team Practice Guidance*, new reference card to accompany 470-5737.

**Effective Date**

Immediately.

**Material Superseded**

Remove the following pages from Employees' Manual, Title 18 Appendix, and destroy them:

<u>Page</u>	<u>Date</u>
Contents 2-6	December 2, 2022
Contents 7-11	February 17, 2023
63-205	December 2, 2022
206 and 207	February 17, 2023
208-249	December 2, 2022
250	February 17, 2023
251-264	December 2, 2022
265-418	February 17, 2023
470-0709	03/20
470-0709S	03/20
470-3246	10/09
470-5148	10/22
470-5148S	10/22
470-5656	04/21
470-5656S	04/21
RC-0131	02/23

**Additional Information**

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

May 19, 2023

**GENERAL LETTER NO. 18-AP-49**

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

SUBJECT: Employees' Manual, Title 18 Appendix, **Family Services Appendix**, Contents I, Contents 2-11, 24-34, 35-62, 63-419, revised; 420, new, and linked forms, revised.

**Summary**

This chapter is revised to update the following forms:

- Form 470-0602, *Notice of Decision: Services*, updated to reflect changes to basic content, and to update style and formatting.
- Form 470-0657, *Dependent Adult Protective Services Intake*, updated to reflect changes made to coincide with a new referral process for intakes meeting criteria for Iowa Medicaid follow up and/or oversight.
- Form 470-0715 and 470-0715(S), *Voluntary Placement Agreement*, updated to reflect extended foster care policies.
- Form 470-1952, *Foster Care Clothing Allowance*, revised to update content and style.
- Form 470-5536, *Proof of Foster Care*, updated style and formatting.
- Form 470-5699, *Dependent Adult Notice of Power of Attorney (POA) Termination*, updated to reflect changes made to basic content to enhance clarification.
- Form 470-5761, *Application for Extended Foster Care Services/Referral*, new form created to reflect extended foster care policies.

**Effective Date**

Upon receipt.

**Material Superseded**

Remove the following pages from Employees' Manual, Title 18 Appendix, and destroy them:

Page	Date
Contents I	December 2, 2022
Contents 2-11	March 31, 2023
24-34	November 4, 2022
35-62	December 2, 2022
63-419	March 31, 2023
470-0602	05/07
470-0657	12/22
470-0715	12/11
470-0715S	12/11
470-1952	10/12
470-5536	01/19
470-5699	02/23

**Additional Information**

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

June 30, 2023

**GENERAL LETTER NO. 18-AP-50**

ISSUED BY: Division of Family Well-Being and Protection

SUBJECT: Employees' Manual, Title 18 Appendix, **Family Services Appendix**, Contents I-11, 47, 158, 180, 282, 303-420, revised; 421 and 422, new, and forms, revised and new.**Summary**

This chapter is revised to update the following forms:

- 470-0657, *Dependent Adult Protective Services Intake*, revised to coincide with Iowa Administrative Rule changes.
- 470-0695, *Resource Family Survey Report*, revised to reflect new Recruitment, Retention, Training, and Support (RRTS) contract beginning July 1st, 2023 (hereafter referred to as "RRTS changes") and to reflect a name change from *Foster Family Survey Report*
- 470-0720, *Health Report for Resource Families*, revised to reflect RRTS changes and a name change from *Health Report for Foster and Adoptive Parents*
- 470-0743 and 470-0743(S), *Application for Adoption*, revised to reflect RRTS changes
- 470-2441, *Suspected Dependent Adult Abuse Report*, revised to coincide with Iowa Administrative Rule changes.
- 470-3341, *Foster Parent Training Plan*, revised to reflect RRTS changes
- 470-4819, *Lead Paint Assessment*, revised to reflect RRTS changes
- 470-4873, *Request for Waiver of Pre-Service Training or Non-Safety Licensing Standards for Relatives*, revised to reflect RRTS changes
- 470-5097, *Floor Plan*, revised to reflect RRTS changes
- 470-5436, *Resource Parent Initial Home Study*, revised to reflect RRTS changes and to reflect a name change from *Resource Parent Home Study*
- 470-5438, *Progress Notes*, revised to reflect RRTS changes
- 470-5508, *Family Foster Care Referral*, revised to reflect RRTS changes
- 470-5553, *Preplacement Screening for Problematic Sexualized Behavior (PSB) Foster Group Care*, revised to reflect an update to Crisis Intervention, Stabilization, and Reunification (CISR) contract requirements, hereafter referred to as "CISR changes"
- 470-5596, *Preplacement Screening for Neurodevelopmental and Comorbid Conditions (NACC) Foster Group Care*, revised to reflect CISR changes
- 470-5612, *Child Care Expense Statement for Foster Children*, revised to update rate amounts and to reflect a name change from *Child Care Expense Statement*
- 470-5776, *Resource Parent Renewal Home Study*, new form to reflect RRTS changes and to supplement form 470-5436
- Comm. 118, *Dependent Adult Abuse: Guide for Mandatory Reporters*, revised to coincide with Iowa Administrative Rule changes and to separate out copies of previously included forms.
- Comm. 676, *Human Trafficking: Safety of Children in Foster Care*, new communication to supplement information in Employees' Manual Chapter 18-C(2), [Case Management](#)

Forms were also revised to update style and formatting throughout.



**Effective Date**

Upon receipt.

**Material Superseded**

Remove the following pages from Employees' Manual, Title 18 Appendix, and destroy them:

<u>Page</u>	<u>Date</u>
Contents I-II	May 19, 2023
47, 158, 180, 282, 303-420	May 19, 2023
470-0743	12/22
470-0743S	12/22
470-2441	08/21
470-3341	09/09
470-4819	07/09
470-4873	01/18
470-5097	05/12
470-5436	10/22
470-5438	01/18
470-5508	01/18
470-5553	1/19
470-5596	03/20
470-5612	10/21
Comm. 118	08/21

**Additional Information**

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

September 15, 2023

## GENERAL LETTER NO. 18-AP-51

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

SUBJECT: Employees' Manual, Title 18 Appendix, **Family Services Appendix**, forms revised.

### Summary

This chapter is revised as follows:

- Form 470-4769 and 470-4769(S), *Notice to Relatives and Parents* and Form 470-4840, *Notice to Relative Worksheet*, revised to clarify information policies
- Comm. 482, *Dependent Adult Protection*, revised to update department name changes and to update information

Forms were also revised to update style and formatting throughout.

### Effective Date

Immediately.

### Material Superseded

Remove the following pages from Employees' Manual, Title 18 Appendix, and destroy them:

<u>Page</u>	<u>Date</u>
470-4769	04/21
470-4769(S)	04/21
470-4840	08/16
Comm. 482	09/19

### Additional Information

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

October 6, 2023

**GENERAL LETTER NO. 18-AP-52**

ISSUED BY: Division of Aging and Disability Services, Adult Protective Services

SUBJECT: Employees' Manual, Title 18 Appendix, **Family Services Appendix**, Contents I-11, I-10, 11-23, 24-46, 47, 48-157, 158, 159-179, 180, 181-281, 282, 283-302, 303-416, revised; 417-422, removed, and forms added.**Summary**

This chapter is revised to

- Add Spanish translations of forms 470-5612, *Child Care Expense Statement* and 470-5648, *Discovering Connections*
- Add forms 470-5794, *Dependent Adult Alleged Person Responsible Contact Attempt Letter* and 470-5796, *Foster Care Reimbursement Request for Child Care Assistance Gap Funding*.
- Revise text of form to correct formatting issues throughout.

**Effective Date**

Upon receipt.

**Material Superseded**

Remove the following pages from Employees' Manual, Title 18 Appendix, and destroy them:

<u>Page</u>	<u>Date</u>
Contents I-11	June 30, 2023
I-10	September 16, 2022
11-23	November 4, 2022
24-46	May 19, 2023
47	June 30, 2023
48-157	May 19, 2023
158	June 30, 2023
159-179	May 19, 2023
180	June 30, 2023
181-281	May 19, 2023
282	June 30, 2023
283-302	May 19, 2023
303-422	June 30, 2023

**Additional Information**

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

November 3, 2023

**GENERAL LETTER NO. 18-AP-53**

ISSUED BY: Bureau of Child Protective Services  
Bureau of Adult Protective Services  
Division of Family Well-Being and Protection  
Division of Aging and Disability Services

SUBJECT: Employees' Manual, Title 18 Appendix, **Family Services Appendix**, Contents 2-11, 73-416, revised; 417-433, new, and forms revised and added.

**Summary**

This chapter is revised to update forms:

- 470-0013, *Therapeutic Foster Care Resource Parent Agreement*, new form to support the Therapeutic Foster Care Program
- 470-0014, *SAL+ Life Skills Service Referral Form*, new to support the SAL+ program
- 470-0015, *Complex Youth Care Referral*, new form to support the Complex Youth Care Assessment program
- 470-0688, *Dependent Adult Protective Services Evaluation or Assessment Report*, revised to add an “other” option to Interagency Coordination section
- 470-3617, *Placement Notification, name change to Adoptive Placement Decision Notification*, revised to reflect code changes and policy updates
- 470-5766, *Therapeutic Foster Care Daily Log*, existing form added to 18 Appendix
- Comm. 013, *Therapeutic Foster Care Flowchart*, new comm to support the Therapeutic Foster Care Program
- Comm. 014, *Therapeutic Foster Care Guide and Toolkit*, new comm to support the Therapeutic Foster Care Program
- Comm. 015, *Complex Youth Care Assessment Protocol*, new comm to support the Complex Youth Care Assessment program
- Comm. 656, *ESSA Flowchart*, revised to update style and formatting
- Comm. 675, *Preventing Sex Trafficking in Foster Care*, existing comm added to 18 Appendix
- Comm. 680, *Family Centered Services Provider Roles and Responsibilities*, existing comm added to 18 Appendix
- Comm. 681, *Parent Roles and Responsibilities*, existing comm added to 18 Appendix
- Comm. 682, *Peer Support Resource Parents*, existing comm added to 18 Appendix
- Comm. 683, *Pre-Placement Coordination Plan*, existing comm added to 18 Appendix
- Comm. 684, *Recruitment, Retention, Training, and Support Worker (RRTS) Roles and Responsibilities*, existing comm added to 18 Appendix
- Comm. 685, *Social Work Case Manager Roles and Responsibilities*, existing comm added to 18 Appendix
- Comm. 686, *Therapeutic Case Manager Roles and Responsibilities*, existing comm added to 18 Appendix
- Comm. 687, *Therapeutic Resource Parent Roles and Responsibilities*, existing comm added to 18 Appendix

- Comm. 688, *MCO Care Coordinator Roles and Responsibilities*, existing comm added to 18 Appendix

**Effective Date**

Immediately.

**Material Superseded**

Remove the following pages from Employees' Manual, Title 18 Appendix, and destroy them:

<u>Page</u>	<u>Date</u>
Contents 2-11	October 6, 2023
73-416	October 6, 2023
470-0688	09/22
470-3617	01/19
Comm656	07/22

**Additional Information**

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

December 8, 2023

## GENERAL LETTER NO. 18-AP-54

ISSUED BY: Bureau of Child Welfare  
Division of Family Well-Being and Protection

SUBJECT: Employees' Manual, Title 18 Appendix, **Family Services Appendix**, 100 and 101, revised, forms revised.

### Summary

This chapter is revised to update the following forms:

- 470-0657, *Dependent Adult Protective Services Intake*, revised to reflect changes to DARES Medicaid Screening
- 470-0755 and 470-0755(S), *Consent to Adoption*, revised to update Agency name
- 470-1952, *Foster Care Clothing Allowance*, revised to update signature blocks and to adjust language throughout
- 470-3725, *Foster Care Escrow Account Transaction*, revised to reflect address change
- Comm. 033 and Comm. 033(S), *Foster Parent Handbook*, revised to update policy and procedures throughout.

### Effective Date

Immediately.

### Material Superseded

Remove the following pages from Employees' Manual, Title 18 Appendix, and destroy them:

<u>Page</u>	<u>Date</u>
100 and 101	November 3, 2023

### Additional Information

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

January 5, 2024

## GENERAL LETTER NO. 18-AP-55

ISSUED BY: Bureau of Child Welfare and Community Supports  
Division of Family Well-Being and Protection

SUBJECT: Employees' Manual, Title 18 Appendix, **Family Services Appendix**, Contents I, Contents 2-11, page 9-72, 73-99, 100 and 101, 102-433, revised; 434, new, and forms revised and new.

### Summary

This chapter is revised to update:

- 470-5079, *Out-of-State Travel Permit*, changing form title to *Travel Permit*, and revising content and style and formatting
- 470-5786 and 470-5786(S), *Adoption Subsidy 17.5 Eligibility Letter*, new form to notify adoptive parents of possible eligibility for continued adoption subsidy and to support adoptive parents with application for that continued subsidy

### Effective Date

Immediately.

### Material Superseded

Remove the following pages from Employees' Manual, Title 18 Appendix, and destroy them:

<u>Page</u>	<u>Date</u>
Contents I	October 6, 2023
Contents 2-11	November 3, 2023
9-72	October 6, 2023
73-99	November 3, 2023
100 and 101	December 8, 2023
102-433	November 3, 2023

### Additional Information

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

January 12, 2024

## GENERAL LETTER NO. 18-AP-56

ISSUED BY: Bureau of Child Protection  
Division of Family Well-Being and Protection

SUBJECT: Employees' Manual, Title 18 Appendix, **Family Services Appendix**, forms revised.

### Summary

This chapter is revised to update forms:

- 470-3240, *Child Protective Services Child Abuse Assessment Summary*, revised to update ICWA information
- 470-4135, *CINA Services Assessment Summary*, revised to update ICWA information
- 470-5371, *Child Protective Services Family Assessment Summary*, revised to update ICWA information
- Comm. 462, *Parent Rights and Responsibilities*, revised to update style and formatting throughout

### Effective Date

Upon receipt.

### Material Superseded

Remove the following pages from Employees' Manual, Title 18 Appendix, and destroy them:

<u>Page</u>	<u>Date</u>
470-3240	10/20
470-4135	07/05
470-5371	10/20
Comm. 462	08/14

### Additional Information

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



February 23, 2024

## GENERAL LETTER NO. 18-AP-57

ISSUED BY: Bureau of Child Welfare and Community Services  
Division of Family Well Being and Protection

SUBJECT: Employees' Manual, Title 18 Appendix, **Family Services Appendix**, Contents 9-11, 367-434, revised; 435, new, forms revised and new.

### Summary

This chapter is revised to

- Update form 470-3725 to reflect the correct email contact information
- Add Comm. 610 and 610(S), Tribal Customary Adoption (TCA), and informational document regarding the TCA permanency option

### Effective Date

Upon receipt.

### Material Superseded

Remove the following pages from Employees' Manual, Title 18 Appendix, and destroy them:

<u>Page</u>	<u>Date</u>
Contents 9-11	January 5, 2024
367-434	January 5, 2024
470-3725	12/23

### Additional Information

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

May 3, 2024

**GENERAL LETTER NO. 18-AP-58**

ISSUED BY: Bureaus of Child Protective Services, Child Welfare, Preventative and Protective Services, and Adult Protective Services  
Division of Family Well-Being and Protection, Division of Aging and Disability Services

SUBJECT: Employees' Manual, Title 18 Appendix, **Family Services Appendix**, Contents 5-8, Contents 9-11, revised; Contents 12, new; 179 and 180, 221-366, 367-435, revised; 436-439, new and forms revised and new.

**Summary**

This chapter is revised to reflect changes to the following forms:

- 470-0017, *Life of the Case Guide*, new form to support the Case Management with Concurrent Planning.
- 470-0657, *Dependent Adult Protective Services Intake*, changes made to Allegations Abuse Type and other language updates.
- 470-0688, *Dependent Adult Protective Services Evaluation or Assessment Summary*, changes made to Allegations Abuse Type and other language updates.
- 470-3242 and 470-3242(S), *Notice of Child Abuse Assessment: Not Confirmed*, revised to update style, formatting, and Agency name information.
- 470-3243 and 470-3243(S), *Notice of Child Abuse Assessment: Founded*, revised to update style, formatting, and Agency name information
- 470-3326, *Dependent Adult Abuse Information Request*, changed to update style, formatting, and allow for signatures.
- 470-3575 and 470-3575(S), *Notice of Child Abuse Assessment: Confirmed Not Registered*, revised to update style, formatting, and Agency name information
- 470-3631(S), *Guardianship Subsidy Agreement (Spanish)*, newly translated version added to the Appendix.
- 470-3632(S), *Guardian Subsidy Application (Spanish)*, newly translated version added to the Appendix.
- 470-3725, *Foster Care Escrow Account Transaction*, changed to update contact information.
- 470-5599, *Subsidized Guardianship IV-E Checklist*, changed to update age information in line with new program rules.
- 470-5645, *Kinship Adoptive Placement Decision Notification*, updated to reflect age guidance.
- 470-5717, *Pre-Aftercare Referral Form*, updated to clarify language.
- Comm. 164 and Comm. 164(S), *Child Abuse: A Guide for Mandatory Reporters*
- Comm. 603 and Comm. 603(S), *Licensed Family Foster Care Provider Benefits*, revised to change name and update style and formatting.
- Comm. 604 and Comm. 604(S), *Kinship Caregiver Payment Program*, revised to update style and formatting.
- Comm. 706, *Concurrent Planning Brochure*, new document to support the Case Management with Concurrent Planning.

- Comm. 713, *Concurrent Planning Process Infographic*, new document to support the Case Management with Concurrent Planning.
- Comm. 714, *Concurrent Planning Talking Points*, new document to support the Case Management with Concurrent Planning.
- RC-0104, *Safety Assessment Guidance*, revised to replace existing document with Structured Decision Making® document.

**Effective Date**

Immediately.

**Material Superseded**

Remove the following pages from Employees' Manual, Title 18 Appendix, and destroy them:

Page	Date
Contents 5-8	January 5, 2024
Contents 9-11	February 23, 2024
179 and 180, 221-366	January 5, 2024
367-435	February 23, 2024
470-0657	05/23
470-0688	11/23
470-3242	03/17
470-3243	03/17
470-3326	02/23
470-3575	03/17
470-3725	12/23
470-5599	03/20
470-5645	04/21
470-5717	10/22
RC-0104	08/07

**Additional Information**

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

July 19, 2024

**GENERAL LETTER NO. 18-AP-59**

ISSUED BY: Bureau of Child Protective Services  
Bureau of Adult Protective Services  
Division of Aging  
Division of Family Well-Being and Protection

SUBJECT: Employees' Manual, Title 18 Appendix, **Family Services Appendix**, Title Page, Contents 1-4 and 5-12, revised; Contents 13-16, new; pages 1-8, 9-178, 179 and 180, 181-220, 221-439, revised; 440-474, new, and forms revised.

**Summary**

This chapter is revised to update the following forms, replacing outdated language, policy, procedure, and branding as needed.

- 470-0057, *Subsidized Guardianship Eligibility Letter*, new letter to support the Subsidized Guardianship program
- 470-3240, *Child Protective Services - Child Abuse Assessment Summary*
- 470-4135, *CINA Services Assessment Summary*
- 470-5150, *Child Welfare Services Referral Face Sheet*
- 470-5371, *Child Protective Services Family Assessment Summary*
- Comm. 076 and Comm. 076(S), *Your Partner In Protecting Children - This Is a Mandatory Reporting Site*, new communication to inform readers on Mandatory Reporting Site status
- Comm. 118, *Dependent Adult Abuse – A Guide for Mandatory Reporters*, revised to coincide with recent legislative changes to Iowa Code Section 235B.
- Comm. 164 and Comm. 164(S), *Child Abuse - A Guide for Mandatory Reporters*
- Comm. 435, *Family Interaction Standards*
- Comm. 660, *Practice Standards for Family Centered Services Contractors*
- Comm. 664, *Contractor Expectations for Provision of Family-Centered Services (FCS)*
- Comm. 680, *Family Centered Services Provider Roles and Responsibilities for Therapeutic Foster Care Cases*
- RC-0122, *Factoring Child Abuse Desk Aid*

Additionally, the text of the Manual Appendix is revised to reflect branding and style updates, as well as to update references to Department of Human Services and DHS, changing them to Department of Health and Human Services and HHS respectively.

---

**Effective Date**

Upon receipt. Documents' effective date are reflected in the footers of each item.

**Material Superseded**

Remove the following pages from Employees' Manual, Title 18 Appendix, and destroy them:

<u>Page</u>	<u>Date</u>
Title Page	September 16, 2022
Contents 1-4	January 5, 2024
Contents 5-12	May 3, 2024
1-8	October 5, 2023
9-178	January 5, 2024
179 and 180	May 3, 2024
181-220	January 5, 2024
221-439	May 3, 2024
470-3240	01/24
470-4135	01/24
470-5150	06/21
470-5371	01/24
Comm. 118	06/23
Comm. 164	02/23
Comm. 164S	02/23
Comm. 435	04/17
Comm. 660	09/23
Comm. 664	12/22
Comm. 680	09/23
RC-0122	07/22

**Additional Information**

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

September 27, 2024

**GENERAL LETTER NO. 18-AP-60**

ISSUED BY: Bureau of Preventative and Protective Services  
Bureau of Child Protective Services  
Division of Family Well-Being and Protection  
Division of Aging and Disability Services

SUBJECT: Employees' Manual, Title 18 Appendix, **Family Services Appendix**, Contents 10-16, pages 92-95, and 323-474, revised; 475-477, new, and forms revised.

**Summary**

This chapter is revised to update forms:

- 470-0099, *Request for New Intake on Open Assessment*, new form to support Adult Protective Services
- 470-0607, *Child Protective Services Intake*, revised to update branding and contact info
- 470-0657, *Dependent Adult Protective Services Intake*, updates made to coincide with recent DARES enhancements pursuant to SR 23-00121
- 470-0709 and 470-0709(S), *Notice of Action: Foster Family Home*, revised to update branding, appeals language, and contact info
- -470-3239 and 470-3239(S), *Child Abuse and Family Assessment Parental Notification*, revised to update branding and contact info
- 470-3240, *Child Protective Services Child Abuse Assessment Summary*, revised to update branding and contact info
- 470-3242 and 470-3242(S), *Notice of Child Abuse Assessment: Not Confirmed*, revised to update branding and contact info
- 470-3243 and 470-3243(S), *Notice of Child Abuse Assessment: Founded*, revised to update branding and contact info
- 470-3575 and, 470-3575(S), *Notice of Child Abuse Assessment: Confirmed Not Registered*, revised to update branding and contact info
- 470-3789, *Notice of Intake Decision*, revised to update branding and contact info
- 470-4132, *Safety Assessment*, revised to update branding and contact info
- 470-4133, *Family Risk Assessment*, revised to update branding and contact info
- 470-4135, *CINA Services Assessment Summary*, revised to update branding and contact info

- 470-4401 and 470-4401(S), *Foster Child Behavioral Assessment*, revised to reflect rate increase
- 470-4841, *Dependent Adult Assessment Tool*, updates made to coincide with recent DARES enhancements pursuant to SR 23-00116
- 470-4894, *Notice to Schools for Child in Foster Care*, revised to update branding and contact info
- 470-5373, *Notice of Family Assessment Recommendation*, revised to update branding and contact info
- 470-5443, *Determination Not Eligible for Five Year Removal: Notice of Addendum*, revised to update branding and contact info
- 470-5444, *Determination of Eligibility for Five-Year Removal*, revised to update branding and contact info
- 470-5510, *Resource Home Concern*, revised to update branding and contact info
- 470-5562, *CPW to SWCM Transfer Packet Face Sheet*, revised to update branding and hyperlinks
- 470-5648 and 470-5648(S), *Discovering Connections*, revised to update branding and content
- 470-5663, *Kinship Caregiver Payment Notice of Decision – Termination*, revised to update branding and contact info
- 470-5664, *Kinship Caregiver Payment Notice of Decision – Approval*, revised to update branding and contact info
- RC-0006, *Tribal Customary Adoption Definition and Process*, new reference card to supplement existing Comm. 117 regarding Tribal Customary Adoption process
- RC-0082, *How-Do-I? Guide: Case Planning*, revised to update procedure, branding, and accessibility
- RC-0083, *How-Do-I? Guide: Case Management*, revised to update procedure, branding, and accessibility
- RC-0084, *How-Do-I? Guide: In-Home Case Management*, revised to update procedure, branding, and accessibility
- RC-0086, *How-Do-I? Guide: CPS Assessment*, revised to update procedure, branding, and accessibility
- RC-0087, *How-Do-I? Guide: CINA Assessment*, revised to update procedure, branding, and accessibility
- RC-0088, *How-Do-I? Guide: CINA Intake*, revised to update procedure, branding, and accessibility
- RC-0089, *How-Do-I? Guide: CPS Intake*, revised to update procedure, branding, and accessibility

- RC-0096, *How-Do-I? Guide: Out-of-Home Case Management*, revised to update procedure, branding, and accessibility
- RC-0099, *How-Do-I? Guide: Adoption*, revised to update procedure, branding, and accessibility
- RC-0102, *How-Do-I? Guide: Case Closure*, revised to update procedure, branding, and accessibility
- RC-0126, *Factoring Dependent Adult Abuse Desk Aid*, updates have been made to coincide with recent DARES enhancements pursuant to SR 25-00014.
- RC-0135, *Dependent Adult Abuse Dissemination Desk Aid*, revised to reflect updated Iowa Code 235B.6.

**Effective Date**

Immediately.

**Material Superseded**

Remove the following pages from Employees' Manual, Title 18 Appendix, and destroy them:

<u>Page</u>	<u>Date</u>
Contents 10-16	July 19, 2024
92-95	July 19, 2024
323-474	July 19, 2024
470-0607	02/23
470-0657	03/24
470-0709	03/23
470-0709S	03/23
470-3239	01/19
470-3239S	01/19
470-3240	07/24
470-3242	03/17
470-3242S	03/17
470-3243	03/17
470-3243S	03/17
470-3575	03/17
470-3575S	03/17
470-3789	07/22
470-4132	07/22
470-4133	10/22
470-4135	07/24
470-4401	07/10
470-4401S	07/10
470-4841	03/17
470-4894	02/22



470-5373	05/20
470-5443	01/19
470-5444	01/19
470-5510	01/18
470-5562	05/20
470-5648	04/21
470-5648S	04/21
470-5663	06/21
470-5664	06/21
RC-0082	08/06
RC-0083	08/06
RC-0084	06/07
RC-0086	10/06
RC-0087	10/06
RC-0088	10/06
RC-0089	10/06
RC-0096	06/07
RC-0099	07/08
RC-0102	06/07
RC-0126	12/22
RC-0135	09/22

**Additional Information**

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