



TERRY E. BRANSTAD, GOVERNOR

DEPARTMENT OF HUMAN SERVICES

CHARLES M. PALMER, DIRECTOR

June 6, 1995

GENERAL LETTER NO. 7-E-63

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

SUBJECT: Employees' Manual, Title 7, Chapter E, "Income," Title Page, revised; Contents, pages 1, 2, and 3, revised; and pages 1 through 48, revised.

#### Summary

The existing chapter, 7-E, "Income and Deductions" 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-E 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#### Material Superseded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 Employee's Manual, Title 7, Chapter E, and destroy them. This includes the following Obsolete manual letters:

- VII-E-3, "Self-Employed Households, Offsetting the Loss of One Self-Employment Enterprise form the Grains of Another Self-Employment Enterprise," dated October 8, 1985.
- VII-E-7, "Self-Employed Farm Households, Treatment of Gasoline Tax Credits/Refunds, Crop Insurance Payments and Animals Slaughtered for Home Consumption," dated July 1, 1986.
- VII-E-8, "Offsetting the Loss in a Farm Self-Employment Enterprise Against Other Countable Income," dated July 22, 1986.

- VII-E-11, “HUD and FmHA Utility Reimbursement Payments,” dated November 22 1994.
- VII-E-12, “Medical Deductions,” dated December 20 1994.
- VII-E-13, “Exempt Welfare Reform Evaluation,” dated January 24 1995.

Obsolete the following interpretative memos:

- EA-VII-92-1, “No Exclusions for Child Support Paid by a Food Stamp Household.”
- EA-VII-91-6, “Medical Deductions for Combination Food Stamp/Medically Needy Cases.”
- EA-VII-91-4, “Shelter Costs for Residents of Group Living Arrangements (RCFs).”

Additional Information

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

## 7-E COMPARISON CHART

<i>Current Section or Subsection Title</i>	<i>New Chapter</i>	<i>New Section</i>	<i>New Subsection</i>
<b>Income</b>			
Earned Income	E	Types of Income	
Wages	E	Types of Income	Wages
Income from Self-Employment	I	Self-Employed Households	Income
Training Allowance	E	Types of Income	Training Allowances
Title I Payments	E	Types of Income	VISTA payments
Job Training Partnership Act On-the-Job Training	E	Types of Income	Job Training Partnership Act
Unearned Income		Types of Income	
Assistance Payments	E	Types of Income	Assistance Payments
Pensions and Benefits	E	Types of Income	Pensions
Support and Alimony Benefits	E	Types of Income	Child Support Income and Alimony Payments
Education Income	I	Students	Income
Trust Funds	E	Types of Income	Trust Income
Other Sources	E	Types of Income	Other Sources
Unearned Income from Self Employment	I	Self-Employed Households	Income
Certain Rental Property Income	I	Self-Employed Households	Income
Property Sold on Contract	I	Self-Employed Households	Income
Income of Excluded Members	I	Ineligible HH Members	Income of Ineligible HH Members
Sponsored Aliens	I	Sponsored Aliens	Deeming of Sponsor's Income
Repayment for Intentional Noncompliance	E	Types of Income	Repayment for Intentional Noncompliance

<i>Current Section or Subsection Title</i>	<i>New Chapter</i>	<i>New Section</i>	<i>New Subsection</i>
<b>Income Exclusions</b>	E	Types of Income	
Recoupments	E	Types of Income	Recoupment
Foster Care Payments	E	Types of Income	Foster Care Payments
Earned Income Credit	E	Types of Income	Earned Income Credit
Vendor Payments and In-Kind Benefits	E	Types of Income	Vendor Payments
Individual or Organization Vendor Payments	E	Types of Income	Vendor Payments
Public Assistance and General Assistance Vendor Payments	E	Types of Income	Vendor Payments
Legally Obligated Money	E	Types of Income	Legally Obligated Money
Emergency Assistance Vendor Payments	E	Types of Income	Emergency Assistance
Irregular Income	E	Types of Income	Irregular Income
Cash Donations	E	Types of Income	Case Donations
Educational Income Exclusions	I	Students	Income
Loans	E	Types of Income	Loans
Debts Owed to a Household	E	Types of Income	Debts Owed to a Household
Reimbursements	E	Types of Income	Reimbursements
Representative Payments	E	Types of Income	Representative Payments
Earnings of a Child	E	Types of Income	Child's Earnings
Nonrecurring Lump-Sum Payments	E	Types of Income	Lump Sum - Nonrecurring
Costs of Producing Self-Employment Income	I	Self-Employed Households	Income
Income Excluded by Federal Statute	E	Types of Income	Income Excluded by Federal Statute
Energy Assistance Payments	E	Types of Income	Energy Assistance
Job Training Partnership Act	E	Types of Income	Job Training Partnership Act

<i>Current Section or Subsection Title</i>	<i>New Chapter</i>	<i>New Section</i>	<i>New Subsection</i>
<b>Deductions</b>	E	Deductions	
Standard Deduction	E	Deductions	Standard Deduction
Earned Income Deduction	E	Deductions	Earned Income Deduction
Dependent Care Costs	E	Deductions	Child and Dependent Care Costs
Excess Medical Expense	E	Deductions	Medical Expenses
Allowable Medical Expenses	E	Deductions	Medical Expenses
Shelter Costs	E	Deductions	Shelter Deductions
Homeless Households	I	Homeless Households	Income
Continuing Charges	E	Deductions	Shelter Deductions
Assessment and Ins.	E	Deductions	Shelter Deductions
Unoccupied Shelter Costs	E	Deductions	Shelter Deductions
Repair Costs	E	Deductions	Shelter Deductions
Utility Expenses	E	Deductions	Utility Expenses
Standard Utility Allowance	E	Deductions	Utility Expenses
Heating or Air Conditioning Standard Allowance	E	Deductions	Utility Expenses
Actual Utility Expense	E	Deductions	Utility Expenses
Sharing Utility Expenses of the Same HH Unit	E	Deductions	Utility Expense
Housing with Central Utility Meters	E	Deductions	Utility Expense
Switching Between Standard Allowances and Actual Expenses	E	Deductions	Utility Expenses
<b>Households with Special Circumstances</b>			
Self-Employment	I	Self-Employed Households	
Monthly Income and Expenses	I	Self-Employed Households	Budgeting
Annualized Income and Expenses	I	Self-Employed Households	Budgeting
Seasonally Self-Employed Members	I	Self-Employed Households	Budgeting
Determining Income from Self-Employment	I	Self-Employed Households	Budgeting

<i>Current Section or Subsection Title</i>	<i>New Chapter</i>	<i>New Section</i>	<i>New Subsection</i>
Capital Gains	I	Self-Employed Households	Budgeting
Allowable Costs of Producing Income	I	Self-Employed Households	Income
Eligibility Income	I	Self-Employed Households	Budgeting
Benefit Income	I	Self-Employed Households	Budgeting
Changes	I	Self-Employed Households	Changes
Certification Periods	I	Self-Employed Households	Application Processing
Noncommercial Boarding House Income	E	Types of Income	Boarding House Income
Ineligible HH Members	I	Ineligible HH Members	
Ineligible for Reasons other than IPV	I	Ineligible HH members	Income of Ineligible HH Members
Ineligible Because of IPV or Noncompliance with Work Requirements	I	Ineligible HH members	Income of Ineligible HH Members
Benefits Reduced or Terminated Within Certification Period	G	Reducing or Terminating Benefits Within the Cert. Period	
Nonhousehold Members	E	Types of Income	Nonhousehold Members' Income
Households Containing Sponsored Aliens	I	Aliens	
Deeming of Sponsor's Income	I	Aliens	Deeming the Sponsor's Income
Deeming of Sponsor's Resources	I	Aliens	Deeming the Sponsor's Resources
Multiple-Household Sponsors	I	Sponsored Aliens	Multiple-Household Sponsors
Exempt Aliens	I	Sponsored Aliens	
Sponsored Alien's Responsibility	I	Sponsored Aliens	Proof Required for Application Processing
Verification	I	Sponsored Aliens	Proof Required for Application Processing
Switching Sponsors	I	Sponsored Aliens	Switching Sponsors
Loss of a Sponsor	I	Sponsored Aliens	Loss of a Sponsor



TERRY E. BRANSTAD, GOVERNOR

DEPARTMENT OF HUMAN SERVICES

CHARLES M. PALMER, DIRECTOR

June 28, 1995

GENERAL LETTER NO. 7-E-64

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

SUBJECT: Employees' Manual, Title 7, Chapter E, "Income," correction.

Summary

General Letter No. 7-E-63, dated June 6, 1995, stated that the existing Chapter VII-E, "Income and Deductions," was to be superseded by the rewritten Chapter 7-E, newly titled as "Income," effective July 1, 1995. The effective date has been delayed.

The date that the rewritten chapter, dated June 6, 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.



TERRY E. BRANSTAD, GOVERNOR

DEPARTMENT OF HUMAN SERVICES

CHARLES M. PALMER, DIRECTOR

September 26, 1995

## **GENERAL LETTER NO. 7-E-65**

ISSUED BY: Bureau of Food Stamps  
Division of Economic Assistance

SUBJECT: Employees' Manual, Title 7, Chapter E, *Income*, Contents (page 3), revised;  
pages 1, 2, 25, 26, 28, 33, and 35 through 38, revised; and page 38a, new.

### **Summary**

Page 35 is revised to allow a deduction for legally obligated child support payments. The deduction is allowed when the payments are made by a household member and paid to someone living outside the household.

Child support can be ordered as cash support, medical support, or other payments like medical insurance and vendor payments for expenses like rent. Only the amount that is actually being paid is allowed as a deduction. However, do not allow a deduction for any amount that exceeds the court ordered amount.

Voluntary child support payments, alimony or other payments like those made as a property settlement are not allowed as a deduction.

Other pages are revised for minor corrections and due to repagination.

### **Effective Date**

This material is effective for actions taken on or after October 1, 1995, on applications and recertifications, starting with October benefits. This material is effective for ongoing cases, beginning October 1, 1995, no later than at recertification or when there is a reported change, whichever is earlier.

### **Material Superseded**

Remove from Employees' Manual, Title 7, Chapter E, Contents (page 3) and pages 1, 2, 25, 26, 28, 33, and 35 through 38, all dated June 6, 1995, and destroy them.

### **Additional Information**

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





TERRY E. BRANSTAD, GOVERNOR

DEPARTMENT OF HUMAN SERVICES

CHARLES M. PALMER, DIRECTOR

November 21, 1995

**GENERAL LETTER NO. 7-E-66**

ISSUED BY: Bureau of Food Stamps  
Division of Economic Assistance

SUBJECT: Employees' Manual, Title 7, Chapter E, *Income*, page 41, revised.

**Summary**

This change is being made to reduce the standard deduction from \$138 to \$134.

October 1, 1995, COLA changes increased the standard deduction to \$138. On October 21, 1995, the Fiscal Year 1996 Agriculture Appropriations bill became law. This bill mandates the standard deduction be reduced from \$138 to \$134 (back to the previous level).

It also incorporates the October 1, 1995, heating and air-conditioning SUA of \$222 per month per household into the manual. (The revised shelter deduction of \$247 is already in the manual.)

**Effective Date**

The change in the standard deduction is effective no later than for all December 1995 benefits issued on or after December 1, 1995.

**Material Superseded**

Remove from Employees' Manual, Title 7, Chapter E, and destroy Manual Letter No. 7-E-14, dated September 26, 1995, and page 41, dated June 6, 1995.

**Additional Information**

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



TERRY E. BRANSTAD, GOVERNOR

DEPARTMENT OF HUMAN SERVICES

CHARLES M. PALMER, DIRECTOR

February 27, 1996

**GENERAL LETTER NO. 7-E-67**

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

SUBJECT: Employees' Manual, Title 7, Chapter E, *Income*, Contents (pages 1, 2, and 3), revised; Contents (page 4), new; page 12, revised; and page 12a, new.

**Summary**

This change is being made to add policy regarding Individual Development Accounts.

**Effective Date**

Upon receipt.

**Material Superseded**

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

<u>Page</u>	<u>Date</u>
Contents (pages 1 and 2)	June 6, 1995
Contents (page 3)	September 26, 1995
12	June 6, 1995

**Additional Information**

Contact your benefit payment administrator if you need additional information.



TERRY E. BRANSTAD, GOVERNOR

DEPARTMENT OF HUMAN SERVICES

CHARLES M. PALMER, DIRECTOR

December 24, 1996

**GENERAL LETTER NO. 7-E-68**

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

SUBJECT: Employees' Manual, Title 7, Chapter E, *Income*, page 36, revised.

**Summary**

Public Law 104-193, the Personal Responsibility and Work Opportunity Reconciliation Act (PRWORA) mandated an increase of the shelter deduction cap from \$247 to \$250 effective January 1, 1997. This change is being made to incorporate the new shelter deduction cap in the manual.

**Effective Date**

This change is effective for all benefits issued for January 1997 and after.

**Material Superseded**

Remove from Employees' Manual, Title 7, Chapter E, page 36, dated September 26, 1995, and destroy it.

**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

August 26, 1997

**GENERAL LETTER NO. 7-E-69**

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

SUBJECT: Employees' Manual, Title 7, Chapter E, *Income*, pages 41 and 42, revised.

**Summary**

This change incorporates into the manual the October 1, 1997, changes in the:

- ◆ Heating and air conditioning Standard Utility Allowances of \$229 per month per household.
- ◆ Non-heating and air conditioning Standard Utility Allowances of \$114 per month per household.

**Effective Date**

Effective for benefits for October 1997 and later.

**Material Superseded**

Remove from Employees' Manual, Title 7, Chapter E, and destroy page 41, dated November 21, 1995, and page 42, dated June 6, 1995.

This change also supersedes the Deductions section in Manual Letter No. 7-E-15, dated September 24, 1996.

**Additional Information**

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



May 19, 1998

**GENERAL LETTER NO. 7-E-70**

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

SUBJECT: Employees' Manual, Title 7, Chapter E, *Income*, Title page, revised; Contents (pages 1 through 4), revised; and pages 1 through 47, revised.

**Summary**

This chapter is revised to remove welfare reform policies.

Some income types have been added under **TYPES OF INCOME**. Under **DEDUCTIONS**, policy **Shelter Costs For Two Residences** is added. When a household member maintains a residence in addition to the original home because of employment, the household may claim costs of both residences.

Manual Letter Nos. 7-E-15 and 7-E-16 are also incorporated into the chapter.

**Effective Date**

Upon receipt.

**Material Superseded**

Remove the entire Chapter E from Employees' Manual, Title 7, and destroy it. This includes:

<u>Page</u>	<u>Date</u>
Title page	June 6, 1995
Manual Letter No. 7-E-15	September 24, 1996
Manual Letter No. 7-E-16	June 17, 1997
Contents (pages 1-4)	February 27, 1996
1, 2	September 24, 1996
3-11	June 6, 1995
12, 12a	February 27, 1996
13-24	June 6, 1995
25, 26	September 26, 1995
27	June 6, 1995
28	September 26, 1995
29-32	June 6, 1995

33	September 26, 1995
34	June 6, 1995
35	September 26, 1995
36	December 24, 1996
37, 38, 38a	September 26, 1995
39, 40	June 6, 1995
41, 42	August 26, 1997
43-48	June 6, 1995

**Additional Information**

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



TERRY E. BRANSTAD, GOVERNOR

DEPARTMENT OF HUMAN SERVICES

CHARLES M. PALMER, DIRECTOR

August 25, 1998

## **GENERAL LETTER NO. 7-E-71**

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

SUBJECT: Employees' Manual, Title 7, Chapter E, *Income*, pages 34, 40, and 42, revised.

### **Summary**

This chapter is revised to reflect the following changes:

- ◆ The heating and air conditioning standard utility allowance is increased to \$235 per month per household.
- ◆ The non-heating and air conditioning standard utility allowance is increased to \$115 per month per household.
- ◆ The maximum shelter expense deduction is increased to \$275.

### **Effective Date**

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

### **Material Superseded**

Remove from Employees' Manual, Title 7, Chapter E, and destroy pages 34, 40, and 42, dated May 19, 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  
JESSIE K. RASMUSSEN, DIRECTOR

October 5, 1999

## **GENERAL LETTER NO. 7-E-72**

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

SUBJECT: Employees' Manual, Title 7, Chapter E, *Income*, Contents (page 1), revised; pages 1 and 2, revised; and page 2a, new.

### **Summary**

This chapter is revised to change the reporting requirement for nonmonthly reporting households. These households are now required to report a change of more than \$100 in total household earned income. They are still required to report a change of more than \$25 in total household unearned income and to report when any source of income changes.

### **Effective Date**

This change is effective November 1, 1999.

### **Material Superseded**

Remove from Employees' Manual, Title 7, Chapter E, and destroy Contents (page 1) and pages 1 and 2, all dated May 19, 1998.

### **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

March 7, 2000

**GENERAL LETTER NO. 7-E-73**

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

SUBJECT: Employees' Manual, Title 7, Chapter E, *Income*, Contents (pages 3 and 4), revised; and pages 23 through 28, and 34 through 45, revised.

**Summary**

This chapter revision changes the policy on utility deductions and sharing utility expenses. Households will no longer have the choice of, nor will they receive, an actual utility expense.

Households that have utilities included in their rent and pay the landlord a fee or an amount for excess utility cost for use of certain utilities (which can include heat or air conditioning) will receive the little standard utility allowance.

When a food stamp household lives with and shares utility expenses with other food stamp households or with non-participating people, each food stamp household will receive one share of the appropriate utility standard and all non-participating people together will be considered one share of the appropriate utility standard.

The federal interpretation on whether condominium fees are allowable shelter costs has changed to allow these costs.

**Effective Date**

The utility change is effective with all benefits issued for May 1, 2000.

Allow condominium fees as a shelter expense upon receipt of this manual at application, recertification and when a move is reported.

**Material Superseded**

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

<u>Page</u>	<u>Date</u>
Contents (pages 3 and 4)	May 19, 1998
23-28	May 19, 1998
34	August 25, 1998

35-39	May 19, 1998
40	August 25, 1998
41	May 19, 1998
42	August 25, 1998
43-47	May 19, 1998

### **Additional Information**

If the IABC system changes are ready by March cutoff, conversion of IABC BCW1 utility code and phone code will take place. Codes converted by the system are as follows:

#### **OLD BCW1**

Phone code Y, utility code A, amount zero  
Phone code N, utility code A, amount zero  
Phone code Y or N, utility code B, any amount  
Phone code Y or N, utility code L, any amount  
Phone code Y or N, utility code A, \$117.50 amount  
Phone code Y or N, utility code A, \$57.50 amount

#### **NEW BCW1**

Utility code P, share code 0  
Utility code N, share code 0  
Utility code B, share code 0  
Utility code L, share code 0  
Utility code B, share code 2  
Utility code L, share code 2

BCW1s with a phone code of Y or N, utility code of A, and amounts of other than zero, \$117.50 or \$57.50 must be converted to the new codes under the revised policy for food stamp benefits issued May 1, 2000.

You will receive a printout of cases that you must convert (those coded with phone code Y or N, utility code of A and amounts other than zero, \$117.50, or \$57.50). The printout is divided into three parts.

- ◆ The first part lists cases coded with utility amounts greater than \$115 which are potentially affected by timely notice date. You must review these cases and change the utility code by timely notice day in April if the utility code change will cause a reduction in benefits.
- ◆ The second part lists cases coded with utility amounts less than \$115 that are not zeros or \$57.50. These cases have a potential for benefits to increase. They should be converted so that May benefits reflect the change.
- ◆ The third part lists all the cases the system converted and the utility code that case now has on the BCW1.

**Note:** Any action you take to cause a May calculation for cases coded with utility code of A and amounts other than zero, \$117.50 or \$57.50 will cause a system error if you don't update the May BCW1 when you do your system entries.

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 21, 2000

## GENERAL LETTER NO. 7-E-74

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

SUBJECT: Employees' Manual, Title 7, Chapter E, *Income*, Contents (page 1), revised;  
and page 4, revised.

### Summary

Page 4 is revised to exempt as income for determining food stamp eligibility and benefits the census earnings received by temporary workers during the budget months of April 2000 through January 2001, for work performed for the Bureau of the Census for Census 2000.

This policy change does not affect the earnings of permanent employees of the Bureau of the Census. The wages of permanent employees of the Bureau of the Census continue to count for determining food stamp eligibility and benefits.

The census earnings of temporary workers received during the budget months of February and March 2000 are not exempt as income for determining food stamp eligibility and benefits.

The pay statements of temporary employees hired and paid by the Bureau of the Census will have the notation "Census 2000" on the statement.

Some people who work for temporary employment agencies may be placed with the census as a job assignment. Pay stubs from temporary agencies may or may not show that the earnings are for census work. If earnings paid by a temporary employment agency are identified on the check stub or by the client as being paid for census work, exempt the income as specified in this General Letter.

If there is no indication given by the client or on the check stub that wages paid by a temporary employment agency were for census work, consider the person to be employed by the temporary agency, not the Census Bureau. It is the responsibility of the person to identify and report the earnings as census income to get the exemption. In this situation, it is appropriate to count the wages as income.

Reimbursements for travel expenses are exempt under regular food stamp program policy.

Allow a deduction for child care necessary for temporary census work, even if the census earnings are the only earnings in the household.

Temporary census work is considered regular employment when applying the work registration, voluntary quit, voluntary reduction in hours of work, ABAWD work requirements, and FSET exemption policies.

To implement this policy:

- ◆ For **ongoing retrospectively budgeted cases**, do not count census earnings of temporary workers that are received starting with the budget month of April when determining eligibility and benefits for food stamps for the June benefit month, and for ongoing budget months through the budget month of January 2001. This policy only applies to earnings received starting with the budget month of April. Do count February census earnings for the benefit month of April, and do count March census earnings for the benefit month of May.
- ◆ For **ongoing prospectively budgeted cases**, do not count census earnings of temporary workers that can be anticipated to be received in the month of April.
- ◆ For **prospectively budgeted applications**, do not count the census earnings of temporary workers that are received or are anticipated to be received beginning the budget month of April when determining food stamp eligibility and benefits.
- ◆ For **retrospectively budgeted applications**, do not count April census earnings for the benefit month of June. This policy applies only to census earnings of temporary workers received during April 2000 through January 31, 2001. Therefore, do count census earnings of temporary workers that were received in the month of February for the benefit month of April, and those received in the month of March for the benefit month of May.

### **Reporting Requirements**

Monthly Reporting Households: Do not require households to report monthly solely because a member received exempt census earnings as a temporary worker. If a household is a monthly reporting household, do not consider a monthly report incomplete for not reporting or verifying temporary census earnings that are exempt.

Non-Monthly Reporting Households: These households are not required to report the exempt census earnings of temporary workers.

### **Effective Date**

April 1, 2000

### **Material Superseded**

Remove from Employees' Manual, Title 7, Chapter E, Contents (page 1), dated October 5, 1999, and page 4, dated May 19, 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 15, 2000

**GENERAL LETTER NO. 7-E-75**

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

SUBJECT: Employees' Manual, Title 7, Chapter E, *INCOME*, pages 9, 15, and 34, revised.

**Summary**

This chapter is revised to reflect the increase in the shelter deduction and to correct cross-references.

**Effective Date**

This change is effective for all benefits issued for October 2000 and after.

**Material Superseded**

Remove from Employees' Manual, Title 7, Chapter E, pages 9 and 15, dated May 19, 1998, and page 34, dated March 7, 2000, and destroy them.

**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

December 26, 2000

## GENERAL LETTER NO. 7-E-76

ISSUED BY: Bureau of Food Stamp Policy, Division of Economic Assistance

SUBJECT: Employees' Manual, Title 7, Chapter E, *INCOME*, Title page, revised; Contents (pages 1 through 4), revised; Contents (page 5), new; pages 1 through 45, revised; and pages 46 through 58, new.

### Summary

This chapter is revised to add clarification and information asked for in a field survey. Additional revisions were made as a result of questions from the field. Information was also added to match FIP policies where possible.

Clarification asked for as a result of a field survey include changes to trust income, lump sums, deductions and verification of tip income.

Clarification resulting from questions from the field includes changes to assistance payments, child support income, job corps income, and medical expenses.

Clarification added to match FIP include the addition of income types like annuities, blind training allowance, community self-sufficiency grants, dislocated worker project payments and jury duty payments.

Clarification is added to show that the Job Training Partnership Act (JTPA) is now the Workforce Investment Act (WIA).

On page 6, the income type "Child's Earnings" is revised to clarify that the household member aged 17 or younger must be a student attending:

- ◆ Elementary or high school,
- ◆ Home schooling or
- ◆ GED program recognized, operated, or supervised by the state or local school district to have their earned income excluded.

On pages 6 and 7, the income type “Child Support” is revised to clarify that child support of a FIP recipient that is released to the food stamp household which must be retained by the Child Support Recovery Unit to comply with FIP requirements is not counted as income.

Child support of a FIP recipient that is released to the food stamp household that does not have to be retained by the Child Support Recovery Unit to comply with FIP requirements is counted as income. The child support that is counted includes support released for a month of FIP suspension and an overage when the child support exceeds the FIP assistance paid out.

On page 38, the deduction “Child Support Payment” is revised to clarify that a deduction is not allowed for income tax refund intercept. Allow a child support deduction for support paid by a household member to an agency or person outside the household, even if the child or the other parent are in the same food stamp household as the person paying the support. Allow this deduction if the support payments are not returned to the household.

### **Effective Date**

Upon receipt.

### **Material Superseded**

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

<u>Page</u>	<u>Date</u>
Title page	May 19, 1998
Contents (page 1)	March 21, 2000
Contents (page 2)	May 19, 1998
Contents (pages 3 and 4)	March 7, 2000
1-2a	October 5, 1999
3	May 19, 1998
4	March 21, 2000
5-8	May 19, 1998
9	August 15, 2000
10-14	May 19, 1998
15	August 15, 2000
16-22	May 19, 1998
23-28	March 7, 2000
29-33	May 19, 1998
34	August 15, 2000
35-45	March 7, 2000

### **Additional Information**

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



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

DEPARTMENT OF HUMAN SERVICES  
JESSIE K. RASMUSSEN, DIRECTOR

February 13, 2001

## **GENERAL LETTER NO. 7-E-77**

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

SUBJECT: Employees' Manual, Title 7, Chapter E, *INCOME*, pages 46 and 47, revised.

### **Summary**

Page 46 is revised to raise the maximum shelter deduction from \$300 to \$340 for households newly certified or recertified for benefits on or after March 1, 2001.

### **Effective Date**

March 1, 2001

Use the \$340 maximum shelter deduction to determine eligibility and benefits for applications processed on or after March 1, 2001, with certification periods that begin in March 2001 or later.

Use the \$340 maximum shelter deduction to determine eligibility and benefits for recertifications processed on or after March 1, 2001, for certification periods that begin in March 2001 or later.

Use the \$300 maximum shelter deduction to determine eligibility and benefits on all other cases.

### **Material Superseded**

Remove from Employees' Manual, Title 7, Chapter E, pages 46 and 47, both dated December 26, 2000, and destroy them.

### **Additional Information**

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

### **SPAD Changes**

The current field on the SPAD budget screens labeled "NEW CERT Y/N" is scheduled to be changed to "SHELMAX 340" on the weekend of February 24, 2001. The entry code for this field remains Y for yes and N for no.



Enter an effective date of 3-1-01 or later and a SHELMAX 340 code of Y for the system to use the \$340 maximum shelter deduction in the calculation. (SPAD is coded to use the \$300 maximum shelter deduction when an inadvertent SHELMAX 340 entry of Y is made with an effective date between October 1, 2000, and March 1, 2001.)

Enter SHELMAX 340 code of N for the system to use the \$300 maximum shelter deduction in the calculation (or whatever deduction was applicable for the effective date of the calculation).

### **ABC Changes**

The changes to the ABC system are scheduled to be in effect for entries made on March 1, 2001. ABC will use the \$340 maximum shelter deduction on cases coded with an entry reason of A, K, or L and an effective date of March 1, 2001, or later.

You will not be able to enter recertifications with an entry reason of C until March 2002. If you use an entry reason of C for recertification, the system will use \$300 and your case could have an incorrect benefit issuance.



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

DEPARTMENT OF HUMAN SERVICES  
JESSIE K. RASMUSSEN, DIRECTOR

March 6, 2001

**GENERAL LETTER NO. 7-E-78**

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

SUBJECT: Employees' Manual, Title 7, Chapter E, *INCOME*, page 52, revised.

**Summary**

This chapter is revised to change the amount of the big standard utility allowance from \$235 to \$268.

**Effective Date**

This change is effective for benefits issued for April 1, 2001, and after.

**Material Superseded**

Remove from Employees' Manual, Title 7, Chapter E, page 52, dated December 26, 2000, and destroy it.

**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-E-79

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

SUBJECT: Employees' Manual, Title 7, Chapter E, *INCOME*, Contents (pages 1, 3, and 5), revised; pages 5, 6, 22, 34, 56, 57, and 58, revised; and page 59, new.

### Summary

Page 5 is revised to remove the exclusion for income earned in the 2000 Census, which has expired.

Page 6 is revised to clarify that earnings for the budget month the student turns 18 are excluded for both applicant and ongoing households.

Page 57 is revised to add a new section on sharing utility expenses with ineligible household members. Do not allow a share of a standard utility allowance for ineligible household members who pay a portion of utility costs.

### 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 E, and destroy them:

<u>Page</u>	<u>Date</u>
Contents (pp. 1, 3, and 5)	December 26, 2000
5, 6, 22, 34, 56, 57, 58	December 26, 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

August 28, 2001

## GENERAL LETTER NO. 7-E-80

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

SUBJECT: Employees' Manual, Title 7, Chapter E, *INCOME*, Contents (page 2), revised; and pages 14, 15, 16, 36, 46, and 54, revised; and page 16a, new.

### Summary

Page 15 is revised to clarify that interest earned on Individual Development Accounts (IDA) is excluded as income. Deposits made into an IDA by an outside source are also excluded as income.

Page 36 is revised to clarify that a deduction for bills paid in the month prior to the due date is allowed when it is customary to make the payment at that time. This includes bills like rent or mortgage.

Pages 46 and 54 are revised to reflect the increase in the shelter deduction and the little standard utility allowance.

### Effective Date

Changes on pages 46 and 54 are effective for all benefits issued for October 2001 and after. As of October 2001 benefits, households will be eligible for either a \$354 or a \$300 maximum shelter deduction.

Households eligible for the \$300 maximum shelter deduction because their certification period started prior to March 1, 2001, will continue to be eligible for the \$300 maximum shelter deduction until they are recertified. At recertification these households will be eligible for the \$354 maximum shelter deduction.

All remaining households will be eligible for the \$354 maximum shelter deduction.

Other changes are effective upon receipt.

**Material Superseded**

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

<u>Page</u>	<u>Date</u>
Contents (page 2)	December 26, 2000
14-16, 36	December 26, 2000
46	February 13, 2001
54	December 26, 2000

**Additional Information**

Remember when recertifying cases until March 1, 2002, to use an entry reason and a status code of A on the TD02 screen to get the correct maximum shelter deduction.

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



# STATE OF IOWA

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

DEPARTMENT OF HUMAN SERVICES  
JESSIE K. RASMUSSEN, DIRECTOR

November 6, 2001

## GENERAL LETTER NO. 7-E-81

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

SUBJECT: Employees' Manual, Title 7, Chapter E, *INCOME*, Contents (page 4), revised; and pages 16a, 17, 22, 31, 33, 37, and 47; revised.

### Summary

Revisions to this chapter:

- ◆ Add clarification that taxes withheld from job insurance benefits are counted as income.
- ◆ Add clarification that job insurance benefits withheld to repay a prior overpayment are excluded as income.
- ◆ Add cross-references.
- ◆ Remove the topic on wraparound funds, as the program was eliminated effective September 1, 2001.
- ◆ Add flood insurance to the types of insurance on a home's structure that are allowed as a deduction.

### Effective Date

Upon receipt.

### Material Superseded

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

<u>Page</u>	<u>Date</u>
Contents (page 4)	December 26, 2000
16a	August 28, 2001
17	December 26, 2000
22	May 8, 2001
31, 33, 37	December 26, 2000
47	February 13, 2001

**Additional Information**

See General Letter No. 18-H-4, dated September 1, 2001, for information on the elimination of the wraparound program.

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



September 3, 2002

GENERAL LETTER NO. 7-E-82

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

SUBJECT: Employees' Manual, Title 7, Chapter E, INCOME, Contents (page 5), revised;
and pages 19, 28, 29, 34, 46, and 50 through 54, revised.

Summary

This chapter is revised to:

- Change the shelter deduction from \$354 to \$367.
Change the standard deduction to an amount based on household size.
Change the "big" standard utility allowance from \$268 to \$271.
Change the "little" standard utility allowance from \$116 to \$123.
Allow households sharing utility expenses to receive the entire appropriate utility standard applicable to the utility expenses shared.
Allow households paying an extra or flat fee for a utility expense to receive the appropriate utility standard applicable to the utility expense the fee covers.
Correct cross-references.

Effective Date

October 1, 2002

Material Superseded

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

Table with 2 columns: Page, Date. Rows include Contents (page 5), 19, 28, 29, 34, 46, 50, 51 with corresponding dates from 2000 to 2001.



52	March 6, 2001
53	December 26, 2000
54	August 28, 2001
55	December 26, 2000
56-59	May 8, 2001

**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, 2003

## GENERAL LETTER NO. 7-E-83

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

SUBJECT: Employees' Manual, Title 7, Chapter E, *INCOME*, pages 46, 51, 52, and 54,  
revised.

### Summary

This chapter is revised to:

- ◆ Change the shelter deduction from \$367 to \$378.
- ◆ Change the standard deduction for household sizes of 5 or more members.
- ◆ Change the "big" standard utility allowance from \$271 to \$272.
- ◆ Change the "little" standard utility allowance from \$123 to \$124.
- ◆ Change the telephone standard utility allowance from \$19 to \$20.

### Effective Date

October 1, 2003

### Material Superseded

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

<u>Page</u>	<u>Date</u>
46, 51, 52, 54	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 30, 2003

## GENERAL LETTER NO. 7-E-84

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

SUBJECT: Employees' Manual, Title 7, Chapter E, *INCOME*, pages 1 and 14, revised.

### Summary

For nonmonthly reporting households, verify when the household's total amount of unearned income changes by more than \$50 per month.

Exclude from income payments made for children who suffer from birth defects and whose mothers are Vietnam veterans.

### Effective Date

November 1, 2003

### Material Superseded

Remove the following page from Employees' Manual, Title 7, Chapter E, and destroy it:

<u>Page</u>	<u>Date</u>
1	December 26, 2000
14	August 28, 2001

### 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

December 2, 2003

## GENERAL LETTER NO. 7-E-85

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

SUBJECT: Employees' Manual, Title 7, Chapter E, *INCOME*, Contents (pages 1, 2, and 4), revised; pages 1 through 16, 16a, 17, 22, 23, 25, 26, 29, 35, 38 through 42, 44, 45, 46, 49, and 50, revised.

### 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 these 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 E, and destroy them:

<u>Page</u>	<u>Date</u>
Contents (page 1)	May 8, 2001
Contents (page 2)	August 28, 2001
Contents (page 4)	November 6, 2001
1	September 30, 2003
2-4	December 26, 2000
5, 6	May 8, 2001
7-13	December 26, 2000
14	September 30, 2003
15,16	August 28, 2001
16a, 17, 22	November 6, 2001

23, 25, 26	December 26, 2000
29	September 3, 2002
35, 38-42, 44, 45	December 26, 2000
46	September 2, 2003
49	December 26, 2000
50	September 3, 2002

**Additional Information**

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



# STATE OF IOWA

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

DEPARTMENT OF HUMAN SERVICES  
KEVIN W. CONCANNON, DIRECTOR

August 20, 2004

## GENERAL LETTER NO. 7-E-86

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

SUBJECT: Employees' Manual, Title 7, Chapter E, *INCOME*, Contents (pages 4 and 5), revised; pages 40 through 43, 45, and 46, revised; and pages 46a through 46d, new.

### Summary

This chapter is revised to implement provisions of Public Law 108-173, the Medicare Prescription Drug, Improvement, and Modernization Act of 2003. The policy change prevents households from experiencing any reduction in their Food Assistance benefits as a result of receiving the Medicare approved drug discount card or credit.

### Effective Date

Upon receipt, retroactive to June 1, 2004.

### Material Superseded

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

<u>Page</u>	<u>Date</u>
Contents (page 4)	December 2, 2003
Contents (page 5)	September 3, 2002
40-42	December 2, 2003
43	December 26, 2000
45, 46	December 2, 2003

### **Additional Information**

In June 2004 and July 2004, SPIRS announcements were sent asking that you keep lists of households that were being certified and reporting receipt of the card or credit. You will need to recalculate benefits for these cases and issue any lost benefits. Starting with the first month of the new certification period.

In July 2004, a SPIRS announcement was sent asking that you keep a list of ongoing households that report having the card or credit. You will need to recalculate benefits for these cases and issue any lost benefits, starting with the month after the report.

Any household that was adversely affected because the new policy was not applied to the medical expense deduction is eligible for lost benefits for any actions that took place after June 1, 2004.

Refer questions about this general letter to your income maintenance area 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-E-87

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

SUBJECT: Employees' Manual, Title 7, Chapter E, *INCOME*, pages 46d, 51, 52, and 54,  
revised.

### Summary

This chapter is revised to:

- ◆ Change the shelter deduction from \$378 to \$388.
- ◆ Change the standard deduction for household sizes of 5 or more members.
- ◆ Change the "big" standard utility allowance from \$272 to \$291.
- ◆ Change the "little" standard utility allowance from \$124 to \$127.

### Effective Date

October 1, 2004

### Material Superseded

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

<u>Page</u>	<u>Date</u>
46d	August 20, 2004
51, 52, 54	September 2, 2003

### Additional Information

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





February 11, 2005

**GENERAL LETTER NO. 7-E-88**

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

SUBJECT: Employees' Manual, Title 7, Chapter E, *INCOME*, Contents (page 1), revised;  
pages 7, 8, 35, 36, 52, and 54, revised.

**Summary**

This chapter is revised to:

- ◆ Remove the Community Self-Sufficiency Grants program income from the chapter because the program ended effective June 30, 2002.
- ◆ Clarify that rent paid in advance can be allowed as an expense.
- ◆ Change the "big" standard utility allowance from \$291 to \$312.
- ◆ Change the "little" standard utility allowance from \$127 to \$143.
- ◆ Change the telephone standard utility allowance from \$20 to \$36.

**Effective Date**

March 1, 2005

**Material Superseded**

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

<u>Page</u>	<u>Date</u>
Contents (page 1)	December 2, 2003
7, 8, 35	December 2, 2003
36	August 28, 2001
52, 54	September 3, 2004

**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

March 11, 2005

## GENERAL LETTER NO. 7-E-89

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

SUBJECT: Employees' Manual, Title 7, Chapter E, *INCOME*, pages 15 and 21, revised,  
and page 14a, new.

### Summary

This chapter is revised to exclude from income additional military payments received due to being deployed to or serving in a designated combat zone.

### Effective Date

October 1, 2004

Implement this policy for applications and recertifications processed on or after the issuance of this letter. For other affected households, issue lost benefits retroactive to October 1, 2004, at recertification or when contacted by the household.

### Material Superseded

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

<u>Page</u>	<u>Date</u>
15	December 2, 2003
21	December 26, 2000

### Additional Information

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



September 9, 2005

GENERAL LETTER NO. 7-E-90

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

SUBJECT: Employees' Manual, Title 7, Chapter E, INCOME, Contents (page 2), revised;
pages 10, 34, 42, 46d, 47, 51, 52, and 54, revised.

Summary

This chapter is revised to:

- Change the shelter deduction from \$388 to \$400.
Change the standard deduction for household sizes of 5 or more members.
Change the "big" standard utility allowance from \$312 to \$325.
Change the "little" standard utility allowance from \$143 to \$145.
Remove references to emergency assistance, and mandatory verification of shelter and utility expenses.
Clarify that any Medicaid premium is an allowable medical expense.

Effective Date

October 1, 2005

Material Superseded

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

Table with 2 columns: Page and Date. Rows include Contents (page 2), 10, 34, 42, 46d, 47, 51, 52, 54 with corresponding dates from 2001 to 2005.

Additional Information

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



# STATE OF IOWA

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

DEPARTMENT OF HUMAN SERVICES  
KEVIN W. CONCANNON, DIRECTOR

October 14, 2005

## GENERAL LETTER NO. 7-E-91

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

SUBJECT: Employees' Manual, Title 7, Chapter E, *INCOME*, pages 36, 37, 49, and 51  
through 54, revised.

### Summary

This chapter is revised to remove references to mandatory verification of shelter and utility expenses.

### Effective Date

November 1, 2005

### Material Superseded

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

<u>Page</u>	<u>Date</u>
36	February 11, 2005
37	November 6, 2001
49	December 2, 2003
51, 52	September 9, 2005
53	September 3, 2002
54	September 9, 2005

### Additional Information

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



# 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-E-92

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

SUBJECT: Employees' Manual, Title 7, Chapter E, *INCOME*, Contents (pages 1, 4, and 5), revised; pages 2, 29, 46, 46a, 46b, and 46c, revised.

### Summary

This chapter is revised to:

- ◆ Clarify that policy for the Medicare-approved drug discount card is effective through May 15, 2006.
- ◆ Clarify acceptable verification of tip income.

### Effective Date

Immediately

### Material Superseded

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

<u>Page</u>	<u>Date</u>
Contents (page 1)	February 11, 2005
Contents (pages 4 and 5)	August 20, 2004
2, 29	December 2, 2003
46, 46a, 46b	August 20, 2004
46c, 46d	September 9, 2005

### Additional Information

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



July 7, 2006

**GENERAL LETTER NO. 7-E-93**

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

SUBJECT: Employees' Manual, Title 7, Chapter E, *INCOME*, Contents (page 3), revised;  
and pages 3, 16a, 21, and 23 through 27, revised.

**Summary**

This chapter is revised to:

- ◆ Give more information about annuities, interest income, and self-employment income.
- ◆ Add information regarding the income received from the preparation for adult living (PAL) stipend. This income is to be treated as unearned income.
- ◆ Remove the language on counting lump-sum payments in the month received. This statement caused confusion regarding budgeting when it was only intended to define the payment as a resource and not as income.

**Effective Date**

Upon receipt.

**Material Superseded**

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

<u>Page</u>	<u>Date</u>
Contents (page 3)	May 8, 2001
3, 16a	December 2, 2003
21	March 11, 2005
23	December 2, 2003
24	December 26, 2000
25, 26	December 2, 2003
27	December 26, 2000

**Additional Information**

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



September 15, 2006

**GENERAL LETTER NO. 7-E-94**

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

SUBJECT: Employees' Manual, Title 7, Chapter E, *INCOME*, Contents (page 4), revised;  
pages 45, 46, 46a, 46b, 46c, 51, 52, and 54, revised; and page 46d, new.

**Summary**

This chapter is revised to:

- ◆ Change the shelter deduction from \$400 to \$417.
- ◆ Change the standard deduction for household sizes of four or more members.
- ◆ Change the “big” standard utility allowance from \$325 to \$356.
- ◆ Change the “little” standard utility allowance from \$145 to \$152.
- ◆ Clarify how to count medical expenses that are billed late in the certification period.

**Effective Date**

Changes to the shelter deduction, standard deduction, and standard utility allowances are effective October 1, 2006. Clarification on treatment of medical expenses is effective upon receipt.

**Material Superseded**

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

<u>Page</u>	<u>Date</u>
Contents (page 4)	January 13, 2006
45	August 20, 2004
46, 46a, 46b, 46c	January 13, 2006
51, 52, 54	October 14, 2005

**Additional Information**

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



January 5, 2007

**GENERAL LETTER NO. 7-E-95**

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

SUBJECT: Employees' Manual, Title 7, Chapter E, *INCOME*, Title page, revised;  
Contents (pages 3, 4, and 5), revised; and pages 23, 28, 29, and 37 through 46,  
revised.

**Summary**

This chapter is revised to:

- ◆ Add information about how to treat Tribal TANF payments.
- ◆ Remove the section, "Medicare Approved Drug Discount Card," and all references to the drug discount card from the chapter. Effective January 1, 2007, this policy is no longer applicable.

**Effective Date**

January 1, 2007.

**Material Superseded**

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

<u>Page</u>	<u>Date</u>
Title page	December 26, 2000
Contents (page 3)	July 7, 2006
Contents (page 4)	September 15, 2006
Contents (page 5)	January 13, 2006
23	July 7, 2006
28	September 3, 2002
29	January 13, 2006
37	October 14, 2005
38, 39	December 3, 2003
40, 41	August 20, 2004
42	September 9, 2005
43	August 20, 2004
44	December 3, 2003
45, 46, 46a-46d	September 15, 2006



**Additional Information**

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



# STATE OF IOWA

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

DEPARTMENT OF HUMAN SERVICES  
KEVIN W. CONCANNON, DIRECTOR

March 16, 2007

## GENERAL LETTER NO. 7-E-96

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

SUBJECT: Employees' Manual, Title 7, Chapter E, *INCOME*, pages 15 and 16, revised.

### Summary

This chapter is revised to:

- ◆ Remove the end date for the exclusion of additional payments received by military personnel due to being deployed to a designated combat zone. These additional payments will continue to be excluded as income for Food Assistance. If you discover households that incorrectly had this type of income counted, adjust current benefits to exclude the income and determine the household's eligibility for issuance of lost benefits.
- ◆ Change the list of designated combat zones.
- ◆ Change a reference from "food stamps" to "Food Assistance."

### Effective Date

Upon receipt.

### Material Superseded

Remove the following page from Employees' Manual, Title 7, Chapter E, and destroy:

<u>Page</u>	<u>Date</u>
15	March 11, 2005
16	December 2, 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  
KEVIN W. CONCANNON, DIRECTOR

September 21, 2007

## GENERAL LETTER NO. 7-E-97

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

SUBJECT: Employees' Manual, Title 7, Chapter E, *INCOME*, Contents (pages 2, 4, and 5), revised; and pages 10, 13, 17, 30, 37 through 52, and 54, revised.

### Summary

This chapter is revised to:

- ◆ Add information regarding the new standard medical deduction for households with elderly or disabled members.
- ◆ Change the shelter deduction from \$417 to \$431.
- ◆ Change the standard deduction for household sizes of four or more members.
- ◆ Change the "big" standard utility allowance from \$356 to \$382.
- ◆ Change the "little" standard utility allowance from \$152 to \$164.
- ◆ Add information on how to treat "Experience Works" income under the section, "TYPES OF INCOME." "Experience Works" is the current name for the program formerly known as "Green Thumb." A cross-reference between "Green Thumb Income" and "Experience Works Income" is added.
- ◆ Add a cross-reference from "Job Insurance Benefits" to "Unemployment Insurance Benefits."

### Effective Date

Changes to the amounts used for the shelter deduction, standard deduction, standard utility allowances, and standard medical deduction are effective October 1, 2007.

All other changes are effective upon receipt.

**Material Superseded**

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

<u>Page</u>	<u>Date</u>
Contents (page 2)	September 9, 2005
Contents (pages 4, 5)	January 5, 2007
10	September 9, 2005
13, 17	December 2, 2003
30	December 26, 2000
37-46	January 5, 2007
47	September 9, 2005
48	December 26, 2000
49	October 14, 2005
50	December 2, 2003
51, 52, 54	September 15, 2006

**Additional Information**

The choice of actual medical expenses or the standard medical deduction is available for all applications, recertifications, or reported changes processed on or after October 1, 2007.

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-E-98

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

SUBJECT: Employees' Manual, Title 7, Chapter E, *INCOME*, pages 19, 20, 37, 47, 51, 52, and 54, revised.

### Summary

This chapter is revised to:

- ◆ Remove the limit on the child and dependent care deduction.
- ◆ Change the maximum shelter deduction from \$431 to \$446.
- ◆ Change the standard deduction.
- ◆ Change the "big" standard utility allowance from \$382 to \$390.
- ◆ Change the "little" standard utility allowance from \$164 to \$167.

### Effective Date

October 1, 2008

### Material Superseded

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

<u>Page</u>	<u>Date</u>
19	September 3, 2002
20	December 26, 2000
37, 47, 51, 52, 54	September 21, 2007

**Additional Information**

Do not apply any limits to child and dependent care expense deductions when determining benefits for October 2008 and after.

For ongoing cases, complete desk reviews to allow actual verified expenses beginning October 1, 2008. If a desk review is not completed and it is later discovered that the case file contains verification of actual expenses that exceed the amount allowed, lost benefits must be issued back to October 1, 2008.

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-E-99**

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

SUBJECT: Employees' Manual, Title 7, Chapter E, *INCOME*, page 1, revised.

### **Summary**

This chapter is revised to remove references to change reporting and the *Food Assistance Interim Report (FAIR)*.

### **Effective Date**

February 1, 2009

### **Material Superseded**

Remove from Employees' Manual, Title 7, Chapter E, page 1, dated December 2, 2003, and destroy it.

### **Additional Information**

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



September 11, 2009

**GENERAL LETTER NO. 7-E-100**

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

SUBJECT: Employees' Manual, Title 7, Chapter E, *INCOME*, pages 28, 31, 39, 47, 51, 52,  
and 54, revised.

**Summary**

This chapter is revised to:

- ◆ Give further information on how to determine the amount of Supplemental Security Income (SSI) to count.
- ◆ Change the maximum shelter deduction from \$446 to \$459.
- ◆ Change the standard deduction for all household sizes.
- ◆ Change the "big" standard utility allowance from \$390 to \$425.
- ◆ Change the "little" standard utility allowance from \$167 to \$175.
- ◆ Clarify that a telephone standard is allowed for cellular service, regardless of whether the household pays a monthly charge or purchases prepaid cards.
- ◆ Update incorrect links.

**Effective Date**

October 1, 2009

**Material Superseded**

Remove from Employees' Manual, Title 7, Chapter E, and destroy them.

<u>Page</u>	<u>Date</u>
28	January 5, 2007
31	November 6, 2001
39	September 21, 2007
47, 51, 52, 54	September 12, 2008



**Additional Information**

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



# STATE OF IOWA

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

DEPARTMENT OF HUMAN SERVICES  
CHARLES J. KROGMEIER, DIRECTOR

January 29, 2010

## **GENERAL LETTER NO. 7-E-101**

ISSUED BY: Division of Adult, Children, and Family Services

SUBJECT: Employees' Manual, Title 7, Chapter E, *INCOME*; page 36, revised.

### **Summary**

This chapter is revised to remove references to mandatory verification of dependent care expenses. Verification of dependent care expenses is not required for actions taken on or after February 1, 2010.

### **Effective Date**

February 1, 2010

### **Material Superseded**

This material replaces Employees' Manual, Title 7, Chapter E, page 36, dated October 14, 2005.

### **Additional Information**

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



March 5, 2010

**GENERAL LETTER NO. 7-E-102**

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

SUBJECT: Employees' Manual, Title 7, Chapter E, *INCOME*, Contents (pages 1 and 3),  
revised; and pages 3, 6 through 9, 16, 29 through 32, revised.

**Summary**

This chapter is revised to:

- ◆ Add information regarding the treatment of two new types of income, taxes withheld from unearned income and costs withheld from unearned income. These income types are to be excluded.
- ◆ Add language regarding exclusion of these income types to the description of other income types to which they relate.
- ◆ Update information on child support income.
- ◆ Update information on diversion income.
- ◆ Clarify that the \$2,000 exclusion from Indian Tribal money does not apply to distribution of casino profits.

**Effective Date**

March 1, 2010

**Material Superseded**

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

<u>Page</u>	<u>Date</u>
Contents (page 1)	January 13, 2006
Contents (page 3)	January 5, 2007
3	July 7, 2006
6	December 2, 2003
7, 8	February 11, 2005
9	December 2, 2003
16	March 16, 2007

29	January 5, 2007
30	September 21, 2007
31	September 11, 2009
32	December 26, 2000

**Additional Information**

Apply policies regarding costs and taxes withheld from unearned income to any application, recertification, or reported change processed on or after March 1, 2010.

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 24, 2010

## GENERAL LETTER NO. 7-E-103

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

SUBJECT: Employees' Manual, Title 7, Chapter E, *INCOME*, pages 47 and 51, revised.

### Summary

This chapter is revised to:

- ◆ Change the maximum shelter deduction from to \$459 to \$458.
- ◆ Change the standard deduction for one-, two-, and three-member households from \$141 to \$142.

### Effective Date

October 1, 2010

### Material Superseded

This material replaces Employees' Manual, Title 7, Chapter E, pages 47 and 51, dated September 11, 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

September 30, 2011

## GENERAL LETTER NO. 7-E-104

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

SUBJECT: Employees' Manual, Title 7, Chapter E, *INCOME*, Title page, revised; and pages 9, 14, 31, 47, and 51, revised.

### Summary

Chapter 7-E is revised to:

- ◆ Clarify that costs and taxes withheld from disability payments are excluded as income.
- ◆ Clarify that all Agent Orange settlement funds have been distributed.
- ◆ Update program names.
- ◆ Change the maximum shelter deduction from \$458 to \$459.
- ◆ Change the standard deduction for all household sizes.

### Effective Date

October 1, 2011

### Material Superseded

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

<u>Page</u>	<u>Date</u>
Title page	January 5, 2007
9	March 5, 2010
14	December 2, 2003
31	March 5, 2010
47, 51	September 24, 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 28, 2011

## GENERAL LETTER NO. 7-E-105

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

SUBJECT: Employees' Manual, Title 7, Chapter E, *INCOME*, pages 42, 43, and 54,  
revised.

### Summary

Chapter 7-E is revised to:

- ◆ Clarify that prescribed vitamins are an allowable medical expense.
- ◆ Increase the little standard utility allowance from \$175 to \$224.
- ◆ Decrease the telephone standard utility allowance from \$36 to \$25.

### Effective Date

November 1, 2011

### Material Superseded

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

<u>Page</u>	<u>Date</u>
42, 43	September 21, 2007
54	September 11, 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

March 16, 2012

## GENERAL LETTER NO. 7-E-106

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

SUBJECT: Employees' Manual, Title 7, Chapter E, *INCOME*, page 52, revised.

### Summary

Chapter 7-E is revised to decrease the big standard utility allowance from \$425 to \$415.

### Effective Date

April 1, 2012

### Material Superseded

This material replaces Employees' Manual, Title 7, Chapter E, page 52, dated September 11, 2009.

### Additional Information

Automated Benefit Calculation system changes for the new utility allowance amount were put into production on March 5, 2012, to be reflected on *Notices of Decision* dated March 6 or after.

A mass run was done on March 9, 2012, to update any cases not otherwise updated in March. The mass run created approximately 49,000 *Notices of Decision*. These notices were uploaded directly into the electronic case file catalog with a date of March 12, 2012. Since benefits will decrease slightly for some households, the following language was added to these notices:

“Your income or expenses have changed. For Food Assistance, we consider utility expenses you have told us about when determining your benefit level. There is a federal change in the amount we can deduct for utility expenses beginning April 1, 2012. This may reduce benefits for some households. Any reduction in benefits resulting from this change is not appealable.”

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-E-107

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

SUBJECT: Employees' Manual, Title 7, Chapter E, *INCOME*, pages 47 and 51, revised.

### Summary

Chapter 7-E is revised to:

- ◆ Change the maximum shelter deduction from \$459 to \$469.
- ◆ Change the standard deduction for all household sizes.

### Effective Date

October 1, 2012

### Material Superseded

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

<u>Page</u>	<u>Date</u>
47, 51	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

October 26, 2012

## GENERAL LETTER NO. 7-E-108

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

SUBJECT: Employees' Manual, Title 7, Chapter E, *INCOME*, pages 52 and 54, revised.

### Summary

Chapter 7-E is revised to:

- ◆ Decrease the big standard utility allowance from \$415 to \$328.
- ◆ Increase the little standard utility allowance from \$224 to \$230.

### Effective Date

November 1, 2012

### Material Superseded

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

<u>Page</u>	<u>Date</u>
52	March 16, 2012
54	October 28, 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-E-109

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

SUBJECT: Employees' Manual, Title 7, Chapter E, *INCOME*, pages 47, 51, 52, and 54,  
revised.

### Summary

Chapter 7-E is revised to:

- ◆ Increase the maximum shelter deduction from \$469 to \$478.
- ◆ Increase the standard deduction for all household sizes.
- ◆ Increase the big standard utility allowance from \$328 to \$338.
- ◆ Decrease the little standard utility allowance from \$230 to \$204.
- ◆ Increase the telephone standard utility allowance from \$25 to \$26.

### Effective Date

October 1, 2013

### Material Superseded

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

<u>Page</u>	<u>Date</u>
47, 51	September 28, 2012
52, 54	October 26, 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-E-110

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

SUBJECT: Employees' Manual, Title 7, Chapter E, *INCOME*, pages 47, 51, 52, and 54,  
revised.

### Summary

Chapter 7-E is revised to:

- ◆ Increase the maximum shelter deduction from \$478 to \$490.
- ◆ Increase the standard deduction for all household sizes.
- ◆ Decrease the big standard utility allowance from \$338 to \$326.
- ◆ Increase the little standard utility allowance from \$204 to \$229.
- ◆ Update all links due to the Department's new website.

**Note:** There was no change to the telephone only standard utility allowance.

### Effective Date

October 1, 2014

### Material Superseded

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

<u>Page</u>	<u>Date</u>
47, 51, 52, 54	November 1, 2013

### 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-E-111

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

SUBJECT: Employees' Manual, Title 7, Chapter E, *INCOME*, pages 47, 51, 52, and 54,  
revised.

### Summary

Chapter 7-E is revised to:

- ◆ Increase the maximum shelter deduction from \$490 to \$504.
- ◆ Increase the standard deduction for household sizes of four or more.
- ◆ Increase the big standard utility allowance from \$326 to \$387.
- ◆ Increase the little standard utility allowance from \$229 to \$254.
- ◆ Decrease the telephone only standard utility allowance from \$26 to \$25.

### Effective Date

October 1, 2015

### Material Superseded

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

<u>Page</u>	<u>Date</u>
47, 51, 52, 54	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-E-112

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

SUBJECT: Employees' Manual, Title 7, Chapter E, *INCOME*, pages 47, 51, 52, and 54,  
revised.

### Summary

Chapter 7-E is revised to:

- ◆ Increase the maximum shelter deduction from \$504 to \$517.
- ◆ Increase the standard deduction for household sizes of one, two, and three. The standard deduction did not change for household sizes of four or more.
- ◆ Decrease the big standard utility allowance from \$387 to \$358.
- ◆ Decrease the little standard utility allowance from \$254 to \$253.
- ◆ Increase the telephone only standard utility allowance from \$25 to \$28.

### Effective Date

October 1, 2016

### Material Superseded

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

<u>Page</u>	<u>Date</u>
47, 51, 52, 54	September 25, 2015

### 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-E-113

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

SUBJECT: Employees' Manual, Title 7, Chapter E, *Income*, pages 47, 51, 52, and 54,  
revised.

### Summary

Chapter 7-E is revised to:

- ◆ Increase the maximum shelter deduction from \$517 to \$535.
- ◆ Increase the standard deduction for all household sizes.
- ◆ Decrease the big standard utility allowance from \$358 to \$348.
- ◆ Decrease the little standard utility allowance from \$253 to \$249.
- ◆ Increase the telephone only standard utility allowance from \$28 to \$29.

### Effective Date

October 1, 2017

### Material Superseded

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

<u>Page</u>	<u>Date</u>
47, 51, 52, 54	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

November 2, 2018

## GENERAL LETTER NO. 7-E-114

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

SUBJECT: Employees' Manual, Title 7, Chapter E, *Income*, pages 47, 51, 52, and 54,  
revised.

### Summary

Chapter 7-E is revised to:

- ◆ Increase the maximum shelter deduction from \$535 to \$552.
- ◆ Increase the standard deduction for all household sizes.
- ◆ Increase the big standard utility allowance from \$348 to \$449.
- ◆ Increase the little standard utility allowance from \$249 to \$287.
- ◆ Decrease the telephone only standard utility allowance from \$29 to \$28.

### Effective Date

October 1, 2018

### Material Superseded

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

<u>Page</u>	<u>Date</u>
47, 51, 52, 54	December 22, 2017

### Additional Information

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



July 31, 2020

## **GENERAL LETTER NO. 7-E-115**

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

**SUBJECT:** Employees' Manual, Title 7, Chapter E, **Income**, Contents page 1, 2, 3, 4 and 5, revised; page 1, 2, 3, 4 and 5, 6 and 8, 9, 10, 11 and 12, 13, 14, 14a, 16, 16a, 17, 18, 20, 22, 27, 28, 29 and 30, 31, 32, 33, 35, 36, 37, 39, 40 and 41, 45, 47, 48-50, 51 and 52, and 54, revised.

### **Summary**

Chapter 7-E is revised to:

- ◆ Update regulations and provide general cleanup of the chapter.
- ◆ Clarify Indian Tribal Money policies
- ◆ Increase the standard medical deduction to \$145
- ◆ Reinstate mandatory verification for all deductible expenses, including shelter, utility and dependent care expenses.
- ◆ Add information regarding the homeless shelter deduction.
- ◆ Increase the maximum shelter deduction to \$569.
- ◆ Increase the standard deduction for all household sizes.
- ◆ Increase the big standard utility allowance to \$485.
- ◆ Increase the little standard utility allowance to \$301.

### **Effective Date**

- ◆ Information regarding the homeless shelter deduction is effective April 1, 2019.
- ◆ Changes to the amounts used for the shelter deduction, standard deduction, and standard utility allowances are effective October 1, 2019.
- ◆ Changes to mandatory verification of deductible expenses is effective for applications, recertifications or changes processed on or after January 1, 2020.
- ◆ Changes to the standard medical deduction amount are effective February 1, 2020.
- ◆ All other changes are effective upon receipt.

## Material Superseded

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

<u>Page</u>	<u>Date</u>
Contents Page 1	March 5, 2010
Contents Page 2	September 21, 2007
Contents Page 3	March 5, 2010
Contents Page 4 and 5	September 21, 2007
1	January 30, 2009
2	January 13, 2006
3	March 5, 2010
4, 5	December 2, 2003
6, 8	March 5, 2010
9	September 30, 2011
10	September 21, 2007
11, 12	December 2, 2003
13	September 21, 2007
14	September 30, 2011
14a	March 11, 2005
16	March 5, 2010
16a	July 7, 2006
17	September 21, 2007
18	December 26, 2000
20	September 12, 2008
22	December 2, 2003
27	July 7, 2006
28	September 11, 2009
29, 30	March 5, 2010
31	September 30, 2011
32	March 5, 2010
33	November 6, 2001
35	February 11, 2005
36	January 29, 2010
37	September 12, 2008
39	September 11, 2009
40, 41, 45	September 21, 2007
47	November 2, 2018
48-50	September 21, 2007
51, 52, 54	November 2, 2018

## Additional Information

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

October 9, 2020

**GENERAL LETTER NO. 7-E-116**

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

SUBJECT: Employees' Manual, Title 7, Chapter E, **Income**, 47, 50a, 51, 52, 54, revised.

**Summary**

Chapter 7-E is revised to:

- ◆ Increase the maximum shelter deduction from \$569 to \$586.
- ◆ Increase the homeless shelter deduction from \$152.06 to \$156.74
- ◆ Increase the standard deduction for all households including four or more members.
- ◆ Increase the big standard utility allowance from \$485 to \$496.
- ◆ Increase the little standard utility allowance from \$301 to \$316.
- ◆ Increase the telephone only standard utility allowance from \$28 to \$29.

**Effective Date**

October 1, 2020.

**Material Superseded**

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

<u>Page</u>	<u>Date</u>
47, 50a, 51, 52, 54	July 31, 2020

**Additional Information**

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

February 12, 2021

## **GENERAL LETTER NO. 7-E-117**

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

SUBJECT: Employees' Manual, Title 7, Chapter E, **Income**, Title Page, Contents Page 1-4, 1-6, 7, 8-14, revised; 14a, removed; 15, 16, revised; 16a, removed; 17 and 18, 19, 20, 21, 22, 23, 24-26, 27-33, 34, 35-37, 38, 39-41, 42 and 43, 44, 45, 46, 47, 48-50, revised; 50a, 50b, removed; 51 and 52, 53, 54, revised; 55-57, new.

### **Summary**

Chapter 7-E is revised to:

- ◆ Update references to Food Assistance and change them to SNAP.
- ◆ Repage and organize style throughout.

### **Effective Date**

Immediately

### **Material Superseded**

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

<u>Page</u>	<u>Date</u>
Title Page	July 31, 2020
Contents Page 1-4	July 31, 2020
1-6	July 31, 2020
7	March 5, 2020
8-14	July 31, 2020
14a	July 31, 2020
15	March 16, 2007
16	July 31, 2020
16a	July 31, 2020
17 and 18	July 31, 2020
19	September 12, 2008
20	July 31, 2020
21	July 7, 2006
22	July 31, 2020
23	January 5, 2007

24-26	July 7, 2006
27-33	July 31, 2020
34	September 9, 2005
35-37	July 31, 2020
38	September 21, 2007
39-41	July 31, 2020
42 and 43	October 28, 2011
44	September 21, 2007
45	July 31, 2020
46	September 21, 2007
47	October 9, 2020
48-50	July 31, 2020
50a	October 9, 2020
50b	July 31, 2020
51 and 52	October 9, 2020
53	October 14, 2005
54	October 9, 2020

**Additional Information**

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

April 2, 2021

**GENERAL LETTER NO. 7-E-118**

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

SUBJECT: Employees' Manual, Title 7, Chapter E, **Income**, Contents Page 4, page 6, 7, 9, 10, 12, 14, 15, 37-40, 48, and 52-56, revised.

**Summary**

Chapter 7-E is revised to:

- ◆ Update the program name from Food Assistance to SNAP in several places
- ◆ Clarify information regarding child support paid for a child in the SNAP household
- ◆ Change the name of the Homeless Shelter Deduction to the Homeless Standard Deduction
- ◆ Update polices regarding the Homeless Standard deduction and correct examples

**Effective Date**

Upon receipt.

**Material Superseded**

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

<u>Page</u>	<u>Date</u>
Contents 4	February 12, 2021
6, 7, 9, 10, 12, 14, 15, 37-40, 48, 52-56	February 12, 2021

**Additional Information**

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

July 9, 2021

## **GENERAL LETTER NO. 7-E-119**

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

SUBJECT: Employees' Manual, Title 7, Chapter E, **Income**, Contents Page 2 and 3, Contents Page 4, pages 1, 13, 20, 21, 34-37, 38-41, 42-47, 48, 49-51, 52-56, 57, revised; 58, new.

### **Summary**

Chapter 7-E is revised to:

- ◆ Add two new types of income, Gift Cards and Kinship Caregiver Payments
- ◆ Clarify how to treat wages paid outside of the normal pay schedule
- ◆ Add deduction verification requirements
- ◆ Clarify policies for allowable shelter expenses and add examples
- ◆ Change "Separate Living Arrangements" to "Shared Living Arrangements" to more accurately reflect the policy

### **Effective Date**

Upon receipt.

### **Material Superseded**

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

<u>Page</u>	<u>Date</u>
Contents Page 2 and 3	February 12, 2021
Contents Page 4	April 2, 2021
1, 13, 20	February 12, 2021
21	September 12, 2008
34-37	February 12, 2021
38-41	April 2, 2021
42-47	February 12, 2021
48	April 2, 2021
49-51	February 12, 2021
52-56	April 2, 2021
57	February 12, 2021

### **Additional Information**

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

October 15, 2021

**GENERAL LETTER NO. 7-E-120**

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

SUBJECT: Employees' Manual, Title 7, Chapter E, **SNAP Income**, Contents page 2 and 3, 13, 38-40, 42 and 43, 48, 53, 55 and 56, 58, revised.

**Summary**

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

- ◆ Clarify policies for HUD shelter and utility expenses.
- ◆ Clarify policy for child support paid for children in the home.
- ◆ Increase the standard medical deduction from \$110 to \$125.
- ◆ Increase the maximum shelter deduction from \$586 to \$597.
- ◆ Increase the homeless standard deduction from \$156.74 to \$159.73.
- ◆ Increase the standard deduction for all households.
- ◆ Decrease the big standard utility allowance from \$496 to \$494.
- ◆ Decrease the little standard utility allowance from \$316 to \$270.
- ◆ Increase the telephone only standard utility allowance from \$29 to \$30.

**Effective Date**

October 1, 2021.

**Material Superseded**

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

<u>Page</u>	<u>Date</u>
Contents Page 2 and 3	July 9, 2021
13, 38-40, 42 and 43, 48, 53, 55 and 56, 58	July 9, 2021

**Additional Information**

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



September 23, 2022

## GENERAL LETTER NO. 7-E-121

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

SUBJECT: Employees' Manual, Title 7, Chapter E, **SNAP Income**, Title Page, Contents 1, Contents 2 and 3, Contents 4, 1, 2-5, 6 and 7, 8, 9 and 10, 11, 12, 13, 14 and 15, 16-19, 20 and 21, 22-33, 34-37, 38-40, 41, 42 and 43, 44-47, 48, revised; 49-52, 53, 54, 55, 57, 58, removed.

### Summary

This chapter is revised to

- Add a new income type, "Employer Contributions."
- Add a cross-reference to PAL stipends under foster care payments.
- Clarify policies for treatment of retirement payments.
- Clarify medical expense policies.
- Increase the maximum shelter deduction from \$597 to \$624.
- Increase the homeless standard deduction from \$159.73 to \$166.81.
- Increase the standard deduction for all households.
- Increase the big standard utility allowance from \$494 to \$517.
- Increase the little standard utility allowance from \$270 to \$274.
- Increase the telephone only standard utility allowance from \$30 to \$32.

### Effective Date

October 1, 2022.

### Material Superseded

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

<u>Page</u>	<u>Date</u>
Title Page	February 12, 2021
Contents 1	July 9, 2021
Contents 2 and 3	October 15, 2021
Contents 4	July 9, 2021
1	July 9, 2021
2-5	February 12, 2021
6 and 7	April 2, 2021
8	February 12, 2021
9 and 10	April 2, 2021
11	February 12, 2021
12	April 2, 2021
13	October 15, 2021
14 and 15	April 2, 2021
16-19	February 12, 2021
20 and 21	July 9, 2021
22-33	February 12, 2021
34-37	July 9, 2021
38-40	October 15, 2021
41	July 9, 2021
42 and 43	October 15, 2021

44-47	July 9, 2021
48	October 15, 2021
49-52	July 9, 2021
53	October 15, 2021
54	July 9, 2021
55	October 15, 2021
57	July 9, 2021
58	October 15, 2021

**Additional Information**

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

January 13, 2023

**GENERAL LETTER NO. 7-E-122**

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

SUBJECT: Employees' Manual, Title 7, Chapter E, **SNAP Income**, 21, revised.

**Summary**

This chapter is revised to update the Rent Reimbursement program information.

**Effective Date**

Upon receipt.

**Material Superseded**

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

<u>Page</u>	<u>Date</u>
21	September 23, 2022

**Additional Information**

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

October 13, 2023

## GENERAL LETTER NO. 7-E-123

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

SUBJECT: Employees' Manual, Title 7, Chapter E, **SNAP Income**, Contents 3, 25, 28, 29, 35, 36, 40-44, 46, 48, revised.

### Summary

This chapter is revised to

- Update the 10/1 changes in the Maximum Shelter Deduction, Homeless Standard Deduction, Standard Deduction, Standard Utility Deductions, and Standard Medical Deduction
- Clarify reasonable deductible expenses
- Clarify pass through income between roommates

### Effective Date

Upon receipt.

### Material Superseded

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

<u>Page</u>	<u>Date</u>
Contents 3, 25, 28, 29, 35, 36, 40-44, 46, 48	September 23, 2022

### Additional Information

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

September 27, 2024

**GENERAL LETTER NO. 7-E-124**

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

SUBJECT: Employees' Manual, Title 7, Chapter E, **SNAP Income**, Title Page, Contents 1 and 2, Contents 3, revised; Contents 4, new; 1-20, 21, 22-24, 25, 26 and 27, 28 and 29, 30-34, 35 and 36, 37-39, 40-44, 45, 46, 47, 48, revised; 49-57, new.

**Summary**

This chapter is revised to clarify that gift cards whose use is restricted in anyway are not countable as income and to update style, formatting, and accessibility throughout.

**Effective Date**

October 1, 2024.

**Material Superseded**

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

<u>Page</u>	<u>Date</u>
Title Page	September 23, 2022
Contents 1 and 2	September 23, 2022
Contents 3	October 13, 2023
1-20	September 23, 2022
21	January 13, 2023
22-24	September 23, 2022
25	October 13, 2023
26 and 27	September 23, 2022
28 and 29	October 13, 2023
30-34	September 23, 2022
35 and 36	October 13, 2023
37-39	September 23, 2022
40-44	October 13, 2023
45	September 23, 2022
46	October 13, 2023
47	September 23, 2022
48	October 13, 2023

**Additional Information**

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