



STATE OF IOWA

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

DEPARTMENT OF HUMAN SERVICES
KEVIN W. CONCANNON, DIRECTOR

March 1, 2004

GENERAL LETTER NO. 24-C-2

ISSUED BY: Division of Fiscal Management,
Office of the Deputy Director for Field Operations

SUBJECT: Management Manual, Title 24, Chapter C, *PHYSICAL QUARTERS*, Title page, revised; Contents (page 1), revised; pages 1 through 7, revised; and pages 8 through 20, new.

Summary

This general letter transmits the revised policies and procedures for:

- ◆ Leasing office space for Department use,
- ◆ Rental of housing and storage space at Department institutions, and
- ◆ Leasing of institution space to other entities.

Effective Date

Upon receipt.

Material Superseded

Remove the following pages from Management Manual, Title 24, Chapter C, and destroy them:

<u>Page</u>	<u>Date</u>
Title page	March 24, 1981
Contents (page 1)	November 10, 1987
1-3	March 24, 1981
4-7	November 10, 1987

Additional Information

Refer questions about this general letter to your service area manager, regional administrator, or institution superintendent.



STATE OF IOWA

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

DEPARTMENT OF HUMAN SERVICES
CHARLES J. KROGMEIER, DIRECTOR

April 16, 2010

GENERAL LETTER NO. 24-C-3

ISSUED BY: Division of Fiscal Management

SUBJECT: Management Manual, Title 24, Chapter C, **PHYSICAL QUARTERS**, Title page, revised, Contents (page 1), revised; pages 1 through 20, revised; and page 21, new.

Summary

This general letter transmits:

- ◆ Revised policies and procedures for tenant signatures on leases and memoranda of understanding, and
- ◆ Deputy director title changes due to Department reorganization.

The chapter format is updated.

Effective Date

Immediately.

Material Superseded

This material replaces the entire Chapter C in Employees' Manual, Title 24, which includes the following pages:

<u>Page</u>	<u>Date</u>
Title page	March 1, 2004
Contents (p. 1)	March 1, 2004
1-20	March 1, 2004

Additional Information

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



Iowa Department of Human Services

Terry E. Branstad
Governor

Kim Reynolds
Lt. Governor

Charles M. Palmer
Director

October 28, 2011

GENERAL LETTER NO. 24-C-4

ISSUED BY: Division of Fiscal Management

SUBJECT: Management Manual, Title 24, Chapter C, **PHYSICAL QUARTERS**, Title page, revised; Contents (page 1), revised; page 21, revised; and page 22, new.

Summary

Chapter 24-C is revised to add new procedures for amending current leases to:

- ◆ Extend the period covered by the lease and permit amendment of some provisions without having to redo the complete lease.
- ◆ Include a new procedure for obtaining the Department director's approval of new or amended leases.

Effective Date

Immediately.

Material Superseded

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

<u>Page</u>	<u>Date</u>
Title page	April 16, 2010
Contents (page 1)	April 16, 2010
21	April 16, 2010

Additional Information

Refer questions about this general letter to the director of the Division of Mental Health and Disability Services.

October 2, 2020

GENERAL LETTER NO. 24-C-5

ISSUED BY: Division of Mental Health and Disability Services

SUBJECT: Employees' Manual, Title 24, Chapter C, **Physical Quarters**, page 5-7, 10, 13, 16-20, 21 and 22, revised.

Summary

This chapter is revised to:

- ◆ Remove the word "dwelling" from the term "dwelling unit" where appropriate to account for rental units that are not dwelling units such as garages or storage units.
- ◆ Update references to forms.
- ◆ Update legal references.

Effective Date

Immediately

Material Superseded

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

<u>Page</u>	<u>Date</u>
5-7, 10, 13, 16-20	April 16, 2010
21 and 22	October 28, 2011

Additional Information

Refer questions about this general letter to:
Eric DeTemmerman, Executive Officer 2
Mental Health and Disability Services Division
Capitol Complex-Hoover Building
Des Moines, IA 50319
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