



TERRY E. BRANSTAD, GOVERNOR

DEPARTMENT OF HUMAN SERVICES

CHARLES M. PALMER, DIRECTOR

August 29, 1995

GENERAL LETTER NO. 4-J-1

ISSUED BY: Bureau of Family Investment
Division of Economic Assistance

SUBJECT: Employees' Manual, Title 4, Chapter J, **PROMISE JOBS**, Title page, new;
Contents, pages 1 and 2, new; pages 1 through 34, new.

Summary

This general letter transmits the new 4-J, **PROMISE JOBS**. All the policies from the existing PROMISE JOBS Welfare Reform chapter, IV-B(5), have been moved into this new chapter. The policies have been rewritten and reorganized to incorporate the Department's updated manual format and writing style, but the policy content has not changed.

A comparison chart is not included, because 4-J does not replace an existing chapter with the same letter.

Effective Date

September 1, 1995

Material Superseded

None.

Additional Information

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



January 2, 1996

GENERAL LETTER NO. 4-J-2

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

SUBJECT: Employees' Manual, Title 4, Chapter J, **PROMISE JOBS**, pages 2, 5, 6, 10, 11, 12, 14, 15, and 17 through 34, revised.

Summary

Page 9 is revised to specify that welfare reform clients with mandatory PROMISE JOBS referral status do not become exempt when a child is born or enters the home after you entered the referral onto the system. This is without regard to whether a Family Investment Agreement has been signed.

Pages 19 through 34 are revised to include changes in the limited benefit plan policy. These policies apply to any LBP imposed effective February 1, 1996, or after. Additional minor changes have been made throughout the chapter to clarify language.

New LBP Period

A basic *first* LBP, chosen by a parent or a needy caretaker on a nonparental case, is a nine-month period consisting of:

- ◆ Three months of reduced benefits, during which the needs of the person who did not participate and the other parent in the home are removed (unless that parent is participating in the FIP Unemployed Parent Work Program).
- ◆ Followed by six months of FIP ineligibility for the family.

A *second or subsequent* LBP chosen by the same person or by either parent on a two-parent case is a six-month period of FIP ineligibility for the family.

An LBP will be imposed as a *second or subsequent* LBP if an LBP had been chosen previously by the same person or by either parent on a two-parent case, unless the previous LBP was stopped because it had been imposed in error. This is without regard to whether the first LBP was imposed before or on or after February 1, 1996.

When a *first* LBP is chosen by a mandatory PROMISE JOBS participant who is a child, a stepparent who is included in the grant, or a needy relative who acts as payee when the FIP parent is in the home but unable to act as payee, only the needs of the person choosing the LBP are removed. That person remains ineligible for nine months. When a *second or subsequent* LBP is chosen by such a person, that person's needs will be removed for six months.

When a minor mandatory PROMISE JOBS participant who chooses an LBP is the only child on the case, the (adult) parent's or needy relative's FIP eligibility ends as well. (Children are mandatory PJ participants when they are between 16 and 18 years of age and not in school. They are minor parents on the adult parent's or needy relative's FIP case.)

The policy applies whether the child or minor parent chooses a first or subsequent LBP. The (adult) parent's or needy relative's ineligibility begins effective the same date the child or minor parent becomes ineligible for FIP, because there is no longer an eligible child on the case. Consequently, cancel FIP assistance for the (adult) parent or needy relative because the household no longer contains an eligible child.

Reconsideration

A client who chooses a *first* LBP instead of signing an FIA can reconsider, sign an FIA, and end the LBP. The reconsideration request can be made any time from the date of the *Notice of Decision* imposing the LBP through the first three months of the LBP.

A client *cannot* reconsider:

- ◆ If the client chooses an LBP after signing an FIA.
- ◆ If the client chooses a *second or subsequent* LBP.

Well-Being Visits

Well-being visits are offered to all families in the LBP, at the following times:

- ◆ For families who chose a first LBP *before* signing an FIA:
 - The first visit is made in month two of the LBP, and
 - The second visit is made in month four of the LBP.
- ◆ For families who chose an LBP *after* signing an FIA, a visit is made in month four of the LBP.
- ◆ For families who chose a *second or subsequent* LBP, a visit is made in month two of the LBP.

LBP Appeals

A participant can appeal a *first* LBP at *one* of the following times:

- ◆ When a *Notice of Decision* establishes the beginning date of the LBP.
- ◆ When a *Notice of Decision* establishes the six-month period of ineligibility.

A *second or subsequent* LBP can be appealed only when a *Notice of Decision* establishes the beginning date of the LBP.

Implementation Instructions

LBPs Effective On or After February 1, 1996

Apply the new LBP policies to any LBP imposed effective February 1, 1996, or later.

Apply the new policy to cases where the only eligible child on the case as described above has chosen an LBP that is effective *on or after* February 1, 1996. Cancel the (adult) parent's or needy relative's FIP assistance effective the same date the child's or minor parent's LBP goes into effect.

When the minor parent is on the adult parent's or needy relative's FIP case, FIP cancellation includes the minor's child. The minor parent may reapply for the child only as described in 4-C, **Minor Parents**.

LBPs Effective Before February 1, 1996

Any LBP imposed with an effective date before February 1, 1996, will continue according to the policies in effect at the time it was imposed. Therefore, for any LBP imposed with an effective date before February 1, 1996, the LBP period, reconsideration periods, if appropriate, appeal opportunities, and schedule for well-being visits will continue as originally determined, until the LBP period ends or the LBP is stopped for some other reason

(Adult) parents or needy relatives on cases where the child's or the minor parent's LBP is effective *before* February 1, 1996, may continue to receive assistance through month 12 of the LBP, if otherwise eligible.

However, provided the child or minor parent who chose the LBP is still the only child, eligibility for the child or minor parent must be reestablished for the (adult) parent or needy relative to remain FIP-eligible after the LBP has ended.

Desk reviews are required to identify affected cases. Central Office is providing a printout listing active FIP cases with this type of existing LBPs that became effective before February 1, 1996. Complete necessary desk reviews in month 11 of a child's or minor parent's LBP to allow sufficient time to redetermine eligibility for the month *after* the LBP has ended.

Contact the (adult) parent or needy relative in writing. Explain that the child's or minor parent's LBP is ending (list the specific date), and that FIP assistance for the (adult) parent or needy relative beyond that date depends on the child's or minor parent's eligibility. Ask the (adult) parent or needy relative to let you know within five working days whether or not FIP is requested for the child or minor parent. Document the response (or lack of it) in the case record.

Cancel the FIP case at the end of month 12 of the LBP if the (adult) parent or needy relative:

- ◆ Does not respond by the due date.
- ◆ Does respond but wishes no assistance for the child or minor parent.

In either case, issue *timely* notice to cancel assistance because the household does not contain an eligible child.

If the (adult) parent or needy relative requests assistance for the child or minor parent, the date of request is the date of application to add the child or minor parent (and the minor's child). However, do not add the child or minor parent (and the minor's child) any earlier than *effective* the first day of the month after the LBP has ended. Be sure and obtain any necessary information on the child or minor parent. (If they are receiving food stamps on the (adult) parent's or needy relative's case, most likely all needed information is in the case record.)

If you receive the request to add the child or minor parent *after issuing notice* to cancel FIP (because the household does not have an eligible child) but at least seven days before the end of month 12 of the LBP, add the child or minor parent (and the minor's child) effective the first day of the month following the LBP. Do not reinstate FIP for the (adult) parent or needy relative until you have established eligibility for the child or minor parent.

If you receive the request so late in month 12 of the LBP that the earliest possible effective date of assistance for the child or minor parent (and the minor's child) is after the first day of the month following the LBP, approve assistance for the child or minor parent (and the minor's child) no earlier than seven days from the date of request. Reinstate the (adult) parent or needy relative effective the first of the month following the cancellation.

Remember to examine the child's and minor parent's PROMISE JOBS status and ensure that the correct referral code is on the system when reapproving them for FIP.

If you receive the request to add the child or minor parent *after* the effective date of cancellation, forward an application to the household with an explanation that an application must be completed to determine if the household is eligible for FIP.

Effective Date

February 1, 1996

Material Superseded

Remove pages 2, 5, 6, 10-12, 14, 15, and 17-34, dated August 29, 1995, from Title 4, Chapter J, and destroy them.

Additional Information

Comparison of Current and Revised LBP Provisions

	<u>LBP Before 2/1/96</u>	<u>LBP As of 2/1/96</u>
Length of First LBP	12-month period: 3 mos. full benefits 3 mos. reduced benefits 6 mos. ineligibility	9-month period: 3 mos. reduced benefits 6 mos. ineligibility
Length of Second and subsequent LBP	12-month period--same as for first LBP	6-month period of ineligibility
Reconsideration - First LBP		
• If do not sign FIA	First 45 days and months 5 & 6 of LBP	Entire 3-month period of reduced benefits
• If fail to meet FIA terms	Not allowed	Not allowed
Reconsideration - Second and subsequent LBP		
• If do not sign FIA	Same as first LBP	Not allowed
• If fail to meet FIA terms	Not allowed	Not allowed
Well-Being Visits - First LBP		
• If can reconsider	Months 5 or 6, and 7	Months 2 and 4
• If cannot reconsider	Month 7 only	Month 4 only

Well-Being Visits - Second and subsequent LBP

- If can reconsider Months 5 or 6, and 7 N/A *
- If cannot reconsider Month 7 only Month 2 only

* Under the revised LBP provisions, clients in a second or subsequent LBP are not allowed the reconsideration. But they do receive well-being visits in month 2.

There is no change in determining the persons who are responsible for signing an FIA or which household members are affected by a Limited Benefit Plan when the FIA-responsible person fails to sign or carry out the terms of an FIA. However, when the only child in the family becomes ineligible for FIP due to choosing an LBP, there is no longer FIP eligibility for the child's parent(s).

Note that in two-parent households, the family is subject to a second LBP when the first LBP was chosen by *either* parent.

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



TERRY E. BRANSTAD, GOVERNOR

DEPARTMENT OF HUMAN SERVICES

CHARLES M. PALMER, DIRECTOR

October 1, 1996

GENERAL LETTER NO. 4-J-3

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

SUBJECT: Employees' Manual, Title 4, Chapter J, **PROMISE JOBS**, Contents (page 1), revised; pages 4 through 13, 18 through 26, 29, 31, and 32, revised; and page 26a, new.

Summary

Manual has been revised to include welfare reform changes.

A parent or other relative caring for a child under three months of age at the time of FIP approval is exempt from PROMISE JOBS participation. This exemption does **not** apply to parents aged 19 or under or to persons who begin caring for a child after the FIP application is approved.

The exemption from PROMISE JOBS participation of persons employed 129 hours or more a month in unsubsidized employment at the time of FIP approval does **not** apply to parents aged 19 or under.

Referral for family planning counseling services can be included as an optional FIA component. However, PROMISE JOBS will not impose an LBP for a failure to choose or carry out this component.

Parents aged 19 or under are required to participate in parenting skills training.

Minor parents determined to have good cause for not living with their parent or legal guardian must attend FaDSS or other family development.

Other changes have been made throughout the chapter to clarify language and to clarify PROMISE JOBS policy related to the Family Investment Agreement and the limited benefit plan.

Implementation Instructions

◆ Child Care Exemption

For applications received or processed on or after November 1, 1996, exempt from PROMISE JOBS parents or other persons caring for a child under three months of age.

For ongoing cases, at next redetermination, but no later than the next review, complete a referral to PROMISE JOBS for any person who had been exempt as caring for a child under six months of age, who is not caring for a child under three months of age.

◆ Employment Exemption

For applications received or processed on or after November 1, 1996, do not exempt parents aged 19 or under from PROMISE JOBS participation because of employment of 129 hours or more a month.

For ongoing cases, at next redetermination, but no later than the next review, complete a referral to PROMISE JOBS for any parent aged 19 or under who had been exempt because of employment of 129 hours or more a month.

Effective Date

November 1, 1996

Material Superseded

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

<u>Page</u>	<u>Date</u>
Contents (page 1)	August 29, 1995
4	August 29, 1995
5, 6	January 2, 1996
7-9	August 29, 1995
10-12	January 2, 1996
13	August 29, 1995
18-26, 29, 31, 32	January 2, 1996

Additional Information

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



July 8, 1997

GENERAL LETTER NO. 4-J-4

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

SUBJECT: Employees' Manual, Title 4, Chapter J, **PROMISE JOBS**, Contents (page 1), revised; and pages 4 through 15, 18, 29, and 30, revised.

Summary

Chapter 4-J is revised to include the following welfare reform changes.

- ◆ A parent or needy caretaker relative is exempt from PROMISE JOBS participation when the parent is disabled **and** unable to participate. Disability is the only exemption criteria for parents or caretaker relatives.
- ◆ The exemption from PROMISE JOBS participation of a parent or other relative caring for a child under three months of age at the time of FIP approval **no longer** applies.
- ◆ The exemption from PROMISE JOBS participation of persons employed 129 hours or more a month in unsubsidized employment at the time of FIP approval **no longer** applies.
- ◆ The need to change the referral status when a mandatory PROMISE JOBS person who is a member of a target group begins employment of 30 hours a week or more **no longer** exists.

Other changes have been made throughout the chapter to remove references to Regular FIP policy.

Implementation Instructions

- ◆ Child Care Exemption

For applications received or processed on or after July 1, 1997, do not exempt parents or other relatives caring for a child under three months of age who are not disabled.

For ongoing cases, complete a referral to PROMISE JOBS for any person who had been exempt as caring for a child under three months of age, who is not disabled. Do this at next redetermination or review, but no later than the month the child turns three months of age.

◆ Employment Exemption

For applications received or processed on or after July 1, 1997, do not exempt persons who are employed 129 hours or more a month from PROMISE JOBS participation.

For ongoing cases, at next redetermination, but no later than the next review, complete a referral to PROMISE JOBS for any person who had been exempt because of employment of 129 hours or more a month.

◆ Target Groups

Beginning July 1, 1997, when a mandatory PROMISE JOBS participant who is a member of a target group begins employment of 30 hours a week or more, do not change the referral code to a "T" to indicate mandatory target group employed status.

Effective Date

July 1, 1997

Material Superseded

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

<u>Page</u>	<u>Date</u>
Contents (page 1)	October 1, 1996
Contents (page 2)	August 29, 1995
4-13	October 1, 1996
14, 15	January 2, 1996
18, 29	October 1, 1996
30	January 2, 1996

Additional Information

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



January 12, 1999

GENERAL LETTER NO. 4-J-5

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

SUBJECT: Employees' Manual, Title 4, Chapter J, **PROMISE JOBS**, Contents (page 1), revised; and pages 1, 2, 7, and 8, revised.

Summary

This general letter transmits the following changes:

- ◆ Federal law no longer requires target group identification. Therefore the section on target groups is eliminated. **PROMISE JOBS** will continue to provide priority services to best fit the needs of the participant.

Since target groups are no longer tracked, IM workers no longer need to use target group codes when entering a **PROMISE JOBS** referral onto the system. Instead, the FIP client's **PROMISE JOB** status is identified by entry of one of the following five referral codes:

- 1 Exempt (either refugee or non-refugee)
- 8 Mandatory (non-refugee)
- L Mandatory (refugee)
- 2 Volunteer (non-refugee)
- E Volunteer (refugee)

- ◆ Legal references are updated.
- ◆ Reference to the Department of Economic Development is deleted, and "Department of Employment Services (DES)" is changed to "Iowa Workforce Development (IWD)."

Effective Date

Upon receipt.

Material Superseded

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

<u>Page</u>	<u>Date</u>
Contents (page 1)	July 8, 1997
1	August 29, 1995
2	January 2, 1996
7, 8	July 8, 1997

Additional Information

Although the target group codes remain in the system and in 14-B-Appendix, the codes must no longer be used.

When processing FIP applications on or after receipt of this general letter, use one of the five valid codes that is applicable when entering the PROMISE JOBS referral onto the system. No desk reviews are required to change existing referral codes on ongoing FIP cases.

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



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

DEPARTMENT OF HUMAN SERVICES
JESSIE K. RASMUSSEN, DIRECTOR

May 18, 1999

GENERAL LETTER NO. 4-J-6

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

SUBJECT: Employees' Manual, Title 4, Chapter J, **PROMISE JOBS**, Title page, revised; Contents (page 1), revised; Contents (page 2), new; pages 1 through 34, revised; and pages 35 through 40, new.

Summary

This chapter is revised to include changes to the limited benefit plan (LBP) as a result of legislation passed in the 1998 session. These policies apply to any LBP imposed effective June 1, 1999, or after, and are further described below.

The Department proposed the changes to the limited benefit plan based on a combination of recommendations made by the Welfare Reform Advisory Group, a limited benefit plan work group, and income maintenance and PROMISE JOBS field staff.

The Department believes the redesign:

- ◆ Simplifies and consolidates the LBP.
- ◆ Provides immediate consequence for a first LBP to encourage participation.
- ◆ Protects participants in a first LBP by expanding reconsideration options to all first LBPs.
- ◆ Discourages subsequent LBPs by requiring significant action before FIP eligibility can be reestablished.

Other revisions change the language that describes reasons for excusing clients from PROMISE JOBS activities or for refusing employment. The revisions expand "refusing employment" to include when a person is discharged from employment due to misconduct.

For participants who are discharged from employment due to misconduct that occurred on June 1, 1999, or later, PROMISE JOBS will consider the person to have chosen an LBP, unless the person has an acceptable reason for the action. Previously, only persons who reduced, refused, or quit employment without an acceptable reason were considered to be choosing an LBP.

Quitting a job when the terms of employment change from the terms of hire is added as an acceptable reason for ending employment.

Additional changes are made throughout the chapter to clarify current policy.

New Limited Benefit Plan

The basic **first** LBP, chosen by a parent or a needy caretaker on a nonparental case:

- ◆ Creates ineligibility for the entire family.
- ◆ Continues until the person who chose the LBP reconsiders by signing an FIA.

The three-month reduced benefit period no longer exists. A **first** LBP continues indefinitely for the entire household until the person who chose the LBP signs an FIA.

A **subsequent** LBP chosen by the same person or by either parent in a two-parent household:

- ◆ Creates ineligibility for the entire family for a minimum of six months.
- ◆ Continues until the person who chose the LBP reconsiders by signing an FIA and completing 20 hours of work or other approvable PROMISE JOBS activity.

Under current policy, a household can reestablish FIP eligibility after the six-month ineligibility period ends without any contact or action with PROMISE JOBS. With this policy change, the household of a person who chooses a subsequent LBP cannot receive FIP after the six months of ineligibility until the person reconsiders by signing an FIA and completing 20 hours of work or other approvable PROMISE JOBS activity.

LBP Variations

As under current policy, the LBP varies as follows for some specific household situations:

- ◆ When one of the following persons chooses an LBP, only that person's needs are removed from the grant:
 - A child who is not a parent.
 - A stepparent who is included in the grant.
 - A needy relative who acts as payee when the FIP parent is in the home but unable to act as payee.
- ◆ When the household includes a child who is a minor parent, and that child chooses an LBP, only the needs of the minor parent and the minor parent's children are removed. If the minor parent is the only eligible child in the home, the adult parent's or needy relative's FIP eligibility ends on the date the minor parent's LBP goes into effect.
- ◆ If one parent in a two-parent household chooses an LBP, benefits for the entire household are canceled, even when the other parent is exempt from PROMISE JOBS. When both parents are mandatory PROMISE JOBS participants, each must complete the necessary reconsideration actions to end the LBP, even when only one parent chose the LBP. If one parent is exempt, only the mandatory parent must reconsider.

Reconsideration

A person who chooses a **first** LBP may reconsider by signing an FIA. The person may begin the reconsideration process at any time from the date of the *Notice of Decision* imposing the LBP.

Currently, only persons who choose a **first** LBP by not signing an FIA can reconsider and can only do so in the first three months of the LBP. Under the new policy, a person can reconsider a **first** LBP that begins June 1, 1999, or later, whether or not the person signed an FIA before choosing the LBP.

A person who chooses a subsequent LBP cannot reconsider the LBP during the six-month period of ineligibility. When the six-month period ends, the person may reconsider by signing an FIA and completing 20 hours of work or other approvable PROMISE JOBS activity. The person must complete the 20 hours in the 30 days after the date the FIA is signed.

Currently, when a family reapplies after the six-month ineligibility period of a subsequent LBP ends, eligibility is established in the same manner as for any other new applicant.

To reconsider, the person may contact either you or the PROMISE JOBS worker. The person is able to reconsider the LBP when:

- ◆ The person chose a **first** LBP, or
- ◆ The person chose a **subsequent** LBP and the six-month ineligibility period has ended.

When a person contacts you to reconsider an LBP before the effective date of a **first** LBP, refer the person to PROMISE JOBS as soon as possible when it is reasonable for the person to sign an FIA before the effective date. When it is not reasonable for the person to sign an FIA before the effective date of the LBP, inform the household of the need to reapply for assistance.

When a person contacts you or PROMISE JOBS after the effective date of a **first** LBP, explain that the household must file an application to receive FIP again. If the household files an application, refer the person who chose the LBP to PROMISE JOBS no later than the date of the interview. No further action is needed if the household does not file an application.

When the six-month ineligibility period of a **subsequent** LBP ends, and the person who chose the LBP contacts you or PROMISE JOBS to reconsider the LBP, explain that the household must file an application to receive FIP again. No further action is needed if the household does not file an application.

If the household files an application, refer the person who chose the LBP to PROMISE JOBS no later than the date of the application interview. Explain the actions the person who chose the LBP must take with PROMISE JOBS before the person and the person's family can receive FIP again.

Refer such persons to PROMISE JOBS by entering one of the following codes in the JOBS field of the person's TD03:

- U Refers the person to IWD (Iowa Workforce Development)
- V Refers the person to BRS (Bureau of Refugee Services)

The system referral:

- ◆ Sends the person a letter that explains the actions the person must take with PROMISE JOBS before FIP can be approved.
- ◆ Informs PROMISE JOBS that the person wants to participate in PROMISE JOBS and end the LBP.
- ◆ Alerts PROMISE JOBS to schedule the person to begin development of a family investment agreement.

The system will allow an entry of "U" or "V" in a person's JOBS field regardless of the FIP status. However, the system will accept a "U" or "V" JOBS code only on a person with an active LBP imposed on or after June 1, 1999. IM staff need to use the current local communication procedures to refer persons wanting to reconsider an LBP imposed with an effective date that is before June 1, 1999.

If such a person contacts PROMISE JOBS to reconsider, PROMISE JOBS will inform you either through your current local communication procedures or through entry in PJCASE.

When a person completes the reconsideration process, PROMISE JOBS makes a system entry to stop the LBP. Processing of this entry removes LBP coding from IABC, issues a *Notice of Decision*, and sends an e-mail or tickler to the IM worker and supervisor.

Effective Date of Eligibility Following an LBP

When a first or subsequent LBP ends as the person who chose the LBP completes the required reconsideration actions, and the household is otherwise eligible, approve FIP effective the date the FIA is signed, or seven days from the application date, whichever date is later.

Do not approve FIP assistance until the person who chose the LBP completes the reconsideration actions previously noted under **Reconsideration**. In no case can the effective date of FIP eligibility be within the six-month ineligibility period of a **subsequent** LBP.

Well-Being Visits

Local agencies contracting with the Department of Public Health will offer visits to all families in a subsequent LBP in the second month of the LBP, or within four weeks of the second month.

A well-being visit will no longer be offered to families in a first LBP.

LBP Appeals

Establish an LBP with a new effective date when the final decision affirms the LBP and the LBP was delayed pending the appeal decision.

Under current policy in this situation, the original LBP period is assigned when the household appeals the *Notice of Decision* establishing the six-month period of ineligibility of a first LBP. This situation will no longer occur due to the elimination of the reduced benefit period of a first LBP.

Interim Instructions Until Implementation of New PJCASE System

Development of a new system called PJCASE is in progress. However, this system will not be operational upon issuance of this general letter. Therefore, until notified otherwise, IM staff need to continue to use the Limited Benefit Plan Display (LBDP) system or ETS to:

- ◆ Determine if an LBP exists for a household,
- ◆ View the status of an LBP, and
- ◆ Lift an LBP when:
 - A timely appeal is filed.
 - A child in the LBP leaves the household.
 - The person who chose the LBP was referred to PROMISE JOBS in error.
 - The parent who chose the LBP leaves the household.

IM staff need to continue to contact central office for assistance with the following LBP case situations:

- ◆ Reactivating an LBP when final appeal decision affirms the LBP.
- ◆ Designating an LBP to be in error when final appeal decision reverses the LBP.
- ◆ Adding persons to an LBP.
- ◆ Reactivation of an LBP when the person who chose the LBP returns to the home.
- ◆ Assignment and removal of "I" FIP status when the LBDP and ABC systems do not do so.
- ◆ Stopping an LBP when the LBDP and ABC systems do not do so.

Until the PJCASE system is operational, PROMISE JOBS will continue to use the same local communication procedures in place today to inform you when a person contacts PROMISE JOBS to reconsider an LBP.

When the PJCASE system is operational, it will replace the LBDP system. PJCASE will either perform the above actions or allow IM staff to do so. The system will also enable automated communication between IM and PROMISE JOBS staff regarding reconsideration contacts and LBP transactions. PJCASE system enhancements should reduce the need for IM staff to contact central office for assistance with system-related LBP situations.

PROMISE JOBS staff will use the PJCASE system to:

- ◆ Impose a limited benefit plan.
- ◆ Stop an LBP when the person who chose the LBP reconsiders.
- ◆ Stop an LBP that PROMISE JOBS entered in error.
- ◆ Inform IM that a person contacted PROMISE JOBS to reconsider.

Central office will notify IM and PROMISE JOBS staff of the effective date of implementation of PJCASE. Central office will also schedule and provide training on the PJCASE system before implementation.

Effective Date

Apply the new LBP policies to any LBP imposed effective June 1, 1999, or later.

Any LBP imposed with an effective date before June 1, 1999, continues according to the policies in effect at the time it was imposed. This includes, reconsideration periods (if appropriate), appeal opportunities, and schedule for well-being visits.

Material Superseded

Remove the entire Chapter J, from Employees' Manual, Title 4. This includes:

<u>Page</u>	<u>Date</u>
Title page	August 29, 1995
Contents (page 1)	January 12, 1999
1, 2	January 12, 1999
3	August 29, 1995
4-6	July 8, 1997
7, 8	January 12, 1999
9, 11-15	July 8, 1997
16	August 29, 1995
17	January 2, 1996
18	July 8, 1997
19-26, 26a,	October 1, 1996
27, 28	January 2, 1996
29, 30	July 8, 1997
31, 32	October 1, 1996
33, 34	January 2, 1996

Save superseded manual pages for reference until February 2000, the latest month for which an LBP imposed with an effective date before June 1, 1999, will end.

Additional Information

Refer to the LBP comparison chart on the following page. Refer questions about this general letter to your regional benefit payment administrator.

**COMPARISON OF CURRENT AND REVISED
LIMITED BENEFIT PLAN (LBP) PROVISIONS**

	LBP Before 6/1/99	LBP as of 6/1/99
<p>Length of LBP</p> <p>First LBP</p> <ul style="list-style-type: none"> ◆ 3 mos. reduced benefits ◆ 6 mos. ineligibility <p>Second and subsequent LBP</p>	<p>9-month period:</p> <ul style="list-style-type: none"> ◆ 3 mos. reduced benefits ◆ 6 mos. ineligibility <p>6-month period of ineligibility.</p>	<p>Indefinite period of ineligibility until family investment agreement (FIA) signed *</p> <p>A minimum 6-month period of ineligibility. Ineligibility continues until FIA is signed, and applicant shows intent to comply by completing 20 hours of activity. Then FIP is reauthorized back to date FIA is signed.</p> <p>*</p>
<p>Reconsideration</p> <p>First LBP:</p> <ul style="list-style-type: none"> ◆ If no family investment agreement ◆ If fail to meet family investment agreement terms <p>Second and subsequent LBP</p>	<p>Entire 3-month reduced benefit period. Not allowed in 6-month ineligibility period.</p> <p>Not allowed.</p> <p>Not allowed.</p>	<p>At any time following issuance of LBP <i>Notice of Decision</i>.</p> <p>At any time following issuance of LBP <i>Notice of Decision</i>.</p> <p>At any time following 6-month ineligibility period.</p>
<p>Well-Being Visits</p> <p>First LBP</p> <ul style="list-style-type: none"> ◆ If can reconsider ◆ If cannot reconsider <p>Second and subsequent LBP</p>	<p>Months 2 and 4.</p> <p>Month 4 only.</p> <p>Month 2 only.</p>	<p>None.</p> <p>N/A.</p> <p>Month 2 or within 4 weeks of month 2.</p>
<p>Administrative Review Process</p> <p>First LBP</p> <ul style="list-style-type: none"> ◆ If no FIA ◆ If fail to meet FIA terms <p>Second LBP</p> <ul style="list-style-type: none"> ◆ If no FIA ◆ If fail to meet FIA terms <p>Third or subsequent LBP</p>	<p>No review.</p> <p>DHS Division of Economic Assistance staff review.</p> <p>No review.</p> <p>DHS Division of Economic Assistance staff review.</p> <p>Same as second LBP.</p>	<p>In both instances, 100% review at state or local level with procedure approved by Iowa Workforce Development and DHS.</p> <p>In both instances, 100% review by state-level staff at Iowa Workforce Development.</p> <p>No review required.</p>

* If otherwise eligible, the effective date of FIP is the date the FIA is signed, or seven days from the application date, whichever is later.



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

DEPARTMENT OF HUMAN SERVICES
JESSIE K. RASMUSSEN, DIRECTOR

August 3, 1999

GENERAL LETTER NO. 4-J-7

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

SUBJECT: Employees' Manual, Title 4, Chapter J, *PROMISE JOBS*, pages 18 and 27 revised.

Summary

Revisions to this chapter:

- ◆ Remove the reference to the former standard child care deduction in the example on page 18.
- ◆ Remove the reference to a nonincapacitated stepparent as an optional member of the FIP eligible group. The recent elimination of the FIP child care deduction also eliminated the circumstance under which a nonincapacitated stepparent could previously be included in the eligible group.

Effective Date

September 1, 1999.

Material Superseded

Remove from Employees' Manual, Title 4, Chapter J, pages 18 and 27, dated May 18, 1999, and destroy them.

Additional Information

For specific information, see General Letters 4-C-23 and 4-E-23, dated August 3, 1999.

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



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

DEPARTMENT OF HUMAN SERVICES
JESSIE K. RASMUSSEN, DIRECTOR

November 14, 2000

GENERAL LETTER NO. 4-J-8

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

SUBJECT: Employees' Manual, Title 4, Chapter J, **PROMISE JOBS**, Contents (page 1), revised; and pages 3 through 6, 7 through 10, 13, 14, 16, 17, 18, 20, 32, and 37, revised; and page 6a, new.

Summary

Revisions to this chapter:

- ◆ Include travel time to and from the child care provider to determine reasonable distance to and from the work or training site when determining if a FIP parent may be excused from PROMISE JOBS activities. This revision updates existing language to reflect current practice.
- ◆ Exempt people who are not U.S. citizens and are not aliens under 8 United States Code (USC) Section 1641 from PROMISE JOBS participation and the family investment agreement and, therefore, the limited benefit plan (LBP). The change is required by 2000 Iowa Acts, Senate File 2368, section 3.

Federal law prohibits use of PROMISE JOBS funds for certain alien classifications. As a result, PROMISE JOBS may serve only parents with the following alien classifications, as listed at 8 USC Section 1641:

- Lawfully admitted for permanent residence under the Immigration and Nationality Act (INA).
- Amerasian immigrant.
- Cuban or Haitian entrant.
- Battered alien under 8 USC 1641(c).
- Asylee admitted under section 208 of the INA.
- Refugee admitted under section 207 of the INA.
- Deportation withheld under section 243(h) or section 241(b)(3) of the INA.
- Paroled into the U.S. under section 212(d)(5) of the INA for at least one year.
- Granted conditional entry under section 203(a)(7) of the INA as in effect before April 1, 1980.

Unless exempt due to disability, alien parents with a classification listed on page 1 who live with the FIP child continue to be mandatory PROMISE JOBS participants and subject to the family investment agreement and limited benefit plan provisions. This is true even if the parent is excluded from the FIP grant because of the prohibition on accessing FIP for the first five years the alien is in the country.

However, excluded parents whose alien classification is not listed on page 1 cannot be served by PROMISE JOBS. These aliens are therefore exempt from mandatory referral.

- ◆ Prohibit parents who are not U.S. citizens and whose alien classification is not listed at 8 USC Section 1641 from voluntary participation in PROMISE JOBS. The change is required by 2000 Iowa Acts, Senate File 2368, section 8.

Examples of immigration statuses held by aliens who are not eligible for PROMISE JOBS services either as a mandatory or voluntary referral include:

- Illegal aliens.
 - Aliens in deferred status.
 - Nonimmigrants under the INA.
 - Temporary residents under the Immigration and Control Act.
 - Aliens paroled into the U.S. under section 212(d)(5) of the INA for less than one year.
 - Aliens with protected status, such as PRUCOLS (permanently residing in the U.S. under color of law).
- ◆ Add information on when a manual PROMISE JOBS referral is necessary.
 - ◆ Clarify that FIP refugees must be referred to the Bureau of Refugee Services instead of PROMISE JOBS.
 - ◆ Update language in the example on page 18.

Effective Date

December 1, 2000

Implementation Instructions

When processing FIP applications on or after December 1, do not make mandatory or voluntary referrals of parents whose alien classification is not listed on page 1, even if the application was received before December 1.

Refer to General Letter 4-L-3 for instructions on existing mandatory or voluntary referrals of excluded parents whose alien classification is not listed on page 1 and can no longer participate in PROMISE JOBS. PROMISE JOBS staff are being notified simultaneously of the changes described in this General Letter and given necessary instructions for informing affected households of their prohibition from PROMISE JOBS participation.

When contacted, please assist PROMISE JOBS staff in determining the alien status of a currently referred excluded alien parent so that PROMISE JOBS staff may determine if the alien is eligible for services. Forward questions on an excluded parent's alien classification through the usual channels.

The new exemption from mandatory PROMISE JOBS participation and the prohibition on voluntary participation applies only to parents who are excluded from the FIP grant and whose alien classification is not listed on page 1. Until pending TANF data system enhancements are in place, do not enter the exempt referral code of excluded alien parents who are not eligible for PROMISE JOBS services.

Void any LBP with an effective date of December 1, 2000, or later that is chosen by a parent whose alien classification exempts the person as described in this General Letter. Use the procedures for lifting an LBP that was imposed in error as described in 4-J, **Stopping a Limited Benefit Plan**.

Also, void any LBP with an effective date before December 1, 2000, that was chosen by a parent whose alien classification now exempts the person, when this comes to your attention. Contact Mark Adams in the Division of Economic Assistance (by calling 515/281-6866, or via e-mail to MADAMS4) to initiate procedures for lifting and voiding the LBP.

Note that a request for an exception to policy is needed to issue corrective underpayments to families who lost FIP benefits based on an LBP that was chosen by a parent whose alien classification exempts the person from PROMISE JOBS, as described in this General Letter. (It is expected that very few, if any, LBPs were ever imposed on families with excluded alien parents that would require the corrective actions described here.)

Material Superseded

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

<u>Page</u>	<u>Date</u>
Contents (page 1)	May 18, 1999
3-10, 13, 14, 16, 17	May 18, 1999
18	August 3, 1999
20, 32, and 37	May 18, 1999

Additional Information

Refer to the implementation instructions in General Letter 4-L-3, dated November 14, 2000, for:

- ◆ Additional instructions on treatment of aliens who are currently included in the FIP grant but whose alien classification is not listed on page 1, and
- ◆ Other changes related to aliens' eligibility for FIP and PROMISE JOBS.

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



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

DEPARTMENT OF HUMAN SERVICES
JESSIE K. RASMUSSEN, DIRECTOR

December 12, 2000

GENERAL LETTER NO. 4-J-9

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

SUBJECT: Employees' Manual, Title 4, Chapter J, **PROMISE JOBS**, Contents (page 1), revised; and pages 1, 5, 11 through 14, 19, 23 through 27, 29, and 37, revised.

Summary

Revisions to this chapter:

- ◆ Remove information on the FIP-UP work program. The FIP-UP work program is eliminated effective January 1, 2001. Each parent in a two-parent household will continue to be subject to the same PROMISE JOBS and FIA requirements as a parent in a one-parent household.
- ◆ Remove references to the FIP Unemployed Parent program.
- ◆ Remove references to FIP adjustment periods.
- ◆ Update language.

Effective Date

January 1, 2001

Material Superseded

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

<u>Page</u>	<u>Date</u>
Contents (page 1)	May 18, 1999
1	May 18, 1999
5	November 14, 2000
11, 12	May 18, 1999
13, 14	November 14, 2000
19, 23-26	May 18, 1999
27	August 3, 1999
29	May 18, 1999
37	November 14, 2000

Additional Information

See General Letter No. 4-I-5 for information on elimination of the FIP-UP program. See General Letter No. 4-C-26 for information on the elimination of adjustment periods.

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-J-10

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

SUBJECT: Employees' Manual, Title 4, Chapter J, **PROMISE JOBS**, Contents (page 1), revised; pages 1 through 6, 6a, 7 through 14, 20, 24, and 30, revised; and pages 6b, 6c, 14a, 14b, 20a, 30a, and 30b, new.

Summary

Revisions to this chapter:

- ◆ Update the overview section.
- ◆ Add information on referring hardship exemption families.
- ◆ Add information that the “adults” in families that request and are granted a hardship exemption are mandatory **PROMISE JOBS** referrals. They are not allowed to volunteer. Also, they are not allowed an exemption from **PROMISE JOBS**. Disabled adults will have the disability addressed in their Family Investment Agreement (FIA).
- ◆ Remove an obsolete reference to the Volunteer Mentor Program.
- ◆ Remove an obsolete reference to Intentional Program Violation.
- ◆ Add that domestic violence counseling may be included as an option in the FIA. A limited benefit plan does not result for failing to choose or carry out the option.
- ◆ Add information about the six-month FIA.
- ◆ Specify that families that have received FIP for 60 months and are requesting a hardship exemption must develop and sign a six-month FIA as a condition for being granted the exemption. Failure to do so results in denial of the hardship exemption request rather than a limited benefit plan.
- ◆ Add an example on the impact of a limited benefit plan during a six-month hardship exemption.
- ◆ Add references to “hardship exemption” where applicable throughout the chapter.

Effective Date

Upon receipt.

Material Superseded

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

<u>Page</u>	<u>Date</u>
Contents (page 1)	December 12, 2000
1	December 12, 2000
2	May 18, 1999
3, 4	November 14, 2000
5	December 12, 2000
6, 6a, 7-10	November 14, 2000
11-14	December 12, 2000
20	November 14, 2000
24	December 12, 2000
30	May 18, 1999

Additional Information

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

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



STATE OF IOWA

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

DEPARTMENT OF HUMAN SERVICES
JESSIE K. RASMUSSEN, DIRECTOR

March 19, 2002

GENERAL LETTER NO. 4-J-11

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

SUBJECT: Employees' Manual, Title 4, Chapter J, **PROMISE JOBS** pages 20, 21, and 22, revised.

Summary

This chapter is revised to reflect changes in the procedures PROMISE JOBS staff use to attempt to resolve participation issues when a FIP person is choosing a Limited Benefit Plan (LBP). Specifically:

- ◆ The PROMISE JOBS supervisor will no longer send a letter to attempt to resolve the participation issue and to give the participant another opportunity to resume participation when:
 - A participant chooses an LBP by abandoning the activities of the FIA, or
 - A participant chooses a subsequent LBP by not scheduling or attending orientation.
- ◆ When a participant appears to be choosing an LBP as previously described, PROMISE JOBS workers will attempt to resolve the participation issue at the time the issue first occurs by sending a written reminder, request, or letter to the participant. This will serve the same purpose as the former "supervisory letter."
- ◆ The PROMISE JOBS supervisor is no longer required to provide input and review the case of each person who is choosing an LBP by abandoning the activities of the FIA. The choice of the LBP no longer needs to be approved by the supervisor.
- ◆ The PROMISE JOBS supervisor will continue to be available to participants who want to discuss problems or questions, and to PROMISE JOBS workers who need input and support on specific cases.

Effective Date

April 1, 2002

Material Superseded

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

<u>Page</u>	<u>Date</u>
20	November 6, 2001
21, 22	May 18, 1999

Additional Information

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



STATE OF IOWA

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

DEPARTMENT OF HUMAN SERVICES
JESSIE K. RASMUSSEN, DIRECTOR

April 16, 2002

GENERAL LETTER NO. 4-J-12

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

SUBJECT: Employees' Manual, Title 4, Chapter J, **PROMISE JOBS**, Contents (pages 1 and 2), revised, and pages 20, 21, 22, 39, and 40, revised.

Summary

Revisions to this chapter remove references to well-being visits. Previously, DHS contracted with the Iowa Department of Public Health to make well-being visits to families choosing a subsequent limited benefit plan. These visits ended April 1, 2002, as directed by 2002 Iowa Acts, House File 2350..

Effective Date

April 1, 2002

Material Superseded

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

<u>Page</u>	<u>Date</u>
Contents (page 1)	November 6, 2001
Contents (page 2)	May 18, 1999
20	March 19, 2002
20a	November 6, 2001
21, 22	March 19, 2002
39, 40	May 18, 1999

Additional Information

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



STATE OF IOWA

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

DEPARTMENT OF HUMAN SERVICES
JESSIE K. RASMUSSEN, DIRECTOR

June 25, 2002

GENERAL LETTER NO. 4-J-13

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

SUBJECT: Employees' Manual, Title 4, Chapter J, **PROMISE JOBS**, Contents (pages 1 and 2), revised; pages 6, 7, 8, 9, 10, 15, 16, 22, 25, 29, 33, 36, 37, and 38, revised; and pages 6d, 10a, and 16a, new.

Summary

Revisions to this chapter:

- ◆ Eliminate the exemption of disabled people from referral to the PROMISE JOBS program except when the person is receiving SSI due to disability or blindness.
- ◆ Add procedures for sharing disability information with PROMISE JOBS staff.
- ◆ Clarify existing policy and procedures.

Implementation

Desk reviews are not required to implement the elimination of the exemption of disabled persons who do not receive SSI due to disability or blindness from referral to the PROMISE JOBS program.

Refer people who are currently exempt from PROMISE JOBS participation due to disability and who do not receive SSI to PROMISE JOBS as follows:

- ◆ At the time of the next semiannual or annual review, or
- ◆ When a change affecting the current referral status occurs, but
- ◆ No later than June 30, 2003.

When making the entry to refer people who are no longer exempt from PROMISE JOBS participation due to disability, consider if the case aid type must also be changed. The aid type (AID field of TD01) should be "35-0" or "33-8," whichever applies, when:

- ◆ There are two parents in the home,
- ◆ Both parents are on FIP, and,
- ◆ Both parents are referred to PROMISE JOBS as mandatory.

Effective Date

July 1, 2002

Material Superseded

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

<u>Page</u>	<u>Date</u>
Contents (pages 1 and 2)	April 16, 2002
6, 7-10	November 6, 2001
15	May 18, 1999
16	November 14, 2000
22	April 16, 2002
25, 29	December 12, 2000
33, 36	May 18, 1999
37	December 12, 2000
38	May 18, 1999

Additional Information

Note: This chapter contains references to the "PJCASE" system, which has not yet been implemented. Since implementation is expected to occur in the next few months, these references remain. Until PJCASE is implemented, continue to use the Limited Benefit Plan Display (LBPDP) system to:

- ◆ Determine if an LBP exists for a household,
- ◆ View the status of an LBP, and to
- ◆ Stop an LBP.

Continue to contact the Bureau of Financial and Work Supports for assistance with the following situations:

- ◆ Reactivating an LBP when the final appeal decision affirms the LBP.
- ◆ Designating an LBP to be in error when the final appeal decision reverses the LBP.
- ◆ Adding persons to an LBP.
- ◆ Reactivation of an LBP when the person who chose the LBP returns to the home.
- ◆ Assignment and removal of "I" FIP status when the ABC system has not updated correctly.
- ◆ Stopping an LBP when the LBPDP system has not accepted the worker entry.

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



STATE OF IOWA

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

DEPARTMENT OF HUMAN SERVICES
JESSIE K. RASMUSSEN, DIRECTOR

February 25, 2003

GENERAL LETTER NO. 4-J-14

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

SUBJECT: Employees' Manual, Title 4, Chapter J, **PROMISE JOBS**, page 6, revised.

Summary

Revisions to this chapter add instructions for referring battered aliens to PROMISE JOBS. Battered aliens who are approved for FIP before receiving a social security number must be manually referred to PROMISE JOBS. Further explanation is included in 4-L, **Battered Aliens**.

Effective Date

January 1, 2003

Material Superseded

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

<u>Page</u>	<u>Date</u>
6	June 25, 2002

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 22, 2004

GENERAL LETTER NO. 4-J-15

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

SUBJECT: Employees' Manual, Title 4, Chapter J, **PROMISE JOBS**, Title page, revised;
Contents (pages 1 and 2), revised; pages 1 through 40, revised; and pages 41
through 51, new.

Summary

Revisions to this chapter:

- ◆ Implement a new nonfinancial eligibility requirement, requiring FIP applicants to meet with PROMISE JOBS to write and sign a family investment agreement (FIA) before FIP can be approved.
- ◆ Specify procedures for referring applicants and participants to PROMISE JOBS.
- ◆ Specify that the Bureau of Refugee Services provides PROMISE JOBS services to persons who enter the U.S. as refugees, until they attain U.S. citizenship.
- ◆ Remove references to PROMISE JOBS volunteers. Persons who are exempt from PROMISE JOBS participation no longer have the option of volunteering to participate.
- ◆ Clarify language and update examples.

Effective Date

November 1, 2004

The requirement to sign an FIA before FIP is approved applies to applications received November 1, 2004, and after. Applications received before November 1, 2004, are not subject to the new requirements. Follow the former procedures for applications received before November 1, 2004. There will be a transition period during which PROMISE JOBS will be receiving both referrals subject to the former requirements and referrals subject to the new requirements.

Material Superseded

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

<u>Page</u>	<u>Date</u>
Title page	May 18, 1999
Contents (pages 1 and 2)	June 25, 2002
1-5	November 6, 2001
6	February 23, 2003
6a, 6b, 6c	November 6, 2001
6d, 7-10, 10a	June 25, 2002
11-14, 14a, 14b	November 6, 2001
15, 16, 16a	June 25, 2002
17, 18	November 14, 2000
19	December 12, 2000
20, 21	April 16, 2002
22	June 25, 2002
23	December 12, 2000
24	November 6, 2001
25	June 25, 2002
26, 27	December 12, 2000
28	May 18, 1999
29	June 25, 2002
30, 30a, 30b	November 6, 2001
31	May 18, 1999
32	November 14, 2000
33	June 25, 2002
34, 35	May 18, 1999
36-38	June 25, 2002
39, 40	April 16, 2002

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 28, 2005

GENERAL LETTER NO. 4-J-16

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

SUBJECT: Employees' Manual, Title 4, Chapter J, **PROMISE JOBS**, Contents (pages 1 and 2), revised; pages 6, 10, 12 through 18, 20, 21, 29 through 34, 35, 37, 43, and 47 through 51, revised; and pages 34a, and 34b, new.

Summary

Revisions to this chapter:

- ◆ Remove PROMISE JOBS exemption criteria for a child aged 16-19 who is not a parent and who is referred to PROMISE JOBS for not attending school and signs a family investment agreement.

Currently, a child aged 16-19 who is not a parent and who is not enrolled in school is referred to PROMISE JOBS to sign a family investment agreement. If the child signs a family investment agreement and returns to school, the child becomes exempt from PROMISE JOBS and the family investment agreement is void.

Under new policy, once a child is referred to PROMISE JOBS for not attending school, and signs a family investment agreement, the child remains referred to the PROMISE JOBS program and obligated to the family investment agreement even if the child returns to school.

- ◆ Change the impact of a limited benefit plan chosen by a needy specified relative.

Currently, the entire FIP grant is canceled when a needy specified relative chooses a limited benefit plan.

Under new policy, the limited benefit plan applies only to the needy specified relative when the relative chooses a limited benefit plan.

- ◆ Clarify existing policy.

Effective Date

November 1, 2005

Implementation Instructions

PROMISE JOBS Participation for Children 16 to 19:

For a child aged 16 to 19 who is not a parent and who is referred to PROMISE JOBS on November 1, 2005, or after for not attending school:

- ◆ Do not exempt the child if the child has signed a family investment agreement and the child returns to school. If the child does not follow the steps of the family investment agreement, the child will enter an individual limited benefit plan.
- ◆ Exempt the child if the child returns to school before signing a family investment agreement.
- ◆ Consider the date that the mandatory JOBS code processes in ABC as the date of referral. Use the HISTORY option in the child's PCase Person screen to determine the date of referral.

Examples:

1. Child A, age 17, is referred to PROMISE JOBS on October 31, 2005, for not attending school. Child A signs a family investment agreement on November 8, 2005, and begins a GED program on November 15, 2005. Since Child A was referred to PROMISE JOBS before November 1, 2005, Child A becomes exempt under former policy. Change Child A's JOBS code on TD03 of ABC to the exempt code of "1."
2. Child B, age 16, is referred to PROMISE JOBS on November 2, 2005, for not attending school. Child B returns to school on November 9, 2005, before signing a family investment agreement. Child B is exempt from PROMISE JOBS participation for returning to school. Change Child B's JOBS code on TD03 of ABC to the exempt code of "1."
3. Child C, age 17, is referred to PROMISE JOBS on November 1, 2005, for not attending school. Child C signs a family investment agreement on November 10, 2005. On November 20, 2005, Child C returns to school. Child C remains referred to PROMISE JOBS and obligated to the family investment agreement.

Limited Benefit Plan Chosen by a Needy Specified Relative:

When a needy specified relative who is not a parent chooses a limited benefit plan effective **November 1, 2005, or later**, the limited benefit plan will apply only to the needy specified relative. PROMISE JOBS will enter the limited benefit plan as an "individual" limited benefit plan in this situation. The children continue to receive FIP if other eligibility criteria are met.

When a needy specified relative who is not a parent has chosen a limited benefit plan effective October 1, 2005, or earlier, the limited benefit plan continues to apply to the entire FIP household so long as the household lives together except when:

- ◆ The limited benefit plan is a first or a subsequent beyond the six-month period of ineligibility, and the relative takes action to reconsider the limited benefit plan.

- ◆ The limited benefit plan is a first or a subsequent beyond the six-month period of ineligibility, and the relative applies for the needs of the children only.
- ◆ PROMISE JOBS or IM determines the limited benefit plan to be in error.

Material Superseded

Remove the following pages from Employees' Manual, Title 4, Chapter J, and destroy them.

<u>Page</u>	<u>Date</u>
Contents (pages 1 and 2)	October 22, 2004
6, 10, 12-18, 20, 21, 29-35, 37, 43, 47-51	October 22, 2004

Additional Information

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



Iowa Department of Human Services

Terry E. Branstad
Governor

Kim Reynolds
Lt. Governor

Charles M. Palmer
Director

June 28, 2013

GENERAL LETTER NO. 4-J-17

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

SUBJECT: Employees' Manual, Title 4, Chapter J, *PROMISE JOBS*, page 6, revised.

Summary

Chapter 4-J is revised to update information to provide form 470-3897, *FIA Appointment*, to PROMISE JOBS staff when referring applicants.

Effective Date

Upon receipt.

Material Superseded

This material replaces Employees' Manual, Title 4, Chapter J, page 6, dated October 28, 2005.

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

May 1, 2015

GENERAL LETTER NO. 4-J-18

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

SUBJECT: Employees' Manual, Title 4, Chapter J, **PROMISE JOBS**, Title page, revised; Contents (page 2), revised; pages 8, 9, and 46 through 51, revised; and pages 52, 53, and 54, new.

Summary

Chapter 4-J is revised to:

- ◆ Add policy that assistance paid during the appeal process is not subject to recoupment when:
 - A participant appeals:
 - Before the effective date of the intended action on the *Notice of Decision* establishing the beginning date of the limited benefit plan, or
 - Within 10 days from the date the participant receives the notice establishing the beginning date of the limited benefit plan. The date on which the notice is received is considered to be five days after the date on the notice, unless the participant shows that the participant did not receive the notice within the five-day period, and
 - The Department is affirmed in an appeal regarding imposition of a limited benefit plan.
 - A limited benefit plan with a new effective date applies.
- ◆ Add policy that a limited benefit plan with a new effective date applies when the final decision affirms the limited benefit plan and the appeal was filed:
 - Before the effective date of the intended action on the *Notice of Decision* establishing the beginning date of the limited benefit plan, or
 - Within 10 days from the date the participant receives the notice establishing the beginning date of the limited benefit plan. The date on which the notice is received is considered to be five days after the date on the notice, unless the participant shows that the participant did not receive the notice within the five-day period.
 - FIP assistance continued pending the outcome of the appeal.
- ◆ Clarify policies and procedures for stopping a limited benefit plan.

- ◆ Clarify procedures to follow when an appeal decision reverses the limited benefit plan.
- ◆ Update form names and numbers.
- ◆ Update links due to the Department's new website.

Effective Date

Immediately.

Material Superseded

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

<u>Page</u>	<u>Date</u>
Title page	October 22, 2004
Contents (page 2)	October 28, 2005
8, 9, 46	October 22, 2004
47-49	October 28, 2005
50	October 22, 2004
51	October 28, 2005

Additional Information

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

August 11, 2023

GENERAL LETTER NO. 4-J-19

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

SUBJECT: Employees' Manual, Title 4, Chapter J, **PROMISE JOBS**, Title Page, Contents 1, Contents 2, 1-5, 6, 7, 8 and 9, 10, 11, 12-18, 19, 20 and 21, 22-28, 29-34, revised; 34a and 34b, removed; 35, 36, 37, 38-42, 43, 44 and 45, 46-54, revised; 55 and 56, new.

Summary

This chapter is revised to

- Update language to align with other chapters of FIP Manual
- Update processes with most current procedures
- Update legal references
- Update style and formatting throughout.

Effective Date

Upon receipt.

Material Superseded

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

<u>Page</u>	<u>Date</u>
Title Page	May 1, 2015
Contents 1	October 28, 2005
Contents 2	May 1, 2015
1-5	October 22, 2004
6	June 28, 2013
7	October 22, 2004
8 and 9	May 1, 2015
10	October 28, 2005
11	October 22, 2004
12-18	October 28, 2005
19	October 22, 2004
20 and 21	October 28, 2005
22-28	October 22, 2004
29-34	October 28, 2005
34a and 34b	October 28, 2005
35	October 28, 2005
36	October 22, 2004
37	October 28, 2005
38-42	October 22, 2004
43	October 28, 2005
44 and 45	October 22, 2004
46-54	May 1, 2015

Additional Information

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

July 5, 2024

GENERAL LETTER NO. 4-J-20

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

SUBJECT: Employees' Manual, Title 4, Chapter J, **PROMISE JOBS**, Title Page, Contents 1 and 2, 1-56, revised; 57-76, new.

Summary

This chapter is revised to

- Update procedure by removing the requirement that IM provide a copy of form 470-0806, Self-Assessment, to PROMISE JOBS referrals.
- Update language due to the Department of Human Rights no longer existing separately from the Department of Health and Human Services.

Effective Date

Upon receipt.

Material Superseded

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

<u>Page</u>	<u>Date</u>
Title Page	August 11, 2023
Contents 1 and 2	August 11, 2023
1-56	August 11, 2023

Additional Information

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