



STATE OF IOWA

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

DEPARTMENT OF HUMAN SERVICES
KEVIN W. CONCANNON, DIRECTOR

January 6, 2006

GENERAL LETTER NO. 24-B-AP-5

ISSUED BY: Bureau of Purchasing, Payments and Receipts
Division of Fiscal Management

SUBJECT: Employees' Manual, Title 24, Chapter B, *GENERAL SERVICES APPENDIX*, Title page, revised; Contents (page 1), revised; page 1, revised; pages 2 through 4, new; and the following forms:

470-0054	<i>Transmittal Slip</i> , revised
470-0848	<i>Letterhead</i> , revised
470-0167	<i>Interoffice Memo</i> , revised
470-0055	<i>County Check sheet (2 pages)</i> , revised
470-0056	<i>County Check sheet (1 page)</i> , revised
RC-0081	<i>List of Local Offices</i> , new
470-0053	<i>Iowa Map</i> , revised
470-2568	<i>Facsimile Cover Sheet</i> , new
Comm. 247	<i>How to Handle Suspicious Mail (Letters and Packages)</i> , new
470-2735	<i>Courier Manifest</i> , new
470-0975	<i>Printing Request</i> , new

Summary

This chapter is revised to:

- ◆ Update this chapter and change the format into the new manual format.
- ◆ Remove the following forms which are obsolete:
 - *Department of Social Services Logo Notepad*
 - Adm 4101-0, *Department of Social Services Message*
 - Adm 4109-0, *Program Schedule*
 - Adm 4110-0, *Route Sheet*
 - Adm 4111-0, *Telephone Notation*
 - Adm 4301-0, *Instruction Sheet*
 - *Things to Do Today Notepad*

Effective Date

Immediately.

Material Superseded

Remove the following pages from Employees' Manual, Title 24, Chapter B, Appendix, and destroy them:

<u>Page</u>	<u>Date</u>
Title page	August 14, 1979
Contents (p. 1)	May 6, 1980
1	May 4, 1982
Adm-4103-0	1-74
Department of Social Services Letterhead	No date
Department of Social Services Interoffice Memo	No date
Department of Social Services Logo Notepad	No date
Adm 4101-0	4-75
Adm 4104-0	12-73
Adm 4106-0	12-73
Adm-4102-0	No date
Adm-4109-0	11/20/73
Adm 4110-0	12/74
Adm-4111-0	5/80
Adm-4301-0	5/80
Things to Do Today Notepad	No date

Additional Information

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



STATE OF IOWA

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

DEPARTMENT OF HUMAN SERVICES
KEVIN W. CONCANNON, DIRECTOR

February 17, 2006

GENERAL LETTER NO. 24-B-AP-6

ISSUED BY: Bureau of Purchasing, Payments and Receipts
Division of Fiscal Management

SUBJECT: Employees' Manual, Title 24, Chapter B, *GENERAL SERVICES APPENDIX*,
RC-0081, *List of Local Offices*, revised.

Summary

Reference Card RC-0081 is revised to correct errors.

Effective Date

Immediately.

Material Superseded

Remove RC-0081, dated 1/06, from Employees' Manual, Title 24, Chapter B, Appendix, and destroy it.

Additional Information

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



STATE OF IOWA

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

DEPARTMENT OF HUMAN SERVICES
KEVIN W. CONCANNON, DIRECTOR

April 21, 2006

GENERAL LETTER NO. 24-B-AP-7

ISSUED BY: Bureau of Purchasing, Payments and Receipts
Division of Fiscal Management

SUBJECT: Employees' Manual, Title 24, Chapter B, *GENERAL SERVICES APPENDIX*, Contents (page 1), revised; page 5, new; and Comm. 246, *DHS Mail Guide*, new.

Summary

This chapter is revised to add Comm. 246, *DHS Mail Guide*. This guide provides a quick reference for Department employees when mailing items to local offices and to central office.

Effective Date

Upon receipt.

Material Superseded

Remove from Employees' Manual, Title 24, Chapter B, Appendix, Contents (page 1), dated January 6, 2006, and destroy it.

Additional Information

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



STATE OF IOWA

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

DEPARTMENT OF HUMAN SERVICES
KEVIN W. CONCANNON, DIRECTOR

March 16, 2007

GENERAL LETTER NO. 24-B-AP-8

ISSUED BY: Bureau of Purchasing, Payments and Receipts
Division of Fiscal Management

SUBJECT: Employees' Manual, Title 24, Chapter B, *GENERAL SERVICES APPENDIX*,
Contents (page 1), revised; page 5, revised; and Comm. 246, *Your DHS Mail
Guide*, revised.

Summary

This chapter is revised to update the name and contents of Comm. 246, *Your DHS Mail Guide*. This guide provides a quick reference for Department employees when mailing items to local offices and to central office.

Effective Date

Upon receipt.

Material Superseded

Remove the following pages from Employees' Manual, Title 24, Chapter B, Appendix, and destroy them:

<u>Page</u>	<u>Date</u>
Contents (page 1)	April 21, 2006
Comm. 246	3/06
5	April 21, 2006

Additional Information

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



STATE OF IOWA

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

DEPARTMENT OF HUMAN SERVICES
EUGENE I. GESSOW, DIRECTOR

October 24, 2008

GENERAL LETTER NO. 24-B-AP-9

ISSUED BY: Bureau of Purchasing, Payments and Receipts,
Division of Fiscal Management

SUBJECT: Management Manual, Title 24, Chapter B, *GENERAL SERVICES*
APPENDIX, the following forms:

470-0848 *Letterhead*, revised
470-0975 *Printing Request*, revised

Summary

This chapter is revised to:

- ◆ Update form 470-0848, *Letterhead*, to reflect the Department's current Director.
- ◆ Update form 470-0975, *Printing Request*, to remove object code 2320 from the form. The form now allows the user to enter an object code for federal projects only. "Organization" and "Sub-Org" fields are renamed "Unit" and "Sub-Unit" to correspond with State Accounting Enterprise changes.

Effective Date

Upon receipt.

Material Superseded

Remove the following forms from the Management Manual, Title 24, Chapter B, Appendix, and destroy them:

<u>Page</u>	<u>Date</u>
470-0848	No date
470-0975	12/05

Additional Information

A template for the letterhead is available on the DHS network at: [hoovr3S1 / Policy.771 / Rules / help for rule & manual writing / templates](#).

Forms on letterhead are being updated as systems programming permits.

Refer questions about this general letter to your income maintenance administrator, service area manager, or your regional collections administrator.



Iowa Department of Human Services

Terry E. Branstad
Governor

Kim Reynolds
Lt. Governor

Charles M. Palmer
Director

September 23, 2016

GENERAL LETTER NO. 24-B-AP-10

ISSUED BY: Bureau of Purchasing, Payments, Receipts and Payroll
Division of Fiscal Management

SUBJECT: Management Manual, Title 24, Chapter B, **GENERAL SERVICES APPENDIX**, Contents (page 1), revised; page 3, revised; and form 470-2735, *SpeeDee Multiple Shipment Pickup Manifest*, renamed and revised.

Summary

Chapter 24-B-Appendix is revised to:

- ◆ Change the name of form 470-2735 from *Courier Manifest* to *SpeeDee Multiple Shipment Pickup Manifest* in Management Manual 24-B-Appendix.
- ◆ Change the name of form 470-2735 from *Priority Express Multiple Shipment Pickup Manifest* to *SpeeDee Multiple Shipment Pickup Manifest*.
- ◆ Remove the route number, driver's name, and the Clarinda and Mt. Pleasant locations from form 470-2735.

Effective Date

Upon receipt.

Material Superseded

This material replaces the following pages from Employees' Manual, Title 24, Chapter B, Appendix:

<u>Page</u>	<u>Date</u>
Contents (page 1)	March 16, 2007
470-2735	5/03
3	January 6, 2006

Additional Information

Refer questions about this general letter to your income maintenance administrator, service area manager, or your regional collections administrator.

January 27, 2023

GENERAL LETTER NO. 24-B-AP-11

ISSUED BY: Bureau of Accounting Services
Division of Fiscal Management

SUBJECT: Employees' Manual, Title 24, Chapter B Appendix, **General Services Appendix**, obsolete.

Summary

Title 24, Chapter B Appendix, **General Services Appendix** is rescinded.

Effective Date

Immediately.

Material Superseded

The following material is rescinded:

<u>Page</u>	<u>Date</u>
Title Page	January 6, 2006
Contents Page 1	September 23, 2016
1 and 2	January 6, 2006
3	September 23, 2016
4	January 6, 2006
5	March 16, 2007

Additional Information

Refer questions about this general letter to your income maintenance administrator, service area manager, or your regional collections administrator.