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State of Iowa
Department of Social Services
Des Moines, Iowa

February 27, 1979

GENERAL LETTER NO. 4-B-1

SUBJECT: Employees' Manual, Title IV, Chapter B "Eligibility Factors", Title page, new, Contents (pages 1 and 2, new) and pages 1 through 38, new.

Most of the major eligibility factors governing the Aid to Dependent Children program have been rewritten into current format and placed in this new chapter.

Attention is especially directed to the following items:

Page 1, Organization of Chapter IV-B. This item explains not only the organization of the chapter, but points out that certain factors of eligibility are set forth in other chapters.

Page 3, Definition of Parental Status. A guide to use in establishing whether a man is considered the natural father of a child is given.

Page 5, Continued Absence of Parent from Home. Emphasis has been placed upon the effect of the parent's physical absence from the home of the child with respect to the support or care provided by the absent parent.

Page 9, Incapacity of Parent. Incapacity has been redefined to clarify what it is for program purposes. Procedure has been added to aid the worker in determining when incapacity exists.

Page 19, Referral to Protective Service Unit. A new policy requiring the I.M. Worker to make referrals to Protective Services in certain situations appears on this page.

Page 20, Age. Manual statements have been brought up to date with respect to the age requirements for the child and the payee.

Page 22, Citizenship, Alienage. The "Procedure" segment now includes a listing of acceptable evidence of permanent residence in the United States under color of law.

Page 24, School Attendance Defined. This segment has been expanded to provide the worker with more specific guidance as to what constitutes school attendance.

Page 28, Social Security Account Number. The policy statement regarding the mother of a newborn child having until the second month following the mother's discharge from the hospital to apply for a Social Security Number for the child has been revised to clarify that it applies to recipients only. Also, a statement has been added to clarify that assistance shall not be denied, delayed or suspended pending the issuance or verification of the social security number(s).

Effective Date

March 1, 1979

Material Superseded

None

Additional Information

For further information or interpretation please contact your District Benefit Payments Supervisor.

DEPARTMENT OF SOCIAL SERVICES
Victor Preisser, Commissioner

A handwritten signature in cursive script, appearing to read "Donald Kassir", written in dark ink.

Donald Kassir, Chief
Bureau of Financial Assistance

State Office
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Local Offices

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State of Iowa
Department of Social Services
Des Moines

July 17, 1979

GENERAL LETTER NO. 4-B-2

SUBJECT: Employees' Manual, Title IV, Chapter B, "Eligibility Factors", page 7,
revised.

The attached Manual page has been revised to change the procedure in regard to the IM Worker's responsibility to contact the absent parent. Effective July 1, 1979, when the IM Worker is able to establish eligibility without contacting the absent parent, the worker is not required to contact the absent parent.

Effective Date

July 1, 1979

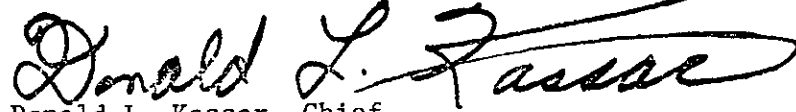
Material Superseded

Employees' Manual, Title IV, Chapter B, page 7, dated February 29, 1979, shall be removed from the Manual and destroyed.

Additional Information

Contact your District Benefit Payments Supervisor if any additional information or interpretation is needed.

DEPARTMENT OF SOCIAL SERVICES
Catherine G. Williams, Acting Commissioner



Donald L. Kassar, Chief
Bureau of Financial Assistance

State Office
District Offices
Local Offices

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State of Iowa
Department of Social Services
Des Moines

August 21, 1979

SOCIAL SERVICES GENERAL LETTER NO. 4-B-3

SUBJECT: Employees' Manual, Title IV, Chapter B, "Eligibility Factors",
Contents (page one) and page 2, revised.

Page 2 of "Eligibility Factors" has been revised to add the definition of a child. Effective October 1, 1979, a child in the ADC program includes the unborn child in the last trimester of pregnancy. Page one of the Contents has been revised to reflect this change.

Revisions in IV-B(2), "Need" are being released simultaneously with this revision to specify specific policy and procedure in regard to the unborn child.

Effective Date

October 1, 1979

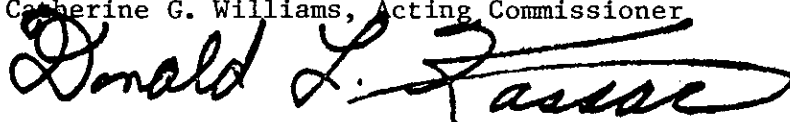
Material Superseded

Employees' Manual, Title IV, Chapter B, Contents (page one), and page 2, both dated February 27, 1979, shall be removed from the Manual and destroyed.

Additional Information

Please contact your District Benefit Payments Supervisor for any additional information or interpretation.

DEPARTMENT OF SOCIAL SERVICES
Catherine G. Williams, Acting Commissioner



Donald L. Kassar, Chief
Bureau of Financial Assistance

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State of Iowa
Department of Social Services
Des Moines

June 10, 1980

GENERAL LETTER NO.: 4-B-4

SUBJECT: Employees' Manual, Title IV, Chapter B, "Eligibility Factors",
pages 20, 24, 25, 26, and 27, revised.

These pages have been revised to remove the eighteen- to twenty-one-year-old from the ADC eligibility group.

Page 20 Child: the provision for eligibility for the eighteen- to twenty-one-year-old has been deleted.

Page 24 School Attendance: the reference to school attendance of the eighteen- to twenty-one-year-old has been deleted. The definition of full time student has been clarified.

The definition of half time student has been deleted.

Page 25 School Attendance (cont'd): requirement to obtain an Authorization for Release of Information before contacting school officials, has been added. The reference to school attendance for the 18- to 21-year-old has been deleted.

High School Graduate: 18 (or over) has been changed to 16 to 18 and the references to eligibility has been changed to WIN registration

High School Graduate (cont'd): Clarifies that continuing education relates to WIN exemption.

Page 26 School Attendance Away from Home: has been rewritten to clarify that a child can live outside the caretaker's home and remain eligible for ADC as long as the caretaker maintains supervision of the child.

Effective Date

July 1, 1980

A desk review shall be done to remove the needs of the child between eighteen and twenty-one years of age from the eligible group effective July 1, 1980. Some cases will be closed because of this change. A determination of continuing eligibility for Title XIX shall be made according to the instructions in IV-B(2).

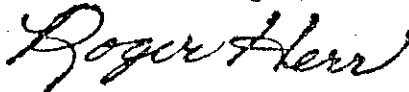
Material Superseded

Employees' Manual, Title IV, Chapter B, pages 20, 24, 25, 26, and 27, dated February 27, 1979, shall be removed from the manual and destroyed.

Additional Information

Please contact your District Benefit Payments Supervisor for additional information or interpretation.

DEPARTMENT OF SOCIAL SERVICES
Michael V. Reagen, Ph.D., Commissioner



Roger Herr, Chief
Bureau of Financial Assistance

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State of Iowa
Department of Social Services
Des Moines

August 26, 1980

GENERAL LETTER NO. 4-B-5

SUBJECT: Employees' Manual, Title IV, Chapter B, "Eligibility Factors", Contents (pages 1 and 2), pages 18, 19, 20, 21, 22, 23, 24, 25, 26, 27, 28, 29, 30, 31, 32, 33, 34 and 35, revised.

Page 18 - The second paragraph under *Comment* has been deleted and incorporated under *Comment* under the policy entitled Temporary Absence From the Home.

Page 20 - The sub-heading Temporary Absence has been added. The policy on School Attendance has been incorporated under the heading Temporary Absence.

Page 21 - Temporary Absence in a Medical Institution. This is a new policy pertaining to individuals who are anticipated to be in a medical institution for less than a year. These individuals will now be eligible to be included in the assistance grant. If the individual does not return within one year the individual's needs will be removed.

Page 22 - Temporary Absence for Less Than Three Months. This new policy covers individuals out of the home for less than three months who will now be eligible to be included in the assistance grant. If the individual does not return in three months, his/her needs will be removed. This policy does not apply to individual's in a medical institution or absent for reasons of education or training who are covered under other policies.

Page 26 - Residence Defined has been added. This policy considers a person a resident if he/she is living in Iowa on a voluntary basis and not for a temporary purpose.

Page 27 - Employment Related Residence has been added. Resident of Iowa has been expanded to include individuals who enter Iowa with a job commitment or for the purpose of seeking employment. These individuals shall be considered residents. This policy will make it possible for migrants and itinerant workers to be eligible for assistance.

Pages 30, 31, 32, 33, 34 and 35 pertaining to Institutional Status have been deleted.

Pages 36, 37 and 38 have been revised to correct page numbers.

Effective Date

Upon receipt.

Material Superseded

Employees' Manual, Title IV, Chapter B, "Eligibility Factors", Contents (page 1, dated August 21, 1979, and page 2, dated February 27, 1979), pages 18 and 19, dated February 27, 1979, page 20, dated June 10, 1980, pages 21, 22 and 23, dated February 27, 1979, pages 24, 25, 26 and 27, dated June 10, 1980, pages 28, 29, 30, 31, 32, 33, 34, 35, 36, 37 and 38, dated February 27, 1979, shall be removed from the Manual and destroyed.

Additional Information

Please contact your District Benefit Payments Supervisor for any additional information or interpretation.

DEPARTMENT OF SOCIAL SERVICES
Michael V. Reagen, Ph.D., Commissioner



Roger Herr, Chief
Bureau of Financial Assistance

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State of Iowa
Department of Social Services
Des Moines

February 3, 1981

GENERAL LETTER NO. 4-B-6

SUBJECT: Employees' Manual, Title IV, Chapter B, "Eligibility Factors",
pages 21 and 22, revised.

The definition of medical institution has been expanded to include Mental Health Institutions and Hospital schools.

Effective Date

February 11, 1981.

Material Superseded

Employees' Manual, Title IV, Chapter B, "Eligibility Factors", pages 21 and 22, dated August 26, 1980, shall be removed from the Manual and destroyed.

Additional Information

Please contact your District Benefit Payments Supervisor for additional information.

DEPARTMENT OF SOCIAL SERVICES
Michael V. Reagen, Ph.D., Commissioner

Roger Herr

Roger Herr, Chief
Bureau of Financial Assistance

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Department of Social Services
Des Moines

April 7, 1981

GENERAL LETTER NO. 4-B-7

SUBJECT: Employees' Manual, Title IV, Chapter B, "Eligibility Factors",
page 22 revised.

This page has been revised to clarify the policy on temporary absence.
Eligibility may continue, even though responsibility for care and control
is temporarily lost, when it is established that the loss is temporary.

Effective Date

Immediately.


Material Superseded

Employees' Manual, Title IV, Chapter B, page 22, dated February 3, 1981,
shall be removed from the Manual and destroyed.

Additional Information

Please contact your District Benefit Payments Supervisor for any additional
information.

DEPARTMENT OF SOCIAL SERVICES
Michael V. Reagan, Ph.D., Commissioner



Roger Herr, Chief
Bureau of Financial Assistance

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State of Iowa
Department of Social Services
Des Moines

April 21, 1981

GENERAL LETTER NO. 4-B-8

SUBJECT: Employees' Manual, Title IV, Chapter B, "Aid to Dependent Children - Eligibility Factors", page 3 revised.

This page has been revised to allow the local office staff as well as the CSRU staff to complete the notarized statement of paternity. An "Iowa State Department of Health Paternity Affidavit", shall be used for this purpose.

Effective Date

Upon receipt.

Material Superseded

Employees' Manual, Title IV, Chapter B, page 3, dated February 27, 1979, shall be removed from the manual and destroyed.

Additional Information

A supply of "Iowa State Department of Health Paternity Affidavit", can be obtained by writing the Iowa State Department of Health, Lucas State Office Building, Des Moines, Iowa 50319.

Please contact your Benefit Payments Supervisor for any additional information.

DEPARTMENT OF SOCIAL SERVICES
Michael V. Reagen, Ph.D., Commissioner

Roger Herr

Roger Herr, Chief
Bureau of Financial Assistance

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State of Iowa
Department of Social Services
Des Moines

June 26, 1981

GENERAL LETTER NO. 4-B-9

SUBJECT: Employees' Manual, Title IV, Chapter B, "Eligibility Factors", Contents (page one, revised), pages 2 through 4, revised.

Contents, page one is revised to add "Convicted Offender".

Page 2 - is revised to remove the definition of a child because we no longer pay assistance for the unborn child. A reference to the unemployed parent has also been deleted.

We are adding a new policy to allow eligibility for children when a parent is living in the home while serving a court-imposed sentence by performing unpaid public service work.

Page 3 - is revised to remove a reference to the unemployed parent.

Page 4 - is revised to specify that the stepparent's income and resources shall be given the same consideration as a parent.

Effective Date

July 1, 1981.

Material Superseded

Employees' Manual, Title IV, Chapter B, "Eligibility Factors", Contents (page one, dated August 26, 1980), page 2, dated August 21, 1979, page 3, dated April 21, 1981, and page 4, dated February 27, 1979, shall be removed from the Manual and destroyed.

Corrections

Make the following pen and ink changes:

1. Page 1, delete the reference to "Remedial Eye Care" at the bottom of the page.
2. Page 16, mark the subheading, policy and legal reference, titled Unemployment of the Father, obsolete.
3. Page 34, in the subheading titled Divestment of Income, draw a line through "and for ADC-UP (the unemployed parent)", in the last line of the second paragraph under *Comment*.

Write in the margin beside each change a reference to this General Letter.

Additional Information

Please contact your District Benefit Payments Supervisor for any additional information.

DEPARTMENT OF SOCIAL SERVICES
Michael V. Reagen, Ph.D., Commissioner

A handwritten signature in cursive script that reads "Roger Herr".

Roger Herr, Chief
Bureau of Financial Assistance

State Office
Local Offices
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JW

State of Iowa
Department of Social Services
Des Moines

October 20, 1981

GENERAL LETTER NO. 4-B-10

SUBJECT: Employees' Manual, Title IV, Chapter B, "Eligibility Factors", pages 25, 28, 29, 30 and 35, revised, and page 36, new.

Page 25 is revised to clarify that the refugee admitted under Section 207(c) and persons granted asylum under Section 208 have permanent residence in the United States.

Pages 28 through 30 are revised to redefine "full-time" school attendance for a child between the ages of sixteen and eighteen. College students are no longer exempt from WIN registration. Refer to the General Letter for IV-B(4), "WIN Program", for additional information. The General Letter for WIN is being released simultaneously with this General Letter.

Page 35 is revised to provide that a case shall be ineligible when the parent or needy caretaker relative is participating in a strike. This revision also provides that any individual participating in a strike is not eligible for ADC. These changes were mandated by the Omnibus Reconciliation Act of 1981 as passed by Congress on July 29, 1981, and signed by President Reagan on August 13, 1981.

Page 36 is added to give a definition of strike and participating in a strike.

Effective Date

November 1, 1981.

Applications

All pending applications acted upon in October shall be processed on the basis of policies in effect through October 31, 1981, with ongoing eligibility determined in accordance with the new policies effective November 1, 1981.

Any application approved on or after November 1 shall be processed in accordance with the new revised policies. When determining retroactive eligibility for October, 1981, and any prior months, use policies in effect in October 1981.

Effective Date (Cont'd)

Ongoing Cases

A desk review of all ongoing cases shall be done in October. Any case adversely affected by these changes shall be sent a Notice of Decision no later than October 21, effective November 1, 1981.

Material Superseded

Employees' Manual, Title IV, Chapter B, pages 25, 28, 29, 30 and 35, dated August 26, 1980, shall be removed from the Manual and destroyed.

Correction

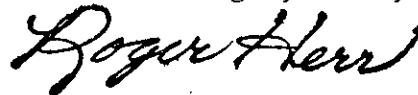
Add "Participation in a Strike.....35" under "Contract for Support" in the Contents, page two, of this chapter. Make a reference to this General Letter in the margin.

Additional Information

Refer to XIV-B-Appendix for new Case Data negative action codes to use when rejecting or cancelling a case because of the new "striker" provision. Negative action code 118 applies to rejections resulting from participation in a strike. Negative action code 045 will be used when a case is cancelled because a recipient is on strike.

Please contact your District Benefit Payment Supervisor for additional information.

DEPARTMENT OF SOCIAL SERVICES
Michael V. Reagen, Ph.D., Commissioner



Roger Herr, Chief
Bureau of Financial Assistance

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State of Iowa
Department of Social Services
Des Moines

December 29, 1981

GENERAL LETTER NO. 4-B-11

SUBJECT: Employees' Manual, Title IV, Chapter B, "Eligibility Factors",
pages 2, 3 and 17 revised.

The paragraphs under Definition of Parental Status have been expanded to clarify when the natural father may be included in the eligible group and when a paternal relative of the natural parent may serve as payee.

Effective Date

January 1, 1982.

Material Superseded

Employees' Manual, Title IV, Chapter B, pages 2 and 3, dated June 26, 1981, and page 17, dated February 27, 1979, shall be removed from the Manual and destroyed.

Additional Information

Contact your Benefit Payments Supervisor for any additional information.

DEPARTMENT OF SOCIAL SERVICES
Michael V. Reagen, Ph.D., Commissioner

Roger Herr

Roger Herr, Chief
Bureau of Financial Assistance

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State of Iowa
Department of Social Services
Des Moines

May 25, 1982

GENERAL LETTER NO. 4-B-12

SUBJECT: Employees' Manual, Title IV, Chapter B, "Eligibility Factors", correction.

This chapter is corrected to provide for revised policy on stepparent's income and resources.

Effective Date

June 1, 1982

Material Superseded

None

Corrections

Employees' Manual, Title IV, Chapter B, page 4, under Presence of a Stepparent, delete "The income and resources of a stepparent shall be given the same consideration as that of a natural parent." This is the last sentence in the policy statement. Make a reference to this General Letter in the margin.

Additional Information

Contact your District Benefit Payments Supervisor for any additional information.

DEPARTMENT OF SOCIAL SERVICES
Michael V. Reagen, Ph.D.
Commissioner

Roger Herr

Roger Herr, Chief
Bureau of Financial Assistance

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District Offices

State of Iowa
Department of Social Services
Des Moines

JW

June 18, 1982

GENERAL LETTER NO. 4-B-13

SUBJECT: Employees' Manual, Title IV, Chapter B, "Eligibility Factors", pages 33 and 34, revised.

The item on page 33 headed CHILD SUPPORT has been revised because of the changes in Subchapter B(6), "Support from Parents and Others", issued simultaneously with this revision.

On page 34, in the comment under Divestment of Income, a cross reference has been made to the ADC-Unemployed Parent Program. The policy under Duplicate Assistance has been revised for clarification and the comment regarding the IRRSLGP eliminated, as it is no longer applicable.

Effective Date

July 1, 1982

Material Superseded

Employees' Manual, Title IV, Chapter B, pages 33 and 34, dated August 26, 1980, shall be removed from the Manual and destroyed.

Corrections

On Contents, page two, delete "Assignment of Child Support... 33". Make a reference in the margin to this General Letter.

Additional information

Contact your District Benefit Payment Supervisor for any additional information.

DEPARTMENT OF SOCIAL SERVICES
Michael V. Reagen, Ph.D.
Commissioner



Roger Herr, Chief
Bureau of Financial Assistance

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State of Iowa
Department of Social Services
Des Moines

July 6, 1982

GENERAL LETTER NO. 4-B-14

SUBJECT: Employees' Manual, Title IV, Chapter B, "Eligibility Factors",
pages 35 and 36, revised, and 37, new.

Pages 35 and 36 are revised to remove the requirement that the entire family be determined ineligible when the caretaker relative, who is a member of the eligible group, is on strike.

Page 37 is added to give examples using the policy on strikers.

Effective Date

September 1, 1982

Material Superseded

Employees' Manual, Title IV, Chapter B, pages 35 and 36, dated October 20, 1981, shall be removed from the Manual and destroyed.

Corrections

On page 28, Full-time Attendance Defined, in the paragraph under Procedure, delete "Aide to Dependent Children Review, PA-2227-5" and insert in its place: "Public Assistance Eligibility Report, PA-2140-0".

On page 32, delete the following sentence: "A review shall not be considered complete until social security numbers for all members of the eligible group are recorded in the case record."

Make a marginal reference to this General Letter.

Additional Information

Please contact your District Benefit Payments Supervisor for additional information.

DEPARTMENT OF SOCIAL SERVICES
Michael V. Reagen, Ph.D., Commissioner

Roger Herr

Roger Herr, Chief
Bureau of Financial Assistance

State Offices
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Local Offices

State of Iowa
Department of Social Services
Des Moines

June 14, 1983

GENERAL LETTER NO. 4-B-15

SUBJECT: Employees' Manual, Title IV, Chapter B, "Eligibility Factors", pages 5, 6, 23, 28, 29 and 30, revised.

Pages 5 and 6 have been revised to indicate that children are not considered deprived when parental absence is due solely to the performance of active duty in the uniformed services of the United States. This revision is required by a change in both state and federal law. Pages 23, 28 and 29 have been revised to indicate that children of eighteen years may be included in the eligible group when they meet certain educational criteria. Coverage for eighteen-year-olds was mandated by House File 641, enacted by the 70th General Assembly, 1983 session.

Effective Date

July 1, 1983.

A desk review shall be performed in June 1983 on all active cases where the parent's absence is due to performance of active duty in the uniformed services. Assistance shall be cancelled or reduced effective July 1, 1983. Adequate and timely notice must be mailed by June 20, 1983. All pending applications acted upon in June shall be processed on the basis of policies in effect through June 30, 1983. Ongoing eligibility shall be determined in accordance with this General Letter. Applications processed on or after July 1 shall be processed in accordance with this General Letter.

A Circular Letter will be released simultaneously with this material to explain what actions must be taken by the local office to implement coverage for eighteen-year-olds.

Material Superseded

Employees' Manual, Title IV, Chapter B, pages 5 and 6, dated February 27, 1979, page 23, dated August 26, 1980, and pages 28, 29, and 30, dated October 20, 1981, shall be removed from the Manual and destroyed.

Correction

On page 8, in the first paragraph under the comment, delete "and Supplemental Paternity Information, CS-1103-5". This form is obsolete.

Make a reference in the margin to this General Letter.

Additional Information

Please contact your District Benefit Payment Administrator for additional information.

DEPARTMENT OF SOCIAL SERVICES
Michael V. Reagen, Ph.D., Commissioner

Roger Herr

Roger Herr, Chief
Bureau of Financial Assistance

State Office
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Local Offices

State of Iowa
Department of Social Services
Des Moines

June 14, 1983

GENERAL LETTER NO. 4-B-16

SUBJECT: Additional Information for General Letter No. 4-B-15 Dated June 14, 1983

This is a supplement to General Letter 4-B-15 being released simultaneously. Effective July 1, 1983, a child is no longer considered deprived due to absence of a parent when the only reason for the absence is the parent's performance of active duty in the uniformed services of the United States. This change is a result of the Tax Equity and Fiscal Responsibility Act of 1982 and Senate File 541 as enacted by the seventieth General Assembly, 1983 session.

ADC cases that become ineligible, or eligible for a reduced payment, as a result of this change must be sent a notice of adverse action no later than June 20, 1983.

Below is an example of information that shall be included in the "Notice of Decision":

1. A statement to the effect:

"Assistance is being (cancelled, reduced or denied) because of a change in federal and state law. _____ is/are no longer deprived of parental care or support because the only reason for the absence of _____ is the performance of active duty in the _____."

Then state "See the back of this Notice plus the attachment for your appeal rights". Then staple an attachment titled "ADDITIONAL INFORMATION ON APPEALS" to the Notice. The attachment shall read as follows:

ADDITIONAL INFORMATION ON APPEALS

If you believe a mistake has been made in grant computation, you may appeal this decision using the procedures outlined on the back of this Notice. If your appeal is based solely on a disagreement with the change in law, a hearing will not be granted and your assistance will be reduced/cancelled effective July 1.

If you request an appeal because you believe a mistake has been made in grant computation and you appeal within 10 calendar days from this Notice, assistance will be continued at the present level at least until the time of the hearing. If a determination is made at the hearing that the sole issue is one of a change in Federal/State law and not one of incorrect grant computation, your assistance will then immediately be reduced or terminated. Any assistance received pending the appeal hearing or decision is subject to recovery if the action is sustained.

2. When cancellation of the ADC grant results in cancellation of other benefits, each shall be specifically noted in the Notice. Programs which may be affected include, but are not limited to:
 - a. Aid to Dependent Children and Medicaid;
 - b. Medical Only (including medical for 16-21 year olds, unborn child medical, ADC cases approved for Medicaid only when the Social Security Number requirement has not been met, four month extended medical, ADC cases eligible for less than \$10);
 - c. IETP;
 - d. WIN;
 - e. Food Stamps;
 - f. Special Needs.
3. Households that become ineligible because of the military service provision shall be advised to apply for Child Medical Assistance and attach an ADC application to the Notice.
4. The Manual references shall be IV-B-5, Senate File 541 as enacted by the 70th. General Assembly in its 1983 session, the Tax Equity and Fiscal Responsibility Act of 1982.

Effective Date

July 1, 1983


Material Superseded

None

Additional Information

Please contact your District Benefit Payment Administrator for additional information.

DEPARTMENT OF SOCIAL SERVICES
Michael V. Reagen, Ph.D. Commissioner



Roger Herr, Chief
Bureau of Financial Assistance

State Office
Local Offices
District Offices

State of Iowa
Department of Social Services
Des Moines

June 28, 1983

GENERAL LETTER NO. 4-B-17

SUBJECT: Employees' Manual, Title IV, Chapter B, "Eligibility Factors",
pages 28 and 29, revised, and page 28a, new.

Page 28 has been revised to indicate that in order to establish ADC eligibility for an eighteen year old student the Income Maintenance Worker must secure written verification from the school or institution of the date the student is expected to complete the program. Page 29 is revised to clarify when an eighteen (18) year old child becomes ineligible.

Effective Date

July 1, 1983

Material Superseded

Employees' Manual, Title IV, Chapter B, pages 28 and 29, dated June 14, 1983, shall be removed from the Manual and destroyed.

Additional Information

Please contact your Benefit Payment Administrator for additional information.

DEPARTMENT OF SOCIAL SERVICES
Michael V. Reagen, Ph.D.
Commissioner



Roger Herr, Chief
Bureau of Financial Assistance

State Office
District Offices
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State of Iowa
Department of Human Services
Des Moines

October 11, 1983

GENERAL LETTER NO. 4-B-18

SUBJECT: Employees' Manual, Title IV, Chapter B, "Aid to Dependent Children - Eligibility Factors", pages 36 and 37, revised.

Pages 36 and 37 are revised to add new procedures relative to strikers and to incorporate material currently found in Manual Letter IV-B-1.

Effective Date

November 2, 1983. Income Maintenance staff will begin using the new procedures in this chapter on and after November 2, 1983.

Material Superseded

Employees' Manual, Title IV, Chapter B, pages 36 and 37 dated July 6, 1982, and Manual Letter IV-B-1 dated August 10, 1982, shall be removed from the Manual and destroyed.

Additional Information

Please contact your District Benefit Payment Administrator for additional information.

DEPARTMENT OF HUMAN SERVICES
Michael V. Reagen, Ph.D.
Commissioner



Roger Herr, Chief
Bureau of Economic Assistance

State Office
District Offices
Local Offices

State of Iowa
Department of Human Services
Des Moines

October 18, 1983

GENERAL LETTER NO. 4-B-19

SUBJECT: Employees' Manual, Title IV, Chapter B, "Eligibility Factors", pages 30, 31 and 32, revised.

These pages have been revised due to a change in procedure. The process of furnishing social security numbers upon receipt, which previously required follow-up and IM input, is now automatic.

Effective Date

November 1, 1983

Material Superseded

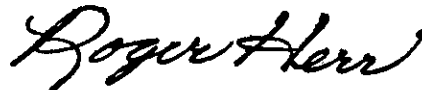
Employees' Manual, Title IV, Chapter B, page 30, dated June 14, 1983 and pages 31 and 32, dated August 26, 1980 shall be removed from the Manual and destroyed.

Additional Information

These pages are being issued simultaneously with a change in IV-Appendix-19, incorporating Form SS-5, "Application For a Social Security Number Card". A similar change in Food Stamps procedure is also being issued simultaneously.

For additional information contact your Benefit Payments Administrator.

DEPARTMENT OF HUMAN SERVICES
Michael V. Reagen, Ph.D.
Commissioner



Roger Herr, Chief
Bureau of Economic Assistance

State Office
Local Offices
District Offices

State of Iowa
Department of Human Services
Des Moines

May 1, 1984

GENERAL LETTER NO. 4-B-20

SUBJECT: Employees' Manual, Title IV, Chapter B, "Eligibility Factors", Contents (page 2, revised), pages 6, 18, 24, 26, 27, 28a, 31, 32, 33, and 34, revised, and pages 6a, 18a and 32a, new.

This chapter has been revised to delete references to the Case Data System and to delete instructions that are covered in the Automated Benefit Calculation (ABC) System Manual, Title XIV. Other revisions have been made to clarify existing policies and procedures and to give additional information to facilitate local office interpretation of current policies.

Contents (page 2) is revised to correct page numbers.

Page 6a is added to give instructions on the determination of parental absence and deprivation in joint custody cases or when a single adoptive parent applies for assistance for an adopted child.

Page 18 is revised and page 18a is added to give further instructions on the determination as to which parent the child is "living with" when the parents hold joint custody and the child spends a substantially equal amount of time in each parent's home.

Page 24 is revised to specify that a child cannot act as payee on the child's own case.

Page 26 is revised to specify that the worker will contact the Immigration and Naturalization Service when an individual lacks a visa or other documentation. If INS has no plans to deport the individual, that individual shall be considered residing in this country under color of law.

Page 28a is revised to correct the title of a form.

Pages 31 and 32 are revised, and page 32a added to incorporate information formerly contained in interpretive memos. In those instances where an applicant is unable to apply for a social security number, for a member of the eligible group, due to circumstances beyond the applicant's control, medical assistance can be approved and the ADC portion of the application pended. When proof of application is provided at a later date, assistance can be approved retroactive to the effective date of assistance or eligibility. Additional information is given on page 32a to clarify a recipient's time limits on applying for a social security number for a newborn child.

Page 33 is revised to clarify instructions on WIN registration.

Page 34 is revised to delete the subsection titled Divestment of Income. These policies are covered in other chapters of the Manual. See IV-B(3) - UNEARNED INCOME - Special Unearned Income Policies - Securing Benefits from Other Sources and EARNED INCOME - Ineligibility for Expenses and Disregards. Divestment or refusal of income by an ADC-Unemployed Parent applicant/recipient may also result in ineligibility. Refer to IV-D for further information.

Effective Date

With the implementation of the Automated Benefit Calculation (ABC) System.

Material Superseded

Employees' Manual, Title IV, Chapter B, Contents (page 2, dated August 26, 1980), page 6, dated June 14, 1983, pages 18, 24, 26 and 27, dated August 26, 1980, page 28a, dated June 28, 1983, pages 31 and 32, dated October 18, 1983, and pages 33 and 34, dated June 18, 1982, shall be removed from the Manual and destroyed.

Corrections

Please make the following pen and ink changes:

Contents (page 1) - Change "Home Defined . . . page 18" to "page 18a".

Page 8 - In the first sentence under 'Comment' under Referral of Absent Parent to Child Support Recovery Unit (CSRU), delete the words "case data" and replace them with "Automated Benefit Calculation".

Page 16 - The sentence under 'Procedure' under Referral of the Parent for Services currently states: "Referral shall be made through the case data system. See XIV-B-5." Change this so that it reads: "Referral shall be made through the Automated Benefit Calculation System. See XIV-B-Appendix".

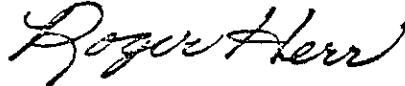
Refer to this General Letter in the margin.

Additional Information

The following interpretive memos are now obsolete and shall be destroyed: "Deprivation and Joint Custody", (Manual reference IV-B-5, 18, 22), dated 3/25/83; "Effect of Delayed Social Security Number Application on ADC Grant", (Manual reference IV-A-12, IV-B-28, VIII-A(1)-1), dated 7/26/79; and "Effect of Delayed Social Security Number Application on ADC Grant", (Manual reference Interpretive Memo 7/26/79, IV-A-12, 15), dated 2/13/80.

Please contact your District Benefit Payment Administrator for additional information.

DEPARTMENT OF HUMAN SERVICES
Michael V. Reagen, Ph.D.
Commissioner



Roger Herr, Chief
Bureau of Economic Assistance

State Office
Local Offices
District Offices

State of Iowa
Department of Human Services
Des Moines

June 22, 1984

GENERAL LETTER NO. 4-B-21

SUBJECT: Employees' Manual, Title IV, Chapter B, "Eligibility Factors",
page 6a, revised.

Page 6a is revised to make a correction in wording. In those instances when a single person adopts a child and applies for assistance for that child, eligibility based on deprivation does exist because the child is deprived of a parent. In those instances where there are two adoptive parents, deprivation does not exist unless one of the adoptive parents is absent, incapacitated or unemployed.

Effective Date

Upon receipt

Material Superseded

Employees' Manual, Title IV, Chapter B, page 6a, dated May 1, 1984, shall be removed from the Manual and destroyed.

Correction

Please make the following pen and ink change:

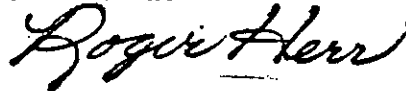
Page 20 - Delete the last sentence in the first paragraph under 'Comment' under Temporary Absence from Home - This sentence states: "See IV-E for Foster Care eligibility as this rule does not apply to a child in a foster care arrangement." There is no longer a Manual chapter IV-E.

Refer to this General Letter in the margin of the page.

Additional Information

Please contact your District Benefit Payment Administrator for additional information.

DEPARTMENT OF HUMAN SERVICES
Michael V. Reagen, Ph.D.,
Commissioner



Roger Herr, Chief
Bureau of Economic Assistance

State Office
Local Offices
District Offices

State of Iowa
Department of Human Services
Des Moines

November 13, 1984

GENERAL LETTER NO. 4-B-22

SUBJECT: Employees' Manual, Title IV, Chapter B, "Eligibility Factors", Contents (page 3, new), pages 1 and 2, revised, and pages 2a, 38, 39 and 40, new.

Contents (page 3) is added to incorporate new subheadings and page numbers concerning aliens sponsored by public or private agencies or organizations.

Page 2 is revised and page 2a is added to specify that the natural father of a child in the eligible group no longer has the option of excluding himself from the eligible group.

Pages 38, 39 and 40 are added to incorporate new policies concerning aliens sponsored by public or private agencies or organizations. Aliens who are sponsored by public or private agencies or organizations are ineligible for assistance for three years following the date of entry into the United States, unless it is determined that the agency or organization no longer exists or that the agency or organization is no longer capable of meeting the alien's needs. These policies are not applicable to Refugees or Cuban/Haitian Entrants.

These new policies result from the Deficit Reduction Act of 1984 (DEFRA).

Effective Date

December 1, 1984. Income Maintenance staff should process desk reviews in November 1984 on alien cases affected by the new policies. Timely and adequate notice shall be issued to reduce benefits or cancel assistance effective December 1, 1984.

Applications processed in November shall be handled in accordance with policies in effect through November 30, 1984. Eligibility for December shall be determined in accordance with the new policies.

Material Superseded

Employees' Manual, Title IV, Chapter B, page 1, dated February 27, 1979, and page 2, dated December 29, 1981, shall be removed from the Manual and destroyed.

Additional Information

Please contact your District Benefit Payment Administrator for additional information.

DEPARTMENT OF HUMAN SERVICES
Michael V. Reagen, Ph.D.
Commissioner



Roger Herr, Chief
Bureau of Economic Assistance

State Office
Local Offices
District Offices

State of Iowa
Department of Human Services
Des Moines, Iowa

February 5, 1985

GENERAL LETTER NO. 4-B-23

SUBJECT: Employees' Manual, Title IV, Chapter B, "Eligibility Factors",
pages 27, 28, 28a, and 34, revised.

Pages 27 and 28 have been revised to expand on the criteria to be used in determining when Iowa residency has been abandoned.

Page 34 has been revised to specify that subsidized adoption payments and foster care payments, other than IV-E, are not considered duplicate assistance. It also specifies that subsidized adoption payments are considered unearned income to the adopted individual.

Effective Date

March 1, 1985.

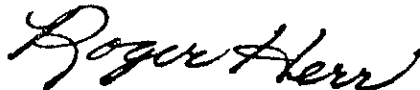
Material Superseded

Employees' Manual, Title IV, Chapter B, page 27, dated May 1, 1984, page 28, dated June 28, 1983, and pages 28a and 34, dated May 1, 1984, shall be removed from the Manual and destroyed.

Additional Information

Please contact your district benefit payment administrator for additional information.

DEPARTMENT OF HUMAN SERVICES
Michael V. Reagen, Ph.D.
Commissioner



Roger Herr, Chief
Bureau of Economic Assistance

State Office
Local Offices
District Offices

State of Iowa
Department of Human Services
Des Moines

March 26, 1985

GENERAL LETTER NO. 4-B-24

SUBJECT: Employees' Manual, Title IV, Chapter B, "Eligibility Factors",
page 31, 32 and 32a, revised.

These pages have been revised to eliminate the reference to medical eligibility for individuals who do not have a social security number and have not made an application for a number.

Effective Date

April 1, 1985.

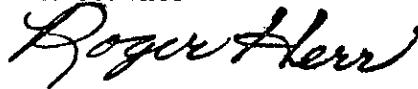
Material Superseded

Employees' Manual, Title IV, Chapter B, pages 31, 32 and 32a, dated May 1, 1984, shall be removed from the Manual and destroyed.

Additional Information

Please contact your district benefit payment administrator for additional information.

DEPARTMENT OF HUMAN SERVICES
Michael V. Reagen, Ph.D.
Commissioner



Roger Herr, Chief
Bureau of Economic Assistance

State Office
Local Offices
District Offices

State of Iowa
Department of Human Services
Des Moines

September 3, 1985

GENERAL LETTER NO. 4-B-25

SUBJECT: Employees' Manual, Title IV, Chapter B, "Eligibility Factors", Contents (page 1, revised), pages 2a, 3, 4, 17, 18, 18a and 34, revised, and pages 2b, 18b and 34a, new.

Revisions have been made in this chapter to clarify policies and to make related changes in procedures.

Pages 2a and 3 are revised to incorporate information currently included in Manual Letter IV-Zero-3 regarding use of the Public Assistance Application as a written acknowledgement of paternity. Manual Letter IV-Zero-3 is being obsoleted by a separate general letter for IV-B(3), INCOME.

Pages 17 and 18 are revised to specify that a relative of the putative father can qualify as a specified relative if the putative father has acknowledged paternity by the type of written evidence on which a prudent person would rely.

Page 34 is revised and page 34a is added to clarify that regular (100% state funded) foster care payments and ADC may be considered duplicate assistance, depending on the length of the foster care placement. ADC and regular foster care may be paid concurrently when a child is placed outside of the home on an emergency, temporary basis. However, when a child or a minor parent is in foster care placement on other than an emergency, temporary basis, ADC and regular foster care are considered duplicate assistance and cannot be paid concurrently.

Effective Date

Upon receipt.

Material Superseded

Employees' Manual, Title IV, Chapter B, Contents (pages 1 and 4, dated June 26, 1981), page 2a, dated November 13, 1984, pages 3 and 17, dated December 29, 1981, page 4, dated June 26, 1981, pages 18 and 18a, dated May 1, 1984, and page 34, dated February 5, 1985, shall be removed from the Manual and destroyed.

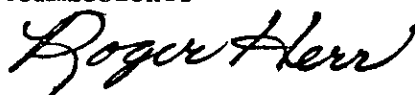
Additional Information

The following interpretive memo is now obsolete and shall be destroyed: "Placement

of a Child in Foster Care", primary manual reference of IV-B-22, dated 6-19-84,
(EA-IV-84-5).

Please contact your district benefit payment administrator for additional
information.

DEPARTMENT OF HUMAN SERVICES
Michael V. Reagen, Ph.D.
Commissioner



Roger Herr, Chief
Bureau of Economic Assistance

State Office
District Offices
Local Offices

State of Iowa
Department of Human Services
Des Moines, Iowa

September 24, 1985

GENERAL LETTER NO. 4-B-26

SUBJECT: Employees' Manual, Title IV, Chapter B, "Eligibility Factors",
Contents (page 3, revised), pages 35 through 40, revised, and page
41, new.

These pages have been revised to expand the definition of nonparticipation in a strike. The new definition includes those persons who are willing to return to work but do not want to cross the picket line because of the risk of trauma from harassment.

Additional changes have been made in these pages to clarify policies and procedures.

Effective Date

October 1, 1985.

Material Superseded

Employees' Manual, Title IV, Chapter B,

<u>Page</u>	<u>Date</u>
Contents (page 3)	November 13, 1984
page 35	July 6, 1982
pages 36-37	October 11, 1983
pages 38-40	November 13, 1984

shall be removed from the Manual and destroyed.

Additional Information

Please contact your district benefit payment administrator for additional information.

DEPARTMENT OF HUMAN SERVICES
Michael V. Reagen, Ph.D.
Commissioner



Roger Herr, Chief
Bureau of Economic Assistance

State Office
Local Offices
District Offices

State of Iowa
Department of Human Services
Des Moines, Iowa

January 21, 1986

GENERAL LETTER NO. 4-B-27

SUBJECT: Employees' Manual, Title IV, Chapter B, "Eligibility Factors", pages 34 and 34a, revised, and page 34b, new.

Page 34 has been revised to clarify the policy that duplicate assistance does not exist when ADC assistance originally paid for a person was incorrectly paid and will be subject to recoupment.

Effective Date

February 1, 1986

Material Superseded

Employees' Manual, Title IV, Chapter B,

<u>Page</u>	<u>Date</u>
pages 34, 34a	September 3, 1985

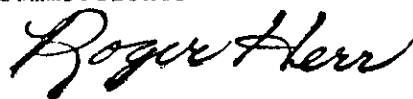
shall be removed from the Manual and destroyed.

Additional Information

The ADC portion of the following interpretive memo is now obsolete: "Duplicate Assistance When a Person Moves from One Household to Another," primary manual reference of IV-B-34, dated August 5, 1985, (EA-IV-85-11).

Please contact your district benefit payment administrator for additional information.

DEPARTMENT OF HUMAN SERVICES
Michael V. Reagen, Ph.D.
Commissioner



Roger Herr, Chief
Bureau of Economic Assistance

State Office
Local Offices
District Offices

State of Iowa
Department of Human Services
Des Moines, Iowa

May 6, 1986

GENERAL LETTER NO. 4-B-28

SUBJECT: Employees' Manual, Title IV, Chapter B, "Eligibility Factors", Contents (page 1, revised), pages 3, 4, 9, 10, 11, 18a, 18b, 25, 26, and 28, revised, and pages 4a, 10a, and 26a, new.

This chapter is revised to incorporate Interpretive Memos and to clarify the policy on establishing incapacity.

Effective Date

Upon receipt.

Material Superseded

Employees' Manual, Title IV, Chapter B,

<u>Page</u>	<u>Date</u>
Contents page one	September 3, 1985
Pages 3 and 4	September 3, 1985
Pages 9, 10, and 11	February 27, 1979
Page 18a, 18b	September 3, 1985
Page 25	October 20, 1981
Page 26	May 1, 1984
Page 28	February 5, 1985

shall be removed from the Manual and destroyed.

Additional Information

The following Interpretive Memos are obsolete and shall be removed from the file:

<u>Title</u>	<u>Reference</u>	<u>Date</u>	<u>Number</u>
Shared Living Arrangements	IV-B-4, IV-B(2)-10, IV-B(3)-41	7/5/85	FA-IV-85-8
Normal Pregnancy and Birth as Basis for Incapacity	IV-B-9, 12, 13, 14	7/9/84	EA-IV-84-10
Children Turning Age 19 Before Completion of High School Graduation Requirements	IV-B-23	6/22/84	EA-IV-84-4

<u>Title</u>	<u>Reference</u>	<u>Date</u>	<u>Number</u>
Eligibility for Children of Foreign Students	IV-B-26	6/10/85	EA-IV-85-7
Agreement to Forego Assistance	IV-B(2)-2 VII-C-4, 5	7/22/82	FA-82-15
Alien Status	IV-B-24, 26	1/21/83	FA-IV-83-3

Please contact your district benefit payment administrator for additional information.

DEPARTMENT OF HUMAN SERVICES
Michael V. Reagen, Ph.D.
Commissioner



Roger Herr, Chief
Bureau of Economic Assistance

State Office
Local Offices
District Offices

State of Iowa
Department of Human Services
Des Moines

July 29, 1986

GENERAL LETTER NO. 4-B-29

SUBJECT: Employees' Manual, Title IV, Chapter B, "Eligibility Factors",
Contents, (page 2, revised), pages 3, 4, 28, 29, 33, 34a and 34b,
revised.

Page 3 has been revised to include the definition of a stepparent.

Pages 28, 29 and 33 have been revised to eliminate the references to WIN registration since WIN registration will now be automatic for all applicants and recipients.

Page 34a has been revised to clarify when a person will be eligible to receive assistance in Iowa when the person received assistance in another state for the same month.

Effective Date

August 1, 1986

Material Superseded

Employees' Manual, Title IV, Chapter B,

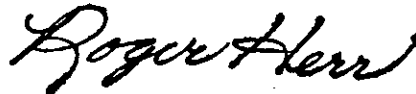
<u>Page</u>	<u>Date</u>
Contents (page 2)	May 1, 1984
Pages 3, 4, 28	May 6, 1986
Page 29	June 28, 1983
Page 33	May 1, 1984
Pages 34a, 34b	January 21, 1986

shall be removed from the Manual and destroyed.

Additional Information

Please contact your district benefit payment administrator for additional information.

DEPARTMENT OF HUMAN SERVICES
Michael V. Reagen, Ph.D.
Commissioner



Roger Herr, Chief
Bureau of Economic Assistance

State Office
Local Offices
District Offices
Mental Health Institutes
Hospital-Schools

State of Iowa
Department of Human Services
Des Moines

November 25, 1986

GENERAL LETTER NO. 4-B-30

SUBJECT: Employees' Manual, Title IV, Chapter B, "Eligibility Factors",
page 40, revised.

Page 40 is revised to delete a reference to the consideration of unearned income in kind when computing the partial support provided to an alien by a sponsoring agency or organization. Effective December 1, 1986, unearned income in kind is exempt as income and a resource. Additional information is provided in a concurrent general letter to IV-B(3), "Income".

Effective Date

December 1, 1986.

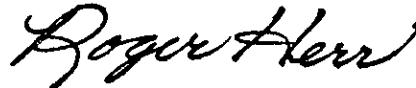
Material Superseded

Employees' Manual, Title IV, Chapter B, pages 40 and 41, dated September 24, 1985, shall be removed from the Manual and destroyed.

Additional Information

Please contact your district benefit payment administrator for additional information.

DEPARTMENT OF HUMAN SERVICES
Michael V. Reagen, Ph.D.
Commissioner



Roger Herr, Chief
Bureau of Economic Assistance

State Office
Local Offices
District Offices
Mental Health Institutes
Hospital-Schools

State of Iowa
Department of Human Services
Des Moines, Iowa

December 16, 1986

GENERAL LETTER NO. 4-B-31

SUBJECT: Employees' Manual, Title IV, Chapter B, "Eligibility Factors".
Contents(page 2, revised), pages 32a and 33, revised.

These pages have been revised to include the procedure for verifying Social Security numbers.

Effective Date

January 1, 1987

Material Superseded

Employees' Manual, Title IV, Chapter B.

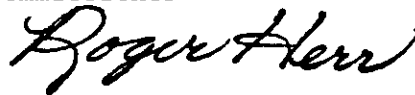
<u>Page</u>	<u>Date</u>
Contents (page 2)	September 9, 1986
Page 32a	March 26, 1985
Page 33	July 29, 1986

shall be removed from the Manual and destroyed.

Additional Information

Please contact your district benefit payment administrator for additional information.

DEPARTMENT OF HUMAN SERVICES
Michael V. Reagen, Ph.D.
Commissioner



Roger Herr, Chief
Bureau of Economic Assistance

State Office
Local Offices
District Offices
Mental Health Institutes
Hospital-Schools

State of Iowa
Department of Human Services
Des Moines

March 3, 1987

GENERAL LETTER NO. 4-B-32

SUBJECT: Employees' Manual, Title IV, Chapter B, "Eligibility Factors", pages 2a, 2b, 23, 24, 27, and 28, revised.

Page 2b is revised to require the use of form 470-2220, Notarized Statement for Child Support Recovery Office, when transmitting a photocopy of the Public Assistance Application, form PA-2207-0 or form PA-2230-0 (Spanish), to the Child Support Recovery Unit.

Pages 23 and 28 are revised to expand the eligibility of a child attending school.

The current policy requires an eighteen-year-old child in school to complete the course of study before the nineteenth birthday. This change allows eligibility to continue when the child will complete the course of study any time during the month in which the nineteenth birthday occurs. Exception: If the nineteenth birthday is the first day of the month, there is no eligibility.

Legal references are changed to reflect the reorganization of the Iowa Administrative Code.

Effective Date

Income maintenance shall begin using the new policy regarding the date the 18-year-old will complete the course of study on and after April 1, 1987. All other changes shall be effective upon receipt.

Material Superseded

Employees' Manual, Title IV, Chapter B,

<u>Page</u>	<u>Date</u>
Pages 2a and 2b	September 3, 1985
Page 23	June 14, 1983
Page 24	May 1, 1984
Page 27	February 5, 1985
Page 28	July 29, 1986

shall be removed from the Manual and destroyed.

Additional Information

The Public Assistance Application, form PA-2207-0 and PA-2230-0 (Spanish) shall be photocopied as needed according to instruction in IV-Appendix issued concurrently with this general letter.

Please contact your district benefit payments administrator for additional information.

DEPARTMENT OF HUMAN SERVICES
Nancy A. Norman, Commissioner



Roger Herr, Chief
Bureau of Economic Assistance

State Office
District Office
Local Offices
Mental Health Institutions
Hospital-Schools

State of Iowa
Department of Human Services
Des Moines

December 29, 1987

HUMAN SERVICES GENERAL LETTER NO. 4-B-33

SUBJECT: Employees' Manual, Title IV, Chapter B, "Eligibility Factors", Contents (page 1), revised, pages 9, 10, 10a and 11 through 16 revised, and page 10b, new.

Pages 9, 10, 12 and 14 are revised to clarify the determination of deprivation based on incapacity and to stress that the determination is a two-step process. First, the local office must establish that a disability exists. Second, the local office must establish that the disability either:

- A. Prevents the parent from providing a level of care to the child comparable to the level of care provided prior to the disability;
- OR
- B. Prevents the parent from providing a level of support to the child comparable to the level of support provided prior to the disability.

Page 10 is also revised to incorporate a previously issued clarification regarding a recipient parent on an active ADC-Unemployed Parent case who becomes incapacitated. In this situation, the parent must be expected to be incapacitated for at least 30 days from the date the incapacity is reported before a change in deprivation factor (and aid type) is appropriate.

Page 10a is revised to clarify that receipt of Social Security or SSI based solely on age does not establish incapacity. Page 10a is also revised to clarify that when a recipient parent on an ADC-UP case begins participating in a vocational rehabilitation program, the parent shall be considered disabled. However, the local office must still determine if the disability has an affect on the parent's ability to provide care or support.

Effective Date

Upon receipt.


Material Superseded

Employees' Manual, Title IV, Chapter B, Contents (page 1), date May 6, 1986, pages 9, 10, 10a and 11, dated May 6, 1986, and pages 12, 13, 14, 15 and 16, dated February 27, 1979, shall be removed from the Manual and destroyed.

Additional Information

Please contact your district benefit payment administrator for additional information.

DEPARTMENT OF HUMAN SERVICES
Nancy A. Norman
Commissioner



Roger Herr, Chief
Bureau of Economic Assistance

State Office
Local Offices
District Offices
Mental Health Institutes
Hospital-Schools

State of Iowa
Department of Human Services
Des Moines

May 17, 1988

GENERAL LETTER NO. 4-B-34

SUBJECT: Employees' Manual, Title IV, Chapter B, "Eligibility Factors,"
Contents (page 2, revised), pages 2b, 23, 24, 25, 26, 26a, 27 and
32a, revised, and pages 24a, 24b and 26b, new.

Page 2b and 24 are revised to incorporate interpretive memos.

Page 24a is added to specify that aliens who are Cuban or Haitian entrants granted temporary resident status under the Immigration Reform and Control Act of 1986 (IRCA) are eligible for assistance. Aliens, who are not Cuban or Haitian entrants but are granted temporary status under IRCA are ineligible for five years after the temporary status is granted.

Page 24b is added and pages 25 through 26a are revised to update the guidelines for determining if an alien has permanent residence under color of the law (PRUCOL).

Pages 26 and 26a are revised to specify that an alien who is not a Cuban or Haitian entrant but is granted lawful temporary or permanent resident status under the Immigration Reform and Control Act of 1986 (IRCA) is ineligible for five years after temporary status is granted.

Page 32a is revised to remove a reference to the Turnaround Document.

Effective Date

June 1, 1988

Material Superseded

Employees' Manual, Title IV, Chapter B,

<u>Page</u>	<u>Date</u>
Contents (page 2)	December 16, 1986
Pages 2b, 23, 24	March 3, 1987
Pages 25, 26, 26a	May 6, 1986
Page 27	March 3, 1987
Page 32a	December 16, 1986

shall be removed from the Manual and destroyed.

Additional Information

The following Interpretive Memos are obsolete and shall be destroyed:

<u>Name</u>	<u>Reference</u>	<u>Date</u>	<u>Number</u>
Application as Acknowledgement of Paternity	IV-B-2b-3; IV-Appendix-52b	4-7-87	EA-IV-87-1
Application Process for Child Turning Eighteen or Nineteen	IV-B-23; IV-A-14	9-1-87	EA-IV-87-6

Please contact your district benefit payment administrator if you need additional information.

DEPARTMENT OF HUMAN SERVICES
Nancy A. Norman, Commissioner



Roger Herr, Chief
Bureau of Economic Assistance

State Office
Local Offices
District Offices
Mental Health Institutes
Hospital-Schools

State of Iowa
Department of Human Services
Des Moines

June 7, 1988

GENERAL LETTER NO. 4-B-35

SUBJECT: Employees' Manual, Title IV, Chapter B, "Eligibility Factors,"
Contents (page 3, revised), and page 41, new.

Page 41 has been added to specify that all applicants for and recipients of ADC are automatically registered with the Department of Employment Services (DES). However, the local office shall continue to refer the qualifying parent on an ADC-UP application to DES manually.

Effective Date

July 1, 1988

Material Superseded

Employees' Manual, Title IV, Chapter B, Contents (page 3), dated September 24, 1985, shall be removed from the Manual and destroyed.

Additional Information

Please contact your district benefit payment administrator if you need additional information.

DEPARTMENT OF HUMAN SERVICES
Nancy A. Norman, Commissioner



Roger Herr, Chief
Bureau of Economic Assistance

State Office
Local Offices
District Offices
Mental Health Institutes
Hospital-Schools

State of Iowa
Department of Human Services
Des Moines

June 21, 1988

GENERAL LETTER NO. 4-B-36

SUBJECT: Employees' Manual, Title IV, Chapter B, "Eligibility Factors," Contents (page 1, revised), and pages 7, 8, 10a, 10b, 11 and 12, revised.

Pages 7 and 8 have been revised to update language and legal references.

Pages 10a, 10b, 11 and 12 have been revised to delete the policy which allowed parents who recovered from incapacity but are participating in a vocational rehabilitation program to continue to receive ADC until the program was completed. As a result, incapacitated parents who recover and are participating in a vocational rehabilitation program can no longer be considered incapacitated simply on the basis of their involvement with Vocational Rehabilitation. Although participation in a rehabilitation program no longer establishes incapacity, it is an indication that a disability may exist. Current medical evidence shall be obtained from a doctor or the Division of Vocational Rehabilitation Services of the Department of Education.

Parents who are no longer considered incapacitated may be eligible for the three-month adjustment period. In addition, the recovered parent may also be eligible for the ADC-UP program.

Effective Date

August 1, 1988

Local offices shall conduct desk reviews in July on all ADC incapacitated-parent cases where the incapacitated parent is participating in a vocational rehabilitation program under the Department of Education. Local offices shall determine if incapacity still exists. It may be necessary to obtain further medical evidence either from a doctor or the Division of Vocational Rehabilitation Services. Persons who are no longer considered incapacitated shall be eligible for a three-month adjustment period effective August 1, 1988 through October 1, 1988. Timely notice requirements apply. The household may also be eligible for the ADC-UP program.

Since the deleted policy was specific to recipients, this change has no effect on applicants.

Material Superseded

Employees' Manual, Title IV, Chapter B,


<u>Page</u>	<u>Date</u>
Contents (page 1)	December 29, 1987
7	July 17, 1979
8	February 27, 1979
10a, 10b, 11 and 12	December 29, 1987

shall be removed from the Manual and destroyed.

Additional Information

Please contact your district benefit payment administrator if you need additional information.

DEPARTMENT OF HUMAN SERVICES
Nancy A. Norman, Commissioner



Roger Herr, Chief
Bureau of Economic Assistance

State Office
Local Offices
District Offices
Mental Health Institutes
Hospital-Schools

X

State of Iowa
Department of Human Services
Des Moines

September 20, 1988

GENERAL LETTER NO. 4-B- 37

SUBJECT: Employees' Manual, Title IV, Chapter B, "Eligibility Factors,"
Contents (page 2), revised, and pages 24a, 24b, 25, 26, 26a, and
26b, revised.

Page 24a is revised to add the definition of a national.

Page 26 is revised to specify that the status of all aliens must be verified with the Immigration and Naturalization Service. All aliens shall have their status verified at the time of application. Alien status shall be verified at the time of review or at the time of reapplication if: (1) the case record does not contain prior verification; or (2) the alien's status is subject to change. The local office shall verify alien status by use of the U.S. Department of Justice form G-845A, Document Verification Request.

Effective Date

October 1, 1988.

Material Superseded

Employees' Manual, Title IV, Chapter B, Contents (page 2), and pages 24a, 24b, 25, 26, 26a and 26b, dated May 17, 1988, shall be removed from the Manual and destroyed.

Additional Information

Please contact your district benefit payment administrator if you need additional information.

DEPARTMENT OF HUMAN SERVICES
Nancy A. Norman, Director

Gloria J. Conrad,

Gloria Conrad, Acting Chief
Bureau of Economic Assistance

State Office
Local Offices
District Offices
Mental Health Institutes
Hospital-Schools

State of Iowa
Department of Human Services
Des Moines

March 21, 1989

GENERAL LETTER NO. 4-B-38

SUBJECT: Employees' Manual, Title IV, Chapter B, "Eligibility Factors," page 26, revised.

Page 26 has been revised to remove the procedures for verifying alien status. These procedures have been incorporated into VI-H, "Alien Verification," and VI-H-Appendix.

Effective Date

April 1, 1989


Material Superseded

Employees' Manual, Title IV, Chapter B, page 26, dated September 20, 1988, shall be removed from the Manual and destroyed.

Additional Information

Please contact your district benefit payment administrator if you need additional information.

DEPARTMENT OF HUMAN SERVICES
Charles M. Palmer, Director


Marvin Weidner, Chief
Bureau of Economic Assistance

State Office
Local Offices
District Offices
Mental Health Institutes
Hospital-Schools

State of Iowa
Department of Human Services
Des Moines

June 6, 1989

GENERAL LETTER NO. 4-B-39

SUBJECT: Employees' Manual, Title IV, Chapter B, "Aid to Dependent Children Eligibility Factors," Contents, (page 2), revised, pages 24a, 24b, 25 and 26, revised, and page 24c, new.

These pages are revised to specify that all recipients must sign form 470-2549, Statement of Citizenship Status, when the recipient has not previously signed this statement attesting to citizenship or alien status on the Public Assistance Application.

Effective Date

July 1, 1989. All recipients who signed the Public Assistance Application prior to the inclusion of a citizenship or alienage statement on the application shall complete the Statement of Citizenship Status at the time of the first face-to-face interview which occurs on or after July 1, 1989.

The applicant or recipient is required to attest to citizenship or alien status only once. All recipients who completed form PA-2207-0, Public Assistance Application, revised 7/88 or 11/88, or form PA-2230-0, Public Assistance Application (Spanish), revised 11/88, have already attested to their citizenship or alien status and shall not be required to do so again.

Material Superseded

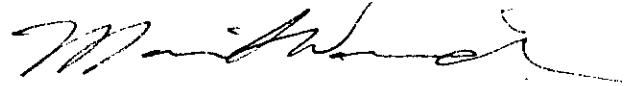
The following pages shall be removed from Employees' Manual, Title IV, Chapter B, and destroyed:

<u>Page</u>	<u>Date</u>
Contents (page 2)	September 20, 1988
24a, 24b, 25	September 20, 1988
26	March 21, 1989

Additional Information

Please contact your district benefit payment administrator if you need additional information.

DEPARTMENT OF HUMAN SERVICES
Charles M. Palmer, Director



Marvin A. Weidner, Chief
Bureau of Economic Assistance

State Office
Local Offices
District Offices
Mental Health Institutes
Hospital-Schools

State of Iowa
Department of Human Services
Des Moines

April 3, 1990

GENERAL LETTER NO. 4-B-40

SUBJECT: Employees' Manual, Title IV, Chapter B, "Aid to Dependent Children Eligibility Factors," Contents (page 2), revised, and pages 1, 2, 28, 29, 33, and 41, revised.

Page 29 is revised to specify that the definition of full-time attendance applies to all applicants and recipients, not just children. In addition, the policy regarding temporary absence from school has been combined with the policy defining full-time attendance.

Additional pages are revised to remove obsolete references to the Work Incentive Program (WIN).

Effective Date

March 1, 1990

Material Superseded

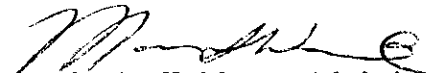
The following pages shall be removed from Employees' Manual, Title IV, Chapter B, and destroyed:

<u>Page</u>	<u>Date</u>
Contents (page 2)	June 6, 1989
1, 2	November 13, 1984
28	March 3, 1987
28a, 29	September 9, 1986
33	December 16, 1986
41	June 7, 1988

Additional Information

Please contact your district benefit payment administrator if you need additional information.

DEPARTMENT OF HUMAN SERVICES
Charles M. Palmer, Director


Marvin A. Weidner, Administrator
Division of Economic Assistance

Central Office
Local Offices
District Offices
Mental Health Institutes
Hospital-Schools

P

State of Iowa
Department of Human Services
Des Moines

January 22, 1991

GENERAL LETTER NO. 4-B-41

SUBJECT: Employees' Manual, Title IV, Chapter B, "Eligibility Factors," pages 34a and 34b, revised.

This manual is revised to change the procedure when a person or family receives assistance from another state and then makes application for the same period of time in Iowa. If the assistance grant is returned to the other state, or if the other state considers the grant subject to recoupment, the family is eligible for assistance in Iowa.

This manual also specifies the procedure when a person or family receives an assistance grant intended to cover a partial month in another state and then makes an application in Iowa during that same month.

Effective Date

Upon receipt

Material Superseded

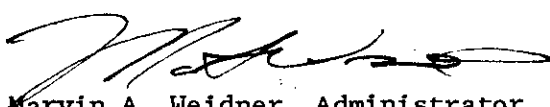
Employees' Manual, Title IV, Chapter B, pages 34a and 34b, dated July 29, 1986, shall be removed from the manual and destroyed.

Additional Information

Please contact your district benefit payment administrator if you need additional information.

DEPARTMENT OF HUMAN SERVICES

Charles M. Palmer, Director



Marvin A. Weidner, Administrator
Division of Economic Assistance

Central Office
Local Offices
District Offices
Mental Health Institutes
Hospital-Schools

State of Iowa
Department of Human Services
Des Moines

June 4, 1991

GENERAL LETTER NO. 4-B-42

SUBJECT: Employees' Manual, Title IV, Chapter B, "Eligibility Factors,"
Contents (page 1), revised, pages 8, 19, 20, 21, 22, 34, 34a, and 34b,
revised, and pages 22a, 22b, 34c, and 34d, new.

The Omnibus Budget Reconciliation Act (OBRA) of 1990 mandated that a recipient shall not receive ADC and state-funded foster care concurrently. The Act also mandated that a recipient shall not receive ADC and subsidized adoption concurrently unless exclusion of the person from the ADC grant reduces benefits to the family. This manual is revised to specify these changes.

This manual is also revised to clarify how the temporary absence policy applies to applicants. An applicant is considered temporarily absent from the home for education or training when the person left the home to secure education or training and intends to return to the home when the education or training is completed. An applicant is considered temporarily absent in a medical institution when the person left the home to go into the medical institution, was not in foster care status while in the medical institution, and the total length of absence from the home is expected to be less than one year. An applicant is considered to be temporarily absent from the home, when not out of the home for education or training, not in a medical institution, not in foster care and the total length of absence from the home is expected to be less than three months.

This manual is also revised to specify that when a minor parent and the parent's child are living independently, a referral to CSRU will be made on the minor parent's child only.

Effective Date

July 1, 1991.

Children receiving ADC and state-funded foster care shall be removed from the ADC eligible group effective July 1, 1991. Children receiving ADC and subsidized adoption payments shall be removed from the ADC eligible group effective July 1, 1991, unless exclusion of the child reduces benefits to the family. Timely notice requirements apply.

IV-B-GL17

Material Superseded

The following pages shall be removed from Employees' Manual, Title IV, Chapter B, and destroyed:

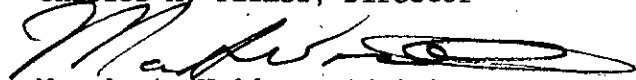
<u>Page</u>	<u>Date</u>
Contents (page 1)	June 21, 1988
8	June 21, 1988
19, 20	August 26, 1980
21	February 3, 1981
22	April 7, 1981
34	January 21, 1986
34a, 34b	January 22, 1991

Additional Information

The following interpretive memo is obsolete and shall be destroyed: "Children Transferring From Foster Care Placements to Psychiatric Medical Institutions and Vice Versa," IV-B-20-22, dated May 17, 1989, number EA-IV-89-2.

Please contact your district benefit payment administrator if you need additional information.

DEPARTMENT OF HUMAN SERVICES
Charles M. Palmer, Director



Marvin A. Weidner, Administrator
Division of Economic Assistance

Central Office
Local Offices
District Offices
Mental Health Institutes
Hospital-Schools

P

State of Iowa
Department of Human Services
Des Moines

October 1, 1991

GENERAL LETTER NO. 4-B-43

SUBJECT: Employees' Manual, Title IV, Chapter B, "Eligibility Factors," pages 5, 6, 6a, and 7, revised, and page 6b, new.

Pages 5, 6, 6a, and 7 are revised, and page 6b is added to incorporate additional information and instructions regarding the determination of deprivation based on parental absence, particularly on cases where it is suspected that the allegedly absent parent is really in the home. The following specific clarifications and instructions are added:

- ° Deprivation based on parental absence does not exist when a parent is out of the home solely due to the pattern of employment, such as salesmen, over-the-road truck drivers, carnival workers.
- ° Information has been added to describe case situations where a worker has valid reason to question whether the absent parent is in the home.
- ° Information is added about the ability of the worker to refer a questionable case to the DIA Front End Investigations Unit. However, before doing so, the worker should attempt to resolve the questionable circumstances. This includes confronting a client with information that has been obtained which indicates concealed circumstances, to allow the client an opportunity to rebut the information. Taking these preliminary steps will improve the quality of Front End Investigations referrals and findings.

Most of the incorporated material was previously contained in an ADC Corrective Action Memo. It has now been incorporated into the manual to ensure permanent retention.

Effective Date

Upon receipt.

Material Superseded

The following pages shall be removed from Employees' Manual, Title IV, Chapter B, and destroyed:

<u>Page</u>	<u>Date</u>
5	June 14, 1983
6	May 1, 1984
6a	June 22, 1984
7	June 21, 1988

Additional Information

Please contact your district benefit payment administrator if you need additional information.

DEPARTMENT OF HUMAN SERVICES
Charles M. Palmer, Director



Marvin A. Weidner, Administrator
Division of Economic Assistance

Central Office
District Offices
Local Offices
Mental Health Institutes
Hospital-Schools



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TERRY E. BRANSTAD, GOVERNOR

DEPARTMENT OF HUMAN SERVICES

CHARLES M. PALMER, DIRECTOR

March 22, 1994

GENERAL LETTER NO. 4-B-44

ISSUED BY: Bureau of Family Investment, Division of Economic Assistance

SUBJECT: Employees' Manual, Title IV, Chapter B, "ADC Eligibility Factors,"
pages 34a through 34d, revised.

Summary

Pages 34b and 34c are updated to incorporate changes in foster care policies. Specifically, when a child lives with the child's minor parent in any type of foster care setting, the child's needs must be included in the foster care maintenance payment and cannot be met by the Family Investment Program (FIP).

Specific Instructions

When the service worker notifies the IM worker that the needs of the child of a minor parent in foster care are included in the foster care maintenance payment, cancel FIP benefits for the minor parent's child effective the first of the following month, subject to timely notice. When timely notice cannot be met, cancel FIP effective the first of the second month and recoup FIP assistance issued for the first month.

When cancelling or denying FIP assistance for a minor parent's child due to inclusion of the child's needs in the foster care maintenance payment, automatically redetermine the child's medical eligibility under the appropriate coverage group.

Although living with the minor parent in the foster care setting, the minor's child remains under the care and custody of the minor parent and is not considered in foster care. Consequently, determine the child's medical eligibility under the regular coverage groups, e.g., CMAP.

Enter case reason message 405 in TD02 FIP REA2, or person reason message 930 in TD03 FIP REA, when cancelling or denying FIP for a child who is included in the foster care maintenance payment along with the child's minor parent.

Effective Date

Upon receipt.

Material Superseded

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

<u>Page</u>	<u>Date</u>
34a-34d	June 4, 1991

Additional Information

Please contact your regional benefit payment administrator if you need additional information.

Revised Pages Attached: I



TERRY E. BRANSTAD, GOVERNOR

DEPARTMENT OF HUMAN SERVICES

CHARLES M. PALMER, DIRECTOR

May 17, 1994

GENERAL LETTER NO. 4-B-45

ISSUED BY: Bureau of Family Investment, Division of Economic Assistance

SUBJECT: Employees' Manual, Title IV, Chapter B, "Eligibility Factors," pages 34b, 34c, and 34d, revised.

Summary

The chapter is updated to clarify recent changes in foster care policies.

When a minor parent is in foster care, FIP eligibility for the minor parent's child who is living with the minor parent depends on whether the child's needs are included in the minor parent's foster care maintenance payment.

Specifically, when a child lives with the child's minor parent in either a family or group foster care setting, the child's needs must be included in the parent's foster care maintenance payment. Thus, there is no FIP eligibility for the minor parent or the child.

However, there are other foster care arrangements, such as independent living, when only the needs of the minor parent are included in the foster care payment. Thus, the minor parent may apply for and receive FIP assistance for the child.

Specific Instructions

When a minor parent is in foster care, and the child is living with the minor parent, verify with the service worker whether the child's needs are included in the minor parent's foster care maintenance payment. Base the decision for the child's FIP eligibility on the service worker's clarification. Document the reason for the child's FIP eligibility or ineligibility in the FIP case record.

When the minor parent is in either a family or a group foster care arrangement, deny FIP, or cancel ongoing FIP assistance for the minor parent's child effective the first of the following month, subject to timely notice. When timely notice cannot be met, cancel FIP effective the first of the second month and recoup FIP assistance issued for the first month.

When the minor parent is in another foster care arrangement with the child, such as independent living, FIP assistance for the child may be approved or ongoing assistance continued if the child is otherwise eligible.

Specific Instructions (Cont.)

When cancelling or denying FIP assistance for a minor parent's child due to inclusion of the child's needs in the foster care maintenance payment, automatically redetermine the child's medical eligibility under the appropriate coverage group.

While living with the minor parent in the family or group foster care setting, the minor's child may still be under the care and custody of the minor parent or may be part of the foster care placement with the minor parent.

Consequently, if the child is under the minor parent's care and custody, determine the child's medical eligibility under the regular coverage groups, e.g., CMAP. If the child is placed into foster care along with the minor parent, foster care medical coverage is applicable.

Enter case reason message 405 in TD02 FIP REA2, or person reason message 930 in TD03 FIP REA, when cancelling or denying FIP for a child who is included in the foster care maintenance payment along with the child's minor parent under the family or group care foster care arrangement.

Effective Date

Upon receipt.

Material Superseded

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

<u>Page</u>	<u>Date</u>
34b, 34c, 34d	March 22, 1994

Additional Information

Please contact your regional benefit payment administrator if you need additional information.



TERRY E. BRANSTAD, GOVERNOR

DEPARTMENT OF HUMAN SERVICES

CHARLES M. PALMER, DIRECTOR

August 22, 1995

GENERAL LETTER NO. 4-B-46

ISSUED BY: Bureau of Family Investment, Division of Economic Assistance

SUBJECT: Employees' Manual, Title 4, Chapter B, *Application Processing*, Title page, revised; Contents (page 1), revised; and pages 1 through 23, revised.

Summary

This letter transmits the revised Chapter 4-B, which is now titled *Application Processing*. The chapter content is a compilation of policies from other Title 4 chapters that have been rewritten to reflect the Department's updated manual format and writing style. There is no new policy information contained in this revised chapter.

Policies contained in the former chapter IV-B, *Eligibility Factors*, have been incorporated into the revised chapters 4-C, *Nonfinancial Eligibility*, 4-J, *PROMISE JOBS*, 4-J(1), *PROMISE JOBS (Regular)*, and 4-L, *Aliens*. The policy content remains unchanged.

See the attached comparison chart that lists the sections and subsections of the current Chapter IV-B and where these sections and subsections are located in the revised chapters.

Effective Date

September 1, 1995

Material Superseded

Remove all existing pages from the Employees' Manual, Title 4, Chapter B, and destroy them.

Additional Information

Refer questions about this general letter to your regional benefit payment administrator.

4-B Comparison Chart

<i>Current Section or Subsection Title</i>	<i>New Chapter</i>	<i>New Section</i>	<i>New Subsection</i>
Organization of Chapter IV-B	-		
Legal Base	-		
Deprivation of Parental Support or Care	C	Deprivation	
Convicted Offender	C	Deprivation	Deprivation Due to Continued Absence
Definition of Parental Support	C	Deprivation	
Presence of a Stepparent	C	Deprivation	
Shared Living Arrangement	C	Deprivation	
Death	C	Deprivation	Deprivation Due to Death
Continued Absence of Parent from Home	C	Deprivation	Deprivation Due to Continued Absence
Incapacity of Parent	C	Deprivation	Deprivation Due to Incapacity
Living With Specified Relative	C	Specified Relatives	
“Specified Relative” Defined	C	Specified Relatives	
“Living With” Defined	C	Specified Relative	Determining if a Child Lives with a Specified Relative
Age	C	Age	
Child	C	Age	
Payees	-		
Citizenship, Alienage	C	Citizenship	
Statement of Citizenship or Alien Status	C	Citizenship	
Eligible Status	L	Nonfinancial Eligibility	
Aliens Granted Lawful Temporary Resident Status	L	Nonfinancial Eligibility	

<i>Current Section or Subsection Title</i>	<i>New Chapter</i>	<i>New Section</i>	<i>New Subsection</i>
Resident of Iowa	C	Residency	
Residence Defined	C	Residency	
Employment-Related Residence	C	Residency	
Temporary Absence from the State	C	Residency	
School Attendance	C	School Attendance	
Full-Time Attendance Defined	C	School Attendance	
Social Security Number	C	Social Security Number	
Uncategorized Factors of Eligibility			
Duplicate Assistance	C	Duplicate Assistance	
Aid From Other Funds	C	Duplicate Assistance	
Contract for Support	C	Contract for Support	
Participation in a Strike	C	Strikers	
Aliens Sponsored by an Agency or Organization	L	Nonfinancial Eligibility	
Department of Employment Services Registration and Referral	J, J(1)	Referring Clients to PROMISE JOBS	



January 23, 1996

GENERAL LETTER NO. 4-B-47

ISSUED BY: Bureau of Family Investment, Division of Economic Assistance

SUBJECT: Employees' Manual, Title 4, Chapter B, *Application Processing*, pages 2, 12, 13, 15, 19, and 23, revised.

Summary

Federal regulations require that clients be provided with information about the Women, Infants and Children (WIC) program. In accordance with the federal requirement, FIP clients were issued WIC pamphlet PR-7572, *Special Supplemental Food Programs for Women, Infants and Children*, at the time of the face-to-face application interview. The Department of Public Health (DPH) that administers the WIC program recently obsoleted this pamphlet. In place of the pamphlet, issue the WIC informational flyer called *Iowa WIC Program* to FIP applicants. Page 12 is revised accordingly.

The WIC flyer is about the size of the FIP warrant. It contains the WIC income guidelines, along with other pertinent information. DPH updates the income guidelines in March of each year, resulting in a revised WIC flyer at that time. The bottom right corner lists the time period the flyer is in effect. The current version is in effect through March 1996. Issue the revised version effective April 1 of each year.

Minor corrections are made to pages 2 and 15.

Page 19 is revised to clarify application processing standards.

Information on CSRU referrals is added to page 23.

Effective Date

Upon receipt

Material Superseded

Remove the following pages from Employees' Manual, Title 4, Chapter B, and destroy them:

<u>Page</u>	<u>Date</u>
2, 12, 13, 15, 19, and 23	August 22, 1995

Additional Information

The WIC flyer is available cost free from the Department of Public Health. Obtain supplies of the current version by calling 1-800-532-1579. In March of each year, DPH will issue to all local DHS offices a blanket supply of the revised flyer with the updated income guidelines. Destroy remaining supplies of the obsolete flyer and issue the revised version effective April 1 of each year. Obtain additional supplies as needed by calling the toll-free number above.

Contact your regional benefit payment administrator if you need additional information.



TERRY E. BRANSTAD, GOVERNOR

DEPARTMENT OF HUMAN SERVICES

CHARLES M. PALMER, DIRECTOR

October 8, 1996

GENERAL LETTER NO. 4-B-48

ISSUED BY: Bureau of Family Investment, Division of Economic Assistance

SUBJECT: Employees' Manual, Title 4, Chapter B, *Application Processing*, Contents (page 1), revised; pages 2 and 12 through 19, revised; and pages 2a through 2d, new.

Summary

This general letter transmits the following changes:

- ◆ The list of public health services agencies from the now obsolete IV-Appendix is incorporated.
- ◆ The list of pamphlets issued to FIP applicants is updated.
- ◆ FIP household characteristics that require monthly reporting are revised to exclude households whose only earned income is from the exempt earnings of a full-time student aged 19 or younger. This change applies only to welfare reform FIP.
- ◆ Other minor changes.

Effective Date

The change in monthly reporting requirements for welfare reform FIP is effective November 1, 1996.

The remaining changes are effective upon receipt.

Special Instructions

For welfare reform FIP, earnings of a full-time student aged 19 or younger are exempt effective with the November 1996 benefit month. Consequently, households whose only earned income is from exempt earnings of a full-time student are no longer required to report monthly. See General Letter No. 4-E-14, dated September 24, 1996, for instructions on changing reporting requirements.

Material Superseded

Remove the following pages from Employees' Manual, Title 4, Chapter B, and destroy them:

<u>Page</u>	<u>Date</u>
Contents (page 1)	August 22, 1995
2, 12, 13	January 23, 1996
14	August 22, 1995
15	January 23, 1996
16-18	August 22, 1995
19	January 23, 1996

Additional Information

If you need additional information, contact your regional benefit payment administrator.



September 23, 1997

GENERAL LETTER NO. 4-B-49

ISSUED BY: Bureau of Family Investment, Division of Economic Assistance

SUBJECT: Employees' Manual, Title 4, Chapter B, *Application Processing*, Contents (page 1), revised; and pages 2 through 14, revised.

Summary

This general letter transmits the following changes:

- ◆ Removes the section on assigning households to “regular” FIP.
- ◆ Removes the reference to the work transition period (WTP) and the exemption from monthly reporting for the first two months of the WTP.
- ◆ Updates the list of communications that must be issued during the application interview.

This general letter also transmits changes for implementation of the X-PERT system. The changes include new application forms and changes in the application process for households selected for the X-PERT system. The changes apply only to the counties where X-PERT is implemented.

Effective Date

WTP changes are effective October 1, 1997. The X-PERT changes are effective upon X-PERT implementation in the specific counties. All other changes are effective upon receipt.

Special Instructions

Effective October 1, 1997, the WTP is eliminated. Applicants who start new employment or new self-employment on or after October 1, 1997, will no longer be eligible for the exemption of earnings for the first four months of work. As a result, FIP applicants will be subject to monthly reporting like any other household that contains a member with earned income.

Apply the new policies to households who:

- ◆ Apply for FIP on or after October 1, 1997.
- ◆ Apply for FIP before October 1, 1997, but the application is not approved until October, and the new employment or self-employment starts October 1 or later.

Applicants who begin work after the date of application but on or before September 30, 1997, can get the WTP, if otherwise eligible for it.

Continue the WTP for households who reapply October 1 or later, who were granted the WTP in the previous period of FIP eligibility but the four-month period has not yet expired.

Also see General Letters 4-G-4, dated September 23, 1997, and 4-E-16, dated September 30, 1997.

Material Superseded

Remove the following pages from Employees' Manual, Title 4, Chapter B, and destroy them:

<u>Page</u>	<u>Date</u>
Contents (page 1)	October 8, 1996
2 through 2d	October 8, 1996
3 through 11	August 22, 1995
12 through 14	October 8, 1996

Additional Information

If you need additional information, contact your regional benefit payment administrator.



December 9, 1997

GENERAL LETTER NO. 4-B-50

ISSUED BY: Bureau of Family Investment, Division of Economic Assistance

SUBJECT: Employees' Manual, Title 4, Chapter B, *Application Processing*, pages 19, 21, and 22, revised.

Summary

Pages 19 and 21 were revised to:

- ◆ Remove reference to "regular" FIP.
- ◆ Remove reference to the 30-day delay in the effective date for FIP-UP assistance.
- ◆ Correct legal references.

Effective Date

The change in the effective date for Unemployed Parent assistance is effective January 1, 1998. The remaining changes are effective upon receipt.

Material Superseded

Remove the following pages from the Employees' Manual, Title 4, Chapter B, and destroy them:

<u>Page</u>	<u>Date</u>
19	October 8, 1996
21, 22	August 22, 1995

Additional Information

Refer questions about this general letter to your regional benefit payment administrator.



TERRY E. BRANSTAD, GOVERNOR

DEPARTMENT OF HUMAN SERVICES

CHARLES M. PALMER, DIRECTOR

March 17, 1998

GENERAL LETTER NO. 4-B-51

ISSUED BY: Bureau of Family Investment, Division of Economic Assistance

SUBJECT: Employees' Manual, Title 4, Chapter B, *Application Processing*, pages 11, 15, and 22, revised.

Summary

In the Limited Benefit Plan Study done in May 1997, the majority of the cases studied (97%) entered the LBP before signing an FIA. Of those who entered a pre-FIA LBP, 31% failed to arrange an appointment with PROMISE JOBS and 58% failed to keep their appointment with PROMISE JOBS. Most of the families (70%) who did not make the appointment with PROMISE JOBS said the reason for failing to do so was because they did not understand the program requirements.

As a result of these findings, staff in the Division of Economic Assistance decided that revisions to the initial PROMISE JOBS Program Letter were needed. The letter was too detailed, complicated, and lengthy. Staff from PROMISE JOBS and DHS assisted in the design of the revised PROMISE JOBS Program Letters, 470-3105 and 470-3106. The IM Steering Committee also recommended development of a tool to assist staff in explaining the need for participants to contact PROMISE JOBS.

Language on page 11 transmits the need to discuss PROMISE JOBS participation by use of the PROMISE JOBS Program Letter, 470-3105 or 470-3106, and the *IM Discussion of PROMISE JOBS*, RC-0040. Review the new desk aid RC-0040 with applicants during the face-to-face interview when it appears they will be eligible for FIP.

The reference to education income for the purpose monthly reporting requirements is deleted from page 15 because educational income is no longer countable.

Language on page 22 is clarified to state that the grant amount must be rounded down to the nearest dollar.

Effective Date

Upon receipt.

Material Superseded

Remove the following pages from Employees' Manual, Title 4, Chapter B, and destroy them:

<u>Page</u>	<u>Date</u>
11	September 23, 1997
15	October 8, 1996
22	December 9, 1997

Additional Information

Contact your regional benefit administrator if you need additional information.



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

DEPARTMENT OF HUMAN SERVICES
CHARLES M. PALMER, DIRECTOR

February 9, 1999

GENERAL LETTER NO. 4-B-52

ISSUED BY: Bureau of Family Investment, Division of Economic Assistance

SUBJECT: Employees' Manual, Title 4, Chapter B, *Application Processing*, pages 1, 2, 3, 9, 10, and 14 through 18, revised; and page 2a, new.

Summary

This general letter transmits the following changes:

- ◆ The time frame in which FIP applicants or participants must provide additional information or verification is extended to ten calendar days from the previous five working days. Language is changed throughout the FIP manual to reflect the revised 10-day time frame.

The change was approved by field staff, as it provides for consistency between FIP and food stamp policies. Since most FIP families also receive food stamps, compatible and consistent policies between the two programs are less error-prone and less confusing to clients.

- ◆ Language is updated on pages 1, 2, 3, and 17 to clarify existing policy.
- ◆ Legal references are updated.

Effective Date

Upon receipt. Apply the ten-day time frame when requesting additional information or verification on or after receipt of this general letter.

Material Superseded

Remove the following pages from Employees' Manual, Title 4, Chapter B, and destroy them:

<u>Page</u>	<u>Date</u>
1	August 22, 1995
2, 3, 9, 10, 14	September 23, 1997
15	March 17, 1998
16, 17, 18	October 8, 1996

Additional Information

Refer questions about this general letter to your regional benefit payment administrator.



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

DEPARTMENT OF HUMAN SERVICES
JESSIE K. RASMUSSEN, DIRECTOR

May 18, 1999

GENERAL LETTER NO. 4-B-53

ISSUED BY: Bureau of Family Investment, Division of Economic Assistance

SUBJECT: Employees' Manual, Title 4, Chapter B, *Application Processing*, Table of Contents (page 1), revised; pages 11, 12, 21, 22, and 23, revised; and page 24, new.

Summary

Revisions on page 11 expand the instructions for the application interview discussion on PROMISE JOBS participation.

For applicants in a limited benefit plan, the discussion must include the actions the applicant must take with PROMISE JOBS before the applicant can get FIP. Also, the discussion must include the PROMISE JOBS exemption criteria.

Revisions on page 21 change policy for the effective date of FIP assistance following a limited benefit plan.

When approving an application for a household following a first limited benefit plan, the effective date of assistance is the latest of the following dates:

- ◆ The date the FIA is signed,
- ◆ Seven days from the application date, or
- ◆ The date the household is otherwise eligible.

When approving an application for a household following a subsequent limited benefit plan, the effective date of assistance is the latest of the following dates:

- ◆ The date the FIA is signed,
- ◆ Seven days from the application date,
- ◆ The first day after the six-month period of ineligibility expires, or
- ◆ The date the household is otherwise eligible.

Under current policy, the effective date of assistance following a limited benefit plan is determined the same way as for any other application for assistance.

Effective Date

June 1, 1999

Implementation Instructions

Apply the new policy when approving applications following any LBP that is effective **June 1, 1999, or later**.

Apply the policy in effect at the time the LBP was imposed when approving applications following any LBP with an effective date **before** June 1, 1999.

Material Superseded

Remove the following pages from Employees' Manual, Title 4, Chapter B, and destroy them:

<u>Page</u>	<u>Date</u>
Table of Contents (page 1)	September 23, 1997
11	March 17, 1998
12	September 23, 1997
21	December 9, 1997
22	March 17, 1998
23	January 23, 1996

Additional Information

Refer questions about this general letter to your regional benefit payment administrator.



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

DEPARTMENT OF HUMAN SERVICES
JESSIE K. RASMUSSEN, DIRECTOR

August 3, 1999

GENERAL LETTER NO. 4-B-54

ISSUED BY: Bureau of Family Investment, Division of Economic Assistance

SUBJECT: Employees' Manual, Title 4, Chapter B, *Application Processing*, Contents (page 1), revised; pages 1, 2, 3, 12, 14, and 16, revised.

Summary

Revisions to this chapter:

- ◆ Remove the reference to processing X-PERT applications.
- ◆ Update the listing of pamphlets and information to be provided during the application interview to include Comm. 112, *Good News Express*, and Comm. 62, *Child Care Assistance*.
- ◆ Remove the reference to earnings in kind as a monthly reporting characteristic, as earnings in kind are exempt as of September 1, 1999.
- ◆ Remove the reference to timely reporting earned income on the PAER.

Effective Date

The exemption of earnings in kind is effective with the September 1999 payment month. Therefore, monthly reporting is no longer required based solely on either income or a recent work history from earnings in kind. See General Letters 4-E-23 and 4-G-10, dated August 3, 1999, for more information.

The remaining changes are effective upon receipt.

Implementation Instructions

FIP participants whose sole reason for reporting monthly is based on their income or recent work history from earnings in kind are no longer required to do so beginning with the July 1999 budget month. Do not cancel FIP assistance for September when a participant whose sole reason for monthly reporting is based on income or a work history from earnings in kind fails to return a complete monthly report for the July budget month.

When processing PAERs or RREDs for the July budget month, remove the monthly reporting code by system cutoff in August to prevent the system from issuing a monthly report for the August budget month.

Note: Monthly reports for participants with either income or a work history from earnings in kind are still required for the June budget month. Cancel FIP effective August when the participant fails to return a complete report as required.

Material Superseded

Remove the following pages from Employees' Manual, Title 4, Chapter B, and destroy them:

<u>Page</u>	<u>Date</u>
Contents (page 1)	May 18, 1999
1, 2, 2a, 3	February 9, 1999
12	May 18, 1999
14, 16	February 18, 1999

Additional Information

Refer questions about this general letter to your regional benefit payment administrator.



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

DEPARTMENT OF HUMAN SERVICES
JESSIE K. RASMUSSEN, DIRECTOR

October 5, 1999

GENERAL LETTER NO. 4-B-55

ISSUED BY: Bureau of Family Investment, Division of Economic Assistance

SUBJECT: Employees' Manual, Title 4, Chapter B, *Application Processing*, pages 11, 12 and 19, revised.

Summary

Revisions on page 19 change policy for the day that FIP applicants must receive the written *Notice of Decision*. When you process applications, determine eligibility as soon as possible. Issue the *Notice of Decision* no later than the 30th day following the application date. When the 30th day falls on a weekend or holiday, make system entries no later than the next working day.

The instruction to issue Comm. 137 at the application interview is deleted, because the content of Comm. 137 has been incorporated into the FIP pamphlet, Comm. 108.

Effective Date

November 1, 1999

Material Superseded

Remove the following pages from Employees' Manual, Title 4, Chapter B, and destroy it:

<u>Page</u>	<u>Date</u>
11	May 18, 1999
12	August 3, 1999
19	December 9, 1997

Additional Information

Refer questions about this general letter to your regional benefit payment administrator.



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

DEPARTMENT OF HUMAN SERVICES
JESSIE K. RASMUSSEN, DIRECTOR

December 12, 2000

GENERAL LETTER NO. 4-B-56

ISSUED BY: Bureau of Family Investment, Division of Economic Assistance

SUBJECT: Employees' Manual, Title 4, Chapter B, **APPLICATION PROCESSING**, pages 1, 3 through 7, 11, 12, 15, and 19 through 24, revised.

Summary

Revisions to this chapter:

- ◆ Update language to remove references to deprivation and specifically to FIP-UP and FIP-INCAP.
- ◆ Add information to clarify that a referral to CSRU is not made when a parent is absent solely because of the performance of active duty in the uniformed services of the United States.
- ◆ Add information to clarify what must be explained at the application interview and what pamphlets must be issued at the application interview.
- ◆ Add information and examples to clarify effective date of assistance when eligibility is dependent on the birth of a child.
- ◆ Update an example and form numbers.
- ◆ Incorporate minor changes to clarify existing policies.

Effective Date

The changes to eliminate deprivation as a FIP eligibility factor are effective January 1, 2001. All other changes are effective upon receipt.

Material Superseded

Remove the following pages from Employees' Manual, Title 4, Chapter B, and destroy them:

<u>Page</u>	<u>Date</u>
1, 3	August 3, 1999
4-7	September 23, 1997
11, 12	October 5, 1999

15	February 9, 1999
19	October 5, 1999
20	August 22, 1995
21-24	May 18, 1999

Additional Information

See General Letter 4-C-26 for information on elimination of deprivation and the FIP-UP program.

Refer questions about this general letter to your regional benefit administrator.



STATE OF IOWA

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

DEPARTMENT OF HUMAN SERVICES
JESSIE K. RASMUSSEN, DIRECTOR

November 6, 2001

GENERAL LETTER NO. 4-B-57

ISSUED BY: Bureau of Family Investment, Division of Economic Assistance

SUBJECT: Employees' Manual, Title 4, Chapter B, **APPLICATION PROCESSING**, Contents (page 1), revised; pages 1 through 7, 10, 11, 12, 16, and 21 through 24, revised; and page 25, new.

Summary

Revisions to this chapter:

- ◆ Add information that families requesting assistance beyond the 60-month limit must submit form 470-3826, *Request for FIP Beyond 60 Months.* In addition, if no longer on FIP, these families must also complete a *Public Assistance Application* to regain FIP eligibility.
- ◆ Move the list of forms to be given with the application from the "Interviews" section to the section on "Filing a FIP Application."
- ◆ Update addresses and phone numbers of public health agencies.
- ◆ Specify the date of receipt for form 470-3826.
- ◆ Specify the effective date of assistance for families that are granted a six-month hardship exemption.
- ◆ Add instructions for providing form 470-3851, *Important Information About Your FIP Case*, during the application interview to families that have not exhausted their 60-month FIP limit.
- ◆ Add instructions for providing form 470-3826, *Request for FIP Beyond 60 Months*, during the application interview to families that have received FIP for 58 or more months.
- ◆ Add clarification that a "payment month" includes a month that the participant is eligible but for which a FIP payment is not issued because of the limitation on grants below ten dollars or due to rounding.
- ◆ Incorporate references to "hardship exemption" where applicable throughout the chapter.

Effective Date

Upon receipt.

Material Superseded

Remove the following pages from Employees' Manual, Title 4, Chapter B, and destroy them:

<u>Page</u>	<u>Date</u>
Contents (p. 1)	August 3, 1999
1	December 12, 2000
2	August 3, 1999
3-7	December 12, 2000
10	February 9, 1999
11, 12	December 12, 2000
16	August 3, 1999
21-24	December 12, 2000

Additional Information

Refer to General Letter 4-C-28, dated October 30, 2001, for information about the hardship exemption provisions.

Refer questions about this general letter to your regional benefit payment administrator.



STATE OF IOWA

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

DEPARTMENT OF HUMAN SERVICES
JESSIE K. RASMUSSEN, DIRECTOR

June 25, 2002

GENERAL LETTER NO. 4-B-58

ISSUED BY: Bureau of Financial and Work Supports,
Division of Financial, Health, and Work Supports

SUBJECT: Employees' Manual, Title 4, Chapter B, *APPLICATION PROCESSING*, page
10, revised; and page 10a, new.

Summary

Revisions to this chapter clarify the procedures for discussing eligibility for other income benefits during the face-to-face application interview.

Effective Date

Upon receipt.

Material Superseded

Remove the following pages from Employees' Manual, Title 4, Chapter B, and destroy it:

<u>Page</u>	<u>Date</u>
10	November 6, 2001

Additional Information

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



STATE OF IOWA

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

DEPARTMENT OF HUMAN SERVICES
JESSIE K. RASMUSSEN, DIRECTOR

September 17, 2002

GENERAL LETTER NO. 4-B-59

ISSUED BY: Bureau of Financial and Work Supports,
Division of Financial, Health, and Work Supports

SUBJECT: Employees' Manual, Title 4, Chapter B, *APPLICATION PROCESSING*,
pages 2 and 3, revised.

Summary

This chapter is revised to:

- ◆ Clarify that for applications received or left at a less-than-full-time office when that office is closed, the date of application is the next day that is not a weekend or state holiday.
- ◆ Remove the requirement for resigning faxed applications. Applications that are signed and then faxed, or scanned and then e-mailed, do not have to be resigned.

Effective Date

October 1, 2002

Material Superseded

Remove the following page from Employees' Manual, Title 4, Chapter B, and destroy it:

<u>Page</u>	<u>Date</u>
2, 3	November 6, 2001

Additional Information

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



STATE OF IOWA

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

DEPARTMENT OF HUMAN SERVICES
JESSIE K. RASMUSSEN, DIRECTOR

March 4, 2003

GENERAL LETTER NO. 4-B-60

ISSUED BY: Bureau of Financial and Work Supports,
Division of Financial, Health and Work Supports

SUBJECT: Employees' Manual, Title 4, Chapter B, *APPLICATION PROCESSING*,
pages 4 through 7, 11, 12, 24, and 25, revised.

Summary

Revisions to this chapter:

- ◆ Remove a reference to the Electronic Benefit Transfer System.
- ◆ Add a reference to Chapter 4-L, *ALIENS AND MIGRANTS*, for instructions on making child support referrals for battered alien cases. Child support referrals for battered aliens must be completed manually.
- ◆ Update the list of public health agencies.

Effective Date

January 1, 2003

Material Superseded

Remove the following pages from Employees' Manual, Title 4, Chapter B, and destroy them:

<u>Page</u>	<u>Date</u>
4-7, 11, 12, 24, 25	November 6, 2001

Additional Information

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



October 22, 2004

GENERAL LETTER NO. 4-B-61

ISSUED BY: Bureau of Financial Support Programs
Division of Financial, Health and Work Supports

SUBJECT: Employees' Manual, Title 4, Chapter B, **APPLICATION PROCESSING**,
pages 4 and 9 through 12, revised.

Summary

Revisions to this chapter:

- ◆ Implement a new nonfinancial eligibility requirement, that FIP applicants must meet with PROMISE JOBS to write and sign a family investment agreement (FIA) before FIP can be approved. Information about this requirement must be provided at the face-to-face interview.
- ◆ Remove a reference to form 470-3383, *Authorization to Exchange Information with Your Child's School*. The form is obsolete, since FIP truancy requirements ended July 1, 2004.
- ◆ Update form names.
- ◆ Remove a reference to Comm. 67, *Child Support Audio Response System*, which is obsolete.
- ◆ Remove a reference to Comm. 112, *Good News Express*. The form is obsolete.

Effective Date

November 1, 2004

The requirement to sign an FIA before FIP is approved applies to applications received November 1, 2004, and after. Applications received before November 1, 2004, are not subject to the new requirements. Follow the former procedures for conducting interviews and making referrals to PROMISE JOBS for applications received before November 1, 2004.

Material Superseded

Remove the following pages from Employees' Manual, Title 4, Chapter B, and destroy them:

<u>Page</u>	<u>Date</u>
4	March 4, 2003
9	February 9, 1999
10, 10a	June 25, 2002
11, 12	March 4, 2003

Additional Information

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



STATE OF IOWA

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

DEPARTMENT OF HUMAN SERVICES
KEVIN W. CONCANNON, DIRECTOR

January 5, 2007

GENERAL LETTER NO. 4-B-62

ISSUED BY: Bureau of Financial and Work Supports,
Division of Financial, Health and Work Supports

SUBJECT: Employees' Manual, Title 4, Chapter B, ***APPLICATION PROCESSING***,
Title page, revised; Contents (page 1), revised; and pages 1 through
23, revised.

Summary

This chapter is revised to:

- ◆ Remove references to monthly reporting.
- ◆ Incorporate information about quarterly reporting and prospective budgeting.
 - Families with earned income will be subject to quarterly reporting, completing a quarterly *Public Assistance Eligibility Report (PAER)* or a *Combined PAER/FAIR*.
 - The *Combined PAER/FAIR* will be issued in months when the family would otherwise be required to complete both a PAER for FIP and a FAIR for Food Assistance.
- ◆ Include the updated list of changes that both applicant and participant households are required to timely report.
- ◆ Specify that a telephone interview can be substituted for the face-to-face interview for reapplications within 30 days of cancellation or denial of FIP, if a face-to-face interview was conducted for the previous application.
- ◆ Clarify which sections of form 470-0462, *Health and Financial Support Application*, should be forwarded to the public health office when an applicant wishes to apply for prenatal care or well-child care through the Department of Public Health.
- ◆ Remove the list of agencies providing prenatal and well-child care. This list has been updated and moved to 6-Appendix, in the distribution instructions for the *Health and Financial Support Application*.
- ◆ Change references to the *Public Assistance Application* to the *Health and Financial Support Application*.
- ◆ Update the name of Comm. 24, *One-Time Payments*.

- ◆ Remove reference to Comm. 22, *How to Complete Your PAER*, as this Comm. is now obsolete.
- ◆ Clarify that Comm. 133, *FIP for Minor Parents*, is given to applicant households that include a minor parent or pregnant teen.
- ◆ Add Comm. 233, *Rights and Responsibilities*, to the list of pamphlets that are issued at the application interview.
- ◆ Remove the requirement to routinely send a copy of form 470-0462, *Health and Financial Support Application*, and form 470-2220, *Notarized Statement for Child Support Recovery Office*, to CSRU when a father is approved for FIP and paternity has not been established. CSRU will request the application and the notarized statement when they are needed.

Effective Date

January 1, 2007

Material Superseded

Remove the entire Chapter B from Employees' Manual, Title 4, and destroy it. This includes following pages:

<u>Page</u>	<u>Date</u>
Title page	August 22, 1995
Contents (p. 1)	November 6, 2001
1	November 6, 2001
2, 3	September 17, 2002
4	October 22, 2004
5-7	March 4, 2003
8	September 23, 1997
9-12	October 22, 2004
13	September 23, 1997
14	August 3, 1999
15	December 12, 2000
16	November 6, 2001
17, 18	February 9, 1999
19, 20	December 12, 2000
21-23	November 6, 2001
24, 25	March 4, 2003

Additional Information

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



STATE OF IOWA

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

DEPARTMENT OF HUMAN SERVICES
KEVIN W. CONCANNON, DIRECTOR

January 19, 2007

GENERAL LETTER NO. 4-B-63

ISSUED BY: Bureau of Medical Supports,
Division of Financial, Health and Work Supports

SUBJECT: Employees' Manual, Title 4, Chapter B, **FAMILY INVESTMENT PROGRAM**, page 10, revised.

Summary

This chapter is revised to show a change in the pamphlets given at the time of the interview. Give the combined English and Spanish Comm. 255 and Comm. 255(S), "Important information about the HIPPP Program," to all applicants. Issue Comm. 91, "Health Insurance Premium Payment (HIPPP) Program for Iowa Medicaid Recipients," upon request.

Effective Date

Upon receipt.

Material Superseded

Remove from Employees' Manual, Title 4, Chapter B, page 10, dated January 5, 2007, and destroy it.

Additional Information

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



STATE OF IOWA

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

DEPARTMENT OF HUMAN SERVICES
EUGENE I. GESSOW, DIRECTOR

October 10, 2008

GENERAL LETTER NO. 4-B-64

ISSUED BY: Bureau of Financial and Work Supports,
Division of Financial, Health and Work Supports

SUBJECT: Employees' Manual, Title 4, Chapter B, ***APPLICATION PROCESSING***,
pages 1, 2, 3, 9, and 10, revised.

Summary

This chapter is revised to:

- ◆ Specify that the date of application is the date a *Health and Financial Support Application* is received in any Department of Human Services office including the Income Maintenance Customer Service Center, central office, and local offices.
- ◆ Specify that an application can be submitted electronically.
- ◆ Specify the filing date of an application filed electronically. Electronic applications received at a time when the office is open are date-stamped with the same date received. Electronic applications received after work hours are date-stamped with the date of the next working day for full-time offices.
- ◆ Specify that when both parents or both a parent and stepparent are in the home, either parent or the stepparent may sign the application.
- ◆ Require documentation in the case record when form 470-0169 or 470-0169(S), *Requirements of Support Enforcement*, is provided.
- ◆ Add form 470-2471(M) or 470-2471(MS), *How Earnings May Change Your FIP Check*, and Comm. 295, *It Pays to Work*, to the list of pamphlets that should be issued at the application interview.

Effective Date

November 1, 2008

Material Superseded

Remove the following pages from Employees' Manual, Title 4, Chapter B, and destroy them:

<u>Page</u>	<u>Date</u>
1-3, 9	January 5, 2007
10	January 19, 2007

Additional Information

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



STATE OF IOWA

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

DEPARTMENT OF HUMAN SERVICES
EUGENE I. GESSOW, DIRECTOR

January 23, 2009

GENERAL LETTER NO. 4-B-65

ISSUED BY: Bureau of Financial and Work Supports,
Division of Financial, Health and Work Supports

SUBJECT: Employees' Manual, Title 4, Chapter B, **APPLICATION PROCESSING**,
Contents (page 1), revised; and pages 9 through 12, 16, and 17,
revised.

Summary

This chapter is revised to:

- ◆ Remove information about quarterly reporting. All FIP participants are now subject to semiannual reporting.
- ◆ Remove references to the *Public Assistance Eligibility Report (PAER)* and the *Combined PAER/FAIR*. These forms are obsolete.

Effective Date

February 1, 2009

Material Superseded

Remove the following pages from Employees' Manual, Title 4, Chapter B, and destroy them:

<u>Page</u>	<u>Date</u>
Contents (p. 1)	January 5, 2007
9, 10	October 10, 2008
11, 12, 16, 17	January 5, 2007

Additional Information

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



STATE OF IOWA

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

DEPARTMENT OF HUMAN SERVICES
EUGENE I. GESSOW, DIRECTOR

March 6, 2009

GENERAL LETTER NO. 4-B-66

ISSUED BY: Bureau of Financial and Work Supports
Division of Financial, Health and Work Supports

SUBJECT: Employees' Manual, Title 4, Chapter B, ***APPLICATION PROCESSING***,
pages 7 and 13, revised.

Summary

This chapter is revised to clarify that an applicant or participant who provides a signed release to a specific individual or organization for specific information has met the requirements for supplying requested information or verification.

Effective Date

Upon receipt.

Material Superseded

Remove the following pages from Employees' Manual, Title 4, Chapter B, and destroy them:

<u>Page</u>	<u>Date</u>
7, 13	January 5, 2007

Additional Information

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



October 9, 2009

GENERAL LETTER NO. 4-B-67

ISSUED BY: Bureau of Financial and Work Supports,
Division of Financial, Health and Work Supports

SUBJECT: Employees' Manual, Title 4, Chapter B, **APPLICATION PROCESSING**,
Title page, revised; Contents (page 1), revised; pages 1 through 21,
revised.

Summary

This chapter is revised to:

- ◆ Specify that a face-to-face interview is required for a client's initial application for Family Investment Program (FIP). Interviews for all subsequent reapplications by the same client may be held by telephone.
- ◆ Specify that when FIP is canceled or denied because of a Department error, a new application is not required to redetermine eligibility for ongoing assistance or to issue retroactive corrective benefits.
- ◆ Clarify requirements for conducting application interviews.

Effective Date

Upon receipt.

Material Superseded

Remove the entire Chapter B from Employees' Manual, Title 4, and destroy it. This includes the following pages:

<u>Page</u>	<u>Date</u>
Title page	January 5, 2007
Contents (page 1)	January 23, 2009
1-3	October 10, 2008
4-6	January 5, 2007
7	March 6, 2009
8	January 5, 2007
9-12	January 23, 2009
13	March 6, 2009
14,15	January 5, 2007
16, 17	January 23, 2009
18-23	January 5, 2007

Additional Information

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



STATE OF IOWA

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

DEPARTMENT OF HUMAN SERVICES
CHARLES J. KROGMEIER, DIRECTOR

January 1, 2010

GENERAL LETTER NO. 4-B-68

ISSUED BY: Division of Adult, Children and Family Services

SUBJECT: Employees' Manual, Title 4, Chapter B, **APPLICATION PROCESSING**,
page 8a, new.

Summary

This chapter is revised to implement the electronic access card for Family Investment Program (FIP) and Refugee Cash Assistance (RCA) program participants. Instructions for providing information about payment methods to applicants are incorporated into the chapter.

Effective Date

Upon receipt.

Material Superseded

None.

Additional Information

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



STATE OF IOWA

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

DEPARTMENT OF HUMAN SERVICES
CHARLES J. KROGMEIER, DIRECTOR

April 2, 2010

GENERAL LETTER NO. 4-B-69

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

SUBJECT: Employees' Manual, Title 4, Chapter B, **APPLICATION PROCESSING**,
Contents (page 1), revised; pages 1, 2, 5, 6, 7, 8, and 15 through 21,
revised; and pages 22, 23, and 24, new.

Summary

This chapter is revised to:

- ◆ Specify that a face-to-face or telephone interview is required for each application for FIP.
- ◆ Implement a grace period policy. The grace period may apply when an application is denied for failure to provide requested information or to attend an application interview.

Eligibility may be reconsidered without a new application if the information is provided or the interview is held and all information necessary to establish eligibility, including verification of any changes, is provided within 14 days of the date on the Notice of Decision. The effective date of assistance is the date all of the information is provided or the interview is held, whichever is later.

- ◆ Remove the requirement to provide Comm. 24, *One-Time Payments*, with each application. Comm. 24 should be given any time an applicant or participant reports receipt or possible receipt of a nonrecurring lump sum, or when you believe the participant may receive a lump sum.

Implementation

Apply the 14-day grace period for reconsideration to applications denied with a *Notice of Decision* dated March 26, 2010, or after.

Effective Date

Changes in interviewing requirements are effective March 1, 2010.
Changes allowing the grace period for denied applications are effective March 26, 2010.
Other changes are effective upon receipt.

Material Superseded

This material replaces the following pages from Employees' Manual, Title 4, Chapter B:

<u>Page</u>	<u>Date</u>
Contents (page 1)	October 9, 2009
1, 2, 5-8, 15-21	October 9, 2009

Additional Information

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



STATE OF IOWA

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

DEPARTMENT OF HUMAN SERVICES
CHARLES J. KROGMEIER, DIRECTOR

September 17, 2010

GENERAL LETTER NO. 4-B-70

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

SUBJECT: Employees' Manual, Title 4, Chapter B, **APPLICATION PROCESSING**,
pages 1 through 4, 10, 11, and 23, revised.

Summary

Chapter 4-B is revised to:

- ◆ Clarify existing policy concerning when a referral should not be made to the Child Support Recovery Unit.
- ◆ Correct and update legal references and form numbers.

Effective Date

Upon receipt.

Material Superseded

This material replaces the following pages from Employees' Manual, Title 4, Chapter B:

<u>Page</u>	<u>Date</u>
1, 2	April 2, 2010
3, 4, 10, 11	October 9, 2009
23	April 2, 2010

Additional Information

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



STATE OF IOWA

TERRY E. BRANSTAD, GOVERNOR
KIM REYNOLDS, LT. GOVERNOR

DEPARTMENT OF HUMAN SERVICES
CHARLES M. PALMER, DIRECTOR

June 3, 2011

GENERAL LETTER NO. 4-B-71

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

SUBJECT: Employees' Manual, Title 4, Chapter B, **APPLICATION PROCESSING**,
pages 7 and 17, revised.

Summary

Chapter 4-B is revised to:

- ◆ Remove InfoShare as a way to provide information to an applicant during the interview.
- ◆ Clarify that a grace period may be allowed when an application is denied for failure to attend an interview with the income maintenance worker.

Effective Date

Upon receipt.

Material Superseded

This material replaces the following pages from Employees' Manual, Title 4, Chapter B:

<u>Page</u>	<u>Date</u>
7, 17	April 2, 2010

Additional Information

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



Iowa Department of Human Services

Terry E. Branstad
Governor

Kim Reynolds
Lt. Governor

Charles M. Palmer
Director

August 17, 2012

GENERAL LETTER NO. 4-B-72

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

SUBJECT: Employees' Manual, Title 4, Chapter B, **APPLICATION PROCESSING**,
Title page, revised; and pages 8 and 8a, revised.

Summary

Chapter 4-B is revised to:

- ◆ Update the name of the vendor providing electronic card (EAC) services from ACS to Xerox.
- ◆ Remove a reference to InfoShare.

Effective Date

Upon receipt.

Material Superseded

This material replaces the following pages from Employees' Manual, Title 4, Chapter B:

<u>Page</u>	<u>Date</u>
Title page	October 9, 2009
8	April 2, 2010
8a	January 1, 2010

Additional Information

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



Iowa Department of Human Services

Terry E. Branstad
Governor

Kim Reynolds
Lt. Governor

Charles M. Palmer
Director

February 14, 2014

GENERAL LETTER NO. 4-B-73

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

SUBJECT: Employees' Manual, Title 4, Chapter B, **APPLICATION PROCESSING**,
pages 1 through 4, 8a, and 21, revised.

Summary

Chapter 4-B is revised to:

- ◆ Add policy that during the interview workers should explain that the electronic access card cannot be used to access FIP at certain locations.
- ◆ Update references to form 470-0462, and its Spanish translation, form 470-0462(S), to reflect the change of the form's name from *Health and Financial Support Application* to *Financial Support Application*.

Effective Date

February 1, 2014

Material Superseded

This material replaces the following pages from Employees' Manual, Title 4, Chapter B:

<u>Page</u>	<u>Date</u>
1-4	September 17, 2010
8a	August 17, 2012
21	April 2, 2010

Additional Information

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



Iowa Department of Human Services

Terry E. Branstad
Governor

Kim Reynolds
Lt. Governor

Charles M. Palmer
Director

August 8, 2014

GENERAL LETTER NO. 4-B-74

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

SUBJECT: Employees' Manual, Title 4, Chapter B, **APPLICATION PROCESSING**,
Contents (page 1), revised; and page 4, revised.

Summary

Chapter 4-B is revised to remove the requirement to forward a copy of the *Financial Support Application* to the Iowa Department of Public Health (IDPH).

Effective Date

Upon receipt.

Material Superseded

This material replaces the following pages from Employees' Manual, Title 4, Chapter B:

<u>Page</u>	<u>Date</u>
Contents	April 2, 2010
4	February 14, 2014

Additional Information

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



Iowa Department of Human Services

Terry E. Branstad
Governor

Kim Reynolds
Lt. Governor

Charles M. Palmer
Director

January 29, 2016

GENERAL LETTER NO. 4-B-75

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

SUBJECT: Employees' Manual, Title 4, Chapter B, **APPLICATION PROCESSING**,
pages 2, 3, 8, and 21, revised.

Summary

Chapter 4-B is revised to:

- ◆ Add form 470-3826(S), *Request for FIP Beyond 60 Months* (Spanish).
- ◆ Update links due to the Department's new website.

Effective Date

February 1, 2016

Material Superseded

This material replaces the following pages from Employees' Manual, Title 4, Chapter B:

<u>Page</u>	<u>Date</u>
2, 3	February 14, 2014
8	August 17, 2012
21	February 14, 2014

Additional Information

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



Iowa Department of Human Services

Terry E. Branstad
Governor

Kim Reynolds
Lt. Governor

Charles M. Palmer
Director

December 16, 2016

GENERAL LETTER NO. 4-B-76

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

SUBJECT: Employees' Manual, Title 4, Chapter B, **APPLICATION PROCESSING**,
pages 2, 4, 8, 8a, and 21, revised.

Summary

Chapter 4-B is revised to:

- ◆ Add policy that during the interview workers should explain that participants cannot use their personal debit card to access FIP benefits at certain locations.
- ◆ Update references from the Eligibility Tracking System (ETS) to FIP Eligibility Tracking (FET).
- ◆ Remove references to obsolete forms.

Effective Date

January 1, 2017

Material Superseded

This material replaces the following pages from Employees' Manual, Title 4, Chapter B:

<u>Page</u>	<u>Date</u>
2	January 29, 2016
4	August 8, 2014
8	January 29, 2016
8a	February 14, 2014
21	January 29, 2016

Additional Information

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

February 7, 2020

GENERAL LETTER NO. 4-B-77

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

SUBJECT: Employees' Manual, Title 4, Chapter B, ***Application Processing***, page 8a, revised.

Summary

Chapter 4-B is revised to:

- ◆ Update the name of the Electronic Access Card (EAC) Contractor to Conduent.
- ◆ Update the EAC Customer Service Center's phone number.
- ◆ Update the instructions on how to tell if someone has an EAC account.

Effective Date

Immediately.

Material Superseded

This material replaces the following page from Employees' Manual, Title 4, Chapter B:

<u>Page</u>	<u>Date</u>
8a	December 16, 2016

Additional Information

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

June 25, 2021

GENERAL LETTER NO. 4-B-78

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

SUBJECT: Employees' Manual, Title 4, Chapter B, *Family Investment Program Application Processing*, Title page, pages 3, 5, and 12-14, revised.

Summary

Chapter 4-B is revised to:

- ◆ Reflect program name change from Food Assistance to SNAP

Effective Date

Upon receipt.

Material Superseded

This material replaces the following pages from Employees' Manual, Title 4, Chapter B:

<u>Page</u>	<u>Date</u>
Title Page	August 17, 2012
3	January 29, 2016
5	April 2, 2010
12-14	October 9, 2009

Additional Information

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

March 24, 2023

GENERAL LETTER NO. 4-B-79

ISSUED BY: Bureau of Financial, Food, and Work Supports
Division of Community Access

SUBJECT: Employees' Manual, Title 4, Chapter B, **FIP Application Processing**, Title Page, Contents 1, 1, 2, 3, 4, 5, 6, 7, 8, revised; 8a, removed; 9, 10 and 11, 12-14, 15 and 16, 17, 18-19, revised; 20, 21, 22, 23, 24, removed.

Summary

This chapter is revised to

- Update the name of the application to Food and Financial Support Application.
- Update the name of the department to Iowa Department of Health and Human Services.
- Add clarifying language on processing standards.
- Update style and formatting throughout.

Effective Date

Upon receipt.

Material Superseded

Remove the following pages from Employees' Manual, Title 4, Chapter B, and destroy them:

<u>Page</u>	<u>Date</u>
Title Page	June 25, 2021
Contents I	August 8, 2014
1	February 14, 2014
2	December 16, 2016
3	June 25, 2021
4	December 16, 2016
5	June 25, 2021
6	April 2, 2010
7	June 3, 2011
8	December 16, 2016
8a	February 7, 2020
9	October 9, 2009
10 and 11	September 17, 2010
12-14	June 25, 2021
15 and 16	April 2, 2010
17	June 3, 2011
18-20	April 2, 2010
21	December 16, 2016
22	April 2, 2010
23	September 17, 2010
24	April 2, 2010

Additional Information

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

September 29, 2023

GENERAL LETTER NO. 4-B-80

ISSUED BY: Bureau of Financial, Food, and Work Supports
Division of Community Access

SUBJECT: Employees' Manual, Title 4, Chapter B, **Family Investment Program Application Processing**, Contents 1, 7, 18 and 19, revised.

Summary

This chapter is revised to

- Update the name of Child Support Recovery Unit (CSRU) to Child Support Services (CSS).
- Remove outdated information.

Effective Date

Upon receipt.

Material Superseded

Remove the following pages from Employees' Manual, Title 4, Chapter B, and destroy them:

<u>Page</u>	<u>Date</u>
Contents I	March 24, 2023
7, 18 and 19	March 24, 2023

Additional Information

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

July 5, 2024

GENERAL LETTER NO. 4-B-81

ISSUED BY: Bureau of Financial, Food, and Work Supports
Division of Community Access

SUBJECT: Employees' Manual, Title 4, Chapter B, ***Family Investment Program Application Processing***, Title Page, Contents 1, 1-6, 7, 8-17, 18 and 19, revised; 20-23, new.

Summary

This chapter is revised to update procedure for IM to remove the requirement of providing a copy of form 470-0806, Self-Assessment, to PJ referrals

Effective Date

Upon receipt.

Material Superseded

Remove the following pages from Employees' Manual, Title 4, Chapter B, and destroy them:

<u>Page</u>	<u>Date</u>
Title Page	March 24, 2023
Contents 1	September 29, 2023
1-6	March 24, 2023
7	September 29, 2023
8-17	March 24, 2023
18 and 19	September 29, 2023

Additional Information

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