



# STATE OF IOWA

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

DEPARTMENT OF HUMAN SERVICES  
KEVIN W. CONCANNON, DIRECTOR

June 1, 2007

## GENERAL LETTER NO. 5-E-29

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

SUBJECT: Employees' Manual, Title 5, Chapter E, **HEALTHY AND WELL KIDS IN IOWA (*hawk-i*)**, Title page, new; Contents (pages 1 through 4), new; and pages 1 through 74, new.

### Summary

This general letter transmits the new chapter containing program policies and procedures for the Healthy and Well Kids in Iowa (***hawk-i***) program. The policies and procedures covered in this chapter:

- ◆ Are used by the ***hawk-i*** third-party administrator to determine ***hawk-i*** eligibility, and
- ◆ Provide income maintenance staff information about the program.

### Effective Date

Upon receipt.

### Material Superseded

None.

### Additional Information

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



# STATE OF IOWA

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

DEPARTMENT OF HUMAN SERVICES  
KEVIN W. CONCANNON, DIRECTOR

May 9, 2008

## GENERAL LETTER NO. 5-E-30

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

SUBJECT: Employees' Manual, Title 5, Chapter E, **HEALTHY AND WELL KIDS IN IOWA (*hawk-i*)**, page 35, revised.

### Summary

This letter transmits the revised **hawk-i** income limits. The income levels are revised to reflect the latest federal poverty levels.

### Effective Date

April 1, 2008

### Implementation

The new income limits are used to determine eligibility on applications, renewals and referrals from Medicaid when the **hawk-i** enrollment period begins April 1, 2008, or later.

### Material Superseded

Remove from Employees' Manual, Title 5, Chapter E, page 35, dated June 1, 2007, and destroy it.

### Additional Information

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



July 3, 2009

**GENERAL LETTER NO. 5-E-31**

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

SUBJECT: Employees' Manual, Title 5, Chapter E, **HEALTHY AND WELL KIDS IN IOWA (hawk-i)**, Title page, revised; Contents (page 1 through 4), revised; pages 1 through 74, revised; and pages 75 through 84, new.

**Summary**

This chapter is revised to change the focus of the information. Previously, the focus of this chapter was to be a source of general information for Income Maintenance staff regarding eligibility for the **hawk-i** program.

This revision changes the focus of the chapter to be a policy and procedure manual for the staff of the **hawk-i** third-party administrator. While any first person references will be directed to the staff of the third-party administrator, this chapter can still be used as general information by IM staff.

**Effective Date**

Upon receipt.

**Material Superseded**

Remove the following pages from Employees' Manual, Title 5, Chapter E, and destroy them:

<u>Page</u>	<u>Date</u>
Title page	June 1, 2007
Contents (pages 1-4)	June 1, 2007
1-34	June 1, 2007
35	May 9, 2008
36-74	June 1, 2007

**Additional Information**

Third-party administrator staff should refer questions about this general letter to the **hawk-i** project manager.

Income maintenance staff should refer questions about this general letter to their area income maintenance administrator.



# STATE OF IOWA

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

DEPARTMENT OF HUMAN SERVICES  
CHARLES J. KROGMEIER, DIRECTOR

August 20, 2010

## GENERAL LETTER NO. 5-E-32

ISSUED BY: Bureau of HIPP and **hawk-i**, Iowa Medicaid Enterprise

SUBJECT: Employees' Manual, Title 5, Chapter E, **HEALTHY AND WELL KIDS IN IOWA (hawk-i)**, Contents (pages 1 through 4), revised; Contents (page 5), new; pages 4, 17 through 20, 25 through 29, 37 through 41, 43, 44, 45, 55, 58, 63, 66, 67, 69, 70, 71, and 84, revised; and pages 16a, 70a, and 70b, new.

### Summary

This chapter is revised to:

- ◆ Clarify current policy that, when a child enrolled in **hawk-i** is identified as a newly approved Medicaid member in the IFPN coverage group, **hawk-i** coverage is not canceled.
- ◆ Clarify that once countable family income is established for the enrollment period, it remains the same for the entire enrollment period regardless of reported changes.
- ◆ Clarify that social security numbers are now required for any child for whom **hawk-i** coverage is being requested. And, while social security numbers are requested for adults in the family and for children for whom **hawk-i** coverage is not being requested, they are not required.
- ◆ Add policy regarding the language in which correspondence should be issued.
- ◆ Include policy regarding the use of a single pay stub to project future income.
- ◆ Acknowledge new policy regarding the use of a single pay stub to project future income.
- ◆ Add an example illustrating the use of a single pay stub to project future income.
- ◆ Add policy that, when taxes are being withheld from unemployment insurance benefits, the countable amount is the amount actually received by the individual.
- ◆ Include current policy regarding self-employment income.
- ◆ Reflect changes in the number of health and dental plans participating in the **hawk-i** program.

### **Effective Date**

The policy change requiring a social security numbers for any child for whom **hawk-i** coverage is being requested is effective for applications received on or after January 1, 2010. All other changes are effective upon receipt.

### **Material Superseded**

This material replaces the following pages from Employees' Manual, Title 5, Chapter E:

<u>Page</u>	<u>Date</u>
Contents (pages 1-4)	July 3, 2009
4, 17-20, 25-29, 37-41, 43-45, 55	July 3, 2009
58, 63	June 1, 2007
66, 67, 69-71, 84	July 3, 2009

### **Additional Information**

Employees of the **hawk-i** third-party administrator should direct any questions about this general letter to the appropriate project staff person. Income maintenance staff should direct any questions about this general letter to your area income maintenance administrator.