



# Iowa Department of Human Services

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November 7, 2014

## GENERAL LETTER NO. 14-B(5)-56

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

SUBJECT: Employees' Manual, Title 14, Chapter B(5), *FOOD ASSISTANCE CASE ACTIONS*, Title page, revised; Contents (page 2), revised; and pages 10, 12, 20, 42, and 43, revised.

### Summary

Chapter 14-B(5) is revised to:

- ◆ Remove references to the TD02 SEND CARD field. This field has been removed.
- ◆ Clarify card issuance and replacement.

### Effective Date

Immediately.

### Material Superseded

This material replaces the following pages from Employees' Manual, Title 14, Chapter B(5):

<u>Page</u>	<u>Date</u>
Title page	January 13, 2004
Contents (page 2)	January 30, 2009
10	January 30, 2009
12	December 17, 2010
20	March 11, 2011
42	December 17, 2010
43	October 6, 2006

### Additional Information

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

Revised November 7, 2014

Employees' Manual  
Title 14  
Chapter B(5)

# FOOD ASSISTANCE CASE ACTIONS



Iowa Department  
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**WORKER-INITIATED ACTIONS**  
**Approving an Application**  
Revised November 7, 2014

Iowa Department of Human Services  
**Title 14** Management Information  
**Chapter B(5)** Food Assistance Case Actions

ACTION	SCREEN FIELDS USED	INSTRUCTIONS
Approving an Application (Cont.)		Complete all other coding on TD02 and TD03 for Food Assistance. For valid codes, see <a href="#">14-B-Appendix</a> , <a href="#">TD02 Section III. Food Assistance</a> and <a href="#">TD03</a> .
	TD02 FA ENTRY RSN	Enter A or C.
	TD02 FA STATUS	Enter A or C.
	TD02 FA APP DT	Enter the date of Food Assistance initial application or reapplication was received in the county office in MMDDYY format. This must be a current or prior date.
	TD02 FA POS DT	Enter the date that the client becomes eligible for Food Assistance in MMDDYY format. <b>Note:</b> The date cannot be earlier than the application date except for certain migrant applications.  Remember: Food Assistance policy for approval of migrant or seasonal farm worker cases is that proration may not apply to initial month benefits. In those cases, the FA POS DT must be the first day of the month of application.
	TD02 FA AD	Enter the applicable code for approvals with an “A” entry in FA STATUS. See <a href="#">14-B-Appendix</a> , <a href="#">TD02 FA AD</a> , for codes.
	TD01 FA START CERT	Enter the first month of the certification. Enter in MMY format.
	TD02 FA END CERT	Enter the month through which the Food Assistance program is certified. Enter in MMY format.

**WORKER-INITIATED ACTIONS**  
**Approving an Application**  
Revised November 7, 2014

Iowa Department of Human Services  
**Title 14** Management Information  
**Chapter B(5)** Food Assistance Case Actions

ACTION	SCREEN FIELDS USED	INSTRUCTIONS
Approving an Application (Cont.)	TD02 OVERDUE CERT	Enter a code when more than 30 days have elapsed between the application date and the decision date. See <a href="#">14-B-Appendix, TD02 OVERDUE CERT</a> , for codes.
	TD02 FA LIMIT	If applicable, enter the end date of the limited certification period in MMY format. <b>Note:</b> If a limited certification is required, the date must fall between the start and end certification dates.
	RSCF FS RESOURCE	Make entries for all months from the POS DT month through the system “next” month, for a maximum of four RSCF screens. The system “next” month must be no more than “month four.”
	RSCF BENEFIT MONTH	Enter the benefit month in MMY format.
	RSCF AMOUNTS	Enter the countable amount for each specific type of resource listed. If the countable resources are zero, enter zeros in the field for at least one of the types.
	TD03	Complete all TD03 coding applicable to Food Assistance. See <a href="#">14-B-Appendix, TD03</a> , for instructions.
	TD03 ENTRY RSN	Enter code A or C.
	TD03 FOOD ASSISTANCE (FA) STATUS	If the application and individuals were pended before approval, the program approval will roll from TD02 to this field.

**WORKER-INITIATED ACTIONS**  
**Canceling Ongoing Benefits**  
 Revised November 7, 2014

Iowa Department of Human Services  
**Title 14** Management Information  
**Chapter B(5)** Food Assistance Case Actions

ACTION	SCREEN FIELDS USED	INSTRUCTIONS
Individual	TD02 FSI FS TEST HH TYPE CAT ELIG	Review and change any codes required for the case.  If the deceased individual is the case name and the case will remain active, a new CNID will need to be entered on TD01 and a new EBT card will need to be issued in EPPIC.
	TD03 ENTRY RSN	Enter M.
	TD03 FA STATUS	Enter N.
	TD03 FA RSN	Enter 613.  Code death on only one case. If the person is associated with more than one case, the system: <ul style="list-style-type: none"> <li>◆ Removes the person from all cases,</li> <li>◆ Recalculates benefits, and</li> <li>◆ Sends notices when appropriate.</li> </ul> Message 970 is issued to you when the person was on more than one case.  If the person was also active for FIP or Medicaid on the same case number, make the following entries:  For FIP:
	TD03 FIP ST	Enter N.
	TD03 FIP RSN	Enter 613.
		For Medicaid:
	TD03 MED ST	Enter N.
	TD03 MED RSN	Enter 613.
	TD03 MED DATE	Enter the date of death.

**WORKER-INITIATED ACTIONS****Issuing EBT Card**

Revised November 7, 2014

Iowa Department of Human Services

**Title 14** Management Information**Chapter B(5)** Food Assistance Case Actions

ACTION	SCREEN FIELDS USED	INSTRUCTIONS
<p>Issuing EBT Card</p> <p>New Case</p> <p>Established Case</p>		<p>The first time a Food Assistance case is approved, an EBT card is automatically issued.</p> <p>Subsequent EBT cards must be issued through entries to the EPPIC system. This includes replacement of lost or stolen cards, cards issued due to change of primary cardholder, and cards issued to authorized representatives. For more information, see 14-J, <u>EPPIC™ Electronic Benefit Transfer System</u>.</p>
<p>Penalty for Not Following Another Program's Rules</p> <p>Imposing a 10% Reduction</p> <p>Removing a 10% Reduction</p>	<p>TD01 ENT RSN</p> <p>TD01 GOOD CAUSE FS PEN</p> <p>TD01 ENT RSN</p> <p>TD01 GOOD CAUSE FS PEN</p>	<p>Enter a valid reason code. See <a href="#">14-B-Appendix</a>, <u>TD01 ENT RSN</u>.</p> <p>Use this field to impose the 10% Food Assistance reduction when the FIP grant (or other means-tested cash benefit) is reduced as a sanction. See <a href="#">7-G</a>, <u>Penalty for Means-Tested Program Sanction</u>.</p> <p>Enter Y to start the 10% reduction for the next system month. Wait until after ABC cutoff to make the entry if you cannot give timely notice for the next system month. The FS PEN field will be ignored if FIP is not active on the case.</p> <p>Enter a valid reason code. See <a href="#">14-B-Appendix</a>, <u>TD01 ENT RSN</u>.</p> <p>When the penalty ends, enter N to stop the 10% reduction for the next system month. See <a href="#">7-G</a>, <u>Penalty for Means-Tested Program Sanction</u>.</p>

