



Iowa Department of Human Services

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GENERAL LETTER NO. 4-B-74

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

SUBJECT: Employees' Manual, Title 4, Chapter B, **APPLICATION PROCESSING**,
Contents (page 1), revised; and page 4, revised.

Summary

Chapter 4-B is revised to remove the requirement to forward a copy of the *Financial Support Application* to the Iowa Department of Public Health (IDPH).

Effective Date

Upon receipt.

Material Superseded

This material replaces the following pages from Employees' Manual, Title 4, Chapter B:

<u>Page</u>	<u>Date</u>
Contents	April 2, 2010
4	February 14, 2014

Additional Information

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

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An application that is faxed or is scanned and then e-mailed is acceptable and will protect the application date. Applications that are signed and then faxed or scanned and e-mailed do not have to be resigned.

When an application is received in an office other than the one responsible for processing it, date-stamp the application with the date of receipt and forwards it to the appropriate office no later than the next working day. The office that processes the application will enter the initial date of receipt on form 470-0554, *Application Register*.

A household may not check all the programs on the *Financial Support Application* for which it wants to apply. If the applicant asks to apply for additional programs during the interview, or before you take action on the application, allow the applicant to check the applicable box.

The filing date for any additional program is the same date as the filing date for the programs that were initially checked on the application form.

EXCEPTION: When the applicant files a different application form, such as form 470-0306 or 470-0307, *Application for Food Assistance*, and during the interview decides to apply for FIP, the applicant must file a *Financial Support Application* to be considered for FIP. The date you get the *Financial Support Application* is the date of application for FIP.