



TERRY E. BRANSTAD, GOVERNOR

DEPARTMENT OF HUMAN SERVICES

CHARLES M. PALMER, DIRECTOR

June 6, 1995

GENERAL LETTER NO. 7-I-7

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

SUBJECT: Employees' Manual, Title 7, Chapter I, "Specific Households and Participants," Title page, new; Contents, pages 1, 2, and 3, new; and pages 1 through 44, new.

Summary

Chapter I, "Specific Households and Participants," is a new chapter being added to Title 7. There are no new policies in this chapter. Policies from other food stamp chapters have been compiled to create this chapter. Included are policies on:

- Aliens
- Sponsored aliens
- Homeless households
- Ineligible household members
- Migrants and seasonal farm workers
- Self-employed household
- Farm self-employment
- Students

Because Chapter I is a new chapter (and not a revision of an existing one), a comparison chart is not provided.

Effective Date

July 1, 1995

Material Superseded

Obsolete Manual Letter VII-Zero-12, "Exception to Policy for Migrant and Seasonal Farmworker Households," dated August 15, 1989.

Obsolete the following interpretative memos:

- EA-VII-86-11, "Commodity Credit Loan."
- EA-VII-89-8, "Self-Employment Transportation Expense."
- EA-VII-87-04, "Farm Issues - Patronage Dividends and Lease/Purchase Option on Farm Equipment."
- EA-VII-92-2, "Eligibility of Family Unity Aliens."
- EA-VII-88-15, "Financial Assistance Not Under Title IV of the Higher Education Act."

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

June 28, 1995

GENERAL LETTER NO. 7-I-8

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

SUBJECT: Employees' Manual, Title 7, Chapter I, "Specific Households and Participants," correction.

Summary

General Letter No. 7-I-7, dated June 6, 1995, stated that the new Chapter 7-I, "Specific Households and Participants," was to be effective July 1, 1995. The effective date has been delayed.

The new effective date for this new chapter is August 1, 1995.

Effective Date

July 1, 1995

Material Superseded

None.

Additional Information

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



DEPARTMENT OF HUMAN SERVICES

TERRY E. BRANSTAD, GOVERNOR

CHARLES M. PALMER, DIRECTOR

September 26, 1995

GENERAL LETTER NO. 7-I-9

ISSUED BY: Bureau of Food Stamps
Division of Economic Assistance

SUBJECT: Employees' Manual, Title 7, Chapter I, *Specific Households and Participants*, Contents, (pages 1, 2, and 3), revised; pages 1, 2, 8, 14 through 18, 25, 32, 33, and 36, revised.

Summary

Page 16 is revised to add legally obligated child support payments as an allowable deductible expense.

Page 33 is revised to add language to exempt income from patronage dividends for welfare reform cases.

Other pages have been revised for minor corrections.

Effective Date

Use the material for food stamp eligibility and benefit level determinations effective October 1, 1995.

Material Superseded

Employees' Manual, Title 7, Chapter I, Contents, (page 2); pages 1, 2, 8, 14 through 18, 25, 32, 33, and 36, all dated June 6, 1995, shall be removed from the manual and destroyed.

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-I-10

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

SUBJECT: Employees' Manual, Title 7, Chapter I, *Specific Households and Participants*, page 13, revised.

Summary

This change is being made to incorporate the October 1, 1995 revised homeless shelter deduction into the manual.

Effective Date

Upon receipt.

Material Superseded

Remove from Employees' Manual, Title 7, Chapter I, and destroy page 13, dated June 6, 1995, and Manual Letter No. 7-I-1, dated September 26, 1995.

Additional Information

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



DEPARTMENT OF HUMAN SERVICES

TERRY E. BRANSTAD, GOVERNOR

CHARLES M. PALMER, DIRECTOR

May 5, 1998

GENERAL LETTER NO. 7-I-11

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

SUBJECT: Employees' Manual, Title 7, Chapter I, *Specific Households and Participants*, Title page, revised; Table of Contents (page 1-3), revised; pages 1-44, revised; and pages 45-50, new.

Summary

This chapter has been revised to remove the Welfare Reform policies.

Information has been added to the policies on aliens incorporated from Manual Letter No. 7-I-2, dated October 29, 1996. This information is intended to clarify policy that was introduced by the Manual Letter. This includes information on determining if an alien meets the 40 qualifying quarters of credit requirement, and verifying alien status.

The policies regarding boarders have been moved from Chapter 7-C to this chapter.

Information about corporations has been placed under a heading to make it easier to find. Additional information has been added under this heading to provide clarification.

Effective Date

Upon receipt.

Material Superseded

Remove from the Employees' Manual, Title 7, the entire Chapter I, and destroy it.

This includes Manual Letter No. 7-I-2, dated October 29, 1996.

Additional Information

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



DEPARTMENT OF HUMAN SERVICES

TERRY E. BRANSTAD, GOVERNOR

CHARLES M. PALMER, DIRECTOR

October 13, 1998

GENERAL LETTER NO. 7-I-12

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

SUBJECT: Employees' Manual, Title 7, Chapter I, *Specific Households and Participants*, Table of Contents (page 1), revised; pages 1 through 8, 9, and 10, revised; and pages 8a through 8d, new.

Summary

This chapter is revised to add new categories of aliens who are eligible for food stamp benefits. The chapter is also revised to extend the period of time for which certain aliens can get food stamp benefits.

Under the policy, **Aliens With Time-Limited Eligibility**, the time limit for receipt of benefits has been increased from five to seven years from the date an alien obtains an eligible status.

Under the policy, **Aliens Whose Eligibility is Not Time-Limited**, two new categories of eligible aliens have been added. The additional categories of eligible aliens are:

- ◆ Food stamp applicants who were members of a Hmong and Highland Laotians during the time the tribe helped U.S. personnel during the Vietnam War. This means the person would have to have been born before May 7, 1975. Spouses and dependent unmarried children of these people are also eligible.
- ◆ Canadian-born American Indians who have treaty rights to cross the U.S. borders.

This chapter is also revised to update the **Amount Needed to Earn a Qualifying Quarter** chart to include the amount needed to be earned for 1998.

This section on verifying alien status has been revised to provide additional guidance on verifying an alien's status. This includes revising the verification process to eliminate the requirement for reverifying an individual's status with SAVE if the individual has proof of having an eligible status.

Effective Date

This material is effective for applications filed on or after November 1, 1998. For applications filed before November 1, 1998, the material is effective starting with the month of November. Starting with November 1, 1998, add individuals who are eligible under this policy to ongoing households upon discovery that they are eligible, or at recertification, whichever is earlier. Desk reviews are not required.

Material Superseded

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

<u>Page</u>	<u>Date</u>
Contents (page 1)	May 5, 1998
1-10	May 5, 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

March 7, 2000

GENERAL LETTER NO. 7-I-13

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

SUBJECT: Employees' Manual, Title 7, Chapter I, *Specific Households and Participants*, pages 34, 35, and 36, revised.

Summary

This chapter revision changes the policy for utility deductions for a self-employed person who works out of the home. Allow the applicable utility standard for a shelter deduction of someone who works out of the home if the household does not use all of the utility expenses as an expense of self-employment.

Effective Date

May 1, 2000

Material Superseded

Remove the pages 34-36, dated May 5, 1998, from Employees' Manual, Title 7, Chapter I, 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

May 8, 2001

GENERAL LETTER NO. 7-I-14

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

SUBJECT: Employees' Manual, Title 7, Chapter I, ***SPECIFIC HOUSEHOLDS AND PARTICIPANTS***, Contents (pages 1, 2, and 3), revised; pages 1 through 8, 8a through 8d, 9 through 22, 23, 26, 30, 31, and 34, revised; and pages 8e, 8f, 8g, and 22a through 22d, new.

Summary

Pages 1 through 19 are revised to reflect clarification of alien policies in accordance with recent federal regulations.

Pages 20 through 23 are revised under **INELIGIBLE HOUSEHOLD MEMBERS**. Residents of institutions and SSI recipients whose food stamp benefits were received as cash in a state that cashes out food stamp benefits to SSI recipients are added to the list of ineligible members. Do not allow a share of a standard utility allowance when utility expenses are shared with ineligible household members.

Page 30 is revised under **Property Sold on Contract**. The mortgage payment of a property sold on contract is deducted from the contract income, as well as the portion of the mortgage payment for interest, taxes, and insurance.

Page 31 is revised under **Allowable Costs of Producing Income**. The entire cost of income-producing property is an allowable cost of doing business. Both the principal and interest portions of the payments for income-producing property are allowable self-employment expenses.

Page 34 is revised under **Deductions**. The principal and interest portions of a mortgage payment are allowed as a business cost.

Effective Date

June 1, 2001

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

Material Superseded

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

<u>Page</u>	<u>Date</u>
Contents (page 1)	October 13, 1998
Contents (pages 2 and 3)	May 5, 1998
1-8, 8a-8d, 9, 10	October 13, 1998
11-23, 26, 30, 31	May 5, 1998
34	March 7, 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-I-15

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

SUBJECT: Employees' Manual, Title 7, Chapter I, ***SPECIFIC HOUSEHOLDS AND PARTICIPANTS***, Contents (pages 1, 2, and 3), revised; and pages 43 and 45, revised.

Summary

The Table of Contents is revised to correct the page headings.

Page 43 is revised to clarify the definition of "institution of higher education."

Page 45 is revised to show that the Job Training Partnership Act (JTPA) is now the Workforce Investment Act (WIA).

Effective Date

Upon receipt.

Material Superseded

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

<u>Page</u>	<u>Date</u>
Contents (pages 1, 2, and 3)	May 8, 2001
43, 45	May 5, 1998

Additional Information

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



STATE OF IOWA

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

DEPARTMENT OF HUMAN SERVICES
JESSIE K. RASMUSSEN, DIRECTOR

January 8, 2002

GENERAL LETTER NO. 7-I-16

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

SUBJECT: Employees' Manual, Title 7, Chapter I, ***SPECIFIC HOUSEHOLDS AND PARTICIPANTS***, Contents (page 1), revised; pages 4, 8a, 8c, 19, and 20, revised; and pages 20a and 20b, new.

Summary

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

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

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

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

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

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

Effective Date

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

Material Superseded

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

<u>Page</u>	<u>Date</u>
Contents (page 1)	August 28, 2001
4, 8a, 8c, 19, 20	May 8, 2001

Additional Information

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



STATE OF IOWA

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

DEPARTMENT OF HUMAN SERVICES
JESSIE K. RASMUSSEN, DIRECTOR

April 9, 2002

GENERAL LETTER NO. 7-I-17

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

SUBJECT: Employees' Manual, Title 7, Chapter I, ***SPECIFIC HOUSEHOLDS AND PARTICIPANTS***, Contents (pages 1 through 3), revised; Contents (page 4), new; pages 1, 7, 20a, 20b, 21, 22, 22a through 22d, 23, and 24, revised; and pages 20c through 20f, 22e and 22f, and 24a through 24c, new.

Summary

The changes to this chapter are:

- ◆ On page 7, the chart "Amount Needed to Earn a Qualifying Quarter" is revised to add the amount of earnings a person needs to get one credit of Social Security coverage for 2002.
- ◆ Pages 20a through 21 contain the policies for able-bodied adults without dependents (ABAWDs). Previously, the ABAWD policies were found in Chapter 7-C. The ABAWD policies were moved to this chapter because they are different from normal food stamp policies. Revisions were made to include recent changes in federal regulations.
 - Language is added to provide more information on "fitness" for employment. The IM worker's judgment is the basis for the determination of a person's fitness for employment. The determination can be based on factors such as the worker's observation of the person, information provided by the person, or any evidence as to disability.
 - Clarification is added that a person is not an ABAWD if the person's household includes a child aged 17 or younger, even if the child is ineligible for food stamp benefits. This covers situations where the household is involved with the care of a child, like "joint custody" when the other parent gets benefits for the child, or the child is hospitalized for more than a month, or foster care visitations are scheduled for increasing periods of time.
 - The policies on time limit for ABAWDS and countable months contain information previously found under different headings.
 - The policies on measuring the 36-month period and fulfilling the work requirement contain information previously found under different headings. Language was added for clarification.

- The policy on countable months in another state requires obtaining verification of an ABAWD's receipt of food stamp benefits in another state when the benefits were counted towards the ABAWD's three-month limit.
 - The policies on definition of work and good cause for not fulfilling the work requirement contain information previously found under different headings. Good cause information has been expanded.
 - The policy on reporting and verifying hours is new. ABAWDs must report when hours of work or other activities that count towards the ABAWD fulfilling the work requirement change to fewer than 80 per month.
 - Additional clarification has been added to the policy on regaining eligibility..
 - The policy on additional three-month eligibility has been rewritten for clarification purposes. The information was previously under other headings and is combined here.
 - The policy on ceasing to fulfill the work requirement has been rewritten to include policies previously found under other headings.
- ◆ On page 22c, policy on fleeing felons and parole and probation violators has been added to describe what to do if it is discovered that a food stamp recipient is fleeing law enforcement because of a felony crime.
 - ◆ On page 22d, the policy on ineligible household members has been rewritten to address how to handle the income and resources of ineligible household members that previously were ignored in determining eligibility and benefits of the eligible household.

Effective Date

May 1, 2002

Material Superseded

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

<u>Page</u>	<u>Date</u>
Contents (page 1)	January 8, 2002
Contents (pages 2 and 3)	August 28, 2001
1, 7	May 8, 2001
20a, 20b	January 8, 2002
21, 22, 22a-22d, 23	May 8, 2001
24	May 5, 1998

Additional Information

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



STATE OF IOWA

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

DEPARTMENT OF HUMAN SERVICES
JESSIE K. RASMUSSEN, DIRECTOR

September 3, 2002

GENERAL LETTER NO. 7-I-18

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

SUBJECT: Employees' Manual, Title 7, Chapter I, ***SPECIFIC HOUSEHOLDS AND PARTICIPATION***, Contents (page 4), revised; pages 9, 22d, 24, 24a, 24b, 24c, 43, 44, and 45, revised.

Summary

This chapter is revised to:

- ◆ Require verification that a household lives in Iowa.
- ◆ Remove language regarding sharing utility expenses.
- ◆ Exclude from resources all financial assistance received for education or training that is excluded by FMAP-related Medicaid.
- ◆ Exclude from income all financial assistance received for education or training that is exempt for FMAP-related Medicaid.
- ◆ Reflect the reorganization of the Department.

Effective Date

October 1, 2002

Material Superseded

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

<u>Page</u>	<u>Date</u>
Contents (page 4)	April 9, 2002
9	May 8, 2001
22d, 24, 24a, 24b, 24c	April 9, 2002
43	August 28, 2001
44	May 5, 1998
45	August 28, 2001
46-50	May 5, 1998

Additional Information

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



STATE OF IOWA

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

DEPARTMENT OF HUMAN SERVICES
JESSIE K. RASMUSSEN, DIRECTOR

October 1, 2002

GENERAL LETTER NO. 7-I-19

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

SUBJECT: Employees' Manual, Title 7, Chapter I, ***SPECIFIC HOUSEHOLDS AND PARTICIPANTS***, pages 5, 8c, and 8d, revised.

Summary

The 2002 Farm Bill, passed as Public Law 107-171, provided for partial restoration of food stamp benefits to legal immigrants. The restoration of eligible status for food stamp benefits will be made for specific groups, in stages.

The first group of immigrants to be restored to an eligible status for food stamp benefits, starting October 1, 2002, is legal immigrants who are disabled, regardless of their date of entry. Previous law required these immigrants to have been in the country on August 22, 1996.

Effective Date

October 1, 2002

Material Superseded

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

<u>Page</u>	<u>Date</u>
5	May 8, 2001
8c	January 8, 2002
8d	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
JESSIE K. RASMUSSEN, DIRECTOR

December 24, 2002

GENERAL LETTER NO. 7-I-20

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

SUBJECT: Employees' Manual, Title 7, Chapter I, ***SPECIFIC HOUSEHOLDS AND PARTICIPATION***, Contents (page 2), revised; pages 20a through 20f and 21, revised; and pages 20g through 20k, new.

Summary

This chapter is revised to:

- ◆ Implement a new period for determining when an able-bodied adult without dependents (ABAWD) has received three months of benefits while not meeting the work requirement. The previous time limit was set individually for each ABAWD, starting when the person received month one of the three-month limit.

The new period is set the same for all ABAWDs, starting on January 1, 2003, and ending November 30, 2005. Starting on January 1, 2003, ABAWDs who previously used some or all of the three-month time-limited benefits are again eligible for three months of food stamps.
- ◆ Remove the Workfare program.
- ◆ Add guidance on how to determine if an ABAWD is exempt from ABAWD work requirements due to being mentally or physically unfit for employment. IM workers can make the determination without getting verification of unfitness if it is evident that the person is unfit for employment.
- ◆ Add a flow chart to aid the IM worker in determining if a food stamp recipient is an ABAWD.
- ◆ Add a flow chart to aid the IM worker in determining if an ABAWD is eligible for the "additional three months" of food stamp benefits while not meeting the ABAWD work requirement.
- ◆ Include policy on tracking ABAWDs. ABC system coding has been adapted to reflect when a food stamp recipient is an ABAWD who is meeting or not meeting the ABAWD work requirement.
- ◆ Add cross-references.

Effective Date

January 1, 2003

Material Superseded

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

<u>Page</u>	<u>Date</u>
Contents (page 2)	April 9, 2002
20a-20f, 21	April 9, 2002

Implementation Instructions

Because ABAWDs must be notified of the three-month limit before implementing the ABAWD work requirement policy, the three-month limit is being phased in. Until recertification or "discovery," ABAWDs are exempt from the work requirement.

Notify ABAWDs at certification, at recertification, and upon discovery that a person is an ABAWD before counting any month towards their three-month limit. Do not count any months before January 1, 2003, towards any ABAWD's three-month limit..

- ◆ At certification: Remember that a prorated month never counts towards the three-month limit. If January is a prorated month, February is the first month that could count towards the three-month limit. If February is a prorated month, March is the first month that could count towards the three-month limit.
- ◆ At recertification: If you recertify an ABAWD in the month of January ,you must tell the person about the three-month limit. February is the first month that could count towards the person's three-month limit. If you recertify an ABAWD in February for March, March would be the first month that could count towards an ABAWD's three-month limit.
- ◆ For changes: If a change reported either on the PAER, the *Change Report*, or through other contacted with the household, alerts you to the fact that a person is an ABAWD, send or give the person a copy of the *ABAWD Letter*. See 6 Appendix for the letter.

If an ABAWD does not contact you to provide an exemption from the ABAWD work requirement and the person is not meeting the requirement, count the month following the month in which you notified the person about the work requirement towards the ABAWD's three-month limit.

For example, if you discover in April that a person is an ABAWD, May is the first month that could count towards the three-month time limit. Timely notice does not apply when determining if a month is countable towards the limit. Timely notice only applies when a person is canceled for using all of the limit.

Additional Information

ABC system coding has been adapted for identifying a person as an ABAWD. The “L” and “V” FSET/mandatory work registrant codes have been adapted to use as ABAWD codes in the FSET field on the ABC TD03 screen.

- ◆ Use code “L” to code ABAWDs who are not meeting the work requirement.
- ◆ Use code “V” to code ABAWDs who are meeting the work requirement.

Start using these codes for ABAWDs at certification, recertification, and when you discover that a person is an ABAWD.

If an ABAWD’s status changes to make the person exempt from the ABAWD work requirement, change the TD03 coding to the appropriate work registration/FSET code.

For example, ABAWDs are exempt from the ABAWD work requirement when pregnant in any trimester. When an ABAWD becomes exempt from the ABAWD work requirement due to pregnancy, but not exempt from either mandatory work registration or FSET, change the FSET field coding to “3” for MWR and mandatory FSET.

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

April 1, 2003

GENERAL LETTER NO. 7-I-21

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

SUBJECT: Employees' Manual, Title 7, Chapter I, ***SPECIFIC HOUSEHOLDS AND PARTICIPANTS***, Contents (page 1), revised; pages 4, 5, 6, 7, 8, 8a, 8b, 8c, 8f, and 15, revised; and page 6a, new.

Summary

The Food Stamp Reauthorization Act of 2002 (Public Law 107-171) restored eligibility to certain aliens. Aliens who were subject to the seven-year limitation are now eligible indefinitely.

Effective Date

April 1, 2003

Material Superseded

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

<u>Page</u>	<u>Date</u>
Contents (page 1)	April 9, 2002
4	January 8, 2002
5	October 1, 2002
6	May 8, 2001
7	April 9, 2002
8	May 8, 2001
8a	January 8, 2002
8b	May 8, 2001
8c	October 1, 2002
8f, 15	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-I-22

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

SUBJECT: Employees' Manual, Title 7, Chapter I, ***SPECIFIC HOUSEHOLDS AND PARTICIPANTS***, Contents (page 1), revised; pages 4, 5, 6, 8a, 8c, 8d, 8e, 8f, 15, 17, 18, 24a, and 34, revised.

Summary

The Food Stamp Reauthorization Act of 2002 (Public Law 107-171) restored eligibility to certain aliens. Aliens under the age of 18 are now eligible regardless of when they entered the United States. The income and resources of an alien sponsor will not be used to determine food stamp eligibility and benefits for an alien under the age of 18.

Allow the applicable standard utility allowance for self-employed persons who work out of the home and claim a percentage of the utility expense as a business expense. This change is made because of a USDA clarification.

Effective Date

October 1, 2003

Material Superseded

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

<u>Page</u>	<u>Date</u>
Contents (page 1)	April 1, 2003
4-6, 6a, 8a, 8c	April 1, 2003
8d	October 1, 2002
8e	May 8, 2001
8f, 15	April 1, 2003
17, 18	May 8, 2001
24a	September 3, 2002
34	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

November 25, 2003

GENERAL LETTER NO. 7-I-23

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

SUBJECT: Employees' Manual, Title 7, Chapter I, ***SPECIFIC HOUSEHOLDS AND PARTICIPANTS***, Contents (page 3), revised; pages 25 through 28 and 33 through 38, revised.

Summary

This chapter is revised to remove policy related to monthly reporting and retrospective budgeting. References to food stamps on these pages have also been removed to reflect the program name change.

Effective Date

December 1, 2003

Material Superseded

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

<u>Page</u>	<u>Date</u>
Contents (page 3)	April 9, 2003
24c	September 3, 2002
25	May 5, 1998
26	May 8, 2001
27, 28, 33	May 5, 1998
34	September 2, 2003
35, 36	March 7, 2000
37, 38	May 5, 1998

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

May 4, 2004

GENERAL LETTER NO. 7-I-24

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

SUBJECT: Employees' Manual, Title 7, Chapter I, ***SPECIFIC HOUSEHOLDS AND PARTICIPANTS***, Contents (page 1), revised; pages 7, 8, 8g, 9, and 10, revised; and pages 8h and 8i, new.

Summary

This chapter is revised to:

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

Effective Date

May 1, 2004

Material Superseded

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

<u>Page</u>	<u>Date</u>
Contents (page 1)	September 2, 2003
7, 8	April 1, 2003
8g	May 8, 2001
9	September 3, 2002
10	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

July 15, 2005

GENERAL LETTER NO. 7-I-25

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

SUBJECT: Employees' Manual, Title 7, Chapter I, ***SPECIFIC HOUSEHOLDS AND PARTICIPANTS***, pages 20a, 20b, 20c, 20d, 20g through 20j, 22c, and 22d, revised.

Summary

This chapter is revised to:

- ◆ Include information about future periods in which ABAWDs can receive three months of benefits. The current period ends November 30, 2005. A new period begins December 1, 2005.
- ◆ Correct a cross-reference and change the program name from "food stamps" to "Food Assistance" on these pages.

Effective Date

Upon receipt.

Material Superseded

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

<u>Page</u>	<u>Date</u>
20a-20d, 20g-20j	December 24, 2002
22c	April 9, 2002
22d	September 3, 2002

Additional Information

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



STATE OF IOWA

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

DEPARTMENT OF HUMAN SERVICES
KEVIN W. CONCANNON, DIRECTOR

February 23, 2007

GENERAL LETTER NO. 7-I-26

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

SUBJECT: Employees' Manual, Title 7, Chapter I, ***SPECIFIC HOUSEHOLDS AND PARTICIPANTS***, pages 43, 44, and 45, revised.

Summary

This chapter is revised to:

- ◆ Implement a change in how hours are calculated in determining if student eligibility criteria are met by working at least 20 hours per week. When hours of work fluctuate, hours will be averaged.
- ◆ Clarify that newly enrolled college students are considered to be enrolled starting on the first day of the school term.

Effective Date

March 1, 2007

Material Superseded

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

<u>Page</u>	<u>Date</u>
43-45	September 3, 2002

Additional Information

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



STATE OF IOWA

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

DEPARTMENT OF HUMAN SERVICES
KEVIN W. CONCANNON, DIRECTOR

May 23, 2008

GENERAL LETTER NO. 7-I-27

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

SUBJECT: Employees' Manual, Title 7, Chapter I, ***SPECIFIC HOUSEHOLDS AND PARTICIPANTS***, Title page, revised; Contents (pages 1, 2, and 3), revised; pages 1 through 45, revised; and pages 46 through 72, new.

Summary

This chapter is revised to:

- ◆ Replace references to the former Immigration and Naturalization Service (INS) with references to the U.S. Citizenship and Immigration Services (USCIS) Bureau of the Department of Homeland Security.
- ◆ Update the chart, "Amount Needed to Earn a Qualifying Quarter," to include information for the years 2005 through 2008.
- ◆ Remove information regarding deeming for aliens sponsored under Form I-134.
- ◆ Update information regarding deeming for aliens sponsored under Form I-864.
- ◆ Clarify that a student is eligible if work study is anticipated any time during the school year.
- ◆ Remove reference to "Food Stamps" because of the change in the name of the program.
- ◆ Replace references to "expedited" services with "emergency" services.

Effective Date

Upon receipt.

Material Superseded

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

<u>Page</u>	<u>Date</u>
Title page	May 5, 1998
Contents (page 1)	May 4, 2004
Contents (page 2)	December 24, 2002
Contents (page 3)	November 25, 2003
Contents (page 4)	September 3, 2002
1	April 9, 2002
2, 3	May 8, 2001
4-6	September 2, 2003
7, 8	May 4, 2004
8a	September 2, 2003
8b	April 1, 2003
8c-8f	September 2, 2003
8g-8i, 9, 10	May 4, 2004
11-14	May 8, 2001
15	September 2, 2003
16	May 8, 2001
17, 18	September 2, 2003
19, 20	January 8, 2002
20a-20d	July 15, 2005
20e, 20f	December 24, 2002
20g-20j	July 15, 2005
20k, 21	December 24, 2002
22, 22a, 22b	April 9, 2002
22c, 22d	July 15, 2005
22e, 22f, 23	April 9, 2002
24, 24a, 24b	September 3, 2002
25-28	November 25, 2003
29	May 5, 1998
30, 31	May 8, 2001
32	May 5, 1998
33-38	November 25, 2003
39-42	May 5, 1998
43-45	February 23, 2007

Additional Information

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



STATE OF IOWA

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

DEPARTMENT OF HUMAN SERVICES
EUGENE I. GESSOW, DIRECTOR

January 30, 2009

GENERAL LETTER NO. 7-I-28

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

SUBJECT: Employees' Manual, Title 7, Chapter I, ***SPECIFIC HOUSEHOLDS AND PARTICIPANTS***, pages 53 and 54, revised.

Summary

This chapter is revised to remove reference to the change reporting method.

Effective Date

February 1, 2009

Material Superseded

Remove from Employees' Manual, Title 7, Chapter I, pages 53 and 54, dated May 23, 2008, and destroy them.

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

March 13, 2009

GENERAL LETTER NO. 7-I-29

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

SUBJECT: Employees' Manual, Title 7, Chapter I, ***SPECIFIC HOUSEHOLDS AND PARTICIPANTS***, pages 28, 29, 30, and 35, revised.

Summary

This chapter is revised to:

- ◆ Update information regarding the time-limited eligibility for able-bodied adults without dependents (ABAWDs). As a result of the American Recovery and Reinvestment Act of 2009, the three-month limit for ABAWDs to receive Food Assistance is suspended through September 2010.
- ◆ Clarify that continued ABAWD coding is required on the Automated Benefit Calculation system. This data allows the state to determine possible future statewide exemptions from ABAWD requirements and to collect data for work and training program components.
- ◆ Remove outdated three-year ABAWD periods.

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>
28, 29, 30, 35	May 23, 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

July 17, 2009

GENERAL LETTER NO. 7-I-30

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

SUBJECT: Employees' Manual, Title 7, Chapter I, ***SPECIFIC HOUSEHOLDS AND PARTICIPANTS***, Contents (page 1); pages 3, 4, 7, 8, 12, 13, and 14, revised; and pages 8a, 8b, and 14a, new.

Summary

Chapter 7-I is revised to add Afghani and Iraqi special immigrants to the list of eligible aliens. Eligibility is time-limited. Afghani and Iraqi special immigrants are eligible for up to eight months of Food Assistance benefits.

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

Effective Date

Upon receipt.

Material Superseded

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

<u>Page</u>	<u>Date</u>
Contents (page 1)	May 23, 2008
3, 4, 7, 8, 12-14	May 23, 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

November 27, 2009

GENERAL LETTER NO. 7-I-31

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

SUBJECT: Employees' Manual, Title 7, Chapter I, ***SPECIFIC HOUSEHOLDS AND PARTICIPANTS***, Contents (page 1), revised; and pages 8a, 16, and 19, revised.

Summary

This chapter is revised to:

- ◆ Update the chart, "Amount Needed to Earn a Qualifying Quarter," under the section, "Establishing Qualifying Quarters," to include information for 2010.
- ◆ Remove technical instructions on using the Systematic Alien Verification for Entitlements (SAVE) system. These instructions have been moved to <http://dhsintranet/field/asp/documents/IM/SAVEInstructions.pdf>.

Effective Date

Immediately.

Material Superseded

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

<u>Page</u>	<u>Date</u>
Contents (page 1)	July 17, 2009
8a	July 17, 2009
16-19	May 23, 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 24, 2010

GENERAL LETTER NO. 7-I-32

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

SUBJECT: Employees' Manual, Title 7, Chapter I, ***SPECIFIC HOUSEHOLDS AND PARTICIPANTS***, pages 29 and 35, revised.

Summary

Chapter 7-I is revised to update information regarding time-limited eligibility for able-bodied adults without dependents (ABAWDs). The suspension of the three-month limit for ABAWDs is extended through September 2011.

Effective Date

October 1, 2010

Material Superseded

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

<u>Page</u>	<u>Date</u>
29, 35	March 13, 2009

Additional Information

Workers must continue to enter ABAWD coding in the Automated Benefit Calculation (ABC) system. The ABC coding is required since this data allows the state to determine possible future statewide exemptions from ABAWD requirements and to collect data for employment and training program components.

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



STATE OF IOWA

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

DEPARTMENT OF HUMAN SERVICES
CHARLES M. PALMER, DIRECTOR

April 15, 2011

GENERAL LETTER NO. 7-I-33

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

SUBJECT: Employees' Manual, Title 7, Chapter I, ***SPECIFIC HOUSEHOLDS AND PARTICIPANTS***, Contents (page 1), revised; and pages 2, 4, 5, 7, 8, 12, 14, 24, 50, and 51, revised.

Summary

Chapter 7-I is revised to:

- ◆ Update information on how to treat Iraqi and Afghan special immigrants. Effective December 19, 2009, time-limited eligibility for this group of immigrants was lifted. They are now eligible indefinitely.
- ◆ Update the chart, "Amount Needed to Earn a Qualifying Quarter," under the section, "Establishing Qualifying Quarters," to include information for 2011.
- ◆ Update the policies for deductions under the section "Ineligible Aliens, Ineligible ABAWDs, SSN Disqualifications." Utility costs for this group are no longer prorated. Regardless of whether the expense is the responsibility of an eligible member, ineligible member, or shared between eligible and ineligible members, the full applicable utility allowance is given.

Effective Date

Upon receipt.

Material Superseded

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

<u>Page</u>	<u>Date</u>
Contents (page 1)	November 27, 2009
2	May 23, 2008
4	July 17, 2009
5	May 23, 2008
7, 8	July 17, 2009
8a	November 27, 2009
8b, 12, 14	July 17, 2009
24, 50, 51	May 23, 2008

Additional Information

Upon release of this general letter, any application, recertification or reported change should be processed without prorating utilities. Proration of other deductions has not changed.

A list of active cases with prorated utilities will be generated. Action will need to be taken on these cases to remove the proration of utilities for all benefits issued for May 2011 and after.

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-I-34

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

SUBJECT: Employees' Manual, Title 7, Chapter I, ***SPECIFIC HOUSEHOLDS AND PARTICIPANTS***, Title page, revised; Contents (page 1), revised; and pages 15, 16, 17, 19, 29, and 35, revised.

Summary

Chapter 7-I is revised to:

- ◆ Update information regarding time-limited eligibility for able-bodied adults without dependents (ABAWDs). The suspension of the three-month limit for ABAWDs is extended through September 2012.
- ◆ Remove obsolete web addresses.

Effective Date

October 1, 2011

Material Superseded

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

<u>Page</u>	<u>Date</u>
Title page	May 23, 2008
Contents (p. 1)	April 15, 2011
14a	June 17, 2009
15	May 23, 2008
16, 19	November 27, 2009
29, 35	September 24, 2010

Additional Information

Workers must continue to enter ABAWD coding in the Automated Benefit Calculation (ABC) system. The ABC coding is needed to allow the state to determine possible future statewide exemptions from ABAWD requirements and to collect data for employment and training program components.

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

July 27, 2012

GENERAL LETTER NO. 7-I-35

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

SUBJECT: Employees' Manual, Title 7, Chapter I, ***SPECIFIC HOUSEHOLDS AND PARTICIPANTS***, Contents (pages 1, 2, and 3), revised; pages 7, 29, 35, 48, 49, 55, and 57 through 72, revised; and page 73, new.

Summary

Chapter 7-I is revised to:

- ◆ Update the chart "Amount Needed to Earn a Qualifying Quarter" to include information for 2012.
- ◆ Update information regarding time-limited eligibility for able-bodied adults without dependents (ABAWDs). The suspension of the three-month limit for ABAWDs is extended through September 2013.
- ◆ Clarify policies for handling deductions shared by an ineligible student and eligible members.
- ◆ Add information about the 40% standard self-employment deduction. Households with self-employment now have the choice of verifying actual expenses or using a 40% deduction.
- ◆ Clarify that the work-study exemption for students applies if the student works or anticipates work from work-study during the school term, not the school year.

Effective Date

The option of using the self-employment standard deduction is effective for any application, recertification, or change in self-employment income processed on or after August 1, 2012. All other changes are effective upon receipt.

Material Superseded

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

<u>Page</u>	<u>Date</u>
Contents (page 1)	September 30, 2011
Contents (pages 2 and 3)	May 23, 2008
7	April 15, 2011
29, 35	September 30, 2011
48, 49, 55, 57-72	May 23, 2008

Additional Information

The choice of actual expenses or the standard deduction for self-employment is available for all applications, recertifications, or reported changes processed on or after August 1, 2012.

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-I-36

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

SUBJECT: Employees' Manual, Title 7, Chapter I, ***SPECIFIC HOUSEHOLDS AND PARTICIPANTS***, pages 7, 28, 29, and 35, revised.

Summary

Chapter 7-I is revised to:

- ◆ Update the chart "Amount Needed to Earn a Qualifying Quarter" to include information for 2013.
- ◆ Update legal references.
- ◆ Remove information regarding the suspension on time-limited eligibility for able-bodied adults without dependents (ABAWDs). Policies for the three-month limit on ABAWDs are reinstated October 1, 2013.
- ◆ Clarify policies for handling deductions shared by an ineligible student and eligible members.
- ◆ Remove outdated three-year ABAWD periods.

Effective Date

October 1, 2013

Material Superseded

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

<u>Page</u>	<u>Date</u>
7	July 27, 2012
28	March 13, 2009
29, 35	July 27, 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-I-37

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

SUBJECT: Employees' Manual, Title 7, Chapter I, ***SPECIFIC HOUSEHOLDS AND PARTICIPANTS***, pages 7 and 37, revised.

Summary

Chapter 7-I is revised to:

- ◆ Update the chart "Amount Needed to Earn a Qualifying Quarter" to include information for 2014 and 2015.
- ◆ Add a link to explain ABAWD exemption policy as it pertains to regaining eligibility.
- ◆ 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 I:

<u>Page</u>	<u>Date</u>
7	November 1, 2013
37	May 23, 2008

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

February 16, 2018

GENERAL LETTER NO. 7-I-38

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

SUBJECT: Employees' Manual, Title 7, Chapter I, ***Specific Households and Participants***, Contents (pages 1, 2, and 3), revised; pages 7, 18 through 25, 29, 30, 35, 43, 47, 72, and 73, revised; and pages 42a and 74, new.

Summary

Chapter 7-I is revised to:

- ◆ Update the chart "Amount Needed to Earn a Qualifying Quarter" to include information for 2016, 2017, and 2018.
- ◆ Clarify policies regarding aliens sponsored under I-864 and that sponsor deeming does not apply to children.
- ◆ Clarify the mentally or physically unfit exemption from ABAWD policy includes chronically homeless individuals and update examples.
- ◆ Update the three-year ABAWD periods.
- ◆ Add information regarding S corporations and LLCs.
- ◆ Add a step to the process for determining countable income for certain ineligible members.
- ◆ Update FSET references to reflect the current name of Food Assistance Employment & Training (FA E&T).
- ◆ Update WIA references to reflect the current name of Workforce Innovation and Opportunity Act (WIOA).
- ◆ Identify GAP and some Pathways for Academic Career and Employment (PACE) as state or local government employment and training programs for the purpose of meeting student eligibility criteria.
- ◆ Add and relocate information within the chapter regarding existing student policies.
- ◆ Replace references to FMAP with MAGI.
- ◆ Clarify the treatment of work study income.

Effective Date

Upon receipt.

Material Superseded

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

<u>Page</u>	<u>Date</u>
Contents (pages 1-3)	July 27, 2012
7	December 19, 2014
19	September 30, 2011
20-23	May 23, 2008
24	April 15, 2011
25	May 23, 2008
29	November 1, 2013
30	March 13, 2009
35	November 1, 2013
43, 47	May 23, 2008
72, 73	July 27, 2012

Additional Information

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



Iowa Department of Human Services

Kim Reynolds
Governor

Adam Gregg
Lt. Governor

Jerry R. Foxhoven
Director

May 11, 2018

GENERAL LETTER NO. 7-I-39

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

SUBJECT: Employees' Manual, Title 7, Chapter I, ***Specific Households and Participants***, pages 33, 34, and 35, revised.

Summary

Chapter 7-I is revised to:

- ◆ Update information regarding the tracking of Able-Bodied Adults Without Dependents (ABAWDs).
- ◆ Clarify that, for the purpose of determining countable ABAWD months, benefits are not considered to be prorated if a household applies on the first of the month and receives a full month's benefit.

Effective Date

Upon receipt.

Material Superseded

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

<u>Page</u>	<u>Date</u>
33, 34	May 23, 2008
35	February 16, 2018

Additional Information

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

December 28, 2018

GENERAL LETTER NO. 7-I-40

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

SUBJECT: Employees' Manual, Title 7, Chapter I, ***Specific Households and Participants***, pages 44, 45, and 46, revised.

Summary

Chapter 7-I is revised to clarify policies used to determine whether someone is considered to be a fleeing felon.

Effective Date

Immediately.

Material Superseded

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

<u>Page</u>	<u>Date</u>
44-46	May 23, 2008

Additional Information

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

April 26, 2019

GENERAL LETTER NO. 7-I-41

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

SUBJECT: Employees' Manual, Title 7, Chapter I, ***Specific Households and Participants***, Title page, revised; and page 49, revised.

Summary

Chapter 7-I is revised to clarify allowable medical deductions for eligible members when an ineligible student pays the cost.

Effective Date

Upon receipt.

Material Superseded

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

<u>Page</u>	<u>Date</u>
Title page	September 30, 2011
49	July 27, 2012

Additional Information

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

December 10, 2021

GENERAL LETTER NO. 7-I-42

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

SUBJECT: Employees' Manual, Title 7, Chapter I, ***Specific Households and Participants***, Title Page, Contents 1-3, 1, 2, 3, 4 and 5, 6, 7, 8, 9-11, 12, 13, 14, 15-17, 18-25, 26 and 27, 28, 29 and 30, 31 and 32, 33-35, 36, 37, 38-42, revised; 42a, removed; 43, 44-46, 47, 48, 49, 50 and 51, 52, 53 and 54, 55, 56, 57-71, 72-74, revised.

Summary

Chapter 7-I is revised to:

- ◆ Update the program name from Food Assistance to SNAP.
- ◆ Update the term "illegal aliens" to undocumented aliens.
- ◆ Update the chart for the amount needed to earn a qualifying quarter.
- ◆ Add information regarding the new classifications of eligible Afghan immigrants.
- ◆ Clarify that deeming does not apply to other members of the household when the sponsored alien is ineligible for SNAP.
- ◆ Update the ABAWD examples to have more recent timeframes and clarify ABAWD work requirements.
- ◆ Clarify good cause for not meeting the ABAWD work requirement and provide examples.
- ◆ Update the ABAWD time limit time frames.
- ◆ Clarify qualifying work programs for ABAWDs.
- ◆ Add information that a person determined to be a fleeing felon must be cancelled from the SNAP program.
- ◆ Clarify that to be an eligible student, a single parent of a household member under age 12 must be enrolled full-time.

Effective Date

Upon receipt.

Material Superseded

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

<u>Page</u>	<u>Date</u>
Title Page	April 26, 2019
Contents 1-3	February 16, 2018
1	May 23, 2008
2	April 15, 2011
3	July 17, 2009
4 and 5	April 15, 2011
6	May 23, 2008
7	February 16, 2018
8	April 15, 2011
9-11	May 23, 2008
12	April 15, 2011
13	July 17, 2009
14	April 15, 2011
15-17	September 30, 2011
18-25	February 16, 2018
26 and 27	May 23, 2008
28	November 1, 2013
29 and 30	February 16, 2018
31 and 32	May 23, 2008
33-35	May 11, 2018
36	May 23, 2008
37	December 19, 2014
38-42	May 23, 2008
42a	February 16, 2018
43	February 16, 2018
44-46	December 28, 2018
47	February 16, 2018
48	July 27, 2012
49	April 26, 2019
50 and 51	April 15, 2011
52	May 23, 2008
53 and 54	January 30, 2009
55	July 27, 2012
56	May 23, 2008
57-71	July 27, 2012
72-74	February 16, 2018

Additional Information

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

March 11, 2022

GENERAL LETTER NO. 7-I-43

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

SUBJECT: Employees' Manual, Title 7, Chapter I, ***SNAP Specific Households and Participants***, Contents page 2, page 52-55, revised.

Summary

Chapter 7-I is revised to update information about a household's ineligibility for SNAP due to lottery or gambling winnings.

Effective Date

Upon receipt.

Material Superseded

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

<u>Page</u>	<u>Date</u>
Contents 2	December 10, 2021
52-55	December 10, 2021

Additional Information

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

October 21, 2022

GENERAL LETTER NO. 7-I-44

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

SUBJECT: Employees' Manual, Title 7, Chapter I, ***SNAP Specific Households and Participants***,
Title Page, Contents Page 1, Contents Page 2, Contents Page 3, I-51, 52-55, 56-66,
revised; 67-74, removed.

Summary

This chapter is revised to

- Provide clarification on ineligible aliens from Micronesia and the Marshall Islands
- Provide reference for acting on changes policies for ineligible members
- Update department name to Health and Human Services
- Update the timeline for Afghan Humanitarian Parolee arrivals
- Update style and formatting throughout

Effective Date

Upon receipt.

Material Superseded

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

<u>Page</u>	<u>Date</u>
Title Page	December 10, 2021
Contents Page 1	December 10, 2021
Contents Page 2	March 11, 2022
Contents Page 3	December 10, 2021
I-51	December 10, 2021
52-55	March 11, 2022
56-66	December 10, 2021
67-74	December 10, 2021

Additional Information

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

March 31, 2023

GENERAL LETTER NO. 7-I-45

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

SUBJECT: Employees' Manual, Title 7, Chapter I, ***SNAP Specific Households and Participants***,
Contents 3, 7, 13, 17, 47, 63-66, revised.

Summary

This chapter is revised to

- Update references from DHS to HHS
- Update the amount needed to earn a qualifying quarter to include 2023
- Update the extended timeframe for Afghan Humanitarian Parolees arrivals
- Include an example of expenses shared by eligible and ineligible household members
- Clarify certificate/training programs

Effective Date

Upon receipt.

Material Superseded

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

<u>Page</u>	<u>Date</u>
Contents 3	October 21, 2022
7, 13, 17, 47, 63-66	October 21, 2022

Additional Information

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

May 12, 2023

GENERAL LETTER NO. 7-I-46

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

SUBJECT: Employees' Manual, Title 7, Chapter I, ***SNAP Specific Households and Participants***,
page 65, revised.

Summary

This chapter is revised to remove SNAP E&T language for students.

Effective Date

Immediately.

Material Superseded

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

<u>Page</u>	<u>Date</u>
65	March 31, 2023

Additional Information

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

September 1, 2023

GENERAL LETTER NO. 7-I-47

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

SUBJECT: Employees' Manual, Title 7, Chapter I, ***SNAP Specific Households and Participants***, 14
and 16, 17, 18-23, 26-29, 32-35, 39, 63, 66, revised.

Summary

This chapter is revised to

- Update ABAWD exemptions and examples
- Update alien documentation requirements

Effective Date

Upon receipt.

Material Superseded

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

<u>Page</u>	<u>Date</u>
14 and 16	October 21, 2022
17	March 31, 2023
18-23, 26-29, 32-35, 39	October 21, 2022
63, 66	March 31, 2023

Additional Information

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

May 17, 2024

GENERAL LETTER NO. 7-I-48

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

SUBJECT: Employees' Manual, Title 7, Chapter I, ***SNAP Specific Households and Participants***, Contents 1 and 2, Contents 3, 11, 25, 26 and 27, 29, 41-46, 47, 64, 65, 66, revised.

Summary

This chapter is revised to

- Update ABAWD exemption and work requirement information
- Clarify how students in special programs may be exempt from MWR
- Update the legal reference for resources of students
- Provide guidance on how to treat the income and deductions of NAC matched individuals
- Update alien requirements for verifying identity
- Update the definition of work for the purposes of meeting the ABAWD work requirement
- Clarify policies about ceasing to meet the work requirement

Effective Date

Upon receipt.

Material Superseded

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

<u>Page</u>	<u>Date</u>
Contents 1 and 2	October 21, 2022
Contents 3	March 31, 2023
11, 25	October 21, 2022
26 and 27, 29	September 1, 2023
41-46	October 21, 2022
47, 64	March 31, 2023
65	May 12, 2023
66	September 1, 2023

Additional Information

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

September 27, 2024

GENERAL LETTER NO. 7-I-49

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

SUBJECT: Employees' Manual, Title 7, Chapter I, ***SNAP Specific Households and Participants***, Title Page, Contents 1-3, 1-6, 7, 8-10, 11, 12, 13, 14, 15, 16-23, 24, 25-27, 28, 29 and 30, 31, 32-34, 35, 36-38, 39, 40, 41-47, 48-62, 63, 64-66, revised; 67-73, new.

Summary

This chapter is revised to

- Update the ABAWD age requirements to be aged 55 or over.
- Update the amount needed to earn a qualifying quarter for 2024.
- Update alien eligibility for the following groups:
 - COFA citizens
 - Cuban and Haitian entrants
 - Non-Ukrainians who last habitually resided in Ukraine
- Update style, branding, and accessibility throughout.

Effective Date

October 1, 2024.

Material Superseded

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

<u>Page</u>	<u>Date</u>
Title Page	October 21, 2022
Contents 1-3	May 17, 2024
1-6	October 21, 2022
7	March 31, 2023
8-10	October 21, 2022
11	May 17, 2024
12	October 21, 2022
13	March 31, 2023
14	September 1, 2023
15	October 21, 2022
16-23	September 1, 2023
24	October 21, 2022
25-27	May 17, 2024
28	September 1, 2023
29 and 30	May 17, 2024

31	October 21, 2022
32-34	September 1, 2023
35	May 17, 2024
36-38	October 21, 2022
39	September 1, 2023
40	October 21, 2022
41-47	May 17, 2024
48-62	October 21, 2022
63	September 1, 2023
64-66	May 17, 2024

Additional Information

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

December 6, 2024

GENERAL LETTER NO. 7-I-50

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

SUBJECT: Employees' Manual, Title 7, Chapter I, ***SNAP Specific Households and Participants***, 34-39, revised.

Summary

This chapter is revised to Clarify the requirement that work rules must be explained verbally in addition to sending households system generated or manually generated work rules.

Effective Date

Upon receipt.

Material Superseded

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

<u>Page</u>	<u>Date</u>
34-39	September 27, 2024

Additional Information

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

February 21, 2025

GENERAL LETTER NO. 7-I-51

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

SUBJECT: Employees' Manual, Title 7, Chapter I, **SNAP Specific Households and Participants**, 25-27, 46 and 47, revised.

Summary

This chapter is revised to require income maintenance workers contact SPIRS Helpdesk prior to taking action to cancel a person who appears to meet the criteria to be considered a fleeing felon

Effective Date

Upon receipt.

Material Superseded

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

<u>Page</u>	<u>Date</u>
25-27, 46 and 47	September 27, 2024

Additional Information

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

May 9, 2025

GENERAL LETTER NO. 7-I-52

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

SUBJECT: Employees' Manual, Title 7, Chapter I, **SNAP Specific Households and Participants**, 3, 7, 11, 19-27, 30, 47, revised.

Summary

This chapter is revised to

- Require income maintenance workers contact SPIRS Helpdesk prior to taking action to cancel a person who appears to meet the criteria to be considered a fleeing felon
- Update "homeless" to include someone who will imminently lose their nighttime residence
- Add individuals who served as commissioned officers of the Public Health Service, Environmental Scientific Services Administration, or the National Oceanic and Atmospheric Administration to veteran status

Effective Date

Upon receipt.

Material Superseded

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

<u>Page</u>	<u>Date</u>
3, 7, 11, 19-27, 30	September 27, 2024
47	February 21, 2025

Additional Information

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

June 20, 2025

GENERAL LETTER NO. 7-I-53

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

SUBJECT: Employees' Manual, Title 7, Chapter I, **SNAP Specific Households and Participants**, Contents 1-3, pages 30 and 31, 33, 34-39, 40-42, revised.

Summary

This chapter is revised to

- Update definition of ABAWD exempt groups
- Update flow chart
- Update changes in ABAWD status

Effective Date

Upon receipt.

Material Superseded

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

Page	Date
Contents 1-3	December 6, 2024
30 and 31, 33	May 9, 2025
34-39	December 6, 2024
40-42	September 27, 2024

Additional Information

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