

State of Iowa  
Department of Social Services  
Des Moines, Iowa

September 12, 1978

9w

GENERAL LETTER NO. 4-C-1

SUBJECT: Employees' Manual, Title IV, Chapter C, "Administrative Requirements",  
Title Page, Contents (1 page) new, Manual pages 1 through 9, new.

This letter transmits Chapter C of Title IV. This chapter is completely new and is designed to serve as a cross reference system for policies and procedures which are related to the ADC worker's responsibilities, but appear in other titles of the Employees' Manual.

Much of the material is still covered in the Old Section XII of the Employees' Manual and is in the process of being transferred to Title VIII. Cross references have been made to the new title so it won't be necessary to make revisions when new chapters are added to Title VIII.

It is important to remember that when a cross reference is made to another part of the manual, that part has a more in depth treatment of policy and/or procedure.

It will be noted that with the release of Title IV, Chapter B(5), "ADC Stepparent Cases", the child of the current marriage is no longer eligible for Medical Assistance.

Effective Date

Immediately

Material Superseded

None

Additional Information

Contact your Benefit Payments District Supervisor for any additional information or interpretation that may be required.

DEPARTMENT OF SOCIAL SERVICES  
Victor Preisser, Commissioner



Marvin Sammon, Chief  
Bureau of Benefit Payments

State Office  
District Offices  
Local Offices

State of Iowa  
Department of Social Services  
Des Moines

June 3, 1980

GENERAL LETTER NO.: 4-C-2

SUBJECT: Employees' Manual, Title IV, Chapter C, "Administrative Requirements", pages 2 and 7, revised.

Page 2 has been revised to specify that children between ages eighteen and twenty-one will remain eligible for Title XIX as long as they meet ADC eligibility factors other than age. Page 7 has been revised to clarify that the eighteen- to twenty-one year old is eligible for Early and Periodic Health Screening but the Income Maintenance Worker is not required to "offer" screening or "follow-up" on treatment needed.

Effective Date

July 1, 1980

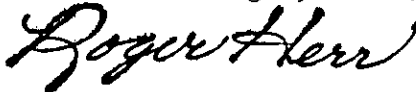
Material Superseded

Employees' Manual, Title IV, Chapter C, pages 2 and 7 dated September 12, 1978, 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

State Office  
District Offices  
Local Offices

9w

State of Iowa  
Department of Social Services  
Des Moines

August 26, 1980

GENERAL LETTER NO.: 4-C-3

SUBJECT: Employees' Manual, Title IV, Chapter C, "Administrative Requirements", pages 3 and 4, revised, page 4a, new.

These pages have been revised to include information on medical eligibility for the 18- to 21-year-old which was formerly covered in Title IV, Chapter B(2).

In addition, the information in the chapter entitled "Needs" on Medicare buy-in has been updated.

Effective Date

Upon receipt.

Material Superseded

Employees' Manual, Title IV, Chapter C, "Administrative Requirements", pages 3 and 4, dated September 12, 1978, 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. Reagen, Ph.D., Commissioner

*Roger Herr*

Roger Herr, Chief  
Bureau of Financial Assistance

State Office  
District Offices  
Local Offices

9W

State of Iowa  
Department of Social Services  
Des Moines

June 26, 1981

GENERAL LETTER NO. 4-C-4

SUBJECT: Employees' Manual, Title IV, Chapter C, "Administrative Requirements",  
corrections.

References to the Remedial Eye Care program are being deleted as this program  
has been eliminated.

Correction

Contents page, page 1 and page 6: Make pen and ink changes by crossing off  
the references to "Remedial Eye Care". Make a reference to this General  
Letter in the margin.

Effective Date

July 1, 1981

Material Superseded

None

Additional Information

Please contact your District Benefit Payment Supervisor for additional  
information.

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

*Roger Herr*

Roger Herr, Chief  
Bureau of Financial Assistance

State Office  
Local Offices  
District Offices

State of Iowa  
Department of Human Services  
Des Moines

May 8, 1984

GENERAL LETTER NO. 4-C-5

SUBJECT: Employees' Manual, Title IV, Chapter C, "Administrative Requirements", Contents (page 1, revised), pages 1 through 9, revised, and pages 10 and 11, new.

This chapter has been revised to delete obsolete references to the Case Data System, to make other changes and corrections as needed, and to revise the list of the Medical Assistance coverage groups.

Contents (page 1) is revised to correct headings and page numbers.

Page 1 is revised to correct the list of Administrative Requirements covered by the chapter.

Page 2 is revised to correct and update the listing of Medical Assistance coverage groups. New coverage groups have been added due to changes in the Medical Assistance programs. Other coverage groups previously listed have been consolidated or reworded for clarity. An obsolete reference to the Case Data System was also deleted from this page and was replaced with an appropriate reference to the Automated Benefit Calculation (ABC) System.

Page 3 is revised to update legal references, correct form titles and to delete a reference to the Case Data System.

Page 4 is revised to correct form titles and to delete a reference to the Case Data System. Further small corrections have been made to clarify current instructions.

Page 5 is revised to delete an obsolete reference to the Case Data System and to make several small corrections to current instructions.

Page 6 is revised to incorporate additional information concerning payments for the costs of Medical Transportation.

Page 7 is revised to update information regarding Early and Periodic Health Screening and Family Planning Services.

Page 8 is revised to correct form titles and make several small corrections.

Page 9 is revised to update and clarify the list of children considered to be eligible for burial benefits. Other corrections have been made to update legal references and to clarify other instructions.

Page 10 is added to correct and update legal references and instructions.

Page 11 is added to incorporate information concerning the Targeted Jobs Tax Credit (TJTC) into the chapter. This tax credit program offers employers a tax break incentive for employing ADC recipients or WIN participants.

Effective Date

Those changes related to the Automated Benefit Calculation (ABC) System are effective with the implementation of that system. All other changes are effective upon receipt.

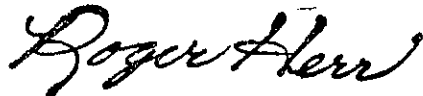
Material Superseded

Employees' Manual, Title IV, Chapter C, Contents (page 1, dated September 12, 1978), pages 1, 5, 6, 8 and 9, dated September 12, 1978, pages 2 and 7, dated June 3, 1980, and pages 3, 4 and 4a, dated August 26, 1980, 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

July 3, 1984

GENERAL LETTER NO. 4-C-6

SUBJECT: Employees' Manual, Title IV, Chapter C, "Administrative Requirements",  
correction to page 9.

Page 9 is corrected to delete a policy statement which specifies that children receiving care under the Foster Care Program may be eligible for burial benefits. Foster Care children are not eligible for burial benefits under ADC provisions. Foster Care children may be eligible for burial benefits under provisions of the Foster Care programs.

Effective Date

Upon Receipt

Material Superseded

None

Corrections

Please make the following pen and ink changes:


Page 9 - Delete item E under 'Policy' under BURIAL BENEFITS.

Please 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

March 26, 1985

GENERAL LETTER NO. 4-C-7

SUBJECT: Employees' Manual, Title IV, Chapter C, "Administrative Requirements", page 2, revised and page 2a, new.

This chapter has 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.

This chapter has also been revised to include new medical eligibility groups.

Effective Date

April 1, 1985.

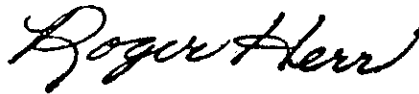
Material Superseded

Employees' Manual, Title IV, Chapter C, page 2, dated May 8, 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

December 10, 1985

GENERAL LETTER NO. 4-C-8

SUBJECT: Employees' Manual, Title IV, Chapter C, "Administrative Requirements", Contents, (page 1, revised), and pages 1, 2, 3, 4, 5, 6, 7 and 8, revised.

This chapter has been revised to update medical references to concur with revised Title VIII released August 6, 1985.

Effective Date

Upon receipt.

Material Superseded

Employees' Manual, Title IV, Chapter C,

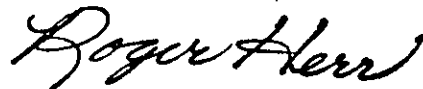
<u>Page</u>	<u>Date</u>
Contents (page 1)	May 8, 1984
Page 1	May 8, 1984
Pages 2, 2a	March 26, 1985
Pages 3-8	May 8, 1984

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

January 5, 1988

GENERAL LETTER NO. 4-C-9

SUBJECT: Employees' Manual, Title IV, Chapter C, "Administrative Requirements," Contents (page 1), revised, and pages 1, 2, 3, 4, 7, and 8, revised.

This chapter is revised to update medical references to match Title VIII changes.

Some ADC recipients may not qualify for Medicaid because of different treatments of trusts or because of failure to cooperate with third party liability requirements.

Page 3 is also revised to instruct workers to determine at the time of application if need for retroactive Medicaid benefits exists.

Effective Date

Upon receipt

Material Superseded

Employees' Manual, Title IV, Chapter C, Contents (page 1), dated December 10, 1985 and pages 1, 2, 3, 4, 7, and 8, dated December 10, 1985, shall be removed from the Manual and destroyed.

Additional Information

Please contact your district benefit payments 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 5, 1990

GENERAL LETTER NO. 4-C-10

SUBJECT: Employees' Manual, Title IV, Chapter C, "Administrative Requirements," Contents (page 1) revised, and pages 1 through 11, revised, and pages 12, and 13, new.

This chapter is revised to update medical information to match changes in Title VIII and to remove other obsolete references.

Effective Date

Upon receipt.

Material Superseded

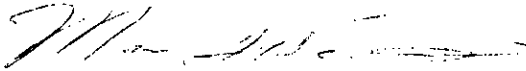
The following pages shall be removed from Employees' Manual, Title IV, Chapter C, and destroyed:

<u>Page</u>	<u>Date</u>
Contents (page 1)	January 5, 1988
1, 2, 3, 4	January 5, 1988
5, 6	December 10, 1985
7, 8	January 5, 1988
9, 10, 11	May 8, 1984

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



TERRY E. BRANSTAD, GOVERNOR

DEPARTMENT OF HUMAN SERVICES

CHARLES M. PALMER, DIRECTOR

January 18, 1994

GENERAL LETTER NO. 4-C-11

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

SUBJECT: Employees' Manual, Title IV, Chapter C, "FIP Administrative Requirements," Title page, Contents page, and pages 1 through 13, revised; and page 14, new.

Summary

This chapter is revised to replace any reference to ADC or Aid to Dependent Children with FIP or Family Investment Program.

Effective Date

Upon receipt.

Material Superseded

Remove the following pages from Employees' Manual, Title IV, Chapter C, and destroy them.

<u>Page</u>	<u>Date</u>
Title page	September 12, 1970
Contents	June 5, 1990
1 through 13	June 5, 1990

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-C-12**

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

SUBJECT: Employees' Manual, Title 4, Chapter C, *Nonfinancial Eligibility*, Title page, revised; Contents (page 1), revised; Contents (pages 2 and 3), new; pages 1 through 14, revised; and pages 15 through 69, new.

**Summary**

The existing chapter IV-C, *FIP Administrative Requirements*, has been incorporated into the revised Chapter A, *Administration*. The revised Chapter C, *Nonfinancial Eligibility*, is attached, and contains policy information from throughout Title 4.

**Effective Date**

September 1, 1995

**Material Superseded**

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

**Additional Information**

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

## 4-C Comparison Chart

<i>Current Section or Subsection Title</i>	<i>New Chapter</i>	<i>New Section</i>	<i>New Subsection</i>
<b>Certification for Medicaid</b>	B	Filing a FIP Application	
FIP-Related Medicaid Coverage Groups	B	Interviews	Conducting an Interview
Three-Month Retroactive Medicaid Benefits	B	Interviews	Conducting an Interview
Medical Resources	B	Interviews	Conducting an Interview
Medicare Buy-In	B	Interviews	Conducting an Interview
Medical Transportation	B	Interviews	Conducting an Interview
Early and Periodic Screening, Diagnosis, and Treatment	B	Interviews	Conducting an Interview
<b>Family Planning Services</b>	B	Interviews	Conducting an Interview
<b>Certification for the Food Stamp Program</b>	B	Filing a FIP Application	
<b>Social Services</b>	B	Interviews	Conducting an Interview
<b>Burial Benefits</b>	A	Additional Benefits for FIP Participants	Burial Benefits
<b>Protection of Client Rights</b>			
Prohibition Against Discrimination	A	Responsibilities of the Department	Nondiscrimination Compliance
Confidentiality	A	Responsibilities of the Department	Confidentiality
Right to Appeal	A	Appeals	
Timely and Adequate Notice	A	Notification	
<b>Targeted Jobs Tax Credit (TJTC)</b>	A	Additional Benefits for FIP Participants	Targeted Jobs Credit



January 16, 1996

## GENERAL LETTER NO. 4-C-13

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

SUBJECT: Employees' Manual, Title 4, Chapter C, *Nonfinancial Eligibility*, Contents, pages 1 and 2, revised; pages 18, 19, 21, 22, 38, 41, 45, and 52, revised; and page 40a, new.

### Summary

Page 38 revises policy on eligible group requirements for welfare reform FIP when a mandatory PROMISE JOBS participant choosing a Limited Benefit Plan:

- ◆ Is a child between 16 and 18 years of age not in school, or is a minor parent on the adult parent's or needy relative's FIP case, **and**
- ◆ Is the only child on the case

In that case, the (adult) parent's or needy relative's FIP eligibility ends as well because there is no longer an eligible child on the case. The (adult) parent's or needy relative's ineligibility begins effective the same date the child or minor parent becomes ineligible for FIP. The policy applies whether the child or minor parent chooses a first or subsequent Limited Benefit Plan.

Clarification on claiming good cause is added to pages 18 and 22.

Information on SSI recipients is added to page 40a.

Information on home schooling is added to page 52.

Legal references are corrected on pages 41 and 52.

### Effective Date

The changes relating to when the only eligible child chooses an LBP are effective February 1, 1996. The remaining changes are effective upon receipt.

**Material Superseded**

Remove from the Employees' Manual, Title 4, Chapter C, and destroy:

<u>Page</u>	<u>Date</u>
Contents (pages 1 and 2)	August 22, 1995
18, 19, 21 22, 38, 41, 45, 52	August 22, 1995

**Additional Information**

Refer to General Letter 4-J-2, dated January 2, 1996, for information on implementation.

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





February 13, 1996

**GENERAL LETTER NO. 4-C-14**

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

SUBJECT: Employees' Manual, Title 4, Chapter C, *Nonfinancial Eligibility*, pages 17, 18, 19, 20, 43, and 64, revised.

**Summary**

Pages 17 through 20 are revised to incorporate information left off and to add back page 20 erroneously omitted from revisions that were transmitted by General Letter 4-C-13, dated January 16, 1996.

Page 43 is revised to clarify that when the nonparental relative has a spouse, their income and resources have to be within limits for two persons in order for one of them to be considered needy.

Page 64 is revised to remove the word "biological" to clarify that termination of parental rights of a biological, legal or adoptive parent does not change the person's parental status for FIP purposes.

**Effective Date**

Upon receipt.

**Material Superseded**

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

<u>Page</u>	<u>Date</u>
17	August 22, 1995
18, 19	January 16, 1996
43, 64	August 22, 1995

**Additional Information**

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



October 1, 1996

## GENERAL LETTER NO. 4-C-15

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

SUBJECT: Employees' Manual, Title 4, Chapter C, *Nonfinancial Eligibility*, Contents (pages 2 and 3), revised; pages 25 through 28, 50 through 52, 63, and 66, revised; and pages 28a and 50a through 50i, new.

### Summary

Page 50 is revised and 50a through 50h added to include welfare reform changes which require that a minor parent and the dependent child in the minor parent's care must live in the home of the minor parent's adult parent or legal guardian to receive FIP assistance unless good cause for not living with the parent or legal guardian is established.

Page 25 is revised to clarify policy concerning processing applications when a referral to DIA's Front End Investigation Unit has been made.

Pages 27 and 28 are revised to clarify policy concerning treatment of a "natural father."

Additional minor changes have been made to clarify language.

### Implementation Instructions

#### Applications

When you receive an application before November 1, 1996, but do not hold the interview until November 1 or after, determine eligibility and benefits for November and ongoing months based on the new policy. If the application is approved, determine eligibility and benefits for any months before November based on the policies in effect before November. If the application is not approved, there is no eligibility for prior months.

If you receive the application and hold the interview before November 1, 1996, but the application is not processed until November 1 or after, and the minor parent is not living with an adult parent or legal guardian, send a written request for information about their living situation.

Allow five working days for the minor parent to provide the information, but grant extensions if the client requests additional time to obtain the needed information.

If the client does not provide the requested information by the due date, deny the application. If the requested information is provided, determine eligibility and benefits for November and ongoing months based on the new policy.

If the application is approved, determine eligibility and benefits for any months before November based on the policies in effect before November. If the application is not approved, there is no eligibility for prior months.

### **Ongoing Cases**

In October 1996, Central Office will:

- ◆ Send a mailer about the new policy to all minor parents identified on the system as living independently.
- ◆ Provide a printout to assist you in identifying cases for desk review. The printout will list, by county and worker, all minor parents identified on the system as living independently. (Some minor parents who live with self-supporting parents or a legal guardian may be included on the printout if the system cannot distinguish them from those who live independently. Take no action on these cases.)

Do a desk review in November 1996 for all ongoing cases of minor parents who do not live with a parent or legal guardian. Send the minor parent a copy of Comm. 133, *FIP Requirements for Minor Parents*, together with a written request for information about their living situation, including whether the minor parent wishes to claim good cause for not living with an adult parent or legal guardian.

Allow five working days for the minor parent to provide the information, but grant extensions if the client requests additional time to obtain the needed information. If the requested information is not provided by the due date, cancel FIP, with timely notice, for failure to provide requested information.

If the information is provided by the due date, determine whether continuing FIP eligibility exists. If additional verification is required to determine whether good cause exists, notify the client in writing what additional verification or signed releases are needed and the date they are due.

Determine whether continuing FIP eligibility exists and take any required action no later than timely notice day in December 1996 to be effective January 1, 1997. If you cancel FIP because eligibility does not exist, but the client then moves in with a parent or guardian or establishes good cause before the effective date of cancellation, you may reinstate in accordance with 4-G, **Reinstatement**.

## Notice Reasons

Two new FIP notice reasons have been added to IABC:

- ◆ Case reason 211: “. . . you are not living with an adult parent or legal guardian and do not have good cause.” EM 4-C, Failure to Live with Parent or Guardian or Establish Good Cause; 441 Iowa Admin. Code 41.22(15);
- ◆ Person reason 916: “. . . \_\_\_\_\_ is not living with an adult parent or legal guardian and does not have good cause.” EM 4-C, Failure to Live with Parent or Guardian or Establish Good Cause; 441 Iowa Admin. Code 41.22(15)

If a minor parent does not live with an adult parent or legal guardian and good cause is not established, cancel or deny FIP assistance using case reason 211 or person reason 916.

## New IABC Codes

A new field titled “Minor Parent Good Cause” has been added to TD01 to record good cause information. Enter a code in this field for each minor parent who does not live with an adult parent or legal guardian. Valid codes for entry in this field are:

- 0 Good cause does not exist.
- 1 Parent or legal guardian is deceased, missing or living in another state.
- 2 Physical or emotional health or safety may be jeopardized if living with the adult parent or legal guardian.
- 3 The minor parent is in a foster care independent living arrangement.
- 4 The minor parent is in the Job Corps Solo Parent Program.
- 5 The adult parent or legal guardian does not allow the minor parent to live at home and the minor parent is living with a specified relative age 21 or over.
- 6 The minor parent lives in a maternity home or other licensed adult-supervised supportive living arrangement.
- 7 Other good cause as determined by the Administrator of the Division of Economic Assistance (or designee).

Once the code has been entered, you do not need to reenter it unless the minor parent’s situation changes.

A new field titled “Minor” has been added to TD03 to record the minor parent’s living situation. Enter a code in this field for each parent under age 18. Valid codes are:

- 0 Under 18, has been married.
- 1 Living with self-supporting parents.
- 2 Living with legal guardian.
- 3 Living independently.
- 4 Living in a three-generation FIP household.
- 5 Living with a nonparental caretaker.

Once the code has been entered, you do not need to reenter it unless the living situation changes. When a parent turns 18, the system will automatically remove the code from TD03.

**Effective Date**

November 1, 1996

**Material Superseded**

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

<u>Page</u>	<u>Date</u>
Contents, page 2	January 16, 1996
Contents, page 3	August 22, 1995
25 through 28, 50, 51	August 22, 1995
52	January 16, 1996
63, 66	August 22, 1995

**Additional Information**

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



July 8, 1997

**GENERAL LETTER NO. 4-C-16**

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

SUBJECT: Employees' Manual, Title 4, Chapter C, *Nonfinancial Eligibility*, Contents (pages 1 and 3), revised; pages 11 through 16, 52, and 60, revised; and pages 16a, 52a through 52c, and 60a, new.

**Summary**

This general letter transmits the following welfare reform changes as a result of legislative action during the 1997 session and corrects obsolete rule and manual references:

- ◆ Second cousins are added to the list of persons who can qualify for FIP. Page 60 is revised to add second cousins to the list of specified relatives and to provide other pertinent information. However, due to the de-linking of Medicaid from FIP, second cousins are not considered specified relatives for Medicaid. Refer to Manual Letter 8-C-30, dated July 1, 1997, for treatment of second cousins for Medicaid eligibility.

A new relationship code, "A," was created to identify second cousins which will be incorporated into 14-B-Appendix. Use the new code when entering second cousins onto the system. Continue to use relationship code "5" to identify first cousins.

There is no eligibility for FIP assistance for a second cousin for any month before July 1997, even if the application is received before July.

- ◆ School attendance requirements are implemented for FIP children who have not completed educational requirements through the sixth grade. The requirements apply to both applicant and participant households when there is a parent in the home, or when the FIP child lives in a nonparental home and the specified relative is included in the grant. The requirements do not apply when the FIP child is living in a nonparental home and the specified relative is not on the grant.

Specifically, to be eligible for FIP assistance, parents in the home or other specified relatives whose needs are included in the grant must give the Department written authorization for releasing information on a child's FIP status and for receiving information from schools on the child's school attendance. Form 470-3383, *Authorization to Exchange Information With Your Child's School*, was developed for that purpose.

Issue the form to parents in the home and needy specified relatives who are applying for FIP. Also issue the form when another parent enters a participant household, when a stepparent or other person in the home becomes a parent (because a common child is born or enters the household and the child is FIP-eligible), or when a nonneedy specified relative becomes needy and requests to be added to the grant. A signed form is required regardless of the FIP child's age or school status. See 6-Appendix for a copy of the form and instructions for usage.

Additional school attendance requirements will be implemented January 1, 1998. Specific information and training will be provided prior to implementation.

- ◆ In accordance with Public Law 104-193, The Personal Responsibility and Work Opportunity Act of 1996, CSRU rather than IM must make the determination on whether a FIP client has failed to cooperate. CSRU delegates IM to make the determination in matters relating to FIP applicants and when a participant receives direct support and fails to refund it, the same as IM is doing currently.

## **Implementation Instructions for School Attendance Requirements**

### **Applications**

Issue form 470-3383, *Authorization to Exchange Information With Your Child's School*, to parents and other needy specified relatives who:

- ◆ Apply for FIP on or after July 1, 1997.
- ◆ Apply before July 1, 1997, but FIP is not approved until July 1 or later and the application is not pended on the system.

Allow the household five working days to return a signed form. (Extend the due date if a household has a good reason and requests an extension.) For applications received before July 1, 1997, the usual 30-day time for processing applications may be extended to allow for return of a signed form 470-3383.

In parental cases, deny the application if a signed form is not received by the due date. In nonparental cases when the needy specified relative fails to return a signed form, deny the needs of the specified relative. See 4-C, **School Attendance Requirements**, for other circumstances when only the individual is ineligible rather than the entire FIP case.

### **Ongoing Cases/Pended Applications**

On June 30, 1997, Central Office is mailing form 470-3383, along with a postage-paid return envelope, to:

- ◆ All active or suspended parental FIP cases (with FIP program status codes A, B, C or E on TD02).
- ◆ Nonparental cases with a needy specified relative included on the grant (with FIP program status codes A, B, C or E on TD02).
- ◆ Appropriate FIP applicants whose application is pended on IABC on the date of the mailing (with FIP program status code "D" on TD02).

All mailed forms contain a July 8, 1997, due date and are due in the county office on that date. (Extend the due date if the household has a good reason and requests an extension.) File any returned form in the case record. During the first week in July, workers will receive from Central Office a separate printout for each case that was mailed a form 470-3383. Regional printouts will be issued to each benefit payment administrator. For cases that do not return the form by July 8 (or the extended due date), file the printout in the case record as documentation that a form was mailed to the household in the event of an appeal.

Deny any pended application or the pended needs of a specified relative as appropriate when a signed form is not returned by the due date.

Cancel any active parental FIP case, or remove the needs of a specified relative from a nonparental case effective August 1, 1997, when a signed form is not returned by the due date. Give timely notice. Reinstate the case or the needs of the specified relative if a signed form is received before the effective date of cancellation, in accordance with 4-G, **Reinstatement**.

Issue form 470-3383 to appropriate cases that are in a canceled status on June 30, 1997, that are reinstated or reopened in July retroactive to July 1, 1997 (with FIP program status code B or C). In that case, reinstate or reopen FIP, and then issue the form with a due date. Keep a copy of the unsigned form in the case record as documentation. Cancel FIP or remove the needs of a specified relative as appropriate when a signed form is not returned by the due date. Give timely notice. Reinstate FIP when a signed form is returned before the effective date of cancellation as described in the preceding paragraph. Remove the unsigned copy from the case record and replace it with the signed form upon receipt.

See 4-C, **School Attendance Requirements**, for other circumstances when only the individual is ineligible rather than the entire FIP case.

Recoup excess assistance issued beginning the first of the next month after a signed form was due and not supplied.



## Notice Reasons

Two new notice reasons have been added to IABC:

- ◆ Case reason 212: "... you did not supply a signed authorization to exchange information with your child's school." EM 4-C, School Attendance Requirements; 441 Iowa Admin. Code 41.25(8).
- ◆ Person reason 917: "... \_\_\_\_\_ is not eligible for FIP because you did not supply a signed authorization to exchange information with your child's school." EM 4-C, School Attendance Requirements; 441 Iowa Admin. Code 41.25(8).

Use these new notice reasons to cancel or deny FIP assistance for the case or individual when a FIP parent or needy specified relative fails to return a signed form 470-3383.

## Effective Date

July 1, 1997

## Material Superseded

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

<u>Page</u>	<u>Date</u>
Contents (page 1)	January 16, 1996
Contents (page 3)	October 1, 1996
11-16	August 22, 1995
52	October 1, 1996
60	August 22, 1995

## Additional Information

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



August 12, 1997

**GENERAL LETTER NO. 4-C-17**

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

SUBJECT: Employees' Manual, Title 4, Chapter C, *Nonfinancial Eligibility*, Contents (page 3), revised; pages 51, 52, and 52a through 52c, revised; and page 52d, new.

**Summary**

This general letter transmits special instructions for form 470-3383, *Authorization To Exchange Information With Your Child's School*. The instructions replace some of the implementation instructions transmitted in General Letter 4-C-16, dated July 8, 1997.

General Letter No. 4-C-16 transmitted various welfare reform changes resulting from the 1997 legislative session. These included a new policy on school attendance requirements for children in kindergarten through sixth grade.

Under the new policy, all applicants and participants must sign form 470-3383, *Authorization To Exchange Information With Your Child's School*, to be eligible for FIP. A signed form is required regardless of the FIP child's age or school status. *Exception:* A signed form is not required when the child lives in a nonparental home and the nonparental caretaker is not included in the FIP grant.

On June 30, 1997, Central Office issued form 470-3383, along with a postage-paid return envelope, to active and suspended FIP participants, and to FIP applicants whose application was pending on the system on the date of the computer run. The mailed forms were due to be returned to the county offices by July 8, 1997.

G.L. 4-C-16 instructed IM workers to issue form 470-3383 to parents and other needy specified relatives who applied for FIP on or after July 1, 1997, or who applied before July 1 but were not pending on the system on the date of the computer run.

G.L. 4-C-16 further instructed IM to deny applications on or after July 1, 1997, or cancel FIP assistance effective August 1, 1997, if the client did not provide a signed form within five working days from the date the form was issued.

## Special Instructions

The Department has decided to allow applicants and participants until January 1, 1998, to provide a signed form 470-3383. The Director is granting an exception to all affected clients who failed to return a signed form by a requested earlier due date. As a result, the following action is required by IM:

- ◆ **Reinstate** FIP cases or persons canceled with case reason 212 or person reason 917 effective August 1, 1997, or later solely for failure to return a signed form. Follow the usual reinstatement instructions in XIV-B(11)-60, i.e., use “BB 207” to reinstate. Do not use entry reason or status code “A” when reinstating assistance.

When FIP is canceled for failure to provide a signed form and also for another reason and notice was issued for both reasons, do not reinstate FIP *unless* the household cures the other reason within the time/frames described in 4-G, **Reinstatement**.

See 4-A, **When Notice Is Required**, for instructions when FIP is canceled for not providing a signed form and the household is determined ineligible, or eligible for a lesser FIP amount, for another reason for which timely notice is required and was not issued.

- ◆ **Reactivate** FIP applications of applicants who were denied solely for failure to provide a signed form. Do not require a new application form. Use “A” entry reason and “A” status code when approving FIP. Do not use “C’s.” Do not reactivate FIP applications that were denied both for not providing a signed form and also for another reason, *unless* the other reason was cured on or before the date of decision.

On July 29, 1997, regions and county offices were sent printouts listing 1671 cases that showed canceled and 35 cases that showed denied as of that date for failure to provide a signed form. (No cases were reported containing persons determined ineligible for FIP with reason code 917.) Follow the instructions above to reinstate or reactivate FIP assistance.

**Complete reinstatements by the end of day July 31, 1997.** This is necessary to:

- ◆ Ensure uninterrupted Medicaid coverage for currently canceled households, and
- ◆ Prevent child support received by the Department from being released to the client before FIP is reinstated.

Also assign priority to reactivate denied applications.

Early in the week of August 4, 1997, Central Office sent a letter to all households who were in a canceled or denied FIP status on the system on July 29, 1997, for failure to provide a signed form 470-3383 (reflected by notice reasons 212 or 917).

The letter informs them that the Department Director has granted the exception to policy to extend the time frame for returning a signed form to January 1, 1998. Because the letter includes an exception to policy, a copy of each letter was sent to the Appeals Section and to the IM worker. File the letter in the case record.

The letter explains that households whose benefits were canceled or denied solely for failure to provide a signed form have their benefits reinstated or applications reopened and eligibility determined.

The letter includes another authorization form, and an explanation that the form must be signed and returned by January 1, 1998, or assistance will be canceled effective February 1, 1998. The forms are due in the county offices by January 1, 1998.

Continue to issue form 470-3383 to all applicants and participants as directed in 4-C, **School Attendance Requirements**. However, clients have until January 1, 1998, or five working days from the date issued, whichever is later, to return the signed form. Therefore, do not deny or cancel FIP assistance effective any sooner than February 1, 1998, for failure to return a signed form.

Activate ticklers for all households who are required to provide a signed form by January 1, 1998. Remember, since January 1 is a holiday, clients whose forms are due by January 1, 1998, are allowed the usual extension through the next working day, i.e., January 2, 1998.

Between August and December 1997, Central Office will send out periodic letters to FIP participants to remind them to return a signed form 470-3383, if they have not already done so.

### **Effective Date**

Upon receipt.

### **Material Superseded**

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

<u>Page</u>	<u>Date</u>
Contents (page 3)	July 8, 1997
51, 52, 52a-52c	October 1, 1996

### **Additional Information**

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



December 23, 1997

**GENERAL LETTER NO. 4-C-18**

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

SUBJECT: Employees' Manual, Title 4, Chapter C, *Nonfinancial Eligibility*, Contents (pages 2 and 3), revised; Contents (page 4), new; pages 7 through 10, 29, 30, and 35 through 69; revised; and pages 70 through 95, new.

**Summary**

This general letter transmits additional instructions for school attendance requirements for FIP children who have not completed sixth grade. The Department implemented the initial phase of the new school attendance requirements in July 1997, in accordance with legislation passed in the 1997 session.

In the initial phase, FIP applicants and participants were required to provide a signed form 470-3383, *Authorization to Exchange Information With Your Child's School*, as a condition for FIP eligibility. A signed release was required regardless of the age of the FIP child. This release is needed to allow the Department to identify a child's FIP status to a truancy officer and to receive information from the truancy officer on the child's school attendance.

In response to comments from advocates, legislators, and other concerned parties, the Department has revised its administrative rules to require the release only on behalf of applicant or participant children aged 5 through 13. (This age range is believed to come the closest to including children who are in sixth grade or below.) A new signed release is required for:

- ◆ A FIP child who turns age 5 after the date a release was signed.
- ◆ Additional children aged 5 through 13 who are added to an existing eligible group.

Instructions for the revised *Authorization to Exchange Information With Your Child's School* were issued with General Letter 6-AP-13, dated December 2, 1997.

**Legislation requires the Department to implement the following additional school attendance requirements January 1, 1998:**

- ◆ The Department must make available enough information so that a truancy officer can determine if a child in sixth grade or below who is not attending school is a FIP child. To meet this requirement, the Department has developed a special database that contains a list of children aged 5 through 13 for whom the IM worker has received a signed *Authorization to Exchange Information With Your Child's School*.

The database obtains necessary child data from the IABC system. IM workers must enter coding into a new field on IABC to indicate whether a signed release is on file for a child aged 5 through 13. Data for children whose code reflects receipt of a signed release are then transferred from IABC to the database.

- ◆ Only truancy officers are allowed access to the database to find out if a child who has not completed sixth grade and is not attending school is a child on FIP. A list of truancy officers and corresponding school districts has been requested from the Department of Education and will be made available upon receipt.

If the child data the truancy enters into the database produces a match with a FIP child, the database will automatically issue written notification to the assigned IM worker and a copy to the worker's supervisor. The notification identifies the FIP child who is not complying with the school's attendance policy, as well as the truancy officer who prompted the notification.

- ◆ Upon receipt of this written notification, the Department must convene the required *attendance cooperation meeting* with the child's parents and other pertinent parties. The purpose of the meeting is to identify the causes for the child's nonattendance and develop a plan for ensuring the child's future school attendance.

Central Office convened a work group consisting of human services area administrators and IM and services staff from the field and Central Office. The group agreed that specifics for setting up the meeting and conducting the meeting should be left to the discretion of the area administrators and the local school districts. They are familiar with their community and best in a position for determining a workable process in that community.

To maximize available DHS resources for resolving the child's nonattendance, the group agreed that it would be advantageous for IM and Services staff to coordinate their efforts. A service case may already be in existence on the child whom the truancy officer identified to the IM worker as not attending school.

To start the process, upon the initial notification via the database identifying the child who is not attending school, the IM worker will forward the information to services staff as designated in the particular area. Further procedures for setting up the attendance cooperation meeting are left to the discretion of the area administrator (or designee) and the local school district.

- ◆ The causes for the child's nonattendance identified at the meeting and the terms agreed to for resolving the nonattendance must be documented on form 470-3391, *School Attendance Cooperation Agreement*. Form 470-3391 and instructions for its usage will be transmitted by a separate general letter for 6-Appendix.

- ◆ The local school district determines whether the terms of the agreement are being met. If the school district determines that the child is truant, the truancy officer must provide written notification to the child's IM worker, along with a certified copy of the truancy finding and the reasons for the finding.
- ◆ Upon receipt of the required written notification and documentation from the truancy officer, the IM worker must impose a sanction. The sanction is 25% reduction in the family's FIP benefits. Only one 25% sanction is imposed, even if more than one child in the family is found to be truant by the school board.

The sanction remains in effect until either (1) the IM worker receives written notification from the truancy officer that the truancy matter of each child in the family is resolved, or (2) the truant child become ineligible for FIP, whichever happens first.

In addition to the above, this general letter also transmits:

- ◆ Changes to legal references.
- ◆ Minor clarification of existing language.

### **Special Instructions**

Complete desk reviews of ongoing cases by timely notice day, January 20, 1998, as described in the following sections.

In early December, Central Office provided a printout to assist you in identifying cases subject to desk reviews. The printout listed, by region, county and worker, pending or active FIP cases (FIP status code A, B, C, D or E on TD02) with children aged 5 through 13 (with FIP status code A, B, C, D or E on TD03).

#### **Providing a Signed Release**

Desk reviews are required for participant and applicant households with children aged 5 through 13, who were issued a release form between July 1, 1997, and January 1, 1998. These households have until January 2, 1998, or until five working days after the form is issued, whichever is later, to return a signed form.

Cancel the FIP case (or remove the needs of the needy nonparental caretaker) effective February 1, 1998, if you do not receive a signed release by the due date. Follow the instructions in 4-G, **Reinstatement**, if you receive a signed form before the effective date of cancellation. Do not deny applications (or the needs of the needy nonparental caretaker) before January 2, 1998, for failure to return a signed release by the due date.

Note that households with children aged 5 through 13 who are issued releases after January 1, 1998, are required to return the signed form within 5 working days after the form is issued, unless an extension is granted.

Use notice reason 212 (case) or 917 (person) to cancel or deny FIP when a signed form 470-3383 is not received by the due date.

**Note:** Do not cancel FIP assistance if a family whose children are all under 5 or over 13 was issued the old version of form 470-3383 and fails to return it by the January due date. Instead, issue the new version of the form after a child's fifth birthday.

### **Obtaining Additional Signed Releases**

Under its revised administrative rule effective December 1, 1997, the Department can require releases only on behalf of FIP children aged 5 through 13. Form 470-3383 was revised effective December 1 to accommodate this change. A signed release covers children in the home who are 5 through 13 on the date the release was signed (or was received in the county DHS office, for the old form). Additional signed releases are required:

- ◆ For a FIP child who turns 5 after the date a release was signed (or was received in the county DHS office, for the old form).
- ◆ For additional children aged 5 through 13 to enter the eligible group after the date a release was signed (or was received in the county DHS office, for the old form).

Check any signed release already obtained. Issue the revised version of form 470-3383, *Authorization to Exchange Information With Your Child's School*, for children aged 5 through 13 who are not covered by a signed release for one of the two reasons above.

Allow the household 5 working days to return the required form. Grant extensions in the usual manner. Cancel the entire parental FIP case if the form is not returned by the due date (In nonparental cases, remove the needy caretaker from the grant.)

But remember: Do not cancel FIP assistance before February 1, 1998, for failure to return a signed release.

### **System Coding for Form 470-3383**

A field has been created on TD03, called TREL. Code this field to indicate whether a signed form 470-3383 has been received for a FIP child aged 5 through 13. IABC then transfers data on children whose code indicates receipt of a signed release to the database that truancy officers may access.

Enter one of the following codes into the new field on TD03:

- ◆ "Y" to indicate a signed form 470-3383 is on file.
- ◆ "N" to indicate a signed form 470-3383 is not on file (or is not needed, e.g. for a nonparental FIP case with a child 5 through 13, when the caretaker is not included on the grant).

Do not enter a code for children below age 5 or over age 13.



Enter a "Y" only on children with FIP status codes A, B, C or E on the TD03, who were aged 5 through 13 on the date the release was signed (or was received in the county office, for the old form).

Do not enter a code on pending FIP applications (FIP status code D), or when denying cancelling, or sanctioning FIP (FIP status codes M, N, or I, respectively). However, enter the applicable code for children aged 5 through 13 when you are subsequently reapproving, reinstating, or reopening FIP.

The system will display on-line messages if you fail to enter a code when required as described above, or when you enter an incorrect code.

### **Effective Date**

Desk reviews begin in December, as described under **Special Instructions**. For existing cases, do not cancel the household's or needy caretaker relative's FIP assistance before February 1, 1998. For applicants, do not deny the household's or needy caretaker relative's FIP assistance before January 2, 1998, for failure to return a signed release.

Policies on the attendance cooperation meeting and the attendance cooperating agreement are effective January 1, 1998.

Any sanction due to FIP child's truancy finding shall not be effective before March 1, 1998.

### **Material Superseded**

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

<u>Page</u>	<u>Date</u>
Contents (page 2)	October 1, 1996
Contents (page 3)	August 12, 1997
7-10, 29, 30, 35-37	August 22, 1995
38	January 16, 1996
39, 40	August 22, 1995
40a, 41	January 16, 1996
42	August 22, 1995
43	February 13, 1996
44	August 22, 1995
45	January 16, 1996
46-49	August 22, 1995
50, 50a-50i	October 1, 1996
51, 52, 52a-52d	August 12, 1997
53-59	August 22, 1995
60	July 8, 1997
61, 62	August 22, 1995

63	October 1, 1996
64	February 13, 1996
65	August 22, 1995
66	October 1, 1996
67-69	August 22, 1995

Also, Circular Letter 27Z-222-EA, dated August 19, 1997, is obsolete. Remove it from the files and destroy it.

**Additional Information**

Additional system coding information will be issued upon completion of required system enhancements (including those for the 25 percent grant reduction for truancy).

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



January 27, 1998

**GENERAL LETTER NO. 4-C-19**

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

SUBJECT: Employees' Manual, Title 4, Chapter C, *Nonfinancial Eligibility*, Contents (page 4), revised; and pages 51, 53, 83, 86, and 88 through 95, revised; and page 96, new.

**Summary**

This general letter transmits information on appeal rights related to the *School Attendance Cooperation Agreement*.

Also, page 83 is revised to indicate that ticklers will be issued only before the month of a FIP child's fifth birthday.

Minor parent coding instructions are updated.

In addition, minor corrections are made.

**Effective Date**

Upon receipt.

**Material Superseded**

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

<u>Page</u>	<u>Date</u>
Contents (page 4)	December 23, 1997
51, 53, 83, 86, 88-95	December 23, 1997

**Additional Information**

See General Letter 6-AP-15, to be released next month, for information on form 470-3391, *School Attendance Cooperation Agreement*.

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



February 17, 1998

**GENERAL LETTER NO. 4-C-20**

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

SUBJECT: Employees' Manual, Title 4, Chapter C, *Nonfinancial Eligibility*, Contents (pages 1 through 4), revised; pages 1, 2, 11 through 18, 27, 28, 40, 42, 49, 50, 65 through 74, and 93, revised; and pages 50a and 92a, new.

**Summary**

This general letter transmits the following changes:

- ◆ A parent or needy nonparental caretaker who fails to cooperate with CSRU is no longer excluded from the eligible group. Instead, the household's FIP grant is reduced by 25 percent. The grant reduction is removed effective the first day of the next calendar month after the client has cooperated with IM or after CSRU notifies IM that the client has cooperated.

This reduction is imposed as long as the person who failed to cooperate is in the home and has a child on the grant, regardless whether the noncooperating person is included in the grant. As a result, nonparental caretakers whose needs were not included in the grant and thus were previously not affected by a CSRU sanction will now realize a 25% grant reduction if they fail to cooperate.

As is current policy, when a reapplying household was subject to a CSRU sanction when on FIP previously, the household remains subject to the sanction when FIP is reapproved, unless the noncooperation issue is resolved.

A protective payee is no longer required when a person fails to cooperate with CSRU.

- ◆ As a result of a new federal law, FIP eligibility does not exist for a person who meets one of the following criteria on or after the effective date of this general letter:
  - Is convicted of a felony under federal or state law and is fleeing to avoid prosecution, custody or confinement; or
  - Is violating a condition of probation or parole imposed under federal or state law.
- ◆ Sections on strikers and specified relatives are rearranged to put them in alphabetical order.
- ◆ Legal references are updated.

## **Implementation Instructions for CSRU 25 Percent Grant Reduction**

### **Applications**

When processing applications before March 1, 1998, apply the policies that are in effect before March 1.

When processing applications on March 1 or later for a household that includes a parent or needy relative who fails to provide required information about the absent parent without good cause:

- ◆ Do not include the needs of the noncooperating person when determining eligibility and the grant amount for a month before March 1998.
- ◆ Include the needs of the noncooperating person and impose a 25 percent grant reduction when determining eligibility and the grant amount for March and ongoing months.

However, the IABC system has no capability to split up the old and the new sanction policy over the applications months. Therefore, when determining eligibility and benefits for a month before March:

- ◆ Enter the FIP approval with a March 1, 1998, effective date, regardless if processing the approval in February or in March.
- ◆ Enter a "4" into the CSRU: NON-COOP field on TD01 to initiate the 25 percent reduction for March and ongoing months.
- ◆ Enter notice reason 320 into the REASON 1 field on TD02 to inform the household about the 25% grant reduction.
- ◆ Then determine eligibility and the amount of the grant manually for any month before March, using the sanction policy in effect before March.

### **Ongoing Cases**

In early February 1998, Central Office sent out a mailer to all participant households to inform them about the changes in the penalty for not cooperating with CSRU. (See Circular Letter No. 27Z-226-EA, issued on February 3, 1998.)

Central Office is also issuing two printouts to counties and regions to assist you in identifying cases for desk reviews:

- ◆ One listing active or pended FIP cases (including nonparental cases) with persons who are excluded with person notice reason 945 (failure to cooperate with child support recovery).
- ◆ One listing active or pended nonparental cases.

Complete desk reviews by **timely notice day, February 17, 1998**, on the following cases:

- ◆ Parental cases when the parent is in the home and currently excluded from the grant for failure to cooperate with CSRU.
- ◆ Nonparental cases when the nonneedy relative failed to cooperate with CSRU but a sanction could not be imposed because the person chose to be excluded from the grant.
- ◆ Nonparental cases when the needy relative is currently excluded from the grant for failure to cooperate with CSRU.

Action is required only when the person who failed to cooperate is still in the home and the sanction has not been resolved. If it is not clear from the case record whether the sanction has been resolved, contact the assigned CSRO before initiating the 25 percent grant reduction. Document your findings in the case record.

The household is subject to only one 25 percent grant reduction even if more than one parent who has a child on the grant fails to cooperate. For example, if a minor parent and baby receive FIP on the adult parent's case and both parents fail to cooperate, the household's FIP grant is reduced by 25 percent.

Encourage clients who contact you about the 25 percent grant reduction to contact CSRU and take steps to resolve their sanction.

For **parental** FIP cases with an excluded parent in the home, process the parent's reopening and the 25 percent grant reduction at the same time by:

- ◆ Reopening the parent for March 1, 1998, using entry reason and status code "C."
- ◆ Entering code "4" into the CSRU: NON-COOP field on TD01 to force the system to initiate the 25% grant reduction for March 1.
- ◆ Entering new case reason 320 into Reason 1 field on TD02 to inform the household about the 25% grant reduction

For **nonparental** FIP cases when caretaker failed to cooperate, do not add the nonparental caretaker to the FIP eligible group. Initiate the sanction by:

- ◆ Entering code "4" into the CSRU: NON-COOP field on TD01 to force the system to initiate the 25% grant reduction for March 1.
- ◆ Entering new case reason 320 into REASON 1 field on TD02 to inform the household about the 25% grant reduction

However, a needy relative who failed to cooperate with CSRU and was excluded from the grant must be allowed an opportunity to apply to be added to the grant. Therefore, inform the needy relative in writing that, under a new FIP rule starting March 1, persons who don't cooperate with CSRU are no longer ineligible for FIP, but their FIP grant will be cut 25% until cooperation occurs.

State that, according to the case record, the caretaker failed to cooperate with CSRU. Explain that, if still needy, the client may apply to be added to the grant. If added, the grant for the caretaker and the nonparental child will be cut by 25% until the caretaker resolves the noncooperation issue with CSRU.

Further explain that if the caretaker does not wish to be added to the grant, the grant for just the child will still be cut by 25% until the caretaker has cooperated. Encourage the client to contact CSRU to resolve the noncooperation.

The date the caretaker requests to be added is the date of application. However, unless the sanction issue is resolved, the effective date for adding the caretaker cannot be earlier than March 1, 1998. See also 4-G, **Adding a New Member to an Active Case**, for more information. Impose the 25% grant reduction when processing the application to add the caretaker.

### **Effective Date**

March 1, 1998, benefit month.

### **Material Superseded**

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

<u>Page</u>	<u>Date</u>
Contents (page 1)	July 8, 1997
Contents (page 2 and 3)	December 23, 1997
Contents (page 4)	January 27, 1998
1, 2	August 22, 1995
11-16a	July 8, 1997
17, 18	February 13, 1996
27, 28	October 1, 1996
40, 42, 49, 50	December 23, 1997
60a (deleted w/GL 4-C-18)	July 8, 1997
65-74	December 23, 1997
93	January 27, 1998

### **Additional Information**

Person notice reason 995, currently used for food stamps, is expanded for use when denying or cancelling FIP for a person who is a fleeing felon, or a probation or parole violator. It reads “\_\_\_\_\_ is ineligible because he/she is a fleeing felon or probation or parole violator. EM 4-C **Fleeing Felons, Probation or Parole Violators**, 441 Iowa Admin. Code 41.25(10)”

Additional information on system coding will be released in February. Refer questions about this general letter to your regional benefit payment administrator.



August 11, 1998

## GENERAL LETTER NO. 4-C-21

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

SUBJECT: Employees' Manual, Title 4, Chapter C, *Nonfinancial Eligibility*, Contents (pages 1, 2 and 4), revised; pages 3, 4, 8 through 16, 17, 18, 40, 49, 67, 68, 80, 81, 84 through 92, and 92a, revised, and pages 16a, 40a, 40b, 68a, and 92b, new.

### Summary

This general letter transmits the following:

- ◆ The policy on the effective date for lifting a 25% grant reduction for noncooperation with child support requirements is changed. Under the new policy, the sanction is lifted effective the first day of the next calendar month after the parent or nonparental caretaker expresses willingness to cooperate. However, the action to remove the sanction is delayed until cooperation has actually occurred.

This change was requested by field staff as it provides consistency between FIP and Medicaid policies and also ensures more equitable treatment when a delay in completing the cooperation process is due to constraints by CSRU.

- ◆ A new section is added on who must be in the eligible group when persons in the household qualify for State Supplementary Assistance.
- ◆ The section on providing information to a school truancy officer is revised. Truancy officers must access the DHS database to find out if a potentially truant child is a FP child. To better accommodate truancy officers, the database was changed to require entry of the child's name and date of birth, rather than entry of the child's social security number, since the latter is not always available to schools.

Also, clarification is added on the proper steps that truancy officers must observe to obtain verification of a child's FIP status when it is not possible to obtain the verification via the database, e.g., when the database contains the same name and birth date on more than one FIP child. The revisions were accepted by the Department of Education which, in turn, provided the revised instructions to the school districts.

- ◆ Other miscellaneous clarifications to existing language are added.



**Effective Date**

The change in the effective date for lifting a CSRU sanction is effective September 1, 1998. Apply the new policy when processing FIP applications on or after September 1, even if the application was received before September 1. In participant cases, apply the new policy for any sanction lifted on or after September 1, even if the participant expressed willingness to cooperate before September 1.

The remaining changes are effective upon receipt.

**Material Superseded**

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

<u>Page</u>	<u>Date</u>
Contents (pages 1, 2 and 4)	February 17, 1998
3, 4	August 22, 1995
8-10	December 23, 1997
11-18, 40, 49, 67, 68	February 17, 1998
80, 81, 84, 85	December 23, 1997
86	January 27, 1998
87	December 23, 1997
88-92	January 27, 1998
92a	February 17, 1998

**Additional Information**

Please 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  
CHARLES M. PALMER, DIRECTOR

February 9, 1999

## GENERAL LETTER NO. 4-C-22

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

SUBJECT: Employees' Manual, Title 4, Chapter C, *Nonfinancial Eligibility*, pages 5, 6, 9, 15, 16, 16a, 37, 41, 42, 53, 55 through 58, 65, 80, 89, and 90, revised.

### Summary

This general letter transmits the following changes:

- ◆ FIP applicants and participants are now allowed ten calendar days to provide requested information or verification rather than five working days.

To better correspond with the new ten-day time frame applicable to clients, the time period for CSRU and IM staff to communicate on court order suspension or reinstatement matters is also changed to ten days.

- ◆ The example on page 37 is expanded to clarify the impact of an SSI child on the FIP eligible group.
- ◆ Pages 41 and 42 are revised to remove language on allowing a deduction for child care while the FIP parent attends school. This is because educational assistance is exempt as income, thus rendering the deduction from such assistance moot.
- ◆ Clarification is added on page 53 that a minor parent has good cause for not living with a parent or legal guardian who is incarcerated or otherwise lives at a facility that prohibits the minor parent and child from living with the parent or guardian. Good cause is considered to exist for as long as the person lives at the facility.
- ◆ The instructions on page 57 for completing form SS-1606-0, *Request for Child Abuse Information*, are revised to correspond with recent revisions to the form.

### 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 C, and destroy them:

<u>Page</u>	<u>Date</u>
5, 6	August 22, 1995
9, 15, 16, 16a	August 11, 1998
37, 41	December 23, 1997
42	February 17, 1998
53	January 27, 1998
55-58	December 23, 1997
65	February 17, 1998
80, 89, 90	August 11, 1998

**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-C-23

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

SUBJECT: Employees' Manual, Title 4, Chapter C, *Nonfinancial Assistance*, Contents (pages 2 and 3), revised; pages 8, 9, 23, 24, 41, 42, 43, 50a, 53, and 77, revised; page 40a, reprinted; page 50, corrected; and pages 50b and 50c, new.

### Summary

Revisions to this chapter:

- ◆ Remove the reference to the FIP child care deduction.
- ◆ Remove the reference to X-PERT application forms.
- ◆ Add information about the 60-month lifetime limit on FIP assistance.
- ◆ Remove the section on a nonincapacitated stepparent. The recent elimination of the FIP child care deduction renders moot the circumstance under which a nonincapacitated stepparent could previously be included in the FIP eligible group.
- ◆ Update legal references and incorporate minor changes in existing language.

### Effective Date

For applicants, exclude the needs of a nonincapacitated stepparent beginning with the September 1999 payment month. Remove the needs of a nonincapacitated stepparent on a FIP participant case effective September 1, 1999, when processing monthly reports for the July budget month. Give timely notice. Use person reason code 915.

Other changes are effective upon receipt.

**Material Superseded**

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

<u>Page</u>	<u>Date</u>
Contents (page 2)	August 11, 1998
Contents (page 3)	February 17, 1998
8	August 11, 1998
9	February 9, 1999
23, 24	August 22, 1995
40a, 40b	August 11, 1998
41, 42	February 9, 1999
43	December 23, 1997
50	1998
50a	February 17, 1998
53	February 9, 1999
77	December 23, 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

February 15, 2000

## GENERAL LETTER NO. 4-C-24

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

SUBJECT: Employees' Manual, Title 4, Chapter C, *Nonfinancial Eligibility*, Contents (page 2), revised; pages 7, 8, 9, 36 through 40, 40a, 41 through 46, 50c, 70, 77, and 85, revised; and pages 8a, 40b, 40c, and 76a, new.

### Summary

Revisions to this chapter:

- ◆ Add examples and incorporate changes in existing language to clarify who is included in the eligible group.
- ◆ Add an example to clarify treatment of income for a needy specified relative.
- ◆ Add an example and incorporate changes in existing language to clarify policies related to defining the number of eligible groups in a household.
- ◆ Add an example to clarify policy related to temporary absence for less than three months.
- ◆ Update the telephone number truancy officers are referred to for assistance with database access problems.
- ◆ Remove references to the adult care deduction, which is being eliminated effective March 1, 2000. See General Letter 4-E-24, dated February 1, 2000, for details.
- ◆ Add clarification for when a client fails to provide requested information with respect to applying for other benefits.
- ◆ Add information on the treatment of subsidized guardianship assistance. While the Department is in the process of developing such a program in Iowa, subsidized guardianship programs are currently in effect in some other states.

### Effective Date

The elimination of the adult care deduction is effective with the March 2000 payment month. The remaining revisions are effective upon receipt.

**Material Superseded**

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

<u>Page</u>	<u>Date</u>
Contents (page 2)	August 3, 1999
7	December 23, 1997
8, 9	August 3, 1999
36	December 23, 1997
37	February 9, 1999
38, 39	December 23, 1997
40, 40a	August 11, 1998
41-43	August 3, 1999
44-46	December 23, 1997
50c	August 3, 1999
70	February 17, 1998
77	August 3, 1999
85	August 11, 1998

**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

November 14, 2000

## GENERAL LETTER NO. 4-C-25

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

SUBJECT: Employees' Manual, Title 4, Chapter C, *NONFINANCIAL ELIGIBILITY*, Contents (page 1), revised; pages 9, 10, 14, 17, 18, 21 through 26, 50a, 50b, 50c, 78, 85 through 88, 92a, and 96, revised; and page 50d, new.

### Summary

Revisions to this chapter:

- ◆ Change the following provisions regarding the 60-month limit on FIP assistance in accordance with 2000 Iowa Acts, Senate File 2368:
  - Remove PROMISE JOBS payments from the definition of "assistance." As a result, only FIP grants (for basic and special needs) are counted toward the 60-month limit. This change has little impact, because a family who receives a PROMISE JOBS expense allowance payment usually also receives a FIP grant for the same month, causing that month to be counted toward the 60-month limit.
  - Exclude ineligible stepparents of the FIP child from consideration toward the 60-month limit. This change has little impact, because in most instances the family's FIP assistance is counted toward the 60-month limit due to the presence of the FIP parent in the home.
  - Add that as of the date that programming of the Eligibility Tracking System is complete, the 60-month limit will also apply to a family that includes a parent who is excluded from the FIP grant of his or her child (except for a parent who receives SSI).
  - Change the definition of adults living in Indian Country or in a Native Alaskan village who are excluded from the 60-month limit to be in compliance with federal TANF law. The changed definition has no major impact on FIP applicants or participants, because Iowa does not currently have any established Indian Country or Native Alaskan village.
- ◆ Clarify that O'Brien and Associates is under contract with the Department of Inspections and Appeals (DIA) to conduct front-end investigations. Also, clarification is added that IM workers need not re-refer a case to DIA when O'Brien and Associates determines that a case referred to them for front-end investigation requires further investigation by DIA.
- ◆ Update references, form numbers, and existing language to reflect current policies and procedures. This includes eliminating the reference to form SSA-4681, as completion of this form is no longer required.



The Eligibility Tracking System is being reprogrammed to recalculate past months of assistance and track the 60-month limit in accordance with the changes described in this General Letter. No additional worker action is required.

**Effective Date**

The exclusion of ineligible stepparents from consideration for the 60-month FIP limit is retroactive to January 1997.

The removal of PROMISE JOBS payments from the definition of “assistance” is retroactive to October 1999.

The revised definition of people living in Indian Country or a Native Alaskan Village who are excluded from 60-month FIP limit is effective December 1, 2000.

The remaining changes are effective upon receipt.

**Material Superseded**

Remove the following pages from Employees’ Manual, Title 4, Chapter C, and destroy them:

<u>Page</u>	<u>Date</u>
Contents (page 1)	August 11, 1998
9	February 15, 2000
10, 14, 17, 18	August 11, 1998
21, 22	January 16, 1996
23, 24	August 3, 1999
25, 26	October 1, 1996
50a, 50b	August 3, 1999
50c	February 15, 2000
78	December 25, 1997
85	February 15, 2000
86-88, 92a	August 11, 1998
96	January 27, 1998

**Additional Information**

Federal law allows states the option of granting exceptions to the 60-month FIP limit to families with hardship or that include a person who has been battered or subjected to extreme cruelty. The Department is in the process of developing hardship criteria and plans to implement the criteria before January 2002, the date that families will start to be affected by the 60-month limit.

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 5, 2000

## GENERAL LETTER NO. 4-C-26

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

SUBJECT: Employees' Manual, Title 4, Chapter C, *NONFINANCIAL ELIGIBILITY*, Title page, revised; Contents (pages 1-4), revised; pages 1 through 96, revised; and pages 97 through 107, new.

### Summary

Revisions to this chapter:

- ◆ Eliminate deprivation as an eligibility factor for FIP. The section titled "Deprivation" and all references to deprivation and the unemployed parent program are removed from the chapter.

Currently, to be eligible for FIP, a child must be determined to be deprived. A child is deprived when one or both parents are absent or deceased. In the case of two-parent families, a child is deprived when at least one parent is determined to be incapacitated or both parents meet the requirements of the FIP Unemployed Parent program.

Effective January 1, 2001, you will no longer be required to determine whether a child is deprived.

You must continue to determine absence, for both parents and children, to determine who should be included in the eligible group and who should be excluded. When a parent is absent you must continue to complete a referral to the Child Support Recovery Unit as described in 4-B.

You must continue to determine incapacity in two situations:

- Stepparents: When a family requests to include an incapacitated stepparent in the eligible group, determine incapacity for the stepparent using the methods and standards described in 4-C.
- PROMISE JOBS: When a person subject to PROMISE JOBS referral claims to be disabled to such an extent as to be unable to participate in PROMISE JOBS, make that determination as described in 4-J.

The FIP Unemployed Parent program is eliminated. Families with two parents in the home will be subject to the same eligibility requirements as one-parent families.

- ◆ Add a section titled “Absence” to give more information about when a person who is out of the home is considered to be absent and therefore excluded from the eligible group. The existing section titled “Temporary Absence” is moved and incorporated in the new “Absence” section. The existing section “Questionable Cases,” which was previously found under “Deprivation Due to Continued Absence” is also moved and incorporated here.
- ◆ Add information to clarify when an incapacitated stepparent may be included in the eligible group.
- ◆ Move the section titled “Determining the Natural Father” which is currently found under “Deprivation,” and incorporate it in the section titled “Specified Relatives.”
- ◆ Update examples, form numbers, existing language and legal references.

### **Implementation Instructions for Applications**

When processing applications, apply the former policies to determine eligibility and benefits for any month before January 2001. Apply the new policies to determine eligibility and benefits for January 2001 and any future month.

Application received in December 2000 and processed in January 2001. Apply the former policies and determine deprivation for the children to determine eligibility and benefits for December. Determine eligibility and benefits for January and ongoing using the new policies (i.e. without regard to deprivation).

### **Implementation Instructions for Ongoing Cases**

#### **Active Cases with People Excluded Due to Lack of Deprivation**

Desk reviews must be completed to determine continuing eligibility for active FIP cases with some family members excluded because of lack of deprivation. The families affected are two-parent families with both common and noncommon children, in which neither parent is incapacitated, and they do not meet the requirements of the FIP-Unemployed Parent (UP) program.

As a result, only the noncommon children who are deprived due to absence or death and their parent are eligible for FIP and the other parent and the common children are currently excluded.

Under the new policies, deprivation is no longer a factor. The common children and their parents who are currently excluded because the child is not considered to be deprived, must be included in the FIP eligible group.

This includes:

- ◆ The common currently ineligible children; and
- ◆ Excluded parents who are married to FIP parent, (stepparent cases); and
- ◆ Excluded parents who are not married to the FIP parent, (a companion in the home who is co-parent of a common child).

Complete a desk review in January 2001 to determine continuing eligibility and benefits for the family. If adding these previously excluded family members results in cancellation or reduced benefits, the action must be completed in time to issue timely notice and make the change effective March 1, 2001.

These negative actions must not be effective until March 1, 2001. January and February 2001, FIP benefits are not subject to cancellation, reduction or recoupment solely because of this policy change.

Mr. A and Ms. B have one common child and Ms. B also has one child from a previous relationship. Ms. B receives FIP for herself and her child from the previous relationship. Mr. A and the common child are ineligible for FIP because neither parent is incapacitated or “unemployed.”

In January 2001, the worker completes the desk review and determines that including Mr. A and the common child will result in ineligibility for FIP because Mr. A’s income exceeds the FIP income limits. The worker takes action by timely notice in February to cancel the existing FIP case effective March 1, 2001.

If you do not have all of the necessary information/verification to determine FIP eligibility and benefits, request the missing information/verification, in writing, according to normal FIP procedures. Include an explanation of the reason for the request in the request letter. The following text, using letterhead, is suggested:

Some members of your family have not been included in your FIP grant. Because of a change in state law, FIP rules for two-parent families have changed. We must now consider everyone in your family to see if your family can be eligible for FIP and what your grant amount will be.

If the change makes your FIP go up, it can start with the month of January. If it makes your FIP go down or stop, it will not happen before March 1, 2001. You will get a Notice of Decision to tell you how your FIP will change.

If the client fails to provide the requested information or verification by the due date (or extended due date), cancel the FIP case effective March 1, 2001, with timely notice.

The household consists of Ms. C and Mr. D, their common child and Ms. C’s child from a previous relationship. Ms. C receives FIP for herself and her child from the previous relationship. Mr. D and the common child are ineligible because neither parent is incapacitated or “unemployed.”

On January 5, the worker requests verification necessary to complete the desk review. The family does not provide the verification by the January 15th due date and does not request an extension or assistance with obtaining the information. The worker cancels FIP with timely notice, effective March 1, 2001, for failure to provide requested information.

In some cases, you may already have all of the necessary information and verification to complete the desk review, for example, when the case is currently being considered as a stepparent case or when the excluded family members are included for food stamps or medical assistance.

If you are able to complete the desk review without requesting any additional information and verification, when you complete the desk review, issue a letter to the family using the suggested text from the previous page to inform the family of the change. Attempt to coincide mailing of the letter with the issuance of the Notice of Decision that informs the family of the change.

If adding the previously excluded family members would result in an increase in benefits, make the change effective January 1, 2001, if otherwise eligible.

The household consists of Mr. and Mrs. E, their common child and Mrs. E's child from a previous relationship. Mrs. E receives FIP for herself and her child from the previous relationship. Mr. E and the common child are ineligible because neither parent is incapacitated or "unemployed."

On January 5, the worker requests verification necessary to complete the desk review. On January 10, the family provides the necessary verification and the worker determines that because of Mr. E's low income, adding him and the common child will result in an increase in benefits. If otherwise eligible, the worker adds them effective January 1, 2001.

### **Adjustment Periods**

Adjustment periods are eliminated effective January 1, 2001. If a family is in an adjustment period because an incapacitated parent recovered and all of the family members are included in the FIP grant, no action is necessary except to:

- ◆ Update the aid type as described below under "Aid Type," and
- ◆ Review the CSRU referral to ensure it has been updated, as needed.

If a family is in an adjustment period because an absent parent returned and deprivation did not exist, the returning parent was not included in the FIP eligible group. Complete a desk review to:

- ◆ Add the returning parent, if otherwise eligible,
- ◆ Update the aid type as described below under "Aid Type," and
- ◆ Review the CSRU referral to ensure it has been updated, as needed.

### **Aid Type**

Although the FIP-UP program is eliminated effective January 1, 2001, the 350 (FIP-UP) and 338 (FIP-UP protective payee, guardian or conservator) aid types must continue to be used. The 350 and 338 aid types are necessary to meet federal data reporting requirements and to assist PROMISE JOBS workers in identifying two-parent households.

Effective January 1, 2001, a household must be coded with a 350 (or 338) aid type if the following criteria are met:

- ◆ It is a two-parent household with a common child(ren), **and**
- ◆ Both parents are included in the FIP grant, **and**
- ◆ Both parents are mandatory PROMISE JOBS participants.

The case must not be coded with a 350 (or 338) aid type if any of these criteria is not met. For example, the 350 (or 338) aid types should not be used when:

- ◆ It is a one-parent household.
- ◆ It is a double stepparent household with no common children.
- ◆ One or both of the parents is an excluded parent.
- ◆ One or both of the parents is exempt from PROMISE JOBS participation.

In most cases, the existing aid type should be correct. However, the aid type must be adjusted in the following situations:

- ◆ FIP-UP cases in which one of the parents is excluded from the FIP grant (for example, because of alien status). The 350 (or 338) aid type must no longer be used for these cases because both parents are not included in the FIP grant.
- ◆ Two-parent FIP cases in which a parent was determined to be incapacitated for purposes of determining deprivation, but was not disabled to such an extent as to be exempt from PROMISE JOBS participation. The 350 (or 338) aid type must now be used for these cases if both parents are included in the FIP grant and both are referred to PROMISE JOBS.

Review the aid type of all cases each time the case situation changes, at review, and when processing monthly reports. Change the aid type, as needed.

### **Deprivation Coding on TD03**

Although deprivation is no longer an eligibility factor for FIP, the DEPRIVATION field on TD03 must still be completed to ensure appropriate cases are referred to the Child Support Recovery Unit.

The DEPRIVATION field includes five possible codes. Effective January 1, 2001, only two of these codes, "A" and "U," will be used for FIP. The "D," "I" and "N" deprivation codes must not be entered for FIP children.

An "A" must be entered in the deprivation field for any FIP child who has an absent or deceased parent. Edits in the IABC system will require the child support referral to be completed for any child with an "A" deprivation code.

A "U" must be entered in the deprivation field for any FIP child who does not require a child support referral because both parents are in the home.

**Exception:** A parent who is absent solely because of the performance of active duty in the armed services is considered absent for the purpose of determining FIP eligibility and benefits. However, a child support referral is not made in this situation. Enter a “U” in the deprivation field for any child whose parent is absent solely because of performance of active duty in the armed services.

For active FIP cases, review the deprivation codes for all active FIP children at the time of review, processing the monthly report or other action on the case. Any active FIP child with a “D,” “I” or “N” deprivation code should be changed to an “A” or “U” deprivation code, as appropriate.

### **Effective Date**

January 1, 2001

### **Material Superseded**

Remove the following pages from Employees’ Manual, Title 4, Chapter C, and destroy them:

<u>Page</u>	<u>Date</u>
Title page	August 22, 1995
Contents (page 1)	November 14, 2000
Contents (page 2)	February 15, 2000
Contents (page 3)	August 3, 1999
Contents (page 4)	August 11, 1998
1, 2	February 17, 1998
3, 4	August 11, 1998
5, 6	February 9, 1999
7, 8, 8a	February 15, 2000
9, 10	November 14, 2000
11-13	August 11, 1998
14	November 14, 2000
15, 16, 16a	February 9, 1999
17, 18	November 14, 2000
19	February 13, 1996
20	August 22, 1995
21-26	November 14, 2000
27, 28	February 17, 1998
28a	October 1, 1996
29, 30	December 23, 1997
31-34	August 22, 1995
35	December 23, 1997
36-40, 40a-40c, 41-46	February 15, 2000
47, 48	December 23, 1997
49	August 11, 1998
50	February 17, 1998
50a-50d	November 14, 2000
51	January 27, 1998

52	December 23, 1997
53	August 3, 1999
54	December 23, 1997
55-58	February 9, 1999
59-64	December 23, 1997
65	February 9, 1999
66	February 17, 1998
67, 68, 68a	August 11, 1998
69	February 17, 1998
70	February 15, 2000
71-74	February 17, 1998
75, 76	December 23, 1997
76a, 77	February 15, 2000
78	November 14, 2000
79	December 23, 1997
80	February 9, 1999
81	August 11, 1998
82	December 23, 1997
83	January 27, 1998
84	August 11, 1998
85-88	November 14, 2000
89, 90	February 9, 1999
91, 92	August 11, 1998
92a	November 14, 2000
92b	August 11, 1998
93	February 17, 1998
94-95	January 27, 1998
96	November 14, 2000

**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

March 13, 2001

## GENERAL LETTER NO. 4-C-27

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

SUBJECT: Employees' Manual, Title 4, Chapter C, *NONFINANCIAL ELIGIBILITY*, Contents (pages 3 and 4), revised; and pages 49, 50, 53, 67, 68, and 69, revised; and pages 68a and 68b, new.

### Summary

Revisions to this chapter:

- ◆ Remove references to Chapter 4-M, *INTENTIONAL PROGRAM VIOLATION*, which is obsolete.
- ◆ Incorporate the policies on persons who misrepresent their place of residence that were formerly included in Chapter 4-M.
- ◆ Add clarification to Example 2 on page 49.

### Effective Date

Upon receipt

### Material Superseded

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

<u>Page</u>	<u>Date</u>
Contents (pages 3 and 4)	December 5, 2000
49, 50, 53, 67-69	December 5, 2000

### Additional Information

See General Letter 4-M-3 for information on eliminating Chapter M.

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



October 30, 2001

## GENERAL LETTER NO. 4-C-28

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

SUBJECT: Employees' Manual, Title 4, Chapter C, **NONFINANCIAL ELIGIBILITY**, Contents (pages 2, 3, and 4), revised; Contents (page 5), new; pages 17, 25, 32, 34, 41 through 45, 48, 52, 53, 54, 55, 56, 57, 65, and 93; revised; and pages 16a, 52a through 52t, 54a through 54t, and 56a through 56s, new.

### Summary

Revisions to this chapter:

- ◆ Clarify procedures on the 60-month limit on FIP assistance and change policy as follows:
  - FIP-like payments from other states are no longer counted toward Iowa's 60-month limit.
  - PROMISE JOBS payments are removed from the definition of "assistance" for the period of January 1997 through September 1999. This means, as of January 1, 1997, only a month for which the family receives a FIP grant (for basic or special needs) is counted toward the 60-month limit. ETS has been reprogrammed accordingly.
  - Interim instructions are provided for when a month of FIP assistance has been reimbursed via child support collections, overpayment recovery, or voluntary repayments. The Department has prepared administrative rules to eliminate these provisions. If approved, the current provisions will be eliminated effective March 1, 2002. Use the interim instructions until the administrative rules have been approved and the manual revised.
- ◆ Implement "hardship exemption" provisions that allow for FIP assistance beyond the 60-month lifetime limit for families with hardship conditions.
- ◆ Add a statement that when a person claims to be a U.S. citizen, further proof of citizenship is not required unless the person's statement appears questionable.
- ◆ Remove the references to O'Brien and Associates as front-end investigators for the Department of Inspections and Appeals (DIA). DIA no longer has funds to contract front-end investigations and has resumed these functions.
- ◆ Delete reference to obsolete form 427-0326, *Investigator Introduction Letter*. The form has been incorporated into for 427-0323, *Investigator Appointment Letter*.
- ◆ Make minor language changes on pages 25 and 65.
- ◆ Update the phone number for the truancy coordinator at the Department of Education.

## **60-Month Limit**

TANF allows states to establish their own state time limit and count months against that limit as they deem appropriate. However, only cash assistance that meets the federal definition of “assistance” can be counted toward the federal 60-month limit.

Since there is no national tracking system, states do not have a way of correctly tracking out-of-state assistance. Agency staff in another state will not know what is considered “assistance” for the purpose of Iowa’s program. They are not able to distinguish assistance that is countable toward the federal limit from assistance that is countable only toward the state limit. Also, some state time limits are more restrictive than the federal limit.

A number of states, including Iowa, have brought this issue to the attention of the U.S. Department of Health and Human Services (DHHS) and asked for guidance on how to determine out-of-state assistance that is countable toward the federal time limit accurately. DHHS has acknowledged the complexity of the issue and its potential for an inaccurate count and thus for an inequitable and harmful effect on families.

Until federal guidance is received, Iowa will not be counting FIP-like assistance a family received in another state before moving to Iowa. Therefore, these provisions are eliminated retroactive to January 1, 1997. The Eligibility Tracking System (ETS) has been reprogrammed accordingly.

Iowa started the 60-month limit January 1, 1997. ETS tracks each family’s 60-month FIP period. Families that have received a FIP grant every month since January 1, 1997, will reach their 60-month limit December 31, 2001. They will be ineligible for FIP effective January 1, 2002, unless they request and are determined eligible for a hardship exemption.

### **Implementing the 60-Month Limit for Ongoing Cases**

Even though a hardship exemption cannot start before January 1, 2002, certain FIP case actions must be taken before January to be able to timely cancel FIP for families that have reached their 60-month limit and act on requests for a hardship exemption.

Start to take action in November on behalf of families that have received a FIP grant every month since January 1997, as these families will become ineligible for FIP effective January 1, 2002. Follow the same procedures every month from now on, because some families will be reaching the 60-month limit every month.

1. In November (month 59), access the “Active Cases That Have Used FIP For 36 or More Months” report on ETS to obtain a list of participant families that have received FIP for 59 months.

2. Send to these families

- ◆ Form 470-3826, *Request for FIP Beyond 60 Months*
- ◆ Form 470-3851, *Important Information About Your FIP Case*
- ◆ Comm. 137, *5-Year Limit on FIP Assistance*

You can obtain the forms from ETS. Include a return envelope. You do not need to enclose an explanatory note or give a due date for returning the hardship exemption request form. It's up to the families to consider their circumstances and decide whether to request a hardship exemption.

3. After system cut-off in November, start cancelling FIP assistance effective January 1, 2002, for the listed families because they will have received FIP for 60 months. Use case notice reason code 360.

**Exception:** For caretaker cases that include the needy specified relative in the FIP grant, do not cancel the entire FIP case. Remove only the needy specified relative from the FIP grant effective January 1, 2002. Use notice reason code 920. Continue FIP for the nonparental child, if the child is otherwise eligible.

Proceed to cancel FIP even if a family has filed a valid form 470-3826 in the meantime. You have no way of knowing whether the family's request for hardship exemption will be granted. The 60-month cancellation notice informs the family that it will get another notice about the status of its hardship exemption request. If the exemption is granted, the FIP case will be reopened.

**Note:** Cancelling FIP shortly after November system cutoff or in early December allows the family greater opportunity to return the hardship exemption request form before the effective date of cancellation and reduces the likelihood of loss of FIP benefits if their hardship exemption request is granted.

4. Timely notice is required when cancelling FIP due to the 60-month limit. Therefore, complete all FIP cancellations of families that will become ineligible effective January 1, 2002, by timely notice December 20, 2001.

On November 10, the worker checks the "Active Cases That Have Used FIP For 36 or More Months" report on ETS and finds that Mrs. A has received FIP for 59 months. After system cutoff in November, the worker timely cancels Mrs. A's FIP case effective January 1, 2002, because she has reached the 60-month limit.

The worker also sends Mrs. A form 470-3826, *Request for FIP Beyond 60 Months*. The worker does not need to track return of the form. If Mrs. A returns the form, the worker will initiate hardship exemption procedures.

If timely notice cannot be met, cancel FIP effective February 1, 2002. Excess assistance for January is subject to recoupment unless the family requests and is determined eligible for a hardship exemption that includes January. Make necessary entries on ETS to record either outcome.

When these actions fall into the month of the annual face-to-face interview, take the opportunity to discuss the family's 60-month circumstances and the hardship exemption provisions. Encourage the family to ask any questions about this process.

**Note:** When the FIP case includes a minor parent and the minor's child, the minor parent will have to apply to receive FIP on his or her own case after the adult parent's case is canceled due to the 60-month limit.

Initiate hardship exemption procedures for families that return form 470-3826.

### **Implementing the 60-Month Limit for Canceled or Suspended Cases**

For FIP cases that are in canceled status effective December 1 or that are suspended for November, obtain the family's FIP count from the "Individual FIP History" screen on ETS before you reinstate or reopen FIP assistance effective December 1, to determine appropriate case actions.

1. Mr. E's FIP case is canceled effective December 1 for failure to provide income verification from a new job. November is Mr. E's 59th FIP month. On November 18, the requested information is received. Mr. E remains prospectively eligible.

The worker reinstates FIP for December. After system cut-off in November, the worker takes action to cancel FIP effective January 1 because of the 60-month limit. The worker also issues form 470-3826, *Request for FIP Beyond 60 Months*, to Mr. E.

2. Same as Example 1, except Mr. E is prospectively ineligible. FIP is canceled effective December 1 because of the projected income. Mr. E will have one FIP month left to use should he reapply.

If November is the family's 59th month, follow the same steps as described for ongoing cases when reinstating FIP for December. If November is month 58 when you reinstate or reopen the FIP case for December, the family's 60-month period will not end until January 31, 2002. In that instance, complete all necessary actions and cancel the FIP case no later than timely notice day in January 2002.

### **Implementing the 60-Month Limit for Applications**

Check ETS when a family reapplies for FIP to determine the family's 60-month count. Discuss the family's FIP count during the application interview. Provide form 470-3851, *Important Information About Your FIP Case*, together with Comm. 137, *5-Year Limit on FIP Assistance*. If the family is close to the 60-month limit, explain the hardship provisions and provide form 470-3826, *Request for FIP Beyond 60 Months*, to the family.

An applicant who is close to the 60-month limit may be eligible for some, but not all, months in the application period. If so, determine FIP eligibility first for the month of decision, then the month immediately before the month of decision, then the second month before the month of decision and so on, until the family's 60-month limit has been reached.

Make sure that you do not approve FIP for more months than are left in the family's 60-month period. You must determine the proper FIP effective date in accordance with the number of FIP months the family has left to avoid issuing FIP beyond the 60-month limit.

If the family is not eligible in the month of decision, deny the FIP application as in any other situation. The family will have to reapply to complete its 60-month FIP period.

1. Mrs. C applies for FIP on December 15. The worker checks ETS and finds that Mrs. C has received FIP for 59 months. She has one more FIP month left to use. During the application interview, the worker gives Mrs. C form 470-3851, *Important Information About Your FIP Case*, together with Comm. 137, *5-Year Limit On FIP Assistance*. The worker discusses the 60-month status with Mrs. C.

The worker also goes over the hardship exemption criteria and gives her form 470-3826, *Request for FIP Beyond 60 Months*. The worker explains that FIP will be canceled at the end of Mrs. C's 60-month period. If Mrs. C submits a hardship exemption request, a separate hardship determination will be required and Mrs. C will get another *Notice of Decision* about the outcome of that determination.

On January 10, the worker makes the eligibility decision. If Mrs. C is eligible on the date of decision, FIP assistance can be paid for January only as that month concludes Mrs. C's 60-month period. FIP is not issued for December. On January 10, the worker enters the FIP approval effective January 1. The next working day, the worker enters the 60-month FIP cancellation effective February 1.

**Note:** If not eligible on the date of decision, Mrs. C's FIP application is denied in the normal manner. Mrs. C will have to reapply and be determined eligible on the date of decision to complete her 60-month FIP period.

### **Implementing the 60-Month Limit for Two-Parent Families**

In two-parent families, months of assistance are counted for each parent. Parents in two-parent families may not have received the same number of months of FIP assistance. This could be caused by a number of reasons. For example, the family may separate and rejoin. Or one parent is on SSI while the other parent is not.

When two parents in a two-parent family have different FIP counts, the family's 60-month limit is determined by the parent with the higher FIP count. Therefore, when a parent who has received FIP for 60 months joins a participant family that has not received FIP for 60 months, FIP must be canceled effective the first day of the next calendar month. FIP eligibility can continue only if the participant family is approved for a hardship exemption.

When the FIP participant reports that the absent parent has returned to the home, check ETS for the returning parent's FIP count. If ETS indicates the parent has received FIP for 60 months, timely cancel the existing FIP case effective the first day of the next month. Use notice reason code 360. Issue form 470-3826 to the family.

Mrs. A and her two children have been on FIP for 34 months. On January 5, Mr. G, one of the children's fathers, returns to the home. Mrs. A reports his return the next day. The IM worker checks ETS and finds that he has received FIP for 60 months on two other FIP cases.

Even though Mrs. A has received FIP for only 34 months, FIP must be canceled because Mr. G has received FIP for 60 months. The worker issues timely notice and cancels Mrs. A's FIP case effective February 1. The worker also sends out form 470-3826, *Request For FIP Beyond 60 Months*, to the family. The family can receive FIP only if it requests and is determined eligible for a hardship exemption.

If timely notice cannot be met, cancel FIP for the second month after the parent's return. Recoup FIP issued for the first month unless the family requests and is granted a hardship exemption that includes the first month.

### **Implementing the 60-Month Limit When Another "Adult" Joins an Ongoing Case**

Each adult's FIP months are counted toward the family's 60-month limit. ETS tracks each adult's FIP count. When another adult who is subject to the 60-month limit joins an existing FIP household, check ETS to determine that person's FIP count and the impact of the person's FIP count on the existing household.

Mrs. D is receiving FIP for herself and her two children whose father is absent. Also in the home is Mr. W, the father of Mrs. D's expected child. On December 1, Mrs. D has received FIP for 13 months. On December 10, Mrs. D reports the birth of the common child on December 9, resulting in Mr. W now being a mandatory household member.

Mr. W refuses to apply for benefits from other sources. As a result, he must be considered as an excluded parent. The worker checks ETS and finds that Mr. W was a parent on another FIP case for 19 months. Mr. W has no income.

The worker adds the baby to Mrs. D's FIP case effective December 17 and adds Mr. W to the FIP case as an excluded parent. December is month 20 for the family because December is the month for which the baby is added and Mr. W becomes an excluded parent.

### **Hardship Exemption**

The Department conducted a number of field forums across the state and within Central Office to discuss the impact of the 60-month FIP limit and seek input from all interested parties on the criteria to be considered in developing hardship exemption criteria. Much time was spent seeking input from the Welfare Advisory Group, DHS and provider agency staff, and constituents.

The new hardship exemption policies reflect the outcome of these forums and discussions. "Hardship" is defined as a circumstance that is preventing the family from being self-supporting. However, the family's safety takes precedence over the goal of self-sufficiency.

A hardship exemption cannot begin until the family that is subject to the 60-month FIP limit has received FIP for the entire 60-month period. Because one period follows the other, the respective policies are very much interactive.

Families with adults (as defined) that are subject to the 60-month FIP limit may receive FIP for more than 60 months if they request and are granted a hardship exemption as described in this chapter and meet all other FIP eligibility requirements.

The family requesting the hardship exemption has primary responsibility for identifying hardship barriers and providing supporting documentation of the barriers and their impact on the family's ability to be self-supporting. Adults in families that are approved for a hardship exemption are mandatory PROMISE JOBS participants. They must be involved in activities reasonably expected to lead to self-sufficiency.

PROMISE JOBS provides supportive services and monitors the FIA. Adults that fail to follow the terms of the 6-month FIA will have chosen a limited benefit plan, the same as when the FIA-responsible person fails to cooperate with PROMISE JOBS during the 60-month FIP period.



A hardship exemption is limited to six consecutive calendar months. Families may request and be granted more than one hardship exemption if warranted by their hardship circumstances, they otherwise qualify for the exemption, and they meet FIP eligibility requirements. A new 6-month FIA and a new hardship exemption determination are required for each subsequent hardship exemption period.

**Note:** The Department is prohibited from using public funds for cash assistance or PROMISE JOBS services for nonqualified aliens whose classification is not listed at 8 United States Code (U.S.C.) Section 1641. Therefore, families with parents whose alien classification is not listed at 8 U.S.C. Section 1641 are not eligible for FIP beyond the 60-month limit.

### **Implementation Instructions for the Hardship Exemption**

Requests for a hardship exemption must be made on form 470-3826, *Request for FIP Beyond 60 Months*. The family is responsible for identifying hardship barriers and providing supporting documentation.

Receipt of form 470-3826 in any DHS or PROMISE JOBS office protects the date of the family's request. Date-stamp the form upon receipt in either office. Forms received in a PROMISE JOBS office must be forwarded to the IM office within one working day. To be valid, the form must contain a legible name and address and be signed.

The hardship exemption eligibility determination is a two-step process:

- ◆ Based on supporting evidence, you must determine whether the family has a hardship condition that impacts its ability to be self-supporting.
- ◆ If you determine the family meets hardship criteria, the adults in the family must meet with PROMISE JOBS to develop and sign a six-month Family Investment Agreement (FIA) that addresses the family's documented hardship condition.

The family has to meet both steps before the hardship exemption request can be granted. Simultaneously determine the family's eligibility for other programs the family may have requested, e.g., food stamps or Medicaid.

### **Hardship Determination Not Needed**

Upon receipt of a valid form 470-3826, check the family's FIP and LBP status to determine whether the hardship exemption request is appropriate. The family may be on FIP or may no longer be on FIP when you get the request form.

In some situations, a hardship determination is not needed because of other overriding FIP case circumstances. In that case, deny the request for the applicable reason. For example, **deny** the request if:

- ◆ The family has received FIP for 57 months or fewer months. Use notice reason 366. If the family is not on FIP, issue a *Public Assistance Application* if one has not already been submitted. You do not need to track return of the application.  
Record the denial on ETS. Complete Part A of form 470-3876, *Hardship Exemption Determination*, to document your decision. File the original in the case file. Forward a copy of the form to the Administrator of the Division of Economic Assistance.
- ◆ The family is exempt from the 60-month limit because the only parent in the home is on SSI. In that case, a hardship exemption is not needed for the family to qualify for FIP. Use notice reason 369.  
Record the denial on ETS. Complete Part A of form 470-3876, *Hardship Exemption Determination*. File the original in the case file. Forward a copy of the form to the Administrator of the Division of Economic Assistance.
- ◆ The family has received FIP for at least 58 months but is in a six-month period of ineligibility of a subsequent LBP. In this situation, the family is ineligible for FIP rather than the hardship exemption. Use notice reason 268 to deny FIP. You do not need to make entries on ETS or complete form 470-3876.

#### **When an Application Is Needed**

Pend form 470-3826 when the family has received FIP for at least 58 months but is no longer on FIP and has not submitted a *Public Assistance Application*. An application is required for the family to regain FIP eligibility.

Issue the application within one working day from the date you receive form 470-3826. Enclose a written note explaining the reason the application is required. Also include a request for supporting documentation.

Allow the family ten days to return both kinds of documents. State in the note that the hardship exemption request will be denied if the family fails to return either the application or the supporting evidence by the stated due date. Extend the due date, as appropriate, if requested by the family.

- ◆ If the family fails to return the application by the due date, deny the hardship exemption request using notice reason 365. If the family fails to provide the supporting documentation by the due date, use notice reason 363 to deny the request.

Record the denial on ETS. Also complete Part A of form 470-3876, *Hardship Exemption Determination*, to document your decision. Forward a copy of form 470-3876 to the Administrator of the Division of Economic Assistance.

- ◆ If the family returns all information as requested, proceed with the request.

### **Proceeding with the Request**

Proceed with the request if the family's hardship exemption request appears appropriate for the FIP case circumstances. (Examples: The family has received FIP for at least 58 months, has filed a FIP application if one is needed, is in a first LBP, or the six-month ineligibility period of a subsequent LBP has ended.)

- ◆ Contact the family in writing to request supporting evidence of its hardship condition within ten days. Extend the ten-day time frame as appropriate for the type of information that is being requested.
- ◆ Determine whether the family has an active service case. If so, forward a paper copy of form 470-3826 to the service worker. Also send the service worker an electronic copy of form 470-3884, *Hardship Exemption: Service Information*. The service worker is expected to return the completed form 470-3884 to you within five working days.
- ◆ If the family fails to provide the requested information by the due date, deny the hardship exemption request using notice reason 363. Record the denial on ETS. Complete Part A of form 470-3876, *Hardship Exemption Determination*, to document your decision. Forward a copy of the form to the Administrator of the Division of Economic Assistance and to the service worker identified on form 470-3884.

### **When Supporting Evidence is Received**

If the family provides the supporting evidence as requested, determine whether the family has a hardship that affects its ability to be self-supporting. Consider the information the service worker provided on form 470-3884 in your determination.

- ◆ If you determine the family does not meet hardship criteria, deny the hardship exemption request using notice reason 362. Record the denial on ETS. Also, complete Part A of form 470-3876, *Hardship Exemption Determination*, to document your decision. Forward a copy of form 470-3876 to the Administrator of the Division of Economic Assistance, and to the service worker identified on form 470-3884.
- ◆ If you determine the family meets hardship criteria, forward a copy of the following to the local PROMISE JOBS office within one working day:
  - Form 470-3826, *Request for FIP Beyond 60 Months*
  - The completed form 470-3884, *Hardship Exemption: Service Information*.
  - The supporting evidence
  - Form 470-3876, *Hardship Exemption Determination*, with all items in Part A completed except Section 2

The documents notify PROMISE JOBS that you have determined the family to have a hardship condition and must now complete a six-month Family Investment Agreement (FIA). Upon receipt of the documents from you, PROMISE JOBS initiates necessary procedures for the FIA-responsible adults to attend an interview to develop and sign the FIA.

PROMISE JOBS documents in Part B of form 470-3876 whether the family has met the FIA requirement. PROMISE JOBS returns a copy of the form to you, along with a copy of the FIA, if the family completed one. PROMISE JOBS also forwards a copy of the FIA to the service worker identified on form 470-3884.

### **Final Hardship Exemption Determination**

Make the final hardship exemption decision as soon as possible but no later than 30 days after the date a valid form 470-3826, *Request for FIP Beyond 60 Months*, is received in any DHS or PROMISE JOBS office. **Note:** Exemption requests that are received in month 58 may be pended. In that case, the 30-day period begins on the first calendar day of month 59.

When a *Public Assistance Application* is required for the family to regain FIP eligibility, the 30 days begin the day after the application or form 470-3826 is received, whichever date is later.

You have good cause if the 30-day time frame cannot be met due to circumstances beyond the family's or your control, e.g., there is a delay in obtaining needed supporting evidence from a third party. However, you must issue a *Notice of Decision* the next working day after you have made the final hardship exemption determination to inform the family of its eligibility status for the exemption.

Upon receipt of a copy of form 470-3876 from PROMISE JOBS with Part B filled in, complete Part C of the form to reflect the final determination of the family's hardship exemption request.

- ◆ If PROMISE JOBS documents in part B that the family failed to attend the interview or failed to sign the FIA, the family is not eligible for a hardship exemption. Document the final hardship exemption denial in Part C of the form. Record the denial on ETS. Process the denial on ABC.
  - Use notice reason 364 if the family failed to attend the interview.
  - Use notice reason 370 if the family failed to sign the FIA.
- ◆ If Part B reflects that the family attended and signed the FIA, document the final hardship exemption approval in Part C of the form and process the approval. Use notice reason 367. Record the approval on ETS.

Forward a copy of form 470-3876 that reflects the final hardship exemption determination to PROMISE JOBS, the service worker identified on form 470-3884, and the Administrator of the Division of Economic Assistance.

Important: The family may have requested assistance from other programs, e.g., food stamps or Medicaid. Do not delay the eligibility determination for these programs pending the hardship exemption determination.

Families whose request for a hardship exemption is denied are afforded normal appeal rights. When a hardship exemption request is denied, proceed as follows:

- ◆ If the family's FIP eligibility depends on the exemption, FIP eligibility does not exist. If the family still active on FIP (e.g., in month 59 or 60), timely cancel FIP for the end of the family's 60-month limit. Use notice reason 360.
- ◆ If the family does not need the exemption to qualify for FIP and is currently receiving FIP, take no further action.

If the family is not on FIP but has filed a FIP application, determine FIP eligibility in the normal manner. If the family has not filed a FIP application, issue the form to the family. You do not need to track return of the application.

### **ABC System Changes**

The following system coding changes are scheduled to be incorporated into 14-B-Appendix:

- ◆ New FIP appeal notice reasons. Upon receipt of a final appeal decision, use these reasons to timely cancel FIP benefits that were reinstated pending the final appeal decision.
  - Case reason 371: "... of the final appeal decision. There are no appeal rights for this action." EM 1-E, Continuation of Assistance Pending Final Appeal Decision; EM 1-E, Final Decision; 441 Iowa Admin. Code 7.9(1) and 7.16(9)
  - Person reason 973: "FIP assistance for \_\_\_\_\_ is canceled because of the final appeal decision. There are no appeal rights for this action." EM 1-E, Continuation of Assistance Pending Final Appeal Decision; EM 1-E, Final Decision; 441 Iowa Admin. Code 7.9(1) and 7.16(9)
- ◆ Revised 60-month limit notice reasons. Notice reasons 360 and 920 that are used to cancel or deny FIP because of the 60-month limit, have been revised as follows:
  - Case reason 360: "...a member of your family has received FIP for 60 months. Important: Some people can get FIP for more than 60 months because of hardship. If you have sent us a completed form, called '*Request for FIP Beyond 60 Months*,' you will get another notice telling you if you can get more FIP benefits because of hardship. Cancellation of your FIP assistance also cancels your PROMISE JOBS services." EM 4-C, Limit on FIP Assistance; 441 Iowa Admin. Code 41.30(1) and (2); EM 4-J, Overview; 441 Iowa Admin. Code 93.103(239B).

- Person reason 920: "... \_\_\_\_ has received FIP for 60 months. Important: Some people can get FIP for more than 60 months because of hardship. If you have sent us a completed form, called "Request for FIP Beyond 60 months," you will get another notice telling you if you can get more FIP benefits because of hardship. Cancellation of your FIP assistance also cancels your PROMISE JOBS services."

EM 4-C, Limit on FIP Assistance; 441 Iowa Admin. Code 41.30(1) and (2) EM 4-J, Overview; 441 Iowa Admin. Code 93.103(239B).

◆ New hardship exemption headers

- Approval header 049: "Your request for benefits beyond the 60-month limit is approved from \_\_\_\_ through \_\_\_\_ because...."
- Denial header 057: "Your request for FIP benefits beyond the 60-month limit is denied because...."

◆ New hardship exemption case notice reasons

- Case reason 362: "...you do not meet hardship rules." EM 4-C, Hardship Exemption; 441 Iowa Admin. Code 41.30(3).
- Case reason 363: "... you did not provide requested information to determine if you meet hardship rules." EM 4-C, Hardship Exemption; 441 Iowa Admin. Code 41.30(3).
- Case reason 364: "... you did not attend the required interview with PROMISE JOBS." EM 4-C, Hardship Exemption; 441 Iowa Admin. Code 41.30(3).
- Case reason 365: "...you did not return the required *Public Assistance Application*." EM 4-C, Hardship Exemption; 441 Iowa Admin. Code 41.30(3).
- Case reason 367: "...you meet hardship rules." EM 4-C, Hardship Exemption; 441 Iowa Admin. Code 41.30(3).
- Case reason 368: "...of your request." EM 4-C, Hardship Exemption; 441 Iowa Admin. Code 41.30(3).
- Case reason 370: "...you did not sign the required Family Investment Agreement." EM 4-C, Hardship Exemption; 441 Iowa Admin. Code 41.30(3).

◆ New stand-alone hardship exemption notice reasons for use with "R" entry reason on TD02:

- Case reason 366: "Your request for FIP benefits beyond the 60-month limit is denied because requests for a hardship exemption are not accepted before the 59<sup>th</sup> month of FIP assistance. If you need to, you can send in a new request after the end of the 58<sup>th</sup> month." EM 4-C, Hardship Exemption; 441 Iowa Admin. Code 41.30(3).
- Case reason 369: "Your request for a hardship exemption is denied or your exemption period is ended because you do not need the exemption to qualify for FIP." EM 4-C, Hardship Exemption; 441 Iowa Admin. Code 41.30(3).

- ◆ New stand-alone hardship exemption notice reasons for use with “H” entry reason on TD02:  
(Enter the new date in the LIMIT DATE field at the same time.)
  - Case reason 372: “Because of a change in your 60-month FIP period, your hardship exemption period ends \_\_\_\_\_. You must contact PROMISE JOBS and update your Family Investment Agreement (FIA). If you do not update your FIA, you have chosen a Limited Benefit Plan.” EM 4-C, Hardship Exemption; 441 Iowa Admin. Code 41.30(3).
- ◆ New hardship exemption person notice reasons
  - Person reason 921: “\_\_\_\_\_ does not meet hardship rules to get FIP benefits beyond the 60-month limit.” EM 4-C, Hardship Exemption; 441 Iowa Admin. Code 41.30(3).
  - Person reason 922: “\_\_\_\_\_ did not provide requested information to determine if \_\_\_\_\_ meets hardship rules to get FIP benefits beyond the 60-month limit.” EM 4-C, Hardship Exemption; 441 Iowa Admin. Code 41.30(3).
  - Person reason 924: “\_\_\_\_\_ did not attend the required interview with PROMISE JOBS to get FIP benefits beyond the 60-month limit.” EM 4-C, Hardship Exemption; 441 Iowa Admin. Code 41.30(3).
  - Person reason 951: “FIP assistance for \_\_\_\_\_ is canceled because the six-hardship exemption period for \_\_\_\_\_ has ended.” EM 4-C, Hardship Exemption; 441 Iowa Admin. Code 41.30(3).
  - Person reason 952: “\_\_\_\_\_ meets hardship rules to get FIP benefits beyond the 60-month limit. FIP benefits for \_\_\_\_\_ will stop at the end of the 6-month hardship exemption period.” EM 4-C, Hardship Exemption; 441 Iowa Admin. Code 41.30(3).
  - Person reason 953: “\_\_\_\_\_ did not sign the required Family Investment Agreement to get FIP benefits beyond the 60-month limit.” EM 4-C, Hardship Exemption; 441 Iowa Admin. Code 41.30(3).
  - Person reason 955: “\_\_\_\_\_ does not wish to get FIP benefit beyond the 60-month limit.” EM 4-C, Hardship Exemption; 441 Iowa Admin. Code 41.30(3).

## **Hardship Exemption System Entries**

The following system process changes are scheduled to be incorporated into 14-B(6). Enter the hardship exemption approval or denial reasons that correspond to the reasons on form 470-3876, *Hardship Exemption Determination*.

### **Approving an Initial or Subsequent Hardship Exemption**

Enter an initial or subsequent six-month hardship exemption approval onto the ABC TD02 screen as follows:

- ◆ Use “C” entry reason and FIP status code when form 470-3826, *Request for FIP Beyond 60 Months*, is received before the effective date of a 60-month or hardship

exemption cancellation and an application is not needed to approve the family's (initial or subsequent) hardship exemption request. The hardship exemption is effective the first day of the cancellation, even if the supporting evidence or the hardship exemption determination occurs on or after the date of cancellation.

- ◆ Use "A" entry reason and FIP status code when form 470-3826 is received on or after the effective date of a 60-month or hardship exemption cancellation and a *Public Assistance Application* is processed to determine the family's FIP eligibility. In that instance, the hardship exemption effective date is the date form 470-3826 is received, or seven days from the date of the FIP application, whichever date is later.
- ◆ Enter the effective date of the hardship exemption period in the POS DT field.
- ◆ Enter the final month of the six-month period into the LIMIT DT field on TD02. This entry prevents FIP assistance from being issued beyond the date entered. No further entries are needed to cancel FIP at the end of the six-month period.
- ◆ Enter the hardship exemption approval notice reason code from form 470-3876, *Hardship Exemption Determination* on TD02. The approval *Notice of Decision* specifies the beginning and ending dates of the six-month hardship exemption period. No additional notice is necessary to inform the family of the hardship exemption ending date.

Make additional reopen or approval entries on TD03 and other screens in the normal manner. **Note:** The system will automatically override hardship exemption "reopen" or approval entries and deny FIP when income or resource information entered into the system exceeds limits. The resulting *Notice of Decision* will reflect the denial and the reason for the denial.

Record the particular hardship reasons in the Eligibility Tracking System (ETS).

### **Making Entries in the FIP LIMIT DT Field on TD02**

The system will prevent FIP benefits from being issued beyond the date in the LIMIT DT field. In addition to the normal "reopening" or approval entries, enter the following to designate a six-month hardship exemption:

- ◆ The beginning (or effective) date in the POS DT field.
- ◆ The ending date in the LIMIT DT field. Use an "H" entry reason to:
  - Enter an ending date on an ongoing case.
  - Change an existing ending date and enter the new ending date.
  - Remove an existing ending date and enter zeroes in this field.



### **Reinstating FIP During a Hardship Exemption**

Enter “B B 207 ” in the normal manner to reinstate FIP during an existing hardship exemption period when all needed information is provided before the effective date of cancellation and FIP eligibility can be reestablished.

Family A’s 6-month hardship exemption period will end June 30. The family is on monthly reporting. In March, the family fails to return a complete PAER and FIP is canceled for April 1. On March 29, the family provides a complete PAER. FIP is reinstated for April and may continue through the end of the 6-month period.

### **Denying a Hardship Exemption**

Enter the denial onto TD02 as follows:

- ◆ Use “C” entry reason and “M” status code when the hardship exemption denial did not involve processing a *Public Assistance Application*.
- ◆ Use “A” entry reason and “M” status code when a *Public Assistance Application* was processed in the hardship exemption denial.
- ◆ In the REA2 field on TD02, enter the denial notice reason code that corresponds to the denial reason on form 470-3876, *Hardship Exemption Determination*.
- ◆ Make necessary denial entries on other screens as required.
- ◆ Record the denial reason on ETS.

### **Effective Date**

Upon receipt. However, do not implement the instructions in this general letter until after policy training has been provided.

### **Material Superseded**

Remove the following pages from Employees’ Manual, Title 4, Chapter C, and destroy them:

<u>Page</u>	<u>Date</u>
Contents (page 2)	December 5, 2000
Contents (pages 3 and 4)	March 13, 2001
17, 25, 32, 34, 41-45, 48, 52	December 5, 2000
53	March 13, 2001
54-57, 65, 93	December 5, 2000

### **Additional Information**

Relevant 60-month limit and hardship exemption information has been incorporated into other chapters of the FIP manual.

ETS and ABC training on the hardship exemption features will be provided separately when programming and testing of the features have been completed.

Refer to 6-Appendix for the revised instructions for form 470-3851, *Important Information About Your FIP Case*. Also refer to 6-Appendix for specific instructions for the following new forms used in the hardship exemption determination process:

470-3826, *Request for FIP Beyond 60 Months*

470-3876, *Hardship Exemption Determination*

470-3884, *Hardship Exemption: Service Information*

Comm. 137, *5-Year Limit on FIP Assistance*, is revised to update the 60-month limit provisions. See Circular Letter No. 56Z-371-EA, dated October 30, 2001, for additional information.

An insert, RC-0065, has been developed for Comm. 108, *The Family Investment Program*, to:

- ◆ Provide information about the hardship exemption provisions.
- ◆ Update information on the 60-month limit.

See Circular Letter No. 56Z-372-EA, dated October 30, 2001, for information on this insert.

In early November, a special mailer will be sent to all FIP participants to inform them about the hardship exemption provisions. See Circular Letter No. 27Z-234-EA, dated October 30, 2001, for content of the mailer.

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



November 20, 2001

GENERAL LETTER NO. 4-C-29

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

SUBJECT: Employees' Manual, Title 4, Chapter C, NONFINANCIAL ELIGIBILITY, Contents (page 3), revised; pages 52c, 52k, 52p, 52q, 52r, 52t, 54, 54a through 54t, 56b, 56h, 56i, and 56j, revised; and page 54u, new.

Summary

Revisions to this chapter:

- ◆ Add specific information for processing hardship exemption requests that result in denial because the family fails to meet nonfinancial or financial FIP eligibility requirements.
◆ Clarify that if a hardship exemption stops when FIP is canceled for a reason other than hardship and reinstatement is not appropriate, a new hardship exemption determination is required before FIP approval if the family still depends on the exemption to qualify for FIP.
◆ Clarify that a Notice of Decision must be issued to deny FIP for a month in the application period that cannot be included in the family's 60-month period.
◆ Correct wording (e.g., the term "good cause" is replaced with "hardship").

Effective Date

Upon receipt.

Material Superseded

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

Table with 2 columns: Page, Date. Rows include Contents (page 3) dated October 30, 2001 and pages 52c, 52k, 52p-52r, 52t, 54, 54a-54t, 56b, 56h-56j dated October 30, 2001.

### **Additional Information**

As emphasized during the November 1 CIDS, please remember:

- ◆ You may process hardship exemption denials at any time.
- ◆ Because no family can reach the 60-month FIP limit earlier than December 31, 2001, a hardship exemption period cannot begin earlier than effective January 1, 2002. Therefore, for families reaching the 60-month limit December 31, do not enter a hardship exemption approval onto ABC until after November 2001 system cutoff and after you have taken required timely 60-month FIP cancellation action.
- ◆ Use “R” entry reason (rather than “H”) for the new stand-alone hardship exemption notice reason 372.

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



January 2, 2002

GENERAL LETTER NO. 4-C-30

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

SUBJECT: Employees' Manual, Title 4, Chapter C, NONFINANCIAL ELIGIBILITY, Contents (page 3), revised, and pages 52k, 52m, 52o, 52p, 52q, 52r, 52s, 54a, and 54c through 54i, revised.

Summary

This chapter has been revised to:

- ◆ Add information about sources that may be used to substantiate a family's hardship claim of lack of employability.
◆ Add that when requesting information from FaDSS, you must forward a copy of the family's hardship exemption request form to FaDSS for their records.
◆ Clarify procedures for processing a subsequent hardship exemption request.
◆ Clarify that a hardship exemption approval or denial cannot be processed on the ABC system while the FIP case is in an active status.

Effective Date

Upon receipt.

Material Superseded

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

Table with 2 columns: Page, Date. Rows include Contents (p. 3), 52k, 52m, 52o, 52p, 52q, 52r, 52s, 54a, 54c-54i and their respective dates from October 30, 2001 to November 20, 2001.

Additional Information

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

February 26, 2002

## GENERAL LETTER NO. 4-C-31

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

SUBJECT: Employees' Manual, Title 4, Chapter C, *NONFINANCIAL ELIGIBILITY*,  
pages 54o, 54q, 54r, 56e, 56f, 56h and 57, revised.

### Summary

General Letter 4-C-28, dated October 30, 2001, issued interim instructions for when a month of FIP assistance has been reimbursed via child support collections, overpayment recovery, or voluntary repayments pending approval of proposed administrative rules to eliminate these provisions.

The administrative rules were approved. This chapter is revised to remove the current interim instructions.

### Effective Date

March 1, 2002.

Follow the interim instructions and adjust the 60-month FIP count on ETS as appropriate for reimbursement or repayment of FIP payments for February 2002 and preceding months that the client reports before March 1, 2002.

### Material Superseded

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

<u>Page</u>	<u>Date</u>
54o, 54q, 54r	November 20, 2001
56e, 56f, 56h, 57	October 30, 2001

### Additional Information

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



# 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-C-32

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

SUBJECT: Employees' Manual, Title 4, Chapter C, *NONFINANCIAL ELIGIBILITY*,  
Contents (pages 1, 2, and 3), revised; pages 13, 14, 16, 16a, and 40, revised, and  
pages 14a, and 14b, new.

### Summary

This letter transmits changes to the policy that requires FIP applicants and participants to apply for and accept benefits from sources other than FIP.

Under current policy, every person in the eligible group must apply for and accept other income benefits for which that person may be qualified except for Supplemental Security Income (SSI) benefits. The needs of any person who refuses to cooperate in applying for or accepting benefits from other sources are removed from the eligible group.

Under revised policy:

- ◆ Every person in the eligible group and any parent living in the home of a child on FIP must apply for SSI when:
  - The person claims a physical or mental disability that is expected to last continuously for 12 months from the time of the claim or that is expected to result in death and the person is unable to engage in substantial activity due to the disability, or
  - The person is aged 65 or older, or
  - The person is blind.
- ◆ The entire eligible group is ineligible for FIP when a person refuses to apply for or accept social security or SSI benefits. Deny or cancel FIP for the entire eligible group. Use notice reason code "313".
- ◆ Use your local communication procedures to inform PROMISE JOBS staff when a referred person applies for SSD or SSI benefits. Keep PROMISE JOBS informed of any changes in the application status that you become aware of, such as an approval or denial.

**Implementation**

Apply the new policy to applicants who apply on or after July 1, 2002. For FIP recipients, apply the new policy at the time of the next six-month or annual review, or when the person reports a change that may qualify a person in the eligible group or a parent living in the home for other benefits, whichever occurs earlier.

**Effective Date**

July 1, 2002

**Material Superseded**

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

<u>Page</u>	<u>Date</u>
Contents (pages 1 and 2)	October 30, 2001
Contents (page 3)	January 2, 2002
13, 14, 16, 16a, 40	December 5, 2000

**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

February 25, 2003

## GENERAL LETTER NO. 4-C-33

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

SUBJECT: Employees' Manual, Title 4, Chapter C, *NONFINANCIAL ELIGIBILITY*,  
pages 8, 9, 52b, and 69 through 72, revised.

### Summary

Revisions to this chapter:

- ◆ Add references 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.
  - Information related to social security numbers for battered aliens. A battered alien is not required to provide a social security number or proof of application for a number until the month following the month employment authorization is received from the Immigration and Naturalization Service.
- ◆ Correct a printing error on page 52b.

### Effective Date

January 1, 2003

### Material Superseded

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

<u>Page</u>	<u>Date</u>
8, 9	December 5, 2000
52b	October 30, 2001
69	March 13, 2001
70, 71, 72	December 5, 2000

### 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

March 25, 2003

## GENERAL LETTER NO. 4-C-34

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

SUBJECT: Employees' Manual, Title 4, Chapter C, *NONFINANCIAL ELIGIBILITY*,  
Contents (page 3), revised; pages 56b through 56s, revised.

### Summary

Revisions to this chapter implement a change to count out-of-state months of assistance toward the 60-month limit on assistance.

Federal law imposes a 60-month lifetime limit on TANF (Temporary Assistance for Needy Families) assistance. Months of TANF assistance received in any state in the United States, the District of Columbia, or the United States territories may be countable toward this limit. The state that provided the assistance must verify whether the assistance is countable toward the 60-month limit.

If it comes to your attention that a FIP applicant or participant has received out-of-state assistance, contact that state or territory to verify the countable months of assistance. The states have developed a contact list which can be used to contact other states to verify countable months of TANF assistance. You will be notified where to access this list on the DHS share where it will be maintained.

The Eligibility Tracking System (ETS) tracks months of assistance received in Iowa. ETS has been updated to allow you to record countable months of assistance received out-of-state. If another state verifies countable months of assistance, document the information in the case record and record the months in ETS.

### Effective Date

Upon receipt.

**Material Superseded**

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

<u>Page</u>	<u>Date</u>
Contents (page 3)	June 25, 2002
56b	November 20, 2001
56c, 56d	October 30, 2001
56e, 56f	February 26, 2002
56g	October 30, 2001
56h	February 26, 2002
56i, 56j	November 20, 2001
56k - 56s	October 30, 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  
KEVIN W. CONCANNON, DIRECTOR

June 15, 2004

## GENERAL LETTER NO. 4-C-35

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

SUBJECT: Employees' Manual, Title 4, Chapter C, *NONFINANCIAL ELIGIBILITY*,  
pages 16a, 21, 22, 39, 40, 76, and 85, revised.

### Summary

Revisions to this chapter:

- ◆ Remove the FIP truancy requirements. FIP truancy requirements have been suspended from July 1, 2002, through June 30, 2004. Legislation passed in the 2004 legislative session ends the FIP truancy requirements effective July 1, 2004.

FIP applicants and participants are no longer subject to truancy sanctions.

FIP applicants and participants are no longer required to sign form 470-3383, *Authorization to Exchange Information With Your Child's School*, as a FIP eligibility requirement. This form will become obsolete.

Continue to enter an "N" in the TREL field on TD03 for children age 5 through 13.

- ◆ Correct legal references.
- ◆ Clarify language.

### Effective Date

July 1, 2004

**Material Superseded**

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

<u>Page</u>	<u>Date</u>
Manual Letter 4-C-2	June 17, 2003
Contents (page 5)	October 30, 2001
16a	June 25, 2002
21, 22, 39	December 5, 2000
40	June 25, 2002
76, 85-92	December 5, 2000
93	October 30, 2001
94-107	December 5, 2000

**Additional Information**

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



July 20, 2004

**GENERAL LETTER NO. 4-C-36**

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

SUBJECT: Employees' Manual, Title 4, Chapter C, *NONFINANCIAL ELIGIBILITY*,  
Contents (page 4), revised; page 69, revised; and page 68c, new.

**Summary**

This chapter is revised to implement a new nonfinancial eligibility requirement: Students enrolled in an educational program leading to a degree beyond a bachelor's degree and their families are ineligible for FIP.

Programs leading to a degree beyond a bachelor's degree include programs to obtain a master's degree; a Ph.D.; a doctor of medicine (M.D.), chiropractic, or veterinary medicine; or other advanced degree. Students enrolled in these advanced degree programs and their families are ineligible for FIP, whether or not they have already received a bachelor's degree. If the type of program a student is enrolled in is questionable, obtain verification from the school.

**Effective Date**

September 1, 2004

PROMISE JOBS workers have compiled a list of students enrolled in programs leading to a degree beyond a bachelor's degree. If you have any cases on the list, cancel FIP effective 9/1/04. The cancellations must be done by timely notice in August, but should be done as soon as possible after July timely notice to give the affected students time to arrange alternative financing for school.

**Material Superseded**

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

<u>Page</u>	<u>Date</u>
Contents (page 4)	October 30, 2001
69	February 25, 2003

**Additional Information**

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



October 22, 2004

**GENERAL LETTER NO. 4-C-37**

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

SUBJECT: Employees' Manual, Title 4, Chapter C, *NONFINANCIAL ELIGIBILITY*, Contents (pages 2 and 3), revised; pages 14a, 51, 52, 52a, 53, 54, 54b, 54r through 54u, and 56i through 56p, revised; and pages 50a through 50d, new.

**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 before FIP can be approved.
- ◆ Remove references to PROMISE JOBS volunteers. Persons who are exempt from PROMISE JOBS participation no longer have the option of volunteering to participate.
- ◆ Clarify language and update examples.

**Family Investment Agreement**

When an applicant signs the family investment agreement, the PROMISE JOBS worker will make entries in PJCase to record the date the family investment agreement was signed. An e-mail will automatically be sent to notify the IM worker of the date the family investment agreement was signed. If all other eligibility factors have been met, make system entries to approve FIP.

If an applicant fails to sign a family investment agreement, the PROMISE JOBS worker will make entries in PJCase to record that the person failed to sign. An e-mail will automatically be sent to notify you that the person has failed to sign.

- ◆ If an applicant who fails to sign is a mandatory PROMISE JOBS referral, FIP is denied.
- ◆ If the applicant who fails to sign is a parent, FIP is denied for the entire household.
- ◆ If the applicant who fails to sign is a minor parent in a three generation FIP case, FIP is denied for the minor parent and child.
- ◆ If the applicant who fails to sign is a mandatory child, a needy specified relative or a stepparent included in the application as an optional household member, FIP is denied for that person.

- ◆ If it is a case application and the person who failed to sign the family investment agreement is a parent, the system will automatically deny the pending application.
- ◆ If it is an application to add a person to an active FIP case, or if the person who failed to sign the a family investment agreement is not a parent, the e-mail will provide instructions for you to deny the application.

If a FIP participant who becomes a mandatory referral while receiving FIP fails to sign an FIA, PROMISE JOBS will impose a Limited Benefit Plan. Exempt FIP participants who may become a mandatory referral while on FIP are children age 16 to 19 who drop out of school and a minor who becomes a parent.

### **Effective Date**

November 1, 2004

The requirement to sign a family investment agreement 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 applications received before November 1, 2004.

### **Material Superseded**

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

<u>Page</u>	<u>Date</u>
Contents (page 2)	June 25, 2002
Contents (page 3)	March 25, 2003
14a	June 25, 2002
51	December 5, 2000
52, 52a, 53	October 30, 2001
54, 54b, 54r-54u	November 20, 2001
56i-56p	March 25, 2003

### **Additional Information**

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





October 14, 2005

**GENERAL LETTER NO. 4-C-38**

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

SUBJECT: Employees' Manual, Title 4, Chapter C, *NONFINANCIAL ELIGIBILITY*,  
pages 14a, 52b, 52p, 52q, 52s, 61, 62, 64, and 66, revised.

**Summary**

This chapter is revised to:

- ◆ Remove instructions for making a referral to services for minor parents who live independently. A referral to services will no longer be routinely made in this situation.
- ◆ Change references to “foster care independent living” to “foster care supervised apartment living,” to reflect the current name of the program.
- ◆ Change references to the “Division of Economic Assistance” to “Division of Financial, Health and Work Supports” to reflect the current name of the division.
- ◆ Update language to clarify existing policy.

**Effective Date**

November 1, 2005

**Material Superseded**

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

<u>Page</u>	<u>Date</u>
14a	October 22, 2004
52b	February 25, 2003
52p, 52q, 52s	January 2, 2002
61, 62, 64, 66	December 5, 2000

**Additional Information**

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



# STATE OF IOWA

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

DEPARTMENT OF HUMAN SERVICES  
KEVIN W. CONCANNON, DIRECTOR

January 13, 2006

## GENERAL LETTER NO. 4-C-39

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

SUBJECT: Employees' Manual, Title 4, Chapter C, *NONFINANCIAL ELIGIBILITY*,  
pages 71, and 72, revised.

### Summary

This chapter is revised to:

- ◆ Clarify verification of application for social security number.
- ◆ Correct language in an example.

### Effective Date

Immediately

### Material Superseded

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

<u>Page</u>	<u>Date</u>
71, 72	February 25, 2003

### Additional Information

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



# STATE OF IOWA

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

DEPARTMENT OF HUMAN SERVICES  
KEVIN W. CONCANNON, DIRECTOR

September 22, 2006

## GENERAL LETTER NO. 4-C-40

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

SUBJECT: Employees' Manual, Title 4, Chapter C, *NONFINANCIAL ELIGIBILITY*, Contents (page 3), revised; pages 16a, 32 through 36, 50d, 52b through 52d, 52l, 52p, 52q, 53, 54a, 54d through 54h, 54k through 54n, 55, 56, 56a, 56p through 56s, 74, 76, and 77, revised; and page 56t, new.

### Summary

This chapter is revised to:

- ◆ Add information about the preparation for adult living (PAL) program. Former foster children who receive PAL stipends are not eligible to receive FIP assistance for their own needs. However, parents who receive a PAL stipend for their own needs may apply for and receive FIP assistance for their children, if otherwise eligible. The income and resources of the parent, including the PAL stipend, are exempt.
- ◆ Add information to clarify when a person who has reached the 60-month limit may be approved for hardship because of the need to care for a disabled child or spouse who is a State Supplementary Assistance or SSI recipient and when hardship should be denied and dependent person assistance considered.
- ◆ Update information about front-end investigations to remove references to an obsolete form and to include the name of the Economic Fraud Control Unit, the Department of Inspections and Appeals unit responsible for completing front-end investigations.
- ◆ 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.
- ◆ Change references to the *Public Assistance Application* to the *Health and Financial Support Application*.
- ◆ Clarify language and add references.

**Effective Date**

Upon receipt.

**Material Superseded**

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

<u>Page</u>	<u>Date</u>
Contents (page 3)	October 22, 2004
16a	June 15, 2004
32	October 30, 2001
33	December 5, 2000
34	October 30, 2001
35, 36	December 5, 2000
50d	October 22, 2004
52b	October 14, 2005
52c	November 20, 2001
52d, 52l	October 30, 2001
52p, 52q	October 14, 2005
53	October 22, 2004
54a, 54d-54h	January 2, 2002
54k-54n	November 20, 2001
55, 56, 56a	October 30, 2001
56p	October 22, 2004
56q-56s	March 25, 2003
74	December 5, 2000
76	June 15, 2004
77	December 5, 2000

**Additional Information**

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



# 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-C-41

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

SUBJECT: Employees' Manual, Title 4, Chapter C, *NONFINANCIAL ELIGIBILITY*,  
Contents (page 4), revised; and pages 9, 25, 26, 34 through 37, 52g, 52h, 52i, 52s,  
52t, 53, 54, 54f, 54g, 54h, 54i, 56b, 56d, 56e, 56f, 56m, 69, 70, and 84, revised.

### Summary

This chapter is revised to:

- ◆ Remove references to suspension of benefits. Under prospective budgeting, suspension policies will no longer apply.
- ◆ Remove references to monthly reporting and incorporate information about quarterly reporting. 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 information about tribal TANF payments.
- ◆ Clarify that normal pregnancy and childbirth does not meet hardship criteria to receive FIP beyond 60 months.
- ◆ Specify that a barrier that was identified before the family reached the 60-month limit does not meet hardship criteria unless the person complied with PROMISE JOBS activities offered to overcome the barrier.
- ◆ Add information concerning consulting with the PROMISE JOBS worker when determining hardship to receive FIP beyond 60 months.
- ◆ Clarify when assistance is canceled or recouped because a person is on strike.

**Effective Date**

January 1, 2007

**Material Superseded**

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

<u>Page</u>	<u>Date</u>
Contents (p. 4)	July 20, 2004
9	February 25, 2003
25	October 30, 2001
26	December 5, 2000
34-36	September 22, 2006
37	December 5, 2000
52g, 52h, 52i	October 30, 2001
52s	October 14, 2005
52t	November 20, 2001
53	September 22, 2006
54	October 22, 2004
54f	March 25, 2003
54g, 54h	September 22, 2006
54i	January 2, 2002
56b, 56d-56f	March 25, 2003
56m	October 22, 2004
69	July 20, 2004
70	February 25, 2003
84, 85	December 5, 2000

**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

August 10, 2007

## GENERAL LETTER NO. 4-C-42

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

SUBJECT: Employees' Manual, Title 4, Chapter C, *NONFINANCIAL ELIGIBILITY*,  
pages 8, 15, 25, 26, 46, 47, and 52f, revised.

### Summary

This chapter is revised to:

- ◆ Update text and examples to reflect an increase in the work incentive deduction from 50% to 58%.
- ◆ Clarify when to consider direct support not refunded by a participant.
- ◆ Clarify that families with a parent who is a nonqualified alien are not eligible for a hardship exemption.
- ◆ Remove an obsolete reference to the assignment of support form.

### Effective Date

August 1, 2007

### Material Superseded

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

<u>Page</u>	<u>Date</u>
8	February 25, 2003
15	December 5, 2000
25, 26	January 5, 2007
46, 47	December 5, 2000
52f	October 30, 2001

### Additional Information

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



May 9, 2008

**GENERAL LETTER NO. 4-C-43**

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

SUBJECT: Employees' Manual, Title 4, Chapter C, *NONFINANCIAL ELIGIBILITY*,  
Contents (pages 3 and 4), revised; and pages 52e, 52f, 52h through 52o, and 54i,  
revised.

**Summary**

This chapter is revised to:

- ◆ Clarify the distinction between physical and mental health issues and a disability for the purpose of determining eligibility for hardship exemption. A condition that is sufficiently serious or long term as to warrant application for Social Security Disability (SSD) or Supplemental Security Income (SSI) is considered a disability for this purpose
- ◆ Clarify that a hardship exemption may apply to families who have successfully left Family Investment Program (FIP), if a hardship condition has affected their ability to remain self-sufficient.
- ◆ Clarify that a *Request for FIP beyond 60 Months*, form 470-3826, that is faxed or scanned and e-mailed is acceptable and does not have to be resigned.

**Effective Date**

Upon receipt.

**Material Superseded**

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

<u>Page</u>	<u>Date</u>
Contents (page 3)	September 22, 2006
Contents (page 4)	January 5, 2007
52e	October 30, 2001
52f	August 10, 2007
52h, 52i	January 5, 2007
52j	October 30, 2001



52k	January 2, 2002
52l	September 22, 2006
52m	January 2, 2002
52n	October 30, 2001
52o	January 2, 2002
54i	January 5, 2007

**Additional Information**

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



September 5, 2008

**GENERAL LETTER NO. 4-C-44**

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

SUBJECT: Employees' Manual, Title 4, Chapter C, *NONFINANCIAL ELIGIBILITY*,  
Contents (page 3), revised; and pages 52e, 52g, 52h, 53, 54, 54a, 54l, 56b  
through 56e, and 56l through 56r, revised.

**Summary**

This chapter is revised to clarify policy when a stepparent is in the home with the FIP parent and child. The 60-month limit on assistance applies when either the parent or the stepparent has received 60 months of assistance.

If the stepparent's needs are not included in the FIP grant, months of assistance received by the family are not counted for the stepparent. Months the stepparent already received remain in the stepparent's count and continue to apply to the family.

**Effective Date**

October 1, 2008

**Material Superseded**

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

<u>Page</u>	<u>Date</u>
Contents (page 3)	May 9, 2008
52e	May 9, 2008
52g	January 5, 2007
52h	May 9, 2008
53, 54	January 5, 2007
54a, 54l	September 22, 2006
56b,	January 5, 2007
56c	March 25, 2003
56d, 56e	January 5, 2007
56l	October 22, 2004
56m	January 5, 2007
56n, 56o	October 22, 2004
56p-56r	September 22, 2006

**Additional Information**

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



October 10, 2008

**GENERAL LETTER NO. 4-C-45**

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

SUBJECT: Employees' Manual, Title 4, Chapter C, *NONFINANCIAL ELIGIBILITY*,  
pages 16a, 26, 52n, 52q, 71, 77, and 78, revised.

**Summary**

This chapter is revised to:

- ◆ Specify that when both parents or both a parent and stepparent are in the home, either parent or the stepparent may attest to citizenship for the household by signing the *Health and Financial Support Application* or the *Statement of Citizenship Status* form.
- ◆ Specify that when both parents or both a parent and stepparent are in the home, either parent or the stepparent may sign the *Request for FIP Beyond 60 Months*.
- ◆ Require documentation in the case record, when the *Requirements of Support Enforcement*, form 470-0169 or 470-0169, is provided. The requirement to file a signed copy of the form in the case record is removed, as the form no longer requires signatures.
- ◆ Update language by changing some instances of "local office" to "Department" to reflect that verification will be considered received when returned to any Department of Human Services office, including the Income Maintenance Customer Service Center, central office, or local offices.
- ◆ Clarify language.

**Effective Date**

November 1, 2008

**Material Superseded**

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

<u>Page</u>	<u>Date</u>
16a	September 22, 2006
26	August 10, 2007

52n	May 9, 2008
52q	September 22, 2006
71	January 13, 2006
77	September 22, 2006
78	December 5, 2000

**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-C-46

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

SUBJECT: Employees' Manual, Title 4, Chapter C, *NONFINANCIAL ELIGIBILITY*,  
pages 52c, 54h, 54i, 83, and 84, revised.

### Summary

This chapter is revised to:

- ◆ Remove references to the *Public Assistance Eligibility Report (PAER)*. This form is obsolete.
- ◆ Add a reference to information on when to cancel a child approved for foster care.

### Effective Date

February 1, 2009

### Material Superseded

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

<u>Page</u>	<u>Date</u>
52c	September 22, 2006
54h	January 5, 2007
54i	May 9, 2008
83	December 5, 2000
84	January 5, 2007

### Additional Information

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



September 25, 2009

**GENERAL LETTER NO. 4-C-47**

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

SUBJECT: Employees' Manual, Title 4, Chapter C, *NONFINANCIAL ELIGIBILITY*,  
Contents (pages 1 and 2), revised; and pages 8 through 13, revised.

**Summary**

This chapter is revised to:

- ◆ Specify that Family Investment Program (FIP) participants are required to assign to the Department their rights to support that is due during the period they receive FIP. The family will be entitled to receive any child support due for a period when they did not receive FIP.

This change is being made to comply with a requirement of the Federal Deficit Reduction Act of 2005 and changes in the state law and administrative rules.

- ◆ Reformat the section describing assignment of support to update and clarify information.

**Effective Date**

October 1, 2009

**Material Superseded**

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

<u>Page</u>	<u>Date</u>
Contents (p. 1)	June 25, 2002
Contents (p. 2)	October 22, 2004
Contents (p. 2)	September 5, 2008
8	August 10, 2007
9	January 5, 2007
10-12	December 5, 2000
13	June 25, 2002

**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

October 8, 2010

## GENERAL LETTER NO. 4-C-48

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

SUBJECT: Employees' Manual, Title 4, Chapter C, **NONFINANCIAL ELIGIBILITY**,  
Title page, revised; Contents (pages 1 through 4), revised; pages 1  
through 84, revised; and pages 85 through 160, new.

### Summary

Chapter 4-C is revised to:

- ◆ Correct and update legal references and form numbers.
- ◆ Remove references to warrants.
- ◆ Remove the requirement to send the completed *Hardship Exemption Determination*, form 470-3876, to the administrator.
- ◆ Convert to a format more accessible for on-line access.

### Effective Date

November 1, 2010

### Material Superseded

This material replaces the entire Chapter C from Employees' Manual, Title 4, which includes the following pages:

<u>Page</u>	<u>Date</u>
Title page	December 5, 2000
Contents (pages 1, 2, 3)	September 25, 2009
Contents (page 4)	May 9, 2008
1-7	December 5, 2000
8-13	September 25, 2009
14	June 25, 2002
14a	October 14, 2005
14b	June 25, 2002
15	August 10, 2007
16	June 25, 2002
16a	October 10, 2008
17	October 30, 2001



18-20	December 5, 2000
21, 22	June 15, 2004
23, 24	December 5, 2000
25	August 10, 2007
26	October 10, 2008
27-31	December 5, 2000
32, 33	September 22, 1006
34-37	January 5, 2007
38	December 5, 2000
39, 40	June 15, 2004
41-45	October 30, 2001
46, 47	August 10, 2007
48	October 30, 2001
49, 50	March 13, 2001
50a-50c	October 22, 2004
50d	September 22, 2006
51, 52, 52a	October 22, 2004
52b	September 22, 2006
52c	January 23, 2009
52d	September 22, 2006
52e	September 5, 2008
52f	May 9, 2008
52g, 52h	September 5, 2008
52i-52m	May 9, 2008
52n	October 10, 2008
52o	May 9, 2008
52p	September 22, 2006
52q	October 10, 2008
52r	January 2, 2002
52s, 52t	January 5, 2007
53, 54, 54a	September 5, 2008
54b	October 22, 2004
54c	January 2, 2002
54d-54f	September 22, 2006
54g	January 5, 2007
54h, 54i	January 23, 2009
54j	November 20, 2001
54k	September 22, 2006
54l	September 5, 2008
54m, 54n	September 22, 2006
54o, 54p	November 20, 2001
54q	February 26, 2002
54r-54u	October 22, 2004
55, 56, 56a	September 22, 2006
56b-56e	September 5, 2008
56f	January 5, 2007
56g, 56h	March 25, 2003
56i-56k	October 22, 2004
56l-56r	September 5, 2008
56s, 56t	September 22, 2006

57	February 26, 2002
58-60	December 5, 2000
61, 62	October 14, 2005
63	December 5, 2000
64	October 14, 2005
65	October 30, 2001
66	October 14, 2005
67, 68, 68a, 68b	March 13, 2001
68c	July 20, 2004
69, 70	January 5, 2007
71	October 10, 2008
72	January 13, 2006
73	December 5, 2000
74	September 22, 2006
75	December 5, 2000
76	September 22, 2006
77, 78	October 10, 2008
79-82	December 5, 2000
83, 84	January 23, 2009

**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-C-49

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

SUBJECT: Employees' Manual, Title 4, Chapter C, **NONFINANCIAL ELIGIBILITY**, Title page, revised; Contents (page 2), revised; pages 19, 40, 58, 72, 76, 77, 83, 84, 87, 89, 91, 95, 96, 152, and 153, revised; and page 40a, new.

### Summary

Chapter 4-C is revised to:

- ◆ Add policy that participants cannot access their FIP benefits with their electronic access card (EAC) at a:
  - Liquor store or any place that mainly sells liquor,
  - Casino or other gambling or gaming establishment, or
  - Business which provides adult-oriented entertainment in which performers disrobe or perform in an unclothed state (such as a strip club).
- ◆ Add penalties for accessing FIP benefits with the EAC at a prohibited location.
- ◆ 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 C:

<u>Page</u>	<u>Date</u>
Title page	October 8, 2010
Contents (page 2)	October 8, 2010
19, 40, 58, 72, 76, 77, 83, 84, 87, 89, 91, 95, 96, 152, 153	October 8, 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-C-50

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

SUBJECT: Employees' Manual, Title 4, Chapter C, **NONFINANCIAL ELIGIBILITY**,  
Contents (page 2), revised; pages 14, 17, 104, 105, and 128, revised;  
and page 40b, new.

### Summary

Chapter 4-C is revised to:

- ◆ Remove the requirement that every person in the eligible group must apply for and accept health or medical insurance if it is available at no cost or paid by a third party.
- ◆ Add additional instructions for handling appeals on an ineligibility period for using an electronic access card at a prohibited location.
- ◆ Add clarifying language for hardship and 60-month limit appeals.

### Effective Date

August 1, 2014

### Material Superseded

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

<u>Page</u>	<u>Date</u>
Contents (page 2)	February 14, 2014
14, 17, 104, 105, 128	October 8, 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

January 29, 2016

## GENERAL LETTER NO. 4-C-51

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

SUBJECT: Employees' Manual, Title 4, Chapter C, **NONFINANCIAL ELIGIBILITY**, Contents (page 3), revised; and pages 63, 64, 66, 69, 72 through 75, 77 through 90, 92 through 97, 99 through 104, 106, 108, 114 through 121, and 137, revised.

### Summary

Chapter 4-C is revised to:

- ◆ Incorporate policy that allows families with an adult who is a nonqualified alien to apply for and receive FIP for their citizen or qualified alien children for more than 60-months if the family meets hardship criteria and all other FIP eligibility criteria.
- ◆ Add references to form 470-3826(S), *Request for FIP Beyond 60 Months*.
- ◆ Update references to form 470-0643. The name of this form has been changed from *Request for Child Abuse Information* to *Request for Child and Dependent Adult Abuse Information*.

### Effective Date

February 1, 2016

### Material Superseded

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

<u>Page</u>	<u>Date</u>
Contents (page 3)	October 8, 2010
63, 64, 66, 69	October 8, 2010
72	February 14, 2014
73-75	October 8, 2010
77	February 14, 2014
78-82	October 8, 2010
83, 84	February 14, 2014
85, 86	October 8, 2010
87	February 14, 2014

88	October 8, 2010
89	February 14, 2014
90, 92-94	October 8, 2010
95, 96	February 14, 2014
97, 99-103	October 8, 2010
104	August 8, 2014
106, 108, 114-121, 137	October 8, 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

December 16, 2016

## GENERAL LETTER NO. 4-C-52

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

SUBJECT: Employees' Manual, Title 4, Chapter C, **NONFINANCIAL ELIGIBILITY**, pages 3, 36 through 40, 40a, 40b, 64, 73, 74, 76, 77, 79, 81, 84, 85, 86, 88, 90, 91, 93, 95 through 101, 106, 107, 111 through 123, 127, 129, and 130, revised.

### Summary

Chapter 4-C is revised to:

- ◆ Update policy regarding referring cases to DIA for investigation.
- ◆ Add policy that, as a condition of eligibility, all applicants and participants must agree in writing to not use the electronic access card or personal debit card to access FIP benefits at prohibited locations. Applicants agree to this by signing 470-0462 or 470-0462(S), *Financial Support Application*. Participants agree to this by signing 470-2881 or 470-2881(S), *Review/Recertification Eligibility Document*.
- ◆ Add policy that participants cannot use their personal debit card to access FIP benefits at a:
  - Liquor store or any place that mainly sells liquor,
  - Casino or other gambling or gaming establishment, or
  - Business which provides adult-oriented entertainment in which performers disrobe or perform in an unclothed state (such as a strip club).
- ◆ Update policy to clarify that the overpayment for accessing FIP funds with the electronic access card or personal debit card includes the amount of FIP funds accessed at the location and any fees for accessing FIP funds.
- ◆ Update references from the Eligibility Tracking System (ETS) to FIP Eligibility Tracking (FET).
- ◆ Correct references to form names.

### Effective Date

January 1, 2017



### **Material Superseded**

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

<u>Page</u>	<u>Date</u>
3, 36-39	October 8, 2010
40, 40a	February 14, 2014
40b	August 8, 2014
64, 73, 74	January 29, 2016
76	February 14, 2014
77, 79, 81, 84-86, 88, 90	January 29, 2016
91	February 14, 2014
93, 95-97	January 29, 2016
98	October 8, 2010
99-101, 106	January 29, 2016
107, 111-113	October 8, 2010
114-121	January 29, 2016
122, 123, 127, 129, 130	October 8, 2010

### **Additional Information**

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

January 3, 2020

**GENERAL LETTER NO. 4-C-53**

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

SUBJECT: Employees' Manual, Title 4, Chapter C, **Nonfinancial Eligibility**, Title page, revised; and pages 29, 54, 55, 57 through 61, 143 through 146, 150, 151, and 152, revised.

**Summary**

Chapter 4-C is updated to:

- ◆ Clarify that an extension can be allowed when an applicant is making every effort to provide verification of good cause.
- ◆ Update the term mandatory PROMISE JOBS referral to FIA-responsible.
- ◆ Add additional language regarding home schooling.
- ◆ Clarify that the first cousin once removed relationship does not meet specified relative requirements.

**Effective Date**

Upon receipt.

**Material Superseded**

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

<u>Page</u>	<u>Date</u>
Title page	February 14, 2014
29, 54, 55, 57	October 8, 2010
58	February 14, 2014
59-61, 143-146, 150, 151	October 8, 2010
152	February 14, 2014

**Additional Information**

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

June 25, 2021

## **GENERAL LETTER NO. 4-C-54**

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

SUBJECT: Employees' Manual, Title 4, Chapter C, **Family Investment Program Nonfinancial Eligibility**, Contents page 1, 2, 3, and 4, pages 6, 39 and 40, 40a and 40b, 61, 62, 63, 64, 65, 66, 67 and 68, 69, 70 and 71, 72, 87, and 111, revised.

### **Summary**

Chapter 4-C is revised to:

- ◆ Add policy on the Kinship Caregiver Payment Program
- ◆ 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 C:

<u>Page</u>	<u>Date</u>
Contents Page 1	October 8, 2010
Contents Page 2	August 8, 2014
Contents Page 3	January 29, 2016
Contents Page 4	October 8, 2010
6	October 8, 2010
39 and 40	December 16, 2016
40a and 40b	December 16, 2016
61	January 3, 2020
62	October 8, 2010
63	January 29, 2016
64	December 16, 2016
65	October 8, 2010
66	January 29, 2016
67 and 68	October 8, 2010
69	January 29, 2016
70 and 71	October 8, 2010
72	January 29, 2016
87	January 29, 2016
111	December 16, 2016

**Additional Information**

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

June 16, 2023

**GENERAL LETTER NO. 4-C-55**

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

SUBJECT: Employees' Manual, Title 4, Chapter C, **Family Investment Program Nonfinancial Eligibility**, Title Page, Contents 1-3, revised; Contents 4, removed; 1 and 2, 3, 4 and 5, 6, 7-13, 14, 15 and 16, 17, 18, 19, 20-28, 29, 30-35, 36-38, 39 and 40, revised; 40a and 40b, removed; 41-53, 54 and 55, 56, 57-60, 61-72, 73 and 74, 75, 76 and 77, 78, 79, 80, 81, 82 and 83, 84-86, 87, 88, 89, 90 and 91, 92, 93, 94, 95-101, 102-104, 105, 106 and 107, 108, 109 and 110, 111, 112-119, revised; 120-123, 124-126, 127, 128, 129 and 130, 131-136, 137, 138-142, 143-146, 147-149, 150-152, 153, 154-160, removed.

**Summary**

This chapter is revised to

- Update the name of the application to Food and Financial Support Application.
- Add clarifying language to update ICAR when a good cause determination is made.
- Add clarifying language regarding school attendance.
- Add clarifying language that a child must be in the home 50% of the time to be in the FIP eligible group.
- Update style and formatting throughout.

**Effective Date**

Upon receipt.

**Material Superseded**

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

<u>Page</u>	<u>Date</u>
Title Page	January 3, 2020
Contents 1-4	June 25, 2021
1 and 2	October 8, 2010
3	December 16, 2016
4 and 5	October 8, 2010
6	June 25, 2021
7-13	October 8, 2010
14	August 8, 2014
15 and 16	October 8, 2010
17	August 8, 2014
18	October 8, 2010
19	February 14, 2014
20-28	October 8, 2010
29	January 3, 2020
30-35	October 8, 2010
36-38	December 16, 2016
39 and 40	June 25, 2021
40a and 40b	June 25, 2021
41-53	October 8, 2010
54 and 55	January 3, 2020

56	October 8, 2010
57-60	January 3, 2020
61-72	June 25, 2021
73 and 74	December 16, 2016
75	January 29, 2016
76 and 77	December 16, 2016
78	January 29, 2016
79	December 16, 2016
80	January 29, 2016
81	December 16, 2016
82 and 83	January 29, 2016
84-86	December 16, 2016
87	June 25, 2021
88	December 16, 2016
89	January 29, 2016
90 and 91	December 16, 2016
92	January 29, 2016
93	December 16, 2016
94	January 29, 2016
95-101	December 16, 2016
102-104	January 29, 2016
105	August 8, 2014
106 and 107	December 16, 2016
108	January 29, 2016
109 and 110	October 8, 2010
111	June 25, 2021
112-123	December 16, 2016
124-126	October 8, 2010
127	December 16, 2016
128	August 8, 2014
129 and 130	December 16, 2016
131-136	October 8, 2010
137	January 29, 2016
138-142	October 8, 2010
143-146	January 3, 2020
147-149	October 8, 2010
150-152	January 3, 2020
153	February 14, 2014
154-160	October 8, 2010

**Additional Information**

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

September 1, 2023

## GENERAL LETTER NO. 4-C-56

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

SUBJECT: Employees' Manual, Title 4, Chapter C, **Family Investment Program Nonfinancial Eligibility**, Contents 1-3, revised; Contents 4, new; 1, 6-9, 15-21, 24 and 25, 28 and 29, 42 and 43, 75, 108-119, revised.

### Summary

This chapter is revised to

- Update the name of Child Support Recovery Unit (CSRU) to Child Support Services (CSS).
- Add information on the Enumeration Referral form.
- Add clarifying language on enumeration at birth.
- Add information on following up with individuals that have provided proof of applying for a social security number.
- Clarify that if there is an error regarding a social security number an alert is generated to the worker, not a report.

### Effective Date

Upon receipt.

### Material Superseded

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

<u>Page</u>	<u>Date</u>
Contents 1-3	June 16, 2023
1, 6-9, 15-21, 24 and 25, 28 and 29, 42 and 43, 75, 108-119	June 16, 2023

### Additional Information

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

February 9, 2024

## GENERAL LETTER NO. 4-C-57

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

SUBJECT: Employees' Manual, Title 4, Chapter C, **Family Investment Program Nonfinancial Eligibility**, Contents 3 and 4, 2, 26 and 27, 28 and 29, 30 and 31, 49 and 50, 56, 59, 62, 64 and 65, 67 and 68, 71, 103 and 104, 108-119, revised; 120, new.

### Summary

This chapter is revised to

- Update references to the Department of Inspections and Appeals (DIA), changing them to reference the Department of Inspections, Appeals, and Licensing (DIAL).
- Update the name the Department of Human Services (DHS) to the Department of Health and Human Services (HHS).
- Update the name of the *Financial Support Application to Food and Financial Support Application*.
- Add clarifying language on social security numbers.

### Effective Date

Upon receipt.

### Material Superseded

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

<u>Page</u>	<u>Date</u>
Contents 3 and 4	September 1, 2023
2, 26 and 27	June 16, 2023
28 and 29	September 1, 2023
30 and 31, 49 and 50, 56, 59, 62, 64 and 65, 67 and 68, 71, 103 and 104	June 16, 2023
108-119	September 1, 2023

### Additional Information

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