



TERRY E. BRANSTAD, GOVERNOR

DEPARTMENT OF HUMAN SERVICES

CHARLES M. PALMER, DIRECTOR

June 20, 1995

GENERAL LETTER NO. 7-F-59

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

SUBJECT: Employees' Manual, Title 7, Chapter F, "Budgeting," Title page, revised; Contents, pages 1 and 2, revised; and pages 1 through 34, revised.

Summary

The existing chapter 7-F, "Determining Eligibility," has been reorganized and rewritten to incorporate the Department's updated manual format and writing style.

Language regarding verifying a new job for the work transition period exemption has been removed. A participant must timely report the new job but will no longer be required to timely verify the new job in order to qualify for the WTP exemption.

Currently, if a person fails to timely verify the new earnings, that person is not eligible for any months of WTP. New policy states that when the information is provided after the due date, allow the WTP for any months remaining in the four-month period.

Apply this revised WTP policy to employment or self-employment that begins on or after July 1, 1995.

The rest of the policy content of the chapter remains unchanged.

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

Effective Date

July 1, 1995

Material Superseded

Remove all existing pages from Employees' Manual, Title 7, Chapter F, and destroy them. This includes:

- ◆ Manual Letter VII-F-4, "Terminated Income of FIP Households," dated January 24, 1995
- ◆ Manual Letter VII-Zero-13, "Family Investment Program Changes," dated September 21, 1995

Also obsolete the following interpretative memo:

- EA-VII-89-17, "Proration of Initial Month's Benefits From the 31st Day of the Month."

Additional Information

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

7-F COMPARISON CHART

<i>Current Section or Subsection Title</i>	<i>New Chapter</i>	<i>New Section</i>	<i>New Subsection</i>
Definitions	A	Definitions	
Determining Eligibility	F	Determining Eligibility	
New Applications	F	Determining Eligibility	New Application
Household Composition	F	Determining Eligibility	Household Composition and Resources
Resources	F	Determining Eligibility	Household Composition and Resources
Anticipated Changes	F	Determining Eligibility	Anticipated Changes
Categorically Eligible ADC or SSI Households	C	Categorical Eligibility	Categorically Eligible FIP or SSI Households
Categorically Eligible GA Households	C	Categorical Eligibility	Categorically Eligible GA Households
Categorically Eligible Combination Households	C	Categorical Eligibility	Categorically Eligible Combination Households
Delayed Processing	C	Categorical Eligibility	Delayed Processing
Recertification	C	Categorical Eligibility	Recertification
Cases Entitled to Zero Benefits	C	Categorical Eligibility	Cases Entitled to Zero Benefits
Claims	C	Categorical Eligibility	Claims
Termination of Categorical Eligibility	C	Categorical Eligibility	Termination of Categorical Eligibility
Recertification	G	Recertification	Determining Eligibility at Recertification
Ongoing Eligibility	G	Recertification	Determining Eligibility at Recertification
Determining Income	F	Determining Benefits	
Contract and Self-Employment Income	I	Self-Employed Households	Income
Educational Income	I	Students	Budgeting
Public Assistance Grants	E	Types of Income	FIP Payments
Striker Income	C	Strikers	

<i>Current Section or Subsection Title</i>	<i>New Chapter</i>	<i>New Section</i>	<i>New Subsection</i>
Determining Deductions			
Nondeductible Expenses	E	Deductions	Handling Deductions
Allowable Expenses	E	Deductions	Handling Deductions
Billed Expenses	E	Deductions	Billed Expenses
Averaging Expenses	E	Deductions	Averaging Expenses
Energy Assistance Payments	E	Deductions	Utility Expenses
Prospective Budgeting	F	Prospective Budgeting	
Households Included in Prospective Budgeting	F	Prospective Budgeting	Prospectively Budgeted Households
Income During the Past Month	F	Prospective Budgeting	Income During the Past Month
Income Only in Month Received			Income in the Month Received
Income Only in the Month Received	F	Prospective Budgeting	Income in the Month Received
Beginning Month	F	New Applications	Beginning Months
Application by Household	A	Definition	
Lapse in Certification	F	New Applications	Beginning Months
Third Beginning Month	F	New Applications	Beginning Months
Retrospective Budgeting	F	Retrospective Budgeting	
Households Excluded from Retrospective Budgeting	B	Household Reporting and Budgeting Methods	
Income Counted Only in the Month Received	F	Retrospective Budgeting	Ongoing Retrospective Budgeting of Income
Entering Retrospective Budgeting Due to Change in Household Status	F	Retrospective Budgeting	Entering or Leaving Retrospective Budgeting
Leaving Retrospective Budgeting Due to Change in Household Status	F	Retrospective Budgeting	Entering or Leaving Retrospective Budgeting
Terminated Income	B	Retrospective Budgeting	

<i>Current Section or Subsection Title</i>	<i>New Chapter</i>	<i>New Section</i>	<i>New Subsection</i>
Ongoing Retrospective Budgeting of Income	F	Terminating Income When Retrospectively Budgeting	Contract, Self-Employment and Student income During Beginning Months
Ongoing Retrospective Budgeting of Deductions	F	Retrospective Budgeting	Ongoing Retrospective Budgeting of Deductions
Income Calculation Guidelines	F	Determining Eligibility	
Net Income Guidelines	F	Determining Eligibility	Net Income Limit
Gross Income Guidelines	F	Determining Eligibility	Gross Income Limit
Destitute Household	I	Homeless Households	Budgeting
Applicants Approaching 60 Years of Age	F	Determining Eligibility	
Changing Income Guidelines	F	Income Calculation Guidelines	Changing Income Guidelines
Calculating Gross Income	F	Determining Eligibility	Calculating Gross Monthly Income
Gross Monthly Income	F	Determining Eligibility	Calculating Gross Monthly Income
Calculating Net Income	F	Determining Eligibility	Calculating Net Income
Maximum Allowable Net Income	F	Determining Eligibility	Net Income Limit
Calculating Benefit Level	F	Determining Benefits	Calculating Benefit Level
Prorating Initial Month's Benefits	F	Determining Benefits	Prorating Initial Month's Benefits
Strikers	C	Strikers	
Individuals Not Considered Strikers	C	Strikers	
Household Eligibility Prior to the Strike	C	Strikers	
Eligibility Determination	C	Strikers	
Determining Benefits	C	Strikers	

<i>Current Section or Subsection Title</i>	<i>New Chapter</i>	<i>New Section</i>	<i>New Subsection</i>
Destitute Households	I		
Destitute Determination Criteria	I	Migrants	Expedited Service
Income from a New Source	I	Migrants	Expedited Service
Eligibility and Level of Benefits of Households Determined Destitute	I	Migrants	Budgeting
When Destitute Provisions Apply	I	Migrants	Budgeting
Certification Periods	B	Establishing the Certification Period	
Length of Certification Period	B	Establishing the Certification Period	
Migrant Farmworker Households	I	Migrants	Application Processing



TERRY E. BRANSTAD, GOVERNOR

DEPARTMENT OF HUMAN SERVICES

CHARLES M. PALMER, DIRECTOR

June 28, 1995

GENERAL LETTER NO. 7-F-60

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

SUBJECT: Employees' Manual, Title 7, Chapter F, "Budgeting," correction.

Summary

General Letter No. 7-F-59, dated June 20, 1995, stated that the existing Chapter VII-F, "Determining Eligibility," was to be superseded by the rewritten Chapter 7-F, newly titled as "Budgeting," 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-F-61

ISSUED BY: Bureau of Food Stamps
Division of Economic Assistance

SUBJECT: Employees' Manual, Title 7, Chapter F, *Budgeting*, pages 19, 20, 22, 30, 31, and 32, revised.

Summary

Page 30 is revised to add the child support payment deduction as Step 6 for determining a household's net monthly income.

Other pages have been revised to make minor corrections.

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, which ever is earlier.

Material Superseded

Remove from Employees' Manual, Title 7, Chapter F, pages 19, 20, 22, 30, 31, and 32, dated June 20, 1995, and destroyed 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 14, 1995

GENERAL LETTER NO. 7-F-62

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

SUBJECT: Employees' Manual, Title 7, Chapter F, *Budgeting*, pages 29, 30, and 32, revised.

Summary

This change incorporates the October 1, 1995 revised gross monthly income, maximum net monthly income, and maximum food stamp allotment figures into the manual.

Effective Date

Upon receipt.

Material Superseded

Remove from Title 7, Chapter F, and destroy page 29, dated June 20, 1995; pages 30 and 32, dated September 26, 1995; and Manual Letter No 7-F-5, dated September 26, 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 26, 1997

GENERAL LETTER NO. 7-F-63

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

SUBJECT: Employees' Manual, Title 7, Chapter F, *Budgeting*, Contents (page 1 and 2), revised; pages 4, and 10 through 25, revised.

Summary

This chapter has been revised to:

- ◆ Remove the welfare reform policies, including terminated income and work transition period policies.
- ◆ Incorporate the October 1, 1997, revised gross monthly income, maximum net monthly income, and maximum food stamp allotment figures into the manual.
- ◆ Clarify the definition "initial month."
- ◆ Clarify the treatment of "beginning months" when a household moves before getting two beginning months.

Effective Date

Upon receipt.

Material Superseded

Please remove the following pages from Employees' Manual, Title 7, Chapter F, and destroy them:

<u>Page</u>	<u>Date</u>
Manual Letter 7-F-6	September 24, 1996
Manual Letter 7-F-7	June 17, 1997
Contents (pages 1 and 2)	June 20, 1995
4, 10-18	June 20, 1995
19, 20	September 26, 1995
21	June 20, 1995
22	September 26, 1995
23-28	June 20, 1995
29, 30	November 14, 1995
31	September 26, 1995
32	November 14, 1995
33	June 20, 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

March 3, 1998

GENERAL LETTER NO. 7-F-64

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

SUBJECT: Employees' Manual, Title 7, Chapter F, *Budgeting*, pages 10 and 24, revised.

Summary

On page 10, the **Terminated Income of a FIP Participant** policy is revised. Old policy involved looking at the FIP grant for two months. Terminated income was not used to calculate food stamp benefits for one or two months, depending on if the FIP grant increased in either or both months

Under the revised policy look at the FIP grant for only one month when a household has terminated income. Stop using income when the income terminates and the FIP grant goes up because the income has stopped.

Page 24 is revised to remove the last sentence of paragraph two. The sentence should have been removed but was inadvertently overlooked when this page was revised on August 26, 1997, when Manual Letter No. 7-F-6 was incorporated into this chapter.

Effective Date

March 1, 1998. Apply this policy when the last income from a source that has ended is received on or after March 1, 1998.

Material Superseded

Please remove from Employees' Manual, Title 7, Chapter F, pages 10 and 24, dated August 26, 1997, 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

August 25, 1998

GENERAL LETTER NO. 7-F-65

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

SUBJECT: Employees' Manual, Title 7, Chapter F, *Budgeting*, pages 20, 21, and 23, revised.

Summary

This chapter is revised to reflect the following changes:

- ◆ Maximum gross monthly income limit increases
- ◆ Maximum net monthly income limit increases
- ◆ Maximum net monthly allotment increases

Effective Date

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

Material Superseded

Remove from Employees' Manual, Title 7, Chapter F, and destroy pages 20, 21, and 23, all dated August 26, 1997.

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

June 15, 1999

GENERAL LETTER NO. 7-F-66

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

SUBJECT: Employees' Manual, Title 7, Chapter F, *Budgeting*, Table of Contents (page 1), revised; pages 10 and 14, revised; and pages 10a through 10f, new.

Summary

This chapter is revised to clarify policy for treatment of terminated income of a FIP household. At the request of field staff, this section of the manual has been expanded and additional examples have been included.

Information on child support rebates has been removed from page 14 because the Department no longer issues rebates.

Effective Date

Upon release.

Material Superseded

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

<u>Page</u>	<u>Date</u>
Table of Contents (page 1)	August 26, 1997
10	March 3, 1998
14	August 26, 1997

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

August 31, 1999

GENERAL LETTER NO. 7-F-67

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

SUBJECT: Employees' Manual, Title 7, Chapter F, *Budgeting*, pages 20, 21, and 23, revised.

Summary

This chapter is revised to reflect the following changes:

- ◆ Maximum gross monthly income limit increases.
- ◆ Maximum net monthly income limit increases.
- ◆ Maximum net monthly allotment increases.

Effective Date

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

Material Superseded

Remove from Employees' Manual, Title 7, Chapter F, and destroy pages 20, 21, and 23, all dated August 25, 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

August 15, 2000

GENERAL LETTER NO. 7-F-68

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

SUBJECT: Employees' Manual, Title 7, Chapter F, *BUDGETING*, pages 12 and 20 through 23, revised.

Summary

This chapter is revised to reflect the following changes:

- ◆ Increases in gross monthly income limits.
- ◆ Increases in net monthly income limits.
- ◆ Increases in maximum net monthly allotments.
- ◆ Corrections to cross-references.

Effective Date

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

Material Superseded

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

<u>Page</u>	<u>Date</u>
12	August 26, 1997
20, 21	August 31, 1999
22	August 26, 1997
23	August 31, 1999

Additional Information

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



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-F-69

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

SUBJECT: Employees' Manual, Title 7, Chapter F, *BUDGETING*, pages 19, 20, 21, and 23, revised.

Summary

This chapter is revised to reflect the following changes:

- ◆ Language regarding gross and net income limits.
- ◆ Maximum gross monthly income limit increases.
- ◆ Maximum net monthly income limit increases.
- ◆ Maximum net monthly allotment increases.

Effective Date

These limits are effective for all benefits issued for October 2001 and after.

Material Superseded

Remove from Employees' Manual, Title 7, Chapter F, page 19, dated August 26, 1997, and pages 20, 21, and 23, all dated August 15, 2000, and destroy them.

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

September 3, 2002

GENERAL LETTER NO. 7-F-70

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

SUBJECT: Employees' Manual, Title 7, Chapter F, **BUDGETING**, Contents (page 1),
revised; pages 3, 4, 5, 6, 16, 17, 20, 21, and 23, revised.

Summary

This chapter is revised to:

- ◆ Remove references to educational income.
- ◆ Change maximum gross monthly income limit amounts.
- ◆ Change maximum net monthly income limit amounts.
- ◆ Change maximum net monthly allotment amounts.
- ◆ Change references to receiving beginning months in another county to receiving beginning months in Iowa.

Effective Date

October 1, 2002.

Material Superseded

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

<u>Page</u>	<u>Date</u>
Contents (page 1)	June 15, 1999
3	June 20, 1995
4	August 26, 1997
5, 6	June 20, 1995
16, 17	August 26, 1997
20, 21, 23	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

September 2, 2003

GENERAL LETTER NO. 7-F-71

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

SUBJECT: Employees' Manual, Title 7, Chapter F, *BUDGETING*, pages 20, 21, and 23,
revised.

Summary

This chapter is revised to:

- ◆ Change maximum gross monthly income limit amounts.
- ◆ Change maximum net monthly income limit amounts.
- ◆ Change maximum net monthly allotment amounts.

Effective Date

October 1, 2003

Material Superseded

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

<u>Page</u>	<u>Date</u>
20, 21, 23	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-F-72

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

SUBJECT: Employees' Manual, Title 7, Chapter E, *BUDGETING*, pages 4, 5, and 6,
revised.

Summary

Count income received as a semi-monthly payment for the month the income is to cover.

Effective Date

November 1, 2003

Material Superseded

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

<u>Page</u>	<u>Date</u>
4 - 6	September 3, 2002

Additional Information

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



November 25, 2003

GENERAL LETTER NO. 7-F-73

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

SUBJECT: Employees' Manual, Title 7, Chapter F, **BUDGETING**, Title page, revised;
Contents (page 1), revised; and pages 1 through 11, revised.

Summary

This chapter is revised to:

- ◆ Remove policy related to retrospective budgeting.
- ◆ Change policy on prospective income received weekly or biweekly.
- ◆ Remove reference to "food stamps" because the program name has been changed.

Effective Date

December 1, 2003

Material Superseded

Remove the entire Chapter F pages from Employees' Manual, Title 7, and destroy It. This includes the following:

<u>Page</u>	<u>Date</u>
	June 20, 1995
Contents (page 1)	September 3, 2003
Contents (page 2)	August 26, 1997
1, 2	June 20, 1995
3	September 3, 2002
4-6	September 30, 2003
7-9	June 20, 1995
10, 10a-10f	June 15, 1999
11	August 26, 1997
12	August 15, 2000
13	August 26, 1997
14	June 15, 1999
15	August 26, 1997

16, 17	September 3, 2002
18	August 26, 1997
19	August 28, 2001
20, 21	September 2, 2003
22	August 15, 2000
23	September 2, 2003
24	March 3, 1998
25	August 26, 1997

Additional Information

Because you will continue to use retrospective budgeting policies for some cases through the end of January, a copy of the manual prior to this change is at hoovr3s1/ofs.771/burecids/Food Assistance Manual 7 Chapters F & G – Retrospective Budgeting. This material will be available for your use to apply retrospective budgeting policies through the end of January 2004. Anyone else who would like a copy of this material should contact the local office.

At application: Use prospective budgeting policy for all applications processed in December or later, regardless of when the application was filed.

At recertification: Use prospective budgeting policy for all recertifications processed in December or later.

For ongoing active cases and reinstatements: Retrospective budgeting continues:

- ◆ Through the end of December 2003 benefit month for change reporting retrospectively budgeted households and
- ◆ Through the end of January 2004 benefit month for monthly reporting retrospectively budgeted households.

As you are processing cases, remember not to enter future-month BCWs with retrospective income or deductions, unless you know that it is correct to use that income or deduction for the prospective calculation. The first month of prospective budgeting is

- ◆ January 2004 for change reporting retrospectively budgeted households.
- ◆ February 2004 for monthly reporting retrospectively budgeted households.

For conversion of existing retrospectively budgeted cases to prospective budgeting allow the income from:

- ◆ The December BCW2 to roll forward for the remaining months of the certification period or until a change is reported, whichever occurs first for cases that are change reporting, retrospectively budgeted.
- ◆ The January BCW2 to roll forward for the remaining months of the certification period or until a change is reported whichever occurs first for cases that are monthly reporting, retrospectively budgeted.

Exceptions: Do not use the last BCW2 income if:

- ◆ That income is not expected to continue or you know that a change has or will occur; or
- ◆ That income contained a 3rd or 5th check. If the income contains a 3rd or 5th check, you must convert the income according to the policy contained in this chapter. As you are processing your cases in December take action on cases that have 3rd and 5th checks and determine the new converted income amount to use for January or February BCW2s as appropriate for your case situation.

Examples:

1. In December 2003, you receive UIB match information showing that a non-monthly reporting household received three UIB checks of \$200 each in November. The household will continue to receive UIB until after the end of the certification period.

Enter \$400 converted income to calculate assistance for January 2004. Calculate the converted income as follows: $\$200 + \$200 + \$200 = \$600 \div 3 = \$200 \times 2 = \400 . Allow this income to roll forward for the remainder of the certification period.
2. In December 2003, you receive UIB match information showing a non-monthly reporting household received two2 UIB checks of \$250 each in November. The household will continue to receive UIB until after the end of the certification period. Enter \$500 on the January 2004 BCW2 to calculate assistance for January 2004. Allow this income to roll forward for the remainder of the certification period.
3. In December 2003 you receive a monthly report for a household reporting and verifying five paychecks of \$240, \$200, \$300, \$180, and \$210 received in November 2003. Enter all five income amounts on the January 2004 BCW2 for benefit calculation. The total income used for January 2004 benefits is \$1,130.

Enter \$904 converted income on February 2004 BCW2 to calculate assistance for February 2004 and for the remainder of the certification period. The converted income amount of \$904 was obtained as follows: $\$240 + \$200 + \$300 + \$180 + \$210 = \$1130 \div 5 = \$226 \times 4 = \904 . You would not use the \$904 income if you know that it is not indicative of future income.
4. In December you receive a monthly report for a household reporting and verifying earned income that will stop in December 2003. Enter the November earned income on the January 2004 BCW2 for January benefit calculation. Make entries on the February 2004 BCW2 to zero out the income for February 2004 calculation.

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

August 10, 2004

GENERAL LETTER NO. 7-F-74

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

SUBJECT: Employees' Manual, Title 7, Chapter F, **BUDGETING**, Contents (page 1),
revised; pages 3 through 10, revised; and pages 11, 12 and 13, new.

Summary

This chapter is revised to clarify policy on application month income.

Effective Date

Upon receipt.

Material Superseded

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

<u>Page</u>	<u>Date</u>
Contents (page 1)	November 25, 2003
3-10	November 25, 2003

Additional Information

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



STATE OF IOWA

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

DEPARTMENT OF HUMAN SERVICES
KEVIN W. CONCANNON, DIRECTOR

September 3, 2004

GENERAL LETTER NO. 7-F-75

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

SUBJECT: Employees' Manual, Title 7, Chapter F, *BUDGETING*, pages 8, 10, and 11,
revised.

Summary

This chapter is revised to:

- ◆ Change maximum gross monthly income limit amounts.
- ◆ Change maximum net monthly income limit amounts.
- ◆ Change maximum net monthly allotment amounts.

Effective Date

October 1, 2004

Material Superseded

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

<u>Page</u>	<u>Date</u>
8, 10, 11	August 10, 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

September 2, 2005

GENERAL LETTER NO. 7-F-76

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

SUBJECT: Employees' Manual, Title 7, Chapter F, *BUDGETING*, pages 8, 10, and 11,
revised.

Summary

This chapter is revised to:

- ◆ Change maximum gross monthly income limit amounts.
- ◆ Change maximum net monthly income limit amounts.
- ◆ Change maximum net monthly allotment amounts.

Effective Date

October 1, 2005

Material Superseded

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

<u>Page</u>	<u>Date</u>
8, 10, 11	September 3, 2004

Additional Information

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



September 15, 2006

GENERAL LETTER NO. 7-F-77

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

SUBJECT: Employees' Manual, Title 7, Chapter F, **BUDGETING**, Title page, revised;
Contents (page 1), revised; pages 1 through 13, revised; and page 14, new.

Summary

This chapter is revised to:

- ◆ Add information regarding prospective budgeting and the determination of a projection of income at times of application, FAIR processing, recertification, or when changes are reported.
- ◆ Give additional information regarding income in the month received.
- ◆ Add a new section, "Past 30 Days Not Reflective of Future Income," under the heading, "Income During the Past Month."
- ◆ Change maximum gross monthly income limit amounts.
- ◆ Change maximum net monthly income limit amounts.
- ◆ Change maximum net monthly allotment amounts.

Effective Date

Changes to the maximum monthly income limit amounts and allotment amounts are effective October 1, 2006. All other changes are effective upon receipt.

Material Superseded

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

<u>Page</u>	<u>Date</u>
Title page	November 25, 2003
Contents (page 1)	August 10, 2004
1, 2	November 25, 2003
3-6	August 10, 2004

7
8, 9
10, 11
12, 13

June 8, 2006
August 10, 2004
September 2, 2005
August 10, 2004

Additional Information

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



STATE OF IOWA

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

DEPARTMENT OF HUMAN SERVICES
KEVIN W. CONCANNON, DIRECTOR

September 7, 2007

GENERAL LETTER NO. 7-F-78

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

SUBJECT: Employees' Manual, Title 7, Chapter F, **BUDGETING**, pages 9 through 12,
revised.

Summary

This chapter is revised to:

- ◆ Change maximum gross monthly income limit amounts.
- ◆ Change maximum net monthly income limit amounts.
- ◆ Change maximum net monthly allotment amounts.

Effective Date

October 1, 2007

Material Superseded

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

<u>Page</u>	<u>Date</u>
9-12	September 15, 2006

Additional Information

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



STATE OF IOWA

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

DEPARTMENT OF HUMAN SERVICES
KEVIN W. CONCANNON, DIRECTOR

September 19, 2008

GENERAL LETTER NO. 7-F-79

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

SUBJECT: Employees' Manual, Title 7, Chapter F, **BUDGETING**, pages 9 through 13,
revised.

Summary

This chapter is revised to:

- ◆ Remove reference to a limit on the child and dependent care deduction.
- ◆ Change maximum gross monthly income limit amounts.
- ◆ Change maximum net monthly income limit amounts.
- ◆ Change maximum net monthly allotment amounts.
- ◆ Change the minimum monthly allotment for eligible one-member and two-member households.

Effective Date

October 1, 2008

Material Superseded

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

<u>Page</u>	<u>Date</u>
9-12	September 7, 2007
13	September 15, 2006

Additional Information

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



STATE OF IOWA

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

DEPARTMENT OF HUMAN SERVICES
EUGENE I. GESSOW, DIRECTOR

December 19, 2008

GENERAL LETTER NO. 7-F-80

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

SUBJECT: Employees' Manual, Title 7, Chapter F, **BUDGETING**, Title page, revised;
Contents (page 1), revised; pages 1 through 14, revised; and page 15,
new.

Summary

This chapter is revised to clarify and simplify prospective budgeting policies. Policies are reorganized into a more logical order. Emphasis is placed on using the past 30 days' income unless the household states that period is no longer representative of what it expects to receive in the future.

When the past 30 days' income is not indicative, income received over a different period of time can be averaged to provide a better prediction, or verification can be obtained from the source of income.

Also emphasized is required documentation that clearly states what income was used and why it was used when deviating from using the past 30 days' verified income information.

A new format is implemented in order to provide clearer policies and implementation instructions. Policies are now structured as follows:

- ◆ Under each specific heading is a "Policy" section. This is the Department's official interpretation of the applicable federal law, federal regulation, federal clarification, or state administrative rule. Policy statements are brief, following the legal citations as closely as possible using simplified language.
- ◆ A "Procedure" section follows, providing instruction on the process necessary for the worker to implement policy. The Procedure section fleshes out policy to provide an understanding of the policy's intent.
- ◆ The "Comment" section provides additional information and clarification relating to the policy and procedure.
- ◆ Case examples (indicated by shaded boxes) are placed at the end of each section as needed.
- ◆ Hyperlinks are placed in appropriate places within the chapter to provide cross-references to policies within this and other chapters to avoid duplicating information.

Effective Date

Upon receipt.

Material Superseded

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

<u>Page</u>	<u>Date</u>
Title page	September 15, 2006
Table of Contents	September 15, 2006
1-14	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
EUGENE I. GESSOW, DIRECTOR

January 16, 2009

GENERAL LETTER NO. 7-F-81

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

SUBJECT: Employees' Manual, Title 7, Chapter F, **BUDGETING**, Contents (page 1),
revised; and pages 7, 9 through 15, revised.

Summary

This chapter is revised to show a change in policy to exclude the amount of legally obligated child support paid when comparing a household's income to the gross income limit.

Effective Date

February 1, 2009

Material Superseded

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

<u>Page</u>	<u>Date</u>
Contents (page 1)	December 19, 2008
7, 9-15	December 19, 2008

Additional Information

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



STATE OF IOWA

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

DEPARTMENT OF HUMAN SERVICES
EUGENE I. GESSOW, DIRECTOR

February 27, 2009

GENERAL LETTER NO. 7-F-82

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

SUBJECT: Employees' Manual, Title 7, Chapter F, **BUDGETING**; pages 9, 13, and 14, revised.

Summary

This chapter is revised to implement the following changes resulting from the American Recovery and Reinvestment Act of 2009:

- ◆ Change maximum net monthly allotment amounts.
- ◆ Change the minimum monthly allotment for eligible one-member and two-member households.

A minor typographical error has also been corrected.

Effective Date

April 1, 2009

Material Superseded

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

<u>Page</u>	<u>Date</u>
9, 13, 14	January 16, 2009

Additional Information

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



STATE OF IOWA

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

DEPARTMENT OF HUMAN SERVICES
CHARLES J. KROGMEIER, DIRECTOR

May 22, 2009

GENERAL LETTER NO. 7-F-83

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

SUBJECT: Employees' Manual, Title 7, Chapter F, **BUDGETING**; Contents (page 1), revised; pages 4 through 8, revised; and pages 4a and 4b, new.

Summary

The policy on using past 30 days' income is revised to clarify that when you receive more recent verification than was requested after the interview or than was reported on the *Review/Recertification Eligibility Document (RRED)*, you should use the newest verification as part of the 30-day period for estimating future income.

The policy on a new income source or change in hours or rate of pay is revised to clarify what "best estimate" means when making an income determination.

Effective Date

April 1, 2009

Material Superseded

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

<u>Page</u>	<u>Date</u>
Contents (page 1)	January 16, 2009
4-6	December 19, 2008
7	January 16, 2009
8	December 19, 2008

Additional Information

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



STATE OF IOWA

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

DEPARTMENT OF HUMAN SERVICES
CHARLES J. KROGMEIER, DIRECTOR

September 4, 2009

GENERAL LETTER NO. 7-F-84

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

SUBJECT: Employees' Manual, Title 7, Chapter F, **BUDGETING**, pages 10 and 12,
revised.

Summary

This chapter is revised to:

- ◆ Change maximum gross monthly income limit amounts.
- ◆ Change maximum net monthly income limit amounts.

Note: The American Recovery and Reinvestment Act of 2009 raised the allotment levels effective April 1, 2009. As a result, there are no changes to allotment levels at this time.

Effective Date

October 1, 2009

Material Superseded

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

<u>Page</u>	<u>Date</u>
10, 12	January 16, 2009

Additional Information

Refer questions about this general letter to your 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-F-85

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

SUBJECT: Employees' Manual, Title 7, Chapter F, **BUDGETING**, Title page,
revised; and pages 10 and 12, revised.

Summary

Chapter 7-F is revised to:

- ◆ Change maximum gross monthly income limit amounts.
- ◆ Change maximum net monthly income limit amounts.

NOTE: The American Recovery and Reinvestment Act of 2009 raised the allotment levels effective April 1, 2009. As a result, there are no changes to allotment levels at this time.

Effective Date

October 1, 2011

Material Superseded

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

<u>Page</u>	<u>Date</u>
Title page	December 19, 2008
10, 12	September 4, 2009

Additional Information

Refer questions about this general letter to your 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-F-86

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

SUBJECT: Employees' Manual, Title 7, Chapter F, **BUDGETING**, pages 10 and 12,
revised.

Summary

Chapter 7-F is revised to:

- ◆ Change maximum gross monthly income limit amounts.
- ◆ Change maximum net monthly income limit amounts.

NOTE: The American Recovery and Reinvestment Act of 2009 raised the allotment levels effective April 1, 2009. As a result, there are no changes to allotment levels at this time.

Effective Date

October 1, 2012

Material Superseded

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

<u>Page</u>	<u>Date</u>
10, 12	September 30, 2011

Additional Information

Refer questions about this general letter to your 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-F-87

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

SUBJECT: Employees' Manual, Title 7, Chapter F, **BUDGETING**, pages 10, 12, 13,
and 14, revised.

Summary

Chapter 7-F is revised to:

- ◆ Change maximum gross monthly income limit amounts.
- ◆ Change maximum net monthly income limit amounts.
- ◆ Implement the following changes resulting from the end of the enhanced funding provided by the American Recovery and Reinvestment Act of 2009:
 - Decrease maximum net monthly allotment amounts.
 - Decrease the minimum monthly allotment for eligible one-member and two-member households.

Effective Date

The maximum gross and net monthly income limit increases were effective October 1, 2013.

The maximum and minimum monthly allotment decreases are effective November 1, 2013.

Material Superseded

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

<u>Page</u>	<u>Date</u>
10, 12	September 28, 2012
13, 14	February 27, 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

December 19, 2014

GENERAL LETTER NO. 7-F-88

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

SUBJECT: Employees' Manual, Title 7, Chapter F, **BUDGETING**, pages 10, 12, 13,
and 14, revised.

Summary

Chapter 7-F is revised to:

- ◆ Increase maximum gross monthly income limit amounts.
- ◆ Increase maximum net monthly income limit amounts.
- ◆ Increase maximum net monthly allotment amounts.
- ◆ Increase the minimum monthly allotment for eligible one-member and two-member households.
- ◆ Update all links due to the Department's new website.

Effective Date

October 1, 2014

Material Superseded

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

<u>Page</u>	<u>Date</u>
10, 12-14	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-F-89

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

SUBJECT: Employees' Manual, Title 7, Chapter F, **BUDGETING**, pages 10 and 12,
revised.

Summary

Chapter 7-F is revised to:

- ◆ Increase maximum gross monthly income limit amounts.
- ◆ Increase maximum net monthly income limit amounts.

NOTE: There are no changes to the following amounts:

- ◆ Maximum net monthly allotment amounts.
- ◆ Minimum monthly allotment for eligible one-member and two-member households (\$16).

Effective Date

October 1, 2015

Material Superseded

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

<u>Page</u>	<u>Date</u>
10, 12	December 19, 2014

Additional Information

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



Iowa Department of Human Services

Terry E. Branstad
Governor

Kim Reynolds
Lt. Governor

Charles M. Palmer
Director

September 30, 2016

GENERAL LETTER NO. 7-F-90

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

SUBJECT: Employees' Manual, Title 7, Chapter F, **BUDGETING**, pages 10 and 12,
revised.

Summary

Chapter 7-F is revised to:

- ◆ Increase maximum gross monthly income limit amounts for household sizes of one through six.
- ◆ Increase maximum net monthly income limit amounts for household sizes of one through five.

NOTE: There are no changes to the following amounts:

- ◆ Gross and net income limits for households larger than those listed above.
- ◆ Maximum net monthly allotment amounts.
- ◆ Minimum monthly allotment for eligible one-member and two-member households (\$16).

Effective Date

October 1, 2016

Material Superseded

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

<u>Page</u>	<u>Date</u>
10, 12	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-F-91

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

SUBJECT: Employees' Manual, Title 7, Chapter F, **Budgeting**, pages 10, 12, 13,
and 14, revised.

Summary

Chapter 7-F is revised to:

- ◆ Increase maximum gross monthly income limit amounts.
- ◆ Increase maximum net monthly income limit amounts.
- ◆ Decrease maximum net monthly allotment amounts.
- ◆ Decrease the minimum monthly allotment for eligible one-member and two-member households.

Effective Date

October 1, 2017

Material Superseded

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

<u>Page</u>	<u>Date</u>
10, 12	September 30, 2016
13, 14	December 19, 2014

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-F-92

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

SUBJECT: Employees' Manual, Title 7, Chapter F, **Budgeting**, pages 10, 12, and 13, revised.

Summary

Chapter 7-F is revised to:

- ◆ Increase the maximum gross monthly income limit amounts.
- ◆ Increase the maximum net monthly income limit amounts.
- ◆ Increase the maximum net monthly allotment amounts for households of two or more.

Effective Date

October 1, 2018

Material Superseded

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

<u>Page</u>	<u>Date</u>
10, 12, 13	December 22, 2017

Additional Information

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

January 17, 2020

GENERAL LETTER NO. 7-F-93

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

SUBJECT: Employees' Manual, Title 7, Chapter F, **Food Assistance Budgeting**,
Title page, revised; and pages 10, 12, 13, and 14, revised.

Summary

Chapter 7-F is revised to increase the:

- ◆ Maximum gross monthly income limit amounts.
- ◆ Maximum net monthly income limit amounts.
- ◆ Maximum net monthly allotment amounts.
- ◆ Minimum net monthly allotment for all eligible one-member and two-member household.

Effective Date

October 1, 2019

Material Superseded

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

<u>Page</u>	<u>Date</u>
Title page	September 30, 2011
10, 12, 13	November 2, 2018
14	December 22, 2017

Additional Information

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

October 2, 2020

GENERAL LETTER NO. 7-F-94

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

SUBJECT: Employees' Manual, Title 7, Chapter F, **Budgeting**, page 4, revised; page 4c, new; pages 7, 8, 10, 12 and 13, revised.

Summary

Chapter 7-F is revised to:

- ◆ Clarify policies for 30 days of income and add a new example.
- ◆ Remove references to "best available information" and explain that we now use client provided information, once all attempts to verify with the source have been exhausted.
- ◆ Increase the:
 - Maximum gross monthly income limit amounts.
 - Maximum net monthly income limit amounts.
 - Maximum net monthly allotment amounts.

Effective Date

October 1, 2020.

Material Superseded

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

<u>Page</u>	<u>Date</u>
4, 7, 8	May 22, 2009
10, 12, 13	January 17, 2020

Additional Information

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

January 1, 2021

GENERAL LETTER NO. 7-F-95

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

SUBJECT: Employees' Manual, Title 7, Chapter F, **Budgeting**, page 4, 4a and 4b, 4c and 13,
revised.

Summary

Chapter 7-F is revised to:

- ◆ Clarify policies for 30 days of income and add a new examples.
- ◆ Clarify that households with three or more members must be denied if their allotment equals \$0.

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>
4	October 2, 2020
4a and 4b	May 22, 2009
4c and 13	October 2, 2020

Additional Information

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

February 12, 2021

GENERAL LETTER NO. 7-F-96

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

SUBJECT: Employees' Manual, Title 7, Chapter F, **Budgeting**, Title Page, Contents Page 1, page 1-3, 4, revised; 4a-4c, removed; 5 and 6, 7 and 8, 9, 10, 11, 12, 13, 14, 15, revised; 16-18, new.

Summary

Chapter 7-F is revised to:

- ◆ Add the temporary maximum and minimum monthly allotment amounts due to the Consolidated Appropriations Act.
- ◆ Update references to "Food Assistance", changing them to "SNAP".

Effective Date

Immediately.

Material Superseded

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

<u>Page</u>	<u>Date</u>
Title Page	January 17, 2020
Contents Page 1	May 22, 2009
1-3	December 19, 2008
4	January 1, 2021
4a-4c	January 1, 2021
5 and 6	May 22, 2009
7 and 8	October 2, 2020
9	February 27, 2009
10	October 2, 2020
11	January 16, 2009
12	October 2, 2020
13	January 1, 2021
14	January 17, 2020
15	January 16, 2009

Additional Information

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

April 2, 2021

GENERAL LETTER NO. 7-F-97

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

Supports

SUBJECT: Employees' Manual, Title 7, Chapter F, **Budgeting**, page 12 and 14, revised.

Summary

Chapter 7-F is revised to remove the child support exclusion from gross and net income limit procedures, and to add the homeless standard deduction to the net income limit procedure.

Effective Date

Immediately.

Material Superseded

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

<u>Page</u>	<u>Date</u>
12, 14	February 12, 2021

Additional Information

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

October 8, 2021

GENERAL LETTER NO. 7-F-98

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

SUBJECT: Employees' Manual, Title 7, Chapter F, **SNAP Budgeting**, page 1-5, 12, and 15-17,
revised.

Summary

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

- ◆ Clarify policies for anticipating income.
- ◆ Increase the:
 - Maximum gross monthly income limit amounts.
 - Maximum net monthly income limit amounts.
 - Maximum net monthly allotment amounts.
 - Minimum net monthly allotment for eligible one-member and two-member households.

Effective Date

October 1, 2021.

Material Superseded

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

<u>Page</u>	<u>Date</u>
1-5	February 12, 2021
12	April 2, 2021
15-17	February 12, 2021

Additional Information

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

March 25, 2022

GENERAL LETTER NO. 7-F-99

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

SUBJECT: Employees' Manual, Title 7, Chapter F, **Budgeting**, page 4 revised.

Summary

Chapter 7-F is revised to remove confusing language for acting on changes anticipated at application.

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>
4	October 8, 2021

Additional Information

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

September 23, 2022

GENERAL LETTER NO. 7-F-100

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

SUBJECT: Employees' Manual, Title 7, Chapter F, **SNAP Budgeting**, Title Page, Contents Page I, 1-3,
4, 5, 6-11, 12, 13, 14, 15, revised; 16 and 17, removed; 18, removed.

Summary

This chapter is revised to

- Increase the:
 - Maximum gross monthly income limit amounts
 - Maximum net monthly income limit amounts.
 - Maximum net monthly allotment amounts.
 - Minimum net monthly allotment for eligible one-member and two-member households.

Effective Date

October 1, 2022.

Material Superseded

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

<u>Page</u>	<u>Date</u>
Title Page	February 12, 2021
Contents Page I	February 12, 2021
1-3	October 8, 2021
4	March 25, 2022
5	October 8, 2021
6-11	February 12, 2021
12	October 8, 2021
13	February 12, 2021
14	April 2, 2021
15	October 8, 2021
16 and 17	October 8, 2021
18	February 12, 2021

Additional Information

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

October 21, 2022

GENERAL LETTER NO. 7-F-101

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

SUBJECT: Employees' Manual, Title 7, Chapter F, **SNAP Budgeting**, page 9, revised.

Summary

This chapter is revised to clarify policies for household composition and resources at application.

Effective Date

Upon receipt.

Material Superseded

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

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

Additional Information

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

September 1, 2023

GENERAL LETTER NO. 7-F-102

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

SUBJECT: Employees' Manual, Title 7, Chapter F, **SNAP Budgeting**, Contents I, I-15, revised; I6,
new.

Summary

This chapter is revised to

- Update prospective budgeting policy and processing instructions.
- Create a new section, "Reasonably Anticipated Income".
- Update the gross and net income limits effective 10/1/23.
- Update the maximum SNAP allotment amounts effective 10/1/23.
- Update style and formatting throughout.

Effective Date

Upon receipt.

Material Superseded

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

<u>Page</u>	<u>Date</u>
Contents I	September 23, 2022
I-15	September 23, 2022

Additional Information

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

September 27, 2024

GENERAL LETTER NO. 7-F-103

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

SUBJECT: Employees' Manual, Title 7, Chapter F, **SNAP Budgeting**, Title Page, Contents 1, 1-16, revised; 17 and 18, new.

Summary

This chapter is revised to

- Update the gross and net income limits
- Update the SNAP maximum benefit allotment
- Update style, branding, and accessibility throughout

Effective Date

October 1, 2024.

Material Superseded

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

<u>Page</u>	<u>Date</u>
Title Page	September 1, 2023
Contents 1	September 1, 2023
1-16	September 1, 2023

Additional Information

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