



TERRY E. BRANSTAD, GOVERNOR

DEPARTMENT OF HUMAN SERVICES

CHARLES M. PALMER, DIRECTOR

August 22, 1995

GENERAL LETTER NO. 4-D-27

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

SUBJECT: Employees' Manual, Title 4, Chapter D, *Resources*, Title page, revised;  
Contents page 1, revised; Contents page 2, new; and pages 1 through 34, new.

### Summary

This general letter transmits the revised 4-D, *Resources*.

The existing chapter IV-D, *Unemployed Parent* has been reorganized and rewritten to incorporate the Department's updated manual format and writing style. Policies covering the program for cases assigned regular status are now located in 4-I(1), *Unemployed Parent (Regular)*. The policy content of the chapter remains unchanged.

A new chapter has been added, 4-I, *Unemployed Parent*, that contains Unemployed Parent policies for cases assigned welfare reform status.

A comparison chart is not included because there are no policies that have moved to chapters other than 4-I(1).

### Effective Date

September 1, 1995

### Material Superseded

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

### Additional Information

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



June 18, 1996

**GENERAL LETTER NO. 4-D-28**

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

SUBJECT: Employees' Manual, Title 4, Chapter D, *Resources*, Contents (pages 1 and 2), revised; pages 1 through 5, 10 through 15, 18, 21 through 34, revised; and pages 35 and 36, new.

**Summary**

This general letter transmits the yearly increase in the exemption of the motor vehicle equity for welfare reform FIP applicants and participants.

In addition, information is added on the Uniform Transfers to Minors Act, and existing instructions expanded on the exemption of nonhomestead real property.

The remaining pages are revised to clarify language and correct minor errors that occurred during the manual rewrite.

**Effective Date**

The increased exemption in the motor vehicle equity value is effective July 1, 1996. The remaining revisions are effective upon receipt.

Apply the new \$3,889 exemption in the motor vehicle equity value beginning with the July 1996 payment month. Apply the current \$3,472 exemption when determining countable resources for any month before July 1996.

Do not cancel existing welfare reform FIP cases effective July 1, 1996, solely because countable resources exceed limits due to the current \$3,472 limit on the motor vehicle equity exemption. Continue assistance if, by applying the new \$3,889 exemption, the household is within the \$5,000 resource limit for participants.

Reinstate welfare reform FIP cases that are canceled effective July 1, 1996, due to the current \$3,472 exemption limit in accordance with the policies in 4-G, *Reinstatement*.

**Material Superseded**

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

<u>Page</u>	<u>Date</u>
Contents (pages 1 and 2)	August 22, 1995
1-5, 10-15, 18, 21-34	August 22, 1995

**Additional Information**

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



TERRY E. BRANSTAD, GOVERNOR

DEPARTMENT OF HUMAN SERVICES

CHARLES M. PALMER, DIRECTOR

May 27, 1997

**GENERAL LETTER NO. 4-D-29**

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

SUBJECT: Employees' Manual, Title 4, Chapter D, *Resources*, page 29, revised.

**Summary**

State law requires that the Department annually increase the exempt amount of the motor vehicle equity value according to the latest increase in the consumer price index for used vehicles.

The consumer price index for this year does not reflect an increase. Consequently, the current \$3, 889 motor vehicle equity limit stays in effect until June 30, 1998.

This general letter serves as documentation of the above.

**Effective Date**

Upon receipt.

**Material Superseded**

Remove from Employees' Manual, Title 4, Chapter D, page 29, dated June 18, 1996, and destroy it.

**Additional Information**

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



TERRY E. BRANSTAD, GOVERNOR

DEPARTMENT OF HUMAN SERVICES

CHARLES M. PALMER, DIRECTOR

January 27, 1998

**GENERAL LETTER NO. 4-D-30**

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

SUBJECT: Employees' Manual, Title 4, Chapter D, *Resources*, Contents (page 1), revised; and pages 11 through 18, revised.

**Summary**

The section on educational assistance is revised to reflect the recent exemption as income and as a resource of all earned and unearned financial assistance for education or training.

Legal references are updated and the references to "regular" FIP are deleted.

**Effective Date**

Upon receipt.

**Material Superseded**

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

<u>Page</u>	<u>Date</u>
Contents (page 1)	June 18, 1996
11-15	June 18, 1996
16, 17	August 22, 1995
18	June 18, 1996

**Additional Information**

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



TERRY E. BRANSTAD, GOVERNOR

DEPARTMENT OF HUMAN SERVICES

CHARLES M. PALMER, DIRECTOR

February 24, 1998

**GENERAL LETTER NO. 4-D-31**

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

SUBJECT: Employees' Manual, Title 4, Chapter D, *Resources*, Contents (page 1) revised; and pages 1 through 6, revised.

**Summary**

These section are revised to remove references to "regular" FIP. Also, legal references are updated.

**Effective Date**

Upon receipt.

**Material Superseded**

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

<u>Page</u>	<u>Date</u>
Contents (page 1)	January 27, 1998
1-6	August 22, 1995

**Additional Information**

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



June 16, 1998

**GENERAL LETTER NO. 4-D-32**

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

SUBJECT: Employees' Manual, Title 4, Chapter D, *Resources*, Contents (page 2) revised; pages 11, 21, 22, 27, 28, 33, and 34, revised.

**Summary**

State law requires that the Department annually increase the exempt amount of the motor vehicle equity value according to the latest increase in the consumer price index for used vehicles.

The consumer price index for this year does not reflect an increase. Therefore, the current \$3,889 motor vehicle equity limit stays in effect until June 30, 1999.

This general letter serves as documentation of the above.

This general letter also transmits minor miscellaneous revisions to clarify existing language and to update legal references.

**Effective Date**

Upon receipt.

**Material Superseded**

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

<u>Page</u>	<u>Date</u>
Contents (page 2)	June 18, 1996
11	January 27, 1998
21, 22, 27, 28, 33, and 34	June 18, 1996

**Additional Information**

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



TERRY E. BRANSTAD, GOVERNOR

DEPARTMENT OF HUMAN SERVICES

CHARLES M. PALMER, DIRECTOR

August 25, 1998

**GENERAL LETTER NO. 4-D-33**

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

SUBJECT: Employees' Manual, Title 4, Chapter D, *Resources*, pages 28 and 29, revised.

**Summary**

The section on determining the net market value of a motor vehicle is revised to clarify that any "blue book" source may be used for that purpose, including internet sources for automobile valuations. The current manual restricts workers to use only the NADA blue book.

**Effective Date**

Upon receipt.

**Material Superseded**

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

<u>Page</u>	<u>Date</u>
28	June 16, 1998
29	May 27, 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

June 8, 1999

## GENERAL LETTER NO. 4-D-34

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

SUBJECT: Employees' Manual, Title 4, Chapter D, *Resources*, pages 29 through 32, revised.

### Summary

This general letter transmits the yearly increase in the exemption of motor vehicle equity for FIP applicants and participants, based on the latest increase in the consumer price index for used vehicles. The new exemption amount is \$3,916. Examples are updated to reflect the new amount.

### Effective Date

The increased exemption in the motor vehicle equity value is effective July 1, 1999.

Apply the new \$3,916 exemption in the motor vehicle equity value beginning with the July 1999 payment month. Apply the current \$3,889 exemption when determining countable resources for any month before July 1999.

Do not cancel existing FIP cases effective July 1, 1999, solely because countable resources exceed limits due to the current \$3,889 motor vehicle equity exemption. Continue assistance if, by applying the new \$3,916 exemption, the household is within the \$5,000 resource limit for participants.

Reinstate FIP cases that are canceled effective July 1, 1999, due to the current \$3,889 exemption limit in accordance with the policies in 4-G, **Reinstatement**.

### Material Superseded

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

<u>Page</u>	<u>Date</u>
29	August 25, 1998
30, 31, 32	June 18, 1996

**Additional Information**

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



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

DEPARTMENT OF HUMAN SERVICES  
JESSIE K. RASMUSSEN, DIRECTOR

August 3, 1999

## GENERAL LETTER NO. 4-D-35

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

SUBJECT: Employees' Manual, Title 4, Chapter D, **Resources**, Contents (pages 1 and 2), revised; pages 4 through 8, 9 through 12, 17, 19 through 26, and 32, revised; and page 8a, new.

### Summary

Revisions to this chapter:

- ◆ Exempt earnings in kind as resources. See General Letter 4-E-23, dated August 3, 1999, for details.
- ◆ Eliminate the requirement that FIP applicants and participants try to gain title and control of an unavailable resource. A resource is considered unavailable when the client owns it in part or in full but the client has no control over it. (See **Joint Ownership** and also **Inaccessible Resources** for details.)
- ◆ Exempt property sold under an installment contract or held in security in exchange for a price consistent with its fair market value and also exempt the contract.
- ◆ Exempt the value of nonhomestead property that produces income consistent with its fair market value.
- ◆ Exempt nonhomestead property that is publicly advertised for sale at an asking price consistent with its fair market value.
- ◆ Eliminate the policies on the nine-month exemption for nonhomestead property. As long as the nonhomestead property is up for sale at a fair market value price or produces income consistent with its fair market value, the property is exempt. If the property does not meet exemption criteria, the equity value is counted toward the resource limit. This renders moot the current nine-month exemption period, as well as the agreement to repay FIP assistance when the property is sold.
- ◆ Update legal references and reorganize the chapter.

## Implementation Instructions

### For applicants:

- ◆ Apply the new policies when processing applications on or after September 1, even if application date and the FIP effective date are before September 1.
- ◆ No longer require applicants to sign form PA-2248-0, *Real Property Exemption Agreement*, or require them to take action to gain title and control of an unavailable resource.
- ◆ Count toward the resource limit the net market (equity) value of property that does not meet exemption criteria.

### For participants, effective with the September 1999 payment month:

- ◆ Do not cancel FIP assistance for September 1 or later when a participant fails to take action for gaining title and control of an unavailable resource.
- ◆ Apply the new property exemptions. If the property does not meet exemption criteria, consider the net market (equity) value toward the resource limit.
- ◆ Void any nine-month property exemption that is currently in effect. (These cases should be identifiable via viewing existing tickler messages. See XIV-C-51 for instructions on viewing tickler messages.)

By timely notice in August, notify the client in writing that, because of FIP policy changes going into effect September 1, the nine-month property exemption agreement the client signed (list the date the client signed the document) is no longer in effect. Include in the letter that the client's nonhomestead property will not be counted toward the resource limit for as long as:

- The property remains advertised for sale at a reasonable asking price, or
- The property produces income consistent with income received by similar properties in the area.

Also include a reminder statement for the client to report changes in the circumstances of the property, such as the property being taken off the market, being sold, or using the property for producing income. File a copy of the letter in the client's case record.

No further action is required at this time as the property should already be publicly advertised for sale as a condition for granting the current nine month-exemption. Recoupment is waived for FIP assistance received for any months during an existing nine-month exemption period.

However, overpayments must be prepared when the nine-month property exemption period expired before September 1. (In accordance with current policy in 4-H, delay processing the overpayment until the property is sold.)

**Effective Date**

The revised legal references are effective upon receipt. All other changes are effective with the September 1999 payment month. See **Implementation Instructions** for specific instructions.

**Material Superseded**

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

<u>Page</u>	<u>Date</u>
Contents (page 1)	February 24, 1998
Contents (page 2)	June 16, 1998
4-6	February 24, 1998
7-9	August 22, 1995
10	June 18, 1996
11	June 16, 1998
12, 17	January 27, 1998
19, 20	August 22, 1995
21, 22	June 16, 1998
23-26	June 18, 1996
32	June 8, 1999
33, 34	June 16, 1998
35, 36	June 18, 1996

**Additional Information**

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



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

DEPARTMENT OF HUMAN SERVICES  
JESSIE K. RASMUSSEN, DIRECTOR

June 6, 2000

## GENERAL LETTER NO. 4-D-36

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

SUBJECT: Employees' Manual, Title 4, Chapter D, *RESOURCES*, pages 18, 21, and 29 through 31, revised.

### Summary

This general letter transmits the yearly increase in the motor vehicle equity exemption for FIP applicants and participants, based on the latest increase in the consumer price index for used vehicles. The new exemption amount is \$3,959. Examples are updated to reflect the new amount.

Existing language is clarified on pages 18 and 21.

### Effective Date

The increased exemption in the motor vehicle equity value is effective July 1, 2000.

Apply the new \$3,959 exemption in the motor vehicle equity value beginning with the July 2000 payment month. Apply the current \$3,916 exemption when determining countable resources for any month before July 2000.

Do not cancel existing FIP cases effective July 1, 2000, solely because countable resources exceed limits due to the current \$3,916 motor vehicle equity exemption. Continue assistance if, by applying the new \$3,959 exemption, the household is within the \$5,000 resource limit for participants.

Reinstate FIP cases that are canceled effective July 1, 2000, due to the current \$3,916 exemption limit in accordance with the policies in 4-G, **REINSTATEMENT**.

**Material Superseded**

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

<u>Page</u>	<u>Date</u>
18	January 27, 1998
21	August 3, 1999
29, 30, 31	June 8, 1996

**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

June 5, 2001

## GENERAL LETTER NO. 4-D-37

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

SUBJECT: Employees' Manual, Title 4, Chapter D, **RESOURCES**, pages 29, 30, and 31, revised.

### Summary

This general letter transmits the yearly increase in the motor vehicle equity exemption for FIP applicants and participants, based on the latest increase in the consumer price index for used vehicles. The new exemption amount is \$4,042. Examples are updated to reflect the new amount.

### Effective Date

The increased exemption in the motor vehicle equity value is effective July 1, 2001.

Apply the new \$4,042 exemption in the motor vehicle equity value beginning with the July 2001 payment month. Apply the current \$3,959 exemption when determining countable resources for months before July 2001.

Do not cancel existing FIP cases effective July 1, 2001, solely because countable resources exceed limits due to the current \$3,959 motor vehicle equity exemption. Continue assistance if, by applying the new \$4,042 exemption, the household is within the \$5,000 resource limit for participants.

Reinstate FIP cases that are canceled effective July 1, 2001, due to the current \$3,959 exemption limit but are eligible under the new limit. Follow the policies in 4-G, **REINSTATEMENT**.

### Material Superseded

Remove from Employees' Manual, Title 4, Chapter D, pages 29, 30, and 31, dated June 6, 2000, and destroy them.

### 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

July 2, 2002

## GENERAL LETTER NO. 4-D-38

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

SUBJECT: Employees' Manual, Title 4, Chapter D, *RESOURCES*, pages 29, 30, and 31, revised.

### Summary

This general letter transmits the yearly increase in the motor vehicle equity exemption for FIP applicants and participants, based on the latest increase in the consumer price index for used vehicles. The new exemption amount is \$4,115. Examples are updated to reflect the new amount.

### Effective Date

The increased exemption in the motor vehicle equity value is effective July 1, 2002.

Apply the new \$4,115 exemption in the motor vehicle equity value beginning with the July 2002 payment month. Apply the current \$4,042 exemption when determining countable resources for months before July 2002.

Do not cancel existing FIP cases effective July 1, 2002, solely because countable resources exceed limits due to the current \$4,042 motor vehicle equity exemption. Continue assistance if, by applying the new \$4,115 exemption, the household is within the \$5,000 resource limit for participants.

Reinstate FIP cases that are canceled effective July 1, 2002, due to the current \$4,042 exemption limit but are eligible under the new limit. Follow the policies in 4-G, **REINSTATEMENT**.

### Material Superseded

Remove from Employees' Manual, Title 4, Chapter D, pages 29, 30, and 31, all dated June 5, 2001, and destroy them.

### 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

April 29, 2003

## GENERAL LETTER NO. 4-D-39

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

SUBJECT: Employees' Manual, Title 4, Chapter D, *RESOURCES*, page 22, revised.

### Summary

Family Investment Program (FIP) rules have been revised to eliminate Chapter 48 of the Iowa Administrative Code regarding FIP income and resource policy waivers for entrepreneurial training participants.

This manual change eliminates the reference to Chapter 4-A, *ENTREPRENEURIAL TRAINING*, and the waiver period.

### Effective Date

Upon receipt.

### Material Superseded

Remove page 22, dated August 3, 1999, from Employees' Manual, Title 4, Chapter D, and destroy it:

### 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-D-40

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

SUBJECT: Employees' Manual, Title 4, Chapter D, **RESOURCES**, Contents (page 2),  
revised; and pages 7, and 27 through 32, revised.

### Summary

This chapter is revised to exclude from resources the value of one vehicle.

### Effective Date

July 1, 2004.

### Material Superseded

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

<u>Page</u>	<u>Date</u>
Contents (page 2)	August 3, 1999
7	August 3, 1999
27	June 16, 1998
28	August 25, 1998
29-31	July 2, 2002
32	August 13, 1999

### 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 10, 2005

## GENERAL LETTER NO. 4-D-41

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

SUBJECT: Employees' Manual, Title 4, Chapter D, **RESOURCES**, pages 29, 30, and 31,  
revised.

### Summary

This chapter is revised to update the motor vehicle equity exemption for FIP applicants and participants. The motor vehicle equity exemption is updated each year based on the latest increase in the consumer price index for used vehicles. The new exemption amount is \$4,164. Examples are updated to reflect the new amount.

### Effective Date

The increase is effective July 1, 2005.

Apply the new \$4,164 exemption in the motor vehicle equity value beginning with the July 2005 payment month. Apply the current \$4,115 exemption when determining countable resources for months before July 2005.

### Material Superseded

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

<u>Page</u>	<u>Date</u>
29-31	June 15, 2004

### 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 2, 2006

## GENERAL LETTER NO. 4-D-42

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

SUBJECT: Employees' Manual, Title 4, Chapter D, **RESOURCES**, pages 26, 29, 30, and 31, revised.

### Summary

This chapter is revised to update:

- ◆ The name of the Division from "Division of Economic Assistance" to "Division of Financial, Health and Work Support."
- ◆ The motor vehicle equity exemption for FIP applicants and participants. The motor vehicle equity exemption is updated each year based on the latest increase in the consumer price index for used vehicles. The new exemption amount is \$4,435. Examples are updated to reflect the new amounts.

### Effective Date

July 1, 2006

Apply the new \$4,435 exemption in the motor vehicle equity value beginning with the July 2006 payment month. Apply the current \$4,164 exemption when determining countable resources for months before July 2006.

### Material Superseded

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

<u>Page</u>	<u>Date</u>
26	August 3, 1999
29-31	June 10, 2005

### Additional Information

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



# STATE OF IOWA

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

DEPARTMENT OF HUMAN SERVICES  
KEVIN W. CONCANNON, DIRECTOR

June 8, 2007

## GENERAL LETTER NO. 4-D-43

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

SUBJECT: Employees' Manual, Title 4, Chapter D, **RESOURCES**, pages 29, 30, and 31,  
revised.

### Summary

This chapter is revised to update the motor vehicle equity exemption for FIP applicants and participants. The motor vehicle equity exemption is updated each year based on the latest increase in the consumer price index for used vehicles. The new exemption amount is \$4,639. Examples are updated to reflect the new amounts.

### Effective Date

July 1, 2007

Apply the new \$4,639 exemption in the motor vehicle equity value beginning July 1, 2007.  
Apply the current \$4,435 exemption when determining countable resources for months before July 2007.

### Material Superseded

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

<u>Page</u>	<u>Date</u>
29-31	June 2, 2006

### 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

April 11, 2008

## **GENERAL LETTER NO. 4-D-44**

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

SUBJECT: Employees' Manual, Title 4, Chapter D, *RESOURCES*, page 12, revised.

### **Summary**

This chapter is revised to specify that payments from an earned income credit are exempt as a resource in the month received and the following month, whether received with the regular paycheck or as a lump-sum federal or state income tax refund.

### **Effective Date**

March 12, 2008

### **Material Superseded**

Remove page 12, dated August 3, 1999, from Employees' Manual, Title 4, Chapter D, and destroy it.

### **Additional Information**

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



# STATE OF IOWA

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

DEPARTMENT OF HUMAN SERVICES  
EUGENE I. GESSOW, DIRECTOR

January 23, 2009

## **GENERAL LETTER NO. 4-D-45**

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

SUBJECT: Employees' Manual, Title 4, Chapter D, **RESOURCES**, page 1, revised.

### **Summary**

This chapter is revised to remove a reference to the *Public Assistance Eligibility Report (PAER)*. This form is obsolete.

### **Effective Date**

February 1, 2009

### **Material Superseded**

Remove from Employees' Manual, Title 4, Chapter D, page 1, dated February 24, 1998, and destroy it.

### **Additional Information**

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





# STATE OF IOWA

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

DEPARTMENT OF HUMAN SERVICES  
CHARLES J. KROGMEIER, DIRECTOR

June 5, 2009

## GENERAL LETTER NO. 4-D-46

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

SUBJECT: Employees' Manual, Title 4, Chapter D, *RESOURCES*, pages 29, 30, and 31,  
revised.

### Summary

Chapter 4-D is revised to update the motor vehicle equity exemption for FIP applicants and participants. The motor vehicle equity exemption is updated each year based on the latest increase in the consumer price index for used vehicles. The new exemption amount is \$4,658. Examples are updated to reflect the new amount.

### Effective Date

July 1, 2009

### Material Superseded

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

<u>Page</u>	<u>Date</u>
29-31	June 8, 2007

### Additional Information

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



# STATE OF IOWA

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

DEPARTMENT OF HUMAN SERVICES  
CHARLES J. KROGMEIER, DIRECTOR

September 17, 2010

## GENERAL LETTER NO. 4-D-47

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

SUBJECT: Employees' Manual, Title 4, Chapter D, *RESOURCES*, pages 9, 12, 15, 16, 19,  
24, and 26, revised.

### Summary

Chapter 4-D is revised to correct and update legal references and organizational names.

### Effective Date

Upon receipt.

### Material Superseded

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

<u>Page</u>	<u>Date</u>
9	August 3, 1999
12	April 11, 2008
15, 16	January 27, 1998
19, 24	August 3, 1999
26	June 2, 2006

### Additional Information

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



# STATE OF IOWA

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

DEPARTMENT OF HUMAN SERVICES  
CHARLES M. PALMER, DIRECTOR

July 1, 2011

## GENERAL LETTER NO. 4-D-48

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

SUBJECT: Employees' Manual, Title 4, Chapter D, **RESOURCES**, Contents (page 1),  
revised; and pages 13, 14, 15, 29, 30, and 31, revised.

### Summary

Chapter 4-D is revised to:

- ◆ Update the motor vehicle equity exemption for FIP applicants and participants. The motor vehicle equity exemption is updated each year based on the latest increase in the consumer price index for used vehicles. The new exemption amount is \$5,455. Examples are updated to reflect the new amounts.
- ◆ Add policy that excludes earned income credit payments received as part of a federal tax refund during calendar year 2010, 2011, or 2012 for a period of 12 months from the date of receipt. This change is based on the Tax Relief, Unemployment Insurance Reauthorization, and Job Creation Act of 2010 (Public Law 111-312).

### Effective Date

July 1, 2011

### Implementation

Apply the new \$5,455 exemption in the motor vehicle equity value beginning July 1, 2011.  
Apply the current \$4,658 exemption when determining countable resources for months before July 2011.

### Material Superseded

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

<u>Page</u>	<u>Date</u>
Contents (page 1)	August 3, 1999
13, 14	January 27, 1998
15	September 17, 2010
29-31	June 5, 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

June 15, 2012

## GENERAL LETTER NO. 4-D-49

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

SUBJECT: Employees' Manual, Title 4, Chapter D, *RESOURCES*, Title page, revised; and  
pages 29 through 31, revised.

### Summary

Chapter 4-D is revised to update the motor vehicle equity exemption for FIP applicants and participants. The motor vehicle equity exemption is updated each year based on the latest increase in the consumer price index for used vehicles. The new exemption amount \$5,804. Examples are updated to reflect the new amounts.

### Effective Date

July 1, 2012

### Implementation

Apply the new \$5,804 exemption in the motor vehicle equity value beginning July 1, 2012. Apply the current \$5,455 exemption when determining countable resources for months before July 2012.

### Material Superseded

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

<u>Page</u>	<u>Date</u>
Title page	August 22, 1995
29-31	July 1, 2011

### 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

July 19, 2013

## GENERAL LETTER NO. 4-D-50

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

SUBJECT: Employees' Manual, Title 4, Chapter D, *RESOURCES*, pages 14, 29, 30, and 31, revised.

### Summary

Chapter 4-D is revised to:

- ◆ Update policy that excludes earned income credit payments received as part of a federal tax refund for a period of 12 months from the date of receipt. This change is based on the Tax Relief, Unemployment Insurance Reauthorization, and Job Creation Act of 2010 (Public Law 111-312) and the American Taxpayer Relief Act of 2012 (Public Law 112-240).
- ◆ Update the motor vehicle equity exemption for FIP applicants and participants. The motor vehicle equity exemption is updated each year based on the latest increase in the consumer price index for used vehicles. The new exemption amount \$5,874. Examples are updated to reflect the new amounts.

### Effective Date

July 1, 2013

### Implementation

Apply the new \$5,874 exemption in the motor vehicle equity value beginning July 1, 2013. Apply the current \$5,804 exemption when determining countable resources for months before July 2013.

### Material Superseded

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

<u>Page</u>	<u>Date</u>
14	July 1, 2011
29-31	June 15, 2012

**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

June 26, 2015

## GENERAL LETTER NO. 4-D-51

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

SUBJECT: Employees' Manual, Title 4, Chapter D, *RESOURCES*, pages 5, 29, 30, and 31,  
revised.

### Summary

Chapter 4-D is revised to:

- ◆ Update the motor vehicle equity exemption for FIP applicants and participants. The motor vehicle equity exemption is updated each year based on the latest increase in the consumer price index for used vehicles. The new exemption amount is \$5,880. Examples are updated to reflect the new amounts.
- ◆ Update the form number of the *Insurance Report* from PA-2106-0 to 470-0444.

### Effective Date

July 1, 2015

### Implementation

Apply the new \$5,880 exemption in the motor vehicle equity value beginning July 1, 2015.  
Apply the current \$5,874 exemption when determining countable resources for months before July 2015.

### Material Superseded

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

<u>Page</u>	<u>Date</u>
5	August 3, 1999
29-31	July 19, 2013

### Additional Information

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



June 28, 2019

**GENERAL LETTER NO. 4-D-52**

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

SUBJECT: Employees' Manual, Title 4, Chapter D, **Resources**, Contents (page 1), revised; pages 9, 29, 30, and 31, revised; and page 8b, new.

**Summary**

Chapter 4-D is revised to:

- ◆ Add policy that exempts as a resource the balance in Achieving a Better Life Experience (ABLE) accounts, and
- ◆ Update the motor vehicle equity exemption for FIP applicants and participants. The motor vehicle equity exemption is updated each year based on the latest increase in the consumer price index for used vehicles. The new exemption amount is \$5,904. Examples are updated to reflect the new amounts.

**Effective Date**

July 1, 2019

**Material Superseded**

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

<u>Page</u>	<u>Date</u>
Contents (page 1)	July 1, 2011
9	September 17, 2010
29-31	June 26, 2015

**Additional Information**

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

June 26, 2020

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

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

SUBJECT: Employees' Manual, Title 4, Chapter D, **Resources**, pages 29, 30, and 31, revised.

**Summary**

Chapter 4-D is revised to update the motor vehicle equity exemption for FIP applicants and participants. The motor vehicle equity exemption is updated each year based on the latest increase in the consumer price index for used vehicles. The new exemption amount is \$5,993. Examples are updated to reflect the new amounts.

**Effective Date**

July 1, 2020

**Material Superseded**

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

<u>Page</u>	<u>Date</u>
29-31	June 28, 2019

**Additional Information**

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

June 25, 2021

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

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

SUBJECT: Employees' Manual, Title 4, Chapter D, **Family Investment Program Resources**, Title Page, Contents Page 1, Contents Page 2, page 1, 2 and 3, 4, 5, 6, 7, 8, revised; 8a and 8b, removed; 9, 10 and 11, 12, 13, 14, 15, 16, 17, 18, 19, 20, 21, 22, 23, 24, 25, 26, 27 and 28, 29-31, revised; 32, removed.

### **Summary**

Chapter 4-D is revised to:

- ◆ Reflect program name change from Food Assistance to SNAP
- ◆ Clarify how to refer trusts and conservatorships to central office.
- ◆ Update formatting and style throughout.

### **Effective Date**

Upon receipt.

### **Material Superseded**

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

<u>Page</u>	<u>Date</u>
Title Page	June 15, 2012
Contents Page 1	June 28, 2019
Contents Page 2	June 15, 2004
1	January 23, 2009
2 and 3	February 24, 1998
4	August 3, 1999
5	June 26, 2015
6	August 3, 1999
7	June 15, 2004
8	August 3, 1999
8a	August 3, 1999
8b	June 28, 2019
9	June 28, 2019
10 and 11	August 3, 1999
12	September 17, 2010
13	July 1, 2011
14	July 19, 2013
15	July 1, 2011
16	September 17, 2010

17	August 3, 1999
18	June 6, 2000
19	September 17, 2010
20	August 3, 1999
21	June 6, 2000
22	April 29, 2003
23	August 3, 1999
24	September 17, 2010
25	August 3, 1999
26	September 17, 2010
27 and 28	June 15, 2004
29-31	June 26, 2020
32	June 15, 2004

### **Additional Information**

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

May 27, 2022

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

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

SUBJECT: Employees' Manual, Title 4, Chapter D, **Resources**, 25, 28, 29, revised.

**Summary**

This chapter is revised to update the motor vehicle equity exemption for FIP applicants and participants. The motor vehicle equity exemption is updated each year based on the latest increase in the consumer price index for used vehicles. The new exemption amount is \$8,516. Examples are updated to reflect the new amounts.

**Effective Date**

July 1, 2022.

**Material Superseded**

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

<u>Page</u>	<u>Date</u>
25, 28, 29	June 25, 2021

**Additional Information**

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

July 21, 2023

**GENERAL LETTER NO. 4-D-56**

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

SUBJECT: Employees' Manual, Title 4, Chapter D, **Family Investment Program Resources**, Title Page, Contents 1, revised; Contents 2, removed; 1-24, revised; 25, 26-27, 28 and 29, 30-31, removed.

**Summary**

This chapter is revised to:

- update the motor vehicle equity exemption for FIP applicants and participants.
  - The motor vehicle equity exemption is updated each year based on the latest increase in the consumer price index for used vehicles.
  - The new exemption amount is \$9,027. Examples are updated to reflect the new amounts.
- update style and formatting throughout.

**Effective Date**

July 1, 2023.

**Material Superseded**

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

<u>Page</u>	<u>Date</u>
Title Page	June 25, 2021
Contents 1 and 2	June 25, 2021
1-24	June 25, 2021
25	May 27, 2022
26-27	June 25, 2021
28 and 29	May 27, 2022
30-31	June 25, 2021

**Additional Information**

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