



Iowa Department of Human Services

Terry E. Branstad
Governor

Kim Reynolds
Lt. Governor

Charles M. Palmer
Director

January 29, 2016

GENERAL LETTER NO. 4-F-16

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

SUBJECT: Employees' Manual, Title 4, Chapter F, **BUDGETING**, Title page,
revised; and page 6, revised.

Summary

Chapter 4-F is revised to:

- ◆ Add form 470-3826(S), *Request for FIP Beyond 60 Months* (Spanish).
- ◆ Update links due to the Department's new website.

Effective Date

February 1, 2016

Material Superseded

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

<u>Page</u>	<u>Date</u>
Title page	December 22, 2006
6	August 10, 2007

Additional Information

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

Revised January 29, 2016

Employees' Manual
Title 4
Chapter F

FAMILY INVESTMENT PROGRAM

BUDGETING



Make sure that you do not approve FIP for more months than are left in the family's 60-month period. To avoid issuing FIP beyond the 60-month limit, you have to determine the proper FIP effective date in accordance with the number of FIP months the family has left to use.

If the family is not eligible in the month of decision, deny the FIP application as in any other situation. The family will have to reapply to complete its 60-month FIP period.

1. Mrs. A applies for FIP on April 15. The worker checks ETS and finds that Mrs. A has received FIP for 59 months. She has one more FIP month left to use.

During the application interview, the worker gives Mrs. A form 470-3851, *Important Information About Your FIP Case*, and Comm. 137, *5-Year Limit on FIP Assistance*. The worker discusses the family's 60-month status with Mrs. A and explains that FIP will be canceled at the end of Mrs. A's 60-month period.

The worker also goes over the hardship exemption provisions and gives Mrs. A form 470-3826 or 470-3826(S), *Request for FIP Beyond 60 Months*. The worker explains that if Mrs. A submits a hardship exemption request, a separate determination is required on the hardship exemption and Mrs. A will get another *Notice of Decision* about the outcome of that determination. The worker informs Mrs. A that if her hardship exemption request is granted, her FIP case will be reopened.

On May 10, the worker makes the eligibility decision. Since Mrs. A is eligible in the month of decision, FIP assistance is approved effective May 1 through May 31 only, as that month concludes Mrs. A's 60-month period. FIP is not issued for April. Mrs. A will be ineligible for FIP effective June 1 because of the 60-month limit.

2. Same as Example 1, except Mrs. A has received FIP for 58 months when she reapplies on April 15. The worker makes the eligibility decision on May 10. Since Mrs. A is eligible in the month of decision, FIP is approved effective April 22 through May 31, because April and May complete her 60-month period. Mrs. A will be ineligible for FIP effective June 1 because of the 60-month limit.
3. Mrs. B applies for FIP April 26. According to ETS, she has received FIP for 57 months. On May 20, the worker makes the eligibility decision. Since Mrs. B is eligible in the month of decision, FIP is approved effective May 2 through July 31. Mrs. B will become ineligible for FIP effective August 1 because of the 60-month limit.