



TERRY E. BRANSTAD, GOVERNOR

DEPARTMENT OF HUMAN SERVICES

CHARLES M. PALMER, DIRECTOR

June 20, 1995

GENERAL LETTER NO. 7-C-65

ISSUED BY: Bureau of Food Stamps, Division of Economic Assistance

SUBJECT: Employees' Manual, Title 7, Chapter C, "Nonfinancial Eligibility," Title Page, revised; Contents, pages 1, 2, and 3, revised; and pages 1 through 47, revised.

The existing chapter 7-C, "Nonfinancial Eligibility Criteria," has been reorganized and rewritten to incorporate the Department's updated manual format and writing style. The policy content of the chapter remains unchanged.

See the attached comparison chart that lists the sections and subsections of the current 7-C and where these sections and subsections are located in the revised chapter.

Effective Date

July 1, 1995

Material Superseded

Remove all existing pages from the Employees' Manual, Title 7, Chapter C, and destroy them. This includes Manual Letter VII-C-5, "Changes in Household Concept and FSET Child Care Deduction," dated 8/23/94.

Also obsolete the following interpretative memos:

- EA-VII-90-16, "Regaining Eligibility After Noncooperation with Food Stamp Investigations or Quality Control."
- EA-VII-91-2, "Front-End Complaint Referrals."

Additional Information

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

7-C COMPARISON CHART

<i>Current Section or Subsection Title</i>	<i>New Chapter</i>	<i>New Section</i>	<i>New Subsection</i>
Residency	C	Residency	
Participation Restrictions	C	Duplicate Assistance	
Household Concept	C	Household Composition	
Mandatory Household Members	C	Household Composition	Mandatory Household Members
Nonhousehold Members	C	Household Composition	Nonhousehold Members
Separate Household Status of Elderly or Disabled member	C	Household Composition	Elderly and Disabled
Social Security Numbers			
Requirement for Participation	C	Social Security Numbers	
Obtaining a Social Security Number	C	Social Security Numbers	Obtaining a Social Security Number
Failure to Comply	C	Social Security Numbers	Failure to Give or Apply for a Social Security Number
Ending Disqualification	C	Social Security Numbers	Failure to Give or Apply for a Social Security Number
Use of a Social Security Number	A	Responsibilities of the Department	Social Security Numbers
Citizenship and Alien Status	C	Citizenship and Alien Status	
Definition of U.S. Citizenship	C	Citizenship and Alien Status	
Eligible Aliens	I	Aliens	Nonfinancial Eligibility
Ineligible Aliens	I	Aliens	Nonfinancial Eligibility
Statement of Citizenship Status	C	Citizenship and Alien Status	
Students	I	Students	Nonfinancial Eligibility
Eligibility Criteria	I	Students	Nonfinancial Eligibility
Enrollment Status	I	Students	Nonfinancial Eligibility
Boarders	C	Boarders and Commercial Boarding Houses	
Commercial Boarding House	E	Boarders and Commercial Boarding Houses	

<i>Current Section or Subsection Title</i>	<i>New Chapter</i>	<i>New Section</i>	<i>New Subsection</i>
Residents of Institutions	C	Residents of Institutions	
Drug or Alcohol Treatment Centers	C	Residents of Institution	Certifying Residents of a Drug or Alcohol Treatment Center
	A	Drug and Alcohol Treatment Centers	Center Responsibilities
	A	Drug and Alcohol Treatment Centers	Department Responsibilities Relating to Centers
Group Living Arrangements	A	Group Living Arrangements	Facility Responsibilities
	A	Group Living Arrangements	Department Responsibilities Relating to Facilities
	C	Residents of Institutions	Certifying Residents of Group Living Arrangements
Shelters for Battered Women and Children	C	Residents of Institutions	Certifying Residents of Shelters for Battered Women and Children
Head of Household	C	Head of Household	
Work Registration	C	Work Requirements	
Exemptions from Work Registration	C	Work Requirements	Work Registration Process
Loss of Work Registration Exemption	C	Work Requirements	Changes in Status
Agency Requirements for Mandatory Work Registrants	C	Work Requirements	Work Registration Process
Deregistration	C	Work Requirements	Changes in Status
Work Registration Requirements	C	Work Requirements	Explanation of Work Registration Requirements
Employment and Training Program			
Exemption from Employment and Training Programs	C	Work Requirements	Employment and Training Exemptions
FSET Components	C	Work Requirements	Food Stamp Employment and Training Program
Participation Allowance	C	Work Requirements	Food Stamp Employment and Training Program
Dependent Care Reimbursement	C	Work Requirements	Food Stamp Employment and Training Program

<i>Current Section or Subsection Title</i>	<i>New Chapter</i>	<i>New Section</i>	<i>New Subsection</i>
Noncompliance with Work Registration or FSET			
Failure to Comply	C	Work Requirements	Noncompliance with Work Requirements
Disqualification	C	Work Requirements	Noncompliance with Work Requirements
Ending Disqualification	C	Work Requirements	Noncompliance with Work Requirements
Voluntary Quit			
Determining Voluntary Quit	C	Voluntary Quit	
Determining Good Cause	C	Voluntary Quit	Good Cause Criteria
Verification	C	Voluntary Quit	Verifying a Claim of Good Cause
Denying an Application for Voluntary Quit	C	Voluntary Quit	Sanctions
Cancelling a Case for Voluntary Quit	C	Voluntary Quit	Sanctions
Ending the Voluntary Quit Disqualification	C	Voluntary Quit	Ending a Voluntary Quit Disqualification



TERRY E. BRANSTAD, GOVERNOR

DEPARTMENT OF HUMAN SERVICES

CHARLES M. PALMER, DIRECTOR

June 28, 1995

GENERAL LETTER NO. 7-C-66

ISSUED BY: Bureau of Food Stamps, Division of Economic Assistance

SUBJECT: Employees' Manual, Title 7, Chapter C, "Nonfinancial Eligibility," correction.

Summary

General Letter No. 7-C-65, dated June 20, 1995, stated that the existing Chapter VII-C, "Nonfinancial Eligibility Criteria," was to be superseded by the rewritten Chapter 7-C, titled "Nonfinancial Eligibility," effective July 1, 1995. The effective date has been delayed.

The date that the rewritten Chapter C, dated June 20, 1995, is to become effective and supersede the existing chapter has been changed to August 1, 1995.

Effective Date

July 1, 1995

Material Superseded

None.

Additional Information

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



DEPARTMENT OF HUMAN SERVICES

TERRY E. BRANSTAD, GOVERNOR

CHARLES M. PALMER, DIRECTOR

October 3, 1995

GENERAL LETTER NO. 7-C-67

ISSUED BY: Bureau of Food Stamps, Division of Economic Assistance

SUBJECT: Employees' Manual, Title 7, Chapter C, *Nonfinancial Eligibility*, Contents (pages 2 and 3), revised; pages 13 through 16, 19, 26, and 32, revised; and 14a, new.

Summary

On page 14, under **Referring a Household to the Investigation Unit**, procedure is added for handling situations for when a client has agreed to cooperate with the DIA investigator within 30 days of noncooperation.

On page 14, under the new heading, **Food Stamp Trafficking**, an address to send memos about food stamp trafficking is provided.

On page 15, under **Application After Failure to Cooperate**, procedure is added to notify DIA in situations when a referral has been resolved.

On page 19, wording has been added to clarify that once residency has been verified, you do not need to verify residency again unless the household moves from one administrative area to another or if residency becomes questionable.

On page 26, a minor correction has been made.

On page 32, under **Work Registration Exemptions**, a correction has been made to add a 16-year-old who is not the head of household as exempt from work registration requirements.

Effective Date

October 1, 1995

Material Superseded

Remove the following pages from Employees' Manual, Title 7, Chapter C, and destroy them:

<u>Page</u>	<u>Date</u>
Contents, pages 2 and 3	June 20, 1995
Pages 13-16, 19, 26 and 32	June 20, 1995

Additional Information

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



TERRY E. BRANSTAD, GOVERNOR

DEPARTMENT OF HUMAN SERVICES

CHARLES M. PALMER, DIRECTOR

November 14, 1995

GENERAL LETTER NO. 7-C-68

ISSUED BY: Bureau of Food Stamps, Division of Economic Assistance

SUBJECT: Employees' Manual, Title 7, Chapter C, *Nonfinancial Eligibility*, page 4, revised.

Summary

This change incorporates the October 1, 1995 revised 165% of poverty figures into the manual.

Effective Date

Upon receipt.

Material Superseded

Remove from Employees' Manual, Title 7, Chapter C, and destroy page 4, dated June 20, 1995, and Manual Letter No. 7-C-6, dated September 26, 1995.

Additional Information

Please contact your regional benefit payment administrator if you need additional information.



DEPARTMENT OF HUMAN SERVICES

TERRY E. BRANSTAD, GOVERNOR

CHARLES M. PALMER, DIRECTOR

August 26, 1997

GENERAL LETTER NO. 7-C-69

ISSUED BY: Bureau of Food Stamps, Division of Economic Assistance

SUBJECT: Employees' Manual, Title 7, Chapter C, *Nonfinancial Eligibility*, page 4, revised.

Summary

This change incorporates the October 1, 1997, revised 165% of poverty figures into the manual.

Effective Date

Effective for benefits for October 1997 and later.

Material Superseded

Remove from Employees' Manual, Title 7, Chapter C, and destroy page 4, dated November 14, 1995.

This change also supersedes the 165% of the poverty line chart in Manual Letter No. 7-C-7, dated November 12, 1996.

Additional Information

Please contact your regional benefit payment administrator if you need additional information.



DEPARTMENT OF HUMAN SERVICES

TERRY E. BRANSTAD, GOVERNOR

CHARLES M. PALMER, DIRECTOR

April 28, 1998

GENERAL LETTER NO. 7-C-70

ISSUED BY: Bureau of Food Stamps, Division of Economic Assistance
SUBJECT: Employees' Manual, Title 7, Chapter C, *Nonfinancial Eligibility*, Contents (pages 1-3), revised; pages 1-6, 8, 9, and 26 through 47, revised; and pages 48, 49, and 50, new.

Summary

This chapter is revised to incorporate Manual Letter No. 7-C-7, dated November 12, 1996, and Manual Letter No. 7-C-8, dated December 10, 1996. These manual letters implemented changes in policy which resulted from the Personal Responsibility Work and Opportunity Reconciliation Act of 1996.

Manual Letter No. 7-C-7 contained policy for applying sanctions that increase for violation of work requirements, voluntary quit, and reduction of hours of work to less than 30 hours a week. This manual letter also contained policy that requires parents and their children aged 21 and under to be mandatory household members, even if the children have a spouse in the home or have children of their own in the home.

Manual Letter No. 7-C-8 contained special work requirements that people who are 18 to 50 years old and do not meet specific exemption requirements must meet in order to get food stamp benefits.

Clarifications were added to policies throughout this chapter because Central Office received questions about the policies. For example, there have been questions about who is the "natural" father when a child has both a biological and legal father. This is now described in the manual.

Information on how to calculate the number of hours worked when a person gets a training wage has been removed from page 29. This language was removed because this provision no longer applies.

Policies about boarders and commercial boarding houses are moved to 7-I.

Effective Date

Upon release

Material Superseded

Remove the following pages from Employees' Manual, Title 7, Chapter C, and destroy them:

<u>Page</u>	<u>Date</u>
Manual Letter No. 7-C-7	November 12, 1996
Manual Letter No. 7-C-8	December 10, 1996
Contents (page 1)	June 20, 1995
Contents (pages 2 and 3)	October 3, 1995
1-3	June 20, 1995
4	August 26, 1997
5, 6, 8, 9	June 20, 1995
26	October 3, 1995
27-47	June 20, 1995

Additional Information

Please contact your regional benefit payment administrator if you need additional information.



DEPARTMENT OF HUMAN SERVICES

TERRY E. BRANSTAD, GOVERNOR

CHARLES M. PALMER, DIRECTOR

August 25, 1998

GENERAL LETTER NO. 7-C-71

ISSUED BY: Bureau of Food Stamps, Division of Economic Assistance

SUBJECT: Employees' Manual, Title 7, Chapter C, *Nonfinancial Eligibility*, page 5, revised.

Summary

This chapter is revised to reflect increases to the 165% of the Poverty Line income amounts used for determining eligibility for elderly and disabled persons.

Effective Date

These amounts are effective for all benefits issued for October 1998, and after.

Material Superseded

Remove from Employees' Manual, Title 7, Chapter C, and destroy page 5, dated April 28, 1998.

Additional Information

Please contact your regional benefit payment administrator if you need additional information.



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

DEPARTMENT OF HUMAN SERVICES
CHARLES M. PALMER, DIRECTOR

February 9, 1999

GENERAL LETTER NO. 7-C-72

ISSUED BY: Bureau of Food Stamps, Division of Economic Assistance

SUBJECT: Employees' Manual, Title 7, Chapter C, *Nonfinancial Eligibility*, page 23, revised.

Summary

This chapter is revised to change to ten calendar days the length of time the client has to provide information when there is a discrepancy preventing verification of a social security number. This occurs when a social security number entered into the system cannot be matched with the Social Security Administration files.

The change makes food stamp and FIP policies consistent, and allowing ten calendar days is also more consistent with other food stamp program time frames.

Effective Date

Upon release.

Material Superseded

Remove from Employees' Manual, Title 7, Chapter C, page 23, dated June 20, 1995, and destroy it.

Additional Information

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



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

DEPARTMENT OF HUMAN SERVICES
JESSIE K. RASMUSSEN, DIRECTOR

June 22, 1999

GENERAL LETTER NO. 7-C-73

ISSUED BY: Bureau of Food Stamps, Division of Economic Assistance

SUBJECT: Employees' Manual, Title 7, Chapter C, *Nonfinancial Eligibility*, Contents (pages 2 and 3), revised, and pages 18a through 18g, new.

Summary

This chapter is revised to include the policy **PENALTY FOR NOT FOLLOWING ANOTHER PROGRAM'S RULES**. This policy was previously found in Chapter 7-A under **Effect of a Reduction in Another Means-Tested Program's Cash Benefits**. Revisions have been made to provide clarification and examples.

Effective Date

Upon release.

Material Superseded

Remove from Employees' Manual, Title 7, Chapter C, Contents (pages 2 and 3), dated April 28, 1998, 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

July 27, 1999

GENERAL LETTER NO. 7-C-74

ISSUED BY: Bureau of Food Stamps, Division of Economic Assistance

SUBJECT: Employees' Manual, Title 7, Chapter C, *Nonfinancial Eligibility*, Contents (page 3), revised; pages 33, 34, and 35, revised; and pages 34a through 34i, new.

Summary

This chapter is revised to clarify policy on work requirements for able-bodied adults without dependents (ABAWDs). At the request of field staff, this section of the manual has been expanded and additional examples have been included.

Information has been added to clarify policy for regaining eligibility when an ABAWD receives benefits for three months and then has a break in certification. Eligibility is regained if the ABAWD works or participates in a work program for 80 or more hours in a 30-consecutive day period following the break in certification. Eligibility is regained if the hours total 80 or more in any 30-consecutive day period, regardless of whether the hours total 80 or more in a calendar month.

Effective Date

Upon release.

Material Superseded

Remove from Employees' Manual, Title 7, Chapter C, Contents (page 3), dated June 22, 1999, and pages 33 through 35, all dated April 28, 1998, 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

August 10, 1999

GENERAL LETTER NO. 7-C-75

ISSUED BY: Bureau of Food Stamps, Division of Economic Assistance

SUBJECT: Employees' Manual, Title 7, Chapter C, *Nonfinancial Eligibility*, Table of Contents (pages 2 and 3), revised; and pages 4, 8, 9, 10, 18a through 18f, and 27, revised.

Summary

The policy **PENALTY FOR NOT FOLLOWING ANOTHER PROGRAM'S RULES** has been revised. This change was made due to the FIP program eliminating the sanction for failing to timely report earnings.

The section on **Timely Notice Requirements** and **When Reinstating A Case** have been removed, as the FIP earned income sanction was the only sanction for which FIP did not need to give timely notice.

Effective Date

September 1, 1999

Material Superseded

Remove the following pages from Employees' Manual, Title 7, Chapter C, and destroy them:

<u>Page</u>	<u>Date</u>
Contents (page 2)	June 22, 1999
Contents (page 3)	July 27, 1999
4, 8, 9	April 28, 1993
10	June 20, 1995
18a-18g	June 22, 1999
27	April 28, 1998

Additional Information

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



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

DEPARTMENT OF HUMAN SERVICES
JESSIE K. RASMUSSEN DIRECTOR

August 24, 1999

GENERAL LETTER NO. 7-C-76

ISSUED BY: Bureau of Food Stamps, Division of Economic Assistance

SUBJECT: Employees' Manual, Title 7, Chapter C, *Nonfinancial Eligibility*, page 5, revised.

Summary

This chapter is revised to reflect increases to the 165% of the federal poverty level income amounts used for determining eligibility for elderly and disabled persons.

Effective Date

These amounts are effective for all benefits issued for October 1999 and after.

Material Superseded

Remove from Employees' Manual, Title 7, Chapter C, and destroy page 5, dated August 25, 1999.

Additional Information

Please contact your regional benefit payment administrator if you need additional information.



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

DEPARTMENT OF HUMAN SERVICES
JESSIE K. RASMUSSEN, DIRECTOR

November 2, 1999

GENERAL LETTER NO. 7-C-77

ISSUED BY: Bureau of Food Stamps, Division of Economic Assistance

SUBJECT: Employees' Manual, Title 7, Chapter C, *Nonfinancial Eligibility*, Contents (pages 1, 2, and 3), revised; pages 4 through 8, 12 through 18, 18a through 18d, 19 through 22, and 26 through 50, revised; and pages 51 through 61, new.

Summary

The state has chosen an option which changes and simplifies food stamp policy by eliminating the head-of-household policy. Eliminating this policy also means that disqualifications for failure to comply with work requirements will involve only the person who has caused the disqualification. Before this change, disqualifications sometimes involved the whole household and sometimes the person, depending on the head-of-household policy.

In addition, the changes in this chapter reflect the revisions requested by field through the survey of needed manual version.

On page 5, language was added to clarify the elderly and disabled members policy. In addition to permanent disability under the Social Security Act, a non-disease-related severe permanent disability that prevents an elderly disabled person from buying and fixing meals separately from others also allows the person to be certified separately from the others.

On page 7, policy was added for handling subsidized guardianship arrangements. These arrangements are to be handled like foster care. The household can choose to include or exclude the child for whom the guardianship payments are being made.

On page 12, the policy on citizenship and alien status is revised to add a cross-reference to Chapter 7-I, *Aliens*, for policy on how to verify alien status. The section on attesting to citizenship has been removed as unnecessary, since other policy requires application forms to be complete. A sentence was added to clarify that a person who is convicted of a felony does not forfeit citizenship. Therefore, a felony conviction does not disqualify a person from participating in the food stamp program.

On Page 14, under **Food Stamp Trafficking**, a cross reference is made to Chapter 7-A to the definition of "trafficking."

On page 18d, under the policy **Stopping The 10% Reduction**, clarification was added to state that the reduction is to be stopped when FIP is canceled.

On page 21, the policy on certifying residents of drug or alcohol treatment centers is revised for clarification.

On page 22, the policy on certifying residents of group living arrangements policy is revised for clarification.

Pages 26 through 41 are revised to remove the **Head of Household** policy. Elimination of this policy means that an entire household will not be disqualified when the head of the household commits a work violation. Only the person who commits the violation will be disqualified. Work requirements policies are recognized and divided under three major headings for clarity.

Page 45 is revised to define the 36-month period that is set for ABAWDs. An ABAWD can get a limit of three months of food stamp benefits in a 36-month period. The 36-month period is different for each person.

Effective Date

November 1, 1999

Material Superseded

Remove the following pages from Employees' Manual, Title 7, Chapter C, and destroy them.

<u>Page</u>	<u>Date</u>
Contents (page 1)	April 28, 1998
Contents (page 2 and 3)	August 10, 1999
4	August 10, 1999
5	August 24, 1999
6	April 28, 1998
7	June 20, 1995
8	August 10, 1999
12	June 20, 1995
13, 14, 14a, 15, 16	October 3, 1995
17, 18	June 20, 1995
18a-18f	August 10, 1999
19	October 3, 1995
20-22	June 20, 1995
26	April 28, 1998
27	August 10, 1999
28-32	April 28, 1998
33, 34, 34a-34i, 35	July 27, 1999
36-50	April 28, 1998

Additional Information

Hand issue a *Notice of Decision* to disqualify a person who voluntarily quits a job within 90 days of applying for food stamp benefits. Use the following language:

_____quit employment without good cause. He or she is disqualified for 90 days from the date the job was quit.

EM-7C Voluntary Quit; 7 CFR 273.7(A)
441 Iowa Administrative Code 65.27(1)

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



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

DEPARTMENT OF HUMAN SERVICES
JESSIE K. RASMUSSEN, DIRECTOR

March 14, 2000

GENERAL LETTER NO. 7-C-78

ISSUED BY: Bureau of Food Stamps, Division of Economic Assistance

SUBJECT: Employees' Manual, Title 7, Chapter C, *Nonfinancial Eligibility*, Contents (pages 1 and 3), revised; pages 6, 25 through 28, 34, 40, 42 through 45, and 55, revised.

Summary

This chapter is revised to remove information about the Food Stamp Employment and Training Program. This information, with added information about workfare, a new FSET component that serves only ABAWDs, is now in new chapter 7-M. Policy on ABAWD work requirements is revised to reflect the differences between workfare and non-workfare counties.

On page 6, a policy has been added on pre-adoption. Pre-adoption children are considered to be foster children. Therefore, children for whom a pre-adoption payment is received can be either included or excluded as household members, as the household desires, even if the children buy and fix food with the household.

On page 28, clarification is added under the exemption from mandatory work registration for people aged 16 or 17, that "head of household" means the case name.

Effective Date

April 1, 2000

Material Superseded

Remove the following pages from Employees' Manual, Title 7, Chapter C, and destroy them.

<u>Page</u>	<u>Date</u>
Contents (pages 1 and 3)	November 2, 1999
6	November 2, 1999
25	June 20, 1995
26-28, 34, 40, 42-45, 55-60	November 2, 1999

Additional Information

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



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

DEPARTMENT OF HUMAN SERVICES
JESSIE K. RASMUSSEN, DIRECTOR

August 15, 2000

GENERAL LETTER NO. 7-C-79

ISSUED BY: Bureau of Food Stamps, Division of Economic Assistance

SUBJECT: Employees' Manual, Title 7, Chapter C, *NONFINANCIAL ELIGIBILITY*,
page 5, revised.

Summary

This chapter is revised to reflect increases to the 165% of the federal poverty level income amounts used for determining eligibility for elderly and disabled persons.

Effective Date

These amounts are effective for all benefits issued for October 2000 and after.

Material Superseded

Remove from Employees' Manual, Title 7, Chapter C, and destroy page 5, dated November 2, 1999.

Additional Information

Please contact your regional benefit payment administrator if you need additional information.



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

DEPARTMENT OF HUMAN SERVICES
JESSIE K. RASMUSSEN, DIRECTOR

February 13, 2001

GENERAL LETTER NO. 7-C-80

ISSUED BY: Bureau of Food Stamps, Division of Economic Assistance

SUBJECT: Employees' Manual, Title 7, Chapter C, ***HOUSEHOLD COMPOSITION***,
pages 3, 4, 6, and 23, revised.

Summary

Page 3 is revised to clarify that children under 18 years cannot be under parental control if state law defines the child as an adult.

Page 4 revises the list of ineligible members. People who are SSI recipients whose food stamp benefits were received as cash in a state that cashes out food stamp benefits to SSI recipients are added to the list of ineligible members. People who do not attest to their citizenship or alien status are removed from the list.

Page 6 is revised to clarify that the spouse or children of a foster child living in a foster family home cannot get food stamps on their own, but can get food stamps with the foster family if the foster family wants to include them.

Page 23 is revised to correct a cross reference.

Effective Date

March 1, 2001

Apply these policies to applications processed on or after March 1, 2001, and for actions taken on ongoing cases on or after March 1, 2001.

Material Superseded

Remove the following pages from Employees' Manual, Title 7, Chapter C, and destroy them:

<u>Page</u>	<u>Date</u>
3	April 28, 1998
4	November 2, 1999
6	March 14, 2000
23	February 9, 1999

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

May 8, 2001

GENERAL LETTER NO. 7-C-81

ISSUED BY: Bureau of Food Stamps, Division of Economic Assistance

SUBJECT: Employees' Manual, Title 7, Chapter C, ***NONFINANCIAL ELIGIBILITY***, Contents (page 1), revised; and pages 1, 3, 4, 9 through 12, 20, 21, 22, and 24, revised; and page 12a, new.

Summary

Revisions are made to:

- ◆ Change "nonhousehold members" to "nonmandatory members" on page 3.
- ◆ Add residents of institutions to the listing of ineligible members on page 4.
- ◆ Remove the policy on page 11 on monitoring categorically eligible households after they are denied.
- ◆ Update legal references.

Effective Date

June 1, 2001

These changes are effective for applications filed on or after June 1, 2001. Apply them to ongoing cases no later than the next recertification.

Material Superseded

Remove the following pages from Employees' Manual, Title 7, Chapter C, and destroy them:

<u>Page</u>	<u>Date</u>
Contents (page 1)	March 14, 2000
1	April 28, 1998
3, 4	February 13, 2001
9, 10	August 10, 1999
11	June 20, 1995
12, 20-22	November 2, 1999
24	June 20, 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

August 28, 2001

GENERAL LETTER NO. 7-C-82

ISSUED BY: Bureau of Food Stamps, Division of Economic Assistance

SUBJECT: Employees' Manual, Title 7, Chapter C, *NONFINANCIAL ELIGIBILITY*,
pages 5 and 20, revised.

Summary

Page 5 is revised to increase the 165% of the federal poverty level income amounts used for determining eligibility for elderly and disabled persons.

Page 20 is revised to clarify that dormitory students that are not served a majority of their meals by the institution can receive food stamps if otherwise eligible.

Effective Date

Changes on page 5 are effective for all benefits issued for October 2001 and after.

Changes on page 20 are effective upon receipt.

Material Superseded

Remove the following pages from Employees' Manual, Title 7, Chapter C, and destroy them:

<u>Page</u>	<u>Date</u>
5	August 15, 2000
20	May 8, 2001

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. 7-C-83

ISSUED BY: Bureau of Food Stamps, Division of Economic Assistance

SUBJECT: Employees' Manual, Title 7, Chapter C, *NONFINANCIAL ELIGIBILITY*, pages 20 and 25, revised.

Summary

Page 20 is revised to clarify that people who are hospital patients for a full calendar month are not eligible for food stamps.

Page 25 is revised to clarify when people are not considered strikers.

Effective Date

Upon receipt.

Material Superseded

Remove the following pages from Employees' Manual, Title 7, Chapter C, and destroy them:

<u>Page</u>	<u>Date</u>
20	August 28, 2001
25	March 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

April 9, 2002

GENERAL LETTER NO. 7-C-84

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

SUBJECT: Employees' Manual, Title 7, Chapter C, *NONFINANCIAL ELIGIBILITY*,
Contents (pages 1, 2, and 3), revised; and pages 1, 4 through 12, 12a, 13, 14,
and 41, revised.

Summary

This chapter is revised to:

- ◆ Remove the section on work requirements for ABAWDS. These policies are now found in Chapter 7-I, *SPECIFIC HOUSEHOLDS AND PARTICIPANTS*.
- ◆ Change categorical eligibility to simplify the policy. There are no policy changes included with this revision.
- ◆ Add cross references to the policy on ineligible members.
- ◆ Remove the reference to the judicial system when determining an intentional program violation (IPV) on page 12. An IPV can be determined only by an IPV hearing.
- ◆ Correct the address for the Department of Inspections and Appeals (DIA) for food stamp trafficking complaints on page 14.

Effective Date

May 1, 2002

Material Superseded

Remove the following pages from Employees' Manual, Title 7, Chapter C, and destroy them:

<u>Page</u>	<u>Date</u>
Contents (page 1)	May 8, 2001
Contents (page 2)	November 2, 1999
Contents (page 3)	March 14, 2000
1, 4	May 8, 2001
5	August 28, 2001

6	February 13, 2001
7, 8	November 2, 1999
9-12, 12a	May 8, 2001
13, 14, 41	November 2, 1999
42-45	March 14, 2000
46-54	November 2, 1999
55	March 14, 2000

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
JESSIE K. RASMUSSEN, DIRECTOR

September 3, 2002

GENERAL LETTER NO. 7-C-85

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

SUBJECT: Employees' Manual, Title 7, Chapter C, *NONFINANCIAL ELIGIBILITY*,
pages 3, 5, 19, 20, 25, and 26, revised.

Summary

This chapter is revised to:

- ◆ Increase the income amounts (165% of the federal poverty level) used for determining eligibility for elderly and disabled people.
- ◆ Require verification that a household lives in Iowa.
- ◆ Reflect the reorganization of the Department.
- ◆ Correct a cross-reference.

Effective Date

October 1, 2002

Material Superseded

Remove the following pages from Employees' Manual, Title 7, Chapter C, and destroy them:

<u>Page</u>	<u>Date</u>
3	May 8, 2001
5	April 9, 2002
19	November 2, 1999
20, 25	January 8, 2002
26	March 14, 2000

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
JESSIE K. RASMUSSEN, DIRECTOR

December 17, 2002

GENERAL LETTER NO. 7-C-86

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

SUBJECT: Employees' Manual, Title 7, Chapter C, *Nonfinancial Eligibility*, Contents
(page 3), revised; and pages 26 through 41, revised; and page 42, new.

Summary

This chapter is revised to:

- ◆ Implement a change in the disqualification period for people who quit employment before applying for food stamp benefits. The 90-day disqualification for voluntarily quitting a job no longer applies.
- ◆ Implement a change in the period before application for food stamps in which a voluntary quit applies. The previous period was 60 days before applying. The new period is 30 days before applying. People who voluntarily quit within 30 days before applying for food stamp benefits are disqualified in the same way as people who quit after applying and while certified.
- ◆ Add a penalty for reducing hours of work before applying for food stamp benefits. The disqualification for reducing work effort to less than 30 hours weekly now applies to people who voluntarily do this within 30 days before applying for food stamp benefits. The disqualification period for this work requirement is the same as for people who reduce their work effort after applying and while certified.
- ◆ Add cross-references to the mandatory work registrant policies.
- ◆ Clarify the policy on exemptions from work registration. Under the exemption for caring for a dependent child, one adult can claim responsibility for one child when there is only one child in a household. If there is more than one child, more than one adult can be exempt under this provision. For example, in a household with two adults and two children, both adults can be exempt from work registration if each claims responsibility for the care of a different child.
- ◆ Clarify the policy on good cause for not complying with work requirements. For mandatory work registrants, when a household claims good cause due to inadequate childcare or lack of transportation, the household determines if adequate childcare or transportation is available.

- ◆ Change the number of hours used to determine if a job is suitable from 20 per week to 30.
- ◆ Clarify the policy on determining if employment is suitable. When a household moves, and after the move the commute time exceeds two hours a day, the job is unsuitable. This provision applies whether the person leaves the job before or after the move.
- ◆ Revise the voluntary quit policy. Voluntary quit applies only when a job provided at least 30 hours per week, or weekly earnings at least equal to the federal minimum wage multiplied by 30 hours.
- ◆ Rename the section “Determining if Voluntary Reduction in Hours Is Disqualifying” as “Reduction in Work Effort.” The use of minimum wage equivalency to determine the number of hours a person works is no longer allowed for the purpose of applying this policy.
- ◆ Add two more reasons for which a work requirement disqualification can be ended. A work requirement disqualification can now be ended immediately if the disqualified individual becomes a FIP recipient or starts receiving unemployment benefits.

Effective Date

January 1, 2003

Material Superseded

Remove the following pages from Employees’ Manual, Title 7, Chapter C, and destroy them:

<u>Page</u>	<u>Date</u>
Contents (page 3)	April 9, 2002
26	September 3, 2002
27, 28	March 14, 2000
29-33	November 2, 1999
34	March 14, 2000
35-39	November 2, 1999
40	March 14, 2000
41	April 9, 2002

Additional Information

Impose the penalties for voluntary quit and reducing the work effort before applying for food stamps using the same system coding as is used for people who reapply for benefits while still disqualified for these work requirement violations. There are no changes in how this system coding is entered. See 14 B Appendix for codes.

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

September 2, 2003

GENERAL LETTER NO. 7-C-87

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

SUBJECT: Employees' Manual, Title 7, Chapter C, *NONFINANCIAL ELIGIBILITY*,
page 5, revised.

Summary

This chapter is revised to increase the income amounts (165% of the federal poverty level) used for determining eligibility for elderly and disabled people.

Effective Date

October 1, 2003

Material Superseded

Remove from Employees' Manual, Title 7, Chapter C, page 5, dated September 3, 2002, and destroy it.

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

November 25, 2003

GENERAL LETTER NO. 7-C-88

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

SUBJECT: Employees' Manual, Title 7, Chapter C, *NONFINANCIAL ELIGIBILITY*,
Contents (page 1), revised; pages 12a, 18c, 18d, 25, and 26, revised; and page
12b, new.

Summary

This chapter is revised to:

- ◆ Remove policy related to monthly reporting and retrospective budgeting.
- ◆ Add policy for simplified reporting.
- ◆ For pages that are being changed due to the above reasons, remove reference to Food Stamps because of the change in the name of the program.

Effective Date

December 1, 2003

Material Superseded

Remove the following pages from Employees' Manual, Title 7, Chapter C, and destroy them:

<u>Page</u>	<u>Date</u>
Contents (page 1)	April 9, 2002
12a	April 9, 2002
18c, 18d	November 2, 1999
25	September 3, 2002
26	December 17, 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

June 15, 2004

GENERAL LETTER NO. 7-C-89

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

SUBJECT: Employees' Manual, Title 7, Chapter C, *NONFINANCIAL ELIGIBILITY*,
Contents (page 2), revised; and pages 17, 18, 18a, 18b, 18c, 19, and 20, revised.

Summary

This chapter is revised to clarify policy on the penalty for not following another program's rules. References to a FIP grant reduced because a child was truant were removed.

Effective Date

July 1, 2004

Material Superseded

Remove the following pages from Employees' Manual, Title 7, Chapter C, and destroy them:

<u>Page</u>	<u>Date</u>
Contents (p. 2)	April 9, 2002
17, 18, 18a, 18b	November 2, 1999
18c, 18d	November 25, 2003
19, 20	September 3, 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

September 3, 2004

GENERAL LETTER NO. 7-C-90

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

SUBJECT: Employees' Manual, Title 7, Chapter C, *NONFINANCIAL ELIGIBILITY*,
pages 3 through 6, and 39, revised.

Summary

This chapter is revised to:

- ◆ Increase the income amounts (165% of the federal poverty level) used for determining eligibility for elderly and disabled people.
- ◆ Remove reference to "Food Stamps" because of the change in the program name.
- ◆ Correct cross references.

Effective Date

October 1, 2004

Material Superseded

Remove the following pages from Employees' Manual, Title 7, Chapter C, and destroy them:

<u>Page</u>	<u>Date</u>
3	September 3, 2002
4	April 9, 2002
5	September 2, 2003
6	April 9, 2002
39	December 17, 2002

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

December 17, 2004

GENERAL LETTER NO. 7-C-91

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

SUBJECT: Employees' Manual, Title 7, Chapter C, *NONFINANCIAL ELIGIBILITY*,
Contents (page 2), revised; and pages 13, 14, 19 through 22, and 29 through 32,
revised.

Summary

The policies for substance abuse treatment facilities, group living arrangements and battered women and children have been removed from Chapter 7-C and placed in Chapter 7-A.

The name of form 470-2255 has been updated.

Effective Date

Upon receipt.

Material Superseded

Remove the following pages from Employees' Manual, Title 7, Chapter C, and destroy them:

<u>Page</u>	<u>Date</u>
Contents (page 2)	June 15, 2004
13, 14	April 9, 2002
18c, 19, 20	June 15, 2004
21, 22	May 8, 2001
29-32	December 17, 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

September 2, 2005

GENERAL LETTER NO. 7-C-92

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

SUBJECT: Employees' Manual, Title 7, Chapter C, *NONFINANCIAL ELIGIBILITY*,
page 5, revised.

Summary

This chapter is revised to increase the income amounts (165% of the federal poverty level) used for determining eligibility for elderly and disabled people.

Effective Date

October 1, 2005

Material Superseded

Remove the following pages from Employees' Manual, Title 7, Chapter C, and destroy them:

Page

Date

5

September 3, 2004

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

January 13, 2006

GENERAL LETTER NO. 7-C-93

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

SUBJECT: Employees' Manual, Title 7, Chapter C, *NONFINANCIAL ELIGIBILITY*,
Contents (page 2), revised, and pages 21 through 24, revised.

Summary

This chapter is revised to:

- ◆ Clarify policy on verification of application for a social security number.
- ◆ Update the name of the Social Security Administration's form SSA-5028, *Receipt of Application for a Social Security Number*, to *Proof of Application*.
- ◆ Change heading names to match language used in the manual.

Effective Date

Immediately.

Material Superseded

Remove the following pages from Employees' Manual, Title 7, Chapter C, and destroy them:

<u>Page</u>	<u>Date</u>
Contents (page 2)	December 17, 2004
21, 22	December 17, 2004
23	February 13, 2001
24	May 8, 2001

Additional Information

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



STATE OF IOWA

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

DEPARTMENT OF HUMAN SERVICES
KEVIN W. CONCANNON, DIRECTOR

September 22, 2006

GENERAL LETTER NO. 7-C-94

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

SUBJECT: Employees' Manual, Title 7, Chapter C, *NONFINANCIAL ELIGIBILITY*,
pages 5 and 13 through 16, revised.

Summary

This chapter is revised to:

- ◆ Increase the income amounts used for determining eligibility for elderly people who are disabled (165% of the federal poverty level).
- ◆ Update information about front-end investigations to remove reference to an obsolete form and update the name of the Economic Fraud Control Unit.

Effective Date

Changes to increase the income amounts for elderly people who are disabled are effective October 1, 2006. Other changes are effective upon receipt.

Material Superseded

Remove the following pages from Employees' Manual, Title 7, Chapter C, and destroy them:

<u>Page</u>	<u>Date</u>
5	September 2, 2005
13, 14	December 17, 2004
15, 16	November 2, 1999

Additional Information

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



STATE OF IOWA

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

DEPARTMENT OF HUMAN SERVICES
KEVIN W. CONCANNON, DIRECTOR

January 26, 2007

GENERAL LETTER NO. 7-C-95

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

SUBJECT: Employees' Manual, Title 7, Chapter C, *NONFINANCIAL ELIGIBILITY*,
page 22, revised.

Summary

This chapter is revised to clarify that a social security number is not needed for a person under seven months of age whether the person is part of an applicant household or a new member of a participant household. The social security number or proof of application for a number must be provided at the next recertification or when the person is seven months old, whichever is later.

Effective Date

Upon receipt.

Material Superseded

Remove page 22, dated January 13, 2006, from Employees' Manual, Title 7, Chapter B, and destroy it.

Additional Information

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



STATE OF IOWA

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

DEPARTMENT OF HUMAN SERVICES
KEVIN W. CONCANNON, DIRECTOR

September 21, 2007

GENERAL LETTER NO. 7-C-96

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

SUBJECT: Employees' Manual, Title 7, Chapter C, *NONFINANCIAL ELIGIBILITY*,
pages 5 and 6, revised.

Summary

This chapter is revised to increase the income amounts used for determining eligibility for elderly people who are disabled (165% of the federal poverty level). This chart is used in the determination of whether a person who is both elderly and disabled can be considered a separate Food Assistance household even when buying and fixing food with others.

Effective Date

October 1, 2007

Material Superseded

Remove the following pages from Employees' Manual, Title 7, Chapter C, and destroy them:

<u>Page</u>	<u>Date</u>
5	September 22, 2006
6	September 3, 2004

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

November 9, 2007

GENERAL LETTER NO. 7-C-97

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

SUBJECT: Employees' Manual, Title 7, Chapter C, *NONFINANCIAL ELIGIBILITY*,
pages 22, 23, 24, and 28, revised.

Summary

This chapter is revised to:

- ◆ Give information regarding refusal to provide a social security number based on sincere religious objections.
- ◆ Update the amount of the federal minimum wage.

Effective Date

Upon receipt.

Material Superseded

Remove the following pages from Employees' Manual, Title 7, Chapter C, and destroy them:

<u>Page</u>	<u>Date</u>
22	January 26, 2007
23, 24	January 13, 2006
28	December 17, 2002

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

September 12, 2008

GENERAL LETTER NO. 7-C-98

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

SUBJECT: Employees' Manual, Title 7, Chapter C, *NONFINANCIAL ELIGIBILITY*,
page 5, revised.

Summary

This chapter is revised to increase the income amounts used for determining eligibility for elderly people who are disabled (165% of the federal poverty level). This chart is used in the determination of whether a person who is both elderly and disabled can be considered a separate Food Assistance household even when buying and fixing food with others.

Effective Date

October 1, 2008

Material Superseded

Remove from Employees' Manual, Title 7, Chapter C, page 5, dated September 21, 2007, and destroy it.

Additional Information

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



STATE OF IOWA

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

DEPARTMENT OF HUMAN SERVICES
EUGENE I. GESSOW, DIRECTOR

January 30, 2009

GENERAL LETTER NO. 7-C-99

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

SUBJECT: Employees' Manual, Title 7, Chapter C, *NONFINANCIAL ELIGIBILITY*,
Contents (page 1), revised, and pages 1, 2, 12a, 12b, and 29 through 32, revised.

Summary

This chapter is revised to:

- ◆ Change some references from "food stamps" to "Food Assistance."
- ◆ Remove references to reporting requirements other than simplified reporting.
- ◆ Change language under the sections, "Work Registration Process," and, "Changing From Exempt to MWR." This change is to reflect changes previously made to the application and recertification forms.

Effective Date

February 1, 2009

Material Superseded

Remove the Manual Letter 7-C-9, dated November 14, 2008, and the following pages from Employees' Manual, Title 7, Chapter C, and destroy them:

<u>Page</u>	<u>Date</u>
ML 7-C-9	November 14, 2008
Contents (page 1)	November 25, 2003
1	April 9, 2002
2	April 28, 1998
12a, 12b	November 25, 2003
29-32	December 17, 2004

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 31, 2009

GENERAL LETTER NO. 7-C-100

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

SUBJECT: Employees' Manual, Title 7, Chapter C, *NONFINANCIAL ELIGIBILITY*,
Manual Letter 7-C-10, obsolete.

Summary

This chapter is revised to remove Manual Letter 7-C-10, which explained provisions of a waiver of federal regulations regarding countable resources for households affected by the 2008 summer storms and floods. This waiver expires July 31, 2009. For any application, recertification, or reported change after July 31, 2009, regular policies must be applied.

Effective Date

August 1, 2009

Material Superseded

Remove Manual Letter 7-E/32, dated February 13, 2009, from Employees' Manual, Title 7, Chapter E, and destroy it.

Additional Information

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



STATE OF IOWA

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

DEPARTMENT OF HUMAN SERVICES
CHARLES J. KROGMEIER, DIRECTOR

September 4, 2009

GENERAL LETTER NO. 7-C-101

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

SUBJECT: Employees' Manual, Title 7, Chapter C, *NONFINANCIAL ELIGIBILITY*,
page 5, revised.

Summary

This chapter is updated to increase the income amounts used for determining eligibility for elderly people who are disabled (165% of the federal poverty level). This chart is used in the determination of whether a person who is both elderly and disabled can be considered a separate Food Assistance household even when buying and fixing food with others.

Effective Date

October 1, 2009

Material Superseded

Remove from Employees' Manual, Title 7, Chapter C, page 5, dated September 12, 2008, and destroy it.

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

November 12, 2010

GENERAL LETTER NO. 7-C-102

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

SUBJECT: Employees' Manual, Title 7, Chapter C, **NONFINANCIAL ELIGIBILITY**,
Title page, revised; Contents (pages 1 and 2), revised; and pages 1
through 41, revised.

Summary

Chapter 7-C is revised to:

- ◆ Add information regarding how to handle situations in which a household member is in jail or prison.
- ◆ Change the name of the Food Stamp Employment and Training Program to the Food Assistance Employment and Training Program.
- ◆ Remove references to the Food Stamp Employment and Training Program as a mandatory work requirement. The Employment and Training Program is now voluntary. Therefore, there are no penalties for failure to comply with the program.
- ◆ Add updated coding instructions for work registration status, since the ABC system has not been updated to reflect the voluntary Employment and Training Program.
- ◆ Remove policies under "Penalty for Not Following Another Program's Rules." These policies are found in Chapter 7-G.
- ◆ Clarify that all Food Assistance households in Iowa are registered for work by virtue of signing the application.
- ◆ Change references from "food stamps" to "Food Assistance."
- ◆ Update the chapter format for ease of use on line.

Effective Date

Upon receipt.

Material Superseded

This material replaces the entire Chapter C from Employees' Manual, Title 7, which includes the following pages:

<u>Page</u>	<u>Date</u>
Title page	June 20, 1995
Contents (page 1)	January 30, 2009
Contents (page 2)	January 13, 2006
Contents (page 3)	December 17, 2002
1, 2	January 30, 2009
3, 4	September 3, 2004
5	September 4, 2009
6	September 21, 2007
7-12	April 9, 2002
12a, 12b	January 30, 2009
13	September 22, 2005
14-16	September 22, 2006
17, 18, 18a, 18b	June 15, 2004
19, 20	December 17, 2004
21	January 13, 2006
22-24	November 9, 2007
25	September 3, 2002
26	November 25, 2003
27	December 17, 2002
28	November 9, 2007
29-32	January 30, 2009
33-38	December 17, 2002
39	September 3, 2004
40-42	December 17, 2002

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

December 17, 2010

GENERAL LETTER NO. 7-C-103

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

SUBJECT: Employees' Manual, Title 7, Chapter C, **NONFINANCIAL ELIGIBILITY**,
Contents (page 1), revised; pages 9 through 15, revised; and pages 14a
and 14b, new.

Summary

Chapter 7-C is revised to:

- ◆ Add information about a new TANF-funded program, the Promoting Healthy Marriage Program (PHMP), which is being implemented to expand Food Assistance categorical eligibility. The General Assembly in 2010 Iowa Acts, House File 2526, directed the Department to expand categorical eligibility to households with gross income up to 160% of the federal poverty level.
- ◆ Update Food Assistance policy to include information about categorical eligibility based on eligibility for the PHMP.

Effective Date

January 1, 2011

Material Superseded

This material replaces the following pages from Employees' Manual, Title 7, Chapter C:

<u>Page</u>	<u>Date</u>
Contents (page 1)	November 12, 2010
9-15	November 12, 2010

Additional Information

The ABC system will apply the expanded categorical eligibility provisions for transactions processed after January 1, 2011.

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

September 30, 2011

GENERAL LETTER NO. 7-C-104

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

SUBJECT: Employees' Manual, Title 7, Chapter C, **NONFINANCIAL ELIGIBILITY**,
Title page, revised; and pages 6, 12, and 13, revised.

Summary

Chapter 7-C is revised to:

- ◆ Update the maximum income amounts used in determining eligibility for:
 - Elderly people who are disabled (165% of the federal poverty level). These amounts are used in the determination of whether a person who is both elderly and disabled can be considered a separate Food Assistance household even when buying and fixing food with others.
 - The Promoting Awareness of the Benefits of a Healthy Marriage Program, which confers categorical eligibility for Food Assistance.
- ◆ Clarify that because households with a member disqualified for IPV are not categorically eligible. Workers must enter countable resources on the ABC system when imposing an IPV disqualification.

Effective Date

October 1, 2011

Material Superseded

This material replaces the following pages from Employees' Manual, Title 7, Chapter C:

<u>Page</u>	<u>Date</u>
Title page	November 12, 2010
6	November 12, 2010
12, 13	December 17, 2010

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

October 21, 2011

GENERAL LETTER NO. 7-C-105

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

SUBJECT: Employees' Manual, Title 7, Chapter C, ***NONFINANCIAL ELIGIBILITY***,
page 20, revised.

Summary

Chapter 7-C is revised to update the policy for a Quality Control noncooperation sanction. The sanction now follows the noncooperating person if the person leaves the original household.

Effective Date

October 1, 2011

Material Superseded

This material replaces Employees' Manual, Title 7, Chapter C, page 20, dated November 12, 2010.

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

September 28, 2012

GENERAL LETTER NO. 7-C-106

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

SUBJECT: Employees' Manual, Title 7, Chapter C, **NONFINANCIAL ELIGIBILITY**,
pages 6 and 12, revised.

Summary

Chapter 7-C is revised to update the maximum income amounts used in determining eligibility for:

- ◆ Elderly people who are disabled (165% of the federal poverty level). These amounts are used in the determination of whether a person who is both elderly and disabled can be considered a separate Food Assistance household even when buying and fixing food with others.
- ◆ The Promoting Awareness of the Benefits of a Healthy Marriage Program, which confers categorical eligibility for Food Assistance.

Effective Date

October 1, 2012

Material Superseded

This material replaces the following pages from Employees' Manual, Title 7, Chapter C:

<u>Page</u>	<u>Date</u>
6, 12	September 30, 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

November 1, 2013

GENERAL LETTER NO. 7-C-107

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

SUBJECT: Employees' Manual, Title 7, Chapter C, **NONFINANCIAL ELIGIBILITY**,
pages 6 and 12, revised.

Summary

Chapter 7-C is revised to update the maximum income amounts used in determining eligibility for:

- ◆ Elderly people who are disabled (165% of the federal poverty level). These amounts are used in the determination of whether a person who is both elderly and disabled can be considered a separate Food Assistance household even when buying and fixing food with others.
- ◆ The Promoting Awareness of the Benefits of a Healthy Marriage Program, which confers categorical eligibility for Food Assistance.

Effective Date

October 1, 2013

Material Superseded

This material replaces the following pages from Employees' Manual, Title 7, Chapter C:

<u>Page</u>	<u>Date</u>
6, 12	September 28, 2012

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

December 19, 2014

GENERAL LETTER NO. 7-C-108

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

SUBJECT: Employees' Manual, Title 7, Chapter C, **NONFINANCIAL ELIGIBILITY**,
pages 6, 12, 17, and 18, revised.

Summary

Chapter 7-C is revised to:

- ◆ Update the maximum income amounts used in determining eligibility for:
 - Elderly people who are disabled (165% of the federal poverty level). These amounts are used in the determination of whether a person who is both elderly and disabled can be considered a separate Food Assistance household even when buying and fixing food with others.
 - The Promoting Awareness of the Benefits of a Healthy Marriage Program, which confers categorical eligibility for Food Assistance.
- ◆ Replace references to obsolete form 470-2998, *Referral for Front-End Investigation*, with form 470-5130, *DHS Investigative Referral to DIA*.
- ◆ Update all links due to the Department's new website.

Effective Date

October 1, 2014

Material Superseded

This material replaces the following pages from Employees' Manual, Title 7, Chapter C:

<u>Page</u>	<u>Date</u>
6, 12	November 1, 2013
17, 18	November 12, 2010

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

September 25, 2015

GENERAL LETTER NO. 7-C-109

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

SUBJECT: Employees' Manual, Title 7, Chapter C, **NONFINANCIAL ELIGIBILITY**,
pages 6 and 12, revised.

Summary

Chapter 7-C is revised to update the maximum income amounts used in determining eligibility for:

- ◆ Elderly people who are disabled (165% of the federal poverty level). These amounts are used in the determination of whether a person who is both elderly and disabled can be considered a separate Food Assistance household even when buying and fixing food with others.
- ◆ The Promoting Awareness of the Benefits of a Healthy Marriage Program, which confers categorical eligibility for Food Assistance.

Effective Date

October 1, 2015

Material Superseded

This material replaces the following pages from Employees' Manual, Title 7, Chapter C:

<u>Page</u>	<u>Date</u>
6, 12	December 19, 2014

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

September 30, 2016

GENERAL LETTER NO. 7-C-110

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

SUBJECT: Employees' Manual, Title 7, Chapter C, **NONFINANCIAL ELIGIBILITY**,
pages 6 and 12, revised.

Summary

Chapter 7-C is revised to update the maximum income amounts used in determining eligibility for:

- ◆ Elderly people who are disabled (165% of the federal poverty level). These amounts are used in the determination of whether a person who is both elderly and disabled can be considered a separate Food Assistance household even when buying and fixing food with others.
- ◆ The Promoting Awareness of the Benefits of a Healthy Marriage Program, which confers categorical eligibility for Food Assistance.

Effective Date

October 1, 2016

Material Superseded

This material replaces the following pages from Employees' Manual, Title 7, Chapter C:

<u>Page</u>	<u>Date</u>
6, 12	September 25, 2015

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

November 18, 2016

GENERAL LETTER NO. 7-C-111

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

SUBJECT: Employees' Manual, Title 7, Chapter C, **FOOD ASSISTANCE
NONFINANCIAL ELIGIBILITY**, Contents (page 1), revised; and pages
16 through 20, revised.

Summary

Chapter 7-C is revised to update policy and procedure for client cooperation with DIA investigations.

Effective Date

Immediately.

Material Superseded

This material replaces the following pages from Employees' Manual, Title 7, Chapter C:

<u>Page</u>	<u>Date</u>
Contents (page 1)	December 17, 2010
16	November 12, 2010
17, 18	December 19, 2014
19	November 12, 2010
20	October 21, 2011

Additional Information

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



Iowa Department of Human Services

Kim Reynolds
Governor

Adam Gregg
Lt. Governor

Jerry R. Foxhoven
Director

December 22, 2017

GENERAL LETTER NO. 7-C-112

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

SUBJECT: Employees' Manual, Title 7, Chapter C, **Nonfinancial Eligibility**, pages 6 and 12, revised.

Summary

Chapter 7-C is revised to update the maximum income amounts used in determining eligibility for:

- ◆ Elderly people who are disabled (165% of the federal poverty level). These amounts are used in the determination of whether a person who is both elderly and disabled can be considered a separate Food Assistance household even when buying and fixing food with others.
- ◆ The Promoting Awareness of the Benefits of a Healthy Marriage Program, which confers categorical eligibility for Food Assistance.

Effective Date

October 1, 2017

Material Superseded

This material replaces the following pages from Employees' Manual, Title 7, Chapter C:

<u>Page</u>	<u>Date</u>
6, 12	September 30, 2016

Additional Information

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



Iowa Department of Human Services

Kim Reynolds
Governor

Adam Gregg
Lt. Governor

Jerry R. Foxhoven
Director

May 11, 2018

GENERAL LETTER NO. 7-C-113

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

SUBJECT: Employees' Manual, Title 7, Chapter C, ***Nonfinancial Eligibility***, page 20, revised.

Summary

Chapter 7-C is revised to clarify that the period of ineligibility for refusal to cooperate with state quality control has changed from 95 days to 125 days from the end of the review period.

Effective Date

Upon receipt.

Material Superseded

This material replaces the following page from Employees' Manual, Title 7, Chapter C:

Page

Date

20

November 18, 2016

Additional Information

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



Iowa Department of Human Services

Kim Reynolds
Governor

Adam Gregg
Lt. Governor

Jerry R. Foxhoven
Director

November 2, 2018

GENERAL LETTER NO. 7-C-114

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

SUBJECT: Employees' Manual, Title 7, Chapter C, **Nonfinancial Eligibility**, pages 6, 12, and 29, revised.

Summary

Chapter 7-C is revised to:

- ◆ Update the maximum income amounts used in determining eligibility for:
 - Elderly people who are disabled (165% of the federal poverty level). These amounts are used in the determination of whether a person who is both elderly and disabled can be considered a separate Food Assistance household even when buying and fixing food with others.
 - The Promoting Awareness of the Benefits of a Healthy Marriage Program, which confers categorical eligibility for Food Assistance.
- ◆ Add descriptions for "E" and "F" code entries on the TD03 FSET field.

Effective Date

October 1, 2018

Material Superseded

This material replaces the following pages from Employees' Manual, Title 7, Chapter C:

<u>Page</u>	<u>Date</u>
6, 12	December 22, 2017
29	November 12, 2010

Additional Information

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

May 10, 2019

GENERAL LETTER NO. 7-C-115

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

SUBJECT: Employees' Manual, Title 7, Chapter C, ***Food Assistance Nonfinancial Eligibility***, Title page, revised; and page 20, revised.

Summary

Chapter 7-C is revised to clarify that the period of ineligibility for refusal to cooperate with the state quality control has changed from 125 days to 115 days from the end of the review period.

Effective Date

Upon receipt.

Material Superseded

This material replaces the following pages from Employees' Manual, Title 7, Chapter C:

<u>Page</u>	<u>Date</u>
Title page	September 30, 2011
20	May 11, 2018

Additional Information

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

August 9, 2019

GENERAL LETTER NO. 7-C-116

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

SUBJECT: Employees' Manual, Title 7, Chapter C, ***Food Assistance Nonfinancial Eligibility***, Contents (page 1), revised; and pages 2, 16 through 21, 31, and 40, revised.

Summary

Chapter 7-C is revised to:

- ◆ Add a section regarding investigations and remove this information from the cooperation section. There are no longer sanctions for non-cooperation with investigations.
- ◆ Clarify that a person is not automatically exempt from mandatory work registration requirements during the appeal of an SSI denial.
- ◆ Clarify procedures for when a *Notice of Decision* must be sent to a person disqualified for a mandatory work registration violation.
- ◆ Update regulations and correct typographical errors.

Effective Date

Upon receipt.

Material Superseded

This material replaces the following pages from Employees' Manual, Title 7, Chapter C:

<u>Page</u>	<u>Date</u>
Contents (page 1)	November 18, 2016
2	November 12, 2010
16-19	November 18, 2016
20	May 10, 2019
21, 31, 40	November 12, 2010

Additional Information

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

January 17, 2020

GENERAL LETTER NO. 7-C-117

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

SUBJECT: Employees' Manual, Title 7, Chapter C, ***Food Assistance Nonfinancial Eligibility***, pages 6 and 12, revised.

Summary

Chapter 7-C is revised to update the maximum income amounts used in determining eligibility for:

- ◆ Elderly people who are disabled (165 percent of the federal poverty level). These amounts are used in the determination of whether a person who is both elderly and disabled can be considered a separate Food Assistance household even when buying and fixing food with others.
- ◆ The Promoting Awareness of the Benefits of a Healthy Marriage Program, which confers categorical eligibility for Food Assistance.

Effective Date

October 1, 2019

Material Superseded

This material replaces the following pages from Employees' Manual, Title 7, Chapter C:

<u>Page</u>	<u>Date</u>
6, 12	November 2, 2018

Additional Information

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

October 9, 2020

GENERAL LETTER NO. 7-C-118

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

SUBJECT: Employees' Manual, Title 7, Chapter C, **Nonfinancial Eligibility**, pages 2, 3, 4, 5, 6, 7, 8, and 12 revised.

Summary

Chapter 7-C is revised to:

- ◆ Update federal regulation citations.
- ◆ Update the maximum income amounts used in determining eligibility for:
 - Elderly people who are disabled (165% of the federal poverty level). These amounts are used in the determination of whether a person who is both elderly and disabled can be considered a separate Food Assistance household even when buying and fixing food with others.
 - The Promoting Awareness of the Benefits of a Healthy Marriage Program, which confers categorical eligibility for Food Assistance.

Effective Date

October 1, 2020.

Material Superseded

This material replaces the following pages from Employees' Manual, Title 7, Chapter C:

<u>Page</u>	<u>Date</u>
2	August 9, 2019
3, 4, 5	November 12, 2010
6	January 17, 2020
7, 8	November 12, 2010
12	January 17, 2020

Additional Information

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

October 8, 2021

GENERAL LETTER NO. 7-C-119

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

SUBJECT: Employees' Manual, Title 7, Chapter C, **Nonfinancial Eligibility**, pages Title Page, Contents Page 1, Contents Page 2, 1, 2-8, 9-11, 12, 13, 14, revised; 14a-14b, removed; 15, 16-21, 22-28, 29, 30, 31, 32-39, 40, 41, revised; and 42 new.

Summary

The DHS Employees' Manual , Title 7, Chapter C is revised to:

- ◆ Update the program name from Food Assistance to SNAP.
- ◆ Update the maximum income amounts used in determining eligibility for:
 - Elderly people who are disabled (165% of the federal poverty level). These amounts are used in the determination of whether a person who is both elderly and disabled can be considered a separate Food Assistance household even when buying and fixing food with others.
 - The Promoting Awareness of the Benefits of a Healthy Marriage Program, which confers categorical eligibility for Food Assistance.
- ◆ Add information regarding joint custody situations
- ◆ Clarify that children in the Kinship Caregiver Payment program are treated as foster children
- ◆ Add information regarding categorical eligibility following ineligibility due to lottery or gambling winnings.
- ◆ Clarify how to handle noncooperation with QC.

Effective Date

October 1, 2021.

Material Superseded

This material replaces the following pages from Employees' Manual, Title 7, Chapter C:

<u>Page</u>	<u>Date</u>
Title Page	May 10, 2019
Contents Page 1	August 9, 2019
Contents Page 2	November 12, 2010
1	November 12, 2010

2-8	October 9, 2020
9-11	December 17, 2010
12	October 9, 2020
13	September 30, 2011
14	December 17, 2010
14a-14b	December 17, 2010
15	December 17, 2010
16-21	August 9, 2019
22-28	November 12, 2010
29	November 2, 2018
30	November 12, 2010
31	August 9, 2019
32-39	November 12, 2010
40	August 9, 2019
41	November 12, 2010

Additional Information

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

September 23, 2022

GENERAL LETTER NO. 7-C-120

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

SUBJECT: Employees' Manual, Title 7, Chapter C, ***SNAP Nonfinancial Eligibility***, Title Page,
Contents Page 1 and 2, 1-34, revised; 35-42, removed.

Summary

This chapter is revised to

- Update the maximum income amounts used in determining eligibility for:
 - Elderly people who are disabled (165% of the federal poverty level). These amounts are used in the determination of whether a person who is both elderly and disabled can be considered a separate Food Assistance household even when buying and fixing food with others.
 - The Promoting Awareness of the Benefits of a Healthy Marriage Program, which confers categorical eligibility for Food Assistance.
- Clarify policies for children under joint custody.
- Correct procedure and examples related to incarceration to reflect current policies for acting on changes.
- Clarify work registration exemptions.

Effective Date

October 1, 2022.

Material Superseded

Remove the following pages from Employees' Manual, Title 7-, Chapter C, and destroy them:

<u>Page</u>	<u>Date</u>
Title Page	October 8, 2021
Contents Page 1 and 2	October 8, 2021
1-34	October 8, 2021
35-42	October 8, 2021

Additional Information

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

July 7, 2023

GENERAL LETTER NO. 7-C-121

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

SUBJECT: Employees' Manual, Title 7, Chapter C, ***SNAP Nonfinancial Eligibility***, 7, 9, 16-18, 21, 24-26, 28-33, revised.

Summary

This chapter is revised to

- Update references to DHS and Department of Human Services, changing them to HHS and Department of Health and Human Services respectively
- Update references to DIA and Department of Inspections and Appeals, changing them to DIAL and Department of Inspections, Appeals, and Licensing, respectively
- Correct formatting issues that resulted in numbers dropping off

Effective Date

Upon receipt.

Material Superseded

Remove the following pages from Employees' Manual, Title 7, Chapter C, and destroy them:

<u>Page</u>	<u>Date</u>
7, 9, 16-18, 21, 24-26, 28-33	September 23, 2022

Additional Information

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

November 3, 2023

GENERAL LETTER NO. 7-C-I22

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

SUBJECT: Employees' Manual, Title 7, Chapter C, ***SNAP Nonfinancial Eligibility***, Contents I and 2,
2, 4, 9, 10, 19, 21, 25 and 26, 27, 28-30, revised.

Summary

This chapter is revised to

- Update income limits for 10/1 changes
- Add the SSN Enumeration process

Effective Date

Upon receipt.

Material Superseded

Remove the following pages from Employees' Manual, Title 7, Chapter C, and destroy them:

<u>Page</u>	<u>Date</u>
Contents I and 2	September 23, 2022
2, 4	September 23, 2022
9	July 7, 2023
10, 19	September 23, 2022
21, 25 and 26	July 7, 2023
27	September 23, 2022
28-30	July 7, 2023

Additional Information

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

May 10, 2024

GENERAL LETTER NO. 7-C-123

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

SUBJECT: Employees' Manual, Title 7, Chapter C, ***SNAP Nonfinancial Eligibility***,
Contents 1 and 2, 3, 10, 15, 16-18, 27, revised.

Summary

This chapter is revised to

- Provide guidance on NAC lookups for duplicate assistance
- Update how Comm. 390 is issued
- Update requirements for notifying households of their work requirements on desk RREDs

Effective Date

Upon receipt.

Material Superseded

Remove the following pages from Employees' Manual, Title 7, Chapter C, and destroy them:

<u>Page</u>	<u>Date</u>
Contents 1 and 2	November 3, 2023
3	September 23, 2022
10	November 3, 2023
15	September 23, 2022
16-18	July 7, 2023
27	November 3, 2023

Additional Information

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

September 27, 2024

GENERAL LETTER NO. 7-C-124

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

SUBJECT: Employees' Manual, Title 7, Chapter C, ***SNAP Nonfinancial Eligibility***, Title Page, Contents 1 and 2, 1, 2, 3, 4, 5 and 6, 7, 8, 9, 10, 11-14, 15-18, 19, 20, 21, 22 and 23, 24, 25 and 26, 27, 28-30, 31-33, 34, revised; 35-37, new.

Summary

This chapter is revised to

- Update the 10/1 changes in the 165% and 160% income limits.
- Update the MWR exemptions for caring for a child under six or an incapacitated person.
- Update the requirements for providing households with the oral and written notice of work requirements.
- Update the *SNAP Work Rules* form number.
- Update style, formatting, and accessibility throughout.

Effective Date

October 1, 2024.

Material Superseded

Remove the following pages from Employees' Manual, Title 7, Chapter C, and destroy them:

<u>Page</u>	<u>Date</u>
Title Page	September 23, 2022
Contents 1 and 2	May 10, 2024
1	September 23, 2022
2	November 3, 2023
3	May 10, 2024
4	November 3, 2023
5 and 6	September 23, 2022
7	July 7, 2023
8	September 23, 2022
9	November 3, 2023
10	May 10, 2024
11-14	September 23, 2022
15-18	May 10, 2024
19	November 3, 2023
20	September 23, 2022
21	November 3, 2023

22 and 23	September 23, 2022
24	July 7, 2023
25 and 26	November 3, 2023
27	May 10, 2024
28-30	November 3, 2023
31-33	July 7, 2023
34	September 23, 2022

Additional Information

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

December 6, 2024

GENERAL LETTER NO. 7-C-125

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

SUBJECT: Employees' Manual, Title 7, Chapter C, ***SNAP Nonfinancial Eligibility***, 30, revised.

Summary

This chapter is revised to

- Clarify that work rules must be verbally explained to persons who lost MWR exemption and became subject to ABAWD work rules
- Explain that form 470-5674 or 470 5674(S), SNAP Work Rules, is automatically sent by the system, unless a manual NOD is issued, upon which it is the worker's responsibility to mail or give the form to the household member.

Effective Date

Upon receipt.

Material Superseded

Remove the following pages from Employees' Manual, Title 7, Chapter C, and destroy them:

<u>Page</u>	<u>Date</u>
30	September 27, 2024

Additional Information

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

June 20, 2025

GENERAL LETTER NO. 7-C-126

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

SUBJECT: Employees' Manual, Title 7, Chapter C, **Nonfinancial Eligibility**, Contents 1 and 2, 26 and 27-29, 30, and 31, revised.

Summary

This chapter is revised to

- Remove the requirement to attempt to contact a household at Desk RRED to verbally explain work requirements
- Update screening and longest exemption information to MWR
- Updated acting on changes for MWR

Effective Date

Upon receipt.

Material Superseded

Remove the following pages from Employees' Manual, Title 7, Chapter C, and destroy them:

Page	Date
Contents 1 and 2	September 27, 2024
26 and 27-29	September 27, 2024
30	December 6, 2024
31	September 27, 2024

Additional Information

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