



# STATE OF IOWA

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

DEPARTMENT OF HUMAN SERVICES  
CHARLES J. KROGMEIER, DIRECTOR

March 19, 2010

## GENERAL LETTER NO. 7-L-AP-9

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

SUBJECT: Employees' Manual, Title 7, Chapter L, **DISASTER FOOD ASSISTANCE PROGRAM APPENDIX**, Title page, new; Contents (page 1), new; pages 1 through 4, new; and the following forms:

|              |   |
|--------------|---|
| 470-4905     | <i>Central Office Disaster Food Assistance Checklist, new</i> |
| 470-4906     | <i>Field Disaster Food Assistance Checklist, new</i>          |
| Comm. 387    | <i>Disaster Food Assistance Fraud Poster, new</i>             |
| Comm. 387(S) | <i>Disaster Food Assistance Fraud Poster (Spanish), new</i>   |
| Comm. 388    | <i>Disaster Food Assistance Issuance Handbook, new</i>        |

### Summary

This is a new chapter, specific to the Disaster Food Assistance Program policies and procedures. This chapter is written for the Department of Human Services field office staff. The chapter guides the field offices through:

- ◆ Preparing to implement the Disaster Food Assistance Program, and
- ◆ Step actions to certify victims for benefits through the Disaster Food Assistance Program.

Disaster Food Assistance Program forms for use in the certification process are provided in this chapter.

Under no circumstances shall any field office implement this program without being directed to do so by central office.

### Effective Date

Upon receipt.

### Material Superseded

None.

### Additional Information

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



# Iowa Department of Human Services

Terry E. Branstad  
Governor

Kim Reynolds  
Lt. Governor

Charles M. Palmer  
Director

July 15, 2011

## GENERAL LETTER NO. 7-L-AP-10

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

SUBJECT: Employees' Manual, Title 7, Chapter L, **DISASTER FOOD ASSISTANCE PROGRAM APPENDIX**, the following forms:

- 470-4905 *Central Office Disaster Food Assistance Checklist*, revised  
470-4906 *Field Disaster Food Assistance Checklist*, revised  
Comm. 388 *Disaster Food Assistance Issuance Handbook*, Contents (page i), revised; and the following forms:
- 470-4903 *Statement of Loss of Income or Disaster-Related Expenses*, revised  
470-4903(S) *Statement of Loss of Income or Disaster-Related Expenses*, revised  
470-4904 *Application for Disaster Food Assistance*, revised  
470-4904(S) *Application for Disaster Food Assistance (Spanish)*, revised

### Summary

This chapter is revised to update the following forms used in the event a disaster is declared and the Disaster Food Assistance program is implemented:

- ◆ Update the list of steps central office takes on form 470-4905, *Central Office Disaster Food Assistance Checklist*.
- ◆ Update the list of steps field takes on form 470-4906, *Field Disaster Food Assistance Checklist*.
- ◆ Update the information collected from certified households to issue a supplement on forms 470-4903 and 470-4903(S), *Statement of Loss of Income or Disaster-Related Expenses*.
- ◆ Update the information collected on forms 470-4904 and 470-4904(S), *Application for Disaster Food Assistance*.

### Effective Date

Upon receipt.

### **Material Superseded**

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

| <u>Page</u>       | <u>Date</u> |
|-------------------|-------------|
| 470-4905          | 3/10        |
| 470-4906          | 3/10        |
| <b>Comm. 388</b>  |             |
| Contents (page i) | March 2010  |
| 470-4903          | 3/10        |
| 470-4903(S)       | 3/10        |
| 470-4904          | 3/10        |
| 470-4904(S)       | 3/10        |

### **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

February 10, 2017

## GENERAL LETTER NO. 7-L-AP-11

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

SUBJECT: Employees' Manual, Title 7, Chapter L, **DISASTER FOOD ASSISTANCE PROGRAM APPENDIX**, Comm. 388, *Disaster Food Assistance Issuance Handbook*, Title page, revised; Contents (page i), revised; pages 1 through 30, revised; pages 31, 32, and 33, new; and the following:

Comm. 256 *Using Your Iowa Electronic Benefits Transfer (EBT) Disaster Card*, revised

Comm. 256(S) *Using Your Iowa Electronic Benefits Transfer (EBT) Disaster Card (Spanish)*, revised

### Summary

This chapter is updated due to EPPIC™ system changes for the Disaster Food Assistance program.

### Effective Date

Immediately.

### Material Superseded

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

| <u>Page</u>       | <u>Date</u> |
|-------------------|-------------|
| <b>Comm. 388</b>  |             |
| Title page        | March 2010  |
| Contents (page i) | July 2011   |
| 1-30              | 3/10        |
| Comm. 256         | 3/10        |
| Comm. 256(S)      | 3/10        |

### Additional Information

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

May 31, 2019

**GENERAL LETTER NO. 7-L-AP-12**

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

SUBJECT: Employees' Manual, Title 7, Chapter L, **Disaster Food Assistance Program Appendix**, Comm. 388, *Disaster Food Assistance Issuance Handbook*, Title page, revised; and the following:

|             |  |
|-------------|--|
| 470-4903    | <i>Statement of Loss of Income or Disaster-Related Expenses</i> , revised            |
| 470-4903(S) | <i>Statement of Loss of Income or Disaster-Related Expenses (Spanish)</i> , revised  |
| 470-4904    | <i>Application for Disaster Food Assistance</i> , revised                            |
| 470-4904(S) | <i>Application for Disaster Food Assistance (Spanish)</i> , revised                  |
| 470-4072    | <i>Notice of Decision for Disaster Food Assistance (samples)</i> , revised           |
| 470-4072(S) | <i>Notice of Decision for Disaster Food Assistance (samples) (Spanish)</i> , revised |

**Summary**

This chapter is updated with the most recent versions of:

- ◆ 470-4903 and 470-4903(S), *Statement of Loss of Income or Disaster-Related Expenses*
- ◆ 470-4904 and 470-4904(S), *Application for Disaster Food Assistance*
- ◆ 470-4072 and 470-4072(S), *Notice of Decision for Disaster Food Assistance (samples)*

**Effective Date**

Immediately.

### **Material Superseded**

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

| <u>Page</u>           | <u>Date</u>  |
|-----------------------|--------------|
| <b>Comm. 388</b>      |              |
| Title page            | January 2017 |
| 470-4903              | 6/11         |
| 470-4903(S)           | 6/11         |
| 470-4904              | 6/11         |
| 470-4904(S)           | 6/11         |
| 470-4072 (18 pgs.)    | 3/10         |
| 470-4072(S) (18 pgs.) | 3/10         |

### **Additional Information**

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