



August 29, 1995

GENERAL LETTER NO. 4-E-12

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

SUBJECT: Employees' Manual, Title 4, Chapter E, *Income*, Title page, new; Contents (pages 1-5), new; and pages 1 through 125, new.

Summary

This general letter transmits the new Employees' Manual Chapter 4-E, which contains policies relating to treatment of the income of FIP applicants and participants who have been assigned welfare reform status. The chapter combines information from IV-B(3), *Income*, IV-B(6), *Support From Parents and Others*, and Manual Letter IV-Zero-20.

A comparison chart is not included because this chapter does not replace an existing chapter. (General Letter 4-B(3)-76 includes a comparison chart that shows where sections and subsections from the existing income chapter are now located in the new format.)

There is no new policy information in this chapter. However, income guidelines specific to IRCA aliens are not included, because the five-year disqualification period ended and there are no longer specific guidelines for this group. Aliens who were previously ineligible because of lawful temporary or permanent resident status under the Immigration and Reform Act of 1986 (IRCA), can now receive FIP assistance if otherwise eligible. See 4-L.

Effective Date

September 1, 1995

Material Superseded

This chapter obsoletes the following manual letter:

- ◆ IV-Zero-20, dated 9/21/93, "Implementation Income From Welfare Reform Effective October 1, 1993"

Additional Information

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



March 5, 1996

GENERAL LETTER NO. 4-E-13

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

SUBJECT: Employees' Manual, Title 4, Chapter E, *Income*, Contents (pages 2 and 5), revised; and pages 13, 17, 18, 19, 24, 25, 26, 33, 34, 42, 47, 60, 65, 66, 67, 72, 78, 81, 84, 89, 97, 99, 101, 102, 103, 111 through 114, 120, and 122, revised, and pages 18a, 18b, 18c, 78a, and 102a through 102d, new.

Summary

Individual Development Accounts (IDAs) are expected to become available in late February or in March 1996. Page 18 is revised to provide additional instructions on the effect of IDAs on FIP applicants and participants.

Page 26 is revised to add that payments from trusts or conservatorship for basic or special needs are considered as unearned income in the budget month received. Page 26 is revised further to clarify that payments from the VA Aid and Attendance program are exempt as income.

Page 47 is revised to clarify that extended social security benefits for a full-time high school student end four months after the person turns 19 or completes high school, whichever is earlier.

Instructions are revised on pages 78 and 102 on determining good cause for reapplicants who voluntarily quit a job while in an FIA during the previous period of FIP assistance.

Also, specific instructions and examples on imposing the earned income sanction that are currently only found in Chapter E(1), *Income (Regular)*, are added to the welfare reform chapter, beginning on page 102b.

Language is clarified on pages 111 through 113 when referring to a parent under age 19.

The remaining pages are revised to add references and to correct minor errors that occurred during the recent manual rewrite.

Effective Date

The instructions on IDAs are effective with the date that IDAs are implemented.

The remaining revisions are effective upon receipt.

Material Superseded

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

<u>Page</u>	<u>Date</u>
Contents (pages 2 and 5)	August 29, 1995
13, 17, 18, 19, 24, 25, 26, 33, 34, 42, 47, 60, 65, 66, 67,72, 78, 81, 84, 89, 97, 99, 101, 102, 103, 111, 112, 113, 114, 120, 122	August 29, 1995

Additional Information

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

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



September 24, 1996

GENERAL LETTER NO. 4-E-14

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

SUBJECT: Employees' Manual, Title 4, Chapter E, **Income**, Contents (pages 1 through 4), revised; pages 9, 10, 11, 14 through 18, 18a, 18b, 18c, 19 through 36, 43, 48, 50, 51, 55 through 72, 78, 78a, 79, 95, 96, 97, 99, 100, 102, 102a, 103, 104, 113, 117, 121, and 124, revised; and pages 72a and 72b, new.

Summary

This general letter transmits the following *new policies*:

- ◆ Earnings of an applicant or participant age 19 or younger who is a full-time student in high school or an equivalent program are exempt. The six-month student or JTPA exemption and the disregard of earnings of a student are eliminated. Earnings of a child who is not a *full-time* student are treated the same as any other earnings.
- ◆ Income cannot be diverted for the needs of a person living in the home who has been disqualified from FIP because of intentional program violation. See the new chapter 4-M, **Intentional Program Violation**, for details.

Sections are added on JOBS CORPS income, reimbursement for job-related expenses, and non-educational grants that cannot be used for current living costs.

Also, clarification is added to existing policies on income from VISTA payments, child support, self-employment, and nonrecurring lump sums, and withdrawals from an IDA.

Minor changes are made to the policies on earned income sanctions and exempting terminated income to specify whether PROMISE JOBS or IM staff are responsible for determining good cause when an FIA-responsible participant refuses, reduces or quits a job.

Effective Date

The exemption of earnings of a person age 19 or younger is effective with the November 1996 *benefit* month.

The policies on treatment of income of persons who are disqualified from FIP for intentional program violation are effective November 1, 1996. See General Letter 4-M-1 for specifics.

The remaining revisions are effective upon receipt.

Specific Instructions

Exempt earnings of any person age 19 or younger who is a *full-time* student starting with the November 1996 benefit month. “*Full-time*” is determined by the school.

The new exemption replaces all other exemptions and disregards of children’s earnings that exist currently. Apply the exemption regardless whether the full-time student is considered a child or is a parent on a case, and regardless of the student’s living arrangement.

Apply the new policy to welfare reform FIP cases and also to Refugee Cash Assistance (RCA) cases.

Applicants

Use the new policy for applications received *on or after* November 1, 1996.

For applications received *before* November 1, 1996, that are not processed until November 1, 1996, or later, use the policies in effect *before* November 1, 1996, to determine eligibility and benefits for any month before November 1996.

Participants

Complete desk reviews of FIP and RCA cases to determine whether earnings of a person 19 or younger are countable or exempt under the new policy, depending on the person’s student status. If full-time status is questionable, verify it with the school via a signed release from the client. See 4-C, **Defining Full-Time School Attendance**, for details.

Enter earnings of less than full-time students that are exempt or disregarded under the current policy to determine eligibility and benefits for November 1996.

Likewise, remove earnings of persons 19 or younger who are full-time students that are currently counted, beginning with the November benefit month.

Households whose only earned income is from the exempt earnings of a full-time student need not complete PAERs for the September or October budget months. Change the monthly reporting code on the system. Do not cancel FIP when the household fails to return an unnecessary PAER for the September or October 1996 budget month.

Central Office will provide a printout by October 10, listing persons 19 or younger whose earnings are currently being counted to assist workers with the required desk reviews. Copies of the printout will be issued to the BPAs and the workers.

Complete desk reviews by timely notice day in October to take require action effective November 1, 1996.

Material Superseded

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

<u>Page</u>	<u>Date</u>
Contents (page 1)	August 29, 1995
Contents (page 2)	March 5, 1996
Contents (pages 3 and 4)	August 29, 1995
9-11, 14-16	August 29, 1995
17, 18, 18a-18c, 19	March 5, 1996
20-23	August 29, 1995
24-26	March 5, 1996
27-32	August 29, 1995
33, 34	March 5, 1996
35, 36, 43, 48, 50, 51, 55-59	August 29, 1995
60	March 5, 1996
61-64	August 29, 1995
65-67	March 5, 1996
68-71	August 29, 1995
72, 78, 78a	March 5, 1996
79, 95, 96	August 29, 1995
97, 99	March 5, 1996
100	August 29, 1995
102, 102a, 103	March 5, 1996
104	August 29, 1995
113	March 5, 1996
117, 121, 124	August 29, 1995

Additional Information

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



July 1, 1997

GENERAL LETTER NO. 4-E-15

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

SUBJECT: Employees' Manual, Title 4, Chapter E, *Income*, Contents (page 3), revised; page 31, revised; and pages 30a and 30b, new.

Summary

Legislation requires the Department to discontinue paying to the FIP participant the first \$50 of assigned, current monthly child collected by DHS in any given month. Applicants who are approved for FIP on or after July 1, 1997, will no longer get the payment ("rebate"), even if the FIP effective date is before July 1, 1997. These are households whose FIP approval is entered with an "A" status code on TD02

However, FIP participants who are active on FIP on June 30, 1997, will continue to get a rebate until they become ineligible for FIP. These households will not get the rebate again should they later reapply and a new application is needed to determine their FIP eligibility.

"Active on FIP" means those cases that have a FIP program status of A, B, C or E on TD02 on June 30, 1997. Also, cases that are reinstated (FIP status code "B") or reopened (FIP status code "C") on or after July 1 retroactive to July 1 will remain eligible for the rebate.

Rebate payments continue to be automated. Enhancements have been made to the IABC and ICAR computer systems to identify households who are eligible for a rebate versus those households who are not eligible under the new policy. No additional action is required by IM. However, there may be occasional case situations that require IM and CSRU staff to communicate to determine a family's eligibility for a rebate.

Whether or not a rebate is actually paid to a FIP participant, IM staff do not take different action. Do not count the first \$50 of current monthly child support when determining the household's eligibility (or grant amount, for applicants or for participants who fail to refund direct support), the same as under current policy.

Example 1: Ms. A applies for FIP on June 20. On July 1, the worker enters the FIP approval onto IABC with a June 27 effective date. Ms. A is not eligible for rebates.

Example 2: Ms. B applies for FIP on June 20. On June 30, the worker enters the approval onto IABC with a June 27 effective date. Ms. B is eligible for rebates. **Note:** If, due to a system entry error, the worker has to reenter the approval on July 1, Ms. B is not eligible for rebates.

Example 3: Mr. K is on FIP and has been receiving rebates. His case is canceled effective August 1. On August 20, Mr. K reapplies. On September 15, the worker enters the FIP approval with an "A" status code, for an August 27 effective date. Mr. K is not eligible to get rebates again.

On or after July 1, 1997, if a FIP participant is currently ineligible to get rebates, but ICAR processes a support payment for a month before July 1, 1997, when the family was eligible for a rebate, ICAR will issue a rebate to the family.

Example: Ms. C is on FIP and has been getting rebates. Her FIP case is canceled effective August 1, 1997. In August, ICAR processes a support payment. The payment is applied to June 1997. ICAR will issue a rebate to the family.

When a FIP client contacts you about not receiving a rebate, first determine if the client is entitled to a rebate in accordance with the new policy. If so, follow the instructions in 4-H, **When a Rebate Error is Reported**, before referring client to CSRU or CSC.

If the client is not eligible for a rebate because FIP was approved on or after July 1, 1997, explain the new policy to the client. Follow the policies in 4-H, **Denying a Rebate**.

Effective Date

July 1 , 1997

Material Superseded

Remove from Employees' Manual, Title 4, Chapter E, Contents (page 3), and page 31, both dated September 24, 1996, and destroy them.

Additional Information

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



September 30, 1997

GENERAL LETTER NO. 4-E-16

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

SUBJECT: Employees' Manual, Title 4, Chapter E, *Income*, Contents (pages 1 through 5), revised; and pages 6, 10-12, 17, 18, 18a, 18b, 20, 25, 26, 30b, 31 through 40, 42, 51, 52, 55, 56, 65, 73 through 82, 93, 94, 97, 98, 103, 104, 120, 121, and 124, revised; and pages 12a and 30c, new.

Summary

This general letter transmits the following changes:

- ◆ Eliminates the four-month exemption of earnings from new (self-) employment under the work transition period (WTP).
- ◆ Adds information on the new DHS Diversion Funding Program and the Self Sufficiency Grants Programs.
- ◆ Incorporates additional child support rebate information into the chapter. (This information was previously transmitted to IM staff via electronic mail on July 17, 1997.)
- ◆ Replaces the reference "CSRU" with "CSC," where appropriate.
- ◆ Eliminates reference to "regular" FIP.
- ◆ Clarifies existing language and corrects legal references.

Special Instructions for Eliminating the WTP

Applicants

Apply the new policy to households who:

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

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

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

Participants

Apply the new policy to new (self-) employment that is obtained on or after October 1, 1997. Participants who start new (self-) employment on or before September 30, 1997, and are eligible for the WTP will receive their entire 4-month period. Example:

A participant starts new (self-) employment on September 30, 1997. If otherwise eligible for it, the participant will receive the WTP from September through December 1997.

Note: If the employment starts October 1, the participant will not be eligible for the WTP.

No desk reviews are required. Also see General Letters 4-B-49 and 4-G-4, dated September 23, 1997.

Effective Date

October 1, 1997, for the elimination of the WTP. Also, the diversion funding program and self sufficiency grants programs are implemented in certain areas of the state effective October 1, 1997. The remaining changes are effective upon receipt.

Material Superseded

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

<u>Page</u>	<u>Date</u>
Contents (pages 1 and 2)	September 24, 1996
Contents (page 3)	July 1, 1997
Contents (page 4)	September 24, 1996
Contents (page 5)	March 5, 1996
6	August 29, 1995
10, 11	September 24, 1996
12	August 29, 1995
17, 18, 18a, 18b, 20, 25, 26	September 24, 1996
30b, 31	July 1, 1997
32-36	September 24, 1996
37-40	August 29, 1995
42	March 5, 1996
51	September 24, 1996
52	August 29, 1995
55, 56, 65, 72a, 72b	September 24, 1996
73-77	August 29, 1995
78, 78a, 79	September 24, 1996
80	August 29, 1995
81	March 5, 1996
82, 83	August 29, 1995

84	March 5, 1996
85-88	August 29, 1995
89	March 5, 1996
90-94	August 29, 1995
97	September 24, 1996
98	August 29, 1995
103, 104	September 24, 1996
120	March 5, 1996
121, 124	September 24, 1996

Additional Information

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



February 10, 1998

GENERAL LETTER NO. 4-E-17

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

SUBJECT: Employees' Manual, Title 4, Chapter E, *Income*, Table of Contents (pages 1 through 3), revised; pages 1 through 4, 6 through 9, 12a, 18c, 19, 26 through 46, 51, 53, 54, 57 through 60, 78, 80, 81, 101, 102, 102a, and 105, revised.

Summary

This general letter transmits the following changes:

- ◆ Assigned support collected and retained by DHS is no longer used to determine ongoing eligibility for FIP participants, regardless if the support amount exceeds the FIP grant amount for the same month. However, FIP participants have the choice of withdrawing from FIP at any time and receiving their child support instead.

Under the new policy, the Department will retain collected support up to the total amount of FIP paid out to the family since the family was initially approved for assistance. At the point that support collections exceed a family's total amount of FIP assistance, CSC will release the overage to the participant.

The change is a result of consideration and recommendations of the Welfare Reform Advisory Group and is consistent with federal welfare reform changes. The revised policy provides more stability for families and better enables them to plan their withdrawal from FIP rather than being canceled from FIP based on one month's support collection which may not continue.

- ◆ In accordance with the new policy, *assigned* support retained by the Department is exempt when determining prospective or retrospective eligibility. Support becomes assigned when the FIP approval is successfully entered onto the system. Therefore, do not count for eligibility support expected to be received after the *date* of decision.

FIP is approved on February 15, 1998. Consider the nonexempt support the client received through February 15 to determine eligibility and the grant amount for February. Do not consider for eligibility (nor enter onto the system) support expected to be received after February 15, 1998.

There is no change in the treatment of support that is received directly (if an applicant or a participant receives direct support and fails to refund it). That is, the first \$50 is exempt, and the remainder must be counted to determine eligibility and the amount of the grant for the corresponding payment month (unless the exemption of terminated income is applicable).

- ◆ Because assigned support is exempt and will no longer be entered onto the system, support (by itself or in combination with participants' other countable income) no longer creates financial ineligibility. Therefore, the provisions described in **When Support Does Not Continue in Month of Cancellation** are obsolete and removed from Chapter E.
- ◆ After the release in February, CSC will no longer issue monthly overages to FIP participants when support collected for the month exceeds the FIP grant for the same month. Therefore, the provisions described in **Effect on Discontinuing the Rebate** are removed from the chapter. It is suggested that you keep these pages on file for reference until after the final monthly overage issuance in February.
- ◆ Manual Letter 4-E-3, dated November 3, 1997, exempting all financial assistance for education or training, has been incorporated into the chapter.
- ◆ Manual Letter IV-B(3)-13, dated January 25, 1995, exempting income from participating in Iowa's welfare reform evaluation, has been incorporated into the chapter.
- ◆ Legal references are updated and obsolete references to "regular" FIP are removed.

Effective Date

The policy on exempting support that is collected and retained by DHS when determining ongoing FIP eligibility is effective February 1, 1998.

The contents of Manual Letters 4-E-3 and IV-B(3)-13 are currently in effect.

The remaining revisions are effective upon receipt.

Specific Instructions

Starting with the February payment month, do not use support collected and retained (or anticipated to be retained) by CSC when determining prospective or retrospective FIP eligibility.

Reinstate FIP cases that are in a canceled status for February 1, 1998, solely due to anticipated assigned support (by itself or in combination with other countable income). Remove the assigned support from the BCW2 to force the system to recalculate eligibility for February.

When processing applications, determine eligibility for a month before February according to the policy in effect before February 1, 1998. However, do not count as income nor enter onto the system assigned support when determining eligibility for February and ongoing months.

On December 23, Mrs. A applies for FIP. On January 20, the worker approves her application. The absent parent pays \$50 per week child support. In December, Mrs. A received four \$50 support payments, for a total of \$200. In January, up to the date of decision, Mrs. A had received three \$50 support payments. Mrs. A expects to receive another \$50 payment on January 25, which she is required to refund to DHS.

The worker enters support as follows: For December eligibility and benefits: \$150 (\$200 received minus \$50 exemption). For January: \$150 (\$200 minus \$50 exemption) for eligibility, and \$100 (\$150 received minus \$50 exemption) to determine the January FIP grant. The worker enters \$0 support for February eligibility (and benefit amount).

Starting with the IABC/ICAR interface in January 1998, IABC will no longer use monthly support collections reported by ICAR to determine ongoing eligibility for FIP participants. (Under the old policy, during the interface in January, IABC would have used December support collections reported by ICAR to calculate ongoing FIP eligibility for February.) All other interface functions remain the same, e.g., IABC will continue to count rebate amounts in the food stamp benefit calculation.

Material Superseded

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

<u>Page</u>	<u>Date</u>
Manual Letter 4-E-3	November 3, 1997
Contents (pages 1-3)	September 30, 1997
1-4	August 29, 1995
6	September 30, 1997
7, 8	August 29, 1995
9	September 24, 1996
12a	September 30, 1997
18c, 19	September 24, 1996
26	September 30, 1997
27-30	September 24, 1996
30a	July 1, 1997
30b, 30c, 31-40	September 30, 1997
41	August 29, 1995
42	September 30, 1997
43	September 24, 1996
44-46	August 29, 1995

47	March 5, 1996
48	September 24, 1996
49	August 29, 1995
50	September 24, 1996
51	September 30, 1997
53, 54	August 29, 1995
57-60	September 24, 1996
78, 80, 81	September 30, 1997
101	March 5, 1996
102, 102a	September 24, 1996
105	August 29, 1995

Also remove from the files and destroy Manual Letter IV-B(3)-13, dated January 24, 1995.

Additional Information

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



TERRY E. BRANSTAD, GOVERNOR

DEPARTMENT OF HUMAN SERVICES

CHARLES M. PALMER, DIRECTOR

February 24, 1998

GENERAL LETTER NO. 4-E-18

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

SUBJECT: Employees' Manual, Title 4, Chapter E, *Income*, Contents (pages 4 and 5), revised; and pages 82 through 117, revised.

Summary

This general letter transmits the following changes:

- ◆ Under a new FIP policy, failure to cooperate with CSRU results in a 25 percent reduction of the household's FIP grant. Therefore, obsolete references to removing the needs of the noncooperating person from the grant are deleted.
- ◆ Further, income cannot be diverted to the needs of a person who is:
 - A fleeing felon, or probation or parole violator; or
 - Convicted of giving false statements about the person's place of residence in order to get benefits from two or more states; or
 - A child who is participating in a strike.
- ◆ Legal references are updated.

Effective Date

The policy changes are effective March 1, 1998. The updated legal references are effective on receipt.

Material Superseded

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

<u>Page</u>	<u>Date</u>
Contents (pp 4 and 5)	September 30, 1997
82, 93, 94	September 30, 1997
95, 96	September 24, 1996
97, 98	September 30, 1997

99, 100	September 24, 1996
101, 102, 102a	February 10, 1998
102b, 102c, 102d	March 6, 1997
103, 104	September 30, 1997
105	February 10, 1998
106-110	August 29, 1995
111, 112	March 5, 1996
113	September 24, 1996
114	March 5, 1996
115, 116	August 29, 1995
117	September 24, 1996
118, 119	August 29, 1995
120, 121	September 30, 1997
122	March 5, 1996
123	August 29, 1995
124	September 30, 1997
125	August 29, 1995

Additional Information

Also see General Letters 4-C-20 and 4-M-2 for additional information on persons who are fleeing felons or probation or parole violators or who are convicted of this representing their residence.

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



TERRY E. BRANSTAD, GOVERNOR

DEPARTMENT OF HUMAN SERVICES

CHARLES M. PALMER, DIRECTOR

June 16, 1998

GENERAL LETTER NO. 4-E-19

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

SUBJECT: Employees' Manual, Title 4, Chapter E, *Income*, Contents (page 3), revised; and pages 31 through 42, 51, 67, 68, and 113, revised.

Summary

Senate File 2410, enacted in the 1998 session eliminates the \$50 child support rebate effective July 1, 1998, for all FIP participants. This means that FIP participants are no longer eligible for a rebate from assigned current monthly support collected and kept by the Department for the month of July 1998 or months thereafter.

Elimination of the rebate began July 1, 1997, as required by 1997 Iowa Acts Chapter 208. However, that legislation affected only households who were approved for FIP on or after July 1, 1997. Households who were active on FIP on June 30, 1997, remained eligible for rebates until their FIP eligibility stopped.

Consequently, the 1998 legislation affects only those households who have remained FIP-eligible since June 1997 and therefore remained eligible for rebates. These households will get rebates for support collected for June 1998 or earlier, even though the rebate payment may not be authorized until July 1 or later.

If CSC receives child support on or after July 1 that is intended for a month before July 1998, a rebate will be issued to households who were rebate-eligible for that month.

Note: There is no change in the treatment of support received directly and kept by a FIP applicant or participant. That is, the first \$50 is not counted for FIP eligibility or benefits. This provides for consistency between FIP and FMAP-related medical programs.

Effective Date

July 1, 1998

Special Instructions

Currently, when FIP applicants and participants receive and keep direct support payments, IM staff record the \$50 exemption via entry on REFER3, to provide for necessary communication among computer systems regarding a participant's rebate eligibility.

Under the new policy, it is no longer necessary to enter the \$50 exemption for direct support received by a FIP applicant or participant July 1 or later. Enter the exemption on REFER3 only for direct support received in June 1998 or for an earlier month that is kept by the applicant or participant.

When a FIP participant contacts you about not receiving a rebate, observe the following before referring the client to the Collection Services Center:

- ◆ If the client's inquiry relates to assigned support collected and kept by the Department for the month of July 1998 or a later month, explain the new July 1, 1998, policy on rebate elimination.
- ◆ If the inquiry relates to support for a month before July 1998, determine if the client was rebate-eligible in accordance with the policies in effect before July 1, 1998. If the client was eligible for a rebate, follow the instructions in 4-H, **When a Rebate Error Is Reported**. If the client was not rebate-eligible, follow the instructions in 4-H, **Denying a Rebate**.

If a client reports that a rebate check has been lost, stolen or destroyed, replace the warrant as described in 23-E.

Material Superseded

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

<u>Page</u>	<u>Date</u>
Contents (page 3)	February 10, 1998
31-42, 51	February 10, 1998
67, 68	September 24, 1996
113	February 24, 1998

Additional Information

The 1998 summer edition of *the difference* includes an article on the rebate elimination. Also, Comm. 89, the insert that goes with rebate checks, was revised to inform current rebate recipients of the rebate elimination. See Circular Letter No. 27Z-227-EA, dated June 2, 1998, for information on the revised Comm. 89.

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

April 20, 1999

GENERAL LETTER NO. 4-E-20

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

SUBJECT: Employees' Manual, Title 4, Chapter E, *Income*, Contents (page 1), revised; page 4, revised; and page 4a, new.

Summary

This general letter adds information about the Iowa Central Employee Registry (ICER) system. It explains the daily match with IABC which generates a tickler message to workers notifying them of clients with new employment.

Effective Date

Upon receipt.

Material Superseded

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

<u>Page</u>	<u>Date</u>
Contents (page 1)	February 10, 1998
4, 43-46*	February 10, 1998
47*	March 5, 1996
48*	September 24, 1996
49*	August 29, 1996
50*	September 24, 1996

*These pages were inadvertently omitted from the Material Superseded section of General Letter 4-E-19.

Additional Information

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



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

DEPARTMENT OF HUMAN SERVICES
JESSIE K. RASMUSSEN, DIRECTOR

May 18, 1999

GENERAL LETTER NO. 4-E-21

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

SUBJECT: Employees' Manual, Title 4, Chapter E, *Income*, Contents (page 4), revised; pages 80 through 88, 95, and 109, revised.

Summary

Revisions to this chapter:

- ◆ Eliminate the earned income sanction for persons who terminate, reduce, or refuse employment without good cause. Currently, when the employment issue occurs within 30 days before the month of application or the report month, such persons do not receive the following deductions from countable earned income for one payment month:
 - The 20% earned income deduction, or
 - Any child or adult care expense deductions.
- ◆ Remove the restriction on allowing the exemption of terminated income for retrospectively budgeted persons who refuse, reduce, or quit employment without good cause is.

The changes are the result of recommendations of income maintenance field staff and the Welfare Reform Advisory Group. The Department recognizes that the current policy is not administratively effective. The Department also believes the limited benefit plan is sufficient consequence for persons who abandon a family investment agreement by terminating, reducing, or refusing employment without good cause.

Implementation Instructions

Beginning with the payment month of June 1999:

- ◆ Apply the 20% earned income deduction and a deduction for child and adult care expenses to the earned income of persons who terminate, reduce, or refuse employment, regardless of whether good cause exists.
- ◆ Exempt the terminated income of retrospectively budgeted persons who quit, reduce or refuse employment beginning with the calendar month the income is absent, providing the person is otherwise eligible for the exemption.

Continue to inform PROMISE JOBS when you become aware that a PROMISE JOBS participant has started, ended, or changed employment. When a participant who has signed an FIA quits, reduces, or refuses employment, PROMISE JOBS will determine whether the person has an acceptable reason for the action. If the person does not have an acceptable reason for causing the employment issue and the person does not resolve the issue, PROMISE JOBS will make entry to impose a limited benefit plan.

1. Ms. A and her children receive FIP. Ms. A has signed an FIA. She reports to IM that she has voluntarily reduced her hours of employment in April. IM allows the 20% earned income deduction and a deduction for April child care expenses for June benefits.

IM informs PROMISE JOBS of the reported job reduction. PROMISE JOBS determines that Ms. A does not have just cause for reducing her hours, and she has not taken actions to resolve the issue. On June 7, PROMISE JOBS makes an entry to impose a limited benefit plan effective July 1. Ms A remains eligible for the 20% earned income deduction and a deduction for April child care expenses for June benefits.

2. Mr. B and his children receive FIP. On June 2, Mr. B reports and verifies that he quit his job and received his last pay on May 24. IM redetermines June and July benefits without counting earned income received in April or May, respectively.

Effective Date

June 1, 1999

Material Superseded

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

<u>Page</u>	<u>Date</u>
Contents (page 4)	February 24 1998
80, 81	February 10, 1998
82-95, 109	February 24, 1998

Correction: The material superseded section of General Letter No. 4-E-20 should have read "4 and 43-46."

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 29, 1999

GENERAL LETTER NO. 4-E-22

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

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

Summary

This general letter relays information that portions of Chapter 4-E, *Income*, have been revised and moved to Chapter 4-G, *Case Maintenance*. Sections discussing IEVS matches and the BINC tickler screen are moved to Chapter G to match Food Stamps manual, Title 7.

Effective Date

Upon receipt.

Material Superseded

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

<u>Page</u>	<u>Date</u>
Contents (page 1)	April 20, 1999
4, 4a	April 20, 1999
5	August 29, 1995
6	February 10, 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-E-23

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

SUBJECT: Employees' Manual, Title 4, Chapter E, *Income*, Contents (pages 1-4), revised; and pages 9, 10, 13 through 16, 19, 22, 23, 25, 26, 28 through 44, 51 through 57, 72, 75 through 81, 83 through 86, 95, 97, 98, and 109 through 114, revised.

Summary

Revisions to this chapter:

- ◆ Incorporate the elimination of the earned income deduction for child care, as described in Manual Letter 4-E-4, dated June 15, 1999. FIP applicants and participants who are employed may continue to receive a deduction for care for an incapacitated adult.

FIP applicants and participants who are employed, including people whose income is considered when determining eligibility or the FIP grant amount, can receive assistance with child care costs through the Child Care Assistance program. General information about that program is being incorporated into Chapter A. (See General Letter 4-A-59.)

The child care deduction is continued in the food stamp and Medicaid programs. Refugee Cash Assistance is eliminating the child care deduction, because their cases consist of childless families who have no need for the deduction.

- ◆ Remove the lower \$174 maximum amount for adult care for part-time employment. FIP applicants and participants who are employed, may receive a deduction up to \$175 for care of an incapacitated adult regardless of the hours of employment.
- ◆ Consider earned and unearned recurring lump-sum payments, and periodic or intermittent income, as income in the budget month received. Currently, these types of payments are prorated over the number of months over which the payments were gained. Note that these new policies are not applicable to self-employment. There is no change in how self-employment income is calculated.
- ◆ Add instructions to consider recurring winnings from gambling (such as winnings from casino gambling) as unearned income in the budget month received. Continue to consider one-time winnings (such as lottery winnings) as nonrecurring lump-sum income as described.
- ◆ Exempt in-kind earnings as income and as a resource.
- ◆ Move the content under "Mortgages" to "Property Sold On Contract."

- ◆ Add information on the date wages are considered received, including wage holdings and wage advances, and on vacation and sick leave pay.
- ◆ Add information on Welfare to Work payments.
- ◆ Add clarification to consider direct payments from the absent parent for special occasions such as graduation, prom, birthday, Christmas, and Easter as a gift rather than child support.
- ◆ Eliminate language regarding the earned income sanction for untimely reporting, as this sanction is being eliminated effective with the September 1999 payment month. See General Letter 4-G-10, dated August 3, 1999, for details, including implementation instructions.
- ◆ Update legal references.

Effective Date

The following policy changes are effective as described under **Implementation Instructions**:

- ◆ Eliminating the FIP child care deduction.
- ◆ Eliminating the \$174 maximum care deduction for part-time employment.
- ◆ Exempting in-kind earnings.
- ◆ Considering a recurring lump sum as income in the month received.

The elimination of the earned income sanction for untimely reporting is effective with the September 1999 payment month. See General Letter 4-G-10, dated August 3, 1999, for specific information. The remaining changes are effective upon receipt.

Implementation Instructions

Note: The implementation instructions from Manual Letter 4-E-4 are included in this letter to provide a permanent record of the special instructions, since the manual letter is obsolete as of September 1, 1999. There is no change from the instructions provided in Manual Letter 4-E-4.

Eliminating FIP Child Care Deduction

House File 761, 1999 Iowa Acts, eliminates the FIP child care deduction, beginning with child care provided in July 1999. The effect of disallowing the deduction is as follows:

- ◆ Apply the following instructions when processing FIP applications July 1 or later, even if the application is received before July 1:
 - *Allow* the child care deduction when determining eligibility and the amount of the grant for any month before July.
 - *Disallow* the child care deduction when determining eligibility and the amount of the grant for July and ongoing months.
- ◆ Participants shall not have their FIP benefits reduced or canceled based solely on the loss of the child care deduction before September 1, 1999. Therefore, allow the current child care deduction as appropriate both prospectively and retrospectively for eligibility and benefits for any month before September.

Disallow the child care deduction beginning with the September payment month. No desk reviews are required. Do not recoup excess assistance issued for August solely due to the application of the child care deduction.

Remove any existing FIP child care deduction for September as you process monthly reports for the July budget month.

For participants who report new or changed earnings or child care expenses in June or July, allow the deduction for verified child care expenses as appropriate for both eligibility and benefits for July and August. Then remove the child care deduction beginning with the September payment month.

In the first week of August, Central Office is issuing a printout listing active and suspended FIP cases that reflect a child care deduction for the August payment month. The Division of Economic Assistance will notify you when the printout is released.

Also in the first week of August, Central Office is issuing a special letter to FIP participants who are currently receiving a child care deduction from their earnings. The letter is to inform them that they will no longer get the deduction effective with their September FIP grant. See Circular Letter No. 27Z-230-EA, dated July 27, 1999, for details.

Process appeal requests due to loss of the FIP child care deduction in the usual manner. However, since elimination of the deduction is based on state law, do not allow a child care deduction when restoring the FIP grant for September and later months based on a timely appeal, regardless of the reason for the appeal request.

The Department is not required to grant hearings based solely on the loss of the child care deduction. As in any other appeal situation, the DHS Appeals Section will notify the client when a hearing is not granted.

Removing \$174 Maximum Care Deduction for Part-Time Employment.

Effective with the September 1999 payment month, allow FIP applicants and participants, up to \$175 for care for an incapacitated adult, regardless of the applicant's or participant's hours of employment.

Apply the lower \$174 maximum for part-time employment for payment months before September 1999. On participant cases, change the allowable maximum care deduction as applicable when processing monthly reports for the July budget month.

Considering Recurring Lump Sum as Income in the Month Received

When processing prospectively budgeted FIP **applications** on or after September 1, 1999, consider a recurring lump sum received before September 1, 1999, in accordance with current policy when determining eligibility and the amount of the grant for any month before September. Consider a recurring lump sum received on or after September 1 as income in the budget month received.

1. On July 23, Ms. A applies for FIP. On July 15, she receives a \$300 semiannual bonus check from her employer. On September 2, the worker approves Ms. A's FIP application. The worker applies \$50 (\$300 divided by 6) prorated income when determining eligibility and the amount of the grant for July and August. The worker removes the \$50 prorated income beginning with the September payment month.
2. On August 5, Mrs. B applies for FIP. On August 15, she receives a \$300 quarterly bonus from her employer. On September 2, the worker approves Mrs. B's FIP application. The worker applies \$100 (\$300 divided by 3) prorated income when determining eligibility and the amount of the grant for August. The worker removes the \$100 prorated income beginning with the September payment month.
3. On August 13, Mr. G applies for FIP. On September 3, he receives a \$300 semiannual commission check. On September 10, the worker approves the application. The entire \$300 bonus is counted as income when determining eligibility and the amount of the grant for September.

For FIP **participants**, or reapplicants subject to retrospective budgeting, consider a recurring lump sum received on or after July 1 as income in the month to determine eligibility and the amount of the grant for the September 1999 payment month. The prospective eligibility determination for August is waived.

Effective with the September 1999 payment month, for both applicants and participants, do not count any prorated recurring lump-sum amount, regardless of when the recurring lump sum was received. On participant cases, remove any existing prorated lump-sum amounts as you process monthly reports for the July budget month.

On June 5, Mrs. G, a FIP participant, receives a \$300 annual bonus from her employer. The worker applies a \$25 (\$300 divided by 12) prorated income for the August payment month. The worker removes the \$25 prorated income beginning with the September payment month.

Had Mrs. G received the bonus on July 1 or later, the entire \$300 bonus would be counted as income in the July budget month to determine eligibility and the grant amount for September.

Note: Follow the same instructions for periodic or intermittent income. These new policies do not apply to self-employment. There is no change in how self-employment income is calculated.

Exempting In-Kind Earnings

Effective with the September 1999 payment month, exempt earnings in kind of FIP applicants and participants. Do not cancel, but suspend FIP assistance for August when retrospective June earnings in kind make the household ineligible for the month. On participant cases, remove earnings in kind from the person's BCW2 when processing monthly reports for the July budget month.

See General Letters 4-B-54 and 4-G-10, dated August 3, 1999, for impact on monthly reporting requirements for households with earnings in kind.

Material Superseded

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

<u>Page</u>	<u>Date</u>
Manual Letter 4-E-4	June 15, 1999
Contents (page 1)	June 29, 1999
Contents (page 2)	February 10, 1998
Contents (page 3)	June 16, 1998
Contents (page 4)	May 18, 1999
9	March 5, 1996
10	September 30, 1997
12a	February 10, 1998
13	March 5, 1996
14-16	September 24, 1996
19	February 10, 1998
22, 23	September 24, 1996
25	September 30, 1997
26, 28-30	February 10, 1998
31-42, 51	June 16, 1998
52	September 30, 1997
53, 54	February 10, 1998
55, 56	September 30, 1997
57	February 10, 1998
72	September 24, 1996
75-77	September 30, 1997
78	February 10, 1998
79	September 30, 1997
80, 81, 83-88, 95	May 18, 1999
97, 98	February 24, 1998
109	May 18, 1999
110-112	February 24, 1998
113	June 16, 1998
114	February 24, 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

February 1, 2000

GENERAL LETTER NO. 4-E-24

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

SUBJECT: Employees' Manual, Title 4, Chapter E, *Income*, Contents (page 4), revised; and pages 79 through 85, 95, 103, 104, 109, and 110, revised.

Summary

Revisions to this chapter:

- ◆ Reorganize the section on deductions to clarify that diversions for people not in the home (for example, child support and alimony payments) and diversions for an ineligible or excluded person's needs are allowed from both earned and unearned income.
- ◆ Eliminate the deduction for costs of care for an incapacitated adult while the FIP parent works. This also applies to Refugee Cash Assistance cases. Continue to allow the deduction for food stamps and Medicaid, in accordance with those programs' policies.

Based on case record information and informal field staff surveys, there has been little, if any, request for or use of the adult care deduction. This information is also in keeping with FIP caseload characteristics that historically reveal a low number of incapacitated adults who are included in the FIP grant.

Most often, adults who are incapacitated to the extent of requiring care during the hours the FIP parent works are receiving Supplemental Security Income (SSI). The FIP parent could not receive a deduction for care of the adult who is an SSI recipient.

Note: If a FIP parent who works requests assistance with care expenses for an incapacitated adult in the future, refer the case to Central Office for consideration of an exception to policy. Follow the instructions in Employees' Manual 1-B, **EXCEPTIONS TO POLICY**.

Effective Date

The elimination of the adult care deduction is effective with the March 2000 payment month. For both applicants and participants, disallow the adult care deduction beginning with the March 2000 payment month. Allow the deduction as appropriate both prospectively and retrospectively for eligibility and benefits for a payment month before March.

No desk reviews are required. For participants, remove any existing deduction when processing monthly reports for the January budget month.

The remaining revisions are effective upon receipt.

Material Superseded

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

<u>Page</u>	<u>Date</u>
Contents (page 4)	August 3, 1999
79-81	August 3, 1999
82	May 18, 1999
83-86, 95	August 3, 1999
103, 104	February 24, 1998
109, 110	August 3, 1999

Additional Information

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



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

DEPARTMENT OF HUMAN SERVICES
JESSIE K. RASMUSSEN, DIRECTOR

March 7, 2000

GENERAL LETTER NO. 4-E-25

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

SUBJECT: Employees' Manual, Title 4, Chapter E, *Income*, Contents (pages 1, 2, and 3), revised; and pages 2, 6 through 18, 18a, 18b, 18c, 19 through 32, 45 through 60, 78, 79, 105, and 106, revised; and page 106a, new.

Summary

Revisions to this chapter:

- ◆ Add information on cafeteria or flexible benefit plans.
- ◆ Remove information on comprehensive Child Development Payments, as this program no longer exists.
- ◆ Add information on Crime Victim Assistance Payments.
- ◆ Add information on disability benefits.
- ◆ Add information on focus group, survey, or study income.
- ◆ Update language in the section on diversion programs.
- ◆ Rearrange sections on income tax refunds, in-kind earned income, and in-kind unearned income to put them in alphabetical order.
- ◆ Add information on wraparound funds.
- ◆ Add nonrecurring lump sum examples.
- ◆ Add clarification of the effect of receipt of a subsequent nonrecurring lump sum in a month the client is receiving or applying for FIP.
- ◆ Add clarification of when income is considered terminated when a self-employed person changes the nature of a self-employment enterprise and when income is considered terminated when a client is employed by a temporary help agency.
- ◆ Incorporate minor changes in existing language.

Effective Date

Upon receipt.

Material Superseded

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

<u>Page</u>	<u>Date</u>
Contents (page 1 - 3)	August 3, 1999
2	February 10, 1998
6	June 29, 1999
7, 8	February 10, 1998
9, 10	August 3, 1999
11, 12	September 30, 1997
13-16	August 3, 1999
17, 18, 18a, 18b	September 30, 1997
18c	February 10, 1998
19	August 3, 1999
20	September 30, 1997
21	September 24, 1996
22, 23	August 3, 1999
24	September 4, 1996
25, 26	August 3, 1999
27	February 10, 1998
28-32, 51-57	August 3, 1999
58-60	February 10, 1998
61-64	September 24, 1996
78	August 3, 1999
79	February 1, 2000
105, 106	February 28, 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

March 21, 2000

GENERAL LETTER NO. 4-E-26

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

SUBJECT: Employees' Manual, Title 4, Chapter E, *Income*, Contents (page 1), revised; and page 9, revised.

Summary

Page 9 is revised to exempt as income for determining FIP eligibility and benefits the census earnings received by temporary workers during the budget months of April 2000 through January 2001, for work performed for the Bureau of the Census for Census 2000.

This policy change does not affect the earnings of permanent employees of the Bureau of the Census. The wages of permanent employees of the Bureau of the Census continue to count for determining FIP eligibility and benefits.

The census earnings of temporary workers received during the budget months of February and March 2000 are not exempt as income for determining FIP eligibility and benefits.

The pay statements of temporary employees hired and paid by the Bureau of the Census will have the notation "Census 2000" on the statement.

Some people who work for temporary employment agencies may be placed with the census as a job assignment. Pay stubs from temporary agencies may or may not show that the earnings are for census work. If earnings paid by a temporary employment agency are identified on the check stub or by the client as being paid for census work, exempt the income as specified in this General Letter.

If there is no indication given by the client or on the check stub that wages paid by a temporary employment agency were for census work, consider the person to be employed by the temporary agency, not the Census Bureau. It is the responsibility of the person to identify and report the earnings as census income to get the exemption. In this situation, count the wages as income.

Reimbursements for travel expenses are exempt under regular FIP policy.

To implement this policy:

- ◆ For **ongoing retrospectively budgeted cases**, do not count census earnings of temporary workers that are received starting with the budget month of April when determining eligibility and benefits for FIP for the June benefit month, and for ongoing budget months through the budget month of January 2001.

This policy applies only to earnings received starting with the budget month of April. Do count February census earnings for the benefit month of April, and do count March census earnings for the benefit month of May.

- ◆ For **prospectively budgeted applications**, do not count the census earnings of temporary workers that are received or are anticipated to be received beginning the budget month of April when determining FIP eligibility and benefits.
- ◆ For **retrospectively budgeted applications**, do not count April census earnings for the benefit month of June. This policy applies only to census earnings of temporary workers received during April 2000 through January 31, 2001. Therefore, do count census earnings of temporary workers that were received in the month of February for the benefit month of April, and those received in the month of March for the benefit month of May.

Reporting Requirements

Monthly reporting households: If a household is a monthly reporting household, do not consider a monthly report incomplete for not reporting or verifying temporary census earnings that are exempt. Do not require households to monthly report solely because a member received exempt census earnings as a temporary worker.

Non-monthly reporting households: These households are not required to report the exempt census earnings of temporary workers.

Effective Date

April 1, 2000

Material Superseded

Remove from Employees' Manual, Title 4, Chapter E, Contents (page 1), and page 9, both dated March 7, 2000, and destroy them.

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

January 30, 2001

GENERAL LETTER NO. 4-E-27

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

SUBJECT: Employees' Manual, Title 4, Chapter E, *INCOME*, Contents (pages 1, 2 and 3), revised; and pages 4, 7, 8, 9, 12, 14, 18a, 21, 25 through 30, 32, 44, 49, 65, 67, 79, 81, 82, 83, 96 through 101, 103, 108, 109, 113, and 116, revised; and page 8a, new.

Summary

Revisions to this chapter:

- ◆ Remove references to deprivation, the FIP-Unemployed Parent program and adjustment periods. Effective January 1, 2001, deprivation is eliminated as a FIP eligibility factor and the FIP-UP program and adjustment periods are eliminated.
- ◆ Add information on alimony.
- ◆ Clarify that census earnings received by temporary workers are exempt for eligibility and benefits only through the month of January 2001.
- ◆ Add information on corporation income.
- ◆ Clarify the treatment of disability benefits.
- ◆ Add information on the family support subsidy.
- ◆ Clarify the treatment of jury duty pay.
- ◆ Add information on unemployment insurance benefits.
- ◆ Add information on treatment of worker's compensation.
- ◆ Remove references to the FIP intentional program violation policy. FIP intentional program violation policy has not been implemented.
- ◆ Rearrange sections to put them in alphabetical order.
- ◆ Add references, update form numbers, and incorporate minor changes to clarify existing policies.

Effective Date

Changes to eliminate deprivation as an eligibility factor, eliminate the FIP-UP program and adjustment periods are effective January 1, 2001. All other changes are effective upon receipt.

Material Superseded

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

<u>Page</u>	<u>Date</u>
Contents (page 1)	March 21, 2000
Contents (pages 2 and 3)	March 7, 2000
4	June 29, 1999
7, 8	March 7, 2000
9	March 21, 2000
12, 14, 18a, 21, 25-30, 32	March 7, 2000
44	August 3, 1999
49	March 7, 2000
65	September 30, 1997
67	June 16, 1998
79	March 7, 2000
81-83	February 1, 2000
96	February 24, 1998
97, 98	August 3, 1999
99-101	February 24, 1998
103	February 1, 2000
108	February 24, 1998
109	February 1, 2000
113	August 3, 1999
116	February 24, 1998

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

November 6, 2001

GENERAL LETTER NO. 4-E-28

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

SUBJECT: Employees' Manual, Title 4, Chapter 4, *INCOME*, Contents (pages 3 and 5), revised; pages 31, 32, 35 through 42, 75, and 109 through 112, revised; and page 42a, new.

Summary

Revisions to this chapter:

- ◆ Remove the topic on wraparound funds, as the program was eliminated effective September 1, 2001.
- ◆ Clarify when support is considered unassigned and add an example to illustrate this.
- ◆ Clarify that the participant is entitled to receive direct support beginning with support the Department collects on or after the effective date of the requested FIP cancellation.
- ◆ Move the last paragraph from page 41 and the first three paragraphs from page 42 to the end of page 42 for a better flow of the topic.
- ◆ Add clarification to the terminated income section on determining the ten-day reporting period.
- ◆ Add clarification on when a parent is excluded from the FIP grant due to sanction.
- ◆ Add clarification on the treatment of income of an ineligible stepparent who enters the home of, or marries, the FIP parent.

Effective Date

Upon receipt.

Material Superseded

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

<u>Page</u>	<u>Date</u>
Contents (page 3)	January 30, 2001
Contents (page 5)	February 24, 1998
31	March 7, 2000
32	January 30, 2001
35-42, 75	August 3, 1999
109	January 30, 2001
110	February 1, 2000
111, 112	August 3, 1999

Additional Information

See General Letter No. 18-H-4, dated September 1, 2001, for information on the elimination of the wraparound program.

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
KEVIN W. CONCANNON, DIRECTOR

April 29, 2003

GENERAL LETTER NO. 4-E-29

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

SUBJECT: Employees' Manual, Title 4, Chapter E, *INCOME*, page 66, 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*.

Effective Date

Upon receipt.

Material Superseded

Remove page 66, dated September 24, 1996, from Employees' Manual, Title 4, Chapter E, 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

October 14, 2005

GENERAL LETTER NO. 4-E-30

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

SUBJECT: Employees' Manual, Title 4, Chapter E, *INCOME*, Contents (pages 1, 2, and 3), revised; and pages 8a, 9 through 12, 14, 17, 19 through 31, 42, 51, and 114, revised.

Summary

This chapter is revised to:

- ◆ Remove obsolete references to the Job Training Partnership Act (JTPA).
- ◆ Consolidate information about U.S. Department of Labor funded employment and training programs under the heading "Department of Labor Payments."
- ◆ Remove references to Community Self-Sufficiency Grants. This program no longer exists.
- ◆ Update and correct language, a legal reference and an example, to clarify existing policies.

Effective Date

November 1, 2005

Material Superseded

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

<u>Page</u>	<u>Date</u>
Contents (pages 1 and 2)	January 30, 2001
Contents (page 3)	November 6, 2001
8a, 9	January 30, 2001
10, 11	March 7, 2000

12, 14	January 30, 2001
17, 19, 20	March 7, 2000
21	January 30, 2001
22-24	March 7, 2000
25-30	January 30, 2001
31, 42	November 6, 2001
51	March 7, 2000
114	August 3, 1999

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-E-31

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

SUBJECT: Employees' Manual, Title 4, Chapter E, *INCOME*, Contents (page 1), revised;
and pages 4 through 8 and 29, revised.

Summary

This chapter is revised to clarify the acceptable forms of verification for tips.

Effective Date

Immediately

Material Superseded

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

<u>Page</u>	<u>Date</u>
Contents (page 1)	October 14, 2005
4	January 30, 2001
5	June 29, 1999
6	March 7, 2000
7, 8	January 30, 2001
8a, 29	October 14, 2005

Additional Information

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



June 2, 2006

GENERAL LETTER NO. 4-E-32

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

SUBJECT: Employees' Manual, Title 4, Chapter E, *INCOME*, Contents (page 4), revised;
pages 45, 46, 47, 50, 73, 74, and 106a, revised; and page 106b, new.

Summary

This chapter is revised to:

- ◆ Clarify that court-ordered retroactive child support paid on a regular basis is a recurring lump sum and to add an example.
- ◆ Clarify one-time retroactive payments of benefits such as Social Security, veteran's benefits, workers' compensation, job insurance, and child support are nonexempt lump sums.
- ◆ Clarify when there is a change in the nature of business for self-employment.
- ◆ Add an example of how to calculate income for a minor parent living with a self-supporting parent when a sibling of the minor parent has countable income.

Effective Date

Upon receipt.

Material Superseded

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

<u>Page</u>	<u>Date</u>
Contents (page 4)	February 1, 2000
45-47, 50	March 7, 2000
73, 74	September 30, 1997
106a	March 7, 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

September 15, 2006

GENERAL LETTER NO. 4-E-33

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

SUBJECT: Employees' Manual, Title 4, Chapter E, *INCOME*, Contents (page 2), revised;
page 22, revised; and page 22a, new.

Summary

This chapter is revised to add information about the preparation for adult living (PAL) stipends. Do not count the income or resources of a parent who is excluded from the FIP grant because the parent receives a PAL stipend.

Effective Date

Upon receipt.

Material Superseded

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

<u>Page</u>	<u>Date</u>
Contents (page 2)	October 14, 2005
22	October 14, 2005

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

December 29, 2006

GENERAL LETTER NO. 4-E-34

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

SUBJECT: Employees' Manual, Title 4, Chapter E, **INCOME**, Title page, revised;
Contents (pages 1 through 4), revised; and pages 1 through 108,
revised.

Summary

This chapter is revised to:

- ◆ Add policy on determining whether income has ended.
- ◆ Include information about Tribal TANF payments.
- ◆ Remove references to suspension of benefits, terminated income, retrospective budgeting, and budget month. Under prospective budgeting, these policies no longer apply.
- ◆ Clarify policy on when direct support is not refunded by the client.
- ◆ Revise policy on income from contracts.
- ◆ Revise policy on other recurring lump sums and on nonrecurring lump sums.
- ◆ Change the name of Comm. 24 from *Nonrecurring Lump Sum-How It Affects Your FIP and Medicaid* to *One-Time Payments*.
- ◆ Remove references to monthly reporting and incorporate information about quarterly reporting.
- ◆ Add and update examples.

Effective Date

January 1, 2007

Material Superseded

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

<u>Page</u>	<u>Date</u>
Title page	August 29, 1995
Contents (p. 1)	January 13, 2006
Contents (p. 2)	September 15, 2006
Contents (p. 3)	October 14, 2005
Contents (p. 4)	June 26, 2006
1	February 10, 1998
2	March 7, 2000
3	February 10, 1998
4-8	January 13, 2006
9-12	October 14, 2005
13	March 7, 2000
14	October 14, 2005
15, 16	March 7, 2000
17	October 14, 2005
18	March 7, 2000
18a	January 30, 2001
18b	March 7, 2006
19-21	October 14, 2005
22, 22a	September 15, 2006
23-28	October 14, 2005
29	January 13, 2006
30, 31	October 14, 2005
32	November 6, 2001
33, 34	August 3, 1999
35-41	November 6, 2001
42	October 14, 2005
42a	November 6, 2001
43	August 3, 1999
44	October 14, 2005
45-48	June 2, 2006
49	January 30, 2001
50	June 2, 2006
51	October 14, 2005
52	June 2, 2006
53	October 14, 2005
54-64	March 7, 2000
65	January 30, 2001
66	April 29, 2003
67	January 30, 2001
68	June 16, 1998
69-71	September 24, 1996
72	August 3, 1999
73, 74	June 2, 2006

<u>Page</u>	<u>Date</u>
75	November 6, 2001
76, 77	August 3, 1999
78	March 7, 2000
79	January 30, 2001
80	February 1, 2000
81-83	January 30, 2001
84-95	February 1, 2000
96-101	January 30, 2001
102	February 24, 1998
103	January 30, 2001
104	February 1, 2000
105, 106	March 7, 2000
106a, 106b	June 2, 2006
107	February 24, 1998
108	January 30, 2001
109-112	November 6, 2001
113	January 30, 2001
114	October 14, 2005
115	February 24, 1998
116	January 30, 2001
117	February 24, 1998

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-E-35

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

SUBJECT: Employees' Manual, Title 4, Chapter E, **INCOME**, Contents (page 4),
revised; and pages 41, 42, 67, 68, 78 through 82, 86, 89, 90, 95, 96,
98, 100, 101, 103, 104, and 105, 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 that a one-time payment of child support for a prior month is considered a nonrecurring lump sum.
- ◆ Remove a reference to the *FIP Earned Income Record*, form 470-0476. This form is obsolete.

Effective Date

August 1, 2007

Implementation Instructions

For both applications and ongoing cases, the ABC system will apply:

- ◆ The 50% work incentive deduction when calculating eligibility and benefits for any benefit month before the month of August 2007.
- ◆ The 58% work incentive deduction when calculating eligibility and benefits for the benefit month of August 2007 and thereafter.

Material Superseded

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

<u>Page</u>	<u>Date</u>
Contents (page 4)	December 29, 2006
41, 42, 67, 68, 78-82, 86, 89, 90, 95, 96, 98, 100, 101, 103-105	December 29, 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-E-36

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

SUBJECT: Employees' Manual, Title 4, Chapter E, **INCOME**, pages 9 and 13,
revised.

Summary

This chapter is revised to:

- ◆ Specify that payments from an earned income credit are exempt as income whether received with the regular paycheck or as a lump-sum federal or state income tax refund.
- ◆ Correct a minor error in language.

Effective Date

March 12, 2008.

Material Superseded

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

<u>Page</u>	<u>Date</u>
9, 13	December 29, 2006

Additional Information

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



September 5, 2008

GENERAL LETTER NO. 4-E-37

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

SUBJECT: Employees' Manual, Title 4, Chapter E, *INCOME*, pages 10, 40, 41, and
42, revised.

Summary

This chapter is revised to:

- ◆ Specify that census earnings received by temporary workers from the Bureau of Census are exempt as income for eligibility and benefits.
- ◆ Update language to reflect that the PAYHIST screen was replaced by the VPAYHIST screen.
- ◆ Update information about verifying child support collections to include reference to the VPAYREC screen. Both VPAYHIST and VPAYREC provide information about child support collections. Although VPAYHIST provides more complete information about the distribution of payments, payments from some sources appear only on the VPAYREC screen.

Effective Date

October 1, 2008.

Material Superseded

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

<u>Page</u> <u>Date</u>	_____
10, 40	December 29, 2006
41, 42	August 10, 2007

Additional Information

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



STATE OF IOWA

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

DEPARTMENT OF HUMAN SERVICES
EUGENE I. GESSOW, DIRECTOR

January 23, 2009

GENERAL LETTER NO. 4-E-38

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

SUBJECT: Employees' Manual, Title 4, Chapter E, **INCOME**, Contents (page 1), revised; pages 5 through 11 and 76, revised.

Summary

This chapter is revised to:

- ◆ Remove a reference to quarterly reporting. All FIP participants are now subject to semiannual reporting.
- ◆ Add information concerning treatment of a FIP child approved for subsidized adoption assistance.

Effective Date

February 1, 2009

Material Superseded

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

<u>Page</u> <u>Date</u>	_____
Contents (page 1)	December 29, 2006
5-8	December 29, 2006
9	April 11, 2008
10	September 5, 2008
11, 76	December 29, 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
EUGENE I. GESSOW, DIRECTOR

March 6, 2009

GENERAL LETTER NO. 4-E-39

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

SUBJECT: Employees' Manual, Title 4, Chapter E, *INCOME*, pages 3 and 4,
revised.

Summary

This chapter is revised to clarify that an applicant or participant who provides a signed release to a specific individual or organization for specific information has met the requirements for supplying requested information or verification. Also, a cross-reference is revised to reflect a current location.

Effective Date

Upon receipt.

Material Superseded

Remove from Employees' Manual, Title 4, Chapter E, pages 3 and 4, dated December 29, 2006, and destroy them.

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 2, 2009

GENERAL LETTER NO. 4-E-40

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

SUBJECT: Employees' Manual, Title 4, Chapter E, **INCOME**, Contents (page 3),
revised; pages 16, 37 through 49, revised; and pages 48a and 48b,
new.

Summary

This chapter is revised to:

- ◆ Specify that FIP participants are required to assign to the Department their rights to child 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.
- ◆ Clarify when child support will be released to FIP participants and how that support will be considered.
- ◆ Reformat the section describing child support income to update and clarify information.

Effective Date

October 1, 2009

Material Superseded

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

<u>Page</u>	<u>Date</u>
Contents (page 3)	December 29, 2006
16, 37-39	December 29, 2006
40-42	September 5, 2008
43-49	December 29, 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
CHARLES J. KROGMEIER, DIRECTOR

January 1, 2010

GENERAL LETTER NO. 4-E-41

ISSUED BY: Division of Adult, Children, and Family Services

SUBJECT: Employees' Manual, Title 4, Chapter E, **INCOME**, Contents (page 3), revised; and pages 48a and 55, revised.

Summary

This chapter is revised to remove instructions requiring a participant to return their actual Family Investment Program (FIP) warrant when the participant requested cancellation too late in the month to process the cancellation for the next month, and they wanted to:

- ◆ Receive child support instead, or
- ◆ Avoid a period of ineligibility due to a lump sum expected to be received in the next month.

When FIP was issued by warrant, the actual warrant was required to be returned in each of these situations. With implementation of the Electronic Access Card (EAC), few FIP participants will receive FIP by warrant. Whether the FIP is issued by EAC, direct deposit, or warrant, the participant only needs to return the total amount of the FIP payment, in the month for which it was issued.

Effective Date

Upon receipt.

Material Superseded

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

<u>Page</u>	<u>Date</u>
Contents (page 3)	October 2, 2009
48a	October 2, 2009
55	December 29, 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
CHARLES J. KROGMEIER, DIRECTOR

March 26, 2010

GENERAL LETTER NO. 4-E-42

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

SUBJECT: Employees' Manual, Title 4, Chapter E, **INCOME**, pages 52, 77, and 78,
revised.

Summary

Chapter 4-E is revised to:

- ◆ Specify that reasonable income-producing costs should be deducted from gross unearned income to determine the net unearned income.
- ◆ Remove the requirement to provide Comm. 24, *One-Time Payments*, with each application. Comm. 24 should be given:
 - Any time an applicant or participant reports receipt or possible receipt of a nonrecurring lump sum, or
 - When you believe the participant may receive a lump sum.

Effective Date

March 1, 2010.

Material Superseded

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

<u>Page</u>	<u>Date</u>
52, 77	December 29, 2006
78	August 10, 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

June 11, 2010

GENERAL LETTER NO. 4-E-43

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

SUBJECT: Employees' Manual, Title 4, Chapter E, **INCOME**, Contents (page 1),
revised; and pages 16 and 54, revised.

Summary

This chapter is revised to remove references to the FIP Diversion program. The FIP Diversion program ended effective July 1, 2009, and the final FIP periods of ineligibility for recipients of diversion payments end in May 2010.

Effective Date

Upon receipt.

Material Superseded

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

<u>Page</u>	<u>Date</u>
Contents (page 1)	January 23, 2009
16	October 2, 2009
54	December 29, 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
CHARLES J. KROGMEIER, DIRECTOR

September 17, 2010

GENERAL LETTER NO. 4-E-44

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

SUBJECT: Employees' Manual, Title 4, Chapter E, **INCOME**, pages 6, 11, 14, 15,
16, 23, 26, 31, 34, 36, 62, 64, 73, 102, 103, and 107, revised.

Summary

Chapter 4-E is revised to correct and update legal references.

Effective Date

Upon receipt.

Material Superseded

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

<u>Page</u>	<u>Date</u>
6, 11	January 23, 2009
14, 15	December 29, 2006
16	June 11, 2010
23, 26, 31, 34, 36, 62, 64, 73, 102	December 29, 2006
103	August 10, 2007
107	December 29, 2006

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 27, 2012

GENERAL LETTER NO. 4-E-45

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

SUBJECT: Employees' Manual, Title 4, Chapter E, **INCOME**, Title page, revised;
Contents (page 3), revised; and pages 14, 66 through 73, and 75,
revised.

Summary

Chapter E is revised to:

- ◆ Update information on federal payments from the Agent Orange Settlement Fund. All funds have been distributed and the fund is now closed.
- ◆ Allow an applicant or participant with self-employment income to use actual allowable expenses or a standard deduction of 40% when the Department calculates their net self-employment income.
- ◆ Remove references to the following policies that no longer apply:
 - Renting apartments in the client's home;
 - Providing room and board, family life, or nursing care;
 - Providing child care in own home; and
 - Other home-based operations.
- ◆ Update and correct legal references.

Effective Date

August 1, 2012

Implementation

For applications and ongoing cases that have a review or a change in the nature of self-employment that are processed on or after August 1, 2012, give the client the option of using actual allowable expenses or the standard deduction of 40% when calculating their net self-employment income.

Material Superseded

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

<u>Page</u>	<u>Date</u>
Title page	December 29, 2006
Contents (page 3)	January 1, 2010
14	September 17, 2010
66	December 29, 2006
67, 68	August 10, 2007
69-72	December 29, 2006
73	September 17, 2010
75	December 29, 2006

Additional Information

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

January 3, 2020

GENERAL LETTER NO. 4-E-46

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

SUBJECT: Employees' Manual, Title 4, Chapter E, **Income**, Title page, revised;
Contents (page 1), revised; and pages 7 through 12 and 67, revised.

Summary

Chapter 4-E is revised to:

- ◆ Add policy that exempts payments from Achieving a Better Life Experience (ABLE) accounts as income.
- ◆ Remove references to obsolete forms 470-0313, *Work Sheet Determining Income of Self-Employed Business*, and 470-0312, *Work Sheet Determining Income of Farm Operators*.
- ◆ Update all links due to the Department's new website.

Effective Date

Upon receipt.

Material Superseded

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

<u>Page</u>	<u>Date</u>
Title page	July 27, 2012
Contents (page 1)	June 11, 2010
7-10	January 23, 2009
11	September 17, 2010
12	December 29, 2006
67	July 27, 2012

Additional Information

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

June 25, 2021

GENERAL LETTER NO. 4-E-47

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

SUBJECT: Employees' Manual, Title 4, Chapter E, **Family Investment Program Income**,
Contents Page 1, 2, 3, and 4, pages 16, 25, and 31, revised.

Summary

Chapter 4-E 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 E:

<u>Page</u>	<u>Date</u>
Contents Page 1	January 3, 2020
Contents Page 2	December 23, 2009
Contents Page 3	July 27, 2012
Contents Page 4	August 10, 2007
16	September 17, 2010
25	December 29, 2006
31	September 17, 2010

Additional Information

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