



DEPARTMENT OF HUMAN SERVICES

TERRY E. BRANSTAD, GOVERNOR

CHARLES M. PALMER, DIRECTOR

August 13, 1996

GENERAL LETTER NO. 4-L-2

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

SUBJECT: Employees' Manual, Title 4, Chapter L, *Aliens and Migrants*, Contents, revised; page 2, revised; and pages 2a-2c, new.

Summary

This general letter transmits alien verification information from VI-H, *Alien Verification*. As part of the project to reorganize the income maintenance manuals, VI-H is being eliminated. The applicable policy and procedural information will now be located in the alien sections of each title.

The attached pages contain instructions for accessing the Alien Status Verification Index (ASVI) database, which is part of the Systematic Alien Verification for Entitlements (SAVE) program. The instructions are not changed from those in VI-H.

Effective Date

Upon receipt.

Material Superseded

Remove from Title 4, Chapter L, Contents (page 1) and page 2, both dated September 5, 1995, 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

November 14, 2000

GENERAL LETTER NO. 4-L-3

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

SUBJECT: Employees' Manual, Title 4, Chapter L, **ALIENS AND MIGRANTS**, Title page, revised; Contents (page 1), revised; pages 1 through 14, revised; and pages 15 through 26, new.

Summary

The entire chapter on aliens and migrants has been revised and reorganized to:

- ◆ Update policies on which alien classifications are eligible for FIP in accordance with federal law. Under the revised policies, only aliens with one of the classifications described at 8 United States Code (USC) Section 1641 are considered for FIP eligibility. The changes described in this general letter are expected to affect only a small number of FIP cases.

Certain classifications of aliens described at 8 USC Section 1641 cannot be included in the FIP grant for five years from the date they entered the United States.

However, unless exempt due to disability, aliens whose classifications are described at 8 USC Section 1641 are mandatory PROMISE JOBS participants, even if they are ineligible for FIP for five years. In other words, while not all aliens described at 8 USC Section 1641 are eligible for FIP, **all** must participate in PROMISE JOBS unless exempt due to disability.

Aliens whose classification is **not** described at 8 USC Section 1641 are ineligible for FIP regardless of the date they entered the U.S. They are exempt from PROMISE JOBS. They are also prohibited from voluntary participation in PROMISE JOBS. General Letter 4-J-8, released simultaneously with this letter, transmits information on the new PROMISE JOBS exemption for aliens whose classification is not included in 8 USC Section 1641.

- ◆ Eliminate existing policies on deeming income and resources of alien sponsors that were in effect under the Aid to Families with Dependent Children (AFDC) program. These deeming policies are now obsolete.
- ◆ Clarify existing policies and procedures.

Effective Date

December 1, 2000.

Implementation Instructions

The chart below identifies which aliens are eligible to be included in the FIP grant and which aliens must be excluded, and their corresponding PROMISE JOBS referral status.

ALIEN CLASSIFICATIONS AT 8 USC SECTION 1641	FIP STATUS	PROMISE JOBS REFERRAL STATUS
Lawfully admitted as permanent resident ♦ Has 40 quarters of work ♦ Does not have 40 quarters of work; U.S. entry date <u>before</u> 8/22/96 ♦ Does not have 40 quarters of work; U.S. entry date <u>on or after</u> 8/22/96	Eligible regardless of U.S. entry date Eligible Barred for five years	Mandatory Mandatory Mandatory
Refugee	Eligible regardless of U.S. entry date	Mandatory
Asylee	Eligible as of asylum grant date	Mandatory
Amerasian immigrant	Eligible regardless of U.S. entry date	Mandatory
Alien whose deportation is withheld	Eligible regardless of U.S. entry date	Mandatory
Cuban/Haitian entrant	Eligible regardless of U.S. entry date	Mandatory
Paroled into the U.S. for at least one year ♦ U.S. entry date before 8/22/96 ♦ U.S. entry date on or after 8/22/96	Eligible Barred for five years	Mandatory Mandatory
Granted conditional entry into the U.S. ♦ U.S. entry date before 8/22/96 ♦ U.S. entry date on or after 8/22/96	Eligible Barred for five years	Mandatory Mandatory
Battered aliens ♦ U.S. entry date before 8/22/96 ♦ U.S. entry date on or after 8/22/96	Eligible Barred for five years	Mandatory Mandatory
Veterans lawfully residing in the U.S. with one of the above statuses	Eligible regardless of U.S. entry date	Mandatory
Active duty personnel lawfully residing in the U.S. with one of the above statuses	Eligible regardless of U.S. entry date	Mandatory

The term “mandatory” assumes the person does not meet disability exemption criteria.

All other legal or illegal aliens do **not** have an alien classification listed at 8 USC Section 1641 and so are **ineligible** regardless of their U.S. entry date. They are exempt from **PROMISE JOBS**, participation and cannot volunteer.

Also see the implementation instructions in General Letter 4-J-8, dated November 14, 2000, for additional instructions on lifting or voiding a limited benefit plan chosen by an alien who, under the new policies, is exempt from PROMISE JOBS.

Applicants

Apply the following instructions when processing FIP applications on December 1 or later for families containing an alien member, even if you received the application before December 1:

- ◆ Use the new policies on alien status, PROMISE JOBS referral status, and disregarding sponsor income and resources when determining eligibility or benefits for families with alien members for December 2000 and future months.
- ◆ Use the policies in effect before December when determining these families' eligibility or benefits for any month before December 2000.

Participants

During the month of December, complete desk reviews on all ongoing cases that contain an alien member and also on alien cases that are suspended for December, to determine if the person is correctly included in or excluded from the FIP eligible group in accordance with the new policies.

Check each alien's current PROMISE JOBS referral code to determine if the code corresponds to the instructions in this letter. If not, change the current code as applicable for the person's alien status (as indicated on the preceding chart). Make a list of aliens whose PROMISE JOBS referral status you change and aliens who have already been referred manually but are getting a re-referral on the system.

After you have completed the desk reviews, provide this information to PROMISE JOBS so that PROMISE JOBS can update referral records accordingly and will know whether the referral is new or a re-referral of a person who has already been referred manually.

- ◆ Act on redeterminations that result in a negative action (a FIP benefit reduction or cancellation) by giving timely notice by January 19 to be effective February 1, 2001. Delay any negative action based solely on the new policies until effective February 1, even if you have all necessary information to take the action before February.

Recoupment of excess FIP issued for December and January is waived for purposes of implementation.

- ◆ Act on redeterminations that result in a positive action (an increase in FIP benefits) as soon as possible, but the effective date for any action based on the new policies shall not be earlier than December 1, 2000 (the date the new policies are effective).

Sponsor Income and Resources

Stop using sponsor income effective with the December payment month.

Adding Excluded Aliens Who Are Exempt from Five-Year Bar

In December:

- ◆ Send a letter to families with an alien who is currently excluded from the grant because of the person's alien status who will be eligible under the new alien policies. The following text, using letterhead, is suggested:

Under federal law, people who are not United States citizens must have a certain alien status to get Family Investment Program (FIP) assistance.

You [or state the affected alien's name] have not been included in your family's FIP grant. Because of the federal law, FIP rules for noncitizens have changed. We must now include you in the FIP grant. If the change makes your FIP go up, it can start with the month of December 2000. If the change makes your FIP go down or stop, it will not happen before February 1, 2001. You'll get a *Notice of Decision* telling you how your FIP will change.

- ◆ If you do not have all of the necessary information to add the alien, request the missing information in writing according to the usual FIP procedures. In addition to specifying what information is needed and listing the due date, also explain the reason for requesting the information. You can use the same text as is suggested for the informational letter above.

If the client fails to provide the requested information, cancel the entire FIP case with timely notice, but not effective before February 1, 2001 (even if the due date would have allowed you to cancel effective January 1, 2001).

- ◆ If adding the alien results in increased FIP benefits, make the change effective December 1, 2000, if the alien is otherwise eligible. Issue adjustive benefits for December or later months as appropriate.
- ◆ Unless the person is exempt due to disability, enter a mandatory PROMISE JOBS referral code into the system (even if you had manually referred the previously excluded person in accordance with the policies on alien status in effect before December). Remember to make a list of these system re-referrals to share with PROMISE JOBS.

If adding the alien will result in a FIP benefit reduction or cancellation, delay the action until effective February 1, 2001. Follow the instructions in 4-G, **Adding a New Member to an Active Case**.

Note: Any action resulting in a reduction or cancellation of FIP benefits must not be effective until February 1.

Removing the Needs of Aliens Who Are Subject to Five-Year Bar

No later than January 19:

- ◆ Send a letter to families with an alien member whose needs are currently included in the grant but who will no longer be eligible due to the person's alien status. The following text, using letterhead, is suggested:

Under federal law, people who are not United States citizens must have a certain alien status to get Family Investment Program (FIP) assistance.

Because of the federal law, FIP rules for noncitizens have changed. Starting February 1, 2001, you can't get FIP for yourself [or state the affected alien's name here]. But you may still get FIP for other members of your family. You'll get a *Notice of Decision* telling you who's included in your FIP grant and how much FIP you'll get in February.

Mail the letter when the *Notice of Decision* that informs the family of the alien's ineligibility is issued.

- ◆ Remove the needs of an alien who is barred from FIP for five years effective February 1, 2001. Follow the instructions in 4-G, **Removing a Person From an Active Case**. Remember, if the ineligible alien is a parent, enter "F" FIP status on the parent's TD03 after the removal has updated on the system. Use the policies in 4-E, **Excluded Parent**.
- ◆ Create ticklers to notify you when the person's five-year bar is nearing the end.
- ◆ Unless the person is exempt due to disability, if a mandatory code is not currently on the system, enter a mandatory PROMISE JOBS referral code at the same time you are removing the person from FIP. Remember to keep a list of aliens whose code you are changing or re-entering on the system to share with PROMISE JOBS.

Removing the Needs of an Ineligible Alien

No later than January 19:

- ◆ Send the letter described in the preceding section to families with an alien member whose needs are included in the grant but whose alien status will make the person ineligible.
- ◆ Remove the needs of the ineligible alien effective February 1, 2001. Follow the instructions in 4-G, **Removing a Person From an Active Case**. If the ineligible alien is a parent, enter "F" FIP status on the parent's TD03 after the removal has updated on the system. Use the policies in 4-E, **Excluded Parent**.

- ◆ Unless an exempt code is currently on the system, enter an exempt PROMISE JOBS referral code into the system at the same you are removing the alien from FIP. Remember, these aliens are also prohibited from volunteering. Keep a list of aliens whose code you are changing or re-entering on the system to provide to PROMISE JOBS.

System Changes

Notice reasons 706 (case) and 947 (person) have been removed for use for FIP.

When denying or canceling the needs of a barred or ineligible alien, use person notice reason 932 (or case notice reason 202, if appropriate).

Appeals

Process appeal requests resulting from excluding the needs of an ineligible alien in the usual manner. However, the changes in alien eligibility are based in federal law. Therefore, regardless of the reason for the appeal request, do not reinstate the needs of an ineligible alien when restoring the FIP grant for February and later months based on a timely appeal.

The Department is not required to grant hearings based solely on the exclusion of an ineligible alien from the FIP grant. As in other appeal situations, the DHS Appeals Section will notify the applicant or participant when a hearing is not granted.

Material Superseded

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

<u>Page</u>	<u>Date</u>
Title page	September 5, 1995
Manual Letter 4-L-1	October 8, 1996
Contents (page 1)	August 13, 1996
1	September 5, 1995
2, 2a, 2b, 2c	August 13, 1996
3-14	September 5, 1995

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

January 8, 2002

GENERAL LETTER NO. 4-L-4

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

SUBJECT: Employees' Manual, Title 4, Chapter L, **ALIENS AND MIGRANTS**, Contents (page 1), revised; pages 3, 24, 25, and 26, revised; and pages 2a and 27, new.

Summary

This chapter is revised to include an additional "eligible alien" status. A person who is certified as a victim of trafficking by the U.S. Department of Health and Human Services' Office of Refugee Resettlement is eligible for FIP benefits to the same extent as a refugee.

The policy transmitted by this General Letter applies only to alien applicants who do not have another "eligible alien" status as required by the FIP program when the alien claims to be a "victim of trafficking." If a victim of trafficking obtains another "eligible alien" status, the new eligible alien status is to be used for determining eligibility for that person.

Approximately 50,000 women and children are trafficked into the U.S. each year (along with an unknown number of men). Traffickers force their victims into prostitution, slavery, and forced labor through coercion, threats of physical violence, psychological abuse, torture, and imprisonment. To deter these crimes, and to provide federal and state assistance to victims, the Trafficking Victims Protection Act was passed and signed into law in October 2000.

The Trafficking Victims Protection Act of 2000 (the Act), names the U.S. Department of Health and Human Services, Office of Refugee Resettlement (ORR) as the only agency that has the authority to certify people as victims of trafficking. The Act provides that victims of trafficking, as certified by ORR, are eligible for public benefits and services to the same extent as refugees.

People who are certified by ORR as victims of trafficking qualify for assistance regardless of their immigration status. For the purpose of qualifying for FIP benefits, they are to be treated the same as refugees even though they may not have a refugee immigration status.

ORR issues official certification letters to adult victims who are determined, by that agency, to be victims of trafficking. ORR issues similar letters for children who are determined to be victims of trafficking. The ORR certification letter is proof that the individual to whom the letter is issued is eligible for FIP benefits for the period they are certified as indicated on the letter.

Effective Date

Upon receipt. No desk reviews of ongoing cases are required.

Material Superseded

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

<u>Page</u>	<u>Date</u>
Contents (page 1)	November 14, 2000
3, 24, 25, 26	November 14, 2000

Additional Information

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



STATE OF IOWA

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

DEPARTMENT OF HUMAN SERVICES
JESSIE K. RASMUSSEN, DIRECTOR

February 23, 2003

GENERAL LETTER NO. 4-L-5

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

SUBJECT: Employees' Manual, Title 4, Chapter L, **ALIENS AND MIGRANTS**, Title page, revised; Contents (page 1), revised; pages 1 through 28, revised; and pages 29 through 34, new.

Summary

Revisions to this chapter:

- ◆ Transmit eligibility requirements for battered aliens.

Under federal Temporary Assistance for Needy Families (TANF) regulations, a battered alien who entered the U.S. on or after August 22, 1996 is ineligible for assistance for five years from the date of entry, unless the state chooses to provide assistance from state-only funds.

House File 2623, passed in the 2002 Iowa legislative session directed the Department to provide FIP assistance to battered aliens without regard to the five-year bar.

Persons applying for FIP assistance under these provisions will be required to meet all other FIP eligibility requirements. However, a battered alien is not required to provide a social security number or proof of application for a social security number until the month following the month employment authorization is received from the Immigration and Naturalization Service (INS).

- ◆ Update the amount needed to earn a qualifying quarter for aliens whose eligibility depends on meeting the 40-quarter requirement.
- ◆ Remove references to the PROMISE JOBS disability exemption. Effective July 2002, disabled persons are referred to PROMISE JOBS unless they receive Supplemental Security Income (SSI) benefits due to their own disability or blindness.
- ◆ Update the telephone number for the trafficking verification line.
- ◆ Update language to clarify existing policies.

Effective Date

The battered alien provisions are effective January 1, 2003. All other changes are effective upon receipt.

Material Superseded

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

<u>Page</u>	<u>Date</u>
Title page	November 14, 2000
Contents (page 1)	January 8, 2002
1, 2	November 14, 2000
2a, 3	January 8, 2002
4-24	November 14, 2000
25-27	January 8, 2002
28	, 2001

Additional Information

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



STATE OF IOWA

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

DEPARTMENT OF HUMAN SERVICES
KEVIN W. CONCANNON, DIRECTOR

May 4, 2004

GENERAL LETTER NO. 4-L-6

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

SUBJECT: Employees' Manual, Title 4, Chapter L, *ALIENS AND MIGRANTS*, Contents
(page 1), revised; pages 15, 23 through 28, 29, and 30, revised; and pages 28a,
and 28b, new.

Summary

This chapter is revised to:

- ◆ Update the SAVE instruction to use the web site instead of the telephone.
- ◆ Update the qualifying quarters through 2004.

Effective Date

May 1, 2004

Material Superseded

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

<u>Page</u>	<u>Date</u>
Contents (page 1)	February 25, 2003
15, 23-30	November 14, 2000

Additional Information

Refer questions about this general letter to your 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-L-7

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

SUBJECT: Employees' Manual, Title 4, Chapter L, *ALIENS AND MIGRANTS*, pages 2, 4 through 10, 13, 14, 17, 21 through 28, 29, and 31, revised.

Summary

Revisions to this chapter:

- ◆ Implement a new nonfinancial eligibility requirement, that FIP applicants must meet with PROMISE JOBS to write and sign a family investment agreement before FIP can be approved.
- ◆ Remove references to PROMISE JOBS volunteers. Persons who are exempt from PROMISE JOBS participation no longer have the option of volunteering to participate.
- ◆ Clarify language.
- ◆ Update a legal reference.
- ◆ Replace references to the former Immigration and Naturalization Service (INS) with references to the U.S. Citizenship and Immigration Services Bureau of the Department of Homeland Security (USCIS).

Effective Date

November 1, 2004

Material Superseded

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

<u>Page</u>	<u>Date</u>
2, 4-10, 13, 14, 17, 21, 22	February 25, 2003
23-28, 29	May 4, 2004
31	February 25, 2003

Additional Information

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



STATE OF IOWA

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

DEPARTMENT OF HUMAN SERVICES
KEVIN W. CONCANNON, DIRECTOR

August 31, 2007

GENERAL LETTER NO. 4-L-8

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

SUBJECT: Employees' Manual, Title 4, Chapter L, ***ALIENS AND MIGRANTS***,
Title page, revised, Contents (page 1), revised; pages 1 through 34,
revised; pages 35 and 36, new.

Summary

Chapter 4-L is revised to:

- ◆ Update the list of acceptable documentations of alien status.
- ◆ Clarify the distinction between "qualified aliens" and "nonqualified aliens."
- ◆ Clarify which qualified aliens are eligible for FIP from the date they obtain the status and which qualified aliens are not eligible for FIP for five years after their date of entry.
- ◆ Clarify that qualified aliens are subject to PROMISE JOBS requirements without regard to the five-year bar, but nonqualified aliens are not.
- ◆ Clarify that a family that includes a nonqualified alien parent cannot be approved for hardship exemption to receive FIP beyond 60 months.
- ◆ Clarify the policy for reporting illegal aliens to the U.S. Citizenship and Immigration Services (USCIS).
- ◆ Update a manual reference and update and clarify language for existing policies and procedures.

Effective Date

Upon receipt.

Material Superseded

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

<u>Page</u>	<u>Date</u>
Title (page)	February 25, 2003
Contents (page 1)	May 4, 2004
1	February 25, 2003
2	October 22, 2004
3	February 25, 2003
4-10	October 22, 2004
11, 12	February 25, 2003
13, 14	October 22, 2004
15	May 4, 2004
16	February 25, 2003
17	October 22, 2004
18-20	February 25, 2003
21-28	October 22, 2004
28a, 28b	May 4, 2004
29	October 22, 2004
30	May 4, 2004
31	October 22, 2004
32-34	February 25, 2003

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

July 17, 2009

GENERAL LETTER NO. 4-L-9

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

SUBJECT: Employees' Manual, Title 4, Chapter L, ***ALIENS AND MIGRANTS***,
Contents (page 1), revised; and pages 4, 11 through 15, 17, 18, and 28
through 36, revised; and page 37, new.

Summary

Chapter 4-L is revised to provide information about Iraqi and Afghan special immigrants. Iraqi and Afghan aliens who are granted special immigrant status are eligible for assistance for a period of up to eight months.

A SPIRS announcement was sent on February 11, 2008, so that workers would be aware of potential eligibility for Afghan and Iraqi special immigrants.

Effective Date

Upon receipt.

Material Superseded

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

<u>Page</u>	<u>Date</u>
Contents (page 1)	August 31, 2007
4, 11-15, 17, 18, 28-36	August 31, 2007

Additional Information

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



STATE OF IOWA

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

DEPARTMENT OF HUMAN SERVICES
CHARLES M. PALMER, DIRECTOR

May 13, 2011

GENERAL LETTER NO. 4-L-10

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

SUBJECT: Employees' Manual, Title 4, Chapter L, **ALIENS AND MIGRANTS**, Title page, revised; Contents (page 1), revised; pages 1 through 37, revised; and pages 38 through 44, new.

Summary

The Department has received federal clarification in regards to qualified aliens exempt from the five-year bar and sponsor deeming for lawful permanent residents. Chapter 4-L is revised to:

- ◆ Clarify eligible alien documents in the Alien Status Documentation Chart.
- ◆ Clarify that having 40 qualifying quarters does **not** end the five-year bar for an alien who is subject to the five-year bar.
- ◆ Change policy to reflect that Iraqi and Afghan special immigrants are now eligible for FIP to the same extent as refugees. They are no longer subject to a limited eight-month initial period of eligibility, nor are they subject to the five-year bar.
- ◆ Implement policy regarding Sponsor Affidavits of Support and Deeming. A sponsor is a person who signs an "affidavit of support." When a sponsor signs an enforceable affidavit of support, the income and resources of the sponsor may be deemed (considered) to the alien in determining eligibility and benefits for FIP. Verify sponsorship at application and review. Exceptions to sponsor to alien deeming include:
 - Aliens who do not have a sponsor.
 - Aliens who have attained citizenship.
 - Aliens who can be credited with 40 qualifying quarters.
 - Aliens whose sponsor dies.
 - Aliens that leave the United States.
 - Aliens who are indigent.
- ◆ Update the qualifying quarters chart through 2011.

Effective Date

June 1, 2011

Implementation

Applicants: Apply the changes to alien policy when processing applications the effect June 1, 2011, or later eligibility for families with an alien member.

Participants: For aliens previously exempted from the five-year bar due to having 40 qualifying quarters, redetermine the alien's eligibility at change or review.

Material Superseded

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

<u>Page</u>	<u>Date</u>
Title page	August 31, 2007
Contents (page 1)	July 17, 2009
1-3	August 31, 2007
4	July 17, 2009
5-10	August 31, 2007
11-15	July 17, 2009
16	August 31, 2007
17, 18	July 17, 2009
19-27	August 31, 2007
28-37	July 17, 2009

Additional Information

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



Iowa Department of Human Services

Terry E. Branstad
Governor

Kim Reynolds
Lt. Governor

Charles M. Palmer
Director

August 17, 2012

GENERAL LETTER NO. 4-L-11

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

SUBJECT: Employees' Manual, Title 4, Chapter L, ***ALIENS AND MIGRANTS***, Title page, revised; and page 31, revised.

Summary

Chapter 4-L is revised to update the amount needed to earn a qualifying quarter for the year 2012.

Effective Date

Upon receipt.

Material Superseded

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

<u>Page</u>	<u>Date</u>
Title page	May 13, 2011
31	May 13, 2011

Additional Information

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



Iowa Department of Human Services

Terry E. Branstad
Governor

Kim Reynolds
Lt. Governor

Charles M. Palmer
Director

August 8, 2014

GENERAL LETTER NO. 4-L-12

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

SUBJECT: Employees' Manual, Title 4, Chapter L, ***ALIENS AND MIGRANTS***, page 31, revised.

Summary

Chapter 4-L is revised to update the qualifying quarters chart for 2013 and 2014.

Effective Date

Upon receipt.

Material Superseded

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

Page

Date

31

August 17, 2012

Additional Information

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

January 3, 2020

GENERAL LETTER NO. 4-L-13

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

SUBJECT: Employees' Manual, Title 4, Chapter L, ***Aliens and Migrants***, Title page, revised; and pages 20 and 31, revised.

Summary

Chapter 4-L is revised to:

- ◆ Update the qualifying quarters chart for 2015 through 2019.
- ◆ Update the name of form 470-0462 and 470-0462(S) from *Health and Financial Support Application* to *Financial Support Application*.

Effective Date

Upon receipt.

Material Superseded

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

<u>Page</u>	<u>Date</u>
Title page	August 17, 2012
20	May 13, 2011
31	August 8, 2014

Additional Information

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

January 15, 2021

GENERAL LETTER NO. 4-L-14

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

SUBJECT: Employees' Manual, Title 4, Chapter L, ***Aliens and Migrants***, page 40,
revised.

Summary

This chapter is revised to remove incorrect information regarding hardship.

Effective Date

Upon receipt

Material Superseded

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

<u>Page</u>	<u>Date</u>
40	May 13, 2011

Additional Information

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

June 25, 2021

GENERAL LETTER NO. 4-L-15

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

SUBJECT: Employees' Manual, Title 4, Chapter L, ***Family Investment Program Aliens and Migrants***, Contents Page 1 and page 32, revised.

Summary

Chapter 4-L is revised to 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 L:

<u>Page</u>	<u>Date</u>
Contents Page 1	May 13, 2011
32	May 13, 2011

Additional Information

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

February 18, 2022

GENERAL LETTER NO. 4-L-16

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

SUBJECT: Employees' Manual, Title 4, Chapter L, ***Family Investment Program Aliens and Migrants***, Contents Page 1; pages 4, 10-19, 20, 21-25, 31, 40, and 41, revised.

Summary

Chapter 4-L is revised to

- ◆ Add new acceptable documentation related to Afghan Special Immigrant Parolee, Afghan Special Immigrant (SI) Conditional Permanent Resident (CPR) and Afghan Humanitarian Parolees.
- ◆ Update the qualifying quarters chart for 2020 through 2022.
- ◆ Change outdated term "illegal alien" to "undocumented alien".

Effective Date

Upon receipt.

Material Superseded

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

<u>Page</u>	<u>Date</u>
Contents 1	June 25, 2021
4	May 13, 2011
10-19	May 13, 2011
20	January 3, 2020
21-25	May 13, 2011
31	January 3, 2020
40	January 15, 2021
41	May 13, 2011

Additional Information

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

July 22, 2022

GENERAL LETTER NO. 4-L-17

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

SUBJECT: Employees' Manual, Title 4, Chapter L, ***FIP Aliens and Migrants***,
Contents Page 1, pages 15-25, 26-30, 31, 32, 33-39, 40 and 41, 42-44,
revised; 45 and 46, new.

Summary

This chapter is revised to add new acceptable documentation to Ukrainian Humanitarian Parolees (UHP) and non-Ukrainian individuals who last habitually resided in Ukraine and received humanitarian assistance.

Effective Date

Upon receipt.

Material Superseded

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

<u>Page</u>	<u>Date</u>
Contents Page 1	February 18, 2022
15-25	February 18, 2022
26-30	May 13, 2011
31	February 18, 2022
32	June 25, 2021
33-39	May 13, 2011
40 and 41	February 18, 2022
42-44	May 13, 2011

Additional Information

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

November 4, 2022

GENERAL LETTER NO. 4-L-18

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

SUBJECT: Employees' Manual, Title 4, Chapter L, **Family Investment Program Aliens and Migrants**, Title Page, Contents I, I-3, 4, 5-9, 10-4, 15-39, revised; 40-46, removed.

Summary

This chapter is revised to

- add information on citizens of the nations under Compact of the Free Association Agreements (Palau, Micronesia, and the Marshall Islands).
- update the name of the application to Food and Financial Support Application
- and update style and formatting throughout.

Effective Date

Upon receipt.

Material Superseded

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

<u>Page</u>	<u>Date</u>
Title Page	January 30, 2020
Contents I	July 22, 2022
I-3	May 13, 2011
4	February 18, 2022
5-9	May 13, 2011
10-4	February 18, 2022
15-39	July 22, 2022
40-46	July 22, 2022

Additional Information

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

March 24, 2023

GENERAL LETTER NO. 4-L-19

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

SUBJECT: Employees' Manual, Title 4, Chapter L, ***Family Investment Program Aliens and Migrants***, 10 and 29, revised.

Summary

This chapter is revised to

- Update the arrival period for Afghan Humanitarian Parolees.
- Add \$1,640 as the qualifying quarter amount for 2023.

Effective Date

Upon receipt.

Material Superseded

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

<u>Page</u>	<u>Date</u>
10	November 4, 2022
29	November 4, 2022

Additional Information

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

September 27, 2024

GENERAL LETTER NO. 4-L-20

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

SUBJECT: Employees' Manual, Title 4, Chapter L, ***Family Investment Program Aliens and Migrants***, Title Page, Contents 1, 1-9, 10, 11-28, 29, 30-39, revised; 40-46, new.

Summary

This chapter is revised to

- Updated information that effective March 9, 2024, citizens of nations under Compact of Free Association Agreements (Palau, Micronesia, and the Marshall Islands) who reside lawfully in the United States are qualified aliens and are exempt from the five-year bar. These individuals are mandatory PROMISE JOBS.
- Removed the I-200B Order of Supervision as a document that can be used to show an individual is a Cuban or Haitian entrant.
- Updated the end date from September 30, 2023, to September 30, 2024, that Ukrainian citizen, national or a non-Ukrainian individual who last habitually resided in Ukraine and who received humanitarian parole, known as a Ukrainian Humanitarian Parolee (UHP) who arrived in the U.S. between February 24, 2022, and September 30, 2024.
- Added a link to a SAVE Program Tutorial on the HHS field intranet site.
- Update child support recovery unit (CSRU) to child support services (CSS).
- Update style, branding, and accessibility throughout.

Effective Date

Upon receipt.

Material Superseded

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

<u>Page</u>	<u>Date</u>
Title Page	November 4, 2022
Contents 1	November 4, 2022
1-9	November 4, 2022
10	March 24, 2023
11-28	November 4, 2022

29	March 24, 2023
30-39	November 4, 2022

Additional Information

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

April 18, 2025

GENERAL LETTER NO. 4-L-21

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

SUBJECT: Employees' Manual, Title 4, Chapter L, **Aliens and Migrants**, Contents 1, 5
and 6, 20, 21, 34 and 35, 39-44, revised.

Summary

This chapter is revised to

- Add acceptable documents for COFA individuals.
- Update policy to require that SAVE must be checked for every individual claiming to have an eligibility alien status at application and at every review.
- Add clarifying policy that HHS must have acceptable documentation of alien status on file prior to using SAVE to verify the person's current alien status.
- Add the 2024-dollar amount needed to earn a qualifying quarter.

Effective Date

Upon receipt.

Material Superseded

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

<u>Page</u>	<u>Date</u>
Contents 1	September 27, 2024
5 and 6, 20, 21, 34 and 35, 39-44	September 27, 2024

Additional Information

Refer questions about this general letter to your eligibility determinations manager.