



TERRY E. BRANSTAD, GOVERNOR

DEPARTMENT OF HUMAN SERVICES

CHARLES M. PALMER, DIRECTOR

September 5, 1995

GENERAL LETTER NO. 4-F-1

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

SUBJECT: Employees' Manual, Title 4, Chapter F, *Budgeting for Initial Eligibility*, Title page, new; Contents, page 1, new; and pages 1 through 27, new.

Summary

This general letter transmits the new Employees' Manual Chapter 4-F, which contains policies relating to initial budgeting for cases assigned welfare reform status. The chapter contains policy information from 4-B(3) and Manual Letter IV-ZERO-20 that has been rewritten and reorganized to incorporate the Department's new writing format. There are no policy changes included in this chapter.

A comparison chart is not provided because 4-F does not replace an existing chapter.

Effective Date

September 1, 1995

Material Superseded

None

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

September 24, 1996

GENERAL LETTER NO. 4-F-2

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

SUBJECT: Employees' Manual, Title 4, Chapter F, *Budgeting for Initial Eligibility*, pages 1, 6, 8, 9, 10, 11, 18, 19, and 20, revised.

Summary

This general letter is revised to specify that earnings of a full-time student age 19 or younger are exempt when determining eligibility or benefits under all three income tests.

Effective Date

November 1, 1996, benefit month. See General Letter 4-E-14, dated September 24, 1996, for details.

Material Superseded

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

<u>Page</u>	<u>Date</u>
1, 6, 8 - 11, 18 - 20	September 5, 1995

Additional Information

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



January 27, 1998

GENERAL LETTER NO. 4-F-3

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

SUBJECT: Employees' Manual, Title 4, Chapter F, *Budgeting for Initial Eligibility*, pages 1, 2, 5, 6, and 24, revised.

Summary

This general letter transmits the following revisions:

- ◆ The reference to educational income is deleted because educational income is no longer countable.
- ◆ Existing language is clarified and legal references updated.

Effective Date

Upon receipt.

Material Superseded

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

<u>Page</u>	<u>Date</u>
1	September 24, 1996
2, 5	September 5, 1995
6	September 24, 1996
24	September 5, 1995

Additional Information

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



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

DEPARTMENT OF HUMAN SERVICES
CHARLES M. PALMER, DIRECTOR

February 9, 1999

GENERAL LETTER NO. 4-F-4

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

SUBJECT: Employees' Manual, Title 4, Chapter F, *Budgeting for Initial Eligibility*, pages 2, 3, 4, 17, and 18, revised.

Summary

Pages 2 and 3 are revised to clarify existing language on projecting future income.

Page 18 is revised to change the time frame for issuing payment for FIP special need items from five working days to ten days from the date the client provides needed information.

Effective Date

Upon receipt. Apply the ten-day time frame when receiving requests for special need payment on or after receipt of this general letter.

Material Superseded

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

<u>Page</u>	<u>Date</u>
2	January 27, 1998
3, 4, 17	September 5, 1995
18	September 24, 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-F-5

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

SUBJECT: Employees' Manual, Title 4, Chapter F, *Budgeting for Initial Eligibility*, Contents (page 1), revised; and pages 2, 6, 8, 9, 11, and 19 through 22, revised; and pages 22a and 22b, new.

Summary

Revisions to this chapter:

- ◆ Revise the example on page 2 to remove the reference to prorating bonus income.
- ◆ Remove the reference to the FIP child care deduction.
- ◆ Update a legal reference.
- ◆ Add information on the school fee waiver.

Effective Date

The change in the treatment of bonus income is effective with the September payment month. See General Letter 4-E-23, dated August 3, 1999, for more information.

The remaining changes are effective upon receipt.

Material Superseded

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

<u>Page</u>	<u>Date</u>
Contents (page 1)	September 5, 1995
2	February 9, 1999
6	January 27, 1998
8, 9, 11, 19, 20	September 24, 1996
21, 22	September 5, 1995

Interpretive Memo EA-IV-96-2, dated August 2, 1996, is obsolete.

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 8, 2000

GENERAL LETTER NO. 4-F-6

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

SUBJECT: Employees' Manual, Title 4, Chapter F, *Budgeting for Initial Eligibility*, pages 9 and 11, revised.

Summary

These pages are revised to delete references to the adult care deduction. See General Letter No. 4-E-24, dated February 1, 2000, for details.

Effective Date

This change is effective with the March 2000 payment month.

Material Superseded

Remove from Employees' Manual, Title 4, Chapter F, pages 9 and 11, both dated August 3, 1999, 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

December 19, 2000

GENERAL LETTER NO. 4-F-7

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

SUBJECT: Employees' Manual, Title 4, Chapter F, **BUDGETING FOR INITIAL ELIGIBILITY**, pages 6, 9, 11 through 16, 19, 25, and 26, revised.

Summary

Revisions to this chapter:

- ◆ Remove information on how the income tests apply to people who are ineligible for FIP because they are not unemployed or incapacitated. Effective January 1, 2001, deprivation is eliminated as an eligibility factor. Eligibility for two-parent households will be determined without regard to unemployment or incapacity.
- ◆ Update an example.
- ◆ Clarify language and add a reference.

Effective Date

Elimination of deprivation as a FIP eligibility factor is effective January 1, 2001. All other changes are effective upon receipt.

Material Superseded

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

<u>Page</u>	<u>Date</u>
6	August 3, 1999
9, 11	February 8, 2000
12-16	September 5, 1995
19	August 3, 1999
25, 26	September 5, 1995

Additional Information

See General Letter 4-C-26 for information on elimination of deprivation as a FIP eligibility factor and for implementation instructions. Refer other 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-F-8

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

SUBJECT: Employees' Manual, Title 4, Chapter F, **BUDGETING FOR INITIAL ELIGIBILITY**, Contents (page 1), revised; pages 23 through 27, revised; and pages 28 through 31, new.

Summary

Revisions to this chapter:

- ◆ Correct cross-references.
- ◆ Add information and an example on when an applicant is eligible for some, but not all, months of the application period due to the 60-month limit.
- ◆ Add an example to reflect that PAERs are not required when FIP is canceled for lack of a PAER and retrospective budgeting continues when the household reapplies because there has been less than a full month's break in assistance.

Effective Date

Upon receipt.

Material Superseded

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

<u>Page</u>	<u>Date</u>
Contents (page 1)	August 3, 1999
22a, 22b	August 3, 1999
23	September 5, 1995
24	January 27, 1998
25, 26	December 19, 2000
27	August 3, 1999

Additional Information

Refer to General 4-C-28, dated October 30, 2001, for additional information on the impact of the 60-month FIP limit.

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

December 2, 2003

GENERAL LETTER NO. 4-F-9

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

SUBJECT: Employees' Manual, Title 4, Chapter F, **BUDGETING FOR INITIAL ELIGIBILITY**, pages 1 through 4, revised.

Summary

Revisions to this chapter:

- Clarify the procedure for determining prospective eligibility and benefits.
- Change procedures for projecting income when a third or fifth check occurs during the period being used to project income. When a third or fifth check occurs during the period being used to project income for prospective eligibility and benefits, divide the total by the number of checks and multiply that result:
 - ◆ By four, if the income occurs weekly; or
 - ◆ By two, if the income occurs biweekly.

Third and fifth checks will continue to be considered for retrospective budgeting.

Effective Date

December 1, 2003

Material Superseded

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

<u>Page</u>	<u>Date</u>
1	January 27, 1998
2	August 3, 1999
3, 4	February 9, 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 9, 2006

GENERAL LETTER NO. 4-F-10

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

SUBJECT: Employees' Manual, Title 4, Chapter F, *BUDGETING FOR INITIAL
ELIGIBILITY*, page 19, revised.

Summary

This chapter is revised to remove a reference to protective payee because this policy no longer applies as of November 1, 2005.

Effective Date

Upon receipt.

Material Superseded

Remove from Employees' Manual, Title 4, Chapter F, page 19, dated December 19, 2000, and destroy it.

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 22, 2006

GENERAL LETTER NO. 4-F-11

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

SUBJECT: Employees' Manual, Title 4, Chapter F, **BUDGETING**, Title page,
revised; Contents (page 1), revised; and pages 1 through 28, revised.

Summary

This chapter is revised to:

- Change the title of the chapter from **BUDGETING FOR INITIAL ELIGIBILITY** to **BUDGETING**. Information about budgeting for both applicants and participants is now incorporated within this chapter.
- Remove references to retrospective budgeting and incorporate policy for determining eligibility and benefits based on prospective budgeting for all FIP applicants and participants.
- Remove references to suspension of benefits. Under prospective budgeting, suspension policies no longer apply.
- Remove references to monthly reporting and incorporate information about quarterly reporting.

Families with earned income will be subject to quarterly reporting, completing a quarterly *Public Assistance Eligibility Report* (PAER) or a *Combined PAER/FAIR*. The *Combined PAER/FAIR* will be issued in months when the family would otherwise be required to complete both a PAER for FIP and a FAIR for Food Assistance.

- Update and clarify language.

Effective Date

January 1, 2007

Material Superseded

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

<u>Page</u>	<u>Date</u>
Title (page)	September 5, 1995
Contents (page 1)	November 6, 2001
1-4	December 2, 2003
5	January 27, 1998
6	December 19, 2000
7	September 5, 1995
8	August 3, 1999
9	December 19, 2000
10	September 24, 1996
11-16	December 19, 2000
17, 18	February 9, 1999
19	June 9, 2006
20-22	August 3, 1999
23-34	November 6, 2001

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-F-12

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

SUBJECT: Employees' Manual, Title 4, Chapter F, **BUDGETING**, pages 4, 5, 6, 12,
14, and 15, revised.

Summary

This chapter is revised to:

- ◆ Update text and examples to reflect an increase in the work incentive deduction from 50% to 58%.
- ◆ Correct examples.

Effective Date

August 1, 2007

Material Superseded

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

<u>Page</u>	<u>Date</u>
4-6, 12, 14, 15	December 22, 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

October 10, 2008

GENERAL LETTER NO. 4-F-13

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

SUBJECT: Employees' Manual, Title 4 Chapter F, **BUDGETING**, pages 4 and 27,
revised.

Summary

This chapter is revised to:

- ◆ Clarify language in an example.
- ◆ Update language by removing a reference to documentation being "received in your office", to reflect that verification will be considered received when returned to any Department of Human Services office, including the Income Maintenance Customer Service Center, central office, or local offices.

Effective Date

November 1, 2008

Material Superseded

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

<u>Page</u>	<u>Date</u>
4	August 10, 2007
27	December 22, 3006

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-F-14

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

SUBJECT: Employees' Manual, Title 4, Chapter F, **BUDGETING**, Contents (page 1),
revised; pages 9, 10, and 12, revised.

Summary

This chapter is revised to remove references to the *Public Assistance Eligibility Report (PAER)* and the *Combined PAER/FAIR*. These forms are obsolete.

Effective Date

February 1, 2009

Material Superseded

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

<u>Page</u>	<u>Date</u>
Contents (page 1)	December 22, 2006
9, 10	December 22, 2006
12	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

September 17, 2010

GENERAL LETTER NO. 4-F-15

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

SUBJECT: Employees' Manual, Title 4, Chapter F, **BUDGETING**, pages 1 and 2,
revised.

Summary

Chapter 4-F is revised to:

- ◆ Remove references to the face-to-face interview from examples. Application interviews may be held by telephone or face-to-face.
- ◆ Correct and update legal references.

Effective Date

Upon receipt.

Material Superseded

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

<u>Page</u>	<u>Date</u>
1, 2	December 22, 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

January 29, 2016

GENERAL LETTER NO. 4-F-16

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

SUBJECT: Employees' Manual, Title 4, Chapter F, **BUDGETING**, Title page,
revised; and page 6, revised.

Summary

Chapter 4-F is revised to:

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

Effective Date

February 1, 2016

Material Superseded

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

<u>Page</u>	<u>Date</u>
Title page	December 22, 2006
6	August 10, 2007

Additional Information

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