



June 11, 1996

**GENERAL LETTER NO. 8-A-28**

ISSUED BY: Bureau of Eligibility/HIPP, Division of Medical Services

SUBJECT: Employees' Manual, Title 8, Chapter A, *Administration*, Title page, revised; Contents page 1, revised; and pages 1 through 21, new.

**Summary**

This general letter transmits the revised 8-A, *Administration*.

The existing chapter VIII-A, *Organization and Administration*, has been reorganized and rewritten to incorporate the Department's updated manual format and writing style. The policy content of the chapter remains unchanged.

Information under the current section labeled, *Application*, has moved to the revised 8-B, *Application Processing*. A comparison chart is provided as a reference.

**Effective Date**

August 1, 1996

**Material Superseded**

Remove all existing pages from Employees' Manual, Title VIII, Chapter A, and destroy them.

Also obsolete the following interpretative memos:

- ◆ MS-VIII-89-25, "Medicaid Notices and Case Weight"
- ◆ MS-VIII-91-1, "Use of Medicaid Hotline"

**Additional Information**

The attached chart shows how the information in the current chapter 8-A has been reorganized in the new manual. "--" indicates that the information contained in the current section or subsection has been either deleted or incorporated into a section and there is no corresponding subsection.

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

## 8-A Comparison Chart

<i>Current Section and Subsection Title</i>	<i>New Chapter</i>	<i>New Section</i>	<i>New Subsection</i>
<b>Legal Basis</b>	A	Overview	--
<b>Definitions</b>	A	Overview	Definitions
<b>Administration of the Medicaid Program</b>	A	Responsibilities of the Department	--
<b>Medical Assistance Advisory Council</b>	A	Other Administrative Information	Medical Assistance Advisory Council
<b>Responsibilities of the Fiscal Agent</b>	A	Other Administrative Information	Fiscal Agent
<b>Responsibilities of the County Office</b>	A	Responsibilities of the Department	--
<b>Public Disclosure of Survey Findings</b>	A	Responsibilities of the Department	Maintenance of Facility Inspection Reports
<b>Application</b>	B	Filing An Application	--
Application Form	B	Filing An Application	Who Must Sign the Application
Date of Application	B	Filing An Application	Date of Application
Interview for Applications	B	Interview	--
Right to Withdraw	B	Filing An Application	Withdrawal of Application
Applicant Temporarily Out of State	B	Filing An Application	--
Time Limit for Decision	B	Processing Standards	--
Verification	B	Verification	--
Reporting Changes	B	Processing Standards	--
Effective Date of Approval	B	Effective Date of Eligibility	--
Three-Month Retroactive Period	B	Determining Eligibility for the Retroactive Period	--
<b>Notification</b>	A	Notification	When Notice Is Required
Adequate Notice	A	Notification	When Notice Is Required
Timely Notice	A	Notification	When Notice Is Required
Timely Notice Not Required	A	Notification	When Timely Notice Is Not Required
Reinstatement	G	Reinstatement	--
Timely and Adequate Notice on Reinstatement Requests	G	Reinstatement	--



TERRY E. BRANSTAD, GOVERNOR

DEPARTMENT OF HUMAN SERVICES

CHARLES M. PALMER, DIRECTOR

December 10, 1996

**GENERAL LETTER NO. 8-A-29**

ISSUED BY: Bureau of Eligibility/HIPP, Division of Medical Services

SUBJECT: Employees' Manual, Title 8, Chapter A, *Administration*, Contents, revised; pages 19 and 21, revised; and pages 22 through 27, new.

**Summary**

As part of the project to rewrite the income maintenance manuals, chapter VI-B, *Property Tax Relief*, is being moved into Title 8 because property tax relief relates primarily to SSI and State Supplementary Assistance recipients and persons in health care facilities. This general letter transmits information about property tax relief benefits that had been in VI-B.

This general letter also transmits information from chapter VI-C, *Burial Benefits*, which is being moved to Title 8 and Title 4. Burial benefits will no longer have a separate chapter in Title VI.

There is no new policy information contained in the rewrite pages.

**Effective Date**

Upon receipt

**Material Superseded**

Remove from Employees' Manual, Title 8, Chapter A, the Contents pages 19, and 21, both dated June 11, 1996, and destroy them.

**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 21, 1997

**GENERAL LETTER NO. 8-A-30**

ISSUED BY: Division of Medical Services

SUBJECT: Employees' Manual, Title 8, Chapter A, *Administration*, pages 15 and 16, revised.

**Summary**

This general letter identifies the types and colors of revised *Medical Assistance Eligibility Cards*.

**Effective Date**

February 1, 1997, for all daily cards issued.

**Material Superseded**

Remove pages 15 and 16, both dated June 11, 1996, from Employees' Manual, Title 8, Chapter A, and destroy them.

**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

February 11, 1997

## GENERAL LETTER NO. 8-A-31

ISSUED BY: Bureau of Eligibility/HIPP, Division of Medical Services

SUBJECT: Employees' Manual, Title 8, Chapter A, *Administration*, pages 5, 6, and 23, revised.

### Summary

The definition of "supply" has been added to the "Definition" section, and the definitions of "regular" and "welfare reform" FIP are deleted. Additionally, a correction has been made to **Burial Benefits** due to two sentences being inadvertently combined.

### Effective Date

The definition changes are effective March 1, 1997. The correction to **Burial Benefits** is effective upon receipt.

### Material Superseded

Remove from Employees' Manual, Title 8, Chapter A, pages 5 and 6, dated June 11, 1996, and page 23, dated December 10, 1996, and destroy them.

### 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

March 18, 1997

**GENERAL LETTER NO. 8-A-32**

ISSUED BY: Division of Medical Services

SUBJECT: Employees' Manual, Title 8, Chapter A, *Administration*, page 16, revised.

**Summary**

The Medicaid Hot Line number listed on this page was incorrect. The correct number is 1-800-532-1215.

**Effective Date**

This change is effective immediately.

**Material Superseded**

Remove from Employees' Manual, Title 8, Chapter A, page 16, dated January 21, 1997, and destroy it.

**Additional Information**

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



TERRY E. BRANSTAD, GOVERNOR

DEPARTMENT OF HUMAN SERVICES

CHARLES M. PALMER, DIRECTOR

June 3, 1997

**GENERAL LETTER NO. 8-A-33**

ISSUED BY: Division of Medical Services

SUBJECT: Employees' Manual, Title 8, Chapter A, *Administration*, pages 1, 2, 11, and 15, revised.

**Summary**

The Department's fiscal agent changed from UNISYS to Consultec effective July 1, 1997. The changes made update fiscal agent information.

This general letter also revises the managed health care enrollment process.

**Effective Date**

July 1, 1997

**Material Superseded**

Remove from Employees' Manual, Title 8, Chapter A, pages 1, 2 and 11, dated June 11, 1996, and page 15 dated January 21, 1997, and destroy.

**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

July 15, 1997

## **GENERAL LETTER NO. 8-A-34**

ISSUED BY: Division of Medical Services

SUBJECT: Employees' Manual, Title 8, Chapter A, *Administration*, Contents (page 1), revised; pages 11, 15, 16, 24 through 27, revised.

### **Summary**

This general letter transmits a change in tax suspension procedures and revised REV's information.

The tax code was changed to specify that county boards of supervisors must annually send to the Department a list of names and social security numbers of all persons whose taxes were suspended due to receipt of SSI or State Supplementary Assistance or to being a resident of a health care facility with the Department paying a part of the cost of care. The Department is to indicate if the person continues to receive benefits that qualify for tax suspension under these provisions. No release of information is required for the Department to provide this information.

Information provided through the REV's system has been updated.

Page 15 is revised to instruct workers to attach a copy of form, 470-2341, *Medically Needy Spenddown Computation Worksheet*, and form 470-3392, *Medicaid State ID Numbers*, to the *Notice of Decision for Medically Needy*.

Page 16 is revised to restore changes made in March 1997 that were inadvertently deleted.

### **Effective Date**

July 1, 1997

### **Material Superseded**

Remove from Employees' Manual, Title 8, Chapter A, Contents (page 1), dated December 10, 1996; pages 11 and 15, dated June 3, 1997; page 16, dated March 18, 1997; and pages 24-27, dated December 10, 1996, and destroy them.

### **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 6, 1998

**GENERAL LETTER NO. 8-A-35**

ISSUED BY: Division of Medical Services

SUBJECT: Employees' Manual, Title 8, Chapter A, *Administration*, pages 1, 2, 3, 13, and 14, revised.

**Summary**

This general letter transmits revisions required due to de-linking of FMAP and FMAP-related Medicaid from the FIP program.

**Effective Date**

February 1, 1998

**Material Superseded**

Remove from Employees' Manual, Title 8, Chapter A, pages 1 and 2, dated June 3, 1997; and pages 3, 13, and 14, dated June 11, 1996, and destroy them.

**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

December 15, 1998

## **GENERAL LETTER NO. 8-A-36**

ISSUED BY: Bureau of Health Care Purchasing and Quality Management  
Division of Medical Services

SUBJECT: Employees' Manual, Title 8, Chapter A, *Administration*, pages 4, 11, 12, 15, and 16, revised.

### **Summary**

On January 1, 1999, the Department will implement the Iowa Plan for Behavioral Health. The Iowa Plan integrates treatment for mental health and substance abuse and combines two previously separate managed care programs:

- ◆ The Mental Health Access Plan (MHAP).
- ◆ The Iowa Managed Substance Abuse Care Plan (IMSACP).

Effective December 31, 1998, the MHAP and IMSACP programs will be terminated.

Due to the transition from MHAP and IMSACP to the Iowa Plan, pages 4 and 11 are revised to change references to "MHAP" or "IMSACP" to the "Iowa Plan."

Also, the telephone number for the Medicaid Hot Line for unpaid medical bills is corrected on page 16. The correct number is 1-800-338-8366,

### **Effective Date**

January 1, 1999

### **Material Superseded**

Remove from Employees' Manual, Title 8, Chapter A, and destroy page 4, dated June 11, 1996; page 11 dated July 15, 1997; page 12, dated June 11, 1996; and pages 15 and 16, dated July 15, 1997.

### **Additional Information**

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



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

DEPARTMENT OF HUMAN SERVICES  
JESSIE K. RASMUSSEN, DIRECTOR

February 22, 2000

## GENERAL LETTER NO. 8-A-37

ISSUED BY: Bureau of Eligibility, Division of Medical Services

SUBJECT: Employees' Manual, Title 8, Chapter A, *Administration*, pages 2, 3, 4, 6, 25, and 27, revised.

### Summary

Revision has been made in the definition of "disabled person" to include exception to substantial gainful activity policy when eligibility is determined under the new coverage group Medicaid for employed people with disabilities.

Definitions for managed care and the Third-Party Liability Unit have also been updated.

Additionally, changes in household income limits for homestead property tax credit and for rent reimbursement have been made. The increases were effective January 1, 2000.

### Effective Date

March 1, 2000.

### Material Superseded

Remove the following pages from Employees' Manual, Title 8, Chapter A, and destroy them:

<u>Page</u>	<u>Date</u>
2, 3	January 6, 1998
4	December 15, 1998
6	February 11, 1997
25, 27	July 15, 1997

### 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

December 5, 2000

**GENERAL LETTER NO. 8-A-38**

ISSUED BY: Bureau of Eligibility Services, Division of Medical Services

SUBJECT: Employees' Manual, Title 8, Chapter A, *ADMINISTRATION*, Title page, revised; Contents (page 1), revised; Contents (page 2), new; pages 1 through 27, revised; and pages 28 through 31, new.

**Summary**

The enclosed revisions reflect:

- ◆ Added definitions.
- ◆ Changes in the Department's table of organization for the Division of Medical Services.
- ◆ Clarification that the fiscal agent operates the Medically Needy subsystem.
- ◆ Listing of additional information the Recipient Eligibility Verification System gives to providers.
- ◆ Listing of additional information that the hotline operator needs from the recipient.
- ◆ Clarification of what services require a copayment.
- ◆ Clarification that the Department recovers funds from a facility through vendor assignment.
- ◆ An increase in the annual income limit for the household property tax credit and rent reimbursement programs from \$16,655 to \$16,863 for calendar year 2001.
- ◆ Correction of legal references.
- ◆ Updating of form numbers.

**Effective Date**

January 1, 2001

### **Material Superseded**

Remove the entire Chapter A from Employees' Manual, Title 8, and destroy it. This includes the following pages:

<u>Page</u>	<u>Date</u>
Title page	June 11, 1996
Contents (p. 1)	July 15, 1997
1	January 6, 1998
2-4	February 22, 2000
5	February 11, 1997
6	February 22, 2000
7-10	June 11, 1996
11, 12	December, 15, 1998
13, 14	January 6, 1998
15, 16	December, 15, 1998
17, 18	June 11, 1996
19	December 10, 1996
20	June 11, 1996
21, 22	December 10, 1996
23	February 11, 1997
24	July 15, 1997
25	February 22, 2000
26	July 15, 1997
27	February 22, 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

June 26, 2001

## **GENERAL LETTER NO. 8-A-39**

ISSUED BY: Bureau of Eligibility Services, Division of Medical Services

SUBJECT: Employees' Manual, Title 8, Chapter A, *ADMINISTRATION*, page 19, revised.

### **Summary**

Page 19 is revised to indicate that the *Presumptive Medicaid Eligibility Notice of Decision* is used as evidence of eligibility for all recipients determined presumptively eligible for Medicaid.

### **Effective Date**

July 1, 2001

### **Material Superseded**

Remove from Employees' Manual, Title 8, Chapter A, page 19, dated December 5, 2000, and destroy it.

### **Additional Information**

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



# STATE OF IOWA

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

DEPARTMENT OF HUMAN SERVICES  
JESSIE K. RASMUSSEN, DIRECTOR

January 29, 2002

## **GENERAL LETTER NO. 8-A-40**

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

SUBJECT: Employees' Manual, Title 8, Chapter A, *ADMINISTRATION*, pages 29 and 31, revised.

### **Summary**

This chapter is revised to:

- ◆ Change the limit amount for a property tax credit from \$16,863 per year to the new amount of \$17,193 per year. This change is based on an increase in the amount from the Iowa Department of Revenue and Finance that administers the program.
- ◆ Change the limit amount for a rent reimbursement from \$16,863 per year to the new amount of \$17,193 per year. This change is based on an increase in the amount from the Iowa Department of Revenue and Finance that administers the program.

### **Effective Date**

January 1, 2002

### **Material Superseded**

Remove from Employees' Manual, Title 8, Chapter A, pages 29 and 31, dated December 5, 2000, and destroy them.

### **Additional Information**

Refer questions about this general letter to your service area IM Supervisor II.



# STATE OF IOWA

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

DEPARTMENT OF HUMAN SERVICES  
JESSIE K. RASMUSSEN, DIRECTOR

March 5, 2002

## GENERAL LETTER NO. 8-A-41

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

SUBJECT: Employees' Manual, Title 8, Chapter A, *ADMINISTRATION*, Contents (page 1), revised; and pages 25 through 28, revised.

### Summary

Revisions to this chapter eliminate burial assistance. The Department paid up to \$400 in burial assistance for persons who were receiving State Supplementary Assistance in the month of death and to former recipients of Old Age Assistance, Aid to the Blind, or Aid to the Disabled who were receiving Medicaid in the month of death. With this change, the Department will no longer pay for burial assistance.

### Effective Date

April 1, 2002

For applications for burial assistance filed before April 1, 2002, process the application and determine eligibility for burial assistance.

For applications for burial assistance filed on or after April 1, 2002, deny the application. Form 470-0504, *Application for Burial Benefits*, Section B, serves as the notice of decision for burial benefit applications.

### Material Superseded

Remove the following pages from Employees' Manual, Title 8, Chapter A, and destroy them:

<u>Page</u>	<u>Date</u>
Contents (pp. 1 and 2)	November 28, 2000
25-28	December 5, 2000
29	January 29, 2002
30	December 5, 2000
31	January 29, 2002

### Additional Information

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





# STATE OF IOWA

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

DEPARTMENT OF HUMAN SERVICES  
JESSIE K. RASMUSSEN, DIRECTOR

December 3, 2002

## GENERAL LETTER NO. 8-A-42

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

SUBJECT: Employees' Manual, Title 8, Chapter A, *ADMINISTRATION*, pages 25 and 27, revised.

### Summary

This chapter is revised to:

- ◆ Change the limit amount for a property tax credit from \$17,193 per year to the new amount of \$17,589 per year. This change is based on an increase in the amount from the Iowa Department of Revenue and Finance that administers the program.
- ◆ Change the limit amount for a rent reimbursement from \$17,193 per year to the new amount of \$17,589 per year. This change is based on an increase in the amount from the Iowa Department of Revenue and Finance that administers the program.

### Effective Date

January 1, 2003

### Material Superseded

Remove from Employees' Manual, Title 8, Chapter A, pages 25 and 27, dated March 5, 2002, and destroy them.

### Additional Information

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



# STATE OF IOWA

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

DEPARTMENT OF HUMAN SERVICES  
KEVIN W. CONCANNON, DIRECTOR

December 2, 2003

## GENERAL LETTER NO. 8-A-43

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

SUBJECT: Employees' Manual, Title 8, Chapter A, *ADMINISTRATION*, pages 25, 27, and 28, revised.

### Summary

This chapter is revised to:

- ◆ Change the limit for a property tax credit from \$17,589 per year to the new amount of \$17,771 per year. This change is based on an increase in the amount for eligibility for the program that is administered by the Iowa Department of Revenue.
- ◆ Change the limit for a rent reimbursement from \$17,589 per year to the new amount of \$17,771 per year. This change is based on an increase in the amount for eligibility for the program that is administered by Iowa Department of Revenue.

### Effective Date

January 1, 2004

### Material Superseded

Remove the following pages from Employees' Manual, Title 8, Chapter A, and destroy them:

<u>Page</u>	<u>Date</u>
25, 27	December 3, 2003
28	March 5, 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

December 3, 2004

## GENERAL LETTER NO. 8-A-44

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

SUBJECT: Employees' Manual, Title 8, Chapter A, *ADMINISTRATION*, pages 3, 4, 13, 14,  
and 25 through 28, revised.

### Summary

This chapter is revised to:

- ◆ Change the limit for a property tax credit from \$17,771 per year to the new amount of \$18,035 per year. This change is based on an increase in the amount for eligibility for the program that is administered by the Iowa Department of Revenue.
- ◆ Change the limit for a rent reimbursement from \$17,771 per year to the new amount of \$18,035 per year. This change is based on an increase in the amount for eligibility for the program that is administered by Iowa Department of Revenue.
- ◆ Update the language used on the *Notice of Decision* for tax suspension verification and the suggested language for worker provided verification of eligibility for tax suspension.
- ◆ Include information that forms for rent reimbursement may be available through agencies that serve the aged or disabled population.

### Effective Date

January 1, 2005

### Material Superseded

Remove the following pages from Employees' Manual, Title 8, Chapter A, and destroy them:

<u>Page</u>	<u>Date</u>
3, 4, 13, 14	December 5, 2000
25	December 2, 2003
26	March 5, 2002
27, 28	December 2, 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

December 23, 2005

## GENERAL LETTER NO. 8-A-45

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

SUBJECT: Employees' Manual, Title 8, Chapter A, *ADMINISTRATION*, Title page, revised; Contents (page 1), revised; pages 1 through 28 revised; and pages 29 and 30, new.

### Summary

This chapter is revised to:

- ◆ Include information about Iowa Medicaid Enterprise (IME), the group newly formed as of July 1, 2005, that administers policies and procedures for Medicaid-covered services.
- ◆ Change the limit for a property tax credit from \$18,035 per year to the new amount of \$18,348 per year. This change is based on an increase in the amount for eligibility for the program that is administered by the Iowa Department of Revenue.
- ◆ Change the limit for a rent reimbursement from \$18,035 per year to the new amount of \$18,348 per year. This change is based on an increase in the amount for eligibility for the program that is administered by Iowa Department of Revenue.
- ◆ Update definitions and further clarify some sections of the chapter.

Additionally, a change has been made to remove "county assessor" as an office to pick up the application for the property tax credit or for rent reimbursement.

### Effective Date

January 1, 2006

**Material Superseded**

Remove the entire Chapter A from Employees' Manual, Title 8, and it. This includes the following pages:

<u>Page</u>	<u>Date</u>
Title page	December 5, 2000
Contents (page 1)	March 5, 2002
1, 2	December 5, 2000
3, 4	December 3, 2004
5-12	December 5, 2000
13, 14	December 3, 2004
15-18	December 5, 2000
19	June 26, 2001
210-24	December 5, 2000
25-28	December 3, 2004

**Additional Information**

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



# STATE OF IOWA

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

DEPARTMENT OF HUMAN SERVICES  
KEVIN W. CONCANNON, DIRECTOR

February 3, 2006

## GENERAL LETTER NO. 8-A-46

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

SUBJECT: Employees' Manual, Title 8, Chapter A, *ADMINISTRATION*, page 10,  
revised.

### Summary

This chapter is revised to add that the Iowa Family Planning Network (IFPN) eligibles will receive a *Medical Assistance Eligibility Card (Limited Benefits)*, form 470-2188. This card will be issued annually at the start of each certification period.

### Effective Date

February 1, 2006

### Material Superseded

Remove from Employees' Manual, Title 8, Chapter A, page 10, dated December 23, 2005, and destroy it.

### Additional Information

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



# STATE OF IOWA

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

DEPARTMENT OF HUMAN SERVICES  
KEVIN W. CONCANNON, DIRECTOR

August 4, 2006

## **GENERAL LETTER NO. 8-A-47**

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

SUBJECT: Employees' Manual, Title 8, Chapter A, *ADMINISTRATION*, page 18,  
revised.

### **Summary**

This chapter is revised to add language to the list of information income maintenance workers may provide to Medicaid providers. This list now further defines the health coverage code on the Medicaid card to include the level of Medicaid benefits the member has (i.e. full Medicaid benefits, IowaCare, or the type of limited benefits).

### **Effective Date**

Upon receipt.

### **Material Superseded**

Remove from Employees' Manual, Title 8, Chapter A, page 18, dated December 23, 2005, and destroy it.

### **Additional Information**

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



# STATE OF IOWA

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

DEPARTMENT OF HUMAN SERVICES  
KEVIN W. CONCANNON, DIRECTOR

December 8, 2006

## GENERAL LETTER NO. 8-A-48

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

SUBJECT: Employees' Manual, Title 8, Chapter A, *ADMINISTRATION*, pages 27 and 29, revised.

### Summary

This chapter is revised to change the income limit for a property tax credit or a rent reimbursement for persons who are elderly or disabled from \$18,348 per year to \$18,876 per year. This change is based on an annual inflation factor applied to the amount by the Iowa Department of Revenue, which administers these programs.

### Effective Date

January 1, 2007

### Material Superseded

Remove the following pages from Employees' Manual, Title 8, Chapter A, and destroy them:

<u>Page</u>	<u>Date</u>
27, 29	December 23, 2005

### Additional Information

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





December 14, 2007

**GENERAL LETTER NO. 8-A-49**

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

SUBJECT: Employees' Manual, Title 8, Chapter A, *ADMINISTRATION*, Contents  
(page 1), revised; pages 9, 10, 11, 18, 27, and 29, revised.

**Summary**

This chapter is revised to:

- ◆ Incorporate information on the annual *Medical Assistance Eligibility Card* and access to Medicaid information.
- ◆ Change the income limit for a property tax credit or a rent reimbursement for persons who are elderly or disabled from \$18,876 per year to \$19,503 per year. This change is based on an annual inflation factor applied to the amount by the Iowa Department of Revenue, which administers these programs.

**Effective Date**

The annual *Medical Assistance Eligibility Card* was implemented in August 2007. Changes to property tax credit and rent reimbursement are effective January 1, 2008

**Material Superseded**

Remove the following pages from Employees' Manual, Title 8, Chapter A, and destroy them:

<u>Page</u>	<u>Date</u>
Contents (page 1)	December 23, 2005
9	December 23, 2005
10	February 3, 2006
11	December 23, 2005
18	August 4, 2006
27, 29	December 8, 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

December 26, 2008

## GENERAL LETTER NO. 8-A-50

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

SUBJECT: Employees' Manual, Title 8, Chapter A, *ADMINISTRATION*, pages 27, 28,  
and 29, revised.

### Summary

This chapter is revised to:

- ◆ Change the text of the *Notice of Decision* message about tax suspension.
- ◆ Update the income limit for a property tax credit or a rent reimbursement for persons who are elderly or disabled from \$19,503 per year to \$20,031 per year. This change is based on an annual inflation factor applied to the amount by the Iowa Department of Revenue, which administers these programs.

### Effective Date

Changes to property tax credit and rent reimbursement are effective January 1, 2009.

### Material Superseded

Remove the following pages from Employees' Manual, Title 8, Chapter A, and destroy them:

<u>Page</u>	<u>Date</u>
27	December 14, 2008
28	December 23, 2005
29	December 14, 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

June 12, 2009

## **GENERAL LETTER NO. 8-A-51**

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

SUBJECT: Employees' Manual, Title 8, Chapter A, *ADMINISTRATION*, page 4, revised.

### **Summary**

This chapter is revised to:

- ◆ Clarify that to be eligible for IowaCare, there cannot be eligibility under any other coverage group.
- ◆ Clarify that the only pregnant women who will qualify for IowaCare after July 1, 2009, are those whose resources are over the MAC resource limit.
- ◆ Add a link to the mothers and children (MAC) resource limit.

### **Effective Date**

July 1, 2009.

### **Material Superseded**

Remove from Employees' Manual, Title 8, Chapter A, page 4, dated December 23, 2005, and destroy it.

### **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

October 9, 2009

## GENERAL LETTER NO. 8-A-52

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

SUBJECT: Employees' Manual, Title 8, Chapter A, **ADMINISTRATION**, Title page, revised; Contents (page 1), revised; pages 1 through 30, revised; and pages 31 through 36, new.

### Summary

Chapter 8-A is revised to:

- ◆ Provide more information on Medicaid overpayments.
- ◆ Update IME access information.
- ◆ Convert to a format more accessible for on-line access.

### Effective Date

Upon receipt.

### Material Superseded

Remove the entire Chapter A from Employees' Manual, Title 8, and destroy it. This includes the following pages:

<u>Page</u>	<u>Date</u>
Title page	December 23, 2005
Contents (page 1)	December 14, 2007
1-3	December 23, 2005
4	June 12, 2008
5-8	December 23, 2005
9-11	December 14, 2007
12-17	December 23, 2005
18	December 14, 2007
19-26	December 23, 2005
27-29	December 26, 2008
30	December 23, 2005

### 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

January 1, 2010

## GENERAL LETTER NO. 8-A-53

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

SUBJECT: Employees' Manual, Title 8, Chapter A, **ADMINISTRATION**, pages 34 and 36, revised.

### Summary

This chapter is revised to:

- ◆ Change the income limit for a property tax credit from \$20,031 per year to \$20,427 per year. This change is based on an increase in the amount for the program that is administered by the Department of Revenue.
- ◆ Change the income limit for a rent reimbursement from \$20,031 per year to the new amount of \$20,427 per year. This change is based on an increase in the amount for eligibility for the program that is administered by the Iowa Department of Revenue.

### Effective Date

January 1, 2010

### Material Superseded

This material replaces Employees' Manual, Title 8, Chapter A, pages 34 and 36, dated October 9, 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

June 18, 2010

## GENERAL LETTER NO. 8-A-54

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

SUBJECT: Employees' Manual, Title 8, Chapter A, **ADMINISTRATION**, pages 4, 5,  
8, and 9, revised.

### Summary

This chapter is revised to:

- ◆ Amend the definition of "Iowa Plan for Behavioral Health" to reflect that persons aged 65 or over are no longer excluded from Iowa Plan coverage.
- ◆ Add a definition of the MKSN coverage group.
- ◆ Amend the definition of "Third-Party Liability Unit" to clarify that this unit is responsible for collecting payments from Medicare or other health insurance.
- ◆ Update organizational descriptions to reflect the current organizational structure.

### Effective Date

July 1, 2010

### Material Superseded

This material replaces the following pages from Employees' Manual, Title 8, Chapter A:

<u>Page</u>	<u>Date</u>
4, 5, 8, 9	October 9, 2009

### Additional Information

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



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

DEPARTMENT OF HUMAN SERVICES  
CHARLES M. PALMER, DIRECTOR

February 25, 2011

**GENERAL LETTER NO. 8-A-55**

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

SUBJECT: Employees' Manual, Title 8, Chapter A, **ADMINISTRATION**, pages 1, 2,  
5, 6, 7, 9 through 15, 33, 34, and 36, revised.

**Summary**

Chapter 8-A is revised to:

- ◆ Clarify the definitions of client and community spouse and define PACE.
- ◆ Remove references to the *Medical Assistance Eligibility Card* being reissued annually.
- ◆ Add references to PACE eligibility.
- ◆ Reflect policy changes for programs administered by the Iowa Department of Revenue as follows:
  - Increase the income limit for a property tax credit from \$20,427 per year to \$20,741 per year.
  - Increase the income limit for a rent reimbursement from \$20,427 per year to the new amount of \$20,741 per year.
- ◆ Update the name of the Bureau of Financial, Health and Work Supports and IME unit names, descriptions, and phone numbers.

**Effective Date**

January 1, 2011

**Material Superseded**

This material replaces the following pages from Employees' Manual, Title 8, Chapter A:

<u>Page</u>	<u>Date</u>
1,2	October 9, 2009
5	June 18, 2010
6, 7	October 9, 2009
9	June 18, 2010
10-15, 33	October 9, 2009
34, 36	January 1, 2010

**Additional Information**

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





# Iowa Department of Human Services

Terry E. Branstad  
Governor

Kim Reynolds  
Lt. Governor

Charles M. Palmer  
Director

January 20, 2012

## GENERAL LETTER NO. 8-A-56

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

SUBJECT: Employees' Manual, Title 8, Chapter A, **ADMINISTRATION**, Title page,  
revised; and pages 34 and 36, revised.

### Summary

Chapter 8-A is revised to reflect policy changes for programs administered by the Iowa Department of Revenue as follows:

- ◆ Change the income limit for a property tax credit from \$20,741 per year to \$20,906 per year.
- ◆ Change the income limit for a rent reimbursement from \$20,741 per year to the new amount of \$20,906 per year.

### Effective Date

January 1, 2012

### Material Superseded

This material replaces the following pages from Employees' Manual, Title 8, Chapter A:

<u>Page</u>	<u>Date</u>
Title page	October 9, 2009
34, 36	February 25, 2011

### Additional Information

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



# Iowa Department of Human Services

Terry E. Branstad  
Governor

Kim Reynolds  
Lt. Governor

Charles M. Palmer  
Director

January 4, 2013

## GENERAL LETTER NO. 8-A-57

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

SUBJECT: Employees' Manual, Title 8, Chapter A, **ADMINISTRATION**, pages 34  
and 36, revised.

### Summary

Chapter 8-A is revised to reflect policy changes for programs administered by the Iowa Department of Revenue as follows:

- ◆ Change the income limit for a property tax credit from \$20,906 per year to \$21,335 per year.
- ◆ Change the income limit for a rent reimbursement from \$20,906 per year to the new amount of \$20,335 per year.

### Effective Date

January 1, 2013

### Material Superseded

This material replaces Employees' Manual, Title 8, Chapter A, pages 34 and 36, dated January 20, 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

January 24, 2014

## GENERAL LETTER NO. 8-A-58

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

SUBJECT: Employees' Manual, Title 8, Chapter A, **ADMINISTRATION**, Contents (page 1), revised; and pages 3, 4, 5, 9, 10, 11, 19, 24, 25, 34, and 36, revised.

### Summary

Chapter 8-A is revised to:

- ◆ Remove references to the IowaCare program.
- ◆ Update references for intermediate care facilities for persons with an intellectual disability (ICF/ID).
- ◆ Remove references to the IowaCare medical card.
- ◆ Add the Iowa Health and Wellness Plan under the duties of the Bureau of Adult and Children's Medical Programs.
- ◆ Clarify the procedures for processing requests for information.
- ◆ Reflect policy changes for programs administered by the Iowa Department of Revenue as follows:
  - Increase the income limit for a property tax credit from \$21,335 per year to \$21,697.99 per year.
  - Increase the income limit for a rent reimbursement from \$21,335 per year to \$21,697.99 per year.

### Effective Date

Upon receipt.

**Material Superseded**

This material replaces the following pages from Employees' Manual, Title 8, Chapter A:

<u>Page</u>	<u>Date</u>
Contents (page 1)	October 9, 2009
3	October 9, 2009
4	June 18, 2010
5, 9-11	February 25, 2011
19, 24, 25	October 9, 2009
34, 36	January 4, 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

January 2, 2015

## GENERAL LETTER NO. 8-A-59

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

SUBJECT: Employees' Manual, Title 8, Chapter A, **ADMINISTRATION**, pages 34  
and 36, revised.

### Summary

Chapter 8-A is revised to:

- ◆ Reflect policy changes for programs administered by the Iowa Department of Revenue as follows:
  - Increase the income limit for a property tax credit from \$21,697.99 per year to \$22,011 per year.
  - Increase the income limit for rent reimbursement from \$21,697.99 per year to \$22,011 per year.
  - Change the date that someone must be age 65 to qualify for the property tax credit or rent reimbursement.
- ◆ Update all links due to the Department's new website.

### Effective Date

January 1, 2015

### Material Superseded

This material replaces the following pages from Employees' Manual, Title 8, Chapter A:

<u>Page</u>	<u>Date</u>
34, 36	January 24, 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

May 29, 2015

## GENERAL LETTER NO. 8-A-60

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

SUBJECT: Employees' Manual, Title 8, Chapter A, **ADMINISTRATION**, pages 15  
and 25, revised.

### Summary

Chapter 8-A is revised to reflect the name change of intermediate care facilities for the mentally retarded (ICF/MR) to intermediate care facilities for persons with an intellectual disability (ICF/ID), as mandated by 2012 Iowa Acts, Senate File 2247.

### Effective Date

Immediately.

### Material Superseded

This material replaces the following pages from Employees' Manual, Title 8, Chapter A:

<u>Page</u>	<u>Date</u>
15	January 25, 2011
25	January 24, 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

July 20, 2018

## GENERAL LETTER NO. 8-A-61

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

SUBJECT: Employees' Manual, Title 8, Chapter A, **Administration**, pages 34 and 36, revised.

### Summary

Chapter 8-A is revised to update the income amounts for the homestead property tax credit and rent reimbursement.

### Effective Date

Immediately.

### Material Superseded

This material replaces the following pages from Employees' Manual, Title 8, Chapter A:

<u>Page</u>	<u>Date</u>
34, 36	January 2, 2015

### Additional Information

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

April 19, 2019

**GENERAL LETTER NO. 8-A-62**

ISSUED BY: Iowa Medicaid Enterprise

SUBJECT: Employees' Manual, Title 8, Chapter A, **Medicaid Administration**, Title page, revised; and pages 7, 22, 31, 34, and 36, revised.

**Summary**

Chapter 8-A is revised to:

- ◆ Update the definition of "retroactive period."
- ◆ Update language to reflect the changes to "retroactive period" as defined in this chapter.
- ◆ Increase the income limit amounts for the homestead property tax credit and rent reimbursement from \$22,855 to \$23,216 per year.

**Effective Date**

Upon receipt.

**Material Superseded**

This material replaces the following pages from Employees' Manual, Title 8, Chapter A:

<u>Page</u>	<u>Date</u>
Title page	January 20, 2012
7	February 25, 2011
22, 31	October 9, 2009
34, 36	July 20, 2018

**Additional Information**

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



August 28, 2020

**GENERAL LETTER NO. 8-A-63**

ISSUED BY: Iowa Medicaid Enterprise

SUBJECT: Employees' Manual, Title 8, Chapter A, **Administration**, Contents page 1, pages 1, 2, 3-5, 6, 7, 8, 9-11, 12-14, 15, 16-18, 19, 20-21, 22, 23, 24, 25, 26-32, revised; 33-36 removed.

**Summary**

This chapter is revised to:

- ◆ Update manual to use correct language and definitions as provided in rules based on changes with the Affordable Care Act (ACA).
- ◆ Update legal references and form names.
- ◆ Revise manual to bring policy and procedures up-to-date.

**Effective Date**

Immediately

**Material Superseded**

Remove the following page from Employees' Manual, Title 8, Chapter D, and destroy it:

<u>Page</u>	<u>Date</u>
Contents Page 1	January 24, 2014
1, 2	February 25, 2011
3-5	January 24, 2014
6	February 25, 2011
7	April 19, 2019
8	June 18, 2010
9-11	January 24, 2014
12-14	February 25, 2011
15	May 29, 2015
16-18	October 9, 2009
19	January 24, 2014
20-21	October 9, 2009
22	April 19, 2019
23	October 9, 2009

24	January 24, 2014
25	May 29, 2015
26-32	October 9, 2009
33	February 25, 2011
34	April 19, 2009
35	October 9, 2009
36	April 19, 2009

**Additional Information**

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

March 12, 2021

**GENERAL LETTER NO. 8-A-64**

ISSUED BY: Iowa Medicaid Enterprise

SUBJECT: Employees' Manual, Title 8, Chapter A, **Administration**, Pages 34 and 36, revised

**Summary**

Chapter 8-A is revised to update the income amounts for the homestead property tax credit and rent reimbursement

**Effective Date**

January 1, 2021

**Material Superseded**

This material replaces the following pages from Employees' Manual, Title 8, Chapter A:

<u>Page</u>	<u>Date</u>
34	April 19, 2019
36	April 19, 2019

**Additional Information**

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

January 28, 2021

**GENERAL LETTER NO. 8-A-65**

ISSUED BY: Iowa Medicaid Enterprise

SUBJECT: Employees' Manual, Title 8, Chapter A, **Medicaid Administration**, Pages 30 and 32, revised.

**Summary**

Chapter 8-A is revised to update the income amounts for the homestead property tax credit and rent reimbursement

**Effective Date**

January 1, 2022

**Material Superseded**

This material replaces the following pages from Employees' Manual, Title 8, Chapter A:

<u>Page</u>	<u>Date</u>
30 and 32	March 12, 2021

**Additional Information**

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

May 13, 2022

**GENERAL LETTER NO. 8-A-66**

ISSUED BY: Iowa Medicaid Eligibility

SUBJECT: Employees' Manual, Title 8, Chapter A, **Medicaid Administration**, 6, 7, revised.

**Summary**

This chapter is revised to update information relating to the Retroactive Period.

**Effective Date**

Immediately.

**Material Superseded**

Remove the following pages from Employees' Manual, Title 8, Chapter A, and destroy them:

<u>Page</u>	<u>Date</u>
6 and 7	August 28, 2020

**Additional Information**

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

January 13, 2023

**GENERAL LETTER NO. 8-A-67**

ISSUED BY: Iowa Medicaid

SUBJECT: Employees' Manual, Title 8, Chapter A, **Medicaid Administration**, Title Page, Contents I, page 1-5, 6 and 7, 8-27, revised; 28 and 29, 30, 31, and 32, removed.

**Summary**

This chapter is revised to

- update income amounts for the homestead property tax credit
- update income amounts for rent reimbursement
- include information on where to apply for the rent reimbursement program, and
- update style and formatting throughout.

**Effective Date**

January 1, 2023.

**Material Superseded**

Remove the following pages from Employees' Manual, Title 8, Chapter A, and destroy them:

<u>Page</u>	<u>Date</u>
Title Page	April 19, 2019
Contents I	August 28, 2020
1-5	August 28, 2020
6 and 7	May 13, 2022
8-29	August 28, 2020
30	January 28, 2022
31	August 28, 2020
32	January 28, 2022

**Additional Information**

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

December 29, 2023

**GENERAL LETTER NO. 8-A-68**

ISSUED BY: Division of Community Access

SUBJECT: Employees' Manual, Title 8, Chapter A, **Medicaid Administration**, Contents I, 26, revised; 27, removed.

**Summary**

This chapter is revised to update the income amounts for the Homestead Property Tax Credit and Rent Reimbursement, and to include information on where to apply for Rent Reimbursement.

**Effective Date**

Immediately.

**Material Superseded**

Remove the following pages from Employees' Manual, Title 8, Chapter A, and destroy them:

<u>Page</u>	<u>Date</u>
Contents I	January 13, 2023
26 and 27	January 13, 2023

**Additional Information**

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