



Iowa Department of Human Services

Terry E. Branstad
Governor

Kim Reynolds
Lt. Governor

Charles M. Palmer
Director

February 21, 2014

GENERAL LETTER NO. 14-B(6)-31

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

SUBJECT: Employees' Manual, Title 14, Chapter B(6), *FIP CASE ACTIONS*, pages 66 and 69, revised.

Summary

Chapter 14-B(6) is revised to update instructions for:

- ◆ Program sanctions and
- ◆ Changing the end date of sanctions.

Effective Date

February 1, 2014

Material Superseded

This material replaces the following pages from Employees' Manual, Title 14, Chapter B(6):

<u>Page</u>	<u>Date</u>
66	February 6, 2009
69	March 16, 2007

Additional Information

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

WORKER-INITIATED ACTIONS

Review Date

Revised February 21, 2014

Iowa Department of Human Services

Title 14 Management Information

Chapter B(6) FIP Case Actions

ACTION	SCREEN FIELDS USED	INSTRUCTIONS
<p>Entering Date</p>	<p>TD02 FIP ENTRY RSN</p> <p>TD02 FIP LAST REVIEW</p> <p>TD02 FIP PE</p>	<p>To change review dates, enter the current month date in the LAST REVIEW field and the new review month and year in the NEXT REVIEW field.</p> <p>When a FIP review is done, enter the presumptive eligibility code.</p> <p>Enter H.</p> <p>Enter the month and year of the last review.</p> <p>Enter the presumptive eligibility code.</p>
<p>Sanctions</p> <p>Program Sanction</p>	<p>TD02 FIP ENTRY RSN</p> <p>TD02 FIP STATUS</p> <p>TD02 FIP REA2</p> <p>TD02 FIP NEG DT</p>	<p>Use this action to enter FIP program ineligibility due to a sanction.</p> <p>Enter G or H.</p> <p>Enter I.</p> <p>Enter the notice reason code. See 14-B-Appendix, NOTICE CODES, for valid codes.</p> <p>When reason code 310 or 311 is used:</p> <ul style="list-style-type: none"> ◆ The system will populate the last day of the last month of the sanction period, or ◆ The date of the last day of the last month of the sanction period can be entered. <p>When other notice codes are used, if there is a fixed period of ineligibility, enter the date of the last month of the sanction period. Enter zeros if there is no fixed period of ineligibility.</p>

ACTION	SCREEN FIELDS USED	INSTRUCTIONS
<p>CSRU Sanction (Cont.)</p>	<p>TD02 FIP ENTRY RSN</p>	<p>Enter the code that indicates the FIP program entry reason. Valid codes are:</p> <ul style="list-style-type: none"> A Application B Reinstatement C Approval, no application G Change with timely notice H Immediate release R Sending notice only
	<p>TD02 FIP REA1</p>	<p>Enter the notice reason code for each parent in the home who fails to cooperate and has a child on the grant. Valid codes are:</p> <p>320 Use to initiate grant reduction for the first incident of noncooperation during the household's period of FIP eligibility.</p> <p>321 Use when another parent in the home who has a child on the grant later fails to cooperate with CSRU.</p>
<p>Sanctions: Changing End Date</p>	<p>Program Sanctions</p> <p>TD02 FIP ENTRY RSN</p> <p>TD02 FIP NEG DT</p> <p>Individual Sanctions</p> <p>TD03 ENTRY RSN</p> <p>TD03 FIP/ST</p> <p>TD03 FIP DT</p> <p>TD03 FIP DIS</p>	<p>These instructions can be used to shorten or remove the sanction period (other than child support sanction).</p> <p>Enter H.</p> <p>Enter the last day of the last month of the revised sanction period.</p> <p>Enter J.</p> <p>Enter N.</p> <p>Enter the last day of the last month of the sanction period.</p> <p>Enter the number of months remaining.</p>