



TERRY E. BRANSTAD, GOVERNOR

DEPARTMENT OF HUMAN SERVICES

CHARLES M. PALMER, DIRECTOR

June 6, 1995

GENERAL LETTER NO. 7-J-7

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

SUBJECT: Employees' Manual, Title 7, Chapter J, "Intentional Program Violation," Title page, revised; Contents (page 1), revised; and pages 1 through 12, revised

Summary

Chapter J has been reorganized and rewritten to incorporate the Department's updated manual format and writing style. The policy content of the chapter remains unchanged.

Effective Date

July 1, 1995

Material Superseded

Remove all pages from the Employees' Manual, Title 7, Chapter J, and destroy them.

Obsolete Interpretation No. EA-VII-94-1, "IPV Referrals," dated 5/29/90.

Additional Information

Refer questions about this material to your regional benefit payments administrator.



TERRY E. BRANSTAD, GOVERNOR

DEPARTMENT OF HUMAN SERVICES

CHARLES M. PALMER, DIRECTOR

June 28, 1995

GENERAL LETTER NO. 7-J-8

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

SUBJECT: Employees' Manual, Title 7, Chapter J, "Intentional Program Violation," correction.

Summary

General Letter No. 7-J-7, dated June 6, 1995, stated that the existing Chapter VII-J, "Intentional Program Violation," was to be superseded by the rewritten Chapter 7-J, also titled "Intentional Program Violation," effective July 1, 1995.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Material Superseded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

January 30, 1996

## **GENERAL LETTER NO. 7-J-9**

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

SUBJECT: Employees' Manual, Title 7, Chapter J, *Intentional Program Violation*, Contents, revised; pages 5, 6 and 11, revised.

### **Summary**

This manual change is being made to implement a federal mandate based on a United States Court of Appeals decision that postponing a disqualification for a food stamp program violation is not in compliance with the Food Stamp Act.

If a person is found to have committed an Intentional Program Violation (IPV) and is not currently participating in the food stamp program, notify that person of the disqualification within 10 days of the date of the IPV decision. Start the disqualification the next month after the notice is mailed.

If a court decides a person has committed an IPV, the order does not specify the date to start the disqualification, and the person is not participating in the food stamp program at the time the disqualification is to be imposed, start the disqualification within 45 days of the date of the court decision.

### **Effective Date**

Implement this policy for all IPV disqualifications imposed on or after February 1, 1996.

### **Material Superseded**

Remove from the Employees' Manual, Title 7, Chapter J, and destroy the Contents (page 1) and pages 5, 6, 11, and 12, all dated June 6, 1995.

### **Additional Information**

Apply this change retroactively as follows:

- ◆ Persons whose disqualification period has expired:
  - If the IPV decision was made in July 1995 or earlier, and it was a first IPV, the disqualification period has expired.
  - If the IPV decision was made in January 1995 or earlier, and it was a second IPV, the disqualification period has expired.
- ◆ Persons whose disqualification period has partially expired:
  - If the IPV decision was made in August 1995 or later, and it was a first IPV, start counting the six-month disqualification with the month following the month of the decision. For example, for a first IPV decision made September 15, 1995, start counting the six-month disqualification with October. The disqualification would expire the end of March 1996.
  - If the IPV decision was made in February 1995 or later, and it was a second IPV, start counting the 12-month disqualification with the month following the month of the decision.

Restore lost benefits for any person whose disqualification period expired in the 12 months before February 1, 1996, upon discovery.

No desk review is required of pending disqualifications. Act on disqualifications as they become known.

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 24, 1998

**GENERAL LETTER NO. 7-J-10**

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

SUBJECT: Employees' Manual, Title 7, Chapter J, *Intentional Program Violation*, Contents (page 1), revised; and pages 1 through 6 and 11, revised.

**Summary**

This chapter is revised to include the penalties for intentional program violation that were implemented by Manual Letter No. 7-J-1, dated September 24, 1996.

**Effective Date**

Upon release.

**Material Superseded**

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

<u>Page</u>	<u>Date</u>
Manual Letter No. 7J-1	September 24, 1996
Contents (page 1)	June 6, 1995
1-4	June 6, 1995
5, 6, 11	January 30, 1996

**Additional Information**

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



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

DEPARTMENT OF HUMAN SERVICES  
JESSIE K. RASMUSSEN, DIRECTOR

October 12, 1999

**GENERAL LETTER NO. 7-J-11**

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

SUBJECT: Employees' Manual, Title 7, Chapter J, *Intentional Program Violation*, page 2, revised.

**Summary**

This chapter is revised to include the penalties for intentional program violation for trading food stamp benefits for firearms, ammunition or explosives. The penalty is permanent disqualification for the first violation.

**Effective Date**

November 1, 1999

**Material Superseded**

Remove from Employees' Manual, Title 7, Chapter J, page 2, dated March 24, 1998, and destroy it.

**Additional Information**

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



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

DEPARTMENT OF HUMAN SERVICES  
JESSIE K. RASMUSSEN, DIRECTOR

January 9, 2001

**GENERAL LETTER NO. 7-J-12**

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

SUBJECT: Employees' Manual, Title 7, Chapter J, ***INTENTIONAL PROGRAM VIOLATION***, Title page, revised; Contents (page 1), revised; pages 1 through 11, revised; and pages 12 and 13, new.

**Summary**

This chapter is revised to clarify policy as requested by field staff. Pages 4 and 5 are revised to correct form numbers and to expand examples of when to impose sanctions and when sanctions cannot be imposed. Page 7 is revised to add examples of when to impose the disqualification period. Page 10 is revised to add examples of documentation to provide the administrative law judge in support of an IPV referral.

**Effective Date**

Upon receipt.

**Material Superseded**

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

<u>Page</u>	<u>Date</u>
Title page	June 6, 1995
Contents (page 1)	March 24, 1998
1	March 24, 1998
2	October 12, 1999
3-6	March 24, 1998
7-10	June 6, 1995
11	March 24, 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

April 9, 2002

## GENERAL LETTER NO. 7-J-13

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

SUBJECT: Employees' Manual, Title 7, Chapter J, **INTENTIONAL PROGRAM VIOLATION**, Contents (page 1), revised; and pages 1, 2, 4, 5, 10, 12, and 13, revised.

### Summary

This chapter is revised to:

- ◆ Remove references to court actions constituting an intentional program violation (IPV). An IPV can be determined only by an administrative disqualification hearing.
- ◆ Add a criminal court decision to the list of cases to refer to the DHS Appeals Section for an administrative disqualification hearing.
- ◆ Add instructions on what documentation to provide when you refer a case for an administrative disqualification hearing when there is a court conviction or a *Confession of Judgment* signed by the household.
- ◆ Add evidence to support your case when the referral is based on a court conviction or a *Confession of Judgment*.
- ◆ Add instructions on how to process a court conviction.
- ◆ Correct the subsections under "Court Referrals" to match the remainder of the chapter.
- ◆ Remove a reference to the benefit payment administrator.

### Effective Date

Upon receipt.



**Material Superseded**

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

<u>Page</u>	<u>Date</u>
Contents (page 1)	January 9, 2001
1, 2, 4, 5, 10, 12, 13, 18	January 9, 2001

**Additional Information**

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



# Iowa Department of Human Services

Kim Reynolds  
Governor

Adam Gregg  
Lt. Governor

Jerry R. Foxhoven  
Director

September 15, 2017

## GENERAL LETTER NO. 7-J-14

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

SUBJECT: Employees' Manual, Title 7, Chapter J, **INTENTIONAL PROGRAM VIOLATION**, Title page, revised; Contents (page 1), revised; and pages 1 through 13, revised.

### Summary

Chapter 7-J is revised to update the policies and procedures for pursuing and establishing Intentional Program Violations (IPV).

### Effective Date

Immediately.

### Material Superseded

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

<u>Page</u>	<u>Date</u>
Title page	January 9, 2001
Contents (page 1)	April 9, 2002
1, 2	April 9, 2002
3	January 9, 2001
4, 5	April 9, 2002
6-9	January 9, 2001
10	April 9, 2002
11	January 9, 2001
12, 13	April 9, 2002

### Additional Information

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

August 27, 2021

**GENERAL LETTER NO. 7-J-15**

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

SUBJECT: Employees' Manual, Title 7, Chapter J, ***Intentional Program Violation***, Title Page, Contents Page 1, and pages 1 through 13, revised; 14 and 15, new.

**Summary**

Chapter 7-J is revised to:

- ◆ Update references to "Food Assistance" to "SNAP".
- ◆ Include information about the Waiver of Administrative Disqualification Hearing, form 470-5530.

**Effective Date**

August 1, 2021.

**Material Superseded**

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

<u>Page</u>	<u>Date</u>
Title Page	September 15, 2017
Contents 1	September 15, 2017
1-13	September 15, 2017

**Additional Information**

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